



Geauga County Planning Commission

12611 Ravenwood Dr. • Suite #380 • Chardon, OH 44024
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<https://bocc.geauga.oh.gov/departments/planning-commission>

GEAUGA COUNTY PLANNING COMMISSION AGENDA

September 12, 2023 REGULAR MEETING

12611 Ravenwood Drive

Conference Room A334, 3rd Floor

7:30 A.M.

Revised 9/11/2023

1. PLEDGE OF ALLEGIANCE
2. ROLL CALL
3. APPROVAL OF MINUTES:
 - A. AUGUST 8, 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:
 - NOTTINGHAM WOODS SUBDIVISION
 - REPLAT NO. 2, SUB LOT 18
 - MUNSON TOWNSHIP
 - FINAL PLAT
8. TOWNSHIP ZONING AMENDMENTS TO BE REVIEWED: None
9. CORRESPONDENCE: - INFORMATION FROM COMMISSION MEMBER CLAYPOOL REGARDING NOACA/CEDS
10. OLD BUSINESS:
 - A. SUBDIVISION REGULATIONS UPDATE, ARTICLE 1 GENERAL PROVISIONS (THOROUGHFARE PLAN)
11. NEW BUSINESS:
 - A. CENSUS DATA UPDATE: HOUSING
 - B. GUIDE TO UPDATING A TOWNSHIP LAND USE PLAN
12. ADJOURNMENT

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



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SEPTEMBER 12, 2023 MEETING MINUTES

1. Pledge of Allegiance

Chairman John Oros called the September 12, 2023, regular meeting of the Geauga County Planning Commission to order at 7:36 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, Commissioner Dvorak, Nick Gorris, Dan Miller, Walter Claypool, Caterina Cocca-Fulton and John Oros.

Members absent: Commissioner Ralph Spidalieiri, Commissioner Lennon, Jim McCaskey, and Dennis Bergansky.

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

Ms. Cocca-Fulton arrived at 8:03 a.m. Mr. Gorris left meeting at 8:42 a.m.

3. Approval of Minutes for the August 8, 2023 Regular Meeting

Mr. Neola made a motion to approve the August 8, 2023 regular meeting minutes, and Commissioner Dvorak seconded the motion, and upon a call for the vote, the motion passes. Mr. Neola noted that last month's meeting minutes was missing Ms. Cocca-Fulton's name on the attendance. Ms. Irizarry let the board know that it has been added.

4. Financial Report and Approval of Expenses

Ms. Irizarry provided the financial report as of September 11, 2023 attached hereto and the expenses marked as Exhibit "A" totaling \$181.43. She also presented a chart of all the revenues Planning Commission has received for projects during the month of August.

Mr. Gorris made a motion to approve the financial report and the summary of expenses, marked exhibit "A" totaling \$181.43. 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 August had nine (9) building lot proposals submitted. There were four (4) in Bainbridge, one (1) in Middlefield (1), one (1) in Claridon, and three (3) in Huntsburg.

2. Claridon Township Land Use: Ms. Crombie said she attended the Claridon Township Land Use Committee meeting on August 16 and oversaw their SWOT (Strength, Weaknesses, Opportunities, and Threats) exercise. She said the Committee went over the Townships' 1993 survey and decided what questions to keep, what to take out, and there will be further discussion on this at the September

meeting. Ms. Crombie provided a breakdown of the time and expense thus so far that staff has been involved with assisting Clairdon Township. Roughly between the months of May to August, a total of 32 hours staff time and \$2,000.00 cost per hourly rate for staff involvement. Ms. Crombie said later on the agenda, the topic of "Guide to Updating a Township Land Use Plan" will be discussed, which she originally created for staff but it can be provided to the townships.

3. Legislative Updates: Ms. Crombie said HB 257 was introduced 8/22/23 and has to do with "virtual meetings". This bill proposes amendments to allow certain bodies to conduct meetings or hearings virtually. The public body must adopt a policy as to their guidelines and by laws and include specific procedures on how a meeting is advertised and conducted. This will allow for virtual attendance and voting by members and the public must also be provided with access to attend virtually. If this bill passes, Planning Commission will need to review at that time. Ms. Crombie noted that this bill proposal excludes County Commissioners and Township Trustees.

4. Geauga County Township Association County Fair Booth: Ms. Crombie said the Geauga County Township Association had a booth for the first time at this year's County fair. She and Ms. Kobus covered the booth during their lunch hour.

5. Construction Activity, Non-Residential, August 2023: Ms. Crombie said there were no new significant construction projects during the month of August.

