

Hayes Township
Zoning Board of Appeals
Administrative Meeting Minutes
January 14th, 2026
09195 Old U.S. N, Charlevoix, MI 49720

The January 14th, 2026, administrative meeting of the Hayes Township Zoning Board of Appeals was called to order by Rex Greenslade at 1:00 pm. at the Hayes Township Hall, 09195 Old US 31 N., Charlevoix, MI 49720.

BOARD MEMBERS PRESENT: Jessica Perry, Rex Greenslade, Zeze Jess, Laura Ford (alternate), and Doug Kuebler.

BOARD MEMBERS ABSENT: Janice Vedder-Whipple

ALSO PRESENT: April Hilton (Recording Secretary/Deputy Clerk) and Todd Millar.

Audience: LuAnne Kozma, Roy Griffiths, and Ellis Boal

Due to Chair Janice Vedder-Whipple being absent and no current vice-chair.

Mr. Greenslade made a motion, supported by Mr. Kuebler to appoint Jessica Perry as a temporary Chair for the January 14th 2026 Administrative Meeting.

Yeas: Rex Greenslade, Laura Ford, Doug Kuebler, and Zeze Jess.

Abstain: Jessica Perry.

Nays: None

Motion Carried

PLEDGE OF ALLEGIANCE: Jessica Perry opened the meeting at 11:00 am with the Pledge of Allegiance to the Flag.

INTRODUCTION OF ZONING BOARD OF APPEALS (ZBA) MEMBERS:

BOARD MEMBERS PRESENT: Jessica Perry, Rex Greenslade, Zeze Jess, Laura Ford, and Doug Kuebler.

BOARD MEMBERS ABSENT: Janice Vedder-Whipple

REVIEWED AGENDA:

Add Item 8a Learning from Training on ZBA and Planning (Rex Greenslade).

Add Item 10a Schedule public hearing on Appeal of Administrative Decision.

Mr. Kuebler made a motion, supported by Ms. Perry, to approve the agenda as amended.

Yeas: Rex Greenslade, Laura Ford, Doug Kuebler, Zeze Jess, and Jessica Perry.

Nays: None

Motion Carried

DECLARATION OF CONFLICT OF INTEREST:

NONE.

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APPROVAL OF DRAFT MINUTES FROM December 3rd, 2025:

Mr. Greenslade made a motion, supported by Ms. Perry, to approve the December 3 2025 meeting minutes as presented.

Yeas: Rex Greenslade, Laura Ford, Doug Kuebler, Zeze Jess, and Jessica Perry.

Nays: None Motion Carried

PUBLIC CONTACT WITH ZBA MEMBERS:

Mr. Greenslade stated this was brought to attention last year after a situation with the public contacting ZBA Members at their homes.

Mr. Millar stated this is covered in the next agenda item and will begin with the review and discussion of the proposed changes to the Hayes Township Zoning Board of Appeals Rules and Procedures.

During the discussion Todd stated the township cannot stop the public from approaching ZBA members at their homes, however, ZBA members may post no trespassing signs.

AMENDMENTS TO THE HAYES TOWNSHIP ZONING BOARD OF APPEALS RULES & PROCEDURES:

Todd Millar explained the proposed changes to the Hayes Township Zoning Board of Appeals Rules and Procedures.

Todd Millar recommends adopting Robert's Rules of Order for ZBA Meetings.

Mr. Greenslade made a motion, supported by Ms. Perry to approve the amendments to the Hayes Township Zoning Board of Appeals Rules & Procedures as discussed. Including the following amendments;

- All appeals, appeal notices, interpretation request and variance request are to be sent to the Township Clerk via mail or email. Who then shall date and time stamp the documentation and confirm with the applicant or sender via email or mail immediately.
- Appeal shall be filed on blank or a form and the form is preferred and this form will be posted on the website and / or provided by the Zoning Administrator.
- The Zoning Board of Appeals will be adopting the Robert's Rules of Order.

Yeas: Rex Greenslade, Laura Ford, Doug Kuebler, Zeze Jess, and Jessica Perry.

Nays: None Motion Carried

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LEARNING FROM TRAINING ON ZBA AND PLANNING (REX GREENSLADE):

Mr. Greenslade presented to the ZBA and public a brief presentation on his learning from training on ZBA and Planning.

Presentation included:

- Governmental regulation of the use of land.
- Personal property rights tension.
- Planning, Zoning and the Constitution.
- Michigan's planning and zoning enabling acts.
- ZBA Authorities and responsibilities.
- Recent examples in Hayes Township.

TRAINING PRESENTATION BY TODD MILLAR (TOWNSHIP ATTORNEY)

Todd Millar presented a training session to the ZBA members.

