**Parkman Township Board of Zoning Appeals**

**April 9, 2019**

Members present: Kathy Preston, Chair; Cindy Gazley; Betty Jo Lengel; Brandon Reed

Members absent: Jan Helt (Secretary); Rich Hill; Dale Komandt

Guest: Roger Anderson

Meeting was called to order by Chair Kathy Preston at 7:08 pm.

Ms. Preston advised the members that secretary Jan Helt was unable to attend the meeting due to a medical issue.

**Minutes:**

Ms. Gazley moved that the minutes of **March 12, 2019** be approved with changes. Ms. Lengel seconded the motion. All in favor. Mr. Reed stated that he had not received an advance copy of the minutes. Ms. Gazley said that she had not received them either. It was recommended that they both search their Spam email. Also, Ms. Preston said that she would make sure that the secretary has Mr. Reed’s email address.

**Old Business:**

Ms. Preston relayed some information provided to her by Sheila Salem of the Geauga County Prosecutor’s Office:

* Findings of Fact do not need to be voted on by roll call or signed off on separately. These may be approved during the minutes approval, but it is best to have them easily identifiable within the minutes, i.e. on a separate page. After some discussion, the board agreed that it would prefer to retain the roll call procedure.
* There is no Ohio statute requiring that the decision letter to the appellant be mailed within a certain number of days following the appeal hearing. The norm, however, is 7-10 days. The letter must say that the decision is not final until after the minutes are approved. It is best that the appellant contact the court to be advised as to the amount of time he/she has to file an appeal once minutes are approved.
* Multiple area appeals may be included on one form, although using separate forms would be preferable. Also, separate Findings of Fact for each area variance must be made clear in the minutes. The board discussed with Mr. Anderson the cost of filing multiple variance appeals; would an appellant have to pay the full amount for each variance if requesting more than one at the same time? Mr. Anderson said the trustees would consider this question.
* An appeals notice and/or letter does not have to specify “area” or “use”; it can say just “variance”.

**New Business:**

Ms. Lengel addressed the issue of a steel shipping container. A use variance for this type of container was denied by the BZA several months ago, yet the container remains on the appellant’s property. Mr. Anderson stated that Mr. Spelich, Zoning Inspector for Parkman Township, has referred 4 or 5 complaints to the prosecutor’s office for their action. Ms. Lengel stated also that she has seen additional pallets, crates, and other building materials on the property of Mr. Hostetler of Grove Road. Mr. Hostetler’s use variance appeal was denied at the March 12, 2019 meeting.

The members had a brief discussions on the following: clarifying the differences between the terms commercial and industrial; plans for a possible strip mall on Rt. 422; whether the pallet shop expansion on Parkman-Nelson Road is zoned industrial; and additional information for the BP service station expansion.

Ms. Preston advised the board that this meeting of the BZA would be the last for Ms. Gazley, as she has decided to join the Parkman Zoning Commission. She will be missed for her dedication and expertise on the BZA. There was discussion about the need for another member or two for the BZA. Mr. Anderson stated that he has heard from Mr. Duchscherer that he may know of a resident who is interested in joining.

Ms. Preston asked the board if there were anymore comments or concerns. None were noted.

**Adjournment:**

Mr. Reed moved to adjourn; Ms. Lengel seconded the motion. All in favor.

Meeting was adjourned at 7:47 pm.

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Jan Helt, Secretary Kathleen Preston, Chairperson