

GEAUGA COUNTY PLANNING COMMISSION AGENDA
May 9, 2023 REGULAR MEETING
12611 Ravenwood Drive
Conference Room A334, 3rd Floor
7:30 A.M.

Revised 5-8-23

1. PLEDGE OF ALLEGIANCE
2. ROLL CALL
3. APPROVAL OF MINUTES:
 - A. APRIL 11, 2023 REGULAR MEETING MINUTES
4. FINANCIAL REPORT AND APPROVAL OF EXPENSES
5. DIRECTOR'S REPORT:
6. OTHER BUSINESS: —None
7. MAJOR SUBDIVISIONS TO BE REVIEWED:
 - A. TALL TIMBERS REPLAT
SUBLOTS 8, 9, 10 & 11
BAINBRIDGE TOWNSHIP
FINAL PLAT
 - B. PUNDERSON'S LAKE REPLAT
SUBLOTS 151, 152, 153 & 154
NEWBURY TOWNSHIP
FINAL PLAT
8. TOWNSHIP ZONING AMENDMENTS TO BE REVIEWED:
 - A. BAINBRIDGE TOWNSHIP
TEXT AMENDMENT Z 2023-01
INITIATED APRIL 25, 2023
BY ZONING COMMISSION
9. CORRESPONDENCE - None
10. OLD BUSINESS:
 - A. 2024 BUDGET FINAL DRAFT
 - B. INFO SHEETS (WHAT APPROVALS DO I NEED FOR A NEW HOME?)
11. NEW BUSINESS: - None
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

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

MAY 9, 2023 MEETING MINUTES

1. Pledge of Allegiance

Chairman John Oros called the May 9, 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, Commissioner Dvorak, Caterina Cocca-Fulton, Dan Miller, Dennis Bergansky, and John Oros.

Members absent: Commissioner Ralph Spidalieiri, Commissioner Lennon, Jim McCaskey, and Walter Claypool

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

Claridon Township Trustee Jonathan Tiber, Ron Ries – property owner

3. Approval of Minutes for the April 11, 2023 Regular Meeting

Mr. Gorris made a motion to approve the April 11, 2023, regular meeting minutes, and Mr. Neola seconded the motion, Mr. Bergansky, Mr. Miller, and Mr. Oros abstained, 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 May 8, 2023 attached hereto and the expenses marked as Exhibit "A" totaling \$881.94.

Mr. Bergansky made a motion to approve the financial report and the summary of expenses, marked exhibit "A" totaling \$881.94. Commissioner Dvorak seconded the motion, and upon a call for the vote, the motion passes.

5. Director's Report

1. New Building Lots: Ms. Crombie said there were three (3) new building lot proposals submitted in April, one in Middlefield, Thompson, and Parkman.

2. Cybersecurity Training: Ms. Crombie said she and Ms. Irizarry attended a six-hour course presented by Cybalt, on cybersecurity training April 13, 2023. The training was geared towards anyone who works with financials, payroll, and human resources; various departments throughout the county were in attendance.

3. Website Modification: Ms. Crombie said meeting agendas and minutes are currently being posted to the new website and some residents have voiced concerns over the difficulty in finding the minutes. Staff asked ADP (Automatic Data Processing) to add links to the website's first page to make the minutes easier to locate. She presented what the homepage now looks like.

4. Standard Operating Procedures: Ms. Crombie said she and Ms. Irizarry have begun the initial draft of the Standard Operating Procedures Manual, which will detail the various responsibilities of the Planning Commission. It will be used mostly for training purposes and new employee training. The Planning Commission has never had one before and we would like to have a formal document.

5. Claridon Township Land Use Plan: Ms. Crombie said she will attend an upcoming Board of Trustees meeting in Claridon Township to get discuss the initial steps and get a feel for what the Township and County will do in the preparation of the plan.

6. Geauga County Township Association (GCTA) Quarterly Dinner: Ms. Crombie said the most recent quarterly dinner was held at Geauga Innovation Center (formerly the Berkshire Elementary School), which provides education services to young children. There were presentations on WomenSafe and human trafficking. The members also voted to have a booth at this year's Geauga County Fair to spread the word about the GCTA. Since Ms. Crombie and Ms. Kobus are members of the GCTA, they signed up to cover the booth during lunchtime on August 31st.

7. 2024 Solar eclipse: Ms. Crombie said the story map Ms. Kobus presented last month about the 2024 solar eclipse will be posted to the Planning Commission's links page and she will forward the link out to all the townships to keep them aware of potential increases in traffic during this time.

8. Legislative Update:

House Bill 33: Ms. Crombie said this is a grant program for reducing hazard mitigation. Counties and townships can apply for the grant funds and if the funds are used to acquire property, it must be deed restricted as open space in perpetuity.

9. Recovery from Disaster Training: Ms. Crombie said this is a free course offered by several emergency agencies showing what the role of local community is in emergency and disaster situations. The training will be held at Lake County EMA and Ms. Kobus plans to attend.

10. Conservation easements: Ms. Crombie said there were two (2) conservation easements in April, both in Munson Township. One on Fowler's Mill Road, which is 34.885 acres and the other one on Wilson Mills Road is 49 acres. The easement on Wilson Mills Road does allow 6.5 acre additional building area and a 12.5 acre lot split that could be sold in the future. Ms. Crombie said this demonstrates that easement terms are negotiable.

11. Construction Activity, Non-Residential, April 2023: Ms. Crombie said at last month's meeting, she presented information for the first quarter of 2023. This information will be in the Dropbox link she sends to the board each month but there may be times it is sent later due to when staff receives it from the Building Department. Ms. Crombie presented reports of commercial construction and commercial additions. Mr. Gorris asked if the commercial addition of O'Reilly's in Newbury Township was actually a new building construction and not a commercial addition. Ms. Crombie said she will follow up on this as it is listed as an addition. She said she plans to present the board with a map on a quarterly basis of the more significant projects. Ms. Cocca-Fulton commented that this time there is a lot of township activity, and less private construction.

12. Work Summary, April 2023:

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

b. Comprehensive Planning Efforts: Ms. Crombie mentioned staff referred the General Plan four (4) times in April and said she still does this to show the money spent on updating the General Plan was well worth it and that it is actually used. She also mentioned she attended a joint meeting with Russell Township Board of Trustees, Zoning Commission, and Board of Zoning Appeals to review various topics. Their Zoning Commission has submitted informal reviews of their zoning resolution update and will likely send the amendment next month.

c. Continuing Education: Ms. Crombie said the Ohio Township Association hosted an Overlay District webinar. With overlay districts, the underlying zoning district remains until the owner applies to have the overlay district apply to their property. Ms. Crombie thought the webinar was very informative and gives both the township and developer more flexibility. She also mentioned this could be another info sheet topic.

7. Major Subdivisions to be Reviewed:

- A. Tall Timbers Replat
 - Sublots 8, 9, 10, & 11
 - Bainbridge Township
 - Final Plat

Ms. Crombie explained there are three (3) owners in Bainbridge Township who applied to alter their sublots 8, 9, 10, and 11 in the Tall Timbers subdivision to create sublots 9R, 10R, and 11R. This is not a creation of a new subplot, it is a lot line adjustment. She recommends approving the request to create the sublots 9R, 10R, and 11R. Ms. Cocca-Fulton asked if this was previously before the board and Ms. Crombie said yes, but some of the owners were out of town and it had to be brought to the board later.

Motion made by Commissioner Dvorak to approve the Tall Timbers Replat and seconded by Mr. Bergansky, and upon a call for the vote, the motion passes.

- B. Punderson's Lake Replat
 - Sublots 151, 152, 153, & 154
 - Newbury Township
 - Final Plat

Ms. Crombie explained Lou Ragone of Payne and Payne Builders applied on behalf of the owner, Adam DiLauro, of Newbury Township, to consolidate sublots 151, 152, 153, & 154 to create Sublot 151R. There was fire damage to the property and the house had to be removed. Ms. Crombie recommends approving the consolidation of sublots 151 -154 to create Sublot 151R.

Motion made by Ms. Cocca-Fulton to approve Punderson's Lake Replat and seconded by Commissioner Dvorak, and upon a call for the vote, the motion passes.

8. Township Zoning Amendments to be Reviewed:

- A. Bainbridge Township
 - Text Amendment Z 2023-01
 - Initiated April 25, 2023
 - By Zoning Commission

Ms. Crombie said Bainbridge Township Zoning Commission submitted a text amendment that affects 14 chapters of their zoning resolution. For simplicity, Ms. Crombie numbered all the comments.

Chapter 105 Definitions:

Comment #1: Under Temporary Signs, Ms. Crombie recommended the words commercial and noncommercial under items 1 and 2 could be taken out as the added text covers all forms of speech but that the Township review this with their APA.

Chapter 117, Board of Zoning Appeals:

Comments #2: 117.13, item #3, Ms. Crombie said “adjoining area” is used and recommends that be defined as the language is not establishing distance; the wording used should be consistent; if it is not defined it could be open to interpretation.

Comment #3: 117.15, item (d), conditional uses, Ms. Crombie said the word “may” leaves this open ended. Property owners and business owners need to know what to expect since they are investing time and money into a project. Instead of it being discretionary, there could be no time limit and if a violation occurs, it be handled by the zoning inspector. She pointed out though that townships commonly require conditional uses be renewed every 2, 3, 4, or 5 years. Ms. Cocca-Fulton commented there is a preference of the Townships with timeframes and renewal. Some of them follow up with a letter before the timeline comes up while others may not; if someone has a conditional use permit, it does last as long as the use. Ms. Cocca-Fulton recommends not putting a time limit on a zoning certificate for a conditional use. Mr. Gorris suggested a timeline should be given to give the owner a chance to reaffirm what they are doing is what they said they would do. Mr. Neola commented there shouldn’t be a time limit on permits for conditional uses. If a violation occurs, then it goes through that process. Ms. Cocca-Fulton agrees that “may” should be taken out, it leaves it open ended.

Chapter 133, Schedule of Dimensional Requirements (new chapter) and Chapter 134, Schedule of Uses: Ms. Crombie said she had nothing to say except the charts added here were meant to be more user friendly.

Chapter 135, R-5A Rural Residential:

Comment #4: 135.03 Lot Requirements, et al. Ms. Crombie recommends new language added here start with a section number or letter of its own. [Secretarial note: later determined the new language is part of Section 135.03(b)(9)]

Comment #5: 135.03, Ms. Crombie said language added in letter “e” Maximum total number of buildings per lot: two (2) is conflicting. Under the definition, shed and storage building are one in the same so this should be listed as one private garage and one shed or storage building. She recommends the Township review again.

Comment #6: 135.03, Ms. Crombie said wording under section “f” Maximum floor area of a private garage or storage building should be reviewed again. Storage buildings and sheds are defined the same and in this language a storage building can be quite large versus sheds having a limit of 216 square feet under section “g”.

Comment #7: 135.03, Ms. Crombie said section 1a, 2a, and 3a have no actual front yard setbacks in text. Recommends Township review and revise.

Comment #8: 135.03, Ms. Crombie recommends wording changed under section “11” from Geauga County Health Department to read “Gauga Public Health”.

Comment #9: 135.07 Conditions for Private and Parochial Schools, Ms. Crombie said language here is not new, it is being relocated from section 117.13(e). A private or parochial school is similar to a public school in use, traffic, water usage etc. Public schools are a permitted use in the Professional Office District, while private and parochial schools are a conditional use now in the R-5A district but they are similar. She recommends the Township review the text regarding treating similar uses similarly.

Chapter 141, Professional Office District:

Comments #10 and #11: Child Day-Care and Adult Day-Care, Ms. Crombie recommends the Township speak with their APA about item under section (b), as townships cannot regulate business hours based on case law Board of Township Trustees of Bainbridge Township v. Funtime Inc.

Mr. Oros said the language in these sections are very similar and they should be condensed to the extent possible to be more user friendly to the public.