Training session included the following:

- What the ZBA is and what the ZBA can do.
- Section 8 of the current Hayes Township Zoning Ordinance.
- Zoning Board of Appeals Handbook published by the Michigan Municipal League.
- ZBA Meeting Minutes intentions and contents for being the Official Record of a hearing.
- Finding of Facts.
- Utilizing Staff and Staff reports.
- Creating and using a form explaining the request, including the finding of facts of the case and finalized motion of decision by the ZBA, with a signature by the ZBA chair. The form can be used as a notice to the applicant to begin the appeal timeline versus waiting to use the approved minutes as the notice and starting point for appeals.
- Definition of an "aggrieved party".
- An appeal court case of Saugatuck Dunes Coastal Alliance V. Saugatuck Township, 509 Mich. 561.

ELECTION OF OFFICERS:

Mr. Greenslade asked Todd due to the changes of the ZBA Rule and Procedures do not take effect for 30 days, how does the board handle the nominations for Chair and Vice Chair.

Mr. Millar stated because the consensus of the board is to change the Rules and Procedures, it is his opinion that the board can move forward.

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Ms. Perry made a motion to open nominations for Vice Chair of the ZBA.

Yeas: Rex Greenslade, Laura Ford, Doug Kuebler, Zeze Jess, and Jessica Perry.

Nays: None **Motion Carried**

Mr. Greenslade made a motion, supported by Ms. Ford to nominate Jessica Perry as Vice Chair of the ZBA.

Yeas: Rex Greenslade, Laura Ford, Doug Kuebler, and Zeze Jess.

Abstained: Jessica Perry.

Nays: None **Motion Carried**

Mr. Kuebler made a motion, supported by Ms. Jess to close nominations for Vice Chair.

Yeas: Rex Greenslade, Laura Ford, Doug Kuebler, Zeze Jess, and Jessica Perry.

Nays: None **Motion Carried**

Mr. Greenslade made a motion, supported by Mr. Kuebler to appoint Jessica Perry as Vice Chair of the ZBA.

Yeas: Rex Greenslade, Laura Ford, Doug Kuebler, and Zeze Jess.

Abstained: Jessica Perry.

Nays: None **Motion Carried**

Ms. Perry made a motion to open nominations for chair of the ZBA.

Yeas: Rex Greenslade, Laura Ford, Doug Kuebler, Zeze Jess, and Jessica Perry.

Nays: None **Motion Carried**

Mr. Kuebler made a motion, supported by Ms. Perry to nominate Rex Greenslade as Chair of the ZBA.

Yeas: Laura Ford, Doug Kuebler, Zeze Jess, and Jessica Perry.

Abstained: Rex Greenslade

Nays: None **Motion Carried**

Mr. Kuebler made a motion, supported by Mr. Greenslade to close nominations for Chair.

Yeas: Rex Greenslade, Laura Ford, Doug Kuebler, Zeze Jess, and Jessica Perry.

Nays: None **Motion Carried**

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Ms. Perry made a motion, supported by Mr. Kuebler to appoint Rex Greenslade as Chair of the ZBA.

Yeas: Laura Ford, Doug Kuebler, Zeze Jess, and Jessica Perry.

Abstained: Rex Greenslade

Nays: None **Motion Carried**

SET PUBLIC HEARING FOR APPEALS OF ADMINISTRATIVE DECISION:

Ms. Perry made a motion, supported by Mr. Kuebler to set a Public meeting date for February 25th 2026 at 6:00pm to hear two appeal cases of an administrative decision.

Yeas: Rex Greenslade, Laura Ford, Doug Kuebler, Zeze Jess, and Jessica Perry.

Nays: None **Motion Carried**

PUBLIC COMMENT:

Public Comment opened at 2:57pm

Comments included:

- Ellis Boal stated the Zoning Administrator should be informing Pickle Ball Storage LLC regarding the Appeal case and issue a STAY order.
- Roy Griffiths thanks everyone who volunteers their time on the ZBA, the rules and procedures amendments that may conflict with the current Zoning Ordinance, please bring that to the Planning Commission for the continuing process of amending the Zoning Ordinance.
- LuAnne Kozma stated she is the representative of the applicants for the two Appeals of an Administrative decision. They gave a brief background and other information regarding their clients claim.

Public Comment closed at 3:04 pm

ZBA COMMENT:

Ms. Perry stated the ZBA is adjusting the ZBA Rules and Procedures to solve some of the time line issues presented in the past and the changes discussed today where all discussed with the Township Attorney and the board all came to a consensus to approve the changes.

Thank you Todd Millar for your time.

Thank you Jessica Perry for chairing the meeting today.

ADJOURNMENT: Mr. Kuebler made a motion, supported by Ms. Jess, to adjourn at 3:07pm

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Yeas: Rex Greenslade, Laura Ford, Doug Kuebler, Zeze Jess, and Jessica Perry.

Nays: None **Motion Carried**

Respectfully Submitted,
April Hilton
Hayes Township Deputy Clerk/Recording Secretary