

**Brunswick Hills Township Board of Zoning Appeals Organizational Meeting Minutes
January 14, 2026**

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Call Meeting to Order

Secretary, Ms. Beck called the Brunswick Hills Township Board of Zoning appeals January 14, 2026 Organizational meeting to order at 7:00 pm.

A roll call of the board was executed.

- **Board Members in Attendance:** Mr. Radesic, Ms. Barron, Mr. Schigel, Mr. Timura,
- **Alternate Board Members as voting members:**
- **Board Members Absent:**
- **Others in Attendance:** Trustee, Mr. DeCastra, 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 Ms. Barron and Mr. Radesic as members of the Board of Zoning Appeals.

Mr. DeCastra advised that the Board of Trustees approved an increase in compensation for the board to fifty-five dollars (\$55) per meeting.

Secretary Beck then proceeded with the meeting.

NOMINATIONS:

Chairperson for 2026:

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

- Mr. Timura nominated Mr. Schigel as Chairperson. Seconded by Ms. Barron
- Secretary Beck asked if there were any other nominations. Being none, Secretary Beck asked Mr. Schigel. If he accepts the nomination. Mr. Schigel accepted.

Roll Call: Mr. Radesic-yes, Ms. Barron- yes, Mr. Timura- yes, Mr. Schigel- yes.

Mr. Schigel was elected Chairperson for 2026.

Vice Chairperson for 2026:

Secretary Beck stated that nominations will now be accepted for Vice Chairperson of the Board of Zoning Appeals for 2026.

- Mr. Barron nominated Mr. Timura as Vice Chairperson. Seconded by Mr. Schigel.
- Secretary Beck asked if there were any other nominations. Being none, Secretary Beck asked Mr. Timura if she would accept the nomination. Mr. Timura accepted.

Roll Call: Ms. Barron-yes, Mr. Radesic- yes, Mr. Schigel- yes, Mr. Timura- yes.

Mr. Timura was elected Vice Chairperson for 2026.

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

Chair Schigel stated that a quorum is present. The 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 tie vote of four 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.

2026 Meeting Dates & Times

Motion: Mr. Schigel motioned to set regular BZA meetings on the first Wednesday of each month at 7:00 PM. Mr. Timura seconds. **Roll call:** Ms. Barron- yes, Mr. Radesic- yes, Mr. Timura- yes, Mr. Schigel- yes.

Appeal Period

The public was advised that any decision of the Board is subject to a thirty (30) day appeal period beginning on the date of decision.

Review and Adoptions of the BZA Organizational Guidelines

Review and Adoption of Zoning Commission Bylaws

Filing deadline for matters to be heard by the Board remains as the first Wednesday of the month by 12:00 PM. No changes were proposed.

Motion: Mr. Timura motioned to accept Organizational Meeting Guidelines as written. Mr. Schigel seconds.

Roll Call: Mr. Radesic- yes, Ms. Barron- yes, Mr. Timura- yes, Mr. Schigel- yes.

BZA Bylaws

Discussion included:

- Consideration of adding a validity period for granted variances.
- Example language from Beaver Creek Township was reviewed.
- Proposed framework discussed:
 - Variance valid for one year from date of approval.
 - If construction begins or occupancy permits are issued, variance continues.
 - Board may grant up to two six-month extensions upon written request without public hearing.
- It was determined this change would require amendment to the Township Zoning Resolution through the Zoning Commission process.

No changes were made to bylaws at this meeting.

Motion: Ms. Barron motioned to accept the Bylaws as written. Mr. Timura seconded.

Roll Call: Mr. Radesic- yes, Mr. Timura- yes, Ms. Barron- yes, Mr. Schigel-yes.

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BZA Public Hearing Operational Guidelines

Discussion Highlights:

- Addition of the Pledge of Allegiance to procedures confirmed.
- Discussion regarding whether the Zoning Inspector must be sworn in for each individual case versus once per meeting.
- It was determined that clarification from Township legal counsel (Brian Richter) would be sought.
- Guidelines will remain “sworn in for each case” until legal guidance is received.

Motion: Mr. Timura made a motion: to accept Public Hearing Operational Guidelines as currently written. Ms. Barron seconded. **Roll Call:** Mr. Radesic- yes, Mr. Timura- yes, Ms. Barron- yes, Mr. Schigel- yes.

2026 Meeting Dates & Times

Mr. Schigel confirmed date and time of the meeting being the first Wednesday of the month at 7:00 pm. The filing deadline for matters to be heard by the Board remains as the first Wednesday of the month by 12:00 PM to the zoning inspector for it to be placed on the agenda for the following month.

MOTION TO ADJOURN

Mr. Schigel stated he would accept a motion to adjourn the Organizational Meeting of January 14, 2026.

Motion: Mr. Timura motion to adjourn. Ms. Barron- seconds.

Roll Call: Mr. Schigel-yes, Mr. Radesic- yes, Ms. Barron-yes, Mr. Timura- yes.

Meeting Adjourned: 7:16 PM

Respectfully Submitted,
Dalith Beck, Zoning Secretary

Chris Schigel, Chair

Date