

**GEAUGA COUNTY PLANNING COMMISSION AGENDA**  
**June 13, 2023 REGULAR MEETING**  
**12611 Ravenwood Drive**  
**Conference Room A334, 3<sup>rd</sup> Floor**  
**7:30 A.M.**

1. PLEDGE OF ALLEGIANCE
2. ROLL CALL
3. APPROVAL OF MINUTES:
  - A. MAY 9, 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: - None
8. TOWNSHIP ZONING AMENDMENTS TO BE REVIEWED: - None
9. CORRESPONDENCE:
  - A. GEAUGA GROWTH PARTNERSHIP
  - B. QUARTERLY POSTAGE REPORT
10. OLD BUSINESS:
  - A. INFO SHEET- APPROVALS FOR NEW HOME
11. NEW BUSINESS:
  - A. EXECUTIVE SESSION: PERFORMANCE EVALUATIONS
  - B. SUBDIVISION REGULATIONS UPDATE (ARTICLE 1, GENERAL PROVISIONS)
  - C. INFO SHEET – TEXT/MAP AMENDMENTS
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>

## JUNE 13, 2023 MEETING MINUTES

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

Chairman John Oros called the June 13, 2023, regular meeting of the Geauga County Planning Commission to order at 7:34 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: Gary Neola, Caterina Cocca-Fulton, Dan Miller, Dennis Bergansky, Jim McCaskey, Walter Claypool and John Oros.

Members absent: Commissioner Ralph Spidalieiri, Commissioner Lennon, Commissioner Dvorak, and Nick Gorris.

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

Kimm Leininger, President and CEO of Geauga County Growth Partnership

### **3. Approval of Minutes for the May 9, 2023 Regular Meeting**

Mr. Neola made a motion to approve the May 9, 2023 regular meeting minutes, and Mr. Miller 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 June 12, 2023 attached hereto and the expenses marked as Exhibit "A" totaling \$254.41.

Mr. Bergansky made a motion to approve the financial report and the summary of expenses, marked exhibit "A" totaling \$254.41. Mr. McCaskey 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 five (5) new building lot proposals submitted in May, one in Middlefield, Chardon, Claridon, Troy and Bainbridge.

**2. Claridon Township Land Use Plan:** Ms. Crombie said she and Ms. Kobus met with Claridon Township Trustees on May 15 regarding preparation of their land use plan as she wanted to get an idea of the involvement staff will be taking on. She broke down the level of involvement with assisting the townships with their land use plans into three categories: Low, Medium and High. Low would require staff assistance to maps and data analysis. Medium would require staff to guide the process, attend some meetings, and assist in preparation of the plan with township land use committee doing majority of the changes. High would require staff to essentially take on the role of a private consultant. Staff

involvement to assist Claridon Township with their Land Use Plan would fall into the Medium to perhaps High category and she emphasized staff will continue to have time to dedicated to updating the Subdivision Regulations and Model Zoning Resolution. Mr. Oros said, in general, with land use plans, it should be Low or Medium involvement primarily to due staffing limitations.

3. Model Zoning Resolution – Small Solar Facilities: Ms. Crombie said HB 501, which passed last year, grants townships the ability to regulate small solar facilities. The Ohio Township Association provided a zoning language template and she and Ms. Cocca-Fulton reviewed this together. Mr. Miller asked what is considered small and Ms. Crombie said anything under 50 megawatts.

4. 2020 Census Date Release: Ms. Crombie said the U.S. Census Bureau released more data at the end of May 2023 which included age related statistics. Staff will be working on creating maps to show the changes.

5. Growth Study of Senior Housing Needs: Ms. Crombie said Jessica Boalt, Director of Geauga County Department of Aging, asked if staff could assist with a project to update their Senior Housing Study, which documents population projections of every township 60 plus and older. She said the Auditor's office performed the study last and there is concern as the source is not specifically cited. Ms. Crombie said none of us are statisticians and the Ohio Department of Development has projections, but they only calculate it at the county level and Ms. Kobus made a call to see if projections could realistically be done at the township level. Mr. Claypool commented how projections can be distorted, and questioned why we are doing this when staff has other things to do. Ms. Crombie said she wanted to bring this to the board as the staff does not want to do projections but can assist with other analysis. Ms. Kobus reiterated that the Ohio Department of Development can confirm if they can do this.

