

Geauga County Planning Commission

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<https://bocc.geauga.oh.gov/departments/planning-commission>

GEAUGA COUNTY PLANNING COMMISSION AGENDA

October 8, 2024 REGULAR MEETING

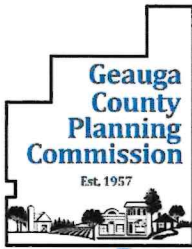
12611 Ravenwood Drive

Conference Room B168, First Floor

7:30 A.M.

1. PLEDGE OF ALLEGIANCE
2. ROLL CALL
3. APPROVAL OF MINUTES:
 - A. SEPTEMBER 10, 2024 REGULAR MEETING MINUTES
4. APPROVAL OF AGENDA/ADDENDUM ITEMS
5. FINANCIAL REPORT AND APPROVAL OF EXPENSES:
6. DIRECTOR'S REPORT:
7. OTHER BUSINESS:
 - A. GENERAL PLAN ANNUAL REVIEW
 - B. REVIEW OF GENERAL PLAN INITIATIVES
 - C. GUIDE TO UPDATING A TOWNSHIP LAND USE PLAN
8. MAJOR SUBDIVISIONS TO BE REVIEWED:
 - A. CHAGRIN FALLS PARK LORAIN STREET
REPLAT NO. 1
BAINBRIDGE TOWNSHIP
FINAL PLAT
9. TOWNSHIP ZONING AMENDMENTS TO BE REVIEWED: NONE
10. CORRESPONDENCE: NONE
11. OLD BUSINESS: NONE
12. NEW BUSINESS:
 - A. BYLAW AMENDMENT TO MOVE DIRECTOR'S REPORT TO END OF AGENDA
13. ADJOURNMENT

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



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OCTOBER 8, 2024 MEETING MINUTES

1. Pledge of Allegiance

Chairman Nick Gorris called the October 8, 2024 regular meeting of the Geauga County Planning Commission to order at 7:30 a.m. at 12611 Ravenwood Drive, Suite A334, Chardon, Ohio. A quorum was obtained. Roll call was called by Ms. Irizarry, and the following members were present:

2. Roll Call

Members present: Nick Gorris, Caterina Cocca-Fulton, Walter Claypool, Gary Neola, Commissioner Jim Dvorak, Matt Johnson, Dennis Bergansky, and Jim McCaskey.

Members absent: Commissioner Tim Lennon, Commissioner Ralph Spidalieri and Dan Miller.

Staff present: Linda Crombie (Director), Allyson Kobus (Planner II) and Pamela Irizarry (Administrative Assistant).

Mr. Neola arrived at ^{7:36}~~9:36~~ a.m. 

3. Approval of Minutes for the September 10, 2024 Regular Meeting

Chairman Gorris commented that there was a typo under item 7A, the word Willoughby was misspelled. Ms. Irizarry acknowledged that this would be corrected.

Mr. Claypool made a motion to approve the September 10, 2024 regular meeting minutes as noted, and Mr. Bergansky seconded the motion, and upon a call for the vote, the motion passes.

4. Approval of Agenda/Addendum Items:

Mr. Claypool made the motion to approve agenda as presented, and Mr. McCaskey seconded, and upon a call for the vote, the motion passes.

5. Financial Report and Approval of Expenses: (July and August)

Chairman Gorris asked if the board had any comments about the financial reports sent to them in the Dropbox. Ms. Irizarry explained that the financial report for September had a payment for Hospitalization that did not post until after the board received their copy to review. She highlighted this in "red" on the financial report sent in the Dropbox, along with a disclaimer at the bottom explaining this was a pending "unposted transaction". She has since updated the financial report to reflect the payment for Hospitalization posted in September.

Ms. Irizarry also said for the Expenses paid in September, there was a reimbursement payment for Ms. Crombie in the amount of \$2,350.00 for Leadership Geauga Tuition for 2024-2025.

