

**LITCHFIELD TOWNSHIP ZONING COMMISSION
OCTOBER 9, 2018**

Members in attendance: Borling, Wargo, Comuzie, Page and Secretary Fozio
BZA: Mitch Hook

Borling began the meeting at 6:35pm with the Pledge of Allegiance.

Borling noted that Baluch will not be in attendance and there is not an alternate for the board at this time. He also noted that he will not be attending the APA conference; Wargo said he is not either; Borling said he will be attending the OTA training and when he received more information on it he will forward it to the board.

Borling asked for corrections or modifications from the September minutes that were dispersed via email. Wargo asked for the wording for the August meeting minute correction be changed to better reflect he was in attendance, but the August minutes listed him twice and Baluch not at all; Wargo and Page each noted additional small correction. Borling accepted the September minutes as corrected to be put into the record.

Borling moved to committee reports:

TRUTEES:

Horvath recognized a resident in the audience as interested in sitting on the board. Mathew Miller introduced himself. Horvath said the township trustees association is hosting an Agritourism speaker at the October 18th meeting starting at 7:00pm at Montville; he asked that board members let him know if they are interested in going so he can let the association know and it will count as training hours for the year. Borling asked where the township is with the pending agritourism litigation; Horvath said the township is one of the first to go to court and he does not have new information from the trustees at this time.

ZONING INSPECTOR:

Noderer said he has nothing new to report at this time and if board members have questions they are free to ask.

Horvath asked board members if they noticed the changes taking place at the corner of Vandemark with the used car lot. Borling noted the property can still become a dealership. Wargo asked if any future business would need a site plan. Noderer said yes, he would consider it a change in use; he would also need an occupancy permit from the building department for the barn. Borling said the issue should be a consideration for future site plans.

Page let Horvath know the Zoning Inspector reports are behind on the website and any effort to keep them up to date is important; she also noted the zoning commission meeting minutes are up to date.

BZA:

Mitch Hook said he attended a township hearing for his training hours; there is nothing to report for the BZA.

Page took a minute to update Horvath that she volunteered to create board member job descriptions that can go into the employee handbook; there is still confusion if members are township employees or not; she said the months there is no zoning to discuss the board can discuss administrative items such as standing rules; she will have some standing rules prepared for the January meeting.

TRAINING COMMITTEE:

The training committee will commence with action at the first of the year.

Borling noted the board received a submission from the Zoning Inspector at the last meeting that will be tabled to the November meeting; he asked Noderer if he can offer in writing his justification for the changes; Noderer said he can talk about it tonight; Borling said it is getting tabled to next month.

Borling moved onto the topic for the night and let the board know that he and Fozio met with Horvath to discuss how the board can assist in streamlining the site plan process; it will save time for the board and the applicant. He moved to the proposed Site Plan Checklist that was handed out in hard copy to board members; he explained the checklist will help assist applicants to be better informed when submitting a site plan and will allow applicants to better understand the zoning resolution. Fozio said that Medina Township and Lafayette Township are two examples of local township that have such a form; anyone can do an internet search and find such documents and it seems that maybe Litchfield is behind in not having one. Borling went over the proposed list and explained that after the board is complete with changes the form will be forwarded to the trustees for approval; all board members felt the form would be beneficial to assist in the site plan process via the zoning inspector and applicants. Wargo find it helpful that the form restates the site plan requirements. Discussion took place among board members on how they felt the form can be changed to be the most helpful.

Borling said he will make the suggested changes for a second draft by the next meeting. Mr. Miller asked the board a couple questions about the site plan process.

Wargo made a motion to adjourn at 8:00pm, seconded by Comuzie and approved by all.

Dave Borling-Chairperson

Melissa Page-Vice Chairperson

Please Note: Meeting minutes are not verbatim. Approved meeting minutes are the official record of the meeting.

See Attachments