



MAYOR
Lynn Eisentrout

FISCAL OFFICER
Kim Pulley

AGENDA
PLANNING & ZONING COMMISSION
May 8, 2019
7:00 P.M.

CALL TO ORDER

ROLL CALL

MINUTES:

March 20, 2019 Work Session
April 4, 2019

NEW BUSINESS

- Landscape Architect
- Priorities for P&Z

ZONING OFFICER'S REPORT April 2019

OLD BUSINESS

ADJOURN

COUNCIL MEMBERS

Diane Schrimpf
Joseph Curl

Matthew Star
Lori Howard

Tony Benedetti
Tiffany Hughes

VILLAGE OF MINERVA PARK
ZONING & CODE ENFORCEMENT REPORT - April 2019

Address	Date	Violation	Code Section	Description	Letter Sent	Correct By	Letter #	Status	Closed/Abated	Notes
4784 Black Sycamore	4/1/2019			Fence Permit						
M/I Homes	4/1/2019	Trash		Trash scattered in division						
3204 Yellow Finch Way	4/3/2019	Patio		Patio Permit Issued						Patio Permit Issued
3138 Minerva Lake	4/1/2019	Commercial Vehicle- Outside storage			4/1/2019	4/11/2019	1	Open		Commercial Vehicle in rear of property. Appliances, debris and litter in rear
3138 Minerva Lake	4/3/2019	Inoperable Vehicle	1482.08(1)	Inoperable vehicle in rear of property	4/3/2019	4/13/2019	1	Open		Vehicle with windows out in rear of property.
2916 Kerrwood	4/4/2019			Fence Permit						Deliver Fence Permit
2577 Maplewood Dr	4/9/2019	Outside storage	1480.12	Ladder and tire stored against the house	4/11/2019	4/21/2019	2	Closed		Ladder and tire has been removed
5236 Cleveland Ave	4/9/2019	Signage	1280.04	Broken Sign in front of building	4/11/2019	4/21/2019	2	Open		Sign remains inoperable
4884 Black Sycamore	4/10/2019			Fence Permit						Fence Permit
5280 Elmhurst				Trash in Front yard						Trash and debris removed
5216 Cleveland Ave	4/24/2019	To Many Vehicles	1230.03	More than six vehicles on property	4/24/2019	5/4/2019	3	Open		More than six remains
4792 Fairview	4/18/2019			Fence Permit						Dropped Fence Permit Off
2702 Alder Vista	4/18/2019	Lighting	1272.07	Flood lights shining on neighbor property	4/18/2019	4/28/2019	2	Open		Owner has responded
3003 Minerva Lake	4/12/2019	Trash, debris, car	1282.08	Trash, mattress and broken vehicle	4/12/2019	4/22/2019	1	Open		Trash removed. Vehicle inoper
4900 Black Sycamore	4/23/2019									
2328 Wildwood	4/29/2019	Weeds and grass		Property Vacant. Weeds & Grass			0			Property Sold. Grass Cut
2576 Minerva Lk	4/30/2019	Debris & Grass		Report from Neighbor. Sending letter			1			Letter Sent
3003 Minerva Lake	4/30/2019	Inoperable Vehicle	1282.08 & 1480	Inoperable vehicle in rear of property and tire next to the house	4/30/2019	5/10/2019	2	Open		Vehicle remains inoperable and tire next to house
5236 Cleveland Ave	4/26/2019	Signage	1280.04	Inoperable sign	4/30/2019	5/10/2019	3	Open		Inoperable sign.
3138 Minerva Lake	4/11/2019	Inoperable Vehicle	1282.08	Inoperable vehicle, Commercial vehicle and outside debris on property	4/11/2019	4/21/2019	2	Open		All violations remain the same

**RECORD OF PROCEEDINGS
VILLAGE OF MINERVA PARK**

Planning & Zoning Commission

April 3, 2019

Minutes

Chairperson Pam Park-Curry called the meeting to order at 7:04 p.m.

Roll Call: Chairperson Pamela Park-Curry, Mayor Lynn Eisentrout, Council Liaison Tony Benedetti, Village Planner Eric Fischer, Citizen-at-Large Lisa Craddock-Thitoff, Donna Kopecky

- ❖ There were questions about the variance for the fence. The first part of the variance is because it's in the building setback line. Also, it is too far forward on the side yard.

