



# Board of Zoning & Building Appeals Memorandum

**To:** Karla Richards, Clerk of Council  
**From:** Pam Campbell, Interim Boards & Commissions Secretary *pc*  
**Date:** 4-24-13  
**Re:** Approved/Signed Board of Zoning & Building Appeals Minutes:  
Tuesday, March 19, 2013

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Attached you will find a copy of the approved/signed minutes from the Board of Zoning & Building Appeals meetings held on the above captioned dates.

Please note that the original approved/signed minutes have been forwarded to, and will be on file with the Clerk of Council.

E-mail:	Mayor	Planning Commission	Police Chief
	Administrative Officer	Board of Zoning & Building Appeals	Fire Chief
	Law Director	Engineer	
	Finance Director	Supt. of Building & Zoning	

cc: BZA File/Posting

**City of Norton**  
**BOARD OF ZONING & BUILDING APPEALS**  
**Tuesday, March 19, 2013**

The Board of Zoning & Building Appeals convened in Council Chambers at the Safety Administration Building. Vice Chairman Bill Courson called the meeting to order at 6:02 p.m, which was followed by the Pledge of Allegiance and a moment of silent reflection.

**I. ATTENDANCE:**

**PRESENT:** Bill Courson, Bill Helmick, Don Welch, and Marty West

**EXCUSED:** Angie Wells

**STAFF:** Russ Arters, Supt. of Building and Zoning

**II. REORGANIZATION:**

Acting Chairman Courson said their leader, Dan Grether 2012 Chairman, moved on to become a member of the Planning Commission. He said that he, as 2012 Vice Chairman, would start their meeting for reorganization.

Acting Chairman Courson asked if there were any nominations from the floor for Chairman. Mr. Bill Helmick nominated Mr. Don Welch as Chairman for 2013; Acting Chairman Courson seconded the nomination. Mr. Welch said he would accept the nomination for the 2013 Chairman. Acting Chairman Courson asked if there were any other nominations from the floor for Chairman. Hearing none, he closed the nominations from the floor and asked for vote by Roll Call. **ROLL CALL: Mr. Helmick, Yes; Acting Chairman Courson, Yes; Mr. Marty West, Yes; and Mr. Welch, Yes. The motion carried to appoint Mr. Don Welch as the 2013 Board of Zoning and Building Appeals Chairman and was approved by a vote of 4 - 0.**

The New Chairman Don Welch then continued with the meeting and asked if there were any nominations from the floor for Vice-Chairman. Mr. Helmick moved to nominate Mr. Courson as Vice-Chairman for 2013; Mr. West seconded the nomination. Mr. Courson said he would accept the nomination for the 2013 Vice-Chairman. Chairman Welch asked if there were any other nominations from the floor for Vice-Chairman. Hearing none, he closed the nominations from the floor and asked for a vote by Roll Call. **ROLL CALL: Mr. Helmick, Yes; Mr. Marty West, Yes; Mr. Welch, Yes; and Acting Chairman Courson; Yes. The motion carried to appoint Mr. Bill Courson as the 2013 Board of Zoning and Building Appeals Chairman and was approved by a vote of 4 - 0.**

### **III. SWEARING IN & PUBLIC HEARINGS:**

None

### **IV. OLD BUSINESS:**

Chairman Welch moved to old business and asked if anyone had any old business; no one spoke.

### **V. NEW BUSINESS:**

Chairman Welch asked if there was any new business.

Mr. Russ Arters, Superintendent of Building and Zoning explained to the Board what the Planning Commission will be doing with updating the zoning code by classifications and uses. He said they are starting to submit uses and trying to expand those. They are open to suggestions, so if the Board wants to submit any suggestions to them or through him, they would be appreciated. Mr. Arters thought that the members may have suggestions, since they deal with the code through their Board also. He said they are making comparisons to Bath Township and the City Wadsworth's Codes. Mr. Arters said if any member of the Board thinks a use should be added or wants to make any comments, the Commission needs all the help available for this project. He said it can either be submitted through him or any member can attend a Planning Commission meeting and make their suggestions.

Mr. Welch asked if those neighboring codes were available to look at; Mr. Arters said he has them in his office if they want to look at them or make a copy.

Mr. West asked if they are that dissimilar. Mr. Arters said they are similar, but they have some work to do on the uses first, and then they will work on dimensions. Mr. Arters said they waited to start, because some members vacated their seats and they wanted to have a complete Commission with five members to start the project. He said now that Mr. Grether is in place, they have begun the task. He said it will probably take a year to complete.

There was more general discussion about this topic.

Mr. Arters said since Mr. West moved up onto the Board from the alternate position when Mr. Grether left, they have a new alternate member for the Board. Mr. Arters said his name is Mr. Ed Noble, who moved into the City on Hillcrest, from Medina. Mr. Arters said he was a builder there, so he is familiar with the types of things that come before their Board.

Mr. Courson asked if DB Hartt would write the code. Mr. Arters said they made a recommendation, but did not give much guidance. After the Commission has the uses and the dimensions in place, they will give it to DB Hartt for a review. Mr. Arters again emphasized that any BZA member was welcome to come to the Planning Commission meetings to give their input. Mr. Arters said if any one wants a copy of anything, just let him know.

Chairman Welch asked if there were any pending applications for the next month; Mr. Arters said no.

Chairman Welch asked about the Father's House, because he saw where they had gotten a building permit. Mr. Arters said that building permit is only for a handicap ramp and some remodeling in the house. He said they have a preliminary site plan, but no permits have been issued; it is months away.

Mr. Helmick asked questions on the sewer issues, and Mr. Arters told him to talk to the Mayor or the Engineer for those answers.

The Chairman asked if there was any other new business, hearing none he moved to the consideration of minutes.

**VI. CONSIDERATION OF MINUTES:**

Chairman Welch asked if there were any additions or corrections to the minutes of December 18, 2012. Hearing none, the Chairman asked for a motion to approve the minutes. Mr. Helmick moved to approve the minutes as written; seconded by Mr. Courson. ROLL CALL: Mr. Helmick, Yes; Mr. Courson, Yes; Mr. West, Abstain; and Chairman Welch, Yes. Motion carried 3 – 0 – 1 to accept the December 18, 2012, minutes as written.

**VII. ADJOURNMENT:**

There being no other business before the Board, the Chairman adjourned the meeting. The Board's next scheduled meeting will be April 16, 2013, at 6:00 PM.

  
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Board of Zoning & Building Appeals  
Chair/Vice-Chair

  
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Board of Zoning & Building Appeals  
Vice-Chair/Member

4-16-2013  
Date

