

**WESTFIELD TOWNSHIP  
BOARD OF ZONING COMMISSIONERS  
ORGANIZATIONAL/ REGULAR MEETING  
JANUARY 13, 2009**

**ORGANIZATIONAL MEETING**

Secretary Ferencz called the organizational/regular of the Westfield Township Board of Zoning Commissioners to order at 7:33 p.m. Board members Brewer, Miller, Kemp, Anderson and Sturdevant were in attendance. Alternate Board member Kevin Primer was also in attendance. Other individuals in attendance: Ron Oiler, Tom Micklas, and Carolyn Sims.

**Election of Officers**

Secretary Ferencz called for nominations for Chairperson.

Mr. Miller made a motion to nominate Heather Sturdevant as Chairperson of the Zoning Commission for the calendar year 2009. It was seconded by Ms. Brewer. The nominations were closed.

ROLL CALL-Miller-I vote yes for Heather Sturdevant to be the Zoning Commission Chairperson as she has been instrumental in Zoning and has attended all the zoning workshops offered and has gone out of her way preparing the proposed signage language and matrix. Brewer-yes, Anderson-yes, Kemp-I abstain. I mean no disrespect but someone so new to the Commission is probably not ready to be Chair so instead of voting against Heather I am going to abstain, Primer-yes, Sturdevant-abstain.

Secretary Ferencz handed the meeting over to Chair Sturdevant. Chair Sturdevant then called for nominations for Vice Chairperson.

Ms. Brewer made a motion to nominate Mr. Miller as Vice Chairperson of the Zoning Commission for the calendar year 2009. It was seconded by Ms. Sturdevant. The nominations were closed.

ROLL CALL- Brewer-yes, Miller-abstain, Sturdevant-yes, Anderson-yes, Kemp-I abstain for the same reasons I stated for Heather. Primer-yes.

**Review of By-Laws**

The Commission suggested reviewing the BZA By-Laws so the two zoning boards would have consistent By-Laws. However, since it appeared the BZA has not updated their By-Laws since 2000 and have not meet yet this year for their organizational meeting, the Commission would not use the BZA By-Laws as reference material at this time.

Chair Sturdevant stated on page 2, under Commission Secretary it states "...the written minutes shall be the official record of the Zoning Commission and any audio, video records of the meetings shall be kept only until the minutes are approved and or in the case of a timely filed appeal for the duration of that appeal..." She added, that time-frame

was not consistent with the Records Retention and Destruction Policy of the Township. Therefore, to be consistent she stated that passage should probably read, “the written minutes shall be the official record of the Zoning Commission and any audio, video records of the meetings shall be kept in accordance with the Westfield Township Record Retention and Destruction Policy and or in the case of a timely filed appeal for the duration of that appeal...”

Mr. Miller made a motion to approve the change to page 2 under Commission Secretary with the reference to the Records Retention and Destruction Policy of Westfield Township to be added. It was seconded by Ms. Brewer.

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

Chair Sturdevant stated in the Zoning Commission By-Laws under Article VI Meetings of the Zoning Commission, it defines the meeting type’s i.e. regular, special and emergency meeting but does not specify how to call or cancel a meeting. Ms. Kemp stated Bill Thorne stated that if such wording were added to the By-Laws, the Commission would have to call a meeting to call a meeting or call a meeting to cancel a meeting. Chair Sturdevant stated that the policy the Trustees work under states, “Special Meetings may be called by the Board, two members of the Board or the Chairperson.” Chair Sturdevant added that if the Commission wanted to adopt the wording the members would need to change to three because the Zoning Commission consists of five members. There was also the issue as to how the Chair ould notify Commission members of a meeting or cancelation of a meeting i.e. phone or e-mail. The Commission stated for a cancellation of a meeting the members would want to be notified by phone.

Trustee Sims stated what the Commission was referencing was the Trustees Meeting Notification Policy which just lays out the general process of how a meeting will be noticed i.e. regular meetings will be noticed in the newspaper and on the bulletin board at the Townhall. She added that the Trustees adopted their Meeting Notification Policy by Resolution at their organizational meeting. Secretary Ferencz stated she did not believe the Zoning Commission could set a Resolution but it could just be handled at their organizational meeting.

The Commission stated they would like to adopt the following wording for the calling a special and or emergency meeting: “A special/emergency meeting of the Commission shall be at the call of the Commission, three members of the Commission or the Chairperson....The Zoning Secretary shall give notice of the date and time, location and purpose of the special meeting other than an emergency meeting as provided in the same location...”

