

# Austinburg Township

## Zoning Commission Minutes

06 January 2021

### Handouts:

1. Meeting minutes - 10/7/20 & 11/4/20
2. Membership List - draft

### Agenda:

1. Clare opened the meeting at 5:20pm. The Secretary was present to take minutes of the meeting.
2. Jackie motioned to approve the 10/7/20 meeting minutes; Phil seconded. All voted aye; minutes approved. Jackie motioned to approve the 11/4/20 meeting minutes; Phil seconded. All voted aye; minutes approved.
3. Commission discussed that no minutes from the January 2020 meeting had been located but that the Secretary was absent. Clare will prepare minutes of January's organizational meeting for approval at the next regularly-scheduled meeting.
4. Commission reviewed that Township Trustees approved the submitted Zoning Map Amendment on 11/16/20 and it went into effect on 12/16/20. Before the Commission submits it (Shara will take it to the County Recorder's Office), Byron will check with Tim Martin and Smolen Engineering to obtain a paper and digital copy needed for editing and submission.
5. At the Commission's Organizational Meeting, Jackie nominated Shara as Chair; Clare seconded. All voted aye; Shara elected and accepted. Phil nominated Jackie as Vice-Chair; there was no second. Jackie nominated Clare as Vice-Chair; Phil seconded. All voted aye; Clare elected and accepted. Jeff motioned to reappoint Clare for another term; Jackie seconded. All voted aye; motion passed.
6. Commission reviewed Membership List, updating and correcting contact information and terms. Sarah will send the list of members, officers, and terms to Kanda to publish to the website. Sarah will send the complete contact list to members.

7. Shara updated Commission on the discrepancy between the regulations regarding Notification of Public Hearings in the Zoning Code vs. ORC. She inquired with a couple of people and understood that we should always follow ORC but can make local changes that are less restrictive. Commission agreed to table the issue until Shara was able to confirm this in writing from new county prosecutor.
8. Commission discussed how and when to review, edit, and submit Articles 2, 5, 8, 10, and 12. Commission agreed to review and edit drafts at regularly-scheduled meetings in February and March with the goal to submit them after the regularly-scheduled March meeting and before the Planning Commission's March submission deadline. Jackie will send Sarah the Planning Commission's submission deadlines to forward to the Commission.
9. The next regularly-scheduled meeting is Wednesday, February 3, 2021, at 5:15pm. In case of her maternity absence, Commission requested Sarah send the PIN for her office computer to the Chair and Vice-Chair. Phil motioned to adjourn at 6:20pm; Jeff seconded. All voted aye; meeting adjourned.

Respectfully Submitted,

Sarah Frank

Zoning Secretary