

# *Charter Township of Oscoda*

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## Zoning Board of Appeals

### **AGENDA**

**June 21, 2022- 6PM**

Robert J. Parks Public Library  
6010 Skeel Ave Oscoda, MI 48750

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- A. Call to Order – Welcome Guests & All Attending**
  - B. Member Roll Call –**
  - C. Approval of Regular Scheduled Meeting Minutes-**
    - a. Zoning Board of Appeals Regular Meeting April 14, 2022
  - D. Agenda – Additions, corrections, and approval**
  - E. Public Comment – (Non-scheduled agenda items)**
  - F. Public Hearing – N/A**
  - G. Old Business – N/A**
  - H. New Business –**
    - a. By-Law Review
    - b. Application Revisions
    - c. Selection of Chair, Vice-Chair and Secretary
  - I. Zoning Board of Appeals Member comments**
  - J. Planning Commission Member Comments**
  - K. Report of Planning and Zoning Director**
  - L. Adjournment**

# *Charter Township of Oscoda*

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## Zoning Board of Appeals

### Minutes

#### **Special Meeting**

April 14, 2022 4PM

Robert J. Parks Public Library

6010 Skeel Ave

Oscoda, MI 48750

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- 1) **Call to Order** - Mr. Biggar called the meeting to order on April 14, 2022 at 4:06 PM and welcomed guests.
- 2) **Pledge of Allegiance**
- 3) **Member Roll Call** -
  - Present-** Mr. Hume, Mr. Schulz, Mr. Rush, Ms. Schwedler and Mr. Biggar
  - Absent-** N/A
  - Quorum-** Mr. Biggar declared a quorum present.
- 3) **Approval of Meeting Minutes:**
  - i. Regular meeting minutes- March 21, 2022- Mr. Hume made a motion to approve the minutes as submitted. Supported by Mr. Rush. Roll call vote. All in favor.
- 4) **Agenda** -No corrections or additions.
- 5) **Public Comment (Non-scheduled agenda items)** -
  - i. Mr. Biggar opened the public comment period on non-scheduled agenda items. There was no public comment.
- 6) **Public Hearing** -
  - i. Case 601-2022- Kyle & De'Ann Burmeister have submitted a variance request for the location of a proposed accessory structure.
    - i. Mr. Schulz made a motion to open the public hearing for Case #601-2022. Supported by Mr. Hume. Roll call vote. All in favor.
    - ii. Mr. Biggar asked Ms. Vallette to give an overview of the proposed

variance application. Ms. Vallette read case #601-2022 and stated that Mr. and Mrs. Burmeister applied to build a detached garage in the rear yard. The reason for the variance request is due to setbacks. It is proposed that the side yard lot line setback is 4' 6", instead of the required 5'. If the owner was putting an overhang on the structure, it would be 3'6" from the side lot lines instead.

- iii. Mr. Biggar allowed the applicant to speak on his request. Mr. Burmeister stated it is a small city lot with virtually no place to put anything. He stated that a 24'x24' garage is fairly standard for a two-car garage. Mr. Burmeister stated that there are garages on most lots in the neighborhood, and that he did speak with some of his neighbors about his request and they didn't seem to oppose it. There would be no living quarters upstairs.
- iv. Mr. Biggar asked Ms. Vallette to read any correspondence she received. Ms. Vallette received two emails, both from the same person. Both emails were read.
- v. Mr. Biggar asked Mr. Burmeister if he had anything further to say, as this was his last opportunity to speak on his request. He said he had nothing more to say, he already stated his wants and needs.
- vi. Ms. Schwedler made a motion to close the Public Comment portion of the hearing on Case #601-2022. Supported by Mr. Schulz. Roll call vote. All in favor.
- vii. Mr. Schulz made a motion to open deliberations on Case #601-2022. Supported by Mr. Hume. Roll call vote. All in favor.
- viii. Mr. Rush stated that he drove by the home a couple times. His take on it is that it is only 6" and he doesn't feel that it will terribly affect the neighbors and thinks it would improve the property value.
- ix. Mr. Hume stated that an overhang is aesthetically pleasing and can also prolong the life of the building.
- x. Ms. Schwedler read a statement from Page 21 of the ZBA Handbook. She stated that a two-car garage could still be obtained with a smaller building.
- xi. Mr. Schulz stated that 20' by any dimension could be considered standard. The applicant responded with he would be losing his width with that size building. Mr. Schulz said he did not see this as an economic hardship.
- xii. Mr. Biggar stated that setbacks were changed through the years to allow smaller setbacks for smaller lots. Mr. Biggar stated that due to the nature of the applicant's property, he did not consider it a hardship. He was also concerned about the ice and snow runoff

from the garage being too close to the property line.

