



Summit County Planning Commission (SCPC)
Thursday, September 28, 2023 - 3:00 p.m.
County of Summit, County Council Chambers
175 South Main Street, 7th Floor, Akron, Ohio
Meeting Agenda

- A. Call to Order
- B. Roll Call
- C. Approval of the August 31, 2023, SCPC Minutes
- D. Business Items

Chair Mavrides
Tubbs
Chair Mavrides
Knittel

New Business

Item #1 – Sagamore Hills Township – Text Amendment – Supplemental Regulations– Applicant wishes to amend the Sagamore Hills Township Zoning Regulations Section 7 Supplementary Regulations to add language to regulate the use of Solar Energy Systems in all districts in the township.

Item #2 – Coventry Township – Text Amendment – Short Term Rentals – Applicant wishes to amend the Coventry Township Zoning Regulations Article 28.04 Standards to add language stating that Short Term Rentals shall not be located within 100 feet of an existing Short-Term Rental.

Old Business

None

- E. Report from Assistant Director
- F. Comments from Public
- G. Comments from Commission Members
- H. Other
 - 1. Legal Update
- I. Adjournment

Tubbs
Chair Mavrides
Chair Mavrides
Evans
Chair Mavrides



Summit County Planning Commission (SCPC)

Thursday, August 31, 2023 - 3:00 p.m.

County of Summit, County Council Chambers

175 South Main Street, 7th Floor, Akron, Ohio

Meeting Minutes

- A. Call to Order **Vice Chair Dennis Stoiber**
Dennis Stoiber called to order the Thursday, August 31, 2023 - SCPC monthly meeting at 3:00 p.m.
- B. Roll Call **Dennis Tubbs**

SCPC Member	Present
Beckham, George	X
Dickinson, Erin	X
Wiedie-Higham, Christine	X
Jones-Capers, Halle	X
Kline, David	X
Mavrides, Allen	
Reville, Rich	X
Segedy, Jason	
Snell, Jeff	X
Stoiber, Dennis	X
Terry, Robert	X

Reported by *Dennis Tubbs*, we have a quorum for SCPC meeting Thursday, August 31, 2023 – SCPC monthly meeting at 3:00 p.m.

C. Approval of the Thursday, June 29, 2023, SCPC Minutes

Vice Chair Dennis Stoiber

SCPC Member	Motion	Second	Yea	Nay	Abstain
Beckham, George			X		
Dickinson, Erin					
Wiedie- Higham, Christine					X
Jones-Capers, Halle		X	X		
Kline, David	X		X		
Mavrides, Allen					
Reville, Rich					X
Segedy, Jason					
Snell, Jeff					
Stoiber, Dennis			X		
Terry, Robert					X

Motion

David Kline made a motion to *approve Thursday, June 29, 2023, SCPC meeting minutes*, and it was seconded by *Halle Jones-Capers, all in favor, aye Thursday, June 29, 2023, SCPC meeting minutes*, the motion was *approved* with 3 abstentions (*Robert Terry, Rich Reville and Christine Wiedie-Higham*).

D. Business Items

Stephen Knittel

New Business

- Item #1 – Ridge Drive Final Plat – Copley Township** - The site is located in Copley Township, off of Rothrock Rd. The applicant is proposing a 50' ROW public road to end in a temporary cul-de-sac for phase 1 of the proposed roadway. Future extensions of the roadway will have the road extend to the North and then access Rothrock Rd.

Reported by Stephen Knittel:

Final plat - Proposal of 50-foot right-of-way of a public road to end in a temporary cul-de-sac for Phase 1, future extension will extend from the North and then across Rothrock Road. The Preliminary plan was conditionally approved at the April 27, 2023, SCPC meeting, with comments from the County Engineer

that all conditions be satisfied and discussion of relative right-of-way. Staff comments is approval of the final plat proposal.

Questions from the members:

Dennis Stoiber contacted Stephen Knittel on August 31, 2023, in reference to the staff comments they list that conditional approvals cannot be given to final plats per the SCE office comments only relatively minor comments remain to be addressed and yet the recommendation is to approve, and Stephen explained that all comments from the SCE have been addressed for the final plat.

The staff recommendation for approval is consistent to the rules for the final plat only.

David Kline asked if we choose to make a motion to approve have the SCE comments been satisfied? Yes. One the final plat only.

