

RECORD OF PROCEEDINGS

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

11420 Millersport Rd., Millersport, OH 43067

RE-ORGANIZATION MEETING MINUTES

January 12, 2023 -7:00 PM

Board of Zoning Appeals members present/absent:

Members present - Alex Fant, Mark Helms, Ron Sharpe, Martha Snavelly, Rick Singer – Alternate. Members absent – Ken Rienshield

Zoning Inspector: Mike Berry - present

Number of members of the public present: No member of the public present.

The meeting was called to order at 7:00 PM by Chairman Alex Fant and the Pledge of Allegiance to the Flag was recited.

Call for Chair, Vice-Chair and Secretary of the Board of Zoning Appeals for this year:

Martha Snavelly made a motion to nominate Alex Fant for **Chair** of the Board of Zoning Appeals. Second by Ron Sharp. A Call was made for a vote: Alex Fant-yes, Mark Helms-yes, Ron Sharpe-yes, Martha Snavelly-yes, Rick Singer-yes.

Mark Helms made a motion to nominate Martha Snavelly for **Vice-Chair** of the Board of Zoning Appeals. Second by Ron Sharp. The Chair, Alex Fant called for a vote: Alex Fant-yes, Mark Helms-yes, Ron Sharpe-yes, Martha Snavelly-yes, Rick Singer-yes.

Secretary – After discussion amongst the board it was decided no vote would be held for secretary and no secretary appointed, as this position is not provided within the **Rules and Procedures** of the Board. If a recording secretary is not present, then pursuant to Article III of the Board’s Rules and Procedures, the Chair will appoint a special recorder for that meeting.

After review by the Board, Ron Sharpe made a motion to adopt the Rules of Procedure as written. Second by Martha Snavelly. The Chair, Alex Fant called for a vote: Mark Helms - yes, Alex Fant - yes, Ron Sharpe – yes, Martha Snavelly – yes, Rick Singer – yes.

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 7:00 PM 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 7:00 PM 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. Second by Mark Helms. The Chair, Alex Fant called for a vote: Mark Helms - yes, Alex Fant - yes, Ron Sharpe – yes, Martha Snavelly – yes, Rick Singer – yes.

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.

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

Discussion on Limiting number of hearings within a calendar day. It was discussed amongst the Board members that it may be advisable to limit the number of hearings in any given meeting time in the interest of public service and Board efficiency. Chair Alex Fant advised it would be beneficial to discuss with the county prosecutor to determine this possibility. Martha Snavelly made a motion to table this discussion pending feedback from the prosecutor. Second by Mark Helms. The Chair, Alex Fant called for a vote. Mark Helms - yes, Alex Fant - yes, Ron Sharpe – yes, Martha Snavelly – yes, Rick Singer – yes.

Adjournment: Martha Snavelly made a motion to adjourn at 7:39 PM. Rick Singer seconded the motion. The motion passed with 5 yes votes.

Minutes Recorded By: Alex Fant, Chair

Alex Fant - Chair

Martha Snavelly – Vice Chair