

**Brunswick Hills Township  
Zoning Commission Regular Meeting Minutes  
May 7, 2026**

**Call Meeting to Order**

Mr. Witt called the Brunswick Hills Township Zoning Commission on May 7, 2026 public hearing meeting to order at 7:00 pm.

A roll call of the board was executed.

- **Board Members in Attendance:** Ms. Brunn, Mr. Witt, Ms. Wetterman, Mr. McFarland
- **Alternate Board Members as voting members:**
- **Board Members Absent:** Mr. Kalina, Mr. Smerek
- **Others in Attendance:** Mr. DeCastr, Trustee, Ms. Beck, Secretary.

**Approval of Prior Meeting Minutes**

Mr. Witt noted that approval of the prior meeting minutes had already been completed at the last meeting.

**NEW BUSINESS**

Scheduling – Next Public Hearing and Regular Meeting

The Commission discussed scheduling for the next public hearing and regular meeting in connection with the pending rezoning application.

- Public Hearing: Thursday, June 11, 2026 at 6:15 PM
- Regular Zoning Commission Meeting: Thursday, June 11, 2026 at 7:00 PM

**OLD / CONTINUED BUSINESS**

**Variance Period of Validity – Section 1005.3 (Continued Discussion)**

The Commission continued its ongoing discussion on variance time limits under Section 1005.3. A legal opinion from the Medina County Prosecutor's Office had been received; Chair Witt noted he had not yet fully reviewed it and wished to do so before taking action.

The following key issues were discussed:

Who Should Grant Extensions-The current proposed language would allow the BZA to grant up to two six month extensions. An alternative would allow the Zoning Inspector to grant extensions administratively. Several members expressed opposition to that approach, citing the removal of public oversight and the risk that decisions could be based on non public information rather than a transparent public process.

Automatic vs. Discretionary Extensions- Ms. Brunn raised whether an extension applied for prior to expiration would be automatic or discretionary. If automatic, members noted a full BZA hearing may add little value, if discretionary, clear standards and authority would be needed.

Timing Ambiguity-Mr. McFarland noted that if a variance expires January 31 and an extension is applied for January 30, the draft language is unclear as to what may lawfully occur between the expiration date and formal grant of the extension. Members agreed any such "void period" ambiguity should be eliminated in the final language.

Options for Validity Period Three options were discussed:

- Option A – One year with up to two six-month extensions. Concern raised that a variance could remain active up to two years after conditions have changed.
- Option B – Two years, no extensions. Applicant must reapply to the BZA if unused after two years.
- Option C – One year, no extensions. Considered the cleanest approach, consistent with how county building permits are handled.

#### **Additional Considerations**

- Requiring a BZA rehearing upon expiration serves the public interest by allowing changed conditions or new neighbors to be heard. However, larger developments can face legitimate delays outside an owner's control, such as county engineer review, sewer approvals, or economic conditions.
- The idea of a variance becoming permanent upon "significant progress" or actual construction was raised as potentially too subjective.
- Any fees for extensions would be set by the Board of Trustees.
- For reference, Beavercreek Township variances expire one year after issuance unless actual construction is underway.

Mr. Witt will draft revised language for Section 1005.3 establishing a one-year time limit, reflecting the cleaner approach discussed. The draft will be presented at the next regular meeting for review and possible action.

#### **ADDITIONAL BUSINESS**

##### **Ohio Township Association (OTA) Training and Membership**

Trustee DeCastra proposed enrolling all Zoning Commission and Board of Zoning Appeals members in Ohio Township Association (OTA) membership and training resources. He noted that OTA membership provides access to newsletters, informational resources, webinars, and publications, and that the goal is to maintain a well educated and well informed Zoning Commission and BZA to better serve the community

##### **Township Email Accounts**

Following interest raised at a recent county training, Trustee DeCastra asked the boards interest in creating Brunswick Hills Township Outlook email accounts for all Zoning Commission and BZA members. The goal is to keep official communications separate from personal accounts and improve public records management.

The commission were generally supportive. Mr. Witt viewed it as the more professional approach, and other members saw value in having a single, official repository for Commission related documents. Mrs. Wetterman expressed initial reluctance about managing a second account but indicated willingness to learn. Trustee, Mr. DeCastra invited members to share their preferences with him so the Board of Trustees can determine how to proceed.

##### **Public Comment Procedures – Future Practice**

The commission discussed several improvements to public comment procedures.

On time limits, members agreed that a three-to-five minute per speaker limit is appropriate when a large audience is present, with flexibility when only a few people wish to speak. It was noted that another township uses a visible countdown timer, which could be a useful tool here as well if needed.

On keeping comments focused, the consensus was that the Chair may politely redirect speakers who stray off topic. The Commission agreed to announce the sign-in requirement at the start of each meeting for those that wish to speak.

No formal motion was made, but the Commission reached broad consensus on the above general practices.

**Internal Document Sharing and Advance Preparation**

Ms. Brunn raised concern that a court document introduced at a prior meeting had not been distributed in advance. Mr. Witt acknowledged the issue, noting he had already emailed members on April 29<sup>th</sup> requesting that relevant documents be shared before meetings. The consensus was that all relevant materials, court records, agreements, site information, etc should be provided to all members in advance whenever possible. It was also noted that a centralized township email would help ensure consistent distribution.

**PUBLIC COMMENT:** None

**ANNOUNCEMENT OF NEXT MEETING:**

Public Hearing: Thursday, June 11, 2026 at 6:15 PM

Regular Meeting: Thursday, June 11, 2026 at 7:00 PM

**MOTION TO ADJOURN**

**Motion:** Ms. Brunn motioned to adjourn the meeting. Seconded by Mrs. Wetterman

**Roll Call:** Ms. Brunn- yes, Mrs. Wetterman- yes, Mr. McFarland- yes, Mr. Witt- yes.

Adjourned at 8:16 PM

Respectfully Submitted,  
Dalith Beck, Zoning Secretary

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Edward Witt, Chair

Date