

***To Whom It May Concern:***

The following is a certified copy of the proceedings of the Fall Annual Town Meeting held in Walpole, Massachusetts on October 19, 2009 at Walpole High School. All rules and regulations concerning the call of an Annual Town Meeting were fulfilled and a quorum was present. Moderator Jon W. Rockwood called the meeting to order at 7:45 p.m.

**ARTICLE 20: On Motion by the Finance Committee; It was Moved and Seconded:**

That the Town amend the Zoning Bylaw, **SECTION 13: SITE PLAN REVIEW**, for the purpose of clarifying the submission process for both new site plans and amendments to previously approved site plans, as follows:

Amend Section **13.5 Site Plan Review Responsibility** by adding a second paragraph after the existing paragraph under said existing Section 13.5, as follows (*text to be added is in italics and underlined*):

The Planning Board shall be designated as the body responsible to review and approve site plans. Further, the Planning Board may request assistance of outside consultants, under G.L. c.44, 53G, during its deliberations consistent with peer review procedures and guidelines established by the Commonwealth.

*(It is recommended that any person desiring approval of a site plan should, before formal submission to the Planning Board, submit a copy of the plan and application materials to the Building Inspector, who shall then determine whether the plan qualifies for Limited Site Plan Review pursuant to Section 13.6 of this bylaw or requires Full Site Plan Review pursuant to Section 13.7 of this bylaw, and/or whether any other zoning relief will be required for the site plan review. The determination of the Building Inspector pursuant to this Section 13.5 shall be in writing to the Planning Board and shall be issued within ten business days and, if it is not issued, it shall be presumed that the plan does not qualify for Limited Site Plan Review.)*

Amend Section **13.15. Modification of Site Plan** by adding a second paragraph after the existing paragraph under said existing Section 13.15, as follows (*text to be added is in italics and underlined*):

**Article 20 contd.**

The Planning Board shall have the power to modify or amend its approval of a site plan on application of the person owning or leasing the premises in the event of changes in physical conditions sufficient to justify such action within the intent of this section. All of the provisions of this section applicable to approval shall where apt, be applicable to such modification or amendment.

(It is recommended that any person desiring modification of a site plan should, before formal submission to the Planning Board, submit a copy of the proposed plan modification and any related modification materials to the Building Inspector, who will determine, based upon the available information, whether it appears that any other zoning relief will be required for the proposed amendment to the site plan. Any such determination of the Building Inspector pursuant to this Section 13.15 shall be in writing to the Planning Board and submitted prior to or at the time of formal submission of the proposed plan modification and any related modification materials to the Board.)

**2/3 Vote Required:**

**Motion Was: So Voted Unanimous**

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**Ronald A. Fucile, Town Clerk**  
**A True Copy Attest**