Dennis Tubbs added that there is no conditional approval for improvement plan.

The next step after planning commission for the applicant is that this will go to the county engineer for signature, then the legislation will go to County Council.

Representation for the Applicant:

*Applicant: Matthew Burch
1798 Great Run Lane
Akron, OH 44333*

Dennis Stoiber asked the applicant if he was aware of the fact there were several comments from the SCE and planning commission.

Matthew Burch stated that the was aware and comments were resolved.

County Engineer's Office:

Joe Paradise, County Engineer's Office

The SCE received the revised print August 30, 2023, there were minor comments the applicant requested a 50' right of way the county engineers is requesting a 60' right of way, the plans reflect a 60' right of way, this will need to be corrected to 60', due to commercial sites.

County Engineers has 4 (four) minor comments:

Curve data shown, need survey monumentation set-up out there.

Road A needs to be changed to Matthew Burch Blvd.

Major issue at the cul-de-sac end, there is an access and utility easement, there is the same property on both sides of the road and basically this would be considered a driveway and may or may never become a roadway or a real access in the future because of the geological constraints, there is a lopsided roadway.

Dennis Stoiber asked the fact of the geometry of this temporary cul-de-sac does not hurt whether or not this becomes the entry point of this plat?

Joe Paradise answered, no. The particular “dead-end street” (cul-de-sac road) is within the parameters of the subdivision regulations and does not require a variance. Whichever way the applicant goes in the future, if the applicant obtains the property to the North, it would not matter.

David Kline asked, does this guarantee that no one could build on this property if it’s platted this way.

Joe Paradise, answered, yes, they can.

Questions from the Public: No one from the public was present

Representation for the Township:

Loudon Klein, Director of Development, Copley Township

Mr. Klein explained that the township is in favor of the construction of the plan as approved by the township and has no issues.

Jeff Snell asked the township if they were ok with this plat being a private driveway as this could or could not be used in the future but does not ensure a road going to the other property.

The applicant put this in the proposal to give some type of access by looping the road out, but the applicant does not know where it will be or how it will be lotted out.

Mr. Sneed asked, as far as the township, in the future they would like this to loop.

Mr. Klein explained that any changes would need to go back to the township for discussion.

Summit Soil and Water: Not present

Questions from the Public: No one from the public was present

Discussion from the members: No further discussion

SCPC Member	Motion	Second	Yea	Nay	Abstain
Beckham, George			X		
Dickinson, Erin			X		
Weidie-Higham, Christine		X	X		
Jones-Capers, Halle			X		
Kline, David	X		X		
Mavrides, Allen					
Reville, Rich		X	X		

Segedy, Jason					
Snell, Jeff			X		
Stoiber, Dennis			X		
Terry, Robert			X		

Motion

David Kline made a motion to *approve* **New Business Item #1 – Ridge Drive Final Plat – Copley Township**, based on the evidence presented of staff and the county engineer's office and it was seconded by *Rich Reville and Christine Weidie-Higham*, ***all in favor, aye*** **New Business Item #1 – Ridge Drive Final Plat – Copley Township**, the motion was *approved* with 0 abstentions.

2. Item #2 – Pool Ladders- Northfield Center Township – Add language to regulate pool ladders.

Reported by Stephen Knittel:

Amendment of the township's regulations adding language

A. when pool is not in use, all pool ladders will be folded up and/or locked.

B. if the pool ladder can not be folded or locked it will be removed from the pool area and stored in a secure area away from pool when not in use.

Staff recommendation is approval.

Representation for the Township:

Township representative

Don Saunders, Zoning Inspector/Code Enforcement

Mr. Saunders explained that the township is trying to clarify the section of their zoning about pool ladders as they have residents leaving pool ladders in the pool a lot which is dangerous and will prevent anyone from climbing up and getting in the pool. This way will state what to do with the ladders. Mr. Saunders explained that the new ladders push up and lock, but the older A frame ladders you just stick in and forget about it and there are many ways to get into a pool without a ladder which is a deck that the township already has in their regulations. The township is asking that the pool ladders be a little more defined than the previous language.

Dennis Stoiber stated, for an above ground pool in compliance with the state requirement for a barrier all the way around, takes place right on that structure so it has a fence all the way around the pool, for someone to have to try harder to get in if you take the ladder up.

