

Austinburg Township

Zoning Commission Minutes

07 April 2021

Members:

Shara Parkomaki, Chair
Clare Polak, Vice-Chair
Jackie Krysa

Jeff Piatek (absent)
Phil Miller

Handouts:

1. 2-3-21 Minutes
2. 3-3-21 Minutes
3. St Rt 307 & St Rt 534 Intersection Improvements Public Input

Agenda: Shara opened the meeting at 5:10pm.

New Business:

1. Review Zoning Administrator's Monthly Update - Shara reviewed Rob's pre-meeting report to her, including his recommendation to decrease frontage required to split property. Jackie suggested Rob send a copy of his trustees' report to Commission, as well.
2. Discuss new projects & happenings in Austinburg - Shara reviewed St Rt 307 & St Rt 534 Intersection Improvements Public Input meeting information.
3. Review 2021 Meeting Attendance - Secretary apologized for omitting attendance record from minutes. Secretary reviewed and updated attendance record with members for end-of-year submission to trustees.

Old Business:

4. Review & approve minutes: Clare motioned to approve the February minutes; Shara seconded. All voted aye. Minutes approved. Jackie motioned to approve March minutes then withdrew her motion. Phil stated item #7's date should be corrected from April 10 to March 10. Jackie motioned to approve the minutes as corrected; Phil seconded. All voted aye. Minutes with corrections approved.
5. Past Minutes: Phil presented several past minutes from 2018-2019 for the records. Secretary will update her records and send out new email for any remaining missing minutes.
6. Review new meeting start time:
 - a. Sarah will email Kanda about updating it in the newsletter;
 - b. Sarah confirmed website's meeting time has been updated;
 - c. Shara will check Gazette;
 - d. Jackie noticed the 3-15-21 Trustee Minutes were unclear on whether it was referring to the Zoning Commission or the Zoning Board of Appeals; Commission will notify Trustee Liaison.
7. County website updates re austinburg: Shara contacted Jake Brand, director of Ashtabula County Community Services and Planning, about updates needed and will contact Heidi Berringer. Shara distributed membership list, requesting members review and correct it. Jackie encouraged anyone who had not yet put their input into the county planning process could still do so.
8. Notification of Public Hearings - Zoning Code vs. ORC: Shara reported County Prosecutor's office is still busy in its transition. Commission discussed Matrix, the new web-based case management system.
9. Township Trustees' 11/16/20 Zoning Amendment follow-up
 - a. Update from Byron regarding paper/digital map: Trustee Liaison was not in attendance.
 - b. Discuss zoning map & color coding - any update? Commission discussed the need to submit the 2020 amendment to the recorder's office; Shara will work on this and update at next meeting. Secretary will find and send Shara the Trustee Minutes that contain the zoning resolution.
10. Review work session's proposed edits

- a. Shara motioned the changes as stated directly below be included in the next proposed amendment; Clare seconded. All voted aye. Motion approved.

REMOVE the current definition of CHILD DAY CARE, Child Day Care Center, Type A Family Day Care Home and Type B Family Day Care Home and replace with the following:

CHILD CARE – is defined as administering to the needs of infants, toddlers, preschool-age children, and school-age children outside of school hours by individuals other than the child’s parents, guardians or custodians for part of a twenty-four-hour day in a place other than the child’s home.

CHILD DAY CARE CENTER is defined as a place that is not the permanent resident of the licensee or administrator in which child care or public funded child care is provided for seven or more children at one time.

Type-A Family Day Care Home – (7-12 children) A permanent residence of the administrator in which child care or publicly funded child care is provided for seven to twelve children at one time or a permanent residence of the administrator in which child day-care is provided for four to twelve children at one time if four or more children at one time are under two years of age.

Type- A Family Day Care Home – (4-12 children) A permanent residence of the administrator in which child day-care is provided for four to twelve children at one time if four or more children at one time are under two years of age.

Type-B Family Day Care Home (1-6 children)– a permanent residence of the provider in which child day-care is provided for one to six children at one time and in which no more than three children are under two years of age at one time.

- b. Clare motioned the changes as stated directly below be included in the next proposed amendment; Jackie seconded. All voted aye. Motion approved.

Article 2: add CARPORT is defined as a roofed and wall-less shed usually projecting from the side of a building used as a shelter for an automobile. Conditional use permit may be needed.

1000.92 STANDARDS insert “and multi-family housing”

1000.92 (4) Insert at the end : “all dwelling units shall have roof materials that are generally used in residential construction.”

1000.92(5) add at end: “The materials are applicable to all primary buildings, accessory buildings and garage excluding carports and must be in compliance with the Ashtabula County Department of Building regulations.”

11. Discuss revamping entire sign section: Shara reported work session resulted in further discussion needed on a potential preparation of a similar amendment to that proposed in Harpersfield.
12. Adjourn: Commission discussed submitting the current proposed edits to County Planning Commission by June 9; Shara and Secretary will review checklists for preparation. For the next meeting, Commission plans to summarize sign regulations into an Excel spreadsheet similar to that of Schedule 1209.1 in Harpersfield Township, in addition to submitting the proposed edits for an amendment. The next regularly-scheduled meeting is May 5. Jackie stated she will be unavailable for the June 2 meeting. Commission members stated plans to reschedule the July 7 regularly-scheduled meeting to July 14. Jackie motioned to adjourn the meeting; Phil seconded. All voted aye; meeting adjourned at 6:25pm.

Respectfully Submitted,

Sarah Frank