

## TOWN OF WALDOBORO RULES OF PROCEDURE FOR A BOARD OF APPEALS MEETING

1. Call to Order
2. Role Call/Quorum. There should be 3 unbiased members of the Board available. If at the time of notification of a meeting you have a conflict of interest please inform John Black, CEO.
3. If there is a conflict of interest at the time of meeting, state which agenda item you have a conflict with.
4. Approval of minutes.
5. Summarize the applicant's appeal, include supporting documentation.
6. Jurisdiction – The Board determines which section of the applicable ordinance gives jurisdiction.
7. Standing - make sure that the application is submitted in a timely manner regarding standing for the appeal.
8. Sequence of Presentation - see manual for guidelines, page 24.
  - a. Applicant and/or representative, and witnesses have up to 15 minutes for their presentation.
  - b. Questions from the Board.
  - c. Abutters and/or representative, and witnesses have up to 15 minutes for their presentation.
  - d. Questions from the Board.
  - e. General Public and other interested parties may speak briefly.

The Board will decide if more time is to be given to the applicant and abutter.

9. Entertain a motion on the appeal.
10. Discussion by the Board, review and/or collect the facts. This discussion is not for the public.
11. Undue hardship checklist.
12. Decision and vote on motion.
13. Other Board Business.
14. Adjournment will be approximately 3 hours after the start of the meeting.

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Thomas R. Bernardi, Chairman

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Jeanne Begley

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Samuel R. Chapman

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Arthur Emanuelson

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Barabara Swiderek

Respectfully submitted,

Norma A. Hill  
Secretary to the Board