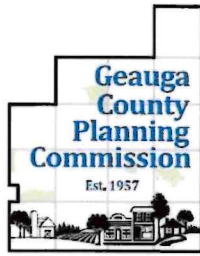


Geauga County Planning Commission

12611 Ravenwood Dr. • Suite #380 • Chardon, OH 44024
Phone: (440) 279-1740 • Email: Planning@co.geauga.oh.us
<https://bocc.geauga.oh.gov/departments/planning-commission>

GEAUGA COUNTY PLANNING COMMISSION AGENDA
November 14, 2023 REGULAR MEETING
12611 Ravenwood Drive
Conference Room A334, 3rd Floor
7:30 A.M.

1. PLEDGE OF ALLEGIANCE
2. ROLL CALL
3. APPROVAL OF MINUTES:
 - A. OCTOBER 12, 2023 REGULAR MEETING MINUTES
4. FINANCIAL REPORT AND APPROVAL OF EXPENSES
5. DIRECTOR'S REPORT:
6. OTHER BUSINESS:
 - A. ORDER OF BUSINESS
7. MAJOR SUBDIVISIONS TO BE REVIEWED: NONE
8. TOWNSHIP ZONING AMENDMENTS TO BE REVIEWED: NONE
9. CORRESPONDENCE:
10. OLD BUSINESS:
 - A. GENERAL PLAN ANNUAL REVIEW
 - B. LAND USE METHODOLOGY
11. NEW BUSINESS:
 - A. CREDIT CARD USE CHANGES AUTHORIZED BY O.R.C. 301.27
12. ADJOURNMENT



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NOVEMBER 14, 2023 MEETING MINUTES

1. Pledge of Allegiance

Chairman John Oros called the November 14, 2023, regular meeting of the Geauga County Planning Commission to order at 7:31 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, Jim McCaskey, and John Oros.

Members absent: Commissioner Lennon, Commissioner Ralph Spidalieri, Caterina Cocca-Fulton, and Dennis Bergansky.

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

Ms. Neola arrived at 7:34 a.m. Commissioner Dvorak left at 8:30 a.m.

3. Approval of Minutes for the October 12, 2023 Regular Meeting

Commissioner Dvorak made a motion to approve the October 12, 2023 regular meeting minutes, and Mr. Neola 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 November 13, 2023 attached hereto and the expenses marked as Exhibit "A" totaling \$1,155.58. She also presented a chart of all the revenues Planning Commission has received for projects during the month of October.

Mr. Gorris made a motion to approve the financial report and the summary of expenses, marked exhibit "A" totaling \$1,155.58. 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 October had five (5) building lot proposals submitted. There was one (1) in Chardon, two (2) in Claridon, one (1) in Bainbridge, and one (1) in Parkman. Ms. Crombie showed a map of Year-to-Date building lot activity next to the monthly building lot activity. She said most of the building lot activity was concentrated more in the eastern and middle part of the county. She will present a total of building lot activity for 2023 at the beginning of 2024 for comparison.

2. Claridon Township Land Use: Ms. Crombie said she attended the Claridon Township Land Use Committee meeting on October 18 and staff involvement was less during the month of October. A total of 70.8 hours of time staff has been spent assisting Claridon Township to date.

3. Thompson Township Land Use Plan: Ms. Crombie said she will be attending the Thompson Township Trustee meeting in December to give an overview and sample timeline of how Planning Commission staff can assist them with their land use plan update.

4. Geauga Growth Partnership Collaboration: Ms. Crombie said at the June meeting, Ms. Leininger from Geauga Growth Partnership (GGP) was present, and her initial discussion was how GGP can collaborate with Planning Commission to create a video series to assist businesses to understand zoning. The goals for 2024 are to create three (3) videos: one (1) 10-minute video to introduce the series, and two (2) five-minute videos. The videos will be scripted and made available for review by the Commission and Prosecutor's Office. Mr. Claypool asked if the State of Ohio has any kind of videos made already. He said businesses already worked with zoning and wanted to know what they would get out of it. Ms. Crombie advised that Ms. Leininger said there is a need for education on the matter. Ms. Crombie confirmed the State does have a good information sheet on zoning.

