

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

November 12, 2013

**CALL TO ORDER:** 8:00 pm  
**PRESENT:** Chairman, Frank Cihula; Vice Chairman, John Klements  
Robert Bartolotta, Mark Kotoch  
Clerk, Joan Motuza  
**ABSENT:** Ron Caporossi

**MOTION:** Mark Kotoch moved to excuse the absence of Ron Caporossi. Seconded by John Klements.  
Voice vote: Ayes Unanimous  
**Motion passes 4/0.**

**DISPOSITION OF MINUTES OF AUGUST 13, 2013**

**MOTION:** Mark Kotoch moved that the Board approve the minutes as submitted.  
Seconded by John Klements  
Roll call: Ayes unanimous.  
**Motion passes 4/0.**

**CORRESPONDENCE**

8/21/13\* To David W. Carlson – Board Action Case No. 2013-3  
8/21/13\* To Thomas A. Nevery – Board Action Case No. 2013-2  
10/1/13 To The News-Herald – No October meeting notification  
10/29/13 To The News-Herald – Notification of November 12, 2013 meeting  
11/08/13 e-mail from East-Lynd Lumber to Building Commissioner Wyss requesting withdrawal  
of Case 2013-4

\*Per City Law Director Lobe, letters to appellants advising Board actions are mailed via certified and regular mail.

**CASE 2013-4**

**Bruce Greig, Lyndhurst Lumber for Judy Pearce**

**34330 Rosewood Trail**

requests a variance to construct a single car detached garage with 35' sideyard (S.O.M. Center Road) clearance on a corner lot. Section 1133.10(f), Schedule 1133.10(f)(b) note 2, of the Codified Ordinances requires accessory buildings on corner lots to be setback 75' from the side street right of way.

Notice was mailed to property owners within 500 feet of said property. Legal notice was published in The News-Herald on November 2, 2013. Drawings were available for review in the lobby of City Hall.

An e-mail from Bruce Greig, Lyndhurst Lumber Co., was sent to Building Commissioner Fred Wyss on November 8, 2013 requesting withdrawal of the variance request for the proposed garage at 34330 Rosewood Trail, parcel 31A-005-K-00-001-0.

**MOTION:** Mark Kotoch moved that the Board acknowledge and accept appellant's request to withdraw variance for the proposed garage at 34330 Rosewood Trail. Seconded by Bob Bartolotta.  
Roll call: Ayes unanimous.  
**Motion passes 4/0.**

**UNFINISHED BUSINESS**

None

**PUBLIC PORTION**

No input.

**NEW BUSINESS**

None.

**CHAIRMAN'S COMMENTS**

None.

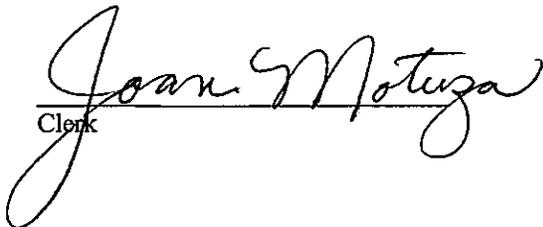
**MOTION:** Mark Kotoch moved to adjourn; seconded by Bob Bartolotta.  
Voice vote: Ayes unanimous.  
**Motion passes 4/0.**

Meeting adjourned at 8:10 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.

All decisions of the Board of Building and Zoning Appeals are final within the City of Willoughby Hills. Any interested party may appeal the Board's decision to the Court of Common Pleas of Lake County, as provided for by Ohio Law.

  
Clerk

  
Chairman

Date Approved: 1-14-2014