

CHARTER TOWNSHIP OF PENNFIELD

ZONING BOARD OF APPEALS

ORGANIZATIONAL MEETING / DISCUSSION

MINUTES OF MAY 7, 2013

Recording Secretary Sandra Cummings called the meeting to order at 6:30 pm in the Pennfield Township Annex. Members present were Curtis Whitaker, Frank Schumacher, Perry Beard, Chuck Adams, Maryanne Herbstreith and alternate member Lindsay Draime. New members Chuck Adams and Maryanne Herbstreith were sworn in prior to the meeting by Township Clerk Kathy Case. A quorum was met.

Others Present: Rob Behnke, Township Supervisor and Zoning Administrator; Barbara Darlington, Pennfield Township Deputy Supervisor; Attorney John Macfarlane and Sandra Cummings, Recording Secretary.

SELECTION OF OFFICERS FOR 2013

Nominations were entertained for the Officers for 2013 and were elected as follows:

a) Chairperson

Curtis Whitaker made a motion, seconded by Chuck Adams, to nominate Frank Schumacher to the position of Chairperson. The motion carried with all in favor.

b) Vice-Chairperson

Chuck Adams made a motion, seconded by Perry Beard, to nominate Curtis Whitaker to the position of Vice-Chairperson. The motion carried with all in favor.

c) Secretary

Perry Beard made a motion, seconded by Chuck Adams to nominate Maryanne Herbstreith to the position of Secretary. The motion carried with all in favor.

ADDITIONS/DELETIONS TO THE AGENDA

There were no additions or deletions to the agenda.

APPROVAL OF MAY 9, 2011 MEETING MINUTES:

A motion was made by Perry Beard, seconded by Lindsay Draime to approve the meeting minutes from May 9, 2011. Motion carried.

DISCUSSION WITH TOWNSHIP ATTORNEY JOHN MACFARLANE

It was noted that the Pennfield Township Zoning Board of Appeals has not had occasion to convene since May 9, 2011, and has had a change of appointed members since that date. In light of these facts, a discussion was held with Attorney John Macfarlane in preparation of several upcoming Zoning Appeal requests.

a) Responsibilities of Zoning Board of Appeals members

Attorney John Macfarlane discussed the responsibilities and procedures for ZBA members. He referred to an informational handout and discussed protocol and methods of creating a proper record of a Public Meeting.

b) Definition of a "use variance"

Attorney John Macfarlane discussed the definition of a "use variance" and "non-use variance" and the conditions which must be met in order to grant or deny a variance request. He indicated the importance of good record keeping at ZBA meetings. He stressed the need to list specific facts and evidence to support findings at the meetings. He stated the importance of reading and becoming familiar with Chapter 18 of the Zoning Ordinance, especially to the new board members, as they have not experienced any previous Zoning Board of Appeal meetings.

PUBLIC COMMENTS

None

BOARD MEMBERS COMMENTS

Welcome to the new members, Chuck Adams and Maryanne Herbstreith.

ANNOUNCEMENTS

The next meeting will be on May 21, 2013 at Pennfield Middle School Cafeteria, at 6:30 pm to consider a request from TIA Corporation. There is also a meeting scheduled for May 28, 2013 from O'Reilly's Auto Parts. There is no update from Walmart Corporation on when they may build on their property in the township.

ADJOURNMENT

Chuck Adams made a motion, seconded by Perry Beard, to adjourn the meeting at 7:55 pm. Motion carried.

Submitted by,

Sandra Cummings, Recording Secretary