

BURTON TOWNSHIP ZONING COMMISSION

14821 Rapids Road | Burton, Ohio 44021 | 440.834.1500

MEETING MINUTES

Date: March 14, 2022

Time: 7:00 p.m.

Location: Burton Township Administration Building

Purpose: Regular Meeting

CALL TO ORDER

Mr. Gorris called the regular meeting to order at 7:00 p.m. Members recited the Pledge of Allegiance.

ROLL CALL

Commissioner(s) Present: Nick Gorris, Tim Hess, Mark Sturm, Joe Walkos, Greg Rinehart.

Absent: Dan Kotek - excused.

Visitors: None.

REVIEW AND APPROVAL OF MINUTES

Minutes from the February 14, 2022 organizational & regular meeting are reviewed. The minutes were approved as written.

PUBLIC COMMENT

As there were no visitors, there was no public comment.

UNFINISHED BUSINESS

Form 1: Mr. Gorris provided Attachment A (see attachment for full details) to the Commission in his research with the GCPC. The Commission reviewed the response and agreed that it can be provided to Inspector Gruber in response to his request.

In-law Suite: Mr. Gorris stated as a new member of the GCPC, he is aware of a neighboring Township in the process of amending its Resolution regarding in-law suites. He stated that the GCPC denied the amendment. A discussion ensued amongst the Commission. They decide to table further research on this topic until the neighboring Township responds to GCPC.

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Research Townships: The Commission decided to table the split of the fifteen (15) townships within Geauga County until they obtained a matrix from Model Zoning. This will ensure that the townships are divided equally based on research topics.

NEW BUSINESS

Re-Plat of Broadwood Hill Subdivision No. 2: Mr. Gorris explained that a small piece of land reserved for future development at the end of Broadwood Drive is under review to be combined with an adjacent property. The small piece of land was originally established to provide a temporary turnaround area until further development was made and Broadwood Drive was extended east, at which time these areas were to revert back to the adjacent property owners. Due to the sale of the vacant land to the east, and no plans for future extension of Broadwood Drive, the Commission saw no issue with the proposed re-plat. (The GCPC acted on the plat on March 8, 2022.)

A discussion ensued on the progress of the Hillside Village Project, located on Route 87. It was affirmed that the project is still active.

NEXT MEETING

The next meeting is scheduled for Monday, April 11th, 2022 at 7:00 p.m. for a regular meeting.

ADJOURNMENT

With no further business, the meeting was adjourned at 7:40 p.m. by a motion from Mr. Hess seconded by Mr. Sturm. Voice vote: All in favor. None opposed. Motion passed.



Chairman, Nick Gorris 4/11/2022
Date



Secretary, Katie O'Neill 4/11/22
Date

Question to Planning Commission 2022.02.21:

Could you provide the reasoning/support behind the requirement in the model zoning for an application to include:

- A. Documentation as to authority to make application (e.g. deed, power of attorney, lease, or purchase agreement).
- B. A legal description of the lot, as recorded with the Geauga County Recorder.

There has been some discussion on our end as to the purpose of the need for both items.

Response from Planning Commission 2022.02.22:

- A. Documentation as to authority to make application (e.g. deed, power of attorney, lease, or purchase agreement).

This is to make sure no one makes application without property owner consent. The "Note" in the attached pdf of the model explains the need for written consent. Some townships use a separate authorization form, such as the one attached, for this purpose. Otherwise, it can be a letter.

If the property owner is the one submitting the application, attending meetings, etc., their deed is what they need to submit to show they have the authority to submit for the variance.

The model was written some time ago and I think this section could be reworded to be more clear.

- 3. The address of the lot, if different from the appellant's current address, and PPN.
- 4. The names, addresses, and PPN's of all parties in interest from the County Auditor's current tax list (all lots adjacent to and directly across the road from the subject lot).
- 5. Documentation as to authority to file notice of appeal (e.g. deed, power of attorney, lease or purchase agreement).

Note: If the applicant is not the record title owner of the lot, then written evidence shall be required to be submitted that the applicant has the owner's consent to make application.

- 6. A copy of the deed and legal description for the lot, as recorded with the Geauga County Recorder.
- 7. The current zoning district in which the lot is located.

Excerpt from Model Zoning

MUNSON TOWNSHIP
Letter of Authorization and Representation

Form #D-1

Authorized Individual / Company _____
Street Address: _____
City/State/Zip: _____
Phone Number: _____
Fax Number: _____
Email Address: _____

I/We _____, owner(s) of the property located at:
(property address)

hereby authorize _____ (individual/company performing work) _____ (as listed above) to act as

my/our designated agent and representative in the following zoning matter(s) before Munson Township:

- Variance Request
- Conditional Use Request
- Zoning Certificate

Explanation of Request(s): _____

Property Owner(s) Signature(s) _____ Printed Name(s) _____ Date _____

Property Owner(s) Signature(s) _____ Printed Name(s) _____ Date _____

*Attach corporate resolution, if applicable

Sworn to and subscribed in my presence, this _____ day of _____, 20____.

Notary Public

Sample Letter of Authorization

B. A legal description of the lot, as recorded with the Geauga County Recorder.

This can be duplicative to "A" above if the owner is applying for the variance, but it is to demonstrate who legally owns the parcel(s) subject to the variance request as well as the property dimensions/acreage.

Follow-up Question to Planning Commission 2022.02.22:

Does the deed have to be an official document from the recorder's office or just a copy of the record?

Response from Planning Commission 2022.02.23:

If a property owner has their original recorded deed in their personal records, they can simply provide a copy of it. If a property owner cannot find the deed in their personal records, a copy of it can always be obtained from the Recorder's Office for a small fee. They can use REALink to find the deed volume/page if they don't know it.