

RECORD OF PROCEEDINGS

0137

Minutes of

Meeting

Etna Township Zoning Commission

DAYTON LEGAL BLANK, INC., FORM NO. 10148

February 7,

2007
20

Held

The Etna Township Zoning Commission met in the Etna Township Hall on February 7, 2007 for the purpose of conducting a regular meeting. The meeting was audio taped for the township records. Chairperson Dunlap called the meeting to order at 7:02 p.m. and the pledge of allegiance was recited when the Trustees opened their special meeting. Roll call showed Mr. Stepp, Mrs. Munce, Mrs. Taylor, Mr. Van Dyne, Chairperson Dunlap, and Clerk Laura Brown present.

The Trustees called their special meeting to order.

Jim VanDyne moved to adopt the agenda. Trent Stepp seconded. Roll call: Motion passed 5-0.

Chris Hermann and Erin Prosser with MSI Design gave a presentation. Chris Hermann stated the Comprehensive Plan is a guiding document for decision making on future land use, what the community wants. It sets up legislative policy. It is not a binding document but it is legal backup for why you deny a rezoning. The courts will almost always throw it out. The township can put in things like roads, curb cuts may or may not go but it is not binding but is a good guideline.

Jim VanDyne questioned if the township has jurisdiction over roads. Chris suggested that the township still put in where they want the roads. A State Route is going to be O.D.O.T. The county will have control over the Township and the County roads.

The Comprehensive Plan is a guideline for future developers.

Subdivision Regulations are for how the land can be divided and how new roads are created. This is at the Licking County level. It is a mechanism for platting easements and creating new development with boundaries.

Zoning Regulations are standards which have to be made as part of that process. If you are doing a residential subdivision that already has proper zoning in place, there is not a review process at the township. They go to the county and if they meet the township regulations the county can approve it.

Dick Knapp asked if the Planned Unit Development gives the township control. Chris Hermann stated a PUD would give the township control. The township would have to have their current zoning set up in such a way that the developer could not get what they want with the zoning. The PUD is a negotiated zoning.

Dee Dunlap asked if the Zoning Resolution would come first. Chris Hermann stated the township could do the Zoning Resolution first since we have a comprehensive plan. A comprehensive plan should be updated every ten to twenty years. The zoning resolutions are where the teeth are, there is nothing wrong with addressing the zoning resolution.

Chris Hermann discussed an overlay tied to State Route 310. The township can appoint an architectural review board. Dick Knapp asked if an overlay alleviates having to go to individual land owners to acquire the land. Chris Hermann stated there has to be a process to acquire the right-of-way and it should be with the county. The county should have a thoroughfare plan for the township. Dick Knapp stated the county's thoroughfare plan is 80 feet and our overlay states it has to be 120 feet. Chris Hermann stated you set the setbacks based on the new number.

Chris Hermann discussed Form Based Codes. This is where the township would not care what is in the building but that the way the building looks from the outside is a particular way.

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Dick Knapp discussed vacant buildings. Chris Hermann will check if townships apply to this new regulation.

Chris Hermann explained that the Form Based Code could be for a specific area like a form based overlay.

Chris Hermann discussed the Economic Tools such as JEDD, CEDA, Community Authorities, and TIF's. He discussed Ohio Township Law and Regional Tools such as planning accords and annexation agreements.

Chris Hermann stated the annexation agreements are the most powerful. He suggested the township discuss this with Don Brosius. He also reviewed the agents, process, and the process from the private sector.

Chris Hermann reviewed the development patterns with community aesthetics, additive to the community, economic benefit, sustainable, and market for reinvestment. He stressed it is not a bad thing for communities to say no to development that is not desirable. Gary Burkholder discussed the rush to develop. Chris discussed over zoning for retail.

Chris Hermann presented a Transect development. This development has different zones. He presented more information on this type of development.

Chris Hermann reviewed the critical characteristics of the community in regards to walkable, green, connections, human scale, and building massing. Components of development may be architecture, site design, amenities, landscaping/screening, transportation options, and signage. Under development examples they presented a large format concept along with office and residential. He discussed development that is similar to Easton in Columbus.

Chris Hermann suggested making a scrapbook of pictures in other communities that the township likes and wants to look like. He also suggested an overlay zoning along with a conceptual plan.

Gary Burkholder discussed a design plan and pedestrian plans in regards to sidewalks. He mentioned Jefferson Township as a township who is trying to preserve the rural atmosphere.

