

**BIRCH RUN ZONING BOARD OF APPEALS  
OCTOBER 21, 2003**

Chairperson Mike Marr called the special meeting of the Birch Run Zoning Board of Appeals to order at 7:00 pm. Also present for the Zoning Board were Jerry Cook, Ed Magnus, and Dennis Bronner. Mike Hogan was absent.

This meeting was conducted as a regular ZBA meeting and to review the Zoning Board of Appeals Bylaws. The following changes were proposed and agreed upon by a majority vote.

**Section #2 Meetings**

D. Quorum: A majority of the ZBA present felt that a clarification was needed of the word "quorum" used in this section.

E. Voting: A majority of the ZBA present would like further clarification as to whether a majority of quorum present or a majority of the ZBA body had to vote to pass a specific item.

It was also agreed that a section would be added stating all votes will be taken by roll call.

F. Agenda: Between #1 and #2 the Pledge of Allegiance will be added. Number four, "Approval of Agenda", will be deleted and "New and Old Business" will replace it.

H. Special Meetings: The following words will be omitted from this section:  
"of which all costs shall be paid by the applicant: if there is more than one applicant, the costs shall be shared equally between all applicants"

\*The rationale behind this is that it is up to the Township Board to set the fees for all meetings conducted.

**Section 3 Duties of the Zoning Board of Appeals**

B. Letter B will be omitted due to the fact that the Township Supervisor sets the Budget for all Boards.

C. A majority of the ZBA members strongly support workshops geared toward furthering the education of its members.

The header for Section 4 will be deleted and the entire sections will become an addition to Section 3. The letters will be changed accordingly.

F. The wording for this section will be changed

Old wording: "The zoning board of appeals "shall" be assisted by the zoning administrator....."

New wording: "The zoning board of appeals "may" be assisted by the zoning administrator...."

B. This sentence will be deleted from the bylaws.

G. #1 is deleted from this subsection.

Motion by Dennis Bronner seconded by Mike Marr to adjourned at 8:15 pm.

Motion carried 4-0

Jerry Cook

ZBA Secretary