

YORK TOWNSHIP BOARD OF APPEALS

January 9, 2020

The York Township Board of Zoning Appeals held their monthly meeting in the York Town Hall/Fire complex on January 9, 2020.

The Pledge of allegiance was said.

Board Members Present:

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

Guests:

David Hull- York Township Zoning Commission Board Member

Minutes:

The Board Members reviewed the proposed minutes from the September 12, 2019 meeting. Richard Hill made a motion to approve the minutes as written by Mary Lenarth, Secretary.

Correspondence:

Mary Lenarth gave Board members a schedule of meetings for 2020 for the York Township Board of Appeals and York Township Zoning Commission. Mary Lenarth also mentioned she sent a copy of the schedules to the Medina Gazette.

Ronald Fabich asked if there were any workshops coming up. Mary Lenarth stated at this time she is not aware of any workshops coming up. The Board Members and David Hull discussed meetings and workshops.

Mary Lenarth stated there will be a Public Hearing for the February 13, 2020 meeting.

Organizational Meeting:

Richard Hill mentioned he understands the Trustees would like the York Township Board of Zoning Appeals to have a rotation of a member to be Chairperson.

Board Members and David Hull discussed a rotation for Chairperson.

Board Members discussed the possibility of delaying the Organizational Meeting.

Chris Kosman made a motion to delay the Organizational meeting until February 13, 2020. Ronald Fabich seconded the motion and suggested to have the Public Hearing

(scheduled for 2-13-20) before the Organizational meeting. Roll vote: Ronald Fabich-aye; Richard Hill-aye; Todd Supeck-aye and Chris Kosman-aye. Motion approved. Board Members discussed the Policy and Procedures for the York Township Board of Appeals.

Todd Supeck made a motion keep the Policy and Procedures for the York Township Board of Appeals as they are. (Exhibit A) Chris Kosman seconded the motion. Roll vote: Ronald Fabich-aye; Richard Hill-aye Todd Supeck-aye and Chris Kosman-aye. Motion approved.

Old Business:

None

New Business:

None

Adjourn:

Richard Hill adjourned the meeting at 7:30pm

Richard Hill, Chairperson

Mary Lenarth, Secretary

2020

(EXHIBIT A)

York Township Board of Appeals

Approved January 9, 2020

For the year of 2020

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.