



**ILENE  
SHAPIRO**  
COUNTY EXECUTIVE

**Summit County Planning Commission (SCPC)**

Thursday, February 26, 2026 - 3:00 p.m.  
County of Summit, 470 Grant Street Building  
470 Grant Street, 2<sup>nd</sup> Floor, Akron, Ohio

**Meeting Agenda**

- |    |   |                            |
|----|---|----------------------------|
| A. | Call to Order Document                          | <b>Gabriel Durrant</b>     |
| B. | Roll Call                                       | <b>Gabriel Durrant</b>     |
| C. | Election of Officers                            | <b>Gabriel Durrant</b>     |
| D. | Approval of the December 18, 2025, SCPC Minutes | <b>Newly Elected Chair</b> |
| E. | Business Items                                  | <b>James J. Taylor</b>     |

**New Business**

- 1. Outdoor Advertising Signs – Zoning Text Amendment– Coventry Township** - The applicant has proposed that the Coventry Township Zoning Resolution be revised to replace Article 19.00, Section 19.02 Signs, Letter L “Other Signs” with Letter Article 19.00, Section 19.02 Signs, Letter L “Outdoor Advertising Signs,” and moving the current Letter L “Other Signs” to Article 19.00, Section 19.02 Signs, Letter M “Other Signs.”

**Old Business**

- 1. SCPC By-Laws Approval - Other– All Townships** - On December 18, 2025, the Summit County Planning Commission reviewed and discussed proposed edits to the Commission’s By-Laws by the SCPC Rules Committee. During this meeting, additional edits were proposed and have been incorporated into a final draft of proposed changes. This final draft is now being placed before the Commission for its final approval or disapproval.

- |    |                                  |  |
|----|----------------------------------|--|
| E. | Report from Assistant Director   | <b>Assistant Director Holly Miller</b> |
| F. | Comments from Public             | <b>Newly Elected Chair</b>             |
| G. | Comments from Commission Members | <b>Newly Elected Chair</b>             |
| H. | Other                            |  |
|    | 1. Legal Update                  | <b>Attorney Marvin Evans</b>           |
| I. | Adjournment                      | <b>Newly Elected Chair</b>             |



**ILENE  
SHAPIRO**  
COUNTY EXECUTIVE

**Summit County Planning Commission (SCPC)**

Thursday, December 18<sup>th</sup>, 2025 - 3:00 p.m.  
County of Summit, 470 Grant Street Building  
470 Grant Street, 2<sup>nd</sup> Floor, Akron, Ohio

**Meeting Agenda**

- A. Call to Order Statement **Chair Dennis Stoiber**  
*Chair Dennis Stoiber called to order Thursday, December 18<sup>th</sup>, 2025 - SCPC monthly meeting at 3:00 p.m.*

*Chair Dennis Stoiber: I hereby acknowledge that the full and complete proceedings of this public meeting are being recorded and shall be kept with the Summit County Planning Department. The recording of today's meeting or any other meeting may be requested by contacting Summit County Planning Staff.*

*If you are presenting a case, you must come to the podium and state your name and address clearly. If you are a member of the public speaking for or against a case, you must come to the podium, state your name and address clearly. I will ask for public comments once the applicant and reviewing agencies have given their testimonies. You may only speak to the case at hand and you must address any questions or comments to the commission only, not to the applicant, not to the reviewing agencies.*

*On this afternoon's agenda, we have two items; the first is a zoning text amendment. We review zoning text amendments given to us by townships to determine if they are understandable, clearly written, and in keeping with standards with modern zoning resolutions. Our role is to review how the language impacts the entire township, not reviewing how that text may be applied to a parcel. The application of text amendment is left to the Township itself, to its Zoning Commission, its Board of Trustees, Zoning Inspectors, and sometimes its Board of Zoning Appeals. Our recommendations are simply advisory.*

*The second item is a replat, for everyone that was here last time you know what is up with that. We have received several letters. If the authors of those letters are here, we will not read the letters, you will have an opportunity to tell us in person what they are all about, and you will have three minutes to do so. I think one letter we have, the author is not here and we will read it.*

B. Roll Call

Gabriel Durrant

SCPC Member	Present
Bancroft, Richard	X
Dickinson, Erin	
Donofrio, John	
Jones-Capers, Halle	X
Julien, Kyle	X
Reville, Rich	X
Segedy, Jason	X
Snell, Jeff	X
Stoiber, Dennis	X
Terry, Robert	
Whited, David	X

Reported by *Gabriel Durrant*, we have a quorum for SCPC meeting Thursday, December 18<sup>th</sup>, 2025 – SCPC monthly meeting at 3:03 p.m.

C. Approval of Thursday, November 20<sup>th</sup>, 2025, SCPC Minutes

Chair Dennis Stoiber

Approved by Chair Dennis Stoiber.

