

Committee: Zoning Board Of Appeals/ Planning Commission

Minutes

DRAFT

Meeting Date: April 28, 2022

Present	Title	Name	Present	Title	Name
X	Mayor	Rodney Luma	Absent	Community Member	Chris Kaufman
X	Council Member	Robert Miller	X	Community Member	Randy Carter
X	Community Member	Brian Hardin	Absent	Zoning Inspector: Non Voting member	Mike Ridenour
X	Community Member	Lisa Nickles			
X	Community Member	J. Johnston			

Guest(s)
NONE

Call to order at 7:00 PM

Approval of Minutes from Last meeting

Motion by Hardin. Second by Miller

Vote: Miller y Hardin y Nickles y Johnston y Kaufman . Carter y Luma y

Old Business:

- Ms. Nickles asked that copies of the districting change request (Commercial to Residential) submitted by the property owner of 318 E Wapakoneta street and the subsequent retraction of that request be provided to the Planning Commission. Additionally, copies of any communication the Zoning Inspector has regarding the change or retraction of the districting change request be provided to the Planning Commission. Since the Zoning Inspector was not at the meeting Ms. Nickles asked Mayor Luma if he could make the request to the Zoning Inspector Mike Ridenour.

Mayor Luma presented a letter he received from the State Building inspector (see attached copy), Mr. Shawn Winn, requesting a copy of the zoning change use form for 318 E. Wapakoneta. After discussion it was decided that a letter should be sent to Mr. Winn indicating the Planning Commission has taken no action regarding the property at 318 E Wapakoneta. Ms. Nickles' will draft the letter, it will be sent by Mayor Luma.

While the Planning Commission has no legally requirement to do so, it was discussed and agreed the property owner at 318 E. Wapakoneta should be contacted and informed regarding this issue. Mr. Carter agreed to contact them. Mr Miller also stated he went to church with the owner and go

- Zoning Maps. See below
- Procedural Forms

Application for Building Permit. See attached form
Building Permit. See attached form
Revocation of Building Permit. See attached form
Application for Zoning District Amendment. See attached form

Application for Zoning Variance. See attached form
<p>A minimum of four copies should be made: the following people should receive copies Village Clerk, Zoning Inspector, Planning Commission, Property Owner. Ideally, all forms should be electronic, at a minimum all forms shall be available on the Village website for residents to download and complete. Completed forms should be returned to the Village Clerk via email or at municipal building and copies made as stipulated above.</p>

Motion to approve the above forms with changes/corrections as stated by _Carter_. Second by _Hardin__

Vote: Miller__y__ Hardin__y__ Nickles__y__ Johnston__y__ Kaufman___. Carter __y__ Luma__y__

CERTIFICATE OF OCCUPANCY FORM:

Do we have a certificate of occupancy? By current zoning regulations a certificate of occupancy is required. Currently exists in zoning regulation 1262.04 One needs to be created. Mr Carter wanted to know what would trigger the issuance of the certificate. Mr. Hardin, brought up the issue of liability once the village issues a certificate of occupancy. By its nature a certificate of occupancy infers a building is safe that wiring, structure, etc is up to "code" for occupancy? Do we have the bonding and insurance to cover the village if a structure is deemed safe for occupancy and something untold happens. It also is part of the process to inform the Auglaize County Tax auditor of changes in a property.

The Zoning inspector would be the individual who would be issuing the certificate of occupancy. Mr. Hardin questioned what type of training a Zoning Inspector is required to have. State inspectors are required to have so many hours of continuing education annually.

When we rewrite the zoning code delete the need for a certificate of occupancy.

Suggestion was made by Mr. Carter to issue a certificate of completion, which would indicate the project is completed then any information needed would be sent to the Auglaize Co. Auditor.

4. See separate Zoning Worksheet for Articles 5-6

Ms. Nickles, stated she would like to hold off on this agenda item in lieu of what Mr. Carter has to present to the Commission. Mr. Carter provided copies of the Zoning Ordinance for the Village of New Knoxville. He has reviewed it and feels it is very well written and would be an excellent document to review and possibly adopt in its entirety.

Mr. Carter suggested the Village look at New Knoxville's website and use it as a template. The site is very user friendly.

Ms. Nickles made a motion to table further review of the Amended Draft Zoning Ordinance in favor of reviewing New Knoxville Zoning ordinance. There was no second.

Mr. Miller motioned to adjourn...Mr Carter stated he was not ready to adjourn as we needed to reach a decision regarding the creation of an Official Zoning map.

Mr. Carter agreed to get a plotted map with parcel numbers and any other resource documents that will enable the Planning Commission to move forward with the creation of an Official Zoning map. Ms. Nickles suggested utilizing the unofficial map the village currently has and the property tax documents from the Augalize Co. Auditors site to determine the designation of all properties within the Village.

Ms. Nickles commented that the "Planning Commission" should not only be looking at the current boundaries of the Village but should be looking at property that borders the Village. This would not change anything for those

properties outside the village. However, it would be a way to “plan” for future growth, and the needs of future infrastructure.

Other Business for the good of the order

Next meeting is in two weeks, May 12, 2022, 7:00 PM at the Municipal Building

Motion to adjourn by __Miller_____. Second by ____Carter_____

Vote: Miller __y__ Hardin __y__ Nickles __y__ Johnston __y__ Kaufman____. Carter __y__ Luma __y__

Time of adjournment: __8:32 PM____

NOTE: meeting was recorded however the first 5 minutes was not captured. Written notes taken show no action was taken during that time.