

How-To Guide

Rules for Zoning Board of Appeals Meeting Participation and Conducting the Virtual Meeting:

AGENDA ITEM / APPROACH	RESPONSIBLE PERSON(S)
1. CALL MEETING TO ORDER <ol style="list-style-type: none"> Give “floor” to Laura Haw, planning consultant, to describe the meeting organization and participation rules 	Chair Carlin Laura Haw
2. ROLL CALL AND APPROVAL OF MINUTES <ol style="list-style-type: none"> Verify quorum of Zoning Board of Appeals Entertain motion to approve minutes, with or without amendment 	Chair Carlin
3. INTRODUCTION OF VARIANCE REQUESTED <ol style="list-style-type: none"> Chair Carlin to state for the record the proposed variance request Give “floor” to Laura Haw to summarize the variance request and case Chair Carlin to give “floor” to the petitioner to present their case Chair Carlin to ask the Board if there are any questions for the petitioner 	Chair Carlin Laura Haw Petitioner
4. PUBLIC HEARING <ol style="list-style-type: none"> Chair Carlin to note the time and open the public hearing Give “floor” to Laura Haw to call on non-Zoning Board of Appeals meeting participants (members of the public) to provide public comment* Once all members of public have commented, give “floor” to Laura Haw to read any written comments the Township has received into the record Chair Carlin to note the time and close the public hearing 	Chair Carlin Laura Haw
5. DELIBERATION OF VARIANCE REQUEST <ol style="list-style-type: none"> Chair Carlin to facilitate the comments and discussion by Zoning Board members by calling on individuals Chair Carlin to ask the Board if there any remaining questions for the Building Department (Mark Lewis) 	Chair Carlin Mark Lewis Laura Haw
6. ACTION BY THE ZONING BOARD OF APPEALS <ol style="list-style-type: none"> Laura Haw will read the options for a vote by the Zoning Board of Appeals, for each variance requested by the petitioner, as follow: <ol style="list-style-type: none"> Recommend approval of the proposed variance request; Recommend denial of the proposed variance request; Recommend table of the proposed variance request. Chair Carlin to ask for a motion and second and facilitate a Roll Call vote 	Chair Carlin Laura Haw
7. ADJOURNMENT <ol style="list-style-type: none"> Chair Carlin to ask for a motion and second to adjourn the meeting, noting time 	Chair Carlin

* Laura Haw will call on members of public based on the last four digits of their phone number.