

**RULES OF THE NEWBURY PLANNING BOARD
REGARDING
AGENDAS AND DEADLINES FOR SUBMISSION
OF APPLICATIONS AND MATERIALS**

1. Meeting Schedule: The Planning Board shall meet regularly on the first and third Wednesdays of every month. Additional meetings may be called by the Chair and scheduled as needed, with proper posting of the Agenda in accordance with the Open Meeting Law. Meetings may be rescheduled or cancelled.
2. Preparation of Agenda for Planning Board Meetings:
 - a. The agenda for each Planning Board meeting shall be prepared by the Planning Director after conferring with the Chair. Agenda items suggested by other members of the Board may be included on the Agenda with the Chair's approval.
 - b. The agenda will close at 12:00 p.m. seven (7) calendar days before a regular bi-monthly meeting of the Board or no less than three days before any other meeting, excluding Saturdays, Sundays and legal holidays, and no changes to the agenda shall take place thereafter except as follows:
 - i. Any matter coming to the attention of the Planning Director or a member of the Board after the above stated closing time and considered to be an emergency matter may be included on the agenda. The Chair will be notified of any such changes.
 - ii. Consideration of matters of a non-emergency nature may be allowed at the discretion of the Chair, if permitted under the Open Meeting Law, but may be tabled until the next regular meeting.
3. Submission Deadlines:
 - a. New Applications: Drafts of new applications to be filed with the Planning Board shall be submitted to the Planning Director to review for compliance with submission requirements no less than two weeks prior to the anticipated filing date. Applications shall be filed at a regularly scheduled Planning Board meeting.
 - b. All Other Materials: Any materials to be considered by the Planning Board at a regularly scheduled meeting shall be submitted to the Planning Director in both hard copy and electronic format no less than seven (7) calendar days prior to the meeting date at which the materials will be discussed. This includes revised documents for continued public hearings.

Adopted by unanimous vote of the Planning Board this 24th day of March, 2021.

PLANNING BOARD
TOWN OF NEWBURY