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**UNION VALE ZONING BOARD OF APPEALS
Minutes of the Regular Meeting**

February 6, 2018

Members Present: Chairperson Jane Smith, Board members Ilana Nilsen and John Hughes

Member Absent: Board member Jeff Wimmer

There were no items on the agenda. Members present used the meeting to workshop improvements to the application process. This included a review and discussion of (1) materials for the Town's website that would better describe the functions of the ZBA and the application process; (2) the contents of the application form; and (3) the additional documents required to be submitted with the application form. Members agreed to work on these materials for further consideration at the next meeting.

NEXT MEETING

The next regular meeting of the Zoning Board of Appeals is scheduled for **TUESDAY, March 6, 2018 at 7:30 p.m.**

The agenda will close on **February 20, 2018 at 12:00 NOON**. Items for consideration at the **March** meeting must be received by that date.

Respectfully submitted,

Joan E. Miller

ZONING BOARD OF APPEALS CLERK