



**AGENDA**  
CHARTER TOWNSHIP OF MERIDIAN  
ZONING BOARD OF APPEALS MEETING  
April 19, 2023 6:30 pm

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1. CALL MEETING TO ORDER
2. APPROVAL OF THE AGENDA
3. CORRECTIONS, APPROVAL AND RATIFICATION OF MINUTES
  - A. March 15, 2023
4. COMMUNICATIONS
5. UNFINISHED BUSINESS
6. NEW BUSINESS

**A. ZBA CASE NO. 23-04 (4660 S. Hagadorn), Johnson Sign Company, 2240 Lansing Ave., Jackson, MI 49202**

DESCRIPTION: 4660 S. Hagadorn Road  
TAX PARCEL: 20-301-003  
ZONING DISTRICT: C-2 (Commercial District)

The variance requested is for an additional wall sign in excess of the allowed square footage permitted by ordinance located at 4660 South Hagadorn Road.

7. OTHER BUSINESS
  - A. Election of 2023 Officers
8. PUBLIC REMARKS
9. BOARD MEMBER COMMENTS
10. ADJOURNMENT

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Variance requests may be subject to change or alteration upon review of request during preparation of the staff memorandum. Therefore, Sections of the Code of Ordinances are subject to change. Changes will be noted during public hearing meeting.

Individuals with disabilities requiring auxiliary aids or services should contact the Meridian Township Board by contacting: Assistant Planner Keith Chapman, 5151 Marsh Road, Okemos, MI 48864 or 517.853.4580 - Ten Day Notice is Required.  
Meeting Location: 5151 Marsh Road, Okemos, MI 48864 Township Hall

CHARTER TOWNSHIP OF MERIDIAN  
ZONING BOARD OF APPEALS REGULAR MEETING **\*DRAFT\***  
5151 MARSH ROAD, OKEMOS, MI 48864-1198  
(517) 853-4000, TOWNSHIP HALL ROOM  
WEDNESDAY, MARCH 15<sup>TH</sup>, 2023

PRESENT: Chair Mansour, Members Deschaine, Koenig  
ABSENT: Vice-Chair Field-Foster, Member Trezise  
STAFF: Assistant Planner Chapman

1. CALL MEETING TO ORDER

Chair Mansour called the meeting to order at 6:31 p.m.

2. APPROVAL OF AGENDA

**Chair Mansour moved to approve the agenda as presented. Seconded by Member Deschaine.**

ROLL CALL VOTE: YEAS: Members Koenig, Deschaine, Chair Mansour

NAYS: None

Motion carried: 3-0

3. CORRECTIONS, APPROVAL & RATIFICATION OF MINUTES

A. February 15, 2023 Meeting Minutes

**Member Deschaine moved to approve the minutes of February 15, 2023 as submitted. Seconded by Member Koenig.**

ROLL CALL VOTE: YEAS: Members Koenig, Deschaine, Chair Mansour

NAYS: None

Motion carried: 3-0

4. COMMUNICATIONS

A. Karen J. Reiff & Mark E. Strolle, 6174 Columbia St. RE: ZBA #23-01

B. Mark & Joan Mollon, 6200 Columbia St. RE: ZBA #23-01

C. Lisa Hansknecht & Lisa Bain, 6178 Columbia St. RE: ZBA #23-01

Chair Mansour noted all of the communications received are in reference to ZBA Case No. 23-01 which has been postponed by the applicant.

5. UNFINISHED BUSINESS-NONE

6. NEW BUSINESS

**A. ZBA CASE NO. 23-01 (6206 Columbia), Nikolaj & Carol Oryszczak, 218 Barry Road, Haslett, MI 48840**

This applicant in this case decided to postpone until the May meeting.

**B. ZBA CASE NO. 23-03 (2292 Lake Lansing), Susan Luks & Edward Clayton, 2292 Lake Lansing Road, East Lansing, MI 48823**

DESCRIPTION: 2292 Lake Lansing Rd.  
TAX PARCEL: 04-376-006  
ZONING DISTRICT: RR (Rural Residential)

The variances requested are to construct a 400 square foot carport (accessory structure) in the front yard setback at 2292 Lake Lansing Road.

Assistant Planner Chapman outlined the case for discussion.

Applicants Representative Liz Harrow, 1147 Daisy Ln, East Lansing further outlined the case for discussion.

Applicant Susan Luks, 2292 E. Lake Lansing Rd., East Lansing further outlined the case for discussion.

Chair Mansour asked why the carport isn't located closer to the house.

Ms. Harrow replied there is a flat area there and to the side of the carport is a ramp for the applicant's mother to use.

Assistant Planner Chapman noted that Township Ordinance states a detached structure must be located 10 feet from the principal structure. In this case the porch is considered part of the principal structure.

Member Koenig asked if there is an existing garage or carport on the property.

Ms. Harrow replied there is not.

Member Koenig asked if there is a reason why the carport was not pushed back further.

Ms. Harrow replied the land further back on the property begins to slope down.

Member Deschaine asked if the setback on this property would have prohibited the entire house from being built now.

Assistant Planner Chapman replied about 90% of the current structure is located within the 100 ft. setback.

Chair Mansour read review criteria one from Section 86-221 of the Code of Ordinances which states unique circumstances exist that are peculiar to the land or structure, that are not

applicable to other land or structures in the same zoning district and these unique circumstances are not self-created.

Chair Mansour stated Criteria one has been met.

Chair Mansour read review criteria two which states strict interpretation and enforcement of the literal terms and provisions of this chapter would result in practical difficulties that would prevent the owner from using the property for a permitted purpose.

Chair Mansour stated criteria two has been met.

Chair Mansour read review criteria three which states Granting the variance is the minimum action necessary which would carry out the spirit of this Zoning Ordinance, secure public safety, and provide substantial justice.

Chair Mansour stated criteria three has been met.

Chair Mansour read review criteria four which states granting the variance will not adversely affect adjacent land or the essential character in the vicinity of the property.

Chair Mansour stated Criteria four has been met.

Chair Mansour read review criteria five which states Granting the variance will be generally consistent with public interest and the purposes and intent of this chapter.

Chair Mansour stated criteria five has been met.

**Chair Mansour moved to approve ZBA CASE NO. 23-03 (2292 Lake Lansing), Susan Luks & Edward Clayton. Seconded by Member Deschaine.**

ROLL CALL VOTE: YEAS: Members Koenig, Deschaine, Chair Mansour

NAYS: None

Motion carried: 3-0

## 7. OTHER BUSINESS

### A. Election of 2023 officers

Chair Mansour stated that due to Vice-Chair Field-Foster's absence the election of 2023 officers will be held at the next meeting.

## 8. PUBLIC REMARKS

Chair Mansour opened public remarks at 6:49 pm.

NONE

Chair Mansour closed public remarks at 6:49 pm.

9. BOARD MEMBER COMMENTS

Member Deschaine asked if Chair Mansour would be willing to serve as the Zoning Board of Appeals Chair again.

Chair Mansour replied that she would.

Chair Mansour noted the Zoning Board of Appeals is in need of alternate members. If you would like to apply to be on the board you may apply at:

<https://www.meridian.mi.us/Home/Components/FormBuilder/FormBuilder/ab645b1f6ad340fa8df777891a5f6bbe/1365#!/>

10. ADJOURNMENT

**The Zoning Board of Appeals Adjourned at 6:50 pm.**

## VARIANCE APPLICATION SUPPLEMENT

**A variance will be granted, if the following Review Criteria are met:**

- (1) Unique circumstances exist that are peculiar to the land or structure, that are not applicable to other land or structures in the same zoning district and these unique circumstances are not self-created.
- (2) Strict interpretation and enforcement of the literal terms and provisions of this chapter would result in practical difficulties that would prevent the owner from using the property for a permitted purpose.
- (3) Granting the variance is the minimum action necessary which would carry out the spirit of this zoning ordinance, secure public safety, and provide substantial justice.
- (4) Granting the variance will not adversely affect adjacent land or the essential character in the vicinity of the property.
- (5) Granting the variance will be generally consistent with public interest and the purposes and intent of this chapter.



**To:** Zoning Board of Appeals  
**From:** Keith Chapman, Assistant Planner  
**Date:** April 11, 2023  
**Re:** ZBA Case No. 23-04 (4660 S. Hagadorn)

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**ZBA CASE NO.:** 23-04 Johnson Sign Company, 2240 Lansing Ave., Jackson, MI 49202  
**DESCRIPTION:** 4660 S. Hagadorn Road  
**TAX PARCEL:** 20-301-003  
**ZONING DISTRICT:** C-2 (Commercial District)

The applicant is requesting variances from the following sections of the Code of Ordinances:

- Section 86-687(3)a., which states one wall sign shall be permitted and may be located flat against the building's front façade or parallel to the front façade on a canopy. For businesses with frontage on more than one public street, two signs may be permitted. In no case shall more than one wall sign be located on a façade and no wall sign shall be located on a rear façade.
- Section 86-687(3)d., which states where several tenants use a common entrance in a multi-tenant structure, a wall sign shall be permitted up to a size equivalent to one square foot for each one lineal foot of building frontage.

In 1995, the Township issued a building permit for the installation of two wall signs ("Eyde" text and a logo) totaling 93 square feet and installed on the building's west elevation facing Hagadorn Road. At the time, the sign regulations permitted an unlimited number of wall signs on the building's front facade, provided the total area of all wall signs did not exceed ten percent of the building's face. However, since then the code has been revised to allow only one wall sign on the building's front elevation. Treating the "Eyde" text and logo as a single sign, it would measure 185 square feet in area.

In 2009, the applicant applied for and received a variance for an additional wall sign (ZBA Case #09-02-25-1) which allowed Wells Fargo to add a 65 square foot sign near the top of the main structure. This sign was removed and is no longer a part of the overall number and square footage granted to the site. In 2015, a variance was granted to allow a 65 square foot wall sign for MSU Health Team to be located on the building's west elevation (ZBA Case #15-01-12-1). In 2021, variances were granted to allow 3 wall signs for a total of 303.8 square feet.

