ZONING BOARD OF APPEALS ADMINISTRATIVE AGENDA
HAYES TOWNSHIP
9195 MAJOR DOUGLAS SLOAN ROAD
CHARLEVOIX, MICHIGAN 49720
MARCH 18TH, 2026 AT 6:00 PM
Join Zoom Meeting
https://us02web.zoom.us/j/83141540092?pwd=8B9u2ffX3izb5t85jekpgxyEjDjsre.1
Meeting ID: 831 4154 0092
Passcode: 396667

1. Chair calls meeting to order
2. Pledge of Allegiance
3. Introduction of Zoning Board Members
4. Review and Approval of Agenda
5. Declaration of Conflict of Interest
6. Approval of February 18, 2026 Administrative meeting minutes
7. Chair Opens Public Hearing – Appeal Case #022526A
8. Zoning Administrator introduces case and presents exhibits
9. Petitioner is recognized (and/or Agent) and puts forth case
10. Board Members report on their site inspections, if any, and ask questions they may have of Petitioner (and/or Agent). At this time discussion may take place between Petitioner and Board Members
11. Chair opens Public Comment
12. Correspondence acknowledged
13. Chair closes Public Comment
14. Review of applicable Section of Hayes Township Ordinance
15. Review and discussion of Finding of Fact
16. Motion and Roll Call Vote
17. Chair Closes Public Hearing
18. Chair Opens Public Hearing – Appeals Case # 022526B
19. Zoning Administrator introduces case and presents exhibits
20. Petitioner is recognized (and/or Agent) and puts forth case

21. Board Members report on their site inspections, if any, and ask questions they may have of Petitioner (and/or Agent). At this time discussion may take place between Petitioner and Board Members

22. Chair opens Public Comment

23. Correspondence acknowledged

24. Chair closes Public Comment

25. Review of applicable Section of Hayes Township Ordinance

26. Review and discussion of Finding of Fact

27. Motion and Roll Call Vote

28. Chair Closes Public Hearing

29. Public Comment

30. Zoning Board of Appeals Member Comment

31. Adjournment

Public Comment at Meetings of Hayes Township Zoning Board of Appeals

The Hayes Township Zoning Board of Appeals values public input and offers two opportunities for public comment near the beginning and end of its meetings. If you speak, however, you should not expect to engage board members or staff in discussion or debate.

ZBA members will nor respond to comments made during public comment except to ask a clarifying question, correct an error, or provide specific factual information.

Public comment is recognized by the Michigan Open Meetings Act. The Act allows public bodies to adopt rules for orderly comment. To that end, the following rules have been adopted by the Hayes Township Zoning Board of Appeals:

1. A person wishing to speak will so indicate on the sign in sheet. Zoom attendees can indicate they would like to speak by raising their hand icon. Individuals attending in person will be called on first.

2. The person will begin by stating their name, spelling it if requested.

3. The speaker addresses the Chairperson, or other person chairing the meeting, on behalf of the entire board. Public comment should not be addressed to individual ZBA members or township staff, or to other members of the audience.

4. There is a three (3) minute time allotment for each speaker. The time limit may be extended by the Chairperson or majority of the board. A person may only speak once during a comment period. Audience members may not 'donate' their time to another speaker.

5. A speaker will be out of order if s/he is disruptive, speaks longer than the allotted time, uses vulgarities or makes a personal attack on a ZBA member or township employee that is unrelated to the performance of that person's duties.

6. A speaker ruled out of order will not be allowed to speak again at the same meeting except by special permission of the board.

7. The chair has the discretion to permit audience members to speak at times other than during public comment.

You probably have a conflict of interest if:

- you are the applicant;
- a close relative is the applicant;
- a business associate, lender or renter is the applicant;
- the proposal could allow you or a business associate to receive a financial gain or benefit;
- you are a planning commission representative to the zoning board of appeals and the matter to be heard is an appeal from a previous planning commission decision in which you participated.