

Greenfield Township Zoning Commission

Meeting Minutes

December 18, 2018

- **Call to order**

The meeting was called to order by Kim Wickham Chair, at 6:00 p.m. on December 18, 2018, at the Greenfield Township Firehouse. The Pledge of Allegiance to the Flag of the United States of America was recited at the opening of the meeting.

- **Roll call**

The Chair requested a roll call:

Jack Barr
Jim Beiter
Jeff Kraner
Kim Wickham

Jeff Bader (absent)

Lacey Storts (Secretary)

Other attendees: John Reef Sr., Kevin Yeamans

- **Review of Minutes of Previous Meeting**

Minutes from November 20th and the hearing minutes from December 11th were reviewed. It was noted that John Reef Sr was typed as St on the minutes so that was addressed to be corrected. Jeff Kraner moved to approve the minutes as written with minor changes. Jim Beiter seconded the motion. A Roll Call vote was taken: Jeff, Yes; Jim, Yes; Jack, Yes; Kim, Yes. Motion carried. Minutes approved with correction. Kim stated that the letter regarding the Beatty rezone would be sent to the trustees.

- **Discussion**

John Reef Sr opened the meeting by asking Kim about at the last trustee meeting regarding the Plum Road discussion, that Shannon had stated that by the Ohio Revised Code the unit had to be moved in 13 months. He asked Kim if she knew where that was in the Ohio Revised Code. He stated that he can't find it, the Trustees can't find it and that Regional planning says that does not exist. Kim was not sure where Shannon found it and suggested John ask Shannon.

Jack Barr said he wanted to bring up accessory buildings when it comes to garden buildings, swimming pool, etc. The code needs to be better defined about accessory

buildings. Jim said it would be easy to eliminate 415.06 where it states a pool is an accessory building.

Jack suggested that a fence being put up in a residential area would have to have a height limit. Jim brought up 415.08 last sentence – eliminate only 1 single detached – remove lots in R1- and remove where it says only 1 accessory structure. Jack asked about a hot tub being an accessory structure, Kim said under 415.06 it does say hot tubs. Jack said that should be eliminated also.

Kim asked if anyone did homework? Which was rules of procedures.

Kim did some research and got a hold of the prosecutor regarding these questions.

- 1) Are they required to provide an audio recording of the meetings and hearings. Answer was no, only minutes be prepared. If a recording is made the zoning board must make available. Kim also asked what the time frame was and the response was it immediately comes a public record. Delivered as soon as possible. The minutes should be turned over promptly which promptly is not defined.
- 2) Are township meetings or hearings required to be ran according to Roberts Rules and procedures or are they a guideline. The answer is the zoning commission is not required to follow Roberts unless if it was adopted previously by the commission. The prosecutor directed them to section 49 which states Roberts Rule is designed to keep large groups in order. They do contain information for small boards that they may want to utilize. Like, boards, members do not have to stand and be recognized by the chair in order to speak, motions do not need to be seconded. (At this time Kevin left the meeting)

A motion does not have to be pending in order to be discussed. When a vote is taken all board members should vote as a board member not as an officer.

Jack asked if the minutes be taped then the minutes have to be kept. Kim clarified that if you tape is made it has to be submitted. Jim asked that if you don't have to do it then why do it. Jeff said that recorded minutes could also mean recorded by being written. Jack suggested the audio should then be in by the end of the week.

Kim questioned then if you do just written minutes do they even need approved. Jim suggested that the Trustees would probably want both. Kim said that audio is not on the website. Jeff asked why it takes so long for everything to be posted on the website. Also asked who is responsible for writing out letters and notifying property owners and it was stated that the secretary is responsible.

Jack asked sends the sign in sheets to the fiscal officer with when they get paid. Lacey stated that the sign in sheets get turned in within a week. Jack would really like to know when the payroll is and when the payroll gets done. Kim suggested to ask Dawn and

he said he has. He just wants to know if it would be 2 weeks, 30 days or 60 days. He just wants to be told. Jack also stated that he is upset that at Trustee meetings it has been said that the zoning board will not get paid and the Trustees will not sign the paychecks.

Jim asked if the zoning board has a number that they have to approve for the zoning board to get paid. Kim said that she believes that the Trustees have to approve the meetings.

Kim came up with suggestions of having quarterly meetings or continuing with monthly meetings. Jim said that in the past it has always been monthly meetings. Kim suggested to continue monthly.

Jack asked if the letters that were mailed out to adjacent property owners if it carries a letterhead from Greenfield township. Kevin should do the mailings because he has the access to get the addresses.

Zoning commission would like an email of activity and fees collected. Kim thinks it would be nice to know because she had received them in the past, possibly the same report that the Trustees get.

Jim brought up Township Zoning Commission responsibilities and duties, #5 states that the zoning book is not their only responsibility. It says to work with the zoning inspector towards the administration and enforcement of the code. Jim feels that if they get a report it would be more helpful in assisting the zoning inspector.

Also discussed was that the minutes not be submitted until approved even in draft form.

When a zoning member notifies a Trustee of a violation an update of status would be nice.

Kim asked with a show of hands concerning quarterly meetings, no hands, every other month meetings, no hands, commission will continue with monthly meetings per Rules of Procedure and the Code.

The zoning commission would like to request an email for the zoning report and fees collected and the Zoning Commission be notified of a zoning infraction a timely follow up status be made.

Discontinue recording minutes, Jeff suggested to leave it up to Kim and Lacey and Jim said to leave it up to the Trustees.

Process for hearings, person would go to inspector and would submit a request for a rezone and at that time the inspector collects the money. It was discussed as to processes when to collect the money.

- **Next meeting**

The next Trustee meeting is December 28th and that the next zoning meeting would be January 15, 2019.

- **. Adjournment**

Jack made the motion to adjourn and Jim seconded. Jeff, Yes; Jim, Yes; Jack, Yes; Kim, Yes. Meeting adjourned at 7:53 pm.