

RECORD OF PROCEEDINGS

WALNUT TOWNSHIP, FAIRFIELD COUNTY, OH – ZONING COMMISSION (ZC)

11420 Millersport Rd., Millersport, OH 43067

RE-ORGANIZATION MEETING MINUTES

January 19, 2023 -7:00 PM

Zoning Commission members present/absent:

Members present - Charles Pillon, Thomas Upp, Greg Groves, Ben Patterson, Dick Williams

Zoning Inspector: Mike Berry - present

Number of members of the public present:

1. Rich Warren – 3661 North Bank Road NE Millersport OH
2. Aaron Carrow – 1055 W. Market Street Baltimore OH
3. Megan Brunn – 3617 South Bank Road NE Millersport OH

The meeting was called to order at 7:02 by last years, Zoning Commission Chair Charles Pillon and the Pledge of Allegiance to the Flag was recited.

Call for Chair of the Zoning Commission for this year:

Thomas Upp made a motion to nominate Charles Pillon for **Chair** of the Zoning Commission, Second by Ben Patterson. A Call was made for a vote: Mike Wolfe - yes, Charles Pillon - yes, Ben Patterson - yes, Thomas Upp Jr. - yes, Greg Groves – yes.

Ben Patterson made a motion to nominate Dick Williams for **Vice-Chair** of the Zoning Commission, Second by Thomas Upp. The Chair, Charles Pillon called for a vote: Charles Pillon - yes, Ben Patterson - yes, Thomas Upp Jr. - yes, Greg Groves – yes, Dick Williams – yes

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 [or other] shall perform those duties. ???

Name Name made a motion to nominate Name Name for **Secretary** of the Zoning Commission, Second by Name Name. The Chair, Name Name called for a vote: Charles Pillon - yes, Ben Patterson - yes, Thomas Upp Jr. - yes, Greg Groves – yes, Dick Williams – 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 Zoning Commission shall be held on the third 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 Zoning Commission Meeting schedule by posting a copy which states, in effect, that unless otherwise changed or cancelled, all regular meetings of the Walnut Township Zoning Commission 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.”

Ben Patterson made a motion to set the second (3rd) Thursday of each month at 7PM as the tentative hearing or meeting time in accordance with Zoning Commission “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 Dick Williams. The Chair, Charles Pillon called for a vote: Charles Pillon - yes, Ben Patterson - yes, Thomas Upp Jr. - yes, Greg Groves – yes, Dick Williams - 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. ***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, in the absence of one of either, by longest serving member.

Adjournment: The Chair Charles Pillon made a motion to adjourn at 7:09 PM. Dick Williams seconded the motion. The motion passed with 5 yes votes.

Minutes Recorded By: Charles Pillon

Charles Pillon - Chair

Dick Williams – Vice Chair