Minutes:

Pam Park-Curry moved to accept the minutes of the February 6, 2019 meeting as amended; Councilman Benedetti seconded; passed.

New Business:

- ❖ Parking and Recreational Vehicle Ordinance Discussion:
- ❖ Councilman Benedetti asked if the Code Enforcement Officer had the authority to enforce the codes of 452. Mr. Fischer replied that yes, he believes so if it falls within private property. The definitions of parking could be moved. They should set down an acceptable set of parameters for how a recreational vehicle should be parked up against or around a structure so it could be clarified. Councilman Benedetti also said that it was not just recreational vehicles, but things like boat trailers. There is a discrepancy between 48 hours and 72 hours of how long a vehicle can be parked. There are lots of things to consider to what's acceptable in the community. They need to decide if things can be stored full time. Councilman Benedetti said that there is no limit to rear yard parking. RVs and trailers should be considered. Chairman Park-Curry wondered if the size of the RVs should be talked about in the code. Mr. Fischer said that temporary occupancy of an RV was not allowed. They explored hypothetical situations in which occupancy can be considered. Mr. Fischer said he would put together things to look at, such as distance from houses and allowing RVs in a backyard. He wouldn't recommend a ban of RVs. The topic of improved surfaces was brought up. Mr. Fischer said that they would have to get specific on how they would define any in-between stages of surfaces.
- ❖ Commercial Sign Discussion:
- ❖ Mr. Fischer said that Council requested Planning and Zoning to work on commercial signs. The issue isn't maintenance, whether it is chipping or falling apart, that's a citable offence. What is not a citable offence is whether or not a sign of any kind can go in the box. If there is a sign face on it, it looks good. They should be determining what should go in there when there is no sign. Vacancy leads to further deterioration on the long term. Mr. Fischer said they could require that something be in the sign, such as a cover or a picture. They could define it as the sign face itself be occupied by a blank strip that matches the box. Councilman Benedetti said that the signs should be re-inspected every two years. The current status of sign faces and abandoned signs was discussed. The problem is that if there is a sign with a good condition after a business has left, you could take out the sign even if it looks okay, and it could be left with the vacant box that doesn't look as nice. Donna Kopecky suggested something that matches the façade. They have to update the code that's no longer valid and they want to make the process streamlined.
- ❖ Mayor Eisentrout said she wants to make sure that when they do address temporary signs, they won't be like cardboard with duct tape. Mr. Fischer said they would address certain materials, making sure they are properly secure, and professionally made.

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Minutes

- ❖ Chairperson Park-Curry wondered about litter control. Mr. Fischer said they can cite those offenses. There is a dumpster where there is always a lot of debris.
- ❖ Chairperson Park-Curry was wondering about police calls to basketball courts. She said that she could put in a public records request to Columbus to see if police get called to basketball courts. Mr. Fischer passed out an idea of where the basketball court would be going in. It's roughly a 100 x 75 ft square. It outlined the existing playground, the intersection, the areas to be donated to the Village. Mr. Fischer said that the playground an active playground. Chairperson Park-Curry wondered if it could be placed where it could kind of be its own thing. Some people want it front and center as a focal point. The location of the basketball court was discussed at length. The committee wondered about different fence types that could surround the basketball courts.
- ❖ The idea of a dog park was brought up. They require a lot of maintenance. A natural agility course was suggested.
- ❖ Donna Kopecky suggested a community Pinterest board where it is a public forum for pictures. Residents can share pictures ideas for greenspace planning.
- ❖ Chairperson Park Curry wants maps of the Village where they can point out different areas. She said the greenspace planning is going to be a master plan.

The meeting adjourned at 8:37 p.m.

Mayor Lynn Eisentrout

Chairperson Pam Park-Curry

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Planning & Zoning Commission

March 20, 2019

Minutes

Pam Park-Curry called the meeting to order at 7:04 p.m.

Roll Call: Chairperson Pamela Park-Curry, Mayor Lynn Eisentrout, Council Liaison Tony Benedetti, Village Planner Eric Fischer, Citizen-at-Large Lisa Craddock-Thitoff

Audience: Council President Schrimpf, Councilman Star

Village Planner:

- ❖ A lot of permits in for M/I.
- ❖ There is a permit for a house on Minerva Lake Rd.

- ❖ The Code Enforcement Officer will be at the next Council Meeting.

