

**MINUTES**  
**Board of Building & Zoning Appeals**  
**City of Willoughby Hills, Ohio**

January 10, 2017

**CALL TO ORDER:** 8:05 pm

**Frank Cihula was appointed to a new 5-year term. He was sworn in by Mayor Weger at tonight's meeting**

**PRESENT:** Chairman Frank Cihula, Vice Chairman John Klements, Robert Bartolotta and James Michalski

**ABSENT** Mark Kotoch

**ALSO PRESENT:** Clerk, Katherine Lloyd

**MOTION:** John Klements moved to excuse Mark Kotoch from tonight's meeting.  
Seconded by Robert Bartolotta.  
Voice Vote: Ayes unanimous.  
**Motion passes 4/0.**

**2017 ORGANIZATION**

**Nominations opened for Chairman of the Board**

James Michalski nominated Frank Cihula for Chairman of the Board of Building and Zoning Appeals for the year 2017. Frank Cihula accepted.

Chairman Cihula asked three times for additional nominations.

Nominations were closed.

Roll call: 3 Ayes and 1 Abstention (Cihula).

**BZA Chairman for 2017: Frank Cihula**

**Nominations opened for Vice-Chairman of the Board**

Robert Bartolotta nominated John Klements for Vice-Chairman of the Board of Building and Zoning Appeals for the year 2017. John Klements accepted.

There were no additional nominations.

Nominations were closed.

Roll call: 3 Ayes and 1 Abstention (Klements).

**BZA Vice-Chairman for 2017: John Klements**

**Appointment of BZA Clerk**

John Klements moved to appoint Katherine Lloyd as BZA Clerk.

Seconded by Robert Bartolotta

Roll call: Ayes unanimous.

**Motion passes 4/0.**

**BZA Clerk for 2017: Katherine Lloyd**

**Appointment of BZA Representative to Planning Commission and Architectural Board of Review**

James Michalski moved that Frank Cihula be the BZA representative to the Planning Commission and Architectural Board of Review.

Seconded by John Klements

**Discussion:** Mr. Klements asked about projects that are coming to the BZA after they have been to the Planning Commission. Usually this happens late in the year for projects that have some urgency. BZA meets once per month. PCABR meets twice a month.

Roll call: 3 Ayes and 1 Abstention (Cihula).

**Motion passes 4/0**

**2017 BZA representative to the Planning Commission & Architectural Board of Review: Frank Cihula**

**DISPOSITION OF MINUTES**

- Minutes of November 8, 2016

**MOTION:** John Klements moved to approve the Minutes of November 8, 2016.  
Seconded by Robert Bartolotta.  
Roll call: Ayes unanimous.  
**Motion passes 4/0.**

- Minutes of June 14, 2016 were not ready.

**CORRESPONDENCE**

Notification dated 12/19/16 sent to News-Herald re: January 10, 2017 BZA meeting.

Letter dated November 17, 2016 from BZA to Ms. Donna Dolsen re: Case 2016-12 Decision for 36141 Eddy Rd.

**No Pending Business**

**UNFINISHED BUSINESS**

None

**NEW BUSINESS**

None

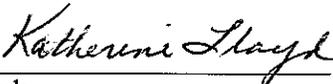
**CHAIRMAN'S COMMENTS**

- Brief review of the Index of Appeals for 2016 which had been distributed to the Board.
- So far, there are no appeals for the February 14, 2017 meeting.

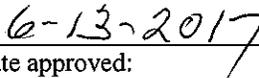
**MOTION:** John Klements moved to adjourn.  
Seconded by Robert Bartolotta.  
Voice vote: Ayes unanimous.  
**Motion passes 4/0**

Meeting adjourned at 8:38 PM

Note that it is the policy of the Board to make site visits to guide them in making their decisions.  
Note that BZA meetings are recorded and recordings are considered a public record.

  
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Clerk

  
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Chairman

  
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Date approved: