

Geauga County Planning Commission

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

GEAUGA COUNTY PLANNING COMMISSION AGENDA

January 9, 2024 REGULAR MEETING

12611 Ravenwood Drive

Conference Room A334, 3rd Floor

7:30 A.M.

1. PLEDGE OF ALLEGIANCE
2. ROLL CALL
3. ELECTION OF OFFICERS FOR 2024: CHAIRMAN
VICE CHAIRMAN
SECRETARY/TREASURER
4. APPROVAL OF MINUTES:
 - A. DECEMBER 12, 2023 REGULAR MEETING MINUTES
5. APPROVAL OF AGENDA/ADDENDUM ITEMS
6. FINANCIAL REPORT AND APPROVAL OF EXPENSES
7. DIRECTOR'S REPORT:
8. OTHER BUSINESS: NONE
9. MAJOR SUBDIVISIONS TO BE REVIEWED: NONE
10. TOWNSHIP ZONING AMENDMENTS TO BE REVIEWED:
 - A. MUNSON TOWNSHIP
MAP AMENDMENT 2023-02
INITIATED DECEMBER 13, 2023
BY ZONING COMMISSION
 - B. CHESTER TOWNSHIP
TEXT AMENDMENT Z-2023-2
INITIATED DECEMBER 14, 2023
BY BOARD OF TRUSTEES
 - C. BAINBRIDGE TOWNSHIP
TEXT AMENDMENT Z-2023-2
INITIATED DECEMBER 26, 2023
BY ZONING COMMISSION

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



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JANUARY 9, 2024 MEETING MINUTES

1. Pledge of Allegiance

Vice-Chairman Nick Gorris called the January 9, 2024, 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. Crombie, and the following members were present:

2. Roll Call

Members present: Gary Neola, Nick Gorris, Dennis Bergansky, Walter Claypool, and Jim McCaskey.

Members absent: Commissioner Tim Lennon, Commissioner Ralph Spidalieri, Commissioner Jim Dvorak, Caterina Cocca-Fulton, and Dan Miller.

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

3. Election of Officers for 2024 (Chairman, Vice-Chairman, and Secretary/Treasurer)

Mr. Gorris advised the board must decide the Chairman, Vice-Chairman, and Secretary/Treasurer officer positions for 2024. Mr. McCaskey made a motion to elect Nick Gorris as Chairman and Mr. Claypool seconded. There were no other nominations or discussion. Upon a roll call vote, Mr. Gorris abstained, and the motion passed unanimously.

Mr. McCaskey made a motion to elect Dennis Bergansky as Vice-Chairman and Mr. Claypool seconded. There were no other nominations or discussion. Upon a roll call vote, Mr. Bergansky abstained, and the motion passed unanimously.

Mr. McCaskey made a motion to elect Gary Neola as Secretary/Treasurer and Mr. Gorris seconded. There were no other nominations or discussion and upon a roll call vote, the motion passed unanimously.

4. Approval of Minutes for the December 12, 2023 Regular Meeting

Mr. McCaskey made a motion to approve the December 12, 2023 regular meeting minutes, and Mr. Claypool seconded the motion and upon a call for the vote, the motion passes.

5. Approval of Agenda/Addendum Items:

Ms. Crombie noted there are two changes to the agenda. She received notice this morning from the Chester Township Administrator that the parks amendment was formally withdrawn by the Board of Trustees at their meeting last night so the Commission does not need to discuss the amendment at this meeting. Secondly, she is requesting Item 13C: 2024 Regular meeting dates and holidays be added to the agenda. Mr. Neola made the motion and Mr. McCaskey seconded to add Item 13C to the agenda and upon a call for the vote, the motion passes.

6. Financial Report and Approval of Expenses

Ms. Crombie provided the financial report as of January 8, 2024, attached hereto and the expenses marked as Exhibit "A" totaling \$774.86, which are carryover expenses from 2023. She also presented a chart of all the revenues the Planning Commission received for projects during the month of December.

Mr. Claypool made a motion to approve the financial report and the summary of expenses, marked exhibit "A" totaling \$774.86. Mr. Bergansky seconded the motion, and upon a call for the vote, the motion passes.

7. Director's Report

1. New Building Lots: Ms. Crombie said December had two (2) building lot proposals submitted for Thompson and Parkman townships. She noted that the Year End Report to be presented at the next meeting will go into more year-end detail.

2.Planning Commission positions: Ms. Crombie advised that the County Commissioners re-appointed Mr. Bergansky for the 2024-2026 term. The other position remains vacant, and the Commissioners are accepting applications through January 2024 so it is unknown if there will be a full board for the February meeting.

3. Claridon Township Land Use: Ms. Crombie said staff did not spend much time in December on the plan update. The total hours for staff involvement from May to December is 102.6 hours.

4. Stormwater Taskforce Meeting: Ms. Crombie said she and Ms. Kobus attended the County's stormwater taskforce meeting, which reviews the efforts of various county departments related to ensuring proper storm water management and pollution prevention. Mr. Gorris commented that this covers the urbanized areas of the County, specifically Bainbridge, Russell, and Chester townships that are part of the MS4. That is why road departments attend from those three townships.

5. Thompson Township Land Use Plan: Ms. Crombie said she attended a Thompson Township Trustee meeting and provided an overview of the services the staff can provide. She expects the process to start in the first quarter of 2024.

6. Mount Vernon School of Public Service: Ms. Crombie provided the link regarding this program geared toward newly elected officials. Mr. McCaskey said he believes Miami University offers something similar.

7. Work Summary, December 2023: Ms. Crombie advised the total (19) is down from the 42 from November but that month had many easements as compared to December. The staff continued to refer to the General Plan three times and the Director attended an online cyber security training.

Commercial Construction Activity, December 2023: Ms. Crombie said this was added as at the time the Director's Report was written, the December 2023 building report was not yet available. There were two (2) projects of note in December. A 67,415 square feet fabrication and warehouse addition in Burton Township on Kinsman Road and a 30,757 square feet building addition to the Court House in the City of Chardon. Mr. Gorris said the Burton Township project is for a company that fabricates towers and believes this was the plan for that company for quite some time. Mr. Bergansky asked what the value of the project and Ms. Crombie said \$4,000,000. The Commission members commented that it is quite significant.

8. Other Business: none

9. Major Subdivisions to be Reviewed: none

10. Township Zoning Amendments to be Reviewed:

- A) Munson Township
Map Amendment 2023-02
Initiated December 13, 2023 by the Zoning Commission

Ms. Crombie presented the initiation document and map regarding a proposal involving seven (7) parcels on the south side of Bean Road to be re-zoned from Institutional to the R-1 Residential district. Four parcels have homes, one is vacant, and two contain agricultural buildings. Ms. Crombie noted that five of the parcels happen to be located in the Bean Road Subdivision that the Sisters of Notre Dame of Chardon received approval years ago. Ms. Crombie described the surrounding zoning districts and land uses and noted that the lots are served by private septic systems and water wells.

Ms. Crombie explained that the Zoning Commission submitted supplemental information to explain that a previous zoning inspector thought the area was zoned residential. Furthermore, the Sisters of Notre Dame of Chardon were also granted variances for their five lots to allow them to be used residentially. Ms. Crombie referred to the Munson Township Land Use Plan, the goals of which state Munson Township should remain predominantly rural with low density patterns of development. The plan also calls out the intersection of Auburn and Bean Road regarding traffic. Ms. Crombie noted that residential uses have a lesser traffic volume versus institutional uses, which include schools and nursing care. Ms. Crombie also noted that per the Township's land use plan, the area subject to the re-zoning happens to contain prime agricultural soils and is located with an agricultural security area. Based upon the above, the staff's recommendation is for approval.

Mr. McCaskey said he feels he can vote as this more or less a correction.

Motion by Mr. Bergansky to recommend approval of the Munson Township amendment 2023-02 and seconded by Mr. Neola and upon a call for the vote, the motion passes.

