

Portage County Board of Building Appeals

449 S. Meridian Street, Ravenna, OH 44266 Tel: (330) 298-4503 Fax: (330) 297-3896

Audrey Kessler
Chairwoman

Michelle Hershberger
Vice-Chairwoman

Michelle Conner
Secretary

Meeting Minutes:

Date: December 13, 2023

Place: Portage County Administration Building
449 S Meridian St., Ravenna, Ohio 44266
Room 134, 1st Floor

Time: 9:30AM

Attended by:

Board Members:

Ted Manfrass	Architect
Audrey Kessler	Homeowner
Hal Stamm	Homeowner
Michelle Hershberger	Contractor/Builder
Ron Goodspeed	Fire Safety Inspector
Jeff Benner	Alternate

Others Present:

Michelle Conner	Secretary
Joe Bodnar	Director
Randy Roberts	Residential Plans Examiner

Meeting called to order by Chairwoman, Audrey Kessler. Roll call was taken and a quorum was present.

OLD BUSINESS:

Ted Manfrass made a motion to approve the meeting minutes from December 14, 2022

And Hal Stamm seconded. Motion approved.

NEW BUSINESS:

Motion made by Ron Goodspeed to accept the meeting dates for 2024 and Hal Stamm seconded. Meeting dates approved for 2024.

Motion made by Ted Manfrass for Audrey Kessler to remain Chairwoman and Michelle Hershberger to remain Vice Chairwoman. Ron Goodspeed seconded the motion. Motion approved.

Floor was open for general discussion/concerns. Randy Roberts and Joe Bodnar discussed the new software system beginning in the Building Department in January 2024.

Motion to adjourn made by Hal Stamm, Ron Goodspeed seconded. Meeting adjourned.

NOTES FROM THE BOARD OF BUILDING APPEALS ARE ELECTRONICALLY STORED IN THE BUILDING DEPARTMENT RECORDS. AUDIO TAPES ARE AVAILABLE UPON REQUEST AND AT A COST. A SUMMARY OF THE WRITTEN NOTES ARE AVAILABLE ON THE PORTAGE COUNTY BUILDING DEPARTMENT WEBSITE.