

Austinburg Township

Zoning Commission Meeting Minutes

06 May 2020

Members:

Clare Polk, Chair

Shara Parkomaki, Vice-Chair (absent)

Rob LaPuh (absent)

Jackie Krysa

Phil Miller

Also Present:

John Beninato, Zoning Administrator

Handouts:

1. Previous meeting minutes
2. Zoning Secretary Job Description Draft

Agenda:

1. Review Zoning Secretary's progress and questions:
2. Review/draft proposed changes to Article 2 Definitions
3. discussion of duties for members of the board

Clare called the May 6, 2020 meeting of Austinburg Township Zoning Commission to order at 5:18pm.

New Business

New Secretary - Sarah arrived late at 5:30pm. Committee discussed roles and responsibilities, as well as keys, password, and documents needed from the previous secretary. Sarah and Clare will follow up with the previous secretary. Sarah will meet with Fiscal Officer O'Dell and Trustee Dutton in 2 weeks to review job description and setup payment, as well as to update Trustee Dutton on progress of obtaining needed items. Sarah will bring current job description to next committee meeting for review and revision. Sarah will create new email account. Clare will forward committee's email addresses and previous minutes to Sarah.

Old Business

Shara's Email Re: research on laws and regulations for definitions of family home, group home, etc.: Committee reviewed Shara's email, as well as a letter from Catherine Colgan, Assistant Prosecutor RE: "in response to your December 10, 2019 request" and compared them to existing definitions. Jackie pointed out that terms in the charts (for example, A8-15) would also need to be revised. Jackie and John discussed legal capacity to make group homes conditional. Jackie stated her preference to make conditions clear in the zoning text, rather than leave it vague for each individual case to decide. Jackie said the OAC definition seemed the least restrictive. Clare picked ORC(8) for the adult group home definition.

R-2 zone on map: Jackie noticed R-2 was not included on the map and wondered if committee should be more proactive, like adding R-2 as another "slash" on an AC/NC district. John explained AC, NC, and I/OP were the only zones setup with sewers and water so an applicant could simply request committee's consideration if they had the facilities. Jackie and Phil agreed to focus on the family definitions at this time.

ZoningText Updates - Jackie stated updates needed to be made to text and to website before any definition submissions are made. John suggested that 2 resolutions dated 7/15/19 and 6/5/17 were missing. Sarah will obtain text and documents submitted to county recorder's office to update text and website as soon as possible.

New Member Orientation - Jackie requested Sarah type and prepare new meeting orientation from documents submitted to previous secretary. Sarah will locate and draft the document.

Public notice signage - Clare reported the request and information was submitted to trustees but committee was unsure if approved or how to order. Sarah will follow up with Fiscal Officer O'Dell for more information.

Tiny Homes & Storage Units - Committee reviewed; Jackie concerned tiny home regulation needed soon but waiting on written guidance from the county.

Next Meeting Agenda

1. Draft definition revisions to submit
2. Monitor progress on zoning text updates
3. Review Zoning Secretary job description

Phil made a motion to adjourn the meeting. Jackie seconded. All voted aye, none were opposed. Motion carried. The meeting was adjourned at 6:55pm.

The next regularly scheduled meeting is June 3, 2020 at 5:15pm.

Respectfully Submitted,

Sarah Frank

Zoning Secretary