

Warrant Article Questionnaire
Non-Standard Town Agency Articles

Section III – Questions with Response Boxes – To Be Completed By Petition Sponsor

Article # 23	Date Form Completed: 09.06.2022
Article Title: Paper Submittal Requirements (Zoning)	
Sponsor Name: Planning Board	Email: aloomis@natickma.org

Question	Question
1	Provide the article motion exactly as it will appear in the Finance Committee Recommendation Book and presented to Town Meeting for action.
Response	<p><i>Move that the Natick Zoning Bylaws be amended as follows:</i></p> <p><i>Amend § III-A.5.7a)1), b), and c); § III-A.6.C.10.3 Filing and 4. Circulation to Other Boards; § III-F.1.2 Applicability; § III-F.1.4.a. Pre-Application; § III-H.3(C) Finding; § III-I.1.2.7.2; § III-I.2.2.6.2; § III-J.4.; § 329.31 and .32; § V-D.19.a); § VI-DD.2A.c. and d.; § VI-E.2.e) to delete all references to the submittal of paper and replace with applicable references to electronic permitting and submittal process.</i></p>
2	At a summary level and very clearly, what is the proposed purpose and objective of this Warrant Article and the accompanying Motion?
Response	<p>On May 23, 2022, Town Departments, which include Community and Economic Development (CED), Fire Department, and Licensing, launched ViewPoint, an online permitting program. All department applications can be submitted and processed electronically, eliminating the requirement for paper submittals. Currently, the Natick Zoning Bylaw references paper submittal and the number of paper copies required for an application. Article 23 removes reference to paper submittals and the number of paper documents to align with current electronic permitting.</p> <p>The electronic permitting system can be accessed at the following website link https://natickma.viewpointcloud.com/</p>
3	Has this article or one of a very similar scope and substance been on a previous Warrant Article and what have been the actions taken by the Finance Committee, other Boards or Committees and Town Meeting?
Response	The use of electronic permitting is a new process for the Town, therefore, Article 23 modifies past practices of paper submittal.
4	Why is it required for the Town of Natick and for the Town Agency sponsor(s)?
Response	On May 23, 2022, Community and Economic Development, the Fire Department, and Licensing switched from a paper-based application process to an electronic online permitting process. The current Natick Zoning Bylaw outlined the process and number of paper documents required for submittal. Therefore, an application submitted electronically is no longer in compliance with the Natick Zoning Bylaw, requiring an applicant to request waivers for compliance with the Town's new permitting practices.

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5	Does this article require funding, how much, from what source of funds and under whose authority will the appropriation be managed and spent?
Response	Funding is not required for Article 23.
6	Does this article act in any way in concert with, in support of, or to extend any prior action of Natick Town Meeting, Massachusetts General Laws or CMR's or other such legislation or actions? Does this article seek to amend, rescind or otherwise change any prior action of Natick Town Meeting?
Response	In 2018, Town Meeting adopted a non-binding resolution to achieve net zero emissions by 2050. Article 23 is aligned with this effort by reducing paper submittal of applications and supporting documents, reducing the number of vehicular trips to transport paper applications and supporting documents, and reducing the amount of physical space for storing applications and supporting documents. Furthermore, reducing the waste produced when applications and supporting documents can be disposed of according to the Commonwealth's record retention laws.
7	How does the proposed motion (and implementation) fit with the relevant Town Bylaws, financial and capital plan, comprehensive Master Plan, and community values as well as relevant state laws and regulations?
Response	The effort associated with Article 23 aligns with state laws and regulations. Applicants may still submit paper applications if they choose to do so.
8	Who are the critical participants in executing the effort envisioned by the article motion?
Response	Efforts associated with the implementation of ViewPoint has commenced, the following groups will benefit from the online permitting system, and the reduction of paper submittals <ul style="list-style-type: none"> • Staff members of the Community and Economic Development (CED) Department, which includes the Building Department, Conservation Commission, Planning Board, and Zoning Board of Appeals • Staff members of the Development Review Team (DRT), which includes staff from CED, Fire Department, Police Department, Sustainability, Department of Public Works, Health Department, Assessors Department, Town Clerk • Various Town committees, boards, etc. interested in projects • Natick community at-large
9	What steps and communication has the sponsor attempted to assure that: <ul style="list-style-type: none"> • Interested parties were notified in a timely way and had a chance to participate in the process • Appropriate Town Boards & Committees were consulted • Required public hearings were held
Response	<ul style="list-style-type: none"> • Legal ad for the September 21st public hearing will be published in the Metro West Daily Newspaper on September 7th and September 14th • Legal mailers will be sent to the abutting communities and required parties of interest prior to September 7th • Public hearings for Article 21 will commence on September 21st

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10	Since submitting the article have you identified issues that weren't initially considered in the development of the proposal?
Response	No issues were identified since the submission of Article 23.
11	If this Warrant Article is not approved by Town Meeting what are the consequences to the Town and to the sponsor(s)? Please be specific on both financial and other consequences?
Response	If Article 23 is not approved at FTM, applicants would still be required to request waivers for the submittal of paper applications and supporting documents. Further, the Town would need to identify additional space for storing paper applications and supporting documents.