

Ch. Kalina called the Zoning Commission Organizational Meeting to order on Thursday, January 9, 2020 at 6:34 p.m.

Roll found: Crew, Marzullo, Schneider, Dermody, Kalina. Also in the audience were Trustee Schulte and Zoning Inspector Wilson.

Ch. Kalina stated that the two new alternate members were present

The first order of business, Trustee Schulte explained that at the Trustees Organizational Meeting, they agreed to appoint Michelle Crew to a member role with a five-year term (12/31/2024), and Mr. Manley and Mr. Fischer to alternate positions with a one-year term (12/31/2020).

Trustee Schulte administered the Oath of Office to ZC member Michelle Crew and ZC alternates Marcus Fischer and David Manley who each cited the Oath of Office accordingly.

Ch. Kalina gave a brief introduction for both Mr. Fischer and Mr. Manley and stated he was happy to have them on board. He congratulated the two new alternates and newly appointed member Michelle Crew. Ms. Crew will be filling the member role of Mr. Powell who retired from the position after serving the Township for over twenty years.

Item 1: Ch. Kalina explained 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.

Ch. Kalina stated that this meeting was being taped for transcription purposes only and the written minutes and attachments, if any, will serve as the official record of this meeting.

Ch. Kalina shared with the Zoning Commission Board that serving as a Chairperson does require some extended amount of time to prepare for meetings, attend the Medina County Planning Commission meetings, when necessary; and that it can be time consuming. He added that he has greatly enjoyed working with the Zoning Board; that it is an excellent Board and everyone has individual strengths that are shared; and it is has been a pleasure to serve as the Chairman to the Zoning Commission Board. He added that he has a continued interest to serve as Chairman, should the Board agree.

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

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

- Ch. Kalina motioned to accept the nomination of Mr. Kalina to the Chairperson position for 2020.
- No further discussion
- Roll was called

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

Item 3: Ch. Kalina *called for nominations for the Vice-Chairperson position*. Mr. Marzullo nominated Ms. Dermody for the Vice-Chairman position. Seconded by Mr. Schneider.

Ch. Kalina entertained a motion to accept the nomination of Ms. Dermody and remain as the Vice-Chairperson for 2020.

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

VOTE: Kalina – yes, Dermody – yes, Schneider – yes, Marzullo – yes, Crew – yes

Ch. Kalina read “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.”

Ch. Kalina stated he would entertain a motion to set the Regular monthly meeting on the first Thursday of each month to be called to order at 7:00 p.m.

- Mr. Schneider moved and Ms. Crew seconded
- No further discussion.
- Roll was called

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

Ch. Kalina read “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 p.m.”

- Ch. Kalina moved and Mr. Schneider seconded.
- No further discussion.
- Roll was called

VOTE: Kalina – yes, Dermody – yes, Schneider – yes, Marzullo – yes, Crew – yes

Ch. Kalina read “Public Hearings will be scheduled as needed, and advertised per the requirements of the Ohio Revised Code.”

- Ch. Kalina moved and Dermody seconded.
- No further discussion.
- Roll was called

VOTE: Kalina – yes, Dermody – yes, Schneider – yes, Marzullo – yes, Crew – yes

Item 4: Ch. Kalina read: “Procedures for various meeting business matters”. Ch. Kalina stated that he will motion to adopt the following procedures:

“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.” He added that, although the goal is to have the minutes drafted and forwarded to the Zoning Commission Board one week prior to the meeting that sometimes due to time restraints in the Zoning Office, may not always happen.

- Ch. Kalina moved and Dermody seconded.
- No further discussion.
- Roll was called

VOTE: Kalina – yes, Dermody – yes, Schneider – yes, Marzullo – yes, Crew – yes

Ch. Kalina read the following and then requested a motion:

“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.”

