

Geauga County Planning Commission

12611 Ravenwood Dr. • Suite #380 • Chardon, OH 44024

Phone: (440) 279-1740 • Email: Planning@co.geauga.oh.us

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

GEAUGA COUNTY PLANNING COMMISSION AGENDA

January 14, 2025 REGULAR MEETING

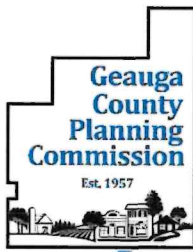
12611 Ravenwood Drive

Conference Room A334, 3rd Floor

7:30 A.M.

1. Pledge of Allegiance
2. Roll Call
3. Election of Officers for 2025: Chairman
Vice Chairman
Secretary/Treasurer
4. Approval of Minutes:
 - A. December 10, 2024 Regular Meeting Minutes
5. Approval of Agenda/Addendum:
6. Financial Report and Approval of Expenses:
7. Other Business:
 - A. Shared Drop Box folder
 - B. 2024 Accomplishments and 2025 Goals
8. Major Subdivisions to be reviewed: None
9. Township Zoning Amendments to be Reviewed: None
10. Director's Report:
11. Correspondence: None
12. Old Business: None
13. New Business:
 - A. Mileage Reimbursement for 2025
 - B. 2025 Meeting Dates and Holidays, Submittal Schedule
 - C. Executive Session (Compensation of Public Employees)
 - D. Discussion on Farmland Preservation Plan and Personnel Policy and Procedure Manual Update
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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JANUARY 14, 2025 MEETING MINUTES

1. Pledge of Allegiance

Chairman Nick Gorris called the January 14, 2025 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: Commissioner Carolyn Brakey, Nick Gorris, Caterina Cocca-Fulton, Enzo Perfetto, Gary Neola, Commissioner Jim Dvorak, Matt Johnson, Dennis Bergansky, and Jim McCaskey.

Members absent: Commissioner Ralph Spidalieri.

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

Ms. Cocca-Fulton arrived at 7:44 a.m.

Mr. Johnson arrived at 8:24 a.m.

Commissioner Dvorak left meeting at 8:58 a.m.

Ms. Cocca-Fulton left meeting at 9:03 a.m., right before Chairman Gorris announced Adjournment.

Chairman Gorris said we have a new County Commissioner and board member. He welcomed them.

3. Election of Officers for 2025 (Chairman, Vice-Chairman, and Secretary/Treasurer)

Chairman Gorris said it is time for Election of Officers, we are looking for Chairman, Vice -Chairman, and Secretary/Treasurer. Mr. McCaskey asked Chairman Gorris if he was willing to be Chairman again. Chairman Gorris say yes.

Mr. McCaskey made a motion to elect Nick Gorris as Chairman and Mr. Bergansky seconded. There were no other nominations or discussion, upon a call for the vote, the motion passes.

Mr. McCaskey made a motion to elect Dennis Bergansky as Vice-Chairman and Commissioner Dvorak seconded. There were no other nominations or discussion, and upon a call for the vote, the motion passes.

Mr. McCaskey made a motion to elect Gary Neola as Secretary/Treasurer and Mr. Bergansky seconded. Commissioner Brakey asked what the duties of the Secretary/Treasurer are, seeing there is someone who already handles the minutes and financials. Chairman Gorris responded to sign off on anything with the financials, and Mr. Neola said he has sat with Ms. Irizarry and reviewed all the accounts and processes of paying any invoices. Without any further discussion, the motion passes.

4. Approval of Minutes for the December 10, 2024 Regular Meeting

Chairman Gorris said he would like to comment that Jerry Joyce, who was present at the December meeting, his first name is spelled with a "J" not a "G". Ms. Irizarry noted the correction.

Commissioner Dvorak made a motion to approve the December 10, 2024 regular meeting minutes and Mr. Bergansky seconded the motion. Commissioner Brakey and Mr. Perfetto abstained, and upon a call for the vote, the motion passes.

5. Approval of Agenda/Addendum Items:

Chairman Gorris explained for the benefit of the new members, the reason for an Approval of Agenda as presented is due to times where there is a heavy agenda and certain items that need to have a motion can be moved up on the agenda list.

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

6. Financial Report and Approval of Expenses: (December)

Chairman Gorris asked if the board had any comments about the financial reports sent to them in the Dropbox. Ms. Irizarry explained she prepared a couple of Financial Reports, one showing the expenses and balances for the month of December 2024, and one showing the new Appropriations for 2025. Ms. Crombie explained that there will be a year-end report presented to the board at the February meeting showing all the financials utilized in 2024. Ms. Irizarry said the December report presented will change at the year-end report due to the carryover invoices being paid.

