

CIVIC ASSOCIATION OF SHORT BEACH

ZONING BOARD OF APPEALS

**P.O. BOX 2012
Short Beach, Conn. 06405**

**MEETING AGENDA
Monday, January 5, 2009
7:30 p.m.
Short Beach Union Church**

1. Receive new applications/appeals
2. MINUTES - Regular Meeting of December 1, 2008
3. OLD BUSINESS
4. BILLS AND CORRESPONDENCE
5. NEW BUSINESS
6. Adjournment

Next Meeting: Monday, February 2, 2009

Minutes of a regular meeting of the Zoning Board of Appeals of the Civic Association of Short Beach held January 5, 2009 at the Union Church.

Present: Chairman Pat Nielsen, Helen Wong, Ann Davis, Mark Winik and Joan Armstrong, regular members; and Suzanne Pierson and Tim Nicholas, alternates. Also present: David Peterson, CASB president.

The meeting was called to order at 7:44 p.m.

1. No new applications/appeals were presented.
2. Minutes of the December 1, 2008 meeting were unanimously approved.
3. Old Business

As requested at the November meeting, the CASB president confirmed the appointment of Scott Hallier as an alternate until August 2009.

Pat reported she has ordered one copy of the Land Use Law book discussed at the December meeting, but the discounted price is not available to other members. To save postage expense we may pick up this material directly from the Bar Association office. Pat will check on which approach is best.

The A-2 survey discussion (December minutes) was deferred to the February meeting so members can study a Zoning Location Survey document provided by David Peterson.

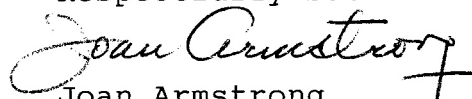
The forms review (December minutes) will be held at the February meeting.

4. Bills and correspondence - none.
5. New Business

Mark Winik agreed to bring a copy of our 2009 meeting schedule to the Town Clerk's office for the required certification by them.

There being no further business, meeting adjourned at 8:10 p.m. by unanimous vote.

Respectfully submitted,


Joan Armstrong
Recording Secretary

CIVIC ASSOCIATION OF SHORT BEACH

ZONING BOARD OF APPEALS

**P.O. BOX 2012
Short Beach, Conn. 06405**

**MEETING AGENDA
Monday, February 2, 2009
7:30 p.m.
Short Beach Union Church**

1. Receive new applications/appeals
2. MINUTES - Regular Meeting of January 5, 2009
3. OLD BUSINESS
 - A. Copy of meeting schedule to Town Clerk
 - B. Report of Minutes inventory
 - C. Forms Review
 - Manner of Filing Form 30
Form 30
 - Manner of Filing Form 31
Form 31
 - D. A-2 Survey discussion
 - E. Land Use Law Book
4. BILLS AND CORRESPONDENCE
5. NEW BUSINESS
6. Adjournment

Next Meeting: Monday, March 2, 2009

Minutes of a regular meeting of the Zoning Board of Appeals of the Civic Association of Short Beach held February 2, 2009 at the Union Church.

Present: Chairman Pat Nielsen, Ann Davis, Mark Winik, Helen Wong and Joan Armstrong, regular members; and Tim Nicholas, alternate. (Tim Nicholas named a regular member to replace Mark Winik after Winik left prior to 9 p.m.).

1. At 7:45 p.m. an application was received from Timothy and Alison Nicholas, 145 Shore Drive, for variances to Sections:

- 4.7.1 - nonconformity enlargement
- 7.1 Sch. A.5.a - street line setback
- 7.1 Sch. A.5.f - sideline setback
- 7.1 Sch. A.6 - maximum lot coverage
- 7.1 Sch. A.7 - total floor area

A review of material specified on Manner of Filing Form 30 was conducted, with all members able to ask questions. Mr. Nicholas clarified information and revised some figures resulting from an A-2 survey just made available to him. Following discussion, it was unanimously voted to accept the application and schedule it for consideration at a public hearing on March 2, 2009.

2. The regular meeting was called to order at 8:25 p.m. Minutes of the January 5, 2009 meeting were approved by unanimous vote.

3. Old Business

A. The 2009 meeting schedule was filed with the Town Clerk's office on January 8, 2009.

B. Pat has completed an inventory of board minutes from June 2005 to the present. They are complete except for May 5, 2008, when it appears a lack of quorum negated convening a regular meeting.

- C. Forms review

Form 30 -- manner of filing an appeal -- was discussed and it was agreed to:

Change Item 4 to read: "Applicant is responsible for notification of all adjoining property owners, by certified mail. Receipts (certificate of mailing) must be submitted at the hearing. Applicant is also responsible for recording of the variance, if granted, in the Branford Land Records." While a revised form is being prepared it was unanimously agreed to allow use of a Certificate of Mailing receipt. (See also minutes of 10/1/07.)

Change Items 2 and 3 in reference to number of copies required from 10 to 6 to reduce the volume and expense of such copies.

Pat will present a new version of Form 30 incorporating the above changes for approval at the next meeting. Further discussion of possible changes related to both Forms 30 and 31 will continue at that time.

Old Business (continued)

D. A-2 survey - although discussed briefly, action postponed until March meeting.

E. Land Use Law book - Pat has obtained this book but is awaiting information on the cost of additional copies for other members.

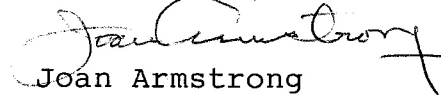
4. Bills and correspondence - none.

5. New Business

None

6. There being no further business, meeting adjourned by unanimous vote at 9:40 p.m.

Respectfully submitted,



Joan Armstrong
Recording Secretary

CIVIC ASSOCIATION OF SHORT BEACH

ZONING BOARD OF APPEALS

**P.O. BOX 2012
Short Beach, Conn. 06405**

**MEETING AGENDA
Monday, March 2, 2009
7:30 p.m.
Short Beach Union Church**

1. Receive new applications/appeals
2. MINUTES - Regular Meeting of February 2, 2009
3. PUBLIC HEARING AND POSSIBLE ACTION ON PUBLIC HEARING ITEMS:
 - A. Application #2009-1, 145 Shore Dr., Requesting a variance of Section 4.7.1 Nonconformity Enlargement, and Section 7.1 Schedule A 5a Street line setback from 20' to 2.9', Schedule A 5f Side line setback from 6' to 2.1', Schedule A 6 Maximum Building Lot Coverage from 30% to 30%, Schedule A 7 Maximum Total Floor Area 50% to 60% to build an addition increasing the pre-existing non-conformity. Owners/Applicants: Timothy and Alison Nicholas
4. OLD BUSINESS
 - A. Forms Review
 - Manner of Filing Form 30
 - Form 30
 - Manner of Filing Form 31
 - Form 31
 - B. Continue A-2 Survey discussion
 - C. Land Use Law Book
5. BILLS AND CORRESPONDENCE
6. NEW BUSINESS
7. Adjournment

Next Meeting: Monday, April 6, 2009

Minutes of a regular meeting of the Zoning Board of Appeals of the Civic Association of Short Beach held March 2, 2009 at the Union Church.