- Schneider moved and Marzullo seconded.
- No further discussion.
- Roll was called

VOTE: Kalina – yes, Dermody – yes, Schneider – yes, Marzullo – yes, Crew – yes

Item 5: Ch Kalina read “Zoning Commission Members with expiring terms need to notify the Board of Trustees in writing (email) of their interest to serve as a Zoning Board member by November 15th”. Ch, Kalina entertained a motion:

- Dermody moved and Crew seconded.
- No further discussion.
- Roll was called

VOTE: Kalina – yes, Dermody – yes, Schneider – yes, Marzullo – yes, Crew – yes

Item 6: Ch. Kalina read “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.” Ch. Kalina entertained a motion:

- Kalina moved and Dermody seconded.
- No further discussion.
- Roll was called

VOTE: Kalina – yes, Dermody – yes, Schneider – yes, Marzullo – yes, Crew – yes

Item 7: Ch. Kalina read “Appointment of a member to attend the Medina County Planning Commission Meetings, when required by a filing from Hinckley.” He added although it calls for a nomination, historically he has been attending the meetings as Chairman, when necessary, and has interest to continue to do so. The Zoning Commission members agreed. Ch. Kalina entertained a motion:

- Mr. Schneider moved and Mr. Marzullo seconded.
- No further discussion
- Roll was called

VOTE: Kalina – yes, Dermody – yes, Schneider – yes, Marzullo – yes, Crew – yes

Item 8: Public Records Policies

Ch. Kalina read “Establish a Hinckley Township Zoning Commission email address for each member and alternate (i.e. bkman.htzc@provider of choice)”. Ch. Kalina entertained a motion:

- Mr. Kalina moved and Ms. Crew seconded.
- No further discussion
- Roll was called

VOTE: Kalina – yes, Dermody – yes, Schneider – yes, Marzullo – yes, Crew – yes

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

Ch. Kalina read “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 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
5. Review of a preliminary and/or final site plan for compliance with the Hinckley Township Zoning Code
6. Attendance at any preliminary and/or final site plan review or reviews
7. Attendance at any preliminary or final site review
8. Recommendations of improvements to the plan to better serve our code and comprehensive plan”

Ch. Kalina entertained a motion:

- Mr. Schneider moved and Mr. Marzullo seconded.
- No further discussion
- Roll was called

VOTE: Kalina – yes, Dermody – yes, Schneider – yes, Marzullo – yes, Crew – yes

Item 10: Length of Regular Meetings

Ch. Kalina read as follows and ~~entertained a motion~~ ^{moved} 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.

Mr. Marzullo seconded.

- No further discussion
- Roll was called

VOTE: Kalina – yes, Dermody – yes, Schneider – yes, Marzullo – yes, Crew – yes

Item 11: Need for Community exposure for all members of the Zoning Commission (Voting and Alternates). Ch. Kalina read "It is strongly recommended that each member of the Zoning Commission attend one Medina County Planning Commission meeting during the year. Ch. Kalina entertained a motion:

- Ms. Crew moved and Mr. Schneider seconded.
- No further discussion
- Roll was called

VOTE: Kalina – yes, Dermody – yes, Schneider – yes, Marzullo – yes, Crew – yes

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

Trustee Schulte reminded the Zoning Commission Board that within their Trustee Organizational Minutes it denotes that each Zoning Commission member attend two educational seminars or workshops, if available, ~~are required~~. He mentioned that Medina County Planning Services and Ohio Township Association periodically holds educational meetings. Ch. Kalina stated that this past year, the annual APA Conference did not have enough course work relevant to the Zoning Commission and by Trustee request, members did not attend.

Trustee Schulte stated that there were no changes to the compensation and he will provide a copy at the next meeting. It will include the terms of each individual as well.

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

- Ms. Dermody moved and Mr. Marzullo seconded.
- No further discussion
- All in favor with an "Aye"

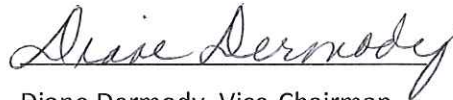
The Organizational Meeting was adjourned at 6:55 p.m.

Suzanne Peterlin, Recording Secretary

Minutes Approved: 2/6, 2020



Christopher Kalina, Chairman



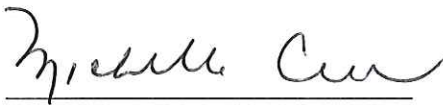
Diane Dermody, Vice-Chairman



Bruce Schneider, Member



Matt Marzullo, Member



Michelle Crew, Member