6. Bainbridge Township Land Use Plan: Ms. Crombie said Bainbridge Township released an RFP (Request for Proposals) for a professional consultant to guide in updating their land use plan. The proposed timeline for completion would be 18 months. Ms. Crombie said she wanted to make the board aware as we always try to assist the townships. Mr. Neola wanted to know if they contacted Planning Commission for help, he feels they are a more sophisticated township and they do not need as much assistance. Ms. Crombie said they did ask if the staff still assists with land use plans but the Township did not advise when the RFP was released. Ms. Crombie said a response actually has to submitted but said the staff likely cannot assist to the level the township wants due to the commitment with Claridon Township, our required duties, as well as our other special projects of the County Subdivision Regulations update and Model Zoning Resolution and others.

Mr. Oros commented how even in smaller townships we do not want to set the precedence of assisting at a high level. Bainbridge Township is big, and it would be a monster of a project. Ms. Cocca-Fulton said she might be looking at this from a different perspective as this would be a way to generate revenue, would this be categorized as medium or high. Ms. Crombie said there is no schedule to charge for services and in the past there was no charge for staff assistance. This would be categorized as high level of staff involvement, which would include more evening participation, which is not always easy to accommodate. She said the Commission previously discussed the possibility of allowing a certain level of staff assistance at no charge but then charging thereafter but this would have to be developed. Mr. Oros said not charging for the low level of involvement makes sense. Ms. Crombie noted that the Ohio Township Association released information in January of this year offering support of legislation that would provide funding sources for projects like land use plans and zoning updates. Ms. Cocca-Fulton said maybe an intern could be paid out of this funding source. Mr. Claypool said we already have funding through the levies and the cost to update plans should be planned into a township's budget.

7. Construction Activity, Non-Residential, May 2023: Ms. Crombie presented reports of commercial construction and commercial additions for May 2023. There was an autobody repair bay project in Auburn Township, a pallet warehouse in Middlefield Township, and an addition in Huntsburg Township to the Huntsburg Hungarian Baptist Church. For the July meeting, staff will present a map from the past six (6) months showing new construction and building additions.

8. NEO Planning and Zoning Workshop-Kent, Ohio: Ms. Crombie presented information for the upcoming Planning and Zoning Workshop, which is June 30, 2023. She said she and Ms. Kobus will be attending.

9. Legislative Update: Ms. Crombie presented some Legislative Updates, as of June 7, 2023 the board would be interested in.

House Bill 33: Ms. Crombie said she previously report on this bill, which includes a grant program for hazard mitigation. The bill is in the Senate and Ohio Township Association (OTA) is opposing the zoning referendum increase from 8% of the total votes cast to 25%. When the referendum was passed by the House it did not include this proposed change; the increase was a provision added by the Senate.

Ms. Crombie said the OTA also opposes the Residential Development Property Tax Exemption for Unimproved Land. Townships are funded by property taxes and this provision would exempt residential development groups from property taxes for eight (8) years if they make certain improvements including sidewalks, and water and sewer. This takes away from revenue townships would receive. This provision remains unchanged from the Passed by the House version.

10. County GIS User Group Meeting – ArcGIS Hub: Ms. Crombie said the County GIS User Group had a meeting on May 25, 2023 where Ms. Kobus was the main presenter and she provided a demo on how to use ArcGIS Hub to attendees from various county offices. Ms. Kobus explained that ArcGIS Hub is a cloud-based platform similar to a website, where you can bring applications on specific topics/projects, such as updating Land Use Plans, surveys, and maps, and put into this hub, which can be used to engage with the community. Once a project is completed, the hub site can then be taken down. Ms. Kobus commented how we are hoping to use this to update the General Plan. Mr. Claypool commented how Planning Commission needs to look at the Records Retention policy and how do we comply with the law when a public records request is made if this cloud-based platform is taken down. Ms. Kobus explained the information will still be available. Mr. Claypool went on to say how our records retention policy needs to be followed regardless of any new technology used.

11. Logo Use in Emails: Ms. Crombie presented a sample of the new Planning Commission logo being used in staff emails.

12. Work Summary, May 2023:

a. Planning/Zoning/Subdivision Administration: Ms. Crombie said there were half the amount of total lot splits/consolidations, easements, and formal amendment reviews in May as compared to April, but the staff has still been busy with other projects.

b. Comprehensive Planning Efforts: Ms. Crombie mentioned staff referred the General Plan three (3) times in May regarding broadband grants, roadway classification map, and history of Claridon Township.

c. Continuing Education:

i. GIS Symposium (May 23 and 24): Ms. Crombie said Ms. Kobus attended the local GIS Symposium two-day webinar. There were presentations from ESRI, ODOT, Lakeland Community College, NOAA and county GIS Departments. The webinar keynote focused on using GIS to track restoration and reforestation after wildfires.

ii. EAP Management Webinar: Ms. Crombie said she attended the County's Employee Assistance Program (EAP) training webinar.

