

**WESTFIELD TOWNSHIP BOARD OF ZONING COMMISSIONERS
REGULAR MEETING
NOVEMBER 11, 2008**

Chairperson Kemp called the regular meeting of the Westfield Township Board of Zoning Commissioners to order at 7:35 p.m. Board members Susan Brewer, Jill Kemp, John Miller, Heather Sturdevant and Scott Anderson were in attendance as well as alternate ZC member Kevin Primer. (See attendance sheet for complete attendance).

APPROVAL OF SEPT 9, 2008 MEETING MINUTES

Ms. Sturdevant made a motion to approve the September 9, 2008 minutes as corrected. It was seconded by Mr. Miller.

ROLL CALL-Sturdevant-yes Miller-yes, Brewer-yes, Anderson-yes, Kemp-yes.

APPROVAL OF SEPT 25, 2008 MEETING MINUTES

Mr. Anderson made a motion to approve the September 25, 2008 minutes as corrected. It was seconded by Ms. Sturdevant.

ROLL CALL-Anderson-yes, Sturdevant-yes Miller-yes, Brewer-yes, Kemp-yes.

APPROVAL OF OCT. 14, 2008 MEETING MINUTES

Mr. Miller made a motion to approve the October 14, minutes as corrected. It was seconded by Ms. Sturdevant.

ROLL CALL-Miller-yes, Sturdevant-yes, Brewer-yes, Anderson-yes, Kemp-yes.

Secretary Ferencz stated she would make the corrections and the Commission could sign them at their next regularly scheduled meeting.

OLD BUSINESS

Secretary Ferencz stated she needed clarification by the Board regarding the public hearings they set in her absence. She stated that if motions were made to set a public hearing, she had to send the information to the Planning Commission within 5 days of the Commission setting the hearing and that was not done due to the fire that took place at the Ferencz residence. At the June 10 2008 meeting, "The Commission made a motion to set a public hearing for a text amendment text amendment of Section 807 D (m) to read, "If applicable, an erosion control plan as required by the Medina County Soil and Water District and or Medina County Storm Water Management Permit." Another motion was also made to set a public hearing on the proposed signage language as well. Secretary Ferencz stated she needed clarification if it was the intent of the Commission to set a public hearing. If that was the case, they would need to rescind the previous motion and make a new one so the official clock time for this legal procedure could begin. The Commission stated they did not want to go to public hearing on the signage and only wanted an informal review from the Dept. of Planning Services.

Ms. Sturdevant made a motion to rescind the motion made on June 10, 2008 to set a public hearing for a proposed text amendment of Section 807 D.m (error in the zoning text) and a text amendment for proposed signage language. It was seconded by Mr. Miller.

ROLL CALL-Sturdevant-yes, Miller-yes, Brewer-yes, Anderson-yes, Kemp-yes.

Secretary Ferencz then produced the Medina County Dept. of Planning Services Monthly Planning Commission Schedule. The way the Zoning Commission's meeting schedule is set up The Commission meets the week after the filing deadlines for the Planning Commission. The filing deadline/meeting calendar for 2009 is not out yet but if the Commission wants to set a public hearing they would either have to do it by the filing deadline or be prepared to wait for 2 months for it to be on the Planning Commission's agenda.

The Commission stated they would like to forward the zoning text error to the Dept. of Planning Services for an informal review. Regarding the proposed text language, the Commission stated they were not ready for that to be forwarded at this time. Secretary Ferencz stated she would call Patrice Theken at the Dept. Of Planning Services to see if they had a tentative calendar set for 2009. She added she has also tried to contact Bill Thorne about potential joint meeting dates for the zoning boards but has been unsuccessful. Secretary Ferencz stated that she would try again this week to contact him. Chair Kemp stated the Commission would table the discussion on the proposed text this evening due to the fact that NorthStar was going to speak to the Commission this evening about the Comp Plan proposal.

PRESENTATION BY NORTHSTAR PLANNING ON COMP PLAN PROPOSAL

Mr. Mark Majewski from Northstar addressed the Commission and gave them a brief background on himself and Northstar Planning. He explained that a Steering Committee would be formed to be part of the decision making process and encouraged those present to participate.

Mr. Majewski stated that there are really no laws in how to do planning in the State of Ohio. There are however good and accepted practices which planners use when preparing a Plan. Typically a Plan is not a law. The Zoning Resolution and Zoning Map is the law. The Plan is a guide to what direction your zoning is going. The Plan may also give guidance on infrastructure such as roads, utilities and services. In Ohio, Judges like to see a Comprehensive Plan adopted in support of the position a community takes in zoning matters and other matters pertinent to the community.

Mr. Majewski continued that some communities shy away from doing a long range Plan because they do not want to tie the hands of people who are going to be making decisions. Obviously if you are making a zoning decision you need to look at your Plan and see

what the rationale is or was for what you adopted in the Plan. It should be the first document any applicant or Commission member turns to when considering a zoning amendment. Also using pertinent, current information is important as well if considering a zoning change or public improvement.

