

## Special Planning Commission Minutes

*Monday, January 4, 2021 – 6:30 PM • Virtual by Zoom*

| Item  | Presented By:        | Action | Topic  | Report   |
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| <p><b>Call to Order &amp; Roll Call</b></p> | <p>Steve Simiele</p> |        | <p><b>Commission Members:</b><br/>           Steve Simiele, Resident &amp; Chair<br/>           Matt Boettcher, Vice Chair;<br/>           Council Member<br/>           David Blathers, Resident<br/>           Jim Puthoff, Resident<br/>           Matt Scott, Business Owner &amp; Resident</p> <p><b>Advisors:</b><br/>           Ron Hirth, Administrator &amp; Resident<br/>           Terry Donnellon, Solicitor</p> | <p>The Planning Commission convened a Special meeting on Monday, January 4, 2021 at 6:30 PM by video conference with Chair Steve Simiele presiding. The Mayor had previously called this meeting as a special meeting to review and conduct business related to planning and zoning business of the Village.</p> <p>This remote access meeting was allowed by emergency legislation adopted by the Ohio General Assembly and approved by the Governor. The emergency legislation added language to RC Section 121.22 allowing public meetings by telephone or video conference during the current pandemic and the declared State of Emergency. As required by the statute, notice of the video meeting was publicized more than 24 hours in advance to allow public access. The public was also given back up numbers to call in the event there were difficulties accessing the meeting by Zoom video. This Notice of Meeting was posted on the Village’s website and a similar Notice was sent to various media outlets.</p> <p>Roll call of committee members:<br/>           Steve Simiele - Present<br/>           Matt Boettcher - Present<br/>           David Blathers – Not Present<br/>           Jim Puthoff – Not present<br/>           Matt Scott – Present</p> <p>Motion to excuse Mr. Puthoff and Mr. Blathers by Mr. Boettcher<br/>           Second by Mr. Scott.<br/>           All members voted in favor.</p> <p>Mr. Blathers arrived at 6:35 PM</p> |

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| <b>Set the Agenda &amp; Adopt</b>                   | Mr. Simiele | Review & Motion |  | Motion to adopt the agenda by: Mr. Scott<br>Second by: Mr. Boettcher<br>All voted in favor.   |
| <b>Persons Registered to Address the Commission</b> | None        |                 | None   | None  |
| <b>Organization of Committee</b>                    |             |                 | Review commission, chair and vice-chair appointments.<br>Adopt Roberts Rules of Order  | Motion to affirm current officers of the commission for 2021 by Mr. Simiele.<br>Second by Mr. Boettcher.<br>Discussion: Mr. Hirth explained that current Commission members are seated for the entire 2021 session. A recommendation was made by Mr. Boettcher to keep the current leadership of the Commission in place with Mr. Simiele as chair and Mr. Boettcher as vice-chair and motioned as such.<br>Mr. Scott seconded.<br>All voted in favor.<br><br>Motion to adopt Robert's Rules of Order by Mr. Blathers.<br>Second by Mr. Boettcher.<br>All voted in favor. |
| <b>Minutes to be Approved</b>                       |             | Review & Motion | Approve minutes from last meeting - <a href="#">September 8, 2020</a>  | Motion to approve the Planning Commission minutes for September 8, 2020 by Mr. Boettcher<br>Second by Mr. Blathers.<br>All voted in favor.  |
| <b>Discussion</b>                                   |             |                 |  |   |
| <b>New Business</b>                                 | Mr. Simiele |                 | <ul style="list-style-type: none"> <li>• Discussion of commission priorities for 2021.</li> <li>• Review of potential zoning changes to accommodate</li> </ul> | Mr. Donnellon stated that the Commission will review and prioritize several zoning code changes needed during 2021 sessions. The committee will look at updating our code after the TAP Study was completed in late 2019. We will also take a look at enforcement issues to address some of the blighted properties.<br><br><a href="#">Briefing document.</a><br>Mr. Donnellon stated that a decision needs to be made to determine if it is better to amend the code or approve each  |