Mr. Bergansky made a motion to approve the financial report and the summary of expenses for September 2024 and Mr. McCaskey seconded, and upon a call for the vote, the motion passes.

6. Director's Report:

1. New Building Lots: Ms. Crombie said September had five (5) new building lot proposals submitted, there was one (1) for Montville, three (3) for Huntsburg, and one (1) for Parkman.

2. County Planning Director's Meeting: Ms. Crombie said she drafted a letter in support of township zoning for the County Planning Director's Association to review. Most of the officers reviewed the letter, and it is currently in limbo.

3. Leadership Geauga: Ms. Crombie said she attended the first two classes for Leadership Geauga in September, which included an overnight retreat. It is the largest class so far with 40 participants, and the group concentrated on getting to know one another through the DiSC assessment, which breaks down management styles. They were broken down into small groups, where each group was given a specific topic, and they have to plan a program day that includes travelling around the county to learn about different businesses and organizations. She said her assigned topic was "Arts and Leisure". Mr. Bergansky commented that his topic was "Business".

4. Claridon Township Land Use Plan: Ms. Crombie said Claridon Township did not meet in September, but staff is still working on various chapters of the plan including maps and other data with committee members. The staff time involved with assistance has almost reached 300 hours. It will still be a little while to adopt the Land Use Plan. Mr. Claypool said looking at the cost total, it appears Planning Commission has spent a total of \$12,000; what was this for? Ms. Crombie replied the dollar amount is to track staff time, printing, and mileage. Ms. Crombie said in the past there was discussion about charging the townships for assistance. She just wanted to let the board know of the real-world cost involved if we were to charge. Mr. Claypool said the township can go to a 3rd party consultant for assistance and get a cost comparison but that a consultant would charge more. He said he is concerned with when staff is helping with this, are they not doing their normal work duties. Ms. Crombie said she did have concerns about the time involved, and that is why the agenda includes talking about the General Plan initiatives and the Guide to Updating a Township Land Use Plan. She also noted that the Commission's Policy and Procedure Manual also has not been updated in eleven (11) years.

5. Thompson Township Land Use Plan: Ms. Crombie said Thompson's Land Use committee did not meet in September but released their land use survey. They are waiting for their October 14th response deadline for results.

6. Burton Township Land Use Plan: Ms. Crombie said they briefly assisted with Burton Township with a review of their survey questions and the Survey 123 platform. Ms. Kobus will add the questions to Survey 123 and provide the data results. Ms. Crombie said that Chairman Gorris has also been assisting Burton Township as a resident and a Township official and they are lucky to have him given his experience with zoning and engineering.

7. Ohio GIS Conference Map Contest Winner: Ms. Crombie said Ms. Kobus attended the Ohio GIS Conference in Columbus. She entered the mapping contest for a map showing the crash statistics for Claridon Township and she won 1st place. Ms. Kobus said it was exciting to win and a lot of people submitted maps. She also said the Ohio GIS Conference was put on by the State, the County Engineers, while the GIS Pro Conference, she previously attended in the past was a national conference. She liked the topics better this year at the State conference. Chairman Gorris asked if most of the maps submitted dealt with crash statistics and Ms. Kobus said no and that it was open to any topic. Mr.

McCaskey commented how looking at the map of crash statistics, you have a better chance of getting hit by a deer, than a drunk driver.

8. New cellular tower, Middlefield Township: Ms. Crombie said there was a new cellular tower going up in Middlefield Township on Kinsman Road. She was made aware of it due to a proposed electric easement. Mr. Johnson asked if this would interfere with the airport. Chairman Gorris said he thinks they are far enough away. Ms. Crombie noted the owner must comply with FAA requirements.

9. Commercial Construction Activity, September 2024: Ms. Crombie said there was not much construction activity, only one permit for a garage building in Thompson Township on Madison Road for the Township.

