

Ch. Kalina called the Zoning Commission Organizational Meeting to order on February 4, 2021 at 7:04 p.m.

Roll found: Kalina, Marzullo, Schneider, Crew, Manley. Also in the audience were Trustees Augustine and Burns, Alternates Fischer and Wrubel.

Ch. Kalina took a moment to remember and recognize Trustee Schulte. Ch. Kalina stated that Trustee Schulte was always a big part of the Zoning Commission meetings and he was always involved in everything related to zoning. Ch. Kalina stated that Trustee Schulte was the most involved public official he has ever worked with and Trustee Schulte brought a lot to the table. Ch. Kalina stated that personally he will miss Trustee Schulte being a part of the meetings and his friendship.

Ch. Kalina stated that the first order of business is to swear in new members. Ch. Kalina stated that the Trustees swear in 2 alternates on an annual basis, this year one is a new member, Lindsay Wrubel and the other is Marcus Fischer who has already served on the Board. Both are serving a term ending 12/31/21.

Ch. Kalina stated that he was reappointed and is serving a term ending 12/31/25 and Mr. Manley is filling a term which will end 12/31/2021.

Trustee Augustine administered the Oath of Office to Zoning Commission members Kalina and Manley and Zoning Commission alternates Marcus Fischer and Lindsey Wrubel who each cited the Oath of Office accordingly.

Ch. Kalina welcomed Ms. Wrubel and stated he was happy to have her on board. Ch. Kalina asked Ms. Wrubel to introduce herself and provide some background information.

Ms. Wrubel stated that she has been a resident since 2017, and they have owned property in Hinckley since 2010. She has a kindergartner at Hinckley Elementary and she has been an attorney with Ott & Associates for 6 years, prior to that she was a paralegal there. She attended University of Akron law school. Ms. Wrubel stated she practices only condo and homeowner association law. She represents a few hundred condominium and homeowner associations in Northern Ohio. Ms. Wrubel stated she is excited to be serving and thanked the Board.

Ch. Kalina congratulated everyone.

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 stated that he will ask for nominations for Chairperson. 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 and Ch. Kalina added that he has a continued interest to serve as Chairman.

Ch. Kalina *called for nominations for the Chairperson position*. Mr. Marzullo nominated Mr. Kalina for the Chairperson position. Seconded by Mr. Schneider.

- Ch. Kalina motioned to accept the nomination of Mr. Kalina to the Chairperson position for 2021.
- No further discussion

- Roll was called

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

Ch. Kalina *called for nominations for the Vice-Chairperson position*. Ch. Kalina nominated Mr. Marzullo for the Vice-Chairman position. Seconded by Ms. Crew.

- Ch. Kalina motioned to accept the nomination of Mr. Marzullo to the Vice-Chairperson position for 2021.
- No further discussion.
- Roll was called

VOTE: Kalina – yes, Marzullo – yes, Schneider – yes, Crew – yes, Manley – 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.

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

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

Ch. Kalina made a motion that as directed by emergency directive of Governor Mike DeWine public meetings may be held virtually with proper advance notice.

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

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

Mr. Manley asked how the public will have their say at virtual meetings and Ch. Kalina stated that will be discussed later; however, his goal would be to ensure public participation.

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.”

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

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

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

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

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

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 Mr. Marzullo seconded.
- Mr. Fischer asked if the recording of the meeting is for transcription purposes only and will the meeting minutes will be the official record of the meeting and Ch. Kalina confirmed that the meeting minutes are the official record of the meeting.
- No further discussion.
- Roll was called

VOTE: Kalina – yes, Marzullo – yes, Schneider – yes, Crew – yes, Manley – 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.

Ch. Kalina recommended that language be changed to reflect no later than the 10th of the previous month, specifically for site plan reviews, not new business.

*For Amendment proposals: The applicant, at a regular meeting, must submit/file amendments in person. This is because of various time limits.”

Mr. Fischer recommended language to read: the applicant must submit / file amendments in person or by virtual means as designated by the Township as constituting presence at the meeting.

