

GEAUGA COUNTY PLANNING COMMISSION AGENDA
April 11, 2023 REGULAR MEETING
12611 Ravenwood Drive
Conference Room A334, 3rd Floor
7:30 A.M.

Revised 4-10-23

1. PLEDGE OF ALLEGIANCE
2. ROLL CALL
3. APPROVAL OF MINUTES:
 - A. MARCH 14, 2023 REGULAR MEETING MINUTES
4. FINANCIAL REPORT AND APPROVAL OF EXPENSES
5. DIRECTOR'S REPORT:
6. OTHER BUSINESS:
 - A. BUILDING EVACUATION AND SEVERE WEATHER PROCEDURES
7. MAJOR SUBDIVISIONS TO BE REVIEWED:
 - A. DERCHAR SUBDIVISION
SUBLOTS 1 AND 2
HAMB DEN TOWNSHIP
FINAL PLAT
8. TOWNSHIP ZONING AMENDMENTS TO BE REVIEWED: - None
9. CORRESPONDENCE:
 - A. REQUEST FROM CLARIDON TOWNSHIP TO PREPARE LAND USE PLAN UPDATE
10. OLD BUSINESS:
 - A. EXECUTIVE SESSION (SALARY SCHEDULE AND WAGE ADJUSTMENTS)
 - B. 2024 BUDGET
 - C. LOGO
11. NEW BUSINESS:
 - A. MODEL ZONING RESOLUTION: ITEMS TO PRIORTIZE AND RESEARCH
12. ADJOURNMENT

Per Article 4, Section 2 of the Bylaws of the Geauga County Planning Commission,
this agenda is subject to modification.



Geauga County Planning Commission

12611 Ravenwood Dr. Suite #380, Chardon, OH 44024

Phone: (440) 279-1740 Fax: (440) 285-7069

<https://bocc.geauga.oh.gov/departments/planning-commission>

APRIL 11, 2023 MEETING MINUTES

1. Pledge of Allegiance

Vice Chairman Nick Gorris called the April 11, 2023, regular meeting of the Geauga County Planning Commission to order at 7:30 a.m. at 12611 Ravenwood Drive, Suite A334, Chardon, Ohio. A quorum was obtained. Roll call was called by Ms. Irizarry, and the following members were present:

2. Roll Call

Members present: Nick Gorris, Gary Neola, Jim McCaskey, Commissioner Dvorak, Commissioner Lennon, Caterina Cocca-Fulton, and Walter Claypool.

Members absent: Commissioner Ralph Spidalieiri, John Oros, Dennis Bergansky and Dan Miller

Staff present: Linda Crombie (Director,) Allyson Kobus (Planner II), and Pamela Irizarry (Administrative Assistant).

Commissioner Lennon arrived at 7:35 a.m.

3. Approval of Minutes for the March 14, 2023 Regular Meeting

Mr. McCaskey made a motion to approve the March 14, 2023, regular meeting minutes, and Ms. Cocca-Fulton seconded the motion, and upon a call for the vote, the motion passes.

4. Financial Report and Approval of Expenses

Ms. Irizarry provided the financial report as of April 10, 2023 attached hereto and the expenses marked as Exhibit "A" totaling \$413.67.

Mr. Neola made a motion to approve the financial report and the summary of expenses, marked exhibit "A" totaling \$413.67. Commissioner Dvorak seconded the motion, and upon a call for the vote, the motion passes.

Mr. Gorris said due to some board members having to leave early, a motion is needed to change the order of the agenda so Items 7A, 10A, and 10C will be heard before the Director's Report.

Mr. McCaskey made a motion to modify the order of the agenda to hear items 7A, 10A, and 10C before the Director's Report. Mr. Claypool seconded the motion, and upon a call for the vote, the motion passes.

7. Major Subdivisions to be Reviewed:

- A. Derchar Subdivision Final Plat
 - Sublots 1 and 2
 - Hambden Township
 - Final Plat

Ms. Crombie said the Derchar Subdivision was submitted in 2021, but due to delays with the septic contractor, it could not move forward. This proposal is back before the board and involves creating two (2) new sublots on Rock Creek Road in Hambden Township. The lot evaluation was approved on March 7, 2023; all the review comments have been taken care of. The staff recommend approving the final plat.