5. GIS Pro Conference: Ms. Crombie said Ms. Kobus attended the GISPro Conference and Ms. Kobus said she met several people in local government and gave a brief overview of the various series and workshops offered. Ms. Crombie said Bobbie Oliver, Professor and Chair at Lakeland Community College, was in attendance. She spoke with Ms. Kobus about the April 8, 2024 total solar eclipse, and requested Ms. Kobus' story map about the eclipse, which is now posted to Lakeland's Geography and Geospatial Technology website.

6. Commercial Construction Activity, October 2023: Ms. Crombie said there were no new building construction projects during October, but there were two building additions. One was a 47,480 square feet warehouse addition in Middlefield Village, Green Bay Packaging, and the other a 9,000 square feet shell addition in Chester Township, at the Perrino Furniture building.

7. Budget Hearing: Ms. Crombie said the 2024 Budget request was submitted in May 2023 to County Commissioners Office but since raises were not approved until June the Salaries account needed to be modified to account for the 2% merit increase for Ms. Kobus. Ms. Crombie said she attended the October budget hearing and let Commissioners and budget staff know there was also a typo made in her budgeted rate of pay.

8. Ohio Township Association survey on planning and zoning: Ms. Crombie said the Ohio Township Association (OTA) emailed a survey regarding township land use planning and zoning. She forwarded the email to all zoning personnel and made them aware it.

9. Interoffice Assistance or Collaboration: Ms. Crombie said staff met with Steve Roessner, from the County Tax Map Department, for training on Microsoft Teams and discussed how the departments could use it to review lot split proposals at the same time. We are testing the waters to do things this way from now on.

10. Community Analyst: Ms. Crombie said at the end of October, staff now has access to a one-year free subscription to Community Analyst, which is an ESRI mapping software that normally cost \$630.00 per year. The free subscription was due to Ms. Crombie being a member of the American Planning

Association. Ms. Crombie said staff will become familiar with it, including its demographic reports feature. She wanted to make board aware of this, as it is a potential planning tool.

11. Geauga Soil and Water Conservation District annual meeting: Ms. Crombie said she and Ms. Kobus attended the Soil and Water Conservation District annual meeting where staff went over accomplishments and collaborations throughout the year.

12. Senate Select Committee on Housing: Ms. Crombie said the Ohio Senate Select Committee on Housing began having public meetings since August 2023 to discuss housing across Ohio. She signed up to receive email communications regarding regional public opinion on housing. Mr. Claypool asked what was the objective? Ms. Crombie said the Committee's goal is to ensure there is available, accessible, and affordable housing options. Mr. Claypool asked if there was a subgroup and who leads it? Ms. Crombie replied, Senator Reynolds. Mr. Neola commented how affordable housing is subsidized housing and Geauga County residents will have a problem with this. Ms. Crombie provided a link for more information.

13. Legislative Updates: Ms. Crombie said there were no new updates on HB 64 (Eminent domain), HB 197 (community solar projects), HB 211 (public comment), and HB 257 (virtual meetings).

HB 315, Omnibus Township Bill, which was introduced 11/2/23 and has eight (8) provisions, some relevant to planning and zoning. Ms. Crombie highlighted a few such as public notice, which allows townships to post on website; zoning fines, and funding for comprehensive plan and zoning updates, she will keep board updated.

14. Work Summary, October 2023:

a. Planning/Zoning/Subdivision Administration: Ms. Crombie said the total lot splits/consolidations, easements, and formal amendment reviews for October was 13 as compared to last month which was 19.

b. Comprehensive Planning Efforts:

- i. General Plan: Staff referred to General Plan two (2) times in October.
- ii. Claridon Township Land Use Plan Committee meeting, October 18, 2023

c. Continuing Education:

i. HR training: Ms. Crombie said she attended a CORSA sponsored training regarding request for leaves and employee relations.

ii. Defensive Driving Training: Ms. Crombie said Ms. Irizarry and Ms. Kobus attended a CORSA sponsored Defensive Driving training, which talked about how to avoid collisions and have safer driving habits.

