POTENTIAL COURSE OF ACTION AND MOTION VERBIAGE FOR APPLICATIONS [PLANNING BOARD ACTION AND VERBIAGE IN BRACKETS; MEMBER SPEAKING IS UNDERLINED; VERBIAGE IN QUOTATIONS]

- **Applicant's presentation**. [Planning Board Chair introduces application by reading agenda item and invites applicant to do a brief presentation: "At this time the applicant may provide a brief overview of the application"]

- **Planner presents concerns in review memorandum**. [Planning Board Chair asks Planner to present findings of the memorandum; "The Planner will now discuss key factors and issues of the application"]

- **Board makes determination of regional impact**. [Any Board Member: "I move that the application is not a development of regional impact"; Any Additional Board Member: "I second the motion"; Planning Board votes]

  OR:
  [Any Board Member: "I move that the application is a development of regional impact due to _____"; Any Additional Board Member: "I second the motion"; Planning Board votes]

- **Board acts on waivers**. [Any Board Member: "I move to grant all/some of the waivers, as read by the Planner"; Any Additional Board Member: "I second the motion"; Planning Board votes]

  OR:
  [Any Board Member: "I move to deny all/some of the waivers, as read by the Planner due to_____"; Any Additional Board Member: "I second the motion"; Planning Board votes]

- **Board acts on completeness**. [Any Board Member: "I move to accept the application as complete." Any Additional Board Member: "I second the motion"; Planning Board votes]

  OR:
  [Any Board Member: "I move to deem the application incomplete due to the following being missing:_____"; Any Additional Board Member: "I second the motion"; Planning Board votes]

- **Board opens public hearing**. [Planning Board Chair: "I move to open the public hearing at x:xx"]

- **Board closes public hearing, deliberates and votes**. [Planning Board Chair: "I move to close the public hearing at x:xx"; Any Board Member: "I move to approve the application with the conditions described by the planner"; Any Additional Board Member: "I second the motion"; Planning Board Chair: "any discussion?"; Planning Board Chair: calls for the vote]

  OR:

  [Planning Board Chair: "I move to close the public hearing at x:xx"; Any Board Member: "I move to deny the application based upon_____"; Any Additional Board Member: "I second the motion"; Planning Board Chair: "any discussion?"; Planning Board Chair: calls for the vote]