

**General Information about the
City of Frankenmuth
Zoning Board of Appeals (ZBA)**

The Zoning Board of Appeals consists of six persons from the City of Frankenmuth who are appointed by the City Council. The ZBA may grant variances from the requirements of the Zoning Code under certain limited findings of fact or conditions. The ZBA **may not** rezone property or change the Zoning Code. To rezone property or amend the Zoning Code, you must apply to the Planning Commission. The ZBA may attach conditions or restrictions to its decisions.

The ZBA must conduct a public hearing on each request before making a decision. The City Clerk's office mails notice of the hearing to:

- a. each owner of property within 300' of the applicant's property;
- b. each occupant of property within 300' of the applicant's property; and
- c. to the applicant.

The clerk also publishes a legal notice describing each request in the Frankenmuth News prior to the hearing and posts said hearing notice at the City & Township Government Center.

At the hearing, the applicant or the applicant's representative will be asked to give reasons or evidence in support of the applications. Any other interested person may then speak in favor of, or against, the request or appeal. The applicant, or his/her representative, may then speak in rebuttal or answer questions from the ZBA members.

It is important for the applicant, or the applicant's representative, to be present during the public hearing.

After the ZBA closes the public hearing, it will normally discuss issues pertaining to the request and may take action following the closing of the public hearing. All ZBA meetings are public meetings and the public is encouraged to attend.

Application for a variance/appeal must be submitted a minimum of twenty-five (25) days prior to the Zoning Board of Appeal meeting. Strict compliance with these deadlines is necessary for the Clerk to give the required notices and obtain any necessary input from other City Departments. ZBA meetings are held the 2nd Monday of each month at 7:00 PM and are normally held in the Meeting Chambers on the second floor of the City & Township Government Center. You should verify the date, time, and place of ZBA meetings by calling the Clerk's office at (989) 652-9901.