

North Hero Development Review Board
Thursday July 16, 2015 7:00 P.M. | North Hero Town Office

In Attendance: **Board:** Kate Kinney, Jim Blandino, Richard Fetterman, Mary Jane Healy
Absent: Jim Kilbride, Joe Poquette, Bobby Miller
Guests: None

CALL MEETING TO ORDER

Meeting was called to order by Kate at 7:00PM.

ADJUSTMENT TO THE AGENDA

New Business: Board attendance

NEW BUSINESS

Decision Tracking/Follow Up: Rene Rainville

Board discusses the process of setting conditions with deadlines in a decision. The past procedure for following up as well as the ramifications for not meeting conditions is discussed. The board decides to continue the practice of reminding applicants of their condition deadlines. This will be the secretary's duty as the decision writer. A letter will be drafted by the secretary to formally acknowledge that Rene Rainville did not meet his conditions and his decision is void.

Board Attendance:

Discussion on the need for board members to notify the chair when they can't make a meeting follows. The board recommends establishing a timeline specifying when a sitting member needs to contact the chair should they be unable to make the meeting. This will allow a reasonable amount of time for an alternate to be contacted.

APPROVAL OF MINUTES: **June 18, 2015**

Kate asks if there are any adjustments to the minutes. Jim B. makes a motion to approve the minutes as written, Mary Jane seconds and the motion passes unopposed 4-0.

OLD BUSINESS

Procedure Rewrite:

The board reviews the current North Hero Development Review Board Rules of Procedure and Conflict of Interest Policy. Discussion follows and changes are noted in draft created by Jim Blandino. The final review will happen at a later date.

Hearing Limit:

The board discusses how many hearings can be conscientiously heard in one evening. Richard notes there is already a specific per meeting time limit laid out in the procedures.

ADJOURNMENT

Kate motions to adjourn the meeting 9:00PM. The motion is seconded by Mary Jane and hearing no further discussion the motion carries 4-0.

Respectfully Submitted,

Corinn Julow

CC: Board

Zoning Administrator
Town Clerk
Web Page

DRAFT