



**DEVELOPMENT COMMITTEE
MEETING MINUTES
OCTOBER 4, 2022**

I) CALL TO ORDER/ROLL CALL

Chairman Lorenz called the Development Committee Meeting of October 4, 2022, to order at 6:30 p.m. Committee Members in attendance were: Brian Lorenz, Daniel Swartwout, Heather Karr, David Lester and Shaun Simpson. Staff in attendance were: Jeffrey Tyler, Assistant City Manager; Jason Nahvi, HR Business Partner; Claudia Husak, Planning Director; Elise Schellin, Development Planner; Steve Hrytzik, Police Chief; and Amy Deere, City Clerk.

II) APPROVAL OF MINUTES

Approval of Development Committee Meeting Minutes of September 6, 2022

[Development Committee Minutes 09.06.2022.pdf](#)

MOTION: Dan Swartwout moved to approve the Development Committee Meeting Minutes of September 6, 2022. David Lester seconded the motion.

VOTE: Y 5 N 0 (None) AB 0 (None)

Development Committee Meeting Minutes of September 6, 2022 passed with a vote of 5-0-0.

III) TODAY'S BUSINESS

a. Board of Zoning Appeals Code Updates

1. [BZA Code Update Memo.pdf](#)
2. [Proposed BZA Code Updates_Clean.pdf](#)
3. [Proposed BZA Code Updates_Redline.pdf](#)
4. [DC Meeting Minutes of 06072022.pdf](#)

Assistant City Manager Tyler began by stating the decision on the updates will go to the Planning and Zoning Commission and then to City Council for their review and decision.

He added this was an ongoing effort to look into the entitlement review process and streamlining those efforts and the BZA is the best place to begin.

Planning Director Husak stated Staff has been in contact with the Law Director on questions the BZA had about the code, specifically, the factors they have to use to decide variances. She advised there is not a lot of wiggle room for change, so that has not been done as there is a need to not violate Ohio Supreme Court rules.

The document is focusing on consolidating certain sections, trying to be less repetitive, making sure the terminology is consistent throughout, and most importantly, the document now aligns with the Charter.

She advised this is scheduled to be reviewed by the BZA at their next meeting, and is on the agenda for the next Planning and Zoning Commission meeting. If approved, it would then go to Council for their consideration and if passed, would go into effect January 1, 2023.

Planning Director Husak advised that at the beginning of next year, there would be work done on the rules and regulations of the BZA.

Committee Member Swartwout spoke about the language “shall hold a public hearing on the City calendar”. Planning Director Husak advised the BZA approves a calendar of their meetings, which they meet once a month, every first Thursday, unless no applications are submitted. Committee Member Swartwout said he has a concern there is not a certainty in the language, as there is a lack of a specific period.

Chairman Lorenz spoke of Section 1127.06; it is called Variance Factors, and wondered if this section should be called Findings of Fact, or something that has a little more “teeth” to it, so that applicants know they have to address the seven plus items.

Planning Director Husak advised on the application form, it also refers to this Section and requires the applicant to provide a statement with the Section being referenced to answer those. It is listed as factors in other areas of the code and with speaking with the BZA; it was desired to keep consistent.

Committee Member Karr asked how the Supreme Court refers to these factors. Chairman Lorenz stated he does not see any hard/fast language. Further, he stated as long as the criteria is articulated and in the hearing, the applicant should address the criteria, and in the motion it should be recognized whether the applicant addressed the item or not.

It was discussed and agreed upon by the committee to move this forward.

b. Downtown Residential Renovation Grant Program

1. [Downtown Residential Renovation Grant Program Memo.pdf](#)
2. [Downtown Residential Renovation Grant Program.pdf](#)
3. [2005-13_ord.pdf](#)

Assistant City Manager Tyler began by stating Ordinance 2005-13 established the Downtown TIF and the Downtown Residential Renovation Grant Program. By establishing that, there was the thought that one percent of the service maintenance would go toward this fund. Currently, there is approximately \$40,000 in this fund. Now,

the specific terms need to be established. The Finance Committee will review funding guidelines as well. An application process is also being drafted.

Committee Member Swartwout stated he reads the language stating it is intended for owner/occupant, and is their primary residence, but should be more clarified. He also stated he feels there is more discussion on this topic but this was a great start.

Committee Member Lester said if this is going to be done, it must be done correctly. There are some layers to put in to protect the City Manager, Finance Director, etc., and there is the need to find a better way to fund it. If it took seventeen years to have \$40,000 in the fund, what are we doing?

Committee Member Karr also stated she believed this topic should be discussed further.

Assistant City Manager Tyler stated his concern is seventeen years have passed and nothing has been done. He said he understands the funding mechanism may need to be changed or how it is funded, but changing that would also change the TIF legislation, and this complicates it more.

Chairman Lorenz said if the intent is to incentify the homeowner to do some work to beautify the community, that is great, but if someone is going to call the City out on allowing a homeowner to put new carpet in their home, how is this economic development or beautifying the community. He also agreed with the committee in discussing this topic further.

c. Comprehensive Plan Update

Planning Director Husak spoke of the implementation strategies that are existing within the code and have been put into matrix. There have been meetings scheduled, research of documents and deciphering what has been achieved, what are the priorities, etc.

She stated there should be more information provided at the November meeting.

IV) FUTURE BUSINESS

Next Meeting - November 1, 2022

V) ADJOURNMENT

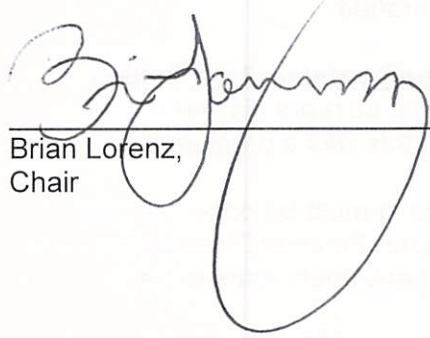
MOTION: Shaun Simpson moved to adjourn. Dan Swartwout seconded the motion.

VOTE: Y 5 N 0 (None) AB 0 (None)

Motion to adjourn passed with a vote of 5-0-0.

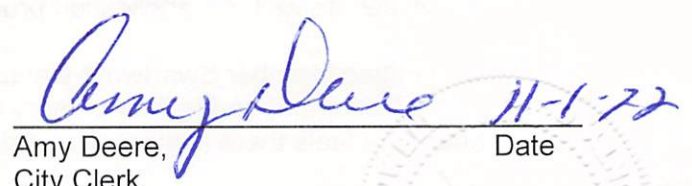
Meeting adjourned at 7:19 p.m.

MINUTES APPROVED: November 1, 2022



Brian Lorenz,
Chair

11/1/22
Date



Amy Deere,
City Clerk

11-1-22
Date

