

COMMITTEE OF THE WHOLE MEETING
MONDAY, APRIL 22, 2024
7:00PM

A Committee of the Whole meeting was held on Monday, April 22, 2024, in the City Council Chambers of Livonia City Hall.

Committee Members Present: Brandon McCullough, Council President and Chair
Martha Ptashnik, Council Vice President
Carrie Budzinski
Rob Gjonaj Donovic
Scott Morgan

Committee Members Absent: Jim Jolly
Laura M Toy

City Officials Present: Mike Fisher, Assistant City Attorney
Jerome Hanna, Inspection Director
Robb Drzewicki, Government Affairs Director

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| 1. CR 52-24 The subject matter of addressing continuing efforts toward the improvement of ZBA administration and processes. |
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The meeting commenced at 7:00pm and was chaired by President McCullough, who began by giving a brief background on how the subject matter came forward for discussion. Zoning Board Members had asked questions about procedures and wanted clarification on the new processes.

Requests and responses were made on the following:

1. New tablets provided to each ZBA member with the ability to change their own passwords.
 - Tablets or laptops will be ordered in the next budget cycle and adjustments will be made to allow ZBA Members the ability to change their passwords.
2. A consolidation of systems for viewing documents to avoid missing information.
 - CivicClerk was considered the best option, versus continued use of SharePoint.
3. A tutorial to use CivicClerk and the BS&A website for any ZBA Members needing help navigate through the systems.
 - A tutorial of the systems will be created and provided to the ZBA Members.
4. Clarification as to which department takes care of each part of the appeal case process.
 - The flow of procedures was explained that ZBA was moved out of the Inspection Department in 2020 and placed under the Council Office to carry out the administrative duties.
 - The Inspection Department is the first to receive a variance request, who then provides the documents to the Council Office for the next steps.
5. Clarification as to who is responsible for what part of the process.
 - It was explained that Sara Kasprovicz has been overseeing the administrative process of ZBA since being moved under the Council Office. As of January 2024, the Planning Department was able to offer part time help with ZBA procedures.
 - Any questions or concerns from ZBA Members can be asked of Sara.

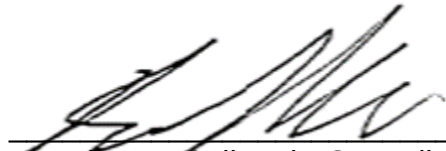
The meeting adjourned at 6:42pm

The Committee recommends:

For this subject matter to remain in Committee to revisit at a future date as needed.

Note: This item will remain in Committee.

This item is to be placed on the **Regular Meeting Agenda of May 6, 2024**



Brandon McCullough, Council President