Essex

DEVELOPMENT REVIEW BOARD
SITE VISIT GUIDELINES

1. Site Visit should be conducted with a staff person in charge (versus the applicant, a commissioner or an abutter).
2. The Board Chair and/or staff should explain the purpose and rules of the site visit at the beginning of the site visit to prevent misunderstandings.
3. The purpose of the site visit is to familiarize the Board members with the site and how the proposed project fits onto the site; it is not a hearing. Statements and questions from members of the public should be presented at the hearing to ensure that all statements are a part of the public record.
4. Members of the public should refrain from side conversations with Board members. This could be considered ex parte contact and result in a Board member not being able to act on a project.
5. Board members should refrain from offering suggestions or opinions about the project during the site visit. Such discussions should occur at the public hearing scheduled for the specific application.
6. Specific Board member concerns or suggestions should be directed to staff so these concerns can be researched and addressed prior to action by the Board.
7. Abutters and other neighbors are encouraged to send these concerns in writing to the Board at least one week in advance of the scheduled meeting or hearing.
8. Staff should prepare a brief summary or the site visit as part of the public records (Board member and staff in attendance, site visit start and end time, etc.)

For more information, view the Essex Development Review Board Rules of Procedure and Conflict of Interest Policy.