

**Brunswick Hills Township
Zoning Commission Organizational Meeting Minutes
January 8, 2026**

Call Meeting to Order

Secretary, Ms. Beck called the Brunswick Hills Township Zoning Commission January 8, 2026 Organizational meeting to order at 7:01pm.

A roll call of the board was executed.

- **Board Members in Attendance:** Mr. McFarland, Mrs. Wetterman, Mr. Witt, Mr. Kalina
- **Alternate Board Members as voting members:**
- **Board Members Absent:** Ms. Brunn
- **Others in Attendance:** Trustee, Mr. DeCastra, Mr. Humprey, Assistant Zoning Inspector, Mr. Smerek, Alternate Member, Ms. Beck, Zoning Secretary

Secretary Beck asked everyone to stand for the Pledge of Allegiance and for a moment of silence for our troops and first responders.

SWEARING IN OF BOARD MEMBERS:

Trustee Mr. DeCastra swore in Mr. Kalina, Mr. Smerek and Mr. McFarland as members of the Zoning Commission.

Secretary Beck then proceeded with the meeting.

NOMINATIONS:

Chairperson for 2026:

Secretary Beck stated that nominations will be accepted for Chairperson of the Zoning Commission for 2026.

- Mrs. Wetterman nominated Mr. Witt for Chairperson. Seconded by Mr. McFarland.
- Secretary Beck asked if there were any other nominations. Being none, Secretary Beck asked Mr. Witt if he would accept the nomination. Mr. Witt accepted.

Roll Call: Mr. McFarland – yes, Mrs. Wetterman – yes, Mr. Kalina – yes, Mr. Witt – yes

Vice Chairperson for 2026:

Secretary Beck stated that nominations will now be accepted for Vice Chairperson for 2026.

- Mr. McFarland nominated Mrs. Wetterman for Vice Chairperson. Seconded by Mr. Witt.
- Secretary Beck asked if there were any other nominations. Being none, Secretary Beck asked Mrs. Wetterman if she would accept the nomination. Mrs. Wetterman accepted.

Roll Call: Mr. Kalina – yes, Mr. McFarland – yes, Mr. Witt – yes, Mrs. Wetterman – yes.

Secretary Beck stated that Mr. Witt will lead the remainder of the meeting as Chairperson

Review and Adoption of Zoning Commission Bylaws

Mr. Witt led the review of the Brunswick Hills Township Zoning Commission Bylaws. He stated the bylaws have not changed and asked if there were any suggestions.

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Discussion included clarification regarding the notice requirement for special meetings, with Ohio law requiring a minimum 24-hour notice via newspaper. It was noted that additional notification methods may be used, but the current language in the bylaws meets the legal requirement.

Motion: Mrs. Wetterman motioned to accept the Brunswick Hills Township Zoning Commission Bylaws as written. Mr. Kalina seconds.

Roll Call: Mr. McFarland – yes, Mr. Witt – yes, Mrs. Wetterman – yes, Mr. Kalina – yes

Re-Adoption of the Comprehensive Land Use Plan (2005)

Mr. Witt stated that the Commission will review the Comprehensive Land Use Plan. Discussion included the current zoning map, noting that updates for the new comprehensive plan are pending.

Motion: Mrs. Wetterman motioned to re-adopt the Brunswick Hills Township Comprehensive Land Use Plan dated 2005. Mr. McFarland seconds.

Roll Call: Mr. Witt – yes, Mr. Kalina – yes, Mrs. Wetterman – yes, Mr. McFarland – yes

2026 Meeting Dates & Times

Mr. Witt reviewed the proposed 2026 Zoning Commission meeting dates and discussed potential adjustments to align with Planning Commission deadlines. It was determined that no changes to the regular meeting schedule were necessary, except for the July meeting due to the Fourth of July holiday that can be adjusted later.

Motion: Mr. McFarland motioned to approve the 2026 Zoning Commission meeting schedule as printed. Mrs. Wetterman seconds.

Roll Call: Mr. Kalina – yes, Mrs. Wetterman – yes, Mr. McFarland – yes, Mr. Witt – yes

Mrs. Wetterman thanked and acknowledged the board for their active role in the Comprehensive Plan and on the Zoning Commission, noting that it was a very engaged and productive board. Mr. Witt added that a significant amount of work has been accomplished over the past year.

MOTION TO ADJOURN

Mr. Witt stated he would accept a motion to adjourn the Organizational Meeting of January 8, 2026.

Motion: Mr. Kalina motion to adjourn. Mrs. Wetterman- seconds.

Roll Call: Mr. McFarland- yes, Mrs. Wetterman- yes, Mr. Kalina- yes, Mr. Witt- yes.

Meeting Adjourned: 7:32 PM

Respectfully Submitted,
Dalith Beck, Zoning Secretary

Edward Witt, Chair

Date