Mr. Majewski stated the process of preparing a plan is you start thinking about the issues, opportunities, limitations and that you want to see addressed in the Plan. As your information develops while you are preparing the Plan those things might change or be added to. Another is data collection. Items such as population, demographics, topography, drainage patterns, and trends are just to name a few. The previous Plan and Update will also become another work product that will be reviewed in this process.

Mr. Miller asked when Mr. Majewski stated traffic patterns and impacts would be addressed did he mean they would do a traffic impact study? Mr. Majewski stated with the budget and size of the Plan for Westfield Township there would not be that kind of detail.

Mr. Majewski continued that the next step would be to draft goals and objectives. What do we want to do, how do we want to do it and how do we get there. He asked the Commission to review the proposal on the Plan he handed out this evening for more detail on what technical items NorthStar would be responsible for completing in the process.

Mr. Majewski explained the potential make-up of the Steering Committee which could be made up of just the Zoning Commission or a broader range of participants i.e. zoning board members, trustee, residents, business owners etc. This group should consist of 12-15 individuals. It is important to have members of the Township boards on the Committee to keep information flowing. If there are hot or contentious issues the Committee should communicate with the Zoning Commission informally before any recommendations are made. Keeping the lines of communication open until the Plan is approved is the most efficient way to work. The approval process is once the Plan is completed it will go before the Zoning Commission. The Zoning Commission will make a recommendation to the Trustees and the Trustee will make the final decision for adoption.

Mr. Majewski stated they needed to stay tight on the key issues to the community. Most communities today cannot afford to do a repair the cracks in the road type of plan. The Plan should deal with the larger items such as land use and infrastructure to which the smaller details can hang on. It is very important to stay focused. He commented that he would like to see this project completed as soon as possible and not get bogged down in the details.

Ms. Sturdevant asked, at the conclusion of this process would there be multiple documents or just one document. Mr. Majewski stated there would be one new document. The new document will reference the original Comp Plan and Update.

Mr. Miller stated he was concerned if there would be enough volunteers to sit on a Steering Committee. The concern he had was there should be unbiased individuals serving on the Committee. Mr. Miller asked how Mr. Majewski would screen for that. Mr. Majewski responded that in the proposal he suggested getting a geographic balance of individuals to sit on the Committee which would provide a good cross section of the Township. A local business owner, a farmer or the like would be good to sit on the Committee. Biases are a hard issue to handle but will need to be worked through. Having said that Mr. Majewski stated one must remember that the Committee has no power under law. It is an advisory committee. The Committee will make a recommendation to the Zoning Commission. The Zoning Commission will make a recommendation to the Trustees and the Trustee hold the authority for formal approval and adoption of the Plan.

Regarding gathering the opinions of the public, Mr. Majewski stated there were several ways this could be handled. A mass survey could be mailed, or the survey could be put on the website. It needs to be respected that not all individuals are wired and hardcopy will need to be utilized. Chair Kemp asked how the public would even be informed that the Township was undertaking this plan and there would be a survey conducted that the public is requested to complete. Mr. Majewski stated he would need to find out the channels of communication the Township uses and or if there is a publication that the Township uses or signs that could be put up, etc. Those communication channels will have to be tapped to get the word out. It was stated that the Township newsletter goes out annually. Trustee Sims stated they did advertise for Steering Committee members in the last newsletter.

Ms. Sturdevant asked if there would be minutes taken at these Committee meetings. Mr. Majewski stated he could complete a summary of what takes place at the meetings or the Committee could be responsible. Often times in other communities the information that is passed out is posted on the website. Full minutes don't make a lot of sense for these meetings. The meetings however need to be public and advertised as such. Mr. Majewski stated he would provide a form for comments, suggestions or questions to give everyone the opportunity for input. The time-frame of organizing the Committee will probably be dictated by the number of people who apply to sit on the Committee. Mr. Majewski stated he would like to see the first meeting set up in December if all possible. He added that he has already begun collecting data and will continue to do so while the Committee is being created.

Mr. Majewski then asked the Commission to come up with some items they would like to see addressed in the Plan. The list the Commission and Planner came up with is as follows:

1. Aquifers
2. Growth Boundaries and Zoning Districts i.e. what districts are needed wanted or need to be removed
3. Utilities
4. Annexations. Mr. Scheetz stated that he has begun the annexation process in Seville (85 acres in Westfield) for a light industrial park. This has not been formally submitted to the County
5. Planned Unit Developments
6. Alternative Energy Sources-Wind Towers, Solar Energy
7. Agriculture
8. Park District
9. Environmental Issues i.e. wet soils & flood plains
10. Lake Rd. Corridor
11. Interchange
12. Westfield Village (their potential plans and its effect on Westfield Twp). This could possibly include JEDD's and cooperative planning processes. Possibly invite a council member to be part of Steering Committee.
13. Chippewa Lake Village & Lafayette Twp. A small portion of the project for the old Chippewa amusement park is in Westfield Twp. It would be advantageous to be knowledgeable about their developments due to the proximity of Westfield Township.

