

Ch. Calabro called the Board of Zoning Appeals Organizational Meeting to order on January 8, 2020 at 7:00 p.m.

Ch. Calabro stated that this meeting is being taped for transcription purposes only and the written minutes and attachments, if any, will serve as the official record for this meeting.

Roll Found: Calabro, Hoop, Zeleznak, Mainzer and Budd. Also present were Alternate Member Schaefer, Trustees Schulte and Augustine, Zoning Inspector Wilson and residents Mr. Wolny and Mr. Pearl.

The first order of business would be to discuss the Board of Zoning Appeals appointments and individuals with expired terms to be sworn in.

Trustee Schulte conducted the Oath of Office and the following were sworn in as follows: Bill Schaefer (Alt. Member – 1 year term), Gary Wolny (Alt. Member – 1 year term)

Ch. Calabro distributed the following BZA procedures:

- BZA Organizational Procedures
- BZA Procedure for Site Inspections
- BZA Procedure for Public Hearings
- BZA Decision Form

Ch. Calabro noted they will review the Board of Zoning Appeals Organizational Procedures. Ch. Calabro read the procedures. Items of note were as follows: *(Otherwise, items will remain as read – refer to procedure)*

1. Item 2 – Public Hearings: discussed scheduling public hearings in the months of November and December, and it was agreed to leave as noted in the procedure and schedule public hearing(s) when applicable for the months of November and December.
2. Item 11 – Site Inspections: discussed Board Members travelling together to site inspections. Trustee Schulte stated it is always recommended that the members drive individually, but that creates a parking issue. It was determined the language should not be changed.
3. Item 18 - Change the date on the signature line to 2020.
4. Item 19 – Conclusion of Fact: Further discussion ensued; no changes were noted.

Ch. Calabro asked for a motion to approve the Board of Zoning Appeals Organizational Procedures as presented with the exception of changing the date on the signature line to 2020. Ms. Mainzer moved and Mr. Budd seconded the motion.

**Vote: Budd- yes, Mainzer – yes, Zeleznak – yes, Hoop – yes, Calabro – yes**  
**Motion passed 5-0**

Ch. Calabro noted they will review the Board of Zoning Appeals Site Inspection Procedures. Ch. Calabro read the procedures and asked if there were any comments. There were none.

Ch. Calabro asked for a motion to approve the Board of Zoning Appeals Site Inspection Procedures as presented. Mr. Zeleznak moved and Mr. Budd seconded the motion.

**Vote: Budd- yes, Mainzer – yes, Zeleznak – yes, Hoop – yes, Calabro – yes**  
**Motion passed 5-0**

Ch. Calabro noted they will review the Board of Zoning Appeals Public Hearing Procedures. Ch. Calabro read the procedures. Items of note were as follows: *(Otherwise, items will remain as read – refer to procedure.)*

1. Change the date on the bottom of pages to January 8, 2020.
2. Change the date on the signature page to 2020.

Ch. Calabro asked for a motion to approve the Board of Zoning Appeals Public Hearing Procedures as presented with the exception of changing the date on the bottom of pages to January 8, 2020 and changing the date on the signature page to 2020. Mr. Budd moved and Mr. Zeleznak seconded the motion.

**Vote: Budd- yes, Mainzer – yes, Zeleznak – yes, Hoop – yes, Calabro – yes**  
**Motion passed 5-0**

Ch. Calabro noted they will review the Board of Zoning Appeals Decision Form. Ch. Calabro asked if there were any comments. There were none.

Ch. Calabro asked for a motion to approve the Board of Zoning Appeals Decision Form as presented. Ms. Mainzer moved and Mr. Zeleznak seconded the motion.

**Vote: Budd- yes, Mainzer – yes, Zeleznak – yes, Hoop – yes, Calabro – yes**  
**Motion passed 5-0**

Ch. Calabro asked for a motion to adjourn the January 8, 2020 Organizational Meeting. Ms. Mainzer moved and Mr. Budd seconded.

- The BZA members were polled.
- All were in favor.

The Organizational Meeting was adjourned at 7:36 p.m.

Judi Stupka, Recording Secretary

Minutes Approved: \_\_\_\_\_, 2020

\_\_\_\_\_  
Josephine Calabro, Vice-Chairman

\_\_\_\_\_  
Jeff Hoop, Vice Chairman

\_\_\_\_\_  
Dave Zeleznak, Member

\_\_\_\_\_  
Julie Mainzer, Member

\_\_\_\_\_  
William Budd, Member