Ms. Crombie presented the board with a request she received on June 9, 2023 from Farm Bureau for letters of support to include with a grant application related to broadband. The request discusses how broadband has been an issue due to the lack of internet in rural areas. She advised the board that broadband was covered in the General Plan and she noted the letter is due by Thursday June 15, 2023, which leaves little time.

Ms. Cocca-Fulton said it looks like the grant is for the Farm Bureau to hire someone to educate and assist with the education of broadband. Mr. McCaskey asked who the private company is. If it is Spectrum, they should hire a consultant. Mr. Neola agreed if Spectrum is trying to promote this, they are the ones who need to pay for education and the services in these areas. Mr. Claypool commented that he is not a fan of this request and Mr. Oros agreed.

Ms. Crombie said she also wanted to notify the board that NOACA is reopening public input on their proposed Climate Action Plan, per a Fox 8 newscast, but per NOACA's website, there are no dates as of yet. She will keep the board informed. Mr. Claypool commented about how NOACA has not done things correctly, they are putting agendas out with modified items, and now they have hired a consultant to assist.

**9. Correspondence:**

A. Geauga Growth Partnership:

Ms. Crombie introduced Kimm Leininger from Geauga Growth Partnership and advised Ms. Leininger contacted her about partnering to educate local businesses on zoning. Before Ms. Crombie turned the conversation over to Ms. Leininger, she presented information showing the potential Info Sheet topics already identified by the staff as of January 2023, one of which has been completed, while the others are being worked on. Once completed these info sheets can be printed and posted to Planning Commission's website.

Ms. Leininger explained that Geauga Growth Partnership focuses on growth and workforce development within Geauga County by attracting new businesses and supporting existing businesses. Zoning has been a misunderstood issue and she would like to get together with the Planning Commission to create some type of short video series with various topics, like zoning, to talk about and interview Ms. Crombie for businesses and townships. She thought this would bring a business-friendly environment to the business community. Ms. Crombie commented the info sheets would be a good resource for the businesses and townships, but creating a video could be unique and new challenge. Mr. Claypool said doing this appears to make Geauga Growth Partnership a type of an advocate between businesses and zoning or trustees. She responded that could be a role they play, as a mediator. Mr. Claypool thought this was a good idea and Ms. Cocca-Fulton agreed. Mr. Oros feels this is a good collaboration and will bridge the gap. Ms. Crombie she and Ms. Leininger could talk about various topics and bring it back to the board to get their input. Mr. Miller asked when the info sheets are



completed are they distributed throughout the county. Ms. Crombie said she will email it to all of the townships. Ms. Leininger told Mr. Miller the info sheets would be good to have in the Amish Business Directory.

**B. Quarterly Postage Report:**

Ms. Crombie presented the Quarterly Postage Report she received showing Planning Commission's numbers. She explained that she tries to email as much correspondence as possible and is working on changing the process of how things are mailed for the subdivision process, such as certified mail, which is not specifically required in the Ohio Revised Code. There were comments from the board saying they could see a drop in postage cost from 2021 to 2022.

**10. Old Business:**

**A. Info Sheet - Approvals for New Home:**

Ms. Crombie said the Info Sheet: *What Approvals Do I Need for a New Home*, has been revised and is almost done based on comments from the board at last month's meeting. She is still waiting to hear back from the Department of Water Resources. Once completed this will be posted on our website under the "Links" section and hard copies at various locations.

**11. New Business:**

**A. Executive Session: Performance Evaluations:**

Motion made by Ms. Cocca-Fulton to enter Executive Session at 8:39 a.m. and seconded by Mr. Claypool, and Mr. Oros asked Ms. Irizarry for a roll call vote, and upon a call for the vote, the motion passes.

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

The Commission exited Executive Session at 9:28 a.m. and Mr. Oros thanked staff for all their hard work and resumed the Planning Commission meeting.

