

Village of Bellaire

Zoning Board of Appeals

Board members:

David Ciganick, Butch Dewey, Robert Massey, Lori Smalley, Colette Stanish

MEETING MINUTES

April 20, 2011

1) **Call to Order:** Zoning Administrator Janet Koch called the meeting to order at 7:03 p.m.

2) **Roll Call Attendance**

Present: David Ciganick, Butch Dewey, Robert Massey, Colette Stanish

Absent: Lori Smalley

Staff Present: Janet Koch, Zoning Administrator

Also Present: None

3) **Selection of ZBA Chair:** Butch Dewey agreed to serve as Chair.

Motion by Ciganick, seconded by Massey, to approve the nomination of Butch Dewey as Chair of the ZBA. Motion carried by voice vote.

The meeting continued with Dewey presiding over the meeting.

4) **Approval of Agenda:** The agenda was approved.

Motion by Stanish, seconded by Massey, to approve the agenda with cancellation of a) Training session and the addition of b) Rules of Procedure, and c) Selection of Vice Chair. Motion carried by voice vote.

5) **Approval of the October 9, 2008 ZBA Meeting Minutes:** The minutes were approved.

Motion by Massey, seconded by Stanish, to approve the minutes as written. Motion carried by voice vote.

6) **Public Comment on Agenda Items:** None presented.

7) **Old Business:** None presented.

8) **New Business**

a) **Training Session – Citizen Planner Online: “Your First Zoning Board of Appeals Meeting.”** The training was cancelled due to technical difficulties.

b) **Adoption of Rules of Procedure:** The Rules of Procedure were presented by Koch and approved.

Motion by Dewey, seconded by Stanish, to adopt the Rules of Procedure with the change of any language citing “bylaws” to “rules of procedure.” Motion carried by voice vote.

c) **Selection of Vice Chair:** After a short discussion, Robert Massey said he'd be willing to serve as Vice Chair.

Motion by Dewey, seconded by Ciganick, to approve the nomination of Robert Massey as Vice Chair of the ZBA. Motion carried by voice vote.

9) **Discussion Items (Non-action):** Koch said that she would continue to work on getting the Citizen Planner training module available to the ZBA members. Stanish suggested that another meeting could be held for training purposes. Ciganick asked if he'd be able to stop by the village offices and work through the online training on his own. Koch said she'd let the ZBA know if that would work.

Koch also said she'd contact area MSU-E trainers for a training session on site plan review. Due to the upcoming Planning Commission agenda of drafting a medical marijuana ordinance, she suggested a fall training session. Stanish mentioned that Joe Meyers from the Antrim County Coordinator/Planner office has made presentations in the past.

10) **Communications/Informational:** None presented.

11) **Member/Public Comment:** Ciganick commented that getting training was important.

12) **Adjournment: Meeting adjourned at 7:47 p.m.**

Compiled by:
Janet Koch, Zoning Administrator

Approved: _____
Butch Dewey, Chair

Date: _____