Mr. Saunders stated not necessarily, as the township does not require a fencing if the is hard wall and the pool is greater than 4 foot in height; if it's a soft wall and the pool is less than 4 foot you do have to put the fence in.

Jeff Snell explained that there is no state law that says your must have a fence around a pool it is local community that generates the requirement.

David Kline asked, if there isn't a grandfather clause that can make all pools comply with the code.

Don Saunders answered, all pools will have to comply.

Questions from the members:

County Engineer's Office: No comment made by Joe Paradise, County Engineer's office

Summit Soil and Water: Not present

Questions from the Public: No one from the public was present

Discussion from the members: No further discussion

SCPC Member	Motion	Second	Yea	Nay	Abstain
Beckham, George			X		
Dickinson, Erin			X		
Wiedie- Higham, Christine			X		
Jones-Capers, Halle		X	X		
Kline, David	X		X		
Mavrides, Allen					
Reville, Rich					X
Segedy, Jason					
Snell, Jeff			X		
Stoiber, Dennis			X		
Terry, Robert			X		

Motion

David Kline made a motion to approve New Business Item #2 – Pool Ladders- Northfield Center Township – Add language to regulate pool ladders with staff recommendations of added language, and it was seconded by Halle Jones-Capers, all in favor, aye New Business Item #2 – Pool Ladders- Northfield Center Township, the motion was approved with _1_ abstentions. (Rich Reville)

3. **Item #3 – Sidewalks- Northfield Center Township** – Add language to regulate sidewalks.

Reported by Stephen Knittel:

Chapter 352 Town Center District (T-C) new sub-section 352.18

All new construction or renovation shall have sidewalks that are ADA compliance the text would read:

- a. All sidewalks shall be made from poured concrete.
- b. Sidewalks shall be a minimum of 48 inches in width and must comply with all ADA standards for sidewalks.

c. *Refer to current ADA standards for accessible design.*

Staff recommendation is approval.

Representation for the Township:

Township representative

Don Saunders, Zoning Inspector/Code Enforcement

The T-C district has always been a pedestrian friendly district, it never stated that it has to have sidewalks and considering SR 82 and the Olde 8 being heavily traveled roads the township decided that there should be language in their amendment as it may have been an oversight when the T-C became a district was created. As when the district states it is pedestrian friendly it will be pedestrian friendly.

Questions from the members:

George Beckham asked, would the SCE or ODOT have any overlapping responsibility on the sidewalks?

Don Saunders answered, probably.

County Engineer's Office:

Joe Paradise, County Engineers Office

Suggested that the developers need to contact the county and/or state for their standards. ODOT has a design manual and in the more congested areas they require wider sidewalks at 7-foot wide (example Montrose) rather than 4-foot sidewalks. The need is for wheelchairs ability to be side by side.

The townships regulations have a minimum of 48" in width but does not specify the thickness of the sidewalk specify the weight that the sidewalk can handle. The thickness of the sidewalk needs to be specified by both the SCE and ODOT regulations. A sidewalk that is 1' in thickness would last about 2 (two) minutes. When you go across a driveway it should be about 8" thickness and a 2% grade this will meet ADA requirements. The township will also need to address rubber bumps and rubble at its crossing points as well as minimum setbacks. ODOT does not like to place sidewalks in their right of ways as they have no way to maintain them.

Joe Paradise suggests that the township be responsible for the maintenance and repair of the sidewalks.

Dennis Stoiber collaborated with Joe Paradise in reference to the SCE findings and suggestions that the township add ODOT and SCE standards to the amended text and get the proper permits for the proper procedures.

Don Saunders will take all recommendations back to the township

Summit Soil and Water: Not present

Questions from the Public: No one from the public was present

Discussion from the members: No further discussion

SCPC Member	Motion	Second	Yea	Nay	Abstain
Beckham, George			X		
Dickinson, Erin			X		
Wiedie- Higham, Christine			X		
Jones-Capers, Halle			X		
Kline, David	X		X		
Mavrides, Allen					
Reville, Rich					X
Segedy, Jason					
Snell, Jeff			X		
Stoiber, Dennis			X		
Terry, Robert		X	X		

Motion

David Kline made a motion to *approve* **New Business Item #3 – Sidewalks- Northfield Center Township** – Text Amendment - Add language to regulate sidewalks, *with addition of item b. Sidewalks shall be a minimum of 48 inches and on any state or county road must comply to their regulations.* It was seconded by *Robert Terry*, ***all in favor, aye*** **New Business Item #3 – Sidewalks- Northfield Center Township**, the motion was *approved with the addition of language stated in the motion_1_abstentions.* (Rich Reville)

4. **Item #4 –Portable Storage Unit Containers- Northfield Center Township** – Text Amendment - Add language to regulate portable storage unit containers.

