

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

January 8, 2008

**CALL TO ORDER:** 8:03 pm  
**PRESENT:** Chairman, Frank Cihula; Vice Chairman, John Klements  
Peter A. Kamis, Mark Kotoch, Joe Zawatski  
Clerk/Secretary, Joan Motuza

**Prior to the meeting:**

John Klements was reappointed and sworn by Mayor Weger to a five-year term -- ending 2012  
Peter A. Kamis was appointed and sworn to complete the vacated term of David Fiebig – ending 2009  
Joe Zawatski was appointed and sworn to complete the vacated term of Fred Koch – ending 2008  
Joan Motuza was hired as Clerk of the BZA

**2008 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 2008. Chairman Cihula asked three times for additional nominations. Nominations were closed.

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

**2008 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 2008. Chairman Cihula asked three times for additional nominations. Nominations were closed.

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

**2008 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.**

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

**MOTION:** Mark Kotoch moved to appoint Frank Cihula as the 2008 BZA representative to the Planning Commission and Architectural Board of Review. Seconded by John Klements.  
Roll call: Kamis, Klements, Kotoch, Zawatski – Aye  
Cihula - Abstain  
**Motion passes 4/w 1 abstention.**

**DISPOSITION OF MINUTES OF AUGUST 14, 2007**

**MOTION:** Mark Kotoch moved that the Board approve the minutes as submitted.

Seconded by John Klements.

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

**Motion passes 3/w 2 abstentions.**

**CORRESPONDENCE**

11/20/07 To Clerk of Council requesting meeting notification of no December BZA meeting

1/1/08 To Mayor Weger, from David Fiebig – resignation from BZA due to being elected to City Council.

1/7/08 To Clerk of Council requesting meeting notification for 1/10/08 BZA meeting.

**Case 2007-5**

8/29/08 To Lawrence Kover advising of Board action of 8/14/07.

\*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**

Peter Kamis requested the Board to consider moving the meeting start time to 7:00 pm. After discussion it was agreed that the start time of the BZA meetings would remain at 8:00 pm.

**MOTION:** Mark Kotoch moved to adjourn; seconded by Peter Kamis.

Voice vote: Ayes unanimous

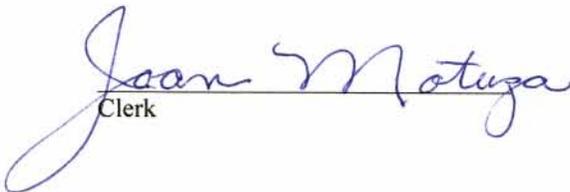
**Motion passes.**

Meeting adjourned at 8:40 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: 2-12-08