

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

January 14, 2020

CALL TO ORDER: 8:02 pm

ROLL CALL

PRESENT: Chairman Frank Cihula, Vice Chairman John Klements, Mark Kotoch,
James Michalski and Nico Viola

ALSO PRESENT: Clerk Katherine Lloyd, Mayor Andy Gardner

Chairman Cihula introduced the new member of the BZA, Nico Viola.

2020 ORGANIZATIONAL SESSION

Nominations opened for Chairman of the Board for the year 2020 until our next Organizational meeting.

John Klements nominated Frank Cihula for Chairman of the Board of Building and Zoning Appeals through the next Organization meeting. Seconded by Mark Kotoch. Frank Cihula accepted.

Chairman Cihula asked three times for additional nominations.

Nominations were closed for the Chairman.

Roll call: 5 Ayes.

BZA Chairman for 2020:

Frank Cihula has been elected Chairman of the Board of Building and Zoning Appeals through our next Organizational meeting.

Nominations opened for Vice-Chairman of the Board

Mark Kotoch nominated John Klements for Vice-Chairman of the Board of Building and Zoning Appeals for the year 2020. John Klements accepted.

Chairman Cihula asked three times for additional nominations.

Nominations were closed for the Vice Chairman.

Roll call: 5 Ayes

BZA Vice-Chairman for 2020:

John Klements has been elected Vice Chairman of the Board of Building and Zoning Appeals through our next Organizational meeting.

Appointment of BZA Clerk is done by motion.

John Klements moved to re-appoint Katherine Lloyd for Clerk of the BZA.

Seconded by Mark Kotoch.

Additional Discussion:

(Cihula) This is a formality because technically she is hired by the Mayor. It is a vote of confidence.

Roll call: Ayes unanimous.

Motion passes 5/0.

BZA Clerk for 2020:

Katherine Lloyd is Clerk of the BZA.

Appointment of BZA Representative to Planning Commission and Architectural Board of Review by motion.

John Klements moved that Frank Cihula be re-appointed as the BZA representative to the Planning Commission and Architectural Board of Review for the year 2020.

Seconded by Mark Kotoch

Roll call: 5 Ayes.

Motion passes 5/0

Frank Cihula is appointed 2020 BZA representative to the Planning Commission & Architectural Board of Review.

DISPOSITION OF MINUTES of December 10, 2019

MOTION: John Klements moved that the Board postpone review of the Minutes of December 10, 2019 to the next BZA meeting.

Seconded by Mark Kotoch

Roll call: Ayes Unanimous.

Motion passes 5/0.

Chairman Cihula declared that approval of the Minutes of the Board of Building and Zoning Appeals Meeting of December 10, 2019 are postponed until the next BZA meeting.

CORRESPONDENCE

Notification dated 12/31/19 sent to News-Herald and Communications re: BZA Meeting on January 14, 2020.

Public Portion opened at 8:10 PM.

Mayor Andy Gardner

Thank you all for your service. My main job here is to help our treasured City volunteers know how much they are appreciated. I am here to help you do your job, whatever I can do. Let me know. I appreciate the brain power and history that this Board brings but I thought that you might be interested in being involved some of the more fun events. We are reaching out for help with some of the Recreation Commission events. Everyone is encouraged to invite your families and friends to help. Lists of the events were distributed.

Councilman Joe Jarmuskiewicz, 31301 Eddy Rd.

We all appreciate all the work you do for the City. If there is anything you need from the Council or the Council can do for you, please contact us. The Council wants open communications with the Commissions.

John Klements: I urge you both to get a Head Building Administrator on board as quickly as you can. It makes a huge difference for this Board, for the Planning Commission, for the residents and for the quality of work that is being done, etc.

Mark Kotoch

Are you talking about a full or part-time position? Will that person do the Building and the Zoning?

Mayor: *If he was in the past. We are looking at it now. We have a proposal from the City Engineer. There are other people who also want to weigh in. You are welcome to stop by the office to discuss it. We have been focusing on hiring the Law Director.*

Public Portion closed at 8:19 PM.

UNFINISHED BUSINESS

None

NEW BUSINESS

None

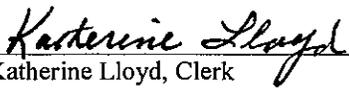
CHAIRMAN'S COMMENTS

There are no pending appeals.

MOTION: Mark Kotoch moved to adjourn.
Seconded by John Klements.
Voice vote: Ayes unanimous.
Motion passes 5/0.

Chairman Cihula declared the meeting adjourned at 8:21 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.


Katherine Lloyd, Clerk


Chairman

3-10-2020
Date approved:

1/25/20 kdl
Revised draft 2/11/20 kdl
Revised draft 2/18/20 kdl