

Town of Grand Isle

Job Description

Development Review Board Member

Classification: Appointed by Selectboard

Pay Plan: Town exempt, Stipend

Pay Grade: None, \$50 per meeting attendance

Hours per week: 0-5

Scope of Position:

Development Review Board Members comprise the Development Review Board, which is a quasi-judicial board that reviews and makes rulings on applications for development submitted by residents of the town. DRB Members are expected to have a solid understanding of the town's development bylaws and zoning regulations. They attend regular DRB meetings typically held twice a month in order to work through the Agenda drawn up by the DRB Clerk. Member's work volume can be variable, with off weeks requiring perhaps no work at all while meeting weeks usually require 2-5 hours of time to prep, attend the meeting, and follow up on any rulings made. The DRB has a chair & vice chair, whose duties may extend beyond regular Member duties to include signing final decisions and final mylars submitted to the Town Clerk for recording.

Duties and Responsibilities:

- Ensure compliance with the town bylaws and zoning regulations.
- Receive, review, and rule on zoning applications from residents.
- Comply with all ethic guidelines.

Administrative:

- Attend DRB Meetings and take notes.

Requirements of Work:

- Valid driver's license and reliable transportation
- Good oral and written communication skills
- Professional demeanor and interpersonal skills
- Ability to work with the public and manage challenging situations.