

Cato Township Zoning Board of Appeals (ZBA)  
Meeting Minutes  
August 23, 2023

The Cato Township Zoning Board of Appeals met for a special meeting on Wednesday August 23, 2023, at the Lakeview Community Center.

**Meeting called to order:**

Meeting called to order at 6:00pm with pledge of allegiance.

**Members present:**

Jourdan Rasmussen  
Ben Stout  
Joe Main

**Others present:**

Ginger Imhoff, ZBA Alternate Member  
Brandi Clark-Hubbard, Township Supervisor

**Approval of Agenda**

Motion by Stout, supported by Rasmussen to approve agenda as presented. All in favor, motion carried.

**Approval of April 11, 2023 Meeting Minutes**

Discussion on complaints noted in the minutes related to a past variance. Clark-Hubbard noted that an appeal was not filed in circuit court regarding this matter. Motion by Rasmussen, supported by Main to approve the minutes as presented. All in favor, motion carried.

**New Business:**

- Bylaws – Discussion on bylaw template received from the township attorney including a proposed addition to Section 5: Conflicts of Interest for situations where a member owns or has a financial interest in neighboring property. Discussion also on situations where a member who is on the planning commission may be perceived as having a conflict of interest. Motion by Stout, supported by Rasmussen to approve the bylaws as presented with the following addition to Section 5: Conflicts of Interest:

3. The zoning board of appeals member owns or has a financial interest in neighboring property. For purposes of this section, a neighboring property shall include any property falling within the notification radius for the application or proposed development, as required by the zoning ordinance or other applicable ordinance.

All in favor, motion carried.

- Member Terms – Discussion that due to lack of records it is unclear what the existing 3-year terms of office are. Discussion on restarting terms to get members on a staggered 3-year cycle. Motion by Rasmussen, supported by Stout to set terms as follows effective January 1, 2024:  
Rasmussen & Imhoff – 3 year term from January 2024 to December 2026  
Stout – 1 year term from January 2024 to December 2024 (3 year cycle thereafter)  
Main – term runs concurrent with term on the planning commission through December 2025

All in favor, motion carried.

- Election of Officers – Motion by Stout, supported by Main to elect Rasmussen as Chairperson, Stout as Vice Chairperson, and Imhoff as Secretary. All in favor, motion carried.
- Future Meetings – Motion by Rasmussen, supported by Stout to hold a regular annual meeting each year on the second Tuesday in January (January 7, 2024) and to schedule all special meetings going forward on a Tuesday. All in favor, motion carried.
- ZBA Final Decision Form / Chapter 15 Zoning Ordinance – Discussion on use of final decision form to start the appeals window (30 days after final decision form approved) and also discussion on timeframe of ZBA issuing its final decision after holding a public hearing (60 days per ordinance). Clark-Hubbard to confirm re-noticing requirements in the event a matter is tabled after a public hearing.
- Training opportunities – Discussion on resource books and training courses offered by the MTA as well as legal resources through the township attorney.

**Old Business:**

- Minute book & records – still a work in progress.

**Public Comment:**

- None

**Adjournment:**

There being no further business to come before the ZBA, motion by Stout supported by Main to adjourn the meeting at approximately 6:55pm. All in favor, motion carried.

Recorded by:

Brandi Clark-Hubbard  
Township Supervisor/Acting Recording Secretary