Present: Chairman Pat Nielsen, Mark Winik, Ann Davis and Joan Armstrong, regular members; and Suzanne Pierson and Scott Hallier, alternates. Suzanne Pierson was designated a regular member for this meeting.

1. at 7:35 p.m. there were no new applications/appeals.
2. Minutes of the February 2, 2009 meeting were approved by unanimous vote.
3. The regular meeting was called to order at 7:40 p.m. for a public hearing on application #2009-1 from Timothy and Alison Nicholas for the following variances regarding 145 Shore Drive:

- Section 4.7.1 - nonconformity enlargement
- Section 7.1 Sch. A.5.a - street line setback
- Section 7.1 Sch. A.5.f - sideline setback
- Section 7.1 Sch. A.6 - maximum lot coverage
- Section 7.1 Sch. A.7 - total floor area

Tim Nicholas made the following points in presenting his application:

- ° Variance in harmony with intent of regulations.
- ° House would convert back to single family status.
- ° Principal construction is at rear of house.
- ° Computer-generated images (displayed) show how improvements would look.
- ° Change in pitch of roof over rear building would overhang no more than one foot.
- ° An addition to the application to provide two balconies with dormers over portion of front roof (shown) would be desirable and could be included in approval if ZBA allows.

Hardships cited: No zoning regulations when house built (ca. 1906). Present location of house on the lot makes moving it to meet current regulations unfeasible. Alternatively, the change to a one family residence with modern standards, as proposed, would be an improvement to Short Beach.

Audience remarks:

Jos Dudgeon (neighbor to west) - no problem with project - favors.
James & Joyce Chase (abutters) - support establishing house's legal one family status - in favor.
Doug Hanlon - changes an unusual house to a cohesive one family residence - in favor.

Discussion on whether adding front balconies to the application would necessitate a further hearing was resolved by general agreement that they would not constitute material alterations or change the application substantively.

With no further discussion the public hearing was adjourned at 8:22 p.m.

The regular meeting was thereafter reconvened and it was determined the board members had no more questions. It was agreed that, in effect, the five sections of regulations contained in the application do not involve changes requiring a variance. Ann Davis stated her strong support for the change from two family to one.

A motion by Mark Winik, duly seconded, to accept the application with design variations was unanimously approved by all voting members, with no conditions.

Reasons for action:

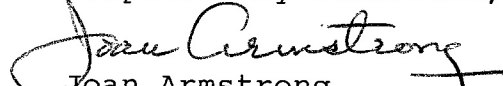
Improvement to neighborhood by clarifying one family status.
Hardship resulting from existing location of house on lot is also offset by modifications more in harmony with homes in the neighborhood.

4-6. Old Business and remaining agenda.

Due to weather conditions it was agreed by all to table other items until the April 6 meeting.

There being no further business, by unanimous vote meeting adjourned at 8:35 p.m.

Respectfully submitted,


Joan Armstrong
Recording Secretary

CIVIC ASSOCIATION OF SHORT BEACH

ZONING BOARD OF APPEALS

**P.O. BOX 2012
Short Beach, Conn. 06405**

**MEETING AGENDA
Monday, April 6, 2009
7:30 p.m.
Short Beach Union Church**

1. Receive new applications/appeals
2. MINUTES - Regular Meeting of March 2, 2009
3. OLD BUSINESS
 - A. Forms Review
 - Manner of Filing Form 30
 - Form 30
 - Manner of Filing Form 31
 - Form 31
 - B. Continue A-2 Survey discussion
 - C. Land Use Law Book
4. BILLS AND CORRESPONDENCE
5. NEW BUSINESS
 - A. Discussion on the Special Meeting of the CASB on zoning
6. Adjournment

Next Meeting: Monday, May 4, 2009

Minutes of a regular meeting of the Zoning Board of Appeals of the Civic Association of Short Beach held April 6, 2009 at the Union Church.

Present: Acting chairman Ann Davis, Mark Winik and Joan Armstrong, regular members; and Suzanne Pierson and Tim Nicholas, alternates.

1. At 7:30 p.m. Gerald Freedman asked the board to informally review his appeal application (Form 1030) for a setback allowing an existing emergency stairway at 86 Riverview Avenue. His request to the CASB zoning commission for such approval was denied as of March 9, 2009, due to compliance issues with CAM regulations for the Farm River.

The information Mr. Freedman provided to ZBA was examined in relation to our Manner of Filing an Appeal provisions. Suggestions of additions or changes were offered and will be incorporated in a formal review at our next meeting, with a view toward a public hearing on June 1. This business was concluded at 8:30 p.m.

2. The regular meeting was called to order at 8:35 p.m. and minutes of the March 2, 2009 meeting were approved by unanimous vote.

3. Old Business

A. Forms review

Manner of filing an appeal for a variance using Form 30.

Two revisions previously agreed to were unanimously approved and adopted as of April 6, 2009:

- Six copies of all necessary documents are now required.
- Notification to adjacent property owners is provided by a certificate of mailing receipt to be submitted at a hearing.

Form 30A (new proposal) should incorporate changes to clarify Schedule A information: add reason for denial; add CASB zone map designation for property to name and address section.

After discussion it was voted unanimously to accept Form 30A, as presented, as part of an appeal for a variance, with items 6, 7, 8 to include square footage and percentage of lot area coverage. In addition, all forms used by the ZBA will contain name of form and identification number at the center of the top of the page, not lower left corner.

B. A-2 survey

Opinions were presented on circumstances where a waiver of survey might be considered, but no conclusions were reached. It was agreed that Pat Nielsen's input was needed for continuing discussion on this item.

C. Land Use Law Book - no action taken.

4. Bills & Correspondence

A bill for legal advertising expense has been submitted to the CASB treasurer.

5. New Business

The March 30 special meeting of the CASB on zoning issues was discussed at length, with members expressing concerns about pitfalls of Branford's assuming zoning for Short Beach. Also raised was the need for information on the Association's insurance policy covering individual board members' liability in the event of legal actions. It was unanimously voted to obtain such information promptly. Discussion on this subject will continue at future meetings.

