

**RECORD OF PROCEEDINGS
Danbury Township Zoning Commission**

Minutes of

Meeting

DAYTON LEGAL BLANK, INC., FORM NO. 10148

Held March 3, 2019

The Danbury Township Zoning Commission was called to order at 6:30 p.m. at the Danbury Township Meeting Room by Chair, Jodi Kopanski. The pledge of allegiance was recited and the roll call showed the following present: Ms. Jodi Kopanski, Mr. Richard Kracer, Mr. Michael Brown, Mr. Robert Strauss, and Alternate Ms. Susan Dress. Mr. Vito Kaminskis and Alternate, Mr. Jack McGrew were excused. Also present were Kathryn Dale, Zoning and Planning Administrator. No visitors were present.

Approval of the January 2, 2019 Minutes

Mr. Kracer made a motion to approve the minutes for the January 2, 2019 meeting. Mr. Brown seconded the motion. All Ayes. The motion carried.

Public Hearing

There was none.

Old Business

There was none.

New Business

There was none.

Other Business

Discussion on Zoning Code Updates. Ms. Dale stated that in looking over their goals to accomplish this year, some of the short-term items included improving landscaping or buffering, especially between commercial and residential uses. She also said the Land Use Plan direction was to look at reducing commercial front-yard setbacks since many don't meet the requirement anyway and to look at the uses listed to ensure they weren't antiquated. Ms. Dale shared that she had gathered some other examples of landscaping & buffering requirements from other communities that were more urban, but pulled out the ones that she thought would be a good fit for this more rural community. She said many of these other examples were very complex with material or tree types listed and she felt that was too controlling for here, but did think that a minimum caliper size should be included. Ms. Kopanski said she could agree with that because from their own experience, if they aren't large enough when planted they won't thrive. Ms. Dale also shared that there was discussion in the Land Use Plan meetings that we may want to look at uses such as distilleries or microbreweries, so she has some uses listed too that they may want to include in some of our zoning districts. She distributed to the Commission the compiling of information and asked that they look it over before the next meeting and maybe mark-off some language they like and don't like and then they can discuss in more detail at one of their next meetings.

Ms. Dale shared that the other item that she wanted to get some guidance on from them was revamping the entire zoning code. She explained that she would like to set it up differently so the Township is not having to rely on another company to codify it. She explained the history of how the company claimed copyright to the formatting and pictures included in it, so if she sets this up where it is updated in-house, the layout would have to be different. She expressed her goal of still making it as user-friendly as it is and explained how that can be done. She said she started diving into it and looking at it closer because so many of the listings of uses were not alphabetize. Ms. Dale explained that any time a change is made to one page, the cost is high, no matter how little or how much change is made to the page. She said the issue then becomes when something new is added and it causes everything after it to be pushed down and onto another page. She said that she could submit 15 pages of actual change, but the company will charge for more pages because of the waterfall effect onto other pages. She also said it is set up in a way that if one minor change is made, for instance the recent text amendment where "Hedges" was removed from the title, it then needed to be changed on multiple other pages.

Ms. Dale shared that another benefit of being able to update it in-house, is that some of the "General Regulations" listed at the end of Chapter 3 could be relocated with other & like general regulations in Chapter 5. She also explained that information in Chapter 6 could be consolidated into Chapter 7. She feels this would make it easier for the public to find information also. Mr. Strauss said he could see that because there is permit information in both Chapters as well as information about the Board of Zoning Appeals.

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Discussion then focused on how to set up the zoning districts. Ms. Dale shared her idea of relying solely on the matrix for the list of uses. She said they would get away from the 28 pages in the code that makes up each district and use only the 6 pages that make up the matrix. She said a similar matrix would have to be done with the dimensional standards. Mr. Brown clarified that this could essentially become a skinned down document then. Ms. Dale said that was correct, conceivably. She said there would also be a huge reduction in duplication of information and having to make sure when something is updated, that it's updated in every location within the document.

Mr. Brown then asked if it really is cost effective to do this since it will require so much of Ms. Dale's time. Ms. Dress also expressed concern. Ms. Kopanski stated that Ms. Dale is already doing the work for them. Ms. Dale agreed. She said that she enters the information into the format the code currently is for the purpose of their reviews and the adoption phase. Ms. Dale explained that it is then sent to the company at the end of the year because they then have to add all the tabs and links, but otherwise, all the language is entered where it needs to be and set up for them. Ms. Kopanski said it might be a lot of Ms. Dale's time initially to set up, but in the end it would be no more time and would save a step. Ms. Dale agreed.

Ms. Dale stated her final thought was this new format would allow more flexibility to add new language where it is more appropriate in the future and there are changes that will be coming from Lakeside that will hopefully be able to be easier to include. The Commission gave their blessing to move ahead with it. Mr. Brown asked what Ms. Dale thought her timeline on this would be. Ms. Dale said this is something that could take the whole year, because if we reformat it, we might as well add & incorporate the landscaping/buffering/setback modifications at the same time. She shared that they will have two map amendment public hearings for their meeting in April and possibly another map amendment hearing in May, so some work on this, or a lot of discussion will get delayed since there are items to be heard during their regular meetings.

Reports and Communications from Members and Staff

There was none.

Public Comments Regarding Zoning Items Not on the Agenda.

There was none.

Adjournment

The Chair asked for a motion to adjourn. Mr. Brown moved to adjourn the meeting and Mr. Kracer seconded the motion. All Ayes. The motion carried.

The meeting was adjourned at 7:35 p.m.

Kathryn A Dale
RECORDING SECRETARY

[Signature]
Richard Kearn
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ZONING COMMISSION