Mr. Oros let board know that his term will be ending at end of the year, and he will not seek reappointment. He thanked everyone for allowing him to be part of the Planning Commission board and said he enjoyed his time.

6. Other Business:

A. Order of Business

Mr. Oros said he submitted a letter to request a change to the By-laws. He would like the board to consider an addition to Article 4 – The Order of Business, Section I Order of Business and Agenda Materials, to add "Approval of Agenda/Addendum Items" after roll call. He wants to make sure the board can decide early in a meeting if an agenda item can be added or deleted, and it be a formal item on the agenda. He explained at last month's meeting he thought Ms. Gallucci was invited to speak regarding NOACA/CEDS and later during the meeting, when asked who invited her, she would not reveal the source.

Mr. Claypool said it was important for the board to allow Ms. Gallucci to speak and Mr. Neola said he had no problem with Ms. Gallucci speaking at our last meeting; it was helpful to have her here. He said he understands that she could attend because it is a public meeting, but she was provided an ample amount of time considering the board did not know she would be there. Commissioner Dvorak said he was communicating with Ms. Gallucci but did not know she was attending last month's meeting till the day before. Mr. Claypool commented that if the Board knew ahead of time, a special meeting could have been scheduled.

Motion made by Mr. Claypool to accept changes to Article 4 – The Order of Business, Section I Order of Business and Agenda Items, and seconded by Mr. Neola. Commissioner Dvorak opposed, and upon a call for the vote, the motion passes.

10. Old Business:

A. General Plan Annual Review

Ms. Crombie said the General Plan was first adopted in 2021 and this is the second annual review. The Plan has been referred to forty (40) times over the past year. A table was prepared showing a breakdown of number of times each chapter had been referenced and Ms. Crombie briefly summarized how the General Plan was used.

B. Land Use Methodology

Ms. Crombie said in 2022 the board discussed modifications to how to update the Land Use Map, but a decision was not made. She said each county updates their maps differently. Geauga County now has nearmap and access to aerial imagery every three (3) years, which is key to updating land use maps. Once the methodology is finalized, the map updates for 2023 will be performed. Ms. Crombie recommends updating the land use map every three (3) years so the map will be updated again in 2027, and include 2024, 2025, and 2026 land use changes.

The 2020 Geauga County Land Use Map was presented as well as the proposed edits to the 2009 Geauga County Land Use Map Methodology. The 2009 methodology was created to assist staff with editing the map to be consistent as possible, but the first four paragraphs have been updated to provide more detail as well as other changes.

Ms. Crombie said the most significant proposed changes are to "Agriculture", which includes any existing dwellings associated with agriculture uses, which are proposed to not be separately categorized as "single family". The board previously discussed this change, and she gave the example of a 100-acre

farm which is agricultural, and a three (3) acre area of farmhouse, which is single family. As Agriculture is the principal use, the Commission liked the idea of including the area around farmhouse as agriculture instead of single family. Ms. Crombie advised that this will cause a one-time significant shift in the acres of agriculture and single family but it will be noted that it is a change in methodology not actual land use. The Board agreed with this change. Mr. Claypool asked if the changes could set a precedent of a tax implication. Mr. McCaskey asked if you combine the two (2) categories, would one be taxed and the other wouldn't. Ms. Crombie said no. The land use map prepared by the staff has nothing to do with property taxes. The County Auditor has their own codes for tax purposes.

The next proposed change is to have "Outdoor Recreation (privately owned)" and "Public Recreation" incorporated into a new "Recreational" category. Mr. Claypool said to keep private and public recreation as separate entities and Mr. McCaskey agreed. Ms. Kobus asked if the wording could be changed to Recreation Private and Recreation Public and the Board agreed. Ms. Crombie said she will make changes and final edits to the methodology.

