

1 **Texas Township Zoning Board of Appeals**  
2 **Minutes of Regular Meeting**

3 **January 24, 2024 – 6:00 P.M.**

4 **Present:** Frank Machinik (Chair), Michael Bakker (Vice Chair); Ken Toy; Michael  
5 Mair; Michael Corfman, Andrew Kuiper (Alternate); Kelly McIntyre (Planning Director).

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7 **Absent:** Ken Toy; Michael Corfman  
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10 **Item 1. Call to Order**

11 The meeting was called to order at 6:03 p.m. by Chair Machinik.  
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14 **Item 2. Roll Call**

15 Roll was taken. Ken Toy was excused. Board Member Mair noted that since Board  
16 Member Toy was not present, the Alternate Andrew Kuiper was present. Board Vice  
17 Chair Bakker asked for clarification on the number of Zoning Board of Appeals members.  
18 Board Chair Machinik stated that there are five (5) regular members, and they may have  
19 up to two (2) alternate members. Currently the Board has one alternate- Andrew Kuiper.  
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21 **Item 3. Approval of the Agenda**

22 Motion by Mair, seconded by Corfman to approve the agenda as presented. Motion  
23 carried 5-0.  
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25 **Item 4. Election of Officers**

26 Board Chair Machinik stated that it was time for the annual election of officers.  
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28 a. Board Member Mair made a motion to re-elect Frank Machinik as Board Chair.  
29 Board Member Bakker seconded the motion, and the motion was passed 5-0.  
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31 b. Board Chair Machinik made a motion to re-elect Board Member Bakker as Vice  
32 Chair. Board Member Corfman seconded the motion and the motion passed 5-0.  
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34 c. Board Chair Machinik made a motion to re-elect Board Member Mair as Secretary.  
35 The motion was seconded by Board Member Bakker and the motion passed 5-0.  
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37 **Item 5. Approval of Minutes**

38 The ZBA reviewed the minutes of the September 23, 2023, meeting. A motion to  
39 approve the minutes was made by Mair, supported by Bakker. Motion carried 5-0.  
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41 **Item 6. Review and Approval of 2024 ZBA Meeting Schedule and Submittal**  
42 **Deadlines**

43 Planning Director McIntyre presented the 2024 Zoning Board of Appeals Meeting  
44 Schedule and Submission Deadlines for Board review and approval. Board Member Mair  
45 asked for clarification on the November and December meetings dates (as they are  
46 asterisked). Planner McIntyre stated the meetings were adjusted for the holidays. Mair

47 then suggested moving the deadline for those two (2) months back one (1) week to allow  
48 four weeks between the submittal and the meeting. The November meeting deadline was  
49 moved to October 16; and the December meeting deadline to November 13.

50  
51 Board Member Corfman made a motion to accept the revised 2024 ZBA Meeting  
52 Schedule and Submission Deadline as discussed. Motion was seconded by Board Chair  
53 Machinik, and the motion was passed 5-0.

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55 **Item 7. New Business**

56 None

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58 **Item 8. Board Comments**

59 Board Member Mair noted that he will not be in attendance at the February meeting.  
60 Board Members Machinik and Corfman added that they too would not be present. Chair  
61 Machinik suggested to Planning Director McIntyre that any applicant for February be  
62 advised that only three (3) members would be present out of a possible five (5) members  
63 and that the applicant may want to wait until March for a full board to present their case,  
64 as three (3) votes are needed for a motion to pass. The Board all agreed this was a  
65 courtesy to offer the applicants. Director McIntyre stated she would let any February  
66 applicants know.

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69 **Item 9. Public Comments**

70 None.

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72 **Item 10. Adjournment**

73 There being no further business, the meeting was adjourned on a unanimous vote at  
74 approximately 6:15 p.m.