The building's west elevation contains 155.5 lineal feet of frontage, and the Township sign regulations would permit a single wall sign containing a maximum of 155.5 square feet in area. However, because the building contains frontage on more than one public street, the building would be permitted a second wall sign, on a separate building elevation. Therefore, the sign regulations allow the applicant



**ZBA Case No. 23-04 (4660 S. Hagadorn)**  
**Zoning Board of Appeals (April 19, 2023)**  
**Page 2**

to install a single wall sign on the building’s west elevation, up to 155.5 square feet, and a second wall sign on a separate building elevation, up to 155.5 square feet.

The first variance the applicant is requesting is to install a fourth wall sign on the building’s west elevation, which currently contains three wall signs, measuring 303.8 square feet. Combined, the existing wall signs and proposed wall sign contain a total of 353.8 square feet of sign area. The following chart outlines the variance requests:

	<b>Number of Wall Signs (West Side)</b>	<b>Number of Wall Signs (West Side)</b>	<b>Size of all Wall Signs (West Side)</b>
Permitted	1 sign	1 sign	155.5 sq. ft.
Existing	3 signs	3 signs	303.8 sq. ft.
Proposed	1 sign	1 sign	50.0 sq. ft.
Total	4 signs	4 signs	353.8 sq. ft.

The second variance has to do with the total size of the wall signs on the west elevation. Based on Section 86-687(3)d, a maximum of 155.5 square feet of sign area is allowed in the west elevation. The applicant is requesting a total of 353.8 square feet of wall signs on the west facade of the building with the addition of the two new signs.

**Attachments**

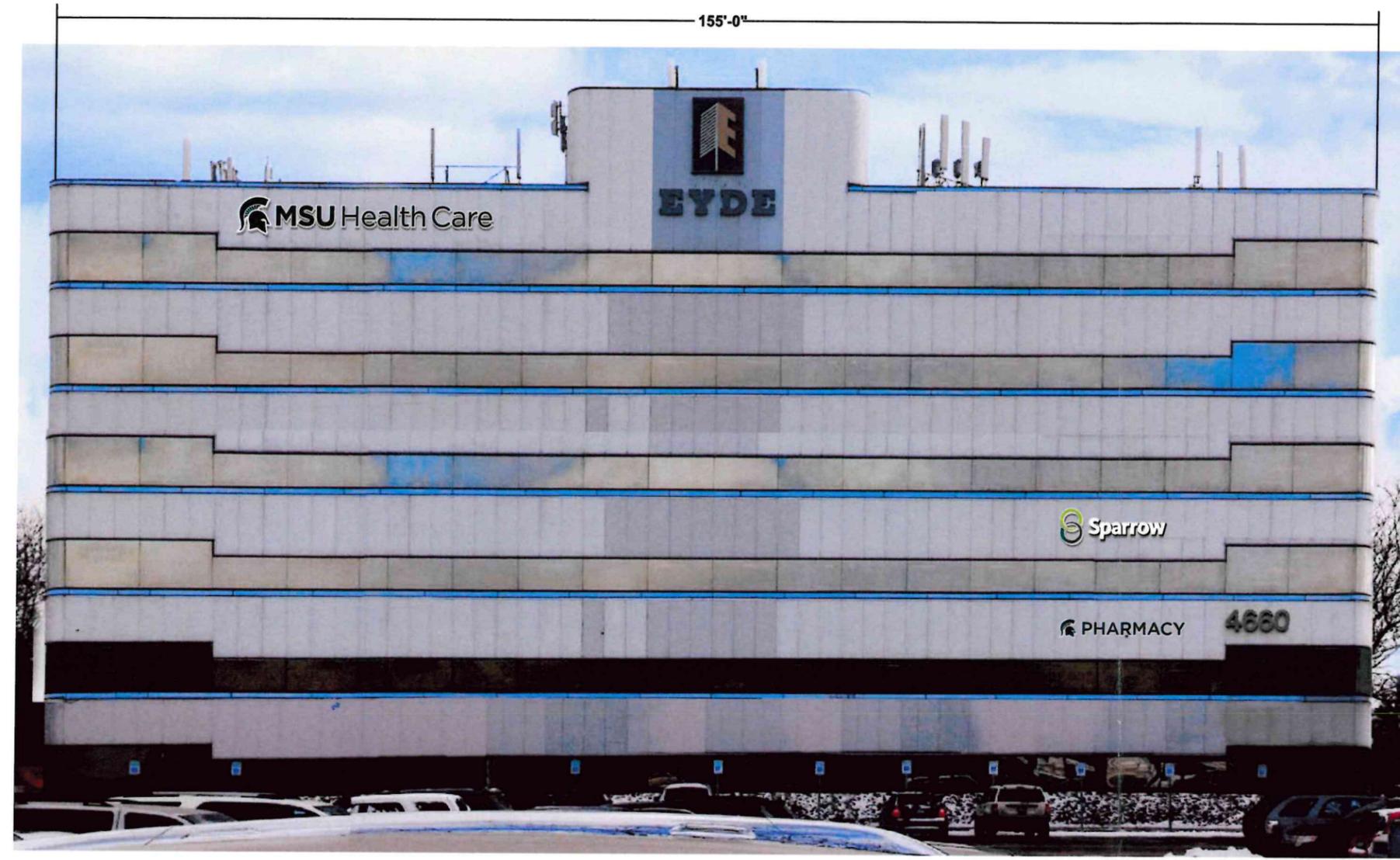
1. Variance application and materials dated March 20, 2023.
2. Zoning map.



