

**ZONING BOARD OF APPEALS**  
**REGULAR MEETING AGENDA**  
**Tuesday, January 3, 2023 – 6:00pm**  
Escanaba City Hall, Council Chambers,  
410 Ludington Street, Escanaba, MI 49829



Mark Hannemann, Chair  
Jon Liss, Vice-Chair  
Don Curran, Member  
Brian Thorsen, Member  
Christopher Renner, Member  
Richard Clark, Member  
Tyler Anthony, Planning & Zoning Admin.  
Ronald Beauchamp, City Council Liaison

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**CALL TO ORDER & ROLL CALL**

**APPROVAL/CORRECTION(S) TO MINUTES**—October 4, 2022

**APPROVAL/ADJUSTMENTS TO THE AGENDA**

**CONFLICT OF INTEREST DECLARATIONS**

**PUBLIC HEARINGS**

**PUBLIC COMMENT ON AGENDA ITEMS**

**UNFINISHED BUSINESS**

**NEW BUSINESS**

**1. Adoption of 2023 Meeting Schedule**

The Commission will adopt its regular meeting schedule for 2023.

**2. Training Session**

Training information will be presented on a Case Study: Nonconforming Building “Can the Addition be Built?” in effort to fulfill a portion of the 4-hour annual training requirement for ZBA members.

**PUBLIC COMMENT ON ITEMS NOT ON THIS AGENDA**

**ADJOURNMENT**

The City of Escanaba will provide all necessary, reasonable auxiliary aids and services to individuals with disabilities at the meeting/hearing upon five days’ notice to the City of Escanaba Clerk’s Office by writing or calling (906) 786-9402.

Respectfully Submitted,

A handwritten signature in black ink that reads "Tyler Anthony".

Tyler Anthony  
Planning & Zoning Administrator  
On behalf of the Zoning Board of Appeals

## Zoning Board of Appeals (ZBA) Public Participation Procedures

- Preference will be given to those persons who have notified the City Administration in advance of the meeting of their desire to speak in order that their name may be placed on the agenda and they will be recognized by the presiding officer without further action.
- During the agenda item, when the floor is opened for public comment by the chair, individuals wishing to comment should:
  - Approach the lectern
  - Speak into the microphone
  - **State your full name and address** for the record (providing spelling as necessary)
  - **Direct all comments/questions to the Chair**
  - General public comment shall be restricted to comment **on agenda items only** with a **two (2) minute time restriction**.
- Any person making personal, impertinent, or slanderous remarks, or who shall become boisterous, while address the ZBA, may be requested to leave the lectern.
- Interested parties, or their authorized representatives, may address the ZBA by written communication in regard to any matter concerning the City's business over which the ZBA has control at any time by direct mail or by addressing the City Administration.

**City of Escanaba**  
**ZONING BOARD OF APPEALS - OFFICIAL PROCEEDINGS**  
**October 4, 2022**

**MEETING CALLED TO ORDER**

A meeting of the Escanaba Zoning Board of Appeals was held on Tuesday, October 4, 2022, at 6:00pm in Room C101 at City Hall, 410 Ludington Street, Escanaba, MI 49829.

**ROLL CALL**

<b>Name</b>	<b>Pres</b>	<b>Absent</b>	<b>Name</b>	<b>Present</b>	<b>Absent</b>
Chair Mark Hannemann	X		Member Don Curran	X	
Vice-Chair John Liss		X	Member Brian Thorsen		X
Member Christopher Renner	X		Member Richard Clark	X	

With 4 in attendance, a quorum of the Zoning Board of Appeals was present.

**ALSO PRESENT**

<b>City Administration/Liaisons</b>	<b>Others</b>
Tyler Anthony, Planning & Zoning Administrator	
Heather Calouette, Administrative Assistant	

No other unnamed individuals were present.

The official meeting didn't start at 6:00 PM as a quorum was not present. Training regarding Petition Review was conducted. Upon arrival of board member Christopher Renner, a quorum was present, and the official meeting began at 6:28 PM.

