

APPROVED

MELROSE TOWNSHIP ZONING BOARD OF APPEALS MINUTES August 28, 2013

I. **Call to Order:** The meeting was called to order at 6:00 PM by Chair Errol Lee

Roll Call: Errol Lee, Phyllis Cotanche, Todd Reeves, Wayne Ramsey, David Beier, Bart Wangeman (at 6:03). Absent: Bunny Marquardt (excused).

Also in attendance: Zoning Administrator Randy Frykberg and Acting Recording Secretary Tom Mackie

Guests: None

II. **Approval of Agenda:** Dave moved to approve the agenda as presented. Todd seconded. All ayes.

III. **Election of Officers:** Errol turned the meeting over to Randy Frykberg who explained the process for election of officers.

Randy indicated he would ask three times for nominations for Chairperson. Todd nominated Errol Lee with a second from Wayne. Following two more calls for nominations, and none being offered, Randy called for a roll call vote and **Errol Lee was elected as Chair with a vote of all ayes.** Randy then turned the meeting back over to Errol.

Errol asked for nominations for Vice-Chair and Bart nominated Dave Beier, with a second from Todd. Following two more calls for nominations, and none being offered, Errol called for a roll call vote and **Dave Beier was elected as Vice-Chair with a vote of all ayes.**

Errol asked for nominations for Secretary and Bart nominated Todd Reeves, with a second from Dave. Following two more calls for nominations, and none being offered, Errol called for a roll call vote and **Todd Reeves was elected as Secretary with a vote of all ayes.**

IV. **Approval of Minutes:** Errol summarized the draft minutes from the previous meeting. **Dave Beier motioned, Todd Reeves seconded, to approve the August 20, 2013 meeting minutes as presented. All Ayes, motion carried.**

V. **Scheduled Public Hearings:** None

VI. **Other Matters to be Reviewed:**

a. **Discussion of Draft Rules of Procedure:** Randy described the process of creating Rules of Procedure and noted they are in compliance with the revised State Zoning Enabling Act, MSU Guidelines, and MTA recommendations.

Phyllis identified several changes in this proposal, including:

- The appointed Recording Secretary cannot serve as a member or alternate member of the ZBA.

- The definition of a quorum is now "a majority of the members", rather than "3 or more." Randy noted this will avoid changing the language if the number of members should ever change. Additionally, the new language is in conformance with other requirements referencing a majority of the full membership rather than only those present.
- The amount of time allowed from receipt of a complete Demand for Appeal until the date for a meeting is called has been reduced from 20 days to 10. Randy explained this is a requirement of the amended Zoning Enabling Act.
- Site visits are now to be conducted individually, rather than in groups. Randy noted this is an MTA recommendation, rather than a state requirement. Errol also noted the requirement that all discussion be limited to public meetings of the ZBA.

Bart noted the process for calling a Special Meeting outlined in section 4B. Randy indicated the Planner / Zoning Administrator coordinates the effort but the Chair actually calls the meeting.

Todd asked if the Secretary should sign minutes. Randy responded the Recording Secretary and Secretary should sign all approved minutes.

With no further discussion offered, **Bart motioned and Dave seconded to adopt the ZBA Rules of Procedure, as presented. All ayes, motion carried.**

b. Communication and Correspondence: None

c. ZBA Member Discussion:

Todd suggested we hold at least one meeting per year. Errol suggested at least an annual meeting for the election of officers

VII. Report from Planning Commission Representative:

Bart summarized recent Planning Commission discussion and actions.

VIII. Citizen Comments: None

IX. Next Meeting: Not scheduled, no cases pending at this time

X. Adjournment: Errol adjourned the meeting at 6:43 PM.

Prepared by:

ZBA Approval by:

Tom Mackie, Acting Recording Secretary

Todd Reeves, Secretary