

## RECORD OF PROCEEDINGS

Minutes of

Etna Township Board of Zoning Appeals

Meeting

DAYTON LEGAL BLANK CO., FORM NO. 10148

February 28,

2005

Held

19

The meeting was called to order by Chairman Holloway at 6:05 p.m. on February 28, 2005 at the Etna Township Hall. The meeting was audio taped for the township records.

Roll Call: Mr. Johnson, Mrs. Rogers, Mr. Holloway, Mr. Cox, Mr. Goll, and the clerk Mrs. Brown were present.

Cheri Rogers moved to waive the public reading and approve the minutes from the Greene hearing on February 22, 2005. Johnson seconded. Roll call: Mr. Johnson, yes; Mrs. Rogers, yes; Mr. Cox, yes; Mr. Holloway, yes; and Mr. Goll, yes. Motion passed.

The Final Order will be copied and put in the applicant's file. A notation on the minutes will indicate approval and that it was mailed to the applicant. The clerk will sign off that the final order was mailed.

The board discussed and approved keeping a reference file on compact disc for all the hearings that the Board of Zoning Appeals hears.

The final order was read and approved for the Greene hearing on February 22, 2005.

Mr. Cox moved to waive the public reading and approve the minutes from the organizational meeting on February 22, 2005. Goll seconded. Roll call: Mr. Johnson, yes; Mrs. Roger, yes; Mr. Cox, yes; Mr. Holloway, yes; and Mr. Goll, yes. Motion passed.

- A. The applicant will be responsible for obtaining a list of property owners' mailing addresses located within 400 feet of the applicant's property. The list will be submitted to the Zoning Inspector for accuracy. The Zoning Inspector will note any properties not listed that may need to be notified and it will be up to the applicant to correct his/her list and resubmit it. The timetable to hear the applicant's variance request will begin when the Zoning Inspector deems the submitted application accurate. *Anywho.com* may be a good resource for this information.
- B. The BZA will request that the neighbor notification "certified letters" be changed to "certificate of mailings". Each "certificate of mailing" is recorded at the Post Office and verified in writing as mailed by the Postmaster. The cost will be reduced from \$2.67 to \$0.67 each. The BZA finds that it can be difficult getting notification to the neighbors because they have to be home to receive the certified letter. If not delivered, they need to go to the Post Office during working hours to receive it. Also, there may be some intimidation upon receiving a certified letter and it may be refused. In summary, the BZA believes that a greater percentage of notifications will be delivered and received via regularly delivered mail versus certified.
- C. Printed in the neighbor notification letter and the newspaper hearing notice a short explanation of the variance will be noted.
- D. In order to assure that all interested parties are made aware of variances, a sign shall be erected on the property of the applicant announcing that a hearing is scheduled and information on the variance/appeal is located on the Etna Township outside message board. The sign shall read:
 

**Etna Board of Zoning Appeals  
Hearing Scheduled for this property  
See posted information located at the Etna Township Hall  
located on the outside message board  
9363 Hazelton-Etna Road (Rte 310) Etna, OH**

The signs will be given to the applicant upon submission of their application and returned at their hearing. A security deposit may be requested. The BZA will need four signs similar in size to a political yard sign.

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E. A request to the Trustees for a pay increase will be made in the amount of \$10.00 per meeting.

*57615.00*

F. It was decided that the BZA will have a regular meeting set for the 4<sup>th</sup> Tuesday of the month at 6:30PM. This will be for meetings and hearings for Variances only. Appeals will be held when needed.

Chairman Holloway adjourned the meeting at 7:35 p.m.

Approved as read \_\_\_\_\_

*Laura Brown*

Approved as corrected/amended *SMA* \_\_\_\_\_

Laura Brown  
Clerk

*Steve Holloway*  
\_\_\_\_\_  
Steve Holloway, Chairman