- xiii. Mr. Schulz made a motion to close deliberations on Case #601-2022. Supported by Ms. Schwedler. Roll call vote. All in favor.
- xiv. Mr. Biggar asked Ms. Vallette to read the 6 conditions, there will be a roll call vote using a “yes” or a “no” after each condition.
- xv. Ms. Vallette read condition # 1: Strict application of the letter of the regulation would unreasonably prevent the owner from using the property for a permitted use or would render conformity but be unnecessarily burdensome. Roll call vote. 3 voted no, 2 voted yes.
- xvi. Ms. Vallette read condition # 2: A lesser relaxation of the regulation than requested could not be reasonably achieved that would give substantial relief to the property owner and be more consistent with justice to other property owners. Roll call vote. 3 voted no, 2 voted yes.
- xvii. Ms. Vallette read condition # 3: The plight of the owner is due to unique circumstances peculiar to the property and not due to general conditions in the neighborhood or the zoning district. Roll call vote. 3 voted no, 2 voted yes.
- xviii. Ms. Vallette read condition # 4: The problem is not self-created. Roll call vote. 2 voted no, 3 voted yes.
- xix. Ms. Vallette read condition # 5: Granting the variance will not be of substantial detriment to adjoining property or the general welfare. Roll call vote. 3 voted no, 2 voted yes.
- xx. Ms. Vallette read condition # 6: Granting the variance will not impair the intent or purpose of the Zoning Ordinance. Roll call vote. 3 voted no, 2 voted yes.
- xxi. Majority vote on 5 of the 6 conditions was no, conditions were not met for a variance request as all 6 need a majority yes vote. Majority vote being 3 yes votes out of 5 members on each condition.
- xxii. Mr. Biggar informed the applicant that Case #601-2022 has been denied and that the applicant has the right to appeal.

#### **7) Old Business – Elect Vice-Chair**

- i. Ms. Schwedler made a motion to table Electing a Vice-Chair until the June meeting. Supported by Mr. Hume. Roll call vote. All in favor.

#### **8) New Business – N/A**

- 9) Zoning Board of Appeals Member Comments** – Ms. Schwedler asked if we could put the statement she read from Page 21 of the ZBA Handbook onto the Variance Application. Ms. Vallette has a few adjustments to make to the application and will put it on the June agenda for the ZBA to review and approve.

#### **10) Report of Planning Commission Representative** - Mr. Schulz stated that there

has been a lot going on. The Planning Commission, through work sessions, is currently evaluating the needs for a potential new Township Hall. He stated that there were several ordinance revisions as well. Ms. Schwedler asked if Bernie got to present his ideas. Ms. Vallette spoke on that a little bit.

**11) Report if Planning and Zoning Director-** Ms. Vallette stated that there were quite a few ordinance revisions, but they had to be pulled off the Boards agenda due to receiving some feedback from the attorney. Ms. Vallette talked about the Accessory Dwelling Unit Ordinance and rezoning the base district as well.

After declaring no further business, the meeting was adjourned at 4:45 PM by Mr. Biggar, Chair.

\_\_\_\_\_  
James Biggar – Chair

\_\_\_\_\_  
Date

\_\_\_\_\_  
Nichole Vallette– Planning and Zoning Director



# CHARTER TOWNSHIP OF OSCODA

## Zoning Board of Appeals

### By-Laws

The following By-Laws hereby adopted by the Oscoda Township Zoning Board of Appeals (ZBA) to facilitate the performance of its duties as outlined in the Township Zoning Act, Public Act 184 of 1943, as amended.