Response to criteria review of Sparrow's variance request for building signage at 4660 Hagadorn Road, East Lansing, Michigan.

1. The building we lease our medical office suite in at 4660 Hagadorn does not have a visible monument sign on Hagadorn Road. The monument sign is set very far back from the road in the parking lot. Our patients are having a hard time finding our medical office. A building sign that is visible from Hagadorn would help immensely in patient wayfinding and satisfaction.
2. As the multi-tenant monument sign was existing, we did not create this peculiar circumstance.
3. It is understood that the building is not allowed more signage through Meridian Township's zoning ordinances. However, there are other medical offices and services in the building that do have signage on the building exterior.
4. Patients typically have difficulty finding medical offices without proper signage. They are often stressed, not feeling well or in pain, and visible signage can significantly ease their burden. If they cannot easily find our medical office, they could be late for the appointment or not make it all. This creates much dissatisfaction for the patient, provider, and can delay important medical care.
5. Granting the variance to install our sign on the building would make our location more visible and known to the public. In the unfortunate event that an ambulance may be needed at our location, it would greatly help first responders to find us quickly as well.
6. Granting the variance will not detract from the character of the vicinity. The sign will be consistent with other signage on the adjacent buildings.
7. The conditions for the variance request are unique to the healthcare setting.
8. Granting this variance will be in the public interest as this medical office serves the public.

# Channel Letter Sign



EAST ELEVATION

SCALE 1/16" = 1'



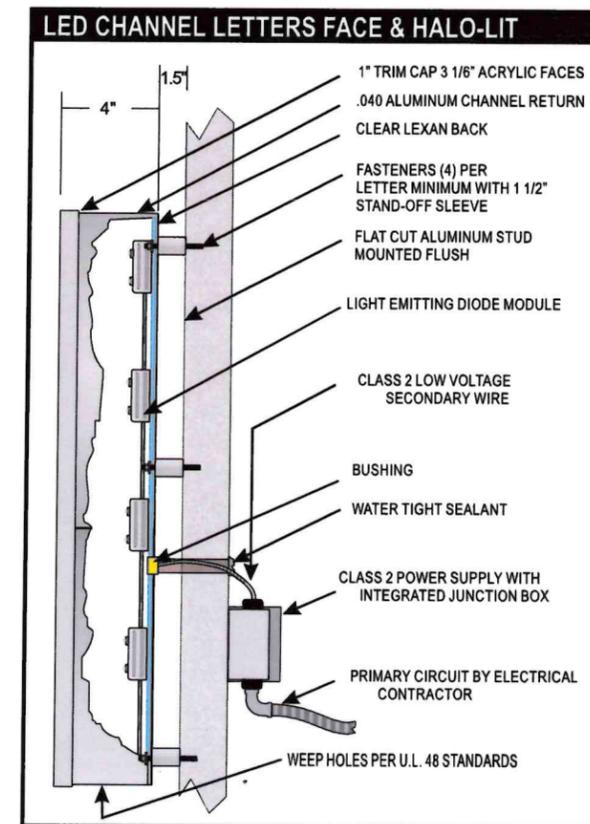
50 SQ. FT.

SCALE 1/4" = 1'

**SIGN DESCRIPTION:**

NEW DIRECT MOUNT CHANNEL LETTERS WITH INTERNAL LED LIGHTING. LETTERS HAVE 3/16" THICK ACRYLIC WHITE FACES WITH LOGO WHITE OUTLINE & APPLIED VINYL 1ST SURFACE. LETTER BODIES ARE FABRICATED BLACK & WHITE ALUMINUM RETURNS CLEAR PLASTIC (HALO LIT) BACKS. THE SIGN WILL REQUIRE (1) 20a 120v DEDICATED CIRCUIT (BY OTHERS)

*\*THIS INSTALLATION REQUIRES ACCESS TO THE INTERIOR WALL FOR ELECTRICAL CONNECTIONS.*



2240 Lansing Ave, Jackson, MI 49202  
2900 Alpha Access St., Lansing, MI 48910  
663 S. Mansfield, Ypsilanti, MI 48198  
1965 Pine Creek Rd., Manistee, MI 49660  
517 784 3720 | www.johnsonsign.com



THIS SIGN IS INTENDED TO BE MANUFACTURED IN ACCORDANCE WITH ARTICLE 600 OF THE NATIONAL ELECTRICAL CODE AND/OR OTHER APPLICABLE LOCAL CODES. THIS INCLUDES PROPER GROUNDING & BONDING OF THE SIGN. SIGN WILL BEAR UL LABEL(S).  
-SUITABLE FOR WET LOCATIONS-  
IN ACCORDANCE WITH NEC 600

**JOHNSON SIGN CO DOES NOT PROVIDE PRIMARY ELECTRIC TO SIGN LOCATION RESPONSIBILITY OF OTHERS**

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# OF SETS	1	RETURN DEPTH	4"	RACEWAY COLOR	N.A.	DESIGNER	S WILKIE/LE
FACE COLOR	SEE ABOVE	TYPE OF INSTALL	DIRECT MOUNT	TRANSFORMER	N.A.	DATE	10/14/22
RETURN COLOR	WHITE	TYPE OF FACE	3/16" ACRYLIC	BALLAST	N.A.	JOB NO.	221407-04
RETAINER COLOR	WHITE	RACEWAY D. H. L.	N.A.	COMMENTS:		JOB NAME	221407-03
LED COLOR	WHITE	HOUSINGS	N.A.	SALESPERSON:	JIM JOHNSON	ADDRESS:	4660 S. Hagadorn Rd.   East Lansing, MI 48820

APPROVED BY: \_\_\_\_\_

DATE: \_\_\_\_\_

**SURVEYOR'S NOTES:**

1. This plan was made at the direction of the parties named herein and is intended solely for their immediate use. Survey prepared from fieldwork performed in November 2015.
2. All bearings and distances on the survey are record and measured unless otherwise noted. Bearings are based on the legal description of record as shown on Transnation Title Agency of Michigan, Commitment No. 144118LANS, Revision No. 2, dated November 3, 2015.
3. All dimensions are in feet and decimals thereof.
4. No building tie dimensions are to be used for establishing the property lines.
5. There are no observable potential encroachments onto the subject property from adjoining lands, or from the subject property onto adjoining lands, except as shown hereon.
6. There is no observable evidence of cemeteries on this site.
7. There is no observable evidence of earth moving work, building construction, or building additions within recent months.
8. There is no observable evidence of site used as a solid waste dump, sump, or sanitary landfill.
9. Parcel has direct access to public Hagadorn Road, Hannah Boulevard, Esoteric Way & Eyde Parkway.

