

**MINUTES**  
**Board of Building & Zoning Appeals**  
**City of Willoughby Hills, OH**

January 10, 2012

**CALL TO ORDER:** 8:02 pm  
**PRESENT:** Chairman, Frank Cihula; Vice Chairman, John Klements  
Bob Bartolotta, Ron Caporossi  
**ABSENT:** Mark Kotoch  
**ALSO PRESENT:** Joan Motuza, Clerk

Frank Cihula accepted reappointment and was sworn prior to the meeting to a five-year term ending in 2016.

**MOTION:** John Klements moved to excuse Mark Kotoch from tonight's meeting.  
Seconded by Ron Caporossi  
Roll call: Ayes unanimous.  
**Motion passes 4/0.**

**2012 ORGANIZATION**

**Nominations opened for Chairman of the Board**

John Klements nominated Frank Cihula for Chairman of the Board of Building and Zoning Appeals for the year 2012. Frank Cihula accepted.

Chairman Cihula asked three times for additional nominations.

Nominations were closed.

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

**2012 Chairman: Frank Cihula**

**Nominations opened for Vice-Chairman of the Board**

Ron Caporossi nominated John Klements for Vice-Chairman of the Board of Building and Zoning Appeals for the year 2012. John Klements accepted.

Chairman Cihula asked three times for additional nominations.

Nominations were closed.

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

**2012 Vice-Chairman: John Klements**

**MOTION:** John Klements moved to affirm appointment of Joan Motuza as BZA Clerk.  
Seconded by Ron Caporossi  
Roll call: Ayes unanimous.  
**Motion passes 4/0.**

**Joan Motuza is BZA Clerk.**

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

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

Seconded by Bob Bartolotta.

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

**Frank Cihula is appointed representative to the Planning Commission & Architectural Board of Review**

**DISPOSITION OF MINUTES OF June 14, 2011**

**MOTION:** John Klements moved to approve the minutes of the June 14, 2011 meeting.  
Seconded by Ron Caporossi  
Roll Call: Ayes unanimous.  
**Motion passes 4/0**

**CORRESPONDENCE**

6/29/11 e-mail to The News Herald - public notice –no July 12, 2011 BZA meeting  
8/2/11 e-mail to The News Herald - public notice – no August 9, 2011 BZA meeting.  
8/29/11 e-mail to The News Herald - public notice – no September 13, 2011 BZA meeting  
9/26/11 e-mail to The News Herald - public notice – no October 11, 2011 BZA meeting  
10/31/11 e-mail to The News Herald - public notice – no November 8, 2011 BZA meeting  
11/28/11 e-mail to The News Herald – public notice – no December 13, 2011 BZA meeting.  
12/29/11 e-mail to The News Herald – public notice – Meeting to be held January 10, 2012  
8/13/11 e-mail to Building Department re: Sears Hardware deed restrictions  
8/15/11 e-mail from Building Department acknowledging receipt of above information

**Case 2011-2**

6/23/11 To Donald Scott – Board Action of 6/14/2011

**Reports**

BZA 2012 Meeting Schedule

**No appeals were received to be heard.**

**UNFINISHED BUSINESS**

The amendment to authorize the building inspector to refuse to approve a registration has been passed by Council. The wording of the recommendation submitted by the BZA was revised by Law Director Lobe.

**NEW BUSINESS**

None.

**CHAIRMAN' COMMENTS**

The City has submitted to the codifier those Ordinances which require codification. Sears Hardware is going to request a rescission of their deed restrictions. A Board resolution will be required for approval.

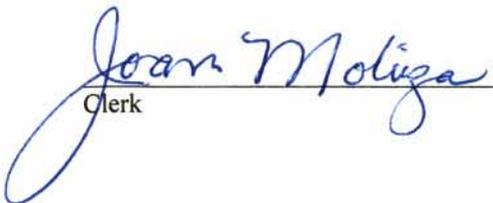
**MOTION:** John Klements moved to adjourn the meeting.  
Seconded by Ron Caporossi  
Voice vote: Ayes unanimous.  
**Motion passes 4/0**

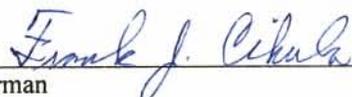
Meeting adjourned at 8:16 pm

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: March 13, 2012