

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

January 8, 2013

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

Prior to the meeting John Klements accepted reappointment to a five-year term ending in 2017.

MOTION: Mark Kotoch moved to excuse John Klements and Ron Caporossi from tonight's meeting.
Seconded by Bob Bartolotta
Voice vote: Ayes unanimous.
Motion passes 3/0.

2013 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 2013. Frank Cihula accepted.

Chairman Cihula asked three times for additional nominations.

Nominations were closed.

Roll call: Ayes unanimous.

2013 Chairman: Frank Cihula

Nominations opened for Vice-Chairman of the Board

Bob Bartolotta nominated John Klements for Vice-Chairman of the Board of Building and Zoning Appeals for the year 2013. John Klements was not present at the meeting but had previously indicated he would accept the position of Vice-Chairman should he be nominated.

Chairman Cihula asked three times for additional nominations.

Nominations were closed.

Roll call: Ayes unanimous.

2013 Vice-Chairman: John Klements

MOTION: Mark Kotoch moved to appoint Joan Motuza as BZA Clerk.
Seconded by Bob Bartolotta
Roll call: Ayes unanimous.
Motion passes 3/0.

BZA Clerk: Joan Motuza

Appointment of BZA Representative to Planning Commission and Architectural Board of Review

MOTION: Mark Kotoch moved that Frank Cihula be the BZA representative to the Planning Commission and Architectural Board of Review.
Seconded by Bob Bartolotta.
Roll call: Ayes unanimous.

BZA representative to the Planning Commission & Architectural Board of Review: Frank Cihula

DISPOSITION OF MINUTES OF AUGUST 14, 2012

MOTION: Mark Kotoch moved that the Board approve the minutes as submitted.
Seconded by Bob Bartolotta.
Roll call: Ayes unanimous.
Motion passes 3/0.

CORRESPONDENCE

8/29/12 To The News-Herald – notification – No September meeting
9/26/12 To The News-Herald – notification – No October meeting
11/6/12 To The News-Herald – notification – No November meeting
12/11/12 To The News-Herald – notification – No December meeting
12/27/12 To The News-Herald – notification of January 8, 2013 meeting

No appeals were received to be heard.

UNFINISHED BUSINESS

None.

NEW BUSINESS

None

CHAIRMAN'S COMMENTS

Handouts from the 24th Annual Planning & Zoning Workshop held on November 16, 2012 were distributed to the Board.
BZA agendas and minutes are being posted on our City website.

PUBLIC PORTION

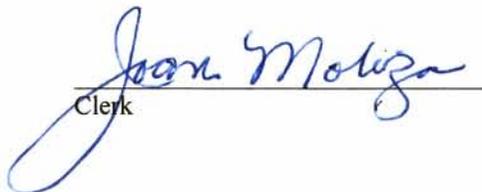
No public in attendance.
Public portion closed.

MOTION: Mark Kotoch moved to adjourn; seconded by Bob Bartolotta
Voice vote: Ayes unanimous.
Motion passes 3/0

Meeting adjourned at 8:19 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: April 9, 2013