

Village of Bellaire

Zoning Board of Appeals

Board Members:

Robert Massey, Lori Smalley, Colette Stanish, Dan Bennett and Leslie Meyers

ZONING BOARD OF APPEALS MEETING MINUTES

Friday, April 22, 2016

7:00 p.m.

1. **Call to Order: Chairman Massey called the meeting to order at 7:02 p.m.**
2. **Roll Call Attendance**
 - Present:** Robert Massey, Lori Smalley, Dan Bennett and Colette Stanish
 - Absent:** Leslie Meyers
 - Staff Present:** Lori Luckett, Zoning Administrator
 - Also Present:** None.
3. **Approval of Agenda:** The agenda was amended to remove item c) under New Business as Leslie Meyers was unable to attend the meeting.
 - Motion by Smalley, seconded by Stanish, to approve the agenda as amended.**
 - Motion carried by unanimous voice vote.**
4. **Approval of the April 13, 2015 meeting minutes:** The minutes of the April 13, 2015 meeting were approved as written.
 - Motion by Stanish, seconded by Smalley, to approve the minutes as written.**
 - Motion carried by unanimous voice vote.**
5. **Establishment of Conflict of Interest:** None presented
6. **Public Comment on Agenda Items:** None presented.
7. **Old Business:** None presented.
8. **New Business**
 - a) **Election of Officers:** Due to commitments with his current employment and meeting availability, Chairman Massey suggested that the board might want to select a new Chairperson. Bennett nominated Smalley who is currently the ZBA Secretary. After discussion between members present it was noted that Leslie Meyers had sent an email in which she stated, “hopefully a mutually agreeable time can be found during the week for a meeting date. With that said, should you need me to fill an officer’s roll on the ZBA and the meeting dates can take place during the week, feel free to nominate me.” The nomination of Smalley was withdrawn by Bennett. Smalley made a motion to nominate Leslie Meyers as Chairperson.
 - Motion by Smalley, seconded by Stanish, to nominate Leslie Meyers as Chairperson. Motion passed by unanimous voice vote.**

As for the nomination of Vice-chairperson and Secretary, Bennett made a motion to keep in place the remaining officers.

Motion by Bennett, seconded by Smalley, to nominate and keep in place the remaining officers. Motion passed by unanimous voice vote.

b) Review of Rules of Procedure: Luckett requested that the ZBA consider the Planning & Zoning News, published in cooperation with the Land Use Institute with MSU as approved training required in the Rules of Procedure. There was discussion about the time credited for each issue. Bennett said that he could see spending thirty (30) minutes per issue. Bennett made the motion to include the Planning & Zoning News as part of the approved training with each issue equal to thirty (30) minutes. There was discussion that certification of reading be required by members in order to count toward the four hours.

Motion by Bennett, seconded by Stanish to include the Planning & Zoning News as part of the approved training with each issue equal to thirty minutes. Motion passed by unanimous voice vote.

There was discussion about the time and day for meetings. Rule of Procedure 4.4 Time of Meetings specifies that the meeting time is 7:00 p.m. It was noted that the planning commission currently meets the first Tuesday quarterly, with a number of special meetings lately; and the village council meets the first Wednesday of each month. Members thought that the third Wednesday of each month would be a good meeting day; ZBA would meet if there was business to consider. Although the applicants generally pay the meeting fees, Luckett indicated that she would present the meeting schedule to the village council as monthly meetings were not in the budget. If the village council is in agreement with the ZBA meeting the third Wednesday of each month, meeting dates will be posted. Luckett indicated that she is also trying to find alternates to serve on the ZBA.

9. Correspondence/Reports: There was no correspondence to present. Luckett noted that her report had been made through the course of the meeting. She informed the board that there have been inquiries made about requests for variance. She also informed members that she has their respective training hours available for review.

10. Member/Public Comment: None presented.

11. Adjournment: Meeting adjourned at 7:25 p.m.

Minutes compiled by:
Lori Luckett, Zoning Administrator & Recording Secretary

Approved: _____
Chairman

Date: _____