

# Greenfield Township Zoning Commission

## Meeting Minutes

Thursday, June 15, 2023

- **Call to Order**

The Meeting was called to order by Jeff Zech, Chair, at 6:02 p.m. on Thursday, June 15, 2023 at the Greenfield Township Zoning Department. The Pledge of Allegiance was recited at the opening of the Meeting.

- **Roll Call**

The Chair requested a roll call:

Jeff Zech, Chair  
Patrick Callahan, Vice-Chair  
June Queen, Secretary  
Amy Brown  
Jack Barr  
Kim Wickham – not present

Tom Erlenwein, Greenfield Township Zoning Inspector  
Lonnie A. Kosch, Sr. – Greenfield Township Trustee  
Fairfield County Deputy Silva

Guests: Danielle Keefer, Stacey Boumis, Scott Skidmore, Joe Lute, Anthony Keefer, Michael Frankhauser

- **Review of Previous Hearing and Meeting Minutes**

The minutes from the Hearing on April 18, 2023, were reviewed by the Commission. Amy Brown moved to approve the hearing minutes as written. Patrick Callahan seconded the motion. Vote was taken, Pat Callahan, yes; June – abstained due to being absent at the April 18<sup>th</sup> meeting: Jeff Zech, yes; Jack Barr, yes; Amy Brown, yes. Motion carried; meeting minutes approved.

The minutes from the Meeting on April 18, 2023, were reviewed by the Commission. Amy Brown moved to approve the meeting minutes as written. Patrick Callahan seconded the motion. Vote was taken, Pat Callahan, yes; June – abstained due to being absent at the April 18<sup>th</sup> meeting: Jeff Zech, yes; Jack Barr, yes; Amy Brown, yes. Motion carried; meeting minutes approved.

The minutes from the Meeting on May 9, 2023, were reviewed by the Commission. Patrick Callahan moved to approve the meeting minutes as written. Amy Brown seconded the motion. Vote was taken, Pat Callahan, yes; June, yes; Jeff Zech, yes; Jack Barr – abstained due to being absent at the May 9<sup>th</sup> meeting: Amy Brown, yes. Motion carried; meeting minutes approved.

- **Meeting – New Business**

Due to several guests in attendance with requests to speak, the meeting agenda was deferred to the next Regular meeting. Jeff Zech asked guests and Commission to please keep presentations brief and discussions respectful.

June Queen asked that all guests please sign-in and indicate whether they would or would not like to speak.

Guests:

- Danielle Keefer – stated she would like to defer her opportunity to speak to her invited guest, Stacy Boumis.
  - Danielle Keefer - explained that, in 2008, she endured a very stressful and costly (\$20,000) zoning experience. She is concerned about the current proposed zoning requirements for limited/expanded home occupations and is considering personal employment of Stacey Boumis to help navigate the process. In addition, she stated she lost reasonable use of her property due to her neighbor's direct sight lines of her pool. She asked that the Commission please listen and consider requests. She states that she feels there is a disconnect between the Commission and the Trustees. Recently, she asked the Greenfield Township Zoning Inspector about a neighbor with commercial trucks on residential property. Tom Erlenwein reported that he sent a letter, as the first step in the process, and work to address the issue remains ongoing. He is also obtaining feedback from other communities and professionals on this type of issue. He explained that he needs to prioritize issues as they come across his desk. She asked 'what was shared with Trustee Kent Searle at last night's meeting' – Tom Erlenwein states he does not recall of what this could be in reference. He stated that the Public is welcome to attend all meetings and petition the Commission for code changes.
- Stacey Boumis – introduced herself and explained that she has worked in all levels of government and referenced her education and professional background. She stated experience with Conditional Use Permits. She has concerns with limited/expanded home occupations. She stated that she read the current Greenfield Township Zoning Code and believes the code is good, overall. She offered to collaborate with Tom Erlenwein and offer unbiased advice on code updates and revisions. Trustee Lonnie Kosch informed that she cannot counsel Tom Erlenwein in his role of Greenfield Township Zoning Inspector, as she would be hired by Danielle Keefer. Trustee Kosch explained the process for zoning code review, changes, and approval. She asked whether residents will be required to annually renew permits. Tom Erlenwein explained the reason this issue is being revisited, primarily due to recent community concerns that have arose. He explained that this would be a review process, not a renewal requirement. Amy

Brown encouraged those in attendance to continue to attend meetings and be involved. Jeff Zech made the group aware that we meet monthly and that meetings are posted, as required, in specific public areas within the community, including on the Greenfield Township Website.