10. Legislative Updates: Ms. Crombie said there have been no updates, although she has finalized the letter in support of township zoning for the board and sent it to the Senate Select Committee Chairperson and several others were copied.

Ms. Crombie said she wanted to share the cleaned-up version of the Housing Inventory, which she shared at last month's meeting. Mr. McCaskey asked where she obtained the information because he owns a duplex in Burton Village but did not see it listed. Ms. Crombie said it is primarily from the Auditor's Office with some assistance from local zoning inspectors and online research. The staff and intern searched not only obvious property class codes, such as two-family, but others such as "other commercial structures" or "other residential structures" as these sometimes contain a dwelling. Ms. Crombie said there is a disclaimer on the bottom, stating it needs to be updated regularly, which will be done when the land use map is updated every three years. There also is a disclaimer that the inventory does not infer compliance with local zoning.

11. Housing Starts, 3rd Quarter: Ms. Crombie said there were eight (8) in Middlefield, 20 in the City of Chardon, and eleven (11) in Bainbridge.

12. Commercial Construction (3rd Quarter): Ms. Crombie said there was one (1) in Middlefield Township for Hartville Hardware, and one (1) in Bainbridge for a Taco Bell.

13. Work Summary, September 2024 (3rd Quarter): Ms. Crombie said in September there were 38 lot splits/subdivisions/easements/amendments. The staff referred to the General Plan one (1) time in September related to the communities that border the county.

7. Other Business:

A. General Plan Annual Review:

Ms. Crombie said each year the board has reviewed the General Plan, which was adopted in October 2021, and this is our third year reviewing it. Planning Commission has referred to the General Plan 21 times this year, which is lower than previous 40 times during the previous year. She created a chart showing the breakdown of the chapter's most referenced. Demographics was referenced quite a lot, then Land Use, which was reviewed in conjunction with a new LEAPP agricultural easement, followed by Natural Resources, Economic Development, and Community Facilities.

B. Review of General Plan Initiatives:

Ms. Crombie said for the 2026 General Plan update, there are 20 initiatives identified by the Planning Commission and she would like to go over them with the board to look at which initiatives we have been

doing and not doing. First, she gave a breakdown of the symbols to show the status of each initiative, which are Completed/On-Going Task, Not Started, or Partially Started.

She said she would like to go over each initiative to identify if the board feels this is something the Planning Commission should pursue or not over the next two years. The initiatives impact staffing needs, meaning should the Planning Commission hire another Planner or consultant to assist. The reason being is that we cannot get behind on our major job duties (oversee lot splits and major subdivisions, planning and zoning assistance, and update the General Plan) but still have time to perform other special projects. Major subdivisions are not as common as the once were, but eventually there will be another one submitted. The General Plan Initiatives to pursue or not pursue are as follows:

Land Use:

Monitor Regional Planning Initiatives: Board agreed this is something to pursue, by Planning Board and staff.

Develop a Policy Agenda: Ms. Crombie said this has not yet been started officially, she was thinking about a Planning Commission subcommittee. The letter that was recently sent to the Senate Select Committee on Housing is an example but was not a formal policy. Mr. Neola said anything with Policy is something the Board should be looking at, and how it affects the region. We need to be alerted to what policy agenda we want to consider. He doesn't think a subcommittee is necessary. Board agreed this is something to pursue, by Planning Board and staff. Ms. Crombie said she has not been receiving the legislative alert from the Township Association. Mr. McCaskey said he can look into that.

Mr. Claypool said according to O.R.C. 713.02, Powers and Duties, there are some things that Planning Commission board does not have authority over. Ms. Crombie said that is why she wanted to bring this to board now, half-way through the required five-year time frame, to assess the initiatives, as some are not our direct responsibility, but more support related.

Community Facilities:

Workforce Development: Ms. Crombie recommends the board not pursue this. Chairman Gorris agreed that this is better for Geauga Growth Partnership.

