



MAYOR
Lynn Eisentrout

FISCAL OFFICER
Kim Pulley

AGENDA
PLANNING & ZONING COMMISSION
June 5, 2019
7:00 P.M.

CALL TO ORDER

ROLL CALL

MINUTES:

March 20, 2019 Work Session
April 4, 2019
May 8, 2019

ZONING OFFICER'S REPORT May 2019

NEW BUSINESS

- Parking Requirements for Boats, Trailers, RVS, etc.
- Sign Code Changes

OLD BUSINESS

ADJOURN

COUNCIL MEMBERS

Diane Schrimpf
Joseph Curl

Matthew Star
Lori Howard

Tony Benedetti
Tiffany Hughes

**RECORD OF PROCEEDINGS
VILLAGE OF MINERVA PARK**

Planning & Zoning Commission

March 20, 2019

Minutes

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

Roll Call: Chairperson Pamela Park-Curry, Mayor Lynn Eisentrout, Council Liaison Tony Benedetti, Village Planner Eric Fischer, Citizen-at-Large Lisa Craddock-Thitoff

Audience: Council President Schrimpf, Councilman Star

Village Planner:

- ❖ A lot of permits in for M/I.
- ❖ There is a permit for a house on Minerva Lake Rd.

- ❖ The Code Enforcement Officer will be at the next Council Meeting.

Greenspace Planning Update:

- ❖ Council was given the original landscape design services contract. After a lot of discussion, they decided to fund the part for Swale Reserve G. Chairperson Park-Curry knew they would probably make an adjustment, but she was surprised it was so low. Mr. Fischer said it's a learning process with Councils. Councilman Benedetti said that the way they are viewing it is as seeing as an example of what she is going to do.
- ❖ Chairperson Park-Curry looked at the budget and contacted Fiscal Officer Kim Pulley and found some additional amounts that could have been a part of the landscape architect's budget. Chairperson Park-Curry would like to see is that when Council is comfortable, they appropriate more money to Planning and Zoning so that they aren't spinning their wheels without it being funded. Chairperson Park-Curry wants appropriations in the budget in which Planning and Zoning can draw upon to actualize what Planning and Zoning plans. She estimated about \$30,000 for a budget. Discussion ensued about the budget.
- ❖ Councilman Benedetti wants an overall plan of what's going to be in the Village. For example, a sledding hill, parks, or frisbee golf. Councilman Benedetti said that Planning and Zoning that should initiate this conversation and come up with an overall plan for what they're going to do in the Village.
- ❖ Chairperson Park-Curry would like to get a map of the entire village and then start indexing all the public lands on that map. The purpose would be to get a good idea of where easements are, where the right of ways exist, where the recreation areas are, to get a good idea of when there is space in the Village. Mr. Fischer said that there is preliminary GIS. He said that they should be able to get a preliminary map.
- ❖ MI will be putting in a basketball court.
- ❖ The parking of recreational vehicles was discussed. Mr. Fischer said that in one part of the code, people are allowed to have a recreational vehicle up to 48 hours and in another it's 72 hours. He said the stricter rule then applies. Additionally, different placements of the vehicles on site should be discussed. Councilman Benedetti agreed that it is contradictory. Mr. Fischer recommended eliminating certain sections of the code that were contradictory and then rewriting things. Councilman Benedetti wanted Council to review the code fist. Discussion ensued at the process. Mayor Eisentrout said that the process they decided on a year ago was to work on the planning and

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then going forward, it goes to legislation, then if necessary, to go back to legislation. She pleaded for everyone to work together.

- ❖ Mr. Fischer read off pieces of the code:

The Planning and Zoning Commission shall:

(a) Conduct studies and surveys relative to overall planning for the growth, development, redevelopment, rehabilitation and renewal of the village, prepare such plans, reports and maps as are required to support their findings, and make such recommendations to Council as it feels are in the best interests of the village;

(b) Continuously review and report to Council its recommendations concerning the village's capital improvement programs and the village's subdivision, platting and zoning ordinances and regulations;

(c) Cooperate with other governmental or private planning agencies, securing such studies, surveys and reports prepared by such agencies to ensure maximum benefits for the village;

(d) Review and approve or disapprove all plans to change, relocate, widen, extend or vacate streets, alleys, parks, playgrounds, recreation areas and other public ways and places, including such drawings and data required to be submitted with the application. The Commission is hereby empowered to request and to require such additional data and drawings as are deemed necessary to render a decision on the application submitted;

(e) Review all requests for rezoning or variances from existing zoning or building regulations. Such applications and the Commission's recommendations shall be forwarded to Council for final approval or disapproval; and

(f) Establish such rules, regulations and procedures as are necessary to ensure the prompt and orderly processing of all matters brought before it, including coordination with the Village Fiscal Officer, Engineer, Building Inspector and such other officials as shall be deemed necessary.

