

**WARRANT ARTICLE VI** - Shall an ordinance dated May 7, 2024 and entitled “Amendments section 5.4 of the Land Use Zoning Ordinance notification responsibility for conditional use approval process” be enacted as set forth below?

***Explanation: This Article amends the wording in Section 5.4.3 to clarify that the Town is responsible for sending notices of public hearings for Conditional Use Applications rather than the Planning Board.***

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## SECTION 5 CONDITIONAL USE APPROVAL

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### 5.4 Review Procedures

**Pre-Application Procedures** – Prior to submitting a Conditional Use Approval Application an applicant or authorized agent may request to appear at a regular meeting of the Planning Board to discuss the proposed project. The pre-application review shall not be construed as representing either the pendency or the commencement of the application process per se.

**Formal Application Procedures** – The review procedures set forth below may, at the Planning Board’s discretion, be undertaken at a single meeting.

1. **Determination of completeness.** Following receipt of a formal Conditional Use Approval application, the Planning Board shall review the material and determine whether or not the submission is complete. If the application is determined to be incomplete, the Board shall notify the applicant in writing of this finding, shall specify the additional materials required to make the application complete and shall advise the applicant that the application will not be considered by the Board until the additional information is submitted to the Board. These steps, except the notification requirements, shall be repeated until the application is found to be complete.
2. **Notification of completeness.** As soon as the Board determines that the application is complete, the Board shall notify the applicant of this finding and issue a dated receipt.
3. **Public hearing and notice of meeting.** On each application for Conditional Use Approval the Planning Board shall hold a public hearing not less than ten (10) days after public notice. The **Planning Board Town** shall send notice of each public hearing by first class mail to all abutting property owners and shall publish such notice in a newspaper with local circulation at the applicant's expense. The notice shall include the date, time, and place of the meeting at which the application will be considered.