

Village of Armada  
**ZONING BOARD OF APPEALS MEETING**  
**MINUTES**

Village of Armada  
Public Meeting Room  
74274 Burk Street, PO Box 903  
Armada, Michigan 48005

Wednesday, 9/28/17  
7:00 PM

MEETING MINUTES OF THE Sept 28, 2017 MEETING

**AGENDA ITEMS:**

**CALL TO ORDER:**

Meeting was called to order by Vice- chairman Boelke at 7:12 pm.

**PLEDGE OF ALLEGIANCE:**

All rose for the pledge of allegiance.

**ROLL CALL:**

Roll call was taken – present was Vice Chairman Boelke, Council Liaison Clark and members DePalma, St. John, and Secretary, Adair. No absent members. There still remains one vacancy on the ZBA board.

**APPROVAL OF AGENDA:**

Secretary Adair adds setting date for upcoming Public Hearings to agenda.

Motion by Clark: to accept the agenda as amended.

Support by St. John

Vote / Motion carried. Unanimous

**AGENDA:**

- **APPROVAL OF MINUTES : 5/13/15 GENERAL MTG FOR ELECTION OF OFFICERS and Public Hearing for applicant Dean Downing variance.**
  - Motion by: Adair to approve the minutes of the 5/13/15 mtg as presented.
  - Support by: Clark
  - Vote / Motion CARRIED / St John and DePalma abstain as they were not on the board at the time of that meeting.
- **NOMINATION AND APPOINTMENT OF 2015 OFFICERS**
  - Motion by Adair to nominate BOELKE to the position of CHAIRMAN of the Zoning Board of Appeals.
  - Support by: Clark
  - Boelke accepts nomination.
  - Vote / Motion CARRIED Unanimous
  - Motion by Adair to nominate ST JOHN to the position of Vice Chair.
  - Support by Boelke
  - St John accepts nomination.
  - Vote / Motion CARRIED Unanimous
  - Motion by Adair to nominate DePALMA to the position of Secretary.
  - Support by: Clark

- DePalma accepts nomination – Adair will continue to prepare packets until such time that DePalma can meet with her to be trained in the procedure .
- Vote / Motion CARRIED Unanimous

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Continued agenda items;

**CHAIRMANS ADDRESS:**

Boelke introduces the process and importance of new and old members of the board to become as familiar as possible with the zoning ordinance book. Knowing how to search information in the book, physically inspecting the applicant property, pictures or other pertinent information is expected to be acquired by board member so that they are as totally prepared for the applicant's public hearing as possible. All questions should be addressed prior to the actual PH.

**GENERAL BUSINESS:**

Boelke reviews dates and times that all members will be available to set the public hearings for Barfell and Willson (with a possibility of a third applicant). Two dates appear to be satisfactory to all members – Wed 11/01 or Thrs 11/02. Boelke will confirm via e-mail in the morning. Adair will proceed to prepare packets and post notice of the meetings as well as newspaper notice to the Record newspaper. DePalma will contact Adair as to when he is available for training.

Boelke has scheduled a workshop meeting for board members for 10/26/17 at 6PM for basic ZBA meeting review and procedures.

**CITIZENS COMMENTS:**

No citizens present.

**COMMENTS FROM BOARD:**

NO OTHER GENERAL BUSINESS DISCUSSED

Motion by Adair  
Support by Clark to adjourn the meeting.

Meeting adjourned at 8:53 PM

Minutes presented by : Acting secretary Jo Adair

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Approved minutes at \_\_\_\_\_ ZBA meeting

Motion by:  
To approve the 9/28/17 meeting minutes      As Presented       As Amended   
Support by:  
CARRIED   
FAILED

