

*****TOWN OF MENASHA***
ZONING BOARD OF APPEALS
WEDNESDAY, MAY 1, 2013 at 5:30 PM
MUNICIPAL COMPLEX - 2000 MUNICIPAL DRIVE**

CALL TO ORDER: Director Dearborn called the Zoning Board of Appeals meeting of May 1, 2013 to order at 5:30 p.m.

PRESENT: Board Members: Mr. Arden Tews, Mr. Michael Dillon, Mr. Alvin Bellmer, Mr. John Zaborsky, Mr. James Duley

Staff: George Dearborn, Community Development Director
Ria Hull, Associate Planner

ALSO PRESENT:

PLEDGE OF ALLEGIANCE

BUSINESS ITEMS:

Item 1 - Election of Zoning Board of Appeals Chairperson

A motion was made by Mr. Bellmer, seconded by Mr. Dillon, to accept Arden Tews as the Zoning Board of Appeals Chairperson.

The motion carried – 4-0-1. Mr. Tews abstained from voting.

Item 2 - Introduction to Zoning Board of Appeals Roles and Responsibilities

Designating the first Wednesday of the month as the typical ZBA meeting date was agreed upon.

Director Dearborn said that the ZBA likely won't have to meet that often unless the members wanted to have quarterly or biannual meetings just to have review sessions and stay current on case law.

Director Dearborn gave a presentation on ZBA roles and responsibilities.

The process for variances was discussed. Director Dearborn said that the ZBA reviews all variance requests under town zoning now and these requests no longer go through the Plan Commission and Town Board.

Chair Tews asked if an attorney will be present at the meetings.

Director Dearborn said at times it might be necessary to have our attorney present, but usually not.

Mr. Zaborsky asked about refunds for applicants.

Director Dearborn said that we do not give refunds because the fee is a process fee – it covers the costs of the public notices and staff review time.

ZBA

May 1, 2013

Minutes Approved June 5, 2013

Chair Tews said that open meetings laws are where the ZBA could really get in trouble, so we need to be very careful.

Having quarterly meetings to go over case law updates was discussed and tentatively agreed upon. The ZBA agreed to hold a meeting at the beginning of June after the two alternates have been appointed so they can participate as well.

ADJOURNMENT:

A motion was made by Chair Tews, seconded by Mr. Dillon, to adjourn.

The motion carried.

6:30 p.m.

Ria Hull,
Recording Secretary