

Ch. Calabro called the Board of Zoning Appeals Special Meeting to order on January 24, 2023 at 7:00 p.m.

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

Roll Found: Calabro, Hoop, Zeleznak, Schaefer, Wrubel. Also present were Alternate Schrader, Trustee Augustine and Trustee Swedyk 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 for Ch. Josephine Calabro (5 year term) and alternate Tom Schrader (1 year term).

Mr. Zeleznak nominated Ch. Calabro as Chairperson for 2023 and Mr. Schaefer seconded. Ch. Calabro accepted the nomination.

Calabro – yes; Hoop – yes; Zeleznak – yes; Schaefer – yes; Wrubel – yes

Mr. Zeleznak nominated Mr. Hoop as Vice-Chairperson for 2023 and Ch. Calabro seconded. Mr. Hoop accepted the nomination.

Calabro – yes; Hoop – yes; Zeleznak – yes; Schaefer – yes; Wrubel – yes

Ch. Calabro stated that the purpose of this Special Meeting was to proceed with the Organizational Meeting of 2023 which is typically held the first Regular Meeting of the year, which would have been January 11, 2023, however since only 3 Board members were available and present on January 11, 2023 a Motion was made to have a special meeting this evening for the purpose of completing the 2023 Organizational Meeting.

Ch. Calabro noted they will review the Board of Zoning Appeals Organizational Procedures. Ch. Calabro asked if there were any comments or changes to the revised Organizational Procedures that were presented.

Mr. Schaefer suggested some typographical changes and single word changes. Additionally, Mr. Schaefer suggested a change to #13 regarding the setback change language. Discussion followed.

Ch. Calabro asked for a motion to approve the Board of Zoning Appeals Organizational Procedures as specified. Ms. Wrubel moved and Mr. Schaefer seconded the motion.

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

Ch. Calabro noted they will review the Board of Zoning Appeals Public Hearing Procedures for Conditional, Variance and Similar Use Finding. Ch. Calabro asked if there were any comments or changes to the Public Hearing Procedures.

Ch. Calabro suggested a clerical change. Mr. Schaefer suggested a same language change in item #3 to maintain consistency. Discussion followed regarding same. Mr. Schaefer suggested some additional clerical changes.

Ch. Calabro asked for a motion to approve the Board of Zoning Appeals Public Hearing Procedures for Conditional, Variance and Similar Use Finding as specified. Mr. Schaefer moved and Mr. Zeleznak seconded the motion.

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

Ch. Calabro noted the changes that were made last year to the Board of Zoning Appeals Site Inspection Procedures. Ch. Calabro asked if there were any other suggested changes and there were none.

Ch. Calabro stated that the Zoning Office is preparing a new form for the Similar Use Finding. A Public Hearing is required for a Similar Use Finding according to Asst. Prosecutor Brian Richter.

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

Ch. Calabro asked for a motion to adjourn the January 24, 2023 Special Meeting. Mr. Schaefer moved and Mr. Zeleznak seconded.

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

The Special Meeting was adjourned at 7:31 p.m.

Judi Stupka, Recording Secretary

Minutes Approved: _____, 2023

Josephine Calabro, Chairman

Jeff Hoop, Vice Chairman

Dave Zeleznak, Member

Bill Schaefer, Member

Lindsey Wrubel, Member