

**Brunswick Hills Township Board of Zoning Appeals
Organizational Meeting Minutes
Township Hall
January 11, 2024**

Call Meeting to Order

Secretary Kuenzer called the Brunswick Hills Township Board of Zoning Appeals organizational meeting for January 11, 2024 to order at 7:00 p.m. A roll call of the board was executed.

- **Board Members in Attendance:** Mr. Wetterman, Mr. Schigel, Ms. Barron, Mr. Kersten
- **Alternate Board Members in Attendance:**
- **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 Mr. Kersten, as a full board member.

2. Acceptance of Nominations for Chair

Secretary Kuenzer called for nominations for BZA Chair for 2024. Mr. Wetterman nominated Chris Schigel as chair. Mr. Schigel accepts the nomination. Mr. Kersten seconds the nomination. Upon no further nominations a roll was taken. **Roll Call** on nomination for Chris Schigel as chair: Ms. Barron-yes; Mr. Wetterman-yes; Mr. Kersten-yes, Mr. Schigel-yes. Mr. Schigel elected to Chair for 2024.

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

3. Acceptance of Nominations for Vice Chair

Mr. Schigel called for nominations for BZA Vice Chair for 2024. Mr. Kersten nominated Mr. Timura for Vice Chair; Mr. Timura accepts the nomination. Ms. Barron seconds the nomination for Mr. Timura.

Roll Call on nomination for Mr. Timura as Vice Chair: Mr. Kersten – yes; Ms. Barron-yes; Mr. Wetterman-yes; Mr. Schigel-yes. Mr. Timura elected to Vice Chair for 2024.

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. Adoption of the BZA Organizational Meeting Guidelines

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

5. 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. 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. Kersten seconds. **Roll Call:** Ms. Barron-yes; Mr. Kersten-yes; Mr. Wetterman-yes; Mr. Schigel-yes.

6. 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. Kersten-yes; Mr. Wetterman-yes; Mr. Schigel-yes.

7. Confirmation of BZA Meeting Date and Times

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

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

Motion: 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. Mr. Wetterman seconds. **Roll Call:** Ms. Barron-yes; Mr. Kersten-yes; Mr. Wetterman-yes; Mr. Schigel-yes.

ADJOURN ORGANIZATIONAL MEETING

Motion to Adjourn: Mr. Kersten moved to adjourn. Mr. Wetterman seconds. **Roll Call:** Ms. Barron-yes; Mr. Kersten-yes; Mr. Wetterman-yes; Mr. Schigel-yes.

Meeting officially adjourned at 7:12 p.m.

Respectfully Submitted,

Linda Kuenzer, Zoning Secretary

Chris Schigel, Chair

Date April 3, 2024

Approved