

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
February 13, 2024 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. JANUARY 9, 2024 REGULAR MEETING MINUTES
4. APPROVAL OF AGENDA/ADDENDUM ITEMS
5. FINANCIAL REPORT AND APPROVAL OF EXPENSES
6. DIRECTOR'S REPORT:
7. OTHER BUSINESS:
 - A. 2023 FINANCIAL SUMMARY
8. MAJOR SUBDIVISIONS TO BE REVIEWED:
 - A. HICKORY DALE ALLOTMENT
REPLAT OF SUBLOTS 65 THRU 67 & PART OF SUBLLOT 64
NEWBURY TOWNSHIP
FINAL PLAT
 - B. PUNDERSON'S LAKE DEVELOPMENT
REPLAT OF SUBLOTS 117-119 & 140-141
NEWBURY TOWNSHIP
FINAL PLAT
9. TOWNSHIP ZONING AMENDMENTS TO BE REVIEWED: NONE
10. CORRESPONDENCE: NONE
11. OLD BUSINESS: NONE
12. NEW BUSINESS:
 - A. MONTHLY FINANCIAL REPORT
 - B. 2020 URBAN AREA MAP
 - C. 2023 YEAR END REPORT
13. 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

12611 Ravenwood Dr. Suite #380, Chardon, OH 44024
Phone: (440) 279-1740 Fax: (440) 285-7069
<https://bocc.geauga.oh.gov/departments/planning-commission>

FEBRUARY 13, 2024 MEETING MINUTES

1. Pledge of Allegiance

Chairman Nick Gorris called the February 13, 2024 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: Commissioner Dvorak, Gary Neola, Nick Gorris, Dennis Bergansky, Walter Claypool, Caterina Cocca-Fulton, Dan Miller and Jim McCaskey.

Members absent: Commissioner Tim Lennon and Commissioner Ralph Spidalieri.

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

Mr. McCaskey arrived at 7:35 a.m.

Ms. Cocca-Fulton arrived at 7:36 a.m.

Commissioner Dvorak left at 8:57 a.m.

3. Approval of Minutes for the January 9, 2024 Regular Meeting

Mr. Neola made a motion to approve the January 9, 2024 regular meeting minutes, and Mr. Bergansky seconded the motion. Commissioner Dvorak and Mr. Miller abstained, and upon a call for the vote, the motion passes.

4. Approval of Agenda/Addendum Items:

Chairman Gorris asked if there was anything to add to the agenda, seeing none, Mr. Claypool made the motion to approve the agenda as presented and Mr. Neola seconded, and upon a call for the vote, the motion passes.

5. Financial Report and Approval of Expenses

Ms. Irizarry provided the financial report as of February 12, 2024, attached hereto and the expenses marked as Exhibit "A" totaling \$18.09, which is the final carryover expense from 2023. She also presented a chart of all the revenues the Planning Commission received for projects during the month of January.

Commissioner Dvorak made a motion to approve the financial report and the summary of expenses, marked exhibit "A" totaling \$18.09. Mr. Miller seconded the motion, and upon a call for the vote, the motion passes.

6. Director's Report

1. New Building Lots: Ms. Crombie said January had five (5) building lot proposals submitted, they were for Thompson, Middlefield, Troy, Huntsburg and Parkman townships.

2. Claridon Township Land Use: Ms. Crombie said Claridon Township Land Use Committee discussed their survey results and staff spent 15.4 hours in January on the plan update. The total hours for staff involvement from May to January is 121.2 hours.

3. Geauga Growth Partnership's GEL meeting: Ms. Crombie said she attended the Geauga Growth Partnership's GEL meeting where Ms. Orahod from the Geauga County Farm Bureau spoke about farming and the Know and Grow program that invites 6th grade students to the county fair to learn about agriculture.

4. Geauga County Township Association Quarterly Dinner: Ms. Crombie said she and Ms. Kobus attended the Auburn Township quarterly meeting where the guests were, Judge Terri Stupica, who provided an overview of Chardon Municipal Court, and Leadership Geauga, who described their programs relating to community and business issues.

5. Proposed Annexation into Middlefield Village: Ms. Crombie said a 25.34 acre lot located on the north side of Kinsman Road in Middlefield Township is proposed to be annexed into Middlefield Village for the construction of Hartville Hardware store. The Village requires annexation as it will provide access to sewer and water. Ms. Crombie is not sure of the time frame.

6. Interoffice Assistance: Ms. Crombie said Ms. Irizarry proposed the idea of a "floater" position where part-time employees, such as herself, could fill in at other county offices due to illnesses or vacations to possibly avoid office closures due to short staff. Ms. Irizarry said she proposed this idea as a way to help out other departments in the county, and to offer cross training in other county offices to better understand what that office entails and to avoid having to hire more staff. She also mentioned that this could be an opportunity for part-time employees to get extra hours. Ms. Crombie said another Director was interested in the idea and it will be brought up at an upcoming Director's meeting.

Ms. Crombie said Ms. Kobus prepared maps for Geauga Public Health and Geauga Soil and Water related to properties that have off lot household septic systems. Ms. Kobus also demonstrated how to use the functions on nearmap to Chester Township, per their request.

7. Total Solar Eclipse, April 8, 2024: Ms. Crombie said Geauga Department of Emergency Services (DES), requested a meeting with Ms. Kobus and City of Chardon regarding the upcoming solar eclipse. DES is working with local businesses and others who are planning to have events related to the eclipse. Ms. Kobus gave a rundown of the planned events. For example, Geauga County Park District, will have a kids event where they can make solar eclipse sunglasses and they will also have kids observe if their chickens will roost. She also mentioned there will be food trucks. There was discussion among the board members about what schools would be closed and open.

8. Commercial Construction Activity, January 2024: Ms. Crombie said there were three (3) construction projects in January. In Russell Township, there was a 2,760 square foot community meeting building; Middlefield Village, Shrock storage addition, 12,000 square feet; and Newbury Township, Daughters Three LLC, Cold Storage Addition, direct connect to the back of the building.

9. Senate Select Committee on Housing: Ms. Crombie said she and Mr. Neola attended 1.5 hours of the Senate Select Committee public hearing held at Cleveland Foundation on January 11. The meeting ended up being seven (7) hours in total. The committee will prepare a report on its findings and provide recommendations to the General Assembly. She presented the link for public hearing to the board for

their review. Some of the topics proposed is to take away non-limited home rule township zoning authority and give it to the counties and eliminate zoning referendums as a solution to housing crisis, which would make it easier for companies to build more houses. Ms. Crombie said Ohio does have counties that have county zoning.

Mr. Claypool asked who is testifying and who is not; he feels this is a way to push low-income housing and if you look across the country at how the government tried to improve low-income housing, it never worked. Mr. Neola commented that he read some of the testimonies and MetroHealth feels there is a need for more affordable housing, but he feels all the money MetroHealth spent on remodeling their campus, they don't need any money. Mr. McCaskey said he heard they were pushing to go to state zoning. Ms. Crombie commented that it is too early to know what will be written into the proposed legislation but she will provide future updates.

10. CEDS Follow-up: Ms. Crombie said as a follow-up to the November 2023 meeting, the board asked that she contact Commissioners Spidalieri and Lennon as well as county Administrator Gerry Morgan, regarding the letter from Planning Commission about the CEDS and Climate Actions Plan led by NOACA. She contacted them and Mr. Morgan advised that the Commissioner's Office will respond, but no time frame was given.

11. Zoning Group: Ms. Crombie said in past years, the township zoning inspectors would meet quarterly to discuss various zoning topics and share ideas. The last meeting was held in 2019, partly due to the pandemic in 2020. Jonathan Tiber, in association with the Geauga County Township Association, organized a meeting late last year, not just for township zoning inspectors, but for any township zoning personnel, to determine if there was still an interest in meetings and there was. Mr. McCaskey said Munson Township zoning inspector Jim Herringshaw attended the meeting and thought it was great.

12. Sign-in Sheets: Ms. Crombie said it was suggested by Chairman Gorris of having a sign-in sheet at the Planning Commission meetings. Ms. Crombie spoke with the Prosecutor's Office about this, and they thought it was a good idea, but if someone doesn't want to sign it, they do not have to. Mr. Neola asked if the purpose of the sign-in sheet was to see if any outside people were interested in what the board discusses. Mr. Gorris thought it was a courtesy to have the names of all people attending the meetings. Mr. Miller asked if someone wants to make a public comment, are they required to contact the board first and the answer was no. Ms. Cocca-Fulton said that the public needs to know when making a public comment, they must state their name and be aware that the time frame to speak is not unlimited.

13. Future 2024 Expenses: Ms. Crombie gave a breakdown of some future expenses the Planning Commission has for 2024. She said she is going to apply for the 2024-2025 Leadership Geauga program, which will take place one Friday a month between the months of September through June and the cost is \$2,350.00. Also, she is purchasing the guide "A Guide to Planning in Ohio" for \$30.00. She said this will be helpful to the department and gave a brief outline of the contents of the guide. Ms. Cocca-Fulton, noting that one of the chapters regarded ethics, asked is there was a code of ethics for planners? Ms. Crombie said yes, the AICP certification does.

14. 2024 Boundary and Annexation Survey (BAS) from the Census Bureau: Ms. Crombie said each year the Census Bureau request local government to provide any boundary changes that were effective for the previous year. If the Middlefield Village annexation is approved, staff will update the Census Bureau.

15. APA Cleveland's Annual Planning and Zoning Workshop: Ms. Crombie let the board know of Planning and Zoning workshops coming up. She said she and Ms. Kobus will be attending the workshop held in Lake County on Friday, June 28th.

16. Legislative Updates: Ms. Crombie presented the house bills previously discussed at past meetings and said there has not been anything new. Ms. Crombie said after the last meeting adjourned Mr. McCaskey asked if legislative updates should be a formal item on the agenda. The update has been in the Director's Report as needed. Ms. Crombie said if it is to be a formal item on the agenda, then the bylaws would need to be changed. The board agreed the update can remain part of the Director's Report.

17. GIS User Group Meeting: Ms. Crombie said the group meets quarterly to discuss various topics.

18. ODOT Projects: Ms. Crombie said ODOT shared information about upcoming projects including left turn lanes on Route 422 at Rapids Road for 2026 and resurfacing of part of Route 422 from the Ladue Reservoir to the east county in 2029. There was discussion from the board about how this will affect the traffic flow. Ms. Crombie said it was important to know about any improvements and expansions and that ODOT generally looks to increase performance of existing roadways before capacity is increased.

19. Year End Inventories and Reports: Ms. Crombie said she and Ms. Irizarry worked on the Year End Inventories required for the Auditor's office. Mr. McCaskey asked if these reports included more than just office supplies. Ms. Crombie said it is a list of all the inventory in Planning Commission's office, such as furniture. Anything that was auctioned off since moving into the new building was removed from the inventory. Mr. McCaskey then asked if the board needs to approve the inventory reports. Ms. Crombie said no, but she could present them to the board next year. Mr. Gorris agreed to present to the board next year.

20. Work Summary, January 2024: Ms. Crombie said there was a total of 41 lot splits/subdivisions/easements/amendments for the month of January 2024, as compared to December 2023, which was 19. The staff referred to the General Plan one time in January regarding Economic Development. Staff also referred to the Land Use chapter one time regarding urbanized area maps.

7. Other Business:

A. 2023 Financial Summary:

Ms. Crombie said Ms. Irizarry provided a 2023 Year End Financial Summary to show how all the accounts are being utilized. Ms. Irizarry explained that this a breakdown of all the Planning Commission accounts and highlighted the usage of some of the accounts like Salaries and Hospitalization, which are almost 100% used, while others such as materials and copier usage are about 46% used. She explained that the money is budgeted and sometimes it is hard to determine how much money will be used for the year, like for copier usage. There may be more projects involving staff one year versus another. She said overall 2022 totaled 95.87% usage, and 2023 totaled 97.94%, so we have used more of our funds than in 2023. Mr. McCaskey said he felt that the usage was very tight.

Mr. Neola asked what happens to the unused money in the accounts. Ms. Crombie said it goes into the general fund. Ms. Crombie said the draft budget comes from the Board of County Commissioners (BOCC) sometime in April and staff submits the actual request to the BOCC in May. Mr. Neola commented we need to be fiscally minded on how to spend money. Ms. Crombie noted that the

Training account was not used as much in 2023 due to timing of one of the trainings and another was cancelled. Mr. McCaskey said he would hate to see the Training account be under used moving forward.

8. Major Subdivisions to be Reviewed:

- A. Hickory Dale Allotment
Replat of Sublots 65 thru 67 & part of Sublot 64
Newbury Township
Final Plat**

Ms. Crombie said Donna Hawkins applied to consolidate part of subplot 64 and all of 65 to 67, which has an existing home, of the Hickory Dale Allotment in Newbury Township to create subplot 65-R totaling 0.423 acres. Ms. Crombie said she did not receive a lot of comments about this and recommends approving the replat. Mr. McCaskey asked why she was doing this, and Ms. Crombie replied the applicant wants to tear down the existing home and rebuild, plus the Township is requiring her to consolidate.

Motion made by Mr. McCaskey to approve the replat of Hickory Dale Allotment to create subplot 65-R and seconded by Commissioner Dvorak and upon a call for the vote, the motion passes.

- B. Punderson's Lake Development
Replat of Sublots 117-119 & 140-141
Newbury Township
Final Plat**

Ms. Crombie said applicants Ashley Tabron and Anthony Kovac applied to consolidate sublots 117 to 119 and 141 and 142 of Punderson's Lake Development to create subplot 117-R totaling .07715 acres. Initially the applicant wanted to consolidate and have two parcels, one being a consolidation of subplot 141 and 142 and the other being a consolidation of sublots 117 to 119, but ultimately proposed consolidating all five (5) parcels with the intent to build on it eventually. The Township Zoning Inspector required the consolidation due to required setbacks. Mr. Gorris commented that an accessory building could be built on back of property even though it fronts on another street.

Motion made by Commissioner Dvorak to approve the replat of Punderson's Lake Development to create subplot 117-R and seconded by Mr. Bergansky and upon a call for the vote, the motion passes.

12. New Business:

A. Monthly Financial Report:

Ms. Crombie said she would like to discuss the process of how financial reports are prepared. Currently, our monthly financial report and summary of expenditures covers all the activity that occurred between the monthly meetings, which means it is split between part of the prior month and part of the current month. Typically, financial reports cover the entire month. Ms. Crombie explained with the current process, the reports are finalized the day before the Planning Commission meeting. If the board is interested, we could change the process of financial reporting to reflect the entire month and add it to the Dropbox or leave it as is. Mr. Bergansky commented that he feels it is better to do the entire month;

it would be easier. Mr. Neola agreed that it would be easier to see the entire financial report for February in the month of March. He said for the March meeting though it will only cover part of February if the process is changed.

Motion made by Mr. Neola to change the process of how monthly financial reports and Summary of Expenses are prepared, and seconded by Mr. Claypool, and upon a call for the vote, the motion passes.

B. 2020 Urban Area Map:

Ms. Kobus said the Census Bureau released the 2020 Urban Area Criteria and there were some changes between the 2010 and 2020 Urbanized/Urban Areas. She said for 2010, the “Qualifying Urban Areas” minimum threshold of people is 2,500 as compared to 2020, which is 2,000 housing units or 5,000 people. The reason for this change in 2020 has to do with the public input received by the Census Bureau.

Another difference between the 2010 and 2020 Census is the criteria changed for an Urban Area Type. In 2010, Urbanized Areas were identified as using a 50,000-population minimum threshold and Urban Clusters as between 2,500 to 50,000. In 2020, Urban Areas are no longer distinguished as either urbanized areas or an urban cluster. All qualifying areas are designated as an Urban Area. The Board discussed the Census Bureau’s change in methodology. Mr. Claypool said this change impacts how MPO’s are formed based upon population.

