



MAYOR
Lynn Eisentrout

FISCAL OFFICER
Kim Pulley

AGENDA
PLANNING & ZONING COMMISSION
MAY 2, 2018
7:00 P.M.

CALL TO ORDER

ROLL CALL

MINUTES: March 4, 2018
 April 4, 2018

NEW BUSINESS:

- Fences
- M/I Development Text Issues

VILLAGE PLANNING

ZONING OFFICER'S REPORT

OLD BUSINESS

- Green Space Planning

ADJOURN

Next meeting to be held:

COUNCIL MEMBERS

Jennifer Pauken
Beth Bellomy

Michael Braun
Tiffany Hughes

Tony Benedetti
Diane Schrimpf

**RECORD OF PROCEEDINGS
VILLAGE OF MINERVA PARK**

Planning & Zoning Commission

March 7, 2018

Minutes

Chairperson Pam Park-Curry called the meeting to order at 7:05 p.m.

Roll Call:

Chairperson Pam Park-Curry, Mayor Lynn Eisentrout, Village Planner Eric Fischer, Code Enforcement Officer Jayson Wickard, Lisa Craddock-Thitoff, Donna Kopecky. Councilman Michael Braun is excused.

Minutes:

Chairperson Pam Park-Curry moved to approve the December 6, 2017 minutes as amended; Donna Kopecky seconded; passed.

Chairperson Pam Park-Curry moved to approve the January 3, 2017 minutes as amended; Donna Kopecky seconded; passed.

- ❖ There was no meeting on Planning & Zoning Meeting on February 7, 2018 because of an ice storm.

New Business:

- ❖ Mr. Fischer shared the City of Bexley's chicken ordinance. He explained that people who want to keep backyard chickens in Bexley get a permit and the coops are inspected. Citizen at Large Donna Kopecky stated that she would like the future ordinance to reflect the distance that a chicken coop must be from an adjacent house. Mr. Fischer replied that there is code regarding accessory structures and where things can be placed on the property. Bees were also discussed as an outdoor livestock commodity. Mr. Fischer said that the language can be stipulated in a way that covers bees. Discussion also evolved into animal control.
- ❖ Regarding commercial sign code, Mr. Fischer ran into a problem. A pharmacy was getting a new sign and wanted to hang up a temporary banner. However, there is no code that allows a temporary banner of any kind. It is Mr. Fischer's recommendation that there should be some sort of temporary sign code for businesses in the commercial corridors. It is a business-friendly item and is a tool for certain businesses that they rely on. The goal would be to modernize the code.

Zoning Officer's Report:

- ❖ This is Mr. Wickard's third day of work. He has been reviewing all of the codes. He is also working through the unfinished issues from the previous zoning officer. He is putting together a plan for the shopping centers and dumpsters that have been an issue.

Old Business:

- ❖ Regarding greenspace planning, Mr. Fischer is still awaiting on getting copies of maps of the village. He is also waiting for MI to get back to him on build areas specific to where they will be tearing things up because those have not been determined yet.
- ❖ A resident of the village is an attorney who specializes in federal public land law spoke about a few thoughts regarding the greenspaces. He has a contact at the Nature Conservancy who specializes in

**RECORD OF PROCEEDINGS
VILLAGE OF MINERVA PARK**

invasive species control. He is willing to be a resource for the greenspace planning and has connections with experts. He also discussed prairie restoration.

Chairperson Park-Curry declared the meeting to be adjourned at 8:03 p.m.

Mayor Lynn Eisentrout

Chairperson Pam Park-Curry

P & Z Minutes Draft BP 3.12.18

**RECORD OF PROCEEDINGS
VILLAGE OF MINERVA PARK**

Planning & Zoning Commission

April 4, 2018

Minutes

Chairperson Pam Park-Curry called the meeting to order at 7:05 p.m.

