

# BROOKS TOWNSHIP ZONING BOARD OF APPEALS AGENDA

December 1, 2021, 7:00 PM

**Teleconference Call In info – 1-872-240-3212**

**Access Code 616-186-997**

*Scott Portenga is asking for a rehearing for denial of a previous variance request to reduce the required side property setback requirements for the addition of a lean-to garage, located at 1717 E. 88<sup>th</sup> St., Parcel #62-19-33-103-009*

1. MEETING CALLED TO ORDER
2. ROLL CALL (*Pitzer, Warren, Myers, McLeod*)
3. APPROVAL OF AGENDA
4. HEARING CALLED TO ORDER (*statement that the proceedings are being recorded to assist in the accuracy of the minutes*)
5. REASON FOR HEARING – *See request noted above*
  - A. Adjoining property owner notification – Not required, notification was sent for the previous re-hearing of 10/6/21
  - B. Review “Rules of Procedure”
  - C. Zoning Administrator Comments
  - D. Applicant presentation of reason for appeal
  - E. Supporting statements from the Public
  - F. Opposing statements from the Public
  - G. ZBA Chairman Review (*Any reference made to any portion of the ZO needs to be read in full and stated in the minutes*)
  - H. ZBA Members Questions/Comments
  - I. Final Rebuttal/Comments
  - J. Hearing Closed to Public Comment
6. CORRESPONDENCE – Letter from Clifford Bloom, Township Attorney, dated 11/18/21, stating “Facts”
7. DELIBERATION BY THE ZBA
8. FINDING OF FACTS/STANDARDS OF REVIEW (*Review standards one at a time. Facts must be stated for the record*)
9. MOTION & ROLL CALL VOTE - (*If decision made during the hearing.*) *If decision is made at a later date attendees need to be notified of the next meeting date.*
10. NEW BUSINESS
  - A. Schedule date for approval of minutes
  - B. Approve minutes from 11/3/21, meeting
11. UNFINISHED BUSINESS
12. BOARD MEMBER COMMENT
13. PUBLIC COMMENT
14. ADJOURNMENT