

**CHARTER TOWNSHIP OF VAN BUREN**  
**BOARD OF ZONING APPEALS**  
**Tuesday - January 16, 2018**

The Meeting was called to order at 7:02pm in the Board of Trustees room by Chairperson McKenna.

**PLEDGE OF ALLEGIANCE**

**ROLL CALL:**

Present: McKenna, Barnabei, Kelley, Martin, Sellers, Grissett, Senters

Absent Excused:

Staff: Akers, Halstead

Audience: 1

**ACCEPTANCE OF AGENDA:**

Motion to accept agenda as presented Kelley, Seconded by Grissett.

Motion Carried

**APPROVAL OF MINUTES:** Motion to approve minutes from July 11, 2017 Kelley, Seconded by Grissett. Motion Carried

**CORRESPONDENCE:** None

**PUBLIC COMMENT:** Sellers will be put before the board for acceptance to be a permanent member of the BZA.

**UNFINISHED BUSINESS:** None

**NEW BUSINESS**

**1.) Election of Officers for 2018**

**Motion to open nominations Kelley, Seconded by Senters. Motion Carried.**

Barnabei was nominated for secretary. McKenna was nominated for Vice-Chair. Senters was nominated for Chairman.

**Motion to elect Barnabei for secretary, McKenna for vice-chair and Senters for Chairman Kelley, Seconded by Grissett. Motion Carried.**

**2.) 2018 Meeting Schedule**

The only deviation on the schedule was this current meeting due to the New Year holiday. All other regularly scheduled meetings will fall on the second Tuesday of the month.

**Motion to approve the 2018 Meeting Schedule Kelley, Seconded by Sellers. Motion Carried.**

**3.) BZA Orientation Packets**

The Planning Department's intern, Chris, put together a BZA Packet that goes over rules of procedure, member contact information, Roberts rules of order cheat sheets, meetings act requirements, and some training guides.

The zoning ordinance will be printed, and a copy will be given to each BZA Member.

**ANNOUNCEMENTS, COMMENTS, AND OPEN DISCUSSION:**

**1.) Training**

Director Akers put together a training for the BZA Members. He went over how the board is put together, the meeting structure, and membership of the board. The BZA has four main responsibilities that are statutory: to have the ability to grant use variances & dimensional variances, to have the ability to hear interpretations of the zoning ordinance, and to have the ability to hear appeals of administrative decisions.

**Motion McKenna, seconded by Kelley to adjourn at 8:15 p.m.**

**Motion Carried**

Respectfully submitted,

Anna Halstead, Recording Secretary