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.

   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 decided 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.
Respectfully submitted,

Norma A. Hill
Secretary to the Board