

# **Portage County Board of Building Appeals**

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

Jeff Coffee  
Chairman

Ted Manfrass  
Vice-Chairman

Michelle Conner  
Secretary

## **Meeting Minutes:**

Date: November 18, 2020

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
Derek Knack	Property Owner
Linda Markijohn	Office Manager

## **NEW BUSINESS:**

Appeal Case No. 220002214, Derek Knack at 427 Lakeway Drive, Deerfield Township would like to construct an accessory building on property without a primary residence on it.

Meeting called to order by the Chairman and roll call was taken with a quorum present. Secretary swore in those who will be testifying. Chairman called upon Randy Roberts to give the building departments account of the review and adjudication of this

building permit application. The adjudication was a result of no primary residence on the property which is to exist with having a residential accessory building. The Chairman did open the floor for the board to address any questions they had for Randy Roberts, as well as the property owner Derek Knack. Following the discussion Frank Horack made a motion, if the variance granted there be three conditions: Use building for storage only as a residential structure and not turned into a household dwelling and meet all the requirements through the Portage County Building Department to move forward. Motion seconded by Hal Stamm. Roll call taken and variance approved.

#### **OLD BUSINESS:**

Audrey Kessler made a motion to journalize the minutes from the meeting on November 13, 2019 and Frank Horack seconded. Roll call taken to approve minutes. The Chairman did ask Randy Roberts if there is anything else he needs to discuss with the board. Randy Roberts did say that he had verified with Chris Meduri how to handle the advertisements with the Zoom meetings versus the in person meetings that we normally do. Chris Meduri stated that we make sure the public knows that they can participate if they choose through the notice we put on the website and in the paper. Randy Roberts also suggested that the Board may want to look at using a form that would allow for a verbal approval as the State Appeals Board uses versus signatures as we do with our current final order/variance form. Jeff Coffee, Chairman did ask the Secretary if public notification was done. Secretary confirmed. Randy Roberts also let the Board know that through the Prosecutor's office and Building Department, a previous Board approved accessory building in Deerfield, owner Chris Kirkpatrick did end up being turned into a commercial structure and did go through the appropriate steps to get a commercial certificate of occupancy. Audrey Kessler moved to approve the meeting dates for 2021 and Frank Horack seconded. Roll call taken. Audrey Kessler nominated Jeff Coffee for Chairman for 2021 and Frank Horack seconded. Roll call taken and motion approved. Hal Stamm nominated Ted Manfrass as Vice Chairman, Frank Horack seconded. Roll call taken and motion approved. Board would like to have a meeting in January to go over an updated variance form. Hal Stamm made a motion to adjourn and 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.**