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MAYOR
Lynn Eisentrout

FISCAL OFFICER
Kim Pulley

AGENDA
PLANNING & ZONING COMMISSION
March 7, 2018
7:00 P.M.

CALL TO ORDER

ROLL CALL

MINUTES: December 6, 2017
 January 3, 2018

NEW BUSINESS

- Chicken Ordinance
- Commercial Sign Code

VILLAGE PLANNING

ZONING OFFICER'S REPORT February 2018

OLD BUSINESS

ADJOURN

Next meeting to be held: P&Z Work Session 3/21/18 7:00 p.m.

COUNCIL MEMBERS

Tiffany Hughes
Jennifer Pauken

Michael Braun
Beth Bellomy

Diane Schrimpf
Tony Benedetti

**RECORD OF PROCEEDINGS
VILLAGE OF MINERVA PARK**

Planning & Zoning Commission

December 6, 2017

Minutes

Chairperson Pam Park-Curry called the meeting to order at 7:04 p.m.

Roll Call:

Chairperson Pam Park-Curry, Vice Chairperson Lisa Craddock-Thitoff, Mayor Lynn Eisentrout, Village Planner Eric Fischer, Code Enforcement Officer Scott Doellinger; Council Liaison Michael Braun and Citizen-at-Large Donna Kopeckey were excused.

Minutes:

Chairperson Pam Park-Curry moved to accept minutes from November 1, 2017 as amended; Vice Chairperson Lisa Craddock-Thitoff seconded; passed.

New Business:

- ❖ **Front Yard Gardens:** Code Enforcement Officer Scott Doellinger supplied notes regarding front yard gardens (attached). Zoning Clerk Lorry Roblin looked into localities Bexley, Dublin, Worthington, Hilliard, and Obetz. They did not have ordinances for front yard gardens. Village Planner Eric Fischer stated that they specifically might not use the term “front yard gardens” and that there could be other terminologies. Mr. Doellinger was hoping to further the discussion on front yard gardens, as the planting season will begin again in months. Mr. Fischer said another term that could be used regarding front yard gardens would be “natural landscaping.” Mr. Fischer stated that there are different things to consider- such as percentages of the yard and how to calculate when the yard is not a perfect square. Vice Chairperson Craddock-Thitoff asked if it would be possible to say no front yard gardens, and Mr. Fischer answered that, yes, it is possible but that someone might not have the proper backyard to garden. Mr. Doellinger planned to contact other code enforcement officers to see if they had other terms for front yard gardens, specifically Gahanna. An option could be to have a set definition for a front yard garden, such as soil that is tilled. Discussion ensued about two properties that in this past year had, by definition, similar gardening container set ups in their respective front yards. However, the consensus was that one of the properties appeared aesthetically pleasing, yet the other did not, and the latter is what the Planning & Zoning Committee would like to avoid. Mr. Fischer said that a key word that could be used when differentiating between these two examples could be maintenance- that the front yard gardens must be maintained regularly. Mayor Eisentrout expressed that she does not want to see this proceed with whatever option would be easiest, but that the time should be taken to work through these harder decisions to have good guidelines.

Village Planning:

- ❖ Mr. Fischer distributed a handout that described connected street networks. It depicted typical subdivision cul-de-sacs verses a well-connected street network. Mr. Fischer said that the key part of connectivity in subdivision design is not straight lines. The APA (American Planning Association)

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has guidelines that say that subdivisions should be designed in a circuitous motion, so that no single street jumps from one major arterial to another. In most modern subdivisions, a main complaint is that people that live there do not like people who do not live there cutting through their neighborhood. To discourage that, design is used. Mr. Fischer stated that the design for the connector road is not for easy cut-through traffic. The risk for increased cut-through traffic is not there, because the easier route would be to use Cleveland Ave and 161. People driving through might do so once and realize that it is not an effective route. Connectivity, when done properly gets rid of cut-through traffic and enhances safety by allowing first-responders access.