#### Section 1: Officers

- A. **Selection and Tenure:** At the first regular meeting in June of each year, the Zoning Board of Appeals shall elect from its membership a Chairperson and Vice Chairperson. An elected township official shall not serve as chairperson. All officers shall serve a term of one year, or until their successors are elected and assume office. All officers shall be eligible for re-election for consecutive terms for the same office.
- B. **Chairperson:** The Chairperson shall preside at all meetings, appoint members to committees, assign tasks, and perform such other duties as ordered by, and as deemed necessary by the Township Board.
- C. **Vice Chairperson:** The Vice Chairperson shall act in the capacity of the chairperson in his/her absence. In the event the office of chairperson becomes vacant, the vice chairperson shall succeed to this office for the unexpired term and the Zoning Board of Appeals shall select a successor to the office of Vice Chairperson for the unexpired term.
- D. **Secretarial Duties:** The Secretary and/or ~~Zoning Administrator~~ **Planning & Zoning Director** shall execute documents in the name of the Zoning Board of Appeals, perform the duties listed below and shall perform such other duties as determined by the Zoning Board of Appeals.
1. **Minutes:** The ~~Zoning Administrator~~ **Planning & Zoning Director** shall be responsible for a permanent record of the minutes of each meeting and shall have them recorded in suitable permanent records as required by the Township Clerk. The minutes shall contain a clear description of the meeting, including all motions and record of votes, conditions or recommendations made on any action and record of attendance.
  2. **Correspondence:** The ~~Zoning Administrator~~ **Planning & Zoning Director** shall be responsible for issuing formal written correspondence with other groups or persons, as directed by the Zoning Board of Appeals. All communications, petitions, reports or other written materials received pertaining to the Zoning Board of Appeals shall be forwarded to each board member at the earliest opportunity.
  3. **Submit:** Per Diem as required.

4. **First Yearly Regular Meeting:** The first regular meeting of the year (January) will include the regular meeting dates for the upcoming year.

E. **Alternate Zoning Board of Appeals Member** – ~~A Zoning Board of Appeals alternate is a full-fledged member of the Zoning Board of Appeals, without voting rights, unless an opening occurs. An Alternate may serve on any committee, as appointed by the Zoning Board of Appeals, without being vetted.~~

~~Alternates shall be required to attend all meetings and training sessions.~~

Alternates shall participate in all Zoning Board of Appeals matters except that alternates shall vote only in the event of an absence of a member or of a vacancy on the Board, or if a member has a conflict of interest. In such event, the first alternate shall participate as a voting member. The second alternate shall participate as a voting member during the second occurring absence or vacancy at the same meeting.

- F. **Planning Commission Representative:** The Planning Commission, being the authoritative Board, has a representative to the Zoning Board of Appeals, which shall be appointed annually by the Planning Commission during their yearly June elections. He/she reports the actions of the Zoning Board of Appeals to the Planning Commission, and updates the Zoning Board of Appeals on the actions of the Planning Commission.

## Section 2: Meetings

- A. **Meetings:** Meetings of the Zoning Board of Appeals shall be held on the third Monday of each month or as otherwise directed. Unless directed otherwise, all meetings shall take place at the ~~Township Board Room~~ Robert J. Parks Library.
- B. **Notice:** All meetings shall be noticed in accordance with the requirements of the Zoning Ordinance. Meeting notices shall state the purpose, time and location of meetings and shall be posted in accordance with the Open Meetings Act.
- C. All meetings, minutes, records, documents, correspondence and other materials of the Zoning Board of Appeals shall be open to public inspection in accordance with the Freedom of Information Act, except as may otherwise be provided by law.
- D. A majority of the membership of the Zoning Board of Appeals shall constitute a quorum for transacting business and taking official action for all matters. The Zoning Board of Appeals shall not conduct business unless a majority of the members are present.
- E. **Voting:** To pass or deny any variance, appeal or other official action required by the Zoning Ordinance, an affirmative vote of at least a majority of the total membership of the Zoning Board of Appeals is required. Voting shall be voice roll call vote. All Zoning Board of Appeals members, including the Chairperson, shall vote on all matters, but the Chairperson shall vote last (with the exception of a conflict of interest).



