

**Brunswick Hills Township
Zoning Commission Organizational Meeting Minutes
January 04, 2024**

Call Meeting to Order

Secretary Kuenzer called the Brunswick Hills Township Zoning Commission Organizational Meeting for January 04, 2024 to order at 7:01 p.m.

A roll call of the board was executed.

- **Board Members in Attendance:** Patricia Wetterman; Ed Kelly; Tom DeCastra; Jon McFarland
- **Alternate Board Members in Attendance:**
- **Board Members Not in Attendance:** Cristine Brunn (excused absence)
- **Others in Attendance:** Trustee Trica Murphy, Zoning Liaison; Evelyn Czyz, Zoning Inspector; Wess Humphrey, Assistant Zoning Inspector; Anthony Strazzo, Fire Chief; Matt Payne, Fire Prevention Officer; Linda Kuenzer, Zoning Secretary

Mr. DeCastra 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 2024. Mr. Kelly nominated Mrs. Wetterman for the position of chair. Mrs. Wetterman accepts the nomination for chair. Mr. DeCastra stated he would like to nominate himself for chair. Mrs. Kuenzer asked for seconds on the nomination of Mrs. Wetterman. Mrs. Wetterman seconds herself. Mrs. Kuenzer asked for seconds on Mr. DeCastra, there was not a second. **Roll Call:** Mr. McFarland-yes; Mr. DeCastra-yes; Mr. Kelly-yes; Mrs. Wetterman-yes. Patricia Wetterman elected ZC Chair.

3. Acceptance of Nominations for Vice-Chair

Mrs. Wetterman nominated Mr. DeCastra for Vice Chair. Mr. DeCastra accepts the nomination. Mr. McFarland seconds the nomination. **Roll Call:** Mr. Kelly-yes; Mr. McFarland-yes; Mr. DeCastra-yes; Mrs. Wetterman-yes. Mr. DeCastra elected as Vice Chair.

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 2024.

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

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

Mrs. Wetterman stated we will be working on updating the Comprehensive Plan. Mrs. Wetterman asked for a motion to accept the Comprehensive Plan as written.

Motion: Mr. DeCastra moved to re-adopt the township Comprehensive Land Use Plan. Mr. Kelly seconds. **Roll Call:** Mr. Kelly-yes; Mr. McFarland-yes; Mr. DeCastra-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. Meeting on July 4, 2024 will need to be rescheduled

Motion on ZC Meeting Dates and Time: Mrs. Wetterman 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. DeCastra seconds. **Roll Call:** Mr. Kelly-yes; Mr. McFarland-yes; Mr. DeCastra-yes; Mrs. Wetterman-yes.

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

Motion: Mr. DeCastra 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. McFarland seconds. **Roll Call:** Mr. Kelly-yes; Mr. DeCastra-yes; Mr. McFarland-yes; Mrs. Wetterman-yes.

MOTION TO ADJOURN ORGANIZATIONAL MEETING

Mrs. Wetterman called for a motion to adjourn the meeting. **Motion:** Mr. DeCastra moved to adjourn the Organizational meeting. Mr. McFarland seconds. **Roll Call:** Mr. Kelly-yes; Mr. DeCastra-yes; Mr. McFarland-yes; Mrs. Wetterman-yes. Meeting officially adjourned at 7:20 p.m.

Respectfully Submitted,
Linda Kuenzer, Zoning Secretary

Patricia Wetterman, Chair

Date Approved February 1, 2024