There being no further business, meeting adjourned at 9:35 p.m.

Respectfully submitted,



Joan Armstrong
Recording Secretary

ZONING BOARD OF APPEALS OF THE CIVIC ASSOCIATION OF SHORT BEACH

APPEAL FOR A VARIANCE
MANNER OF FILING USING FORM 30

1. All applications for an Appeal For A Variance shall be contained in the official form adopted by the Zoning Board of Appeals (ZBA) for that purpose, which shall be available from the Executive Board of the Civic Association of Short Beach. An appeal shall be taken to the ZBA within six (6) months after the denial of an Application For Zoning Permit by the Executive Board of the Civic Association of Short Beach.
2. Six (6) copies of the Application with original signatures of the applicant (or agent) and the owner shall be submitted, together with a Filing Fee of **\$175.00** (checks made payable to the Civic Association of Short Beach). All information requested on form shall be completed by applicant and be consistent with all other documents. If extra space is needed, use separate sheets of paper.
3. Applications shall be accompanied by all of the following documents:
 - 3.1. Six (6) copies of current Deed for subject property.
 - 3.2. Six (6) copies of denial of Application For Zoning Permit by Executive Board of CA.S.B.
 - 3.3. Six (6) copies of a Class A-2 Survey dated after 8/13/96 and conforming to Sec. 20-300B of the Regulations of Connecticut State Agencies and bearing the seal of a Connecticut licensed surveyor. Survey should include all adjoining streets and property owners, dimensions and area of lot, and location and setbacks of all existing structures.
 - 3.4. Six (6) copies of a Topographical Survey are required if topographical conditions are claimed as a hardship. In addition, photographs of conditions may be submitted.
 - 3.5. Six (6) copies of Building Plans. Required for proposed new buildings as well as additions or alterations to existing buildings. All elevation drawings and floor plans need to be accurate, to scale, and include dimensions of structures.
 - 3.6. Six (6) copies of a Plot Plan accurately drawn to scale. Plan should agree with A-2 Survey. Plot plans shall include:
 - a. Dimensions and area of the lot, including apparent width of all abutting street rights-of-way and all other easement and rights-of-way of record.
 - b. The height, dimensions, setbacks, square footage, number of stories, and location of all existing and proposed buildings and other structures on the lot.
 - c. The existing and proposed uses of each part of any building.
 - d. The number of family units the buildings are designed to accommodate.
 - e. The location, area and dimensions of all required off-street parking spaces and vehicle access.
 - f. Plot plans accompanying applications pertaining to commercial uses, including gasoline filling stations, automotive repair garages, and parking lots shall also include the location of any petroleum pumps, plantings, curbs, sidewalks, signage, area lighting with height and intensity, vehicle exits and entrances and all required parking and loading spaces.
4. Applicant is responsible for notification of all adjoining property owners, by certified mail. Receipts (certificate of mailing) must be submitted at the hearing. Applicant is also responsible for recording of the variance, if granted, in the Branford Land Records. *min. 14 days prior to hearing*
5. The Zoning Board of Appeals at its discretion may deny an appeal (without prejudice) for a failure to comply with any of the foregoing rules. Any resubmitted application shall incur a new filing fee.
6. On an application for a rehearing the applicant must allege new facts and prove same at the hearing.
7. Applications may be submitted to the Zoning Board of Appeals at any regular monthly meeting, or by arrangement with the ZBA Chairman. Only complete applications accompanied by the filing fee and all of the required documents, collated together, will be accepted by the ZBA for a hearing.

ZONING BOARD OF APPEALS OF THE CIVIC ASSOCIATION OF SHORT BEACH

APPEAL FOR A VARIANCE APPLICATION

form 30

Zoning Board # _____ Date Denied _____ Reason For Denial: _____

- 1. I (We) hereby appeal to the Zoning Board of Appeals for a Variance of the Zoning Regulations
2. Applicant Name: _____ Owner Name: _____
Address: _____ Address: _____
Telephone: _____ Telephone: _____
Subject Property Address: _____
3. Present use of subject property: _____ Zone: _____
4. Previous Appeals or Special Exceptions that have been made with respect to subject property:
Application Numbers and Dates: _____
5. This Appeal relates to: USE _____ and / or AREA (setbacks, frontage, height, etc.) _____
Describe Briefly: _____
6. VARIANCES of the Zoning Regulations are requested for the following sections: _____
7. Strict application of the regulations would produce UNDUE HARDSHIP because: _____
8. The hardship is UNIQUE and not shared by all properties in the neighborhood because: _____
9. The variance would not change the CHARACTER of the NEIGHBORHOOD because: _____
10. Schedule A Information (list square footage and percentage for all items):
Use Form 30A
11. All Owners (and addresses) whose property abuts on any portion of subject property: _____
12. Applicant Signature _____ Date: _____
Owner Signature _____ Date: _____

ZBA # _____ Date Received _____
Zoning Board of Appeals Action: GRANTED _____ DENIED _____ Date: _____
Reason for Action: _____
Conditions: _____
Signature of Zoning Board of Appeals Chairman _____

ZONING BOARD OF APPEALS OF THE CIVIC ASSOCIATION OF SHORT BEACH

**APPEAL FOR A VARIANCE
SCHEDULE A INFORMATION**

Applicant Name

Form 30A

Property Address

	Existing	Proposed
1. Lot Area (in square feet)		
2. Street Frontage		
3. Number of Stories		
4. Height of Building		
a. Accessory Building Height		
5. Setbacks		
a. From Street Line		
b. From Rear Property Line		
c. Accessory Building from Rear Line		
d. From L.I. Sound or Farm River		
e. From Critical Coastal Resources		
f. From Side or Other Property Lines		
6. Building Lot Coverage (as % of Lot Area)		
7. Total Floor Area (as % of Lot Area)		
8. Aggregate Lot Coverage by Buildings, Decks, Drives & Parking		
9. Ground Floor Area (in sq. ft.)		

CIVIC ASSOCIATION OF SHORT BEACH

ZONING BOARD OF APPEALS

**P.O. BOX 2012
Short Beach, Conn. 06405**

**MEETING AGENDA
Monday, May 4, 2009
7:30 p.m.
Short Beach Union Church**

1. Receive new applications/appeals
2. MINUTES - Regular Meeting of April 6, 2009
3. OLD BUSINESS
 - A. Forms Review
 - Manner of Filing Form 30
Form 30
 - Manner of Filing Form 31
Form 31
 - B. Continue A-2 Survey discussion
4. BILLS AND CORRESPONDENCE
5. NEW BUSINESS
6. Adjournment

Next Meeting: Monday, June 1, 2009

Minutes of a regular meeting of the Zoning Board of Appeals of the Civic Association of Short Beach held May 4, 2009 at the Union Church.

