

**WEST BRANCH TOWNSHIP
ZONING BOARD OF APPEALS**

**Regular Meeting
January 9, 2017**

Meeting called to order by Chairperson Ed Fritz @ 7:01 pm.

Members Present: Ed Fritz, Vivian McCreddie, Debbi Buhlman & Al Evans.
Members Absent: Richard Nelson
Visitors Present: Zoning Administrator Ryan Veeder.

It was brought to the Boards attention that the spelling of “McCready” was wrong throughout the 1/4/16 minutes prepared by former Secretary. The spelling should be changed to “McCreddie”. Veeder noted that Vivian was referred to as Vice Chairman and that should be changed to Vice Chairperson.

MOTION BY MCCREADIE, SECOND BY BUHLMAN, TO APPROVE THE MINUTES FROM THE 1/4/2016 REGULAR MEETING MINUTES WITH CORRECTIONS. MOTION CARRIED UNANIMOUSLY.

NEW BUSINESS:

The idea to re-elect the current officers was discussed and there were no other members present stating they had any interest in being nominated.

MOTION BY BUHLMAN, SECOND BY EVANS, TO ELECT ED FRITZ AS CHAIRPERSON AND VIVIAN MCCREADIE AS VICE CHAIRPERSON. MOTION CARRIED UNANIMOUSLY.

As stated in the Bylaws, the appointment of a Secretary was discussed. Buhlman was asked if she was interested in being the Secretary for the ZBA. Veeder stated that he would draft the minutes for this meeting and then forward them on to Buhlman for her to review or change if necessary. Veeder also stated that he believed the former Secretary received some compensation for this but was not sure of the amount. Veeder will investigate the matter and inform the board.

MOTION BY MCCREADIE, SECOND BY FRITZ, TO APPOINT BUHLMAN AS THE ZBA SECRETARY. YES: MCCREADIE, FRITZ & EVANS NO: NONE ABSENT: NELSON ABSTAIN: BUHLMAN. MOTION CARRIED UNANIMOUSLY.

Veeder presented the previous year’s budget for review. Veeder stated that the new Township Clerk, Cheryl Mollard and himself had not had a chance to work on the budget yet. Veeder stated that previously, the Zoning Administrator’s salary was not part of the budget and that in the future a portion of it may be used for budget purposes within the ZBA. Veeder will address this with Mollard and get back to the board with a more accurate budget. Last year’s budget had Total Expenditures listed at \$3000.00.

Veeder provided the members with a meeting schedule approved by the Township Board that covered the ZBA, Planning Commission, DDA, and the Township Board. This schedule is posted on the bulletin board at the hall and on the township website.

Veeder was unable to locate a finished copy of the bylaws that were amended in 2013. Veeder provided the previously approved bylaws from 2008, plus the suggested amendments that he had made to the ZBA in 2013. Veeder also recommend that the duties of the Chairperson, Vice Chairperson, Secretary, and

Zoning Administrator be defined clearly, similar to the Planning bylaws. Veeder suggested that the members review the material presented and discuss amending these at the next meeting.

There was no **Old Business**.

There were no **Communications** submitted.

There were no **Public Comments**.

COMMITTEE REPORTS:

Veeder reported that there were 28 Zoning Permits issued in the 2016 calendar year and no variance's requested and/or granted.

MOTION BY EVANS, SECOND BY FRITZ, TO ADJOURN THE MEETING. MOTION CARRIED UNANIMOUSLY.

Meeting was adjourned at 8:18 pm.

Debbie Buhlman, ZBA Secretary