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|  |  |  | <p>installation of “Little Library” structures.</p> | <p>free community library installation on residential properties on a case-by-case basis. He recommends that the Commission pursue amending the zoning code which would require a public hearing, submitting language to Council for review and approval and then the customary three readings for approval. The changes would take effect 30-days after Council’s approval. Looking at other communities and information submitted by Mr. Van Harn, it makes more sense to pursue this as an amendment for consistency and implementation.</p> <p>Considerations for the Commission may be location, road considerations, accessibility, ADA compliance, safety, size, height, freestanding vs. affixed, materials used to construct, decoration, maximum number, signage, advertising, and a permitting or registration process.</p> <p>Mr. Scott, Mr. Boettcher and Mr. Simiele spoke in favor of amending the code to allow. There was consensus to move forward in setting a public hearing for February 1, 2021, drafting a proposal for consideration at that meeting and working toward having this in place by mid-May for the first installation. Discussion:</p> <ul style="list-style-type: none"> <li>- Mr. Scott stated that he wanted to be sure that someone is responsible for maintaining these once installed.</li> <li>- Mr. Simiele stated that the commission may want to focus on quantity, spacing, proximity, how they are maintained. Possibly a yearly inspection to be sure they are maintained.</li> <li>- Mr. Hirth stated that a no-fee permit process could be enacted, similar to other installations (such as chicken coops), including initial inspection and yearly reviews.</li> <li>- Mr. Boettcher believes they should be located on private property and not public. There is enough engagement from the community that it can be resident driven.</li> <li>- Mr. Scott stated maybe an initial offering of 8 -12 permits and release more later after evaluating the program. Spacing could be one per block.</li> </ul> |
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|                      |               |  |  | <ul style="list-style-type: none"> <li>- Mr. Simiele stated perhaps dividing the Village into quadrants. Mr. Donnellon stated this may be a good approach aligned with those who are interested in installation.</li> <li>- Mr. Simiele asked for input from those attending and recognized Roger Van Harn, 2521 Bremont, who stated that his research suggested that in other communities these structures would be placed within specific feet of each other. He further stated that in other communities they take on their own personalities based on content. This suggested duplication may not be a problem. Mr. Donnellon asked Mr. Van Harn for a roster of locations where an interest has been indicated for installation.</li> <li>- There was a general discussion about allowing advertising and that was discouraged.</li> <li>- Mr. Blathers stated that he prefers to see the structures being permanently installed as opposed to being a movable structure.</li> <li>- Mr. Simiele stated that there should be requirements for a permanent installation such as a fence post or freestanding mailbox, set in concrete.</li> <li>- Mr. Boettcher stated he is not concerned about the number of structures to be installed. He is concerned about designating quadrants. Mr. Scott agreed.</li> <li>- Sharon Chaney, 2408 Vera Ave., stated that the Village should also consider little pantries.</li> <li>- Mr. Simiele stated that there should be a requirement to ensure that the structures are painted, treated, etc.</li> <li>- Mr. Hirth stated that Ms. Snyder of 2442 Ardmore wanted the consideration of distance from the sidewalk.</li> </ul> |
| <b>Old Business</b>  | Mr. Donnellon |  |  | None   |
| <b>Announcements</b> |               |  |  | Next meeting is scheduled for Monday, February 1, 2021 @ 6:30 PM. The Village will announce this meeting to include a public hearing related to the installation of free community libraries.  |
| <b>Adjourn</b>       |               |  |  | Motion to adjourn at 7:20 PM DST by Mr. Scott<br>Second by: Mr. Boettcher  |

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|  |  |  |  | All voted in favor. |
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\_\_\_\_\_ Date: \_\_\_\_\_  
Submitted by Ron Hirth, Administrator

\_\_\_\_\_ Date: \_\_\_\_\_  
Steve Simiele, Planning Commission Chair

\_\_\_\_\_ Date: \_\_\_\_\_  
Anna Gedeon, Asst. Clerk