- ❖ Pam Park-Curry went through itemized list of the previous Code Enforcement Officer's list and items were taken off if they were not applicable or too far detailed architecturally.
- ❖ Garage sale permits were discussed. Some municipalities have permits and signs to give out. They will be looking up Pataskala's garage sale permits.
- ❖ Right of ways and maintaining the right of ways responsibilities was discussed.
- ❖ They will be finding a couple of examples of temporary signs.
- ❖ The chickens legislation will be going to Council.
- ❖ The tree legislation was discussed in the past. Mr. Fischer said that the Village is generous when it comes to trees in regards to trimming and taking them down. He explained situations where trees fall and who's responsibility it is.
- ❖ Home occupation permits were discussed. The way the code is written is old and outdated.
- ❖ The location of the basketball court was discussed.

The meeting adjourned at 8:40

Mayor Lynn Eisentrout

Chairperson Pam Park-Curry

**RECORD OF PROCEEDINGS
VILLAGE OF MINERVA PARK**

Planning & Zoning Commission

April 3, 2019

Minutes

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

Roll Call: Chairperson Pamela Park-Curry, Mayor Lynn Eisentrout, Council Liaison Tony Benedetti, Village Planner Eric Fischer, Citizen-at-Large Lisa Craddock-Thitoff, Donna Kopecky

- ❖ There were questions about the variance for the fence. The first part of the variance is because it's in the building setback line. Also, it is too far forward on the side yard.

Minutes:

Pam Park-Curry moved to accept the minutes of the February 6, 2019 meeting as amended; Councilman Benedetti seconded; passed.

New Business:

- ❖ Parking and Recreational Vehicle Ordinance Discussion:
- ❖ Councilman Benedetti asked if the Code Enforcement Officer had the authority to enforce the codes of 452. Mr. Fischer replied that yes, he believes so if it falls within private property. The definitions of parking could be moved. They should set down an acceptable set of parameters for how a recreational vehicle should be parked up against or around a structure so it could be clarified. Councilman Benedetti also said that it was not just recreational vehicles, but things like boat trailers. There is a discrepancy between 48 hours and 72 hours of how long a vehicle can be parked. There are lots of things to consider to what's acceptable in the community. They need to decide if things can be stored full time. Councilman Benedetti said that there is no limit to rear yard parking. RVs and trailers should be considered. Chairman Park-Curry wondered if the size of the RVs should be talked about in the code. Mr. Fischer said that temporary occupancy of an RV was not allowed. They explored hypothetical situations in which occupancy can be considered. Mr. Fischer said he would put together things to look at, such as distance from houses and allowing RVs in a backyard. He wouldn't recommend a ban of RVs. The topic of improved surfaces was brought up. Mr. Fischer said that they would have to get specific on how they would define any in-between stages of surfaces.
- ❖ Commercial Sign Discussion:
- ❖ Mr. Fischer said that Council requested Planning and Zoning to work on commercial signs. The issue isn't maintenance, whether it is chipping or falling apart, that's a citable offence. What is not a citable offence is whether or not a sign of any kind can go in the box. If there is a sign face on it, it looks good. They should be determining what should go in there when there is no sign. Vacancy leads to further deterioration on the long term. Mr. Fischer said they could require that something be in the sign, such as a cover or a picture. They could define it as the sign face itself be occupied by a blank strip that matches the box. Councilman Benedetti said that the signs should be re-inspected every two years. The current status of sign faces and abandoned signs was discussed. The problem is that if there is a sign with a good condition after a business has left, you could take out the sign even if it looks okay, and it could be left with the vacant box that doesn't look as nice. Donna Kopecky suggested something that matches the façade. They have to update the code that's no longer valid and they want to make the process streamlined.
- ❖ Mayor Eisentrout said she wants to make sure that when they do address temporary signs, they won't be like cardboard with duct tape. Mr. Fischer said they would address certain materials, making sure they are properly secure, and professionally made.

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- ❖ Chairperson Park-Curry wondered about litter control. Mr. Fischer said they can cite those offenses. There is a dumpster where there is always a lot of debris.
- ❖ Chairperson Park-Curry was wondering about police calls to basketball courts. She said that she could put in a public records request to Columbus to see if police get called to basketball courts. Mr. Fischer passed out an idea of where the basketball court would be going in. It's roughly a 100 x 75 ft square. It outlined the existing playground, the intersection, the areas to be donated to the Village. Mr. Fischer said that the playground an active playground. Chairperson Park-Curry wondered if it could be placed where it could kind of be its own thing. Some people want it front and center as a focal point. The location of the basketball court was discussed at length. The committee wondered about different fence types that could surround the basketball courts.
- ❖ The idea of a dog park was brought up. They require a lot of maintenance. A natural agility course was suggested.
- ❖ Donna Kopecky suggested a community Pinterest board where it is a public forum for pictures. Residents can share pictures ideas for greenspace planning.
- ❖ Chairperson Park Curry wants maps of the Village where they can point out different areas. She said the greenspace planning is going to be a master plan.

