

MINUTES

LONG LAKE TOWNSHIP ZONING BOARD OF APPEALS
8870 NORTH LONG LAKE ROAD
TRAVERSE CITY, MI 49684

REGULAR MEETING
TUESDAY, NOVEMBER 5, 2008

1. CALL TO ORDER: The meeting was called to order, at 7:00 p.m., by Acting Chairman, Mark Humitz, at the Long Lake Township Hall.
2. ROLL CALL: Ron Lautner, Mark Humitz and John Linnerson. Absent and excused: Bill Kaupas. Absent: Howard Geerlings

Township Staff present: Shirley Mesch, Zoning Administrator and Acting Recording Secretary. Absent and excused: Sara Kopriva, Recording Secretary.

Two students from Traverse City West Senior High School were present for a class assignment.
3. MINUTES There being no concerns, Motion by Lautner, second Linnerson to approve the minutes of the regular meeting of October 7, 2008, Carried.
4. AGENDA: There being no concerns, Motion by Linnerson, second Lautner to approve the agenda as presented. Carried.
5. CONFLICT OF INTEREST: None was declared.
6. PENDING BUSINESS

A) ZBA RULES OF PROCEDURE

The most recent update, as prepared by Jim Young, Township Attorney, of the proposed Rules of Procedure had been provided for review by the ZBA. It was noted for clarification, the number of "regular" members (Section 3.4) that needed to be present in order to have a quorum and the three (3) votes (Section 3.7) that are needed for a decision. Mr. Young had also clarified the conflict of interest (Section 6) in the Rules of Procedure.

Humitz noted that on page 7 of 8 under "When circumstances exist..." to consider deleting the line after 'seat with the ZBA.(and except as provided below, shall not participate as a private citizen during public comment). AND in the next line to delete after Section 6 the (b. or c.). The ZBA members present indicated that they were in agreement as that would clarify that after a Conflict of Interest is declared the ZBA member can participate as a private citizen.

The ZBA members understood and noted the importance of calling ahead if someone is not able to attend a meeting because of the requirement that at least three (3) of the regular members be present for a quorum. After brief discussion,

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Motion by Linnerson, Second Lautner To adopt the “By-laws and Rules of Procedure of the ZBA with the deletion of the words on page 7 of 8 as follows: “and except as provide below, shall not participate as a private citizen during public comment and b. or c”, Motion Carried.

The Board directed the Zoning Administrator to make the corrections and call the Chairman and Secretary when the copy was ready for them to sign and to also forward a copy to Attorney Young.

7. NEW BUSINESS: None at this time.
8. PUBLIC COMMENT – The two students from Traverse City West Senior High inquired about the process for Zoning Board of Appeals and why the Rules of Procedure were needed?
9. REPORTS
 - A) PLANNING COMMISSION REPRESENTATIVE – MARK HUMITZ

Humitz indicated that there is an Open House scheduled for Tuesday, November 11, 2008 from 4:00 to 8:00 p.m., to introduce some of the proposed changes to the Zoning Map and Zoning Ordinance. Everyone is strongly encouraged to come. The PC is working on the updating of the Zoning Ordinance and hope to have a Public Hearing in the Spring of 2009.

Linnerson indicated to Humitz that the Planning Commission needs to review and update their By-laws so that procedures are consistent with each of the Boards and Commissions.
 - B) ZONING ADMINISTRATOR

A copy of the Land Use Permit activity report To-Date has been provided to the ZBA members. The number of Single Family Dwelling permits is up from 2007. 35 to date.
10. CORRESPONDENCE – None at this time.
11. ADJOURNMENT: There being no further business, Motion by Lautner, Second by Linnerson to adjourn the regular meeting at 7:38 p.m., Carried.

Ron Lautner, Secretary
Long Lake Township Zoning Board of Appeals

Shirley Mesch, Acting Recording Secretary
Long Lake Township Zoning Board of Appeals

NOTE: These minutes are subject to amendment and/or correction prior to their adoption.