**ALTA/ACSM LAND TITLE SURVEY - TABLE "A" REQUIREMENTS:**

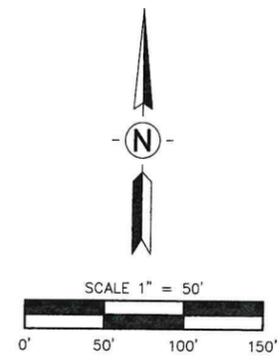
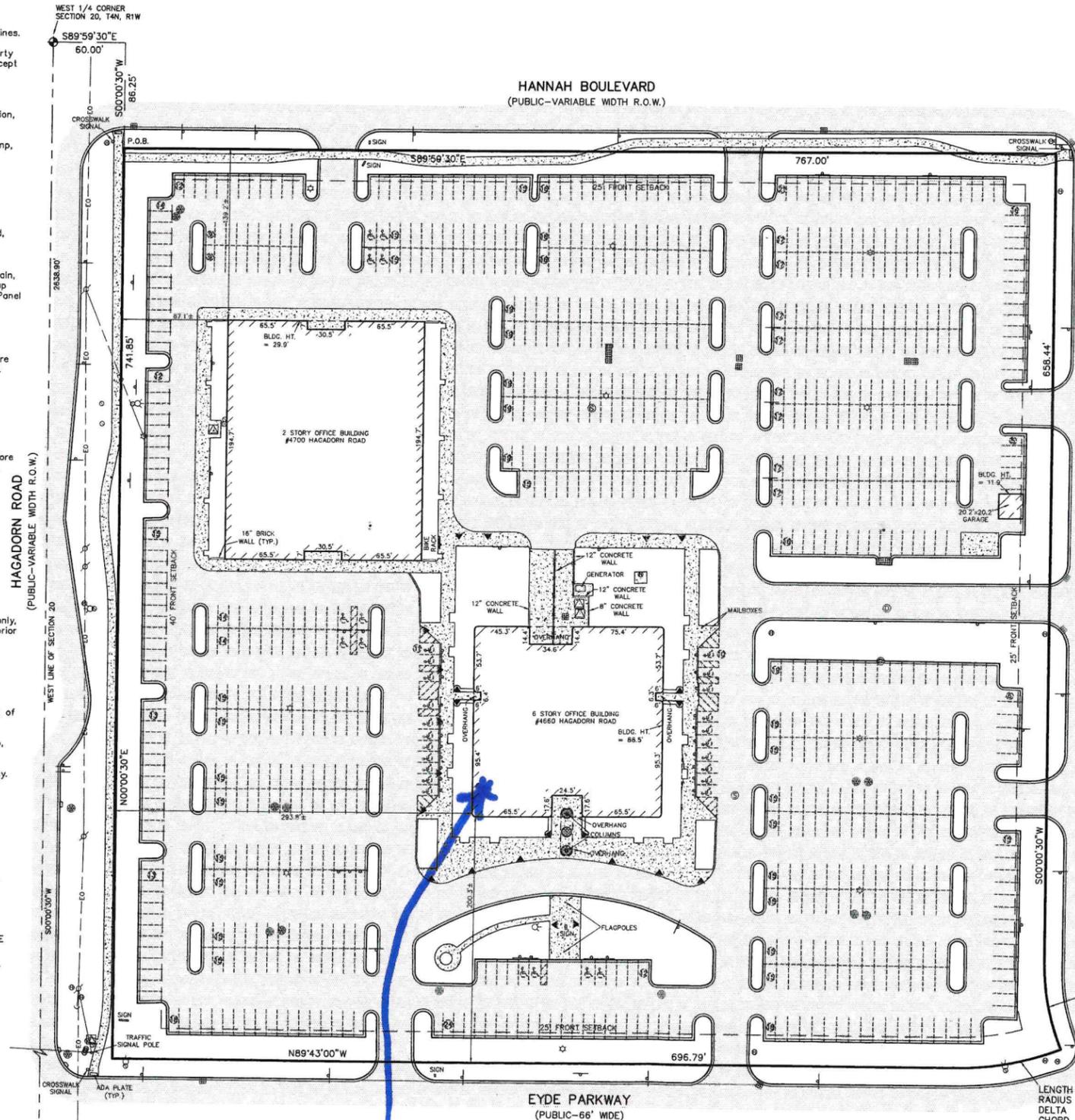
- Item 2: Address(es) of the surveyed property: 4660 & 4700 Hagadorn Road, East Lansing, MI 48823
- Item 3: By scaled map location and graphic plotting only, this property lies entirely within Flood Zone "X", areas outside the 0.2% annual chance floodplain, according to the National Flood Insurance Program, Flood Insurance Rate Map for the Charter Township of Meridian, Ingham County, Michigan, Community Panel No. 260093 0154 D, dated August 16, 2011.
- Item 4: ±13.09 Acres (570,539 square feet)
- Item 6a: Zoned: C-2 Commercial District (Per Meridian Twp. Zoning Map); Zoning information was not provided by the insurer as required, therefore the information listed hereon must be verified by the local governing agency.
- Item 6b: Current building setback requirements (Per Meridian Twp. on-line Zoning Ordinance):  
 Front Setback: Variable based on type of street  
 Side yard Setback: 15'  
 Rear yard Setback: 15'  
 Maximum Building Height: 35'  
 Setback information was not provided by the insurer as required, therefore the information listed hereon must be verified by the local governing agency.
- Item 7a: Shown on the survey map.  
 Item 7b1: Shown on the survey map.  
 Item 7c: Shown on the survey map.  
 Item 8: Shown on the survey map.
- Item 9: Parking:  
 Regular Parking Spaces: 862  
 Barrier Free Parking Spaces: 33  
 Total on-site Parking Spaces: 895
- Item 11a: Utility information as shown was obtained from field observations only, and is subject to the verification in the field by the appropriate authorities prior to use for construction.
- Item 13: Shown on the survey map.
- Item 16: There is no observable evidence of earth moving work, building construction, or building additions within recent months.
- Item 17: There is no observable evidence of proposed changes in street right of way lines, or recent street or sidewalk construction or repairs.
- Item 18: There is no observable evidence of site used as a solid waste dump, sump, or sanitary landfill.
- Item 19: There were no wetlands delineated on site at the time of this survey.
- Item 21: KEBS, Inc. carries \$1 million in professional liability insurance.

**LEGEND:**

● = SET 1/2" BAR WITH CAP	⊙ = SANITARY MANHOLE
□ = FOUND IRON AS NOTED	⊖ = DRAINAGE MANHOLE
— = DEED LINE	⊕ = ELECTRIC MANHOLE
--- = DISTANCE NOT TO SCALE	Ⓣ = TELEPHONE MANHOLE
—+— = FENCE	Ⓢ = CATCHBASIN
▨ = ASPHALT	Ⓞ = SANITARY CLEANOUT
▩ = CONCRETE	Ⓢ = FIRE HYDRANT
▩ = GRAVEL	Ⓢ = VALVE
▩ = BRICK	Ⓢ = UTILITY POLE
— = SANITARY SEWER	Ⓢ = LIGHT POLE
— = STORM SEWER	Ⓢ = GUY WIRE
— = WATER LINE	Ⓢ = UTILITY PEDESTAL
— = GAS LINE	Ⓢ = TRANSFORMER
— = UNDERGROUND TELEPHONE	Ⓢ = ELECTRIC METER
— = UNDERGROUND TELEVISION	Ⓢ = GAS METER
— = UNDERGROUND ELECTRIC	Ⓢ = WATER METER
— = OVERHEAD WIRES	Ⓢ = SIGN
(M) = MEASURED DISTANCE	• = POST
(R) = RECORDED DISTANCE	⊙ = HAND HOLE
	▶ = LIGHTING

