

**COUNTY PLANNING COMMISSION AGENDA**  
**August 9, 2022 REGULAR MEETING**  
**7:30 A.M.**

1. PLEDGE OF ALLEGIANCE
2. ROLL CALL
3. APPROVAL OF MINUTES:
  - A. JULY 12, 2022 REGULAR MEETING MINUTES
4. FINANCIAL REPORT AND APPROVAL OF EXPENSES
5. DIRECTOR'S REPORT
6. MAJOR SUBDIVISION TO BE REVIEWED:
  - A. REPLAT OF STONE RIDGE COLONY SUBDIVISION  
SUBLOTS 46 & 47  
BAINBRIDGE TOWNSHP  
FINAL PLAT
7. OLD BUSINESS:
  - A. PAY GRADE UPDATE (NO NEW MATERIAL)
  - B. INFO SHEET SERIES (PRESENTATION ON STORY MAPS)
  - C. DERCHAR SUBDIVISION (NO NEW MATERIAL)
8. NEW BUSINESS:
  - A. MILEAGE REIMBURSEMENT RATE MODIFICATION
  - B. COUNTY LAND USE MAP UPDATE
9. ADJOURNMENT



# Geauga County Planning Commission

12611 Ravenwood Drive, Suite #380, Chardon, OH 44024

Phone: (440) 279-1740

[www.co.geauga.oh.us/Departments/Planning-Commission](http://www.co.geauga.oh.us/Departments/Planning-Commission)

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## AUGUST 9, 2022 MEETING MINUTES

### **1. Pledge of Allegiance**

Chairperson Caterina Cocca-Fulton called the August 9, 2022 regular meeting of the Geauga County Planning Commission to order at 8:18 a.m. at 12611 Ravenwood Drive, Suite A334, Chardon, Ohio. A quorum was obtained. Following the Pledge of Allegiance, the roll call was called by Ms. Irizarry, and the following members were present:

### **2. Roll Call**

Members present: Caterina Cocca-Fulton, Commissioner Jim Dvorak, Gary Neola, Walter Claypool, and John Oros.

Members absent: Commissioner Ralph Spidalieri, Commissioner Lennon, Dennis Bergansky, Jim McCaskey and Dan Miller

Staff present: Allyson Kobus (Planner II), and Pamela Irizarry (Administrative Assistant). And others interested in the meeting discussion. Staff absent: Linda Crombie (Planning Director)

### **3. Approval of Minutes for the July 12, 2022 Regular Meeting**

Commissioner Dvorak made a motion to approve the July 12, 2022 regular meeting minutes and Mr. Oros seconded the motion, Mr. Neola abstained, and upon a call for the vote, the motion carried unanimously.

### **4. Financial Report and Approval of Expenses**

Ms. Irizarry provided the financial report as of August 8, 2022 attached hereto and the expenses marked as Exhibit "A" totaling \$3,993.97. Commissioner Dvorak made a motion to approve the financial report and the summary of expenses, marked exhibit "A" totaling \$3,993.97. Mr. Neola seconded the motion, and upon a call for the vote, the motion carried unanimously.

*See Exhibit 4A*

### **5. Director's Report**

**1. Model Zoning Resolution:** Ms. Kobus let the Planning Commission board know that staff has been working with the Prosecutor's office on formatting the Model Zoning Resolution for Articles I, II, and VII,

as discussed in the July 12, 2022 Planning Commission meeting. A final draft will be sent to board members once completed.

2. Housing Inventory: Ms. Kobus discussed that staff has been working on the Housing Inventory and pages of the draft will be presented at a future date to show formatting, and layout.

3. July Geauga County Township Association: The July 10 Geauga County Township Association was held in Chardon Township and some of the presentations discussed were: 1) Geauga United Way, 2) Geauga Faith Rescue Mission, and 3) Claridon Community Helps. Ms. Cocca-Fulton asked if Ms. Crombie and Ms. Kobus attended the meeting and Ms. Kobus said yes.

4. Planning Commission Website: Ms. Kobus discussed that following last month's meeting, the topic came up about posting meeting minutes and the agenda to the Planning Commission website. We met with ADP to discuss any training and how to use the website. The solution was to create a new website that follows the Board of County Commissioners site. ADP will train how to use and upload the minutes and agendas. Ms. Kobus let the board know that a draft website has been created and opened the draft website for the board review. She said the content of the website can be further discussed at a future meeting. Ms. Cocca-Fulton commented that we need to be distinguished as the Planning Commission board and not as a department under the Board of County Commissioners (BOCC). She also wanted to see some kind of "approved meeting minutes screen".

Mr. Claypool said technically Planning Commission is not a department under the BOCC; we are a separate board established in the County. He advised the website should only label the County departments and nothing else and that we need to be separate. Ms. Cocca-Fulton agreed that this needs to be different and said the website should be independent from the BOCC and allow easy access to agendas, and to show that this is from the Planning Commission board. Mr. Claypool said this is a content management system; it will be straight forward to upload things with the proper training. Ms. Kobus said that ADP will coordinate the training to upload documents. Mr. Claypool said with his background he could also assist with the training and he asked what program will be used? Ms. Kobus replied WordPress. Mr. Claypool said WordPress is easy to use.

Ms. Kobus said there will also be a place for photos. Ms. Cocca-Fulton commented that she was not a fan of putting photos of the Planning Commission board on the website. Mr. Claypool said we need to have a session just to go over the content for the website. Mr. Neola asked who put this website together. Ms. Kobus replied ADP put the website together and they suggested to do away with a couple of pages or do differently. Mr. Neola suggested we look at how other departments have their website set and follow suit.

Mr. Neola asked if we could go back to the Model Zoning. He would like to see this updated and he suggest that table of contents page should show when this was last updated or modified. He went on to say that this needs to be done every time we make any updates, either to the definitions or an article. Ms. Kobus said that Ms. Crombie is working with the Prosecutor's Office to format the Model Zoning. Mr. Claypool said that the Prosecutor's Office has no say in the formatting because it is not their document. Ms. Cocca-Fulton agreed with Mr. Neola that it makes sense to show the last time it was

updated on the table of contents page. Mr. Neola asked once the Model Zoning changes are put together would this be on the website? Ms. Cocca-Fulton said this should be on the website, and this is something that needs to be discussed, she feels that both the Planning Commission Department and Planning Commission board members should participate in the training for the new website or be notified of possible training.

5. Lot Splits, April 2022-June 2022: Ms. Kobus discussed the lot split map. She mentioned that the majority of the lot splits are located in the southeastern portion of the County. Ms. Kobus said this is typically where we see most of the lot splits in the County.

6. Work Summary, July 2022:

a. Planning/Zoning/Subdivision Administration: Ms. Kobus said that during July there were 18 lot splits/consolidations, 51 different planning/zoning inquiries, lot inquiries, and 1 easement. Ms. Kobus briefly reviewed the various points of contact the Planning Commission had with each of the following townships: Bainbridge, Newbury, and Claridon. Mr. Oros asked what the easement was for and Ms. Kobus thought it was a highway or utility easement and that it was not a conservation easement.

b. Comprehensive Planning Efforts:

i. CEDS: Ms. Kobus said Ms. Crombie recently attended a meeting about the CEDS plan. She mentioned the links to the final formatted document. Mr. Claypool said at a previous meeting there was discussion of leaving CEDS and Commissioner Lennon expressed support of this, where are we with this. Ms. Cocca-Fulton commented that Commissioner Lennon was the only one against being a part of CEDS, and Ms. Crombie has not attended all the meetings. She went on to say is this something the board wants to formally address if Ms. Crombie should continue attending these meetings or not. Mr. Claypool responded that we need to know what CEDS means to Geauga County and send a letter to them to stay out and invite who we want to. Ms. Cocca-Fulton replied this needs to be a topic for discussion on the agenda as to whether we want to continue with this. Mr. Claypool said that is fair and Mr. Neola agreed with it.

ii. General Plan Use: Ms. Kobus said the staff referred to the General Plan one (1) time during July 2022 by referring the Bainbridge Township Zoning Inspector to the Natural Resources chapter regarding conservation easements.