Roll Call:

Chairperson Pam Park-Curry, Citizen-at-Large Donna Kopecky, Citizen-at-Large Lisa Craddock-Thitoff

Mayor: Lynn Eisentrout

Village Planner: Eric Fischer

Code Enforcement Officer: Jayson Wickard

New Business:

- ❖ Vice Chairperson and Council Liaison Michael Braun has resigned from the Planning & Zoning Commission citing work scheduling conflicts.
- ❖ Chairperson Pam Park-Curry wanted to review some follow up questions she had from notes in November. The following items were discussed: curb construction and maintenance, gravel driveways, maintaining rights-of-way, and occupancy. The mayor asked if other municipalities regulate the taking down of trees. Discussion evolved into Tree City USA. Lisa Craddock-Thitoff asked if would be possible to enforce stump removal. Mr. Fischer said that if a tree had to be removed, it would be regulated to the point in which you would remove the stump. He said he would check to see if it is on the books.
- ❖ Mr. Fischer passed out a draft ordinance for chickens. There are two parts, the first being the section of the village's code under Animals limits the number of total animals. This part adds chickens to that language that particular section. The other section outlines requirements such as: permitting, secure enclosures, requiring a chicken coop, and maintenance. For the next steps for the chicken ordinance, Mr. Fischer said he would be bringing additional documentation and will be wrapping up the language as best as possible. Pam Park-Curry asked the rest of the committee if this is something that they were interested in keeping working on. Mayor Eisentrout said that we have become a green community and we should continue to work on this. Bees were brought up again, and Mr. Fischer said that they are a form of animal husbandry and that he would look for additional information.
- ❖ There are no temporary business signs within the village. Mr. Fischer gave an example, if a new business opened, they would not be allowed to put up a sign that says "Grand Opening." He said that most municipalities allow temporary signs. There are a lot of different ways to allow for temporary signs. Mr. Fischer said that at the next meeting, he could provide some examples. Regarding temporary signs, the Mayor would like to see a list of what types would be allowed.
- ❖ Property maintenance of the business district. Mr. Wickard asked the Planning and Zoning Commission if they had an expectations or suggestions for when he meets with the business owners. Mr. Wickard already has a list- paint, gutter issues, but he wanted to know if there was something else that he should put on his agenda. Pam Park-Curry said that she always is distressed by the litter and the trash. Discussion ensued about property maintenance about a service station.
- ❖ The Planning and Zoning Commission planned an hour long walk in lieu of a work session this month. The plan is to walk through the greenspaces in the village. Meeting at the MI Model Home, the walk will take place on April 18, 2018 at 10:00 a.m.

**RECORD OF PROCEEDINGS
VILLAGE OF MINERVA PARK**

Planning & Zoning Commission

April 4, 2018

Minutes

Code Enforcement Officer's Report:

- ❖ Mr. Wickard shared his report for the month of March (copy attached).
- ❖ The first page is a statistic report. He explained that there were 21 complaints in March. He went through his process of documenting his work.
- ❖ Mr. Wickard showed the new complaint forms that he created. These can be submitted anonymously.

Old Business:

- ❖ No old business was discussed.

Chairperson Park-Curry declared the meeting to be adjourned at 8:54 p.m.

