

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

September 14, 2010

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

**MOTION:** John Klements moved to excuse the absence of Robert Bartolotta.  
                  Seconded by Mark Kotoch.  
                  Voice vote: Ayes unanimous  
                  **Motion passes.**

**DISPOSITION OF MINUTES OF APRIL 13, 2010**

**MOTION:** Mark Kotoch moved that the Board approve the minutes as submitted.  
                  Seconded by Ron Caporossi.  
                  Roll call: Ayes unanimous  
                  **Motion passes.**

**CORRESPONDENCE**

5/5/10         e-mail to News Herald - No May meeting  
6/1/10         e-mail to News-Herald - No June meeting  
6/28/10        e-mail to News-Herald - No July meeting  
8/04/10        e-mail to News-Herald - No August meeting  
9/12/10        e-mail to News-Herald - Notification of September 14, 2010 meeting

**Case 2010-1**

4/19/10        To August & Loretta Babuder - Advising Board action of 4/13/10  
4/16/10        From Mayor Weger - Thanks for a job well done  
4/16/10        e-mail To Mayor Weger from Joe Grebenc - Concern with Board decision  
4/20/10        To Joe Grebenc from Mayor Weger - Response to his e-mail of 4/16/10

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

No appeals were received to be heard at this meeting. The purpose of this meeting was to consider approval of the April 13, 2010 meeting minutes.

**PUBLIC PORTION**

Opened.

No public present.

**Public portion closed.**

**UNFINISHED BUSINESS**

None

**NEW BUSINESS**

None

**CHAIRMAN'S COMMENTS**

Discussion of potential appeals.

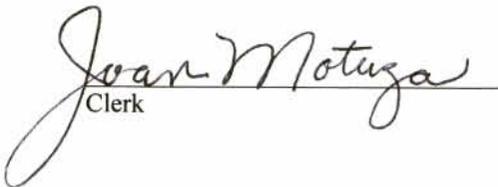
**MOTION:** John Klements moved to adjourn; seconded by Mark Kotoch.  
Voice vote: Ayes unanimous  
**Motion passes.**

Meeting adjourned at 8:11 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

11/14/10/jdm

Date Approved: 