

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

Thursday - September 10, 2026 REGULAR MEETING

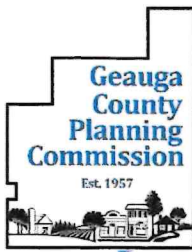
12611 Ravenwood Drive

Conference Room A334, 3rd Floor

7:30 A.M.

1. Pledge of Allegiance
2. Roll Call
3. Approval of Minutes:
 - A. August 11, 2026 Regular Meeting Minutes
4. Approval of Agenda/Addendum:
5. Financial Report and Approval of Expenses:
6. Other Business: None
7. Major Subdivisions to be reviewed:
 - A. Lake Lucerne Subdivision No. 1 (Block D)
Replat of Sublot 11 and part of 10
Bainbridge Township
Final Plat
8. Township Zoning Amendments to be Reviewed:
 - A. Hambden Township
Text Amendment ZC -2026-01
Initiated August 3, 2026
By Zoning Commission
9. Director's Report:
10. Correspondence: None
11. Old Business:
 - A. Farmland Preservation Plan Update
12. New Business:
 - A. Year-End Holiday Schedule
 - B. Personnel Policy and Procedure Manual (Discussion on potential updates, holidays/closures)
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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SEPTEMBER 10, 2026 MEETING MINUTES

1. Pledge of Allegiance

Chairman Gorris called the September 10, 2026, 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 present. Roll call was taken by Ms. Irizarry, and the following members were present:

2. Roll Call

Members present: Commissioner Brakey, Nick Gorris, Alternate Dave Fabig for Commissioner Dvorak, Alternate Walter Claypool for Commissioner Spidalieri, Philip Miller, Enzo Perfetto, Bob Rogish Jr., Matt Johnson, Dennis Bergansky, Matthew Mesok, and Lee Imhof.

Staff present: Linda Crombie (Director), Allyson Kobus-Havel (Planner II/GIS Coordinator), Pamela Irizarry (Administrative Assistant).

Mr. Johnson arrived at 7:40 a.m.

Commissioner Brakey left at 8:29 a.m.

3. Approval of Minutes:

A. August 11, 2026 Regular Meeting Minutes

Commissioner Brakey requested the following correction, under New Business, item D, Mileage Reimbursement increase to \$0.76 cents per mile, take the word "cents" out.

Motion made by Commissioner Brakey to approve the August 11, 2026, regular meeting minutes as amended, and Mr. Rogish seconded the motion and upon a call for the vote, the motion passed unanimously.

4. Approval of Agenda/Addendum Items:

Motion made by Commissioner Brakey to approve the agenda as presented and Mr. Imhof seconded, and upon a call for the vote, the motion passed unanimously.

5. Financial Reports and Approval of Expenses: (August 2026)

Chairman Gorris noted that the Financial Report was distributed in Excel format rather than the traditional PDF format; he requested future reports be sent as PDF's. He questioned the disclaimer language on the report, which currently states, "Geauga County Planning Commission authorizes payment of the following bills or claims..." and suggested amending it since the bills are already paid by the time the meeting occurs. Ms. Crombie indicated she would look into more appropriate wording.

Motion made by Commissioner Brakey to approve the financial report and the summary of expenses for August 2026 as submitted and Mr. Bergansky seconded, and upon a call for the vote, the motion passed unanimously.

6. Other Business: None

7. Major Subdivisions to be reviewed:

**A. Lake Lucerne Subdivision No. 1 (Block D)
Replat of Sublot 11 and part of 10
Bainbridge Township
Final Plat**

Ms. Crombie said the applicants want to consolidate subplot 11 and part of 10 to create subplot 11-R located on the south side of Summit Drive in Lake Lucerne Subdivision No. 1 Block D. The combined acreage will be 0.5159.

Motion made by Commissioner Brakey to recommend approval of the replat and consolidation of subplot 11 and part of subplot 10 of Lake Lucerne Subdivision No. 1 Block D, creating subplot 11-R. Mr. Bergansky seconded, and upon a call for the vote, the motion passed unanimously.