Reported by Stephen Knittel:

Application is amending current text to add to Chapter 350, a new Section 350.16, and also add this to Chapter 360, a new Section 360.13 to read:

CHAPTER 350 Commercial District Regulations

350.16 Portable Storage Unit Containers

A. Application for permit shall be made to Northfield Center Township. The township Zoning Inspector shall determine the most appropriate location for the portable storage unit or roll-off dumpster to be placed on the lot. A permit fee in an amount to be established from time to time by resolution of the Northfield Center Township Trustees will accompany the application. The issuance of a permit shall allow the applicant to place the portable storage unit or dumpster on the subject lot in the location specified in the permit.

B. the container shall be screened from the road and adjoining properties by trees or an approved fence/wall.

- C. The container shall be located at the side or behind the business.
- D. Setbacks shall conform to the Zoning Regulations.
- E. The container shall be considered safe and have ventilation and locks for safety reasons.

CHAPTER 360 Industrial District Regulations

360.13 Portable Storage Unit Containers

- A. Application for permit shall be made to Northfield Center Township. The township Zoning Inspector shall determine the most appropriate location for the portable storage unit or roll-off dumpster to be placed on the lot. A permit fee in an amount to be established from time to time by resolution of the Northfield Center Township Trustees will accompany the application. The issuance of a permit shall allow the applicant to place the portable storage unit or dumpster on the subject lot in the location specified in the permit.
- B. the container shall be screened from the road and adjoining properties by trees or an approved fence/wall.
- C. The container shall be located at the side or behind the business.
- D. Setbacks shall conform to the Zoning Regulations.
- E. The container shall be considered safe and have ventilation and locks for safety reasons.

Representation for the Township:

Township representative

Don Saunders, Zoning Inspector/Code Enforcement

Explained that residents are purchasing dumpsters and containers and leaving them. The township is trying to get some control over the purchase and placement of the storage containers minimizing the length of days that the units can be stored. He stated that residents are leaving the dumpsters in their front yards.

Dennis Stoiber asked, the permitting process will allow you to determine location. Where does it state the time limit is? Does this permit grant the permit for a certain time limit?

Don Saunders stated that the resolution already has a time limit. The time limit is 15 days or 30 days maximum for dumpster unit and the resident can renew the permit. Portable storage units are being put in as accessory units, this way the township can determine or control the purchases and placements in the commercial district, the township is trying to put in place regulations for residential areas.

Questions from the members:

County Engineer's Office:

Joe Paradise, County Engineers Office

Joe Paradise stated that this is 2 (two) separate items dumpsters and storage units as they serve 2 (two) different purposes. Why aren't there two (2) separate items on the codes?

Summit Soil and Water Not present

Questions from the Public: No one from the public was present

Discussion from the members:

David Kline explained that a dumpster is a permanent fixture that will be there forever.

Don Saunders explained that this is for roll off dumpsters only.

Halle Jones-Capers questioned the text additions, is this going in both regulations?

Don Saunders explained, yes.

Jeff Snell suggested the township add the word “temporary” before portable and roll-off reading as follows:

- A. *Application for permit shall be made to Northfield Center Township. The township Zoning Inspector shall determine the most appropriate location for the **temporary** portable storage unit or **temporary** roll-off dumpster to be placed on the lot. A permit fee in an amount to be established from time to time by resolution of the Northfield Center Township Trustees will accompany the application. The issuance of a permit shall allow the applicant to place the portable storage unit or dumpster on the subject lot in the location specified in the permit.*

As this would clarify that this fixture cannot be used or stored permanently.

