

LEBANON TOWNSHIP BOARD OF ADJUSTMENT POLICY - #02-2023

The Board of Adjustment has put together a policy regarding the following items which have been Approved on **July 26, 2023** . These procedures are to be followed by all Board of Adjustment Professionals.

BILLING PROCEDURES:

The Board expects to be billed for memos, reports, drafts, resolutions and position papers that are Requested by the Board. The Board expects to be billed for time spent researching new or old law and ordinances. However, the Board does not expect to be billed for normal readiness for our regular meetings (e.g. reading of minutes, agendas and general correspondence), this does not include reading of correspondence that pertains to applications or being prepared, current or "up to speed" is the reason we hire professionals. The Board will not process bills containing "miscellaneous follow-up or miscellaneous preparation for meetings". Billed items must be specific as to a service rendered in stated time frame. The Board of Adjustment has appointed a Bill Review Committee consisting of the following: Chairman Eberle, Mr. Sachs, Board Member and Ms. Glashoff, Board Secretary. This Committee will review all bills included escrow bills and inspection bills to assist the Board providing fiduciary responsibility. All the Board Secretary will prepare a Bill Report outlining all bills presented for payment to the Board of Adjustment for each meeting. If there are more than 3 bills to be paid, then they will appear on a Bill Report otherwise they will only appear on the Agenda with description of what is on the voucher.

OFFICE PROCEDURES:

In a similar fashion, the board does not expect to be billed for setting up files or for any other general office work-operations that are clearly a part of the professional's overhead or expense of doing business.

RESOLUTIONS:

All resolutions will be prepared by the Board Attorney. Resolutions are to be done in a timely manner and if the resolution(s) which are prepared by the Board Attorney are to be to the Board Secretary at least 8 days prior to the next regular meeting of the board. The Board members are to receive a copy of the Resolution in their packets for the meeting least 6-7 days prior to the meeting.

TIMELY PROCEDURES:

Under normal circumstances, minutes are to be presented at each meeting following the previous meeting unless there are unusual circumstances that would include a complex application where doing minutes would be very time consuming, vacation and /or due to illness. Timely memos, resolutions,

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reports and other follow-ups are essential to accurate and valuable procedures. After the Review Committee deems an application complete and/or incomplete, the application will be sent to the Board Engineer and Planner for further review. The Professional(s) are to report back to the Board Secretary within 10 working days from receipt. If the application has been deemed complete, the Board Engineer will contact the Board Secretary via email to have the applicant be notified of a meeting date. If the Board Engineer deems the application incomplete, a report will be sent to the Board Secretary and the applicant's Engineer will be contacted via email and copied to the applicant and applicant's Engineer of the deficiencies. Once the application is deemed complete, a meeting date will be set.

BOARD POLICY:

The applicant will be billed for time spent at the Board of Adjustment Meeting once the applicant has had one (1) meeting. Any fees arising from actions of the Board or its professionals are to be billed through the Board Secretary (for escrow accounts). If there are any disputes of fees, credits or changes in the amount of a fee, the Board Secretary is to be notified immediately in order to control the billing procedure and for any notification to the applicant of monies owed to the Township.

CHAIRMAN WAYNE EBERLE

GAIL W. GLASHOFF, BOARD SECRETARY