Record of Proceedings
Board of Zoning Appeals
Held: Tuesday, September 15, 2026

CALL TO ORDER: Mr. Padrutt called the meeting to order at 6:02 p.m.

ROLL CALL:

Sara Leffler	Present	Greg Canda	Present	William Cole	Present
Matthew Padrutt	Present	John Shega	Present		

OTHERS PRESENT: Solicitor Brad Bryan and Administrative Assistant Faith Dorton

APPROVAL OF MINUTES:
August 4, 2026 Meeting Minutes

Mr. Canda made a motion that was seconded by Mr. Shega to approve the minutes. Roll Call Vote: Mr. Shega, yes; Mr. Cole, yes; Mr. Padrutt, yes; Mr. Canda, yes; Ms. Leffler, yes. The minutes were approved.

ADMINISTRATIVE BUSINESS:

Mr. Padrutt suggested establishing a standard practice of providing meeting notifications and draft minutes about a week in advance, giving members and the public more time to review materials and prepare questions. Mr. Bryan noted that regular meetings can be posted on the Village website calendar well ahead of time, particularly with the Board meeting at a regular time every other month. Mr. Padrutt reported upon the Ordinance pending before Council that would extend the deadline for approving minutes from 60 to 75 days.

Mr. Padrutt asked the Board Members if, upon further reflection, they wanted to make any changes to the Board Rules that were adopted at the last meeting. No amendments were requested. Mr. Padrutt clarified that the Rules can be amended by the Board at any time. Mr. Canda asked how strictly Robert's Rules of Order would need to be followed, noting that the Board generally operates in an interactive and somewhat informal manner. Mr. Bryan stated that Robert's Rules would only be resorted to, when necessary, in the event of the need to resolve a procedural dispute.

Mr. Bryan noted a variance application has been filed with the City, but it could not be scheduled to be heard at this meeting because there was not enough time to get the notices out to the neighboring property owners. That request will be heard at the October 27 Meeting.

ADJOURNMENT:

Mr. Canda made a motion that was seconded by Ms. Leffler to adjourn the meeting. Roll Call Vote: Mr. Shega, yes; Mr. Cole, yes; Mr. Padrutt, yes; Mr. Canda, yes; Ms. Leffler, yes. The motion was approved. The meeting was adjourned at 6:09 p.m.

Approval of Board Acknowledged by:

Matthew Padrutt, Board Chair

10/27/26
Date