

Vice Ch. Hoop called the Board of Zoning Appeals Organizational Meeting to order on January 12, 2022 at 7:03 p.m.

Roll Found: Hoop, Zeleznak, Budd and Schaefer. Also present were Trustees Augustine and Ascherl and Zoning Inspector Wilson. Trustee Swedyk and Ch. Calabro attended virtually.

The first order of business was 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: Dave Zeleznak (Member – 5 year term) Bill Schaefer (Alternate - one year term); Trustee Augustine stated that for the public's knowledge Board of Zoning Appeals member Julie Mainzer and Gary Wolny were not reappointed to the Board of Zoning Appeals.

Vice Ch. Hoop 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

Vice Ch. Hoop noted they will review the Board of Zoning Appeals Organizational Procedures. Vice Ch. Hoop stated that recommended changes had been handed out earlier noting and read the procedures to include the noted recommended changes as follows:

Item 1: Under d. add Special Meeting

Item 2: Add c. Open to the Public

Item 2: Update to Notification of meetings

New Item 3: Special Meetings Date to be determined based on need and by consensus and motion of the Board of Zoning Appeals at a public meeting (or at the discretion of the Chairman)

a. Commence at 7:00 p.m. or to be determined

b. Open to the Public

c. Specific date and time (date certain) shall be announced at the meeting and noticed accordingly as follows: *(In accordance to Sunshine Laws – Open Meetings Act)*

- the notice for the Special Meeting shall be advertised at a minimum of 24 hours prior to the meeting

- the notice shall have a purpose, which may include Continued Public Hearing, Regular Meeting, date, time and location

Item 4: should read "see also #12"

Item 4: Under a. add Zoning Inspector

Item 4: Under b. add "public" hearing

Item 5: Add Zoning Inspector

Item 7: Add Zoning Inspector

Item 8: Add “or” and change last sentence to read “The Zoning Secretary and/or Zoning Inspector will assist in the preparation and presentation in support of need for application of Conditional Use Request, Variance or Appeal of Zoning Inspector Decision and may offer their presentation at the Public Hearing, or testify, by request of the Chairman or Members, when appropriate.

Item 10: Add “and mutually agreed upon both the Board and the applicant.”

Item 19: Change to 2022

Add Item 24: A third party consultant may be utilized when the Board of Zoning Appeals Chairman, members and Trustee Liaison deem it necessary. *See Zoning Fee Schedule*

Add Item 25: The Zoning Secretary by direction of the Trustee Liaison may notify members by email whose term is expiring by November 1st

Add Item 26: Board of Zoning Appeals members with expiring terms need to notify the Board of Trustees in writing (*email is acceptable*) of their interest to serve as a Zoning Board Member by November 15th

Add Item 27: Public Records Policies

- a. Establish a Hinckley Township Board of Zoning Appeals email address for each member and alternate (i.e. jcalabro.htbza@providerofchoice)

Add Item 28: Attendance at Board of Zoning Appeals Meetings and Educational Seminars

- a. Each member shall sign the “Sign In Sheet” to confirm attendance
- b. If attending virtual, Trustee/BZA Chairman or Zoning Secretary will confirm attendance during roll call.
- c. The sign in sheet shall be noted “virtual” next to member’s name and initialed by Trustee or BZA Chairman. Minutes will confirm attendance.
- d. If attending an Educational Seminar or an approved offsite meeting an Attendance Slip must be completed and turned in to the Zoning Secretary to receive compensation.
- e. If the BZA Chairman or member has been designated to attend a Zoning Commission or Trustee Meeting, prior approval by the Trustee liaison must be given. An Attendance Slip must be completed and turned in to the Zoning Secretary to receive compensation.

After review of the drafted proposed changes, V. Ch. Hoop asked if there were any comments, and there were none.

Vice Ch. Hoop asked for a motion to approve the Board of Zoning Appeals Organizational Procedures as changed. Mr. Zeleznak moved and Mr. Budd seconded the motion.

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

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

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

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

Vice Ch. Hoop noted they will review the Board of Zoning Appeals Public Hearing Procedures. Vice Ch. Hoop read the procedures and asked if there were any comments. There was comment that the date Revisions accepted should be 2022 instead of 2021; items 10 and 11 should include the word "Zoning" for Board of Zoning Appeals to be consistent throughout the procedure; and item 6 add "Zoning Secretary" in last sentence.

Vice Ch. Hoop asked for a motion to approve the Board of Zoning Appeals Public Hearing Procedures as amended. Mr. Schaefer moved and Mr. Zeleznak seconded the motion.

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

Vice Ch. Hoop stated that the Board of Zoning Appeals Decision Form was the same as last year and there were no changes. He asked if there were any comments. There were none.

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

Vice Ch. Hoop asked for a motion to adjourn the January 12, 2022 Organizational Meeting. Mr. Schaefer moved and Mr. Budd seconded.

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

The Organizational Meeting was adjourned at 7:35 p.m.

Judi Stupka, Recording Secretary

Minutes Approved: _____, 2022

(absent
Josephine Calabro, Chairman

Jeff Hoop, Vice Chairman

Dave Zeleznak, Member

Bill Budd, Member

Bill Schaefer, Alternate