

### **Section 1104 Process for the Completed Application Form**

Once a completed application has been received by the Zoning Administrator, he shall promptly review it, and, if complete, he shall refer the application to the Planning Board for consideration at its next regularly scheduled meeting. The Planning Board shall have thirty (30) calendar days from the date of referral by the Zoning Administrator to review the application and to submit its recommendation to the Village Council. If a recommendation is not made during said time period, the application shall be forwarded to the Village Council without a recommendation.

A Planning Board member shall not vote on any zoning map or text amendment where the outcome of the matter being considered is reasonable likely to have a direct, substantial, and readily identifiable financial impact on the member.