



Public notice is hereby given that the City of Petoskey Zoning Board of Appeals will meet in regular session, 7:00 P.M., June 1, 2021. This meeting will be conducted by electronic means through a resolution of the Emmet County Board of Commissioner that extended the Declaration of a Local State of Emergency through June 30, 2021 as allowed by Section 10 of the Emergency Management Act in an effort to mitigate the spread of COVID-19 and to promote public health, welfare and safety. This meeting is open to the public to participate remotely.

Join Zoom Meeting

Dial by Phone: 888-788-0099 US Toll-free

<https://us02web.zoom.us/j/84716890005>

Meeting ID: 847 1689 0005

If you have any questions you may contact the City Clerk's Office by email or phone: aterry@petoskey.us or 231-347-2500.

According to the Attorney General, interrupting a public meeting in Michigan with hate speech or profanity could result in criminal charges under several State statutes relating to Fraudulent Access to a Computer or Network (MCL 752.797) and/or Malicious Use of Electronics Communication (MCL 750.540).

According to the US Attorney for Eastern Michigan, Federal charges may include disrupting a public meeting, computer intrusion, using a computer to commit a crime, hate crimes, fraud, or transmitting threatening communications.

Public meetings are being monitored and violations of statutes will be prosecuted.

ZONING BOARD OF APPEALS

Tuesday, June 1, 2021

1. Roll Call – 7:00 P.M. – Virtual meeting from remote locations with staff available in the City Hall Council Chambers
2. Approval of Minutes – May 4, 2021 Regular Meeting
3. New Business
 - a. Case #852 – A requested front yard setback variance for the reconstruction of a house at 601 Winter Park Lane
 - b. Case #853 – A temporary use request for a farmer's market at 900 Emmet Street
4. Old Business
 - a. Election of Officers
5. Public Comment
6. Updates
7. Adjournment



ZONING BOARD OF APPEALS

May 4, 2021

A regular meeting of the City of Petoskey Zoning Board of Appeals was conducted virtually from remote locations, with staff at the City Hall Council Chambers on Tuesday, April 6, 2021. Roll was called at 7:00 P.M.

Present: Ben Crockett, Petoskey, Emmet County, MI
Mary Clinton, Petoskey, Emmet County, MI
Chris Hinrichs, Petoskey, Emmet County, MI
Jim Knibbs, Petoskey, Emmet County, MI
Lori Pall, Petoskey, Emmet County, MI
Scott Morrison, Petoskey, Emmet County, MI

Others: Peter Bucci, Harbor Hall
James Dittmar, 914 East Lake Street
Jeff Grantham, 801 Baxter Street

Staff: Amy Tweeten, City Planner
Lisa Denoyer, Administrative Assistant

Upon motion and support, the minutes from April 6, 2021 regular meeting were approved 6-0.

Case #851 – Requested Temporary Use for a Weekly Carwash at 114 Rush Street

Staff informed the Board that Harbor Hall was requesting a temporary use for a weekly Saturday donation carwash from 12:00 P.M. to 4:00 P.M., May to September at 114 Rush Street. The Property is located in the B-2B Mixed Use Corridor and the last temporary use request for the carwash was in 2018 for a carwash held in Rush Street. The ZBA conditionally granted the temporary use on a bi-weekly basis from 1:00 P.M. to 4:00 P.M., June to October.

Staff noted that letters of support had been received from Tim Kepford and John Carruthers, owners of 125 Fulton Street, and conditional support, if traffic were limited to Emmet Street, from John Agria, 714 Baxter Street. Letters of opposition were received from Debora and James Ernst, 702 Elizabeth Street, Jeff Grantham and Sandra Kolinski, 801 Baxter Street, Vivienne and Allen Russel, 815 Baxter Street and James Dittmar, 914 East Lake Street. Concerns raised were noise from vacuums, yelling, traffic, storm water runoff, unfair competition for other non-profit carwashes and that the request does not meet the standards for approval.

Board member Clinton stated that she reviewed the materials received regarding water discharge but did not have time to thoroughly read it all. She asked if staff had concerns relative to the water usage or discharge from the carwash.

Staff responded that the storm water would run into a filtration basin before it would ever surcharge back to the City's storm water system. It is not something staff feels would be an issue; however, if the Board of Appeals feels that it is something that needs to be looked at it would need to go before the Planning Commission.

Board member Morrison asked if no carwashes were held in 2019 or 2020. Staff responded that they were not.

Board member Pall responded that the carwash was held offsite in 2019 due to construction of a new building on the property.

Peter Bucci, representative for Harbor Hall, responded that they did not have the carwash in 2020 and that the carwash was moved to a church on Anderson Road in 2019. The purpose of the carwash is for residents to generate funds to pay for offsite clinical activities, such as basketball at NCMC, a canoe trip down the Jordan River, etc. Recreational activities have been reduced and they are a large portion of treatment for their patients. They have received great support from the community and now that they have the space and ability to provide the carwash on site they would like to bring it back to Harbor Hall.

Board member Knibbs asked what the average number of cars washed per day was.

Mr. Bucci responded that the maximum number is around 50 cars per day and the average is approximately 20 to 30.

Board member Clinton stated that she read a comment from one of the letters received that there has previously been early morning activity prior to the listed hours.

Mr. Bucci responded that there had not been any carwashes prior to their start time. House cleaning is the only early morning activity.

Board member Pall stated that she remembered reading, possibly in an explanation in previous meeting minutes, that patients had been cleaning Harbor Hall vehicles in the early morning hours.

Mr. Bucci responded that it was possible but unlikely as they usually have those vehicles cleaned off site.

Chairperson Crockett asked Mr. Bucci if he could explain what type of environmentally safe products would be used for the carwash and what sort of practices might be used to help alleviate some of the concerns with sediment, grease and oil runoff.

Mr. Bucci stated that the catch basin would stop all sediments and that the dish soap and car cleaning products they would be using would not attack grease or oil on a vehicle. They do not use professional or caustic cleaners and would consider using other products if requested.

