

Ch. Fischer called the Zoning Commission Organizational Meeting to order on January 5, 2023 at 7:01 p.m.

Ch. Fischer explained the purpose of the Organizational Meeting is to elect officers; set the day and time of all regular monthly meetings; and to address any other items of procedure.

Ch. Fischer stated that this meeting is being recorded for transcription purposes and the written minutes and attachment, if any, will serve as the official record of this meeting.

Ch. Fischer stated that, on behalf of our virtual audience, we ask the public joining us in person to approach the podium in the event they would like to speak. They will need to announce their name and address prior to speaking. Additionally, we ask the audience to save personal conversation for after the meeting as additional voices cause confusion for those attending virtually.

Roll found: Fischer, Crew, Marzullo, Manley, Engleman.

Also in the audience were Trustees Augustine and Ascherl. Trustee Swedyk attended virtually.

Ch. Fischer explained that Cindy Engleman will be sworn in as a voting Board member for a five (5) year term. Trustee Augustine swore in Cindy Engleman.

Ch. Fischer stated there are currently no alternates, but the Trustees are conducting interviews for alternates. Trustee Augustine stated they are accepting applications and the deadline for applications is 1/13/23 at noon.

Ch. Fischer *called for nominations for the Chair position*. Mr. Manley nominated Ch. Fischer for the Chair position. Mr. Fischer stated he would accept the nomination, Ms. Crew seconded. Ms. Engleman nominated Ms. Crew for the Chair position, and Ms. Crew thanked Ms. Engleman, but declined the nomination. Ch. Fischer asked if there were any other nominations and there were none.

- No further discussion
- Roll was called

**VOTE: Fischer - abstain; Crew - Yes; Marzullo - Yes; Manley - Yes; Engleman - Yes**

Ch. Fischer *called for nominations for the Vice-Chair position*. Mr. Manley nominated Ms. Crew for the Vice-Chair position. Ms. Crew accepted the nomination, but asked if anyone else was interested. Ms. Engleman nominated Mr. Marzullo for the Vice-Chair position. Mr. Marzullo thanked Ms. Engleman, but declined the nomination. Mr. Marzullo seconded. Ch. Fischer asked if there were any other nominations and there were none.

- No further discussion.
- Roll was called

**VOTE: Fischer - Yes; Crew - abstain; Marzullo - Yes; Manley - Yes; Engleman - Yes**

Ch. Fischer read "All meetings will be open to the general public; advertised per the requirements of the Ohio Revised Code. Any interested party may request a notice of any regular or special meeting of the Zoning Commission by sending such request to the Zoning Clerk, and including self-addressed stamped envelope. Any interested party also has the option to provide an email address and request notification through email distribution."

Ch. Fischer stated he would entertain a motion to set the Regular monthly meeting on the first Thursday of each month to be called to order at 7:00 p.m.

- Mr. Manley moved and Ms. Engleman seconded
- No further discussion.
- Roll was called

**VOTE: Fischer - Yes; Crew - Yes; Marzullo - Yes; Manley - Yes; Engleman - Yes**

Ch. Fischer read "Special meetings and work sessions will be scheduled as needed by majority motion of the Zoning Commission or at the discretion of the Chair, and advertised per the requirements of the Ohio Revised Code."

Ch. Fischer stated he would entertain a Motion:

- Mr. Marzullo moved and Ms. Engleman seconded.
- No further discussion.
- Roll was called

**VOTE: Fischer - Yes; Crew - Yes; Marzullo - Yes; Manley - Yes; Engleman - Yes**

Ch. Fischer read "Public Hearings will be scheduled as needed, and advertised per the requirements of the Ohio Revised Code."

- Mr. Fischer moved and Ms. Crew seconded.
- No further discussion.
- Roll was called

**VOTE: Fischer - Yes; Crew - Yes; Marzullo - Yes; Manley - Yes; Engleman - Yes**

Ch. Fischer read: "Procedures for various meeting business matters set by the motion of the new Chair". Mr. Fischer moved to adopt the following procedures:

"All Zoning Commission meetings will be electronically recorded, for transcription purposes. To have minutes of the monthly meetings, and any other meeting, physically mailed, or electronically mailed to all members of the Zoning Commission, so as to be received at least one week prior to the next regular monthly meeting."

- Mr. Marzullo moved and Ms. Crew seconded.
- No further discussion.
- Roll was called

**VOTE: Fischer - Yes; Crew - Yes; Marzullo - Yes; Manley - Yes; Engleman - Yes**

Ch. Fischer read the following and then requested a motion:

"All new business matters (other than proposed amendments to the Zoning Resolution or Zoning Map) to be considered at a regular monthly meeting are to be received by the Zoning Office no later than the 22nd of the previous month. For site plan reviews, pursuant to Chapter 11, the plan must first be reviewed by the Zoning Inspector and certified for meeting all submission requirements and then submitted to the Zoning Commission no later than the 22nd of the previous month.