- B) Chester Township Text Amendment (withdrawn)
- C) Bainbridge Township
Text Amendment Z-2023-2
Initiated December 26, 2023 by the Zoning Commission

Ms. Crombie advised this amendment modifies four chapters of Bainbridge's zoning resolution, some language of which is from the County Model. Staff had comments on only two sections. First, Section 101, where new language is being added including the word "morals". The Prosecutor's Office has commented in the past that that word was removed from the Ohio Revised Code but that it is up to the Township to leave it in. Mr. Claypool said if a township wants to be stricter than the Ohio Revised Code, they should be able to do that. Mr. Neola said he is concerned with "morals" being in the resolution and Mr. Bergansky said it is to probably cover many different scenarios as morals differ depending on the person and is more of an opinion. The recommendation is for the Township to confer with their APA. Ms. Crombie noted that the zoning secretary did indicate their APA reviewed the proposal. Mr. McCaskey commented that APA opinions can differ.

Ms. Crombie said in Chapter 109 under Certificate Revocation, the language “for a permitted or conditional use” is being added. Ms. Crombie said the Commission’s APA, Susan Wieland, has commented with past amendment proposals that a zoning inspector can send a notice of violation for a conditional use the same as sending a notice of violation for a permitted use and that it should be pursued through an injunction or non-renewal of the conditional use by the BZA. The recommendation is for the Township to confer with their APA. Mr. Claypool stated the zoning inspector should not have the authority to revoke something that was issued by a larger government body, meaning the Board of Zoning Appeals.

Motion by Mr. McCaskey to recommend approval with modifications as discussed that the Township confer with their APA regarding including “morals” in Chapter 101 and including revocation of conditional uses in Chapter 109 versus pursuing an injunction or non-renewal of the use by the Board of Zoning Appeals. Seconded by Mr. Bergansky and upon a call for the vote, the motion passes.

11. Correspondence: none

12. Old Business: none

13. New Business:

A. 2024 Mileage Reimbursement:

Ms. Crombie presented the 2024 IRS mileage reimbursement rate of 67 cents per mile. Motion by Mr. McCaskey and seconded by Mr. Neola to approve the mileage reimbursement rate of 67 cents per mile for 2024, and upon a call for the vote, the motion passes.

B. 2023 Department Accomplishments and 2024 Goals

Ms. Crombie presented the 2023 department accomplishments which included review of Articles I, II, and III of the Subdivision Regulations as well as an update to the Thoroughfare Plan map. A draft of small solar facilities regulations was discussed regarding the County Model Zoning Resolution. Assisting Claridon Township with their land use update was significant as that is the first township the staff has started to provide guidance. Ms. Crombie also noted that two goals were added relating to a new compensation plan and salary schedule implemented earlier this year as well as a draft Guide to Updating a Township Land Use Plan.

Ms. Crombie presented a list of 2024 goals and noted she wants to finish the updates to the Subdivision Regulations, but this will take some time as it involves public hearings by both the Planning Commission and the Board of County Commissioners, with the County Commissioners having the final approval authority over the changes.

Upon discussing the list of options for the info sheet series, the Commission agreed to focus on the ones related to agricultural and the roles of various township offices for now. There was general discussion that while this information is in the Ohio Revised Code and township zoning resolutions, having it in one document to compare/contrast is the point of the info sheet.

Ms. Crombie said the new five-year 2025-2029 goal timeline document must be created to establish the larger project goals for the Commission and staff. Ms. Crombie said the agricultural census data will be released in February 2024 but with all the current projects, update of the Farmland Preservation Plan can be a goal for 2025. At the end of 2026, it will be time to begin the update of the County General Plan.

Ms. Crombie said Ms. Irizarry has been working on the Standard Operating Procedures Manual, which is very important as it includes summaries of the financial procedures. Someone new coming into the office would not know exactly what to do without these procedures. The Policy and Procedural Manual will also need to be retyped due to formatting issues.

Ms. Crombie noted the staff already implemented the new procedure regarding lot split/consolidation application numbering to lessen the amount of data entry, but the types of land divisions will still be tracked. Ms. Kobus said the staff is using the project number assigned by the County Tax Map Department as many people involved in the process refer to that number, including herself. Ms. Kobus said regarding GIS efforts, she has been using the free version of Community Analyst and Ms. Crombie noted that a presentation on that program will likely be made in February.

Ms. Crombie noted that collaborating with Geauga Growth Partnership regarding the zoning video series will start in 2024 and the staff will also assist Thompson Township with their land use plan update.

C. 2024 Regular meeting dates and holidays

Ms. Crombie provided the list of regular meeting dates and noted that the November meeting will be held on a Thursday due to the Veterans Day holiday. The list of federal holidays was provided for reference and Ms. Crombie noted that the Commission must take separate action to grant the staff the day after Thanksgiving, which falls on Friday, November 22, as a paid day off.

Mr. McCaskey asked if the Commissioners granted that day off and Mr. Gorris said yes. Mr. McCaskey mentioned he believes everyone knows how he feels about it. Mr. Gorris said it is noted but that the building will be closed, and no resource officer will be on duty.

Motion by Mr. McCaskey to approve the 2024 regular meeting dates and seconded by Mr. Bergansky and upon a call for the vote, the motion passes.


Motion by Mr. McCaskey to approve the day after Thanksgiving, Friday, November 22 as a paid day off. Mr. Gorris noted this means the office will be closed. Mr. Bergansky seconded the motion and upon a call for the vote, Mr. McCaskey opposed, and the motion passes.

12. Adjournment:

Motion by Mr. Bergansky to adjourn the meeting, seconded by Mr. McCaskey and upon a call for the vote, the motion passes. Meeting adjourned 8:30 a.m.



Nicholas Gorris, Chairman



Gary Neola, Secretary/Treasurer

COUNTY PLANNING COMMISSION FINANCIAL REPORT
Summary

Budget – January 8, 2024



<u>Account</u>	<u>Appropriation</u>	<u>Expenditure</u>	<u>Balance</u>
Salaries	\$172,040.00	\$0.00	\$172,040.00
Supplies	\$2,500.00	\$0.00	\$2,500.00
Hosp.	\$26,310.00	\$0.00	\$26,310.00
Medicare	\$2,400.00	\$0.00	\$2,400.00
OPERS	\$23,010.00	\$0.00	\$23,010.00
Worker's Comp.	\$100.00	\$0.00	\$100.00
Other Expenses	\$5,200.00	\$0.00	5,200.00
Equipment	\$3,225.00	\$0.00	\$3,225.00
Contracted Services	\$0.00	\$0.00	\$0.00
Covid -19 Expenses	\$0.00	\$0.00	\$0.00
Copier Usage Services	\$1,000.00	\$0.00	\$1,000.00
Travel	\$4,600.00	\$0.00	\$4,600.00
Advertising	\$325.00	\$0.00	\$325.00
Training	\$700.00	\$0.00	\$700.00
Member, Dues, Lic. Sub	\$2,300.00	\$0.00	\$2,300.00
Total	\$243,710.00	\$0.00	\$243,710.00

SUMMARY RESOLUTION FOR EXPENSES
GEAUGA COUNTY PLANNING COMMISSION


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

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 JANUARY 9, 2024 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	1/8	LINDA CROMBIE/ <i>CARRYOVER 2023</i> MILEAGE REIMBURSEMENT THOMPSON TOWNSHIP	12.18
1051	SUPPLIES	1/8	STAPLES/ <i>CARRYOVER 2023</i>	650.36
1051	SUPPLIES	1/8	STAPLES/ <i>CARRYOVER 2023</i>	80.37
1050	COPIER USAGE	1/11	DEX IMAGING/ <i>CARRYOVER 2023</i>	31.95
TOTAL				<u>\$774.86</u>



, Chairman
Nicholas J. Gorsis



Gary Neola, Secretary/Treasurer

<u>Planning Commission Revenues</u> <u>from Fees for January to</u> <u>December 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
November	\$500.00
December	\$150.00
	Yearly Total: \$22,770.00