At this time, the meeting was opened for public comment.

Jeff Grantham, 801 Baxter Street, stated that as a nearby neighbor he can see Harbor Hall from his home and that in the past there have been Harbor Hall vehicles cleaned prior to the start of the carwash. The noise from car radios, vacuums, etc. is not relaxing and he in fact purchased an air conditioner so that he could close his windows to keep out the noise from the carwash. He asked the board to review and consider comments received when making their decision.

James Dittmar, 914 East Lake Street, stated that he hoped concerns submitted would be discussed prior to reaching a decision. He voiced concerns with potential disruption to the neighborhood, as well as environmental concerns. He cited documents published by the DNR and DEQ and believes the requested carwash is more intense than a municipal carwash. He commented that he had suggested to the City Planner that if the request were approved, that a DNR permit be required. He also stated that he had a lengthy conversation with the Director of Public Works on how wastewater enters into the retention area. He thought it was interesting that Harbor Hall was able to hold the carwash at a remote site and liked the idea.

There being no further comments, the meeting was closed to public comment.

Board member Hinrichs commented that he has mixed feelings on the request. He feels sympathetic for close neighbors given the amount of disruption there has been with past construction, etc. and the request for 22 Saturdays during the nicest time of year to have to listen to vacuums, etc. could be bothersome. At the same time, the new building shields the neighbors from the noise but it is hard to know if the noise pollution would be mitigated.

Board member Clinton stated that she too is conflicted. Each year there seems to be one more person that comes forward with concerns and she too has concerns with the water issue; however, there have not been any changes in the ordinance or in the request and being that it has been approved previously she struggles with denying the request. She recommended approval of a bi-weekly carwash, a restriction of vacuuming to no earlier than 30 minutes prior to the start time and that prior to any future request that Harbor Hall explore the water situation and communicate with the DNR to determine if the carwash is safe and whether or not a permit would be required.

Board member Hinrichs stated that he would be amenable to a bi-weekly carwash.

Chairperson Crockett stated that he has concerns with pollutant issues with approximately 500 cars being washed per summer and the chemicals that would be entering the water system. He did not feel that hosting the carwash at a different site was a solution to the problem.

Board member Morrison stated that he agreed that the noise would be contained with the addition of the new building. If cars are not being washed at Harbor Hall, they would likely be washed somewhere else in town and the runoff would be going into the same system. He stated that he understands the concerns with noise and pointed out that there will always be noise with construction, lawnmowers, etc. He was okay with the request so long as the noise is within the proposed hours of operation.

Board Member Knibbs stated that the new building may abate the noise and it was a tough decision to make. While it is good for Harbor Hall residents, it is also a nuisance to nearby residents.

Board member Pall stated that Harbor Hall is trying to do good things and encourage good conduct, however, the Board's job is to uphold the zoning ordinance and a carwash is not an allowed use in this district. This is not a single carwash but rather an intense use and it is illegal to have runoff enter into the storm sewer. She voiced concerns with noise pollution and stated that yard sales are restricted to three days in a 90-day period, which are low impact on neighborhoods, and this request would create a much greater impact all summer.

Board member Clinton stated that she appreciated Board member Pall's concerns and when reviewing the request wondered how the Board ever got to the position of approving it in the past. As an attorney, she struggles with denying the request as it has been approved in the past and

once something is approved it creates the expectation that it will be approved in the future. For this reason she suggested approving it with greater restrictions and due diligence on the part of Harbor Hall relative to the issues with water quality and the products used.

Chairperson Crockett stated that no decision by the ZBA is precedent setting in any way.

Staff concurred and reminded the Board that the initial request was brought before them after the carwash had been going on for years without approval. The main concern at that time was that they were using Rush Street to wash cars and all of the water was going directly into the storm drain.

Board member Morrison asked if Harbor Hall was approved for bi-weekly carwashes in the past. Staff responded that the last approval was for bi-weekly carwashes.

Board member Pall thanked staff and Chairperson Crockett for their clarification and stated that neighborhoods change and situations change.

Board member Hinrichs stated that this is a quiet residential part of town and he does not feel the carwash is in harmony with the general character of the district.

Board member Morrison asked if Harbor Hall was next to an industrial district. Board member Pall responded that it was but only on one side.

Board member Pall asked Mr. Bucci why the recreation fee was not included in the charge for treatment and stated that she felt it should be included rather than through fundraising.

Mr. Bucci responded that they do not set the fees and there are restrictions that do not allow them to charge for additional therapies. The government does not necessarily see them as beneficial. There are not a lot of winter activities available, so they like to provide activities and experiences that their patients would benefit from. Unfortunately, these activities and experiences can be costly and the carwash helps to provide funding for them.

Chairperson Crockett asked if insurance was billed for patient participation in the carwash. Mr. Bucci responded that it is not. Patients participate on a voluntary basis. They are federally required to meet core hours; however, the carwash is considered a life skill and is an optional activity.

Mr. Dittmar again expressed concerns with the runoff water entering the storm sewer and stated that local carwash facilities, like the one at Fletch's, either collect and recycles or collect and disposes of the water used. He suggested that an offsite location would remove issues with pedestrian walkability and disruption to the neighbors.

Mr. Grantham thanked the board for their level of consideration and stated that he agreed with Mr. Dittmar. Things have changed. The site has changed and he believes that the orientation of the buildings will create an echo chamber. He believes this use is a high impact use and will create a disturbance on 22 Saturdays throughout the summer. He appreciated the conditions of approval that were in place in 2018 as they made a big difference. While lawn mowing and other noises are expected, this is not the same.

Chairperson Crockett stated that he struggles to believe the Zoning Board of Appeal would approve this request if it were coming to them for the first time. He voiced concerns with the water treatment and stated that he struggles with approving the request, as he does not believe it fits with the character of the neighborhood.

Board member Hinrichs agreed with Chairperson Crockett and stated that while it has a longstanding history, there is not necessarily a long history of approval by the ZBA.

