

Draft Zoning Board of Appeals Rules and Procedures

WHEREAS the Zoning Board of Appeals would like to establish Rules of Procedure

WHEREAS on Tuesday, November 26, 2024, the Zoning Board of Appeals reviewed the Planning Board rules and procedures, and

- I. **REGULAR MEETINGS:** The Zoning Board of Appeals generally conducts Regular Meetings on the fourth Tuesday of each month at 7:00 p.m. in the Georgianna Grant Meeting Room. Any deviation to this schedule will be announced in advance.
- II. **QUORUMS:** A quorum of the Board must be physically present to conduct business. A quorum of the five-member Zoning Board of Appeals is three, regardless of vacancies.
- III. **AGENDAS:** The Engineering office will prepare agendas ahead of time at the direction of the Assistant Village Engineer.
 - a) Any two members of the Zoning Board of Appeals may, by motion at a regular meeting, place an item on the agenda for a subsequent meeting.
- IV. **VOTING:** Each Zoning Board of Appeals Member has one vote. The member must be present at the meeting in order to vote.
- V. **GENERAL RULES OF PROCEDURE:**
 - a) The Chairperson presides at a meeting. In the Chairperson's absence, he/she will ask another member to step in as Acting Chairperson.
 - b) Prior to a motion being made the Zoning Board of Approvals must complete the review and determination of the 5 Factors.
 - c) Every motion must be seconded before being put to a vote; all motions must be recorded in their entirety in the Zoning Board of Appeals minutes.
 - d) Each member shall report to the entire Zoning Board of Appeals any pertinent information from boards, committees, and commissions to which they have been assigned as liaison during a regular meeting.
- VI. **GUIDELINES FOR PUBLIC COMMENT:**
 - a) Speakers must come to the front of the room and speak into a microphone.
 - b) Speakers must be recognized by the presiding officer.
 - c) Speakers must give their name, address, and identity of their organization, if applicable.
 - d) Speakers must observe the commonly accepted rules of courtesy, decorum, dignity, and good taste.
 - e) Applicants will not have a time limit to speak

- f) Speakers, other than applicants, should limit their remarks to ten minutes. Speakers may be offered longer time at the discretion of the Chairperson.
- g) Interested parties or their representatives may address the Board by written communication. For public hearings, as well as other agenda items, written communications submitted in advance are considered at the hearings and provided as backup material. Written communication shall be submitted by 12 noon on the day of the meeting for inclusion in the backup material of the meeting.

VII. MINUTES:

- a) The Zoning Board of Appeals Secretary is responsible for taking the minutes of the Board. Minutes must consist of a record or summary of all motions, proposals, resolutions, and any other matter formally voted upon and the vote thereon.
- b) Minutes must include the following
 - 1. Name of Board.
 - 2. Date, place and time of meeting.
 - 3. Notation of the presence or absence of Board members and time of arrival or departure if different from time of call to order and adjournment.
 - 4. Name and title of other Village officials and employees participating in meetings.
 - 5. A summary of communications presented to the Board.
 - 6. Time of adjournment and signature of secretary who took the minutes.

VIII. GUIDELINES FOR USE OF RECORDING EQUIPMENT:

- a) All Zoning Board of Appeals meetings are webcast and televised to the extent possible. All members of the public and all public officials are allowed to tape or video record public meetings. Recording should be done in a manner that does not interfere with the meeting. If the recording is determined to be intrusive and interferes with the meeting, the Chairperson may direct that the recording be stopped or undertaken in a different manner.

IX. ADJOURNMENT: Meetings shall be adjourned by motion

Dated: November 26, 2024