- ❖ Chairperson Pam Park-Curry asked about traffic calming and what could be done to ensure the safety of residents. Mr. Fischer responded that his recommendation would be to not add in traffic calming before the connection is made. There is an unknown, and so the actual traffic flow needs to be observed once it is actually established. Recommendations can be made after there is data, if there is a problem. It is possible there will not be a problem. Ms. Craddock-Thitoff stated that on other streets in the village, there is no traffic calming. Pam Park-Curry responded that yes, but it seems that more residents tend to walk on the south side. Discussion ensued about stop signs as a method for traffic calming.
- ❖ Chairperson Pam-Park Curry brought up the fact that there is going to be a playground by the area in which the connector street would go. Mayor Eisentrout said that there would be extra lots there as well. Park-Curry said that kids would be drawn to that area to play. Mr. Fischer said that there are things that can be done, such as putting up a fence. There was a lengthy discussion regarding safety issues. Safety is a big concern for the Planning & Zoning Commission, especially within regards to the potential connector road.

Vice Chairperson Lisa Craddock-Thitoff moved to recommend for a connector road of an extension of Alder Vista into the MI Development as a street (not an emergency-access only road) to Council; Chairperson Pam Park-Curry seconded; passed.

Roll Call:

Ayes: Craddock-Thitoff, Eisentrout, Park-Curry

Nays: None

Abstentions: None

Zoning Officer's Report:

- ❖ Scott Doellinger reviewed his report for the month of November 2017 (copy attached).
- ❖ There was a final court summons for 2655 Woodley, in which there was a bush growing over the curb and into the street. It has been removed but there is still a sight triangle issue.
- ❖ On November 14th, there were bandit signs. Mr. Doellinger removed all seven of the signs.
- ❖ A garage in disrepair is on 2655 Woodley. There are holes in the roof and in the siding.
- ❖ The Northwest storm water situation, in Mr. Doellinger's opinion, is that there needs to be an understanding of how functional the storm line (18-inch pipe) is. That pipe is supposed to take the storm water away from the Yasmin Market.
- ❖ There are no dead trees presenting any problems to the village.
- ❖ Mr. Doellinger is waiting for the property maintenance code to be approved.

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Minutes

- ❖ Mr. Doellinger showed some pictures of the corner of Woodley and Cleveland Avenue, where visibility is disrupted by the stone monument. He said this is a safety hazard, and the same thing happens on Wildwood. His recommendation is to take down the monuments now, and replace them in the spring. He recommends to put them similarly to where Jordan Rd. has them, as Jordan Rd's monument is appropriately placed. Mayor Eisentrout stated that they are very old and that if they are dismantled, they may not be able to be put back together again.
- ❖ Mayor Eisentrout and Mr. Doellinger took a drive through the commercial properties in the previous week to get a feel for what needs to be addressed.
- ❖ Pam Park-Curry inquired to see if Mr. Doellinger followed up on the dumpster that is uptown. There is trash that is around it that can be seen from Cleveland Avenue. It has been overflowing. She believes there might be people coming in from outside to throw things away.

Old Business:

- ❖ Lisa Craddock-Thitoff inquired about the next steps for the greenspace. Pam-Park Curry wrote down some notes from the previous work session (in which greenspace was discussed) and she passed these out. Discussion ensued about getting a map of Minerva Park. Mr. Fischer said that MI is still doing final plotting. In the meantime, before there is a map, there can be brainstorming about the greenspace.
- ❖ There will be no work session this month.

Chairperson Pam Park-Curry declared the meeting adjourned at 8:45 p.m.

Mayor Lynn Eisentrout

Chairperson Pam Park-Curry

Village of Minerva Park

Village Code Enforcement Officer Report

Scott Doellinger - Code Enforcement Officer Reporting

November

1	Removed temporary commercial signs	2
2	Removed signs posted on utility poles	9
3	Issued trash miss-use letters	3
4	Inspected the Village by car.	4
5	Visit business to update information and comply with sign ordinance	0
6	Fence permit applications	0
7	Variance application	0
8	Sign applications	1
9	Issued Court Summons	1
10	Wrote / researched revised / new ordinances	1
11	Communicated with Franklin County Building department	1
12	Advised future residents of Ordinance requirements (Letters to active re:	0
13	Photographed ordinance violations	30
14	Wrote letters advising of violations and required changes	4
15	Wrote Villager article	0
16	Verbal communication about ordinance violations	0
17	Tall Grass letters delivered	0

