

Page 1 of 7

Chairman (Ch.) Spellman called the meeting to order at 7:02 p.m.

Roll found: Spellman, Powell, Marzullo and Alternates Burns and McCarthy sitting in for Dermody and Schneider who were absent.

In the audience were Trustee Schulte, Zoning Inspector Wilson and Administrative & Zoning Office Manager Peterlin.

Ch. Spellman opened and said the agenda would be skipped until the next scheduled Regular Meeting as the purpose of the Work Session is to go through changes in preparation for Motion at the October 5, 2017 Meeting. The intent is to review the text amendment changes and ask for discussion; major discussions will be marked for additional debate.

Ch. Spellman added that no discussion was necessary for the following:

- Name Standardization/Adding "Township" to:
 - Zoning Commission
 - Zoning Commissioner
 - Township Zoning Commission
 - Board of Zoning
 - Board of Zoning Appeals
 - Board of Trustees
 - Township Zoning Inspector

- Standardization/Adding "Medina" to:
 - County Planning Commission.

Ch. Spellman explained the process of going through the Hinckley Township Zoning Resolution document which was prepared by Ms. Peterlin. The document highlights the proposed changes that were discussed at previous Regular Zoning Commission Meetings. The explanation included the following:

- Medicinal Marijuana
- Height Exception
- Lot Size Standardization per Square Feet
- Proposed Text Changes
- Highlighted words
- Crossed Out/Removed words

The Board began the process of reviewing the changes going page by page starting on Page i.

- Page i - Add "Board Of", add "Township" twice, remove "Commissioner" and add "Commission"
- Page v - Add "Section 4.17 Medicinal Marijuana"
- Page vi - Remove "33,000" and add "32,670"
- Page viii - Add "Township" under sections 11.7, 11.8 and 11.9

Page 2 of 7

- Page ix - Add "Township" under sections 12.1 and 13.2; change "Schedule of fees, charges and expenses" from lower case to upper case
- Page 13 Line 18 - Change "ships" to "shops"
- Page 14 Lines 9, 28-29 - Add "Township"; corrected the definition - remove - "persons sixty (60) years of age or older" to "senior citizens in compliance with the Fair Housing Act, as amended"

A discussion ensued concerning the word "Compliance." It was confirmed that the word was used on the Government HUD web site. Additional research will be made and Ms. Peterlin noted that if the change were made on Page 14 Line 29 it would also have to be changed on Page 88 Line 24.

The Board returned to the line-by-line review:

- Page 17 Line 37 - add "s" to "put"
- Page 18 Line 11 - Add "Township"
- Page 23 - Add "Section 4.17 Medicinal Marijuana"
- Page 24 Lines 19, 22 - **(These changes were put on hold until clarification from Planning Services is received)**
- Page 25 Lines 24, 27 and 28 - add "2", remove "(2)", add "50" and remove "(50)" **(These changes were put on hold until clarification from Planning Services is received)**

Ch. Spellman explained the process of how the Hinckley Township Zoning Resolution Document was written - Ch. Spellman and Ms. Peterlin met and discussed the following inconsistencies:

- Capitals
- Written numbers vs. spelled out numbers
- Additional changes
- Inconsistencies only that don't change the substance/meaning on a page.

The Board returned to the line-by-line review:

- Page 26 Lines 9 and 12 - Add "Township" to both lines
- Page 29 Lines 23 and 33 - Add "2", remove "(2)", add "Township" and Capitalize "Township"; on Line 4 Add "2" and remove "(2)" **(The Line 4 change was put on hold until clarification from Planning Services is received.)**
- Page 30 Lines 9-11 - Add "Section 4.17 Medicinal Marijuana - Medicinal Marijuana cultivators, processors, and dispensaries are prohibited from being located in all zoning districts of Hinckley Township"
- Page 31 Lines 16 and 27 - Change "33,000" to "32,670"; add "Township"
- Page 35 Line 11 - Change "33,000" to "32,670"