Ms. Kobus said per the 2020 Cleveland Urban Area Map, portions of Medina County are no longer part of it. Mr. Bergansky asked if this was the case for the City of Chardon. Ms. Kobus said the City of Chardon is considered an Urban Area, but Middlefield Village and Burton Village are no longer considered as urban. It was noted that significant portions of Chester Township and Russell Township are no longer considered part of the Cleveland Urban Area per the 2020 map and that Bainbridge Township’s portion was reconfigured. Mr. McCaskey questioned the 5,000 people criteria. Ms. Kobus looked up the requirement and said it is based upon there being 425 housing units per square mile. Mr. Claypool asked how many square miles there are per township, and the board replied generally 25 square miles. Ms. Cocca-Fulton commented that commercial and non-residential areas play into this and the density of people, so the methodology is complex.

Ms. Crombie said Ms. Kobus will forward more research to update the board. Mr. Gorris asked for the link to the maps as well.

C. 2023 Year End Report:

Ms. Crombie said the Year End Report for 2023 has been prepared and it followed the same format as last year. She highlighted some of the bigger projects from the past year including the Claridon Township Land Use Plan assistance, expansion of the Standard Operating Procedures, County Subdivision Regulations update going into 2024, and the creation of a new compensation table. Mr. Gorris asked once this is posted to the Planning Commission website, will the 2022 Year End Report be removed? Ms. Crombie advised that it can remain for reference.

12. Adjournment:

Motion by Mr. Bergansky to adjourn the meeting, seconded by Mr. Neola and upon a call for the vote,

the motion passes. Meeting adjourned 9:03 a.m.



Nicholas Gorris, Chairman



Gary Neola, Secretary/Treasurer

COUNTY PLANNING COMMISSION FINANCIAL REPORT
Summary

Budget – February 12, 2024



<u>Account</u>	<u>Appropriation</u>	<u>Expenditure</u>	<u>Balance</u>
Salaries	\$172,040.00	\$18,329.61	\$153,710.39
Supplies	\$2,500.00	\$0.00	\$2,500.00
Hosp.	\$26,310.00	\$2,378.98	\$23,931.02
Medicare	\$2,400.00	\$173.74	\$2,226.26
OPERS	\$23,010.00	\$1,710.76	\$21,299.24
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	\$22,593.09	\$221,116.91

SUMMARY RESOLUTION FOR EXPENSES
GEAUGA COUNTY PLANNING COMMISSION

Commissioner Drosch -

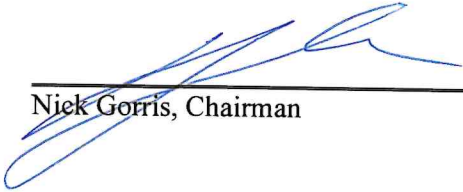
MOVED THE ADOPTION OF THE FOLLOWING RESOLUTION,
WHICH MOTION WAS SECONDED BY Mr. Miller.

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

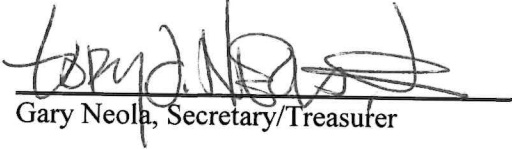
WHEREAS, THESE EXPENSES HAVE BEEN REVIEWED BY THE MEMBERS OF THE COMMISSION AT ITS FEBRUARY 13, 2024 MEETING.

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>
1050	COPIER USAGE	2/6	DEX IMAGING/ <i>CARRYOVER 2023</i>	18.09
TOTAL				<u>\$18.09</u>



Nick Gorris, Chairman



Gary Neola, Secretary/Treasurer

<u>Planning Commission Revenues from Fees for January 2024</u>	<u>Year to Date Balance:</u>
January	\$1,760.00
	Yearly Total: \$1,760.00