



AGENDA 7a

DATE 11-27-19

Internal Memo

November 18, 2019

TO: Members of the Zoning Board of Appeals

FROM: Shelly Stibitz, City Clerk *Shelly*

SUBJECT: Monthly Meeting

The 2020 Meeting Schedule for Norton Shores Boards and Commissions is currently being drafted for adoption by the City Council. Due to the Zoning Board of Appeals regular fourth Wednesday of the month schedule, members must always first decide whether to move one, or both, meetings near the holidays to the week prior. Once a meeting is changed from the regular fourth Wednesday it becomes a rescheduled meeting and all references must be labeled as such.

In an effort to simplify the process, the members of the Zoning Board of Appeals may want to consider permanently moving the regular schedule to the week prior. This will eliminate the annual discussion regarding two consecutive meeting dates and the risk of not having a quorum too near the holiday. It should be noted that the third Wednesday of the month could cause a delay in instances when the Planning Commission makes recommendation to the Zoning Board of Appeals. This instance is related to commercial variance requests and has only happened once in the past six years.

The Zoning Administrator and I are both available to discuss this further at the November 27, 2019 meeting. If there is consensus, the attached resolution may be used in changing the Zoning Board of Appeals regular schedule to the third Wednesday of the month.

Attachment

RESOLUTION

NOW, THEREFORE, BE IT RESOLVED that the Norton Shores Zoning Board of Appeals scheduled meeting time will be changed to the third Wednesday of each month at 4:00 p.m. beginning in January 2020.

At a regular meeting of the Zoning Board of Appeals of the City of Norton Shores, held at the Norton Shores Branch Library, 705 Seminole Road, on the 27th day of November 2019, the foregoing resolution was moved for adoption by Board Member . The motion was supported by Board Member .

Ayes:

Nays:

Resolution declared adopted/denied.

Shelly Stibitz, City Clerk