

GEAUGA COUNTY PLANNING COMMISSION AGENDA
OCTOBER 13, 2022 REGULAR MEETING
12611 Ravenwood Drive
Conference Room A334, 3rd Floor
7:30 A.M.

1. PLEDGE OF ALLEGIANCE
2. ROLL CALL
3. APPROVAL OF MINUTES:
 - A. SEPTEMBER 13, 2022 REGULAR MEETING MINUTES
4. FINANCIAL REPORT AND APPROVAL OF EXPENSES
5. DIRECTOR'S REPORT
6. OLD BUSINESS:
 - A. PAY GRADE UPDATE
 - B. DERCHAR SUBDIVISION (NO NEW MATERIAL)
 - C. MODEL ZONING
 - D. WEBSITE UPDATE
 - E. COUNTY LAND USE MAP UPDATE (NO NEW MATERIAL)
7. NEW BUSINESS:
 - A. COUNTY SUBDIVISION REGULATIONS UPDATE: OVERVIEW, LARGE LOT SUBDIVISIONS/SEPTIC SYSTEM REVIEWS BY GEAUGA PUBLIC HEALTH
 - B. NOACA/CEDS
8. ADJOURNMENT

Per Article 4, Section 2 of the Bylaws of the Geauga County Planning Commission,
this agenda is subject to modification.



Geauga County Planning Commission

12611 Ravenwood Drive, Suite #380, Chardon, OH 44024

Phone: (440) 279-1740

www.co.geauga.oh.us/Departments/Planning-Commission

OCTOBER 13, 2022 MEETING MINUTES

1. Pledge of Allegiance

Chairperson Caterina Cocca-Fulton called the October 13, 2022 regular meeting of the Geauga County Planning Commission to order at 7:39 a.m. at 12611 Ravenwood Drive, Suite A334, Chardon, Ohio. A quorum was obtained. Following the Pledge of Allegiance, the roll call was called by Ms. Irizarry, and the following members were present:

2. Roll Call

Members present: Caterina Cocca-Fulton, Commissioner Jim Dvorak, Gary Neola, Walter Claypool, Jim McCaskey, Dennis Bergansky, Nick Gorris, Dan Miller and John Oros.

Members absent: Commissioner Lennon and Commissioner Ralph Spidalieiri

Staff present: Linda Crombie (Director,) Allyson Kobus (Planner II), and Pamela Irizarry (Administrative Assistant). Adam Litke (Geauga Public Health Administrator), Rich Piriano, (Geauga Health Board) and others interested in the meeting discussion.

Commissioner Dvorak left meeting at 9:27 a.m. Mr. Neola left meeting at 9:29 a.m.

3. Approval of Minutes for the September 13, 2022 Regular Meeting

Commissioner Dvorak made a motion to approve the September 13, 2022 regular meeting minutes and Mr. Bergansky seconded the motion, Mr. Neola abstained, and upon a call for the vote, the motion carried unanimously.

4. Financial Report and Approval of Expenses

Ms. Irizarry provided the financial report as of October 11, 2022 attached hereto and the expenses marked as Exhibit "A" totaling \$1,460.80. Mr. McCaskey made a motion to approve the financial report and the summary of expenses, marked exhibit "A" totaling \$1,460.80. Mr. Oros seconded the motion, and upon a call for the vote, the motion carried unanimously.

See Exhibit 4A

5. Director's Report

1. Cleveland Ohio Planning and Zoning Workshop: Ms. Crombie she said some topics reviewed were use of native plants and their benefits related to storm water runoff and air quality. Public participation was discussed about reaching out to the public by visiting a library, grocery store, or county fair instead of a traditional public meeting. It was also discussed that many people have left the Great Lakes region but

the Great Lakes are a vital part of the local economy in terms of industry. Mr. Claypool questioned this because everyone he knows is looking to fill positions. Ms. Crombie said the overall theme was the importance of the Great Lakes Compact about keeping the water in the region. Mr. Bergansky said that means about not pumping the water out west.

Ms. Kobus discussed the different parks in Medina and Summit counties, and how they were developed and the creation on new ones. She also spoke about Playhouse Square's development of downtown area from beginning to now.

2. Ohio GIS Conference: Ms. Kobus said she attended 13 sessions. ArcGIS online was about the "do's and don'ts" of mapping. If your map isn't good then your app isn't good. ArcOnline GIS Fundamentals is compatible with all Esri products. Ms. Kobus mentioned the solar eclipse will take place April 8, 2024 and the Ohio Emergency Management Agency is looking at the potential for increased tourism. Mr. Neola asked if ArcOnline was showing this information because large groups of people will come to this area? Ms. Kobus said yes and gave an example of the last solar eclipse and there were temporary camp grounds set up. Ms. Cocca-Fulton said that the board should make the townships aware later about plans regarding accommodations. Mr. Claypool asked Mr. Oros if the observatory will have something that day. Mr. Oros said people will show up regardless.

3. Ohio Attorney General Opinion No. 2022-012: Ms. Crombie said the Ohio Attorney General issued an opinion about whether a township that has adopted multiple zoned areas is required to have a separate board of zoning appeals for each area. The answer is no.

4. Geauga Public Health Operation and Maintenance Program: Ms. Crombie discussed how Geauga Public Health is developing its Operation and Maintenance Program regarding maintenance and inspections of household septic systems. The program is mandated by the State of Ohio Department of Health, but it is not funded by the State, which means Geauga Public Health must charge fees to cover the cost of the program. Geauga Public Health want to focus on educating people on the importance of maintaining their septic systems to avoid having to replace the system. There will be an informational campaign to all the townships. Adam Litke, from Geauga Public Health, said people need to learn how to take care of their septic systems. He provided an example of a couple who complained about their septic system to him and to find out they have never done any maintenance in 25 years.

5. Geauga Public Health, Community Health Needs Assessment: Ms. Crombie said she attended this meeting to see if anything was related to planning and most of the topics related to the health of the community, but GPH identified a few barriers that are related to planning and zoning, which were transportation, housing, and septic/well repairs. The transportation barrier related to a lack of public transit. Ms. Crombie said when the board was updating the General Plan, the topic of public transportation was discussed. There were no plans to establish a mass public transit due the rural nature of Geauga county. Ms. Crombie said we do have Geauga County Transit, which is a public transportation service residents can use for doctor's appointments, groceries, and more and that they connect to both Laketrans and RTA. When you call this service, the schedule is usually a week out. The housing barrier relates to availability of rentals, affordability, and home/utility repairs. Ms. Crombie said

the Housing Inventory, a General Plan goal, will help to some extent as it will give the approximate number of apartments and duplexes in the area, but it will not cover rent and vacancies. The septic/well repairs barrier was previously discussed in item #4. Ms. Crombie asked the board if they would like her to continue to attend some of these other meetings. Ms. Cocca-Fulton commented that she feels the board needs to be aware of things related to planning and zoning, but at the same time this is not a high priority issue at this time. Mr. Litke, of Geauga Public Health, commented that he and Ms. Crombie communicate regularly about any changes or updates. He said our goal is to improve communications within the county.

6. Ohio Legislative Updates:

a. House Bill 563: Short Term Rentals: Nothing new to report. b. House Bill 698 Eminent Domain: Ms. Crombie explained that this bill was introduced in June 2022 and provided the link where this information can be found. The intent of the bill is to allow land owners to more easily navigate the legal system to receive compensation when their land is taken through eminent domain. She provided an article from August 2022 Buckeye Farm News as a reference.

7. Taste of Geauga Passport: Ms. Crombie said Destination Geauga is offering their Taste of Geauga Passport program to encourage people to get out and try local restaurants.

8. Lakeland Community College GIS Day: Ms. Crombie said Lakeland Community College will be having their GIS day on Wednesday, November 16, 2022. As this will help promote the importance of GIS the staff is interested in attending and will have the opportunity to have a table to exhibit how GIS is used in Geauga County. There will be high school and colleges students at this event and it will be a great networking opportunity. Ms. Crombie said she needs authorization from the board prior to reserving a table. Ms. Cocca-Fulton said this is a great way for the Planning Commission to network and meet future interns. She feels this is a way to promote our department and show what we do to the local community. Mr. Neola commented the visibility of Planning Commission would be a missed opportunity if we didn't attend. Mr. Gorris commented that maybe the Water Department could help with taking shifts at the exhibit table. Ms. Cocca-Fulton expressed her concerns over the staff being there all day. Mr. Claypool feels that it is pertinent that Planning Commission attends this.

9. Lot Split Activity, July-September: Ms. Crombie discussed that Planning Commission received 9 (nine) lot splits over the last three months. Eight were large lots and one lot over 20 acres. Ms. Crombie turned the discussion over to Ms. Kobus to discuss the online dashboard she created. Ms. Kobus explained that this dashboard is a good way to show lot split activity on an interactive site. The pie chart represents what is in progress and what is completed and it is easy to add new information to this dashboard as it comes in.

10. Budget Hearings: Ms. Crombie discussed the October 4, 2022 budget hearing. She updated the Administrative Assistant's hours from 1,040 to 1,248; and she moved \$400.00 from our "Other" account to the "Training" account to reflect the changes in cost for conference registrations.

11. General Plan annual review: Ms. Crombie let the board know that as of October 18, 2022, the General Plan will be in use for one year. The General Plan is to be reviewed annually, per the Executive

Summary, and will be placed on the November meeting agenda. Ms. Cocca-Fulton said she would like everyone on the board to be assigned to specific chapters in the General Plan to review and she will email those assignments. Mr. Gorris thought this was a good idea and he asked if Ms. Crombie could send a reminder email out before the meeting. Ms. Crombie advised that the staff has been taking notes on various issues, observations over the past year and she will share them with the board.

12. Exterior drop box: Ms. Crombie let the board know that an exterior drop box is located along the front entry drive to the new building. This can be accessed during business and non-business hours.

13. Directory of Public Officials and Zoning Inspector list update: Ms. Crombie told the board that Ms. Irizarry has been working on updating the Directory of Public Officials, since many of the county offices have moved into the new building. She has also updated the list of zoning inspectors for the township/municipalities, since there have been many changes.

14. Equipment purchases: Ms. Crombie said the 2022 budget included replacing equipment and computers monitors have been ordered for \$563.85. She also mentioned that a new Dymo label maker has been ordered for \$115.00 as Ms. Irizarry's new desktop is not compatible with the old label maker.

15. A.L.I.C.E. training: Ms. Crombie said the staff will be participating in Sheriff's Office A.L.I.C.E. training, which is emergency preparedness during a serious/violent event.

16. Census Bureau Input: Ms. Crombie explained the U.S. Census Bureau is asking for input on how to improve the 2030 Census. She provided the link where this information can be submitted.

17. Work Summary, September 2022:

a. Planning/Zoning/Subdivision Administration: Ms. Crombie said that during September there were 11 lot splits/consolidations, 52 different planning/zoning inquiries, lot inquiries, and 2 easements. Ms. Crombie reviewed Planning Commission's staff miscellaneous contact with various townships.

b. Comprehensive Planning Efforts:

i. General Plan Use: Ms. Crombie said staff referred to the General Plan one time this month regarding the Land Use chapter for various topics such as land in farms and urban areas.

See Exhibit 5A

Ms. Cocca-Fulton advised the order of the agenda items needs modified. New Business will be heard first followed by Old Business. She also wanted to add an item number 8, which will be Executive Session. Mr. Claypool made a motion to change the agenda and Mr. Bergansky seconded the motion, and upon a call for the vote, the motion carried unanimously.

6. New Business:

A. County Subdivision Regulations Update: Overview, large lot subdivisions/septic system reviews by Geauga Public Health:

Ms. Crombie let the board know that there were 5 (five) main items that she would be discussing over the coming months, which are large lot subdivisions, easements, platting procedures, fees, and application forms, checklist, flow charts. For each one of these items she will provide background information, (the history behind the requirement), the proposed change, (description of changes), rationale, (the reason why the change is considered), and alternatives, (identifies potential options).

Ms. Crombie displayed Section 608: Amendments as a reference and advised amending these regulations will take time and a public hearing by the Planning Commission and the County Commissioners is required. Approval is required by both boards and changes are then recorded.

Ms. Crombie said the first potential change relates to revisions to lot evaluation requirements. Prior to 2005, Planning Commission regulated only minor subdivisions, which are divisions of land along an existing road with no more than five lots, any one of which is 5.0 acres or less. The review includes the county subdivision regulations, township zoning, and Geauga Public Health department approval for sewage system, known as a lot evaluation. The proposal is to eliminate the requirement that a land owner submit a lot evaluation approval from the Health Department for large lot subdivisions between 5- 20 acres.

Ms. Crombie discussed in April 2005 SB 115 passed that allowed all counties in Ohio the option to regulate lots larger than five (5) acres but no more than twenty (20) acres. Geauga and Lake county chose to regulate such lot sizes. The purpose of reviewing large lots was due to the fact that no zoning or subdivisions regulation compliance review was allowed at the state level to ensure compliance with local regulations, which could result in lots that were poorly designed and with not enough frontage. Ms. Crombie said an example would be a group of adjacent flag lots, each with 10 feet of road frontage and having a shared driveway.

