

# **Town of Plainfield**

## **Development Review Board Policy**

### **I. Purpose**

It is the goal of the Plainfield Selectboard to have a policy that conveys the responsibilities and duties of the members of the Development Review Board. The Selectboard also believes it is important to list expectations of how members will interact with each other and the general public. The Selectboard will appoint residents who represent a variety of points of view and who work well with others. The Selectboard recognizes the value of volunteers, respects the commitment shown by incumbents, and encourages new people to request appointment to the Development Review Board.

### **II. Terms of Office**

Established by resolution of the Selectboard, with the exception of the initial appointment, the term of office for membership to Development Review Board (DRB) is for a three year term, not to exceed nine consecutive years, commencing April 15.

### **III. Responsibilities and Duties**

- Hear appeals for the decisions of the Zoning Administrator and grant or deny variances. 24 V.S.A. §§ 4464, 4468.
- Responsible for reviewing all applications for development review, including applications for site plan, subdivision, variance, conditional use and any other review authorized by the bylaws. 24 V.S.A §117 Subchapter 10.
- Hold hearings, hear testimony, receive evidence, deliberate, and produce written decisions that are appealable to the Environmental Court and beyond.
- Adopt rules of procedure (including conflict of interest) necessary to carry out its duties.
- Establish a regular monthly meeting schedule.
- Maintain a written record of all meetings and keep records of its examinations and other official actions.
- Issue a written decision which clearly shows the evidence it found to be true and believable, as well as the reasoning for making the decision.
- Perform such other acts or functions necessary or appropriate to fulfill the intent and purposes.
- Ensure a fair and open process by following required procedures for public notice and decision-making.
- Follow the “rule of law” as it relates to regulatory decisions based on Town bylaws and state statute.

### **IV. Expectations of Individual Members**

- Understand the meaning and importance of being a participant in a “quasi-judicial capacity”
- Meet as a group with the Planning Commission at least one time per year (more if necessary) to review and resolve any issues.
- Represent the Town in a professional manner
- Avoid the appearance of any conflict of interest
- Attend the majority of DRB meetings
- Engage in constructive discussions and decision making processes
- Listen with respect and courtesy to public concerns
- Respect the rights of others
- Protect due process
- Demonstrate a willingness to have an open mind and not prejudge a matter or publicly express any opinions on a pending case.
- Listen
- Able to avoid discussing a pending application with an applicant, proponents or opponents outside the context of the hearing
- Display ethical behavior
- Attend training sessions

Duly adopted by the Plainfield Selectboard this 16th day of December 2009.

Witness to all: Linda B. Wells

Keith E. Terry

Gary Graves

Claudia Clark