

**VILLAGE OF PENTWATER**  
**Zoning Board of Appeals**  
ON PENTWATER LAKE AND LAKE MICHIGAN  
327 South Hancock Street – P.O. Box 622  
Pentwater, Michigan 49449  
(231)869-8301 – FAX (231)869-5120

**Zoning Board of Appeals – Regular Meeting Minutes – February 4, 2015**

Chairman Castor called the Regular Meeting of the Pentwater Zoning Board of Appeals to order at 7:00 PM with the Pledge of Allegiance.

**ROLL CALL:**

Present: Gay Birchard, Damon Crumb, Bill O'Donnell, Norm Shotwell, Mike Castor, Andrew Witt, and Nick Kassanos.

Absent: Juanita Lamb, and Earl Raczkowski.

Others present: Zoning Administrator Sara Bizon, and Deputy Clerk/Treasurer Barbara Siok.

**APPROVAL OF AGENDA:** *Motion* to approve agenda by Shotwell, second by Crumb. Voice vote: All Ayes. Opposed: None. Motion passed.

**PUBLIC COMMENTS ON AGENDA:** None

**APPROVAL OF MINUTES:** *Motion* to approve October 1, 2014 minutes by O'Donnell, second by Birchard. Voice vote. Ayes. Opposed: None. Motion passed.

**OLD BUSINESS:** Discussion of changes in By-Laws: Article IV Section 1, and Article V, Section II; change the business meeting from February to May. Discussion followed.

*Motion* to accept revision of By-Laws beginning 2016 by Shotwell, second by O'Donnell. Roll call vote: All Ayes. Opposed: None. Motion passed.

**NEW BUSINESS: A.** Election of Officers:

**1. Election of Chairperson:**

*Motion* to elect Castor as Chairperson by Crumb, second by Shotwell. Roll call vote. Yes: 6. Abstain: 1. Motion carried.

**2. Election of Vice-Chairperson:**

*Motion* to elect O'Donnell as the Vice-Chairperson by Shotwell, second by Crumb. Roll call vote. Yes: 6. Abstain: 1. Motion carried.

**B. Budget Responsibilities:** Castor entertained a motion to delegate the ZBA budgeting responsibilities to the Zoning Administrator.

*Motion* to delegate the ZBA budgeting responsibilities to the Zoning Administrator by Crumb, second by Kassanos. Discussion followed.

*Motion withdrawn by Crumb. Second withdrawn by Kassanos.*

*Motion* to Amend the By-Laws Article XI Sec. 1 third sentence to read “The Zoning Administrator shall prepare the recommended budget for the ensuing fiscal year for submission to the Village Manager.” by Crumb, second by Kassanos. Voice vote.

*Amend the Motion* by Shotwell to read the By-Laws be revised to reflect in Article XI, Expenditures Sec.1: third sentence, The Board, through the Zoning Administrator, shall prepare the recommended budget for the ensuing fiscal year for submission to the Village Manager. Seconded by O’Donnell. Roll call vote: Ayes: 7. Opposed 0.

**C: Zoning Administrator Report:** Bizon read annual report distributed to board. Discussion followed.

**PUBLIC COMMENTS:** The next Zoning Board of Appeals meeting at 7:00 PM is set for March 4, 2015.

**ADJOURNMENT:**

*Motion* to adjourn by Shotwell, second by Crumb. There being no further business to come before the Board Chairman Castor adjourned the meeting at 7:41PM.

Respectfully submitted by,

\_\_\_\_\_  
Barbara Siok  
Deputy Clerk/Treasurer

\_\_\_\_\_  
Date