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19 Success Stories

20	Fence permitting progressing well	4
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23 Challenges

24	Stormwater management in north-west portion of the Village.
25	Next spring and Front yard Gardens
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29	Address	Issue	Action	Response
30	5424-5444 Cle	Non-Compliant Fence	Meeting to be scheduled	
31	5474 Cle	Dilapidated Property	Starting to build case	State of Ohio Building
32	Miller Rainey			Inspection
33			Using Village Ordinances	
34			to achieve improvements	
35			Case built	Invitation for a face
36				meeting being sent.
37			Photographed building	
38			Signs of animal entrance	

39	2517 MLR	Trailer in driveway	Letter	On going
40				
41	5216 Wbridg	Comm Trailer	Letter delivered Saturday	
42				
43				
44				
45	Address	Issue	Action	Response
46	MLR	Over-grown RR Property	Gathering Information	NA
47			Expect to re-start	
48			investigation	No action yet
49				Low priority
50				
51				
52				
53				
54	2655 MWD		Fence Permit still needs to be filled	Scott to handel directly

58 **Dangerous trees near roadways**

59	Address	Issue	Action	Response
60	DEAD / DECLINING TREES			
61				
62	Pending Legislation			
63		Fence	Written, Ready for review	Passed on to
64		Shed	Written, Ready for review	Passed on to
65		Dumpster Enclosure	Written, Ready for review	Passed on to Legislative
66		Dish Antenna	Written for review / comment	
67		General Property Maint	Written for review / comment	

70 **Future Focus**

71		Legislation	Continue to write	
72		Signage	Visiting all businesses	
73		Mailboxes	Second visit, personalized	Village covered
74			letter will be delivered,	
75		Vegetation over streets	Villager letter	In progress

**RECORD OF PROCEEDINGS
VILLAGE OF MINERVA PARK**

Planning & Zoning Commission

January 3, 2018

Minutes

Chairperson Pam Park-Curry called the meeting to order at 7:05 p.m.

Roll Call:

Code Enforcement Officer Scott Doellinger, Chairperson Pam Park-Curry, Mayor Lynn Eisentrout, Council Liaison Michael Braun, Village Planner Eric Fischer, Vice Chairperson Lisa Craddock-Thitoff, Citizen-at-Large Donna Kopecky arrived late.

Election of Chairperson and Vice Chairperson:

- ❖ Mayor Eisentrout opened the floor for nominations for Planning & Zoning Commission Chairperson and Vice Chairperson.

Councilman Braun nominated Pam Park-Curry for Chairperson; Mayor Eisentrout seconded; passed.

Chairperson Pam Park-Curry nominated Michael Braun for Vice Chairperson; Mayor Eisentrout seconded; passed.

New Business:

- ❖ **Front Yard Gardens:** Code Enforcement Officer Scott Doellinger shared a power point presentation with images of different types of front yard gardens. Mr. Doellinger stated that localities near Minerva Park do not have ordinances for front yard gardens. He has brought up Front Yard Gardens to start working on writing an ordinance before the growing season- if it is what the Village desires. Councilman Braun stated that he is not against front yard gardens, but he is against front yard gardens that are not properly cared for. There was a lengthy discussion involving what could be regulated: containers, edges of the garden, percentages of the front yard, and other various landscape and lawn requirements. Currently there are no restrictions for front yard gardens. The Planning & Zoning Committee repeatedly came back to the topic of maintenance- that the idea of a front yard garden is acceptable and allows for a creativity that could enhance Minerva Park's uniqueness, provided that the area that would be cultivated would be well maintained. Mr. Fischer stated that if the idea of a well-maintained front yard garden is acceptable to the Planning & Zoning Committee, then there is no need for further regulation, seeing as there are no regulation precedents that will not allow for a front yard garden. He said there is the weed and grass code as well as the new property maintenance code that would allow for the regulation of maintenance of front yard gardens. He said that once there is a year of enforcement via the property maintenance code to see how that works for front yard gardens, then the issue can be revisited for its' effectiveness.

Village Planning:

- ❖ Mr. Fischer said that the next step for planning for greenspaces would be to get a visual (map) in

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Planning & Zoning Commission

January 3, 2018

Minutes

front of the committee to be able to look at the different public areas. It would be a good resource to have an overview of the Village. Then the committee can be able to plan/visualize/brainstorm what would be desired for the areas, whether it be natural landscape, playgrounds, greenspace, etc. Citizen-at-Large Donna Kopecky asked if MI had plans for the greenspace because she thought she had seen them before. Mr. Fischer said no, they just had set aside areas for the different phases. Lisa Craddock-Thitoff said that she was concerned that MI already is going ahead and planning these greenspaces because she has seen that there are new trees and shrubs by the lake. Chairperson Pam Park-Curry asked if the committee does research for the types of plants they would like for areas around the pond and then meet with MI's planner for implementation. Mr. Fischer said that- essentially, yes that is what could happen. Mr. Doellinger suggested to start with broad goals of the greenspaces. Mr. Fischer said that at the February 7, 2018 Planning and Zoning meeting would be a good time to brainstorm and get ideas to work through before inviting resident experts.

Code Enforcement Officer's Report:

- ❖ Scott Doellinger reviewed his report for December 2017 (copy attached).
- ❖ ABC Home Care & Nursing Services has a sign request coming in that is struggling to meet the ordinance. Mr. Doellinger can only approve signs as they meet every aspect of the ordinance. If not, they must get a variance.
- ❖ At 2515 Minerva Lake Road there was a trailer frequently parked in front of the residence. Mr. Doellinger said it would not be there for the winter.
- ❖ In the Village Update, there is an article Mr. Doellinger wrote about sight triangles. Sight triangles are there to prevent accidents- so there is visibility to see cars, pedestrians, etc.
- ❖ The dumpster at the uptown center are in process of being taken care of. Mr. Doellinger has been photographing the state of the dumpsters. He has documentation of trash and pallets in front of the dumpsters. This dumpster is emptied once a week on Tuesdays. Chairperson Pam Park-Curry said she has witnessed the dumpster overflowing by Sunday and that it seems like there is more garbage than the dumpster can hold. Mr. Doellinger stated that by going through some of the trash in the dumpster he can tell that people that are not tenants are using the dumpster. Councilman Braun stated that if the dumpster is overflowing with trash from non-residents, then that is the tenant's problem to address, not Minerva Park's problem to discern where the trash came from. Mr. Doellinger believes that the best solution is to move the dumpsters behind the shopping center. To do that, the alley needs to be improved and in service. The dumpsters are starting to be locked.
- ❖ The stone markers that designate Minerva Park on two streets are blocking visibility. Mr. Doellinger thinks that they should be moved so that they will not cause visibility issues for drivers. The stone marker on Jordan Road is not in the sight triangle and is not an issue. Councilman Braun assumed that at one point in time before Cleveland Avenue was widened that the stone markers were not blocking the view. On the topic of signs. Mr. Fischer brought up demarcating street signs with Minerva Park's emblem.

**RECORD OF PROCEEDINGS
VILLAGE OF MINERVA PARK**

Planning & Zoning Commission

January 3, 2018

Minutes

Old Business:

- ❖ No old business was discussed.
- ❖ There will be no work session on January 17, 2018.
- ❖ February's work session will be on February 21, 2018 at 7:00 p.m.

Chairperson Pam Park-Curry declared the meeting adjourned at 8:27 p.m.

Mayor Lynn Eisentrout

Chairperson Pam Park-Curry

Village of Minerva Park

Village Code Enforcement Officer Report

Scott Doellinger - Code Enforcement Officer Reporting

December 2017

1	Removed temporary commercial signs	2
2	Removed signs posted on utility poles	0
3	Issued trash miss-use letters	0
4	Inspected the Village by car.	4
5	Visit business to update information and comply with sign ordinance	15
6	Fence permit applications	0
7	Variance application	0
8	Sign applications	1
9	Issued Court Summons	0
10	Wrote / researched revised / new ordinances	1
11	Communicated with Franklin County Building department	1
12	Advised future residents of Ordinance requirements (Letters to active re:	1
13	Photographed ordinance violations	32
14	Wrote letters advising of violations and required changes	4
15	Wrote Village Update article	1
16	Verbal communication about ordinance violations	1
17	Tall Grass letters delivered	2

