

# Austinburg Township

## Zoning Commission

February 4, 2026

### 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*  
*Liaison*  
*Rob LaPuh, Zoning Administrator*  
*Sarah Frank, Zoning Secretary*

Chair opened the meeting at 6:05pm.

### Chair requested roll call attendance:

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

*Clare Polak - Present*  
*Lisa Vicente - Present*

*Shara Parkomaki - Not Present*  
*Teresa Gottwig - Present*

David motioned to approve 1/7/26 meeting minutes; Diego seconded. Roll call vote:

*Laurie - Aye*  
*David - Aye*  
*Diego - Aye*

*Clare - Abstain*  
*Lisa - Aye*

*Shara - Not Present*  
*Teresa - Aye*

**Minutes approved.**

In the Zoning Administrator's absence, Secretary read his brief report: "There is nothing new to report except that the hotel paid for their permit and should be starting in late March."

Chair updated Commission that Clare Polak's expired term was renewed by Township Trustees.

David reported that the updated map was approved as correct by Township Trustees so he will request a print-out; Secretary will send the updated electronic version to the website administrator and then the link to the County.

Chair reported Township Trustees approved the proposed amendment following their 1/20/26 Public Hearing. Secretary will prepare the resolution and documents for filing at the County Recorder's office.

Regarding bond writing for solar panels, Chair updated Commission that the speaker (Nick Bundren, Land and Liberty Coalition Ohio senior field manager) that it had considered inviting is scheduled to speak at Ashtabula County Courthouse on 2/17/26 at 6pm. Due to her legal concerns, Chair reviewed her drafted letter to submit to County Prosecutor April Grabman; Commission reviewed and discussed. Commission agreed Chair will submit letter with current proposed amendment titled "Solar Panels/Systems Commercial Use" to Fiscal Officer for submission to the Matrix Civil Client Portal.

Commission reviewed and edited proposed amendment titled "Solar Panels/Systems Commercial Use".

Chair distributed member survey titled "Anonymous Agenda Priority Rating", requesting members rate the following issues as low or high priority: comprehensive plan for township, heritage district, flag lots / linear requirements, air BNB review, signage requirements, bylaws, and write-in topics. Diego requested an overview on each topic and Chair clarified. Commission discussed the issues and members completed and returned the survey.

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

*Laurie - Aye*  
*David - Aye*  
*Diego - Aye*

*Clare - Aye*  
*Lisa - Aye*

*Shara - Not Present*  
*Teresa - Abstain*

**Meeting adjourned 7:20pm**

Respectfully Submitted,

***Sarah Frank***

Sarah Frank, Secretary