



Nice Matters!

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DATE: February 20, 2017
TO: Planning Board Members
CC: Frank A. Rush, Jr., Town Manager
FROM: Josh Edmondson, CZO, Town Planner
SUBJECT: **Planning Board Rules of Procedure**

Included with this memo is a draft copy of Rules of Procedure for the Board. These procedures were developed using the criteria as outlined in Chapter 2: Administration Section 2.2.2 Planning Board and other Municipal/County Planning Board Rules of Procedure. The Rules of Procedure address the following:

- General Rules
- Duties and Powers
- Membership
- Election and Duties of Officers
- Conflict of Interest
- Meetings
- Voting and Conduct of Meetings
- Contact with Parties Involved in Applications
- Adoption and Amendments
- Compensation

Please review this draft before the meeting so we may discuss and make changes as necessary at the meeting. If you have any questions or concerns please contact me. I look forward to discussing this with the Board at your February 27 meeting.