

ARTICLE 42A. PLANNING AND LAND MANAGEMENT DIVISION

Note: that this bylaw is NEW

42A.1. Composition. The Town shall have a Planning and Land Management Division consisting of the following boards and their staff, if any: the Building Department, Design Review Board, Historical Commission, Historic District Commission, Natural Resources Commission, Neighborhood Conservation District(s), Planning Board, Zoning Board of Appeals, and Wetlands Protection Committee.

42A.2. Director. The Division shall be headed by the Planning and Land Management Director, who shall be a Deputy Director of General Government Services or a Deputy Town Manager. The Director shall report to the Executive Director of General Government Services or to the Town Manager with respect to the management of the Division's administrative operations.

The Planning Director, Director of Natural Resources, Inspector of Buildings, Executive Secretary of the Zoning Board of Appeals and any other department head who serves the boards within the Division shall report to the Director with respect to the administration of their respective departments. The department heads shall report to their respective boards for the purpose of implementing the board's goals and objectives, and ensuring compliance with any statutory or regulatory requirements and Town bylaws.

42A.3. General Duties. The Director's duties shall include:

- a. Coordinating the development and administration of the Division's budget and budgets for departments within the Division;
- b. Administering all personnel functions within the Division while working with the Human Resources Director;
- c. Developing a strategic plan for the Division in consultation with staff and boards;
- d. Coordinating all aspects of the Division's daily operations, including organizing staff to ensure effective and efficient daily operations and promote collaboration on land management and planning issues; and
- e. Developing consistent and effective communication and archive protocols.

42A.4. General Provisions. The Division shall also be governed by Articles 2 through 7 of these bylaws and other provisions of these bylaws generally applicable to all boards, except as it is specifically directed by law or a provision of these bylaws to act otherwise.