

RECORD OF PROCEEDINGS

WALNUT TOWNSHIP, FAIRFIELD COUNTY, OH - BOARD OF ZONING APPEALS (BZA)

11420 Millersport Rd., Millersport, OH 43046

REORGANIZATION MEETING MINUTES

JANUARY 8, 2026 7:00 PM

Board of Zoning Appeals members present/absent:

Members present - Alex Fant, Ken Rienschield, Mark Helms, Martha Snavelly, Keri Melfi, Shirley Kaye Perkins, Alternate

Zoning Inspector: Mike Berry

Chair Fant made a motion to nominate for **Chair** of the Board of Zoning Appeal, Martha Snavelly nominated Alex Fant as Chair of the BZA, second offered by Mark Helms. A Call was made for a vote: The motion passed with 5 yes votes.

Chair Fant made a motion to nominate for **Vice-Chair** of the Board of Zoning Appeal, Mark Helms nominated Martha Snavelly, second offered by Ken Rienschield. A call was made for a vote: Motion passed with 5 yes votes.

The Board decided to table the motion to nominate a Recording Secretary. If the need should arise, the BZA will nominate a limited secretary at the time of the meeting.

Set meeting time and date for this year:

Citing from the Boards **Rules and Procedures** Section 4: Unless otherwise postponed or cancelled, tentative regular meetings of the BZA shall be held on the second Thursday of every month at 7PM If that day is a legal holiday under Ohio law, the tentative meeting shall be held on the next succeeding Monday and at the same time. Tentative regular meetings may be postponed or cancelled in advance by or at the direction of the Chair or Vice Chair. Meeting times and dates to be posted on the website. If the date and/or time of the meeting is changed, the change shall be posted on the township door at least twenty-four (24) hours prior to the meeting.

Motion to accept Section 4 of the **Rules and Procedures**, motion by Martha Snavelly, second by Mark Helms.

A call was made for a vote: Motion passed with 5 yes votes.

Chair Fant asked for a motion to adopt Rules and Procedures Section 4 and 9B to have the BZA meetings held on the second Thursday of every month at 7:00 PM. Motion by Martha Snavelly, second by Ken Rienschield. A call was made for a vote. Fant, - Yes, Snavelly, - Yes, Helms, - Yes, Rienschield, - Yes, - Melfi - Yes. Motion passed with 5 yes votes.

Chair Fant asked for a motion to approve adopt rules and procedures as presented, motion by Martha Snavelly, second by Ken Rienschield, motion passed with 5 yes votes

Chair Fant presented a contact sheet for the Board members and asked them to review to make certain all information is correct. All members agreed that the contact information is correct.

Adjournment: At 7:05 PM Chair Fant asked for a motion to adjourn, Ken Rienschield made a motion to adjourn, second by Mark Helms. The motion passed with 5 yes votes.

Minutes Recorded By: Patricia McLoughlin

Alex Fant - Chair

Martha Snavelly - Vice Chair