

Austinburg Township

Zoning Commission Minutes

March 5, 2025

Members:

Laurie Robishaw, Chair
David Gottwig, Vice-Chair
Clare Polak
Shara Parkomaki (absent)
Teresa Gottwig, Alternate

Also Present:

*Byron Dutton, Trustee Liaison
Pete Haase, Trustee
Sarah Frank, Zoning Secretary
Rob LaPuh, Zoning Administrator
Jessica McDerment, Resident
Kirt McDerment, Resident
Diego Moreno, Resident
Lisa Vicente, Resident*

Chair opened the meeting at 6:05pm.

David motioned to approve minutes of the January 8, 2025, meeting; Teresa seconded. Roll call vote:

Laurie - Aye

Clare - Aye

Teresa - Aye

David - Aye

Shara - Not Present

Minutes approved.

Zoning Administrator reported he signed a permit for Hyundai and that JCI plans to relocate its corporate headquarters to Sidley Court as early as April 2025. He plans to file the recent amendment at the County Recorder.

Residents Kirt and Jessica McDerment asked questions about putting a barn on their property; Zoning Administrator answered.

Chair introduced a final draft of “Solar Panels within Residential Areas”. Commission reviewed and edited, based on concerns for residential vs commercial and screening.

Chair suggested voting on submitting the draft as an amendment. Commission discussed and agreed on a timeline that meets legal mandates:

3/19/25	Initiation of Zoning Amendment by Motion of Zoning Commission at Additionally Scheduled Meeting
3/24/25	Deadline for Submission to County Planning Commission
3/27/25	Planning Commission's Deadline for Submission Before its Hearing
4/30/25	Hearing on Amendment at County Planning Commission
3/30/25	Deadline to Publish Notice 10 days before Hearing
4/9/25	Public Hearing #1 by Zoning Commission
5/9/25	Deadline to Send Recommendation to Trustees
5/23/25	Deadline to Publish Notice 10 days before Hearing (likely based on Trustees)
6/2/25	Public Hearing #2 by Township Trustees (likely based on Trustees)
6/22/25	Deadline for Trustees Vote and Issue Resolution within 20 days
-----	Amendment Becomes Effective 30 Days Later
-----	File at County Recorder within 5 days of Becoming Effective

Secretary agreed: to send out public notification and meeting reminder of additionally scheduled meeting; to send Chair sample cover letter prior to submission; to prepare submission document; and to send members above drafted timeline.

Chair introduced drafted "Proposed Medical Marijuana Zoning Text Changes" and suggested members read and consider modifying the definition vs. modifying all references before next regularly-scheduled meeting.

Secretary updated Commission that members have continued to approve Secretary's corrections to the zoning text. Secretary displayed a completed formatted Article and Commission agreed on its format, size, margins, etc.

David motioned to adjourn; Clare seconded. Roll call vote:

Laurie - Aye

Clare - Aye

Teresa - Aye

David - Aye

Shara - Not Present

Meeting adjourned at 7:25pm.

Respectfully Submitted,

Sarah Frank

Sarah Frank, Secretary