

Township of Cooks Valley
Amended Chapter 18
Variances for Ordinances/Special Meetings

SECTION I-TITLE AND PURPOSE

The title of this ordinance is the Town of Cooks Valley Variance/Special Meeting Ordinance. The purpose is to accommodate those residents, whose situation can not exactly follow a specific ordinance due to some extenuating circumstance, resulting in the need for a variance and possibly a special meeting.

SECTION II-PROCEDURES

The following procedures will be used for variances. Fees for publishing, mailings, mileage, and time for special meetings will be at the expense of the requester.

- A. When an identified chapter allows for a variance procedure, the requester shall file with the Town Clerk in writing.
- B. The clerk shall make a reasonable attempt to notify ALL ADJOINING PROPERTY owners of the variance request in writing, by CERTIFIED MAIL.
- C. The clerk shall notify the Plan Commission and will give the proper public notices. The Plan Commission will make a reasonable effort to hold a hearing within 30 days of notification from the clerk. The requester must be present at the hearing with all of the information

pertaining to the matter. The Plan Commission will vote on the request and pass their recommendation on to the Town Board. The Town Board will take up the request at their next regular meeting. If the matter must be taken up at a requested special meeting, the fees in Section II will apply.

D. The decision of the Town Board will be sent to the requester by registered mail.

Dated: August 10, 2009

Ronald Lorette Chairperson

David Clement Supervisor

Jay R. John Supervisor

Attest:

Victoria Penko Clerk