Mr. Miller stated that the township announcement sign should be utilized as well for meeting notification of the Trustees and zoning boards.

Continuing with the Meeting Notification Policy, Under Regular Meetings the Fiscal Officer will be changed to Zoning Secretary and the word "Resolution" would be stricken.

Chair Sturdevant stated for clarification possibly a Section VI could be added which would read. "In the event it becomes necessary to cancel a meeting, the Chairperson will notify all Zoning Commission members by phone before public notice is administered by the Zoning Secretary or Chairperson."

Secretary Ferencz stated that if a meeting is canceled she would make all efforts to contact all interested parties and/or the applicant so they would not have to wait to find out the meeting was canceled by coming to the Townhall. That was just common courtesy.

Trustee Sims stated regarding cancelation of the meeting due to weather if there is a weather advisory issued common sense would prevail. Ms. Kemp stated that a notice was also placed on the door.

Chair Sturdevant stated for clarification possibly a Section VI under Meeting Notification Policy could be added which would read. "In the event it becomes necessary to cancel a meeting, the Chairperson will notify all Zoning Commission members by phone before public notice is administered by the Zoning Secretary or Chairperson."

Mr. Miller stated he would like to send this to Mr. Thorne for review. All Commission members agreed.

Mr. Anderson made a motion to adopt a Meeting Notification Policy specific to the Zoning Commission per review of the Medina County Pros. Office. It was seconded by Mr. Miller.

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

Returning to the By-Laws, the Commission discussed the current wording which states the Chairperson creates the agenda. Mr. Miller stated the Commission is a board of 5 members and input on the agenda from any/all members should be welcomed. It was discussed the Chair send out a draft agenda to the Commission members prior to the meeting to ask for any additions, deletions or topics of interest. This would allow the members to know in advance what may be discussed and to do research if necessary. Also this would allow for meetings to run more smoothly and effectively.

The Commission decided that Chair Sturdevant would send out a draft agenda via e-mail a week or so prior to the meeting so members can add input or items to the agenda.

As a result of this discussion the following wording was proposed:

“The Chair 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-email to the Zoning Secretary and members 5 days prior to the scheduled meeting.”

There was also discussion that Chair Sturdevant may have to make other arrangements for Jill Kemp and Scott Anderson (they have different word processing programs) in that she would copy and paste information in the actual e-mail as well attach it as a file so the information could be opened and read.

Secretary Ferencz stated in the By-Laws it currently states under Chairperson that the Chair is to sign all the documents received by the Zoning Commission as well as under Zoning Secretary. Secretary Ferencz stated she did not feel that was necessary or efficient as she stamps all documents “Received” and the date and then makes note of them in the public meeting for the record. Mr. Miller suggested that any documents received could be scanned and sent to the Commission members. Secretary Ferencz stated it would be an issue with legal documents due to paper size and added that the Commission members would need to have due diligence to open their e-mails and attachments and print them out as it would not make sense from an efficiency standpoint to scan and then have to copy the documents and mail out the documents to the Commission members.

Trustee Sims stated the Trustees were trying to find an efficient and effective way to reduce copying and paper cost but still have information available. Ms. Kemp stated she was not going to pay for all the ink and paper to print all the materials out-Not for what she gets paid. It was determined that all documents/official applications received would be forwarded via the mail to the Commission members.

Chair Sturdevant stated that the wording would be “The Zoning Secretary stamps all documents of the Zoning Commission received and assures the indexing...”

Trustee Sims suggested that the Secretary could run a list of correspondence received as the Trustees do to ensure all information and or documentation was so noted to the Commission members.

It was also discussed if the Zoning Commission should have another alternate? It was decided to leave that up to the Trustees as they appoint the alternate board members to the zoning board.

Mr. Miller suggested that mandatory training be required to be a member in good standing and be put in the Commission By-Laws. Chair Sturdevant stated that was addressed in the Township’s Employ Policy Handbook. She stated she also spoke with Trina Devanney from the Pros. Office and she recommended not put that

in the By-Laws because the Commission members were appointed by the Trustees and the Trustees determine if training is required to be member.

The Commission stated they would review the changes to the By-Laws at their next meeting and forward them to Bill Thorne for the Pros. Office review.

**Set hearing dates**

The Commission discussed their meeting dates for 2009. Jill Kemp advised that the regular monthly meeting date of the Commission should not be placed in the By-Laws so it would not have to be revised.

