

WATERTOWN CHARTER TOWNSHIP
12803 S. Wacousta Road, Grand Ledge, MI 48837

ZONING BOARD OF APPEALS MEETING MINUTES
Wednesday, September 9, 2009

I. Call to Order - Pledge of Allegiance - Roll Call

The meeting was called to order at 7:00p.m. and opened with the Pledge of Allegiance.

Roll Call **Ronald Overton** - present
 Janice Thelen – arrived at 7:02 pm
 Thomas Hinline - present
 Larry Barr – present
 Daniel Zay - present

Also present was **Andrea Polverento**, Planning Director

II. Communications Received – None

III. Agenda Approval

New Business, Item A, 2010 Meeting Dates

New Business, Item B, Training proposal by staff

MOTION by **ZAY** and seconded by **BARR** to approve the agenda as amended.

MOTION passed unanimously

IV. Public Comment - Non Agenda Items - None

V. Approval of Minutes – Regular Meeting August 12, 2009

MOTION by **HINELINE** and seconded by **ZAY** to approve the minutes as presented.

Motion passed unanimously

VI. Public Hearings - None

VII. New Business

A. Bylaw Review

Discussion took place regarding Bylaw 7.0. The order of paragraphs should be changed. The “no amendments” paragraph should be 1st and the “Rules not in conflict with state law” paragraph should be 3rd.

MOTION by **BARR** and seconded by **THELEN** to adopt the Zoning Board of Appeals Bylaws as amended.

Yes – Overton, Thelen, Hinline, Barr, Zay

No – None

Motion passed unanimously

B. 2010 Zoning Board of Appeals Meeting Dates

Polverento passed out suggested meeting dates for 2010. The July meeting would be pushed back a week in anticipation that the Planning Commission would not want to meet the week of July 4th.

MOTION by **BARR** and seconded by **OVERTON** to approve the 2010 Zoning Board of Appeals meeting dates as presented.

MOTION passed unanimously

C. Training Proposal by Staff

Polverento described a training opportunity from the Michigan Association of Planning. She explained that MAP sends a planning consultant to the Township to hold onsite training. There are suggested segments on the Zoning Ordinance; decision making concerning all aspects of the Zoning Board of Appeals; the kinds of cases that may come before the Zoning Board of Appeals and how they are handled. **Polverento** suggested the training be held at the Township in the evening and the PC, ZBA, BOT and staff could attend. The training would take about 4 hours. The fee is \$800 and there are additional fees for course materials, mileage etc. She expects the additional cost to be somewhere around \$300-\$400, which, if the majority of PC, ZBA, BOT and staff attended would be approximately \$60 per person. **Polverento** noted that attendance would be very important.

Overton spoke about his experience with these types of training classes and how beneficial they are. All agreed this would be a good training for everyone.

MOTION by **BARR** and supported by **HINELINE** to recommend that the Board of Trustees approve the expenditure for the MAP training as outlined by the Planning Director.

MOTION passed unanimously

VIII. Committee Reports

A. Planning Assistant Report – August 2009

B. Planning Director Staff Report – August 2009

The Master Plan is in the process of having final adjustments made. It is expected that the Planning Commission will adopt the Master Plan at their October meeting by resolution. It will then be forwarded to the Board of Trustees for their adoption as well. The new Master Plan should be in place by the middle of October. **Polverento** has been extremely pleased with the quality of work that Birchler Arroyo has provided.

Polverento noted that there are several new homes being built in the Nottingham Fields subdivision.

Enprotech is proposing an expansion and **Polverento** is anticipating Site Plan review for that project soon.

Polverento outlined two volunteer opportunities for the Safe Routes to School program at Wacousta Elementary School.

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IX. Comments and Questions from Audience, Staff and Commissioners – None

X. Adjournment

MOTION by **BARR** and seconded by **THELEN** to adjourn the meeting.

MOTION passed unanimously

Meeting adjourned at 7:32 p.m.

Date approved:

Ronald Overton, Chairman

Janice Thelen, Secretary