

Greenfield Township Zoning Commission

Meeting Minutes

Tuesday, September 24, 2024

- **Call to order**

The Meeting was called to order by Jeff Zech, Chair, at 6:00 p.m. on Tuesday, September 24, 2024, the Greenfield Township Fire Department Meeting Room. The Pledge of Allegiance was recited at the opening of the Meeting.

Trustee, Dave Cotner, swore in David Delong who will serve as a member of the Commission due to transition of Amy Brown to the BZA.

Trustee, Dave Cotner, informed the Commission, "Builders are requesting three houses per acre."

Roll call

The Chair requested a roll call:

Jeff Zech, Chair
Patrick Callahan, Vice-Chair
June Queen, Secretary
David Delong – new member (first meeting)

Kim Wickham, Alternate - not present

Jeff Williamsen, Zoning Inspector
Dave Cotner, Trustee (present to swear in new Commission member)

Guests: Robert Shaner, Dawn Wyne, Lee Winters, Sean Tobin, Scott Richardson Mary Neibert, Pam Delong

Jeff Zech opened the meeting. He clarified to Guests that this is a Meeting, not a Hearing. Initial public postings listed this meeting as a Hearing, however June Queen discovered the error and contacted the township office to request posting correction.

Jeff Zech explained that the Commission meeting held on August 20, 2024, was deemed non-valid. After the meeting on August 20, 2024, June Queen discovered that required public notices had not been posted. The Commission and township office was immediately alerted. All business conducted on August 24, 2024 to be reconducted on September 24, 2024.

Meeting Minutes from July 23, 2024 were re-reviewed by the Commission. Jeff Zech made a Motion to approve the Meeting Minutes; Jack Barr seconded the Motion. Vote was taken: Patrick Callahan, yes; June Queen, yes; Jeff Zech, yes; Jack Barr, yes; David Delong, yes. Motion approved. (refer to Other Business section of Minutes)

- **Old Business**

Tiny House – Submission Status / RPC Recommendations

Jeff Zech opened the meeting to re-discuss received, recommended revisions and questions per the Regional Planning Commission (RPC) for the *Tiny Home Zoning Code Definition and Specifications*. Jeff Zech asked the Commission to continue research with plan for further discussion at the next regular meeting. Commission in agreement with this plan.

Jeff Zech explained to Guests that the Commission has been working on Code updates to define Tiny Home in case of future tiny home requests.

R-1 Lot Size Increase Requests

Jeff Zech explained to Guests that the Commission recently received requests from community members to consider increase in R-1 District Lot Size from 1.5 acres to 2.0 acres.

Jeff Williamsen, Zoning Inspector, reports he has, “received calls from community members who are in favor of the increase.” Guests in attendance commented they were in favor of the increase. Questions answered. Jeff Zech clarified that the zoning change would apply to new requests, moving forward.

The Commission agreed with change request to Greenfield Township Zoning Code Section 310.06. June Queen made a Motion to change Greenfield Township Zoning Code Section 310.06 R-1 District acreage from 1.5 acres to 2.0 acres. Jack Barr Seconded the Motion. Vote was taken: Patrick Callahan, yes; June Queen, yes; Jeff Zech, yes; Jack Barr, yes; David Delong, yes. Motion approved.

Jeff Zech will send the recommendation to the Zoning Inspector with request for RPC review and Hearing. Patrick Callahan will provide Jeff Zech with a copy the current Code section to include with the request.

Zoning Code Book

Jeff Zech has been working to update the Code with recent changes and updates. Jeff Williamsen confirmed he will post the updated Code book to the township website for public access. June Queen stated a hard copy needs to be filed in the township office, and the Commission agreed. Jeff Williamsen stated that the RPC will need to receive a copy.

Rules of Procedure Document

June Queen provided a third, comprehensive draft update of the Rules of Procedure document for Commission review and discussion. This document was previously

provided to all Commission members via e-mail attachment for review. The Commission had no further change requests. Patrick Callahan noted “only a few minor grammatical errors.” The Commission will be provided with another copy via e-mail attachment for final review and feedback. Plan for final discussion at the next regular meeting prior with plan to move forward for Trustee review at that time.

- **New Business**

Airbnb (Air Bed and Breakfast)

Jeff Williamsen reported a township resident complaint regarding a neighbor advertising a property as an Airbnb. Patrick Callahan suggested checking into the Walnut Township Code due to their Airbnb issues. Jeff Williamsen discussed potential for tax assessment and need to consider insurance, fire suppression, and safety issues. This topic for discussion at the next regular Commission meeting. Commission members asked to research this issue.

Definition of Employee

Jeff Williamsen researched the ORC definition and states this defines a person who ‘works for someone regardless of how paid, whether via W2, 1099, voluntary (no pay).’ Patrick Callahan stated more research needs conducted with plan for further discussion at the next regular Commission meeting.

Commission Member Resignation

June Queen informed the Commission that she has requested annexation of their property into the Village of Carroll and believes this will render her ineligible to continue to serve on the Commission. Jeff Williamsen stated he checked into the matter and confirmed as correct. Jeff Zech asked when the annexation will occur. June Queen stated the legal paperwork has been filed with the Village solicitor, however unknown when this will go into effect, and she will keep the Commission informed.

Monthly Meeting Date

Jack Barr proposed holding the Commission regular meetings on the second Tuesday of each month instead of the third Tuesday of each month to avoid potential major holiday conflict.

June Queen made a Motion to change the Commission regular meeting date from the third Tuesday of each month to the second Tuesday of each month. Jack Barr Seconded the Motion. Vote was taken: Patrick Callahan, yes; June Queen, yes; Jeff Zech, yes; Jack Barr, yes; David DeLong, yes. Motion approved.

June Queen mentioned that this will require update in the Rules and Procedure document, as the meeting date frequency and timepoint is listed within the document.

- **Updates from the Zoning Inspector, Jeff Williamsen**

No further updates or comments.

Guest, Scott Richardson, asked if there were “leftover complaints from the previous zoning inspector”. Jeff Williamsen stated that there are remaining complaints, and he is working through requests. Scott Richardson stated it has been several weeks since his submission.

Jack Barr asked whether permits are up to date on the website. Jeff Williamsen stated that the permits on the website are up to date.

- **Other Business**

Guest, Dawn Wyne, stated that Commission approval of the July 23, 2024 meeting minutes requires re-approval, as new member, David Delong, should not have voted as he was not present at that meeting. The Commission agreed.

Meeting Minutes from July 23, 2024 were re-reviewed by the Commission. Jeff Zech made a Motion to (re)approve the Meeting Minutes; Jack Barr seconded the Motion. Vote was taken: Patrick Callahan, yes; June Queen, yes; Jeff Zech, yes; Jack Barr, yes; David Delong, abstained. Motion approved.

- **Next Greenfield Township Zoning Commission Meeting**

The next Regular Public Meeting is planned for Tuesday, October 15th at 6:00 pm at the Greenfield Township Fire Department Meeting Room.

Beginning in November, regular meetings will be held on the second Tuesday of each month.

June Queen made a Motion to adjourn the Meeting; Jack Barr seconded the Motion. Vote was taken: Patrick Callahan, yes; June Queen, yes; Jeff Zech, yes. Jack Barr, yes; David Delong. Motion approved. The Meeting was adjourned at approximately 6:37 pm.

Respectfully Submitted By: June Queen, Commission Secretary