- Michael Frankhauser – described his experience with a neighbor attempting to overtake a portion of his property. He voiced that when there is a written complaint, it must be addressed in a timely manner. He expressed concern that, since many businesses begin in a home setting, potential new businesses could be discouraged. Amy Brown provided an example of a recent Commission request from a new business requesting zoning change. They obtained and presented feedback from their neighbors, and they also provided a business plan. They stated understanding that once their business grows, they will need to move to a larger, commercial space.
- Scott Skidmore - asked questions about a recent zoning change approval for a planned rural business.

Tom Erlenwein explained that he has a draft of the Application for Zoning Permit and Application for Variance (Conditional Use) forms for review. An informational packet will be available on the Greenfield Township Website soon. He explained that Limited Use Home Occupation applies to a person(s) who operate a business in their home and have at least one employee.

The Commission thanked everyone for attending and invited attendance at all future meetings.

Guests remained for Regular Discussion portion of the meeting that followed.

- **Regular Discussion:**

1. Jack Barr suggested that Regional Planning synopsis provided prior to voting on pertinent issues. Tom Erlenwein agreed with the suggestion.
2. Jack Barr asked Tom Erlenwein whether signs are being posted in yards slated for rezoning. This is to provide public awareness. Tom Erlenwein confirms that signage has been posted.
3. Home Occupation – Limited Use Discussion:

Tom Erlenwein opened discussion with provision of draft copies of the following revised forms for review: Application for Zoning Certificate (draft) and Application for Variance, Conditional Use, or Appeal (draft). Changes indicated in red text within each document for Commission review. He also provided a copy of an e-mail from Julia E. Donan of Brosius, Johnson, & Griggs LLC, with form revision recommendations.

The Commission recommended the following changes to the Application for Variance, Conditional Use, or Appeal (draft):

1. Add 'Conditional Use' to Line #7 – "Proposed Variance, Conditional Use, or Appeal and grounds (or reasons) on which it should be granted'.
2. Create a line item to include applicant's E-mail address. Items would require renumbering due to additional of line item.
3. Add bullet point under current line item #12: 'All required fees paid required prior to scheduling a Hearing'.
4. Add bullet point under current line item #12: 'Completed application required prior to scheduling a Hearing'.
5. Add bullet point under current line item #12: 'Additional information as required by the Code. Information required prior to scheduling a Hearing'.

The Commission reviewed Application for Zoning Certificate (draft) with no further recommended changes.

Tom will bring documents to the next meeting for final review. He also provided an example of a fee schedule (Bloom Township) for informational purposes.

#### **4. Fence and Other Code Definitions:**

Jack Barr brought up fence requirements and requirements for survey. Tom Erlenwein commented that this is an issue for potential future discussion. Guest, Michael Frankhauser, suggested to add driveway offset (e.g., 3-5 inches). Topic of shared driveways mentioned in discussion including driveway culvert permit application (e.g., safety, right away, setbacks, frontage requirements, line of sight, etc.).

- **Next Greenfield Township Zoning Commission Meeting – Regular Meeting**

The next date of the next Regular Zoning Commission Meeting is planned for Thursday, June 29, 2023. Location to be the Greenfield Township Fire Department Meeting Room. Tom Erlenwein will take care of the required public meeting notices.

Goal to continue and complete discussion of the following definitions: Tiny Houses, Front Yard, Breezeway, Solar Energy. Review Fence (as time permits).

- **Adjournment**

Jack Barr made a Motion to adjourn the Meeting; Amy Brown seconded the Motion. Vote was taken: Patrick Callahan, yes; June Queen, yes; Jeff Zech, Jack Barr, yes; Amy Brown, yes; The Meeting was adjourned at approximately 7:27 pm.

Respectfully Submitted By: June Queen, Commission Secretary