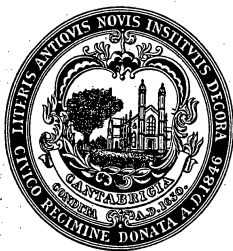


Russell B. Higley
City Solicitor

Donald A. Drisdell
Deputy City Solicitor

Nancy E. Glowa
First Assistant
City Solicitor



Arthur J. Goldberg
Supervising
Legal Counsel

Legal Counsel
Birge Albright
Gail S. Gabriel
Linda A. Stamper
Vali Buland
Cheryl Anne Watson

CITY OF CAMBRIDGE

Office of the City Solicitor
795 Massachusetts Avenue
Cambridge, Massachusetts 02139

May 19, 1999

Robert W. Healy
City Manager
City Hall
Cambridge, MA 02139

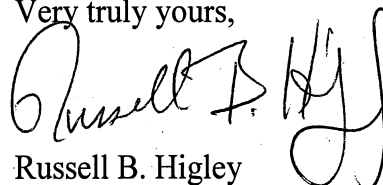
Re: *In Response To Communication #19, dated 4/26/99, Awaiting Report #99-93 Re: Report on the Rules of the Planning Board Governing Hearings and Decisions*

Dear Mr. Healy:

I am writing in response to the above referenced City Council Communication.

The hearings and decisions of the Planning Board follow the procedures set forth in the "City of Cambridge Planning Board Procedures", a copy of which is attached hereto. Additional requirements governing the hearings, deliberations and decisions of the Planning Board are set forth in the Zoning Act, Chapter 40A, sections 9 and 11 of the Massachusetts General Laws, and the applicable provisions of the Cambridge Zoning Ordinance.

Very truly yours,


Russell B. Higley



CITY OF CAMBRIDGE, MASSACHUSETTS PLANNING BOARD

CITY HALL ANNEX, 57 INMAN STREET, CAMBRIDGE 02139

City of Cambridge Planning Board Procedures

Planning Board public hearings will follow this procedure.

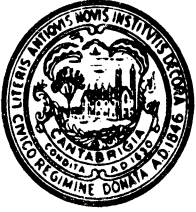
- The Proponent presents the special permit application or the zoning petition. This should include a discussion of planning issues and concerns and how the application or petition addresses those issues. The applicant should explicitly address the criteria for granting a special permit as outlined in the Zoning Ordinance and in any applicable guidelines. *20 - 30 minutes.*
- The Planning Board asks questions of the proponent. *15 minutes*
- The Public comments to the Board either in favor or in opposition. If a large number of people wish to comment, the Board may limit the time for individual comments. If appropriate, neighborhood groups are encouraged to designate a spokesperson to present an organized statement during the comment period. If members of the public have questions about the project, those should be directed to the Chair as a part of their comments. *15 minutes.*
- The Board closes the hearing for oral testimony. The Board may wish to keep the record open for written comments. Note: there is a difference between oral and written comments. The Board may close each individually or at the same time. The times will be announced.

The Board will either begin deliberation at that time, or announce the time of deliberation if it is known.

All members of the public should identify themselves by name and by address when speaking to the Board, and sign the sign-in sheet.

These times are tentative/approximate, and every effort will be made to keep to this schedule. In some cases, the Board will amend these as time constraints require.

3/21/97



CITY OF CAMBRIDGE
CAMBRIDGE, MASSACHUSETTS 02139

TEL 349-4300
FAX 349-4307



8.

EXECUTIVE DEPARTMENT
ROBERT W. HEALY
City Manager

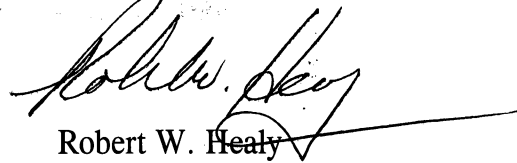
RICHARD C. ROSSI
Deputy City Manager

May 24, 1999

To The Honorable, The City Council:

Please find attached a response to Awaiting Report Item No. 99-93, regarding a report on the rules of the Planning Board governing hearings and decisions, received from City Solicitor Russell B. Higley.

Very truly yours,



Robert W. Healy
City Manager

RWH/mec
Attachment

Consent Agenda #8

3885

Relative to AW Rpt #99-93,
regarding a report on the
rules of the Planning Board
governing hearings and
decisions.

In City Council May 24, 1999

PLACED ON FILE