

**Brunswick Hills Township  
Board of Zoning Appeals  
Organizational Meeting Minutes – January 8, 2020**

**Call Meeting to Order**

Secretary Milanko called the Brunswick Hills Township Zoning Appeals Organizational Meeting for Wednesday, January 8, 2020 to order at 7:00 p.m. A roll call of the board was executed.

- **Board Members in Attendance:** Cliff Kersten, Chris Schigel
- **Alternate Board Members in Attendance:** Daryl Lucien, Robert Murphy
- **Board Members not in Attendance:** Kimberley Hall, Jesse Murphy
- **Others in Attendance:** Evelyn Czyn, Zoning Inspector, Trustee Christina Kusnerak, Zoning Liaison

**NEW BUSINESS – Organizational Meeting**

1. **Swearing in of Board Members:**

Trustee Kusnerak swore in Cliff Kersten, Chris Schigel, Daryl Lucien and Robert Murphy.

2. **Acceptance of Nominations for Chair:**

Mr. Murphy made a motion to nominate Cliff Kersten for position of Chair for 2020. Mr. Schigel seconds.

**Roll Call:** Mr. Lucien-yes; Mr. Murphy-yes; Mr. Schigel-yes.

3. **Acceptance of Nominations for Vice Chair:**

Mr. Kersten made a motion to nominate Chris Schigel for Vice Chair. Mr. Murphy seconds. **Roll Call:** Mr. Lucien-yes; Mr. Kersten-yes; Mr. Murphy-yes.

4. **Review and Adoptions of the BZA ByLaws and Operational Guidelines**

- **Motion to Approve the BZA ByLaws** - Mr. Lucien made a motion to approve the BZA Bylaws. Mr. Murphy seconds. **Roll Call:** Mr. Murphy-yes; Mr. Kersten-yes; Mr. Lucien-yes; Mr. Schigel-yes;
- **Operational Guideline for Public Hearings** - Mr. Schigel noted a change in procedures for item #17. He said the Prosecutor said we do not have to have the Prosecutor's Office write decision letters for Use Variances. The board agreed to edit item #17 as follows:

17. For each hearing, the Secretary will provide the final decision letter to the Board for approval and signature. ~~All Use Variances will be forwarded to the Medina County Prosecutor's Office for review and to write the Conclusion of Facts and formal decision that will be signed by each voting board member. (Per motion by the Brunswick Hills Board of Zoning Appeals on June 1, 2016).~~

**Motion to Approve Operational Guidelines for Public Hearings**

**Motion:** Mr. Kersten made a motion to accept the public hearing guidelines as amended. Mr. Murphy seconds. **Roll Call:** Mr. Schigel-yes; Mr. Murphy-yes; Mr. Kersten-yes; Mr. Lucien-yes.

- **Operational Guidelines** – Mr. Schigel made a motion to accept the BZA Organizational Meeting Guidelines. Mr. Murphy seconds. **Roll Call:** Mr. Lucien-yes; Mr. Kersten-yes; Mr. Murphy-yes; Mr. Schigel-yes.

**5. Confirmation of BZA Meeting Date and Time**

Secretary Milanko stated the BZA traditionally meets the first Wednesday of the month at 7:00 p.m.

**Motion to Maintain Same Meeting Date and Time**

**Motion:** Mr. Kersten made a motion to maintain the same meeting date and time. Mr. Lucien seconds. **Roll Call:** Mr. Murphy-yes; Mr. Kersten-yes; Mr. Lucien-yes; Mr. Schigel-yes.

**6. Set BZA Submission Deadline to be placed on the BZA Agenda**

Secretary Milanko stated the current submission deadline is the first Wednesday of the month by noon to the Zoning Inspector to be placed on the following month's agenda.

**Motion:** Mr. Schigel made a motion to accept the same submission deadline. Mr. Murphy seconds. **Roll Call:** Mr. Lucien-yes; Mr. Kersten-yes; Mr. Murphy-yes; Mr. Kersten-yes.

**ADDITIONAL BUSINESS: None**

**Motion to Adjourn:** Mr. Lucien made a motion to adjourn. Mr. Kersten seconds. **Roll Call:** All in favor. Meeting officially adjourned at 7:14 p.m.

Respectfully Submitted,  
Mary Jean Milanko, Zoning Secretary

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Cliff Kersten, Chair

Date