



## How do I participate in the development review process?

The Hinesburg Development Review Board (DRB), a panel of volunteers appointed by the Select Board, determines whether a proposed development project meets town land use regulations. Anyone may provide the DRB with feedback about projects undergoing review. It's entirely up to you whether you participate or not.

### What is the process?

- DRB review is a public process through which the applicant and interested community members can present evidence to inform the DRB before it renders a decision. This review can span multiple meetings.
- When it has all the evidence it needs the DRB closes the public hearing and deliberates to reach a decision.
- The DRB must issue a formal written decision within 45 days of the close of the public hearing.

### How do I learn more about a project?

All project application materials are a matter of public record and are available for your review.

- Stop by the Planning & Zoning office in town hall to review materials, ask questions, or to express your concerns.
- Contact us to have application materials emailed to you.
- Also see the Planning and Zoning page of the town website for:

- DRB agendas and minutes
- Zoning Regulations and maps
- Subdivision Regulations

### How do I have my say?

- submit written feedback and/or
- voice your concerns at the DRB hearing

The best way is to **do both**. Submit written feedback by mail or email at least a week before the meeting so the DRB members and the applicant see it ahead of time. Then attend the meeting to learn more and to briefly reiterate your main points.

You WILL have an opportunity to air your concerns at the DRB meeting, but hearings follow a set protocol so the Board Chair can make sure that all are heard in an orderly fashion:

- Application Presentation
- DRB Questions
- Advisory Board Input
- Public Questions & Concerns
- Review of Draft Decision (if available)

### Will my comments make any difference?

The DRB listens to all feedback, but for your comments to be “actionable” they must relate to specific review standards in Hinesburg’s land use regulations, the “rule book” that the DRB must follow. It’s a good idea to reference the Hinesburg land use regulations as you frame

your comments. Contact the Development Review Coordinator if you'd like help identifying the relevant sections of the regulations.

## **Deliberations and decisions**

DRB deliberations may span several weeks. In addition to the applicant, only those who offer testimony (oral or written) automatically receive the DRB decision by mail or email. The P&Z office is happy to provide the decision to others on request.

## **How is a decision appealed?**

At the local level, the power to approve or deny a project rests with the DRB alone, but its decision can be appealed to Vermont Environmental Court by anyone who has participated in the review process.

Participation consists of offering oral or written testimony related to the application being reviewed. Oral testimony must be given at the public hearing. Written testimony must be submitted to the Planning & Zoning office prior to the close of a public hearing.

## **Unable to attend the DRB hearing?**

Official meeting minutes, which provide a summary of the meeting and any actions taken, are generally available on the town website about a week after the meeting. VT Community Access Media (VCAM) broadcasts DRB meetings on Comcast cable Channel 17, streams them live online, and makes the available for free at: <http://www.vermontcam.org/series/hinesburg-development-review-board>

## **For more information contact:**

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## **On the web:**

Hinesburg Planning & Zoning  
<http://www.hinesburg.org/planning.html>

Hinesburg Development Review Board:  
<http://www.hinesburg.org/drb.html>