

## **Development Review Board: Clerk Duties**

1. Warn Hearing:
  - a. Create Hearing Notice for publication in The Islander.
  - b. Create meeting agenda including all hearings.
  - c. Create letter notifying applicant/property owner and adjacent property owners of hearing date.
  - d. Post permit notice (large P poster) within view from the public right-of-way most nearly adjacent to the property.
  - e. Post meeting agenda and hearing notice in three public places. As of March 2019 the town office, Harborside & Hero's Welcome are the posting places.
  - f. Post meeting agenda & hearing notice to the town website.
  - g. Upload applications and supporting documentation to the DRB page of the Town website for each hearing.
2. Create file; include supporting documents for board as compiled from the applicant and records on file at North Hero Town Office.
3. Scan application and supporting maps to chair.
4. Attend meetings/hearings and take minutes.
5. Distribute decisions of the board.
6. Create reports.
7. Track decision conditions, send reminder letters, and update board on progress.
8. Submit decisions and other documents for recording/distribution at the North Hero Town Office.
9. General filing as needed in the North Hero Town Office.
10. Other duties as assigned by board.