

# **Portage County Board of Building Appeals**

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Jeff Coffee  
Chairman

Ted Manfrass  
Vice-Chairman

Michelle Conner  
Secretary

## **Meeting Minutes:**

Date: January 13, 2021

Place: Portage County Administration Building  
Via a remote Zoom meeting

Time: 9:30AM

## **Attended by:**

### **Board Members:**

Jeff Coffee	Fire Safety Inspector
Ted Manfrass	Architect
Robert Blunk	Alternate
Frank Horack	Licensed Contractor
Audrey Kessler	Homeowner

### **Others Present:**

Michelle Conner	Secretary
Randy Roberts	Director
Joe Bodnar	Deputy Director
Linda Markijohn	Office Manager

Meeting called to order by Chairman, Jeff Coffee. Roll call was taken and a quorum was present.

## **OLD BUSINESS:**

Chairman asked if anything needed to be added to the minutes from November 18, 2020. Frank Horack requested to make sure that it was noted that the appeal for Derek Knack, 220002214, had noted that the accessory building was not to be used for commercial use. It was noted in the minutes, confirmed by the Secretary.

Audrey Kessler made a motion to accept the minutes and Frank Horack seconded. Roll call taken for vote to accept the minutes. Minutes accepted. Jeff Coffee asked if Randy Roberts had anything to add to the discussion. Randy stated the importance of following the procedures to conduct the Board of Building Appeal meetings that have been established.

**NEW BUSINESS:**

The Board to review and discuss a new variance form to be used. The Board were all given examples of the new form. Jeff Coffee stated he would like someone from the legal office to review as well. Audrey Kessler moved to approve the new document and Ted Manfrass seconded. Jeff Coffee stated with the approval of the county legal department. Roll call taken for vote on new form. New form was approved. A follow up meeting will be scheduled for March, which is our normal quarterly meeting. Audrey Kessler and Ted Manfrass made a motion to adjourn the meeting, 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.**