***See Exhibit 5A***

6. **Major Subdivision to be reviewed:**

A. Replat of Stone Ridge Colony Subdivision  
Sublots 46 & 47 to create Sublot 46R  
Bainbridge Township  
Final Plat

Ms. Kobus said we have not received the mylar yet and Ms. Crombie had sent an email out early this morning to all the board members saying the replat of Stone Ridge Colony can be approved contingent upon obtaining the zoning inspector's signature and Health Department approval. This is a consolidation of two (2) sub-lots. Ms. Cocca-Fulton asked if she could get a motion to approve the Replat of Stone Ridge Colony Subdivision contingent upon the Zoning Inspector's signature and Health Department Approval.

Motion made by Mr. Claypool to approve the Replat of Stone Ridge Colony Subdivision and seconded by Mr. Oros, and upon a call for the vote, the motion carried unanimously.

*See Exhibit 6A*

**7. Old Business:**

**A. Pay Grade Update:**

Ms. Kobus said there was no new material.

**B. Info Sheet Series-Story Maps:**

Ms. Kobus commented that there was one minor change to the info sheet series; the Prosecutor's office would like to see the references in Article III worded differently. Ms. Kobus discussed that she created this info series to show the steps involved with the different types of lot consolidations and lot splits. Mr. Claypool commented that this was nicely done and the QR code was a nice touch. Ms. Kobus explained that in creating the story maps she used ArcOnline. Story maps are used to display information differently and are easy to read. Ms. Cocca-Fulton asked if the story map was on line right now, *How do I split my Property?* Ms. Kobus said it will potentially post to the website.

Mr. Neola and Mr. Oros thought this was a great idea. Ms. Cocca-Fulton commented there are different lot splits at the beginning, is there a way you can scroll directly to the one you need. Ms. Kobus said yes you could skip around. Ms. Cocca-Fulton asked how would you know which one to click on and Ms. Kobus replied you can go to the lot split examples to figure out which one to click on. Ms. Kobus also showed another story map for the General Plan, Chapter 8.

**8. New Business:**

Commissioner Dvorak started to leave meeting but Ms. Cocca-Fulton asked if he could stay to have enough members for the board makes a motion on the mileage rate. Commissioner Dvorak said he had a meeting with someone in his office at 9:00 a.m., but he would make the motion to approve the mileage modification.

Motion made by Commissioner Dvorak to approve the mileage reimbursement rate modification and seconded by Mr. Oros, and upon a call for the vote, the motion carried unanimously.

Commissioner Dvorak left meeting at 8:53 a.m.

*See Exhibit 8A*

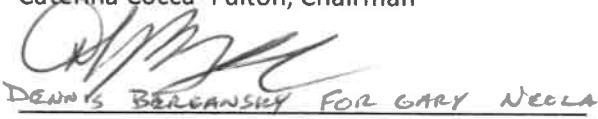
The remaining Commission members discussed the info sheet, story maps, and county land use map update.

**12. Adjournment**

Chairperson Ms. Cocca -Fulton adjourned the meeting at 9:36 am.



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Caterina Cocca- Fulton, Chairman

  
DENNIS BERGANSKY FOR GARY NEOLA

\_\_\_\_\_  
Gary Neola, Secretary/Treasurer

EXHIBIT 4A

**COUNTY PLANNING COMMISSION FINANCIAL REPORT**  
*Summary*

*Budget – August 8, 2022*



<u>Account</u>	<u>Appropriation</u>	<u>Expenditure</u>	<u>Balance</u>
Salaries	\$140,589.00	\$81,331.56	\$59,257.44
Supplies	\$3,848.00	\$256.96	\$3,591.04
Hosp.	\$25,604.00	\$14,511.00	\$11,093.00
Medicare	\$2,090.00	\$1,149.96	\$940.04
OPERS	\$19,780.00	\$11,170.31	\$8,609.69
Worker's Comp.	\$252.00	\$0.00	\$252.00
Other Expenses	5,018.00	\$823.85	4,194.15
Equipment	\$8,451.00	\$6,275.27	\$2,175.73
Contracted Services	\$0.00	\$0.00	\$0.00
Covid -19 Expenses	\$0.00	\$0.00	\$0.00
Copier Usage Services	\$1,000.00	\$0.00	\$1,000.00
Travel	\$2,600.00	\$70.00	\$2,530.00
Advertising	\$160.00	\$0.00	\$160.00
Training	\$300.00	\$0.00	\$300.00
Member, Dues, Lic. Sub	\$900.00	\$653.00	\$247.00
<b>Total</b>	<b>\$210,592.00</b>	<b>\$116,241.91</b>	<b>\$94,350.09</b>







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August 2, 2022

Prepared for the August 9, 2022 Geauga County Planning Commission meeting

### **Director's Report**

#### **1. Model Zoning Resolution**

The staff will be working with the Prosecutor's Office on formatting the edits to the Model Zoning Resolution for Articles I, II, and VII, as recommended by the Planning Commission as your July meeting. You will be provided the final copy and notice will be sent to the townships as well when completed.