D. Business Items

James J. Taylor

**New Business**

**New Business Item #1**

**Off Driveway Vehicle Parking – Zoning Text Amendment – Northfield Center Township** – The applicant has proposed to add to the following item: Chapter 410, “Off-Street Parking and Loading Regulations” of the Northfield Center Township Zoning Resolution, a new Section, Sec. 410.16.

Reported by James J. Taylor: First up is New Business Item #1 – IT is a zoning text amendment for off-driveway vehicle parking for Applicant Northfield Center Township. They have proposed to add the following item: Chapter 440: Off-Street Parking and Loading Regulations” of the Northfield Center Township Zoning Resolution, a new Section, Sec. 410.16. This proposal reads that “Off-driveway vehicle parking shall be prohibited for any vehicles for the following exception: Emergency vehicles being used during an emergency, gathering of construction vehicles being used for remodeling or repair work at a property, not to exceed 48 hours. The above listed exceptions are not a complete and exhaustive list. The Zoning Inspector shall have discretion to determine any and all exceptions and/or other violations subject to correction. The Zoning Inspector may permit a vehicle to be parked in violation of a letter (a) with prior authorization. For RVs, please refer to stion 310.08 of the Northfield Center Township Zoning Resolution.

We just have one comment in regards to subsection a and b of 410.16, would it be appropriate to condense these two subsections into a concise subsection stating something similar to: “The above listed expectations are not a complete and exhaustive list, the zoning inspector shall also have discretion to determine any or all other exceptions and/or other violations subject to correction and permit a vehicle to be parked with prior authorization.” Other than this comment, Staff recommends approval with consideration.

Questions/Comments from the members:

Chair Dennis Stoiber: And as we stated, our motion will not say “approval”, it would say “our recommendation is” whatever the movement was to be. Any questions of staff? Thank you, JJ. Township

Applicant- Dan Shay, Northfield Center Township: Good Afternoon. The zoning commission would like to add to Chapter 410 Off Driveway vehicle parking. We have numerous residents throughout the township that park their vehicles on their front lawns, we are talking numerous vehicles, some operable, some nonoperable. Hopefully we’ll get the Zoning Inspector an avenue to correct the problem. What we’ve wanted to do in the past is, we’ve taken some of these folks to court. The case has been thrown out, the judge says, “How do you determine the vehicle is inoperable?” You can’t because you can’t go on the property, so this will give them another avenue to explore to clean up some of these parking violations.

Chair Dennis Stoiber: Any questions of the township?

Vice Chair Jeff Snell: I do, Dan, sorry. I think this is great, but what defines a driveway? Can you argue that right next to the driveway is the driveway? Just a suggestion you might thinking about writing it the opposite, instead of off-driveway vehicle parking is prohibited, say “All parking shall be on driveways only except...” and that’s the exception. Maybe try to define driveways.

Applicant- Dan Shay, Northfield Center Township: We do.

Vice Chair Jeff Snell: It has some surface or stone

Applicant- Dan Shay, Northfield Center Township: : No stone

Vice Chair Jeff Snell: It has to be a hard surface?

Applicant- Dan Shay, Northfield Center Township: : Correct

Vice Chair Jeff Snell: That should help that they aren't parking on the lawn or whatever.

Chair Dennis Stoiber: Thank you Jeff, anybody else?

Member Halle Jones-Capers: We talk about off-driveway, does this also pertain to street parking or just property

Applicant- Dan Shay, Northfield Center Township: : Just private property.

*Representation for the Township:*

*Same as applicant*

*County Engineer's Office:*

No comment

*Summit Soil and Water:*

*No comment*

*Questions from the Public:*

No comment

*Discussion from the members:*

None

SCPC Member	Motion	Second	Aye	Oppose	Abstain
Bancroft, Richard			X		
Dickinson, Erin					

Donofrio, John					
Jones-Capers, Halle			X		
Julien, Kyle			X		
Reville, Rich					X
Segedy, Jason			X		
Snell, Jeff	X		X		
Stoiber, Dennis			X		
Terry, Robert					
Whited, David		X	X		

**Motion**

*Vice Chair Jeff Snell* made a motion to *Recommend the changes subject to the comments the New Item #1 Off Driveway Vehicle Parking – Zoning Text Amendment – Northfield Center Township*, and it was seconded by *Member David Whited*, all in favor, 7 oppose, 0, **New Item #1 Off Driveway Vehicle Parking – Zoning Text Amendment – Northfield Center Township**, was Recommended to continue with 1 abstentions.

**Old Business**

**Old Business Item #1:**

**Heartridge Subdivision Phase 1 Replat – Replat – Sagamore Hills Township** – Located in Sagamore Hills Township along Hawthorne Drive. Applicant proposes to convert Block B (parcel number 4505603, 0.2662 Ac.) and Block C (parcel number 4505604, 0.3425 Ac.) of the Heartridge Subdivision Phase 1 into S/L 1-98 and S/L 1-99, respectively, with potential future development to occur on both lots.

