

Liberty Township, Licking County, Ohio  
Board of Zoning Appeals  
Variance Meeting Agenda  
December 16, 2024, 7:30 pm

## Opening

- Call the meeting to order
- Pledge of Allegiance
- Announcement of meeting being recorded
- Roll Call
- Appoint Chairperson
- Approve minutes of November 13, 2024 meeting

## Business

- State Purpose of the Meeting – 2024-VAR-003 for 116 Timber Creek Drive by James Dew
- Distribute sign-in sheet if necessary
- Explain Hearing Procedures
  - Must be sworn in to testify
  - Testimony is given in front of board and close to recording device
  - Must state name each time you speak
  - Giving testimony does not mean arguing with others in the meeting or making comments about their testimony
  - If you want to have a conversation with others, please leave the building to do so
  - After testimony is heard, visitors may only speak when asked a question by the board

## Public Hearing

- Open Public Hearing
- Swear in all who wish to testify
- State date of newspaper advertisement (12/4/2024)
- Identify buffer properties
- State date of letter mailed to land owners within 500 ft. (12/2/2024)
- Read application
- Allow applicant or representative to speak
- Allow Zoning Inspector to speak
- Seek input from buffer property owners
- Seek input from other visitors
- Questions by Board of Zoning Appeals

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- Close Public Hearing

## **Closing**

- Appeals Board Discussion / Private deliberation
- Appeals board decision (or set time and place to make a decision)
- Adjourn Meeting