SCPC Member	Motion	Second	Yea	Nay	Abstain
Beckham, George	X		X		
Dickinson, Erin			X		
Wiedie- Higham, Christine			X		
Jones-Capers, Halle			X		
Kline, David		X	X		
Mavrides, Allen					
Reville, Rich					X
Segedy, Jason					
Snell, Jeff			X		
Stoiber, Dennis			X		
Terry, Robert			X		

Motion

George Beckham made a motion to *approve* **New Business Item #4 Portable Storage Unit Containers- Northfield Center Township** – Text Amendment - Add language to regulate portable storage unit containers, *with conditions and comments from the members* and it was seconded by *David Kline*, ***all in favor, aye*** **New Business Item #4 Portable Storage Unit Containers- Northfield Center Township**– Text Amendment, the motion was *approved* with _1_ abstentions. (Rich Reville)

Old Business

None

E. Report from Assistant Director

Assistant Director, Dennis Tubbs

- 1) Due to councils' late return to meetings this month, we will have to submit updated Sub regulation for approval.
- 2) Intern assisted Stephen Knittel on comprehensive plan, we are still compiling information and will submit a red-lines documents soon and posted online.

F. Comments from Public
No one from the public present

Vice Chair Dennis Stoiber

G. Comments from Commission Members
No further discussion from the members

Vice Chair Dennis Stoiber

H. Other
1. Legal Update

Attorney Marvin Evans

Delfino case we won, the applicant did appeal the decision and a mediation is set for Tuesday, September 12, 2023. We are not sure how we are going to work the case; the applicant may purpose something different. Does not feel the mediation is of value, the applicant may change the layout or size of the house, it still needs to go through the proper channels.

I. Adjournment

Vice Chair Dennis Stoiber

SCPC Member	Motion	Second	Yea	Nay	Abstain
Beckham, George			X		
Dickinson, Erin			X		
Wiedie- Higham, Christine	X		X		
Jones-Capers, Halle			X		
Kline, David			X		
Mavrides, Allen					
Reville, Rich		X	X		
Segedy, Jason					

Snell, Jeff			X		
Stoiber, Dennis			X		
Terry, Robert			X		

Motion

Christine Weidie-Higham made a motion to *adjourn* **Thursday, August 31, 2023, SCPC meeting adjournment**, and it was seconded by *Rich Reville*, ***all in favor, _aye_ Thursday, August 31, 2023, SCPC meeting adjournment***, the motion was *adjourned* with 0 abstentions. Meeting adjourned at 3:41 p.m.

These minutes were recorded, prepared, and represent the writer's best recollection of the items discussed by:

Tazena Long, Executive Assistant

*Department of Community and Economic Development
on Tuesday, September 12, 2023, at 9:57a.m.*



Planning Commission
Zoning Text Amendment
**Supplemental Regulations: Solar Energy
Systems**
Sagamore Hills Township

Item No.: 1
Meeting: September 28, 2023
Applicant: Sagamore Hills Zoning Commission
Proposal: **Supplementary Regulations: Solar Energy Systems**
Processor: Stephen Knittel

Proposal: The applicant has proposed that the Sagamore Hills Township Zoning Resolution be revised to add language regulating Solar Energy Systems within the Township.

Proposed Text Amendments: **Proposed Language is Underlined**

Sagamore Hills Township

REGULATIONS – SUPPLEMENTARY

This entire section reviewed and approved by Resolution 14-66 Adopted 8-11-14
Effective 9-10-14

Section 7.0 Supplementary Regulations

7.1 Uses not permitted in any District

- A. Trailer Camps (Amended Effective 11-14-14)
- B. Junk Yards (Amended Effective 11-14-14)
- C. Rubbish dumps except at a place provided by the Township of Sagamore Hills and Zoning Commission for such a purpose. (Amended Effective 11-14-14)
- D. Vehicular race track, to include but not limited to, use by motorcycle and all-terrain vehicular hill climbs and trails and snowmobiles.
(Amended Effective 11-14-14)
- E. Distilling of bones, fats, glue, or gelatin manufacturing, fertilizer manufacture. (Amended Effective 11-14-14)
- F. Manufacture or storage of explosives, gun power, or fireworks.
(Amended Effective 11-14-14)
- G. Dumping, storing, burying, reducing, disposing or burning garbage, refuse, rubbish, offal or dead animals. (Amended Effective 11-14-14)

