

Portage County Board of Building Appeals

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Rick Porter
Chairman

Ted Manfrass
Vice-Chairman

Michelle Conner
Secretary

Minutes of Meeting

Date: March 8, 2017

Place: Portage County Administration Building
6th Floor, Room #605

Time: 9:30AM

Attended by:

Board Members:

Rick Porter, RA (Chairman)	Contractor/Builder
Ted Manfrass, RA (Vice Chair)	Architect
Frank Horack	Electrical Contractor
Jeff Coffee	Fire Safety Inspector
Audrey Kessler	Homeowner
Hal Stamm	Homeowner

Others Present:

Charles Corcoran	Chief Building Official
Michelle Conner	Secretary

Chairman called meeting to order.

Roll call was taken and Quorum was present.

Old Business:

Rick Porter made a motion to journalize the minutes from the meeting on January 11, 2017. Audrey Kessler seconded. No further comments and roll call was taken. Board discussed the bylaws with regard to credentials for board members. Charles Corcoran stated that the commissioners have selected an alternate board member and we are awaiting the official notification to the new board member from the commissioners. Frank Horack had made copies of the meeting procedures and handed them out to each board member. Rick Porter stated for the procedures to be looked at prior to next meeting and any changes can be discussed. Charles Corcoran stated to the Chairman that the variance form be looked at and possibly revised and be more in line with what the State of Ohio would use. Sometimes there are outstanding items

that need to be resolved before permit issuance. Rick Porter suggested emailing him some wording in regards to the changes and Charles Corcoran stated he will acquire this information from the State of Ohio (Commercial Building Appeals Board). The variance as well as flood plain wording will be discussed at the next meeting. Rick Porter will look into this as well. Commissioners have asked that the meeting minutes be posted on the county website, that has been updated.

New Business:

Rick Porter asked for an update from Charles Corcoran in regards to recent appeals and their outcomes for those not in attendance at past meetings. Charles went into further discussion in regards to flood plain issues. Charles gave a business report on the Building Department. Next meeting date of June 14 was confirmed.

Rick Porter made a motion to adjourn. Ted Manfrass and Audrey Kessler were in agreement. Meeting adjourned at 10:13AM.

NOTES FROM THE APPEALS BOARD ARE ELECTRONICALLY STORED IN THE BUILDING DEPARTMENT RECORDS.