



**City of Lathrup Village**  
27400 Southfield Road  
Lathrup Village, MI 48076  
[www.lathrupvillage.org](http://www.lathrupvillage.org) | (248) 557-2600

TO: Zoning Board of Appeals  
FROM: Mike Greene – City Administrator  
DATE: August 18, 2025  
RE: ZBA Bylaws

**Background Brief:** Throughout the City's Redevelopment Ready Communities (RRC) certification process, the City has been required to submit bylaws of all the City's boards/commissions. While reviewing files, we were unable to find an approved copy of the ZBA bylaws. To be consistent across all boards/commissions and to meet our requirements for RRC certification, we are seeking ZBA approval of operating bylaws.

Board bylaws serve as the internal operating manual for a group, defining its structure, governance procedures, and the roles and responsibilities of its board members and officers. They ensure smooth functioning, legal compliance, and adherence to the organization's mission and purpose.

The enclosed bylaws are straightforward and reiterate/summarize much of what is included within our City ordinances. Bylaws are living documents and can be amended after approval by a majority vote of the ZBA.

**Previous Action:** N/A

**Economic Impact:** N/A

**Recommendation:** It is my recommendation to approve the ZBA bylaws.

**Recommended Motion:**

Moved by Councilmember \_\_\_\_\_, seconded by Councilmember \_\_\_\_\_  
, to approve the Zoning Board of Appeals bylaws.

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Kelly Garrett  
Mayor

Bruce Kantor  
Mayor Pro-Tem

Jalen Jennings  
Council Member

Jason Hammond  
Council Member

Maria Mannarino  
Council Member