- H. Slaughter houses and meat processing plants. (Amended Effective 11-14-14)
- I. Outdoor wood-fired boilers or outdoor wood-fired hydraulic heaters or outdoor wood heaters or outdoor wood burning furnaces.
(Amended Effective 11-14-14)
- J. Wind powered generators; wind powered turbines & associated facilities.
(Amended Effective 11-14-14)
- K. Outdoor Recycling Collection Bin except where Conditionally Permitted in Residentially zoned areas as specified in Chapter 3.
(Amended Effective 6-9-15 Res. 15-21)
- L. Any use, expansion of use, or change of use that would enable the cultivation, processing, distribution, or sale of marijuana.
(Effective 6-8-22 Res. 22-17)
- M. No shipping containers, cargo containers, ISO containers, Intermodal containers, box truck beds, semi-truck trailers or similar structures may be used as a primary or accessory structure. (Effective 9-13-23 Res. 23-30)

7.2 **Hedge, living fence, or non-deciduous trees** shall not exceed three (3) feet in height above road level which is within thirty (30) feet of any public right-of way.

7.3 Residential rentals of less than thirty (30) days shall be prohibited within the Residential or Planned Unit Development Districts except conditionally permitted Bed and Breakfast establishments within the Residential District.
(Amended Effective 12-9-20 Res. 20-74)

7.4 **Sewage Disposal**
Utilities shall be provided as specified in the Utilities Section of this Resolution.

7.5 **Water Utility Facilities**
Utilities shall be provided as specified in the Utilities Section of this Resolution

7.6 Solar Energy Systems

A. The purpose of a solar energy system shall be to provide solar power to the structures upon the property it serves and may have an interconnection to an electric utility. All electrical interconnection or distribution lines shall be underground and comply with all building codes and public utility requirements. Should the solar energy system require an interconnection cabinet it shall be attached to the primary structure and be appropriately labelled.

B. A solar energy system shall only be an accessory use in a Residential and Commercial zoning district. Primary and accessory structures within the Residential or Commercial district shall each be permitted to have a roof mounted solar energy system. Ground installations are prohibited.

C. The roof mounted solar energy equipment must be installed within the actual boundaries or edge of the roof area and cannot overhang any portion or edge of the roof. Within the Residential district, the installation shall follow the existing roof pitch of the structure and shall not exceed more than twelve (12) inches above the surface of the pitch of the roof. Within the Commercial district, if the roof is flat with no greater than a ten (10) percent pitch, the installation shall not exceed six (6) feet in height from the surface of the roof.

D. The roof mounted solar energy equipment shall not exceed the maximum building height where it is located, or thirty-five (35) feet, whichever is less.

7.7 Amendments

Pursuant to Sec. 519.12 of the Ohio Revised Code, amendments or supplements to this Zoning Resolution may be made in the same manner and for the same purposes provided for the adoption of this Zoning Resolution, and as further provided therein. When an amendment to this Resolution changing the zoning of any area becomes effective, it shall be the duty of the Zoning Commission of the Township of Sagamore Hills, Ohio, to cause such change to the Zoning map.

7.8 **Invalidity of a Part**

Should any section or provision of this Zoning Resolution or amendment thereto be held to be invalid by a court of competent jurisdiction, such decision shall not affect the validity of the remainder of this Zoning Resolution or amendments thereto.

Recommendation: Staff recommends to the Summit County Planning Commission that the proposed text amendments be **APPROVED**



Planning Commission
Zoning Text Amendment
Short Term Rentals
Coventry Township

Item No.: 2
Meeting: September 28, 2023
Applicant: Coventry Zoning Commission
Proposal: **Short Term Rentals**
Processor: Stephen Knittel

Proposal: The applicant has proposed to amend Coventry Township Zoning Regulations Article 28.04 Standards to add language stating that Short Term Rentals shall not be located within 100 feet of an existing Short Term Rental.

Proposed Text Amendments: **Proposed Language is Underlined**

Coventry Township

ARTICLE 28.00

SHORT TERM RENTALS**

SECTION 28.01 PUBLIC PURPOSE

Article 28.00 is intended to protect and promote the health, safety, and general welfare of all the citizens of Coventry Township by requiring the registration and certification of short term rentals within the Township. It is also the intent of **Article 28.00** to protect the integrity of residential neighborhoods while allowing property owners to receive remuneration from rental of a dwelling to help maintain the dwelling.

