

RECORD OF PROCEEDINGS

Minutes of

Meeting

Held March 26, 20 2025

The Etna Township Board of Zoning Appeals met on Wednesday, March 26, 2025, in the Etna Township Hall, 81 Liberty Street, Etna, Ohio 43018 for the purpose of conducting a regular meeting. The meeting was called to order at 6:00 PM by Rachel Zelazny.

Members Present

Anthony Gilmore, Rachel Zelazny, and Jason Robinson

Members Absent

David Fulmer, Johnny Cremeans, and Ryan Davis

Others in Attendance

Holly Palumbo and Roxanna DiYanni

1. Opening

a. Call to Order

b. Pledge of Allegiance

c. Roll Call

2. Adoption of Agenda

Recommended Action: Motion to adopt the agenda as presented

Moved by: Anthony Gilmore

Seconded by: Jason Robinson

Yes

Anthony Gilmore, Rachel Zelazny, and Jason Robinson

Carried 3-0

3. Adoption of Meeting Minutes

a. Motion to waive the public reading and to approve the minutes from the January 22, 2025, meeting.

BZA-2025-01-22 Draft Minutes.doc 

Recommended Action: Motion to waive the public reading and to approve the minutes from the meeting.

Moved by: Anthony Gilmore

Seconded by: Jason Robinson

Yes

Anthony Gilmore, Rachel Zelazny, and Jason Robinson

Carried 3-0

Roxanna DiYanni was sworn as an alternate to the Board of Zoning Appeals.
Motion to change the meeting dates from the third Wednesday to the fourth Wednesday of the month. Also, to the second Wednesday on an as needed basis.

Moved by: Jason Robinson

Seconded by: Anthony Gilmore

Yes

Anthony Gilmore, Rachel Zelazny, and Jason Robinson

Carried 3-0

4. Bricker Graydon Work Session

Held March 26, 20 2025

Provided by Carly Sherman

Etna Township - BZA Training (2025)(20229385.1).pptx 

Carly Sherman from Bricker Graydon provided training to the Board of Zoning Appeals. Ms. Sherman works with the political subdivisions team. Ms. Sherman specializes in land use and zoning. Ms. Sherman serves as counsel at a variety of hearings. Subjects that were covered were BZA composition, compensation, suspension and removal of BZA members, and the role of the BZA. The Ohio Ethics Laws and Sunshine Laws were addressed.

Other topics that were discussed were Area and Use Variances. Standards of review for variances and practical difficulties for area variances were discussed. Unnecessary hardship regarding use variances were gone over. There are eight factors that must be proven in order for a conditional use to be granted.

Ms. Sherman discussed public meeting procedures. There must be a quorum met to conduct business. All witnesses must be sworn in. It is recommended that each witness who wishes to speak confirms they have been sworn in. Also, it is not recommended to cap the time limit for the applicant. Deliberations can be held in private, but the vote must be made in public. Ms. Sherman discussed what and what not to consider in coming to a decision.

Ms. Sherman discussed the importance of maintaining a good hearing record. Personal notes are not considered a public record unless you share this with another board member.

The Ohio Ethics Laws were discussed. Ms. Sherman discussed the four types of conflicts of interest.

5. **Public Comments**

There were no public comments.


6. **Adjournment**

Motion to adjourn at 7:15 p.m.


Moved by: Anthony Gilmore
Seconded by: Jason Robinson

Yes Anthony Gilmore, Rachel Zelazny, and Jason Robinson

Carried 3-0



Holly Palumbo, Clerk



Rachel Zelazny, Chairman