F. **Agenda:** The ~~Zoning Administrator~~ Planning & Zoning Director shall be responsible for preparing an agenda for Zoning Board of Appeals meetings. The order of business for meetings shall be as follows:

1. Call to Order
2. Pledge of Allegiance
3. Roll Call of Members/Welcome of Guests
4. Approval of Minutes
5. Additions to the Agenda
6. Public Comment Period (for non-scheduled and scheduled agenda items)
7. Scheduled Public Hearings/Agenda Items
8. Old Business
9. New Business
10. Zoning Board of Appeals Member Comments
11. Report of the Planning Commission Member
12. ~~Zoning Administrator~~ Planning & Zoning Director Comments
13. Adjournment

G. **Public Hearings:** All Public Hearings held by the Zoning Board of Appeals must be held as part of a regular or special meeting of the Zoning Board of Appeals. The following procedure shall apply to Public Hearings held by the Zoning Board of Appeals:

1. Chairperson summarizes procedures/rules to be followed during the Public Hearing. The applicant will be given the opportunity to table his/her request if all ZBA members are not present (maximum: 5 seats).
2. Chairperson announces the subject and requests a motion to open the Public Hearing. All motions throughout the Public Hearing process will be repeated by the Chairperson along with the names of the Commissioners who made and seconded the motion. All voting shall be done by voice roll call vote.
3. Applicant presents his/her request.
4. All persons wishing to comment will be recognized. Unless otherwise directed by the Chairperson, comments in opposition to the applicant's request will be requested, followed by comments in favor of the request. Once all persons have had the opportunity to speak, the applicant will then be allowed another opportunity to reply to any of the previous comments. All comments shall be directed to the Chairperson. At the discretion of the Chairperson, additional comments may be permitted.
5. ~~Zoning Administrator~~ Planning & Zoning Director may provide input/analysis.
6. Chairperson requests a motion to close the public comment period and move into deliberation.
7. Deliberation takes place by ZBA Members
8. Chairperson asks for a motion to close deliberations and conduct a roll call vote of the six (6) conditions as it pertains to the variance.

9. Chairperson informs the applicant of the Board's decision.
  10. Explanation of Appeal Process upon an application denial.
- H. **Special Meetings:** Applicants to the Zoning Board of Appeals may request a special meeting, of which all costs (as directed by Township Board Resolution) shall be paid by the applicant; if there is more than one applicant, the costs shall be shared equally between all applicants. All public meetings by the Zoning Board of Appeals will be held in compliance with the Open Meetings Act.

### **Section 3: Duties of the Zoning Board of Appeals**

- A. Act on applications for variances, appeals, interpretations, or other matters as required by the Zoning Ordinance.
- B. Attend training sessions, conferences, or meetings as needed to properly fulfill the duties of a Zoning Board of Appeals member.
- C. Perform other duties and responsibilities as requested by the Township Board or as may be specified by Township Ordinances.
- D. Site Visits are required and are critical in rendering a proper decision. While visiting a site, some precautions should be used:
  1. More than one board member visiting a site at the same time could constitute a quorum and must be avoided. However, the **Chairman Chairperson** may authorize a group site visit if necessary.
  2. Although applicants give members permission to inspect property, members must be cautious not to trespass on adjacent properties unless they are considered available to the public (such as a shopping center).
  3. If you cannot avoid contact with the applicant or neighbors, etc., you must share information obtained with other members during a public meeting. This will avoid "ex parte" (from one point of view) contact.
    - i. For purposes of these rules, ex parte communication shall mean oral or written, off-the record communication made to or by Zoning Board of Appeals Members, without notice to parties that is directed to the merits or outcome of a business item.
    - ii. The Zoning Board of Appeals desires to conduct all proceedings fairly, to create a record that includes all of the evidence upon which recommendations and decisions were made, and to prevent the appearance of undue influence on its recommendations and decisions. To this end, Zoning Board of Appeals Members shall avoid ex parte communication and if any such communications are received, Zoning Board of Appeals Members shall disclose the

details of the communication at the Zoning Board of Appeals meeting after the introduction of the item of which the ex parte communication pertained.