- Page 38 Line 3 - **(This change was put on hold until clarification from Planning Services is received.)**
- Page 39 Line 7 - Bold "Minimum Lot Area"
- Page 40 Line 16 - Add "Township" and "Board of"
- Page 41 Line 2 - Change "33,000" to "32,670" and add a "0" to "(0.75 Acres)
- Page 46 Lines 6, 25 and 34 - Add "Board of", Capitalize "Township's Legal and Advisor"
- Page 47 Lines 4, 11 and 20 - Add "Township", "Board of" and Capitalize "Township"
- Page 48 Line 32 - Add "Township"
- Page 50 Line 12 - Add "Zoning Commission"
- Page 51 Line 2 - Add "Township"
- Page 53 Lines 6, 21, 23, 30-32, 35 - Remove "responsibilities", add "Township", Add "Board of" and Capitalize "Legal Advisor and Township"
- Page 54 Line 20 - Remove "ninety" and add "(") **(This change was put on hold until clarification from Planning Services is received.)**
- Page 55 Lines 30, 33, 36, 40-42 - Add "Township" and "Township Zoning"
- Page 56 Lines 3, 25, 30, 32 and 37 - Capitalize "Township's Legal Advisor" and add "Township."
- Page 57 Line 2 - Change "33,000" to "32,670"; on Line 9 add "95" **(This change was put on hold until clarification from Planning Services is received.)**
- Page 59 Lines 3 and 17 - Change "33,000" to "32,670", add "0.75 Acres) and add "Board of" and "Township"
- Page 60 Lines 1, 5, 15-16 - Change "Clerical " to "Text"; add a "," in "1400" and change "principle" to "principal"; **(Other changes on Lines 20-12 and 24-25 will be put on hold until clarification from Planning Services is received.)**
- Page 64 Line 9- Add "Township"
- Page 69 Line 25 - Add "Township"
- Page 70 Lines 4-5 - Add "Township" to both pages; **(The proposed percentage change on Line 35 will be put on hold until clarification from Planning Services is received.)**
- Page 71 Lines 13-15 - Add "Township and "Township Board of"
- Page 73 Lines 30-31 - Add "Township" and "Township Board of"
- Page 74 Lines 18-20 - Add "with the exception of any HVAC equipment shall not exceed 10 (ten) feet above the maximum building height, be open or mechanically self-contained with no livable space or housing accommodations"
- (At this time Zoning Inspector Wilson left the meeting)
- Page 77 Lines 32-33 - Add "Township" and "Township Board of"
- Page 78 Lines 26 and 34-36 - Add "Township" and "Township Board of", Capitalize "Township" and add "with the exception of any HVAC equipment shall not exceed 10 (ten) feet above the maximum building height, be open or mechanically self-contained with no livable space or housing accommodations"
- Page 82 Lines 2-4, 16, 18, 20-21 and 28-31 - Add "Township" on all lines
- Page 83 Lines 2, 5, 10, 23-24, 26 and 30 - Add "Township" on all lines
- Page 84 Lines 11, 20, 22 and 34 - Lowercase "The", Add "Township: and "Zoning"

- Page 85 Lines 30 and 34-35 - Lowercase "The", Add "Township" and "Medina"
- Page 86 Lines 10, 12, 14-15, 26-27, 33-34 and 36 - Add "Township", "Medina", "Board of", "Township Board of", "of Trustees" and remove one "Township"
- Page 88 Lines 3 and 27 - Add "Township"
- Page 90 Lines 4, 6, 37 and 40 - Add "Township" on all lines
- Page 92 Lines 21 and 25 - Add "Township" on both lines
- Page 94 Lines 25-26 - Add "Township" and "Township Zoning"
- Page 96 Line 4 - Add "Township"
- Page 97 Lines 8, 10, and 13-14 - Add "Township" on all lines
- Page 102 Lines 13-15 and 34 - Add "Township" on all lines
- (Trustee Schulte arrived to the meeting)
- Page 108 Lines 3-4 - Add "Township" to both lines
- Page 109 Lines 2 and 10 - Add "Township" to both lines
- Page 113 - Add "Township" to 11.7, 11.8 and 11.9
- Page 114 Lines 22, 24, 29-30 and 37-38 - Add "Township" to all lines
- Page 115 Lines 7 and 10-11 - Add "Township" to all lines
- Page 116 Lines 5, 7, 13 and 15-16 - Add "Township" to all lines
- Page 117 Lines 29-31 - Add "Township" and "Township Board of"
- Page 118 Lines 2, 6-7, 10-11, 13, 15-16, 20-22, 25, 27, 30 and 31 - Add "Township", "Medina" and "Board of"
- Page 119 Lines 2-3 and 35 - Add "Township" and change "form" to "from"; a short discussion was had about the word "Resolution" that appears on Line 22
- Page 120 Lines 11-12, 22-23, 25-26, 29, 34 and 36 - Add "Township" on all lines
- Page 121 Lines 8, 10, 12, 19, 22, 31 and 34 - Add "Township", "Township Zoning", "Board of" and "Township Board of"
- Page 122 Line 28 - Capitalize "Legal Advisor"; question was raised if "Township" should be plural or possessive
- Page 123 Lines 8-12, 15-17, 19, 31 and 12.1 - Add "Township" and remove two "Townships"
- Page 124 Lines 3, 5, 8-9 and 26 - Add "Township", "Medina", "Medina County Prosecutor", remove "Prosecuting Attorney of the County" and "Township"
- Page 125 Lines 7, 14, 22-23 and 27-28 - Add "Township", make "Schedule of Fees, Chares and Expenses" to all uppercase and remove two "Townships"
- Page 127 Lines 14, 18 and 23-25 - Add "Township" to two lines and remove "The procedures for Amendments or Supplements to the Zoning Resolution shall be conducted pursuant to Chapter 519 of the Ohio Revised Code. See Appendix A for Procedure"
- Page 131 Lines 18, 22, 29 and 32 - Add "Township" on all lines
- Page 132 Lines 3, 14 and 19-21 - Add "Township" on all lines
- Page 138 Line 8 - Add "Township" and Capitalize "Board of Zoning Appeals"
- Page 139 Line 16 - Add "Township"
- Page 140 Line 32 -Add "Township"

