

Board of Zoning Appeals

Organizational Meeting

January 27, 2016

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Ch. Calabro called the meeting to order at 7:15 p.m.

Roll Found: Calabro, Hoop, Zeleznak, Mainzer and Budd present. Also present was Alternate Member Boleman

Ch. Calabro noted that they will review the BZA Site Inspection Procedures. Ch. Calabro read the procedures and proposed the following revisions:

1. Third paragraph – last part of the sentence should read “...each other *away* from a public hearing” in lieu of “way”.
2. Under “The Chairman will”, Item #3 sentence should read: “Advise those members of the public that they may observe only and there shall be no questions of the Board, the applicant, or his/her family.”

Ch. Calabro asked for a motion to approve the BZA Site Inspection Procedures as revised. Ms. Mainzer moved and Mr. Budd seconded the motion.

Vote: Calabro – yes, Hoop – yes, Zeleznak – yes, Mainzer – yes, Budd – yes

Ch. Calabro noted they will review the BZA Organizational Procedures. Items of note were as follows:

1. The words “Zoning Secretary” were inserted throughout.
2. Item 6 – sentence should read “...Zoning Secretary may reject any application unaccompanied by *insufficient* and/or *incorrect* documentation...” in lieu of “by *sufficient* and/or *correct* documentation.”
3. Items #9 and #14 were brought up for discussion by Mr. Zeleznak in order to assure tie votes are covered. After discussion it was decided to leave Item #9 as written and revise Item #14 to read: “*A majority vote is required for any request to pass or fail. A tie vote is a fail.*”
4. In reviewing Items #17 and #18, the following was noted to be revised:
 - o The sentence “If in doubt, disclose and review with the Board of Zoning Appeals members (BZA)” should be a bullet point in Item #17 and not the start of Item #18. Item #18 then should start with “Per Chapter 13 of the Hinckley Township Zoning Resolutions...”
5. Item #22, first sentence – the word member should be plural or *members*.

Ch. Calabro asked for a motion to approve the BZA Organizational Procedures as revised. Mr. Budd moved and Ms. Mainzer seconded the motion.

Vote: Calabro – yes, Hoop – yes, Zeleznak – yes, Mainzer – yes, Budd – yes

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Ch. Calabro noted that they will review the BZA Public Hearing Procedures. Items of note were as follows:

1. Item 1, it was discussed to add a second note to read: “Note: Recording Secretary shall record all attendees present at the Public Hearing for the record.
2. Item 1, last sentence – It was decided to delete “Acknowledge all guests” so the sentence will read: “The Chairman shall ask the Zoning Secretary to call the roll.
3. Item #2, sentence shall be revised to read: “The Zoning Secretary shall call the roll for this hearing and the roll for site inspection and inspection date.
4. Item #13 was deleted.
5. Item #17, sentence shall revised to read: “The Chairman shall inform those people who wish to speak that they state their name, address and interest, before addressing the Board.

Ch. Calabro asked for a motion to approve the BZA Public Hearing Procedures as revised. Mr. Hoop moved and Mr. Zeleznak seconded.

Vote: Calabro – yes, Hoop – yes, Zeleznak – yes, Mainzer – yes, Budd – yes

Ch. Calabro noted the township is trying to utilize a “uniform” email for all members. She passed out information regarding the format of the new email that needs to be set up by each person. She noted to contact Ms. Peterlin with questions.

Ch. Calabro made a motion to adjourn the Organizational Meeting. Mr. Budd moved and Mr. Hoop seconded

Vote: Calabro – yes, Hoop – yes, Zeleznak – yes, Mainzer – yes, Budd – yes

Meeting was adjourned at 8:07 p.m.

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Todd Gienger, Recording Secretary

Minutes Approved: _____, 2016

Josephine Calabro, Chairperson

Jeff Hoop, Vice Chairperson

Dave Zeleznak, Member

Julie Mainzer, Member

William Budd, Member

Donna Boleman, Alternate Member

Yuriy Firmanchuk, Alternate Member