Community Facilities Funding List: Staff provided various lists of grants to the County Department of Economic Development that could assist with other projects. It was recommended that Board not pursue this. Chairman Gorris mentioned grants.gov contains listings of numerous grants.

Public Officials Directory: The Board said it's odd that updating the directory is a Planning Commission responsibility as it seems like something the Commissioner's Office should do. Ms. Crombie said she was not sure how that came to be under the Planning Commission. She said this initiative is to specifically make the directory more robust and contain more information about each office, etc. Mr. McCaskey said staff should not do this and Chairman Gorris said there is a lot of information on the web. The Board recommends this not be pursued.

Infrastructure:

Rural Roadway Safety: Ms. Crombie said Planning Commission touched on it with the updated Thoroughfare Plan map and buggy lanes/wide shoulders but is not directly involved. Mr. Claypool said this is something for the County Engineer not Planning Commission. Chairman Gorris said he recommends not to pursue this; ODOT and Geauga County Safety Committee are working on it.

Regional Transportation Investment: Ms. Crombie said she recommends not to pursue; this is something for County Engineer and ODOT. Chairman Gorris said Engineer's office might ask for a data report. Ms. Cocca-Fulton said no to this as well.

Amish Community: Ms. Crombie said the County Sheriff and Department of Emergency Services participate in Amish Safety Day. Ms. Irizarry looked at lot splits over the last three years and about 1/3 of all lot splits submitted are from Amish families. They essentially are the largest land developer in the County. She recommends the board to pursue this for next year and the staff can attend; it is typically held in July. Chairman Gorris agreed this should be pursued.

Wireless Telecommunication Mapping: It was recommended by the board this not be pursued.

Housing:

Monitoring of Senior Housing Needs: Ms. Crombie said staff worked with the Department on Aging in the past and this could be something the board could pursue. Mr. McCaskey thought this is something to pursue but Chairman Gorris said this is not applicable to board. Ms. Crombie noted that the Planning Commission staff would not do all of the work; if the Department on Aging has a list of properties where assistance was requested, Ms. Kobus can prepare a map to see if there are any trends. Ms. Cocca-Fulton suggested we follow the Eisenhower Matrix, which is a task management tool that helps you organize and prioritize tasks by urgency and importance.

Monitor Housing Sales: Ms. Crombie said staff can get this information from the County Auditor. The board recommended to not pursue at this time.

Natural Resources:

Monitoring of Conservation Easements: Ms. Crombie said we have not had any conservation easements lately but this is something we still should do. Chairman Gorris said to monitor and Mr. Claypool said land conservancy could have a huge impact in the future, effecting private property. He feels we need to continue monitoring.

Engage Land Conservancies in a Discussion

Ms. Crombie said the Commission had a member of the Western Reserve Land Conservancy attend a meeting in 2021. The board agreed this does not need to be pursued at this time.

Raising Public Awareness: Ms. Crombie said a draft info sheet on conservation easements has been started; this could be brought back to the board next year. It was agreed that this is something to pursue.

Economic Development:

Intergovernmental Cooperation: Ms. Crombie said the board and staff could help with general information but may not be able to take on a corridor or area plan at current staffing levels. Mr. Claypool asked what these types of plan are. Ms. Crombie said staff could analyze zoning and land use, lot size, etc. along a commercial corridor and make recommendations. The Board recommended this could be pursued if requested, but an assessment would have to be done at that time.

Inventory of Available Development Sites: Board agreed not to pursue this as it is Economic Development's responsibility. If a list is generated, Planning Commission staff could help with the GIS component.

Industrial Park Directory: Ms. Crombie said she spoke with the County Economic Development Director, Gina Hofstetter, about how updating the Industrial Park Directory and the CRA maps is needed. Board recommends this be pursued.