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19 Success Stories

20	Trailer out of the driveway at 2515 Minerva Lake Road
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23 Challenges

24	Storm water management in north-west portion of the Village.
25	Next spring and Front yard Gardens
26	Sight Triangles

27

28 Continuing Interventions

29	Address	Issue	Action	Response
30	5424-5444 Cle	Non-Compliant Fence	Meeting to be scheduled	
31	5474 Cle	Dilapidated Property	Starting to build case	State of Ohio Building
32	Miller Rainey			inspection jurisdiction
33			Using Village Ordinances	
34			to achieve improvements	
35			Case built	Invitation for a face to face
36				meeting being sent.
37			Photographed building	
38			Signs of animal entrance	

39	Address	Issue	Action	Response
40	MLR	Over-grown RR Property	Gathering Information	NA
41			Expect to re-start	
42			investigation	No action yet
43				Low priority
44				
45				
46				
47				
48	2655 MWD		Fence Permit still needs to be filled	Scott to handle directly

49

50 **Dangerous trees near roadways**

51	Address	Issue	Action	Response
52	DEAD / DECLINING TREES			

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54	Pending Legislation			
55		Fence	Written, Ready for review	Passed on to Legislative
56		Shed	Written, Ready for review	Passed on to Legislative
57		Dumpster Enclosure	Written, Ready for review	Passed on to Legislative
58		Dish Antenna	Written for review / comment	
59		General Property Maint	Written for review / comment	

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62 **Future Focus**

63		Legislation	Continue to write	
64		Signage	Visiting all businesses	
65		Mailboxes	Second visit, personalized	Village covered
66			letter will be delivered,	
67		Vegetation over streets	Update article	

Village of Minerva Park

Village Code Enforcement Officer Report

February 2018

Scott Doellinger - Code Enforcement Officer Reporting

1	Removed temporary commercial signs	0
2	Removed signs posted on utility poles	0
3	Issued trash miss-use letters	0
4	Inspected the Village by car.	3
5	Visit business to update information and comply with sign ordinance	3
6	Fence permit applications [Patrick Painter	1
7	Variance application [2749 MLR Alex Stricker, continuing]	0
8	Sign applications [5362Cleveland , ABC Hone Care] CANCELLED will use window sign	0
9	Issued Court Summons EnoCam Parking	1
10	Wrote / researched revised / new ordinances	0
11	Communicated with Franklin County Building department	2
12	Advised future residents of Ordinance requirements	1
13	Photographed ordinance violations	14
14	Wrote letters advising of violations and required changes	3
15	Unlicensed / inoperative vehicle	1
16	Dailey Recorded dumpster condition at the Uptown and Downtown Centers	24
17	Phone calls notifying of ordinance violations	2
18	Uptown Shopping Center	2
19	Downtown Shopping Center	1
20	Email responses	8
21	Wrote Village Update article	1
22	Verbal communication about ordinance violations	3
23	Inquiry of home based business	1
24	Tall Grass letters delivered	0

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26 Success Stories

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30	Future Focus
31	Storm water management in north-west portion of the Village.
32	House Addresses
33	Sight Triangles

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35 **Continuing Interventions**

Address	Issue	Action	Response
5424-5444 Cle	Non-Compliant Fence	Meeting to be scheduled	
5474 Cle Miller Ranney	Dilapidated Property	Letter sent no response	
		Photographed building	
		Signs of animal entrance	
Address	Issue	Action	Response
MLR	Over-grown RR Property	Gathering Information	NA
		Expect to re-start investigation	No action yet
			Low priority
2655 MWD		Fence Permit still needs to be filled	Scott to handle directly

56

57 **Dangerous trees near roadways**

Address	Issue	Action	Response
DEAD / DECLINING TREES			

60

64 **Future Focus**

	Legislation	Continue to write	
	Signage	Visiting all businesses	
	Mailboxes	Second visit, personalized	Village covered
		letter will be delivered,	
	Vegetation over streets	Update article	
	House numbers	Update article	

70