

# **Greenfield Township Zoning Commission**

## **Regular Meeting Minutes**

Tuesday, May 13, 2025

- **Call to Order**

The Meeting was called to order by Vice-Chairperson, Patrick Callahan, at 6:03 pm on May 13, 2025, at the Greenfield Township Firehouse Meeting Room. The Pledge of Allegiance was recited at the opening of the Meeting.

- **Roll Call**

The Vice-Chair requested a roll call of the Commission:

Jeff Zech, Chair - absent  
Patrick Callahan, Vice-Chair  
June Queen, Secretary  
Jack Barr  
David Delong  
Kim Wickham, Alternate – not present

Jeff Williamsen, Greenfield Township Zoning Inspector

There were no guests present at this meeting.

Patrick Callahan opened the Meeting.

Patrick Callahan requested Commission review of the Minutes of the previous Public Meeting held on April 8, 2025. There were no revisions or corrections. David Delong made a Motion to approve the Minutes. Jack Barr seconded the Motion. Vote was taken: Patrick Callahan, Yes; Jack Barr, Yes; June Queen, Yes; David Delong, Yes. Minutes Approved.

Patrick Callahan provided follow-up regarding Code Section 355.02. There is reference to 340.03(C), however this does not exist, thus this can be removed as there is no reference to dwelling units. The Commission agreed. Jeff Williamsen to update and reformat this section of the Code.

- **Zoning Inspector Update:**

Jeff Williamsen presented a draft spreadsheet document of Zoning Commission Issues. The purpose of the document is to track and note resolution of issues discussed by the Commission. The Commission agreed this would be a tool.

Jeff Williamsen reported that he discussed with the Trustees the inclusion of portable storage units and shipping containers within the Code. He reported that the Trustees

want this as a temporary (not permanent) restriction. Patrick Callahan discussed concerns with a current property regarding setbacks and property lines, and stated the new temporary restriction must include setbacks. Jeff Williamsen stated permanent units must be on a concrete slab and meet all Code requirements. Patrick Callahan stated he will review other codes, create a draft code update, and bring to the next meeting for review.

Jeff Williamsen mentioned that the BZA Bylaws will be added to the Code as Appendix B. No action needed from the Commission.

Jeff Williamsen noted there is no permit required for structures under 144 sq ft. and asked whether this would be limited to one structure. There is also no height requirement. June to check other township codes, create a draft code update, and bring to the next meeting for review.

Jeff Williamsen reported that the Trustees requested that he, as Zoning Inspector, make all updates to the Code once submitted by the Commission and approved by the Trustees. June Queen commented that this would be helpful to ensure updates are timely, complete, and accurate. The Commission agreed.

Jeff Williamsen provided a copy of the updated **Application For Accessory Structure Zoning Certificate (Permit)** for review and suggested revisions. He asked Members to practice using the form and provide feedback at the next meeting.

Jeff Williamsen noted that on Page 4-13 of the Code, section Temporary Accessory Structure should be an upper-case E, instead of lower-case d. The Commission agreed. Jeff Williamsen will correct the typographical error.

Jeff Williamsen suggested addition to the definition of Temporary Accessory Structures as follows: "For example, shipping containers, moving PODs, dumpsters, etc.", as well as adding the definition of Storage Container to the Definitions section of the Code. For further Commission review.

Jeff Williamsen reported on recommended update to BZA 225.04 as advised by Julie Donnan of BJG Law. No action needed from the Commission.

Jeff Williamsen provided Commission members with hardcopies of the updated Zoning Code - Greenfield Township, Fairfield County, Ohio – Effective March 12, 2025. June Queen accepted Chair, Jeff Zech's copy and will provide to him. The updated Code is available on the Greenfield Township website for public review.

- **Old Business:**

*Agricultural Exemption – continued discussion:*

Jeff Williamsen discussed the previous suggested language update as, "The primary purpose of the building has to be for an agricultural purpose. The building can have multiple uses so long as the non-agricultural use furthers the agricultural use." The Commission also revisited updating Code Section 400.01 – update of one term of 'generally' to 'primarily'. June Queen suggested providing a definition/clarification of 'fur-bearing'. Per ORC, "'Fur-bearing animals' includes minks, weasels, raccoons, skunks, opossums, muskrats, fox, beavers, badgers, otters, coyotes, and bobcats." This does not include domestic pets. Jeff Williamsen asked if the Commission wanted to add CAUV language. Jeff Williamsen to work on a draft for review at the next meeting.

Patrick Callahan questioned whether the zoning permit application should still require notarization. The Commission discussed rationale. No change in the current process.

- **New Business**

June Queen reported that at a recent Trustee Hearing, a community member stated that the Zoning Commission (e.g., secretary) was not properly recording the total number of meeting attendees. June Queen stated that the Commission records the names of individuals who have signed in and/or with intent to speak. Per the Ohio Revised Code, there is no law that explicitly requires public bodies to take formal attendance of guests. *The Open Meetings Act ensures public access to meetings and allows for public comment, rather than formal attendance tracking.* Thus, attendance tracking is not required. She noted that the Trustees also do not record attendance. The Commission agreed that the current process follows the ORC and no change advised. Jeff Williamsen stated that those who sign in are there to voice concerns and are counted. Jeff Williamsen stated he would mention this issue to the Trustees.

- **Next Meeting**

The next Regular Public Meeting scheduled for Tuesday, June 10, at 6:00 pm, at the Greenfield Township Fire Department Meeting Room. Regular Meetings are slated for the second Tuesday of each month.

There will be a Special Public Meeting with the Fairfield County Regional Planning Commission who will provide an overview presentation of their Model Zoning Code to the Zoning Commission on Thursday, May 22, 6:00 pm, at the Greenfield Township Fire Department Meeting Room.

- **Adjournment**

June Queen made a Motion to adjourn the Meeting. Jack Barr seconded the Motion. Vote was taken: Patrick Callahan, Yes; Jack Barr, Yes; June Queen, Yes; David Delong, Yes. Motion Approved.

The meeting was adjourned at 7:11 pm.

Respectfully Submitted, June Queen – Commission Secretary