

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

January 13, 2009

**CALL TO ORDER:** 8:02 pm  
**PRESENT:** Chairman, Frank Cihula; Vice Chairman, John Klements  
Peter A. Kamis, Mark Kotoch, Ron Caporossi  
Clerk/Secretary, Joan Motuza

Mayor Weger appointed Ron Caporossi, to a five-year term ending 12/31/13. Mr. Caporossi was sworn by Mayor Weger prior to the meeting.

**2009 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 2009.

Chairman Cihula asked three times for additional nominations.

Nominations were closed.

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

**2009 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 2009.

Chairman Cihula asked three times for additional nominations.

Nominations were closed.

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

**2009 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 5/0.**

**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, Kamis & Kotoch – Aye  
Cihula – Abstain  
**Motion passes.**

**DISPOSITION OF MINUTES OF NOVEMBER 11, 2008**

**MOTION:** Mark Kotoch moved that the Board approve the minutes as submitted.  
Seconded by John Klements.  
Roll call: Klements, Kamis, Kotoch, Cihula – Ayes  
Caporossi - Abstain  
**Motion passes.**

**CORRESPONDENCE**

12/1/08 Notice -No December meeting.

**Case 2008-5**

11/12/08 To Mike Khalil – Advising Board action of November 11, 2008.

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

**PUBLIC PORTION**

No public input.  
Public portion closed.

**UNFINISHED BUSINESS**

None

**NEW BUSINESS**

**MOTION;** Peter Kamis moved that the BZA change their meeting time from 8:00 pm to 7:00 pm.  
Seconded by Ron Caporossi.  
Roll Call: Caporossi, Kamis – Aye  
Klements, Kotoch, Cihula – Nay  
**Motion fails 2/3.**

**MOTION;** Peter Kamis moved that we (BZA) do not publish meeting minutes on the website.  
Seconded by John Klements.  
Roll call: Ayes unanimous.  
**Motion passes 5/0.**

Chairman Cihula announced that a meeting of the Planning & Zoning Committee of Council is scheduled for January 20, 2009.

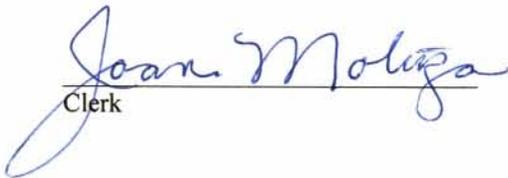
**MOTION:** Peter Kamis moved to adjourn; seconded by Mark Kotoch..  
Voice vote: Ayes unanimous  
**Motion passes.**

Meeting adjourned at 8:35 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 on audio tape and tapes 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: 3-10-09

1/14/09/jdm