

**ZONING BOARD OF APPEALS**  
**QUARTERLY MEETING**  
**JULY 14, 2014**

Meeting was called to order by Chairperson Case at 10:30 A.M. at the Gerrish Township Hall.

**Board members present:** Chairperson Case, Secretary Dennings, members Thorburn and Haertel, alternate member Stauffer.

**Board member absent:** D'Felio

**Others present:** Steve Luebke, Zoning Specialist

Motion by Thorburn, seconded by Dennings: **Carried**

That the Board approved the April 14, 2014 meeting minutes with the clarification that the Act referred to in Section 125.3606, paragraph 3a and 3b was the "Michigan Zoning and Enabling Act."

**Old Business:**

**Proposed Certification Letter:**

After discussion on recommendations by the attorney who addressed the Michigan Township Association (MTA) Workshop on May 7, 2014 regarding the issuance of a Certification Letter, the ZBA members proposed that a standardized form letter could be designed and issued immediately following decision of the Board regarding the appeal in question. The attorney stressed that the form letter must include the detailed conditions that formed the basis for the ZBA action. This would comply with the requirement that the appellant has 30 days after the ZBA issues its' decision signed by the ZBA Chairperson or in the Chairperson's absence signed by the ZBA members to file a direct appeal with the Circuit Court. The certification form letter to be given to the appellant immediately following Board action. It was suggested that Mr. Luebke contact the MTA for a sample standard form, if available, to be reviewed by the ZBA members.

**Open Line:**

**Shaw Case Update:**

Chairman Case inquired as to the status of the Hubert Shaw Case?

Mr. Luebke reported that the case is proceeding on schedule. The owner has contracted workers to dismantle the apartment above the garage that was in violation of original purpose and zoning for a storage building. The owner contracted Gerrish Township Zoning Administrator and asked what conditions needed to be met to comply with the court order. Mr. Luebke reported that he and Mr. Yaske (Building and Zoning Administrator) conducted an on-sight review and issued a detailed letter spelling out the actions necessary to comply with the court order and return the structure to a storage building, as originally approved by the ZBA. (See copy of letter attached)

Alderman Case Update:

Chairman Case inquired as to the status of the Alderman Case?

Mr. Luebke indicated he was not familiar with that case and would have to check. Further discussion was tabled until the next ZBA meeting.

Note: Secretary Dennings subsequently provided the Chairman and Mr. Luebke with the dates of the previous ZBA actions regarding the referenced appeal (see attached e-mail dated July 14, 2014).

Motion to adjourn was made and seconded: **Carried.**

Meeting adjourned at 11:15 A.M.

Attachments: