

CITY OF HURON
BOARD OF BUILDING AND ZONING APPEALS
May 13, 2026, Work Session/Training 5:30p.m.

Chairman Frank Kath, called the work session meeting to order at 5:30p.m. on Wednesday, May 13, 2026, in the Council Chambers of the City Building, 417 Main Street Huron, Ohio. Members in attendance: Scott Slocum and Chris Harlan. Members absent: JoAnn Boston. Also in attendance, Planning & Zoning Manager, Christine Gibboney and Planning & Zoning Secretary, Carolyn Boger, Mayor Monty Tapp and Todd Shcrader and Gary Ebert.

Mr. Schrader and Mr. Ebert provided a “refresher” to members as to protocol, procedures and best practices. Items of note/reference/discussion:

- Authority of BZA pursuant to the Charter and Codified Ordinances.
- Example of another municipality’s code “Reasons for Granting Variances” was distributed – this code includes the 7 Duncan Factors and outlines the procedures.
- If a member is not present at the Public Hearing – they are not to vote.
- Any/all testimony and board deliberations must be on the record
- Members are not to discuss the *merits* of the case with anyone- including other members, staff, applicants/owners.
- If a member performs a site visit and speaks with the owner- this should be disclosed at the meeting.
- City was advised that many municipalities require the applicant to state on the record what practical difficulty or undue hardship to the property is.
- Practical Difficulty to the property must be established- question the applicant as to the practical difficulty. Board encouraged to suggest/discuss potential options.
- City was advised that the standard average of variances granted should be around 65%; city average is much higher. Members discussed implementation of more critical review and how this can be applied now. Applications are case by case; trainings may result in changes to the way members apply the criteria. An example provided was commercial inspections- different people conducting inspections often result in owners questioning why something was flagged by one inspector when previous inspections did not have the same result- this can happen.
- Discussion ensued on pre-existing/nonconforming areas, specifically north of Route 6, which does make it more difficult and contributes to the number of cases the city has.
- Discussion regarding the extent of Staff/City findings: staff can include both in the staff report and on the record that there is a question as to practical difficulty that should be addressed by the owner/applicant.
- Conflict of Interest: generally speaking, it is when a member has a financial interest of some kind. It was noted that if a member has a conflict, they are to announce this and leave the room during the case- returning only after the final vote.
- Change to Case format recommended:
 - 1) Motion, Second, and Vote to Open and Close public hearings.
 - 2) Deliberations: Upon closing the public hearing, and before calling for a motion, members should go through each of the Seven Duncan Factors (roundtable, one at a time, not a debate, members will each state their own conclusion)
 - 3) Motions should always be in the affirmative and need not include criteria as the Board would have already done this in the Deliberation.
- If only 3 members are present at a meeting, explain to applicants/owners of the need for three votes in the affirmative to grant a variance. They can choose to table then or can go through the public hearing to get an idea of which way the board is leaning- but would have to be tabled BEFORE the motion/vote on the case.

Meeting was adjourned at 6:25pm



Board of Building and Zoning Appeals

ADOPTED: June 8, 2026
/cmg