Ch. Fischer stated he would like to discuss this. In the Zoning Resolution they allow for in informal submission prior to a preliminary site plan review. For this submission, it's specified it has to be submitted by the 22<sup>nd</sup> of the month. For a preliminary and a final site plan, the Zoning Resolution doesn't specify when the submission must take place. The prior Organizational minutes have it as the 10<sup>th</sup> of the month and Ch. Fischer stated he recommends they go back to the 10<sup>th</sup> because when a preliminary and a final site plan review are done, they need to be sent to agencies for review prior to the Zoning Commission reviewing them. The 10<sup>th</sup> allows for time for all agencies to review prior to the Zoning Commission.

Ch. Fischer stated he recommends keeping it as the 10<sup>th</sup> and recognizing that for informal submissions prior to preliminary site plans, those should be received by the 22<sup>nd</sup> of the month. Discussion followed. The Board agreed to the 10<sup>th</sup> of the month.

Ch. Fischer continued reading: "For proposed amendments to the Zoning Resolution or Zoning Map, the applicant should request to be placed on the agenda no later than 22<sup>nd</sup> of the previous month. The applicant, at a regular meeting, must submit and file the proposed amendments in person due to time limits in the Ohio Revised Code."

Ch. Fischer explained this refers to an applicant initiated zoning amendment or map amendment. Ch. Fischer stated the official submission occurs at the Zoning Commission meeting, but to get on the agenda the applicant has to notify Zoning by a deadline, and he is suggesting the 22<sup>nd</sup> because they are not submitting anything for review by the Zoning Commission at that meeting and there is no agency review prior to that, so this allows ample opportunity for the public to submit amendments. Ch. Fischer stated this is just for notification to get on the Zoning Commission agenda. Everyone agreed the 22<sup>nd</sup> would be acceptable for this.

Ch. Fischer entertained a motion to accept the discussed changes:

- Ms. Crew moved and Mr. Marzullo seconded.
- No further discussion.
- Roll was called

**VOTE: Fischer - Yes; Crew - Yes; Marzullo - Yes; Manley - Yes; Engleman - Yes**

Ch Fischer read "Zoning Commission Members with expiring terms need to notify the Board of Trustees in writing (email is acceptable) of their interest to serve as a Zoning Commission member by November 15<sup>th</sup>".

Mr. Marzullo asked whose term would be expiring in 2023, and it was determined it is Mr. Marzullo's term.

Ch. Fischer entertained a motion:

- Ms. Crew moved and Mr. Marzullo seconded.
- No further discussion.
- Roll was called

**VOTE: Fischer - Yes; Crew - Yes; Marzullo - Yes; Manley - Yes; Engleman - Yes**

Ch. Fischer read "The participation of a Zoning Commission Member who is designated to represent the Zoning Commission will be by request of the Chair and the approval by the Trustee liaison, on an as

needed basis. This will be based on purpose, subject matter, and availability.” Discussion followed regarding examples of this language.

Ch. Fischer entertained a motion:

- Ch. Fischer moved and Mr. Manley seconded.
- No further discussion.
- Roll was called

**VOTE: Fischer - Yes; Crew - Yes; Marzullo - Yes; Manley - Yes; Engleman - Yes**

Ch. Fischer read “A member shall be appointed to attend the Medina County Planning Commission Meetings, due to a filing from Hinckley.” Ch. Fischer stated he changed “when required by” to “due to” because there is no requirement that anyone attend a Medina County Planning Commission meeting. Mr. Marzullo suggested amending the language to allow for one of the Zoning Commission members to attend so it doesn’t have to be the same Commission member because it places an undue burden on that person. Discussion followed. It was agreed to change the language to read “A member shall attend the Medina County Planning Commission meetings due to a filing from Hinckley, as designated by the Zoning Commission at a prior public meeting.” Ch. Fischer stated he would entertain a motion.

- Mr. Marzullo moved and Ms. Engleman seconded.
- No further discussion
- Roll was called

**VOTE: Fischer – yes, Crew – yes, Marzullo – yes, Manley – yes, Engleman --yes**

Public Records Policies.

Ch. Fischer read: “A Zoning Commission email address shall be established for each member and alternate (e.g., bkman.htzc@provider of choice)” . Ch. Fischer stated he believes they all have one.

Ch. Fischer entertained a motion :

- Ch. Fischer moved and Ms. Engleman seconded.
- No further discussion
- Roll was called

**VOTE: Fischer – yes, Crew – yes, Marzullo – yes, Manley – yes, Engleman -- yes**

Procedures under Chapter 11 allowing the Zoning Commission to hire a third-party consultant.

Ch. Fischer read “A Third-Party Consultant will be utilized as needed. For example, a third party consultant may be utilized for Site Plan Reviews or when deemed necessary by the Chair or by a majority vote of the Zoning Commission. The Chair will work with the Trustee liaison to identify and engage prospective consultants and the duties of the consultant, which may include but is not limited to the following:

1. Review of a preliminary and/or final site plan for compliance with the Hinckley Township Zoning Resolution.
2. Attendance at any preliminary or final site plan review or reviews.
3. Attendance at site visit.
4. Recommendations of improvements to the Zoning Resolution.

