

Portage County Board of Building Appeals

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Ted Manfrass
Chairman

Jeff Coffee
Vice-Chairman

Michelle Conner
Secretary

Meeting Minutes:

Date: March 14, 2018

Place: Portage County Administration Building
3rd Floor, Room 303

Time: 9:00AM

Attended by:

Board Members:

Ted Manfrass	Architect
Jeff Coffee	Fire Safety Inspector
Audrey Kessler	Homeowner
Frank Horack	Licensed Contractor
Rick Porter	Contractor/Builder

Others Present:

Michelle Conner	Secretary
Chris Meduri	Prosecutor's Office

Chairman called the meeting to order.

Old Business:

Continuation of the discussion from previous meeting in regards to the Board of Building Appeals and the standards for a Residential Building Appeals Board, as well as the changes to be done on the appeal application and variance form. Secretary to make the appropriate changes on the forms that were requested by the Board and those changes will be approved by the Board Members and Chris Meduri.

Roll call was taken and a quorum was present. Motion made by Jeff Coffee to approve the minutes from February 14, 2018. Ted Manfrass seconded. Ted Manfrass made a motion to adjourn. Audrey Kessler 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.