- E. Annual report will include attendance by Zoning Board of Appeals members for all meetings, work sessions, and training sessions.
- F. The Annual report will include the number of hours of attendance for training of each Zoning Board of Appeals member, which shall be a minimum of 6 hours per year, per the Township Board, the authoritative Board.

#### **Section 4: Resignations and Vacancies**

A member may resign from the Zoning Board of Appeals by sending a letter of resignation to the Township Supervisor, Township Board or the Zoning Board of Appeals Chairperson.

Vacancies, which may be caused by the resignation or removal of a Zoning Board of Appeals member shall be filled by an alternate, as approved by the Zoning Board of Appeals. The alternate shall take the vacant position while maintaining their tenure.

#### **Section 5: Conflict of Interest**

- A. Zoning Board of Appeals members shall declare a conflict of interest and may abstain from voting, but may still participate as a member of the Public in a hearing or deliberations on a request when:
  - 1. A relative or other family member is involved in any request for which the Zoning Board of Appeals is asked to make a decision;
  - 2. The Zoning Board of Appeals member has a business or financial interest in the property involved in the request or has a business or financial interest in the applicant's company, agency or association;
  - 3. The Zoning Board of Appeals member owns or has a financial interest in a neighboring property. For purposes of this section, a neighboring property shall include any property falling within the notification radius for the proposed development, as required by the zoning ordinance or other applicable ordinance, or;
  - 4. There is a reasonable appearance of a conflict of interest, as determined by the Zoning Board of Appeals member declaring such conflict;
  - 5. A reasonable appearance of a conflict of interest as determined by another Zoning Board of Appeals member, or another third party shall be discussed. A Zoning Board of Appeals member can be asked to abstain from voting at the discretion of the Chairperson.
- B. The Zoning Board of Appeals member declaring a conflict of interest should state the

nature of the conflict and whether he or she believes he or she could impartially consider the request before the Commission. The member should individually decide to abstain from any discussion or votes relative to the matter that is the subject of the conflict. The member declaring a conflict should not make any presentations to the Zoning Board of Appeals as a representative of the proposal.

## **Section 6: Amendments**

These By-Laws may be amended at any meeting by a vote of a quorum of the Zoning Board of Appeals and reviewed in its entirety at the first meeting of May each year and signed by the standing Chairperson.

Amended by the Oscoda Township Zoning Board of Appeals on June 20, 2022

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~~Catherine Larive~~ James Biggar, Chairperson  
Oscoda Township Zoning Board of Appeals



**CHARTER TOWNSHIP OF OSCODA**

110 S. State Street, Oscoda MI 48750  
Phone 989-739-3211 Ext. 250

Case # \_\_\_\_\_

**ZONING BOARD OF APPEALS**

Application for: (See back for descriptions)

Fee: \$\_\_\_\_\_

Rcpt. # \_\_\_\_\_

Variance     Interpretation     Administrative Review

Property Address: \_\_\_\_\_

Property Owner:

Applicant (if not owner):

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_

Phone: \_\_\_\_\_

Position: \_\_\_\_\_

Property Description: Parcel No. \_\_\_\_\_

Size: \_\_\_\_\_ Zoning: \_\_\_\_\_

Cross Streets: \_\_\_\_\_ and \_\_\_\_\_

Nature of Request: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Rationale for Request:** (For variances, also fill out page 3 and 4 of this application)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

(add additional pages as necessary)

**Read Carefully:** I am the owner of the property included in this application or am officially acting on the owners' behalf. I hereby attest that the information on this application form, the site plan and other attachment(s) is, to the best of my knowledge, true and accurate. I hereby grant permission to the Township Staff and/or any appropriate Township Official to access this property to review the accuracy of the information submitted.     **Yes**     **No**

**Please Note:** The applicant or their official representative should be present at the Zoning Board's Public Hearing to present the appeal and answer any questions Board Members may have. Board members will not ask any questions during a site visit, communication with the property owner is prohibited until the Public Hearing.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

**Ordinance 165, Section 8.3 Duties and Powers of Zoning Board of Appeals (Excerpts)**

**Section 8.3.1 Administrative Review**

The Board shall hear and decide appeals where it is alleged by the person objecting that there is an error in any order, requirement, permit, decision, or refusal made by the Zoning Administrator or by any other official in administering or enforcing any provision of this Ordinance.

