

Planning Board and Zoning Board of Appeals Meeting Schedule

The table below is an estimated schedule for the Planning Board and Zoning Board of Appeals as their meetings relate to zoning relief cases. The Planning Board and Zoning Board of Appeals may hold more (or less) meetings than shown below as needed to reasonably manage all board business. The schedule is entirely subject to change depending on a number of factors, including board member availability, Town Meeting sessions, scheduling conflicts, and scheduling constraints. Nonetheless, the table provides a measure of predictability for applicants, members of the public, and board members.

Application Date	Acceptance Date	Planning Board Meeting Date	Zoning Board of Appeals Hearing Date
11/8 - 11/22/2021	11/22 - 12/6/2021	1/6/2022	1/20/2022
11/23 - 12/6/2021	12/7 - 12/20/2021	1/20/2022	2/3/2022
12/7 - 12/20/2021	12/21 - 1/3/2022	2/3/2022	2/17/2022
12/21 - 1/3/2022	1/4 - 1/17/2022	2/17/2022	3/3/2022
1/4 - 1/17/2022	1/18 - 1/31/2022	3/3/2022	3/17/2022
1/18 - 1/31/2022	2/1 - 2/14/2022	3/17/2022	3/31/2022
2/1 - 2/14/2022	2/15 - 2/28/2022	3/31/2022	4/14/2022
2/15 - 2/28/2022	3/1 - 3/14/2022	4/14/2022	4/28/2022
3/1 - 3/14/2022	3/15 - 3/28/2022	4/28/2022	5/12/2022*
3/15 - 3/28/2022	3/29 - 4/11/2022	5/12/2022*	5/26/2022*
3/29 - 4/11/2022	4/12 - 4/25/2022	5/26/2022*	6/9/2022*
4/12 - 4/25/2022	4/26 - 5/9/2022	6/9/2022*	6/23/2022
4/26 - 5/9/2022	5/10 - 5/23/2022	6/23/2022	7/7/2022
5/10 - 5/23/2022	5/24 - 6/6/2022	7/7/2022	7/21/2022
5/24 - 6/6/2022	6/7 - 6/20/2022	7/21/2022	8/4/2022
6/7 - 6/20/2022	6/21 - 7/4/2022	8/4/2022	8/18/2022
6/21 - 7/4/2022	7/5 - 7/18/2022	8/18/2022	9/1/2022
7/5 - 7/18/2022	7/19 - 8/1/2022	9/1/2022	9/15/2022
7/19 - 8/1/2022	8/2 - 8/15/2022	9/15/2022	9/29/2022
8/2 - 8/15/2022	8/16 - 8/29/2022	9/29/2022	10/13/2022
8/16 - 8/29/2022	8/30 - 9/12/2022	10/13/2022	10/27/2022
8/30 - 9/12/2022	9/13 - 9/26/2022	10/27/2022	11/10/2022*
9/13 - 9/26/2022	9/27 - 10/10/2022	11/10/2022*	12/1/2022*
9/27 - 10/17/2022	10/11 - 10/31/2022	12/1/2022*	12/15/2022
10/18 - 10/31/2022	11/1 - 11/14/2022	12/15/2022	12/29/2022

* Likely Town Meeting session dates – PB and ZBA meetings would not be held during a TM session.

Application Date: The application date column is the window of time in which an application is submitted. An application submitted during this window will receive a determination of completeness by the Acceptance Date shown in the following column.

Acceptance Date: Planning staff are required to provide a determination as to whether an application is complete within 14 days of the application date. If an application is not deemed complete in time to meet the “Acceptance Date” that corresponds to its “Application Date”, the application will be shifted to the following scheduling row. Example: an application submitted on January 5th is deemed incomplete

and the applicant appropriately supplements their application with the required materials on January 20th – the Planning Board meeting will be set for March 17th.

Planning Board Meeting Date: The Planning Board meeting date and the Zoning Board of Appeals Hearing date are based on the date that Planning staff deem an application to be complete. The Planning Board meeting date is approximately one month after the acceptance date. It may be earlier or later depending on scheduling conflicts or constraints. Planning staff will be in contact with you regardless.

Zoning Board of Appeals Hearing Date: The Zoning Board of Appeals date is set to be within 65 days of the acceptance date, as required by state law. The ZBA hearing date may be earlier or later (with applicant approval) depending on scheduling conflicts or constraints.