Motion made by Ms. Cocca-Fulton to approve the Derchar Subdivision as revised and seconded by Mr. McCaskey, and upon a call for the vote, the motion passes.

10. Old Business:

A. Executive Session (Salary Schedule and Wage Adjustments):

Motion made by Ms. Cocca-Fulton to enter Executive Session at 7:38 a.m. and seconded by Commissioner Lennon, and Mr. Gorris then asked Ms. Irizarry for a roll call vote, and upon a call for the vote, the motion passes.

Commissioner Dvorak – yes
Commissioner Spidalieri – absent
Commissioner Lennon- yes
Ms. Cocca-Fulton – yes
Mr. Neola – yes
Mr. Oros – absent
Mr. McCaskey – yes
Mr. Miller – absent
Mr. Gorris – yes
Mr. Claypool – yes
Mr. Bergansky- absent

Mr. Gorris resumed the Planning Commission meeting and exited Executive Session at 8:22 a.m.

Motion made by Mr. Gorris to Modify Salary Schedule Appendix A to include GIS intern maximum rate of pay between \$14 to \$16 dollars per hour, Planner II wage adjustment of \$1.8016 per hour and Administrative Assistant wage adjustment of \$0.29 cents per hour. Commissioner Lennon seconded the motion, and upon a call for the vote, the motion passes.

This will be retroactive to Payroll 8 which is from April 2 to April 15, 2023.

10. Old Business:

C. Logo:

Ms. Crombie said a suggestion was previously made to add a maple leaf to logo in area of Thompson Township. She presented a side-by-side view of the new logo without the maple leaf and one with it. Mr. Claypool felt the new logos presented were too busy, he suggested removing the buildings and trees. Ms. Cocca-Fulton said to pull the green color out and leave the farm and Mr. McCaskey agreed.

Mr. Neola wanted to know if the logo would be too small when reduced; without seeing it on paper, how is it going to look? Ms. Crombie said we could take the villages off to clean it up. Commissioner Lennon liked the logo without all the township lines. Mr. Claypool said it is possible to have more than one logo: one for letterhead and another for presentations. Mr. Neola also liked this idea and after

further discussion it was agreed that letterhead would have the simplified logo and projects would have the more detailed logo.

Motion made by Commissioner Dvorak to change the logos for the Planning Commission, and seconded by Ms. Cocca-Fulton, and upon a call for the vote, the motion passes.

5. Director's Report

1. New Building Lots: Ms. Crombie said there were seven (7) new building lot proposals submitted in March, two each in Chardon, Thompson, and Huntsburg and 1 in Burton.

2. Legislative Update:

Sub House Bill 23: Ms. Crombie said bill was introduced February 15, 2023 and provides funding for transportation, but it was modified to add language to the Revised Code related to township zoning and aggregate mining that would require a township to allow aggregate mining activities in any zoning district as either a permitted use or a conditional use when added to existing operations. This will impact all the existing mining operations in townships such as Thompson and Auburn. The Ohio Township Association (OTA) was against this and asked Governor Dewine veto it, but the bill was signed on March 31st and will be effective July 1, 2023. Ms. Crombie will notify all the townships about passage of the bill. She also let the board know on April 3, 2023 our office received notification from ODNR (Ohio Department of Natural Resources) of an application to expand mining operations located in Auburn Township on Munn Road.

House Bill 64: Ms. Crombie said this bill was introduced in February and changes the process for which agencies take private property for public use and includes language that "public use" does not include recreational trails, including those associated with making or repairing roads. More information will be provided as it is made available.

Federal Level:

H.R. 1241: Ms. Crombie said this bill was introduced February 8, 2023 and deals with Broadband Incentives for Communities Act. The bill requires the National Telecommunications and Information Administration to help local governments and Indian tribes with broadband infrastructure. Ms. Crombie will follow the bill.

3. Small Solar Zoning Template: Ms. Crombie said HB 501 from last year allows townships to regulate solar projects under 50MW. Staff will be working on language to add to Model zoning, and it will be brought back to the board.