Mayor Lynn Eisentrout

Chairperson Pam Park-Curry

VILLAGE OF MINERVA PARK
ZONING & CODE ENFORCEMENT REPORT - APRIL 2018

Event/Case #	Date	Status	Rating	Reason	Location	Type	Code/Section	Event	Correct by	Courtesy	Violation	Closed	Notes
2018-1021	4/2/2018	CLOSED	NO VIOL	COMPLAINT	2629 Minerva Lake Rd	IPMC	PROPERTY MAINTENANCE (1480)	Accumulation of waste	N/A			4/5/2018	Items were gone. No violation issued.
2018-1022	4/3/2018	OPEN	INVESTIGATING	COMPLAINT	5216 Cleveland Ave (Encocam)	ZONING	OCCUPANCY/USE	Business zoning use					
2018-1023	4/5/2018	OPEN	INVESTIGATING	COMPLAINT	5216 Cleveland Ave (Encocam)	IPMC	PROPERTY MAINTENANCE (1480)	Accumulation of rubbish - rear property					
2018-1024	4/4/2018	CLOSED	NO VIOL	COMPLAINT	M/I Subdivision	ZONING	FENCE (1464)	Permitted use is M/I Sub.	N/A			N/A	Waiting on resident to send covenant
2018-1025	4/5/2018	OPEN	INVESTIGATING	COMPLAINT	Farview Rd	ZONING	OCCUPANCY/USE	Address locations on Farview not populating in GIS					Gave notice to Auditor and Planner
2018-1026	4/9/2018	CLOSED	ABATED	VIOLATION	2769 Minerva Lake Rd	ZONING	BUILDING PERMITS (1202.06)	New roof. No permit	4/30/2018	4/9/2018		4/23/2018	Roof and chimney repair.
2018-1027	4/11/2018	OPEN	NOTICE	VIOLATION	2585 Minerva Lake Rd	ZONING	SURFACING MATERIAL (1282.06)	Driveway replacement with gravel	TBD	4/11/2018			
2018-1028	4/12/2018	OPEN	NOTICE	VIOLATION	2939 Kerrwood Dr	IPMC	PROPERTY MAINTENANCE (1480)	exterior protection replacement	5/30/2018	4/17/2018			
2018-1029	4/13/2018	CLOSED	NOTICE	VIOLATION	5306 Cleveland Ave (5300 Cleveland Ave)	IPMC	PROPERTY MAINTENANCE (1480)	wood boarded window since 3/30/18	5/1/2018	4/17/2018		4/26/2018	
2018-1030	4/13/2018	OPEN	INVESTIGATING	COMPLAINT	5256 Cleveland Ave	IPMC	PROPERTY MAINTENANCE (1480)	Tinted windows. Check for fire or zoning violation					
2018-1031	4/13/2018	OPEN	NOTICE	VIOLATION	2550 woodley	IPMC	PROPERTY MAINTENANCE (1480)	Removed porch without permit. Area needs painted.	5/30/2018	4/19/2018			
2018-1032	NA				NA			NA	NA	NA	NA	NA	NA
2018-1033	4/13/2018	CLOSED	ABATED	COMPLAINT	2637 Minerva Lake Rd	IPMC	PROPERTY MAINTENANCE (1480)	Trash cans stacked in front of garage	N/A	N/A			Abated before 4/19/18
2018-1034	4/13/2018	OPEN	INVESTIGATING	COMPLAINT	5092 Cleveland Ave	ZONING	FENCE (1464)	Dilapidated fence rear of property					
2018-1035	4/13/2018	OPEN	INVESTIGATING	COMPLAINT	5236-5272 Cleveland ave (Downtown Center)	ZONING	SIGN (1280)	2 broken signs					
2018-1036	4/13/2018	OPEN	INVESTIGATING	COMPLAINT	5362 Cleveland	ZONING	FENCE (1464)	Dilapidated fence right-side property. Two types of fence					
2018-1037	4/13/2018	OPEN	INVESTIGATING	COMPLAINT	5389 Park Lane	IPMC	PROPERTY MAINTENANCE (1480)	Exterior areas and accessory structure					
2018-1038		CLOSED	NO VIOL		N/A			N/A	N/A	N/A	N/A	N/A	
2018-1039	4/13/2018	OPEN	NOTICE	VIOLATION	2607 Woodley	IPMC	PROPERTY MAINTENANCE (1480)	Inop vehicle sitting on road with flat tire. Tracker HDC1769	4/26/2018	4/19/2018			
2018-1040	4/13/2018	OPEN	INVESTIGATING	COMPLAINT	2620 Wildwood	IPMC	PROPERTY MAINTENANCE (1480)	Composting dirt causing drainage issues					
2018-1041	4/13/2018	OPEN	NOTICE	VIOLATION	4860 Black Sycamore	IPMC	PROPERTY MAINTENANCE (1480)	Railing removed. Needs steps with railing or deck	5/19/2018	4/19/2018			
2018-1042	4/13/2018	CLOSED	ABATED	VIOLATION	2925 Kerrwood Dr	IPMC	PROPERTY MAINTENANCE (1480)	Parking of boat in side yard prohibited	4/30/2018	4/19/2018		4/25/2018	See report
2018-1043	4/16/2018	OPEN	INVESTIGATING	COMPLAINT	2670 Wildwood	ZONING	PROPERTY MAINTENANCE (1480)	Grading from neighbor causing flooding (2662)					Under review of Planner/Engineer
2018-1044	4/16/2018	OPEN	INVESTIGATING	COMPLAINT	2785 Park Lane Rd	ZONING	PROPERTY MAINTENANCE (1480)	Grading/Flooding issue					Under review of Planner/Engineer
2018-1045	4/16/2018	OPEN	INVESTIGATING	COMPLAINT	2670 Wildwood	IPMC	PROPERTY MAINTENANCE (1480)	Garage has rotted doors and broken out windows					Due from flooding. Resolve flooding issue and replace doors
2018-1046	4/17/2018	OPEN	INVESTIGATING	COMPLAINT	M/I Subdivision	ZONING	ACCESSORY STRUCTURE (1272.05)	Sheds for properties that backs to reserve.					Review and bring to the attention for Accessory Structures