Mr. Neola made a motion to approve the financial report and the summary of expenses for December 2024 and the New Appropriations for 2025, and Commissioner Dvorak seconded. Mr. Perfetto abstained, and upon a call for the vote, the motion passes.

7. Other Business:

A. Shared Drop Box Folder:

Ms. Crombie said the shared Drop Box Folder is a test at this point. She and Chairman Gorris discussed the use of a shared folder in the Dropbox so the board members can access all the documents for the monthly meetings and anything else related to Planning Commission. Ms. Crombie presented a list of all the items that have been added to the shared folder, such as the Geauga County General Plan, Geauga County Subdivision Regulations, Geauga County Model Township Zoning Resolution, Geauga County Farmland Preservation, Geauga County Strategic Plan for Economic Development, Planning Commission Personnel Policy and Procedure Manual, Planning Commission By Laws, Planning Commission 2025-2029 Goal Timeline, Planning Commission Organizational Chart, Duties of a Planning Commission, any Senate Select Committee on Housing materials, and monthly agendas.

Ms. Crombie asked if the board members like this Shared Drop Box Folder and Mr. Neola said he thought it was very helpful. Ms. Crombie said she will have to add edit protection. Chairman Gorris commented that he uses a shared folder with other organizations, it is nice to go and click on something right on the spot. Ms. Crombie said if the board has any ideas of anything else to add let her know.

B. 2024 Accomplishments and 2025 Goals:

Ms. Crombie said she is presenting a summary list of the 2024 Accomplishments, previously discussed, and a draft of all the 2025 Goals to give the board members a glance of projects staff has been working on and future projects. She said anything with a "green" check mark means staff worked on or accomplished while a "red" x means the staff did not accomplish, due to a heavy workload. Ms. Crombie highlighted some of the bigger projects which staff worked on in 2024, such as the County Land Use Map Update, Housing Inventory, Creating the Planning Commission's 2025-2029 Five-Year Goal Timeline, Guide to Updating a Township Land Use Plan, Standard Operating Procedures (SOP) Manual, Implementation of New Procedure to Assign Applications #'s, Township Land Use Assistance, General Plan Initiatives Analysis, and Report on Mining Operations. Commissioner Dvorak asked if we know how many Airbnb's there are in Geauga County and did the Housing Inventory report on it. Ms. Crombie said no.

The 2025 Goals were presented with the first two being the Farmland Preservation Plan Update and the Personnel Policy and Procedure Manual Update. Ms. Crombie said other goals are updating the County Model Zoning Resolution, the County Subdivision Regulations, Participate in Amish Safety Day, which she has reached out to the Geauga County Sheriff's Office about, assist in any Township Land Use plan updates, Info Sheets, Guide to Updating a Township Land Use Plan, updating Directory of Public Officials, Standard Operating Procedures updates, which are ongoing, and finishing the Mining Operations Report.

There were various comments from the board members about the 2025 goals, such as how the Amish Day event is a good event for staff to participate in, and not having the staff take on too much work time assisting the Townships with their Land Use Plan updates. Ms. Crombie recommends the townships have a strong person to run the Land Use Plan Update Committee, someone to "Chair" and oversee the process. Ms. Crombie said she and Ms. Kobus will still be able to help when needed. Mr. McCaskey asked since Claridon Township is wrapping up their Plan update, he already mentioned Munson wants to start updating their land use plan. Chairman Gorris said that Burton Township is almost done with their survey, and now the next piece is mapping, which involves the Planning Commission staff. Mr. Neola said now that Ms. Crombie is creating the Guide to Updating a Township Land Use Plan, he would like to see the load taken off the Planning Commission staff and focus on other things. Ms. Crombie said the list of goals for 2025 is not as long due to more time staff will need to be spent on updating the Farmland Preservation Plan and the Personnel Policy and Procedure Manual.

Mr. Neola asked why staff started the Standard Operating Procedures (SOP's). Ms. Crombie said it started for the Financials, so anyone could come in and do the work. Chairman Gorris said it is good to have a succession plan. He advised another thing to add to the SOP's is "Accident Reporting".

