

**PRESQUE ISLE TOWNSHIP
ZONING BOARD OF APPEALS
QUARTERLY MEETING
Held January 3, 2017**

Call to order: The special meeting was called to order at 7:00 pm. by the Vice Chairman, C. Winters.

The Pledge of Allegiance was recited.

Roll Call: Members present; C. Winters, B. Fay, F. Walker, B. Hellmuth, J. Bidwell and alternate S. Lang.

Approval of Agenda: C. Winters requested the addition of “**2017 Meeting Dates & Times**” and “**Tools for ZBA Members**” under **New Business**. B. Fay moved to approve the agenda with the requested additions. Supported by; J. Bidwell. All ayes; so moved.

Approval of Minutes (October 4, 2016): J. Bidwell moved to approve the minutes as written. Supported by; F. Walker. All ayes; so moved.

Comments from Audience: No Comments.

Correspondence: B. Hellmuth stated that there is a dark sky ordinance in effect for Presque Isle Township (PITWP) and asked if Lafarge needs to participate in the ordinance. P. Budnik stated that he was not sure and has never had anyone mention it to him. He advised they are a business and they do operate in the evenings and need light for the safety of their workers. S. Lang advised that he was not sure if they were exempt from the ordinance. P. Budnik suggested adding the topic for discussion to the next ZBA meeting agenda to allow time to gather information.

Reports

- **TWP Board (B. Hellmuth):** B. Hellmuth advised that they had a special meeting to approve the purchase of \$30,000.00 for a fire truck and advised that the #2 Fire Department (#2 FD) has been given a truck. He advised that the BOT has been working on an operating budget for the #2 FD. He advised that the BOT had appointed new members to the Planning Commission (PC) and reappointed B. Fay to the ZBA. He also mentioned that if there are any openings to the ZBA Board that P. Hart is still interested in being on the board.
- **Zoning Administrator (P. Budnik):** A written report was provided. P. Budnik advised that he had issued a land use permit on Lake St. He also advised that the Planning Commission reviewed a site plan by an applicant wanting to construct a pole barn and approved the site plan contingent on the applicant providing a certificate of trust that allows the applicant to build on the property.
- **Planning Commission (F. Walker):** F. Walker advised that they had elected officers and they are as follows: H. Welsh, Chair, T. Guyer, Vice Chair and T. Ludwig, Secretary. She also advised that they have sent the sign ordinance over to the BOT for approval and adoption. B. Hellmuth asked if the TWP has the sign ordinance handbook and suggested that the TWP should purchase one for \$30.00.

Unfinished Business

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New Business

- **Election of Officers:** C. Winters opened the floor for nominations for the Chair position. F. Walker nominated C. Winters as the Chair. No other nominations were cast. B. Hellmuth moved that nominations be closed and to approve C. Winters as the Chair. Supported by; B. Fay. All ayes; so moved. C. Winters asked for nominations for the Vice Chair. B. Hellmuth nominated J. Bidwell as the Vice Chair. No other nominations were cast. B. Hellmuth moved that nominations be closed and to approve J. Bidwell as Vice Chair. Supported by; B. Fay. All ayes; so moved. C. Winters asked for nominations for the Secretary. B. Hellmuth nominated B. Fay to remain as Secretary. No other nominations were cast. F. Walker moved that nominations be closed and to approve B. Fay as the secretary. Supported by; J. Bidwell. All ayes; so moved. B. Hellmuth requested that S. Lang should send over the information that he used for the finding of fact to C. Winters. S. Lang agreed that he would pass along the information to C. Winters.
- **2017 Meeting Dates & Times:** C. Winters advised the board of the scheduled meeting dates for 2017. They are as follows: Tuesday, April 4, 2017 @ 7:00 pm, Wednesday, July 5, 2017 @ 7:00 pm and Tuesday, October 3, 2017 @ 7:00 pm. B. Hellmuth moved to approve the 2017 meeting dates and times and to include the Wednesday, January 3, 2018 meeting at 7:00 pm. Supported by; J. Bidwell. All ayes; so moved.
- **Tools for ZBA Members:** C. Winters advised that he would like to see all members of the board have the updated resource information. To include; The Zoning Ordinance and any helpful ZBA handbooks. B. Hellmuth stated that it is a good thing to always be up to date on training and the ordinances to continue our education process.

Additional Information: B. Hellmuth suggested that when there is nothing on the agenda, that it would be a good thing to go over the ordinance a section at a time to allow everyone on the board to work together learning everything in the ordinance, so everyone is on the same page. B. Hellmuth also brought up the costs for having a special meeting and stated that the \$250.00 is the charge for the meeting and wanted to know what the costs were. S. Lang & P. Budnik advised that the fees should be looked at. They suggested that B. Hellmuth bring this to the BOT attention. The board also discussed the options on having additional members on the ZBA. S. Lang stated that there is a complete board at this time. However, the board agreed that there is always room for alternates.

Adjournment: With no further business to discuss; the meeting was adjourned at 8:00 pm.

Meeting Reminder: The ZBA will meet on Tuesday, April 4, 2017 @ 7:00 pm. for their regular quarterly meeting.

Respectfully submitted; Kimberly S. Bedard, Administrative Assistant