C. Guide to Updating a Township Land Use Plan:

Ms. Crombie said townships can update their land use plans themselves with assistance from staff. In the past, as an example, Township staff, Township Trustees, Zoning Inspectors, and Zoning Commission members would create a land use survey and would work with Planning Commission staff on updating the land use plan. Ms. Crombie said she created the guide initially for staff to assist townships with their land use plan updates. It has morphed into a heavy educational document, containing background information on planning and zoning, and how to use a land use plan. It is meant more now to help the person in charge of township’s land use committee. Chairman Gorris said he used this guide “informally”. It helps reduce Planning Commission staff and time; there must be someone willing to run a meeting. It is beneficial for chairperson to steer in the right direction.

Ms. Crombie said it is a working document, which she is getting closer to finalizing. Township Board of Zoning Appeals make decisions all the time and they should be reviewing their Land Use Plan. She also wanted to give some ideas of real-life topics, such as capital improvements.

Ms. Crombie presented a draft cover letter created to accompany a community survey, along with a sample project timeline, a sample checklist of what steps need to be completed to update the land use plan, a sample tasks and responsibilities, and a sample agenda for land use plan committee. Chairman Gorris said this guide has developed the tools needed for a township to update their future land use plans. It should be easier to do moving forward.

Mr. Claypool said looking at this document, there is no reference to encourage the townships to hire an outside consultant to assist with updating their land use plans. He feels these surveys are steered; an outside consultant would bring a whole different game to do a land use plan. Chairman Gorris said this is a living document that should be updated every two (2) years by the township land use committee. Mr. Claypool said our demographics are changing and new younger people have a different mindset. We need to bring in new thinking. Ms. Crombie said she could add something in about hiring a consultant should something require more specialized research, and Chairman Gorris agreed. Ms. Crombie said the intent of the guide is for the township to be more immersed in the process, and not hire a consultant, but continue to work with the Planning Commission staff, as available.

Ms. Crombie presented the Commercial Areas Analysis spreadsheet for Thompson Square and surrounding area as an example, which contained all the commercially zoned properties. She said this was a hands-on analysis the land use committee worked on that shows the zoning district, land use, building or business type, conforming or non-conforming, how old the buildings are, how long they been in business, approximate acreage available for building, presence of wetland, streams, or floodplains, and total acreage of commercial zoning. She commented that this forced the land use committee to do work. Chairman Gorris commented how this is a great tool for townships to use.

8. Major Subdivisions to be Reviewed:

- A. Chagrin Falls Park Lorain Street
Replat No. 1
Bainbridge Township
Final Plat**

Ms. Crombie said she received a request to extend this to the November 14, 2024 Planning Commission meeting, due to not being able to get the Zoning Inspector's signature in time.

Mr. McCaskey made a motion to approve the request to extend the Chagrin Falls Park replat to the November 14, 2024 Planning Commission meeting and Ms. Cocca-Fulton seconded, and upon a call for the vote, the motion passes.

12. New Business:

A. Bylaw Amendment: To Move Director's Report to End of Agenda

Ms. Crombie said she would like to propose the Director's Report be moved to the end of the agenda to make sure items that require any motion be addressed first, and if time allows to go over the Director's Report, but she will highlight only key items. Mr. Bergansky asked if this was due to the timing of board members having to leave early. Ms. Crombie said yes. Mr. McCaskey said he likes the idea of using "Cliff Notes" for the Director's Report.

Chairman Gorris suggested the Director's Report be moved after item 9, Township Zoning Amendments to be Reviewed.

Mr. Bergansky made a motion to approve moving the Director's Report on the Agenda after item 9, Township Zoning Amendments to be Reviewed, and Mr. McCaskey seconded, and upon a call for the vote, the motion passes.

Ms. Cocca-Fulton commented on the letter regarding cell towers Ms. Crombie provided in the email sent to the Board. She said research shows the wire on electric towers, which was copper, is now being replaced by aluminum, which only has a conductivity of 61%. Mr. Neola said the reason for the replacement to aluminum has been due to the cost of copper; aluminum is much lighter across the electric poles and has a higher gage and copper can wear out. Mr. Claypool said aluminum is still conductive.