**Section 8.3.2 Interpretations, Determinations, Classification**

The Board shall have the power to:

1. Interpret, upon request, the provisions of this Ordinance in such a way as to carry out the intent and purpose of the Ordinance.
2. Determine the precise location of the boundary lines between Zoning Districts.
3. Classify a use which is not specifically mentioned as part of the use regulations of any Zoning District so that it conforms to a comparable permitted use, in accordance with the purpose and intent of each district. Where there is no comparable permitted use, the Zoning Board of Appeals shall so declare, the effect being that the use is not permitted in the Township until or unless the text of the Ordinance is amended to permit it.

**Section 8.3.3 Variances**

The Board shall have the power to authorize, upon an appeal, specific variances from site development requirements such as lot area and width regulations, building height and bulk regulations, yard and depth regulations, and off-street parking and loading space requirements.

To obtain a variance, the applicant must show that the following conditions listed below are satisfied:

1. Strict application of the letter of the regulation would unreasonably prevent the owner from using the property for a permitted use, or would render conformity but be unnecessarily burdensome.
2. A lesser relaxation of the regulation than requested could not be reasonably achieved that would give substantial relief to the property owner and be more consistent with justice to other property owners.
3. The plight of the owner is due to unique circumstances peculiar to the property and not due to general conditions in the neighborhood or the zoning district.
4. The problem is not self created.
5. Granting the variance will not be of substantial detriment to adjoining property or the general welfare.
6. Granting the variance will not impair the intent or purpose of the Zoning Ordinance.

**Section 8.3.5 Attachment of Conditions**

The Zoning Board of Appeals may impose conditions upon an affirmative decision. The conditions may include, conditions necessary to ensure that public services and facilities affected by a proposed land use or activity will be capable of accommodating increased service and facility loads caused by the land use or activity, to protect the natural environment and conserve natural resources and energy, to ensure compatibility with adjacent uses of land, and to promote the use of land in a socially and economically desirable manner.

**Section 8.6 Prohibited ZBA Actions**

1. No appeal shall be taken to the Zoning Board of Appeals with regard to a planned unit development or Special Permit Use decision.
2. The Zoning Board of Appeals is without authority to grant a variance on the use of land.
3. The Zoning Board of Appeals may only act on those matters brought before it through the procedures described in this Section. In no instance may they conduct business on matters outside the scope of the appeal.

Variance Application

Property Address: \_\_\_\_\_

To obtain a variance, the applicant must show that the following conditions listed below are satisfied. Please type or write legibly; use the back or add additional sheets as necessary.

1. Would strict adherence to the Charter Township of Oscoda Ordinance unreasonably prevent the owner from using the property for a permitted use, or make the use extremely difficult?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. Would strict adherence to the Charter Township of Oscoda Ordinance deprives the applicants of rights commonly enjoyed by other properties in the same district, and is the variance request the minimum necessary?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. Is the variance request due to unique circumstances related to the property, and not conditions that are common in the neighborhood or that particular zoning district?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. Is it true that the circumstances and conditions of the property and variance request are not a result of the actions of the applicant or previous owner?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

5. Is it true that granting the variance will not be detrimental to adjoining property or the general welfare?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

6. Will granting this variance be in harmony with the general purpose and intent of the Charter Township of Oscoda Ordinance?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Property Owner's Signature

\_\_\_\_\_  
Date





For official use:

Property Address: \_\_\_\_\_ Case #: \_\_\_\_\_

Application Submitted: \_\_\_\_\_ Accepted as Complete: \_\_\_\_\_ By: \_\_\_\_\_

Public Notice Mailing Date: \_\_\_\_\_ Publication Date: \_\_\_\_\_

Date of Public Hearing: \_\_\_\_\_ Materials to Board: \_\_\_\_\_

Zoning Board of Appeals Action:  Approved  Approved with Conditions  
 Denied

\_\_\_\_\_ Date

Conditions of Approval: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Decision Certified: \_\_\_\_\_  
Chairperson Date

Letter Sent to Applicant: \_\_\_\_\_  
Planning & Zoning Director Date