

**Brunswick Hills Township
Zoning Commission Organizational Meeting Minutes
January 12, 2023**

Call Meeting to Order

Secretary Kuenzer called the Brunswick Hills Township Zoning Commission Organizational Meeting for January 12, 2023 to order at 7:01 p.m.

A roll call of the board was executed.

- **Board Members in Attendance:** Patricia Wetterman; Ed Kelly; Don Kuenzer
- **Alternate Board Members in Attendance:**
- **Board Members Not in Attendance:**
- **Others in Attendance:** Evelyn Czyz, Zoning Inspector; Trustee Trica Murphy, Zoning Liaison; Linda Kuenzer, Zoning Secretary

Mr. Kuenzer led the Pledge of Allegiance and moment of silence for our military and first responders.

NEW BUSINESS:

1. Swearing in of Board Members by Trustee

Trustee Trica Murphy was not required to swear in board members as all were still on their 5year term .

2. Acceptance of Nominations for Chairperson

Secretary Kuenzer called for nominations for the position of ZC Chair for 2023. Mr. Kuenzer nominated Patricia Wetterman for the position of chair. Mrs. Wetterman accepts the nomination for chair. Mr. Kelly seconds the nomination. Upon no other nominations, the roll was called. **Roll Call:** Mr. Kuenzer-yes; Mr. Kelly-yes; Mrs. Wetterman-yes. Patricia Wetterman elected ZC Chair.

3. Acceptance of Nominations for Vice-Chair

Mrs. Wetterman would like it if Mr. Kelly and Mr. Kuenzer would agree to be Co-Vice Chairs. That way if something comes up and we get more members, the two of them would be able to alternate temporarily. Mrs. Wetterman asked if they both would accept the nomination, both replied yes. Mrs. Wetterman nominated Mr. Kelly and Mr. Kuenzer for the position Pro-Tempore Chairs for 2023. Mr. Kelly seconds the nomination. **Roll Call:** Mr. Kuenzer-yes; Mr. Kelly-yes; Mrs. Wetterman-yes. Mr. Kelly and Mr. Kuenzer elected Pro-Tempore Chairs.

4. Review and Adoption of the Zoning Commission Bylaws

Mrs. Wetterman asked if everyone had a chance to read them. Mrs. Wetterman read the Bylaws and asked for any edits or changes to the Bylaws. Having made no changes, Mrs. Wetterman asked for a motion to accept the ZC Bylaws as written for 2023.

Motion: Mr. Kelly moved to accept the Brunswick Hills Township Zoning Commission Bylaws as amended. Mr. Kuenzer seconds. **Roll Call:** Mr. Kuenzer-yes; Mr. Kelly-yes; Mrs. Wetterman-yes.

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

Mrs. Wetterman asked if there were any comments on the Comprehensive Plan. Mrs. Czyz stated that the Township had applied for a grant to assist with the revision of the Comprehensive Plan. Trustee Murphy stated at the January 10, 2023 Trustee Meeting, that we had been awarded a \$5000.00 grant that will help with the Comprehensive Plan project. Trustee Kusnerak had applied for the grant a couple of years ago. Thank you to the trustees for their efforts. That will help. The Township will have 2 years to complete the Plan.

Mrs. Wetterman asked for a motion to accept the Comprehensive Plan as written.

Motion: Mr. Kelly moved to re-adopt the township Comprehensive Land Use Plan. Mr. Kuenzer seconds. **Roll Call:** Mr. Kuenzer-yes; Mr. Kelly-yes; Mrs. Wetterman-yes.

6. Set Zoning Commission Meeting Date and Time

Mrs. Wetterman asked if the first Thursday of the Month at 7:00 p.m. was alright with everyone for the meetings.

Motion on ZC Meeting Dates and Time: Mr. Kelly made a motion to accept our regular meeting dates of the Brunswick Hills Zoning Commission for the first Thursday of the month at 7:00 p.m. Mr. Kuenzer seconds. **Roll Call:** Mr. Kelly-yes; Mr. Kuenzer-yes; Mrs. Wetterman-yes.

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

Motion: Mr. Kelly moved to maintain the Zoning Commission submission deadline to be placed on the agenda as the first Wednesday of the month, by noon, to the Zoning Inspector to be placed on the following month’s agenda, as written in the Bylaws. Mr. Kuenzer seconds. **Roll Call:** Mr. Kelly-yes; Mr. Kuenzer-yes; Mrs. Wetterman-yes.

MOTION TO ADJOURN ORGANIZATIONAL MEETING

Mrs. Wetterman called for a motion to adjourn the meeting. **Motion:** Mr. Kelly moved to adjourn the Organizational meeting. Mr. Kuenzer seconds. **Roll Call :** Mr. Kelly-yes; Mr. Kuenzer-yes; Mrs. Wetterman-yes. Meeting officially adjourned at 7:42 p.m.

Respectfully Submitted,
Linda Kuenzer, Zoning Secretary

Patricia Wetterman, Chair Date