

Public Participation

This is an open meeting.

A notice of the appeal is mailed to real property owners and occupants of single family and two-family dwellings within 300 feet of the premises in question.

Interested parties are welcome to speak about related facts or information on any specific request during the time allotted for public comment even if they are not among those notified according to the ordinance. Please confine comments to the request before the Board.

Members of the public who wish to speak will be called on by the Chairperson to make statements to the Board. The public must address the Board and not engage in dialogue with the proponent.

Time Limit

Individuals

Two (2) minutes

Group Representatives (e.g., Homeowner's Association)

Five (5) minutes

DEFINITIONS

Use Variance: A variance which authorizes a use of land on a parcel which otherwise is not permitted by the ordinance in the district in which the parcel is located.

Nonuse or Area Variance: Any variance which is not a use variance and provides relief from a specific standard in the ordinance which usually relates to an area, dimension or construction requirement/limitation.

Site Visit: The members comprising the Board of Appeals visit the site under consideration prior to the hearing. This is an

informal visit usually made the Sunday morning before the hearing date. It is not necessary for you to be present unless you have been advised otherwise.

- Applicants for a variance for free-standing signs must have the sign location staked on the property the week preceding the ZBA meeting.
- Applicants for a setback variance for a structure, building, or addition must stake the location of the perimeter of the building or the site of the structure on the property for the week preceding the ZBA meeting.

MEETING PROCEDURES

Robert's Rules of Order (rev.) will be observed.

The meeting will be conducted as follows:

1. The case will be introduced by the Chairperson or Secretary of the Zoning Board of Appeals.
2. Staff will review factual aspects of the case.
3. The proponent and/or proponent's representative will present the proponent's case. A MAXIMUM OF 10 MINUTES IS ALLOTTED.
4. Board members will question the proponent.
5. Public Hearing will be opened.
6. Public Hearing is closed.
NOTE: Once the Public Hearing is closed, all public input is suspended unless the Chairperson reopens the Public Hearing.
7. The proponent is given the opportunity to rebut and/or comment. A MAXIMUM OF TWO MINUTES IS ALLOWED.
8. The matter is brought back to the Board for consideration and a decision. An affirmative vote of at least four members is required to reverse any decision of the code enforcement officer or to decide in favor of the applicant on a matter on which the ZBA is required to act under the Zoning Ordinance or to grant a variance.

No new agenda items will be considered after 11:30 p.m. and the meeting will conclude no later than midnight. All agenda items not considered will be carried over to the next regular meeting.