

TO: Richmond Selectboard

FROM: Ravi Venkataraman, Town Planner

DATE: May 20, 2020

SUBJECT: Reappointment of Suzanne Mantegna as Zoning Administrator

Recently, it has come to my attention that Suzanne Mantegna's term as Zoning Administrator will end on June 1, 2020. Per 24 V.S.A. 4448, a zoning administrator's term is three years. According to both statute and the Richmond Zoning Regulations Section 8.1, Suzanne will need to be nominated by the Planning Commission and appointed by the Selectboard prior to June 1, 2020 in order for her to continue as the town's Zoning Administrator.

The Planning Commission voted in favor to nominate Suzanne as the Zoning Administrator during its May 6, 2020 meeting.

To assist the Selectboard in its actions, I have prepared the following draft motion below:

*I, \_\_\_\_\_, move to appoint Suzanne Mantegna to serve as the Town's Zoning Administrator.*