



**Planning Commission Meeting Minutes
December 18, 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, Michael Walker
Also Present: Lynn Muter, City Planner and David Post, Council Representative

Work Session:

1. Preliminary Site Plan – Office Building

8093 Darrow Road

PP #6409670

Julie Trott/Denver Brooker

- The architect for the applicant they are presenting a preliminary site plan.
- The new constructions will be 26,000 feet and approximately 22 feet tall.
- There will be 93 parking spaces.
- There is a storm water retention basin on the far east of the site which is sized for the parking and the building currently as well as future Phase 2.
- The position of the building will allow preservation of the current trees and wetlands and woods.
- There will not be a new curb cut off of Darrow Road.
- Members discussed the future second phases of this project. The dumpsters and shed would be demolished and relocated.
- Mr. Cohen discussed this project can move on to the step of this process.

2. 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 discussed the final overview of the previous discussions, comments and updates.
- She stated there is no more content that needs to be further discussed.

- Mr. Post stated that Letter G is of some concern. He wants to eliminate Letter G because the Environmental Commission members are not necessarily qualified as experts. Expertise would be provided by professionals, such as Army Corp of Engineers, EPA, etc.
- Ms. Muter discussed examples that would be appropriate for the Environmental Commission advises on composting, bee keeping, raising chickens, native plants and rain gardens.
- Ms. Muter stated that any topic can be sent to Planning Commission through Council.
- Mr. Walker discussed rolls and responsibilities of Commission, specifically how they are working with Council to address issues and concerns from residents.
- Mr. Post discussed that the Environmental Commission should be looking into environmental grant writing and this should be included. Members suggested duties should include grant searches and applications.
- Mr. Post discussed duties and suggested that it be changed to add “*when asked by the Administration or Council shall...*” This would allow the Commission to answer to Council or the Administration. Members suggested this be changed to: “*the Commission when directed by Administration or Council shall...*”
- Members discussed combining Items B & C.
- Members discussed adding “*Develop*” to items.
- Mr. Cohen summarized the Planning Commission suggests to strike *asked or charged with* and put in *directed by The Administration or City Council shall*, strike C, strike D and under E strike *upon direction from Administration and/or Council the Commission may start with develop* and insert into that paragraph *Grant Searches and Applications*, strike G and change in F eliminate *when requested by City Council*.

Regular Meeting: 7:45pm

1. Approval of the December 4, 2023 minutes

Mr. Cohen motioned to approve minutes for Planning Commission meeting on December 4, 2023 as submitted.

No objections or corrections presented.

Minutes approved as submitted.

2. Public Participation: None Presented

3. 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.

Motion: Mr. Cohen moves that the Planning Commission make a positive recommendation to City Council for Ordinance 121-2023, regarding Chapter 151 of the Twinsburg Administrative Code and Section 1103.11 of the Twinsburg Zoning and Development Regulations, dated amended December 5, 2023 as amended by Planning Commission at tonight's meeting.

Mr. Walker seconded the Motion.

No discussion presented.

Upon roll call, the Motion passed unanimously, 4-0.

4. Communications & Miscellaneous:

- Ms. Muter discussed upcoming meeting items relating to penalties associated to zoning violations.
- Next Planning Commission meeting is January 22, 2024.

5. Excuse Absent Member(s):

Mr. Walker motioned to excuse absent member, Steve Shebeck.

Mr. Shipley seconded the Motion.

No objections presented.

Upon roll call, the Motion passed unanimously, 4-0.

- 6. Adjournment:** There being no further business to come before the Planning Commission, the meeting unanimously adjourned at 7:55pm.