

BOSTON TOWNSHIP ZONING

ZONING COMMISSION MEETING – June 9, 2026

Present: Mike Mraz, Todd Liebenauer, Maureen Downey, Tim Magestro

Absent: Matt Geul

Also present:

Trustee Randy Bergdorf

Zoning Inspector: Ruben Miller

Zoning Secretary: Jerilyn McGuire

Consultant: Fred Guerra

Mike Mraz called the meeting to order at 6:30pm.

Minutes from the May 12, 2026, meeting were reviewed. Motion by Todd to approve minutes.

Motion was seconded by Maureen. All voting “aye” approved

Zoning Inspector Report

- Complaint forwarded to us from the EPA regarding 160 Whaley Road. Julie Brown and Ruben will go to inspect the property.
- McShane - he will own the property in January.
 - Discussion regarding the impact this property has on nearby property owners.
 - Randy is not sure why the county gave him a permit without approval from us.
 - Maureen suggested placing a lien on the property. The lien must then be cleared for the property to transfer
 - Suggestion to cite the property owner to enforce
 - Fred suggested starting the process again and cite the property owner since the property owner is responsible for adhering to the resolution.
 - Letter already sent by AI to the owners
 - A notice of violation will be sent to the property owner and tenant.

Discussion on how to crush concrete safely. Dust from crushing concrete occurs and caused problems – silicosis. Water it down? If he adds water – where will it go?

Old business.

No community participation.

The members reviewed the following documents compiled by Mike Mraz:

- 1) Welcome to Boston Township letter dated 12/22/25. Rev 0. Mike asked for a motion to approve this document. Todd motioned for approval. Tim seconded. All voting aye. Approved.
- 2) The Zoning Commission Regular Meeting Order of Procedure dated 12/22/2025. Mike asked for a motion to approve this document. Todd motioned for approval. Tim seconded. All voting aye. Approved.
- 3) The Zoning Commission Public Hearing Order of Procedure dated 3/6/2026. Rev 1. Mike asked for a motion to approve this document. Maureen motioned for approval. Tim seconded. All voting aye. Approved.

The Commission also acknowledged that the Commission will be using the existing Boston Township form to go into Executive session, dated 3/10/26

Fred Guerra - Consultant:

Pre-submission conference: begins on page 67 of the red book. Questions about how the process works. Fred made changes to Chapter 9 #6, page 65 in new book. Designed for discussion with Zoning Inspector before attending a meeting. Should always start with the zoning inspector.

Site plans discussion. We have had applications without lot dimensions and applicants are surprised when we ask. We'll also ask about setbacks. Fred can put in a sentence to address this. A suggestion was made that every aspect of the property should be in the site plan. With township properties, there's a need to verify septic isn't an issue.

Discussion to change concept drawing to draft site plan.

Other change: added 903 Site Plan Review and Assistance

New section 904. Added letter "e" to pg. 69 addressing Transfer of Ownership.

Added something about occupancy permits- existing 903, new 1003

Do we need to add something to the resolution that confirms applicants have received an occupancy permit from the county?

Are they required to give us a copy? Randy thinks their final close out step should be a certificate of occupancy. Fred to work on that.

Enforcement procedures – how to proceed with it?

Maureen suggested studying how other townships handle violations

Enforcement needs an overhaul. It's outdated.

Next Chapter 10 in red book - Administrative Procedures

Chap 10 should say each board to create their own procedures. The procedures don't have to be in the book – but the book should say each board has the authority to set their own procedures.

Old Chap 10 – Administrative Procedures. Discussion to put this after Conditional Use Permits – then go into new Chap 10

Director of Transportation – need to understand why it's there. Only applies to state routes.

Do we want BZA information under Enforcement, or make Enforcement its own chapter and BZA its own?

Easier to direct people to Enforcement if its own section.

Suggestion from Fred:

- Conditional use permits and site plans one chapter – Chap 9
- Text and zoning amendments – Chapter 10
- BZA – next chapter
- Administration and enforcement procedure.

No new business

Randy expressed his condolences to Mike and his wife. Mike's Father-in-Law recently passed away.

Maureen motioned to adjourn at 7:53pm.

Next meeting to be held July 14, 2026, at 6:30pm.

Michael Mraz, Chairman

Jerilyn McGuire, Secretary

