

**MANISTEE CITY ZONING BOARD OF APPEALS**

City Hall, 70 Maple Street  
Manistee, MI 49660

**ORGANIZATIONAL  
MEETING MINUTES**

January 3, 2013

A meeting of the Manistee City Zoning Board of Appeals was held on January 3, 2013 at 5:30 pm in the Council Chambers, City Hall, 70 Maple Street, Manistee, Michigan.

**MEMBERS PRESENT:** Ray Fortier, Mark Hoffman, Bill Kracht, John Perschbacher, Craig Schindlbeck

**MEMBER ABSENT:** None

**OTHERS:** Denise Blakeslee (Planning & Zoning)

The meeting was called to order at 5:30 p.m. by Chairman Perschbacher

**APPROVAL OF AGENDA:**

MOTION by Ray Fortier, seconded by Mark Hoffman to approve the Agenda as prepared.

With a voice vote this MOTION PASSED UNANIMOUSLY

**APPROVAL OF MINUTES:**

MOTION by Ray Fortier, seconded by Mark Hoffman to approve the December 19, 2012 Zoning Board of Appeals Meeting Minutes.

With a voice vote this MOTION PASSED UNANIMOUSLY

**PUBLIC HEARING:**

None

**BUSINESS SESSION:**

**Election of Officers 2013**

According to the By-Laws of the City of Manistee Zoning Board of Appeals their annual election of Officers is held at the January Organizational Meeting.

### **Chair**

At this time the meeting was turned over to Denise Blakeslee who asked for nominations for the Position of Chair.

Ray Fortier nominated John Perschbacher for the position of Chair

Nominations were asked for three times, there being no other nominations, nominations were closed.

With a roll call vote, John Perschbacher was elected Chair of the Zoning Board of Appeals for 2013, 5 to 0.

### **Vice-Chair**

Chair John Perschbacher asked for nominations for the Position of Vice-Chair.

Ray Fortier nominated Mark Hoffman for the position of Vice-Chair

Nominations were asked for three times, there being no other nominations, nominations were closed.

With a roll call vote, Mark Hoffman was elected Vice - Chair of the Zoning Board of Appeals for 2013, 5 to 0.

### **Secretary**

Chair John Perschbacher asked for nominations for the Position of Secretary.

Mark Hoffman nominated Ray Fortier for the position of Secretary.

Nominations were asked for three times, there being no other nominations, nominations were closed.

With a roll call vote, Ray Fortier was elected Secretary of the Zoning Board of Appeals for 2013, 5 to 0.

### **Appointment of a Recording Secretary 2013**

Once Elected the Secretary may appoint a Recording Secretary to handle the administrative functions of the office.

Ray Fortier appointed Denise Blakeslee to act as the Recording Secretary for the Zoning Board of Appeals for the year 2013.

**By Law Review**

According to the By-Laws of the City of Zoning Board of Appeals shall annually review their By-Laws at the January Organizational Meeting.

On January 2, 2013 City Council approved amending Article 25 Zoning Board of Appeals Section 2501 Membership, Terms of Office (Paragraph 3) as follows:

*...Council, by a majority vote of the members serving, may appoint up to two (2) alternate members, who shall serve for three (3) years.*

With the change to the Ordinance staff reviewed the Zoning Board of Appeals By-Laws and recommend changing Section 3.5 Quorum as follows:

- 3.5 Quorum. In order for the Appeals Board to conduct business or take any official actions, a quorum consisting of at least three ~~of the five~~ members ~~and two alternates~~ of the Appeals Board shall be present. When a quorum is not present, no official action, except for the closing of the meeting may take place. The members of the Appeals Board may discuss matters of interest, but shall take no action until the next regular or special meeting. All public hearings without a quorum shall be scheduled for the next regular or special meeting and no additional public notice is required provided the date, time and place is announced at the meeting.

Members and staff also discussed Section 3.9 Voting

MOTION by Ray Fortier, seconded by Bill Kracht to amend Section 3.5 Quorum of the City of Manistee Zoning Board of Appeals By-Laws to read as follows:

- 3.5 Quorum. In order for the Appeals Board to conduct business or take any official actions, a quorum consisting of at least three members of the Appeals Board shall be present. When a quorum is not present, no official action, except for the closing of the meeting may take place. The members of the Appeals Board may discuss matters of interest, but shall take no action until the next regular or special meeting. All public hearings without a quorum shall be scheduled for the next regular or special meeting and no additional public notice is required provided the date, time and place is announced at the meeting.

With a Roll Call vote this motion passed 5 to 0.

5 - Yes	Hoffman, Schindlbeck, Fortier, Kracht, Perschbacher
0 - No	None

**Old Business:**

None

**Other Business of the Appeals Board:**

Chair Perschbacher thanked the members and staff for their service on the board and a special thank you to Member Kracht for still attending meetings during his recent illness.

**QUESTIONS, CONCERNS OF CITIZENS IN ATTENDANCE:**

None

**ADJOURNMENT:**

There being no further business meeting MOTION by Ray Fortier, seconded by Bill Kracht the meeting be adjourned.

Meeting adjourned at 5:45 p.m.

Respectfully Submitted

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Denise J. Blakeslee, Recording Secretary