Chair Sturdevant stated the Commission's meetings are currently the week after the deadline submittal for the Dept. of Planning Services/Planning Commission. This puts the Commission a month behind if something needs to be submitted to the Dept. of Planning Services/ Planning Commission. It was determined that the Secretary needed time prepare the documents if they needed to be submitted to Planning, and therefore the Commission would keep their regular meeting day the 2<sup>nd</sup> Tuesday of the month.

Sue Brewer suggested the Commission's regular monthly meetings be held at 7:00 p.m. to be consistent with the Trustees. Mr. Miller agreed. Ms. Brewer stated the change of time may potentially make the Commission meetings more acceptable to the older residents of the Township from a time standpoint. After further discussion it was determined that a board member would not be able to make the meeting time if was changed to 7:00 p.m. It was determined by the Commission that they would continue to hold their regular monthly meetings on the 2<sup>nd</sup> Tuesday of the month at 7:30 p.m.

**Approval of Meeting Minutes**

The Commission signed off on their November 11, 2009 meeting minutes that were amended at their last meeting.

**December 9, 2008 meeting minutes**

Mr. Anderson made a motion to approve the December 9, 2008 meeting minutes as written. It was seconded by Ms. Brewer.

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

Mr. Miller asked about the website and commented that the Commission's approved meeting minutes are not on the web nor is the application for Steering Committee members. Trustee Sims stated Trustee Kratzer was handling the website and there is a new webmaster. All the details have not been ironed out but hopefully that would be completed soon and the web site updated. She added an ad for Steering Committee members has been placed in the Gazette and the Trading Post.

**OLD BUSINESS**

**Continued Review of the Proposed Signage Language and Matrix**

Jill Kemp stated the signage language should be in the same format as the Resolution and not in the matrix. Chair Sturdevant stated she spoke with Kim Ferencz and it would be written in the same format as the Resolution.

Secretary Ferencz stated she did bring up to Jill Kemp the possibility of referencing the signage as outdoor advertising or outdoor signage. This would eliminate the potential concern Mr. Evans brought up about being able to see the signage for Subway and Country Kitchen through Pilot's windows. Chair Sturdevant stated to deal with this issue she revised the wording for Window Signs to read "Window Signs shall not obscure more than thirty percent (30%) of the glazed outer surface of any window."

The Commission stated they would like to send the language/matrix to the Dept. of Planning Services and Bill Thorne for an informal review.

Mr. Miller made a motion to send the proposed signage text language and matrix of Section 406 and 407 of the Westfield Township Zoning Resolution to the Dept. of Planning Services and Bill Thorne for an informal review. It was seconded by Ms. Brewer.

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

Chair Sturdevant stated while she was researching the signage language in the Zoning Resolution she found an error in Section 407 A it 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. Trustee Sims stated the Commission needed to find out if this was just a typo in the revision of the text or if that is how the text was adopted. The result would determine if this "error" needed to go through the text amendment process.

**Announcements**

The Commission's next regularly scheduled monthly meeting will be held on February 10, 2009 at 7:30 p.m.

Trustee Meetings will now be held on the 1<sup>st</sup> and 3<sup>rd</sup> Thursdays of the month at 7:00 p.m. due to employee scheduling.

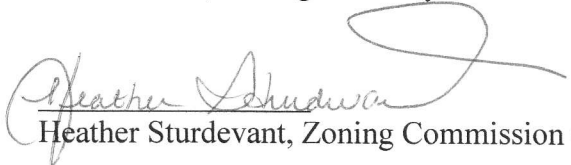
The Steering Committee Orientation meeting is scheduled for January 22 2009 at 7:30 at the Townhall.


Secretary Ferencz stated she would also follow up with Patrice Theken from the Dept. of Planning Services about the zoning error submitted on Section 807 D.m.


Mr. Anderson made a motion to adjourn. It was seconded by Mr. Primer A roll call was taken. All members were in favor. The meeting was officially adjourned at 9:25 p.m.


Respectfully Submitted,

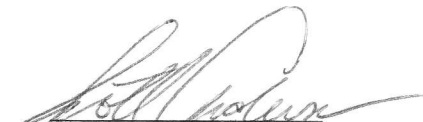
Kim Ferencz, Zoning Secretary

  
Heather Sturdevant, Zoning Commission Chairperson

  
John Miller

  
Jill Kemp

  
Susan Brewer

  
Scott Anderson