

# Austinburg Township

Zoning Commission Minutes  
July 3, 2024

**Members:**

David Gottwig, Chair  
Laurie Robishaw, Vice-Chair  
Clare Polak  
Phil Miller  
Shara Parkomaki (absent)

*Also Present:*  
*Byron Dutton, Trustee Liaison*  
*Sarah Frank, Zoning Secretary*  
*Teresa Gottwig, Resident*  
*Rob LaPuh, Zoning Administrator*

Chair opened the meeting at 5:04pm. Chair requested roll call attendance:

<i>Clare - Not Present (arrived</i>	<i>Laurie - Present</i>	<i>Phil - Present</i>
<i>5:12pm)</i>	<i>Shara - Not Present</i>	<i>David - Present</i>

Laurie motioned to approve minutes of the June 5, 2024, regularly-scheduled meeting; Phil seconded. All present voted aye. **Minutes approved.**

Secretary stated she will prepare the minutes for the June 5, 2024, public hearing for approval at the next meeting.

Zoning Administrator had nothing to report. Chair referred to a resident's question about a business's ability to erect off-site signage; Zoning Administrator confirmed it was not permitted and no variance application has been submitted but anyone has the right to apply for a variance.

Laurie motioned to submit to the previously submitted proposed amendment an Addendum that clarifies "*This addendum addresses the need to remove incorrect references to the map. It does not change the purpose or intent of the I-90 Overlay District*"; Phil seconded. All present voted aye. **Motion passed.**

Secretary will add the Addendum's corrections to the Proposed Changes List with a new update date of 7/3/24 and ensure Township Trustees receive it. Secretary requested Laurie send map in .jpg/.png format.

Laurie and David reviewed notes from the 2023 and 2024 Northeast Ohio Zoning and Planning Workshop. Commission discussed comprehensive planning, Transfer of Development Rights, Ohio Wetland Reserve Easements, overlays, and Alternative Dwelling Units.

Commission identified topics for review at the next meeting: ADU / Accessory Structures (Laurie and Clare), Solar Panels (David), and Downtown Preservation.

David introduced Teresa Gottwig as an interested candidate for a Zoning Commission alternate position. Byron responded he could appoint her at the next Township Trustees' meeting.

Laurie motioned to adjourn; Clare seconded. All present voted aye. **Meeting adjourned at 6:00pm.**

Respectfully Submitted,

***Sarah Frank***

Sarah Frank, Secretary