

Approved: _____
Approved with changes: _____
Unapproved: _____

**Effingham Zoning Board of Adjustment
July 18, 2018**

Members Present: Dave Strauss, Mike Cahalane (alternate), Tim White

Members Absent: Tom Hart, Jory Augenti

Others Present: Dianne Park

Meeting called to order at 7:10pm.

Minutes

A motion was made by Chuck, seconded by Tim, to approve the minutes from July 11, 2018 as amended. All were in favor.

Page 2, under 'Old Business', second paragraph, change 'If you were appealing...' to 'If you are appealing....'

Page 4, second paragraph, change '....rules of page 5.' To'rules on page 5.'

Page 4, sixth and seventh paragraph, change 'Page 4' to 'Page 7'

Review Application revisions and approve

The board went through the application changes that were made at the last meeting. A motion was made by Dave, seconded by Chuck, to accept the application changes as made at the last meeting with the revision date of 7/18/18. All were in favor.

Review Rules of Procedure revisions and approve

The board went through the Rules of Procedure changes that were made at the last meeting. Further changes are:

- In the whole document change 'the board' to 'the Board'
- Page 2, Under 'Members and Alternates', 2a, change '....excuse for 25%....' to '....excuse from 25%....'
- Page 6, the 'Note' at the bottom of the page, change 'of' to 'on'
- Page 7, under 'Records' #4, change 'verified' to 'cross referenced'

A motion was made by Dave, seconded by Tim, to approve, as amended, the Rules of Procedure with a revision date of 7/18/18. All were in favor.

Application process instructions review

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The board reviewed the application process instructions page 3 and 4. Changes were:

- Page 3, #1, change '...must be verified to...' to '...must be cross referenced to...'

- Page 3, #2, change 'Task Lists are not intended to be all encompassing and maybe modified prior to usage to suit individual need. If changes are made it shall be presented to the board to determine if the Task List shall be updated.' to: 'Task Lists are not intended to be all encompassing and may be modified prior to usage to suit individual need. Any changes made shall be presented to the board to determine if the Task List shall be updated.'

- Page 3, #3, second sentence, change 'If changes are made it shall be presented to the board to determine if the Form shall be updated.' to 'Any changes made shall be presented to the board to determine if the Form shall be updated.'

- Page 3, #4, change 'process instruction' to 'Process Instruction'

The board went through the Application Process Flowchart to make sure the basic process is correct. All board members will read through the document and this will be on the agenda for August 1, 2018.

A motion was made by Chuck, seconded by Tim, to adjourn the Meeting.
Meeting adjourned at 9:15pm.