



MINUTES

**THOMAS TOWNSHIP ZONING BOARD OF APPEALS
PUBLIC SAFETY BUILDING, 8215 SHIELDS DRIVE, SAGINAW, MI 48609
NOVEMBER 26, 2013 - 4:00 P.M.**

1. The Board of Appeals meeting was called to order at 4:00 p.m. by Chairman Bette Syrek

Present: Bette Syrek, Don Milne, Dave Sommers and Rene DeSander.
Also present were Dan Sika, Community Development Director
and Susan Coggin, Planning Assistant and one (1) interested party.
Absent: Mike Thayer

2. **Pledge of Allegiance.**

3. **Approval of the Minutes.**

Motion by Mr. Milne, supported by Mr. Sommers to approve the minutes of July 23, 2013 as presented. Motion carried unanimously.

4. **Hearings** – None.

5. **Discussion** – None.

6. **Old Business** – None.

7. **New Business**

- A) **Training session sponsored by Michigan Association of Planning.**

Mr. Doug Piggott of Rowe Professional Services Company presented the Board of Appeals members with a training session regarding “The Essentials for Zoning Board of Appeals.” Mr. Piggott discussed the following:

- i. Making effective decisions.
- ii. Statutory authorities.
- iii. Supporting authorities.
- iv. Roles and responsibilities.

- v. Purpose of zoning.
- vi. Elements of effective decisions.
 - a. Information.
 - b. Preparation.
 - c. Deliberation.
 - d. Documentation.
- vii. Risk Management.
- viii. Keys to effective planning.
- ix. Zoning Board of Appeals
 - a. Duties and powers.
 - b. Appeals.
 - c. Interpretations.
 - d. Variances.
 - e. Membership and voting.
 - f. Decision principles.

Mr. John Bintz, Chairman of the Thomas Township Planning Commission introduced himself to the Board of Appeals members. Mr. Bintz stated that the Planning Commission will be working on an update to the Thomas Township Master Plan and invited the Board of Appeals members to participate in this update. Mr. Bintz also suggested that the agendas and the minutes of the Planning Commission meetings be sent to the Board of Appeals members.

B) Review and approve 2014 Thomas Township Board of Appeals meeting schedule.

Mrs. Coggin explained that due to the lack of Board of Appeals meetings scheduled during 2013, it is suggested that the meetings be called only as needed. The Board of Appeals members agreed and meetings for 2014 will be scheduled as needed.

C) Adjournment

It was moved by Mr. DeSander, supported by Mr. Sommers to adjourn the meeting at 5:30 p.m. Motion carried unanimously.

Respectfully submitted by Susan Coggin, Planning Assistant/Code Enforcement Officer.