8. Township Zoning Amendments to be Reviewed:

**A. Hambden Township
Text Amendment ZC - 2026-01
Initiated August 3, 2026
By Zoning Commission**

Ms. Crombie said Section 403.10: Minimum Floor Area, the Township proposes increasing the minimum required floor area for commercial buildings from 400 square feet to 1,000 square feet.

Motion made by Mr. Bergansky to recommend approval of the Hambden Township Text Amendment ZC - 2026-1 as noted in the staff review and seconded by Mr. Rogish and upon a call for the vote, the motion passed unanimously.

9. Director's Report:

Ms. Crombie highlighted the following:

- Eight new building lot proposals were submitted in August 2026.
- The Northeast Ohio Planning and Zoning Workshop, August 28, 2026, Geneva-on-the Lake.
 - Attendance: 30 individuals from Geauga County attended, the most of any county. Ms. Kobus-Havel attended on behalf of the department.
 - Comprehensive Planning: Sessions highlighted the practical applications of GIS story maps
 - Data Centers: The Lake County Auditor reviewed the benefits, challenges, and tax abatements associated. Land Use and Zoning: The consulting firm Envision recommends communities regulate data centers as permitted or conditional uses with restrictions, and to not prohibit them outright.

Ms. Crombie said the Commission mentioned in a previous meeting about the staff preparing model language. The board agreed that should be done. Commissioner Brakey said it is good to give the townships a starting point with data centers. Mr. Claypool said there is a lot of concern about data centers. What are we zoning to protect and control, but data centers in general cannot be stopped.

- Survey received from County Commissioners Association (CCAO) regarding policies to include in the CCAO 2027-2028 Legislative Platform. Mr. Claypool said he has concerns about government spending related to rural broadband, 5G and at home internet is reliable. Ms. Crombie said the deadline is September 11, 2026. Chairman Gorris said to submit it by 4:30 p.m. today.
- HB 361 Comparative Synopsis: the proposal to require communities with 5,000 plus residents to adopt zoning was removed, now requires communities with zoning adopt a comprehensive plan, to include land use, economic development, and housing.
- The Ohio Farm Bureau recently shared two websites for finding local produce: opgma.org and ohioproud.org. Right now, these sites do not list many farms from Geauga County. As staff update the Farmland Preservation Plan, these links can be included to help promote local growers. To go a step further, the County could team up with the Geauga County Farm Bureau to build even more local awareness. Mr. Rogish said you must be a member of the two associations mentioned.
- The Ohio Ag Venture Guide highlights statewide agriculture, but very few Geauga County businesses are currently included. Adding this guide to the Farmland Preservation Plan will help raise local awareness.
- Three significant commercial construction permits were issued in August: City of Chardon (new library), Munson Township (maintenance building) and Huntsburg Township (storage business).
- The workload in August increased compared to July.
- Comprehensive Planning Efforts:
 - Chester Township Land Use Plan Assistance: Chester Township is independently updating its land use plan and previously requested mapping and data support from the Planning Commission in June 2025. To date, Ms. Kobus-Havel has dedicated approximately 20 hours preparing updated maps and charts in collaboration with township officials. This project is ongoing, with remaining tasks currently in progress.
 - Geauga Soil and Water Conservation District Support: The Geauga Soil and Water Conservation District borrowed materials from the Farmland Preservation Plan public forum to display at their county fair booth.
- House Bill 995 related to electric vehicle charging stations and state agencies.

10. Correspondence: None

11. Old Business:

A. Farmland Preservation Plan Update:

Ms. Crombie reported on August 2026 activities including the summary of the July 15, 2026, Public Forum, expanding the agricultural resources list, and establishing chapter outlines and a standardized document template. Additionally, staff reviewed the Ohio Department of Agriculture's (ODA) quarterly reporting criteria, which encompass expenses, outreach, project narratives, GIS development, and challenges. Ms. Crombie noted that ODA will conduct periodic evaluations to confirm the project remains aligned with the grant's objectives and schedule.

