

Austinburg Township

Zoning Commission Minutes

May 7, 2025

Members:

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

Also Present:

Byron Dutton, Trustee Liaison
Rob LaPuh, Zoning Administrator
Sarah Frank, Zoning Secretary

Vice-Chair opened the meeting at 6:02pm.

Teresa motioned to approve the April 7, 2025, regularly-scheduled meeting minutes; Clare seconded. Roll call vote:

Laurie - Not Present

Clare - Aye

Shara - Not Present

David - Aye

Lisa - Aye

Teresa - Aye

Diego - Not Present

Minutes approved.

Clare motioned to approve the April 23, 2025, public hearing minutes; Teresa seconded. Roll call vote:

Laurie - Not Present

Clare - Aye

Shara - Not Present

David - Aye

Lisa - Aye

Teresa - Aye

Diego - Not Present

Minutes approved.

Zoning Administrator reported a latch split into 5 separate lots.

Secretary distributed “Planning Commission Resolution Case Number 2025-004: A Resolution Recommending Approval of a Text Amendment to the Austinburg Township Zoning Resolution and “Notification of Planning Commission Action Case 2025-004 Austinburg Township Zoning Commission Proposed Text Addition/Amendment” dated 5/5/25 from Jake Brand, Director of County Planning Commission.

Vice-Chair reported on the recommendations verbally given at the April 30, 2025, County Planning Commission meeting:

Regarding more screening references, Commission discussed and agreed to add to 1000.405(c): “See Section 940 SCREENING”.

Regarding regulations to limit glare, Commission discussed, reviewed online resources reporting glare to not be an issue, and agreed to make no changes.

Regarding accessory use, Commission reviewed Article 2 definition for accessory use, discussed, and agreed that how solar panels would be used was not relevant to further mandates.

Regarding maintenance, Commission reviewed Article 1260 Maintenance (of signs), discussed, and agreed to add to 1000.405(a) “and must be maintained and cleaned to industry / company / manufacturer standards.”

Clare Polak made a motion to recommend an approval of the updated proposed text amendment in “Proposed Changes List - Updated 5/7/25”; Lisa Vicente seconded. Roll call vote:

Laurie Robishaw - Not Present *Clare Polak - Aye*

Shara Parkomaki - Not Present

David Gottwig - Aye

Lisa Vicente - Aye

Teresa Gottwig - Aye

Diego Moreno - Not Present

Motion approved.

Commission agreed to table Multi-Unit Retail Building Amendment until the next meeting; Zoning Administrator stated he is able to attend.

Vice-Chair commented that Commission can request, for a fee, map printing from the County Auditor, using the GIS mapping software. He also stated it could be used to compile mailing addresses to contact any future Heritage District residents.

Clare motioned to adjourn the meeting; Teresa seconded. Roll call vote:

Laurie - Not Present

Clare - Aye

Shara - Not Present

David - Aye

Lisa - Aye

Teresa - Aye

Diego - Not Present

Meeting adjourned 6:58pm

Respectfully Submitted,

Sarah Frank

Sarah Frank, Secretary