Page 5 of 7

- Page 141 Lines 6-10 and 39 - Add "Township" on all lines and remove one "Township"; **(The change on Line 10 will be put on hold until clarification from Planning Services is received.)**
- Page 142 Lines 11 and 24 - Add "Township" to both lines
- Page 143 Lines 9-10 and 13 - Add "Township"
- Page 147 Line 6 - Add "Township", remove one "Township" and make the "t" in "The" to lower case
- Page 150 - Add "Township" under 11.7.C.PPage 1 of 6

After completion of the review of the Proposed Text Changes, Ch. Spellman asked for additional discussion. Ms. Peterlin said on Chapter 13 Page 127 and Chapter 14 Page 129 both has citations to Appendix A and Appendix B or Appendix 1 and Appendix 2. After discussion the following was recommended:

- On Chapter 13 Page 127 Lines 23-25 shall be removed
- On Chapter 14 Page 129 Line 7 Shall be removed
- On the Appendix Page 151 the verbiage shall be removed on Line 7 and "No Content at this Time" shall be added

Ch. Spellman asked if there were any other changes or discussions. Ms. Peterlin said that Chapter 16 has several pages that need to be reviewed and updated. As well as references to permitted uses related to Chapter 16 in the B1 and B2 districts. She also raised questions concerning "necessary permits" and a discussion then ensued concerning:

- 6B.10 Review Process on Page 71
- References to Chapter 11 on Page 71 Line 15
- References to Chapter 12 on Page 73 Line 32
- Zoning Permits the Zoning Inspector issues
- Completion bonds

Ch. Spellman suggested that since the changes that were being discussed would change the meaning of what is currently written, these issues will be discussed at another time that will be consistent with the current time frame and should be included in the next set of interactions. He also said that Ms. Peterlin will research to see every place the issue on permits appears in the book in preparation for future discussion.

Numerous discussions were held throughout the session concerning the following topics:

- When should numbers be written vs. spelled out - standardization
- When to spell out the word "percentage" and when to use the "%" symbol
- Explanation between "text changes" and "administrative changes"
- When to lowercase "the"
- When to Capitalize "Legal Advisor"

Page 6 of 7

The result of those discussions included:

- Anything under 10 should be written out; over 10 should be written numerically – this will be raised with Planning Services before changes are made
- With regards to the percentage sign, although the Board was leaning toward having the numerical number with the percentage symbol (%) – this will be raised with Planning Services before changes are made

The Board made the following suggestions to Ms. Peterlin:

- She should keep a separate list with the percentage and numeric changes for future text changes but no changes will be made at this time
- She should make all changes involving making “the” lowercase when appropriate and if she sees additional sites that were not discussed to keep those changes on a separate list
- She should make the changes involving capitalizing “Legal Advisor” when appropriate and if she sees additional sites that were not discussed to keep those changes on a separate list
- She should make the changes involving a comma (i.e. Page 60, Line 5) and if she sees additional sites that were not discussed to keep those changes on a separate list

Ch. Spellman stated that the Board would proceed with the Agenda and asked if there was any other new business.

Ch. Spellman passed and said there was nothing from the Vice-Chairman since she was off.

Board Members Powell and Marzullo had nothing to report and Trustee Schulte had nothing to report.

Ch. Spellman asked if there was any discussion from the floor. There was none. Ch. Spellman said there would be three items that will probably be discussed at the next meeting:

1. Ms. Peterlin said the Yoga business in town center was filing for a site plan review which will be done in phases and it will involve the change of use and parking issues
2. The property at the corner of W. 130th and Center concerning rezoning issues
3. Hope Memorial Gardens (FYI)

The Board also wanted to acknowledge the hard work Ms. Peterlin put in on getting the Hinckley Township Zoning Resolution Document ready for this meeting.

Ch. Spellman noted the next regular Zoning Commission Meeting will be October 5, 2017 at 7:00 pm.

Ch. Spellman stated that he would entertain a motion to adjourn the Zoning Commission Work Session. Motion was made by Mr. Marzullo and Mr. Burns seconded the Motion. The Board was polled and all were in favor.

The Zoning Commission Work Session was adjourned at 9:17 pm.

Carolyn Chism, Recording Secretary

Minutes Approved: _____, 2017

William Spellman, Chairman

Calvin Powell, Member

Matthew Marzullo, Member

Jim Burns, Alternate Member

Sean McCarthy, Alternate Member