TOWN OF ARLINGTON

DEPARTMENT OF PLANNING and
COMMUNITY DEVELOPMENT

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Redevelopment Board Review Process and Schedule for Town Meeting

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Date	Process	Description and Action Items
January 29, 2021	Warrant Closes	This is the final date for submission of articles to the Town Meeting warrant. **ARB Action Item**: The ARB will submit any zoning articles to the warrant. **Petitioner Action Item:** Members of the public will submit any zoning articles to the warrant. The ARB recommends that petitioners reach out to the Director and Assistant Director for Planning and Community Development to discuss their article and to learn more about the review timeline. The Planning and Community Development staff is available to provide technical assistance to petitioners throughout the process. **General Public Action Item:** This is the due date for topics (articles on zoning or other topics) to be submitted to warrant for consideration by Town Meeting beginning on April 26, 2021.
February 11, 2021	Legal Notice Published/ Zoning Warrant Articles Posted	As required by M.G.L. Chapter 40A, The Zoning Act, a legal notice will be placed in a local newspaper that identifies the hearing dates, location (all virtual for Town Meeting 2021), and the topics. At the same time, a document will be published that compiles all of the zoning warrant articles and amendment text (known as a main motion) if available. **ARB Action Item:** On behalf of the ARB, DPCD staff submits the legal notice and the compiled zoning warrant articles. Additionally, the DPCD staff will communicate the hearing schedule to all petitioners and other interested parties. **Petitioner Action Item:** At this time, it is important for petitioners to be in touch with DPCD Director and Assistant Director to review the amendment text (main motion) and other relative resources and documents. The DPCD staff is available for technical assistance to any petitioner.

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		General Public Action Item: Once the legal notice is published, the hearing schedule will be published. If you are interested in any of the zoning topics, you can save the date to attend a virtual public hearing with the ARB.
March 2021	ARB Public Hearings	M.G.L. Chapter 40A requires that the ARB hold public hearings to obtain feedback on all of the zoning warrant articles proceeding to Town Meeting. **ARB Action Item:** The ARB will hold public hearings on most Mondays in March to obtain feedback. On behalf of the ARB, the DPCD Director and Assistant Director will communicate the hearing schedule and protocol to all petitioners and coordinate obtaining materials from petitioners for inclusion in the ARB's meeting packet which is publically accessible. **Petitioner Action Item:** At least a week in advance of a petitioner's hearing date, petitioners should provide to the DPCD Director and Assistant Director the amendment text (main motion) and other relevant materials. The petitioner should prepare to make a short presentation (no more than 3-5 minutes) at the public hearing and answer questions from the ARB members regarding the petition. **General Public Action Item:** All public hearings are open for attendance by the general public. Anyone may join and provide feedback based on the information presented or just listen. Written comments are also welcome. All materials will be posted online at arlingtonma.gov/arb.
Late March/Early April (Actual Dates to be determined)	ARB Votes on Zoning Articles	M.G.L. Chapter 40A requires that the ARB vote on each article and prepare a report for Town Meeting. The ARB can vote to recommend action or recommend no action to Town Meeting. The Report to Town Meeting, which outlines the votes taken and why, is typically written, but can also be given verbally at Town Meeting. **ARB Action Item:** After hearing from all petitioners and interested parties, the ARB will vote on each article and outline their reasons for each vote. The Report to Town Meeting will be finalized and voted on and submitted to Town Meeting Members and posted online for review. **Petitioner Action Item:** Prior to the ARB's vote, each Petitioner should work with the DPCD Director and Assistant Director to finalize their amendment text (main motion) for consideration by the ARB. Any other relevant information should be provided by the petitioner. **General Public Action Item:** At this stage, all feedback has been obtained by the ARB either verbally or written, the public hearing has closed, and the ARB will vote on each article individually.
April 2021	Public Information	Typically in April 2021, Arlington Town Meeting Members will hold precinct meetings. Additionally,

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(Actual Dates to be determined)	Sessions	the ARB may hold public information sessions on the zoning warrant articles. **ARB Action Item:** On behalf of the ARB, DPCD Staff and ARB members will hold virtual public information session(s) to provide an overview the zoning articles to be considered by Town Meeting. The public information session will include time for questions and answers. **Petitioner Action Item:** Petitioners may want to attend the precinct meetings and ARB public information sessions to provide information about their zoning warrant articles. **General Public Action Item:** Attendance at the precinct meetings and at public information sessions will provide a venue to seek additional information and to let your Town Meeting Members know your opinion on any article.
April 26, 2021	Town Meeting Begins	Town Meeting begins on April 26, 2021 and continues on Mondays and Wednesdays until completed. The format for the 2021 Annual Town Meeting will be virtual. The Town Meeting Members will vote on each article. In most cases, zoning articles require an affirmative vote of two-thirds of Town Meeting Members. **ARB Action Item:** The ARB Chair will provide a presentation of the warrant article. DPCD staff may be on hand to provide additional information to respond to Town Meeting Member questions. **Petitioner Action Item:** If the petitioner is not the ARB, the petitioner will be given a chance to present and answer any questions from Town Meeting Members. **General Public Action Item:** The general public can watch the Town Meeting proceedings through ACMi.
Post Town Meeting	Submission to the Attorney General	Towns are required to submit to the Attorney General's Municipal Law Unit information about zoning articles, the process, and the votes taken. Unless otherwise described in the article, the effective date of a zoning amendment is the date Town Meeting voted. **ARB Action Item:** On behalf of the ARB, the DPCD staff work with the Town Clerk and Town Counsel to prepare and submit the appropriate forms and update the Zoning Bylaw. **There are no action items for Petitioners and the General Public.**

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If you have any questions about this timeline and process, please contact Erin Zwirko, Assistant Director, Department of Planning and Community Development at 781-316-3091 or ezwirko@town.arlington.ma.us.