Present: Chairman Pat Nielsen, Mark Winik, Anne Davis, Helen Wong and Joan Armstrong, regular members; and Suzanne Pierson, alternate.

1. At 7:35 p.m. no new applications/appeals were presented.
2. The regular meeting was called to order at 7:45 p.m., after which minutes of the April 6, 2009 regular meeting were approved by a 4-0 vote. Pat Nielsen abstained due to her absence at that meeting.

3. Old Business

A. Forms review.

Form 30 and 30A - Manner of filing appeal for variance and Schedule A information, as amended.

Item #2 to read: Six (6) copies of the Application (Form 30) and Schedule A Information (Form 30A), etc.

Insert form number next to form titles.

Add ZBA number to top of Form 30A.

It was moved to accept Forms 30 and 30A with changes as discussed and re-defined, and to have same posted on CASB web site, Approved by 5-0 vote.

Pat will circulate revised versions to members and if approved forward them to ZEO Dave Perkins.

Form 31 - Manner of filing appeal for review of action.

Item #2 change to 6 copies in place of 10 where referenced.

Item #4 - receipt of notification to property owners to be by certificate of mailing (as in Form 30).

Pat will incorporate these changes for review at next meeting.

Change in item #1 on timing for date of appeal (within two months of decision as presently written) was considered but not resolved.

Insurance (item not on agenda)

Two requests to President David Peterson asking for information on CASB insurance coverage have received no response. Pat will ask that the Executive Board meeting of May 11 include an item re insurance and she will reiterate ZBA's request at that time.

Old Business (continued)

B. A-2 Survey

This subject was discussed again, including the following:

Whether an addition within a building's footprint requires a survey; If a setback is at issue, an A-2 survey is needed; Survey will provide proof of a house's prior size.

With no concensus as yet among members, discussion will continue at the next meeting.

Other

The March 30 special CASB meeting on zoning issues and the need for details on insurance coverage will also be continued.

4. Bills and correspondence


None received.

5. New Business

Pat will notify the May 11 Executive Board meeting for possible action by them that Gerald Freedman has not submitted the variance application referred to in our April 6 minutes.

There being no further business, meeting adjourned at 9:20 p.m.

Respectfully submitted,


Joan Armstrong
Recording Secretary

CIVIC ASSOCIATION OF SHORT BEACH

ZONING BOARD OF APPEALS

**P.O. BOX 2012
Short Beach, Conn. 06405**

**MEETING AGENDA
Monday, June 1, 2009
7:30 p.m.
Short Beach Union Church**

1. Receive new applications/appeals
2. MINUTES - Regular Meeting of May 4, 2009
3. OLD BUSINESS
 - A. Insurance
 - B. Forms Review
 - Manner of Filing Form 31
 - Form 31
 - C. Continue A-2 Survey discussion
 - D. Continue Special CASB Meeting discussion
4. BILLS AND CORRESPONDENCE
5. NEW BUSINESS
 - A. Request for special hearing to receive applications for hearing at August meeting.
6. Adjournment

Next Meeting: Monday, August 3, 2009

Minutes of a regular meeting of the Zoning Board of Appeals of the Civic Association of Short Beach held June 1, 2009 at the Union Church.

Present: Chairman Pat Nielsen, Anne Davis, Mark Winik, Helen Wong and Joan Armstrong, regular members; and Suzanne Pierson and Tim Nicholas, alternates.

The Board convened at 7:40 p.m. to accept new applications:

1. A review of action, brought by David Peterson, CASB president, appealing ZEO David Perkins' decision advising the Town of Branford Building Department on May 12, 2009 that no zoning permit was needed to install solar panels at the home of Douglas and Dori Cole-Hanlon, 241 Clark Avenue. Peterson contends no Zoning Commission approval was given for this action and is in violation of zoning regulation sec. 2.1. Immediate issuance of a cease and desist order from the ZBA was requested.

The application was reviewed according to Form 31 provisions. Information in Item 4 regarding previous appeals or special exceptions was discussed as to relevance and it was voted unanimously to suggest to the applicant that he produce evidence at a scheduled hearing if he deems it relevant.

The vote also requires that the owner of 241 Clark Avenue, the ZEO and the owner of a small piece of land along Beckett Avenue abutting the subject property be notified of the appeal by the appellant.

The review concluded with a unanimous vote to accept the application and hold a hearing on it August 3, 2009.

2. Gerald Freedman, 104 Riverview Avenue, applied for a variance for a setback for an existing emergency stairway to meet regulations regarding distance to the Farm River (from 25 feet to 14 feet). The stairs are adjacent to a pre-existing grandfathered deck. It was agreed to allow the applicant to write in and initial the 14-foot distance figure to show its location on the submitted plan.

With all other provisions of Form 30 being met, it was unanimously voted to accept the application, as amended, for hearing on August 3.

The regular meeting was called to order at 8:55 p.m., after which minutes of May 4, 2009 were unanimously approved.

Because of time constraints it was agreed to consider New Business next on the agenda.

New Business

Chloe Shaw of 9 Westwood Road requested the Board to convene a special meeting to accept her forthcoming application for home alterations since the vacated dates for July and September meetings leave only August 3 on the calendar until October. She hopes to have an A-2 survey completed for the special meeting and will inform the Chairman if this information is available. Discussion also included the possibility that any others denied zoning approvals at the next CASB meeting might also wish to be heard.

It was then voted unanimously to hold a special meeting on July 14, 2009 solely for the purpose of accepting applications, provided all necessary information is in place by that date.

Other Business

The Board unanimously voted that all other agenda items be continued at another meeting.

There being no further business, meeting adjourned at 9:30 p.m. by unanimous vote.

Respectfully submitted,


Joan Armstrong
Recording Secretary

impropriety in his handling of this case, noting that this one had been treated in an identical manner to the previous two cases.

