

BRUNSWICK HILLS TOWNSHIP TRUSTEES
SPECIAL MEETING
July 17, 2024

The Brunswick Hills Township Board of Trustees met in special session on Wednesday, July 17, 2024 at Brunswick Hills Township Town Hall.

Board of Trustees Chair Patrica Murphy, Trustee Vice-Chair Ryan Nixon, Trustee Christina Kusnerak, Zoning Inspector Evelyn Czyz, Assistant Zoning Inspector Wes Humphrey, Members of the Board of Zoning Appeals, Members of the Zoning Commission, and one member of the public present.

Trustee Chair Murphy called the meeting to order at 7:01 PM and noted that the meeting was properly advertised.

Murphy opened the meeting for discussion with those present as they requested this special meeting with the Trustees.

Thomas DeCastro of the Zoning Commission believes that they should open up the floor and have conversations regarding the processes of the Zoning Department and then formulate an action plan to correct the issues plaguing the Zoning Department.

Patti Wetterman of the Zoning Commission stated that a couple of cases came up with incomplete paperwork.

Ron Wetterman of the Board of Zoning Appeals said there is miscommunication with the processes and information provided to the Board of Zoning Appeals. He said there was a case where conditions had been set, but the Zoning Office wasn't aware of them. Ron Wetterman also noted the storage unit on Pearl Road that was only approved for one building and that the property owner needs to follow-up if more buildings were to be built, which was never done.

Cliff Kersten of the Board of Zoning Appeals shared that he is frustrated by the applicants not being informed of the Zoning process and that they need to go in front of the Board of Zoning Appeals.

Ron Wetterman further noted that after the Board of Zoning Appeals finishes a case and it is over and done, he would like information on how the conditional zoning permits are being handled and enforced.

Jon McFarland of the Zoning Commission noted that ten minutes to review a site plan at their more recent meeting is not enough time.

Edward Witt of the Zoning Commission noted that the role of the Zoning Office is to advocate for the residents to guide them through the process. He also noted there should be a pre-check in with the Zoning Inspector.

Ron Wetterman said that Mr. Pools needed a new permit because the issued one had expired, then there was a long delay by the zoning office that the applicant did not understand.

Thomas DeCastra noted that resources should be used to bring the Zoning Resolution to the next level. He also commented that updating the Comprehensive Land Use Plan is great.

It was noted that there have been 160 permits issued by the Zoning Office. Wes Humphrey said that there are many easy ones, however, commercial permits need a site plan review.

Evelyn Czyz said she can generate a detailed report from January 1 to today and that the Township used ZonePro for the zoning permits, but iWorQ bought them out.

Tom noted that software will not fix the problem. Additional resources, training, and help are needed.

- Updating the zoning resolution was discussed.
- Check on the Zoning phone system.
- Estimated time frame for a Zoning flow chart.

Trustee Nixon to look into online payments.

Nixon moved to go into Executive Session at 8:13 p.m. for the purpose of discussing a complaint against a public employee, employee discipline, and employment opportunities. Murphy seconded. Kusnerak – yes. Nixon – yes. Murphy – yes. Motion carried.

Murphy moved to come out of Executive Session at 9:20 p.m. Nixon seconded. Kusnerak – yes. Murphy – yes. Nixon – yes. Motion carried.

No action taken.

Murphy made a motion to adjourn at 9:22 p.m. Kusnerak seconded. Kusnerak – yes. Nixon – yes. Murphy – yes. Motion carried.

Patrica Murphy, Trustee Chair

Ryan Nixon, Trustee Vice-Chair

Christina Kusnerak, Trustee

Linda Kuenzer, Fiscal Officer