#### **2. Housing Inventory**

The staff has been working on the Housing Inventory and a partial draft will be presented at a future meeting to share the preliminary content, layout, etc.

#### **3. July Geauga County Township Association**

The July Geauga County Township Association was held in Chardon Township and the following is a brief summary of the presentations:

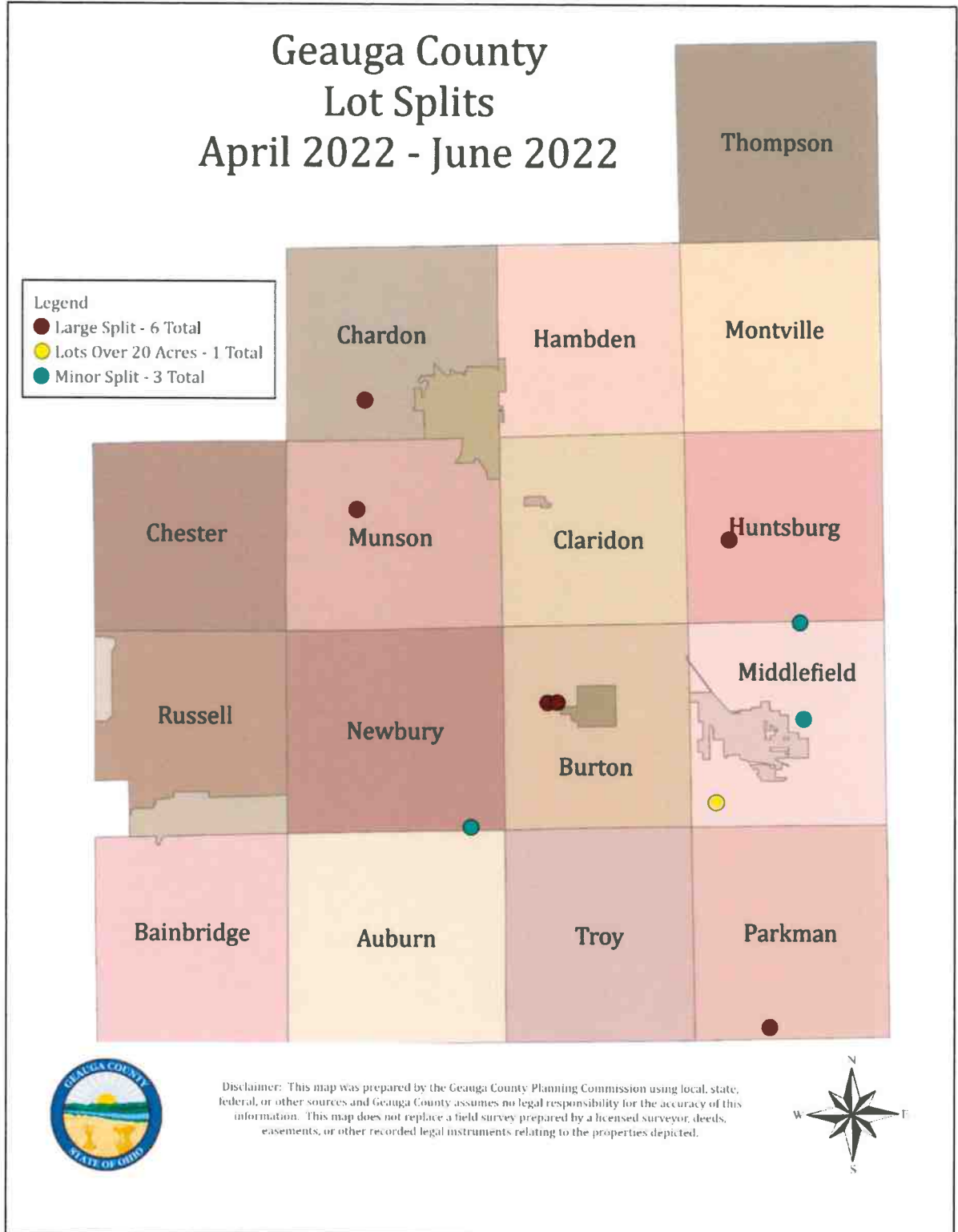
- 1) Geauga United Way: they receive requests most often for rental, food, and utility assistance. During the height of Covid, food assistance was their most common request but now it is for rental assistance (finding rental units, etc.). In regard to utility assistance, the United Way acts as a middleman between the renter/owner and the utility company and with food assistance, they connect residents with food pantries, Claridon Community Helps, etc. In general, most of the calls the United Way receives are from Middlefield and Chardon areas.
- 2) Geauga Faith Rescue Mission: this organization facilitated creating a men's homeless shelter in the City of Chardon
- 3) Claridon Community Helps: this organization is funded through donations only and provides free lunches during the summer as well as other assistance (community dinners, school supplies assistance.)

