

Austinburg Township

Zoning Commission Public Hearing
November 5, 2025

Members:

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

Teresa Gottwig, Alternate
Shara Parkomaki, Alternate
(absent)

Also Present:

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

Chair opened the public hearing at 6:04pm.

Chair requested roll call attendance:

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

Clare Polak - Present
Lisa Vicente - Not Present

Shara Parkomaki - Not Present
Teresa Gottwig - Present

No members of the community were present. No discussion on the proposed amendment was made.

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

Laurie - Aye
David - Aye
Diego - Not Present

Clare - Aye
Lisa - Not Present

Shara - Not Present
Teresa - Aye

Meeting adjourned 6:14pm

Austinburg Township

Zoning Commission Minutes
October 1, 2025

Members:

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

Teresa Gottwig, Alternate
Shara Parkomaki, Alternate
(absent)

Also Present:

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

Chair opened regularly-scheduled monthly meeting at 6:15pm.

Chair requested roll call attendance:

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

Clare Polak - Present
Lisa Vicente - Not Present

Shara Parkomaki - Not Present
Teresa Gottwig - Present

Laurie motioned to approve 10/1/25 meeting minutes; Clare seconded. Roll call vote:

Laurie - Aye
David - Aye
Diego - Not Present
Clare - Aye

Lisa - Not Present

Shara - Not Present
Teresa - Aye

Minutes approved.

Zoning Administrator reported new permit issued for accessory structure. He stated no updates on the Home 2 Suites start date (across street from Hampton, behind Burger King and Marianne's) or on the next hotel planned off Clay Street.

Secretary announced Commission has 30 days following the public hearing to make its recommendation to Township Trustees; Commission agreed to make recommendations at its next regularly-scheduled monthly meeting on December 3.

Commission reviewed updated map draft drawn by Commission's submissions to the County Planning Commission and identified 3 discrepancies:

1. Secretary's Map Amendments 2012-2024 did not include the 2025 I-90 Overlay. Secretary will forward that map update to David.
2. Secretary's Map Amendments 2012-2024 erroneously listed 3 parcels changed in the 8/2/18 amendment. Secretary will correct and forward corrections to David.
3. Parcel # 07-003-00-047-00 is displayed on the wall map as one parcel split by 2 zones, while the drafted map labeled the entire parcel in 1 zone. Zoning Administrator will review County Recorder's office entries for further clarification.

David reviewed Invoice #046 dated 10/30/25 from County Auditor's Office for \$128. Commission discussed; David agreed to contact Auditor's Office and/or Township Fiscal Officer to pay the invoice once the initial work is completed.

Chair reviewed response from County Prosecutor's Office (2025-OPN-0123) forwarded from the Matrix on 10/19/25, as well as her email sent to Township Trustees 11/4/25 requesting confirmation that Commission is unable to regulate Commercial use of Solar Panels. Commission discussed County Planning Commission's knowledge on this issue and whether other local townships without comprehensive plans have solar panel regulations, as well as reviewed Ohio Revised Code text referred to in the response. Chair recommended tabling this drafted amendment until further clarification.

Commission reviewed issues for further consideration, including PUD's, flag lots, and short-term vacation rentals. Commission discussed airBNB vs BNB, local focus on tourism vs long-term rental housing availability, lack of knowledge regarding bed tax requirements, and bed tax collection/enforcement from County. Members agreed to review current code for any need to make updates or changes on this issue.

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

Laurie - Aye

Clare - Aye

Shara - Not Present

David - Aye

Lisa - Not Present

Teresa - Aye

Diego - Not Present

Meeting adjourned 7:18pm

Respectfully Submitted,

Sarah Frank

Sarah Frank, Secretary