Ms. Crombie explained that a lot evaluation is a review showing it is possible to install a septic system on a lot. An owner must hire soil scientist and septic designer and submit all information to Geauga Public Health for review and approval. Lot evaluations cost time and money as an owner must hire a soil scientist, septic designer, and the fees can range from \$1,000 – \$2,000. Plus, the 5-year time limit on lot evaluation approval can expire before the property owner decides to build on the lot, forcing the property owner go through the process again. Ms. Crombie said sometimes the property owner may have no immediate intention of building on the property. Mr. McCaskey asked who gave the \$1,000 number as he felt it was a little low. Ms. Crombie said that was from preliminary discussion with the Health Department. Mr. Litke, said it could be as high as \$3,000.00 depending on the system.

Ms. Crombie said township zoning, County Subdivision regulation, Ohio EPA approval for commercial septic systems and/or County Department of Water Resources for sanitary sewer access is still required. She added that a buyer must perform their due diligence when purchasing a property-- buyer beware. The property owner could still choose to have a lot evaluation done as a selling point. In terms of soils vs. size, most lots between 5-20 acres can have a septic system installed. Ms. Crombie said a septic system's functionality is based on soils. There may be some cases where a septic system would not be

approved but this goes again with the buyer doing their due diligence. Mr. Claypool said not all lots have the intent to be built on, and if a septic is required, the buyer should have done their due diligence.

Ms. Crombie said there are reasons for keeping the current lot evaluation approval process. If Geauga Public Health cannot approve a lot evaluation for a new home, the proposals would go through the Ohio EPA for an off-lot system review but approval is strictly not guaranteed. If the lot was created after 2007, the Ohio EPA will not approve an off-lot system as those systems are generally limited to existing dwellings with a malfunctioning on – lot system. Ms. Crombie said alternatives include investigating if the Ohio Department of Health would increase their 5-year time limit on lot evaluations, but currently the Ohio Department of Health is not reviewing their regulations. Doing nothing and leave the regulations as is also an alternative.

Ms. Cocca-Fulton commented that if a buyer purchases a lot between 5-20 acres, they should beware that they may not be able to have a septic system but the buyer is required to do their due diligence. Commissioner Dvorak commented that being a Realtor, we should eliminate the lot evaluation, but keep items under D (zoning and subdivision review). He feels this will save money and it makes sense. Ms. Crombie let the board know that this is the initial discussion of potential changes and would want the board to authorize her to red line the document for their review later. Mr. Claypool asked what are we exactly doing? Are we removing the Health Department's need for review? Mr. Litke explained that the lot evaluation requirement was an undue hardship for people. There is an average of 18 lots between 5 and 20 acres each year and there is no need for this as most lots of that size can support a system. Mr. McCaskey asked that something be noted on the application forms regarding this change.

Motion made by Commissioner Dvorak for the Director to pursue changes to the Subdivision Regulations to eliminate the lot evaluation requirement for lots between 5- 20 acres, and seconded by Mr. McCaskey, and upon a call for the vote, the motion carried unanimously.

See Exhibit 6A

B. NOACA/CEDS: Ms. Cocca-Fulton said at last month's meeting we received information from Mr. Claypool in regard to NOACA and the CEDS. She turned the floor over to Mr. Claypool.

Mr. Claypool started out by saying he would like Geauga County to leave NOACA/CEDS. It is a federal program designed to determine transportation and environmental planning for Cuyahoga, Geauga, Lake Lorain and Medina counties. NOACA advertises they are a road planning organization. Geauga County has federal roads, but the decision makers are primarily urban thinkers who have little appreciation for Geauga County. NOACA historically helps Cleveland and Cuyahoga County. Geauga County has three (3) votes. The CEDS is an extension of NOACA and is the federal government being more involved in your local community. NOACA was established to do transportation planning- not economic development. Their decision criteria are race and income based and redistribution of wealth.

Mr. Claypool said he feels the CEDS will harm the County and he met with, Gerry Morgan, Geauga County Board of Commissioners Administrator, to discuss his reasons for leaving. He feels we are good to leave NOACA/CEDS and do this on our own and form our own Metropolitan Planning Organization.

Mr. Claypool said we need to do our own economic development. He suggests as the Planning Commission board, we write a letter to the Board of County Commissioners asking to leave the CEDS. He also asked for Ms. Crombie to stop attending their meetings. Ms. Cocca-Fulton said this is a two-step process: CEDS and NOACA. Mr. McCaskey asked if this has to do with roads, where does Joe Cattell stand? Mr. Claypool said the CEDS has nothing to do with roads, it is all economic development. Mr. Oros agreed we should opt out, but we need to be careful about our road planning and transportation; if we write the letter to leave the CEDS, are we completely removing ourselves? Mr. Claypool responded that NOACA does no road planning for Geauga and we can do all our road planning ourselves. Mr. Oros said from his experience on being on NOACA's Rural Advisory Council, would this even be possible? Mr. Claypool said it is possible and he is working on a plan to leave NOACA and will send it to the members. Mr. Claypool said Mr. Cattell would have to increase his staff and he went on to say that Mr. Cattell submits projects to NOACA and they evaluate one project from another and decide how to fund it. Mr. Neola feels we should send a letter to County Commissioners asking to be removed from CEDS.

Ms. Cocca-Fulton asked for a motion for the Planning Commission board to draft a letter as to why the CEDS does not relate to our goals to be sent to the County Commissioners. Mr. Claypool said he met with the Geauga County Community and Economic Development director yesterday and he would like for her to review the letter and that he can draft it.

Motion made by Mr. Neola to draft a letter to the Board of County Commissioners on why we need to leave the CEDS, and seconded by Mr. Bergansky, Commissioner Dvorak abstained, and upon a call for the vote, the motion carried.

Ms. Crombie mentioned that she had some frustration with the CEDS process as it took several times for agriculture to be integrated into the plan. Mr. Oros said that Medina County has expressed the same sentiment on leaving. Ms. Crombie asked if the motion included her to not attend any more NOACA meetings. Mr. Oros said he did not think a motion for that was necessary.

Exhibit 6B

7. Old Business:

A. Pay Grade Update: Ms. Crombie said pay grades was brought up at our June meeting as the four job descriptions for the Planning Commission not having grades assigned. Ms. Crombie asked the board to look at "Figure A", which is from the Planning Commission's Personnel Manual. Also included is the current 2022 pay table information for hourly and executive level employees. She briefly discussed the pay grade table and steps within each pay grade. "Figure B" was presented next, which is from Geauga County Job and Family Services Personnel Manual. Ms. Crombie discussed JFS's table currently has a minimum rate and maximum rate per hour, which allows more flexibility but no steps.

Ms. Cocca-Fulton said she doesn't understand the step process of the Commissioner's pay table. She knows Job and Family Services wanted a beginning point and an end point and it is up the Director's discretion to assign a pay to an employee based on their performance. Ms. Crombie said according to our policy, Planning Commission board decides the staff raises. The overall intent is to assign a pay

grade to our job descriptions, not a range of compensation. She would like to edit this and bring it back to the board to review. Mr. Gorris commented that it looks like we need to update our job descriptions to bring them up to speed Ms. Crombie replied yes. Mr. Claypool said that the Planning Commission does not follow the Board of County Commissioners. Overall management step charts were created in the past; just a management tool; they are artificial charts. The Planning Commission board can set an employee's pay at what we want it to be. We have a small staff and why would we want to complicate things? We can pay them what we want them to be paid.

Mr. Bergansky said a raise is given as deserved. In regard to cost of living COLA, Cost of Living Adjustment, he explained that this was initially created for retired individuals to adjust their fixed income. In the regular workforce, not a union or government entity, companies would give employees raises and it shouldn't be referred to as a cost of living increase. He said he doesn't like to manufacture a chart, it is complicated, but we should have a chart based on some of this as we are our own separate entity. Mr. Neola felt that the board should exclude itself from this; if we have tables and we don't update them to make Planning Commission more marketable, we will not be getting the best qualified talent. Mr. Oros commented that everything should be left up to the Planning Commission board. Ms. Crombie said we need to go through all the job descriptions, including ones that are not filled such as the Planner II/GIS Coordinator and Senior Planner, and update them and also amend the policy and procedure manual. Ms. Cocca-Fulton told the board we need to look at all the positions and see what changes need done.

See Exhibit 7A

Mr. Dvorak left at 9:27am

B. Derchar Subdivision:

No new material

C. Model Zoning: Ms. Crombie informed the board the sign related update information was emailed to the townships Zoning Commission secretaries, Board of Zoning appeals secretaries, Township Trustees, and Zoning Inspectors. She provided the link to where they can find this information. Ms. Crombie discussed Section 1002.5 Supplementary Conditions on variances, draft language consideration, highlighting on section "regulations specifically provided for elsewhere in this resolution" and asked the Board to review and provide any comments for the next meeting.

See Exhibit 7C

Mr. Neola left at 9:29am.

D. Website Update: Ms. Cocca-Fulton said she know we are in the process of adding a tab for committee to Board of County Commissioners website.

See Exhibit 7D

E. County Land Use Map: No new material

8. Executive Session:

Ms. Cocca-Fulton asked for a motion to enter into Executive Session per ORC 121.22(G)(1) regarding employment, discipline, promotion, and compensation of public employee or official.

Motion made by Mr. Claypool to enter into Executive Session, and seconded by Mr. Bergansky, and upon a call for the vote, the motion carried unanimously. Ms. Cocca-Fulton asked for a roll call.

Roll call vote:

- Commissioner Dvorak – Absent
- Commissioner Spidalieri – Absent
- Commissioner Lennon – Absent
- Ms. Cocca-Fulton – Yes
- Mr. Neola – Absent
- Mr. Oros – Yes
- Mr. McCaskey – Yes
- Mr. Miller – Yes
- Mr. Gorris – Yes
- Mr. Claypool – Yes
- Mr. Bergansky – Yes

The Board entered Executive Session at 9:32 a.m. and resumed the regular meeting at 9:45a.m. Ms. Cocca-Fulton advised no action is required at this time.

Ms. Cocca-Fulton said as a follow up to the last meeting in regard to the Model Zoning Resolution, she called the Attorney General’s Office, who said instead of using the Prosecutor’s Office, perhaps a city solicitor or the ethics board. They advised us to refer to the Attorney General’s website: Ohio Attorney.gov. She said she did not receive a call back from the Prosecutor’s Office.

Ms. Cocca-Fulton said she called the Ohio Civil Rights Commission regarding religious use of property and as a conditional use. The Civil Rights Commission said they look to see if there is discrimination/injured party and what could be discrimination on its face. Ms. Cocca-Fulton said the Commission indicated it does not sound like it is ripe for them to review.

9. Adjournment

Chairperson Ms. Cocca -Fulton adjourned the meeting at 9:47 am.



 Caterina Cocca- Fulton, Chairman



 Gary Neola, Secretary/Treasurer

COUNTY PLANNING COMMISSION FINANCIAL REPORT
Summary

Budget – October 11, 2022



<u>Account</u>	<u>Appropriation</u>	<u>Expenditure</u>	<u>Balance</u>
Salaries	\$140,589.00	\$103,830.68	\$36,758.32
Supplies	\$3,848.00	\$823.20	\$3,024.80
Hosp.	\$25,604.00	\$18,657.00	\$6,947.00
Medicare	\$2,090.00	\$1,544.75	\$545.25
OPERS	\$19,780.00	\$14,456.90	\$5,323.10
Worker's Comp.	\$252.00	\$0.00	\$252.00
Other Expenses	5,018.00	\$1,193.74	3,824.26
Equipment	\$8,451.00	\$6,275.27	\$2,175.73
Contracted Services	\$0.00	\$0.00	\$0.00
Covid -19 Expenses	\$0.00	\$0.00	\$0.00
Copier Usage Services	\$1,000.00	\$55.48	\$944.52
Travel	\$2,600.00	\$1,375.85	\$1,224.15
Advertising	\$160.00	\$0.00	\$160.00
Training	\$300.00	\$0.00	\$300.00
Member, Dues, Lic. Sub	\$900.00	\$653.00	\$247.00
Total	\$210,592.00	\$148,865.87	\$61,726.13

**SUMMARY RESOLUTION FOR EXPENSES
GEOUGA COUNTY PLANNING COMMISSION**

Mr. McCluskey MOVED THE ADOPTION OF THE FOLLOWING RESOLUTION,
WHICH MOTION WAS SECONDED BY Mr. Coos.