2018-1047	4/17/2018	OPEN	INVESTIGATING	COMPLAINT	2576 Minerva Lake Rd	IPMC	PROPERTY MAINTENANCE (1480)	Exterior area: Fence, Storm drain						
2018-1048	4/20/2018	OPEN	INVESTIGATING	COMPLAINT	2400-B Maplewood	IPMC	PROPERTY MAINTENANCE (1480)	Report of parking in yard.	N/A	N/A	N/A	N/A		There is no such 2400-block
2018-1049	4/20/2018	OPEN	INVESTIGATING	COMPLAINT	2678 Wildwood	IPMC	PROPERTY MAINTENANCE (1480)	Inoperable vehicles						
2018-1050	4/23/2018	OPEN	INVESTIGATING	COMPLAINT	4900 Black Sycamore	ZONING	BUILDING PERMITS (1202.06)	A deck is being built and there is no permit on file or on org. plans	5/15/2018	4/24/2018				Sent building permit app.
2018-1051	4/25/2018	OPEN	INVESTIGATING	PUB ASST	3170 Mineva Lake Rd	ZONING	CURB	Resident request curb repair						
2018-1052	4/26/2018	OPEN	INVESTIGATING	PUB ASST	Throughout Village	IPMC	PROPERTY MAINTENANCE (1480)	Trash/Recyclables blowing throughout village on trash day.						Believe this is from recycling, recommend small recycling carts.
2018-1053	4/26/2018	OPEN	NOTICE	VIOLATION	2843 Wildwood	IPMC	PREMISES IDENTIFICATION	Requires premises identification.	5/12/2018	4/27/2018				Courtesy notice posted on door. 15 days to comply
2018-1054	4/26/2018	OPEN	INVESTIGATING	COMPLAINT	5295 East Shore Dr	IPMC	PROPERTY MAINTENANCE (1480)	New manhole installed is hazardous						Refer to Planner
2018-1055	4/26/2018	OPEN	INVESTIGATING	COMPLAINT	Kerrwood Dr	ZONING		Truck parked on street for long period of time.						Checking Ordinances
2018-1056	4/23/2018	OPEN	INVESTIGATING	COMPLAINT	Eastshore - Rear property (2865)	IPMC	PROPERTY MAINTENANCE (1480)	Retaining wall along ravine is dilapidated						
2018-1057	4/27/2018	OPEN	NOTICE	VIOLATION	2802 North Bay	IPMC	PREMISES IDENTIFICATION	Requires premises identification.	5/12/2018	4/27/2018				Gave notice to owner
2018-1058	4/27/2018	CLOSED	COMPLETED	INSPECTION	2695 Woodley	PERMIT	PERMIT INSPECTION	Fence Permit PIP-08-2018	N/A	N/A	N/A	N/A		APPROVED
2018-1059	4/9/2018	OPEN	PERMIT	INSPECTION	2660 Minerva Lake Rd	PERMIT	PERMIT INSPECTION	Driveway replacement - asphalt PIP-08-2018						
2018-1060	4/1/2018	CLOSED	COMPLETED	INSPECTION	4958 Cotton Quail Ct	PERMIT	PERMIT INSPECTION	Fence Permit F-01-2018					4/1/2018	APPROVED
2018-1061	4/4/2018	OPEN	PERMIT	INSPECTION	2722 Minerva Lake Rd	PERMIT	PERMIT INSPECTION	Fence Permit F-05-2018						
2018-1062	4/10/2018	OPEN	PERMIT	INSPECTION	4852 Black Sycamore Rd	PERMIT	PERMIT INSPECTION	Fence Permit F-06-2018						
2018-1063	4/18/2018	OPEN	PERMIT	INSPECTION	4860 Black Sycamore	PERMIT	PERMIT INSPECTION	Fence Permit F-07-2018						
2018-1064	4/19/2018	OPEN	PERMIT	INSPECTION	3252 Minerva Lake Rd	PERMIT	PERMIT INSPECTION	Fence Permit F-08-2018						
2018-1065	4/20/2018	OPEN	PERMIT	INSPECTION	4956 Black Sycamore	PERMIT	PERMIT INSPECTION	Fence Permit F-09-2018						
2018-1066	4/1/2018	CLOSED	COMPLETED	INSPECTION	5308 Cleveland Ave	PERMIT	PERMIT INSPECTION	Sign Permit S-01-2018						APPROVED
2018-1067	4/25/2018	OPEN	PERMIT	INSPECTION	3047 E Dublin Grandville (New Comer)	PERMIT	PERMIT INSPECTION	Sign Permit S-02-2018						