#### **4. Planning Commission website**

As a follow-up to last month's discussion about posting meeting agendas and minutes to the Planning Commission's website, the County ADP department was asked to assist both Planning Commission and the County Commissioners office with this task. ADP's solution for Planning Commission was to create a new webpage that follows the same format and style as the County Commissioners webpage. Furthermore, staff will be trained to use WordPress, which is used to create and modify websites, so each office can post meeting

agendas and minutes on their own. I advised ADP that the Planning Commission board must review any proposed changes so please let us know your thoughts regarding the draft website, which can be found here: <https://bocc.geauga.oh.gov/departments/planning-commission/>. The staff is also working on suggested layout and content changes as well.

**5. Lot Splits, April 2022- June 2022**

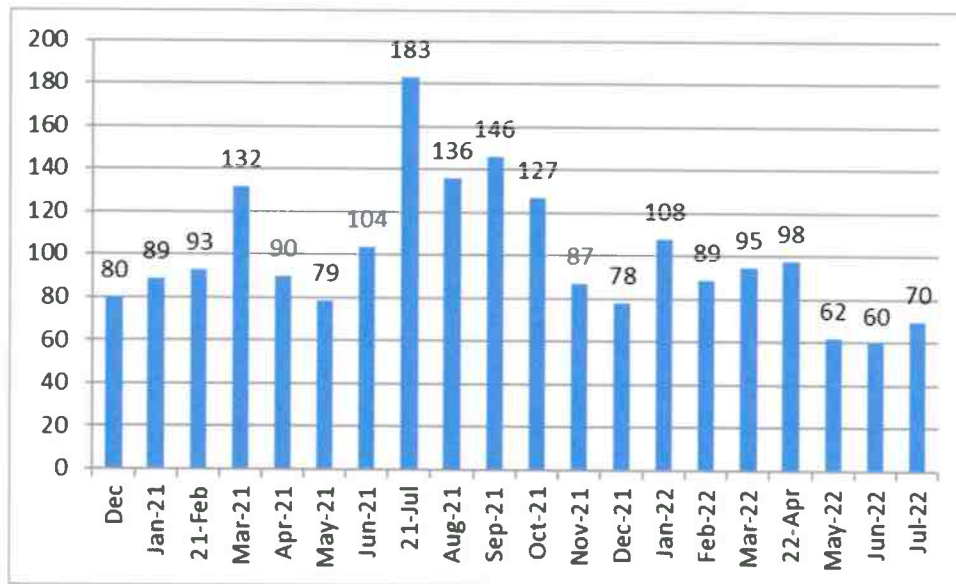


## 6. Work Summary, July 2022

### a. Planning/Zoning/Subdivision Administration

	# Reviewed July 2022
<b>Lot Splits/Subdivisions</b>	
Re-plat	1
Major Subdivision	0
Minor Subdivisions (5 acres and less)	0
Large Lot Subdivisions (Between 5-20 acres)	0
Exempt Lots (Transfer to Adjacent Owner)	6
Exempt Lots (Over 20 acres)	1
Lot consolidations	10
<b>Total</b>	<b>18</b>
<b>Zoning</b>	
Informal text or map amendment reviews	0
Formal text or map amendment reviews	0
Preliminary Lot split inquiries	13
Miscellaneous planning/zoning inquiries	38
<b>Total</b>	<b>51</b>
<b>Miscellaneous</b>	
Easements (roadway, septic, utility, etc.)	1

**Monthly Totals, Lot Split/Subdivisions, Zoning, Miscellaneous**



The following is a summary of various points of contact with the townships:

#### Bainbridge

- assisted with scanning historic township zoning maps

## Claridon

- assisted with legal non-conforming uses, issuance of building permit without zoning approval, storm water regulations.