Board member Morrison asked if the board would consider fewer dates. While it is unclear on how the new building will affect the noise on the neighborhood he likes the idea of Harbor Hall doing business in their neighborhood.

Mr. Bucci stated that they are by no means pushing to the full extent of 20 years ago. They are asking for flexibility. Many clients come from the community and it is a huge benefit for patients to be social and an added benefit to the community, not Harbor Hall itself. Any flexibility would be appreciated.

At this time, Board member Clinton made a motion, seconded by Board member Morrison, to approve the temporary use permit for a monthly carwash at 114 Rush Street from 1:00 P.M. to 4:00 P.M., through September 2021, with the following conditions:

1. No vacuuming prior to 12:30 P.M.
2. No activity in Emmet Street
3. Harbor Hall is to use the most environmentally friendly cleaning materials
4. Comply with sign permit requirements prior to car wash.
5. No further approvals of a temporary use until there is further discussion with the Michigan Department of Environment, Great Lakes and Energy.

The motion was based on the findings that:

1. The granting of the temporary use does not constitute a change in the basic uses permitted in the district nor on the property wherein the temporary use is permitted;
2. The temporary use does not require capital improvements; and
3. Under restrictions given, the use is in harmony with the general character of the district.

Motion failed 2-4 with Chairperson Crockett and Board members Hinrichs, Knibbs and Pall voting against the motion.

At this time, Board member Hinrichs made a motion, seconded by Board member Pall, to deny a temporary use permit for a weekly carwash at 114 Rush Street from 12:00 P.M. to 4:00 P.M. through September 2021, as the temporary use is not in harmony with the general character of the district.

Motion carried 4-2 with Board members Clinton and Morrison voting against the motion.

Updates

Staff informed the Board that the Frentz Circuit Court oral arguments was rescheduled to May 10, 2021.

Staff anticipates there will be a June meeting for potentially two variance requests and a temporary use request.

The meeting was then adjourned at 8:20 P.M.



BOARD: Zoning Board of Appeals

MEETING DATE: June 1, 2021

DATE PREPARED: May 24, 2021

AGENDA SUBJECT: Case #852 – A requested front yard setback variance for the reconstruction of a house at 601 Winter Park Lane

RECOMMENDATION: Consider the request

Background

The subject property is an almost triangular shaped, approximately 9,400 square foot lot in the R-1 Single Family Zoning District where Winter Park Lane, Grand Avenue and Arlington Avenue meet. The existing structure has two dwelling units that had previously been licensed for short-term rentals but has since lost its grandfathered status.



Source: Emmet County GIS, 2017 Ortho photo

The existing structure is non-conforming to the front yard setback (Winter Park Lane), located approximately two (2) feet from the property line as indicated on the survey (the lot line does not go through the structure as indicated on ortho photo).

Request

The property owner/applicant would like to remove the existing structure and reconstruct a new residence. The proposed house would maintain the existing front-yard setback, however, once the non-conforming structure is removed, any new structure is required to meet the district standards. The front yard setback is 25 feet or the average of three adjacent houses on the same block face, whichever is less. There are not three houses to the east that could be averaged as the immediately adjacent property has Grand Avenue as its front yard and there are no adjacent houses parallel to Arlington Avenue, so the standard 25 feet is used for required front and corner-front yard setbacks.

Table 1 Variance Request

	R-1 District Standards	Existing structure	Request	Resulting Variance
Front/ corner front setbacks	25 feet or average of three adjacent houses, whichever less	2 feet, 55 feet	2 feet, 55 feet	23 feet
Side setbacks	10, 10	21, 27	12, 27	NA
Lot Coverage	30	18	27	NA

The applicant has been provided the dimensional variance checklist and has submitted the following request and statement of practical difficulty:

