CUYAHOGA FALLS
BOARD OF ZONING APPEALS
MINUTES

Planning Division
2310 Second Street
Cuyahoga Falls, OH 44221
330-971-8135

Wednesday, March 11, 2026

Board Members Present:	Cyndi Kane, Chair Amanda Kephart, Vice Chair Parker Derrig, Secretary Jeff Sharpe Adam Prtenjak Wesley Johnston Ashley Brillhart
Board Members Absent:	None
Community Dev. Dept:	Mary Spaugy, CD Director Carrie Snyder, CD Deputy Director Adam Paul, Asst. Planning Dir. Lori Jones, Administrative Specialist

Ms. Mary Spaugy stated that Ms. Diana Colavecchio had retired and that she had taken the position of Director of Community Development, and she then introduced Ms. Carrie Snyder as the new Deputy Director. She thanked the Board for their service.

Ms. Cyndi Kane called the meeting to order at 6:20 pm. The pledge of allegiance was recited.

Election of Officers

Ms. Amanda Kephart made a **MOTION to nominate and keep all current positions as they are,** which is Ms. Cyndi Kane as **Chair**, Ms. Amanda Kephart as **Vice Chair**, and Mr. Parker Derrig as **Secretary**, and the **motion was seconded** by Mr. Jeff Sharpe. **The Vote: Yes – 7, No – 0**. **The motion was APPROVED with a vote of 7-0.**

Minutes

June 25, 2025

With no comments or corrections, Ms. Kane requested that a motion be made to approve the minutes.

Mr. Derrig made a **Motion to APPROVE** the minutes from June 25, 2025, and the **motion was seconded** by Ms. Kane. **The Vote: Yes – 7, No-0. The motion was APPROVED with a vote of 7-0.**

Other Business

Mr. Adam Paul thanked everyone for serving on the Board and stated that projects have slowed down. He stated that he has gone back through the meeting script and conduct and that he is here to answer any questions on procedure or how to handle things that the Board members may have, if they would like to use this time to get answers. He went over the two reasons that people come to this Board, use and area variances. He stated that the City works with the applicants and tries to find viable options before having to come here. He stated that they should not dismiss the applicants without gathering all of the necessary evidence on a case-by-case basis, because the next step after this Board is court, and the recordings from these meetings are used as testimony in court. He spoke of maintaining procedural guidelines as much as possible.

Ms. Kane stated that there is not to be a conversation between the public and the Board, and that the Board should be comfortable asking any questions they need on the file because they need to fully understand the item prior to voting.

Mr. Paul stated that they are not there to engage with the audience, and the City is a resource for them to use. He reminded them that they need to be observant of the Sunshine Laws as well.

Ms. Kane stated that in the past she has contacted Mr. Paul and has gone to some of the properties to look, if needed. She stated that they cannot talk to each other as a group outside of the meeting, due to rules, and that they need to feel safe in this room.

Mr. Paul stated that this is their meeting, and the audience does not get to be disruptive or disrespectful, and the Chair has the authority to ask people to stop, to table items if they do not, and to ask people to leave. It is always okay to ask for staff guidance if you feel that things get too loud. He stated that the Natatorium is staffed and things can be treated as an emergency as needed. Meeting quorum needs to be followed at all times, and confrontation will not be tolerated.

Mr. Wesley Johnston questioned who he should address when asking questions.

Mr. Paul explained the process and who he should speak to, as the Board and staff are always the ones being addressed, along with the applicant, when asking questions.

Ms. Kane explained the meeting structure and how portions of the meeting are opened and then closed to various people.

Mr. Paul stated that the complete amount of information is what affects the deliberation that the Board makes, and he stated that hopefully the new devices that are being issued this evening will help make things more accessible.

Ms. Ashley Brillhart questioned if there is anything that she should know, since she is newer to the Board.

Ms. Amanda Kephart stated something that she tries to always keep in her mind is that this is about the zoning of the location and not about the character of the people here applying for the item. People like to bring others in to speak on what good people they are, but that does not impact if the zoning permits what they are doing or not.

Ms. Kane reminded the Board that they do not set a precedent, and all applications are looked at individually, and based on each one specifically. She stated that digging into each one specifically helps you also, so ask questions, listen to Mr. Paul's presentations of his staff reports, because they are great. She reminded them that it is their job to preserve and protect the rules that were voted on by the City.

Mr. Paul stated that he can redistribute the script to everyone, and possibly have another work session, if they would like, and Ms. Kane stated that she would like another work session.

Ms. Kephart stated that some basic advice is to not forget that it is a big deal to the people who are here representing the application, even if it is not to the Board, so remember that.

With no further discussion, Ms. Kane made a **MOTION to ADJOURN** the meeting, and the **motion was seconded** by Mr. Derrig. With a **vote of 7-0,** the meeting adjourned at 6:48 pm.

Minutes submitted by Lori Jones