WHEREAS, THE EXPENSES LISTED HEREIN HAVE BEEN INCURRED BY THE GEOUGA COUNTY PLANNING COMMISSION IN ORDER FOR THE COMMISSION TO PERFORM ITS DUTIES; AND

WHEREAS, THESE EXPENSES HAVE BEEN REVIEWED BY THE MEMBERS OF THE COMMISSION AT ITS OCTOBER 13, 2022 MEETING;

NOW THEREFORE, BE IT RESOLVED, THAT THE GEOUGA COUNTY PLANNING COMMISSION HEREBY AUTHORIZES PAYMENT OF THE FOLLOWING BILLS OR CLAIMS:

<u>P.O.</u>	<u>ACCOUNT</u>	<u>DATE</u>	<u>VENDOR</u>	<u>AMOUNT</u>
1235	SUPPLIES	9/13	STAPLES	41.78
2790	TRAVEL	9/20	GEOUGA COUNTY TWP ASSOC/QUARTERLY DINNER (LINDA CROMBIE & ALLYSON KOBUS)	50.00
2790	TRAVEL	9/29	GEOUGA SOIL/WATER ANNUAL DINNER & ELECTION (LINDA CROMBIE & ALLYSON KOBUS)	26.00
1224	OTHER	9/29	APA OHIO – PLANNING & ZONING WORKSHOP (LINDA CROMBIE & ALLYSON KOBUS)	350.00
1235	SUPPLIES	9/29	STAPLES	26.68
3128	TRAVEL	10/4	CEAO G.I.S. CONFERENCE REIMBURSEMENT (ALLYSON KOBUS FOOD/HOTEL/MILEAGE EXPENSES)	739.94
2790	TRAVEL	10/4	PAMELA IRIZARRY (MILEAGE REIMBURSEMENT)	68.62
1235	SUPPLIES	10/4	STAPLES	77.26
1235	SUPPLIES	10/4	STAPLES	25.04
2481	COPIER USAGE	10/4	MERITECH (SERVICES FROM 7/22 TO 8/21)	38.80
2481	COPIER USAGE	10/4	MERITECH (SERVICES FROM 8/22 TO 9/21)	16.68
TOTAL				\$ 1,460.80


Caterina Cocca-Fulton, Chairman


-Gary Neola, Secretary/Treasurer
DENNIS BERGANSKY



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October 6, 2022

Prepared for the October 13, 2022 Geauga County Planning Commission meeting

Director's Report

1. Cleveland Ohio Planning and Zoning Workshop

The above referenced conference will be held on Tuesday, October 11 and Ms. Kobus and I will provide a brief overview at the October 13 meeting.

2. Ohio GIS Conference

Ms. Kobus attended the Ohio GIS Conference in Columbus on September 20-22 and she will provide a brief overview of the conference and the three most important items learned that relate to the staff's use of GIS.

3. Ohio Attorney General Opinion No. 2022-012

Please see the opinion dated September 15, 2022 in the Dropbox link regarding the question of whether a township that has adopted multiple zoned areas is required to have separate board of zoning appeals for each zoned area. Ohio Attorney General Dave Yost concluded it is not required.

4. Geauga Public Health Operation and Maintenance Program

Geauga Public Health is developing its Operation and Maintenance Program regarding maintenance and inspections of household septic systems. The program is a result of a mandate by the State of Ohio Department of Health, but as it is not funded by the State, fees must be charged by Geauga Public Health (GPH) to cover the cost of the program. GPH will focus on educating the public on the importance of maintaining their septic systems to avoid, to the extent possible, replacing the system. As information is made available, I will provide it to the Commission.

5. Geauga Public Health, Community Health Needs Assessment

Local township and county public officials, health care officials, and non-profits were invited to attend Geauga Public Health's Geauga County Community Health Needs Assessment Prioritization. The assessment focuses on the health care issues including but not limited to medications/prescriptions, heart disease, substance misuse, nutrition, and mental health, the purpose of which is to guide GPH's health priorities in the County.

I attended to learn more and determine if it related to planning. GPH's assessment did identify several "barriers" to health care, including but not limited to cost, awareness, office

Eminent domain reform bill introduced to protect landowners

Ohio lags behind most states in protections for landowners. In fact, when Ohio landowners are faced with losing property rights through eminent domain, the present law makes it difficult for them to defend their own interests and they often find themselves at a disadvantage.

House Bill 698, introduced by State Rep. Darrell Kick (OH-70) and State Rep. Rodney Creech (OH-43), would create a more direct legal route for a landowner to receive compensation when property is taken by the government without compensation, using a court action called inverse condemnation. In most states, when a property owner files an eminent domain case in court, the court starts by determining if there was indeed a taking of land or property value and if the owner is owed compensation. If so, the same

court handles the trial to set the amount of compensation to the landowner.

Current Ohio law, on the other hand, requires a landowner to first file a lawsuit to force the government or entity taking property to follow the law, then separately go through the eminent domain process. The farmer must prove by "clear and convincing evidence" that the law wasn't followed, an incredibly high standard of proof to meet.

"This legislation would give safeguards to landowners across Ohio to protect them from government and utilities taking property," said Adam Sharp, executive vice president of Ohio Farm Bureau. "We appreciate Representatives Kick and Creech for bringing this issue forward and offering a path to bring Ohio in line with almost all other state and federal

laws when it comes to eminent domain."

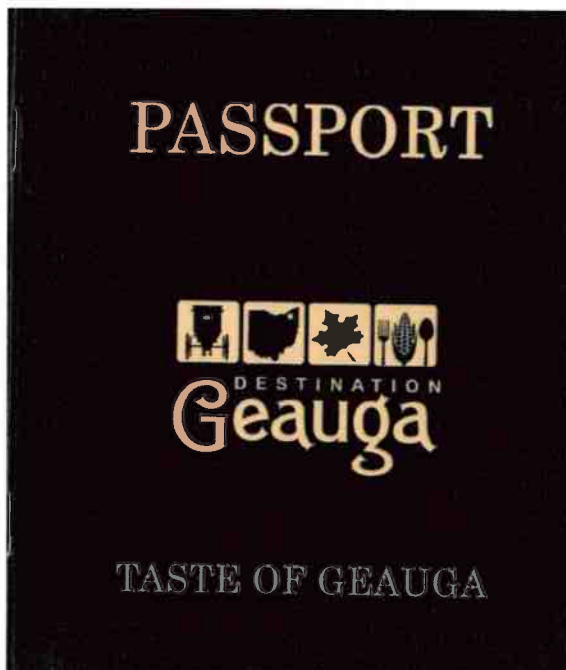
"How eminent domain is used has always been a concern of mine," said Kick. "While the ability to utilize eminent domain is important, I want to make sure that landowners have a say, so that power's not abused."

The proposed bill also would allow landowners to challenge the necessity of takings, makes a "good faith" offer the floor for compensation, penalizes coercive action and grants landowners mandatory attorney fees for successful defense of appeals.

"This legislation is necessary to ensure that those who can't afford to defend their land from eminent domain have policy in place to better protect their property rights," said Creech.

7. Taste of Geauga Passport

Destination Geauga is offering their Taste of Geauga Passport program through the end of the year to encourage patronage to thirty-two (32) participating restaurants and taverns throughout the County. The images below will help explain the program and the passports are available at the County's Department of Economic Development as well as the participating locations.



**ENTER FOR A CHANCE TO WIN UP TO
18 TWENTY-FIVE DOLLAR GIFT CARDS TO
PARTICIPATING LOCATIONS**

Dine or Drink at a participating location in this passport and **have the location page stamped** with the official stamp. When you have at least 10 location stamps mail your passport to
**Destination Geauga, 12375 Kinsman Rd. Bldg H- 8,
Newbury OH 44065**

Entries must be received by 12/31/22 .

The first qualified passport received at the office will win three \$25 gift certificates (\$75 value) and will be entered to win in the subsequent drawing for the 1st, 2nd and 3rd prizes.

HOW WINNERS ARE SELECTED:
After 12/31/22 a random drawing of 3 passports will take place. Of these three, the passport with the most stamps will receive (15) \$25 gift cards. The passport with the second most stamps will receive (9) \$25 gift cards. Finally the passport with the least stamps of the three, but at least 10 stamps, will receive (5) \$25 gift cards. In the event that there is a tie among the passports drawn, the passport that was mailed in first with the most stamps will be the winner and so on.

Any passport that is sent in and has all 32 stops stamped will receive an additional gift even if it is received after 12/31/22. So if you miss the drawing keep going and send your passport in!

QUESTIONS PLEASE CALL 440-632-1538 FOR MORE INFORMATION.

35 DESTINATION GEAUGA.COM

9. Lot Split Activity, July -September

Nine lot splits were submitted over the last three months per the map below. As part of learning ArcGIS Online, Ms. Kobus use ArcGIS Dashboards to create an interface containing an interactive map and running tally of lot splits submitted thus far in 2022. As the staff provides the Commission with updates on lot split/consolidation activity, please let us know what you think of the online format instead, which can be found here:

<https://www.arcgis.com/apps/dashboards/9b2ef84b15904153909b9ccd48de8799>



the presentation, which is to educate employees on situational awareness and what can be done during a violent event, typically involving an active shooter.

16. Census Bureau Input

Please see the information below from the U.S. Census Bureau if you are interested in providing feedback regarding the Bureau’s preparation for the 2030 Census. The deadline to submit is November 15, 2022. I plan to send in comments.

U.S. Census Bureau Seeking Input

The Census Bureau is in the early stages of planning for the next census – a process that includes years of research and testing to prepare for the complex task of counting every person living in the United States each decade. By mid-decade, in 2024, the Census Bureau expects to decide the initial operational design for the 2030 Census – the “big picture” plan for the census. That milestone is followed by refining procedures and putting technology and other infrastructure in place for the national count in 2030.

As part of the planning efforts, the public is invited to share feedback on how the Census Bureau can improve the public’s experience during the 2030 Census. With this input, the Census Bureau aims to better reach and count historically under-counted people, overcome challenges, and encourage everyone to respond to the 2030 Census. Public input is needed now so it can inform the Census Bureau’s decisions on the initial operational design, along with the findings of dozens of research projects underway.

Through the Federal Register Notice, the Census Bureau is looking for recommendations on:

- Reaching and motivating everyone.
- Technology.
- New data sources.
- Contacting the public.
- Providing support to the public.

The Census Bureau will consider the public’s feedback along with lessons learned from the 2020 Census.

How to Provide Feedback

The public can submit comments in two ways:

- Email comments to DCMD_2030_Research@census.gov.
- Submit comments online through the Federal Register Notice linked from the [2030 Census](#) webpage.

Comments must be received by November 15, 2022. Comments should be specific, detailed, clear, and identify which topic(s) each comment addresses. The Census Bureau will summarize and share the input received publicly.

17. Work Summary, September 2022

a. Planning/Zoning/Subdivision Administration

	# Reviewed September 2022
Lot Splits/Subdivisions	
Re-plat	2 (informal review)
Major Subdivision	1 (informal review)
Minor Subdivisions (5 acres and less)	0
Large Lot Subdivisions (Between 5-20 acres)	1
Exempt Lots (Transfer to Adjacent Owner)	2
Exempt Lots (Over 20 acres)	0
Lot consolidations	5
Total	11

Geauga County Planning Commission
12611 Ravenwood Dr. Suite #380, Chardon, Ohio 44024
Phone: (440) 279-1740 Email: Planning@co.geauga.oh.us

Drop Box Location

A drop box has been installed outside of the new Geauga County Office Building. Planning Commission's drop box is box #2 and it is labeled "Geauga County Planning Commission".

The drop box is located across from the BMV and Title Bureau along the side of the drive aisle. Anyone can drive up and drop off surveys, deeds, or any other materials during business and non-business hours.

The drop box does not fit rolled plans and any document must be folded to fit within a 10x15 sized envelope or smaller.

The drop box is accessed only by the Planning Commission Staff.



Please reach out with any questions,

**Geauga County Planning
Commission Staff**

**Linda Cromble
Allyson Kobus
Pam Irizarry**

hours, etc, as well as three that related to planning: transportation, housing, and septic/well repairs.

GPH's transportation barrier related to lack of a public transit. Through the process to update the General Plan, transportation, including public transportation, was discussed. There are no plans to establish mass public transit due to the rural nature of the county. This is where awareness of current services is very important. Geauga County Transit exists, which is an as-needed public transportation service residents can use for doctor's appointments, groceries, recreation, etc. This service is for within the county as well as two miles outside of the County. Geauga County Transit does, however, connect with Laketran and Greater Cleveland RTA in Lake and Cuyahoga counties, which allows residents to travel to a larger area in Northeast Ohio. The service, however, does generally require a one-week lead time to schedule a trip. Private companies are also sources of transportation but may be somewhat limited depending on the location within the County.

GPH's housing barrier related to affordability, availability of rentals, and home/utility repairs. The Housing Inventory, a Planning Commission goal, when completed will help shed some light on the approximate number of apartments, duplexes, etc. that exist throughout the County. It is not, however, a housing study that delves deeper into rent, vacancy rates, etc.

GPH's septic/well repairs barrier relates to costs associated with each. Coincidentally, this relates back to Item #4 of this report that describes GPH's development of their Operation and Maintenance Program to educate homeowners on the importance of maintaining their septic systems to avoid costly repairs or replacement.

I bring this information to you so you aware of GPH's efforts but to also to inquire, given the Commission's numerous priorities, whether I should devote time to these meetings.

6. Ohio Legislative Updates:

a. House Bill 563: Short Term Rentals:

I've been checking The Ohio Legislature's website and no there have not been any updates on this proposed bill. I will continue to monitor the bill's progress and inform the Commission accordingly.

b. House Bill 698: Eminent Domain:

House Bill 698 was introduced in June 2022 and the full text can be found here:

<https://www.legislature.ohio.gov/legislation/legislation-summary?id=GA134-HB-698>

The bill proposes to allow land owners to more easily navigate the legal system to receive compensation when their land is taken through eminent domain. Also included in the bill is defining public use as not including the use of property for recreational trails. I will continue to monitor the bill's progress and inform the Commission accordingly. A brief article from August 2022 Buckeye Farm News is provided below for reference.

THIS PASSPORT BELONG TO...

