

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

January 12, 2010

**CALL TO ORDER:** 8:20 pm  
**PRESENT:** Chairman, Frank Cihula; Vice Chairman, John Klements  
Mark Kotoch, Ron Caporossi  
Clerk/Secretary, Joan Motuza

Peter Kamis' term ended 12/31/09. He did not accept reappointment. A new appointment has not yet been made by Mayor Weger.

**2010 ORGANIZATION**

**Nominations opened for Chairman of the Board**

Mark Kotoch nominated Frank Cihula for Chairman of the Board of Building and Zoning Appeal for the year 2010. Mr. Cihula accepted.

Chairman Cihula asked three times for additional nominations.

Nominations were closed.

Roll call: Caporossi, Klements, & Kotoch – Aye  
Cihula – Abstain

**2010 Chairman: Frank J. 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 2010.

Chairman Cihula asked three times for additional nominations.

Nominations were closed.

Roll call: Caporossi, Kotoch, Cihula – Aye  
Klements – Abstain

**2010 Vice-Chairman: John Klements**

**MOTION:** John Klements moved to affirm appointment of Joan Motuza as the BZA Clerk.

Seconded by Mark Kotoch.

Roll call: Ayes unanimous

**Motion passes 4/0.**

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

**MOTION:** John Klements moved to reappoint Frank Cihula as the BZA representative to the Planning Commission and Architectural Board of Review.

Seconded by Mark Kotoch.

Roll call: Caporossi, Klements, & Kotoch – Aye

Cihula – Abstain

**Motion passes 4/0.**

**DISPOSITION OF MINUTES OF NOVEMBER 10, 2009**

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

**CORRESPONDENCE**

11/30/09 Notice -No December meeting.  
1/11/09 Distribution of BZA 2010 Meeting Schedule

**Case 2009-2**

11/19/09 To Bruce Matthews – Advising Board action of November 10, 2009.  
\*Per City Law Director Lobe, letters to appellants advising board actions are mailed via certified and regular mail.

**UNFINISHED BUSINESS**

None

**NEW BUSINESS**

Chairman Cihula requested that "CHAIRMAN'S REPORT" be added to meeting agendas.

Note: No public was present at the meeting.

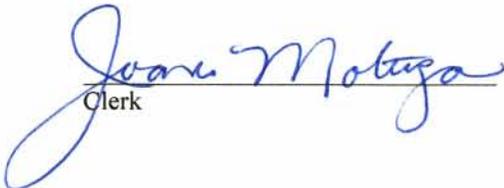
**MOTION:** Mark Kotoch moved to adjourn; seconded by Ron Caporossi. ..  
Voice vote: Ayes unanimous  
**Motion passes.**

Meeting adjourned at 8:34pm.

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

1/20/10/jdm

  
Chairman

Date Approved: April 13, 2010