

Ch. Calabro called the Board of Zoning Appeals Organizational Meeting to order on February 10, 2021 at 7:03 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.

Ch. Calabro read the virtual meeting guidelines which are on file in the Hinckley Township Administrative offices.

Roll Found: Calabro, Hoop, Zeleznak, Mainzer and Budd. Also present were Alternate Members Schaefer and Wolny, Trustees Augustine and Burns, Zoning Inspector Wilson is present virtually

Ch. Calabro took a moment to recognize Trustee Ray Schulte. Ch. Calabro stated she will miss Ray Schulte and seeing him in the Audience. Ch. Calabro stated that Trustee Schulte always went above and beyond and was very dedicated to the Township and his leadership will be missed. Ch. Calabro stated that it was truly an honor to work with Ray.

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 Augustine conducted the Oath of Office and the following were sworn in as follows: Jeff Hoop (Member – 5 year term) Bill Schaefer (Alt. Member – 1 year term), Gary Wolny (Alt. Member – 1 year term)

Ch. Calabro asked if everyone has copies of 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 and asked if there were any comments. There were none.

Ch. Calabro asked for a motion to approve the Board of Zoning Appeals Organizational Procedures as presented. Ms. Mainzer moved and Mr. Budd seconded the motion.

- **The BZA members were polled**
- **All were in favor**
- **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 Ms. Mainzer seconded the motion.

- **The BZA members were polled**
- **All were in favor**
- **Motion passed 5-0**

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

Item #20 Eliminate the last sentence that states applicant has 30 days from the date of this meeting to appeal.

Item #23 Revise the language to read: Chairman shall state that anyone adversely affected by this decision has 30 days from the date in which the minutes of this hearing are approved to file an appeal. Typically minutes are approved at the next regular meeting. Upon approval of the minutes the minutes will be posted and available at the Township website the following day.

Item #25 Add a comma after the word “Board”.

Ch. Calabro asked for a motion to approve the Board of Zoning Appeals Public Hearing Procedures with the exception of the suggested changes to Items 20, 23 and 25 as noted. Mr. Budd moved and Ms. Mainzer seconded the motion.

- **The BZA members were polled**
- **All were in favor**
- **Motion passed 5-0**

Ch. Calabro noted they will review the Board of Zoning Appeals Decision Form.

Ch. Calabro suggested they add a line under “passed” to summarize what was passed.

Ms. Mainzer suggested eliminating the word “journalized” at the bottom. Ch. Calabro stated they would eliminate “journalized” and add the following language: Any person adversely affected by this decision has 30 days from this date in which the minutes of this hearing are approved to file an appeal.

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

- **The BZA members were polled**
- **All were in favor**
- **Motion passed 5-0**

Trustee Augustine asked if the Board could review the language they had previously approved for the Board of Zoning Appeals Public Hearing procedures and if Item #23 could be changed in the event Ms. Peterlin is not available to post the minutes the day following approval. Ch. Calabro stated they could eliminate "the following day" so the last line of Item #23 would read "Upon approval of the minutes, the minutes will be posted and available at the Township website."

Ch. Calabro asked for a new motion to approve the Board of Zoning Appeals Public Hearing Procedures with the previously discussed changes to Items #20, #23 and #25 and the additional discussed change to Item #23. Ms. Mainzer moved and Mr. Budd seconded the motion.

- **The BZA members were polled**
- **All were in favor**
- **Motion passed 5-0**

Ch. Calabro stated the form for personal notes for public hearings has no changes and the form for site inspection detail has no change.

Ch. Calabro asked if anyone had any additional comments. There were none.

Ch. Calabro asked for a motion to adjourn the February 10, 2021 Organizational Meeting. Ms. Mainzer moved and Mr. Budd seconded.

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

The Organizational Meeting was adjourned at 7:43 p.m.

Judi Stupka, Recording Secretary

Minutes Approved: _____, 2021

Josephine Calabro, Vice-Chairman

Jeff Hoop, Vice Chairman

Dave Zeleznak, Member

Julie Mainzer, Member

William Budd, Member