

### Public Comments

During Public Comment time anyone is welcome to comment on the matter before the board. They are requested to give their name and address. In addition, written comments delivered before the meeting will be brought to the boards attention.

Of note to the commenter, this is not a back and forth discuss. Nor is it for aiming questions at the applicant or long off topic speeches. The board reserves the option to ask a commenter to stop should the need arise. It falls to the board (chairman) to maintain order during the meeting.

While comments are welcome and encouraged, abuse of this right should be avoided.

- ### Five Questions
- 1 Will granting the variance produce an undesirable change in the character of the neighborhood?
  - 2 Can the benefit sought by the applicant be achieved by other feasible means?
  - 3 Is the requested variance substantial?
  - 4 Will the variance have any adverse physical or environmental effects on the neighborhood?
  - 5 Was the alleged difficulty self-created?

### Determination

To assist them in deciding on an action, the board creates a determination. As part of the determination, the board answers the five required questions.

Depending on the details of the meeting, the determination may be done the same night as the applicant presents. Or it may be scheduled for the next time the board meets, which is usually two weeks later.

Just as the board can send a determination to a future meeting, tonight's meeting may receive determinations from past meetings.

### Board Vote

After agreeing on a determination (findings of fact and conclusion of law), the Board votes to approve or deny the request. As the board consists of five (5) members, it takes at least three (3) 'yes' votes to approve any action.

In the case of absent members, it still takes 3 'yes' votes. In the case of ties, the decision defaults to 'no action' which is a denial of the request.

An employee of the Town will call the applicant to inform them of the vote. This usually happens the day after the meeting. The applicant, and any other audience members, are welcome to observe the voting process.