4. 2024 Total Solar Eclipse: Ms. Kobus presented a story map of the Ohio Total Solar Eclipse that will occur on April 8, 2024. She said it is important to get the word out there and keep people informed. She highlighted various topics such as what it is, what time it is, what there is to do, how to view it, the weather, and when can we see another solar eclipse. Ms. Kobus said people will come to the area, which is important for businesses, and she shared her experiences with the last eclipse in 2017. The Commission thanked Ms. Kobus for the detailed presentation.

5. Construction Activity, Non-Residential and Residential, Jan-Mar 2023: Ms. Crombie said the more significant project was renovation of Chase Bank located in Bainbridge township. Mr. Claypool asked if we are getting regular updates of all the building projects in Geauga; he knew of a lot of projects going on and would like to see trends. Ms. Crombie said what she just presented is the actual information

from the Building Department and said she could make a map at the end of the year to present all the activity visually. She noted that much of the existing construction would have been issued a permit some time last year. She also presented the map of twenty-three (23) new housing starts from January to March 2023.

6. Work Summary, March 2023:

a. Planning/Zoning/Subdivision Administration: Ms. Crombie said there were 24 total lot splits/consolidations, easements, and informal amendment reviews in March.

b. Comprehensive Planning Efforts: Ms. Crombie mentioned staff referred the General Plan two times in March.

6. Other Business:

A. Building Evacuation and Severe Weather Procedures: Ms. Crombie said we are in the season of inclement weather and she wanted to remind the Board of the building evacuation plan in the event of an emergency. She presented the evacuation plan and discussed which exits to use in case of a fire and where seek refuge should a tornado occur. She also noted that with a tornado we should get some advance notice. Mr. Neola asked who was heading the evacuation and refuge plans and Mr. Gorris said the Maintenance Department. Mr. Neola said the architects for the building could prepare the evacuation plans but it may not have been in the contract.

9. Correspondence:

A. Request from Claridon Township to Prepare Land Use Plan Update: Ms. Crombie said she received email correspondence from Claridon Township to start updating their Land Use Plan. She also presented a copy of the approved motion from Claridon Township Trustees. Commissioner Lennon asked Ms. Crombie about the process of overseeing this project and how long it would take. Ms. Crombie said it depends, the staff could be more involved or less depending on the township, and the length of time could be eight (8) to ten (10) months. Commissioner Lennon also asked if Claridon Township was going to hire a consultant or would the Planning staff be the consultant. He also wanted to know how much time would be invested outside of normal office hours.

Ms. Crombie said staff would more or less be a consultant and would start attending meetings, which are usually at night so there will be an increase in mileage costs. She said in the past, as far as she is aware, the land use plans were prepared by the Planning staff at no cost to the township and she did notify Claridon of this already. She said the Commission could consider 20 to 40 hours of assistance at no cost, then charge but that is not in affect now. She advised that most township budgets are small. Mr. Claypool said the east side townships should be simple to update versus the west side townships.

Mr. Gorris asked Ms. Crombie to keep track of all staff hours involved for future reference. Ms. Crombie said they will follow the same general format as the existing 1994 plan. Mr. Gorris agrees we should get the townships up and running on the land use plan updates, but not consume all our time on it. Mr. McCaskey suggested that Ms. Crombie talk to Claridon Township about this and get back to the board. The Commission agreed staff can assist Claridon with their land use plan update and Mr. Gorris agreed that Ms. Crombie should reach out to the Township and talk to them about a time frame and their expectations.

Ms. Cocca-Fulton left the meeting at 8:55 a.m.

10. Old Business:

B. 2024 Budget: Ms. Crombie presented the 2024 Budget which is due in May to include two (2) new laptops, wage adjustments, and intern position.

11. New Business:

A. Model Zoning Resolution: Items to Prioritize and Research:

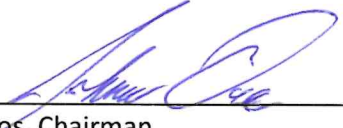
Ms. Crombie said the Model Zoning Resolution was amended last year regarding signs and supplementary conditions on variances, and while amending the County Subdivision Regulations is the number one priority, she would like the Planning Commission board to prioritize the presented list of items for staff to focus on. Some of the items included are: Miscellaneous Ohio Revised Code reference updates; Conditional Uses; Section 401.0 (a), Electric Vehicles, Definition of Family, Water Management; revoking a conditional use certificate; and Alternative Energy regulations for solar energy. Ms. Crombie suggested any item related to changes in the Ohio Revised Code be focused on first.

Commissioner Dvorak left the meeting at 9:27 a.m. A quorum was no longer maintained.

Commission members informally discussed aggregate mining and how it may affect the county.

12. Adjournment:

Meeting adjourned 9:31 a.m.



John Oros, Chairman



Gary Neola, Secretary/Treasurer

COUNTY PLANNING COMMISSION FINANCIAL REPORT
Summary

Budget – April 10, 2023



<u>Account</u>	<u>Appropriation</u>	<u>Expenditure</u>	<u>Balance</u>
Salaries	\$144,281.00	\$39,373.46	\$104,907.54
Supplies	\$2,500.00	\$763.14	\$1,736.86
Hosp.	\$25,604.00	\$6,577.26	\$19,026.74
Medicare	\$2,120.00	\$479.73	\$1,640.27
OPERS	\$20,220.00	\$4,724.82	\$15,495.18
Worker's Comp.	\$100.00	\$0.00	\$100.00
Other Expenses	\$2,300.00	\$0.00	2,300.00
Equipment	\$0.00	\$0.00	\$0.00
Contracted Services	\$0.00	\$0.00	\$0.00
Covid -19 Expenses	\$0.00	\$0.00	\$0.00
Copier Usage Services	\$1,000.00	\$51.47	\$948.53
Travel	\$3,500.00	\$248.20	\$3,251.80
Advertising	\$325.00	\$0.00	\$325.00
Training	\$700.00	\$20.00	\$680.00
Member, Dues, Lic. Sub	\$1,300.00	\$85.00	\$1,215.00
Total	\$203,950.00	\$52,323.08	\$151,626.92

SUMMARY RESOLUTION FOR EXPENSES
GEAUGA COUNTY PLANNING COMMISSION


Mr. Neola MOVED THE ADOPTION OF THE FOLLOWING RESOLUTION,
WHICH MOTION WAS SECONDED BY Commissioner D. Oros

WHEREAS, THE EXPENSES LISTED HEREIN HAVE BEEN INCURRED BY THE GEAUGA COUNTY PLANNING COMMISSION IN ORDER FOR THE COMMISSION TO PERFORM ITS DUTIES; AND

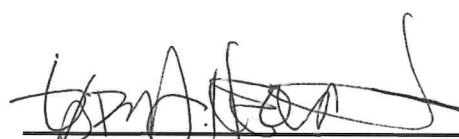
WHEREAS, THESE EXPENSES HAVE BEEN REVIEWED BY THE MEMBERS OF THE COMMISSION AT ITS APRIL 11, 2023, MEETING.

NOW THEREFORE, BE IT RESOLVED, THAT THE GEAUGA COUNTY PLANNING COMMISSION HEREBY AUTHORIZES PAYMENT OF THE FOLLOWING BILLS OR CLAIMS:

<u>P.O.</u>	<u>ACCOUNT</u>	<u>DATE</u>	<u>VENDOR</u>	<u>AMOUNT</u>
1055	TRAVEL	3/14	LINDA CROMBIE/ALLYSON KOBUS (QUARTERLY DINNER)	70.00
1060	MEMBER DUES	3/14	COUNTY PLANNING DIRECTORS ASSOCIATION (CCAO)	85.00
1051	STAPLES	3/14	OFFICE SUPPLIES	132.49
1055	TRAVEL	3/21	PAMELA IRIZARRY (MILEAGE REIMBURSEMENT)	79.91
1050	COPIER USAGE	4/4	DEX IMAGING (2/22/23 TO 3/21/23)	26.27
1058	TRAINING	4/4	OHIO TOWNSHIP ASSOCIATION (WEBINAR FOR LINDA CROMBIE)	20.00
TOTAL				<u>\$ 413.67</u>



John Oros, Chairman
Nick Gerris, Vice Chairman



Gary Neola, Secretary/Treasurer