*Reported by Staff Member James J. Taylor: Old Business Item #1 is a replat of Heartridge Subdivision Phase 1. The applicant is Paul Karno, and the township involved is Sagamore Hills. This is located in Sagamore Hills along Hawthorne Dr. Applicant proposes to convert Block B (parcel number 4505603, 0.2662 Ac.) and Block C (parcel number 4505604, 0.3425 Ac.) of the Heartridge Subdivision Phase 1 into S/L 1-98 and S/L 1-99, respectively, with potential future development to both lots. Since our October meeting, we’ve uncovered a couple things, mainly the Flickinger report has been delivered to us and is on our packet. And from the Flickinger report, we were able to not that – let me pull the map up- it has the US Army Corps of Engineers give permission to fill this area - .09 acres of wetland, that was seconded by both Ohio EPA and Summit Soil and Water. So the three primary agencies, and their comments are also in the packet. All three conclude, well first off, the Army Corps supersedes the EPA and Soil and Water, and second, that it is OK to fill in this .09 acres on lot 98. That’s the big crux, because last time we opted to table that and that was the main point of contention was the wetland.*

*Chair Dennis Stoiber: The crosshatched section to the west is non-fill?*

*Staff Member James J. Taylor: Correct. So we’re going to after a lot of discussion, we’ve some up with the comment that we don’t have any issues with subplot 1-R98 because of the Army Corps of Engineers, the EPA, and Summit Soil and water, all three are saying that this area is OK to develop, OK to fill in.*

*The only issue we still have remaining is I-R99 because of this riparian setback. For most building designs out there, based off of statements made by SCSW, you could probably build a home in this area without encroaching on this riparian area. However, if any future building plans were to encroach on the setback, they would need a variance. Therefore, after a lot of consideration, Staff is recommending conditional approval stating that the only condition is if in the future, the development would encroach on the riparian setback, they come to us for a variance, otherwise we approve.*

*I do have a letter to read: Esther McDowell and Chris Yochens, they currently are not here, submitted a letter. They are from 11747 Hawthorne Dr in Sagamore Hills, and their subject is the replat of Heartridge Subdivision Phase 1, requesting homes to be built on wetlands, Block B and Block C. Re-plat of Heartridge Subdivision Phase 1 requesting homes to be built on wetlands, Block B and Block C. We request that these areas continue to be undisturbed and remain as wetlands.*

- The original plat (filed in 2021) for Heartridge Phase 1, clearly shows the riparian lines and the wetlands fill the majority of the areas of Block B & C. This section of Phase 1 has been completed for some time. The builder now wants to add 2 homes within the wetlands.*
- Comparing the original and the proposed plat, how can existing wetlands and the riparian lines / setbacks on the re-plat just suddenly stop at the end of the new lot lines. Water does not care that a builder wants the water to stop. Do we have the wetland delineation maps for both properties?*
- Block A sits in between Block B & C and is where the overflow pond across the road drains into. This last spring there was a lot of rain and several areas of water flowing into the overflow pond, and it drained out under the road through Block A. There is nothing to stop the high water from flowing into Block B & C. Residents of Lot 7, next to Block B, have provided pictures to show standing water in their back yard.*
- Reading the regulations outlined by the Army Corp of Eng., (dated Dec.23, 2024) how can you not disturb the adjacent wetlands with large machinery brought in to fill and to dig out the basements as well as creating a walkout basement and yard? Basements are required in Heartridge. Both Blocks have about a 5 – 6 ft drop off from the road. Regulatory Branch requirements are on page 2 of the Army Corp document and drawings shown on page 2 & 3. If this is approved, I believe the builder must stake out the boundaries for the homes, reviewed by Summit County, as how machinery and wetland disturbance would not go past those boundaries.*
- Both the Army Corp document dated Dec.12, 2024 and the Flickinger Report dated Aug. 14, 2024 defined on their front pages, define 0.09 acres of jurisdictional wetlands can be filled. Since the wetland is most of Block B & C and the homes proposed are .27 and .34 acres how is that possible? On the drawings for the proposed home on Block B it shows: Home fill & good fill = .9 acre.*
- With the proposed .27 and .34 acreages being developed, how can you prove that the Builder still fulfills the 40% requirement for open space for Sagamore Hills Zoning.*
- A Preliminary Jurisdiction Determination was issued. Why not require a Final Jurisdiction? This document estimated amount of wetland in review as 0.13 acre. (Page 2 of 3 top). This is much less than either Block B or C, the two proposed properties encroach upon.*
- The Summit Soil and Water letter dated October 22, 2025, last paragraph, states that the two soil types are rated as “very limited for construction of homes whether with or without basements.” One of the soil types is moderately well drained and the other poorly drained with a high water table of 7 – 11 inches. Additionally, these blocks, if developed, are required to provide quality treatment to meet state and local stormwater regulations.*
- On a final note, if approved, who is going to monitor all the requirements defined in the various documents to be sure the builder follows them?*

Questions/Comments from the members:

Chair Dennis Stoiber: I have a question for the Township if someone can Step to the Podium.

