

RECORD OF PROCEEDINGS
VILLAGE OF MINERVA PARK

Planning & Zoning Commission

February 16, 2022

Meeting Minutes

Chair Oxender called the meeting to order at 7:04 p.m.

Roll Call: Present: voting members: Brady Oxender, Beth McFarlane, Mayor Tiffany Hughes, Council Representative Brian Wolf, John Kostry

Absent: Eddie Bell, non voting members Donna Kopecky and Lisa Thitoff.

Also in attendance: Village Planner Eric Fischer and resident Terry O'Connor.

Minutes: Chair Oxender motioned to approve Meeting Minutes from January 19, 2022, Council Rep Wolf second, minutes unanimously approved.

Village Planning Update

❖ Amphitheatre Recommendation (presented by Eric Fischer)

- Written recommendation was not distributed (because internet was not working). As best Planner Fischer could recall the estimate was between \$76,550 and \$77,000 and is as follows:

▪ Composite decking up to 1,000 s.f.	\$19,000
▪ Labor to install decking	\$19,000
▪ Tree removal	\$ 2,500
▪ Soil removal	\$ 1,200
▪ Tuck pointing of existing masonry	\$ 6,000
▪ ADA requirements repair asphalt	\$ 2,000
▪ Electric to nearby pole	<u>\$26,800</u>
TOTAL ESTIMATE	\$74,250 +/-

- Funds from grant up to \$100,000, Village is required to match 50%. So if project is \$75,000, Village matching funds would be \$37,500.
- Next step for Commission is to make recommendation to Council.
- Electric is from nearby pole to stage area to power lighting, outlets, speakers, etc.
- Money for project was not appropriated by Council in budget for upcoming year (per Council Representative and Mayor). Could only do it this year through the financing of the TIF the Village is currently pursuing.
- Chair Oxender motioned to recommend the Amphitheatre Renovation to Council. Council Rep Wolf seconded. Vote was taken by roll call: Council Rep Wolf - aye, Beth Mcfarlane – aye, Mayor Hughes – aye, Chair Oxender – aye, John Kostry – aye.

❖ Discussion of Goal for Planning and Zoning for upcoming year

- Recommendation of Amphitheatre to Council
- Council Rep Wolf: Rewrite the zoning code which would consist of hiring consultant and assisting in the review and recommendations.
- J Kostry: Traffic light at Minerva Lake Road and Route 3. Mayor responded that this is controlled by ODOT, the Village has tried in the past to get a light in this location but because there are not a large number of accidents it is not high on ODOT priority list. Maybe with increased traffic from additional schools will become more of an issue.

- J Kostry: Connector to bike trail. Discussion on MORPC (Mid-Ohio Regional Planning Commission) and available grants for trails. Mayor to send access to website to John so can look at smaller grants that are available, smaller grants easier to obtain.
 - Chair Oxender: Jordan / Park Lane connector to rest of Village. Mayor mentioned that there was an easement obtained when 5336 Parklane was sold. Trying to obtain easements as properties are sold.
- ❖ Rules Recommendations
- Points of discussion:
 - Section 1/A – presenting of proposed rule before voting on rule.
 - Section 2/D&E – amount of time to allow for public comment.
 - Section 4/1 – permitting process vs. authority of commission.
 - Chair Oxender to review points of discussion with law director and present at next meeting
 - Rules to be revised to replace ‘Board’ with ‘Commission’.

New Business:

- ❖ Tree in Right-of-way (presented by Village Planner Fischer)
- Background: In M/I section it is required to have trees in the tree lawn. M/I residents are responsible for maintaining the trees in their tree lawn area (between sidewalk and curb). Throughout MP any trees planted within 12 ft. of the street are considered within the R.O.W. Residents are responsible for maintaining trees in the R.O.W.
 - MP administration concerned that if residents in M/I section do not take of tress properly then tree will die or become a hazard as it grows and this will increase MP liability. If MP takes responsibility for maintaining trees in the R.O.W. there are many issues with trees that are planted right next to the street and in other undesirable location and would increase liability to the Village.
 - Currently there is no permitting or review process for planting trees in either M/I section or Classic section of the Village.
 - In M/I section current policy is that if tree dies then needs to be replaced. If resident wants replaced right away then they can purchase and plant tree on their own from approved tree list. If they want Village to pay for and plant tree then it will be on Village schedule of tree planting.
 - Will add to goals of P & Z Commission clarification of policy on Village trees.
- ❖ New non-voting member for P & Z Commission (presented by Mayor Hughes)
- Mayor is awaiting an official letter of resignation. Once that is received, she will make recommendation to Council for new non-voting member appointment.