Mr. Majewski felt it would be a good idea to put the application for Steering Committee members on the website. He stated he would also set up a website that would be dedicated to this Comp Plan for information, comments or questions to be submitted to him. Mr. Majewski stated it was important to communicate issues that may be of interest or hot topics that are going on in the Township so he can be aware of them.

Trustee Sims stated that Trustee Kratzer recently had an application before the Township to rezone the backland of his property to Local Commercial. This was a very controversial issue in the Township. She added she did not want to see radicals on either side be involved on the Committee. The Trustees will have to come to a consensus as to the Steering Committee. Trustee Sims continued that the Comp Plan may be of great interest to Mr. Kratzer as it pertained to his property and that was probably why Mr. Kratzer was paying his attorney, Mr. Scheetz to be here this evening. Mr. Scheetz is as much a lobbyist as he is an attorney. Trustee Sims continued that it was important to her that Mr. Scheetz's influence on the process doesn't jeopardize resident confidence in the process. This should be what the committee wants for the future development and growth of the Township and not what Mr. Scheetz wants. She continued that Mr. Kratzer may be in a privileged situation in this process. Mr. Majewski responded he appreciated the information. Everyone will have the opportunity to participate and you may have to hear both sides of the spectrum. Sometimes it is hard to get a consensus and he would do his best to keep a balance.

Trustee Sims asked that if someone was interested in serving on the Committee, what would be the commitment timeframe they would be looking at. Mr. Majewski stated that the Committee would probably meet monthly or bi-monthly if and when the need arises. He added he thought just the planning process would probably take 8-10 months so a commitment of attending approximately 6-8 meetings potentially.

MISC.

Trustee Sims stated at the previous Trustee meeting held on Sept. 5, 2008, there was discussion as to training and meeting policy of the zoning boards. She suggested the Commission to have a formal meeting policy in place in how to call a meeting, cancel a meeting, how the Commission notifies each other of a meeting, etc. She also suggested the Commission review their By-Laws for items that needed to be added or deleted. This should prevent confusion as to what the process is and who is responsible. Ms. Sturdevant stated that she would like to see in the Commission's By-Laws that the Commission members state the reason(s) for their vote on issues. This would be a way to build resident confidence. Chair Kemp stated the residents who attend the Commission's meetings hear what is being presented and discussed by the Commission members. Ms. Sturdevant stated that often there was no discussion or a vote is taken where some individuals hardly say a word. She added she felt a brief explanation for one's vote (like was done at the Trustees public hearing on the Kratzer proposed map amendment) would increase resident confidence in that there was reasoning behind a member's vote. Mr. Miller stated he felt it was a good idea to have justification for one's vote especially if the vote was challenged legally.

Ms. Sturdevant mentioned the benefit that was going to be held on Saturday, November 15 2008 at Dirty Cowboys from 6-9 p.m. There would be food, games, prizes, and entertainment. She welcomed all to attend.

Ms. Brewer mentioned that Chair Kemp would not be communicating via e-mail but only by phone on Township matters. Ms. Brewer stated that would not work for her as Chair Kemp's number came up blocked which was a safety issue for her children. She asked that possibly Chair Kemp could unblock her number when she called so she could identify it was her. Ms. Sturdevant brought up that if all communication had to be done by phone was there an issue with impropriety in terms public records, meeting scheduling etc.? Trustee Sims stated that again at the meeting it was brought up the e-mail Chair Kemp sent that Pros. Karris and Devanney recommended that the work session on the Kratzer property be held the same evening as the public hearing, and Mr. Thorne stated at the Sept. 5 2008 Trustee meeting that was not the recommendation of Pros. Karris and Devanney. Trustee Sims added that was what generated the memo/e-mail that you received this evening she wrote October 11, 2008. She added these issues need to be addressed in the Commission's By-Laws as to who/as the authority to set or cancel a meeting. At the Trustee level it was decided a meeting could be called by the Chair and/or

the majority of the board. Chair Kemp stated these issues would be addressed at the meeting with Bill Thorne.

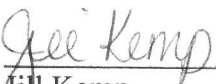
Ms. Sturdevant stated she created the signage matrix and asked the Commission to review it and it could be discussed at the Commission's next regularly scheduled meeting.

Secretary Ferencz stated she could be contacted at the townhall Mon.-Thursday 9:00 a.m.-2 p.m.

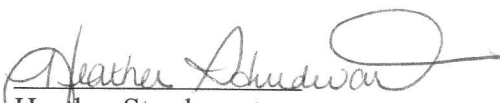
Having no further business before the board, Ms. Brewer made a motion to adjourn. It was seconded by Mr. Miller. All members were in favor.

The meeting officially adjourned at 8:55 p.m.


Respectfully Submitted,
Kim Ferencz-Zoning Secretary




Jill Kemp




Heather Sturdevant



Susan Brewer



John Miller



Scott Anderson