10. Director's Report:

1. New County Commissioner and Planning Commission Member Appointments: Ms. Crombie welcomed the new County Commissioner, Ms. Brakey and board member Mr. Perfetto. She said one position needs to be filled, and Dan Miller has been reaching out to the Amish Community to see if there is an interest. Commissioner Brakey said there needs to be more advertising, so anyone can apply. Mr. Neola said someone from the Amish community would be good, but anyone can apply. Commissioner Dvorak said he has not seen any applications. Mr. Neola said Mr. Claypool applied. Commissioner Brakey said she has not seen any applications either. Mr. Neola said he would like to see some diversity of backgrounds for the board. Commissioner Brakey said the board needs new opinions and new

thought processes. Mr. Perfetto asked what the vetting process for new appointments is. Chairman Gorris said it goes through the Board of County Commissioner's Office (BOCC). Ms. Cocca-Fulton asked if these appointments were done this year in 2025 or in 2024. The board referred to the memo that stated December 2024. Mr. Neola asked if the appointments were done in session and Commissioner Dvorak said no. Mr. Neola stated that would be a violation of sunshine laws. Ms. Cocca-Fulton said to mirror what was already said, open positions need to be advertised more, especially to the Amish Community. Commissioner Brakey said the larger issue is how it is processed, who advertises. Commissioner Dvorak said the BOCC advertises. Commissioner Brakey said the Geauga County Board of Developmental Disabilities and the Geauga Public Health automatically reappoints members to their board. Mr. Bergansky commented how this is not a paying job, so there will not be a lot of interest.

2. New Building Lots: Ms. Crombie said December had nine (9) new building lot proposals submitted, one (1) for Bainbridge, one (1) for Burton, four (4) for Huntsburg, one (1) for Middlefield, one (1) for Parkman, and one (1) for Troy.

3. Claridon Township Land Use Plan: The township land use committee did not meet in December, but the Township has half of the Plan for their review; staff will continue working on the other half. The staff time involved with assistance remains the same at 337 hours. Ms. Crombie said at last month's meeting, a motion was made to request reimbursement for Land Use Plans assistance for printing and materials, and mileage. She will reach out to the townships we are assisting.

4. Thompson Township Land Use Plan: The township land use committee met on December 12, 2024, to review the draft public forum materials and to assign various committee members to prepare various documents for the plan. The committee also brainstormed ways to advertise for the public forum. The staff time involved with assistance has now totaled 83 hours.

5. Burton Township Land Use Plan: The township land use committee has been meeting and working largely on their own. Staff has only assisted with the survey preparation with Survey 123, a total of 7.3 hours.

6. Commercial Construction Activity, December 2024: Ms. Crombie said there was one (1) significant permit issued for commercial construction projects in December. A building addition in Troy Township, on Rapids Road, for IMHOF Enterprises Inc. for 11,694 square feet.

7. Housing Starts, 4th Quarter 2024: Ms. Crombie said New Housing starts are spread-out all over the County. Ms. Kobus said mostly Maple Trace, Canyon Lakes, and Woodsong. There were 42-in all.

8. Commercial Constructions, 4th Quarter 2024: Ms. Crombie said each color represents a different permit type submitted, such as Building Addition, Building Alteration, Accessory Building/Use, and Principal Building/Use. Ms. Crombie said the year-end report will show a map of where all the construction has taken place.

9. Planning Commission's 2024 Year End Report: Ms. Crombie said the 2024 Year End Report will be finalized and presented to the board at the February meeting.

10. Leadership Geauga: Ms. Crombie said she attended Leadership Geauga's Human Services, on December 6, 2024, where the class traveled to or heard from various speakers within the County, such as Instep, Job and Family Services, Nami Geauga County, Ravenwood Mental Health, Harriet Tubman Movement, Womensafe, and Red Tulip.

11. Ohio Township Association Legislative Priorities, 2025-2026: Ms. Crombie said the Ohio Township Association just released their legislative priorities for the next General Assembly. The link was provided to all the board members to review.

12. Legislative Updates:

House Bill:

HB 315 (township omnibus, introduced 11/2/2023): Ms. Crombie said HB 315, passed the Senate and was signed by the Governor on 1/2/2025; effective 4/2/2025. This is the only Bill with updates, which affects changes to the Townships, such as funding per fiscal year for communities to update zoning and comprehensive plans and allows townships to post notice of hearings regarding text and map amendments on their website. All other bills in that did not become a law must be reintroduced and start the legislative process from square one.

13. Work Summary, December 2024: Ms. Crombie said in December there were 34 lot splits/subdivisions/easements/amendments as compared to November, which had 11. The staff referred to the General Plan one (1) time in December related to Housing. Chairman Gorris said if you look at the Building Report, you will see a lot of houses requesting permits to add generators.

13. New Business:

A. Mileage Reimbursement for 2025:

Ms. Crombie presented the 2025 IRS mileage reimbursement rate of 70 cents per mile.