Name _____

Address _____

City _____ State _____ Zip _____

Phone _____ E-mail _____

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7 Ladies Tea Parlor.....	3	JC's Restaurant	19
8th Day Brewing Company.....	4	Johnny's Grill and Pizzeria	20
Beans Coffee Shop & Bistro.....	5	Lakure Vineyards.....	21
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000-775-TOUR 2

8. Lakeland Community College GIS Day

Lakeland Community College’s GIS Day will be held on Wednesday, November 16 from 9:00am-2:00pm. There will be various presentations but the staff has the opportunity to also have an exhibit table on how GIS is used in Geauga County. As one of the few local colleges/universities to offer GIS related courses and certificates, this is an opportunity to showcase some of our work, network with local GIS professionals, and answer any questions from students looking to obtain GIS positions.

Ms. Kobus and I are interested in creating an exhibit table but would need the Commission’s authorization. As the Planning Commission is not the only county office to use GIS, I will forward the flyer below to numerous other county departments and offices.



10. Budget Hearings

At the 10-4-22 budget hearing the 2023 budget request was updated to reflect the 1,248 hours for the Administrative Assistant position (instead of 1,040 hours). Additionally, \$400.00 was moved from the “Other” account to the “Training” account to offset the increased costs in conference registrations.

11. General Plan annual review

The General Plan will be in use for one year as of October 18, 2022. As the General Plan is to be reviewed annually, per the Executive Summary, this topic will be placed onto the November meeting agenda. Major updates are to occur every five years. This annual review is not an overhaul of the plan but rather an assessment of how it has been used, general observations, and to discuss potential items to add, delete, correct, modify, etc., when it comes time to make major updates in 2026.

In speaking with Chairwoman Cocca-Fulton, to be more productive, at the October meeting *please be prepared to volunteer or be assigned to review one of the chapters 2-8*. I am preparing a list of items that the staff has noted over the past year and I will provide it for the November meeting to aid in the discussion.

12. Exterior drop box

For convenience to our residents, surveyors, title companies, township officials, and anyone else in need of dropping off documents to the Planning Commission staff, an exterior drop box is located along the front entry drive to the new Geauga County Office Building that can be accessed during business and non-business hours. Please see the flyer located at the end of this report that Ms. Kobus created, which is being distributed to our various points of contact.

13. Directory of Public Officials and Zoning Inspector list update

Over the past month or so Ms. Irizarry has been working to update the Directory of Public Officials as now many of the County offices are located in the new building on Ravenwood Drive. She also updated the list of township/municipal zoning inspectors as there were several changes over the past couple of months.

14. Equipment purchases

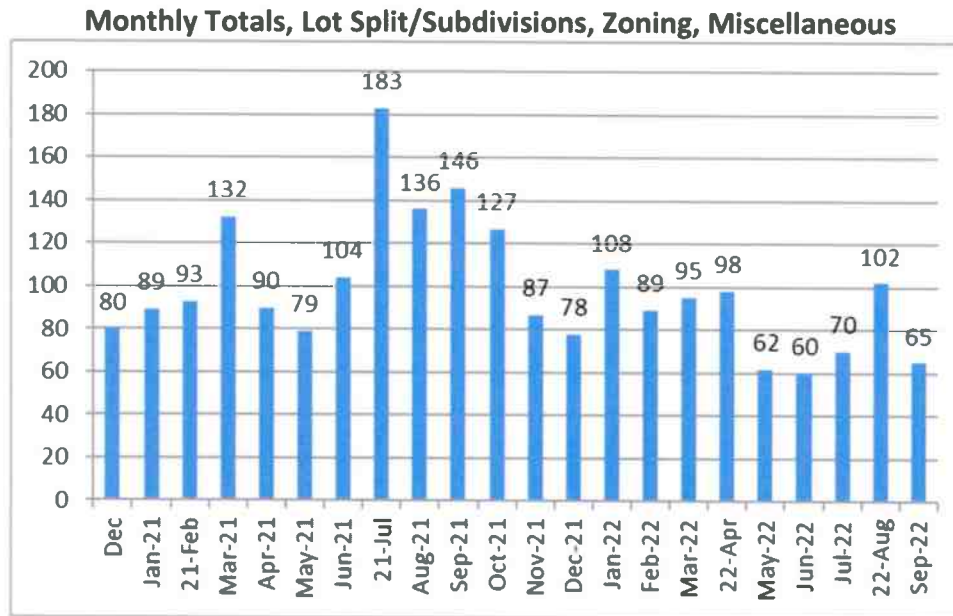
The 2022 budget included funds to replace laptops, desktops, and monitors. The laptop and desktop were ordered but the monitors could not be ordered earlier this year due to a shortage in supply. They are now in stock and have been ordered for \$563.85 including cables.

Additionally, ADP determined the operating system with Ms. Irizarry new desktop is not compatible with the Dymo label maker, which she used nearly every day. A new label maker will be purchased at a cost of \$115.00.

15. A.L.I.C.E. training

In the next month, County staff will be participating in A.L.I.C.E. training which stands for Alert Lockdown Inform Counter Evacuate. The Geauga County Sheriff's Office will make

Zoning	
Informal text or map amendment reviews	1
Formal text or map amendment reviews	0
Preliminary Lot split inquiries	17
Miscellaneous planning/zoning inquiries	34
Total	52
Miscellaneous	
Easements (roadway, septic, utility, etc.)	2



The following is a summary of various points of contact with the townships:

Chardon:

- Informal review of zoning amendment

Claridon

- Question on zoning amendment process

Munson

- Question related to a structure/previous area variance
- Potential amendment to Model regarding electric vehicles

Russell

- Question related to lot consolidation, required setbacks

b. Comprehensive Planning Efforts

- i. **General Plan Use:** The staff referred to the General Plan one (1) time during September regarding the Land Use chapter for various topics including land in farms and urbanized areas.



DAVE YOST

OHIO ATTORNEY GENERAL

Opinions Section
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30 East Broad Street, 25th Floor
Columbus, Ohio 43215
www.ohioattorneygeneral.gov

September 15, 2022

OPINION NO. 2022-012

The Honorable Eric C. Stewart
Logan County Prosecuting Attorney
117 E. Columbus Avenue
Bellefontaine, Ohio 43311

Dear Prosecutor Stewart:

You have requested an opinion regarding township boards of zoning appeals.

Specifically, you ask:

If a township has multiple zoned areas, is the township required to have a separate board of zoning appeals for each zoned area?

The township in question has not adopted a limited home-rule form of government. *See* R.C. Chapter 504. Therefore, this opinion addresses only statutory townships.

I conclude, that “no,” a statutory township is not required to have a separate board of zoning appeals for each zoned area.

September 15, 2022

The Honorable Eric C. Stewart
Logan County Prosecuting Attorney
117 E. Columbus Avenue
Bellefontaine, Ohio 43111

SYLLABUS: 2022-012

Pursuant to R.C. 519.13, a township is not required to have a separate board of zoning appeals for each zoned area.

I

The township zoning process consists of multiple steps. *See generally* 2000 Op. Att’y Gen. No. 2000-034, at 2-211 to 2-212. First, the township board of trustees adopts a comprehensive plan for the township. R.C. 519.02. The plan may divide the township into multiple districts or zones. *Id.* Next, the township zoning commission recommends and submits a plan to the township board of trustees. R.C. 519.05. Important for the purpose of your question, each separate zoned area can have its own separate plan. 2000 Op. Att’y Gen. No. 2000-034, syllabus, paragraph 3. There is only one township zoning commission in each township, however, regardless of how many zoned areas the township comprises. *Id.*; *see also* 2010 Op. Att’y Gen. No. 2010-006, at 2-38. The township board of trustees holds at least one public hearing, and then votes on whether to adopt the plan. R.C. 519.08-.10. If the board of trustees votes to adopt the plan, the plan is submitted to the electors “residing in the unincorporated area of the township included in the proposed plan of zoning for their approval or rejection[.]” R.C. 519.11.

Appeals from zoning enforcement decisions, requests for zoning variances, and requests for conditional zoning certificates are heard by a township board of zoning appeals. R.C. 519.14. If a township adopts zoning regulations, the board of township trustees “shall appoint a township board of zoning appeals composed of five members who shall be residents of the unincorporated territory in the township included in the area zoned.” R.C. 519.13(A). A board of zoning appeals is a standing

body with membership appointed for set, staggered terms. *Id.*

II

You ask: If a township has multiple zoned areas, is the township required to have a separate board of zoning appeals for each zoned area? No. R.C. 519.13 is best read to require a single board of zoning appeals.

The statute states:

In any township which adopts zoning regulations the board of township trustees shall appoint a township board of zoning appeals composed of five members who shall be residents of the unincorporated territory in the township included in the area zoned. R.C. 519.13(A).

The statute applies to “any township that adopts zoning regulations,” and makes no distinction between townships with multiple zoning plans or areas. It does not state that a board of zoning appeals should be appointed *each* time the township adopts zoning regulations.

True, the statute contains the words “included in the area zoned.” But this clause does not require that every board’s members be drawn from a single zoned area. Rather, this phrase modifies the word “township”: it makes clear that the township from which the members are selected must have territory in the zoned

area, but it *does not* require that members be selected exclusively from a particular zoned area.

Moreover, the statutes related to township boards of zoning appeals contain no reference to multiple boards per township. *See, e.g.*, R.C. 519.13; R.C. 519.14; R.C. 519.141; R.C. 519.15; R.C. 519.16. Instead, they indicate that the General Assembly intended to require a single board per township. *E.g.*, R.C. 519.16 (“The township fiscal officer may be appointed secretary of the township zoning commission, secretary of *the* township board of zoning appeals, and zoning inspector”) (emphasis added). Had the legislature intended to require a separate board of zoning appeals for each separate zoning plan it could have easily stated so. But no portion of the Revised Code references multiple boards of zoning appeals per township, or indicates that multiple boards were intended.

Conclusion

Accordingly, it is my opinion, and you are hereby advised that:

Pursuant to R.C. 519.13, a township is not required to have a separate board of zoning appeals for each zoned area.

Respectfully,

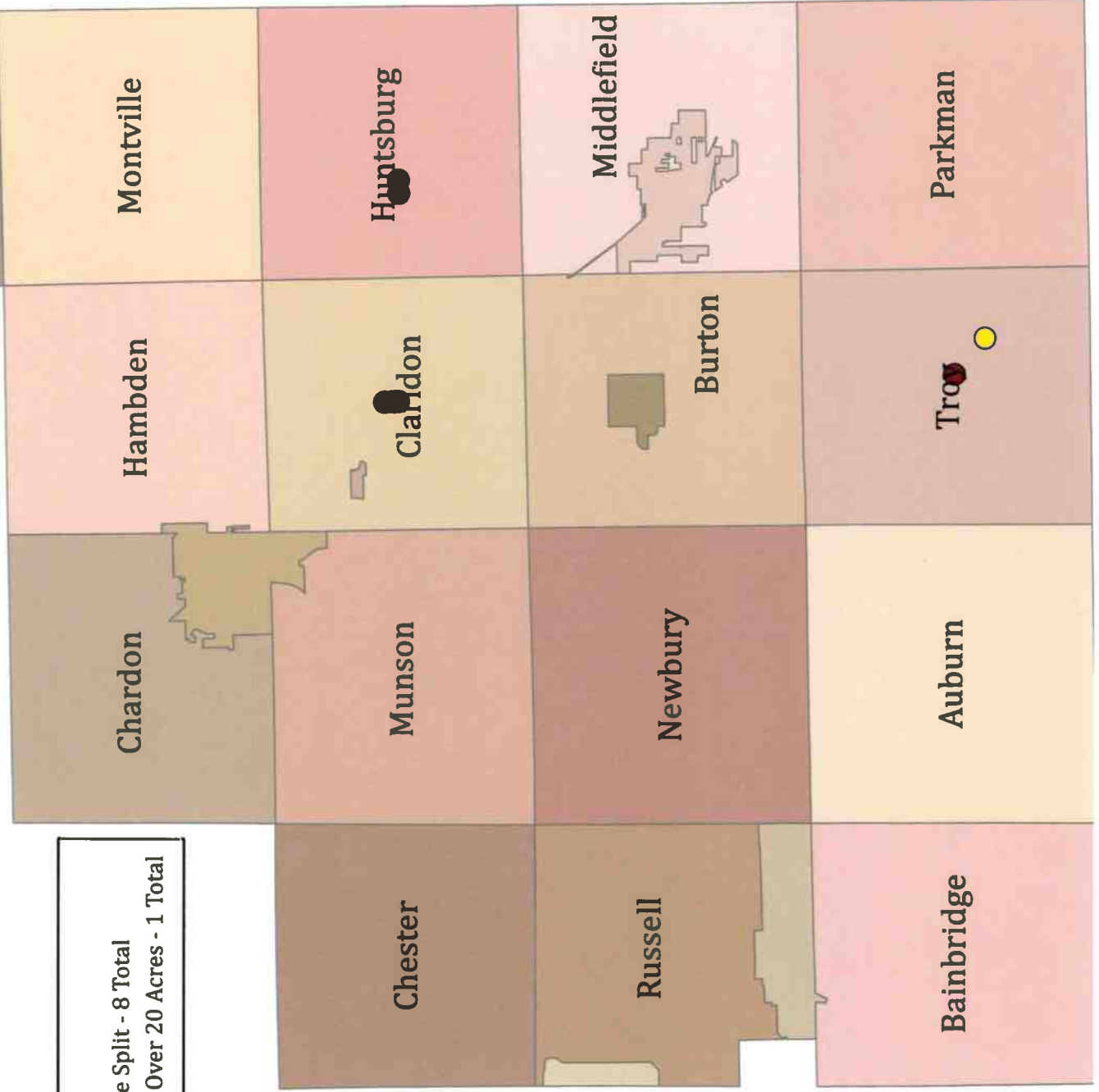
A handwritten signature in blue ink that reads "Dave Yost". The signature is written in a cursive style with a large, looping "D" and "Y".