SECTION 28.02 DEFINITIONS

Caretaker - A caretaker is an individual, other than the short term rental permit holder, who is responsible for the oversight and care of the short term rental.

Parking Space – For purposes of **Article 28.00**, a parking space shall be a minimum of 10 feet by 20 feet, located off-street, outside of a road right of way, and in one of the following locations:

- a garage or carport
- a paved or gravel driveway
- a paved or gravel parking pad.

Renter – As used in this Resolution, a renter is an occupant or renter of a short term rental pursuant to a rental agreement.

Septic Approval, Current – As used in **Article 28.00**, Septic Approval is a form or document prepared by Summit County Health Department attesting to the rental property being compliant in regards to its home sewage treatment system (HSTS).

Short Term Rental- Any dwelling that is rented wholly or partly for a fee for less than thirty (30) consecutive days by persons other than the permanent occupant or owner from which the permanent occupant or owner receives monetary compensation.

Short Term Rental Permit – A permit for a short term rental property located in a residential zoning district duly issued by Coventry Township Zoning department.

Special Events – In association with a short term rental: A wedding, outdoor party, family reunion or similar gathering that exceeds the maximum number of occupants allowed under the short term rental permit.

SECTION 28.03 APPLICABILITY

This section applies to all residential dwellings in Coventry Township and owners of those dwellings wherein the dwelling is rented for a period of thirty (30) days or less.

- **Permit Required.**

A permit is required prior to the rental of any residential dwelling to be rented for a period of thirty (30) days or less.

- A permit issued by the Township shall be valid for a period of 1 year or until the dwelling is sold.
- A permit will be issued by Coventry Township Zoning within 30 days of receipt of a complete short term rental permit application, and:**
 - For properties on Akron Sanitary Sewer or Summit County Sanitary Sewer documentation attesting that is the case or:
 - For properties with a home sewage treatment system (HSTS) a current Summit County septic approval.
 - Public Notice and Comment: The Township shall cause a temporary sign to be placed on the property which is the subject of the short term rental application for the purpose of giving notice of the proposed short term rental and soliciting public comment. The township may use any public comment received for the purpose of assisting the Township's evaluation of the short term rental application's compliance with Article 28. The temporary sign shall be placed on the property no less than fourteen (14) days before the short term rental permit is issued by the Township. Any public comment received during this notice period shall

be kept on file by the Township. The temporary sign notice requirements shall not apply to renewal applications.**

- c. The permit shall indicate the maximum number of guests that can be accommodated at the rental in accordance with the standards listed in **Article 28.00 Section 28.04.D** (Capacity Limit).
- d. A permit and permit holder shall be subject to all of the standards and penalties of the zoning resolution.

2. Application.

An application provided by the Township for a short term rental permit shall include the following at a minimum:

- a. Address of property.
- b. Property owner name(s).
- c. Signature of property owner(s) and caretaker.
- d. Contact information including: name, address, and 24-hour contact phone number for the owner of the property and the caretaker.
 - i. This information must be kept up to date in the Township's records.
 - ii. It is the permit holder's responsibility to inform the Township of any change in caretaker or contact information for the permit holder or caretaker.
- e. Number of bedrooms in the dwelling.
- f. Number of parking spaces as defined under Section 28.02.

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3. Site plan.

Site plan of the property including location of the dwelling, location and number of smoke and carbon monoxide detectors, driveway or other point of access, and designated parking spaces meeting the definition of a parking space under Section 28.02.

SECTION 28.04 SHORT TERM RENTAL STANDARDS

A. Short Term Rentals shall not be located within 100 feet of an existing Short Term Rental. The measurement shall be from the closest property lines.

B. Parking.

Parking for guests in a short term rental shall only be in identified parking spaces as defined in this resolution. No on-street parking shall be permitted in association with a short term rental.

C. Trash.

Refuse and recyclables shall be stored in appropriate containers with tight fitting lids and shall be regularly picked up by a licensed waste hauler.

D. Special Events.

Special events as defined in this section are not permitted at a short term rental property.

E. Capacity Limit.

The maximum number of renters to be accommodated shall be equal to the number of bedrooms multiplied by a factor of 2. The number of bedrooms shall be as certified by the applicant.