Agenda Items for next Meeting

- ❖ Rules Recommendations (can present at March 16 meeting for vote if progress is made between meeting. May need to have a work session March 2 if rules more input).

Next meeting will be held March 16, 2022 @ 7:00 p.m.

Chairperson Oxender adjourned meeting at 8:48 p.m.

Pursuant to Minerva Park Code Section 1202.04(f), The Planning and Zoning Commission hereby adopts the following rules:

SECTION 1: RULES:

- A) Each proposed rule must be read in full on two different days,
- B) The Planning and Zoning Commission shall review the Rules of Procedure at least annually at a regular meeting the Chair designates.
- C) The commission may add, remove, amend, or suspend any rule by the vote of a simple majority.

SECTION 2: REGULAR MEETINGS

- A) Meeting Agendas and any associated materials pertinent to discussion of items on the agenda shall be distributed to the Commission a minimum of 24 hours prior to the meeting.
- B) Recommendations and Resolutions being sent to Council shall be distributed to the Commission in their final form a minimum of 24. hours prior to the meeting in which a vote on the Recommendation is to be voted upon.
- C) The commission shall defer to the rules adopted by village council regarding motions as applicable
- D) Residents shall be permitted 2 minutes each of public comment at each regular meeting. Responses to questions from the Commission will not be counted in the allotted 2 minutes.
- E) Residents shall be permitted 2 minutes to address specific items on that meeting's agenda. Responses to questions from the Commission will not be counted in the allotted 2 minutes.
- F) Any person, not a Board member, making personal, impertinent, or slanderous remarks or who shall become boisterous while the Board is in session, shall forthwith be barred from further audience before the Board by the presiding officer at their discretion.
- G) Authority of the Chair: The Chair has broad authority over all matters regarding the conduct of meetings. The Chair shall exercise this authority to promote the fullest possible presentation of information and discussion of matters before the Board while permitting the orderly and timely completion of Board business. The Chair should generally provide for each Board member to offer a comment prior to weighing in on an issue. The Chair should ensure that all members have an opportunity to speak.
 - 1. The Chair shall call any Board member who transgresses the rules of order back to order.
 - 2. The Chair should ensure that the business of the Board continues to move forward in a reasonable amount of time. The Chair should summarize facts presented by the Board and move items forward to a vote once relevant testimony has been expressed.

SECTION 3: ZONING APPEALS MEETINGS

- A) Items which require a public hearing shall be handled as follows:
 - 1. Chair introduces the item.
 - 2. Staff makes a presentation on the item.
 - 3. Board asks questions about the staff presentation.
 - 4. Chair opens the public hearing.
 - 5. The applicant makes a presentation.
 - 6. Chair recognizes members of the public to speak.
 - 7. If no members of the public step forward for comment OR after all public comments have been heard, the Chair may close the public hearing.
 - 8. Once the public comment period is closed, the only persons that should be able to speak are those on the Board. The Board may also ask specific questions of the applicant if necessary, following the public comment period.
- B) Dialogue between the Board, the public, and the applicant should be primarily for fact gathering purposes.
- C) Board decisions should be made in the public's best interest as well as in accordance with the Village Code and applicable state laws.

SECTION 4: PERMITTING

- A) Any permit application submitted to the village that meets all code requirements on the face may be reviewed and issued by the Village administration.
 - 1. Any resident may request that the full Planning and Zoning Commission review the resident's permit application.

SECTION 5: SECRETARY

- A) There is hereby created the commission position of Secretary.
 - 1. The Secretary shall be elected by the members of the Planning and Zoning Commission to serve for 1 year.
 - 2. The Secretary shall be responsible for:
 - a. Recording the minutes of regular planning and zoning meetings and providing summaries of work sessions.
 - b. Timing comments by the public and informing the public when they have reached the end of their allotted time
 - c. All other clerical tasks shall be completed by village administration.