

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

December 10, 2019

CALL TO ORDER: 8:02 pm

ROLL CALL

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

ALSO PRESENT: Clerk Katherine Lloyd

CORRESPONDENCE

- Emails dated 10/26-10/28/19 from Chairman Frank Cihula and City Engineer DiFranco Re: BZA Accounts – Receipt Form.
- Notifications dated 12/2/19 sent to News-Herald and Communications re: December 10, 2019 BZA Meeting.
- Letter dated August 15, 2019 to Mr. Thomas Ruple re: Case 2019-4 for 36100 Chardon Road
- Letter dated September 18, 2019 to Mr. Scott Ryan re: Case 2019-3 at 37870 Rogers Rd.

DISPOSITION OF MINUTES of August 13, 2019

MOTION: Jenna Bing moved that the Board approve the Minutes of August 13, 2019 with one correction
Seconded by John Klements.
Roll call: 5 Ayes.
Motion passed 5/0.

Chairman Cihula declared that the Minutes of the Board of Building and Zoning Appeals Meeting of August 13, 2019 Revision have been approved.

DISPOSITION OF MINUTES of September 10, 2019

The Board discussed and amended the draft of the September 10, 2019 minutes to read more clearly.

MOTION: Jenna Bing moved that the Board approve the Minutes of September 10, 2019 as amended this evening.
Seconded by John Klements.

Additional Discussion:

The Board discussed and clarified the definition of ‘building height’ as defined in the Code.

The Clerk read back the amended request, “The applicant amended his request to an accessory structure height of 18 feet 9 ¼ inches, measured by Code at 14 feet 4 ¼ inches.”

(Bing) We have made a change to the Minutes of Sept 10, 2019. I would like to amend my motion.

MOTION: Jenna Bing moved that the Board approve the Minutes of September 10, 2019 with the changes that were discussed this evening.
Seconded by John Klements.
Roll call: Ayes Unanimous
Motion passed 5/0.

Chairman Cihula declared that the Minutes of the Board of Building and Zoning Appeals Meeting of September 10, 2019 have been approved as amended.

CORRESPONDENCE from the Minutes of September 10, 2019 was reviewed and discussed. We need to add the Decision letter of September 10, 2019 which was sent on September 18, 2019 to the 12/10/19. There were no other questions on the Correspondence.

The BZA has no Pending Appeals.

UNFINISHED BUSINESS

None.

NEW BUSINESS

Discussion about the Future Format of Minutes

- Mr. Klements noted that the Board has different members who have different positions regarding format on the BZA meeting minutes. He suggested the Board ‘throw everything up on the table’ for discussion so we can get better directions for format of the minutes.
- Points of discussion included:
 - Invite the Law Director to provide guidance with the discussion.
 - Purpose of the Minutes: As a Board, we need to discuss what we want the purpose of the minutes to be.
 - Format of the Minutes.

CHAIRMAN'S COMMENTS

- Possible January appeal: The Assistant City Engineer sent an email about the Apex Athletic Club.
- BZA will meet to elect officers in January.
- The new Mayor will make the appointments to fill vacancies on the BZA.

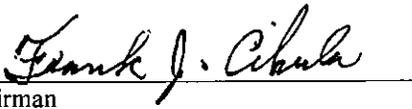
ADJOURNMENT

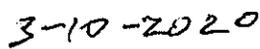
MOTION: John Klements moved to adjourn the meeting.
Seconded by Jenna Bing
Voice vote: Ayes unanimous.
Motion passed 5/0.

Chairman Cihula declared the meeting adjourned at 8:58 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


Date approved: