

# Geauga County Planning Commission

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

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## ***GEAUGA COUNTY PLANNING COMMISSION AGENDA***

***April 9, 2024 REGULAR MEETING***

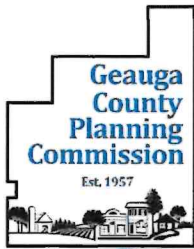
***12611 Ravenwood Drive***

***Conference Room A334, 3<sup>rd</sup> Floor***

***7:30 A.M.***

1. PLEDGE OF ALLEGIANCE
2. ROLL CALL
3. APPROVAL OF MINUTES:
  - A. MARCH 12, 2024 REGULAR MEETING MINUTES
4. APPROVAL OF AGENDA/ADDENDUM ITEMS
5. FINANCIAL REPORT AND APPROVAL OF EXPENSES
6. DIRECTOR'S REPORT:
7. OTHER BUSINESS: NONE
8. MAJOR SUBDIVISIONS TO BE REVIEWED: NONE
9. TOWNSHIP ZONING AMENDMENTS TO BE REVIEWED:
  - A. BAINBRIDGE TOWNSHIP  
TEXT AMENDMENT Z-2024-1  
INITIATED MARCH 26, 2024  
BY ZONING COMMISSION
10. CORRESPONDENCE:
11. OLD BUSINESS:
12. NEW BUSINESS:
  - A. GIS-PLANNING INTERN POSITION
  - B. 2025-2029 FIVE YEAR GOAL TIMELINE
  - C. 2025 BUDGET REQUEST (FOR REVIEW AND APPROVAL)– EXECUTIVE SESSION
  - D. COMMUNITY ANALYST DEMO
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

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## APRIL 9, 2024 MEETING MINUTES

### 1. Pledge of Allegiance

Chairman Nick Gorris called the April 9, 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: Gary Neola, Nick Gorris, Dennis Bergansky, Walter Claypool, Dan Miller, Matt Johnson, and Jim McCaskey.

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

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

Mr. McCaskey arrived at 7:32 a.m.

### 3. Approval of Minutes for the March 12, 2024 Regular Meeting

Mr. Neola made a motion to approve the March 12, 2024 regular meeting minutes, and Mr. Bergansky seconded the motion, 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. Bergansky 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

Chairman Gorris asked if there were any questions regarding the Financial Report and Approval of Expenses sent to the board in the Dropbox link.

Mr. McCaskey made a motion to approve the financial report and the summary of expenses and Mr. Bergansky seconded, and upon a call for the vote, the motion passes.

### 6. Director's Report

1. New Building Lots: Ms. Crombie said March had four (4) building lot proposals submitted, there was one (1) for Thompson, one (1) for Burton, one (1) for Parkman, and one (1) for Middlefield township.

2. Claridon Township Land Use: Ms. Crombie said staff spent more time in March on the Claridon Land Use Plan update, which was a total of 41.3 hours as compared to last month, which was 12.5 hours. This was due to time spent helping the township prepare for their April 4, 2024 public forum. The township

is now ready to move forward with writing their new Land Use Plan. Mr. McCaskey commented that he attended the public forum and Ms. Crombie and Ms. Kobus did an excellent job.

3. Interoffice Assistance: Ms. Crombie said Ms. Kobus prepared maps for Russell Township Police Department for officer training/testing regarding the location and names of township streets.

4. Commercial Construction Activity, March 2024: Ms. Crombie said there were two (2) construction projects in March, one in Middlefield Village, W. and R. Schrock, which is a warehouse building, 25,000 square feet; and the other in Munson Township, which is an auto body shop, 10,807 square feet.

5. Senate Select Committee of Housing- Ohio Township Association Talking Points: Ms. Crombie said the Ohio Senate Select Committee on Housing held several public hearings across the state regarding affordable housing. They still haven't released findings, however, Logan-Union Champaign Regional Planning Commission sent a letter to the Ohio House and Senate voicing their opposition to changing or eliminating township zoning, which was signed by three counties and their townships.

