

**PUTNAM TOWNSHIP  
ZONING BOARD OF APPEALS  
January 25, 2010  
MINUTES**

**CALL TO ORDER**

Chairperson Fordyce called the meeting to order at 7:01pm. There were no citizens in attendance.

**ROLL CALL**

MEMBERS PRESENT: Anderson-Field, Chambers, Collingham, Fordyce, Gannon, Kekes, Speer.  
OTHERS PRESENT: Ingrid Weisz, Recording Secretary.

**CALL TO THE PUBLIC**

Opened call at 7:02 pm  
No comments.  
Closed call at 7:02 pm

**APPROVAL OF AGENDA**

**Motion by Speer & supported by Collingham to approve the agenda. MOTION APPROVED UNANIMOUSLY**

**APPROVAL OF MINUTES**

**Motion by Anderson-Field & supported by Speer to approve the 9/14/09 minutes. MOTION APPROVED UNANIMOUSLY**

**ELECTIONS OF OFFICERS**

A) Chairman

**Motion by Collingham & supported by Anderson-Field to elect Fordyce Chairman. MOTION APPROVED UNANIMOUSLY**

B. Vice Chairman

**Motion by Speer & supported by Fordyce to elect Collingham Vice Chairman. MOTION APPROVED UNANIMOUSLY**

C. Secretary

**Motion by Fordyce & supported by Collingham to elect Anderson-Field Secretary. MOTION APPROVED UNANIMOUSLY**

**CORRESPONDENCE**

A) Zoning Ordinance Amendment Section 5, Table 22-2 District Regulations

Fordyce went over the RS-2 lot width change to this table

B) ZBA 2010 meeting dates

Members reviewed these dates. Fordyce notified the members that the 2/22/10 meeting was cancelled. The next possible meeting would be 3/8/10.

**REPORTS**

A) Township Board

Chambers discussed the current Board issues.

B) Planning Commission

Gannon reported on the current Planning Commission issues.

**OLD BUSINESS**

A) Principles of Governance

Fordyce passed around this document for members' signatures.

## **NEW BUSINESS**

A) Annual review of By-Laws

Members reviewed the By-Laws.

**Motion by Anderson-Field and supported by Kekes to change Rule 2, 2.1 Members to 'The ZBA shall consist of seven (7) regular members selected & appointed by the Township Board of Putnam Township. Two (2) alternate members may also be selected & appointed by the Board.'** . MOTION CARRIED UNANIMOUSLY

B) ZBA Final Decision and Variance Review Worksheet Forms & Process

Fordyce went over these forms and their changes as well as the process of using them. The Zoning Administrator fills out the Review for Variance Worksheet. This worksheet matches the ordinance and reflects the Enabling Act. Information from this worksheet is transferred to the Final Decision Form. After members hear & discuss the request for a variance, they can make changes to this form and/or add conditions to the variance (and hence this form). Each variance requires a Final Decision Form. Members reviewed & commented on this process.

## **CALL TO THE PUBLIC**

Opened call at 7:50 pm

No comments.

Closed call at 7:50 pm

## **ADJOURNMENT**

**Motion by Kekes and supported by Gannon to adjourn at 7:52 pm. MOTION CARRIED UNANIMOUSLY**

**Ingrid Weisz**

Recording Secretary