Chris Hermann stated a comprehensive plan is what the community wants to see. The township can add onto their comprehensive plan. MSI also does what they call focus plans. A focus plan focuses on just what the township wants State Route 310 to look like. Plans can also be strategic in critical issues. The township would attack five or six areas in the township.

Tina Taylor feels the township needs to decide where they want to see the GB2 and GB3 districts in the township. Dee Dunlap discussed the survey, planned unit development text, and the facts that she feels the four corners of state route 310 are the heart of the township. She wanted direction on where the township should start. Chris Hermann has reviewed the survey and it is good. A survey would serve three purposes; what does the community want Etna Township to look like, what does the township have that they do not want, what do they want that we do not have, what do they want to try to preserve (for example architectural style, landscaping, signs, etc.).

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Pam Munce questioned if the township has the time to mail and wait for a response to a survey. Chris stated he did not know if that was where he would start. A survey is good to have. A survey is for the board to have reassurance of the direction of the community. Gary Burkholder discussed the survey in the current future land use plan. Dick Knapp discussed the township getting control back. Trent Stepp stated we need a plan for when we take control of the township. The township needs to form the steering committee.

Chris Hermann suggested starting to create a plan for state route 310 that is not just a couple blocks of land uses. The amount of development and how it fits, what the setbacks are, what the road size should be, what the street should look like (for example bike path with sidewalks on just one side of the street or both), what that profile should look like, a limit to how much retail this area could handle.

It was discussed to start with the hot spots today. Chris Hermann stated to start with this group. As for GB3 we could up date the future land use map and added to the community plan. He suggested getting a map and start drawing items.

Chris Hermann suggested the Steering Committee be about the size of the group tonight. It is all personal dynamics. The Steering Committee needs to be a broad group of people. Usually between nine to twelve people, if you get too many than people do not participate and it does not work. Seven to nine is a good size twelve is a little big. He suggested we go ahead and pick them now. Erin suggested the township picks schools, community members, and people that communicate back into the community. The Steering Committee can invite people into the steering committee on specific nights. He feels the steering committee is a better way than the survey and would probably be faster. Gary Burkholder suggested a blend of the members here tonight and four to five citizens.

Gary Burkholder stated he likes an architectural review. He also would like comprehensive sign plans, he likes the street scape in Reynoldsburg. And lastly access management.

Trent Stepp asked if MSI has the time to work with Etna Township. He does not have issues with the firm's ability but does have concerns with whether MSI has time. Chris stated as a firm they have time. It is harder for Chris to attend the night meetings. What he recommends is to work closely with Erin to be the point person. Erin will keep Chris in the loop. Chris would like to see the township use MSI in the best way to maximize the budget. Chris suggested to start with the maps and state route 310. He recommends pictures from the internet, catalogs and so on of how we want the township to look like. Tina Taylor answered the questions from Erin. Dee Dunlap asked Chris Hermann if he felt the Zoning Commission could cut and paste from other zoning codes. Chris Hermann stated there is nothing wrong with using information from other zoning codes the township needs to be aware that sometimes when you cut and paste it will affect another area of the zoning code. Gary Burkholder asked if MSI had an example of another area in Ohio that is similar to what Etna Township is dealing with. Chris Hermann stated that because of the time it takes with the plans that he would like to hear from the steering committee on what they want to see.

Chris Herman said the next step would be to form a steering committee and have the steering committee answer the questions from MSI along with pictures, images, or references in Central Ohio. Focus on State Route 310. Review a map of the

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township to decide where you want the GB2, and GB3 Districts to be. Dee Dunlap feels the GB2 and GB3 districts are important. Canal Winchester and Jefferson Township were both discussed as areas to look at.

Dee Dunlap discussed the planned unit development district and the legal opinions from the county prosecutor and Don Brosius. Chris Hermann feels Don Brosius is one of the best. MSI can take a look at the proposal.

Dick Knapp overviewed the township needs to finalize a contract with MSI. We currently have a twenty hour commitment. Chris suggested the township forms a steering committee. Erin will send an outline of the process and a contract back by February 16 to review before the next Trustees meeting. Chris Hermann will review the planned unit development and the opinion from Don Brosius. Erin suggested if there are areas that the township can handle to lower the cost let them know.

Recessed and reconvened at 9:20 p.m.

Dee Dunlap opened the discussion on forming a steering committee. The boards will answer the questions from MSI and gather pictures.

Jim VanDyne suggested that Don Brosius and the prosecutor get together and finish the planned unit development district. The Zoning Commission spent a lot of time on that section. Gary Burkholder reviewed his discussions with Don Brosius. Don Brosius did not disagree with everything that the prosecutor stated. The other items he felt that the prosecutor did not have the knowledge or training on. Gary suggested a meeting with Don Brosius present. Jim VanDyne stated he does not feel we need another meeting, the Zoning Commission is done with it and it is ready to be finalized. Gary Burkholder will contact Don Brosius.

