

Austinburg Township

Zoning Commission Minutes

August 6, 2025

Members:

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

Also Present:

Byron Dutton, Trustee Liaison
Pete Haase, Trustee
Rob LaPuh, Zoning Administrator
Sarah Frank, Zoning Secretary
Scott Yamamoto, County Auditor

Chair opened the meeting at 6:04pm.

Chair requested roll call attendance:

Laurie Robishaw - Present
David Gottwig - Present
Diego Moreno - Present

Clare Polak - Not Present
Lisa Vicente - Not Present

Shara Parkomaki - Not Present
Teresa Gottwig - Present

David motioned to approve 7/2/25 meeting; Teresa seconded. Roll call vote:

Laurie - Aye
David - Aye
Diego - Aye

Clare - Not Present
Lisa - Not Present

Shara - Not Present
Teresa - Aye

Minutes approved.

Zoning Administrator reported a new residential permit on Woodside Drive and a permit for JCI's new corporate office on Sidley expected to be built in the next 45 days. He reported no new updates regarding Montrose or the planned winery - although he did discuss further with Zoning Board of Appeals and Township Trustees. David asked questions of clarification regarding the winery; Trustee Liaison Dutton asked Mr. Yamamoto about GIS capabilities. Mr. Yamamoto offered any GIS service training.

County Auditor presented his services that are outside their regular duties; costs for map-making are \$50/hour with a \$400 one-time maximum. The electronic map, the QR code, and future changes are included.

Secretary presented updated zoning text with corrections and formatting reviewed by multiple members. David motioned to print one copy for use in the Township Office and upload the digital version; Diego seconded. Roll call vote:

Laurie - Aye
David - Aye
Diego - Aye

Clare - Not Present
Lisa - Not Present

Shara - Not Present
Teresa - Aye

Motion approved.

Commission reviewed and edited Multi-Unit Retail Building drafted amendment titled "Zoning for a Multipurpose Building" updated 7/2/25.

Chair stated she would table discussion on a potential Heritage District.

David motioned to adjourn the meeting; Diego seconded. Roll call vote:

Laurie - Aye
David - Aye
Diego - Aye

Clare - Not Present
Lisa - Not Present

Shara - Not Present
Teresa - Aye

Meeting adjourned 7:36pm

Respectfully Submitted,

Sarah Frank

Sarah Frank, Secretary