

ELLSWORTH TOWNSHIP ZONING BOARD  
**RECORD OF PROCEEDINGS**

**2017-12**

Minutes of *Ellsworth Zoning Commission*  
Regular Meeting  
Held *December 12, 2017*

On Tuesday, December 12, 2017; the Ellsworth Township Zoning Commission's regular meeting began at 6:05 PM at the Fire Hall.

Chair Sean Giblin opened the meeting leading with the Pledge of Allegiance followed by a moment of silence for those serving our country past and present.

Members present were Chair Sean Giblin, Vice Chair Jim Mayberry, Janine Goddard, Dan Stout, Pete Rich and Alternate Clint Whitehair. Clint Whitehair temporarily filled in for Pete until his arrival.

Three (3) guests were present. Inspector Wayne Sarna was also present.

Jim Mayberry made a motion to approve November 14, 2017 minutes, seconded by Dan Stout. Roll call vote: Sean Giblin – yes; Jim Mayberry – yes; Janine Goddard – yes; Dan Stout – yes; Pete Rich – yes. Motion carried.

**OLD BUSINESS**

None

***AS REPORTED BY INSPECTOR WAYNE SARNA:***

**NOVEMBER:**

- 11-21-2017; Loyd Childers, 11319 Akron Canfield Rd – storage building.
- 11-28-2017; Larry Hrovatich, 11140 Diehl Lake Dr. – addition to cottage; plus new deck.

The commission went over the Policy and Procedures for the commission's meetings and modified them as follows:

Zoning Commission meetings will be held the second Tuesday of each month, starting at 6:00 PM, at the Ellsworth Administrative Building, and will be opened to the public.

Zoning Commission Members for 2017: Chair, Sean Giblin; Vice Chair, Jim Mayberry; Secretary, Janine Goddard; members: Pete Rich and Dan Stout; alternate, Clint Whitehair.

A quorum of three (3) members is required to conduct a meeting.

Cell phones shall be turned off or set on vibrate.

No side conversations by the Commission members or the public

The Chair will preside over the meeting. If the Chair is not available, the Vice Chair will preside, if both are not available, those present will vote on someone to Chair the meeting.

Each meeting will open with the Pledge of Allegiance and a moment of silence for those who have served and those who are serving.

Secretary will prepare and distribute agenda prior to each meeting.

Meeting minutes will be taken. Method used will be at the discretion of the Secretary. The township's policy is any recording done on a private, non-township owned device, used only to assist in preparing minutes, can be erased as soon as the minutes are signed and made available to the public.

Minutes from the previous meeting will be "motion accepted" or "motion accepted with revisions" by a roll call vote.

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***Procedure for accepting or not accepting a motion:***

- 1) Motion is made;
- 2) Motion is seconded;
- 3) Discussion;
- 4) Voting by roll call vote;
- 5) Chair announces results.

A motion will be declared passed or failed by a majority vote of members present. If only three (3) Commission members are present; a positive vote of 3 is required to pass a motion. A tie vote is a failure.

Members and public wishing to comment will raise their hands and be recognized by the Chair.

Individuals wishing to make comments will be asked to state their names for the record. If an individual refuses to give their name, the ZC will refuse to listen.

Individual wishing to comment will be given 5 minutes to present their issue.

***Announcements***

Set the date for our next meeting. Hearing no objection, we'll meet next on Month / day at 6pm here at the Firehouse.

***Adjourn meeting.***

Motion and roll call vote.

***Policy on Recording / Videotaping of a Zoning Commission's Meeting***

1. If an individual is interested in videotaping a meeting, area for audio/video recording will be designated at the time of the meeting by the Commission.
2. If an individual is participating in the meeting, they may not videotape the meeting themselves. They are to designate another individual to do the videotaping for them as to avoid a distraction.
3. Individuals videotaping may not obstruct the vision of the commission or the public.
4. It is possible, a power supply may have to be supplied by the individuals audio recording or videotaping.

Dan Stout made a motion to approve the changes to the Policy and Procedures and to accept the Policy and Procedures as modified. Janine Goddard seconded the motion. Roll call vote: Sean Giblin – yes; Jim Mayberry – yes; Janine Goddard – yes; Dan Stout – yes; Pete Rich – yes. Motion carried.

The next meeting of the Zoning Commission will be January 9, 2018 at 6:00PM.

Janine Goddard made a motion to adjourn the regular meeting at 6:28PM; seconded by Jim Mayberry. Roll call vote: Roll call vote: Sean Giblin – yes; Jim Mayberry – yes; Janine Goddard – yes; Dan Stout – yes; Pete Rich – yes. Motion carried. Meeting adjourned.

Janine Goddard  
Secretary