Motion by Mr. Neola to approve the mileage reimbursement rate of 70 cents per mile for 2025 and seconded by Mr. Bergansky, and upon a call for the vote, the motion passes.

B. 2025 Meeting Dates and Holidays, Submittal Schedule:

Ms. Crombie provided the list of regular meeting dates and noted that two (2) monthly meetings, the October and November meetings will be held on a Thursday due to Columbus Day and Veterans Day. The list of federal holidays was provided for reference and Ms. Crombie noted that the Commission must take separate action to grant staff the day after Thanksgiving, which falls on Friday, November 27, as a paid day off. Mr. Neola asked what the reason is for switching the monthly meetings to a Thursday if a holiday falls on the Monday before and in the past, hasn't staff been granted the day off after Thanksgiving. Ms. Crombie said there is a lot to prepare for the day before a meeting. Commissioner Brakey said this makes the schedule predictable. Chairman Gorris asked if the Commissioner's Office added the day after Thanksgiving as part of their holiday schedule; and does our board want to proceed with this, as in the past in granting the day after Thanksgiving as a paid day or discuss this later. Mr. Bergansky said to do this now. Ms. Cocca-Fulton said it is not a holiday, and staff should use a vacation day. Mr. McCaskey said staff in Munson Township use a vacation day. Chairman Gorris said the Commissioner's Office is closed that day, there is a different understanding of a holiday and office closed day, like in the event of inclement weather. He asked Ms. Crombie to put this on the February meeting to revisit the topic. Mr. Neola asked if the office is viewed as an Office Closed Day, is it considered PTO (Personal Time Off) or is it a regular paid day; he would like to understand how in the Policy and Procedure is this handled. Mr. Bergansky asked if any offices in the building are here that day. Chairman Gorris said no but some offices like his need to be available 24 hours. He said how does staff determine this, if it's a holiday, is it time and half for pay, or if the Commissioner's Office is closed, is it

considered a closed day. Commissioner Brakey said the Health Department is open. He asked Ms. Crombie to research what the Commissioners did.

Motion made by Mr. McCaskey to approve the 2025 regular meeting dates, Holiday Schedule, less the Friday after Thanksgiving, and Submittal Schedule, and seconded by Mr. Bergansky, and upon a call for the vote, the motion passes.

C. Executive Session: (Compensation of Public Employees):

Chairman Gorris requested a motion to enter Executive Session, and a roll call vote.

Motion to enter Executive Session: 8:29 a.m.

Motion made by Mr. McCaskey to enter Executive Session and seconded by Commissioner Brakey and upon a call for the vote, the motion passes.

Roll Call:

Commissioner Dvorak: yes

Commissioner Brakey: yes

Commissioner Spidalieri: Absent

Ms. Cocca-Fulton: yes

Mr. Bergansky: yes

Mr. Neola: yes

Mr. Johnson: yes

Mr. McCaskey: yes

Mr. Perfetto: yes

Mr. Johnson: yes

Exited Executive Session: 8:56 a.m.

Motion made by Mr. Bergansky to approve promotion of Planner II to Planner II/GIS Coordinator and to grant, Allyson Kobus, \$27.00 per hour effective pay period # 2, 1/5/25, and seconded by Commissioner Dvorak, and upon a call for the vote, the motion passes.

Motion made by Mr. Bergansky to grant, Pamela Irizarry, \$18.25 per hour effective pay period # 2, 1/5/25, and seconded by Commissioner Dvorak, and upon a call for the vote, the motion passes.

D. Farmland Preservation Plan Discussion/Policy and Procedure Manual Update:

Ms. Crombie said this is an introductory discussion on updating the Farmland Preservation Plan and the Policy and Procedure Manual. The Farmland Preservation Plan was last updated in 2008, and there have been three (3) agricultural censuses since then, 2012, 2017, and 2022. Ms. Crombie said this update will be performed by herself and Ms. Kobus, starting in the 1st quarter. Establishing a subcommittee or task force to research agricultural matters and provide recommendations to the board will be needed. Input from local farmers, Geauga County Farm Bureau, the Geauga County Fair board, Geauga Soil and Water Conservation, Ohio Farmland Preservation office, OSU Extension office, and others will be needed.

Ms. Crombie said to work on updating the Planning Commission's Personnel Policy and Procedure Manual, the whole manual will need to be retyped due to not being able to find any Word documents of from previous years. She contacted ADP to see if they were able to find a copy, but they were unsuccessful. She mentioned that Ms. Irizarry suggested using the BOCC Manual since the Planning

Commission's mimics theirs. Ms. Crombie now has a Word version from the BOCC that can be used to save time. Commissioner Brakey said the BOCC has a redline version in process of the Personnel Policy and Procedure Manual and advised to look at Geauga County Engineer's Office Personnel Policy and Procedure Manual for any updates; theirs is very robust and updated recently.

