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**VILLAGE OF OXFORD
ZONING BOARD OF APPEALS
REGULAR MEETING MINUTES**

*Zoning Board of Appeals Members: Sue Bossardet, Marilyn Benner, Rose Bejma, Elgin
Nichols, Dave Bailey*

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22 West Burdick Street Oxford, MI 48371	February 4, 2019	7:00 pm
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CALL TO ORDER

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Chairperson Rose Bejma called the meeting to order at 7:07 p.m.

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ROLL CALL ATTENDANCE: Present: Benner, Bejma, Bossardet.
Members Absent: Bailey, Nichols.

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Staff Present: Recording Secretary Clerk/Treasurer Tere Onica.

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It was determined that a quorum did not exist. Changes to the composition of the ZBA had not been adopted.

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~~**Discussion:** In the course of preparing for the meeting the board members were given a copy of the Ordinance Amendment approved by the Village Council on August 28, 2018. In reviewing the amendment, it was discovered that the Zoning Ordinance Section 9.5.4 states that "...An appointed member (of the ZBA) shall not...(also) be a member of the Downtown Development Authority (DDA). ZBA Commissioner Elgin Nichols currently serves on the ZBA and was appointed to the DDA in January 2017. Therefore, Mr. Nichols appointment to the ZBA invalid. He stated he would not be giving up his appointment to the DDA. The question then arose as to what constituted a quorum, since the amendment to the By Laws regarding the number of commissioners had not yet been adopted by the ZBA reducing the commissioners from six to five members. With three members present, it was questionable on how, or if to proceed. It was pointed out that the By Law change would be reviewed at one meeting and then officially adopted at the following meeting. Further, with only three board members present, and the appointment of officers equaling three, it was the consensus of the board to postpone business. However, until the issues could be sorted out, the members assembled conducted the following tentative business:~~

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APPROVAL OF AGENDA

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~~**MOTION:** by Benner/Bossardet to approve the February 4, 2019 meeting agenda as presented. Motion carried.~~

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APPROVAL OF THE MINUTES

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~~**MOTION:** by Bossardet/Benner to approve the December 3, 2019 meeting minutes as presented. All present voting in favor.~~

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~~**OLD BUSINESS:** None.~~

45 **NEW BUSINESS:**

46 **A. Election of Officers 2019**

47 ~~**MOTION:** by Bejma/Benner to postpone officer appointments until the next regular meeting~~
48 ~~when more board members could be present and questions relating to Section 9.5.4 of the~~
49 ~~Zoning Ordinance need to be answered. All present voting in favor. Motion carried.~~

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51 **B. Presentation and discussion of updates to by-laws**

52 ~~**MOTION:** by Bossardet/Benner acknowledging the change to the ZBA By-Laws to~~
53 ~~consist of five members in agreement with the Ordinance Amendment (adopted by the~~
54 ~~Village Council August 28, 2018) and to further review the ZBA By Laws for other~~
55 ~~inconsistencies. All present voting in favor. Motion carried.~~

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57 ~~Action items will carry forward on to the March Agenda for approval when a quorum is~~
58 ~~determined to be present.~~

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60 **PUBLIC COMMENT:** None.

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62 ~~**CONSULTANT & ADMINISTRATION COMMENTS:** The Clerk/Treasurer stated she~~
63 ~~would be meeting with planner Mario Ortego tomorrow to review the By Law and Zoning~~
64 ~~Ordinance Section 9.4.5 (B) and will also consult with the village attorney.~~

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66 ~~**BOARD COMMENTS:** The ZBA is still seeking applications for an alternate member.~~

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68 **ADJOURNMENT:**

69 ~~**MOTION:** by Bossardet/Benner to adjourn at 7:19 p.m. All present voting in favor.~~
70 ~~Meeting adjourned.~~

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74 Respectfully submitted,

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77 Tere Onica
78 Recording Secretary

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