

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

Call Meeting to Order

Chairman, Chris Schigel called the Brunswick Hills Township Board of Zoning Appeals Regular meeting for January 11, 2024 to order at 7:13 p.m. A roll call of the board was executed.

- **Board Members in Attendance:** Chris Schigel, Cliff Kersten, Ron Wetterman, Ann Barron
- **Alternate Board Members in Attendance:**
- **Others in Attendance:** Evelyn Czyz, Zoning Inspector, Trustee Trica Murphy, Zoning Liaison, Wes Humphrey, Assistant Zoning Inspector, Linda Kuenzer, Secretary.

Mr. Schigel asked the residents to sign in if they have not already.

Chair Schigel stated a quorum is present. Meeting has been properly advertised and is being taped for the record. Before any vote, a yes, simple majority vote with a quorum is in favor of the applicant. A no, simple majority vote, will deny the applicant's request. The Brunswick Hills Township Board of Zoning Appeals acts within the regulations of Sec. 519 of the Ohio Revised Code.

APPROVAL OF MINUTES

1. December 6, 2023 Regular Meeting Minutes

Mr. Schigel stated we have the minutes to approve from December 6, 2023.

Motion: Upon no edits or corrections, Mr. Kersten moved to approve the minutes as written for the December 6, 2023 meeting. Mr. Wetterman seconds. **Roll Call:** Ms. Barron-yes; Mr. Kersten-yes; Mr. Wetterman-yes; Mr. Schigel-yes.

Mr. Schigel stated there were no new cases to be heard.

NEW BUSINESS

Mr. Kersten questioned conditional permits and what happens when the conditional permit expires. Mr. Kersten stated that once the board is finished with the case, they are done with it. Who is responsible for checking to see if the work has been done? Mr. Schigel stated it would be the Zoning department. Mr. Kersten asked if that was being done? Mr. Kersten thanked Mr. Humphrey for providing information to the board. Mr. Kersten asked if Zoning was going to go out and look to see if they were complying. Mr. Humphrey stated yes, and that they had. Mr. Humphrey had provided the building certificate from the building department. He had also spoken with Attorney Brian Richter and was told that once the board had ruled the boards job was done. However, there should be communication between the board and the Zoning Department. He liked the suggestion of the communication between the board and the Zoning office. It shows the boards interest. The communication can come through the Zoning Secretary from the Zoning office to the board or at a meeting. It would also be helpful if an issue comes up in the future. Mr. Kersten asked who would be checking on conditionals? Mrs. Czyz stated that Mr. Humphrey would be the one to go out and check. Mr. Humphrey stated he would then communicate the progress to the board.

Mr. Kersten questioned the “six months” conditional. Mr. Humphrey stated that all he researched was the building department part, he was not aware of any other part of the condition. Mrs. Kuenzer asked Mr. Schigel if he wanted her to read the motion. The response was yes.

Motion: *Mr. Schigel moved to approve 4430 Kingsbury Road, Medina, Ohio, 44256, PP#001-02C-22-050 for a modular classroom on the property for the conditionally permitted use, contingent on the approval of the Medina County Building Department, and that within six (6) months the modular classroom will be permanently installed in place according to the submitted drawings. Mr. Jeffers seconds. **Roll call:** Mr. Wetterman-yes, with conditions, Mr. Schigel-yes, Mr. Jeffers-yes, Mr. Kersten-yes, with conditions.*

Mrs. Kuenzer stated that at the time of the original meeting, (August 3, 2022), the board was concerned about the trailer being permanently placed so it was not moveable. That was the main concern and the reason for the six-month condition. Not whether the building department would permit it, or if it was ADA compliant, it was that it was permanently placed.

Mr. Humphrey stated he would contact Attorney Richter again. Mr. Kersten thanked Mr. Humphrey for his research into this.

Mr. Schigel asked if there was any other new business? Nothing new has come in the February.

ADDITIONAL BUSINESS

Mrs. Murphy discussed the upcoming Comprehensive Plan update. We will be hiring a planner to help with the Comprehensive Plan update. If anyone is interested in being a part of the committee, let Mrs. Murphy know. It would be a one-year commitment, about one meeting a month.

PUBLIC COMMENT: None

ANNOUNCEMENT OF NEXT MEETING DATE:

Motion: Mr. Kersten moved to cancel the February 7, 2024 meeting. Mr. Schigel seconds. **Roll call:** Mr. Wetterman-yes; Ms. Barron-yes; Mr. Kersten-yes; Mr. Schigel-yes.

Next meeting date would be Wednesday, March 6, 2024 @ 7:00 p.m. if needed.

MOTION TO ADJOURN

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

Meeting officially adjourned at 7:30 p.m.

Respectfully Submitted,
Linda Kuenzer, Zoning Secretary