

Portage County Board of Building Appeals

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Jeff Coffee
Chairman

Ted Manfrass
Vice-Chairman

Michelle Conner
Secretary

Meeting Minutes:

Date: April 12, 2021

Place: Portage County Administration Building
Via a remote Zoom meeting

Time: 9:30AM

Attended by:

Board Members:

Jeff Coffee	Fire Safety Inspector
Hal Stamm	Homeowner
Frank Horack	Licensed Contractor
Audrey Kessler	Homeowner

Others Present:

Michelle Conner	Secretary
Randy Roberts	Director
Joe Bodnar	Deputy Director

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

OLD BUSINESS:

Audrey Kessler made a motion to journalize the minutes from the January 13, 2021 meeting. Frank Horack seconded. Roll call taken, minutes accepted.

NEW BUSINESS:

The board had a discussion about the new variance form that has been looked at by Chris Meduri and deemed a legal document. Audrey Kessler moved to accept the new form and Frank Horack seconded. Roll call taken and new form approved. Frank Horack questioned if we have seven members on the Board. Jeff Coffee asked what positions we have open. The Secretary went over our current Board Members. It appears we still have one opening to fill. Frank Horack made a motion to adjourn and Hal Stamm 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.