Ch. Fischer entertained a motion:

- Mr. Manley moved and Ms. Crew seconded.
- No further discussion
- Roll was called

**VOTE: Fischer - Yes; Crew - Yes; Marzullo - Yes; Manley - Yes; Engleman - Yes**

With regard to length of regular meetings, Ch. Fischer read as:

- Meetings (Regular, Work Session, Public Hearings, or any combinations of those in a given day) will be capped at two hours of duration.
- The Zoning Commission can choose at that time by motion to extend the meeting by duration set within that motion.
- Any remaining items on the agenda at the end of a meeting will be rolled over to the next monthly meeting.

Ch. Fischer asked for a motion

- Ms. Crew moved and Ch. Fischer seconded
- No further discussion
- Roll was called

**VOTE: Fischer – yes, Crew – yes, Marzullo – yes, Manley– yes, Engleman --yes**

Need for Community exposure for all members of the Zoning Commission (Voting and Alternates).

Ch. Fischer read “It is strongly recommended that each member of the Zoning Commission attend one Medina County Planning Commission meeting during the year.” Ch. Fischer emphasized this is just a recommendation, not a requirement. Ch. Fischer entertained a motion as it is written:

- Mr. Marzullo moved and Ms. Crew seconded.
- No further discussion
- Roll was called

**VOTE: Fischer - Yes; Crew - Yes; Marzullo - Yes; Manley - Yes; Engleman - Yes**

Ch. Fischer read as follows:

“Public comments will be reserved for a designated period of time at the end of the meeting unless otherwise recognized by the Chair.” Mr. Manley asked whether, prior to each topic, will the Chair announce when public comment will be taken for that topic. Ch. Fischer stated it has generally been at the recognition of the Chair based upon what is happening at the time. Ch. Fischer stated he is willing to have a more formalized procedure if the Board wishes to do that. Mr. Manley stated he feels during a discussion it should be stated when the public can comment on that topic, either during the discussion or at the end of the meeting. Discussion followed, but no amendments were made.

Ch. Fischer entertained a motion.

- Mr. Manley moved and Ms. Crew seconded.

- No further discussion
- Roll was called

**VOTE: Fischer - Yes; Crew - Yes; Marzullo - Yes; Manley - abstain; Engleman – No**

Attendance at Zoning Commission Meetings and Educational Seminars

Ch. Fischer read: "Each member of the Zoning Commission shall sign the sign-in sheet to confirm attendance. If virtual attendance is permitted and a member is attending a meeting virtually, Trustee Liaison, Chair, or Recording Secretary will confirm attendance during roll call, and the sign-in sheet shall be noted "virtual" next to the member's name and initialed by Trustee Liaison or Chair. Minutes will confirm attendance. If attending an educational seminar or an approved off-site meeting, an attendance slip must be completed and turned in to the Zoning Secretary to receive compensation. If the Chair or member has been designated to attend a Board of Zoning Appeals or Trustee meeting, prior approval by the Trustee Liaison must be given. An attendance slip must be completed and turned into the Zoning Secretary to receive compensation. Each member shall complete Sunshine Law training within six months of the member's appointment of each term to the Zoning Commission and each time they have been reappointed. Each member shall complete one educational seminar per year, provided such seminars are readily available to the member. Alternates will be required to take said training once for every consecutive 5 years they have been reappointed." Discussion followed.

Ch. Fischer entertained a motion.

- Ms. Crew moved and Ch. Fischer seconded.
- No further discussion
- Roll was called

*Ms. Engleman sought clarification regarding how the Sunshine training applied to her and discussion with Trustees will follow.*

**VOTE: Fischer - Yes; Crew - Yes; Marzullo - Yes; Manley - Yes; Engleman – Yes**

Ch. Fischer asked if there was any other discussion and there was none.

Ch. Fischer stated that he would entertain a Motion to adjourn the Organizational Meeting.

- Ch. Fischer moved and Mr. Marzullo seconded.
- No further discussion
- All in favor
- **VOTE: Fischer– yes, Crew – yes, Marzullo – yes, Manley – yes, Engleman --Yes**

The Organizational Meeting was adjourned at 7:46 p.m.

Judi, Recording Secretary

Minutes Approved: February 2, 2023



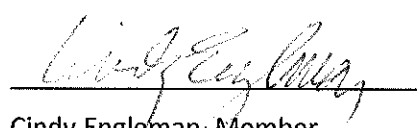
Marcus Fischer, Chair

Michelle Crew, Vice-Chair

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Matt Marzullo, Member

Dave Manley, Member

A handwritten signature in cursive script that reads "David Manley". The signature is written over a horizontal line.A handwritten signature in cursive script that reads "Cindy Engleman". The signature is written over a horizontal line.

Cindy Engleman, Member