

**Brunswick Hills Township  
Zoning Commission  
ORGANIZATIONAL MEETING  
January 9, 2020 @ 6:30 p.m.**

**CALL MEETING TO ORDER**

Secretary Milanko called the Brunswick Hills Township Zoning Commission Organizational Meeting to order at 6:36 p.m. A Roll Call of the board was executed.

- **Board Members in Attendance:** Trica Murphy, Barb Porter
- **Alternate Members in Attendance:** Patti Wetterman
- **Board Members not in Attendance:** Sy Mougrabi
- **Others in Attendance:** Evelyn Czyz, Zoning Inspector, Wes Humphry, Assistant Zoning Inspector, Trustee Liaison Christina Kusnerak

**NEW BUSINESS: Organizational Meeting**

**1. Swearing in of Board Members by Trustee**

Trustee Kusnerak swore in board members Trica Murphy, Barb Porter, Mrs. Wetterman.

**2. Acceptance of Nominations for Chairperson**

Secretary Milanko called for nominations for the 2020 Chairperson. **Motion:** Mrs. Porter made a motion to elect Trica Murphy as the Zoning Commission Chair. Mrs. Wetterman seconds. **Roll Call:** Mrs. Wetterman-yes; Mrs. Porter-yes.

**3. Acceptance of Nominations for Vice-Chair**

Secretary Milanko called for nominations for the 2020 Vice Chair. **Motion:** Mrs. Wetterman made a motion to nominate Barb Porter for Vice Chair. **Discussion on the Motion:** Mrs. Porter said I will accept the position of Vice Chair Tempore for this evening’s meeting; however, I would prefer to wait until we have a full board seated before we actually elect a Vice Chair.

**Restated Motion for Vice Chair Tempore:** Mrs. Wetterman nominated Mrs. Porter to Vice Chair Tempore for tonight’s meeting. Mrs. Murphy seconds the motion. **Roll Call:** Mrs. Wetterman-yes, Mrs. Murphy-yes.

**4. Review and Adoption of the Zoning Commission ByLaws**

Mrs. Porter referenced **Article III: Appointment And Terms of Members** where it says “Members will attend a minimum of two Trustee-Approved training sessions annually.” Mrs. Porter directed her comments to Trustee Kusnerak and said even though there haven’t been two training sessions offered by the county for a year or so, I think we need some in-house training sessions. She said we tried to get a session with the Prosecutor last year on procedures and we weren’t able to get a session scheduled. She said we have new members on the board and for those who have been on the board, the things that came before us before are totally different than the things that are coming before us now. Training request noted.

**Edits:** Mrs. Porter referenced page 3, **Article XI Instruments and Documents of the Zoning Commission** and stated the word resolution(s) should be changed to “recommendation” because the Zoning Commission is a recommendation board.

The official instruments of the Zoning Commission are the record of notice, the agenda and the minutes of hearing and meeting. Where in special cases, the Zoning Commission wishes to provide advice to the Township Board of Trustees, it may do so by ~~resolution~~ **recommendation**.

All notices, agenda, applications, agency of consultant letters or reports, citizen petitions, staff reports, minutes of hearings and meetings, and ~~resolutions~~ **recommendations** shall constitute the documents of the Zoning Commission and shall be indexed as a matter of public record.

Mrs. Wetterman referenced page one, Article **IV: Officers and Their Duties**. Mrs. Wetterman asked if there is a definition for “represents the Commission before legislative and administrative bodies” as it is rather broad. She asked what is meant by legislative and administrative? Trustee Kusnerak said do you even need to say that in the document? Trustee Kusnerak and the board agreed to keep “represents the Commission” but delete the reference to legislative and administrative bodies.

**Chairperson** - presides at all hearings and meetings of the Commission, assures proper order of the Commission and the public in all proceedings, signs all documents of the Commission, prepares the agenda of the Commission, and represents the Commission before legislative and administrative bodies.

Mrs. Murphy referenced page one, **Article III: Appointment and Terms of Members** and said in the second paragraph the word “Board” should be changed to “Commission”.

The Zoning Commission shall consist of five sitting members and 2 alternates. The alternates shall attend all meetings and hearings, and in the absence of a commissioner an alternate will take their place on the Commission for the duration of that issue. If a member is unable to attend any meeting, they must notify the Chairperson and/or Secretary prior to that meeting. Absence of a member for three (3) meetings without prior notice to the ~~Board~~ **Commission** may constitute non-feasance and a recommendation should be made to the Trustees for review of their appointment.

Mrs. Murphy referenced **Article V: Administrative Assistance**, page one, last sentence to change “resolutions” to “recommendations”. Mrs. Porter also agreed as the Prosecutor reviews the Zoning Commissions “recommendations”.

The Medina County Prosecutor’s Office shall serve as legal counsel to the Zoning Commission, preparing memoranda of law as requested by the Zoning Commission, review ~~resolutions~~ **recommendations**, the bylaws and their amendments, as well as any other matters per request.

