



STAFF MEMORANDUM

TO: Planning Board
FROM: Mark Connors, Planning Director
DATE: May 6, 2025
RE: Public Outreach in advance of Special Town Meeting

As the Public Hearing and Special Town Meeting approaches it would be helpful to have the Planning Board's input regarding public outreach efforts to ensure Hamilton residents and property owners are informed regarding the proposed zoning changes and Special Town Meeting. Below are a few considerations:

Web-based Electronic Tools

Additional information has been added to the project and Planning Board website regarding the proposed re-zoning, including a searchable Excel file (and static PDF) which list all of the parcels proposed for re-zoning. A GIS tool is also under development and should be added to the site shortly that will allow visitors to view an interactive map of the parcels proposed for re-zoning with basic information included for each parcel, including size, owner, and existing use information. If members would like other information advertised on the website, this would be a good opportunity to discuss those so staff can work to incorporate any suggestions.

Notification to Property Owners

At the April 29th meeting, the Board indicated support for providing mail notice to property owners on Carriage Lane of the proposed re-zoning. Cumulatively, there are a total of 106 parcels in the areas proposed for re-zoning or a zoning overlay district (a few of the parcels are condominiums with multiple owners). It would not be unfeasible to notify all of the property owners in the affected districts to ensure that all owners are properly notified and not just those in a small area. Staff would recommend the Board appoint a member to work with staff on finalizing the content of that letter with a commitment to have the letter sent in the mail by the end of the week.

Potential Open Office Hours

It may be helpful to provide residents, particularly those who don't like public speaking or participating in larger meetings, an opportunity to ask questions or provide input on the proposal in a more informal format including through potential Open Office Hours events. I have spoken

to the Library Director and she is supportive of providing space for this purpose (she felt the smaller upstairs meeting room would be a good option) and this could be an option prior to the Public Hearing. This information could be advertised in several spaces including in the letter to property owners (discussed above) and on the Town webpage/social media. The Planning Director and a Board member if anyone is interested in volunteering for this purpose.

If the Board is supportive of this idea, a few proposed dates are offered below for discussion scheduled over different periods to provide a few options for convenience:

- Saturday, May 10, 9-11:30 am
- Wednesday, May 14, 5-7:30 pm
- Friday, May 16, 10 am-12:30 pm

Other Suggestions

If members have any other suggestions regarding public outreach efforts, this would be a great venue for discussion.