

MANISTEE CITY ZONING BOARD OF APPEALS

City Hall, 70 Maple Street
Manistee, MI 49660

WORKSESSION NOTES

March 9, 2006

A Worksession of the Manistee City Zoning Board of Appeals was held on March 9, 2006 at 5:30 p.m. in the Council Chambers (Executive Chambers), City Hall, 70 Maple Street, Manistee, Michigan.

MEMBERS PRESENT: Ray Fortier, Mark Hoffman, Bill Kracht, Marlene McBride and John Perschbacher

ALTERNATES PRESENT: Linda Albee and Craig Schindlbeck

OTHERS PRESENT: Jon Rose (Community Development Director), and Denise Blakeslee (Planning & Zoning)

The worksession began at 5:38 p.m.

BY LAW REVIEW

Annually the Zoning Board of Appeals reviews their By-Laws. Members of the Zoning Board of Appeals were sent a draft of new By-Laws similar to the By-Laws for the Planning that were developed by our Planning Consultant. Since the By-Laws reference the new Zoning Ordinance they cannot be adopted until the new ordinance is in place.

Items the Zoning Board of Appeals discussed included:

- ▶ Organizational Meeting be scheduled in January of each year.
Item #6 Reads: *ANNUAL REVIEW OF BY-LAWS, The Appeals Board shall annually review their By-Laws at their Organizational Meeting in January after the election of Officers.*
- ▶ Determine what is and is not an excused absence because the Board meets on an as needed basis.
Added to the end of 3.2 Attendance: *An un-excused absence is defined as not notifying the Recording Secretary prior to the meeting.*
- ▶ Established what a conflict is and when it should be declared.
Added Section #3.6 (renumbered remainder of Section) which reads: Conflict of Interest. *A Conflict of interest shall be announced prior to discussion on request or immediately upon realizing a conflict exists. Any members may be excused from voting only if that person has a bonafide conflict of interest as recognized by the a majority of the remaining members of the Appeals Board. Any members abstaining from a vote shall not participate in the discussion of that item.*

- ▶ Established process for public comment during the Public Hearing.
Amended Section 3.2.E to read: *The Chair may allow people to speak a second time after everyone has had the opportunity to speak. The Chair may request that repetitive comments be limited or abbreviated in the interest of saving time and allowing others to speak.*

Jay Kilpatrick our Planning Consultant recommended using Modern Parliamentary Procedure as our guide for meetings. Modern Parliamentary Procedure does not require a second for Motions. The Zoning Board of Appeals want to require that all motions need a second. This will become a requirement in the By-Laws.

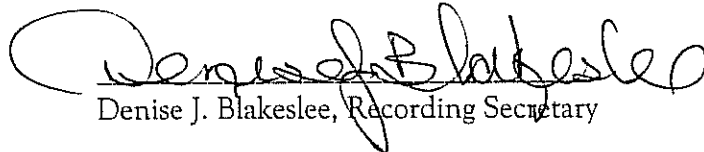
- ▶ Motions to require a Second.
Amended Section 3.7 to read: Motions. *Every Motion shall require a second. Motions shall be restated by the Chair before a vote is taken. The name of the maker and second of each motion shall be recorded.*

Will notify the members when a Worksession is scheduled with the Planning Commission and ZBA members for a presentation on Modern Parliamentary Procedures. This is the book that our Planning Consultant recommended to use in place of Robert's Rules of Order.

Discussed the desire to have a presentation on the new Zoning Ordinance. A worksession has been scheduled for Wednesday, April 12, 2006 at 6:00 p.m. in the Council Chambers for a presentation of the New Zoning Ordinance that will be effective on March 27, 2006.

There being no further discussion the Worksession Closed at 6:58 p.m.

Respectfully Submitted


Denise J. Blakeslee, Recording Secretary