The meeting adjourned at 8:37 p.m.

Mayor Lynn Eisentrout

Chairperson Pam Park-Curry

RECORD OF PROCEEDINGS
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Planning & Zoning Commission

May 6, 2019

Minutes

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

Roll Call: Chairperson Pam Park-Curry, Donna Kopecky, Village Planner Eric Fischer, Lisa Craddock-Thitoff, Rachel Harkleroad (Studio 328), Mayor Eisentrout, Council Liaison Tony Benedetti

Minutes:

Chairperson Pam Park-Curry moved to table the sets of minutes; Councilman Benedetti seconded; passed.

New Business:

- ❖ The landscape planner Rachel Harkleroad stated that they would be reviewing the construction documents for Reserve G. She passed out copies of the plans. The drainage swale plantings are time critical because now that MI has that area graded, they need to get seed down. They will need to stake out the area and send in the seed mixes they propose to use. The drainage swale mix is a mix of native grasses and native wildflowers. It will promote vegetative cover for the area. It will take three years for full coverage and full blooms. The plans include the maintenance program. There will have to be an additional mow once it gets to a certain height and certain time per year. There is about 53,000 sq. ft of detention basin planting seed mix, and another 69,000 sq. ft of the lawn seed that will buffer that area. M/I will be doing the seeding.
- ❖ Tree plantings were proposed. They will help take some standing water in case of standing water after a bad storm. Additionally, they will be a buffer for the homes and start to create a parkland area. Trees help with pollinators and birds and by helping to establish ecosystems. All plantings proposed are natives. Willows, River birch, Paw Paw, Sweetgum and Scarlet Oak were suggested trees. Rachel Harkleroad suggested some additional evergreens and semi-evergreens. Ornamental trees mean flowery and berry trees. The plans have the sizing of the trees in the plant list. Specifications describe to the contractor what needs to be done to prepare, plant, and maintain the area. This information is also vital for the Village to know how to maintain. The trees can be planted at anytime and in any phase that the Village wants to do, it doesn't have to be all done at once. Plantings are not recommended between July and September.
- ❖ West Headwall is on Quiet Brook Vale. There is a steep drop on the edge of headwalls, so the grouping of shrubs is there as a barrier. It also helps beautify the area. Winter King Hawthorns have berries in winter and white flowers in the spring. The headwall idea is something they can look on repeating throughout both sides of the Village for unification. The East Headwall is simpler because there's already a lot of large trees and the lawn is establishing well on the slope. Rachel Harkleroad tried to pick plants that wouldn't be hard to source.
- ❖ Trees installed are anywhere between \$450 and \$600 apiece. The total cost of Reserve G is \$33,600. The detention area is \$21,300. The Village could choose just to do around 5 trees a year. The main priority is getting the detention seed mix in. Most of the buffer lawn is in. Chairpersons Park-Curry asked if the Village would have to worry about weeds. Instructions for weeds are laid out in the maintenance plan in the construction documents. The Village could have people donate trees.
- ❖ The list of priorities for Planning and Zoning:
 1. Defining how businesses should cover empty sign space
 2. Improved surface for parking boats, trailers, etc. include RV parking regulations
 3. Home occupations

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May 6, 2019

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4. Maintenance of sidewalks; residents maintaining ROW
 5. Temporary signs for business openings
 6. ROW and residents building on ROW
 7. Knowing what properties are rental property and having owner contact information
- ❖ In order to help everyone, Mr. Fischer will be prioritizing everything for the RV and parking regulations by the next meeting.
 - ❖ Donna Kopecky asked about what they could do for defining how a business should cover up empty sign spaces. Mr. Fischer said that by the next meeting that he would get language together for Planning and Zoning to review and make changes, then it can be sent to legislative committee and council.
 - ❖ For commercial permits, Blendon Township is the designated building department. Lisa Craddock-Thitoff asked if the Village has a say on what the commercial properties do aesthetically and externally. Mr. Fischer said they may need permits for a change of materials. There is no approval process in the regard of aesthetics. If there is a face change or adding a sign, the code must be followed. On sign permits, a rendering of the sign must be submitted.
 - ❖ Lisa Craddock-Thitoff has been in contact with landscapers, they have talked about the circles and have found a tree and had a price from Oakland. She is looking for a quote for the things that the landscaper has done in the past. Mayor Eisentrout would like to see the mulch included in the price.
 - ❖ At the next meeting, the tree list will be looked at. Councilman Benedetti suggested looking at the existing code for home occupation.
 - ❖ Mr. Fischer said that they can make decisions on different parts of the code for the parking areas of the code.
 - ❖ Stormwater and grading issues were brought up. There was a successful Streets committee meeting the previous day.

