

RECORD OF PROCEEDINGS

Minutes of Board of Zoning Appeals

Held March 10, 2026

Call to Order - Organizational Meeting

Video recordings for this meeting failed; minutes were created from meeting notes.

Meeting called to order at 6:03 PM.

James Kempe	Chair	Present
Patricia Bond	Vice Chair	Present
Sharon Duff	Member	Present
Jeffrey Hamilton	Member	Present

Newly appointed member, Jeffrey Hamilton, was sworn in prior to the meeting.

Approval of Minutes

Board of Zoning Appeals Meeting Minutes - October 14, 2025

Mr. Kempe asked if there were any changes or corrections to the October 14, 2025, Board of Zoning Appeals meeting minutes. Hearing none, the minutes were approved as submitted.

Business

Nomination of Officers

Mrs. Duff moved to appoint Mr. Kempe as Chairperson of the Board of Zoning Appeals; Mrs. Bond seconded the motion.

RESULT: Passed (*Yes 4, No 0, Abstained 0*)

MOVER: Sharon Duff

AYES: Jim Kempe, Sharon Duff, Patty Bond, Jeffrey Hamilton

NAYS: None

ABSTAIN: None

Mrs. Duff moved to appoint Mrs. Bond as Vice Chairperson of the Board of Zoning Appeals; Mr. Kempe seconded the motion.

RESULT: Passed (*Yes 4, No 0, Abstained 0*)

MOVER: Sharon Duff

AYES: Jim Kempe, Sharon Duff, Patty Bond, Jeffrey Hamilton

NAYS: None

ABSTAIN: None

Review of Bylaws and Robert's Rules of Order

Building and Zoning Administrator Brent Carpenter reviewed the Robert's Rules of Order Presentation with board members. (The presentation is available in the packet)

Clerk of Council Karen Powell reviewed Robert's Rules of Order publications. She notified the board members that those publications are available at the dais and also from the Clerk's office if any of the members would like to review the books in their entirety.

Both Mr. Carpenter and Ms. Powell reviewed the BZA By-laws. The board was informed that changes may be made to the by-laws with majority approval of the board. Ms. Powell asked the board members to be familiar with City of Moraine zoning regulations in order to make case

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decisions based on zoning standards and not personal preferences.

Article IX (8) and (10) of Public Hearing Format in the Board of Zoning Appeals By-laws state that opponents and proponents have five minutes to speak. Ms. Powell and Mr. Carpenter noted that the City Council allows three minutes for opponents and proponents to speak in a public hearing. The board was notified this rule can be changed on a case-by-case basis in a meeting just prior to the start of the public hearing with a unanimous vote or the rules can be changed in the by-laws by unanimous vote of the board.

Discussion

No other discussion was held.

Other Business

Mr. Carpenter reported there are two cases pending, and he set the next meeting date for April 7, 2026, at 6:00 PM.

Adjournment

Meeting adjourned at 6:27 PM.



James Kempe



ATTEST: Clerk of Council, Karen Powell