## Newbury

- assisted with use of zoning application forms

## **b. Comprehensive Planning Efforts**

### **i. CEDS**

NOACA will send the final CEDS plan to the U.S. EDA by the July 31, 2022 deadline with the request to approve the plan and the Economic Development District (the five counties that make up NOACA). Please see the following links prepared by NOACA:

Final Formatted Document:

<https://www.dropbox.com/s/452eaene9iqnt3q/20220725%20NOACA%20CEDS.pdf?dl=0>

StoryMap: <https://storymaps.arcgis.com/stories/d91b8547f748444188da305bbbd5efde>

### **ii. General Plan Use**

The staff referred to the General Plan one (1) time during July by referring the Bainbridge Township zoning inspector to the Natural Resources chapter regarding conservation easements.

## EXHIBIT 6A



**Geauga County Planning Commission**  
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### MEMORANDUM

DATE: August 2, 2022  
TO: Planning Commission members  
FROM: Linda M. Crombie, AICP, Planning Director  
RE: Stone Ridge Colony re-plat

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<b>Township:</b>	Bainbridge	<b>Number of new lots:</b>	none (consolidation)
<b>Zoning:</b>	R-3A Rural Residential	<b>Project Acreage:</b>	3.1341 acres
<b>Subdivision:</b>	Stone Ridge Colony	<b>Lot size range:</b>	n/a
<b>Project Type:</b>	Re-plat	<b>Average lot size:</b>	n/a
<b>Applicant:</b>	Peter Hopwood		

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#### Summary:

Peter Hopwood applied to consolidate sub-lots 46 and 47 located in the Stone Ridge Colony Subdivision. The revised sub-lot 46R will contain 3.1341 acres and three hundred (300) feet of road frontage. Please see the attached aerial photo for reference.

