

Harlem Township Zoning Commission  
3883 South State Route 605  
Galena, Ohio 43021

February 8, 2021

Due to the Covid-19 restrictions placed by the Governor of Ohio this meeting was held via ZOOM.

Chair, Mike Kabler, called the February 8, 2021 workshop meeting to order at 7:30 p.m. Mr. Kabler asked for a roll call of members.

Members Present: Joni Manson, Alan Czako, Tom Nied, Mike Kabler  
Members Absent: Robin Lobenstein  
Alternate Present: Virginia Lewis  
Secretary: Sherrie Steele  
Zoning Inspector: Matt Kurz  
Trustees: Bob Singer, Dave Jackson  
BZA: Keith Campbell  
Public Present: Michael Bodak

Mr. Kabler stated Ms. Lewis would sit on the Commission this evening due to a vacancy on the board.

Mr. Kabler stated the next steering committee meeting would be held on March 8, 2021.

Mr. Kabler asked Mr. Kurz if he had anything to report to the Commission. Mr. Kurz stated there was nothing new since his report last week.

Michael Bodak asked for any updates on the 100+ acres property on Woodtown Road. Mr. Kurz stated that was the Tikson property. Mr. Kurz stated the property had been purchased and would be divided into 4 or 5 parcels. There is no proposed rezone at this time.

Mr. Bodak asked if the owners are splitting the property, would the lot splits go before DCRPC? Mr. Kabler stated if the land is divided into 5 acre or larger parcels it does not need approval from the DCRPC or the Harlem Township Zoning Commission unless they apply for a rezoning from AR-1 to FR-1.

Mr. Kabler stated there may be an application in the works for a Planned Commercial District. Mr. Kurz stated he had not received anything to date. Mr. Kurz stated he had been contacted by the realtor who informed him an application may be dropped off within the next two weeks. Mr. Kabler stated Mr. Kurz may want to advise the applicant to consider a Preliminary Meeting prior to scheduling a hearing to make sure all documents are correct. Mr. Kabler stated there is a fee but this allows the applicant 2 meetings to make sure the application is correct. Mr. Kabler stated the application would need to be submitted one week prior to March 1, 2021.

The secretary will provide a copy of the Preliminary Meeting form to the township Administrative Assistant to post on the website.

Mr. Kabler stated there are no minutes tonight for review. The secretary stated her computer is being repaired and she should have it back to prepare minutes by next week.

Mr. Kabler stated Chief Caito informed him the email update is still in process. The Trustees will discuss this further at their next meeting.

Mr. Kabler stated the updates for the new ZOOM contracts are being finalized. The Trustees are considering purchasing equipment for video and audio to allow the Zoom meetings to continue.

Mr. Kabler asked if there was anything under Old Business.

Mr. Kabler asked Commission members whether an applicant can present an 8 ½" x 11" map printed in color in lieu of the 11" x 17" map as required in the Procedural Guidelines. Mr. Kabler stated most people who are printing from home are unable to print an 11" x 17" map.

Ms. Manson stated as long as the maps are legible she has no problem with this. Mr. Czako agreed the maps need to be readable.

Mr. Kabler voiced concerns about the 8 ½” x 11” map being submitted. Commission members do not see the application until the Zoning Secretary distributes it to the members. Mr. Kabler stated the secretary normally receives the application along with the payment for fees.

Mr. Czako stated an 11” x 17” is recommended but he is okay with an 8 ½” x 11” as long as it is readable.

Mr. Kabler referred to the Procedural Guidelines, item #5. Mr. Nied suggested we could leave this item as is but add a line that the Commission will accept a smaller version as long as it is legible. Mr. Kabler asked if the Commission should update the Procedural Guidelines to allow for an 8 ½” x 11” map. Mr. Nied reminded the members that the county map room may not be open at this time. Mr. Kabler stated he does not have an issue with the size just the legibility.

Mr. Nied referred to item # 7 and stated there is no date requirement on surveys. Some surveys have been ten years old. Ms. Manson stated the receipt for the map has to be less than 30 days old. Mr. Kabler stated that is only if you get a map from the map room.

Mr. Nied offered to update the current Procedural Guidelines and email the changes to the Commission members for review.

Mr. Kabler referred to New Business.

Mr. Kabler had emailed to Commission members a checklist for completeness of a rezoning application. Mr. Kabler stated he uses this as he reviews the application. Ms. Manson stated item #7 and item #8 need to be corrected based on the earlier discussion.

Mr. Kabler asked Commission members if the checklist should be used for their own use or do we need to create a formal document. Commission members agreed this should be used for Commission members only as to not create any confusion.

Mr. Czako referred to the checklist and stated that prior to the hearing Commission members do not know if 13 copies have been presented or if a check has been presented.

Mr. Kabler asked Commission members to send any comments or concerns to him and he would update the document.

Mr. Kabler asked if there was any other business to be discussed.

Keith Campbell stated the BZA has a potential application. Mr. Campbell stated the applicant or representative was not present at last months’ meeting so the application was tabled. Mr. Campbell stated there is no access to the property. Mr. Campbell stated BZA members will be meeting with the Prosecutors’ office for legal advice.

Mr. Nied made a motion to adjourn. Mr. Czako seconded the motion. Mr. Kabler asked for a voice vote on the motion, all aye. Motion carried. The February 8, 2021 workshop meeting was adjourned at 8:38 p.m.

Respectfully submitted,

Sherrie Steele, Secretary

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Mike Kabler, Chair

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Joni Manson, Vice Chair