5. A discussion by the ZBA members ensued. Discussion points included;
 - a. Consistent with previous practice, therefore no impression of impropriety
 - b. Mr. Perkins informed Mr. Peterson of his intentions in an e-mail dated 5/5/09, thus providing an opportunity for discussion at the meeting on 5/11/09 if required
 - c. Zoning regulations are silent on the issue, thus leaving room for interpretation
 - d. Mr. Perkins showed due diligence in gathering the information necessary to confirm that none of the zoning regulations for height or setbacks were broken by erecting the solar panels.
6. A motion to deny the appeal for review of action #2009-2 on the grounds of zoning regulations being silent on solar panels, the ZEO's actions being consistent with previous practice and the documented disclosure of his actions to the president of the CASB in a timely fashion was made by Mark Winik. The motion was seconded by Helen Wong. The motion was passed by a vote of 5-0.
7. The second item on the agenda was an appeal for a variance #2009-3, at 86 and 88 Riverview. Gerald Freedman requested a variance of Schedule A, Line 5d decreasing required setback from the Farm River from 25 feet to 14 feet to accommodate an existing stairway. Ann Davis recused herself due to another pending matter involving her property. This left the board with 4 members requiring unanimity for a motion to pass. Dr. Freedman was give the option of proceeding with 4 members, postponing until the next meeting, agreeing to nomination of a 5th member of the boards choice from the audience. Dr. Freedman chose the latter and John Nicholas agreed to sit on the board for the purpose of this item only.
8. Dr. Freedman presented his case that the insurance company required that an exit from the deck be provided as a safety feature and that he was unaware that the erection of the stairs put him in further non-compliance. He argued that this is the sole location in which the stairs could be placed and constitute a safe egress.
9. Discussion by the board centered around any other possible ways to build the steps so that they would serve the purpose and the fact that the application was presented after the stairs were built rather than before.
10. A motion to grant the appeal for a variance #2009-3 on the grounds that safety required a staircase off the deck and the only place that the stair would serve it's function was in the location in which it had been built was made by Suzanne Pierson and seconded by Mark Winik. The motion was passed by a vote of 5-0.

The other agenda items were tabled due to the lateness of the hour. The meeting was adjourned at 10:00 pm.

Respectfully submitted

Ann C. Davis
Temporary Recording Secretary

Minutes of a regular meeting of the Zoning Board of Appeals of the Civic Association of Short Beach held October 5, 2009 at the Union Church.

Present: Chairperson Pat Nielsen, Anne Davis, Suzanne Pierson, Helen Wong and Joan Armstrong.

No new applications were submitted.

Meeting called to order at 7:45 p.m.

Minutes of the August 3, 2009 meeting were approved by a 4-1 vote. Joan Armstrong abstained due to absence at that meeting.

NEW BUSINESS

Pat reported that Scott Hallier has resigned as an alternate member.

All present members have been re-appointed for one year, until the next CASB annual meeting when voting on membership can take place.

Current members then elected the following officers: Chairperson, Pat Nielsen; Recording Secretary, Joan Armstrong; Clerk, Anne Davis.

A schedule of regular meetings for 2010 was approved as presented by Pat (copy attached to these minutes).

OLD BUSINESS

Manner of Filing
Review of Forms 30 & 31

Item #4 - Amend to provide that notification to all property owners be given a minimum of 14 days prior to date of hearing. Insert new Item 4.1 stating that the ZBA will notify the CASB zoning board and the ZEO of an appeal for review of action.

Insurance

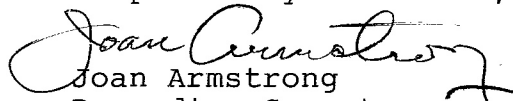
It was agreed that the ZBA is covered by information in the directors' and officers' liability policy in effect with Anderson-Krause.

A-2 Survey

Such a class survey is a requirement of current ZBA regulations. After discussion it was agreed to make no change and that no exceptions would be allowed.

There being no further business, meeting adjourned at 9 p.m.

Respectfully submitted,


Joan Armstrong
Recording Secretary

CIVIC ASSOCIATION OF SHORT BEACH

ZONING BOARD OF APPEALS

**P.O. BOX 2012
Short Beach, Conn. 06405**

Regular Scheduled Meeting Dates for 2010

January - 4
February - 1
March - 1
April - 5
May - 3
June - 7
July – no meeting
August - 2
September – no meeting
October - 4
November - 1
December - 6

All regular meetings are held on the first Monday of the month at 7:30 p.m. at the Short Beach Union Church, at 11 Pentecost Street in Short Beach, Connecticut. Regular meetings may be canceled by notice from the ZBA Chairman.

Patricia Nielsen
ZBA Chairperson

CIVIC ASSOCIATION OF SHORT BEACH

ZONING BOARD OF APPEALS

**P.O. BOX 2012
Short Beach, Conn. 06405**

**MEETING AGENDA
Monday, November 2, 2009
7:30 p.m.
Short Beach Union Church**

1. Receive new applications/appeals
2. MINUTES - Regular Meeting of October 5, 2009
3. OLD BUSINESS
 - A. Forms Review
 - a. Manner of Filing Using Form 30 and 30A
 - b. Manner of Filing Using Form 31
4. BILLS AND CORRESPONDENCE
5. NEW BUSINESS
6. Adjournment

Next Meeting: Monday, December 7, 2009

Minutes of a regular meeting of the Zoning Board of Appeals of the Civic Association of Short Beach held November 2, 2009, at the Union Church.

Present: Chair Pat Nielsen, Mark Winik, Anne Davis, Helen Wong and Joan Armstrong, regular members.

No new applications were submitted.

Meeting called to order at 7:40 p.m.

2. Minutes of the October 5, 2009 meeting were corrected under Old Business heading to read: Review of Manner of Filing Forms 30 and 31. Approved, as changed, unanimously.

3. OLD BUSINESS

Forms review

Form 31 (Manner of Filing Appeal for Review of Action) and Form 30 & 30A (Manner of Filing Appeal for a Variance) were considered as amended in Item #4 on both forms. Also, Form 31 provides for notice to subject property owner, if applicable. For simplicity of format it was agreed to use the initials ZBA for reference to the board subsequent to its full title being spelled out. Also agreed to add p.1 in numbering forms.

It was unanimously voted to accept these forms, with above changes, as presented this date, 11/2/09.

4. Bills & Correspondence - None.

5. NEW BUSINESS

Rules?

Pat reported the request for a copy of ZBA rules from the CASB president. She will send copies of the manner of filing forms. Joan offered a 1977 rules document the revision of which the ZBA had begun considering earlier, but never acted upon. Pat will determine if this material has relevance that could be subject to further study.

Board vacancies

We are currently missing one alternate member due to a recent resignation. Pat said several persons have been approached and it is hoped an appointment can be made soon.