6. Interoffice Assistance: Ms. Crombie said staff assisted the Department on Aging by providing maps and tables relating to age data; for Geauga Public Health, Ms. Kobus created a map related to water well testing regarding the ODOT salt storage dome; she emailed all the townships the three (3) info sheets; and Ms. Kobus updated Russell Townships Road map for the Police Department.

7. Employee Wellness Day and Training: Ms. Crombie said staff participated in an employee wellness day with Mr. Oros, where staff toured four (4) of the Geauga Park Districts parks and had lunch. Mr. Oros also provided training on the Ten Principles of Servant Leadership. Mr. Oros commented how it was a pleasure to do the wellness day with Planning Commission staff as it was a learning opportunity.

8. Website Updates: Ms. Crombie said there were various updates to our website, but she wanted to focus on the updates made to the main Geauga County website in August that staff was not made aware of. She said Planning Commission does not come up when using the search bar, and we are not listed as one of the offices on the new website. One must click on "Government", then click on "Commissioners" and then scroll down under "Departments" to find Planning Commission. But if you "Google" Geauga County Planning Commission, you will be taken right to our webpage. Ms. Crombie said all the Departments could be listed in alphabetical order on the main website or add a category titled Boards and Commissions. Mr. Claypool commented if you go to bocc.geauga.oh.gov, you will be able to get to Planning Commission's site. He feels the website will resolve itself over time. Mr. Miller said Planning Commission should be listed under the "Government" tab; the Board agreed.

9. Wetland Court Case, Sackett v. U.S. EPA: Ms. Crombie said this case involved homeowners (Sackett) backfilling part of their lot to build a home, the U.S. EPA informed them that wetlands were present, the Sackett's disagreed and challenged this with the U.S. Supreme Court. The U.S. Supreme Court ruled in favor of the homeowners. Ms. Crombie presented the "Syllabus" of the court decision and highlighted under Held: it says CWA's (Clean Water Act) use of "waters" in adjacent wetlands that are "indistinguishable" from those bodies of water due to a continuous surface connection. Ultimately, this case affects what the U.S. EPA's determination or regulation of what constitutes a wetland. Ms. Crombie said she spoke with the Director of Geauga Soil and Water Conservation District, and while the

federal involvement is diminished in this case, there may be some permit required through the Ohio EPA 401 water quality certification related to Isolated Wetland Permitting Unit. Ms. Crombie does not feel this case would require changes to the County Subdivision Regulations.

10. General Plan Annual Review: Ms. Crombie said next month's meeting agenda will include our annual review of the Geauga County General Plan. She will provide a breakdown of how that plan has been used.

11. Work Summary, August 2023:

a. Planning/Zoning/Subdivision Administration: Ms. Crombie said the total lot splits/consolidations, easements, and formal amendment reviews for August was 20 as compared to last month which was 70; but last month was a busy month.

b. Comprehensive Planning Efforts: Ms. Crombie mentioned staff did not refer to the General Plan in August.

c. Continuing Education:

i. Ohio Township Association – Sign Webinar: Ms. Crombie said Ms. Wendy Moeller from Compass Point Planning presented information on signs as it relates to Reed v. Gilbert. She commented that almost all the information was similar to the workshop held last June.

Mr. Oros asked Ms. Crombie if she could reach out to the Maintenance Department about the air conditioning quality. He said it has been hard to hear today.

7. Major Subdivisions to be Reviewed:

- A. Nottingham Woods Subdivision
Replat No. 2, Sublot 18
Munson Township
Final Plat

Ms. Crombie said this is a replat of Nottingham Woods Subdivision. Mr. Searles applied to replat Sublot 18, which he owns, as he is purchasing 2.2 acres from neighbor adjacent to him, and consolidating it to create Sublot 18-R, which will be 5.0471 acres. This has already been through the review process. The Department of Geauga Soil and Water Conservation District worked with Mr. Searles on language pertaining to the drainage maintenance requirements. Ms. Crombie recommended approving the replat of Nottingham Woods Subdivision Replat No. 2 creating Sublot 18-R.

Motion made by Commissioner Dvorak to approve the re-plat of Nottingham Woods Subdivision Replat No. 2 creating Sublot 18-R and seconded by Mr. Gorris, and upon a call for the vote, the motion passes.

9. Correspondence - Information from Commission Member Claypool Regarding NOACA/CEDS:

Mr. Claypool said on Friday September 8, 2023, NOACA (The Northeast Ohio Areawide Coordinating Agency) approved the economic development subcommittee as part of the CEDS (Comprehensive Economic Development Strategy) and pursuing being an Economic Development District (EDD). CEDS is a strategy-driven plan to align funding for regional economic development.