11. New Business:

A. Credit Card Use Changes Authorized by O.R.C. 301.27

Ms. Crombie said effective October 3, 2023, HB 33 changed the types of uses for which a county credit card can be used. The law now states a credit card can be used if it is a work-related purchase or serves a public purpose. She recommends use of the credit card to be for travel expenses, overnight and local, webinars, and job postings. Ms. Crombie said she is still in the process of filling out the application for the county credit card, it is a lengthy form, but understands that it would be easier for reimbursement purposes to have one.

Mr. Claypool asked Ms. Crombie if there was any word back on the letter submitted to the Board of County Commissioners (BOCC) regarding CEDS. Ms. Crombie said no. Mr. Claypool asked if Ms. Crombie could reach out to Commissioner Lennon and Commissioner Spidialeri about the letter, and Mr. McCaskey asked if Ms. Crombie could also reach out to Gerry Morgan.

12. Adjournment:

Motion made by Mr. Gorris to adjourn meeting, and seconded by Mr. Neola, and upon a call for the vote, the motion passes. Meeting adjourned 8:42 a.m.



John Oros, Chairman



Gary Neola, Secretary/Treasurer

COUNTY PLANNING COMMISSION FINANCIAL REPORT
Summary

Budget – November 13, 2023



<u>Account</u>	<u>Appropriation</u>	<u>Expenditure</u>	<u>Balance</u>
Salaries	\$152,956.00	\$128,405.19	\$24,550.81
Supplies	\$2,000.00	\$394.33	\$1,605.67
Hosp.	\$26,329.00	\$21,924.20	\$4,404.80
Medicare	\$2,320.00	\$1,741.22	\$578.78
OPERS	\$21,320.00	\$17,840.93	\$3,479.07
Worker's Comp.	\$100.00	\$0.00	\$100.00
Other Expenses	\$1,400.00	\$840.32	559.68
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	\$700.00	\$252.34	\$447.66
Travel	\$3,500.00	\$2,161.77	\$1,338.23
Advertising	\$325.00	\$0.00	\$325.00
Training	\$700.00	\$160.00	\$540.00
Member, Dues, Lic. Sub	\$900.00	\$790.00	\$110.00
Total	\$212,550.00	\$174,510.30	\$38,039.70

<u>Planning Commission Revenues from Fees for January to October 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
September	\$10,700.00
October	\$450.00
	Yearly Total: \$22,120.00

SUMMARY RESOLUTION FOR EXPENSES
GEOUGA COUNTY PLANNING COMMISSION

Mr. Dennis MOVED THE ADOPTION OF THE FOLLOWING RESOLUTION,
WHICH MOTION WAS SECONDED BY Mr. Neola.

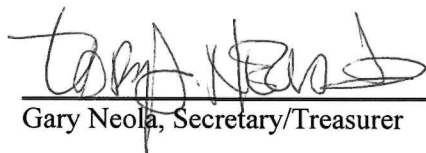
WHEREAS, THE EXPENSES LISTED HEREIN HAVE BEEN INCURRED BY THE GEOUGA COUNTY PLANNING COMMISSION IN ORDER FOR THE COMMISSION TO PERFORM ITS DUTIES; AND

WHEREAS, THESE EXPENSES HAVE BEEN REVIEWED BY THE MEMBERS OF THE COMMISSION AT ITS NOVEMBER 14, 2023, MEETING.

NOW THEREFORE, BE IT RESOLVED, THAT THE GEOUGA 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	10/12	LINDA CROMBIE (MILEAGE REIMBURSEMENT/CLARIDON TOWNSHIP)	15.98
1055	TRAVEL	10/12	ALLYSON KOBUS (MILEAGE REIMBURSEMENT/CLARIDON TOWNSHIP & HOME INSPECTION)	18.54
2805	TRAVEL EXPENSE	10/31	ALLYSON KOBUS/GIS PRO CONFERENCE (REIMBURSEMENT: MILEAGE, HOTEL, PARKING, FOOD)	1,094.43
1050	COPIER USAGE	11/7	DEX IMAGING (9/22/23 TO 10/21/23)	26.63
TOTAL				\$1,155.58


John Oros, Chairman


Gary Neola, Secretary/Treasurer