

TOWNSHIP of OTISCO
Preliminary Meeting Minutes

ZONING BOARD of APPEALS

MINUTES for November 9, 2021

- Members Present:** Jim Tarkowski – ZBA Board Member; John Feuerstein – ZBA Board Member, Laura Staats – ZBA Board Secretary,
Also present: Ethan Walthorn – Zoning Board Administrator,
- Call to Order:** Jim Tarkowski called the meeting to order at 7:15 p.m. The Pledge of Allegiance was recited.
- Agenda:** Motion made to approve the Agenda as written. Passed 3 - 0
- Approve Minutes:** Minutes, from the October 11, 2021 meeting were reviewed. A motion to accept the minutes with the correction to include that Mr. Braman’s variance had been granted and past with a vote 3 – 0 as written. Laura will amend and resubmit the October minutes to include that information. Motion to accept corrected minutes passed 3-0.
- Board Reports**
Zoning: Zoning Administrator, Walthorn reviewed the written zoning report and gave brief updates on closed issues and those that he continues to work on. For more information see the written Zoning Report.
- Township Board:** Township agenda was available for review and was briefly discussed.
- Planning Commission:** Held no meeting
- Old Business:** None
- New Business:** None
- Public Comment:** None
- Member Comment:** Laura suggested there should be a formal form or report generated for a landowner that had business with the Zoning Board of Administrators where an action had been taken to grant them, or refuse them an action that would be kept on file at the Township, and the landowner would receive a copy for their own files.
- Adjourn:** Motion made to adjourn the meeting, Passed: 3 - 0
Meeting adjourned at 7:34 PM
- Proposed Agenda:** Election of board officials.
- Next Meeting:** Next scheduled meeting January 10, 2022 meeting at 7:00 PM at the Otisco Township Hall, is a mandatory business meeting.

Respectfully submitted,
Laura J Staats, Secretary