Greenspace Planning Update:

- ❖ Council was given the original landscape design services contract. After a lot of discussion, they decided to fund the part for Swale Reserve G. Chairperson Park-Curry knew they would probably make an adjustment, but she was surprised it was so low. Mr. Fischer said it's a learning process with Councils. Councilman Benedetti said that the way they are viewing it is as seeing as an example of what she is going to do.
- ❖ Chairperson Park-Curry looked at the budget and contacted Fiscal Officer Kim Pulley and found some additional amounts that could have been a part of the landscape architect's budget. Chairperson Park-Curry would like to see is that when Council is comfortable, they appropriate more money to Planning and Zoning so that they aren't spinning their wheels without it being funded. Chairperson Park-Curry wants appropriations in the budget in which Planning and Zoning can draw upon to actualize what Planning and Zoning plans. She estimated about \$30,000 for a budget. Discussion ensued about the budget.
- ❖ Councilman Benedetti wants an overall plan of what's going to be in the Village. For example, a sledding hill, parks, or frisbee golf. Councilman Benedetti said that Planning and Zoning that should initiate this conversation and come up with an overall plan for what they're going to do in the Village.
- ❖ Chairperson Park-Curry would like to get a map of the entire village and then start indexing all the public lands on that map. The purpose would be to get a good idea of where easements are, where the right of ways exist, where the recreation areas are, to get a good idea of when there is space in the Village. Mr. Fischer said that there is preliminary GIS. He said that they should be able to get a preliminary map.
- ❖ MI will be putting in a basketball court.
- ❖ The parking of recreational vehicles was discussed. Mr. Fischer said that in one part of the code, people are allowed to have a recreational vehicle up to 48 hours and in another it's 72 hours. He said the stricter rule then applies. Additionally, different placements of the vehicles on site should be discussed. Councilman Benedetti agreed that it is contradictory. Mr. Fischer recommended eliminating certain sections of the code that were contradictory and then rewriting things. Councilman Benedetti wanted Council to review the code fist. Discussion ensued at the process. Mayor Eisentrout said that the process they decided on a year ago was to work on the planning and

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then going forward, it goes to legislation, then if necessary, to go back to legislation. She pleaded for everyone to work together.

- ❖ Mr. Fischer read off pieces of the code:

The Planning and Zoning Commission shall:

(a) Conduct studies and surveys relative to overall planning for the growth, development, redevelopment, rehabilitation and renewal of the village, prepare such plans, reports and maps as are required to support their findings, and make such recommendations to Council as it feels are in the best interests of the village;

(b) Continuously review and report to Council its recommendations concerning the village's capital improvement programs and the village's subdivision, platting and zoning ordinances and regulations;

(c) Cooperate with other governmental or private planning agencies, securing such studies, surveys and reports prepared by such agencies to ensure maximum benefits for the village;

(d) Review and approve or disapprove all plans to change, relocate, widen, extend or vacate streets, alleys, parks, playgrounds, recreation areas and other public ways and places, including such drawings and data required to be submitted with the application. The Commission is hereby empowered to request and to require such additional data and drawings as are deemed necessary to render a decision on the application submitted;

(e) Review all requests for rezoning or variances from existing zoning or building regulations. Such applications and the Commission's recommendations shall be forwarded to Council for final approval or disapproval; and

(f) Establish such rules, regulations and procedures as are necessary to ensure the prompt and orderly processing of all matters brought before it, including coordination with the Village Fiscal Officer, Engineer, Building Inspector and such other officials as shall be deemed necessary.

- ❖ Pam Park-Curry went through itemized list of the previous Code Enforcement Officer's list and items were taken off if they were not applicable or too far detailed architecturally.
- ❖ Garage sale permits were discussed. Some municipalities have permits and signs to give out. They will be looking up Pataskala's garage sale permits.
- ❖ Right of ways and maintaining the right of ways responsibilities was discussed.
- ❖ They will be finding a couple of examples of temporary signs.
- ❖ The chickens legislation will be going to Council.
- ❖ The tree legislation was discussed in the past. Mr. Fischer said that the Village is generous when it comes to trees in regards to trimming and taking them down. He explained situations where trees fall and who's responsibility it is.
- ❖ Home occupation permits were discussed. The way the code is written is old and outdated.
- ❖ The location of the basketball court was discussed.

The meeting adjourned at 8:40

Mayor Lynn Eisentrout

Chairperson Pam Park-Curry