

Int. Ch. Dermody called the Zoning Commission Organizational Meeting to order on January 3, 2019 at 7:03 p.m.

Roll found: Dermody, Powell, Schneider, Marzullo, and Alt. Kalina. Alt. McCarthy had an excused absence.

Also in the audience were Trustee Schulte and Zoning Inspector Wilson.

Item 1: Int. Ch. Dermody *opened the meeting by explaining the purpose of the Organizational Meeting is to elect officers; set the day and time of all regular monthly meetings; and to address any other items of procedure.*

The first order of business, Trustee Schulte explained that there were three individuals that had expired terms, and Kalina and Marzullo were sworn in by citing the Oath of Office. Trustee Schulte explained that at the Trustees Organizational Meeting, they agreed to renew Mr. Marzullo's five year term (2023), Alt. McCarthy's one year term, and Mr. Kalina was appointed into a member role and will assume the remaining term (2020) of Mr. Spellman.

Int. Ch. Dermody proceeded with the Organizational Meeting and began reviewing the items of the Organizational Procedures and Guidelines.

Item 2: Int. Ch. Dermody *called for nominations for the Chairperson position.* Ms. Dermody nominated Mr. Kalina for the Chairperson position.

- Int. Ch. Dermody motioned to accept the nomination of Mr. Kalina into the Chairperson position for 2019.
- Seconded by Mr. Marzullo
- Further discussion ensued with comments by Ms. Dermody. Mr. Kalina added comments to include, but not limited to a brief explanation of his experience working on other Township Zoning Boards and Mr. Kalina accepted the nomination. Mr. Kalina stated that Mr. Spellman left big shoes to fill and was highly regarded in the County. Mr. Kalina was flattered by the Zoning Commission's confidence in him. He said he will look for support from the Zoning Commission and utilize their experience.
- Roll was called

VOTE: Dermody – Yes, Powell – Yes, Schneider – Yes, Marzullo – yes, Kalina – Abstained

Mr. Powell informed the Zoning Commission Board that this would be his last year. Trustee Schulte thanked Mr. Powell for the notice. A question was raised about having two alternates and Trustee Schulte responded that yes, the Trustees will be posting the opening.

Trustee Schulte asked the Zoning Commission Board to consider adding verbiage into the Organizational Minutes that states any person whose term will be expiring to notify the Trustee Liaison of their intentions and interests for renewal to the Zoning Board in November. Further discussion ensued.

Item 3: Ms. Dermody *called for nominations for the Vice-Chairperson position.* Mr. Powell nominated Ms. Dermody for the Vice-Chairman position. Ms. Dermody entertained a motion to nominate Ms. Dermody and remain as the Vice-Chairperson for 2019.

- Motion was made by Mr. Powell
- Seconded by Mr. Schneider

- Further discussion ensued to include comments from Ms. Dermody who accepted the nomination.
- Roll was called

VOTE: Dermody – Yes, Powell – Yes, Schneider – yes, Marzullo yes, Kalina – Yes

V. Ch. Dermody said *the next order of business was to set the rule for setting the day and time of all regular monthly meetings. V. Ch. Dermody stated that all meetings will be open to the general public; advertised per the requirements of the Ohio Revised Code. Any interested party may request a notice of any regular or special meeting of the Zoning Commission by sending such request to the Zoning Clerk, and including self-addressed stamped envelope and also sending of an email address.*

V. Ch. Dermody stated after the review of the following, she would move by motion to approve and poll the Zoning Commission Board:

- *Regular monthly meeting; First Thursday of the month*
 - *Regular meeting will be called to order at 7:00 pm*
- *Work sessions will be scheduled as needed, and advertised per the requirements of the Ohio Revised Code*
 - *Work Sessions will be called to order at 7:00 pm*
- *Public Hearings will be scheduled as needed, and advertised per the requirements of the Ohio Revised Code*