**MINUTES**

Curran made a motion to approve the minutes, with no second, Clark indicated that he would like the minutes to be updated on Page 3 ("The ZBA agreed that the shed can stay where it is as it meets the purpose and the intent of the shed."). With Clark's correction the minutes were updated to read: "The ZBA agreed that the shed can stay where it is as it meets the purpose and the intent of the zoning ordinance."

**A motion was made by Curran, seconded by Clark, to approve the July 5, 2022 minutes with Clark's corrections as noted above. MOTION PASSED unanimously.**

**AGENDA**

No corrections were made to the agenda.

**CONFLICT OF INTEREST DECLARATIONS** - None

**UNFINISHED BUSINESS** - None

**HOUSEKEEPING BUSINESS**

**1. Election of Officers**

*Chairman Hannemann opened the floor for nominations for chairman.*

One nomination was received for Hannemann.

*Nominations were closed for chairman.*

*Chairman Hannemann opened the floor for nominations for vice-chair.*

One nomination was received for Liss.

*Nominations were closed for vice-chair.*

**A motion was made by Curran seconded by Clark, to re-elect Hannemann as Chair and to re-elect Liss as Vice-Chair. A roll call vote was taken and the MOTION PASSED UNANIMOUSLY.**

**NEW BUSINESS**

**1. Training**

Anthony revisited the training materials at 6:36 PM regarding Reviewing Petitions, based on the Michigan Associates of Planning’s ZBA Toolkit resource. Topics included typical submittal requirements, important tips when visiting a site, effective decision making, discussion, deliberation & decision principles, findings of fact, content of motions, how to avoid litigation, variances, and appealing administrative decisions. Discussion ensued periodically regarding requirements for granting a variance and interpretations as it is occasionally necessary for the ZBA to provide clarification about the intentions of the zoning ordinance. As interpretations can set the precedent and will be used to guide future decisions.

**GENERAL PUBLIC COMMENT** - None

**COMMISSION/STAFF COMMENTS** – Hannemann welcomed Christopher Renner to the Zoning Board of Appeals.

**ADJOURNMENT**

**A motion was made by Hannemann, seconded by Clark, to adjourn the meeting.  
MOTION PASSED unanimously.**

The meeting adjourned at 7:21 pm.

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Mark Hannemann, Chair  
Escanaba Zoning Board of Appeals

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Tyler Anthony, Planning and Zoning Administrator  
City of Escanaba

*Minutes approved at the \_\_\_\_\_ meeting.*

## AGENDA REPORT – ZONING BOARD OF APEPALS

For the meeting agenda of January 3, 2023

**NEW BUSINESS #1**

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**Title: Adoption of 2023 Meeting Schedule**

**Background:**

The Zoning Board of Appeals will review and adopt its 2023 regular meeting schedule for publication, as required by the Michigan Open Meetings Act.

Preliminary review has not identified any specific concerns (such as holidays or other major events) that would conflict with the proposed dates and require any adjustment to the regular schedule.

**Attachments:**

1. Proposed 2023 Zoning Board of Appeals Regular Meeting Schedule



**NOTICE OF REGULAR PUBLIC MEETINGS  
ZONING BOARD OF APPEALS**

**PLEASE TAKE NOTICE** that the regular meetings of the Zoning Board of Appeals are scheduled for 6:00 p.m. in Room C101, the Council Chambers of the City Hall, 410 Ludington Street, in the City of Escanaba, MI, on the following dates as listed below:

**ZONING BOARD OF APPEALS – 2023  
Room C101, City Hall, 6:00 p.m.**

January 3, 2023  
April 4, 2023  
July 11, 2023  
October 3, 2023

Public notice will be given regarding any changes in the above meeting dates. Minutes of the Zoning Board of Appeals Meetings are available at the City Clerk's Office, City Hall, 410 Ludington Street. Phone (906) 786-1194.

Board Contact Person:  
Tyler Anthony  
410 Ludington Street  
Escanaba, MI  
(906) 786-9402