DAVE YOST
Ohio Attorney General

JULY 2022 - SEPTEMBER 2022

Legend

- Large Split - 8 Total
- Lots Over 20 Acres - 1 Total



Disclaimer: This map was prepared by the Geauga County Planning Commission using local state





Geauga County Planning Commission
 12611 Ravenwood Drive, Suite #380, Chardon, Ohio 44024
 Phone (440) 279-1740
www.co.geauga.oh.us/Departments/Planning-Commission

MEMORANDUM

DATE: October 6, 2022

TO: Planning Commission members

FROM: Linda M. Crombie, AICP, Planning Director

RE: County Subdivision Regulations Update Overview, Agenda Item 7A

Review and update of the Subdivision Regulations of Geauga County is a goal set for 2022 but it will take many months to accomplish. Over the last three years I have noted potential updates some of which are minor while others warrant review and discussion before time is devoted to red-line the document for presentation.

To assist with understanding why a change is proposed, I will provide the following four items:

- A. **Background Information** (to explain the history behind the requirement);
- B. **Proposed Change** (brief description of the actual change);
- C. **Rationale** (reasons why the change is considered)
- D. **Alternatives** (identify other potential options to pursue, if any)

The October meeting will be a general overview of the five (5) more significant potential changes, as listed below, with more in-depth review and discussion of each to occur in the coming months. The goal, however, is to review #1 at the October meeting as Mr. Adam Litke, Administrator for Geauga Public Health, will be in attendance to answer any questions. Other topics, as they arise, will be discussed during the course of the update and special meetings could be scheduled at any point.

1. **Large Lot Subdivisions (Section 305)**: potentially eliminate the requirement that a land owner provide a septic system lot evaluation approval for lots between 5-20 acres, exclusive of the right of way.
2. **Easements (Section 505)**: any easement (highway, septic, conservation, access, utility, etc.) proposed in the townships for non-platted land is required to be reviewed by the Planning Commission staff before it is recorded; discuss potentially revising this requirement
3. **Platting Procedures (Sections 304 and 606(C))**: potentially change the required review process within platted subdivisions, including but not limited to proposals to consolidate sublots or change lot lines that do not result in the creation of a new building site
4. **Fees (Section 607)**: potentially amend the fees related to lot splits, lot line adjustments, and consolidations for non-platted land to account for time necessary to process the

applications. A fee is meant to cover the cost of the review, including time and materials. Currently, certain applications are not charged a fee.

5. **Application forms, checklists, flow charts (Appendix):** remove and revise the application forms, checklists, and flow charts from the Subdivision Regulations to allow flexibility in making changes without the need to perform an amendment. Review and approval of any changes to such documents by Planning Commission would still occur.

Please note that amending the regulations requires a public hearing by both the Planning Commission and the County Commissioners, the dates of which will be determined later in the process. Ultimately approval by both boards is required and the revised regulations are recorded. I have provided the amendment section below from the Subdivision Regulations for reference:

Section 608: Amendments

The planning commission and the board of county commissioners may, after each has conducted a public hearing, amend or supplement these regulations. Notice shall be given of the time and place of such public hearing by publication in at least one (1) newspaper of general circulation published in the county at least thirty (30) days prior to said hearings. Notice of the public hearing shall also be sent to all townships in the county by regular mail or electronic mail at least thirty (30) days before the hearing held by the planning commission and the board of county commissioners. The amendment or supplement shall be on file in the office of the planning commission and the clerk of the board of county commissioners for public examination during each thirty (30) day period.

1) Large Lot Subdivisions—proposed revision to lot evaluation requirements

In order to understand the scope of the proposed change, please see the following background information for your knowledge:

A. Background Information

Prior to September 30, 2005, the County Planning Commission had review authority over minor subdivisions, which are divisions of land along an existing road involving no more than five lots, any one of which is 5.0 acres or less, exclusive of the right of way. This review includes compliance with the following:

- County Subdivision Regulations
- Local Township zoning
- County Department of Health for household sewage treatment system approval, known as a “lot evaluation”

Per ORC 711.10, county planning commissions are permitted to create subdivision regulations and per 711.01(B)(1)(a) a parcel of land over five acres is not defined as a subdivision and therefore, is not subject to any zoning or subdivision compliance review.

However, in April 2005 SB 115 passed that allowed all counties in Ohio the option to regulate lots larger than five (5) acres but no more than twenty (20) acres, known as large lot developments. Geauga County chose to regulate such size lots, effective 9/30/05, as did Lake County, but other counties, including, Ashtabula, Trumbull, and Portage did not.

Referred to as “Large Lot Subdivisions” in the Subdivision Regulations, the purpose of adding review authority over such lots largely revolved around the fact that no zoning or subdivision regulation compliance review was allowed to ensure compliance with local regulations, the result of which were lots with poor design, access, or insufficient frontage. An example being a grouping of adjacent “flag lots” each containing only 10 feet of road frontage and utilizing a shared driveway (i.e., not a public or private road build to County standards).

Large lot subdivisions follow the same review process as minor subdivisions, and an excerpt from the Subdivision Regulations is provided below detailing the various sewage treatment approvals required, depending on the project.

Article III, Section 305(D):

D. Written proof of compliance consisting of a copy of an approved lot evaluation form from the County General Health District, Department of Health, that the lot is in compliance with applicable rules governing household sewage treatment systems or such other systems under their jurisdiction; or, if the lot is to be used for multi-family residential (more than 3 units per dwelling) or nonresidential purposes, then Ohio Environmental Protection Agency (EPA) preliminary written acceptance shall be required as proof that the lot is in compliance with applicable state rules governing on-site sewage treatment systems. If the lot is to be used for permanent open space, agriculture, or some other use not requiring an on-site sewage treatment system and the approval of the County General Health District or the acceptance Ohio EPA, then the applicant shall submit an affidavit as to the facts pertaining to the use of the lot and the instrument of conveyance shall include a restrictive covenant running with the land specifying the use of the lot. If the lot is to be served by an existing central sanitary sewer line, then written approval by the County Department of Water Resources for a connection to such sewer line shall be provided.

B. Proposed Change

The proposal is to eliminate the requirement that an owner of a residential non-platted lot submit a lot evaluation approval from Geauga Public Health (GPH) for large lot subdivisions (lots between 5-20 acres).

First, what is a lot evaluation?

- The lot evaluation is essentially a review showing it is feasible to install a septic system on a lot.
- An owner must first hire a soil scientist to obtain soil samples and prepare a soil report
- An owner must also hire a septic designer to prepare preliminary septic drawings and calculations. The drawing includes the location of the primary system, which is the one installed and used by the owner, as well as a designated area on the lot for a replacement system if the primary system fails.
- This information is submitted to Geauga Public Health for review and approval.

C. Rationale for removal of lot evaluation approval

- A. 5-Year Limit on Lot Evaluation Approval. The lot evaluation approval issued by Geauga Public Health is valid for five (5) years, per the Ohio Department of Health (ODH) regulations. This approval can become invalid before there is a proposal to build on the lot, whether by the current or future owner, thus necessitating going through the time and expense of the process again. (Note: this could also occur with minor subdivisions but given their smaller lot area, the lot evaluation is always required).
- B. Lot evaluation time and cost: hiring a soil scientist, septic designer, along with Geauga

Public Health's approval can take several weeks to months and generally costs between \$1,000-\$2,000.

- C. Average number of large lots: There have been on average eighteen (18) large lots created each year over the past five years, which is not a significant number of new lots given the size of the county.
- D. Township zoning and County Subdivision Regulation review would still be required.
- E. Ohio EPA approval for commercial septic systems and/or the County Department of Water Resources for sanitary sewer access is still proposed to be required, if applicable
- F. Prospective buyers must perform their due diligence in purchasing property (buyer beware concept). Plus, a seller could choose on their own to have a lot evaluation performed as a marketing tool to sell the lot, regardless of the lot size.
- G. Resident comments: During various lot split reviews, residents have commented on the complexity of the lot evaluation process given the fact they have no plans to build in the near future.
- H. Soils vs. Size: Most* lots between 5-20 acres can support the area needed for a primary and replacement system. As a septic system's functionality is based upon soils, even a 25-acre parcel, for example, may not be "buildable" if it has all wet soils (again, buyer beware). This makes soils the predominant factor and lot area becomes secondary. Given the large size of large lot subdivisions, there typically is sufficient land area to meet the septic system requirements.
- I. Less cost for survey preparation: The primary and replacement septic areas must be illustrated on the survey, which would no longer be required if the lot evaluation requirement was eliminated.

*not readily tracked or quantified per Geauga Public Health. If a proposal is denied, it is typically an anomaly.

Rationale for keeping the lot evaluation approval

- A. If Geauga Public Health cannot approve a lot evaluation and it is for new construction (i.e., a new home), proposals for an off-lot system must be reviewed by the Ohio EPA. The Ohio EPA performs a detailed review of local drainage, when the lot was created (prior to 2007 is the key date), and other factors but approval is not guaranteed. The Ohio EPA will not grant approval of an off-lot system for newer/newly created lots. Off-lot septic systems are typically limited to existing dwellings with a malfunctioning on-lot system with little to no other on-lot alternatives.
- B. Safeguards buyers as the feasibility of installing a septic system on a proposed the lot has already occurred.

D. Alternatives

- A. Investigate the possibility of the Ohio Department of Health increasing the five-year validity time period. (This alternative would require an amendment to the Ohio Administrative Code, which is not proposed. At this time, ODH is not actively reviewing their regulations for any proposed changes.)
- B. Do nothing and leave the Subdivision Regulations as-is.

Please note that lot evaluations would still be required for sublots located within platted subdivision as such developments are reviewed for all requirements all at one time and could include lots both over and under five acres.

c: file

From: skinclay@yahoo.com
To: [Crombie, Linda](mailto:Crombie.Linda); "[Caterina Cocca-Fulton](#)"; "[Dennis Bergansky](#)"; "[Gary Neola](#)"; [Dvorak, James W.](#); "[Jim McCaskey](#)"; jorps@geaugaparkdistrict.org; "[Miller, Dan J.](#)"; "[Nick Gorris](#)"; ralphspid@yahoo.com; "[Tim Lennon](#)"
Cc: [Kobus, Allyson](#); [Irizarry, Pamela](#)
Subject: RE: September 13 Planning Commission items
Date: Monday, September 12, 2022 4:02:54 PM
Attachments: [20220725 NOACA CEDS.pdf](#)

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- Helpdesk

Et al,

I am providing the following discussion item for tomorrow's meeting.

I would like to provide a motion to the county commissioners to leave the NOACA CED organization. I am including the Regional CEDS document created by NOACA as an attachment.

To summarize, there is a disconnect culturally and economically that makes being a part of this organization counterproductive. Further, the findings in this attachment are poorly formed using questionable data. The decision makers are primarily urban thinkers who have little appreciation for a Geauga County culture. Any economic develop initiative should be Geauga led. In my opinion this effort creates harm to Geauga County in that the criteria and decision process is contrary to a rural community. The following is a brief case that provides some detail to consider.

The Case:

There is NO charter for NOACA to lead this initiative. There is no federal, state, or local requirement. Each county is free to choose as they will.

1. The NOACA board and by extension the CED board is controlled by Cleveland and Cuyahoga County. Geauga has 3 votes and is a very small minority. All decisions made are for the benefit of counties other than Geauga.
2. NOACA (Cleveland/Cuyahoga county) are urban communities and have little to NO understanding and/or appreciation of a rural community. They have demonstrated time and again that ALL decisions made are for their benefit. The entire recommendations document was promoting urban solutions.
3. NOACA was established to do transportation planning - NOT economic development. Their planners and other staff are ill prepared to do economic planning.
4. Cleveland/Cuyahoga county have a history of poor economic development decisions.
5. Their decision criteria is race and income based. (See page 30 - threats rather than typical free enterprise business and economic development criteria. Page 38 strategy is about digital equity).
6. The populations of Geauga and other counties are not culturally or otherwise similar, therein decision criteria are weighted toward the urban and minority demographics which does not

benefit Geauga and, in fact, can be argued to harm Geauga.