**B. Subdivision Regulations Update (Article 1, General Provisions):**

Ms. Crombie said at the end of 2022 there was discussion of the concept of amending various parts the County Subdivision Regulations. First up is red - lining Article I, General Provisions. This article will require minor wording changes, but the interesting part will be updating Section 103 – Geauga County Major Thoroughfare Plan. The "Plan" is defined as follows: "the plan and recommendations prepared and adopted by the county indicating the general location and extent of existing and planned street,

roads, and other transportation facilities for the county. The major thoroughfare plan may be adopted separately or as a part of a comprehensive plan.” Ms. Crombie noted the Plan was last updated in 1989 and many subdivisions road have been constructed since.

Ms. Crombie presented both the current 1989 Thoroughfare Plan and the 1973 version to show that there were different approaches when they were put together. These maps only showed Geauga County but she recommends updating a version to include the roads abutting Geauga County to illustrate the County’s overall location in Northeast Ohio’s road network. She also reviewed a list of other items, such as designation of arterial, collector, local roads as well as whether they are state, county, or township roads, type of road material, weight limits, location of County township road departments, major bodies of water, major trails, definitions of infrastructure, and potentially insert maps for densely populated areas. Ms. Crombie said the map could be two (2) pages, if needed. Mr. McCaskey said to not include weight limits as those can change. Mr. Claypool said to add “buggy lanes” and “Federalized Highways”. The Commission agreed that the parks can be removed. Ms. Crombie said once the major thoroughfare plan is prepared and approved by the board the final version will be approximate 3’ by 3’ and the Planning Commission Chairman will sign and date it.

C. Info Sheet – Text/Map Amendments:

Ms. Crombie presented the current Township Zoning Amendment Procedure, out of the Model Township Zoning Resolution, which is 16 steps as well as a draft version of a new info sheet. The new version gives background information in the first couple of paragraphs to help explain what the process is for and why it exists, not just the process itself, followed by a step-by-step process of how to file a text/map amendment and what is required by the township and County. The Prosecutor’s Office had some comments on this, and they were included with this draft. Ms. Crombie asked the board to review and get back with her. Mr. Neola thought this is very helpful to identify the duration of the process. Mr. Oros felt that this will help the townships.

**12. Adjournment:**

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

Meeting adjourned 9:44 a.m.

  
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John Oros, Chairman

  
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Gary Neola, Secretary/Treasurer

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

**Budget – June 12, 2023**



<u>Account</u>	<u>Appropriation</u>	<u>Expenditure</u>	<u>Balance</u>
Salaries	\$144,281.00	\$62,504.78	\$81,776.22
Supplies	\$2,500.00	\$198.13	\$2,301.87
Hosp.	\$25,604.00	\$10,962.10	\$14,641.90
Medicare	\$2,120.00	\$888.69	\$1,231.31
OPERS	\$20,220.00	\$8,706.43	\$11,513.57
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	\$105.00	\$895.00
Travel	\$3,500.00	\$355.38	\$3,144.62
Advertising	\$325.00	\$0.00	\$325.00
Training	\$700.00	\$90.00	\$610.00
Member, Dues, Lic. Sub	\$1,300.00	\$125.00	\$1,175.00
<b>Total</b>	<b>\$203,950.00</b>	<b>\$84,735.51</b>	<b>\$119,214.49</b>



SUMMARY RESOLUTION FOR EXPENSES  
GEAUGA COUNTY PLANNING COMMISSION

Mr. Bergansky MOVED THE ADOPTION OF THE FOLLOWING RESOLUTION,  
WHICH MOTION WAS SECONDED BY Mr. McElroy.

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 JUNE 13, 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	5/09	LINDA CROMBIE (MILEAGE REIMBURSEMENT)	46.11
1051	SUPPLIES	5/09	STAPLES	65.64
1058	TRAINING	6/01	LINDA CROMBIE (OHIO TOWNSHIP ASSOCIATION – WEBINARS)	70.00
1055	TRAVEL	6/01	GEAUGA TOWNSHIP ASSOCIATION (QUARTERLY DINNER – ALLYSON KOBUS)	35.00
1055	TRAVEL	6/01	ALLYSON KOBUS (MILEAGE REIMBURSEMENT)	16.51
1050	COPIER USAGE	6/01	DEX IMAGING (4/22/23 TO 5/21/23)	21.15

TOTAL \$ 254.41

  
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John Oros, Chairman

  
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Gary Neola, Secretary/Treasurer