

Westfield Township
Board of Zoning Appeals
Meeting of February 9, 2012

Attendance

The meeting was called to order at 7:30 pm by Chairman Michael Schmidt. Members in attendance were: Michael Schmidt, Lee Evans, Kevin Daugherty, Wayne Moore, Kathleen LeMar, Patricia Kwas and Sherry Clarkson.

Nomination of the Board of Zoning Appeals Member Liaison to the Zoning Inspector. A motion was made by Kevin Daugherty to nominate Lee Evans to this position. A second to the motion was made by Kathleen LeMar. Chairman Schmidt asked Mr. Evans if he would be willing to accept this position and Mr. Evans advised he would. A roll call was taken: Wayne Moore-aye; Kathleen LeMar-aye; Kevin Daugherty-aye; Michael Schmidt-aye; and Lee Evans abstaining. The motion passed.

Minutes of the January 11, 2012 Meeting

Mr. Schmidt advised everyone received the meeting minutes of the January 11, 2012 meeting and asked if there were any corrections/additions to the minutes. Mr. Daugherty advised on the first page, under the Approval of the BZA Minutes of 10/25/12 the name of Kevin Moore should read Wayne Moore. On the third page, 7th and 8th paragraph it stated lot, the verbage should read empty lot. On the last paragraph it was noted the verbage as a group the board, should read we. On the 4th page the name should read Mr. Schmidt not Mr. Daugherty as typed. Mr. Schmidt asked about the 3rd paragraph reading "nab barn" correct verbage should be "ag barn –agricultural barn". On the 3rd page, first paragraph should read- that the lots presently meet zoning regulations and are buildable. With no other changes to the minutes a motion was made by Mr. Daugherty to accept the minutes as presented with the changes made. A second to the motion was made by Mr. Moore. A roll call was taken: Wayne Moore-aye; Kathleen LeMar-aye; Kevin Daugherty-aye; Lee Evans-aye and Michael Schmidt-aye. The motion passed.

Rules of Procedure Board of Zoning Appeals

The document was handed out to members, noting the only item changed was the signature page, whereby showing the new members. Mr. Schmidt asked members to review and asked if there were any changes to the document. Ms. LeMar asked if on Page 3, Items d,e, & f could be removed and placed at the end of the agenda meeting information. Should anyone be at the meeting and have an item on the agenda, they shouldn't have to sit through the whole meeting before having their item addressed. Ms. LeMar advised she would like to have the items on the agenda addressed first and then have the board go back to the normal meeting procedure. Items d,e,f and g should be removed and added to page 4 after (n)recognizing the fact the numbering of alphabet items would change sequence order. She also advised that the board should make use of the worksheet items handed out. This would make things much easier for the members along with the applicant. Should there be discussion the members should

complete their sheets and be able to specifically state why they would be for or against the item being brought forth. This would allow the board as a whole not to feel pressured into making a decision as they would have had time to study the matter. Mrs. Clarkson advised before members tonight were new forms which have been created and were sent to Bill Thorne for his input and approval for members to use. Changes were made to the forms presented at the last prior meeting. The forms given to members this evening are the "correct" forms to be used and members were also presented a copy of Bill Thorne's changes in a letter to the original form created by the board members.

It was noted that with the new forms, this will allow each member to identify their items which would be for or against the proposed item on the agenda. It was noted that at the meeting one individual could be in charge of completing the form identifying the items as discussed against or for the item on the agenda, then it would be signed by board members that evening and given to the applicant, if the board deems necessary.

Ms. LeMar asked about item (d) Page 3, when the board reviews the minutes and if corrections are made, "Do we need to wait until the next meeting to approve?" It was noted that corrections would be made after the meeting to the minutes and board members will sign the minutes presented before them knowing that corrections would be made and the corrections would be noted in the following minutes.

Mr. Daugherty asked if #5 would be necessary, when it's automatically included within the code; along with the fact of who is to pay the court costs (Page 2). Mr. Evans advised he felt that it is within the code, but since this is a document we are just re-iterating it within the document should the applicant or whoever read a copy of the Rules of Procedure (if not looking at the zoning regulations).

On Page 2, Item 3 a, Ms. LeMar asked if 3a, should read 4 and number 5 should read Secretary shall.....and then follow with items 1-6. After reading the section, members were in agreement.

It was noted at the next meeting upon changes being made to the Rules and Procedure Board of Zoning Appeals, as discussed, with changes made, they can be acted upon by the board, approved and signed.

Members proceeded to review the new forms presented for Use Variance Request and Area Variance Request. Forms were reviewed with the changes requested by Mr. Thorne as per his letter to the board. It was requested by the board that Mrs. Clarkson create new Conditional Use Form to be presented to the board for approval at the next meeting.

It was noted in the future, should an applicant need a Use Variance or Area Variance, some of the work can be done ahead of time for the applicant on the computer and members on the evening of the meeting would complete pages 2-5. A clean handwritten sheet could be provided to the applicant the night of the meeting. It was noted that we will now use

Application numbers, which can be identified as 2012 – (numbers) (eg. 2012-1-1-----standing for year, 1 standing for Month, 2-Feb, 3-March, 4-April etc. and 1-being #1 application).

Mr. Schmidt advised members he was provided with a packet of materials from Martha Evans, Clerk. It was noted that members did not have copies of some of the materials. The packet of materials was given to Mrs. Clarkson to reproduce and give to members at the next meeting.

With no other items of discussion, a motion was made by Lee Evans to adjourn the meeting and a second to the motion was made by Wayne Moore. All were in favor. The meeting was adjourned at 8:40 pm.

Respectfully submitted,


Sherry Clarkson, Zoning Secretary



Michael Schmidt, Chairman

5/23/12

Date



Kevin Daugherty, Co-Chairman

5/23/12

Date

Lee Evans, Member

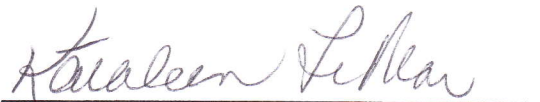
Date



Wayne Moore, Member

5-23-2012

Date



Kathleen LeMar, Member

5/23/2012

Date