

**MINUTES OF THE:
WALNUT TOWNSHIP BOARD OF ZONING APPEALS (BZA)
RE-ORGANIZATION MEETING
February 10, 2022 – 7:00 PM**

Board of Zoning Appeals members present:

Ken Reinschild, Mark Helms, Alex Fant, Ron Sharpe, Alternate Martha Snavelly

Jane Hanley – absent

Zoning Inspector: Mike Berry - present

Number of members of the public present: 3

The meeting was called to order at 7:00 PM by last year's BZA chair, Alex Fant and the Pledge of Allegiance to the flag was recited.

MEETING PROCEEDINGS

Call for Chair of the Board Of Zoning Appeals for this year:

Ron Sharpe made a motion to nominate Alex Fant for **Chair** of the Board of Zoning Appeals. Second by Mark Helms. A Call was made for a vote; the motion passed with 5 yes votes.

Ron Sharpe made a motion to nominate Mark Helms for **Vice-Chair** of the Board of Zoning Appeals. Second by Martha Snavelly. The Chair, Alex Fant called for a vote; the motion passed with 5 yes votes.

Secretary – The Secretary shall perform the duties of the Recording Secretary during any meeting the Recording Secretary is absent. If both are absent the Vice-Chair shall perform those duties. Mark Helms made a motion to nominate Ron Sharpe for **Secretary** of the Board of Zoning Appeals. Second by Ken Reinschild. The Chair, Alex Fant called for a vote: it passed with 5 yes votes.

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 Township door with cancelations posted within 24 hours.

Citing from the Boards **Rules and Procedures** Section 9 (b): “Tentative regular meetings – The Recording Secretary or Zoning Inspector shall give notice of the BZA’s Meeting schedule by posting a copy which states, in effect, that unless otherwise changed or cancelled, all regular meetings of the Walnut Township BZA will be held as indicated in Section 4. If the date, time or location of a regular meeting is changed or cancelled, notice of the change or cancellation shall be posted on the Walnut Township Hall front door at least twenty-four (24) hours prior to the meeting.

Martha Snavelly made a motion to set the second (2nd) Thursday of each month at 7PM as the tentative hearing or meeting time in accordance with Board of Zoning Appeals, “Rules and Procedures”. If there is no business to conduct on this date each month, the Zoning Inspector shall notify each Board member prior to the meeting and notify the public by posting on the Township door prior to 24 hours of the hearing or meeting. Ron Sharpe seconded. The Chair called for a vote; it passed with 5 yes votes.

Board Minutes:

Separate Minutes shall be taken for: 1) Re-Organization Meeting, 2) Hearings and, 3) Regular meetings.

Draft meeting minutes shall be prepared by the Recording Secretary or in the absence of Recording Secretary, by the Board Secretary or Vice Chair within 10-14 days following each meeting or hearing and emailed to the Board members and Zoning Inspector. Each Board member and Zoning Inspector is to review the minutes and suggest any necessary changes at the next regular meeting. It is critical that the minutes accurately reflect the meeting proceedings.

All final Minutes shall be signed by the Chair and Vice Chair.

Adjournment: Ron Sharpe made a motion to adjourn at 7:13 PM. Mark Helms seconded the motion. The motion passed with 5 yes votes.

Minutes Recorded By: Diane Powell

Alex Fant - Chair

Mark Helms – Vice Chair