



Planning and Economic Development  
Sara Roediger, AICP, Director

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From: Kristen Kapelanski, Manager of Planning  
To: Zoning Board of Appeals  
Date: September 2, 2020  
Re: Election of Officers

According to the By-Laws, each year in April the Zoning Board of Appeals shall appoint a Chairperson, Vice Chairperson and Secretary for a one-year term. However, the ZBA has not met since February. Planning staff has acted as Secretary and will continue to record/edit the Minutes. Below are motions for consideration:

**MOTION** by \_\_\_\_\_, seconded by \_\_\_\_\_, the Rochester Hills Zoning Board of Appeals hereby appoints \_\_\_\_\_ to serve as its Chairperson for a term to expire the first meeting in April 2021.

**MOTION** by \_\_\_\_\_, seconded by \_\_\_\_\_, the Rochester Hills Zoning Board of Appeals hereby appoints \_\_\_\_\_ to serve as its Vice Chairperson for a term to expire the first meeting in April 2021.

**MOTION** by \_\_\_\_\_, seconded by \_\_\_\_\_, the Rochester Hills Zoning Board of Appeals hereby appoints \_\_\_\_\_ to serve as its Secretary for term to expire the first meeting in April 2021.