A MEETING OF THE ZONING BOARD OF APPEALS WAS CALLED TO ORDER AT 7:00 PM, MONDAY, JULY 8, 2019 BY CHAIR EVANS.

PRESENT: Board Members       Alternates Seated as Board Members
Chair Paul Evans              Michael Hanchett
Steve Allen                   Maria Ward
Ryan Gesund                   
Joe Krug

ALSO PRESENT: Matt Baumgarten, City Manager
Dennis Hennen, City Council Liaison

APPROVAL OF AGENDA
It was moved by Steve Allen to approve the agenda as presented. Motion was seconded by Maria Ward and unanimously approved.

APPROVAL OF MINUTES
It was moved by Mr. Allen to approve the minutes of February 11, 2019 as amended and supported by Ms. McAlpine.

AYES: Gesund, Hanchett, Ward, Allen, Krug, Evans
NAYS: None

Motion Carried.

REGULAR AGENDA

1. Discussion: Annual Discussion regarding Rules of Procedure

Steve Allen suggested updating section 1.A to include a schedule for publishing of training reports. He also suggested a definition of the term “reasonable attendance” and clarify the recourse for a members who do not meet said definition. Discussion was had on a proper attendance percentage and the need for a member to call ahead to give the chair and staff proper notice of a pending absence.

Discussion was also had on the need for language indicting which member would run a meeting in the absence of both the Chair and Vice-Chair. The most senior member of the Board was suggested as an appropriate individual to assume that role.

Joe Krug suggested that the Michigan Municipal League’s handbook for Zoning Board of Appeals members be included as part of the new member packet and added under Section Two, subsection (1) b) Materials.
Ryan Gesund suggested that liaison reports include updates on developments that have come before the Board and also suggested that “Staff Report” be added to the order to business after the “Other Business” under section three subsection (13).

Members also discussed revising the timeline for electing officers. It was suggested that this be done after the new calendar year instead of sometime between July and September. This would make the January meeting required each year. Members also suggested changing the section on the review of Rules and Procedure to coincide with election of officers.

It was also agreed upon by the members that the rules and procedures document should include the date of the most recent revision so that the current document cannot be confused with the previous versions.

Members asked City Manager include the proposed revisions into an updated document. The matter would be postponed to the next meeting so that the members can consider approving the rules and procedures after seeing all the suggested revision included.

No vote was required on this discussion item.

2. **ELECTIONS**: Matter of Electing a Chair and Vice Chair of the Zoning Board of Appeals

Chair Evans noted the regular duties of the Chair and that additional duties in light of the Master Planning process to take place this year. The Chair would also be a member of the Master Plan Steering Committee.

Ryan Gesund noted that there were a number of regular members absent from the meeting this evening and suggested postponing the election until the next meeting as allowed by the Rules and Procedures.

It was moved by Mr. Gesund and seconded by Mr. Allen to postpone this item until the next meeting

**AYES:** Gesund, Hanchett, Allen, Krug  
**NAYS:** Ward, Evans  
**Motion Carried.**

**OTHER BUSINESS**

Steve Allen requested an update on Chemistry Salon which was provided by Matt Baumgarten.

Ryan Gesund noted the upcoming Street Art Fest and invited all to attend.

Matt Baumgarten updated the members on the progress of the search for a new Community Development Director
LIAISON COMMENTS
Councilmember Hennen introduced himself as the new Council Liaison to the ZBA and also welcomed the new member Michael Hanchett to the board. Hennen also noted that the Master Plan process would be starting soon and that trainings were available for new and existing members of the board.

BOARD COMMENTS
N/A

PUBLIC COMMENTS
None

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With no further business, Chair Evans adjourned the meeting at 8:01 PM.