

HAYES TOWNSHIP
ZONING BOARD OF APPEALS MINUTES
January 28, 2015

The Zoning Board of Appeals hearing was called to order by Chair Scott Parker at 7:00 p.m. at the Hayes Township Hall, 09195 Old US 31 N., Charlevoix.

Members present were Rich Burnett, Jim Rudolph, Bill Henne and Scott Parker. Joni Hosler was absent. Also present were Ron Van Zee, ZA and Marlene Golovich, Secretary.

Chair Parker asked to be joined in the Pledge of Allegiance.

The Zoning Board of Appeals members reviewed the minutes from September 16, 2014. Jim Rudolph made a motion, supported by Rich Burnett to approve the minutes as written. Motion carried unanimously.

Chair, Scott Parker, prepared recommendations for changes to the Rules of Procedure. The Zoning Board of Appeals members reviewed the proposed changes and agreed to make a few changes to help the meetings run smoother. Jim Rudolph made a motion, supported by Scott Parker to make the following changes to the Rules of Procedure, 4.6 Order of Business;

1. Add the Pledge of Allegiance
2. Add Introduction of the Zoning Board of Appeals Members
3. Change # 9 from "Close the public hearing." to "Close the public comment portion of the hearing."

Motion carried unanimously.

Members also discussed an educational document prepared by the zoning administrator (see attached). The purpose of this document is to help prepare the applicant for the variance process to be presented to the ZBA. With education comes the hope that the meetings will run smoother and the applicant will feel less intimidated and have a clearer understanding of the process.

Members commented that the zoning administrator's photo slide shows were helpful to applicant and board members alike. They also discussed having identification cards made up for presentation when members make on site visits. The zoning administrator also stated that he will make himself available prior to meetings if applicants have any questions.

Participation of members at the meeting was also discussed. The consensus was that it would be very helpful during discussions if members state their agreement or disagreement with statements being made. While it should not **always** be up to the chair to make motions he should always feel free to ask if anyone is prepared to make a motion, it sometimes helps to move the meeting forward.

Scott Parker made a motion, supported by Jim Rudolph to elect Bill Henne as Chairman of the Zoning Board of Appeals. Motion carried unanimously.

Bill Henne made a motion, supported by Jim Rudolph to elect Scott Parker as Vice-Chairman of the Zoning Board of Appeals. Motion carried unanimously.

ZA Ron VanZee stated that the ZBA may have an upcoming hearing; Ron is waiting for a complete application.

Without objection the meeting was adjourned at 8:10 p.m.

Respectfully submitted

A handwritten signature in black ink, appearing to read "Marlene Golovich", written in a cursive style.

Marlene Golovich, Clerk
Hayes Township

Minutes approved as corrected May 20, 2015

ZBA

1/28/15

HAYES TOWNSHIP
PLANNING COMMISSION
MEMBERS ATTENDANCE

Reck Buntt

Tom van Luyk

Bill Henne

Art Kuhn

Ron VanZee

Mark Ch