

Zoning Board of Appeals Guidelines

(see M.G.L. c 40A)

A. AUTHORITY

1. The Zoning Board of Appeals shall have the following powers and duties per M.G.L. c 40A:
 - a. The Zoning Board of Appeals shall coordinate activities relating to requests for special permits and variances and ADM appeals in keeping with the Zoning Bylaws in the Town of Lanesborough.
 - b. The Zoning Board of Appeals shall advise the Planning Board on any issues relating to the Town of Lanesborough's Zoning Bylaws.
 - c. Any funds raised by the Zoning Board of Appeals to additionally support its function shall be properly accounted for and reported to the Town Accountant, as shall expenditures from the funds.

B. MEMBERSHIP

1. The Zoning Board of Appeals shall consist of five (5) members appointed for five (5) year staggered terms and two (2) alternate members appointed for 1 (1) year terms.
2. The Zoning Board of Appeals shall elect a Chairperson and Recording Agent at the first meeting held after the Annual Town Meeting. The officers shall serve until the next Annual Town Meeting.
3. Chairperson: The Chairperson shall preside at all Zoning Board of Appeals meetings or hearing of appeals. The Chairperson shall have the responsibility of posting notices of meetings as required by law. In the absence of the Chairperson, the Zoning Board of Appeals shall appoint an acting Chairperson. The Chairperson shall call for a vote on all motions that have been proposed and seconded. The Chairperson shall submit a summary report for inclusion in the Annual Town Report.
4. Recording Agent: The Recording Agent shall keep the Zoning Board of Appeals' records of attendance, meeting Minutes, agendas and motions. The Recording Agent shall also process all correspondence required by the Zoning Board of Appeals and will file meeting Minutes with the Town Clerk after Zoning Board of Appeals approval. The Recording Agent will also maintain any necessary files and records of the Zoning Board of Appeals.
5. When a member voluntarily vacates his/her position in the Zoning Board of Appeals, the following procedures shall be followed:
 - a. The Zoning Board of Appeals will make it known to the community and the Town Manager that a vacancy exists and thereby solicit interested parties.
 - b. A new member may be recommended by the remaining members of the Zoning Board of Appeals and brought before the Board of Selectmen for an interview.
 - c. Should a Zoning Board of Appeals member have more than six (6) absences within a consecutive 12 month period without cause, the Zoning Board of Appeals Chair shall notify the Town Clerk, who shall mail a notice to the Zoning Board of Appeals member stating that said member is considered to have vacated the position.

C. MEETINGS

1. The Zoning Board of Appeals shall meet as required. Meetings shall be run according to parliamentary rules of order and M.G.L. c. 40A requirements. Additional meetings as required shall be scheduled by the Chairperson.
2. The Zoning Board of Appeals shall give notice of any meeting for posting by the Town Clerk at least 48 Town Hall working hours prior to said meeting. All Zoning Board of Appeals members will be individually notified by email or phone, also 48 hours prior to said meeting by the Chairperson.
3. All meetings of the Zoning Board of Appeals shall follow Open Meeting laws.
4. The presence of three (3) members shall constitute a quorum. Endorsement of a motion requires a vote of at least three (3) members.