Members Present: Norm Christley, Chair  
Mayor Lou Bertrand  
Paul Spencer  
Jenifer Warren

Official Recorder: Susan Skrovan, Fiscal Officer

Members Absent: Evelyn Bixler

Zoning Inspector: Dominic Gualtieri

Visitors Present: De Ann Brewer with Hiram Farm

General: Norm Christley called the meeting to order at 7:05 p.m.

The first order of business was to review and approve the minutes from May 7, 2013. Mayor Bertrand moved to approve the 5/7/13 meeting minutes with a second from Paul Spencer. Jenifer noted one clarification under Hiram College, the minutes reflected her stating the College wanting to rezone to College Research, she was not speaking for the College, she was just questioning the topic. Norm mentioned he did speak with Doug McGee and thought he was going to be at our meeting. That is what they wanted. All voting yes.

Board members reviewed the items that were passed out by Susan. A copy of the revised zoning map was presented showing the zoning districts of the Village including the newly annexed property. The map was updated by Claudia James with Portage County Regional Planning. 1.5 technical hours were used in order to update the map. Susan also made copies for everyone of Ordinance 2013-04 approved by Council on April 16, 2013 revising the zoning code permit and review fee schedule.

Hiram Farm: Chairman Christley noted we have an application for an amendment of a site plan. Hiram Farm wants to put up a structure for storage. De Ann Brewer explained the farm is asking to construct a covered storage area that can also be used for a rest/picnic area for their 28 workers. They have no shade. She spoke with Dominic who told her she needed to fill out an application. Once she had a zoning permit from him, she could then take it to Randy Roberts with Portage County Building Department for an agricultural exemption.

Mayor Bertrand asked if it would have a cement floor and be a permanent structure. Ms. Brewer said yes. Lou asked if it would have utilities. Ms. Brewer said yes it would have electric to the building, no other utilities. Plans are to use the structure as a multiple purpose pavilion for a rest area, sit down work area, educational uses and tours. Having no further questions, a motion to approve the site plan as of June 4, 2013 was made by Mayor Bertrand and seconded by Paul Spencer. All voting yes.

Zoning Inspector: Dominic Gualtieri informed the board he received an email and passed out documents from Barbara Bailey regarding a fence going up next to her home in a “deed restricted” community (Kenyan Drive). We do not enforce deed restrictions. There was general discussion on regulations for a fence.
Mayor Bertrand noted they must apply for a zoning permit to Dominic in order to put up a fence. A Home Owners Association would enforce any deed restrictions. Jenifer said our only concern is whether they are violating our zoning regulations. Norm added if they are putting up a fence, Dominic will need to cite them.

A motion to instruct the Zoning Inspector to send the paperwork back and ask Barbara Bailey to submit a request of what she wants the Planning and Zoning Board to do since we do not enforce deed restrictions was made by Paul Spencer and seconded by Jenifer Warren. All voting yes.

Hiram Church: There has been nothing back from the church on their State permits.

Adjournment: A motion to adjourn the meeting was made by Mayor Lou Bertrand and seconded by Paul Spencer. All voting yes. Meeting adjourned at 7:25 pm.

Next Meeting will be Tuesday, July 2, 2013

Respectfully Submitted by: Approved:

Susan J. Skrovan, Fiscal Officer

Norm Christley, Chairman

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