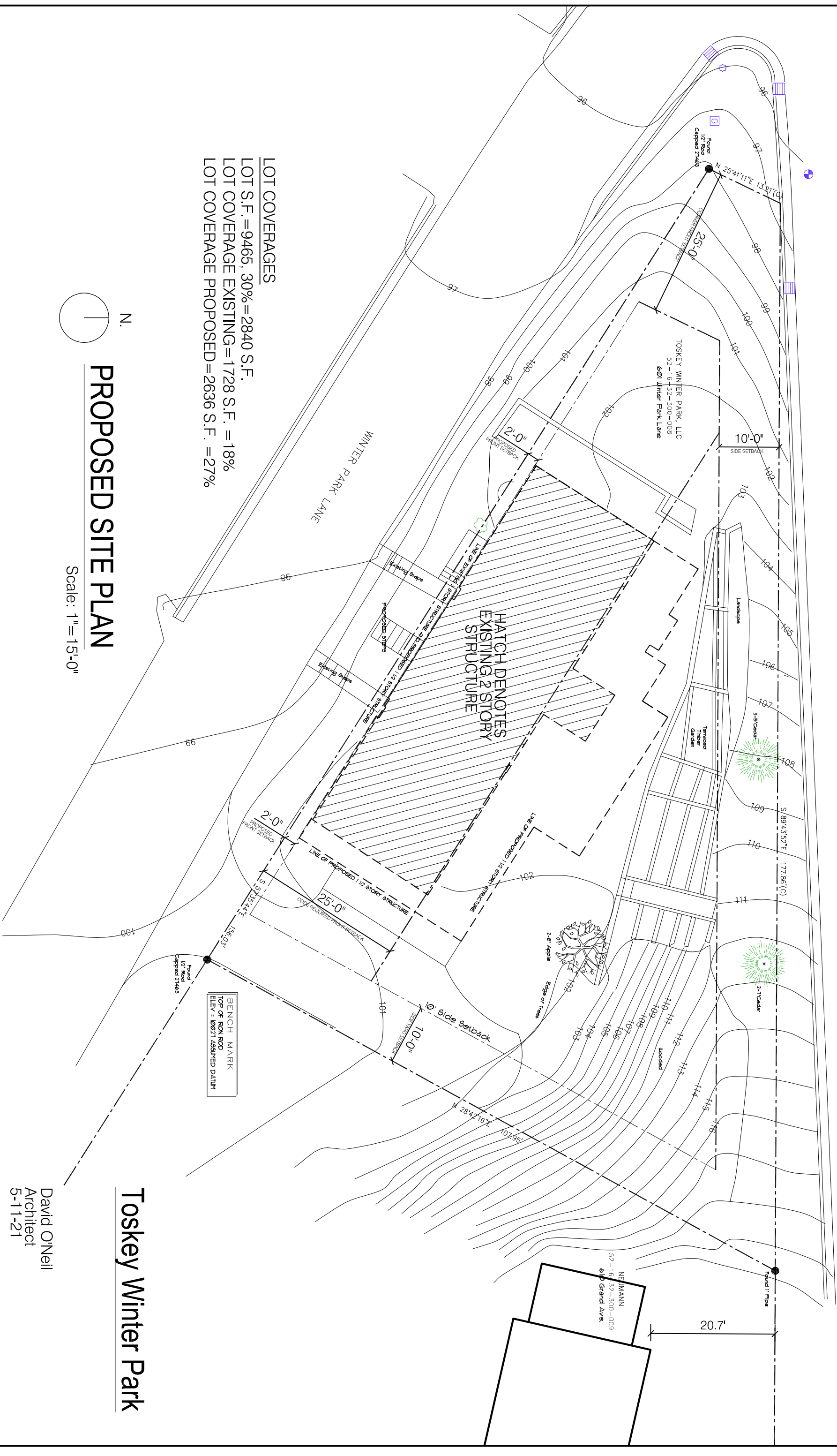
Type of Request		
<input checked="" type="checkbox"/> Variance	<input type="checkbox"/> Administrative Review	<input type="checkbox"/> Temporary Use
<input type="checkbox"/> Exception of Special Approval	<input type="checkbox"/> Interpretation	<input type="checkbox"/> Appeal
<input type="checkbox"/> Fair Housing Reasonable Accommodation		
Applicable Code Sections: <u>Sec. 1702. - Nonconforming lots</u>		
Specific Request: <u>Due to the property difficulties we request a variance to maintain</u> <u>the 2' front setback to the proposed structure building line along Winter Park Lane. As well</u> <u>as a 13' (averaged from neighboring properties) corner front setback along Grand Avenue.</u>		
APPLICANT STATEMENT OF HARDSHIP OR EXCEPTIONAL PRACTICAL DIFFICULTY CREATED BY ZONING CODE REQUIREMENTS (REQUIRED FOR VARIANCE REQUESTS). This statement must apply specifically to your property and address exceptional narrowness, shallowness, shape, area, topographic conditions or other extraordinary or exceptional conditions of the property (may be submitted on a separate sheet).		
<u>The properties narrow shape and limited area due to steep topographic conditions (along Grand Avenue)</u> <u>make it impractical to conform with the code required 25' front setback along Winter Park lane and</u> <u>25' corner front setback along Grand Avenue.</u>		

Action

In making its motion, the Board shall state the grounds, or findings of fact upon which it justifies the granting of a variance and may attach any conditions regarding the location, character, and features of the request that further the purposes of the ordinance. In addition, a variance should only be granted after consideration of the following factors:

- 1) The need for the variance is due to unique circumstances, or physical conditions, of the property involved, such as exceptional narrowness, shallowness, shape or area, exceptional topographic conditions or other extraordinary or exceptional conditions of the specific piece of property and is not shared by neighboring properties;
- 2) The request is not due to the applicant's personal or economic situation;
- 3) The practical difficulty was not created by an action of the applicant;
- 4) The requested variance is the minimum variance necessary to grant substantial relief to the applicant while at the same time minimizing any adverse impacts to other property owners in the general neighborhood or zoning district;
- 5) The request, if granted, would not cause substantial detriment to the public good or substantially impair the intent and purpose of the ordinance; and
- 6) The strict application of the regulations would result in peculiar or exceptional practical difficulties.

GRAND AVE.



