

**VILLAGE OF GERMANTOWN  
BOARD OF ZONING APPEALS  
MEETING MINUTES  
July 8, 2020**

**CALL TO ORDER:** The meeting was called to order at 5:34 p.m by Chairman White.

**ROLL CALL:** Chairman White, Hansen, Schodron, Edwards, Huber, Assistant Planner Zandt, and Clerk Braunschweig. Knop and Yao absent excused. Knop will listen to the tape.

**APPROVAL OF MINUTES:** June 10, 2020.

Motion (Hansen/Edwards) to approve minutes as presented for June 10, 2020.

Motion Carried unanimously.

**Review of Training Materials.**

Chairman White commented that due to the new members we are going to go over training materials.

Attorney Sajdak referenced the training materials book for Zoning Board of Appeals.

Prior to the meeting normally a permit has been applied for and denied due to code requirements. The aggrieved completes an application and pays a fee. There is a notice in the published in the paper, on the website and mailed to neighbors.

The zoning board of appeals come from State Statutes 61.35 and 62.23 sub 7.

This identifies the make up of the board as five members appointed by the Village Board for a three-year term. The alternate members are identified by the Village President annually. The members can only be removed for cause. Alternates act when a member is not able too.

The attorney reviewed quorum. At least three members are needed to take action. Walking quorum was also discussed and cited. The attorney gave advice on viewing property prior to the meeting. He suggested to do so separately; otherwise, a notice will be required.

The Zoning Board of Appeals should be done in public open session.

A police officer came to the meeting as the security alarm for the Village Hall was going off. The Clerk and deputies then turned the alarm off.

Ethics and due process were discussed. He commented on an impartial decision. When in doubt recuse yourself from the item.

It is ok to drop by the property and use google maps to view the land. Use caution if you receive information that the other members do not have. Do not discuss with property owner on your own.

This is a quasi-judicial body. Everything needs to be in the open.

Time limits rules are acceptable as long as they are applied on an equal basis to everyone.

Base decisions on factual evidence that is before you.

Conflicts of interest or financial gain and misconduct in office was discussed. Discussion ensued of overturning decisions based on applying correct processes.

Discussion ensued of the different types of requests. The Community Development Department presents staff comments and Village information.

Public Interest, following the findings of fact, and hardship was discussed.

Chairman White stated next hearing will be as needed.

**MOTION The meeting adjourned at 6:38 p.m. Motion by Hansen/Knop to adjourn at 6:38 p.m.**

*Respectfully Submitted,*

Deanna B. Braunschweig, WCMC/CMC