1. The permit issued by the township shall indicate the maximum number of renters that may be accommodated as calculated under these standards.

F. Contact.

- a. The permit holder or a caretaker representing the property owner must be available by telephone at all times and must be physically located within a 75 mile radius of the property in the event of an emergency or an issue that requires immediate attention.

G. Permit Number.

The unique short term rental permit number issued by the Township shall be:

1. Included in any advertisement for the rental.
2. Posted in a location visible from the street or road serving the property.

H. Pets.

Pets shall be secured on the premises or on a leash at all times.

I. Applicable Rules.

Renters shall be made aware of the following:

1. The rules applicable to the renters under **Article 28.00**
2. **Summit County Noise Ordinance 509.08**
3. **Summit County Fireworks Ordinance Chapter 551**
4. **Summit County Rental Registry**

- J. Signs.** Under **Article 19 Section 19.02.L.2** of the Coventry Township Zoning Resolution, a residence in the Township is permitted an on-site identification sign no larger than 2 square feet in area.

K. Campfires.

Any campfires at a short-term rental property:

1. Shall be contained within a fire ring or other comparable container.
2. Shall be located no less than 50 feet from any structure or any combustible material, located away from overhanging tree branches, and located such that the prevailing winds will not deliver smoke to adjacent residences.
3. Shall be under the direct supervision of an adult at all times.
4. Shall be fully extinguished prior to leaving the fire.

SECTION 28.05 VIOLATIONS AND REVOCATION OF PERMIT

3. Violations.

Any of the following will be considered a violation of the Coventry Township Zoning Resolution:

- a. Failure to update information with the Township such as the caretaker's or owner's contact information in a timely manner.
- b. Advertising a short term rental for a capacity in excess of that allowed under the permit issued by the Township.
- c. Failure of the permit holder or his/her designated caretaker to be available at any time during the tenure of an active short-term rental
- d. Providing false or misleading information on the application for a short term rental permit.
- e. Failure to obtain a short term rental permit when operating a short-term rental.
- f. Failure to comply with any of the standards under Section 28.04.

4. Nuisance Per Se.

Any short term rental permit holder or caretaker who violates any provision of this resolution shall be responsible for an infraction of the Coventry Township Zoning Resolution and shall be subject to a fine of not more than \$500 dollars. The Township shall have the right to commence a civil action to enforce compliance with this resolution. Each day this resolution is violated shall be considered a separate violation.

- C. **Revocation.** The Township may revoke a short term rental permit following two separate violations on the same property under the same ownership within any single calendar year. The property owner may reapply for a permit the following calendar year and receive a short term rental permit if all violations have been resolved.

SECTION 28.06 ENFORCEMENT OFFICIALS

In accordance with Ohio Revised Code, the Coventry Township Zoning Inspector or an officer of the Summit County Sheriff department is hereby designated as authorized officials to issue violations directing alleged violators to appear in court.

Staff Comments: Milford Ohio has a distance requirement between Short Term Rentals, from their website:

“If you are interested in operating a short-term rental in the City of Milford you will need to obtain a short-term rental permit from the City. Short-term rental property is defined as a dwelling unit containing not more than four sleeping rooms that is used for and/or advertised for rent for transient guests for a period of less than ninety consecutive days.

- Residential non-owner occupied short-term rental property is prohibited. Owner must occupy the dwelling unit if it is located in a residential area. This means that in a building containing more than one unit, only a unit that is occupied by the owner would be eligible for a short-term rental permit if it is located in a residential area.
- A residential short-term rental property is not permitted within 300 feet of another residential short-term rental property.
- No more than 30 short-term rental properties are permitted in the City per calendar year.

- One short-term rental application form is required for each dwelling unit.
- Permits must be renewed yearly by January 15th.

Action Steps

1. Read the [Short-Term Rental Property Ordinance.](#)
2. Download the [Short-Term Rental Application Form.](#)
3. Contact the Milford Fire Department at 513-831-7777 to schedule an inspection.
4. Prepare all information required to be submitted with the Short-Term Rental Application Form.
5. Submit the application with all required materials to City Hall.
6. You will be notified once your application has been approved. A permit fee of \$500 is due upon issuance.”

Recommendation: Staff recommends to the Summit County Planning Commission that the proposed text amendments be **APPROVED**