Chapter 143, Central Business District:

Comment #12: section (b) Conditional Buildings, Structure, and Uses, Ms. Crombie recommends an additional notation of “...only the following conditional uses shall be allowed see Section 117.13 or as otherwise noted below”

Comment #13: section (b) Conditional Buildings, Structure, and Uses, Ms. Crombie noted a general comment and observation that uses should be treated similarly. Hospitals are a conditional use that are required to provide compliance with codes and regulations pertaining to sewage disposal, water supply etc. That language is much less specific for what is required of Adult Day Care and private/parochial schools; as they are required to submit written certifications from the government agency that sewage and water will be provided, and the township can require an analysis by a hydrogeologist or hydrologist regarding the affects of the aquifer. Ms. Crombie recommends the Township review and compare the conditional uses in sections 117, 135, and 141.

Comment #14, #15, and #16: Ms. Crombie said Outdoor Dining regulations are being added and she recommends this section be listed in alphabetical order.

Ms. Crombie discussed item “d”, which talks about ensuring that tables and chairs do not impede entrances and exits; this is not a zoning regulation as it relates to building and fire codes. Ms. Crombie mentioned language under item (f), how the area should be kept free of litter and in a safe and sanitary condition relates more to Geauga Public Health. Ms. Crombie said zoning is related to health and safety but recommends the Township review the proposed conditions for outdoor dining for what can and should be enforced by zoning.

Chapter 161 General Provisions:

Comment #17: 161.11 Permitted Yard Obstructions, Ms. Crombie said this section lists all the uses allowed without requiring a zoning certificate, but an additional statement is being added to state “No Zoning Certificate is required unless otherwise provided in this resolution”, and on the following pages, for certain uses, “Zoning Certificate required” is being added. She feels this can lead to problems as the final text will not be in bold, red, italics and the new language could easily be missed. The Commission agreed and recommends adding a specific section to show which uses require a zoning certificate.

Comment #18: 161.11, Ms. Crombie discussed item (11), and she believes a driveway and turnaround are appropriate to require a zoning certificate but a trail, walkway or sidewalk could remain as a use not requiring a zoning certificate. She recommends the Township review only having a zoning certificate for a driveway and turnaround. Mr. Bergansky agreed and requiring a permit for trail is far reaching.

Comment #19: 161.11, Ms. Crombie discussed item (16), which includes an outdoor firepit and recommends the Township define what a fire pit is and not require a zoning certificate as it is minor and most residents would not know they need one.

Chapter 165 Nonconformities:

Comment #20: 165.15, Buildings and Structures on Lawfully Existing Nonconforming Lots of Record in R-5A and R-3A Zoning Districts, under section (a), Ms. Crombie recommends the Township consider language such as "...regulations for the construction or alteration of buildings and structures...".

Comment #21: 165.15 under section (d), Ms. Crombie recommends the reference to section 135.03(b)(9) be reviewed and revised as it is being deleted as part of this amendment. [Secretarial note: it was later determined that section 135.03(B)(9) is not being deleted; format of proposed amendment was not clear.]

Chapter 169 Off Street Parking and Loading Facilities:

Comment #22: 165.16 under section (f), Ms. Crombie said new language was being added relating to setbacks distances for driveway aisles but that the existing language in the last two sentences is not strong enough and too open ended. Mr. Bergansky agreed and pointed out that "natural planting" could mean anything. Mr. Miller asked what specifically a driveway aisle is and Ms. Crombie said the aisle ways located between rows of parking. She recommends the Township review the language and specify what is required regarding landscaping.

Chapter 173 Signs:

Comment #23: 173.09 Signs Permitted in all districts without a Zoning Certificate, Temporary signs, under section (L), Ms. Crombie feels the wording requires you to make a judgement on the message/content of the sign. She recommends the Township review this section with their APA. Mr. Bergansky commented that section "L" be removed and include with "h" as that section already covers temporary signs.

Motion made by Caterina Cocca-Fulton to approve with modifications the Bainbridge Text Amendment Z 2023-01, with all the recommended changes noted in the Director's review and as discussed by the Commission and seconded by Mr. Bergansky, and upon a call for the vote, the motion passes.

