



**ZONING BOARD OF APPEALS**

February 4, 2014

A regular meeting of the City of Petoskey Zoning Board of Appeals was conducted in the City Hall Community Room on Tuesday, February 4, 2014. Roll was called at 7:00 P.M.

Present: John Fought, Chairperson  
Jim Knibbs  
Larry Kubovchik  
Gary Lemieur  
Norm Nasson  
Clark Smith

Absent: Noah Marshall-Rashid

Staff: Amy Tweeten

Upon motion made and seconded, the minutes of the October 1, 2013 meeting were approved.

**Appointment of Chair and Vice Chair/ Secretary**

Upon nominations and support, John Fought was elected Chair and Noah Marshall-Rashid was elected Vice Chair/ Secretary.

**Consideration of Bylaws Amendment pertaining to Chair and Vice Chair/Secretary positions**

Staff explained the reason to change the month of elections closer to the month of appointments. Chairman Fought suggested new language that would have officers elected at the meeting following appointments instead of specifying a month. Staff will amend Bylaws and bring back for review and approval.

**Overview of Zoning Ordinance Changes pertaining to Zoning Board of Appeals Authority**

Staff reviewed the changes to the ZBA authority adopted by Council and discussed at the joint meeting. A question was raised as to how an applicant was notified of the 30 day appeal period and that a letter of denial should have this stated.

**Training Exercise**

The board went through the training exercises using the checklist provided and found this and the motion form to be helpful. The board discussed the need to have the findings of fact support a motion, and that if a motion to deny a request fails, another member should immediately make a motion to

approve. Staff will provide these forms with every case so that members can use them to assess the cases individually and then review them as a group at the meeting.

Seeing no further business, the meeting was then adjourned at 8:55 p.m.