

Au Train Township, Zoning Board of Appeals Organizational Meeting

Thursday, January 23, 2025 – 6:30pm

Au Train Township Hall - N7569 Spruce St – Au Train, MI 49806

- **CALL TO ORDER** - The meeting was called to order by Presiding Chairperson Reynolds at 6:30pm, followed by the Pledge of Allegiance.
- **ROLL CALL** – Members present: Presiding Chair Kathy Reynolds, Planning Commission Liaison Matt Lang, newly appointed member Amy Hernandez
Others present: Zoning Administrator Donna Shields, Au Train Township Supervisor Tom Balmes
- **APPROVAL OF AGENDA** – Motion by Lang, second by Hernandez to approve agenda as presented. Motion Carried
- **APPROVAL OF MINUTES** – Motion by Lang, second by Hernandez to accept minutes of September 19, 2024 as presented. Motion Carried
- **PUBLIC COMMENT** – None
- **ELECTION OF OFFICERS** –

Chair - Nomination made by Lang for Kathy Reynolds as Chair. No other nominations for Chair.
Lang: yes, Hernandez: yes, Reynolds: yes,
Kathy Reynolds elected Chair by unanimous vote.

Vice Chair - Nomination made by Hernandez for Matt Lang as Vice Chair. No other nominations for Vice Chair.
Hernandez: yes, Reynolds: yes, Lang: yes,
Matt Lang elected Vice Chair by unanimous vote.

Secretary- Nomination made by Lang for Amy Hernandez as Secretary. No other nominations for Secretary.
Lang: yes, Reynolds: yes, Hernandez: yes,
Amy Hernandez elected Secretary by unanimous vote.

- **NEW BUSINESS** –
 - a) Bylaws were reviewed. Amendments agreed upon include revisions to the Secretary's duties; public comment time adjustment; removal of conducting site visits under duties of ZBA; the addition of item on training requirements; and item added regarding Ex Parte contact. Discussion of further changes including the addition of procedures for hearing of appeals and timelines that which one can file, though no final decisions were made. Item tabled to future meeting while more research can be done.

- b) Training was discussed as per Township Board Policy 2024-004. All Zoning Board of Appeals members are required to complete one continuing education course for each year they are appointed to the Board. All ZBA members had completed the MSUE ZBA on-line course in 2024.
- c) In their January 13, 2025 meeting of the Au Train Township board, funding was approved for the ZBA to appoint a Recording Secretary. Motion by Chair Reynolds, second by Lang to appoint Donna Shields as Recording Secretary to the Zoning Board of Appeals.
Roll call: Reynolds: yes, Lang: yes, Hernandez: yes. Motion carried 3-0

- **SPECIAL PRESENTATION –**

Zoning Administrator Shields presented on “*Non-Conformities and Variances*” to the Board. This presentation was presented from the knowledge gained in her “*Citizen Planner*” course taken under the MSU Extension. This presentation fulfils her requirements as part of receiving her “*Master Planner Citizen*” certificate. This presentation also satisfies the ZBA’s training requirement for the 2025 year.

- **PUBLIC COMMENT –** None
- **NEXT MEETING DATE –** March 27, 2025 at 6:30pm for further review of the bylaws.
- **ADJOURN –** Motion by Lang, second by Hernandez to adjourn at 8:17pm. Motion Carried

Minutes submitted by: Donna Shields, Recording Secretary, Au Train Township Zoning Board of Appeals

Approved: March 27, 2025

Signed: _____ on file _____
Donna Shields – Recording Secretary

Signed: _____ on file _____
Amy Hernandez - Secretary