Ms. Crombie presented an update on the *Gauga County Farmland Agriculture Rural Master Plan: A Plan for Preservation*. She also shared the plan's preliminary layout and content, which include a detailed Table of Contents and a draft cover page that will feature agricultural photos for the Task Force members to select. Ms. Crombie said staff will contact the Farmland Preservation Task Force members about meeting again in late September or early October.

Mr. Claypool asked if there was anything the Farm Bureau could include such as natural vs. genetically engineered. Mr. Rogish said the Farm Bureau creates policy and there is interest in the use of less chemicals. Chairman Gorris asked that a draft of the quarterly report that will be sent to the ODA be provided at the October meeting for the boards review.

12. New Business:

A. Year End Holiday Schedule:

Ms. Crombie reported that during the August 18, 2026, meeting, the Board of County Commissioners (BOCC) voted to grant three additional paid days for employees under their hiring authority. The approved dates include the day after Thanksgiving (Friday, November 27, 2026), Christmas Eve (Thursday, December 24, 2026), and New Year's Eve (Thursday, December 31, 2026), each offering up to eight hours of paid time off.

To maintain consistency, Ms. Crombie requested a vote from the board to adopt the BOCC's schedule, noting that the board has in the past followed suit. Upon approval, staff will update the website.

Motion made by Mr. Imhof to grant Friday, November 27, 2026, Thursday, December 24, 2026, and Thursday, December 31, 2026, as paid time off for staff, and seconded by Mr. Claypool and upon a call for the vote, the motion passed unanimously.

B. Personnel Policy and Procedure Manual (Discussion on Potential Updates, Holidays/Closures):

Ms. Crombie introduced a discussion regarding unscheduled office closures and delayed starts resulting from inclement weather or power outages. She clarified that because several offices within the County Administrative Building operate outside the BOCC's hiring authority, the Planning Commission must ratify any unexpected staff time off on emergency closures after the fact.

To update this process, Ms. Crombie presented proposed amendments to the "Holiday Schedule" and "Closing County Buildings" sections of the Personnel Policy and Procedure Manual. The recommended revisions, highlighted in red for the board's review, include the following updates: "Holiday Schedule" adding language stating, *"The Planning Commission shall otherwise follow the action of the Board of County Commissioners regarding other days off that may be granted in association with the holidays listed above..."* and "Closing County Buildings" clarify that closures may include *"a full workday or partial (delayed start or early closure)."*

Mr. Perfetto asked how the security for the building is handled. Chairman Gorris said it could be possible that the department staff would be the only ones in the building. The concern is about public access. Mr. Rogish said in the event of an office closure, would township zoning be granted an additional day to submit amendments, to which Ms. Crombie said yes.

Ms. Crombie said in the event of a full or partial office closure, she is notified by phone, even though Planning Commission is not under the hiring authority. The Planning Commission's APA advised ratification of the paid time off by the board is recommended, to which both Ms. Crombie and Commissioner Brakey felt it is not necessary.

Ms. Crombie said she would like to broach the subject of working from home, which is not covered in the Personnel Policy and Procedure Manual. She clarified that she is not proposing a general work from

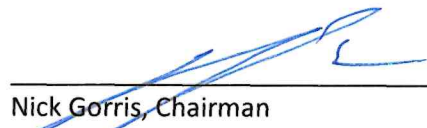
home policy. Instead, she recommends permitting remote work on an as needed basis during weather emergencies, utility outages, family illnesses, or other circumstances that prevent an employee from reporting to the office. Under this proposal, staff would be required to log in and perform their duties exclusively using county-issued computers, logging their work on a spreadsheet.

Mr. Perfetto agreed as long as there is a way to calculate the work performed. Commissioner Brakey said she is in favor of working from home in general and the Director having discretion, as there can be less interruptions. Chairman Gorris said staff are public servants and the public would still have access, but he said it is a good idea. Ms. Crombie said the office would not be closed to accommodate work from home. Chairman Gorris asked staff to gather more information on this and compare what other departments do. Mr. Claypool said he is comfortable with the subject and he trusts the staff.

