

**WESTFIELD TOWNSHIP
BOARD OF ZONING COMMISSIONERS
REGULAR MEETING
February 10, 2009**

Chair Sturdevant called the regular monthly meeting of the Westfield Township Board of Zoning Commissioners to order at 7:33 p.m. Board members Miller, Anderson and Sturdevant were in attendance. Permanent Board members Kemp and Brewer were absent. Alternate Board member Kevin Primer was also in attendance and was seated on the Board this evening. Other individuals in attendance were Ron Oiler and Tom Micklas.

GENERAL BUSINESS:

Approval of January 13, 2009 meeting minutes

Mr. Anderson made a motion to approve the January 13, meeting minutes as amended. It was seconded by Mr. Primer.

ROLL CALL-Anderson-yes, Primer-yes, Miller-yes, Sturdevant-yes.

Correspondence

Chair Sturdevant read two letters dated January 16, 2009 from the Pros. Office. One letter was on the role of an alternate board member and the second on the role of "Trustee Liason." (Letters attached to approved meeting minutes). Chair Sturdevant stated that zoning board member Ms. Brewer was not copied on the letters received and she informed the Pros. Office to add her name to any correspondence. Chair Sturdevant continued that she also spoke to the Pros. Office about alternate board member Kevin Primer and that he seconded the motion to adjourn the last meeting even though there was a full 5-member board seated. Based on Bill Thorne's letter that action was illegal. Therefore Chair Sturdevant asked that a new motion be made to adjourn the Commission's January 13, 2009 meeting.

Mr. Anderson made a motion to adjourn. It was seconded by Chair Sturdevant.

ROLL CALL-Anderson-yes, Miller-yes, Sturdevant-yes. The 1/13/09 meeting of the Zoning Commission was officially adjourned at 9:25 p.m.

OLD BUSINESS

1. Update from Secretary regarding error in Section 407 of Zoning Resolution. Chair Sturdevant stated at the Commission's last meeting she brought up the error she found in Section 407. Section 407 A. currently reads, "The total area of all permanent signs (but not including the area of a high rise sign permitted in section 407.B.5... The reference was actually 407 B.3 not 407 B.5.

Secretary Ferencz stated that she and Mr. Evans looked to see if a specific amendment was passed for the reference to Section 407B.5 and it appears that reference was transposed in the re-typing of the Resolution and therefore was an error.

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Mr. Miller made a motion to accept the correction to Section 407.A which is the reference to Section 407B.3. It was seconded by Mr. Anderson.

ROLL CALL-Miller-yes, Anderson-yes, Primer-yes, Sturdevant-yes.

Mr. Micklas asked if the Zoning Resolution would then be updated? Secretary Ferencz stated yes. The issue was also discussed that not all the zoning board members had the same zoning book. Secretary Ferencz stated the zoning board members should have a book that the pages are single-sided and those zoning books that are for sale are double sided. Secretary Ferencz stated she and Lee Evans could compare the two books to make sure the content is the same.

2. Update from Secretary regarding Zoning Text Error that was sent to Planning Services in December.

Secretary Ferencz stated the Dept. of Planning Services did not receive the motion made to correct the error in Section 807 D.m. of the Zoning Resolution. This was in regards to Section 807.D.m. which currently reads, "If applicable, an erosion control plan as required by Section 205 H." However Section 205 H. is Loud Speakers. Therefore the Commission proposed 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."**

Mr. Miller made a motion to correct the language error in Section 807 D.m. to read as stated. It was seconded by Mr. Primer.

ROLL CALL-Miller-yes, Primer-yes, Anderson-yes, Sturdevant-yes.

3. Review Edited By-Laws.

Secretary Ferencz stated she made the proposed changes to the Zoning Commission By-laws. Chair Sturdevant stated she spoke to Bill Thorne about the proposed amendment to the By-Laws under ARTICLE IV: OFFICERS AND THEIR DUTIES. The Commission proposed the following wording, **"The Chairperson of the Commission will prepare a draft agenda of the Commission which will be sent to the Commission members via e-mail 7-10 days in advance of a meeting so the members can review and submit items for discussion to be placed on the agenda. The Chair will then add subjects of request to the agenda and forward it via e-mail to the Zoning Secretary and the Commission members 5 days prior to the scheduled meeting."**

Chair Sturdevant stated that Bill Thorne stated he was not entirely certain if the By-Laws should be that specific but would do a further review and put his opinion in writing. Therefore Chair Sturdevant wanted to table the adoption of the By-Laws based on that fact as well as there was not a full 5-member board present this evening to vote. The board members present agreed.

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Chair Sturdevant asked Secretary Ferencz that if/when the Commission makes proposed changes if she could strike out what was to be struck out and bold what needed to be added like she did with the By-Laws it would make it easy for Commission members to see what is being proposed.

4. Proposed Meeting Notification Policy

Secretary Ferencz stated she drafted the proposed Meeting Notification Policy based on the Trustees Meeting Notification Policy currently in place. Chair Sturdevant stated she was informed that the Trustees are still reviewing their policy and may make changes so this document will be tabled until the Trustees have completed their final document so that both policies could be as consistent as possible.

5. Proposed Signage Text Changes Update.

Secretary Ferencz stated she has made the proposed changes to the text but did not have the current updated matrix. Chair Sturdevant gave Secretary Ferencz the updated matrix. The Commission stated they would like the Dept. of Planning Services to do an informal review of the proposed signage text and matrix. Secretary Ferencz stated she would personally deliver all of these documents to the Dept. of Planning Services.

NEW BUSINESS

Update on information from Comprehensive Plan Steering Committee

Mr. Miller stated the organizational meeting for the Comp Plan Steering Committee took place on January 22, 2009. There were approximately 29 individuals in attendance. Mr. Majewski from Northstar Planning gave a basic presentation to those in attendance as to what a Comp Plan is and the role the Committee would play regarding this process. NorthStar is also planning on sending out a survey to the community to get their input on land use and development in the Township. Chair Sturdevant stated she hoped Mr. Majewski would make an attempt to obtain a list of all mailing addresses of the residents/property owners in the Township when mailing out the survey; as it appears that whenever the Township newsletter has been sent out many people in the community do not receive it. Mr. Miller continued that the consultant's goal was to complete the revised Comp Plan in 6-8 months, which may be ambitious. The next meeting of the Comp Plan Steering Committee would be tomorrow evening at 7:00 p.m.

Announcements

The Comp Plan Steering Committee meeting-February 12, 2009 at 7:00 p.m.
The Commission's next regular monthly meeting-March 10, 2009 at 7:30 p.m.

Secretary Ferencz stated she, Road Superintendent/Ass't Zoning Inspector Lee Evans, Zoning Inspector Harris and Fiscal Officer Evans attended the OTA Winter Conference last week. Some of the classes had handouts and she was going to try to put together a reference library of that information. Chair Sturdevant stated she would give Secretary

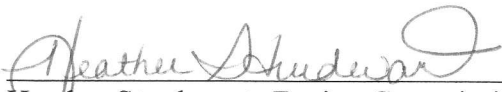
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Ferencz the handout information that she received at the Dept. of Planning Services zoning workshop last month to be part of the "library" of reference material.

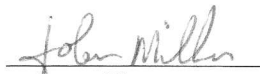
Having no further business before the Commission, Mr. Primer made a motion to adjourn. It was seconded by Mr. Anderson. A roll call was taken. All members were in favor. The meeting was officially adjourned at 8:13 p.m.

Respectfully Submitted,


Kim Ferencz, Zoning Secretary



Heather Sturdevant, Zoning Commission Chairperson



John Miller



Scott Anderson



Kevin Primer