

# **Portage County Board of Building Appeals**

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

Ted Manfrass  
Chairman

Audrey Kessler  
Vice-Chairman

Michelle Conner  
Secretary

## **Meeting Minutes:**

Date: July 14, 2021

Place: Portage County Administration Building  
449 S Meridian St., Ravenna, Ohio 44266  
Room 708, 7<sup>th</sup> floor

Time: 9:30AM

## **Attended by:**

### **Board Members:**

Ted Manfrass	Architect
Frank Horack	Licensed Contractor
Audrey Kessler	Homeowner
Hal Stamm	Homeowner
Douglas Brown	Homeowner
Robert Blunk	Alternate

### **Others Present:**

Michelle Conner	Secretary
Randy Roberts	Director
Joe Bodnar	Deputy Director
Colin Kunkle	Applicant

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

## **OLD BUSINESS:**

Audrey Kessler made a motion to journalize the minutes from the April 12, 2021

meeting. Frank Horack seconded. Roll call taken, minutes accepted.

**NEW BUSINESS:**

Appeal Case #221001168, Colin Kunkle at 1466 Saxe Rd in Suffield would like to construct an accessory building on a property without a primary residence on it. Randy Roberts presented to the Board the application from Colin Kunkle and adjudication that followed by the Building Department. Mr. Kunkle did receive a zoning permit from the township. The proper announcement has been made to the public, confirmed by the Secretary. Ted Manfrass then opened the case up for discussion by the Board. Mr. Kunkle made his case to the Board as well as to why he wants to construct the accessory building before construction of a single family dwelling. He does want to be able to use the accessory building for storage of construction materials as well as personal items until he constructs his home. He has owned the property for many years and hopes to build home by this time next year. Hal Stamm moved to approve with conditions. Audrey Kessler seconded the motion. Frank Horack added that we make sure no business is run out of the building as well. Roll call taken and variance granted. Randy Roberts let applicant know the process that takes place following approval. The residential accessory building will not contain any electric, sanitation or potable water service. The residential accessory building will not be used for any non- residential or commercial use. The residential accessory building will not be used as an occupied dwelling. The Board and Randy Roberts discussed board membership and new members appointed, Douglas Brown as homeowner and Michelle Hershberger as a contractor. The Board still needs to fill the position of Fire Safety Inspector due to Jeff Coffee resigning as of June 2021, he was also Chairman of this Board. Frank Horack made a motion to have Ted Manfrass be Chairman for the remainder of the year, Audrey Kessler seconded. Roll call taken. Audrey Kessler volunteered to be Vice Chairman. Hal Stamm moved and Frank Horack seconded. Roll call taken. Next meeting is September 8<sup>th</sup> pending if there is any business. 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.**