Ms. Cocca-Fulton also said there have been a lot of legislative updates that have not moved anywhere since July. Ms. Crombie said she has been keeping a tracker of all the Ohio Legislative Assembly Bills for her record and showed the Board that spreadsheet. The Board agreed they preferred the summarized version provided in the Director's Report.

13. Adjournment:

Motion by Mr. Claypool to adjourn the meeting, seconded by Mr. Bergansky and upon a call for the vote, the motion passes. Meeting adjourned at 8:54 a.m.



Nicholas Gorris, Chairman



Gary Neola, Secretary/Treasurer

COUNTY PLANNING COMMISSION FINANCIAL REPORT
Summary

Budget – Prepared October 1, 2024



<u>Account</u>	<u>Appropriation</u>	<u>Expenditure</u>	<u>Balance</u>
Salaries	\$172,040.00	\$121,950.18	\$50,089.82
Supplies	\$2,500.00	\$276.65	\$2,223.35
Hosp.	\$28,710.00	\$21,410.82	\$7,299.18
Medicare	\$2,400.00	\$1,737.22	\$662.78
OPERS	\$23,010.00	\$17,904.56	\$5,105.44
Worker's Comp.	\$100.00	\$0.00	\$100.00
Other Expenses	\$5,200.00	\$2,440.50	2,759.50
Equipment	\$3,225.00	\$0.00	\$3,225.00
Contracted Services	\$0.00	\$0.00	\$0.00
Covid -19 Expenses	\$0.00	\$0.00	\$0.00
Copier Usage Services	\$1,000.00	\$317.45	\$682.55
Travel	\$4,600.00	\$1,569.83	\$3,030.17
Advertising	\$325.00	\$0.00	\$325.00
Training	\$700.00	\$20.00	\$680.00
Member, Dues, Lic. Sub	\$2,300.00	\$1,986.39	\$313.61
Total	\$246,110.00	\$169,613.60	\$76,496.40

<u>Planning Commission Revenues from Fees for September 2024</u>	<u>Year to Date Balance:</u>
January	\$1,760.00
February	\$450.00
March	\$309.00
April	\$1,050.00
May	\$600.00
June	\$300.00
July	\$450.00
August	\$600.00
September	\$1,250.00
	Yearly Total: \$6,769.00

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

Mr. Bergensky MOVED THE ADOPTION OF THE FOLLOWING RESOLUTION,
WHICH MOTION WAS SECONDED BY Mr. McCaskey.

WHEREAS, THE EXPENSES LISTED HEREIN HAVE BEEN INCURRED BY THE GEAUGA 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 8, 2024 MEETING.

NOW THEREFORE, BE IT RESOLVED, THAT THE GEAUGA 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>
0306	COPIER USAGE	9/5	DEX IMAGING • 7/22/24 to 8/21/24	\$43.63
0338	TRAVEL	9/10	GEAUGA TOWNSHIP ASSOCIATION • Quarterly Dinner - Bainbridge Township ○ Linda Crombie and Allyson Kobus	\$70.00
0338	TRAVEL	9/17	LINDA CROMBIE • Mileage Reimbursement ○ Geauga Township Quarterly Dinner ▪ Huntsburg Township ○ American Planning Association Meeting ○ Geauga County Planning Director's Association Meeting ○ Thompson Township Land Use	\$279.12
0338	TRAVEL	9/17	ALLYSON KOBUS • Mileage Reimbursement ○ Claridon Township Land Use ○ Thompson Township Land Use	\$14.34
0329	SUPPLIES	9/26	STAPLES • Office Supplies	\$121.81
0335	OTHER	9/26	LINDA CROMBIE • Leadership Geauga Reimbursement ○ Tuition Program 2024-2025	\$2,350.00
TOTAL				<u>\$2,878.90</u>



Nick Gorris, Chairman



Gary Neola, Secretary/Treasurer