



TO: Steve Sadwick, AICP, Assistant Town Manager
Zoning Bylaw Revision Committee

FROM: First Reading Draft

DATE: September 28, 2017

CC: Eric Halvorsen, AICP, RKG Associates, Inc., and Bob Mitchell FAICP

We look forward to discussing the first draft of Tewksbury's revised zoning bylaw (dated September 12, 2017) and receiving feedback from you when you meet on October 10, 2017. The purpose of this memo is to introduce you to the draft and explain a few of its features.

The reorganization in the draft is designed to help users find in one section of the bylaw the basic rules that apply to a given property. All district-level requirements are contained in a section that is easily identified by a green color strip that runs the full length of the right (odd-numbered) page. Within the green subsection of district regulations (Section 5), uses and dimensional requirements are further subdivided by district type, e.g. one subsection for residential regulations, one for commercial, one for industrial, and so on. We want to hear your thoughts about this approach.

Some sections are almost identical to your existing zoning. For example, we made only minor language changes and grammatical corrections in the Floodplain District and Groundwater Protection District, but in the section for commercial regulations (Section 5.5), you will find some important differences. Site Plan Review has been substantially rewritten, as have the special districts on Route 38 – currently called overlay districts but in the draft bylaw, they are use districts. The sign bylaw in this draft is largely what you have today because we are still working through issues that need to be addressed in order to comply with *Reed v. Gilbert* (2015). We left Definitions out of this draft because depending on decision you make about the proposed use regulations, some definitions will have to be revised and there will need to be new definitions, too.

I am attaching a Comments Resolution Matrix (CRM) that we'd like you to use to record your comments on the draft. The two columns to the far right (Response and Status) are for our purposes, as we will use them to respond to all of the comments we receive from you. The CRM has been very helpful in other communities because it standardizes the format of comments from reviewers, and this in turn reduces the potential for misinterpretation or misunderstanding. Feel free to enter your comments in the Word file. It is a Word table and we think you will find it easy to use.

Don't hesitate to contact me by email or phone if you have questions or need me to clarify anything in the draft.