

# **Portage County Board of Building Appeals**

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

Rick Porter  
Chairman

Ted Manfrass  
Vice-Chairman

Michelle Conner  
Secretary

## **Meeting Minutes:**

Date: December 13, 2017

Place: Portage County Administration Building  
6<sup>th</sup> Floor, Room #605

Time: 9:30AM

## **Attended by:**

### **Board Members:**

Ted Manfrass	Architect
Frank Horack	Electrical Contractor
Audrey Kessler	Homeowner
Jeff Coffee	Fire Safety Inspector
Hal Stamm	Homeowner
Robert Blunk	Homeowner-Alternate

### **Others Present:**

Charles Corcoran	Chief Building Official
Michelle Conner	Secretary

Vice Chairman called the meeting to order.

Roll call was taken and a Quorum was present.

## **Old Business:**

Motion made by Audrey Kessler to journalize the minutes from the meetings on August 9<sup>th</sup> and September 13<sup>th</sup> 2017. Frank Horack seconded.

## **New Business:**

The Board Members elected new officers for 2018. Ted Manfrass will be our new Chairman and Jeff Coffee is the Vice Chairman. Members voted yes for both.

Meeting dates for 2018 were discussed. Jeff Coffee moved to approve the meeting dates and Hal Stamm seconded. Meeting dates approved. Board discussed current variance form and making possible changes for future use. Following discussion, Jeff Coffee made a motion to table it for now until further information can be obtained in regards to updating this form. Board was in agreement. Jeff Coffee asked if Chris Meduri would need to review the form. Charles Corcoran confirmed that he would need to review it. Building Department update provided by Charles Corcoran. Hal Stamm made a motion to adjourn. The Board was in agreement. Motion passed.

**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.**