

Austinburg Township

Zoning Commission
December 3, 2025

Members:

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

Teresa Gottwig, Alternate
Shara Parkomaki, Alternate (absent)

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

Chair opened the meeting at 6:03pm.

Chair requested roll call attendance:

Laurie Robishaw - Present

Clare Polak - Present

Shara Parkomaki - Not Present

David Gottwig - Present

Lisa Vicente - Present

Teresa Gottwig - Present

Diego Moreno - Present

David motioned to approve 11/5/25 meeting minutes; Clare seconded. Roll call vote:

Laurie - Aye

Clare - Aye

Shara - Not Present

David - Aye

Lisa - Abstain

Teresa - Aye

Diego - Abstain

Minutes approved.

Zoning Administrator reported a Mill Creek Rd. property owner is being taken to court for a zoning infraction.

Regarding the issue raised at the last meeting that parcel # 07-003-00-047-00 is displayed on the wall map as one parcel split by 2 zones, Zoning Administrator confirmed that further investigation found that the wall map is actually incorrect and outdated: the entire parcel is IOP.

Zoning Secretary and Commission confirmed correct parcels for David to use in the updated map from the County Auditor's office.

Chair reviewed County Planning Commission's 11/20/25 letter from Director Jake Brand and Resolution Case Number 2025-006, as well as its verbal feedback at the meeting. Chair responded to its concerns about signage by stating they have been recently updated. Chair suggested reviewing signage regulations again to consider encouraging monument-style signage. Regarding Planning Commission's recommendation to add a crosswalk, Chair noted that the work and approval process is lengthy and costly, includes ODOT, and there are no existing sidewalks to accommodate any such crosswalk. Teresa noted more traffic following Montrose's installation should lead to a County review of the traffic light at Clay Street and Route 45. Trustee Liaison discussed and gave history on the issue.

Clare motioned to submit the Multi-Unit Retail proposed amendment with no new changes to the Township Trustees; Diego seconded. Roll call vote:

Laurie - Aye

Clare - Aye

Shara - Not Present

David - Aye

Lisa - Aye

Teresa - Aye

Diego - Aye

Minutes approved.

Secretary drafted and reviewed a cover letter with the Commission; Chair signed it and submitted it to the Fiscal Officer's desk along with the proposed amendment and above Planning Commission documents.

Chair announced that Commission would continue to edit the current draft on Solar Panel/Systems for Commercial Use (for 50MW and below since above that is beyond this Commission's ability to restrict) and members can vote no with the intention to ban them entirely.

Secretary reminded Commission that the next regularly-scheduled meeting would include an organizational meeting to nominate and vote on officers.

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

Laurie - Aye

Clare - Aye

Shara - Not Present

David - Aye

Lisa - Aye

Teresa - Aye

Diego - Aye

Meeting adjourned 7:43pm

Respectfully Submitted,

Sarah Frank

Sarah Frank, Secretary