

POLICIES AND PROCEDURES

I ORGANIZATIONAL MEETING

At each organizational meeting all new members shall receive copies of the following items:

- Zoning Board of Appeals Bylaws
- Policies and Procedures
- Village of Victory Comprehensive Land Use Plan
- Zoning Law & Map

Educational materials as received from time to time will also be distributed. Amendments or revised documents will be distributed upon final adoption.

II ESTABLISHMENT OF AGENDA

II A. Ready Agenda

This agenda is the initial agenda maintained by the Zoning Board of Appeals Secretary, and notes all matters for which preliminarily complete applications have been timely submitted to the Zoning Board of Appeals.

II B. Meeting Agenda

The meeting agenda is prepared & authorized for distribution by the Zoning Board of Appeals Chairperson. This agenda will be mailed to all members 5 days prior to the meeting date.

Meeting agendas consist of all matters for which public hearings have been advertised or for which no public hearing is necessary. Meeting agendas are comprised of old business, new business, and/or other matters for which applications are not necessary, such as workshop sessions.

II C. Agenda Limits

1. Maximum Number of Items

The maximum number of items to be considered by the Zoning Board of Appeals during a typical monthly review shall be eight (8).

2. Application Placement on the Agenda

Applications will be considered for placement on the Board's agenda as follows:

- a. Applications tabled to a specific calendar date;
- b. Applications referred by the Village Board;

- c. Complete application received during the previous month but not placed due to agenda limits, in excess of the 8 item limit; and
- d. Old business previously reviewed and satisfying submission requirements;
- e. New applications satisfying submission requirements.

3. Agenda Modification

The Zoning Board of Appeals agenda may be further modified at the discretion of the Zoning Board of Appeals Chairman.

III SITE VISITS

Site visits by all Zoning Board of Appeals members should be conducted prior to the meeting. Site visits done by Zoning Board of Appeals members as a group should be limited to touring the sites, without substantive discussion of the applications.

IV MEETINGS

IV A. Schedule

The Zoning Board of Appeals shall have one (1) regular meeting to be held on the 3rd Monday of each month. All meetings shall begin at 6:30 p.m. unless otherwise announced. Meetings shall take place at the Village of Victory Community Center, unless otherwise noticed.

Additional meetings may be established by the Zoning Board of Appeals members.

IV B. Public Notice

1. Regular Meetings

The regular meetings will be held on the third Monday of each month. In the case of the meeting needing to be changed it will be advertised for such change.

2. Special Meetings

Zoning Board of Appeals members may, at a regular meeting, set a special meeting when deemed necessary.

3. Emergency Meetings

Meetings scheduled less than one week in advance shall be subject to notice to the media and posting as soon as possible.

4. Workshop Sessions

The Zoning Board of Appeals may conduct workshop sessions as deemed necessary.

5. Public Hearings

All public hearings require ten (10) days advance notice to appear in print in the local newspaper of record. Anyone who wishes to speak at any public hearing, are required to sign in and have a five (5) minute time limit. The Zoning Board of Appeals shall have discretion to extend the five (5) minute time limit for persons addressing the board. Any speaker shall identify himself or herself when making comments. All comments shall be addressed to the Zoning Board of Appeals, not to the applicant or other members of the audience. Comments may be made in the form of questions, but neither the applicant nor the Board is necessarily obligated to answer them. The purpose of public comments is to bring issues to the attention of the Zoning Board of Appeals, not to engage in dialogue with the applicant. The Zoning Board of Appeals has the sole discretion to determine whether questions or comments require response and, if so, when, how and by whom response shall be provided.

IV C. Public Participation

It is the intent of public hearings and public information meetings to allow public participation. Such participation shall be directed to the Zoning Board of Appeals.

IV D. Tabling Motions/Request for Additional Information

Motions to table and/or requests for additional information shall specify the date for continuation and submission of requested information.

IV E. Continuation of Public Hearings

Public hearings that are continued need not be re-noticed, but should be duly announced at the conclusion of discussion of the application.

V ALTERNATE MEMBERS

V A. Use of Alternate Members

Alternate members are to be used only in cases of absence, conflicts of interest, or scheduling difficulties. The use of alternates to continually alter the membership of the Zoning Board of Appeals is not intended. Regular Zoning Board of Appeals members shall attend and participate unless an absence or conflict is duly noted.

The Chairperson of the Zoning Board of Appeals shall designate the use of an alternate member. Zoning Board of Appeals members shall inform the Chairperson and Planning Staff of any absence, if known in advance, so that an alternate member may be used.

V B. Duties

Alternate Zoning Board of Appeals members shall have the same powers and duties as regular members. Alternate Zoning Board of Appeals members shall review the applications and minutes as supplied and may request additional information as necessary. Alternate Zoning Board of Appeals members are encouraged to perform site visits.

VI APPLICATION REVIEW

VI A. Schedule

Complete applications for Zoning Board of Appeals review are due the 1st day of each month.

VI B. Complete Application

All applications will be submitted and checked by the Zoning Board of Appeals Secretary.

Applicants will be informed in writing of incomplete submissions, if time allows, before the scheduled meeting.

VI C. Consultant Notes

Engineering or other consultants to the Village of Victory shall provide in writing their analysis of projects according to Village of Victory Zoning Law or other questions as given to them, in writing, by the Village Board or as directed by the Zoning Board of Appeals.