

Austinburg Township

Zoning Commission Minutes

September 3, 2025

Members:

Laurie Robishaw, Chair
David Gottwig, Vice-Chair
Diego Moreno (absent)
Clare Polak

Lisa Vicente
Teresa Gottwig, Alternate
Shara Parkomaki, Alternate (absent)

Rob Lapuh, Zoning Administrator-(absent)

Chair opened the meeting at 610pm. For the record, Chair, Laurie Robishaw took minutes for this meeting.

Chair requested roll call for attendance:

*Laurie Robishaw - Present
David Gottwig - Present
Diego Moreno - Not Present*

*Clare Polak - Present
Lisa Vicente - Present*

*Shara Parkomaki - Not Present
Teresa Gottwig - Present*

David moved to approve 8/6/2025 meeting minutes; Teresa seconded. Roll call vote:

*Laurie - Aye
David - Aye
Clare - Abstain*

*Lisa - Abstain
Diego - Not Present
Teresa - Aye*

Shara - Not Present

Minutes approved

Zoning Administrator report: Not present

David moved to vote for the printing of GIS maps for Austinburg Township, Clare seconded. The County Auditor presented his services at the previous meeting on 8/6/2025. Costs for map-making are \$50/hour with a \$400, one-time maximum. The electronic map, QR code, and future changes are included in the maximum price of \$400. A discussion was held about the benefits of having a new map printed. Everyone present agreed that this would be good for the Township. Motion passed. Chair will compose a letter to be sent to the Trustees for the approval process.

*Laurie - Aye
David - Aye
Diego - Not Present*

*Clare - Aye
Lisa - Aye
Shara - Not Present*

Teresa - Aye

Motion approved.

Commission reviewed and edited the Multi-Unit Retail Building drafted amendment titled "Zoning for a Multipurpose Building" last updated on 8/6/2025. Definitions for Article 2 were added, and a chart was created to be placed in Article 8 to reflect the data for a Multi-Unit Retail Building. This amendment will be ready for final review and will be voted on at the next meeting on October 1st, 2025.

A brief discussion was held on the pros and cons of creating a Heritage District. The Commission agreed to continue discussions on this possible future project.

A brief discussion was also held on reviewing our code in relation to Airbnb's within our Township. This will need to be addressed on a future Agenda.

David motioned to adjourn the meeting; Clare seconded. Meeting adjourned at 715PM. Roll call vote:

*Laurie - Aye
David - Aye
Diego - Not present*

*Clare - Aye
Lisa - Aye
Shara - Not Present*

Teresa - Aye

Meeting adjourned 7:15p

Respectfully Submitted,

Laurie Robishaw

Laurie Robishaw, Chair