

**Brunswick Hills Township Board of Zoning Appeals  
Special Meeting Minutes  
Township Hall & Zoom  
January 4, 2021**

**Call Meeting to Order**

Chair Kersten called the Brunswick Hills Township Board of Zoning Appeals January 4, 2021 special meeting to order at 7:00 p.m. A roll call of the board was executed.

- **Board Members in Attendance:** Cliff Kersten (Chair), Chris Schigel (Vice Chair), Ron Wetterman, Robert Murphy (Virtual)
- **Alternate Board Members in Attendance:** Daryl Lucien (Virtual)
- **Others in Attendance:** Trustee Christina Kusnerak, Zoning Liaison, Evelyn Czyz, Zoning Inspector, Mary Jean Milanko, Secretary

Chair Kersten stated a quorum is present. The Brunswick Hills Township Board of Zoning Appeals acts within the regulations of the Ohio Revised Code. Chair Kersten turned the meeting over to Secretary Milanko to call the agenda items for approval.

**NEW BUSINESS:**

**1. Approve Minutes of November 4, 2020**

**Motion:** Mr. Wetterman made a motion to approve the minutes as written. Mr. Schigel seconds. **Roll Call:** Mr. Schigel-yes; Mr. Wetterman-yes; Mr. Lucien-yes; Mr. Murphy (technical difficulties, no audio); Mr. Kersten-yes.

**2. Sign Decision Letters for Terry Properties application #094 and #095 (requests denied)**

- **Motion to Approve Decision Letter for Application #094.** Mr. Kersten made a motion to approve. Mr. Wetterman seconds. **Roll Call:** Mr. Wetterman-yes; Mr. Schigel-yes; Mr. Lucien-yes; Mr. Kersten-yes.
- **Motion to Approve Decision Letter for Application #095.** Mr. Wetterman moved that the letter be accepted as written. Mr. Schigel seconds. **Roll Call:** Mr. Lucien-yes; Mr. Schigel-yes; Mr. Wetterman-yes; Mr. Kersten-yes.

**3. Approve Findings of Facts from the November 4, 2020 Public Hearing**

**Motion:** Mr. Kersten made a motion to approve. Mr. Schigel seconds. **Roll Call:** Mr. Schigel-yes; Mr. Wetterman-yes; Mr. Lucien-yes; Mr. Kersten-yes.

**CONTINUED BUSINESS: Approval of the 2020 Outstanding Meeting Minutes**

**1. June 18, 2020 Minutes:** Mr. Schigel made a motion to approve the June 18, 2020 minutes as written. Mr. Kersten seconds. **Roll Call:** Mr. Wetterman-yes; Mr. Lucien-yes; Mr. Schigel-yes; Mr. Kersten-yes.

**2. July 1, 2020 Minutes:** Mr. Kersten made a motion to approve the July 1, 2020 minutes. Mr. Wetterman seconds the motion. **Roll Call:** Mr. Lucien-yes; Mr. Schigel-yes; Mr. Wetterman-yes; Mr. Kersten-yes.

**3. September 29, 2020 Minutes:** Mr. Schigel made a motion to approve the September 29, 2020 meeting minutes. Mr. Kersten seconds. **Roll Call:** Mr. Wetterman; Mr. Lucien-yes; Mr. Schigel-yes; Kersten-yes.

**4. October 7, 2020 Minutes:** Mr. Kersten made a motion to approve. Mr. Wetterman seconds. **Roll Call:** Mr. Lucien-yes; Mr. Schigel-yes; Mr. Wetterman-yes; Mr. Kersten-yes.

Secretary Milanko stated for the record that several of the 2020 meeting minutes were delayed/tabled due to Covid-19 meeting cancellations.

### **ADDITIONAL BUSINESS**

- 1. Trustee Liaison.** Trustee Christina Kusnerak stated she is the zoning liaison again for 2021.
- 2. Virtual Meetings.** Trustee Kusnerak informed the board that the township is able to conduct virtual meetings and we will resume normal zoning schedules. She stated the board needs to set their organizational meeting and members can attend virtually or in person, but virtually is preferred due to the Covid situation. Trustee Kusnerak said she will be a town hall to manage the virtual sessions.

**Discussion:** Mr. Kersten stated that the Redwood hearing might have a number of residents that want to attend and asked how that works for a virtual meeting. Evelyn Czyz, Zoning Inspector and Trustee Kusnerak stated the public can join the meeting by Zoom. Trustee Kusnerak stated when it is advertised it will have the link to join in by computer, or they can join in by phone. Mr. Lucien mentioned examples of virtual meetings where people just bombed in to disrupt meetings and suggested the “raise your hand” feature be enabled. Trustee Kusnerak stated yes, we have that covered for the public. Trustee Kusnerak stated everyone will be muted except the board members and when public comment comes up, people will have to raise their hand to speak and I will unmute them and when they are finished with their question or comment, they will be muted again. Mr. Schigel asked is we can set a time limit for comment. Trustee Kusnerak stated yes, the board can set that. Secretary Milanko stated we have implemented a time limit at past meetings.

Mr. Schigel asked how far in advance we have to advertise the organizational meeting. Trustee Kusnerak and Secretary Milanko stated, 10 days. Trustee Kusnerak asked if the board schedules their organizational meeting for February 3, 2021 if they plan to have the Redwood hearing that night as well. The board stated they would hear the cases in order as submitted. Chair Kersten said we will hear Redwood on February 3, 2021. The board agreed to set the organizational meeting on February 3, 2021 at 6:00 p.m. and set the public hearing for Redwood on February 3, 2021 at 7:00 p.m.

Mrs. Czyz said she is expecting another variance request to be submitted and asked when she can tell them they will be heard. Secretary Milanko stated we have four (4) cases ahead of them that we will hear in order: (1) Redwood Conditional Zoning, (2) Southwest Baptist Church variance (3) Boston Road variance (4) 1595 Substation Road Conditional Zoning for storage units and (5) 1595 Substation Road variance request. Mr. Schigel suggested the board schedule another meeting in February to hear the Southwest Baptist Church and the Boston Road requests and schedule the 1595 Substation Road requests for the normal March meeting.

### **ANNOUNCEMENT OF NEXT MEETING DATES:**

- Wednesday, February 3, 2021 @ 6:00 p.m. – Organizational Meeting
- Wednesday, February 3, 2021 @ 7:00 p.m. – Redwood Apartments public hearing
- Wednesday, February 16, 2021 @ 7:00 p.m. – Southwest Baptist Church and Boston Road variance
- Wednesday, March 3, 2021 @ 7:00 p.m. – 1595 Substation Road

**PUBLIC COMMENT:** None

**MOTION TO ADJOURN**

**Motion:** Mr. Kersten made a motion to adjourn. Mr. Schigel seconds the motion. **Roll Call:** All in favor to adjourn. Meeting officially adjourned at 7: 25 p.m.

Respectfully Submitted,  
Mary Jean Milanko, Zoning Secretary

---

Board of Zoning Appeals

Date