

**Brunswick Hills Township Board of Zoning Appeals
Organizational Meeting Minutes
Township Hall
January 4, 2023**

Call Meeting to Order

Secretary Kuenzer called the Brunswick Hills Township Board of Zoning Appeals organizational meeting for January 4, 2023 to order at 7:00 p.m. A roll call of the board was executed.

- **Board Members in Attendance:** Mr. Wetterman, Mr. Timura, Mr. Schigel, Ms. Barron, Mr. Kersten
- **Alternate Board Members in Attendance:** Mark Jeffers
- **Others in Attendance:** Evelyn Czyz, Zoning Inspector, Trustee Trica Murphy, Zoning Liaison, Mr. Humphrey, Assistant Zoning Inspector, Linda Kuenzer, Secretary.

NEW BUSINESS

1. Swearing in of Board Members by Trustee

Trustee Trica Murphy, Zoning Liaison, swore in Zoning Commission board members.

2. Acceptance of Nominations for Chair

Secretary Kuenzer called for nominations for BZA Chair for 2023. Mr. Kersten nominated Chris Schigel as chair. Mr. Schigel accepts the nomination. Mr. Timura seconds the nomination. Upon no further nominations, Mr. Kersten moved to close nominations and Mr. Wetterman seconds. All board members agreed to close nominations for chair. **Roll Call** on nomination for Chris Schigel as chair: Ms. Barron-yes; Mr. Schigel-yes; Mr. Wetterman-yes; Mr. Timura-yes; Mr. Kersten-yes. Mr. Schigel elected to Chair for 2023.

3. Acceptance of Nominations for Vice Chair

Secretary Kuenzer called for nominations for BZA Vice Chair for 2023. Mr. Kersten nominated Mr. Timura for Vice Chair; Mr. Timura accepts the nomination. Mr. Schigel seconds the nomination for Mr. Timura. **Roll Call** on nomination for Mr. Timura as Vice Chair: Ms. Barron-yes; Mr. Schigel-yes; Mr. Wetterman-yes; Mr. Timura-yes; Mr. Kersten-yes. Mr. Timura elected to Vice Chair for 2023.

Mrs. Kuenzer turned the meeting over to the new chairperson, Mr. Schigel.

Mr. Schigel stated that the Board of Zoning Appeals of Brunswick Hills Township will operate under the Sunshine Law of the State of Ohio and all meetings will be advertised in accordance with the Brunswick Hill Township Board of Zoning Appeals Zoning Resolution and carried out in accordance with the Brunswick Hills Township Board of Zoning Appeals Operational Guidelines.

4. Confirmation of BZA Meeting Date and Times

Motion: Mr. Schigel moved to keep meeting the first Wednesday of the month at 7 p.m. Mr. Kersten seconds. **Roll Call:** Mr. Wetterman-yes; Mr. Timura-yes; Mr. Kersten-yes; Mr. Schigel-yes; Ms. Barron-yes.

5. Confirmation of BZA Time Limit of Appeal Action

Mr. Schigel stated that the time limit of appeal on actions taken by this Board: the 30-day limit will begin on the date of the decision of the board. Mr. Kersten added that it was 30 “calendar” days. Mr. Wetterman asked was it the decision of the board or after they received their decision letter? Mr. Schigel stated it was

the decision of the board. Mr. Kersten added that the Zoning law states the day of the disqualification. It is in the Zoning law.

6. Minutes

Mr. Schigel stated that the minutes are to be sent to all members of the Board of Zoning Appeals before the next regular meeting. Minutes are to be signed by the Chair or acting Chair, the Vice Chair, or Secretary depending on who is in attendance that day.

7. BZA Submission Deadline to be placed on the BZA Agenda

Mr. Schigel stated that the cut-off for filing matters to be heard before the Board of Zoning Appeals will be set for the first Wednesday of the month, by 12:00, to the Zoning Inspector the month prior to the next month's meeting date.

8. Adoption of the BZA Organizational Meeting Guidelines

Motion: Mr. Kersten moved to accept the Organizational Meeting Guidelines as submitted by the Chair. Mr. Wetterman seconds. **Roll Call:** Mr. Timura-yes; Ms. Barron-yes; Mr. Wetterman-yes; Mr. Kersten-yes; Mr. Schigel-yes.

9. Adoption of the BZA ByLaws

Mr. Schigel asked if anyone had any questions about the Bylaws. He stated he did not see anything this past year that he felt needed to be changed or challenged. Mr. Kersten asked if there was anything in the Bylaws regarding non-board members interjecting into the meeting? Mr. Schigel stated yes, and then read from Article VII of the Bylaws "*Non-board members will not be permitted to interject in any board business unless recognized by the Chair or a board member asking the non-member a question*". Mr. Kersten would appreciate it if the Chair to enforce that rule this year. Mr. Schigel replied absolutely. Having no other questions or additions. Mr. Schigel called for a motion to accept the Bylaws as written.

Motion to accept the BZA Bylaws: Mr. Wetterman moved to accept the Bylaws of the Brunswick Hills Township Board of Zoning Appeals as written. Mr. Timura seconds. **Roll Call:** Mr. Kersten-yes; Mr. Schigel-yes; Ms. Barron-yes; Mr. Wetterman-yes; Mr. Timura-yes.

10. Review and Adoption of the BZA Public Hearing Operational Guidelines

Mr. Schigel asked for questions or comments on the procedural guidelines for public hearing meetings.

Motion to accept the Public Hearing Operational Guidelines: Mr. Kersten moved to accept the Public Hearing Guidelines as written. Mr. Wetterman seconds. **Roll Call:** Ms. Barron-yes; Mr. Schigel-yes; Mr. Wetterman-yes; Mr. Timura-yes; Mr. Kersten-yes.

ADJOURN ORGANIZATIONAL MEETING

Motion to Adjourn: Mr. Kersten moved to adjourn. Mr. Schigel seconds. **Roll Call:** All in favor to adjourn.

Meeting officially adjourned at 7:15 p.m.

Respectfully Submitted,
Linda Kuenzer, Zoning Secretary

Chris Schigel, Chair

Date
Approved 3/1/2023