

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

January 8, 2019

**CALL TO ORDER: 8:00 pm**

**ROLL CALL**

**PRESENT:** Chairman Frank Cihula, Vice Chairman John Klements, Mark Kotoch and James Michalski.

**ALSO PRESENT:** Clerk Katherine Lloyd

Chairman Cihula stated that the Mayor had advised him that Rick Thompson had advised both him and Mr. Cihula that he was resigning from the Board back in November 2018 to take another job. The Mayor asked him to submit it in writing. The Mayor is still waiting for it.

**2019 ORGANIZATION**

**Nominations opened for Chairman of the Board**

Mark Kotoch nominated Frank Cihula for Chairman of the Board of Building and Zoning Appeals for the year 2019. 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 2019: Frank Cihula**

**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 2019. John Klements accepted.

Chairman Cihula asked three times for additional nominations.

Nominations were closed.

Roll call: 4 Ayes.

**BZA Vice-Chairman for 2019: John Klements**

**Appointment of BZA Clerk**

John Klements moved to approve the Mayor's appointment of Katherine Lloyd for BZA Clerk for the year 2019.

Seconded by Mark Kotoch

Roll call: Ayes unanimous.

**Motion passes 4/0.**

**BZA Clerk for 2019: Katherine Lloyd**

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

Mark Kotoch moved that Frank Cihula continue to be the BZA representative to the Planning Commission and Architectural Board of Review for the year 2019.

Seconded by John Klements

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

**Motion passes 4/0**

**2019 BZA representative to the Planning Commission & Architectural Board of Review: Frank Cihula**

**DISPOSITION OF MINUTES of July 10, 2018**

**MOTION:** Mark Kotoch moved that the Board approve the Minutes of July 10, 2018 as submitted.  
Seconded by John Klements.  
Roll call: Ayes Unanimous.  
**Motion passes 4/0.**

Chairman Cihula declared that the Minutes of the Board of Building and Zoning Appeals Meeting of July 10, 2018 have been approved as submitted.

**CORRESPONDENCE**

- Notification dated 7/23/18 sent to News-Herald re: August 14, 2018 BZA meeting.
- Notification dated 8/29/18 sent to News-Herald re: September 11, 2018 BZA meeting.
- Notification dated 9/28/18 sent to News-Herald re: October 9, 2018 BZA meeting.
- Notification dated 10/25/18 sent to News-Herald re: November 13, 2018 BZA meeting.
- Notification dated 11/15/18 sent to News-Herald re: December 15, 2018 BZA. meeting
- Notification dated 12/26/18 sent to News-Herald re: January 8, 2019 BZA meeting.

**UNFINISHED BUSINESS**

None

**NEW BUSINESS**

**2018 Index of Appeals:** Chairman Cihula prepared the Index of Appeals heard in Year 2018. It will be added to the Master Index. Copy is provided to the Building Department and Zoning Administrator.

**2019 Meeting Schedule:** Schedule was in the envelopes for the Board. Copies are posted in the Building Department, Public Book and Minutes Book.

**Building and Zoning Violations:** Members of the BZA, while driving around the community, see things being done that should not be done and signs appearing where they should not. People have done demos and put up additions without permits. No one is backing up the BZA and enforcing in the City Code. Willoughby Hills does not have a Building Inspector/Commissioner. The County is responsible for the Building Code. They inspect the property. What if someone is building without a permit? What if there are building issues? The Building Department and Service Department have the same Clerk, who just got back from Layoff. Pete DiFranco is the Zoning Administrator. Mark Grubiss is the Zoning Inspector. Everyone in the department is overworked.

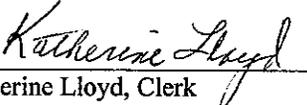
**CHAIRMAN'S COMMENTS**

All the employees who were laid off at the end of April 2018 returned on Monday, 1/7/19. Three of the employees who were laid off did not come back. The City will also have a new Law Director.

**MOTION:** Mark Kotoch moved to adjourn.  
Seconded by James Michalski.  
Voice vote: Ayes unanimous.  
**Motion passes 4/0.**

Chairman Cihula declared the meeting adjourned at 8:20 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

3-12-2019  
Date approved: