

**City of Lathrup Village
Zoning Board of Appeals
Bylaws**

Article I – Name

This body shall be known as the **City of Lathrup Village Zoning Board of Appeals** (“ZBA”).

Article II – Purpose

The Zoning Board of Appeals is established under the Michigan Zoning Enabling Act (Public Act 110 of 2006, as amended) to hear and decide appeals regarding the interpretation and application of the City of Lathrup Village Zoning Ordinance, and to grant variances as provided by law.

Article III – Membership

Section 1. Composition: The ZBA shall consist of the five duly elected members of the Lathrup Village City Council. The Mayor shall serve as Chairperson of the ZBA.

Section 2. Terms: Terms of service on the ZBA shall correspond to each member’s elected term on the City Council.

Section 3. Vacancies: Any vacancy on the ZBA shall be filled per procedures governing the City Council.

Article IV – Officers

Section 1. Chairperson: The Mayor of the City Council shall serve as Chairperson of the ZBA. The Chairperson shall preside over all meetings, administer oaths if necessary, and ensure proper conduct of proceedings.

Section 2. Secretary: The City Clerk or designee shall serve as Secretary to the ZBA, maintaining official records and preparing minutes.

Article V – Meetings

Section 1. Schedule: The ZBA shall meet as needed during regularly scheduled City Council meetings, typically held on the third Monday of each month, or as otherwise determined and noticed in compliance with the Michigan Open Meetings Act.

Section 2. Notice: All meetings shall be noticed and conducted following the Michigan Open Meetings Act.

Section 3. Quorum: A majority of ZBA members (three) shall constitute a quorum necessary to conduct business.

Section 4. Voting: All decisions of the ZBA shall require the concurring vote of a majority of the members of the ZBA. Members must be present to vote; proxy or absentee voting is not permitted.

Section 5. Rules of Procedure: The ZBA shall follow procedures outlined in the Michigan Zoning Enabling Act and applicable City ordinances. Parliamentary procedure shall be guided by Robert's Rules of Order unless otherwise stated.

Article VI – Powers and Duties

The ZBA shall have the authority to:

1. Hear and decide appeals from any order, requirement, decision, or determination made by an administrative official charged with enforcement of the zoning ordinance;
2. Interpret the provisions of the zoning ordinance and zoning map;
3. Authorize variances from the strict application of the zoning ordinance where practical difficulties or unnecessary hardship would result, in accordance with state law and local ordinance.

Article VII – Records

All ZBA proceedings shall be recorded in the official minutes maintained by the City Clerk or designee. All records shall be available to the public under the Michigan Freedom of Information Act.

Article VIII – Amendments

These bylaws may be amended by a majority vote of the ZBA at any regular or special meeting, provided that such amendments are consistent with state law and the City Charter.