Mr. Claypool said that NOACA was established under Federal Law to do roads and bridge planning; it has nothing to do with economic development; this is a conflict of interest between Federal and Local

Government. Land Use Planning and Economic Development should be done at the local and state level. He went on to say that if Geauga County does not opt to get out of NOACA now with these changes going forward, we are going to open the door to many problems. An economic development district (EDD) is one step closer to a JEDD.

Mr. Claypool said he drafted a letter months ago to be sent to the BOCC to opt out of the CEDS. The letter was signed by the board and submitted to BOCC, but he did not know what happened after that. Mr. Claypool asked Commissioner Dvorak what happened to the letter and Commissioner Dvorak said it was discarded and commented that NOACA wants nothing to do with zoning and we need to stay in NOACA to help fund any expansion of businesses and roads down the future. Mr. Neola and Mr. Oros asked if Mr. Claypool could draft another letter for the board to review requesting to opt out of CEDS/NOACA, based on this new information, and submit it to the BOCC. Mr. Claypool agreed.

10. Old Business:

A. Subdivision Regulations Update, Article 1 General Provisions (Thoroughfare Plan):

Ms. Crombie said as discussed at our last meeting staff drafted full scale maps of the Thoroughfare Plan. She presented Map 1, which is a view of major and minor roadways, major and minor roads in the County as well as the adjacent counties. Definitions have been provided for road classification and inset maps were added. Map 2, which is more detailed, highlights buggy lanes, wide shoulders, Maple Highland Trail, Buckeye Trail, township, and road department garages and ODOT garages. Ms. Crombie said we don't have to act on this today, as the Subdivision Regulations are being updated. Once that is formally adopted, then both maps will be signed by the board. The Board did not have any comments at this time.

11. New Business:

A. Census Date Update: Housing

Ms. Crombie said all the information being presented on housing was collected from the Census Bureau's website. First, however, she opened a link to the Census Bureau's main website and highlighted a search where population, income, ancestry, and housing can be found for any township with the most current data available. She then turned the conversation over to Ms. Kobus to discuss the various maps/tables she prepared. Ms. Kobus reviewed said the Census Household & Average Households Size 2010-2020, showed a slight decrease between 2010 and 2020 from 2.73 average household size in 2010 to 2.69 in 2020 for the County. Ms. Kobus said the Census Bureau will release data in September 2024 on household size, but she prepared the table in the meantime. Households with Children under 18 shows Homeowner households with children under 18 at 27.2%, while renter households with children under 18 was 22.9%.

The Owner-Occupied Housing by Age 2020 was presented indicating age groups with the highest percentage population by age of household. A table showing 2010 to 2020 Owner Occupied vs. Renter Occupied Data shows there was a slight increase in homeownership between 2010 to 2020 at the county level. Ms. Kobus noted the City of Chardon had the highest population in renter-occupied housing. Regarding Household Size, a 2-person household was the most common size for Geauga County. Board members commented on the county having many households with five or more people. The last map Ms. Kobus presented was the Housing Density map for all of Geauga County. She discussed how she created the map using the 2020 date, and the light-color dots shows the general distribution of housing units throughout the county.

B. Guide to Updating a Township Land Use Plan:

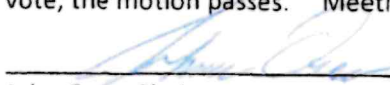
Ms. Crombie said she previously talked about staff involvement in helping the townships update their Land Use Plans. She broke it down into three (3) categories: Low, Medium, and High and created a basic draft of a "Guide to Updating a Township Land Use Plan" for herself and staff to follow should a township request assistance with their Land Use Plan. Currently, staff is assisting Claridon Township with updating their Land Use Plan but said she received an inquiry about helping another township. Ms. Crombie said most township land use plans need updating since most have based their information from the 2000 Census, but an update involves more than Census data, it involves resident survey based on the needs of the community. She gave a brief overview of the Guide and highlighted the Introduction, explaining what the guide is for, Township's Toolkit, Scope of services by Planning Commission; Steps to Update a Township Land Use Plan; and importance of the plan such as land use decisions, zoning and grant opportunities. Ms. Crombie said this is a work in progress but wanted to let the Board know about it since it is not feasible for staff to attend all township land use meetings. The Guide will enable the Township to perform much of the work themselves but with the GCPC staff still making maps, performing data analysis, and advising on content and language.

