

Vice-Ch. Hoop called the Board of Zoning Appeals Organizational Work Session to order on January 9, 2019 at 7:04 p.m.

Roll Found: Hoop, Zeleznak, and Budd. Also present were Alternate Member Boleman, Alternate Member Schaefer, Trustee Schulte, and Zoning Inspector Wilson. Chairman Calabro had an excused absence.

The first order of business would be to discuss the Zoning Commission Board appointments and individuals with expired terms to be sworn in.

Trustee Schulte conducted the Oath of Office and the following were sworn in as follows: Bill Budd (Member – 5 year term), Bill Schaefer (Alt – 1 year) and Donna Boleman (Alt – 1 year)

Vice-Ch. Hoop distributed the following BZA procedures:

- BZA Organizational Procedures
- BZA Procedure for Site Inspections
- BZA Procedure for Public Hearings

Vice-Ch. Hoop stated that they would table the decision on the BZA Organizational Procedures until February when Ch. Calabro returns.

V. Ch. Hoop stated that he would entertain nominations for the Chairperson position.

- Mr. Zeleznak nominated Josephine Calabro for the 2019 Chairperson position.
 - Mr. Hoop seconded.
 - No further discussion.
 - Roll was called. All in favor.
- Vote: Hoop – yes, Zeleznak – yes, Budd – yes

V. Ch. Hoop stated that he would entertain nominations for the Vice-Chairperson position.

- Mr. Budd nominated Jeff Hoop for the 2019 Vice-Chairperson position.
 - Mr. Zeleznak seconded.
 - No further discussion.
 - Roll was called. All in favor.
- Vote: Hoop – yes, Zeleznak – yes, Budd – yes

V. Ch. Hoop stated that he had forwarded a couple of changes to Ms. Peterlin to update and upon the return of Ch. Calabro, the Board of Zoning Appeals members can review the procedures and finalize at the next meeting.

Trustee Schulte asked what the suggested minor changes were and V. Ch. reviewed them as follows:

- BZA Public Hearing Procedures
 - Item 1 add “....communication **should be** disclosed now....”
 - Item 16 change to “The chairman will read in full the swearing in oath and then ask the person to say I do. Trustee Schulte commented that the court system does it that way.
 - Item 20 remove “....The Chairman will state when the minutes will be journalized.”
 - Item 23 change to “....Anyone adversely affected by this decision has 30 days from **the date in which the minutes are journalized** to file suit....” There was reference to the Decision form and that it will be updated to reflect the same.

V. Ch. Hoop stated that with no further discussion, he would motion to adjourn the January 9, 2019 Organizational Work Session at 7:15 am.

- The BZA members were polled.
- All were in favor.

The Organizational Work Session was adjourned at 7:15 p.m.

Suzanne Peterlin, Recording Secretary

Minutes Approved: _____, 2019

Jeff Hoop, Vice-Chairman

Dave Zeleznak, Member

William Budd, Member

Donna Boleman, Alternate

Bill Schaefer, Alternate