6. There being no further business, meeting adjourned at 8:12 p.m.

Respectfully submitted,


Joan Armstrong
Recording Secretary

ZONING BOARD OF APPEALS OF THE CIVIC ASSOCIATION OF SHORT BEACH

APPEAL FOR A VARIANCE
MANNER OF FILING USING FORM 30 AND FORM 30A

1. All applications for an Appeal For A Variance shall be contained in the official form adopted by the Zoning Board of Appeals (ZBA) for that purpose, which shall be available from the Executive Board of the Civic Association of Short Beach. An appeal shall be taken to the ZBA within six (6) months after the denial of an Application For Zoning Permit by the Executive Board of the Civic Association of Short Beach.
2. Six (6) copies of the Application (Form 30) and Schedule A Information (Form 30A) with original signatures of the applicant (or agent) and the owner shall be submitted, together with a Filing Fee of **\$175.00** (checks made payable to the Civic Association of Short Beach). All information requested on form shall be completed by applicant and be consistent with all other documents. If extra space is needed, use separate sheets of paper.
3. Applications shall be accompanied by all of the following documents:
 - 3.1. Six (6) copies of current Deed for subject property.
 - 3.2. Six (6) copies of denial of Application For Zoning Permit by Executive Board of CA.S.B.
 - 3.3. Six (6) copies of a Class A-2 Survey dated after 8/13/96 and conforming to Sec. 20-300B of the Regulations of Connecticut State Agencies and bearing the seal of a Connecticut licensed surveyor. Survey should include all adjoining streets and property owners, dimensions and area of lot, and location and setbacks of all existing structures.
 - 3.4. Six (6) copies of a Topographical Survey are required if topographical conditions are claimed as a hardship. In addition, photographs of conditions may be submitted.
 - 3.5. Six (6) copies of Building Plans. Required for proposed new buildings as well as additions or alterations to existing buildings. All elevation drawings and floor plans need to be accurate, to scale, and include dimensions of structures.
 - 3.6. Six (6) copies of a Plot Plan accurately drawn to scale. Plan should agree with A-2 Survey. Plot plans shall include:
 - a. Dimensions and area of the lot, including apparent width of all abutting street rights-of-way and all other easement and rights-of-way of record.
 - b. The height, dimensions, setbacks, square footage, number of stories, and location of all existing and proposed buildings and other structures on the lot.
 - c. The existing and proposed uses of each part of any building.
 - d. The number of family units the buildings are designed to accommodate.
 - e. The location, area and dimensions of all required off-street parking spaces and vehicle access.
 - f. Plot plans accompanying applications pertaining to commercial uses, including gasoline filling stations, automotive repair garages, and parking lots shall also include the location of any petroleum pumps, plantings, curbs, sidewalks, signage, area lighting with height and intensity, vehicle exits and entrances and all required parking and loading spaces.
4. Applicant is responsible for notification of all adjoining property owners, by certified mail. Notice must be mailed no later than 14 days prior to the hearing. Receipts (certificate of mailing) must be submitted at the hearing. Applicant is also responsible for recording of the variance, if granted, in the Branford Land Records. The ZBA will notify the Civic Association of Short Beach and the Zoning Enforcement Officer of the Appeal.
5. The ZBA at its discretion may deny an appeal (without prejudice) for a failure to comply with any of the foregoing rules. Any resubmitted application shall incur a new filing fee.

ZONING BOARD OF APPEALS OF THE CIVIC ASSOCIATION OF SHORT BEACH
APPEAL FOR A VARIANCE
MANNER OF FILING USING FORM 30 AND FORM 30A
Page 2 of 2

6. On an application for a rehearing the applicant must allege new facts and prove same at the hearing.
7. Applications may be submitted to the ZBA at any regular monthly meeting, or by arrangement with the ZBA Chairman. Only complete applications accompanied by the filing fee and all of the required documents, collated together, will be accepted by the ZBA for a hearing.

Form 30 & 30A Manner of Filing Appeal

Adopted 3/17/77, Revised 4/6/09, 5/4/09, 11/2/09

ZONING BOARD OF APPEALS OF THE CIVIC ASSOCIATION OF SHORT BEACH

APPEAL FOR A REVIEW OF ACTION
MANNER OF FILING USING FORM 31

FOR APPEALS WHERE IT IS ALLEGED THAT THERE IS AN ERROR IN ANY ORDER, REQUIREMENT, OR DECISION MADE BY THE EXECUTIVE BOARD OR ZONING ENFORCEMENT OFFICER OF THE CIVIC ASSOCIATION OF SHORT BEACH

1. All applications for an Appeal For A Review Of Action (Form 31) shall be contained in the official form adopted by the Zoning Board of Appeals (ZBA) for that purpose, which shall be available from the Executive Board of the Civic Association of Short Beach. An appeal shall be taken to the ZBA within two (2) months after notice of a decision by the Executive Board or Zoning Enforcement Officer (ZEO) of the Civic Association of Short Beach.
2. Six (6) copies of the Application with original signatures of the applicant (or agent) and the owner (if applicable) shall be submitted. All information requested on form shall be completed by the applicant and be consistent with all other documents. If extra space is needed, use separate sheets of paper.
3. Applications shall be accompanied by the following documents:
 - 3.1. Six (6) copies of Decision of Executive Board or Zoning Enforcement Officer of the Civic Association of Short Beach.
 - 3.2. Six (6) copies of any other documents that have subject matter pertinent to applicants' claim. This may include copies of deeds, land surveys, topographical surveys, building plans, plot plans, photographs, tax records, assessment records, receipts, previous zoning applications or permits, and/or any other document(s) deemed necessary by the ZBA. These requirements may be waived at the discretion of the ZBA.
4. Applicant is responsible for notification of all adjoining property owners, (and subject property owner if applicable) by certified mail. Notice must be mailed no later than 14 days prior to the hearing. Receipts (certificate of mailing) must be submitted at the hearing. This requirement may be waived at the discretion of the ZBA. The ZBA will notify the Civic Association of Short Beach and the ZEO of the Appeal.
5. The ZBA at its discretion may deny an appeal (without prejudice) for a failure to comply with any of the foregoing rules.
6. On an application for a rehearing the applicant must allege new facts and prove same at the hearing.
7. Applications may be submitted to the ZBA at any regular monthly meeting, or by arrangement with the ZBA Chairman. Only complete applications accompanied by the filing fee and all of the required documents, collated together, will be accepted by the ZBA for a hearing.
8. The ZBA will hear appeals only when submitted by the owner (or agent) of a subject property, or any Property owner that owns land within 100 feet of any portion of the subject property, or any Officer, department, board or bureau of any municipality aggrieved by an action of the Executive Board or the Zoning Enforcement Officer of the Civic Association of Short Beach.

