

Minutes of Zoning Commission

April 14, 2015

The *special* meeting of the Bainbridge Township Zoning Commission was called to order by Mr. Steve Hunder, Chairman at 4:35 P.M. Members present were: Ms. Shannon Byrne; Mr. Justin Czekaj and Mr. Stephen Yingling. Mr. Charles Nichols was absent. Ms. Karen Endres, Zoning Inspector was present.

Also present were trustees Mrs. Lorrie Benza, Mr. Christopher Horn and Mr. Jeffrey Markley along with Mr. Bret Keast of Kendig Keast Collaborative.

OLD BUSINESS

Proposed Comprehensive Zoning Resolution Re-Write

The Zoning Commission met in Special Session with the Board of Trustees for the purpose of meeting with Mr. Bret Keast of Kendig Keast Collaborative to discuss the proposed Comprehensive Zoning Resolution Rewrite.

Mr. Hunder reviewed the progress the Zoning Commission has been making on the proposed re-write. The code has been reviewed a number of times and the proposed zoning map is in the process of being reviewed to make sure all of the lots are classified in the right zoning district (Neighborhood Conservation Classifications).

A discussion was held on the proposed zoning map with the new zoning classifications regarding platted subdivisions, deed restrictions, boundary issues etc. and the Mixed Use Zoning amendment.

Mr. Keast stated that if he takes all of the comments and modifications from the Zoning Commission and the Mixed Use District is reintegrated then it will be a complete revised CZR and he will plot a large scale zoning map so the subdivision lines can be drawn in and it will be a full CZR that includes all of the comments to date.

Mr. Hunder stated that the Zoning Commission will continue to work with Mr. Dietrich at the County and the ultimate goal is a compiled list of everything the Zoning Commission needs to work on such as concerns, problems, work lists etc.

A discussion was held on the Encode software. The Zoning Commission would like to take ownership of the software now to be able to make modifications on the township level. Mr. Keast explained that it is very possible to do that, each person would be assigned a permission and suggested that training can be done to get it up and running to be able to make minor changes and each change would be highlighted so that the integrity of the code stays intact. He added that it would save time and money.

Procedural issues were discussed regarding the amendment process for the new Comprehensive Zoning Resolution.

A discussion was held on the costs for the project, the scope of work, the amount left on the contract and the additional work that needs to be done.

Mr. Keast explained the fees for the Encode software. The standard Encode 90 comes with all of the standard features and is available on mobile devices with word search, tables and graphics, export to Word, PDF etc. Encode 180 has the calculator to do parking calculations etc. There is a one-time cost to build them and calibrate them. There is an on-line GIS map to see what the zoning is on a parcel and it would link back to the respective section of the code and it can tie to the Geauga County GIS system. The archiving is a must-have, former copies are automatically archived and it comes in the 360 package. He noted that the entire code can be exported into a Word version. There is an escrow fee, which is \$750.00 per year which means the source code is put on a disc and it is filed with a mutual third party in Denver, Colorado, and Kendig Keast has a contract with them so Bainbridge Township would become a beneficiary and it means that the township owns the source code, the township would never lose its code. For Encode 90 it is \$4,250.00 per year and for that the township would get one license and additional licenses could be purchased for \$250.00 each. For Encode 180 it is \$5,250.00 per year and for Encode 360 it is \$7,250.00 per year. With Encode 180 you get four hours of support a year and three licenses, with Encode 360 you get four licenses and eight hours of support. He added that they have been around for 15 years, it was called ZoningPlus before and it was rebuilt as Encode that has been going for one year. He added that the yearly rate has been the same since they started but there is a clause in the agreement that states it can go up but it hasn't. If the license is stopped it is exported to a Word file. A file can also be saved locally and it can be exported into a PDF file. Upgrades are constantly being done and security upgrades are always being made and Kendig Keast also hosts the software. There are 40 communities that are currently using the software but none in Ohio so far.

A discussion was held on the proposed Neighborhood Conservation Districts.

Since there was no further business to come before this meeting of the Bainbridge Township Zoning Commission, Mr. Hunder made a motion to adjourn.

Ms. Byrne seconded the motion that passed unanimously. The meeting was adjourned at 6:55 P.M.

Respectfully submitted,

Linda L. Zimmerman
Zoning Secretary

Steve Hunder, Chairman

Date Approved: April 28, 2015