

**DRAFT COPY ONLY**

**YORK TOWNSHIP BOARD OF APPEALS**

**January 10, 2019**

The York Township Board of Zoning Appeals held their monthly meeting in the York Town Hall/Fire Station Complex on January 10, 2019 at 7:00pm.

Richard Hill called the meeting to order at 7:00 pm.

The pledge of allegiance was said.

**Board Members Present:**

Christine Barnes, Ronald Fabich, Richard Hill, Roger Mittler, and Alternate Chris Kosman were present. Todd Supeck was unable to attend.

**Guests Present:**

Dorothy Crouch-Zoning Inspector

**Minutes:**

The Board reviewed the proposed minutes from the September 13, 2018 meeting. Roger Mittler made a motion to approve the minutes. Christine Barnes seconded the motion. All members voted aye in a voice vote. Minutes approved.

**Organizational Meeting:**

Richard Hill opened the Organizational Meeting.

Christine Barnes stated since the York Township Board of Appeals has not had very many meetings in the past year, due to nothing on the agenda she would like to re-nominate Richard Hill as Chairperson. Ronald Fabich seconded the motion.

Richard Hill asked if there were any other nominations for Chairperson. There were no other nominations. All members voted aye in a voice vote. Motion approved. Richard Hill will be the Chairperson for 2019.

Christine Barnes nominated Ronald Fabich for Vice-Chairperson. Roger Mittler seconded the motion. There were not other nominations. All members voted aye in a voice vote. Motion approved. Ronald Fabich will be the Vice Chairperson for 2019

It was decided to keep the Policy and Procedures as they were (Exhibit A) Christine Barnes made a motion to retain the Policy and Procedures for 2019. Roger Mittler seconded the motion. All members voted aye in a voice vote. Motion approved.

**Correspondence:**

Mary Lenarth gave a copy of the 2019 meeting schedule for the York Township Board of Appeals and for the York Township Zoning Commission.

Mary Lenarth stated the York Township Zoning Commission decided since July 4, 2019 falls on a Thursday the meeting would be canceled unless it is necessary to schedule a meeting for July 2019.

**Old Business:**

None

**New Business:**

The Board Members and Dorothy Crouch discussed the proposed Amendment for the York Township Zoning Resolution regarding Section 306.06.F.4. and Section 307.06.K.4.

**Adjourn:**

Richard Hill adjourned the meeting at 7:45pm

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Richard Hill, Chairperson

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Mary Lenarth, Secretary

# 2019

## (EXHIBIT A)

### York Township Board of Appeals

Approved January 11, 2018

For the year of 2018

#### Policy and Procedures

**A. Regular Meetings:** Regular meetings of the Board of Appeals will be held the second Thursday of each month at 7:00 p.m. unless other wise provided. All meetings will be held at the York Township Hall/Fire Station Complex, located at 6609 Norwalk Road.

- 1) No more than two (2) hearings will be considered at a regular meeting.
- 2) Board members are to sign in for Board meeting, site visits, and classes attended.

**B. Special and Emergency Meetings:** Special meeting of the Board of Appeals will be held at the call of the Chairman, the Board of Appeals, two (2) members of the Board of Appeals, or the Zoning Inspector. The call for a special meeting shall specify the date, time location and purpose of the meeting. Unless otherwise stated, special meetings will be held at the same location as regular meetings. All legal requirements for these meetings will apply.

**C. Alternate:**

- 1) Alternate will be seated if a Board member is not present at roll call.
- 2) Board Member will not be seated in place of Alternate for a second hearing if continued and present pursuant to **a)** below.
  - a) An Alternate or Board Member cannot be seated for a continued meeting the original of which they have missed.
- 3) Board Member should notify Chair/Vice Chairperson before the meeting if they will abstain from voting so Alternate can be seated.

**D. Secretary:**

- 1) Minutes of previous meeting shall be provided with Board packet one week in advance of regular meeting
- 2) Agenda is to be provided to the Board and available to the public at every meeting.

**E. Seating at the Board of Zoning Appeals meetings:** There are three designated sitting areas:

- 1) The Board area at the front of the meeting room. This area is limited to BZA Board members that are hearing or voting at the meeting. Any non voting Board members of the BZA or alternates not involved in the voting will not be seated in this area.
- 2) Secretary/Zoning Inspector table. This area located at the north side of the room.
- 3) Audience seating. This area is in front of the BZA.
- 4) A table is to be placed in front of the BZA Board for applicant and applicant's council

**F. Opening Meeting Comments:**

- 1) The taping of the meeting is for the use of the Secretary to refer to and keep accurate minutes for the BZA. Tapes may be destroyed forty (40) days after the minutes are approved.
- 2) All persons in attendance must sign in.
- 3) People wishing to testify before the Board must be sworn in; give their name and current address. They must speak either from the table in front of the Board or from the podium. Testimony will be limited to 3 minutes per person.
- 4) Any testimony or questions will be directed to the BZA not to people in the audience. The BZA will redirect any pertinent questions.
- 5) The BZA may request that conversations or discussions not directed to the BZA be limited.
- 6) During a Public Hearing if the Board has received correspondence regarding the Public Hearing the Board will disregard the correspondence. Due to the fact that the correspondence cannot be cross examined.
- 7) The Board reserves the right to go into caucus during public meetings.

**G. Board:**

- 1) Board of Zoning appeals members are required to attend at least one updated training each year when available through the Prosecutors Office, Medina County Planning Services or our own BZA. Per Resolution by Township Trustees.
- 2) Clear and exact (to scale) drawings need to be presented to the Board of Zoning Appeals before the visitation and meeting so they can be reviewed.
- 3) All Board of Zoning Appeals members should be required to make a visitation to the property of an applicant for a variance or home occupation. The visitation is to be in groups of not more than two (2) Board Members to the property of an applicant for a variance or home occupation. The visitation is to be on the Saturday before the meeting between the hours of 8:00am and 11:00am. If a Board member cannot make the appointed time it is the Board members responsibility to contact the applicant to schedule a visitation. The Zoning Inspector or Secretary will notify the Board of the date.
- 4) Applicant will be asked by Chairperson/Vice Chairperson if they will accept the Board if there is not a full Board present. Note: If there is only a Board of four (4) members

and there is a tie vote two (2) and two (2) the result automatically goes to a no vote. **(This should be read to the Applicant)**

5) The Board of Appeals will be furnished with a calendar of the up coming year's scheduled meetings dates. If there is a special meeting or a cancelled meeting the Board will be notified by the Chairperson, Vice Chairperson, Secretary, or Zoning Inspector.

6) The minutes of the Board of Zoning Appeals are not final until they have been approved by the Board with a roll call vote and can be amended before the Board's roll call vote.

7) BZA board members should notify the Chairperson, Vice Chairperson or the Township Office if they are unable to attend the meeting so the Alternate can be contacted and seated in their place.