# ALTA/ACSM LAND TITLE SURVEY

## "4660 & 4700 S. HAGADORN ROAD"



**LEGAL DESCRIPTION:**

(As provided by Transnation Title Agency of Michigan, Commitment No. 144118LANS, Revision No. 2, dated November 3, 2015)  
 A part of the Southwest 1/4 of Section 20, T4N, R1W, Meridian Township, Ingham County, Michigan, described as: Beginning at a point which is South 89 degrees 59 minutes 30 seconds East 60.00 feet and South 00 degrees 00 minutes 30 seconds West 86.25 feet from the West 1/4 corner of said Section 20; thence South 89 degrees 59 minutes 30 seconds East 767.00 feet; thence South 00 degrees 00 minutes 30 seconds West 658.44 feet; thence Southeast 72.78 feet along the arc of a 183.00 foot radius curve to the left whose chord bears South 11 degrees 25 minutes 01 seconds East 72.51 feet; thence Southwesterly 86.54 feet along the arc of a 229.91 foot radius curve to the right whose chord bears South 79 degrees 30 minutes 02 seconds West 86.03 feet; thence North 89 degrees 43 minutes 00 seconds West 696.79 feet; thence North 00 degrees 00 minutes 30 seconds East 741.85 feet along a line which is 60 feet from and parallel with the West section line to the Point of Beginning.

**SCHEDULE B, SECTION II, EXCEPTIONS:**

- (As provided by Transnation Title Agency of Michigan, Commitment No. 144118LANS, Revision No. 2, dated November 3, 2015)
- Item 12: Parcel is subject to easements as recorded in Liber 1492, Page 432, Liber 1527, Page 507 & Liber 2100, Page 576, said easements are not plottable and therefore not shown hereon.
  - Item 14: Parcel is subject to agreement as recorded in Liber 2447, Page 81, said agreement is not plottable and therefore not shown hereon.
  - Item 15: Parcel is subject to the covenants, conditions and restrictions as recorded in Liber 2821, Page 996, modified in Liber 3347, Page 1153 and partially waived in Instrument No. 2014-004669, said restrictions are not plottable and therefore not shown hereon.
  - Item 16: Parcel is subject to Memorandum of Agreement as recorded in Liber 2866, Page 842, said agreement is not plottable and therefore not shown hereon.
  - Item 18: Parcel is subject to Memorandum of Lease as recorded in Liber 2983, Page 810, said lease is not plottable and therefore not shown hereon.
  - Item 19: Parcel is subject to Memorandum of Site Agreement as recorded in Liber 3094, Page 828, said agreement is not plottable and therefore not shown hereon.
  - Item 20: Parcel is subject to Memorandum of Agreement as recorded in Liber 3325, Page 600, said agreement is not plottable and therefore not shown hereon.
  - Item 22: Parcel is subject to terms of Memorandum of Agreement as recorded in Instrument No. 2015-034742, said terms are not plottable and therefore not shown hereon.
  - Item 24: Parcel is subject to claims arising or caused by encroachment of sidewalk onto subject property as shown on this survey.

**CERTIFICATION:**

To Transnation Title Agency of Michigan Central Division; Fidelity National Title Insurance Company; First American Title Insurance Company; The HTRC Joint Venture; and Wells Fargo Bank, National Association:  
 This is to certify that this map or plot and the survey on which it is based were made in accordance with the 2011 "Minimum Standard Detail Requirements for ALTA/ACSM Land Title Surveys," jointly established and adopted by ALTA and NSPS, and includes Items 2, 3, 4, 6a, 6b, 7a, 7b1, 7c, 8, 9, 11a, 13, 16, 17, 18, 19 and 21 of Table A thereof. The field work was completed in November 2015.

*Erick R. Friestrom* 11/16/15  
 Erick R. Friestrom Date of Plat or Map:  
 Professional Surveyor No. 53497



LENGTH 72.99'(M) 72.83'(R)  
 RADIUS 183.00'  
 DELTA 22°51'13"  
 CHORD 86.03'  
 BEARING S11°25'01"E

LENGTH 86.54'  
 RADIUS 229.91'  
 DELTA 21°34'00"  
 CHORD 86.03'  
 BEARING S79°30'02"W

REVISIONS	COMMENTS	DATE
11/11/15	PRELIMINARY	
11/16/15	ORIGINAL	

**KEBS, INC. ENGINEERING AND LAND SURVEYING**  
 2116 HASLETT ROAD, HASLETT, MI 48840  
 PH. 517-339-1014 FAX 517-339-8047  
 Marshall Office  
 Ph. 269-781-9900