Ch. Kalina stated that site plan applicants turn the application in on the 22nd and that doesn’t give enough time to review the site plan and be prepared. Ch. Kalina stated he proposes moving the submission date to the 10th of the month to give the Zoning Inspector more time. Mr. Fischer suggested

that we probably won't have individuals at a regular meeting, so the language can reflect that bringing the submission in person and through virtual means is acceptable.

Mr. Marzullo asked about moving the date to the 10th – he certainly doesn't want to put undue pressure on the Zoning Inspector but could there be a couple days of grace for anyone that turns the information in late. Ch. Kalina stated this was discussed with Inspector Wilson and Administrative and Zoning Office Manager Peterlin, and they felt the 10th was a good date to allow for enough time to review site plans as there is a great amount of detail that needs to be reviewed. Mr. Manley suggested making it the 10th. Discussion followed.

Ch. Kalina stated the change is strictly for site plan review not for new businesses.

Ch. Kalina made a motion to change the language to reflect the date of submission of site plans be changed to the 10th of the previous month to allow enough time for site plan review and that an applicant can submit in person or by virtual means.

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

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

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

Mr. Marzullo suggested that the term of every person serving on the Zoning Commission should be published at the beginning of every year. Ch. Kalina stated that information is in the Trustees' Organizational Meeting minutes and that is good information to have.

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

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

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:

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

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

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 stated that Trustee Augustine will be serving as interim liaison. Ch. Kalina entertained a motion:

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

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

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

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

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 Chair 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 suggested changing chairman to chair and everyone agreed.

Ch. Kalina entertained a motion:

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

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

Length of Regular Meetings

Ch. Kalina read as follows and 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.

Ch. Kalina asked for a motion

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

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

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 stated that these meetings are virtual through Zoom. Ch. Kalina entertained a motion:

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

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

Ch. Kalina called for any additional procedures or additional business.

Ch. Kalina stated he had received an email from 350 Hinckley, an organization within the community that promotes sustainability, regarding participation in the meetings now that they are virtual. Ch. Kalina stated that public participation is crucial and he views the public as equal partners so he doesn't see anything changing because the meetings are virtual. Ch. Kalina stated that any written comments will be shared and it is important for the public to have live dialogue. Ch. Kalina also stated that the meeting minutes don't have to be physically signed if they are approved at the meeting, they reflect approval by the vote. Ch. Kalina stated he doesn't think this needs to be memorialized because that is how things are being done.

Mr. Marzullo stated he feels the meetings will run the same as they have in the past and there is no need to change the organizational procedures because of virtual meetings.

Mr. Schneider agreed with Mr. Marzullo and stated he felt there is no need for any changes.

Ms. Crew asked if there should be written protocol for virtual meetings regarding how the public communicates and participates.

Mr. Manley stated they must involve the public somehow so there is transparency.

Ch. Kalina stated that his suggestion would be that participants on Zoom should identify themselves and then give their testimony. They have to figure out a way to best engage with the public.

Mr. Marzullo stated that holding virtual meetings expands accessibility for the community.

Trustee Augustine stated that expansion is the goal. With virtual meetings they have the ability to come into people's homes, their cars, soccer practice, etc. There are guidelines on the website regarding making comments.

Mr. Schneider asked if there is a limit on the number of people that can participate virtually and Trustee Augustine stated the limit is 500.

Ch. Kalina thanked the Trustees for providing a meeting proctor which allows for everyone to participate.

Ch. Kalina asked if there was any other discussion and there was none.

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

- Mr. Schneider moved and Ms. Crew seconded.
- No further discussion
- All in favor
- **VOTE: Kalina – yes, Marzullo – yes, Schneider – yes, Crew – yes, Manley – yes**

The Organizational Meeting was adjourned at 7:51 p.m.

Judi, Recording Secretary

Minutes Approved: _____, 2021

Christopher Kalina, Chairman

Matt Marzullo, Vice-Chairman

Bruce Schneider, Member

Michelle Crew, Member

Dave Manley, Member