Chairman Gorris announced the October Planning Commission meeting will be on Thursday, October 15, 2026.

13. Adjournment:

Motion made by Mr. Bergansky to adjourn the meeting, and seconded by Mr. Rogish, and upon the call for the vote, the motion passed unanimously. Meeting adjourned at 8:35 a.m.



Nick Gorris, Chairman



Enzo Perfetto, Secretary/Treasurer

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

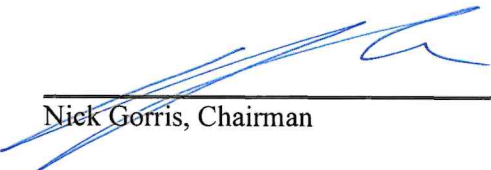
Commissioner Peretto MOVED THE ADOPTION OF THE FOLLOWING RESOLUTION, WHICH
MOTION WAS SECONDED BY Mr. Bergmark

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 SEPTEMBER 10, 2026 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>
0367	COPIER USAGE	8/4	DEX IMAGING • <i>Copier Usage</i> ○ 6/22/26 to 7/21/26	\$124.52
2678	TRAVEL EXPENSE	8/11	COUNTY ENGINEERS ASSOCIATION OF OHIO • <i>Allyson Kobus-Havel - Ohio GIS Conference Registration</i>	\$395.00
0368	SUPPLIES	8/11	ALLYSON KOBUS-HAVEL • <i>Amazon Reimbursement</i> ○ <i>Public Forum supplies</i>	\$276.08
0368	SUPPLIES	8/18	STAPLES • <i>Office Supplies</i>	\$111.88
0370	TRAVEL	8/25	OLIVER RICHARD • <i>Mileage Reimbursement</i> ○ <i>Farmland Preservation Plan Public Forum</i>	\$6.54
TOTAL				\$914.02



Nick Gorris, Chairman



Enzo Perfetto, Secretary/Treasurer

<u>Planning Commission Revenues</u>	<u>Year to Date Balance:</u>
Account: 1001 - General Fund	
January	\$432.55
February	\$1,300.00
March	\$1,250.00
April	\$2,350.00
May	\$610.00
June	\$900.00
July	\$150.00
August	\$955.00
	Yearly Total: \$7,947.55

GEAUGA COUNTY PLANNING COMMISSION

FINANCIAL REPORT SUMMARY: GENERAL FUND: Month of August 2026

BUDGET - PREPARED

3-Sep-26

<u>Account</u>	<u>Annual Appropriation</u>	<u>Monthly Expenditure</u>	<u>Year to Date Expenditure</u>	<u>Balance</u>
Salaries	\$187,375.00	-\$15,043.52	\$122,124.52	\$65,250.48
Supplies	\$1,500.00	-\$387.96	\$809.44	\$690.56
Hospitalization	\$48,089.00	-\$4,007.28	\$32,058.24	\$16,030.76
Medicare	\$2,750.00	-\$212.34	\$1,724.40	\$1,025.60
OPERS	\$26,280.00	-\$2,268.50	\$16,845.41	\$9,434.59
Worker's Comp.	\$90.00	\$0.00	\$0.00	\$90.00
Other Expenses	\$3,300.00	\$0.00	\$2,008.96	\$1,291.04
Equipment	\$0.00	\$0.00	\$0.00	\$0.00
Contracted Services	\$0.00	\$0.00	\$0.00	\$0.00
Covid -19 Expenses	\$0.00	\$0.00	\$0.00	\$0.00
Copier Usage Services	\$600.00	-\$124.52	\$195.19	\$404.81
Travel	\$3,860.00	-\$401.54	\$500.44	\$3,359.56
Advertising	\$325.00	\$0.00	\$258.00	\$67.00
Training	\$400.00	\$0.00	\$0.00	\$400.00
Member, Dues, Lic. Sub	\$6,100.00	\$0.00	\$3,088.16	\$3,011.84
Total	\$280,669.00	-\$22,445.66	\$179,612.76	\$101,056.24

Nick Gorris, Chairman

Enzo Perfetto, Secretary/Treasurer