

**GRATTAN TOWNSHIP ZONING BOARD OF APPEALS**  
**Regular Meeting of November 18, 2009**

**1. Call to Order**

Chairman Pat Mooney called the meeting to order at 7:00 p.m.

**2. Pledge of Allegiance**

P. Mooney led the Pledge of Allegiance.

**3. Roll Call**

Members present: P. Mooney, N. Benner, A. Berry, J. Jakeway, B. Heethius, G. Jonker, and B. Johnson. Members absent: none. Township Supervisor Frank Force also attended the meeting.

**4. Approval of Agenda**

N. Benner moved and J. Jakeway seconded to approve the agenda as presented. All ayes. The motion carried.

**5. Approval of Minutes**

Board members reviewed the minutes of the October 21, 2009 ZBA meeting. A. Berry and P. Mooney noted corrections to the minutes. J. Jakeway moved and B. Johnson seconded to approve the amended minutes. All ayes. The motion carried.

**6. New Business- Discussion of Resolutions and Procedures**

P. MOONEY ~~Gave~~ GAVE a brief report on a procedural meeting he attended at the Township offices following the October 21, 2009 ZBA meeting. F. Force provided a revised template to be used by the ZBA when considering variances. He said all findings of fact should be written in during the meeting ~~and ZBA~~. He said the Chairperson should read those findings out loud so that members are in agreement that the intent of their findings is correctly documented. The completed document should then be signed, dated and submitted to the Township office. If a variance is approved, the site plan or drawing agreed upon must also be signed, dated and submitted to the Township office.

F. Force explained an ordinance revision the Planning Commission is considering to eliminate the need for applicants to go before both the Planning Commission and ZBA for approval. This matter will be on the Planning Commissions next agenda.

Draft: 11/18/09

Approved: 04/21/10

**7. Schedule Next Meeting**

The next meeting will be scheduled as needed.

**8. Adjournment**

There being no further business, P. Mooney declared the meeting adjourned at 7:29 p.m.

Respectfully submitted,

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Al Berry, BZA Secretary

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Diane Timmons  
BZA Recording Secretary