Ms. Cocca-Fulton commented how she thought the Guide was a great tool for townships to have, but we must keep in mind the level of involvement of staff assisting, we need to set parameters for each level of involvement. She understands Claridon Township is at the medium level of involvement. She recommended, for example, for Low involvement adding qualifiers such as one hour for a preliminary meeting with the Trustees, another one-hour meeting with the Committee, etc. Ms. Crombie said Claridon Township's plan will involve more work than others simply because there is no Word version of the plan, so they are starting from scratch. Any template created with helping Claridon can then easily be given to another township.

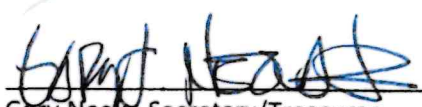
Ms. Crombie said if it were a large update, she recommends the townships create a Land Use Committee to get residents more involved. Mr. Claypool wanted to know why staff is doing so much work for Claridon Township's Land Use Plan update. He feels they should be doing the majority of the work. Ms. Crombie replied staff should have some control over all the documents since staff will be creating the maps and charts and advising on the language. Some townships will take more of a lead on these updates, which will be encouraged moving forward. Mr. Oros commented he feels it is good to have this guide created for the townships as the word is out about staff assisting Claridon Township. He asked what other township inquired and Ms. Crombie said Thompson. Commissioner Dvorak commented how the guide is very good and we are here to assist the townships so whatever needs to be done should be done. Mr. Neola feels this guide is a good template and this should allow the townships to do the updates more on their own. Mr. Oros said this was a good preemptive measure.

12. Adjournment:

Motion made by Mr. Neola to adjourn meeting, and seconded by Mr. Miller, and upon a call for the vote, the motion passes. Meeting adjourned 8:45 a.m.



John Oros, Chairman



Gary Neola, Secretary/Treasurer

SUMMARY RESOLUTION FOR EXPENSES
GEAUGA COUNTY PLANNING COMMISSION

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

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

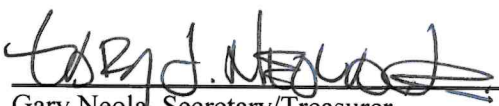
WHEREAS, THESE EXPENSES HAVE BEEN REVIEWED BY THE MEMBERS OF THE COMMISSION AT ITS SEPTEMBER 12, 2023, MEETING.

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 | 8/8 | LINDA CROMBIE (MILEAGE REIMBURSEMENT) <i>CLARIDON TOWNSHIP LAND USE</i> | 7.99 |
| 1055 | TRAVEL | 8/8 | ALLYSON KOBUS (MILEAGE REIMBURSEMENT) <i>CLARIDON TOWNSHIP LAND USE/EMA DISASTER TRAINING WORKSHOP</i> | 102.84 |
| 1051 | SUPPLIES | 9/7 | STAPLES | 41.94 |
| 1050 | COPIER USAGE | 9/7 | DEX IMAGING (7/22/23 TO 8/21/23) | 28.66 |
| TOTAL | | | | \$ 181.43 |



John Oros, Chairman



Gary Neola, Secretary/Treasurer

COUNTY PLANNING COMMISSION FINANCIAL REPORT
Summary

Budget – September 11, 2023



| <u>Account</u> | <u>Appropriation</u> | <u>Expenditure</u> | <u>Balance</u> |
|------------------------|----------------------|---------------------|--------------------|
| Salaries | \$151,581.00 | \$103,965.71 | \$47,615.29 |
| Supplies | \$2,500.00 | \$394.33 | \$2,105.67 |
| Hosp. | \$25,604.00 | \$17,539.36 | \$8,064.64 |
| Medicare | \$2,320.00 | \$1,393.26 | \$926.74 |
| OPERS | \$21,320.00 | \$13,564.03 | \$7,755.97 |
| Worker's Comp. | \$100.00 | \$0.00 | \$100.00 |
| Other Expenses | \$2,300.00 | \$840.32 | 1,459.68 |
| 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 | \$187.32 | \$812.68 |
| Travel | \$3,500.00 | \$954.83 | \$2,545.17 |
| Advertising | \$325.00 | \$0.00 | \$325.00 |
| Training | \$700.00 | \$110.00 | \$590.00 |
| Member, Dues, Lic. Sub | \$1,300.00 | \$790.00 | \$510.00 |
| Total | \$212,550.00 | \$139,739.16 | \$72,810.84 |

| <u>Planning Commission Revenues from Fees for January to August 2023</u> | <u>Year to Date Balance:</u> |
|---|-------------------------------------|
| | |
| January | \$450.00 |
| February | \$4,110.00 |
| March | \$900.00 |
| April | \$950.00 |
| May | \$750.00 |
| June | \$450.00 |
| July | \$2,000.00 |
| August | \$1,360.00 |
| | Yearly Total: \$10,970.00 |