7. Page 55 lays out a key strategy that is wrong headed at its core. Equity as a strategy is contrary to merit based, free enterprise-type decision making that made this country great. History has proven that decision making that puts merit based criteria as a priority benefits everyone. A rising tide lifts all boats. Making decisions that use other criteria stymies business success by sometimes choosing less than the best. It is a race to the bottom mentality that focuses on leveling the playing field therein creating mediocre results at best. To be clear choosing the best of the best ignores race, economic standards, or other false criteria and focuses on those factors that lead to the best outcomes. This whole section demonstrates “stinking thinking.” And is something that we should avoid.
8. Page 58 last paragraph points to a Marxist concept of having government choose winners and losers. The “region” must ensure. Who is the region? Who makes the decision? What is equally spread mean. When governments make decisions and interfere with free enterprise, outcomes are harmed, people are harmed, and solutions are less efficient. Page 59 expands on this concept. I saw first hand in Communist China how the idea of government created opportunity zones stymied business success. As a member of a globalization team we had to undo the government led decision criteria that led to disastrous business policies. The modern free enterprise model is helping China succeed today, unfortunately the U.S. is a victim of this.
9. Another false idea is that of affordable housing. What is affordable housing? How is it defined? Who provides affordable housing? The government? That leads us away from free enterprise solutions and toward an unsustainable future. Who will fund the future. These ideas lead to higher and higher taxes. We have seen time and again government build housing that people do not appreciate and that they destroy because of a lack of connection and/or ownership. Another repeat of history that will lead to poor outcomes.

In conclusion, Geauga County people know Geauga county business and what it takes to compete. By enabling business to succeed by removing uncompetitive regulations and other barriers we will remain a very successful county.



Geauga County Planning Commission
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 Phone (440) 279-1740
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MEMORANDUM

DATE: October 6, 2022

TO: Planning Commission members

FROM: Linda M. Crombie, AICP, Planning Director

RE: Pay Grades, Agenda Item 6A

The matter of pay grades was brought to the Commission in June 2022 as each of the four job descriptions do not contain pay grade as well as to discuss a higher pay grade for the Planner II position based upon the level of responsibility.

The intent was not an overhaul of the Planning Commission's current compensation plan. Since that time, however, and as mentioned at the September meeting, the compensation plan from Geauga County Job and Family Services was acquired for review and discussion and comparison to our own. Please see the following:

Figure A, Geauga County Planning Commission Classification and Compensation Plan and Hourly and Executive Pay Tables

The Planning Commission's *Classification and Compensation Plan* as well as the 2022 hourly and executive pay tables are provided as "Figure A" on pages 2-6. This Plan is located in the Geauga County Planning Commission Personnel Policy and Procedure Manual, an electronic copy of which was provided in the July Dropbox link.

Figure B, Job and Family Services Classification and Compensation Plan and Salary Schedule

"Figure B" on pages 7-11 is the *Classification and Compensation Plan* and the JFS Classification and Salary Schedule (Appendix A), developed and utilized only by the County Job and Family Services Department.

JFS's salary schedule contains pay grades but a significant difference is that it does not contain predetermined increases but rather a minimum pay rate/hour and a maximum pay rate/hour (see far right column). This approach gives the Director of Job and Family Services more discretion regarding compensation of employees based upon performance.

I included all of the current Planning Commission job descriptions in the Dropbox link for reference. Also, in speaking with Human Resources at the BOCC, the job descriptions should indicate the pay grade but not the actual amount of compensation as the pay tables are subject to change. As the discussion moves forward, I will edit the job descriptions as necessary.

SECTION 4: COMPENSATION

General Step Increase

1. Employees within their pay range may move to their next step on the *Plan* on an annual basis after receiving a satisfactory performance evaluation (50 points or higher).
2. Employees receiving a negative performance evaluation (49 points or lower) will be placed on a corrective discipline program. Any future *Plan* step increase will be considered only after performance has improved.
3. Subject to County Planning Commission approval, the Planning Director may recommend a merit increase to employees who receive an exemplary evaluation.
4. Employees whose present compensation is beyond the pay range or who are on Step 11 may receive an increase equal to the County's general wage increase (a percentage wage increase determined at budget time) applied to the midpoint of their present pay grade.
5. Employees who are serving a probationary period at the time of the general step increase because of a promotion may receive the step increase after successful completion of their probationary period.
6. Employees who complete probation during the payroll week in which the annual wage increase is given may receive a step increase.

Working Outside of Pay Grade

An employee as assigned by the Planning Director required to work outside their pay grade may be compensated at a higher pay rate provided:

1. The employee performs a substantial portion of the position's essential job functions for an *entire shift* for twenty consecutive workdays, and;
2. The substantial portion of the position's essential job functions performed are not part of the employee's present position's responsibilities.

An employee required to work outside their pay grade in accordance with the above listed criteria will earn an incentive differential at the next step rate for the position they are assigned to that will result in a pay increase. At minimum, a guaranteed increase shall be twenty-five (25) cents per hour.

Reclassification: Reclassifications occur when the duties of an existing position change. The employee, if left in the position, is either promoted, demoted or assigned to the reclassified position depending upon whether the position carries a higher, lower or unchanged pay range. If an employee goes from one classification to another which has a higher maximum rate, and his/her current pay rate is already within the range of the new classification which has the same or lower maximum rate, he/she shall not receive an increase.

SECTION 4: COMPENSATION

Re-grade: To help insure that classifications are appropriately assigned to the pay ranges, the County conducts periodic salary surveys of area employers who perform similar or like work. In some cases, a position or class may be inappropriately assigned. To correct this, a position or class may be reassigned to a different pay range. This is called a re-grade.

Promotion: The act of placing an employee in a position, the classification for which carries a higher salary range than that previously held.

When a vacancy occurs, a position notice will be posted for a minimum of five working days. Interested employees who have satisfactorily completed the probationary period in their current job classification and who meet the minimum requirements for the position, are required to submit an application during this period in order to be considered for the position. An employee hired under these conditions would have to serve a probationary period in the new position. All new hires and promotions are made at the discretion of the County Planning Commission.

Employees promoted from a lower pay grade to a higher pay grade will earn the first step of the new pay grade. The probationary rate will be 95% of the first step of the new pay grade.

Employees promoted from a lower pay grade to a higher pay grade, who are currently earning more than the first step of the new pay grade, will be installed at the next step of the new pay grade resulting in a minimum of twenty-five (25) cents per hour pay increase. During their probationary period, the employee will earn their old rate.

Employees promoted at a step required for competitive labor market adjustment will earn 95% of their new post-probationary rate during probation.

Employees may be promoted within their department through an Internal Posting procedure as established in the *Guide to the Job Recruitment and Hiring Process for Geauga County*.

Demotion: The movement of an employee at the request of the Planning Director or the employee, from one position to a vacant position which is assigned to a different classification and a lower pay range, determined by comparing the Step 1 rates of the relevant pay ranges. Demotions do not change the employee's date of hire.

Transfer: It is the policy of the County Planning Commission that employees may be permitted or requested to transfer to a position having the same or similar classification and having the same or similar qualifications in another department with the approval of the Planning Commission. Such transfers may occur at the request of the employee or the Planning Commission.

If the request is made by the Planning Commission and the transfer places a financial hardship on the employee, additional compensation may be made to the employee.

2022 GEAUGA COUNTY NON-EX. NON-BARG. PAY TABLE EFFECTIVE 5/15/22

5% Increase to wage table. Everyone stays on same step except merit increases

	21 STEP 1	21 STEP 2	21 STEP 3	21 STEP 4	21 STEP 5	inc %
	HOURLY 1	HOURLY 2	HOURLY 3	HOURLY 4	HOURLY 5	0.05
1	\$8.93	\$9.23	\$9.54	\$9.87	\$10.20	
2	\$10.24	\$10.62	\$10.96	\$11.35	\$11.72	
3	\$11.58	\$11.99	\$12.41	\$12.82	\$13.24	
4	\$12.90	\$13.37	\$13.85	\$14.31	\$14.78	
5	\$14.25	\$14.75	\$15.27	\$15.78	\$16.29	
6	\$15.57	\$16.13	\$16.71	\$17.27	\$17.83	
7	\$16.88	\$17.51	\$18.13	\$18.73	\$19.36	
8	\$18.22	\$18.90	\$19.56	\$20.21	\$20.87	
9	\$19.53	\$20.27	\$20.98	\$21.70	\$22.42	
10	\$20.86	\$21.65	\$22.42	\$23.16	\$23.96	
11	\$22.21	\$23.03	\$23.85	\$24.65	\$25.48	
12	\$23.54	\$24.40	\$25.26	\$26.15	\$27.00	
13	\$24.86	\$25.77	\$26.70	\$27.64	\$28.52	
14	\$26.20	\$27.17	\$28.15	\$29.10	\$30.06	
15	\$27.51	\$28.53	\$29.56	\$30.58	\$31.59	
16	\$28.88	\$29.93	\$31.01	\$32.08	\$33.12	
17	\$30.17	\$31.29	\$32.40	\$33.54	\$34.66	
18	\$31.51	\$32.69	\$33.84	\$35.00	\$36.18	

	21 STEP 6	21 STEP 7	21 STEP 8	21 STEP 9	21 STEP 10	21 STEP 11
GRADE	HOURLY 6	HOURLY 7	HOURLY 8	HOURLY 9	HOURLY 10	HOURLY 11
1	\$10.47	\$10.74	\$11.05	\$11.32	\$11.60	\$11.88
2	\$12.05	\$12.37	\$12.69	\$13.02	\$13.35	\$13.68
3	\$13.61	\$13.99	\$14.35	\$14.74	\$15.09	\$15.48
4	\$15.18	\$15.60	\$16.02	\$16.45	\$16.85	\$17.27
5	\$16.76	\$17.22	\$17.68	\$18.14	\$18.61	\$19.06
6	\$18.33	\$18.85	\$19.34	\$19.86	\$20.36	\$20.84
7	\$19.91	\$20.44	\$21.00	\$21.56	\$22.10	\$22.65
8	\$21.47	\$22.07	\$22.67	\$23.28	\$23.86	\$24.47
9	\$23.06	\$23.70	\$24.34	\$24.97	\$25.60	\$26.23
10	\$24.61	\$25.29	\$26.00	\$26.67	\$27.36	\$28.02
11	\$26.20	\$26.92	\$27.67	\$28.38	\$29.11	\$29.84
12	\$27.78	\$28.53	\$29.34	\$30.08	\$30.85	\$31.64
13	\$29.36	\$30.16	\$30.99	\$31.78	\$32.61	\$33.40
14	\$30.93	\$31.77	\$32.63	\$33.50	\$34.35	\$35.21
15	\$32.49	\$33.39	\$34.30	\$35.20	\$36.11	\$37.00
16	\$34.06	\$35.01	\$35.96	\$36.92	\$37.87	\$38.81
17	\$35.65	\$36.63	\$37.64	\$38.62	\$39.62	\$40.61
18	\$37.22	\$38.25	\$39.29	\$40.31	\$41.36	\$42.39

2022 PAY INCREASE
GEAUGA COUNTY EXECUTIVE PAY TABLE 2022

Pay table increased by 5%. No step increase except for merit increases

Pay Grade	STEP 1		STEP 2		STEP 3		STEP 4		STEP 5	
	HOURLY	ANNUAL	HOURLY	ANNUAL	HOURLY	ANNUAL	HOURLY	ANNUAL	HOURLY	ANNUAL
E13	25.56	53,164.80	26.41	54,932.80	27.28	56,742.40	28.43	59,134.40	29.31	60,964.80
E14	27.05	56,264.00	27.95	58,136.00	28.89	60,091.20	30.09	62,587.20	31.02	64,521.60
E15	30.88	64,230.40	31.91	66,372.80	32.97	68,577.60	34.37	71,489.60	35.42	73,673.60
E16	34.05	70,824.00	35.21	73,236.80	36.39	75,691.20	37.92	78,873.60	39.09	81,307.20
E17	36.18	75,254.40	37.42	77,833.60	38.65	80,392.00	40.29	83,803.20	41.54	86,403.20
E18	38.86	80,828.80	40.17	83,553.60	41.49	86,299.20	43.27	90,001.60	44.59	92,747.20

Pay Grade	STEP 6		STEP 7		STEP 8		STEP 9		STEP 10		STEP 11	
	HOURLY	ANNUAL	HOURLY	ANNUAL	HOURLY	ANNUAL	HOURLY	ANNUAL	HOURLY	ANNUAL	HOURLY	ANNUAL
E13	30.17	62,753.60	31.03	64,542.40	31.89	66,331.20	32.76	68,140.80	33.64	69,971.20	34.21	71,156.80
E14	31.93	66,414.40	32.84	68,307.20	33.78	70,262.40	34.67	72,113.60	35.62	74,089.60	36.23	75,358.40
E15	36.47	75,857.60	37.51	78,020.80	38.57	80,225.60	39.62	82,409.60	40.66	84,572.80	41.36	86,028.80
E16	40.24	83,699.20	41.39	86,091.20	42.55	88,504.00	43.72	90,937.60	44.89	93,371.20	45.65	94,952.00
E17	42.77	88,961.60	44.00	91,520.00	45.23	94,078.40	46.47	96,657.60	47.70	99,216.00	48.53	100,942.40
E18	45.92	95,513.60	47.25	98,280.00	48.56	101,004.80	49.88	103,750.40	51.21	106,516.80	52.10	108,368.00

1.05

Figure B

Geauga County Job & Family Services Personnel Policy and Procedure Manual

Adopted: June 18, 2009
Effective: September 18, 2022
Revised: June 14, 2022

SECTION 4. COMPENSATION

CLASSIFICATION AND COMPENSATION PLAN

The Board of County Commissioners has established and maintains a *Classification and Compensation Plan* for Geauga County Job and Family Services (GCJFS), to be administered by the GCJFS Executive Director. The plan supports the employment practice of equal pay for all employees who perform substantially equal work.

