



Acting Zoning Administrator Policy

Department: Planning and Zoning

Title of Approving Official: Town Manager

Date Effective: 08.03.2026

Date of Next Review: 08.03.2029

Legislative Authority

Under 24 VSA § 4448, the Selectboard shall establish clear policies regarding the authority of the administrative officer in relation to the acting or assistant officer.

Policy

The purpose of this policy is to ensure the continuous and impartial administration of municipal bylaws. The Acting Zoning Administrator's authority applies when the Zoning Administrator is absent and action is needed to meet statutory deadlines; the Zoning Administrator is disqualified because of a conflict of interest; or under written directive from the Zoning Administrator.

1. When the Zoning Administrator is absent the Acting Zoning Administrator will act only when necessary to perform the following statutory duties:
 - a. Issuing a permit pursuant to 24 V.S.A. §§ 4448, 4449.
 - b. Noticing a hearing or issuing a written decision pursuant to 24 V.S.A. §§ 4452, 4464.
 - c. Processing zoning violations pursuant to 24 V.S.A. § 4451.
2. When the Zoning Administrator is disqualified from a particular matter due to a conflict of interest as defined by 24 V.S.A. § 1992, the Acting Zoning Administrator will exercise the authority otherwise vested in the Zoning Administrator for that matter.
3. The Acting Zoning Administrator must receive approval from the Town Manager, or the Deputy Town Manager in the Town Manager's absence, before performing any act of enforcement.



	Darren Adams, Chair
	Michael Morgan, Vice Chair
	Diane Barrows, Clerk
	Leland Morgan, Member
	Betsy Paret, Member

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