

**TO THE RESIDENTS OF THE TOWN OF SHUTESBURY:**

The following two bylaws adopted at the June 2021 Annual Town Meeting have been approved by the Attorney General’s Office ([September 29, 2021](#)).

**Article 14:** Deletes Section 9.3B and inserts the following new section after the existing Section 10.3 at the end of ARTICLE X — ADMINISTRATION AND ENFORCEMENT:

**“SECTION 10.4 Planning Board**

**10.4 A. Associate Members**

There shall be two associate members of the Planning Board as provided for under MGL c 40A, Section 9.

Appointments may occur at any time. The Planning Board shall notify the Select Board in writing of its intention to begin a process for associate member appointment.

The Planning Board will establish the process for soliciting and receiving the names of interested individuals; notice of the opportunity should be made broadly to the residents of Shutesbury. Given that the Planning Board is an elected body, individuals eligible to serve as associate members shall be registered voters in the Town of Shutesbury.

The Planning Board shall recommend individuals to be considered for appointment. Associate members will be appointed by a majority of the members of the Planning Board and the Select Board who are in attendance at a joint meeting for this purpose.

The term of an associate member shall be one year; mid-year appointments shall run through June 30. Associate members may have their term renewed by a majority of the members of the Planning Board and the Select Board who are in attendance at a joint meeting for this purpose. There shall be no limit to the number of renewals for an associate member.

The Planning Board chairperson may designate one or two associate members to participate as an acting member of the Planning Board at any time in the case of absence, inability to act, or conflict of interest, on the part of any Planning Board member; or in the event of a vacancy on the board. Participation by an associate member shall be time or purpose limited. Designation by the chairperson shall include a statement indicating the time period for participation or the purpose for participation. An associate member’s participation shall end upon the completion of the stated purpose or time period, unless extended by the chairperson.

When designated, an associate member may participate fully in procedures for a special permit, site plan review, or any other application before the Planning Board; as well as other procedural matters designated by the chairperson, including but not limited to conducting hearings of the Planning Board. Associate members are expected to regularly attend Planning Board meetings.

When not acting as full members, associate members may be seated with the Planning Board and receive communications in order to follow Planning Board business. Associate members, when not acting as full members, may participate in deliberation at the discretion of the chairperson. When not acting as a full member of the Board, associate members may not vote nor participate in executive session.

Vacancies for unexpired terms of an associate member shall be filled in the same manner as for original appointments.

An associate member may be considered for a vacancy on the Planning Board in accordance with the normal process for filling a vacant position.”

**Article 15:** Inserts the following new section after the existing Section 3.5 at the end of ARTICLE III, ZONING DISTRICTS: USE REGULATIONS:

**“Section 3.6 Access to Use**

Access, including for appurtenant drainage facilities and utilities, from public ways across other districts to the FC District for an allowable use in the FC District shall be permitted under the same terms as the use and as a single unified permit application.”