LOT COVERAGES

LOT S.F.=9465, 30%=2840 S.F.
LOT COVERAGE EXISTING=1728 S.F. =18%
LOT COVERAGE PROPOSED=2636 S.F. =27%

Z

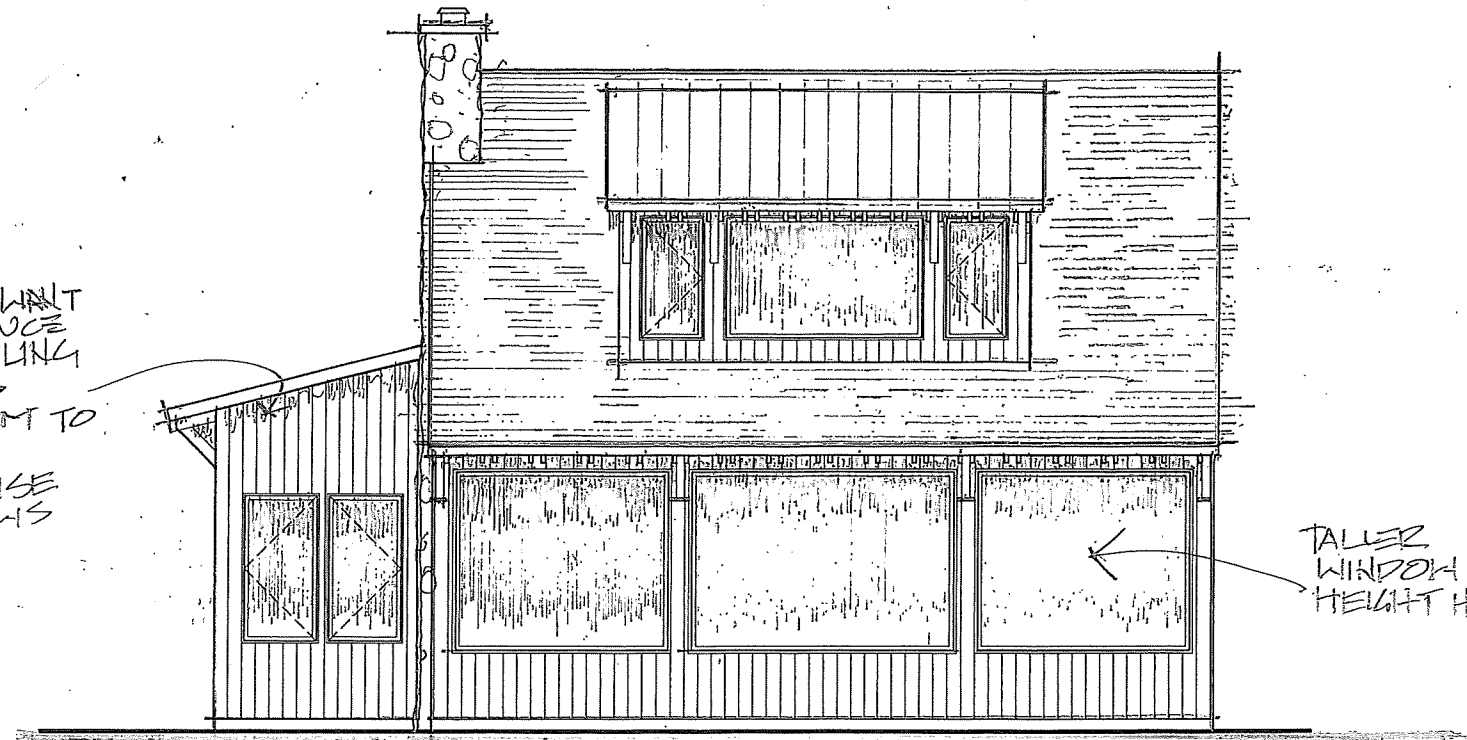
PROPOSED SITE PLAN

Scale: 1"=15'-0"

Toskey Winter Park

David O'Neill
Architect
5-11-21

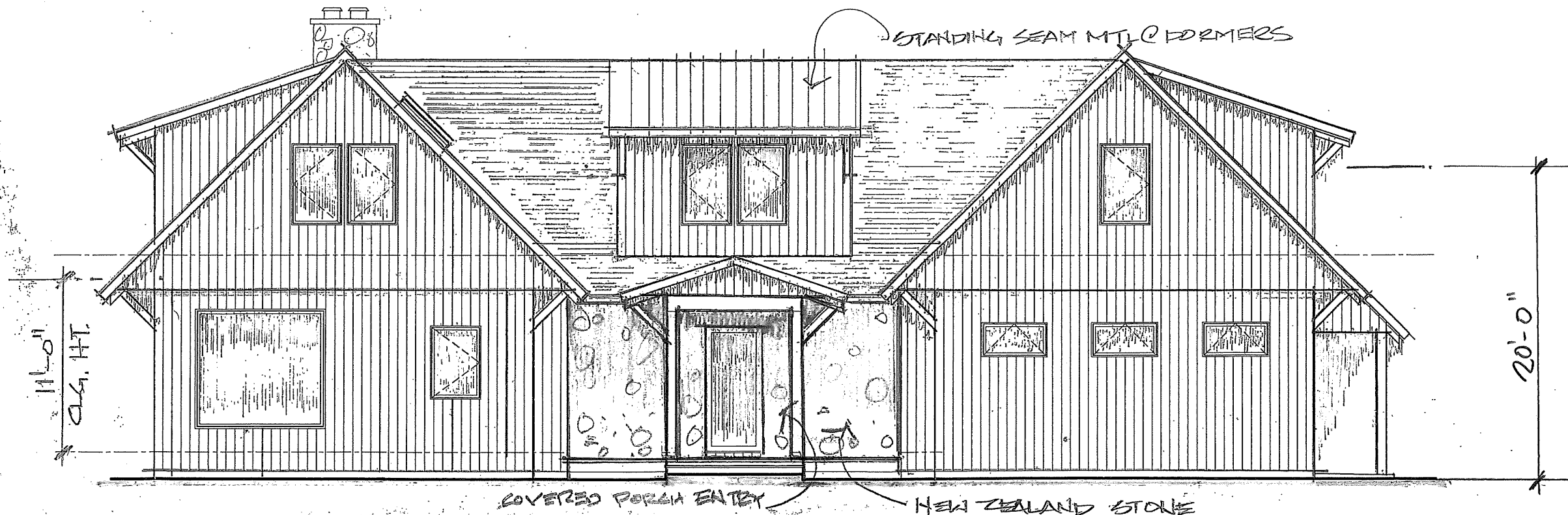
IMAY WANT
TO REDUCE
THE CEILING
IN THIS
BEDROOM TO
10'-0"
OR RAISE
WINDOWS



TOSKEY
WINTER
PARK

TALLER
WINDOW
HEIGHT HERE

WEST ELEVATION



SOUTH ELEVATION - WINTER PARK LANE

SCALE: 1/8" = 1'-0"