The *Classification and Compensation Plan* is applicable to all GCJFS employees. Compensation for all employees under the plan shall be set at either a bi-weekly (overtime exempt) or hourly rate. Classifications (positions) are assigned to pay grades (salary schedule), which is the basis for compensation.

Job descriptions outline the essential elements and related information for each classification (position). The Executive Director shall obtain the consent of the County Administrator to develop position descriptions and salary ranges for all new positions. Job descriptions may be periodically reviewed and/or revised to assure that they are current with the needs of the department. If an employee's current job description is changed, that employee will be given the opportunity to receive training appropriate to meet the new requirements.

The *Plan* establishes the classification and salary schedule attached hereto as Appendix A. The establishment of pay ranges for each pay grade as set out in Appendix A shall exclude Geauga County Job and Family Services staff employees from the State Salary Schedule for Job and Family Services.

On the *Classification and Salary Schedule* (Appendix A), ranges start with the lowest base rate and progress to the highest base rate. Credit is given to range placement at time of hire and/or promotion, or as a result of a merit increase as provided for in this policy.

The *Plan* provides that the Executive Director may hire, reclassify, re-grade, promote, demote, transfer, or otherwise adjust the wages of any or all employees through one of the following methods:

1. Wage at Hire:

New employees shall normally earn the lowest base rate established in Appendix A. When the candidate's relevant qualifications are beyond the position's basic qualifications (decision based on a specific candidate), a new employee may be placed within the pay range at an amount no greater than fifteen percent (15%) more than the lowest base rate at the discretion of the Executive Director. Such placement would not waive the probationary period. Advanced placement of a new hire greater than fifteen percent (15%) more than the lowest base rate requires prior approval of the Board of County Commissioners.

NOTE: Base rate determinations made by the Executive Director or Board of County Commissioners shall be non-appealable and non-grievable.

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2. Reclassification:

Reclassifications occur when the general duties of an existing employee do not align with the duties of their assigned classification. If an employee is reassigned to a more accurate classification within the same pay grade, they shall not receive an increase. If an employee is reassigned to a higher pay grade, they shall have their base rate of pay increased to an amount within the range of the new pay grade that will increase the employee's current base rate by at least three percent (3%).

3. Re-Grade:

To help ensure that classifications are appropriately assigned to the pay grades, the County may conduct periodic salary surveys of area employers who perform similar or like work. In some cases, a classification may be reassigned to a different pay grade. This is called a re-grade. When a classification is re-graded, the employees in the classification being re-graded shall have their current base rate increased by seven percent (7%) within the new pay grade.

4. Promotion:

The act of placing an employee in a position, the classification for which carries a higher pay grade than that previously held. Those employees promoted shall have their base rate increased to an amount within the base rate range of the new pay grade that will increase the employee's assigned rate of pay by at least three percent (3%).

5. Lateral:

The movement of an employee from one classification to another classification within the same pay grade. Employees who have a lateral classification change will continue to receive the same rate of pay.

6. Demotion:

The movement of an employee at the request of the employer or the employee, from one position to another position that is assigned to a different classification and a lower pay grade. Employees assigned to a lower classification as a result of a demotion shall have their current base rate decreased by seven percent (7%) within the lower pay grade. Demotions do not change the employee's date of hire. Provisions of ORC 124 apply.

7. Re-Assignment:

The re-assignment of duties of an employee within the same job classification. It is the policy of Job and Family Services that employees may be permitted or required to transfer to a position having the same classification within the agency. Such transfers are at the discretion of the Executive Director and do not result in a change of compensation.

8. Classification and Salary Schedule Adjustments:

A schedule adjustment is at the discretion and direction of the Board of County Commissioners. The advancement of the entire schedule may be in response to an annual rate adjustment, an external comparative analysis of wages, or in response to inflationary

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conditions. Any schedule adjustment would be implemented annually during the pay period that includes July 1 and would be applied to each employee's base rate.

9. Salary Increase:

- A. Subject to the recommendation of the Executive Director and the direction of the Board of County Commissioners, any salary increases (in addition to a schedule adjustment) would be implemented annually during the pay period that includes July 1 and will be awarded to all employees who have performed satisfactorily during the previous 12-month period. An employee's performance will be considered satisfactory if they have been evaluated by their supervisor as having met the expectations of their position and have not received disciplinary suspensions totaling three days or more.
- B. Employees receiving an unsatisfactory performance evaluation will be placed on a corrective action program. Any future salary increase will be considered after the next annual performance review.
- C. New hires with a start date after December 31 will not be eligible for a salary increase until the next annual performance review.
- D. Subject to approval by the Board of County Commissioners, the Executive Director may recommend one or more merit increases for employees who have demonstrated exemplary performance. Any merit increase would be an additional percentage of the employee's base rate within the pay range. Employees may only be considered for a merit increase if they:
 - a. Have been an agency employee for the full evaluation period;
 - b. Have received a satisfactory score for the most recent annual evaluation;
 - c. Have no formal disciplinary action (verbal/cautionary warning, written warning, suspension, fine, or demotion) dated within the evaluation period.
- E. Employees whose current base rate is beyond the pay range may receive an increase equal to the County's general wage increase (an overall percentage determined by the Board of County Commissioners) applied to the lowest base rate of their pay range.

Longevity Benefit

Beginning on the first day of the pay period in which the employee completes five (5) years of continuous service with Geauga County Job and Family Services, a staff employee shall receive a longevity increase equivalent to two- and one-half percent (2.5%) of the lowest base rate of the pay range assigned to the employee's classification. The employee shall receive thereafter an increase of two- and one-half percent (2.5%) of the lowest base rate of the pay range for each five (5) years of qualified service up to a maximum of ten percent (10%) of the lowest base rate of the pay range. All longevity increases shall become effective at the beginning of the pay period in which the employee completes the necessary length of service.

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Advanced Educational Degree Benefit

In addition to the compensation described above, Geauga County Job and Family Services shall also provide an education benefit to those eligible staff employees holding or receiving an Associate's, Bachelor's, or Master's degree if the degree is above the department's requirements for the classification the employee holds. Such benefit shall be determined and governed by the following provisions:

1. Education Benefit Scale:

The following scale shall be established to determine the amount of an hourly benefit for degrees greater than the department's requirements for the classification the employee holds.

- A. Associate's degree - \$0.15 per hour.
- B. Bachelor's degree - \$0.30 per hour.
- C. Master's degree - \$0.60 per hour.

2. The advanced educational degree benefit will be added to the employee's base rate effective the pay period following the date written verification of attainment is provided to Human Resources. The benefit shall be applied to the employee's wage following all other rate adjustments.

3. Full-time staff employees who hold or receive a degree greater than this department's requirements, specifically related to their current position as determined solely by the Executive Director, shall receive compensation based on the schedule set out in "Education Benefit Scale" above. Staff employees who hold or receive an Associate's, Bachelor's, or Master's degree that is greater than this department's requirement and is determined to be non-related shall receive one half ($\frac{1}{2}$) of the amount set out in "Education Benefit Scale" above.

4. Part-time staff employees employed to work 20 hours or more per week who hold or receive a degree greater than this department's requirements, specifically related to their current position as determined solely by the Executive Director, shall receive compensation based on one-half ($\frac{1}{2}$) of the schedule set out in "Education Benefit Scale" above. Part-time staff employees who hold or receive an Associate's, Bachelor's, or Master's degree that is greater than this department's requirement and is determined to be non-related shall receive one quarter ($\frac{1}{4}$) of the amount set out in "Education Benefit Scale" above.

5. The total level of compensation set out in "Education Benefit Scale" above is not accumulative under any provision of this benefit.

6. All degrees must have been received from an accredited college or university as listed in the Transfer Credit Practice of Designated Educational Institutions, published by The American Association of College Registrars and Admissions Offices.

Geauga County Job and Family Services Personnel Policy and Procedure Manual

**Geauga County JFS Classification & Salary Schedule
APPENDIX A**

Effective June 26, 2022

Adopted: June 14, 2022
Effective: June 26, 2022
Revised: June 14, 2022

Classification Title	Pay Grade	Base Rate
Clerical Specialist 2	1	12.55 to 19.70
Maintenance Repair Worker 1		
Student Intern		
Account Clerk 2		
Clerical Specialist 3	2	13.83 to 21.72
Maintenance Repair Worker 2		
Unit Support Worker 1		
Clerical Specialist 4	3	15.12 to 23.73
Eligibility/Referral Specialist 1		
Human Resources Assistant 1		
Administrative Assistant		
Employment Services Representative		
Child Support Case Manager	4	16.40 to 25.75
Human Resources Assistant 2		
Child Support Case Manager/Legal Specialist		
Management Information Systems (MIS) Specialist 1		
Eligibility/Referral Specialist 2		
Social Services Worker 1	5	17.68 to 27.76
Work Activity/Fraud Specialist		
Community Support Coordinator		
Program Evaluator		
Investigator 2/Work Activity Specialist	6	18.97 to 29.78
Training Officer 1		
Management Information Systems (MIS) Specialist 2		
Accountant		
Public Information Specialist/Recruitment Specialist		
Child Advocacy Specialist	7	20.25 to 31.79
Maintenance Repair Supervisor		
SAC/WS Evaluator		
Program Specialist		
Social Services Worker 2		
Case Manager/Investigator Supervisor 1	8	21.53 to 33.81
Human Resources Officer		
Eligibility/Referral Supervisor 1		
Management Information Systems (MIS) Supervisor		
Child Advocacy Program Manager	9	22.82 to 35.82
	10	24.10 to 37.84
	11	25.38 to 39.85
Case Services Coordinator/Social Services Supervisor 1		
Social Services Supervisor 1		
Case Manager/Investigator Supervisor 2	12	26.67 to 41.87
Financial Administrator		
Eligibility/Referral Supervisor 2		
Program Administrator		
	13	27.95 to 43.88
	14	29.23 to 45.90
Social Services Supervisor 2		
	15	31.16 to 48.92
	16	33.72 to 52.95
Assistant Director		
	17	36.29 to 56.98
	18	38.86 to 61.01
Executive Director	19	41.61 to 66.32

Note: Security Specialist's hourly rate of pay is based on the 1 1/2 times (overtime status) the Sex Abuse Investigator's hourly rate of pay. The Sex Abuse Investigator's hourly rate of pay is determined by the Geauga County Prosecutor's Office.

4.1a

JOB DESCRIPTION

POSITION TITLE:	Administrative Assistant
DEPARTMENT:	Geauga County Planning Commission
COMPENSATION:	14.54 per hour
HOURS:	Part-time, Monday, Tuesday, Thursday 8:00 a.m. to 4:30 p.m. or as otherwise may be required

GENERAL DUTIES AND RESPONSIBILITIES: Under the supervision of the Director, the duties and responsibilities of the Administrative Assistant include, but are not necessarily limited to, the following:

1. Maintains records, databases, directories, files and filing system, types, copies, transcribes, schedules meetings and appointments, drafts correspondence, prepares mailings, opens and distributes mail, greets visitors, answers telephones and directs calls, takes messages, and prepares for meetings as may be required.
2. Prepares Planning Commission packets and PowerPoint presentation, attends Planning Commission meetings, runs PowerPoint Presentation, takes notes, and prepares accurate meeting minutes
3. Prepares payroll, purchase orders, vouchers, and coordinates bookkeeping/bill paying via County's electronic finance program
4. Procures supplies and equipment as may be needed for the operation of the department.
5. Responds to requests for information.
6. Prepares maps, charts, tables of limited complexity.
7. Operates a variety of office equipment, including computer and related software, printer, calculator, fax, scanner, and plotter.
8. Works in a team fashion with other staff members to complete assigned tasks.
9. Attends workshops and other training opportunities to enhance professional development.
10. Performs other related duties as may be assigned.

The foregoing is meant to describe the general nature of the work to be performed. This is not an all-inclusive list of components of the job duties to be assigned and completed.

MINIMUM QUALIFICATIONS

1. Bachelor or associate degree in public administration or related field from an accredited college or university required.
2. One (1) year of relevant work experience. Two (2) years of experience preferred.
3. Capability to become familiar with the Geauga County Subdivision Regulations and township zoning resolutions.
4. Excellent writing, speaking, computer, and interpersonal skills.

5. Ability to operate basic office equipment including personal computer, printer, calculator, fax, scanner, plotter, and phone system.
6. Experience with, and working knowledge of, Microsoft office software, PowerPoint, and related applications.
7. Ability to follow verbal and written instructions.
8. Highly organized and the ability to work independently to complete assignments.
9. Knowledge of public relations.
10. Ability to establish and maintain cooperative and effective working relationships with others.

OTHER REQUIREMENTS

1. Must pass (text negative) pre-employment drug test.
2. Must possess a valid Ohio driver's license with acceptable driving record and be a U.S. citizen.
3. Be available to work a flexible schedule based on the needs of the department.
4. Is subject to inside and outside environmental conditions.
5. Requires vision (which may be corrected) to read small print.
6. Requires upper and lower mobility.

To apply: Submit application, cover letter, and resume to the Geauga County Planning Commission, 470 Center Street, Chardon, Ohio 44024 or to planning@co.geauga.oh.us.