V. Ch. Dermody polled the Board and all were in favor.

Item 4: V. Ch. Dermody said that the next order of business involved the procedures for various meeting business matters and reviewed the following:

- *All Zoning Commission meetings will be electronically recorded, for transcription purposes only;*
- *To have minutes of the monthly meetings, and any other meeting, minutes, mailed, or electronically mailed to all members of the Commission so as to be received at least one week prior to the next regular monthly meeting.*
- *All new business matters (other than Amendment proposals) to be considered at a regular monthly meeting are to be received by the Zoning Office no later than the 22nd of the previous month. For an *amendment proposal, the applicant should just request to be placed on the agenda. For site plan reviews, pursuant to Section 11, the plan must first be reviewed by the Zoning Inspector and certified for meeting all submission requirements and then submitted to the Zoning Commission no later than the 22nd of the previous month.*
- **For Amendment proposals: The applicant, at a regular meeting, must submit/file amendments in person. This is because of various time limits.*

V. Ch. Dermody polled the Board and all were in favor.

Zoning Inspector Wilson commented on the submission date to the Zoning Inspector/Zoning Department. The submission date does not allow for review time by the Zoning Inspector if submitted on the 22nd of the month. After further discussion, the submission date will remain as the 22nd of the month. It was noted that this was discussed in great length last year, and the Zoning Commission Board had agreed to the date as noted.

It was noted that the numbering was off and V. Ch. Dermody suggested that the Zoning Commission Board include the following as item #5.

Item 5: After discussion the Zoning Commission Board agreed to the following:

- *Zoning Commission Members with expiring terms need to notify the Board of Trustees in writing of their interest to serve as a Zoning Board member by November 15th.*

V. Ch. Dermody polled the Board and all were in favor.

Item 6: Discussion regarding the appointment of a Zoning Commission member as a representative of the Commission to the Board of Zoning Appeals ensued. Trustee Schulte stated that the Trustees updated their Organizational Minutes to read as follows: The participation of the Zoning Commission Member who is designated to represent the Zoning Commission Board will be by request of the Zoning Board Chairman and approval by the Trustee liaison, on an as need basis.

- It was suggested that the Zoning Commission Chairman shall designate a representative based on subject matter and availability, instead of appointing one designated representative.
- Mr. Schneider commented on his experience at a recent Board of Zoning Appeals Hearing and felt he was on the hot seat to answer pointed questions from the Board of Zoning Appeals.
- Mr. Marzullo asked how often the Board of Zoning Appeals would ask for comments from the Zoning Commission representative, and Mr. Schneider stated that during the hearing, he was not usually asked many questions, and that there was some dialogue with individuals after the hearings. Further discussion ensued.
- Trustee Schulte stated that the primary purpose for the Zoning Commission Member to attend the Board of Zoning Appeals hearings was to obtain information and report back to the Zoning Commission as to the types of appeals being heard. It was suggested that for future situations, if a Zoning Commission member attends a Board of Zoning Appeals Public Hearing, it should be purpose driven.
- A work session was suggested to bring both Zoning Boards (ZC and BZA) together to discuss the Zoning Code, processes and procedures (i.e. agritourism, solar panels, structures). Trustee Schulte stated that there had been a work session with the Prosecutor's office a few years ago and found that it was very beneficial. The general consensus was that additional training is always beneficial.
- After further discussion, the Zoning Commission Board agreed on the following:
 - *The participation of a Zoning Commission Member who is designated to represent the Zoning Commission Board will be by request of the Zoning Board Chairman and the approval by the Trustee liaison, on an as needed basis. This will be based on purpose, subject matter and availability.*

V. Ch. Dermody polled the Board and all were in favor.

Item 7: *Appointment of a member to attend the Medina County Planning Commission Meetings, when required by a filing from Hinckley.*

Trustee Schulte commented on the relevance of a Zoning Commission Member to be present when there are proposals in review regarding Hinckley. If the Department of Planning Services or other county agencies have questions, it is advantageous for all parties that there is someone there to represent Hinckley. Trustee Schulte added that usually it is the Chairman that attends the meetings.