Gary Burkholder felt the 310 corridor project is a good place to start. Dee Dunlap suggested the map for the GB2 and GB3 map is needed immediately. They discussed answering the questions from MSI and sending them into Erin for review. It was decided that MSI could compile the list from all of their answers. It was decided that a week from today, February 15, 2007 the boards are to get their answers to Laura Brown to forward to Erin with MSI Design.

Dee Dunlap suggested one member from the Zoning Commission and Trustees. Trent Stepp stated that Chris Hermann suggested a diverse group of people for discussion from all angles. They discussed a representative from the schools. Geographical from the entire township, eastern to the western ends of the township. Trent Stepp suggested Dee Dunlap as a business owner and the Zoning Commission along with the ProLogis group. Tina Taylor suggested Bill Wright or Nelson Kohman. Gary Burkholder agrees with the diverse group but has concerns with major developers. Trent Stepp stated it is one voice to get their opinions. Gary Burkholder stated he would support that. Dick Knapp suggested approaching the school through the superintendent. Trent Stepp stated if eight is our target number than a ten to twelve member board is better because people will be absent. Dick Knapp suggested a member from the county either in planning or a commissioner so they can hear what our thought process is on what we want our township to look like. Gary Burkholder would rather have a Licking County Planning Commission member and not a planner. Jim VanDyne suggested Steve Holloway, he is a LCPC member and lives in Etna Township. Gary Burkholder suggested a list of twelve. Tina Taylor suggested Mike Kerner from the east and Vince Colburn from the west. Tina Taylor

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suggested Claudette VanDyne from the Economic Development Committee. It was suggested to have Dee Dunlap from the Zoning Commission and one member from the Board of Zoning Appeals Board.

Dee Dunlap suggested the have their opinions by the next meeting for their list by February 16, 2007. It was suggested that the Zoning Commission submits six names and the Trustees submit six names. Gary Burkholder stated with an alternate they only show up when someone is not there, if we make it twelve and someone is absent you still have enough members here. Dee Dunlap asked if they had picked anyone that has been in the community for a long time. Dee Dunlap suggested Tom Dixon. Paul George stated that Dee Trivet is in Florida until March. Mark Schaff worked on the Census. Randy Snider is a member of the community. Gary Burkholder suggested Dan Bravard for a voice from that side of the township. Paul stated Dan would be a good candidate. Dick Knapp suggested Nolan Letherman from Lakeland Hills. Dee Dunlap suggested someone from Pataskala. Gary Burkholder suggested Jim Kirocafe on the Licking County Planning Commission who is the Director of Licking County Soil and Water. Lonnie Maynard lives in Etna Proper and works for water and sewer. Paul George nominated Gary Burkholder to be the Trustee representative. If Gary can not make it Paul or Dick would attend and possibly a rotation schedule. Gary Burkholder will be the representative for the Trustees.

Trent Stepp asked if the list of names should be called and follow-up with the Trustees on if they are available. Claudette VanDyne, Mike Kerner, Vince Colburn, Forest Yocum – School, Brian Marsh, ProLogis, Bill Wright, Steve Holloway, BZA member, Tom Dixon, Dan Bravard, Nolan Leatherman, Jim Kirocafe, Lonnie Maynard, Dee Dunlap and Gary Burkholder. The boards agreed with the names. Laura Brown will ask Erin how often they are going to meet and for how long and then she will call the names on this list.

Jim VanDyne discussed architectural review boards. Gary Burkholder is supportive of an architectural review board. Gary would also like to see a comprehensive sign plan.

Dick Knapp opened the annual meeting with the Zoning Commission. He spoke about spending money and that it would be money well spent. He spoke about better communications between the boards and having joint meetings together. He was pleased when the general business text was approved and the township is taking better control.

Gary Burkholder discussed the zoning office and organizing the office. He suggested reading the Trustees minutes to stay informed. He feels the community will support the spending of the money as long as they can see results.

Paul George stated he appreciates the job that the members are doing and will continue to support them any way that he can.

Jim VanDyne moved to adjourn. Stepp seconded. Passed 5-0. Meeting adjourned at 10:20 p.m.

Approved March 7, 2007

Approved as corrected/amended _____

Laura Brown

Dee Dunlap

Laura Brown, Clerk

Dee Dunlap, Chairperson