VILLAGE OF MINERVA PARK
CODE ENFORCEMENT - STATISTIC REPORT

2018

	JAN	FEB	MAR	APR	MAY	JUN	JULY	AUG	SEP	OCT	NOV	DEC	YTD TOTAL
CASE/EVENTS	0	0	26	45	0	0	0	0	0	0	0	0	71
New/Opened Cases	NA	NA	21	35									56
Permits (inspection req)	NA	NA	5	10									15
Abated/Closed Cases	NA	NA	4	8									12
CASE TYPES	0	0	21	38	0	0	0	0	0	0	0	0	59
Zoning	NA	NA	7	14									21
Building	NA	NA	0	0									0
IMPC (Prop Maint)	NA	NA	14	21									35
Permit Inspections	NA	NA	0	3									3
NOTICES ISSUED	0	0	15	12	0	0	0	0	0	0	0	0	27
Verbal Notice	NA	NA	1	0									1
Courtesy Notice	NA	NA	14	12									26
Violation Notice	NA	NA	0	0									0
Citations Issued	NA	NA	0	0									0
Summons Issued	NA	NA	0	0									0
PERMITS ISSUED	0	0	37	35	0	0	0	0	0	0	0	0	72
Fence	NA	NA	3	5									8
Sign	NA	NA	0	2									2
Pool/Spa	NA	NA	0	0									0
Accessory Structures	NA	NA	0	1									1
Building (Single Family)	NA	NA	6	5									11
Property Improvement	NA	NA	2	1									3
Deck/Patio	NA	NA	0	1									1
Plumbing	NA	NA	12	8									20
Electrical	NA	NA	0	0									0
Water	NA	NA	6	5									11
Sewer	NA	NA	6	5									11
Home Occupation	NA	NA	0	0									0
Driveway/Sidewalk	NA	NA	1	1									2
Zoning (Land/Use)	NA	NA	0	0									0
Portable Structure/Storage	NA	NA	0	0									0
Right of Way	NA	NA	1	1									2
Business Registration	NA	NA	0	0									0
Contractor Registration	NA	NA	0	0									0
VARIANCES / APPEALS	0	0	0	0	0	0	0	0	0	0	0	0	0
Variations	NA	NA	0	0									0
Appeals	NA	NA	0	0									0

Submitted by:

Jayson Wickard | Code Enforcement Officer