10. Old Business:

A. 2024 Budget Final Draft:

Ms. Crombie presented the final draft of the 2024 Budget Report to be submitted to the Board of County Commissioners (BOCC) tomorrow. She explained how she made a few changes from the report presented last month to include employee raises. Ms. Crombie explained this year the BOCC did something different and acted on raises for their employees for three years so she was able to add it to the budget request.

Motion made by Commissioner Dvorak to accept the 2024 Budget Report Final Draft and seconded by Mr. Neola, and upon a call for the vote, the motion passes.

10. Old Business:

B. Info Sheets (What Approvals Do I Need for a New Home?):

Ms. Crombie presented another Info Sheet with a puzzle map that staff has been working on to guide residents on the process of building a home. This info sheet explains how the various offices, Township zoning, Building Department, Geauga Public Health, and Geauga Soil and Water Conservation District all fit together for project approval. She said some townships such as Claridon and Hambden are having frustrations over people doing construction without all the approvals. She emphasized how zoning approval, is the most important approval to obtain prior to construction. Ms. Crombie asked the board to look this over and if anyone has any comments or questions, please get back to her by the end of the month.

Mr. Gorris asked if it was possible to add the links to all the township zoning departments. Mr. Bergansky said due to the number of older people living in Geauga County who do not use the internet, putting phone numbers to each townships zoning department would be a better idea. Ms. Crombie said since the department maintains a list of each township's zoning inspector, it can be inserted into this info sheet. Once this is finalized, Ms. Crombie will have this info sheet added to the Planning Commission's website. Ms. Crombie also mentioned that language was added to the last page explaining that someone may work on getting permits simultaneously, but without a septic permit and Soil and Water Conservation approval, the Township will not issue a zoning certificate. Mr. Miller said he thinks the info sheet is very helpful in understanding the process but asked that language be added to the first page instead. Ms. Crombie said she could move it to the first page.

12. Adjournment:

Motion made by Commissioner Dvorak to adjourn meeting, and seconded by Mr. Bergansky, and upon a call for the vote, the motion passes.

Meeting adjourned 8:36 a.m.



John Oros, Chairman



Gary Neola, Secretary/Treasurer

COUNTY PLANNING COMMISSION FINANCIAL REPORT
Summary

Budget – May 8, 2023



<u>Account</u>	<u>Appropriation</u>	<u>Expenditure</u>	<u>Balance</u>
Salaries	\$144,281.00	\$45,156.29	\$99,124.71
Supplies	\$2,500.00	\$132.49	\$2,367.51
Hosp.	\$25,604.00	\$8,769.68	\$16,834.32
Medicare	\$2,120.00	\$724.20	\$1,395.80
OPERS	\$20,220.00	\$6,299.76	\$13,920.24
Worker's Comp.	\$100.00	\$0.00	\$100.00
Other Expenses	\$2,300.00	\$800.00	1,500.00
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	\$83.85	\$916.15
Travel	\$3,500.00	\$257.76	\$3,242.24
Advertising	\$325.00	\$0.00	\$325.00
Training	\$700.00	\$20.00	\$680.00
Member, Dues, Lic. Sub	\$1,300.00	\$125.00	\$1,175.00
Total	\$203,950.00	\$62,369.03	\$141,580.97

**SUMMARY RESOLUTION FOR EXPENSES
GEAUGA COUNTY PLANNING COMMISSION**


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

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 MAY 9, 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>
1060	MEMBER DUES	4/18	GEAUGA COUNTY TOWNSHIP MEMBER DUES (LINDA CROMBIE AND ALLYSON KOBUS)	40.00
1055	TRAVEL	4/25	ALLYSON KOBUS (MILEAGE REIMBURSEMENT)	9.56
1050	COPIER USAGE	5/2	DEX IMAGING (3/22/23 TO 4/21/23)	32.38
1053	OTHER	5/2	EXPERT IT, LLC (OFFICE 365 UPDATE)	600.00
2231	OTHER	5/2	EXPERT IT, LLC (OFFICE 365 UPDATE)	200.00
TOTAL				<u>\$ 881.94</u>



John Oros, Chairman



Gary Neola, Secretary/Treasurer