

**OSHTEMO CHARTER TOWNSHIP
ZONING BOARD OF APPEALS - REGULAR MEETING**

**MINUTES OF AN IN PERSON MEETING HELD FEBRUARY 22, 2022 OSHTEMO
TOWNSHIP HALL, 7275 WEST MAIN STREET**

Agenda

ELECTION OF 2022 OFFICERS - CHAIR AND VICE CHAIR

PLANNING DEPARTMENT ANNUAL REPORT

ANNUAL BOARD VARIANCE REVIEW TRAINING

An in person meeting of the Oshtemo Charter Township Zoning Board was held Tuesday, February 22, 2022, beginning at approximately 3:03 p.m.

ALL MEMBERS WERE PRESENT:

Dusty Farmer
Fred Gould
Micki Maxwell
Anita Smith, Vice Chair
Louis Williams

Also present were Iris Lubbert, Planning Director, James Porter, Township Attorney, and Martha Coash, Recording Secretary.

Call to Order and Pledge of Allegiance

Vice Chairperson Smith called the meeting to order and invited those present to join in reciting the "Pledge of Allegiance."

Approval of Agenda

Ms. Lubbert indicated an addition was needed under agenda item no. 6, Election of 2022 Officers to include appointment of Recording Secretary for 2022.

The Vice Chair asked for a motion.

Ms. Farmer made a motion to approve the meeting agenda with the one addition suggested. Mr. Williams seconded the motion. The motion was approved unanimously by roll call vote.

Vice Chair Smith moved to the next agenda item.

Public Comment on Non-Agenda Items

As there were no members of the public present, the Vice Chair moved to the next agenda item.

Approval of the Minutes of November 16, 2021

Ms. Maxwell made a motion to approve the Minutes of November 16, 2021, as presented. Ms. Farmer seconded the motion. The motion was approved unanimously by roll call vote.

Vice Chairperson Smith moved to the next agenda item.

ELECTION OF OFFICERS FOR 2022, CHAIR AND VICE CHAIR

Vice Chairperson Smith asked for nominations for the positions of Chair and Vice Chair for 2022.

Ms. Farmer nominated Ms. Smith for the position of Chair.

Ms. Smith was willing to accept the nomination. No other nominations were made. The group unanimously elected Ms. Smith to the position of Chair for 2022 by voice vote.

Ms. Farmer nominated Mr. Williams for the position of Vice Chair.

Mr. Williams was willing to accept the nomination. No other nominations were made. The group unanimously elected Mr. Williams as Vice Chair for 2022 by voice vote.

Ms. Farmer nominated Ms. Martha Coash for reappointment as Recording Secretary for 2022.

The group voted unanimously to reappoint Ms. Coash as Recording Secretary for 2022 by voice vote.

Chairperson Smith moved to the next item on the agenda.

PLANNING DEPARTMENT ANNUAL REPORT

Ms. Lubbert explained that every year the Planning Department produces a report to satisfy the requirements of Section 308 of the Michigan Zoning Enabling Act

(Public Act 110 of 2006, as amended), which states a Planning Commission must prepare an annual report documenting the administration of their municipality's Zoning Ordinance and outline possible future amendments to the Ordinance. She provided a report that fulfills that obligation for 2021 and provides updates on the activities and projects planned for 2022.

She also noted the Planning Department expanded the scope of the report to further document the activities of the ZBA and the administrative activities of the Planning Department staff to provide a more complete picture of Planning and Zoning activities within the Township. The report is intended to not only document past and ongoing activities but to also help the Township Board develop its own work plans and budgets for the coming year.

She provided a draft of the 2021 Planning Department Annual Report and asked Commissioners to review it and provide feedback.

Mr. Gould asked Ms. Lubbert for her prediction regarding the volume of business for 2022.

Ms. Lubbert felt it would be at least as much as in 2021.

Ms. Farmer commented she appreciated receiving the report which was interesting to read and was pleased to see all the summaries. She thanked Ms. Lubbert for her work to produce it.

Ms. Lubbert asked if board members had questions or changes to suggest, they let her know before the document is finalized for presentation at next Township Board meeting.

Chairperson Smith moved to the next agenda item.

ANNUAL BOARD VARIANCE REVIEW TRAINING

As requested by last year's Chair, Ms. Lubbert and Attorney Porter held an annual training session/refresher course for members on the types of variances and the review criteria for variance consideration.

Ms. Lubbert said the information provided was from the *Zoning board of Appeals Toolkit*, which is provided to all board members, and that it is a useful reference tool.

There was discussion of feedback on denied variances. Attorney Porter noted denials have, on occasion, been challenged in circuit court, but no Zoning Board decision has ever been overturned which shows the board does a good job providing rationale for denials based on the five required criteria and stressed how important it is to base decisions on those criteria.

Members agreed the review training was helpful and that they would appreciate making it an annual presentation.

Other Updates and Business

Ms. Lubbert reported the Township is looking into providing hybrid meetings. Meetings are currently available live on Public Media Network. They are also available on Facebook and the Oshtemo website.

She indicated there are currently two vacant Zoning Board seats. The Township Supervisor is looking for candidates, and encouraged current members to provide any suggestions they may have.

Adjournment

Chairperson Smith noted the Zoning Board of Appeals had exhausted its Agenda. There being no other business, she adjourned the meeting at approximately 3:49 p.m.

Minutes prepared:
February 23, 2022

Minutes approved:
March 22, 2022