The meeting adjourned at 8:21 p.m.

Mayor Lynn Eisentrout

Chairperson Pam Park-Curry

VILLAGE OF MINERVA PARK
ZONING & CODE ENFORCEMENT REPORT - May 2019

Address	Date	Violation	Code Section	Description	Letter Sent	Correct By	Letter #	Closed/Abated	Notes
2863 Lakewood Dr	5/3/2019	High Grass	665.01	High Grass	5/3/2019	5/13/2019	1	Closed	Grass has been cut. In compliance
2597 Briar Rose	5/10/2019	Fence Permit		Fence permit and application				Closed	Permit granted and delivered
4946 Fairview Rd	5/9/2019	Fence Permit		Fence permit and application				Closed	Permit granted and delivered
3134 Green Line Way	5/9/2019	Fence Permit		Fence permit and application				Closed	Permit granted and delivered
3142 Green Line Way	5/9/2019	Fence Permit		Fence permit and application				Closed	Permit granted and delivered
4938 Fairview Rd	5/9/2019	Fence Permit		Fence permit and application				Closed	Permit granted and delivered
5360 Ponderosa Dr	5/20/2019	Inoperabe Vehicle	1482.08	Inoperable Vehicle	5/20/2019	5/30/2019	1	Closed	Truck in driveway with flat tires. Follow up on 5/30. Vehicle repaired
3193 Yellow Finch Way	5/20/2019	Grass	665.01	High Grass	5/20/2019	5/25/2019	1	Closed	High grass cut
3034 Green Line Way	5/20/2019	Patio/Deck		Application for Deck & Patio				Closed	Permit granted and delivered
3134 Green Line Way	5/20/2019	Fence Inspection		Inspect fence for any violations					Complaint. Neighbor did not complete their fence and attached their new fence to neighbors. Eric had discussion with property owner to correct problem.
5336 Minerva Lk	5/20/2019			Address doesn't exist					No Address
3042 Green Line Way		Fence Permit						Closed	Permit granted and
2710 Maplewood Dr	5/22/2019	High Grass	665.01	High Grass	5/22/2019	5/27/2019	1	Closed	High grass cut

2711 Maplewood Dr	5/22/2019	Commercial Vehicle	1282.08	Commercial vehicle(s) parked on residential property	5/22/2019	6/1/2019	1	Closed	Two commercial dump trucks. Two pick-up trucks with trailers carrying scaffolding. Spoke with owner asked to remove from property. He explained frustration and I explained the process that we would take from our office. He said he would like to speak before council.
2759 Maplewood Dr	5/22/2019	Complaint of business being operated for the residential property.						Open	Property has two working vans parked outside the residential property. One pick-up truck. Van has not lettering nor does the pickup. No violations. Continue to observe for business activity.
2846 Minerva Lk	5/24/2019	High Grass	665.01	High Grass	5/24/2019	5/29/2019	1	Open	High Grass Cut
3003 Minerva Lk Rd	5/30/2019	High Grass	665.01	High Grass	5/30/2019	6/4/2019	1	Open	High Grass Not cut. Will send second letter.
2661 Woodley Dr	5/30/2019	High Grass	665.01	High Grass	5/30/2019	6/4/2019	1	Open	High Grass Not cut. Will send second letter.
3110 Minerva Lk Rd	5/30/2019	Trash		Complaint of Trash				Closed	No Trash
3138 Minerva Lk Rd	5/30/2019	Commercial Vehicle	1282.08	Commercial vehicles. Inoperable vehicles.				Open	Sent more than 4 letters. Property owner has not complied. Will take next step for non-compliance.
2839 Park Lane	5/29/2019			Complaint of neighbors tree that may fall in rear of their property					Neighbor complained about "if" the neighbors tree that appears dead might fall on their property. No tree had fallen on the property.
2668 Maplewood	5/31/2019	High Grass	665.01	High Grass	5/31/2019	6/4/2019	1	Open	Will be inspected today.
2576 Minerva Lk Rd	5/3/2019	High Grass	665.01	High Grass	5/3/2019	5/13/2019	1	Closed	High Grass Cut