- V. Ch. Dermody asked for a volunteer or nomination. Mr. Powell nominated Ch. Kalina.
- V. Ch. Dermody stated she would entertain a motion to appoint Ch. Kalina as the representative to attend the Planning Commission Meetings.
- Mr. Powell moved and Mr. Schneider seconded.
- Discussion followed and included Mr. Kalina accepting the nomination.

V. Ch. Dermody polled the Board and all were in favor.

Item 8: Public Records Policies

- *Establish a Hinckley Township Zoning Commission email address for each member and alternate (i.e. bkman.htzcc@provider of choice)*

V. Ch. Dermody polled the Board and all were in favor.

Item 9: Procedures under Section 11 allowing the Zoning Commission to hire a third party consultant

- V. Ch. Dermody read as: A Third Party Consultant will be utilized for Site Plan Reviews when deemed necessary by the Hinckley Township Zoning Commission Chairman or by a majority vote of the Hinckley Township Zoning Commission. The Chairman will work with the Trustee liaison to identify and engage prospective consultants and the duties of the consultant may include but will not be limited to the following:
 1. Review of a preliminary and/or final site plan for compliance with the Hinckley Township Zoning Code
 2. Attendance at any preliminary and/or final site plan review or reviews
 3. Attendance at any preliminary or final site review
 4. Recommendations of improvements to the plan to better serve our code and comprehensive plan
- Mr. Marzullo asked for clarification when the Zoning Commission deems necessary and if it requires Trustee approval and Mr. Schulte responded that yes, it would be approved by Trustee vote at a Regular Trustee Meeting. Further discussion ensued, to include, but not limited to adding how the consultant is utilized, i.e. zoning code review, etc. After further discussion the Zoning Commission Board agreed to the following:

A Third Party Consultant will be utilized as needed. For example Site Plan Reviews, or when deemed necessary by the Hinckley Township Zoning Commission Chairman or by majority vote of the Hinckley Township Zoning Commission. The Chairman will work with the Trustee liaison to identify and engage prospective consultants and the duties of the consultant, may include but not be limited to the following:

- 1. Review of a preliminary and/or final site plan for compliance with the Hinckley Township Zoning Code*
- 2. Attendance at any preliminary and/or final site plan review or reviews*
- 3. Attendance at any preliminary or final site review*
- 4. Recommendations of improvements to the plan to better serve our code and comprehensive plan*

V. Ch. Dermody polled the Board and all were in favor.

Item 10: *Length of Regular Meetings*

V. Ch. Dermody entertained a motion to adopt the following procedures:

- *Meetings (Regular, Work Session or Public Hearings or any combinations of those in a given day) will be capped at two hours of duration.*
- *The Hinckley Township Zoning Commission can choose at that time by motion to extend the meeting by duration set within that motion.*
- *And/or the remaining items on the agenda will be rolled over to the next monthly meeting.*

V. Ch. Dermody polled the Board and all were in favor.

Item 11: *Need for Community exposure for all members of the Zoning Commission (Voting and Alternates)*

- *It is strongly recommended that each member of the Zoning Commission attend one Medina County Planning Commission meeting during the year.*

V. Ch. Dermody polled the Board and all were in favor.

V. Ch. Dermody called for any additional procedures or additional business; there were none.

V. Ch. Dermody stated that she would entertain a Motion to adjourn the Organizational Meeting.

- Mr. Powell moved and Ch. Kalina seconded
- No further discussion
- All in favor

The Organizational Meeting was adjourned at 8:20 p.m.

Suzanne Peterlin, Recording Secretary

Minutes Approved: _____, 2019

Christopher Kalina, Chairman

Diane Dermody, Vice-Chairman

Calvin Powell, Member

Bruce Schneider, Member

Matt Marzullo, Member