

Austinburg Township

Zoning Commission Meeting Minutes

03 June 2020

Members:

Clare Polk, Chair (absent)
Shara Parkomaki, Vice-Chair
Rob LaPuh
Jackie Krysa
Phil Miller

Also Present:

Byron Dutton, Trustee Zoning Liaison

Handouts:

1. Zoning Secretary job description draft

Agenda:

1. Review Zoning Secretary's progress and questions
2. Review trustees' response to sign expense request
3. Review/draft proposed changes to Article 2 Definitions
4. Discussion of duties for members of the board

Shara called the June 3, 2020 meeting of Austinburg Township Zoning Commission to order at 5:25pm.

New Business

Review Zoning Secretary's progress and questions:

1. Use of Google email address and Google docs for document sharing/access - all ok
2. Progress on file cabinet access - Sarah will ask Clare, Sarah will ask previous secretary Wanda Lehman (Jackie will send contact info), Dutton will ask Dee again
3. Status of new member orientation materials - Sarah will review and discuss at next meeting how to use/distribute

4. Status of website updates- Sarah will look for membership list in files, Sarah will ask Kanda (maybe listed in January meeting minutes)
5. Multiple copies of zoning text found online (ask Clare/Shara to submit final text to Janice Switzer)
6. Progress on zoning resolutions updates to text - Sarah confirmed amendments at county recorder's office, will confirm/correct dates in zoning text
7. Interest in electronic vs. google docs vs. hard copy vs. overhead zoning text for work meetings (Sarah will ask previous Fiscal Officer Dave Thomas if overhead machine or laptop exists within township property, Jackie will collect and submit estimates to Byron to propose to trustees, Clara will bring overhead to next meeting)
8. Zoning Secretary Job Description Draft - Sarah will review State Auditor's document retention and destruction policies

Old Business

Signs expense request - Board discussed with Byron. Jackie clarified that these signs are suggested by County Planner Janice Switzer's office because people are not getting notified of changes to adjacent properties or in their community since they don't read the newspapers as much. Byron stated that there have been only 3-4 zoning changes regarding lots (map changes) since 1993. Instead of using one sign where the dry erase writing may get washed away by rain, Byron recommended purchasing a \$10 sign, as needed, at the time. Board agreed to submit a draft of the text on the sign to the Fiscal Officer, if and when needed, to purchase from the local Here's Your Sign company in Kingsville.

Proposed Article 2 Definitions - Board agreed to individually get familiar with the proposed changes so as to be able to review where revisions are needed with an overhead projector as a group at the next meeting.

Next Meeting Agenda

1. Review zoning text together on overhead projector to identify revisions needed to be made to align with new proposed definitions on group homes, etc.
2. Review Zoning Secretary's progress and questions

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 July 1, 2020 at 5:15pm.

Respectfully Submitted,

Sarah Frank

Zoning Secretary