Ms. Crombie would like to start the review process toward the end of the year in the 4th quarter. Mr. McCaskey said to review the Policy and Procedure manual from the Engineer's office and other agencies. He suggested to have the board review the updates in the 3rd quarter instead of the 4th quarter.

Chairman Gorris reminded the board to look out for shared Dropbox link.

13. Adjournment:

Motion by Mr. Bergansky to adjourn the meeting, seconded by Mr. Neola and upon a call for the vote, the motion passes. Meeting adjourned at 9:03 a.m.



Nicholas Gorris, Chairman



Gary Neola, Secretary/Treasurer

COUNTY PLANNING COMMISSION FINANCIAL REPORT
Summary

Budget – Prepared January 7, 2025



<u>Account</u>	<u>Appropriation</u>	<u>Expenditure</u>	<u>Balance</u>
Salaries	\$172,040.00	\$165,910.18	\$6,129.82
Supplies	\$2,500.00	\$774.08	\$1,725.92
Hosp.	\$28,710.00	\$19,031.84	\$9,678.16
Medicare	\$2,400.00	\$2,364.00	\$36.00
OPERS	\$23,180.00	\$23,179.76	\$0.24
Worker's Comp.	\$100.00	\$0.00	\$100.00
Other Expenses	\$5,030.00	\$2,704.50	2,325.50
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	\$391.78	\$608.22
Travel	\$4,600.00	\$2,318.76	\$2,281.24
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	\$218,681.29	\$27,428.71

<u>Planning Commission Revenues from Fees for December 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
October	\$1,550.00
November	\$660.00
December	\$1,214.30
	Yearly Total: \$10,193.30

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

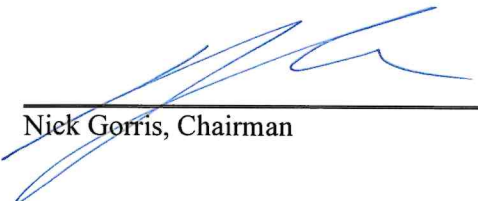
Mr. Neola MOVED THE ADOPTION OF THE FOLLOWING RESOLUTION,
WHICH MOTION WAS SECONDED BY Commissioner Drogk.

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 JANUARY 14, 2025 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	12/3	DEX IMAGING • 10/22/24 to 11/21/24	\$29.02
0335	OTHER	12/3	GEAUGA TOWNSHIP ASSOCIATION • QUARTERLY DINNER/HAMBDEN TOWNSHIP o Allyson Kobus o Linda Crombie	\$64.00
0335	OTHER	12/12	APPROPRIATION TRANSFER • Insufficient funds in OPERS	\$170.00
0329	SUPPLIES	12/17	AMAZON • Office Supplies	\$55.99
0329	SUPPLIES	12/17	STAPLES • Office Supplies	\$344.57
0329	SUPPLIES	12/17	AMAZON • Office Supplies	\$36.99
TOTAL				<u>\$700.57</u>


Nick Gorris, Chairman


Gary Neola, Secretary/Treasurer

COUNTY PLANNING COMMISSION FINANCIAL REPORT
Summary

Budget – 2025 Appropriations - Prepared January 7, 2025



<u>Account</u>	<u>Appropriation</u>	<u>Expenditure</u>	<u>Balance</u>
Salaries	\$177,354.00	\$0.00	\$177,354.00
Supplies	\$2,000.00	\$0.00	\$2,000.00
Hosp.	\$28,550.00	\$0.00	\$28,550.00
Medicare	\$2,480.00	\$0.00	\$2,480.00
OPERS	\$23,670.00	\$0.00	\$23,670.00
Worker's Comp.	\$100.00	\$0.00	\$100.00
Other Expenses	\$4,700.00	\$0.00	4,700.00
Equipment	\$0.00	\$0.00	\$0.00
Contracted Services	\$0.00	\$0.00	\$0.00
Covid -19 Expenses	\$0.00	\$0.00	\$0.00
Copier Usage Services	\$800.00	\$0.00	\$800.00
Travel	\$4,600.00	\$0.00	\$4,600.00
Advertising	\$325.00	\$0.00	\$325.00
Training	\$700.00	\$0.00	\$700.00
Member, Dues, Lic. Sub	\$2,300.00	\$0.00	\$2,300.00
Total	\$247,579.00	\$0.00	\$247,579.00