CIVIC ASSOCIATION OF SHORT BEACH

ZONING BOARD OF APPEALS

**P.O. BOX 2012
Short Beach, Conn. 06405**

**MEETING AGENDA
Monday, December 7, 2009
7:30 p.m.
Short Beach Union Church**

1. Receive new applications/appeals
2. MINUTES - Regular Meeting of October 5, 2009
3. OLD BUSINESS
 - A. Rules Discussion
4. BILLS AND CORRESPONDENCE
5. NEW BUSINESS
6. Adjournment

Next Meeting: Monday, January 4, 2010

Mjnotes of a regular meeting of the Zoning Board of Appeals of the Civic Association of Short Beach held December 7, 2009 at the Union Church.

Present: Chair Pat Nielsen, Mark Winik, Anne Davis, Helen Wong (arrived late) and Joan Armstrong, regular members; and Suzanne Pierson and Tim Nicholas, alternates.

1. No new applications were submitted.
2. Minutes of the November 2, 2009 meeting were approved unanimously.
3. OLD BUSINESS

Pat distributed for members' files copies of the Policy Regarding Consultation with Legal Counsel adopted December 4, 2006.

A. Rules Discussion

The 1977 Rules document presented at the November 2 meeting was made available to all members. Pat said it is her opinion that Connecticut statutes govern ZBA operations in many instances, as specified in Chapter 124, Sec. 8-5 (Vol. 2). She will provide a copy of State law in readable format so it can be compared to the 1977 rules and, if desirable, result in some combination of both statements' provisions.

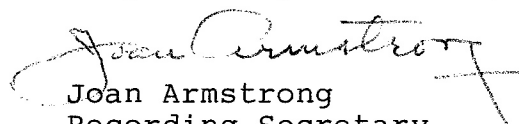
Anne will undertake this assignment and submit recommendations to members via email.

4. Bills and Correspondence - none.
5. NEW BUSINESS

Gerald Freedman has requested a copy of Notice of Decision to Homeowner in connection with approval of his appeal for a variance (#2009-3) in August. Pat will send him this material by certified mail.

6. There being no further business, meeting adjourned at 8:15 p.m.

Respectfully submitted,


Joan Armstrong
Recording Secretary

CIVIC ASSOCIATION OF SHORT BEACH

ZONING BOARD OF APPEALS

**P.O. BOX 2012
Short Beach, Conn. 06405**

POLICY REGARDING CONSULTATION WITH LEGAL COUNSEL

- I. Consultation with Legal Counsel - Zoning Board of Appeals
 - A. The need for consultation with legal counsel shall be determined by a majority vote of a quorum of the Zoning Board of Appeals.
 - B. The Zoning Board of Appeals shall designate a representative to notify the President of the Civic Association of Short Beach that such a determination has been made.
 - C. The Zoning Board of Appeals shall designate a representative to contact the attorney of the Civic Association of Short Beach to arrange for the consultation.
 1. In the event of a conflict of interest as determined by the attorney of the Civic Association of Short Beach, the Zoning Board of Appeals may consult with a different attorney.

- II. Consultation with Legal Counsel - Zoning Board of Appeals Chair (individually)
 - A. The Zoning Board of Appeals Chair may request authorization for consultation with legal counsel from the Zoning Board of Appeals.
 - B. The granting of such request shall be determined by a majority vote of a quorum of the Zoning Board of Appeals.
 1. If such request is granted,
 - a. the Zoning Board of Appeals Chair will notify the President of the Civic Association of Short Beach that such a determination has been made and
 - b. the Zoning Board of Appeals Chair will contact the attorney of the Civic Association of Short Beach to arrange for the consultation.
 - a) In the event of a conflict of interest as determined by the attorney of the Civic Association of Short Beach, the Zoning Board of Appeals Chair may consult with a different attorney.
 2. If such request is denied, Zoning Board of Appeals Chair may request authorization from the executive board of the Civic Association of Short Beach.

Effective December 4, 2006

Adopted 3/17/77

RULES OF THE ZONING BOARD OF APPEALS OF
SHORT BEACH, CONNECTICUT

The Zoning Board of Appeals is established under The Bylaws of the Civic Association of Short Beach.

The Board of Appeals shall have the following powers and duties:

1. Hear and decide appeals where it is alleged there is error in any order, requirement or decision made by the Zoning Commission in the enforcement of The Short Beach Zoning Ordinance.

2. Adopt the rules and procedure laid down in the General Statutes of the State of Connecticut, (Chapter 29, 1947 Cumulative Supplement,) and any other rules deemed necessary to carry into effect the provisions of The Short Beach Zoning Ordinance.

3. Authorize on appeal, variances ~~from the~~ ^{amendments to the General} Statutes.) *Zoning reg of the Assoc. of Short Beach*

The following are the rules of the Zoning Board of Appeals of Short Beach.

Officers and Duties

I. A Chairman shall be appointed as provided in the Bylaws of the Association. He shall preside at all meetings and shall regulate their conduct. He shall issue the call for all meetings. He shall prepare and submit all reports required by law. He shall make and sign all purchase orders for expenditures by the Board. If the Chairman shall be absent from a meeting, the senior member in point of service shall be Acting Chairman.

II. A ^{Recording} Secretary shall be elected annually by a majority vote of the Board, and shall serve for the (calendar year and until his successor shall be elected.) He shall keep the minutes and records of the Board, and shall conduct all correspondence including notifications of decisions. He shall certify records. If the Secretary shall be absent from a meeting, the Chairman or Acting Chairman shall designate an Acting Secretary. He shall be Clerk of the Board and authorized to receive notices of appeal to the Court of Common Pleas.

The secretary shall prepare and submit the minutes of the meeting to the remaining members of the Board and if he shall not be notified of any error or omission within the day following the submission thereof, they shall be deemed approved. *or corrected at the next meeting*

Meetings

III. Regular meetings called by the Chairman or Acting Chairman of the Board, shall be held on the first Monday of each month at 7:30 p.m. at a designated location or at such other time or place as the Chairman or Acting Chairman of the Board may from time to time determine. Special meetings may be called by the Chairman or Acting Chairman on such notice as he shall determine. Whenever there shall be no business to be transacted at a regular meeting, the Chairman or Acting Chairman may cancel such meeting.