Mr. Claypool said this might be a topic for the board to hold a special meeting and he would like to make a motion to draft a letter county wide in opposition to what is being proposed. He made a motion for the Board of County Commissioners (BOCC), Senator Sandra O'Brien, and the Geauga Township Association (GCTA) to be contacted and request their attendance for the May 14, 2024 Planning Commission meeting to discuss further. Mr. McCaskey said he would second the motion for further discussion of the opposition to changing or eliminating township zoning.

Mr. Claypool commented that he feels all this is being handled in an underhanded way, all the people who attended these public hearings were all the ones who would benefit from it. There was no one who opposed. Mr. Neola agreed that we need to get the BOCC and GCTA involved and do the same thing that Logan – Union did.

Mr. Gorris clarified that there is a motion by Mr. Claypool to invite Senator O'Brien, the BOCC, and the Geauga County Township Association to the May 14, 2024 meeting and to draft a letter county wide to oppose what is being presented at the state level. Seconded by Mr. McCaskey, and upon a call for the vote, the motion passes.

6. LAEPP Application (Agricultural Easement): Ms. Crombie said Ms. Shale, Director of Geauga Soil and Water Conservation District, is in the process of filling out a LAEPP application (Local Agricultural Easement Purchase Program) to preserve a 129-acre farm in Thompson Township. The application contains questions regarding whether there is an up-to-date land use plan in the area where the property is located. Ms. Crombie went over questions asked on the application, and mentioned the more questions can be answered "yes" equates to more points on the application. She commented that even though Thompson Township's Land Use plan has not been updated in over ten years, the County's General Plan has been updated and adopted in 2021. Ms. Shale was able to answer "yes" to those questions based on the updated County General Plan, which is why it is important to have an updated plan.

7. Directory of Public Officials: Ms. Crombie said Ms. Irizarry updated the Directory of Public Officials and it was posted to the website. Any changes that staff is made aware of throughout the year, whether it is retirement or new hires, will be added with a new revision date.

8. Zoning Inspectors Contact List: Ms. Crombie said staff has always provided a list of zoning inspector names, phone numbers, and addresses, but now staff has updated their list to include zoning inspectors email addresses. Adding the email address helps residents and surveyors who have questions or if they

need to submit documentation regarding their lot splits, consolidations, etc. This also has been added to the website.

9. NE Ohio Planning and Zoning Workshop: Ms. Crombie said Lake County will be hosting the Planning and Zoning Workshop this year, which will be held at Willoughby Hills Community Center. They are currently looking for speakers for various workshops, such Agriculture, Farmland Preservation, Riparian Setbacks, Marijuana, etc.

10. Info Sheet Update: Ms. Crombie said per the 2024 Goals, she and Ms. Kobus created a draft of the agriculture info sheet as well as the one for Roles of Township in Zoning. These will be presented at an upcoming meeting.

11. New Commercial Construction, 1<sup>st</sup> Quarter 2024: Ms. Crombie presented a map prepared by Ms. Kobus of new Commercial Construction throughout the county.

12. New Housing Starts, 1<sup>st</sup> Quarter 2024: Ms. Crombie said Ms. Kobus prepared a map of New Housing Starts for the 1<sup>st</sup> Quarter of 2024. Ms. Kobus said there were 52 new housing starts, which is double from last year. They are scattered across the county, except Thompson Township.

13. Legislative Updates: Ms. Crombie said there was one Legislative update.

HB 2, State Funding for economic growth and community development, was introduced 2-13-24, has passed the house, and introduced in Senate.

14. Work Summary, March 2024: Ms. Crombie said during the month of March there were 30 lot splits/subdivisions/easements/amendments. The staff referred to the General Plan two (2) times in March regarding Demographics and Land Use Chapters. Staff also assisted with the Claridon Township Land Use plan and Thompson Township Land Use plan.

#### **9. Township Zoning Amendments to be Reviewed:**

##### **A. Bainbridge Township Text Amendment Z-2024-1 Initiated March 26, 2024 By Zoning Commission**

Ms. Crombie said Bainbridge Township Zoning Commission submitted zoning amendment Z-2024-1 impacting four chapters of their zoning resolution, which relates to adding permitted, accessory, and prohibited uses, modifying setbacks, format, and cross references.

Chapter 140- Active Public Park District: Ms. Crombie said a cross reference is being added to 101.02, Declaration of Purpose, and 131.04, Purpose of Districts. She also pointed out that in 140.02 (c), a reference is added that further references 142.02 (c), which allows sheds and restroom facilities and others as an accessory use. Under 140.02(a) Use Regulations, language is being removed in conjunction with adding a reference to (a), to Section 142.02 (a), which allows for pedestrian walkways, sidewalks, trails, and bicycle paths. Ms. Crombie said it is not necessary to keep the reference to jogging trails as it is already covered with pedestrian trails. She also pointed out section 140.03, Area, Height, and other Regulations, Bainbridge is changing the 100 feet setback to add more specific setbacks. Under (d), the minimum setback for any buildings or structures shall be 100 feet from any residentially zoned property line, and that (e) was added to specify required setbacks for front yards, side yards and more.

Mr. Claypool said in looking at the list of permitted uses and non-permitted uses, does the township have authority in an Active Park to dictate what a park does? Can they ban things, such as horseback riding on the Geauga Park District property. The park has its own rules. You can't create a generic rule that applies to everyone. Ms. Crombie said zoning is the creation of zoning districts, and the regulations are uniformly applied, but the Geauga Park District is different as it is a separate entity. Mr. Gorris likened that to when a local government need only make a reasonable attempt to meet local zoning regulations. Mr. Neola asked if these permitted uses and non-permitted uses should only apply to township owned parks. Mr. Bergansky agreed. Mr. McCaskey said it seems like they trying to put park district rules into zoning. Ms. Crombie said a handful of townships adopted the Model Zoning for Passive and Active Parks, which specifies permitted uses, but the township can modify accordingly.

There was discussion amongst the board of what is prohibited and not prohibited in active parks. Mr. Gorris pointed out that "horse trails" and similar uses are being proposed to be prohibited in the Active Park district. Ms. Crombie said it is not a permitted use in the Passive Park district and may be proposed as prohibited in the Active Park district potentially due to maintenance responsibilities.

Chapter 142 – Passive Public Park District: Ms. Crombie said the same cross reference to 101.02, Declaration of Purpose, and 131.04, Purpose of Districts is being added. She said there was a reference to Section 161.22 being added, but that section does not yet exist as the township is proposing to add it with a future amendment. Ms. Crombie recommends removing this and add it as an amendment later and the Board agreed as it is not known what the section entails. She also said the same minimum setbacks were added for Passive Parks as they were for Active Parks.

Mr. Claypool asked if zoning related to parks are in the Model Zoning as we need to look at this. Ms. Crombie said it is in the Model, but the language is general and that we will be reviewing the Model in 2025.

Chapter 165 – Nonconformities: Under 165.05, Completion of Nonconforming Buildings or Structures, Ms. Crombie recommends removing struck through language as the Building Department does not have review authority over non-conforming uses. Mr. Neola said this an appropriate modification.

Chapter 186 – Wireless Telecommunications Towers and Facilities: Ms. Crombie said she had no comments on this.

Mr. Gorris asked if the board could entertain a motion to approve with modifications, the Bainbridge Township Amendment Text Amendment Z-2024-1, based on Director's comments, recommend language in Active and Passive Parks apply to township owned parks only and under Section 142, Passive Parks, remove language referring to 161.22 as it does not exist yet.

Motion made by Mr. Bergansky to approve with modifications, based upon comments as discussed, the Bainbridge Township Text Amendment Z-2024-1 and seconded by Mr. Neola and upon a call for the vote, the motion passes.

Side Note: Mr. Gorris mentioned he received a call from a Troy Township resident who had concerns with a recent township amendment proposal. He asked the resident to formalize questions and put into writing his concerns and we can research these and answer them.

**12. New Business:**

**A. GIS-Planning Intern Position:**

Ms. Crombie said she received three applications for the GIS – Planning Intern position. The candidates were interviewed, and references called for the selected candidate. Aden Ricketts was selected, but she cannot formally offer him the position without Planning board’s approval. Ms. Crombie briefly went over his resume with the board.

Motion made by Mr. Claypool to approve the hiring of the GIS – Planning Intern and seconded by Mr. McCaskey and upon a call for the vote, the motion passes.

**B. 2025-2029 Five Year Goal Timeline:**

Ms. Crombie said in keeping our projects on track, she drafted a timeline of what projects staff will be working on during 2025-2029 and when completion is expected. She broke the timeline into 3 parts: Part 1) Work we (staff) are required to do, 2) Work we should do, and 3) Work we could do.

Part 1: Work we are required to do: These are items that staff works on daily or weekly: Subdivision regulations, township text/map amendments, administrative, zoning/subdivision inquires, easements, professional development, mapping projects, website updates. The bigger annual projects are the update of the Farmland Preservation Plan (2025), County Planning Commission Personnel Policy and Procedure Manual (2025-2026), and the County General Plan update (2026-2027).

Part 2: Work we should do: Assistance with county and township departments, including land use plan update assistance, Info Sheets series, host the Planning and Zoning Workshop, year-end report, and other bigger projects like the Standard Operating Procedures.

Part 3: Work we could Do: This depends on staff availability. Website updates (large scale), interactive mapping.

**C. 2025 Budget Request (For Review and Approval) – Executive Session:**

Chairman Gorris said it is necessary to move to enter Executive Session to discuss compensation of a public employee.

Motion made by Mr. Claypool to enter Executive Session at 8:40 a.m. to discuss compensation of a public employee and seconded by Mr. Bergansky and Mr. Gorris asked Ms. Irizarry for a roll call vote, and upon a call for the vote, the motion passes.

Executive Session: Entered 8:40 am.

Roll Call:

Commissioner Dvorak: Absent

Commissioner Spidalieri: Absent

Commissioner Lennon: Absent

Ms. Cocca- Fulton: Absent

Mr. Neola: yes

Mr. Gorris: yes

Mr. McCaskey: yes

Mr. Claypool: yes

Mr. Miller: yes

Mr. Bergansky: yes

Mr. Johnson: yes

The Planning Commission board exited Executive Session at 9:00 am.

Ms. Crombie said the BOCC sent the 2025 budget request information a month earlier this year. The Planning Commission's budget request is due by April 15<sup>th</sup>, 2024, and she would like the board to act on it. She gave a breakdown of all the accounts for 2025 and summarized what each account entails. She did highlight a few accounts that she increased, such as the amount of the "Equipment" account due to ordering a piece of furniture that was never received when we moved into this building. She also increased the budget for the "Other" account due to a request by Ms. Kobus for tuition reimbursement. Mr. Claypool said the only thing he would advise is to utilize all the allotted budget allowed in the "Training" account. He emphasized the importance of trainings. Mr. McCaskey agreed that the request should not be reduced. Mr. Gorris also advised to increase the amount of money in the "Membership, Dues, and Subscription account", due to an increase in the cost of Adobe Pro this year.

Motion made by Mr. Claypool to approve the 2025 Budget Request as discussed and seconded by Mr. McCaskey and upon a call for the vote, the motion passes.

**D. Community Analyst Demo:**

Ms. Crombie said as previously discussed, the staff was offered a one-year subscription to Community Analyst, since she is a member of the American Planning Association. She presented the Community Analyst layout, which is available only through ArcOnline. A large portion of this is Census data, which is compiled by ERSI, in a pre-formatted layout. Ms. Kobus said you can change and modify how you want to visually see the layout of Census data. A drive time map was also displayed as an example.

Ms. Crombie said that the County's Auditor's Office will be changing over to an Enterprise GIS system soon that will be managed by them. Ms. Crombie emphasized that "Community Analyst" is only available through ArcOnline and not with the new Enterprise GIS. Enterprise GIS has available "Business Analyst", which is an Economic Development focused software package, and offers the same tools as "Community Analyst". Ms. Kobus said a license costs \$100.00 per year. Ms. Crombie said the staff wanted to let the board know of the value and it can be used for one year and then determine if we want to continue with it. The Board felt it was worth the expense.

Mr. Claypool referred how the Planning Commission board is being misrepresented in the Organizational Chart Draft presented last year. He said while Planning Commission was formed by the BOCC, we do not directly report to them. Ms. Crombie said she can change and bring back to the board for the May 14, 2024, meeting.

**13. Adjournment:**

Motion by Mr. McCaskey to adjourn the meeting, seconded by Mr. Bergansky and upon a call for the vote, the motion passes. Meeting adjourned 9:22 a.m.

  
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Nicholas Gorris, Chairman

  
\_\_\_\_\_  
Gary Neola, Secretary/Treasurer

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

**Budget – Prepared April 2, 2024**



<u>Account</u>	<u>Appropriation</u>	<u>Expenditure</u>	<u>Balance</u>
Salaries	\$172,040.00	\$36,659.22	\$135,380.78
Supplies	\$2,500.00	\$0.00	\$2,500.00
Hosp.	\$26,310.00	\$7,136.94	\$19,173.06
Medicare	\$2,400.00	\$521.21	\$1,878.79
OPERS	\$23,010.00	\$5,132.28	\$17,877.72
Worker's Comp.	\$100.00	\$0.00	\$100.00
Other Expenses	\$5,200.00	\$35.50	5,164.50
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	\$35.03	\$964.97
Travel	\$4,600.00	\$273.27	\$4,326.73
Advertising	\$325.00	\$0.00	\$325.00
Training	\$700.00	\$20.00	\$680.00
Member, Dues, Lic. Sub	\$2,300.00	\$1,045.00	\$1,255.00
<b>Total</b>	<b>\$243,710.00</b>	<b>\$50,858.45</b>	<b>\$192,851.55</b>



**SUMMARY RESOLUTION FOR EXPENSES  
GEAUGA COUNTY PLANNING COMMISSION**

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


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 APRIL 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>
0338	TRAVEL	3/5	GEAUGA TOWNSHIP ASSOCIATION DINNER <ul style="list-style-type: none"> <li>• <i>Quarterly dinner-Claridon Township</i> <ul style="list-style-type: none"> <li>○ <i>Linda Crombie</i></li> <li>○ <i>Allyson Kobus</i></li> </ul> </li> </ul>	\$56.00
0338	TRAVEL	3/12	LINDA CROMBIE <ul style="list-style-type: none"> <li>• <i>Milage Reimbursement</i> <ul style="list-style-type: none"> <li>○ <i>Prosecutor Office – round trip</i></li> <li>○ <i>Claridon Land Use</i></li> </ul> </li> </ul>	\$16.35
0338	TRAVEL	3/12	ALLYSON KOBUS <ul style="list-style-type: none"> <li>• <i>Mileage Reimbursement</i> <ul style="list-style-type: none"> <li>○ <i>Planning and Zoning Conference brainstorm session</i></li> <li>○ <i>Claridon Land Use</i></li> </ul> </li> </ul>	\$23.85
0306	COPIER USAGE	3/5	DEX IMAGING <ul style="list-style-type: none"> <li>• <i>1/22/24 TO 2/21/24</i></li> </ul>	\$35.03
0342	TRAINING	3/5	OHIO TOWNSHIP ASSOCIATION <ul style="list-style-type: none"> <li>• <i>Webinar-Regional water and sewer districts</i></li> </ul>	\$20.00
0335	OTHER	3/5	AMERICAN PLANNING ASSOCIATION OHIO <ul style="list-style-type: none"> <li>• <i>Book: A guide to Planning in Ohio – second edition</i></li> </ul>	\$35.50
			TOTAL	\$186.73

  
Nick Gorris, Chairman

  
Gary Neola, Secretary/Treasurer

<b><u>Planning Commission Revenues from Fees for March 2024</u></b>	<b><u>Year to Date Balance:</u></b>
January	\$1,760.00
February	\$450.00
March	\$309.00
	<b>Yearly Total: \$2,519.00</b>