



Planning Commission Meeting Minutes
December 4, 2023
7:00 p.m.

Marc Cohen called to order at 7:00 p.m. the meeting of the Twinsburg City Planning Commission.

Roll Call:

Present: Kraig Shipley, Edward Hoegler, Marc Cohen, Steve Shebeck, Michael Walker
Also Present: Lynn Muter, City Planner and David Post, Council Representative

Work Session:

1. Review of Pending Ordinance 121-2023

An Ordinance Amending Section 1103.11 of the Twinsburg Zoning and Development Regulations and Chapter 151 of the Twinsburg Administrative Code Regarding the City's Environmental Commission.

Lynn Muter, City Planner

- Ms. Muter stated that this issue was brought to City Council by Staff.
- Referring to the draft of Ordinance 121 – Environmental Commission Duties are found in Chapter 151 of the Administrative Code and also Section 1103 of the Planning and Zoning Code, Ms. Muter stated that some of language is duplicated in the two different portions of the Regulations, while some of the duties are different. The portion found in Title 11 in the Planning and Zoning Code tends to skew more toward site plan review duties associated with the Planning Commission functions.
- The part in 1151 skews more toward establishing the Commission, meeting schedule, how the commission will be seated. It also allows for a couple of teenage commissioners. The Law Director did strike this, because they would be eligible electors.
- Ms. Muter discussed language not matching current Environmental activities - what is actually occurring. This is the primary focus of the proposed amendments.
- Ms. Muter stated that the City requires environmental impact assessments on larger projects. We have Army Corp of Engineers reviews for wetland resources and surface water features. We have reviews by other Federal and State agencies. If additional environmental reviews are necessary, the Planning Commission can hire professional services. In the past, these additional services have been budgeted for by the Planning or Engineering departments.
- In Chapter 151, hiring of professionals by the Environmental Commission has been stricken. Section 151.06 Retaining Professional Services has never occurred and this is not the focus of the Environmental Commission.
- The Environmental Commission does not propose a budget to Council. They have a budget for activities and events through the Public Works Department.

- Items F and G are more reflective on what Environmental Commission is doing to enhance the awareness, understanding, commitment and active involvement of local Twinsburg residents in promoting stewardship of the City's natural resources through public education and outreach, volunteerism and community events. It was suggested to change the name of the Commission to the Environmental Awareness Committee, the Law Director stated we cannot do that because the name of the Commission appears in the Charter. The name will remain the same, but the focus will be awareness and sustainability.
- Ms. Muter discussed that most of what is remaining is general and broad. Example: *Consider and make recommendations to appropriate bodies regarding all matters of environments interests appropriately referred to the Commission.* This type of language does appear a few times. She discussed the general duties and some very specific duties that are outlined.
- Ms. Muter suggested to focus on the language of Item B. *Environmental Commission shall document, investigate and recommend solutions to environment complaints and concerns.* If we are leaving this, it should be referred to by Council. She is suggesting to strike item (b). Members discussed striking Item (b), it was discussed that most complaints or issues would go through Council or other governing bodies or departments.
- Mr. Post discussed the origin of these needed changes, when new developments are taking place, trees being cleared, etc. Questions were raised, should Environmental Commission be involved. Mr. Post also stated that the Environmental Commission's focus should remain outreach and education for the public. He discussed the members of Environmental Commission are not typically experts on complicated environmental issues.
- Members discussed whether 1103.11 (d) should be included in the Duties Section.
- Michael Walker discussed 151.03 Item (d) and suggested adding *by Council, Planning Commission and the Mayor.*
- Mr. Walker discussed getting rid of Item (e) to add *such as..., but not limited to.* Item (f) does outline duties.
- Mr. Walker suggested taking the language of 1103.11 Item (e) and dovetail in onto the end of Duties Item (g) and add when requested by Council, Planning Commission and the Mayor.
- Mr. Walker suggested eliminating the entirety of 1103.11 except Item (d) and fold everything into 151.03 Duties.
- Mr. Shebeck discussed the origin of the Environmental Commission and agreed that these amendments are long overdue.
- Members discuss the procedures for residents to voice environmental concerns. Members discussed the impact of Project Gumbo and Ms. Muter shared an example of excessive litter at Arbor Glen in the ravine and how this concerns was taken care.

2. Discussion of Zoning Code Update

Lynn Muter, City Planner

- Ms. Muter discussed the Zone Code updates handouts given to members.
- This includes building heights and setbacks at Cornerstone Business Park and a graphic of historic industrial building height.

- The current Code reflects the standard is determined by judgment, back to the 1989 Code relative to I2 and I3 building heights. It allows for a 35ft. building height, but there is no cap. It requires an additional two foot front setback, a two foot additional rear setback and a one foot additional side setback for each foot of building height above and beyond the 35 feet.
- Ms. Muter discussed that in 2012 we capped building height at 45 feet, but we took away the equation where we move back a couple feet for each foot in increase. We also took away the requirement for a conditional use permit.
- Ms. Muter discussed that all of the buildings at Cornerstone are over the 35 foot building height and all buildings meet the criteria of two foot increase per foot standard. None of buildings are over 45 feet.
- Conditional Use Permits were not issued, each building meets the criteria for the Conditional Use Permit.
- Ms. Muter stated that it is not appropriate to tie a Conditional Use Permit to a structural component.
- Ms. Muter stated she feels that residents want a public hearing component. Leaving this at 35 feet with the allowance for a height up to 45 feet with additional setbacks and we have a public hearing. This is getting rid of the Conditional Use Permit.
- Mr. Post discussed and suggested increasing the building height to 40 feet as the standard. After discussion, he did change this to having the cap at 35 feet.
- Members discussed this will to go to the voters.
- Ms. Muter summarized that relative to proposed code updates, we will keep the 35 foot height with the equation to mitigate the increased height with additional setbacks. We will cap height at 50 feet. We want to have a public hearing associated with any building over 35 feet. We will remove the Conditional Use Permit Certificate.

Regular Meeting: 7:55pm

1. Public Participation: None

2. Pending Ordinance 121-2023

An Ordinance Amending Section 1103.11 of the Twinsburg Zoning and Development Regulations and Chapter 151 of the Twinsburg Administrative Code Regarding the City's Environmental Commission.

Lynn Muter, City Planner

Motion: Michael Walker moved that the City Planner or staff provide to Council at its next meeting a summary of this Commission's recommendations during its work session on December 4, 2023 with regard to Ordinance 121-2023, Section 1103.11 of the Twinsburg Zoning and Development Regulations and Chapter 151 of the Twinsburg Administrative Code regarding the City's Environmental Commission.

Mr. Cohen seconded the Motion.

No Discussion presented.

Upon roll call, the Motion passed unanimously, 5-0.

Communications & Miscellaneous:

- Members discussed possible upcoming meeting absences.
- Ms. Muter discussed upcoming projects for future meetings.
- Next Planning Commission meeting is December 18th.

3. Excuse Absent Members: All Members present.

4. Adjournment: There being no further business to come before the Planning Commission, the meeting unanimously adjourned at 8:02pm.

Marc Cohen, Chairman

Tina Falconbery, Secretary