

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

CALL TO ORDER: Chairman Arden Tews called the Zoning Board of Appeals meeting of June 5, 2013 to order at 5:30 p.m.

PRESENT: Board Members: Mr. Arden Tews, Mr. Michael Dillon, Mr. Alvin Bellmer, Mr. John Zaborsky and alternates Mr. Dan Larson Sr. and Mr. Michael Gibbons

Excused Members: James Duley

Staff: George Dearborn, Community Development Director

ALSO PRESENT: Melvin Schultz

PLEDGE OF ALLEGIANCE

BUSINESS ITEMS:

Approval of Minutes

A motion was made by Mr. Dillon and seconded by Mr. Zaborsky to accept the minutes of the May 1, 2013.

The motion carried – 4-0.

Item 1 - Brief Review of Roles and Responsibilities

Mr. Dearborn gave a brief overview of the roles and responsibilities of the Board of Appeals members. The members asked a few questions about liability and Mr. Dearborn explained that the members would be under the umbrella of the Town for their actions unless they stepped outside of their role on the board.

Item 2 - Discuss Process for Variances

Mr. Dearborn reviewed the process and justifications for variances with the board members. The board expressed interest in quarterly meetings and being provided information about court cases and educational sessions. Staff will pursue this.

Item 3 - Discuss Process for Rezoning and Text Amendments

Mr. Dearborn reviewed the procedures for appeals to administrative decisions by staff and the procedural appeals for actions taken by the Planning Commission.

ADJOURNMENT:

A motion was made by Mr. Dillon and seconded by Mr. Zaborsky, to adjourn. The motion carried.

6:25 p.m.

George Dearborn
Acting Recording Secretary