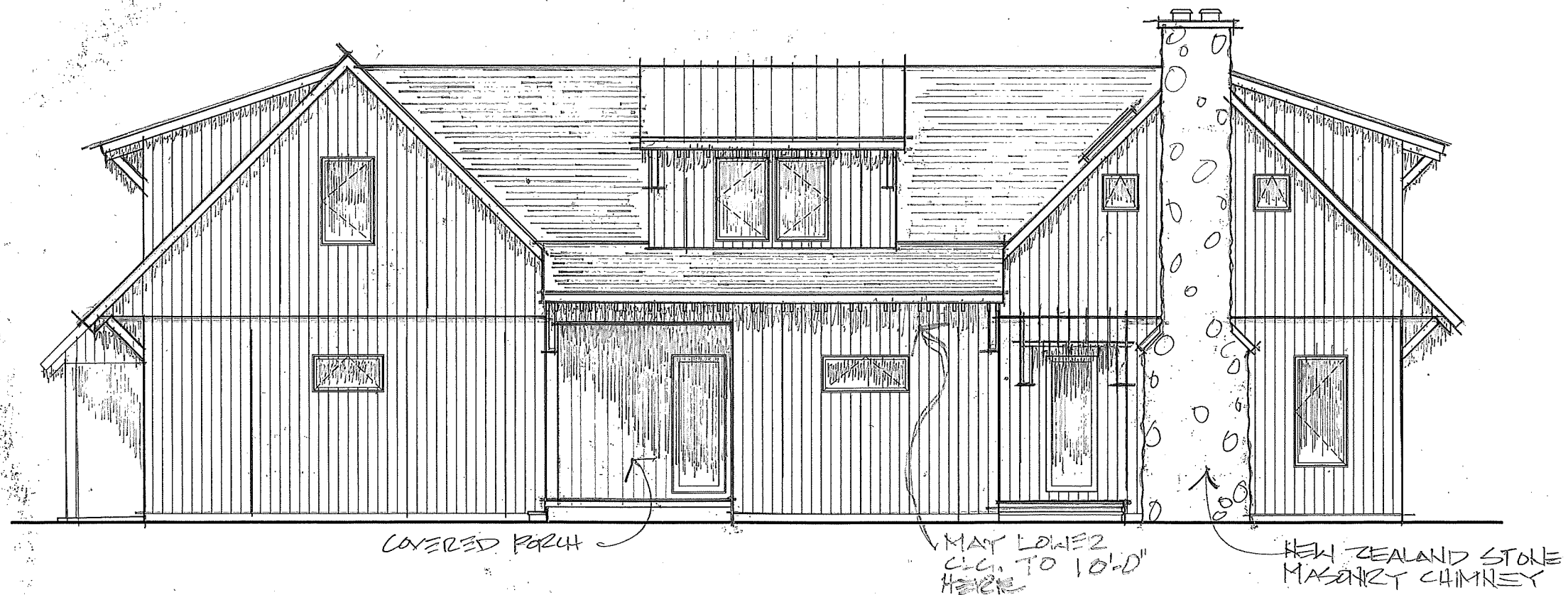
DAVE O. ARCH. 4-3-21



TOSKEY
WINTER
PARK

COVERED
PORCH

EAST ELEVATION



COVERED PORCH

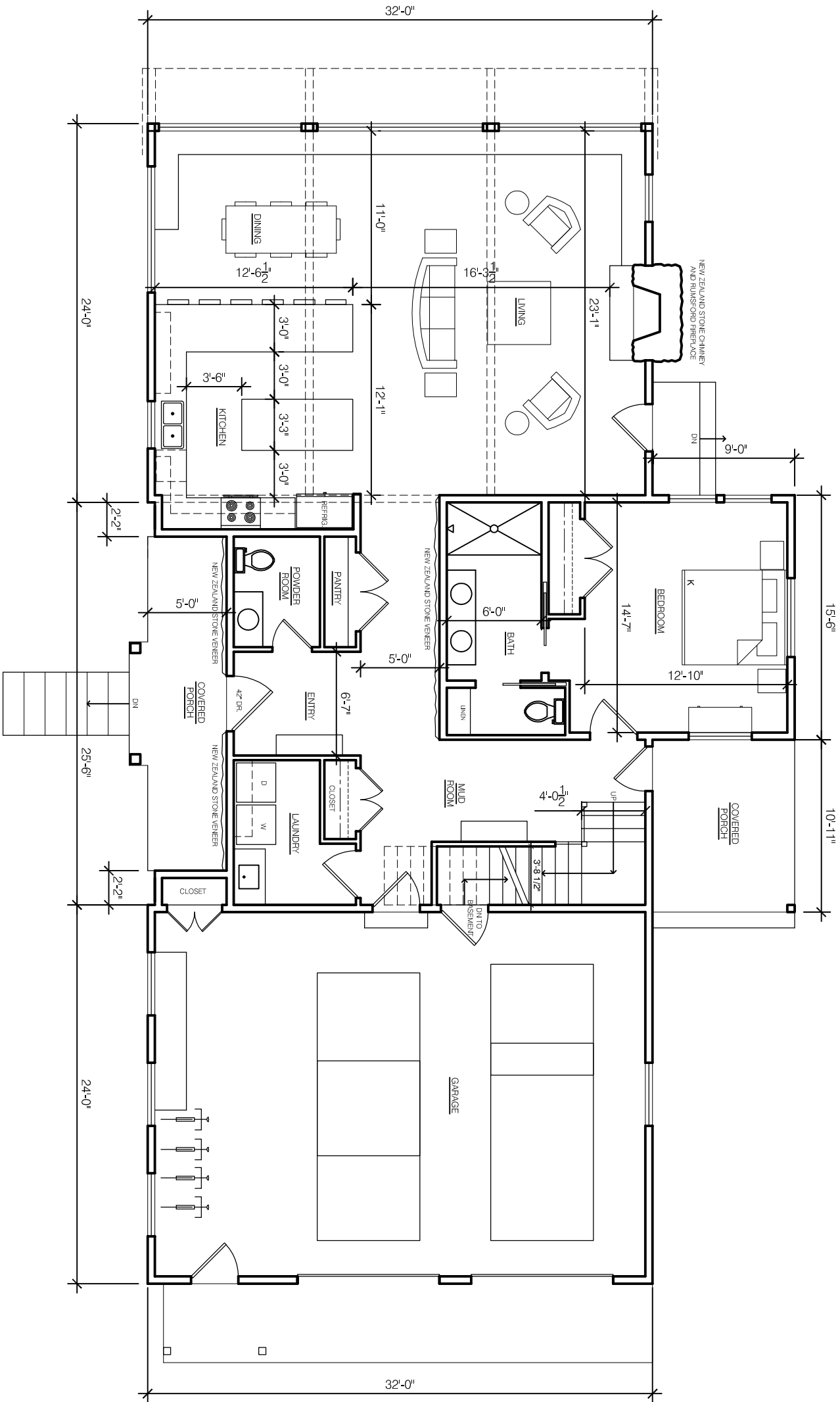
MAY LOWER
C.C. TO 10'-0"
HERE

NEW ZEALAND STONE
MASONRY CHIMNEY

NORTH ELEVATION - GRAND AVENUE

SCALE: 1/8" = 1'-0"

DAVE O. ARCH 4-2-21



NORTH

FIRST FLOOR PLAN

SCALE: 1/8" = 1'-0"

FIRST FL. 1619 SF. (excludes garage)
SECOND FLOOR 1226 SF.
TOTAL 2845 SF.
GARAGE 814 SF.
BONUS 600 SF.

