

Norwood Township Planning Commission Meeting
Meeting Minutes
December 10, 2018 Draft Minutes
Norwood Township Hall

Call to Order – Meeting called to order at 7:00 P.M.

Pledge of Allegiance – by all present

Roll Call – Reibel-present, Overton-present, Kolka-present, Warner-present, Vermeesch-present.

Approval of Agenda-

MM by Warner to approve the agenda as presented, 2nd by Reibel. Meyers stated she would like to change Agenda under Old Business to remove the review of the County Planning Commission comments as she does not have them all available for PC members yet but will distribute to PC to review before the January meeting. MM to approve Agenda with amendment, 2nd by Reibel. Motion carried to approve Amended Agenda 5-0.

Conflict of Interest – none noted.

Public Comment – None

Approval of November 12, 2018 Meeting Minutes –

MM by Vermeesch to approve November 12, 2018 Meeting Minutes, 2nd by Reibel. Motion carried to approve Minutes 5-0.

Zoning Administrator’s Report – Read by Bob Dutcher. Report also on web site.

New Business – Lot Split Approval Process. There were problems found in the Lot Split approval process that the Assessor found and raised questions on. Kolka read email from Supervisor Ridenour that was sent to the Township Assessor. The two splits that were in question were the Rosenthal/Rogers split and the Wagner split. A signature is required by the Assessor, however, there was an email from the Assessor stating the split for Rosenthal/Rogers was approved so the PC approved the split. The ZA received an email from Mr. Robert Engelbrecht, Township Assessor, stating Roger’s wife’s name was not on the deed at the time of the split but the application was in both of their names. Assessor said he did not sign off and had only sent email and the PC should have demanded a signature.

The Lot Split Application process should be as follows:

1. Split Application taken by Zoning Administrator
2. Application sent to the Assessor for review
3. Assessor sends to the Treasurer for review
4. Treasurer returns to the Zoning Administrator
5. Zonings Administrator presents to the Planning Commission
6. Planning Commission sends back to the Assessor
7. Assessor sends to the County

MM by Warner to approve the Lot Split Application process as follows:

- 1. Split Application taken by Zoning Administrator**
 - 2. Application sent to the Assessor for review**
 - 3. Assessor sends to the Treasurer for review**
 - 4. Treasurer returns to the Zoning Administrator**
 - 5. Zonings Administrator presents to the Planning Commission**
 - 6. Planning Commission sends back to the Assessor**
 - 7. Assessor sends to the County**
- 2nd by Vermeesch. Motion carried 5-0.**

Old Business – Review Zoning Ordinance comments from County Planning Commission. The comments were all not available for the PC to review so Meyers will distribute the comments to the PC and make suggested changes to clean copy and distribute that also. Most changes are spelling, grammatical and body structure.

Announcements & Correspondence – There will be a Zoning Board of Appeals meeting on December 13, 2018 for education, training and orientation for new Z.B.A. Members.

Warner suggested the ZA and Planner review the time it may take for S.U.P.'s and Lot Split Applications to see if the fees should be increased.

Was announced that 40 acres of the Quarry on Norwood Road was sold.

Next Planning Commission meetings will be January 14, 2019 at 7:00pm at the Norwood Township Hall

Public Comment – Supervisor Ridenour said there will be a Board of Review meeting at 9:00 a.m. on Tuesday December 11, 2018.

Ridenour also reported on the status of moving the Township Hall to the property on Lake Street across from the Township Park. He said he met with the building movers and the historical architect and they said it was possible to move and update the current building without disturbing the Historical Significance.

Ridenour and PC members discussed getting a Park Committee organized.

Ridenour also stated the Township Attorney is working on language to opt out of the approval of being able to grow and sell marijuana on a commercial basis.

Meeting Adjourned at 8:04 p.m.

Submitted by Shari M. Jones, Recording Secretary