JOB DESCRIPTION

POSITION TITLE: Planner I

DEPARTMENT: Planning Commission

COMPENSATION: \$35,000 - \$40,000

HOURS: Monday – Friday 8:00 a.m. to 4:30 p.m. or as otherwise may be required

GENERAL DUTIES AND RESPONSIBILITIES: Under the supervision of the Director, the duties and responsibilities of the Planner I include, but are not necessarily limited to, the following:

1. Coordinates with the Community and Economic Development Department regarding economic development matters.
2. Assists in administration and enforcement of County Subdivision Regulations.
3. Prepares staff reviews and reports for Planning Commission meetings.
4. Examines and offer recommendations concerning proposed zoning amendments.
5. Formulates reports, including township and county plans.
6. Prepares mapping using GIS software.
7. Researches and analyzes data and other information related to assignments.
8. Attends meetings and makes presentations.
9. Responds to requests for information.
10. Operates a variety of office equipment including computer and related software, printer, calculator, fax, scanner, and plotter.
11. Maintains records, databases, files and filing system, types, copies, transcribes, schedules meetings and appointments, drafts correspondence, opens and distributes mail, greets visitors, answers telephone and directs calls, takes messages, and prepares for meetings as may be required.
12. Prepares accurate meeting minutes.
13. Performs preparation and administration of budget, bookkeeping, payroll, and related matters.
14. Procures supplies and equipment as may be needed for the operation of the department.
15. Works in a team fashion with other staff members to complete assigned tasks.
16. Attends workshops and other training opportunities to enhance professional development.
17. Performs other related duties as may be assigned.

The foregoing is meant to describe the general nature of the work to be performed. This is not an all-inclusive list of components of the job duties to be assigned and completed.

MINIMUM QUALIFICATIONS:

1. Bachelor's degree in planning or a related field from an accredited college or university required. Master's degree preferred.

2. One (1) year of relevant work experience. Two (2) years of experience preferred. A master's degree in a related field may be substituted for one (1) year of work experience.
3. Knowledge of principles and practices of land use planning, economic development, and zoning.
4. Capability to interpret survey mapping and legal descriptions.
5. Excellent writing, speaking, computer, and interpersonal skills.
6. Ability to operate basic office equipment including personal computer, printer, calculator, fax, scanner, plotter, and phone system.
7. Experience with, and working knowledge of, Microsoft office software, PowerPoint and related applications.
8. Knowledge, understanding or ability related to computer mapping utilizing ArcInfo and ArcView software.
9. Ability to follow verbal and written instructions.
10. Highly organized and the ability to work independently to complete assignments.
11. Knowledge of public relations.
12. Ability to establish and maintain cooperative and effective working relationships with others.

OTHER REQUIREMENTS:

1. Must pass (test negative) pre-employment drug test.
2. Must possess a valid Ohio driver's license with acceptable driving record and be a U.S. citizen.
3. Be available to work a flexible schedule based on the needs of the department.
4. Is subject to inside and outside environmental conditions.
5. Requires vision (which may be corrected) to read small print.
6. Requires upper and lower body mobility.

GEAUGA COUNTY PLANNING COMMISSION
POSITION DESCRIPTION

Title: Planner II

Supervisor: Planning Director

Compensation: \$20.64 hour, Full Benefits Package

General Duties and Responsibilities: Under the supervision of the Planning Director, the duties and responsibilities of the Planner II include, but are not necessarily limited to, the following.

1. Performs detailed review and processes applications for minor subdivisions, large lot splits, and other divisions of land in accordance with the County Subdivision Regulations and township zoning regulations. Assists with review of major subdivisions and easements as needed. Enforces and interprets such regulations to the general public, property owners, title companies, surveyors/engineers, and other interested parties; aids in formulating acceptable planning alternatives.
2. Completes complex planning and GIS mapping work tasks. Assists in the collection, compilation, and analysis of data in the preparation of various county and township land use plans, planning studies and presentations; develops charts, maps and related reports.
3. Well-developed knowledge of the principles, practices and techniques of urban/rural planning, GIS programs, land use theory, land use law and practices, economic development, environmental principles, and the ability to research and organize data into a clear, meaningful format.
4. Knowledge of subdivision and zoning regulations and the ability to interpret such regulations and explain them in a clear, concise manner, analyze proposals, and make recommendations.
5. Examines and offers recommendations regarding township zoning amendments
6. Prepares staff reports and attends Planning Commission meetings and assists with meeting presentations. Attends day-time and evening meetings as needed with other government agencies and departments, external planning groups, and citizens in regard to planning information and the resolution of planning matters.
7. Responds to routine and specific inquiries from the public and the ability to convey information and ideas, both orally and in writing, in a professional manner.
8. Ensure that work products are finished in a timely manner and notifies the Planning Director of any unusual situations or unique problems.
9. Perform other duties deemed appropriate by the Planning Director

The foregoing statements are meant to describe the general nature of the work being performed by a person assigned to this position classification. This is not an all-inclusive list of the components of the job duties to be performed.

Minimum Qualifications:

1. Bachelor's degree in urban and regional planning or a closely related field from an accredited college or university required.
2. American Institute of Certified Planners (AICP) Certification preferred or the ability to obtain within two (2) years.
3. Four (4) years of relevant work experience. A master's degree in a relevant field may be substituted for two (2) years of work experience.
4. GIS experience required, including, but not limited to, ArcMap 10.0 and ability to learn ArcGIS Pro.
5. Experience using computers in the performance of professional duties and other office equipment, including copiers, scanner, and plotter. Experience with Microsoft Word, Excel, Publisher, and PowerPoint.
6. Exceptional oral and written communication skills and interpersonal skills.

To apply: Submit application, cover letter, and resume to the Geauga County Planning Commission, 470 Center Street, Chardon, Ohio 44024 or to planning@co.geauga.oh.us.

PLANNING DIRECTOR

Job Posting

Planning Director – Geauga County, Ohio

DEPARTMENT: County Planning Commission

COMPENSATION: \$75,000 to \$86,900

The Planning Director reports to the Geauga County Planning Commission Board and directs all operations of the Geauga County Planning Commission. The Director plans, administers, organizes, coordinates, and directs the land use planning for Geauga County, Ohio. Develops and implements long-range strategies to ensure the economic health and vitality of the county and coordinates with partner agencies and townships to ensure long term quality planning and zoning in the county. Provides overall vision and leadership and requires independent judgment and action.

GENERAL DUTIES AND RESPONSIBILITIES:

- Ensures that the Board is kept fully informed on the condition of the Planning Commission and about any trends, events, or emerging issues of significance to the commission's success
- Oversees the recruitment, employment, evaluation, training, and release of staff and contract personnel
- Develops organization-wide goals, objectives, policies and procedures including the County General Plan
- Performs and manages complex and sensitive professional planning projects, research and analysis
- Monitors and ensures compliance with local, state and federal laws
- Advises various councils, boards, commissions and elected officials in planning-related issues
- Responsible for budget preparation and administration, monitors and controls expenditures
- Administer and enforce the County Subdivision Regulations.
- Prepare, present, and manage projects, plans, reports, and programs and devise appropriate budgets
- Devise staff reviews and reports for Planning Commission and other meetings
- Review and comment concerning proposed township zoning amendments
- Represent the department at county, township and other meetings and make presentations as required
- Proficiency in preparing mapping, including zoning maps and plans, using GIS software
- Respond to requests for information from public officials, other county departments, the general public, surveyors, engineers, attorneys, land title companies, and others
- Work in a team fashion with department staff members and other county staff to complete assignments
- Attend workshops and other training opportunities to enhance professional development

REQUIRED KNOWLEDGE, SKILLS, AND MINIMUM QUALIFICATIONS:

- Bachelor's degree in planning or a closely related field from an accredited college or university required - Master's degree in planning preferred
- Eight or more years of relevant work experience demonstrating progressive responsibility, including at least three years of lead experience on planning projects as well subdivision and zoning review
- AICP certification required. (ability to achieve in 1 year)
- Broad knowledge of planning trends and methods, particularly in a semi-rural setting.
- Experience working with a planning commission, governmental departments, township boards and commissions, and other public entities
- Thorough knowledge of the principles and practices of land use planning, economic development, and township zoning
- Knowledge of relevant provisions of the Ohio Revised Code
- Background in real estate principles and practices
- Ability to review and interpret legal descriptions and survey plat maps
- Excellent writing, speaking, computer, and interpersonal skills
- Ability to operate office equipment: computer, printer, scanner, plotter, fax, calculator, and phone system
- Experience and working knowledge of, MS office, power point, and related applications
- Proficiency in computer mapping and working knowledge of ArcInfo and ArcView software
- Background knowledge in public relations
- Ability to establish and maintain effective and cooperative relationships with department employees and others

OTHER REQUIREMENTS:

- Must possess a valid Ohio driver's license with an acceptable driving record and be a U.S. citizen
- Negative on drug test
- Check of references and educational credentials
- Possibly subject to a criminal background check
- Be available to work a flexible schedule based on departmental needs
- Requires vision (which may be corrected) to read small print.
- Capable of working in outside environmental conditions.
- Membership in the American Institute of Certified Planners (AICP) and Geographic Information Systems Professional (GISP) preferred.

To Apply:

The Geauga County Planning Commission
 470 Center Street, Building #1-C
 Chardon, Ohio 44024
 440-279-1740
 440-285-7069 fax
 Email - mpalmisano@CO.GEAUGA.OH.US



Geauga County Planning Commission
 12611 Ravenwood Drive, Suite #380, Chardon, Ohio 44024
 Phone (440) 279-1740
www.co.geauga.oh.us/Departments/Planning-Commission

MEMORANDUM

DATE: October 6, 2022

TO: Planning Commission members

FROM: Linda M. Crombie, AICP, Planning Director

RE: Model Zoning Update, Agenda Item 6C

Please see the following updates:

1. **Sign related update:**

The revised pages relating to the sign updates (Articles I, II, and VII) were emailed to the township Zoning Commission secretaries, Board of Zoning Appeals Secretaries, Township Trustees (c/o the Fiscal Officers), and Zoning Inspectors per the memo located on pages 2-3.

2. **Section 1002.5 Supplementary Conditions on Variances**

The following draft language is under consideration and is provided to the Commission for review and comment:

Section 1002.5 *Supplementary Conditions on Variances*

The board of zoning appeals, ~~in deciding when granting~~ any appeal for a variance, may ~~place~~ ~~provide such~~ supplementary conditions ~~which are~~ ~~which are based upon~~ regulations specifically provided for elsewhere in this resolution ~~reasonably~~ and which are reasonable and directly related to the requested variance and are not in conflict with, and are specifically authorized by, this resolution and which the board deems necessary to protect the public health, safety, morals, and general welfare. Any such supplementary conditions shall be made a part of the board of zoning appeals' proceedings and shall be incorporated into the final decision by the board approving a variance. Violation of such supplementary conditions, which are made a part of the written decision of the board, shall be deemed a violation of this resolution.



Geauga County Planning Commission
12611 Ravenwood Drive, Suite #380, Chardon, Ohio 44024
Phone (440) 279-1740
www.co.geauga.oh.us/Departments/Planning-Commission

MEMORANDUM

TO: Board of Township Trustees (c/o Fiscal Officer)
Township Zoning Commission secretaries
Township Board of Zoning Appeals secretaries
Township Zoning Inspectors

FROM: Linda M. Crombie, AICP *LMC*

DATE: September 30, 2022

RE: Geauga County Model Township Zoning Resolution, Sign Update

This memo is to inform you that the Geauga County Planning Commission and the Geauga County Prosecutor's Office updated the Geauga County Model Township Zoning Resolution ("Model") regarding signs. The update was primarily related to language that could be interpreted as regulating free speech. Other language was updated and format changes were made as well, the most notable being the sign definitions located in Article VII were relocated to Article II.

The updated pages (provided via email with this memorandum) are marked as "Replacement Page 8/19/22". If you have a printed copy of the Model, please see the list below as a guide to discard the old pages and insert the replacement pages.

Alternatively, visit <https://co.geauga.oh.us/Departments/Planning-Commission> to access the updated Model by clicking on "Model Township Zoning Resolution" in the list of items located on the left side of the screen.

Discard Old Pages

Credit Page

Insert New Pages

Credit Page

Table of Contents

Pages i, iii, iv

Pages i, iii, iv

Article I (General Provisions)

Page I-6

Page I-6

Article II (Definitions)

Pages II-5 through II-15

Pages II-5 through II-16

Discard Old Pages

Insert New Pages

Pages VII-1 through VII-8

Article VII (Signs)

Pages VII-1 through VII-8

As a reminder, the Model is a guide only and anytime the Board of Township Trustees or Zoning Commission proposes to amend its zoning resolution, a draft copy is requested to be provided to the Planning Commission staff for an informal review prior to formal initiation.

Please feel free to call or email with any questions.

Thank you.

c: County Planning Commission
S. Wieland, County Prosecutor Office
file

c: file



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MEMORANDUM

DATE: October 6, 2022
TO: Planning Commission members
FROM: Linda M. Crombie, AICP, Planning Director
RE: Website update, Agenda Item 6D

Based upon the September meeting, I notified the ADP department of the Commission's concern that a "Boards/Commissions" tab or something similar be added to the County Commissioner's website to more easily find the Planning Commission.

I will report in the future when there is any new information.

c: file