



## **ADA TOWNSHIP ZONING BOARD OF APPEALS MINUTES OF THE MAY 6, 2025, REGULAR MEETING**

A regular meeting of the Ada Township Zoning Board of Appeals was held on Tuesday, May 6, 2025, at 4:30 p.m., at the Ada Township Hall Assembly Room, 7330 Thornapple River Dr. SE, Ada, Michigan

### **I. CALL TO ORDER**

Chair McNamara called the meeting to order at 4:30 p.m.

### **II. ROLL CALL**

Members Present: Courtade, Ellixson-Andrews, McNamara, Nuttall

Members Absent: DeMarco

Staff Present: Bajdek, Buckley, Said

Others Present: 1 member of the public

### **III. APPROVAL OF AGENDA**

Moved by Courtade, supported by Ellixson-Andrews, to approve the agenda as presented. Motion carried.

### **IV. APPROVAL OF MINUTES OF THE JANUARY 7, 2025, REGULAR MEETING**

Moved by Nuttall, supported by Courtade, to approve the January 7, 2025, meeting minutes as presented. Motion carried.

### **V. UNFINISHED BUSINESS - none**

### **VI. NEW BUSINESS**

#### **1. Election of Chair and Vice-Chair**

Planning Director Said recapped that currently Jason McNamara is the ZBA Chair and there is no Vice-Chair. Following brief ZBA member discussion, it was moved by Courtade, supported by Nuttall, to re-elect McNamara as ZBA Chair; and moved by Courtade, supported by Ellixson-Andrews, to elect Harvey Nuttall as the Vice-Chair. Motions carried.

#### **2. Zoning Ordinance Update – Summary**

Said updated that Planning Staff has been working on the Zoning Ordinance Rewrite project and were at the point of launching the RFP (Request for Proposals) to choose a consulting firm

to assist with the process. A draft RFP will be presented to the Planning Commission Board at their meeting on May 15 and then presented to the Township Board for their review and approval.

Said stated our goal in this reorganization effort is to utilize charts, graphs/tables, and illustrations. Said went over examples of the reorganization of existing requirements with information on allowed uses (permitted use or special use) in various zoning districts, placement requirements, lot requirements, setback requirements, and related development standards, via new charts and graphs vs. old text versions. He stated that ultimately the reorganization of the Ordinance will provide for a much more user-friendly, transparent set of regulations for all.

Said informed that the selected consultant will be asked to focus on the more technical aspects of the Ordinance, such as the PVM (Planned Village Mixed-Use) Overlay District, as well as preparation of graphics to effectively illustrate requirements.

Courtade noted that he has been involved in the process of the Zoning Ordinance rewrite, via the Review Committee (consisting of Courtade, and Rob VanderVennen & James Moyer from the Planning Commission). Courtade said what has struck him most is how much easier it is to read and understand; it lets people know what to look for, where to find it, and what to expect.

### **3. Procedural Review – Open Meetings Act, etc.**

Said provided the ZBA members with copies of three State documents; Michigan Zoning Enabling Act, Michigan Planning Enabling Act, and the Michigan Open Meetings Act Handbook. Said summarized a few of the applicable requirements that affect the ZBA's review process. Said went over particular procedural aspects of the Open Meetings Act and Zoning Ordinance that are State Law Requirements, emphasizing to ZBA members important facts to remember.

Said noted that by discussing and reviewing the laws and procedures, he hopes the ZBA members have enough resources to assist them in their role as decision-makers about zoning variances and administrative appeals.

Ellixson-Andrews thanked Said for continuing to assist the ZBA with procedures and keeping things open and fair. He said this is very helpful knowledge to pass on.

Courtade said he appreciates the review of the ZBA standards/criteria, it helps to apply them to each application for review. *(Section 78-107 - #1 narrowness/shape of property, #2 practical difficulty or unnecessary hardship, #3 not so general or recurrent in nature).*

## **VII. CORRESPONDENCE**

Courtade and Nuttall informed that due to vacation schedules, they will not be able to attend the ZBA meeting on July 1, 2025.

**VIII. PUBLIC COMMENT** - none

**IX. ADJOURNMENT**

Moved by Nuttall, supported by Courtade, to adjourn the meeting at 4:57 p.m. Motion carried.

Respectfully submitted,

---

Jo DeMarco, Ada Township Clerk

rs:eb