Toskey Winter Park

David O'Neil
Architect
3-26-21
daveoarch@gmail.com







City of Petoskey

Office of City Planner

101 East Lake Street, Petoskey, Michigan 49770 • 231 347-2500

Zoning Board of Appeals Zoning Ordinance Regulation Variance Checklist

Date: June 1, 2021

Case Number: 852

It is the applicant's responsibility to prove a practical difficulty. It is not the job of the ZBA to find the practical difficulty for the applicant.

Issue to be evaluated (Practical Difficulty)	Supports the variance	Does not support the variance	Notes
Will strict compliance with the dimensional requirements of the zoning ordinance prevent the applicant from using the property for the permitted purpose? <ul style="list-style-type: none">- A variance is granted for circumstances unique to the PROPERTY, not those unique to the owner.			
Is there a way to accomplish the same purpose without a variance or with a lesser variance regardless of convenience or expense? <ul style="list-style-type: none">- The ZBA considers the property, not issues with the interior of the structure.			
Is the need for the variance due to a situation that is unique to the property and would not generally be found elsewhere in the same zoning district? <ul style="list-style-type: none">- If the situation is often repeated in the same zoning district, then the variance request should be denied.			
If granted, will the variance uphold the spirit and intent of the ordinance and be fair to neighboring properties? <ul style="list-style-type: none">- There are reasons the ordinance was adopted and those reasons should be respected and upheld.			
Has the need for the variance been created through previous action of the applicant? <ul style="list-style-type: none">- The Appeals Board is not responsible for "bailing out" an applicant who created the need for a variance.			



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MOTIONS BY THE ZONING BOARD OF APPEALS Variance Requests

I move to (approve/ deny) a front-yard **setback variance for construction of a house** in **Case #852** of 23 feet at **326 West Lake Street** with the (conditions/modifications) of:

Based on the findings of fact in the (e.g. agenda memo, submittal materials, etc.) that:

_____ and the comments provided by

(e.g., those in attendance at the hearing, the applicant, the applicant's representative, etc.),

that demonstrate there is a (practical difficulty/ lack of practical difficulty) created by **Section 1600** of the Zoning Ordinance due to:



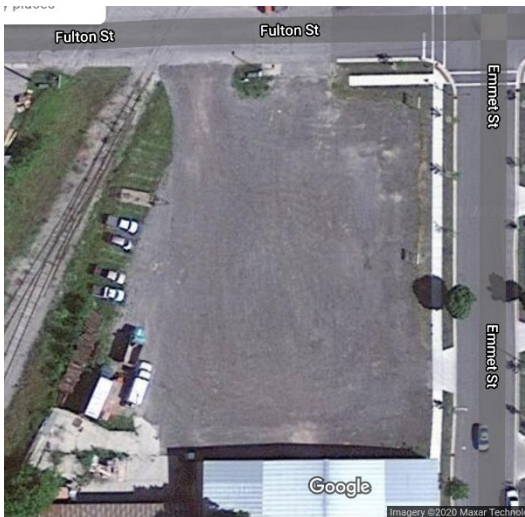
BOARD: Zoning Board of Appeals

MEETING DATE: June 1, 2021

DATE PREPARED: May 24, 2021

AGENDA SUBJECT: Case #853 – A Temporary Use Request for a Weekly Market at 900 Emmet Street

RECOMMENDATION: Consider the Temporary Use Request



This is a requested extension of the previously approved temporary use of 900 Emmet Street as a seasonal farmer's market. The **market** is again proposed to be held on **Saturdays from 9:00 A.M. to 1:00 P.M. beginning June 19 through October 2, 2021.**

The property is within the B-2B Mixed Use Corridor and no complaints on the market have been received. The proposed site plan is enclosed

Pursuant to Section 2004(3)(e), the Zoning Board of Appeals is authorized to permit temporary uses for periods not to exceed one year renewable upon re-application and subject to conditions.

Source: Google Maps, 2020

As required by Section 2004(3)(e)(6), owners of adjacent properties (within 300 feet) were notified of the request and date of review by the ZBA.

In considering a temporary use request, the Zoning Board of Appeals shall do so under the following conditions:

- (1) The granting of the temporary use shall in no way constitute a change in the basic uses permitted in the district nor on the property wherein the temporary use is permitted.
- (2) The granting of the temporary use shall be granted in writing, stipulating all conditions as to time, nature of development permitted and arrangements for removing the use at the termination of said temporary permit.
- (3) All setbacks, land coverage, off-street parking, lighting and other requirements to be considered in protecting the public health, safety, peace, morals, comfort, convenience and general welfare of the inhabitants of the City of Petoskey, shall be made at the discretion of the Board of Appeals.
- (4) In classifying uses as not requiring capital improvement, the Board of Appeals shall determine that they are either demountable structures related to the permitted use of the land; recreation developments, such as, but not limited to: golf driving ranges and outdoor archery courts; or structures which do not require foundations, heating systems or sanitary connections.
- (5) The use shall be in harmony with the general character of the district.

- (6) No temporary use permit shall be granted without first giving notice to owners of adjacent property of the time and place of a public hearing to be held as further provided for in this Ordinance. Further, the Board of Appeals shall seek the review and recommendation of the Planning Commission prior to the taking of any action.