DRAWN BY: KDB SECTION: 20, T4N, R1W  
 FIELD WORK BY: NAW JOB NUMBER:  
 SHEET 1 OF 1 89916.ALT

**C-2**

**RP**

**Hannah Blvd**

**S Hagadorn Rd**

**Esoteric Way**

**C-2\***

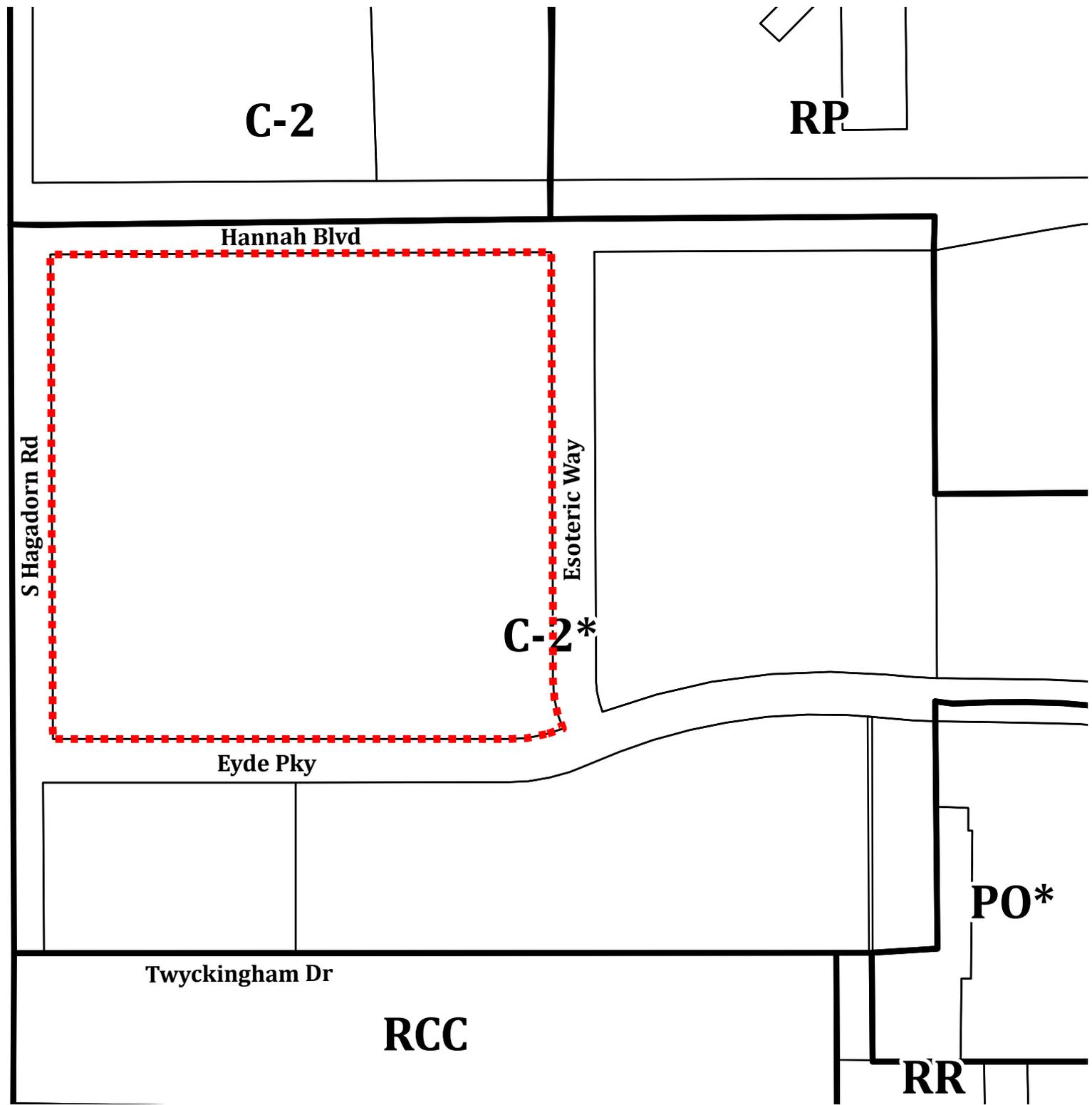
**Eyde Pky**

**PO\***

**Twyckingham Dr**

**RCC**

**RR**





**To:               Zoning Board of Appeals**

**From:           Keith Chapman, Assistant Planner**

**Date:            February 9, 2023**

**Re:              Election of Chair and Vice-Chair**

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The Zoning Board of Appeals rules of procedure require that at the first regular meeting each calendar year the Board must select from its members a Chair and Vice-Chair. In accordance with Section 86-62(c)(5) of the Code of Ordinances, an elected official of the Township cannot serve as chair or vice-chair of the Zoning Board of Appeals. The general duties of each position are as follows:

**Chair:** The chair shall preside at all meetings, authorize calls for special meetings, and perform such other duties as may be specified by the Zoning Board of Appeals.

**Vice-Chair:** The vice-chair shall act in the capacity of the chair in the chair's absence. In the event the office of the chair becomes vacant, the vice-chair shall succeed to this office for the unexpired term.

At the meeting on February 15, 2023 the current chair will request nominations for the officer positions listed above. Once nominations are made the Zoning Board of Appeals will vote on each office. The Board member receiving the most votes will serve in that position. The elected officer will begin serving immediately after being selected and will remain in office for the remainder of the year. Current officers may be re-elected.