

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

September 12, 2022

Chair, Mike Kabler, called the September 12, 2022, workshop meeting to order at 7:30 p.m. Mr. Kabler asked for a roll call of members.

Members Present: Virginia Lewis, Joni Manson, Tom Nied, Mike Kabler (via Zoom)
Alternates Present: Brittany Hoperich, Bruce Hamill
Secretary: Sherrie Steele
Zoning Inspector: Matt Kurz (via Zoom)
BZA Present: Jim Steelesmith (via Zoom)
Public Present: Bruce McClary (via Zoom)

Mr. Kabler stated Mr. Clase had texted him and stated he would be a little late to the meeting.

Mr. Kabler stated Ms. Manson would run the meeting this evening as he had tested positive for Covid.

Ms. Manson asked if there were any comments from the public present on Zoom. There were no comments.

Ms. Manson asked Mr. Kurz if he had anything to report to the Commission. Mr. Kurz stated there have been 68 total permits to date. Thirty-one permits were for Single Family Residence, 28 for Accessory Buildings and the remaining were for pools and decks. Mr. Kurz stated there are still a few enforcement issues that have been slightly delayed as Beth Fligner has taken a new job and a new Prosecuting Attorney has been assigned to the township. Mr. Kurz stated there are no new applications at this time.

Mr. Kabler asked Mr. Kurz if there were any updates on the Beckner Rental properties. Mr. Kurz stated the request to modify the PCD has been put on hold because Mr. Beckner has had no time to address the issue.

Ms. Manson asked the secretary if she had anything to report at this time. The secretary had nothing to report.

Ms. Manson asked Mr. Nied if he had anything to report from the Strategic Planning Committee. Mr. Nied stated the SPC is currently setting up sub committees to assist with the planning. The sub committees may work on:

1. Managing volunteers
2. Township Finances
3. Township Infrastructure
4. Contacting developers
5. Township Communication

Mr. Steelesmith will be co-chairing the committee on contacting developers. Mr. Steelesmith will interview developers and identify owners of large parcels of farmland. Talks will be informal.

Mr. Nied stated the SPC may recommend to the Trustees that the township hire a full-time planner. Mr. Nied presented the Commission with a proposed chart of fee changes that Holly Mattei drew up. Mr. Nied stated the SPC will need to act so that Trustees can vote on the new fees at their January Organizational Meeting.

Mr. Nied called Ms. Mattei and asked her to discuss the proposed fee schedule with Commission members. Ms. Mattei joined via zoom. Ms. Hoperich asked how the fees were determined. Ms. Mattei stated the revenue generated from the proposed fees would cover the cost of a full-time planner for the township. Ms. Mattei stated an entry level planner would cost the township approximately \$50,000 per year. Ms. Mattei stated the fees generated by five planned districts

per year would cover the cost of a full-time planner. Ms. Mattei stated the township could also apply for the American Rescue Funds to help cover the cost of a full-time planner. Mr. Nied asked if Commission members could review the proposed fees so they could make a recommendation to the Trustees at their next meeting. Ms. Hoperich stated we need more data to accurately make a recommendation for changes to the fees.

Mr. Clase presented the Commission with a preliminary development plan for the Estates at Duncan Run. Mr. Clase presented a check # 3968 for \$500.00 to cover the costs of the two preliminary meetings. Mr. Clase stated he is looking for further input from Commission members before submitting the final development plan.

Ms. Manson stated Mr. Clase needs to follow Article 13 when submitting a development plan. Mr. Clase stated there is no intention of deviating from the standards in the planned district. Ms. Manson stated the preliminary development plan should cover everything that will go into the final development plan. Mr. Clase stated he is looking for feedback to the items covered in Article 13 before submitting the final development plan and is hoping this can be discussed at the preliminary meetings.

Ms. Lewis suggested that the Commission review what is being submitted tonight and Mr. Clase can follow up on the next version of the preliminary development plan.

Mr. Kabler stated the current form to request a preliminary meeting does not follow the requirements for a Planned Residential Conservation District. Mr. Kabler stated he is currently working on creating a new form.

Mr. Clase stated he will provide an itemized response to the standards in Article 13, sections 13.06 and 13.07.

Commission members scheduled the first preliminary meeting for the SREI property for September 26, 2022 at 7:30 p.m.

Mr. Clase then provided the Commission with a site analysis map for a property at 5749 Harlem Road, Galena, Ohio 43021 and stated he would like to schedule a walkabout with Commission members for the property. Mr. Hamill and Ms. Manson will attend the meeting. The secretary reached out to Trustee Richison who will also attend. Mr. Clase will contact DCRPC for a representative to also attend the walkabout. The walkabout has been scheduled for September 26, 2022, at 3:00 p.m.

Commission members reviewed the form Mr. Kabler had created to apply for a PRCD. Commission members made changes. Mr. Kabler will send updated copies to members.

Ms. Lewis made a motion to adjourn. Ms. Hoperich seconded the motion. Ms. Manson asked for a voice vote on the motion, all ayes. The September 12, 2022 workshop meeting was adjourned at 9:37 p.m.

Respectfully submitted,

Sherrie Steele, Secretary

Mike Kabler, Chair

Joni Manson, Vice Chair