

TOWN OF RICHMOND
POLICY REGARDING ACTING ADMINISTRATIVE OFFICER

Pursuant to 24 V.S.A. § 4448(b) and § 8.1 of the Richmond Zoning Regulations, the following shall apply to the position of Acting Administrative Officer (also known as the Acting Zoning Administrator) in the Town.

- (1) The Planning Commission may nominate, and the Selectboard may appoint, one or more qualified individuals to serve in the position of Acting Administrative Officer.
- (2) Like the Administrative Officer (the Zoning Administrator), the Acting Administrative Officer shall administer the Zoning Regulations literally and shall not have the power to permit any land development that is not in conformance with those Regulations. Otherwise, the Acting Administrative Officer shall have the same duties and responsibilities as the Administrative Officer and may exercise all of the power and authority of a zoning administrative officer provided by law (including, without limitation, by both 24 V.S.A., Chapter 117, and the Zoning Regulations).
- (3) Upon appointment, the Acting Administrative Officer shall, as necessary or upon request of the Town Manager, serve during those times when the Administrative Officer is physically absent from the Richmond municipal office for a period of more than two consecutive business days (state and federal holidays excluded).
- (4) While the Acting Administrative Officer may consult with the Administrative Officer regarding any matter within the scope of his or her duties and responsibilities, the Administrative Officer shall not exercise supervisory responsibility over the Acting Administrative Officer and shall not have to right or obligation to overturn or reverse acts or decisions of the Acting Administrative Officer. Instead, the Town Manager and Selectboard, as the case may be, shall supervise the Acting Administrative Officer and acts and decisions (including failure to act) of the Acting Administrative Officer shall be appealable to the Richmond Development Review Board in the same manner as acts and decisions of the Administrative Officer.
- (5) The Acting Administrative Officer may hold any other position in the Town that is not prohibited by law for an Administrative Officer to hold and shall be subject to all applicable municipal rules, regulations, orders and policies, including, without limitation, any duly adopted personnel or conflict of interest policies.
- (6) This policy may be amended from time to time, and at any time, by affirmative vote of a majority of the members of the Richmond Selectboard.

DATED at Richmond, Vermont, this ____ day of April, 2020.

David Sander

Bard Hill

Roger Brown

Katie Mather

Christine Werneke