IV. All regular meetings shall be open to the public with the exception of executive sessions following the hearing of applications. A quorum shall consist of four members for the transaction of all business, and decisions to allow variances and special exceptions. No member of the Board shall appear for or represent any person in any matter pending before the Board or before the Zoning Commission. No member of the Board

shall hear or decide an appeal in which he is directly or indirectly interested in a personal or financial sense. If a member shall be challenged because of interest, the Board shall determine the merit of such challenge. If a member shall be disqualified because of interest, such fact shall be noted in the record of the hearing. The Board shall choose an alternate (or elector,) if necessary, to act as a member of the Board in the hearing and determination of such appeal in the place and stead of the disqualified member.

In choosing an elector the Chairman shall examine him as to his qualifications by administering the following questions:

1. Are you a registered elector of the Short Beach Civic Association?
2. Have you any direct or indirect personal or financial interest in Appeal No.?
3. Are you willing to act (without compensation) as a member of the Zoning Board of Appeals of the Short Beach Civic Association in the hearing and deciding of Appeal No.?

If the answers to these questions shall satisfy the Board as to qualification of the elector to serve in the place and stead of the disqualified member, the Chairman shall then administer to the elector the following oath:

You solemnly swear that you will faithfully discharge according to law your duties as a member of the Short Beach Zoning Board of Appeals in hearing and deciding Appeal No. "quote as in call of meeting" to the best of your ability, so help you God.

Notice of Meetings

V. Notice of the time and place of a public hearing shall be published in a newspaper having a substantial circulation in the municipality of Short Beach at least twice, at intervals of not less than two days, the first not more than fifteen days, nor less than ten days, and the last not more than eight days nor less than two days before the date of such hearing; and by filing a copy of such notice with the Zoning Commission at least seven days in advance of such hearing.

Such notice shall state the name of the appellant/applicant, the location of the property, the relief requested, and the time and place of hearing.

Manner of Filing Appeals

VI. All notices of appeal and applications for special exceptions or variances shall be contained in the official form adopted by the Board for that purpose, which shall be available from the ^{clerk} secretary of the Board. An appeal shall be taken to this Board from a decision of the Zoning Board, within six (6) months after the granting of such permit as shall be determined by the Zoning Board of Appeals. ^{number?}

VII. Applications shall be filed in triplicate and the original shall be signed by the appellant/applicant or his agent. All questions on such form must be answered and all information required by the form to be given shall be concisely stated.

Applications shall be accompanied with three copies of a plot plan, three sets of building plans if a new or existing building, addition, or alteration to a building are involved, a copy of the Zoning Board denial, and with the filing fee. One set of plans will be returned to appellant/applicant at his request after the Board's decision.

All dimensions and areas shown on plot plans relating to the location

do we need this today?

of buildings and structures on the lot and the location and size of the lot shall be based on an actual survey by a duly licensed Civil Engineer or Surveyor. (The Board, at its discretion, may request a Class A-2 survey made within one (1) year. Plot plans shall be drawn to scale accurately showing;

- A. Lot dimensions, area, yard dimensions, location and size of all existing and proposed buildings on the property
- B. The existing and intended uses of each building or part of a building
- C. The number of families or housekeeping units the buildings are designed to accommodate, and such other information as may be necessary to clearly define the question involved.

Plot plans accompanying applications pertaining to gasoline filling stations, garages, and parking lots, in addition to giving location of building or buildings shall also include the location of any pumps and shall show height and size of signs in addition to location, height and intensity of lights, planting, curbs, sidewalks, street lines, exits and entrances.

If topographical conditions are claimed as hardship, application shall be accompanied with a topographical survey and photographs.

On a application for re-hearing the appellant/applicant must allege new facts and prove same at the hearing.

The Board in its discretion may dismiss an appeal (without prejudice) for a failure to comply with any of the foregoing rules.

The final date for filing applications shall be twenty-one (21) days before the date of a regular meeting.

The filing fee shall be twenty-five (\$25.00) dollars.

Order of Business

VIII. An appeal shall be heard as called in the order in which it appears in the call of the meeting.

IX. Appeals shall be placed upon the call of the meeting in the order in which they are filed.

X. If there is a default in the appearance of an appellant/applicant in the call of his appeal, it shall be placed at the foot of the call and shall be called again after the remaining appeals on the call have been heard. If there is a default in the appearance of the appellant/applicant when the appeal is called again, the appeal shall be dismissed for failure to prosecute but without prejudice to a re-hearing at a subsequent meeting after republication of notice at the appellant's/applicant's expense.

XI. Objections to evidence, on the ground that the witness is incompetent to testify, or on the ground that the evidence is hearsay, or is incompetent, irrelevant or immaterial, shall be ruled by the Chairman or Acting Chairman to be "out of order", or "overruled".

XII. The Chairman, or in his absence the Acting Chairman, may, in his discretion, administer oaths to and compel the attendance of witnesses.

XIII. The order of proof shall be as follows:

The appellant/applicant in person or by his agent or attorney, and his witnesses, if any, shall first be heard and each of whom, in turn, may be cross-examined by any one or more opponents; then the opponents shall be heard subject to full right of cross-examination. Rebuttal, sur-rebuttal, by witnesses or by argument of counsel, shall then be

heard; all subject to such limitations as to time as the Chairman shall see fit to impose. Hearings of all appeals shall be reported as required by state statute. The reported transcript of the evidence adduced on each appeal shall be filed and shall form a part of the record of the case.

Decisions

XIV. Each decision shall be entered in the minutes of the Board by the Secretary or Acting Secretary and the date of rendition shall be stated therein. All appeals shall be kept on file, and shall be open to the public. Appeals shall be numbered in numerical progression. Indices shall be kept of all decisions, one by name of the owner and appellant/applicant, and the other by location of the property.

XV. The date of rendition of a decision shall be the date of entry thereof in the minutes of the Board as shown by such minutes.

XVI. Notice of the decision of the Board shall be given to the appellant/applicant or his agent or attorney by mailing same at the time of the entry thereof in the minutes. A copy of such decisions shall be filed by the Secretary in the office of the Town Clerk and notice of such filing shall be published in a daily newspaper in general circulation in the town prior to the effective date of such decisions.

XVII. The decision shall state when the application was heard, and the names of the Board members who heard same; it shall state the application number, the name of the appellant/applicant, relief requested and the property involved; it shall state the date on which the decision was rendered; it shall set forth the resolution adopted; it shall state whether such decision was unanimous, and if not unanimous, it shall state specifically which members of the Board voted for and which voted against. It shall state whether the application was granted, or denied, in whole or in part.

Amendments

XVIII. These rules may be waived, amended, or revoked by the Board at any meeting.

XIX. Whenever these rules are or may become inconsistent with the State Laws relating to zoning and the Building Zone Regulations of Short Beach, such laws and ordinances shall govern.