



TOWN OF RISING SUN
BOARD OF ZONING APPEALS

August 17, 2017 @ 7:00 PM

MEETING AGENDA

1. **CALL TO ORDER & WELCOME -**
2. **INTRODUCTION OF APPEALS BOARD MEMBERS - Town Administrator**
3. **NOMINATION AND ELECTION OF BOARD OFFICERS**
4. **SAMPLE CASE PRESENTATION (No actual case tonight – training purposes only)**
 - a. **Introduction of Case –Chairperson -**
 - b. **Read Advertisement of Case into record - Town Zoning Officer**
 - c. **Declaration of Conflict of Interest. - Chairperson**

“Is there any one currently serving on this board who feels that they have a conflict of interest or the appearance of a conflict of interest if they were to participate in these proceedings?”
 - d. **Presentation of Staff Case Review Summary. - Town Zoning Officer**
 - e. **Board Questions regarding staff review**
 - f. **Self - Introduction of Applicant(s) – Chairperson**

g. Presentation of Applicants Case. - Applicant

****Note - Chair person shall swear in each person presenting the case for the applicant.**

- *“Do you swear that the information and testimony that you are about to give in regards to this application is truthful and accurate to the best of your ability?”*
- *Please state your name and spell it for the record.*

h. Board Questions to applicant.

i. Public Comments/Testimony for or against

- In Favor of the application
- Opposed to the application
- General Public Comments

j. Final Comments Applicant

k. Final Comments and Questions Board Members

l. Board Deliberations and final determination

5. TOWN REPORT

6. OLD BUSINESS

7. NEW BUSINESS

8. ADJOURNMENT