Should the Board of Appeals renew the temporary use request, staff recommends the following condition:

Temporary signs are permitted within the allowable temporary sign provisions. Only directional signs are allowed in the public right-of-way, all signs during the market shall be on private property.

age Building

Storage Building

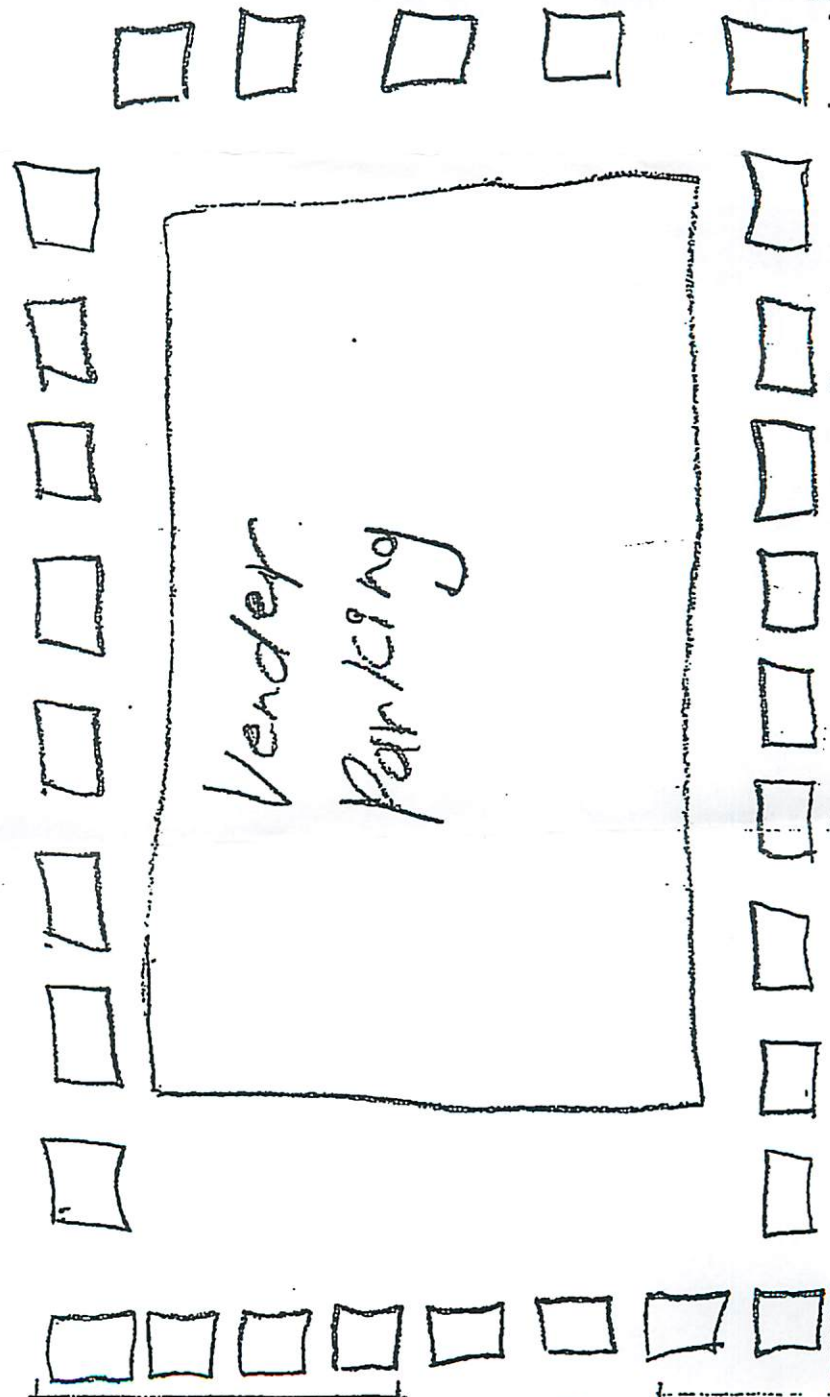
Parking

Parking

Parking

Parking

Parking



4003
NO 1-11-13

K-2017000 ST.

Block Curb Eminent ST



City of Petoskey

Office of City Planner

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MOTIONS BY THE ZONING BOARD OF APPEALS TEMPORARY USE

Pursuant to Section 2004(3)(e) of the Zoning Ordinance, I make a motion to APPROVE/DENY a temporary use permit for a weekly market at 900 Emmet Street , from 9:00 A.M. to 1:00 P.M., June 19 through October 2, 2021, with the following conditions:

The motion is based on the findings that:

- The granting of the temporary use for (DOES NOT/ DOES) constitute a change in the basic uses permitted in the district nor on the property wherein the temporary use is permitted;
- The temporary use (DOES NOT/ DOES) require capital improvements
- The temporary use (IS/ IS NOT) in harmony with the general character of the district

And further to protect the public health, safety, peace, morals, comfort, convenience and general welfare of the inhabitants of the City of Petoskey.



BOARD: Zoning Board of Appeals

MEETING DATE: June 1, 2021

DATE PREPARED: May 11, 2021

AGENDA SUBJECT: Election of ZBA Chair and Vice Chair/Secretary

RECOMMENDATION: Action

Pursuant to the ZBA Bylaws adopted in January, 2020, elections are to be held each year for the chair and vice chair/secretary, specifically:

Election and Role of Officers – The current members of the Zoning Board of Appeals of the City of Petoskey shall elect from among their members a chair and vice chair/ secretary during its first regular or special meeting following the month of April of each year. Each person elected shall serve until the next election of officers or until his or her tenure on the board is terminated if it occurs before the next election.

The chair shall preside at all meetings and shall decide points of order and procedure, subject to the provisions of these rules and with the guidance of Robert's Rules of Order, as revised. The chair may also work with the zoning administrator to develop meeting agendas.

The vice-chair/ secretary shall assume the duties of the chair in the absence of the chair, and review the meeting minutes before they are sent to the full board for approval.

Currently, Ben Crockett is the ZBA Chairperson and Lori Pall is the Vice Chairperson/Secretary.