#### Review comments:

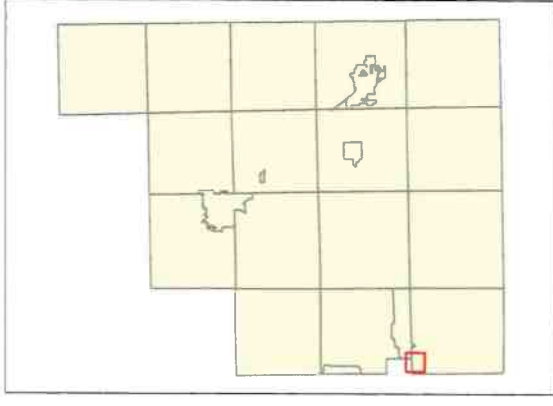
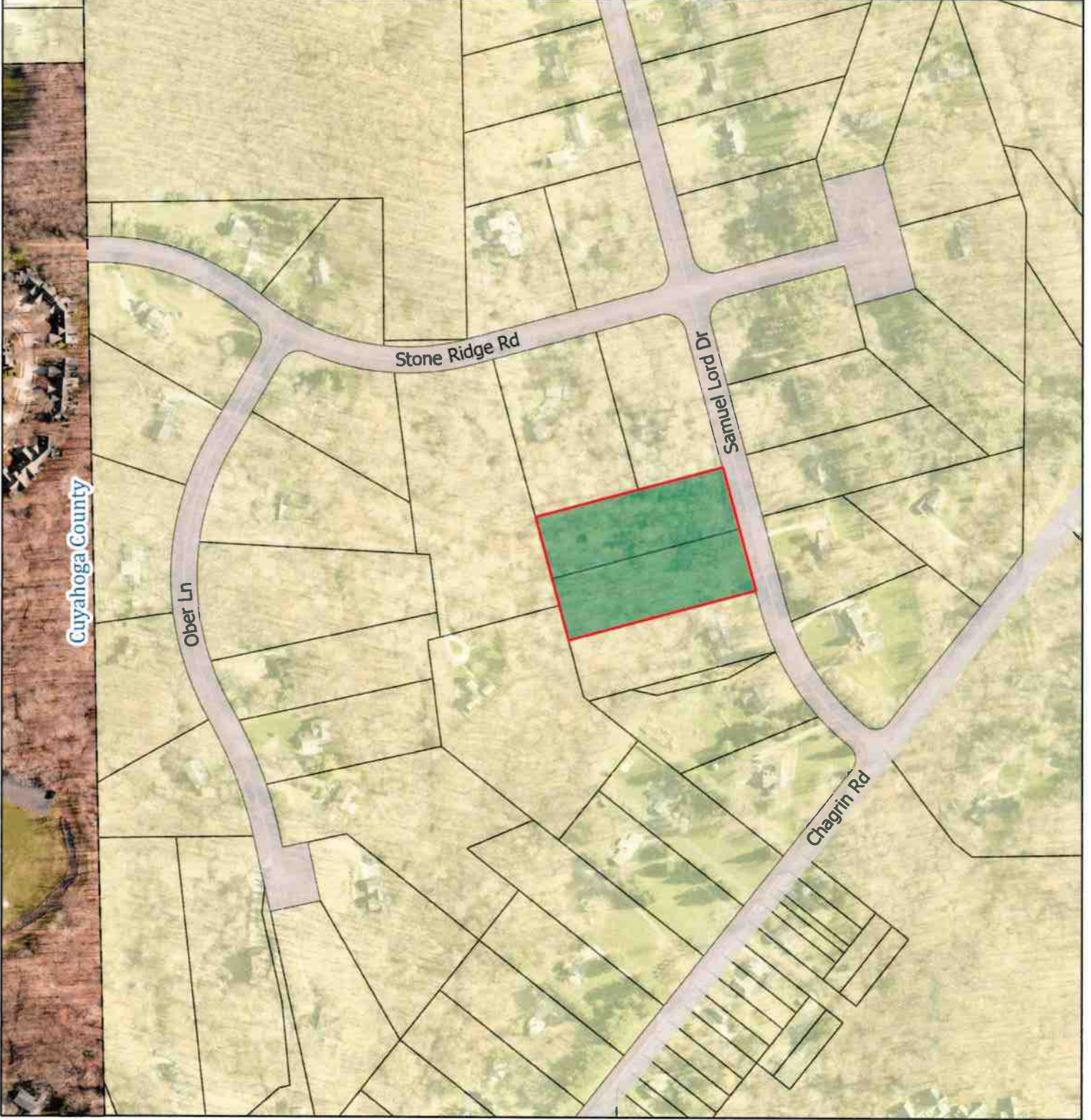
*Soil and Water:* No comments  
*Bainbridge Zoning:* No comments  
*Tax Map:* No comments  
*Engineer's Office:* No comments  
*Health Department:* Comments not yet received.

#### Recommendation

Approve the re-plat/consolidation of sub-lots 46 and 47 to create sub-lot 46R.

c: file

# Stone Ridge Colony Consolidation of Sublots 46 & 47 Bainbridge Township



Proposed Lot

Location of Replat

Parcel Boundary

0 300 600 Feet



Disclaimer: This map was prepared by the Geauga County Planning Commission using local, state, federal, or other sources and Geauga County assumes no legal responsibility for the accuracy of this information. This map does not replace a field survey prepared by a licensed surveyor, deeds, easements, or other recorded legal instruments relating to the properties depicted.

## EXHIBIT 8A



**Geauga County Planning Commission**  
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### MEMORANDUM

DATE: August 2, 2022

TO: Planning Commission members

FROM: Linda M. Crombie, AICP, Planning Director

RE: Mileage reimbursement rate change, Agenda Item 8A

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At their June 28, 2022 session, the County Commissioners approved the gas mileage reimbursement at the revised Internal Revenue Service (IRS) rate of \$0.625, to be effective July 1, 2022. It was previously \$0.585.

At the beginning of each year, the Planning Commission always makes a motion to establish the mileage reimbursement rate so a motion is in order to revise it to the new rate.

c: file