Mrs. Murphy referenced page 3, **Article X: Quorum and Voting Requirements**, second sentence correction of “member” to “members”.

A majority of the Zoning Commission ~~member~~ **members** present shall be required to pass a motion.

Mrs. Murphy referenced page 3, **Article XII: Administrative Calendar** last paragraph and said she cannot find “Sec. 1101-1 B in the Zoning Resolution. The board amended it to read “Article XI”.

Copies of the agenda, applications previously filed with the Zoning Commission pursuant to ~~section 1101-1 B~~ **Article XI**. of the Brunswick Hills Township Zoning Resolution, staff reports, and related documents shall be delivered to each of the Zoning Commission members no less than five (5) working days prior to a public hearing and regular meeting.

**Motion to Accept the Zoning Commission Bylaws as Amended**

**Motion:** Mrs. Wetterman made a motion to accept the Zoning Commission Bylaws as amended. Mrs. Porter seconds the motion. **Roll Call:** Mrs. Wetterman-yes; Mrs. Porter-yes; Mrs. Murphy-yes.

**5. Re-Adoption of the Brunswick Hills Township Comprehensive Land Use Plan**

Mrs. Porter made the suggestion that the board revisit the Comprehensive Land Use Plan. She said the vision has not changed but believed there are some areas that may need updating. Mrs. Porter suggested the board have a workshop to discuss questions and comments and have a zoning expert like George Smerigan who helped us with our Zoning Resolution. Mrs. Porter said the board does not have the expertise to make the revisions if there are any. Mrs. Porter said I am thinking of the preferred land use plan rather than changing the vision because I don't believe that has changed. She said there are some changes in the planned use that need to be thought about. Mrs. Murphy agreed.

**Motion to Re-Adopt the Brunswick Hills Township Comprehensive Land Use Plan**

**Motion:** Mrs. Wetterman made a motion to accept and re-adopt the current Comprehensive Land Use Plan and to review it. Mrs. Porter seconds. **Roll Call:** Mrs. Porter-yes; Mrs. Wetterman-yes; Mrs. Murphy-yes.

**6. Set Zoning Commission Meeting Date and Time**

Secretary Milanko stated the Zoning Commission has traditionally meets the first Thursday of the Month at 7:00 p.m. Mrs. Murphy stated she personally would like to see that changed because it conflicts with the Planning Commission. Trustee Kusnerak stated the Planning Commission meets on the first Wednesday. Mrs. Murphy said yes, but they come up with their recommendations and we receive it right before our meeting so maybe a week would help because we always miss the deadline. Mrs. Porter said the third Thursday of the month would not work for me, but any other Thursday would. Secretary Milanko asked how much lead time they are thinking from the Planning Commission meetings because the reports would still have to be mailed and that takes a few days. Mrs. Murphy said maybe we can leave it the way it is and think about it through the year. Trustee Kusnerak said keep in mind that you also have a submission deadline and you have to think how it would affect that.

**Motion to Set the Zoning Commission Meeting Day and Time for 2020**

**Motion:** Mrs. Wetterman made a motion that the Zoning Commission meetings remain the first Thursday of the month at 7:00 p.m. Mrs. Porter seconds. **Roll Call:** Mrs. Wetterman-yes; Mrs. Porter-yes; Mrs. Murphy-yes.

**7. Set Zoning Commission Submission Deadline to be placed on the Zoning Commission Agenda**

Secretary Milanko stated the current Zoning Commission submission deadline is the first Wednesday of the month by noon to the Zoning Inspector to be placed on the following month's agenda. Secretary Milanko stated this has worked out well because the BZA gets their application packets that evening and the Zoning Commission receives it the next evening at the meeting which is faster than mailing them. Mrs. Porter asked the Zoning Inspector if that works for her as well. Mrs. Czyz said yes, as soon as I get them, I notify Mary Jean and place the information on her office chair. Chair Murphy said we should check the calendar to see if there are any federal holidays that fall on the first Wednesday besides January 1<sup>st</sup> 2020. Secretary Milanko stated she checked the 2020 calendar and did not find any holidays on the first Wednesday.

**Motion to Set Zoning Commission Submission Deadline to be placed on the Zoning Commission Agenda**

**Motion:** Mrs. Porter made a motion to maintain the same submission deadline for the first Wednesday of the month by noon to the Zoning Inspector to be placed on the following month's agenda. Mrs. Wetterman seconds. **Roll Call:** Mrs. Porter-yes; Mrs. Wetterman-yes; Mrs. Murphy-yes.

**ADDITIONAL BUSINESS:** None

**MOTION TO ADJOURN ORGANIZAITONAL MEETING**

**Motion:** Mrs. Wetterman made a motion to adjourn the Organizational Meeting. Mrs. Porter seconds. **Roll Call:** All in favor. Meeting officially adjourned at 7:08 p.m.

Respectfully Submitted,  
Mary Jean Milanko, Zoning Secretary

---

Trica Murphy, Chair

Date