One of the questions raised in that letter was, if these two lots were added to the plat, would they still observe the 40% open space required by the engineer?

Jeff Snell – Representative for the Township: Yes, and I can share with you this, it is not on...I didn't know this question was coming and I have this here...Peggy asked a question of me and the township of the greenspace, so 40% of the space has to be reserved for opens space. Under the rules when this project was developed, it could not include the wetlands, it could not include the gas utility easements, it could not include the high tensions lines, the lots themselves, so there is 40%, 39.60 acres and this was on the preliminary plan. It was not recorded, this is the preliminary plan that came through the township and ultimately led to the plat where they are. There is a 3<sup>rd</sup> Phase that will come in as a final plat yet to come which will match this, but it does meet 40%.

Applicant Matthew Weber: Weber Engineering Services. Here on behalf of Paul Karno and Sagamore Land Properties. I don't really have anything to add, we discussed it in the previous meeting. I think in reality sounds like we're in order. I appreciate the county's comments.

Chair Dennis Stoiber: I see you've provided the additional bits of information we've asked for. We've got the Flickinger report and that particular drawing there now revised to show riparian setbacks and so forth.

*Representation for the Township:*

*No Comment*

*County Engineer's Office:*

Tim Boley: The only comments we had involved the defining of the riparian setback on lot R-99 and the fill on R-98, it would be good to show a potential buyer, may be a good idea to have that. We discussed the sanitary lateral, we cannot open cut the roadway, Matt explained last time why that was not included on the plan originally. The DSSS not wanting to have the stubs, there are laterals in place for water and storm.

*Summit Soil and Water:*

Sasha Mikhedze: In the letter I sent, the main comment was specifically related to the riparian setback on SL1-R99, that will pose some potential challenges when developing a lot, people want a backyard and that may not allow them to have a backyard. In its current state is vegetated, and the only way to get a lawn

back there is to get a variance. As far as Lot R-98, that area where it says no fill, that means that lot has to stay in its current state so again that runs into the issue of backyard. All that will be determined when we get a design plan, and we can work with the developer and make sure all that stuff is attended to properly.

*Questions from the Public:*

Debbie Jones: 11729 Hawthorne Dr, I live across the street to said lot. I just wanted to point out today before any vote takes place if we could consider some of the inconsistencies in the documentation that has been provided thus far. First off with the Flickinger Report, on page 1 of the report, it says name and location of the project is Block C with total acreage of 0.27 acres, that's subplot 99 listed on here now. There is no mention of the other lot which is 98. Also in the application, it states that Block C subplot 99 is 0.34 acres, in the Flickinger report is 0.27. So my question is that first off only one of these lots has gone the required environmental assessment, and there are discrepancies in the acreage, so if the lot is now 0.34 acres shouldn't the Flickinger report or someone from that agency go back and say now that the lot is bigger, we need to reassess where the wetlands are and where the riparian setback would be. So that's my first inconsistency with the Flickinger report. The second thing I wanted to bring up are the replat drawings that we have here today. There are wetlands on both properties shown abruptly ending at the property lines. Right at the bottom here, we show there are wetlands and they abruptly stop at the end of the property. I think they should naturally show where the wetlands come into the property, where they encroach on the property and for that the riparian setbacks on block C are inaccurate, because we're artificially pushing them out to the property line. In Block B, there are no riparian setback lines at all, so I questions why there aren't any on lot 98 vs 99. In addition, we have fill designations that are inconsistent. Both of these properties look almost identical when you are staring at them from the street. They are 5-6 ft below street level, so my question to the committee is why do we only have fill designation on 98, but no designation on 99. When we look at the Army Corps of Engineer letter dated 12-12-2024, it only speaks of approval for fill in Block B, not in Block C. Again my question is, fill will absolutely be required for both of these properties, so why isn't it listed there. My last thing I wanted to bring up is the unfeasible foundation requirements. In our last meeting in October the Summit Soil and water assessment letter dated 10/22/25, both properties were listed as very limited for residential construction with basement. The documentation went on to say that in order to have a basement, which they are required to have in our subdivision, they would have to be built on 7 feet of undisturbed soil. So again, how are we going to meet that requirement when we're filling that 5-6 feet and we're not coming down to the 7 ft that is required to have a basement.

Chair Dennis Stoiber: Let me answer your last question right now. In the review for a plat, the building conditions, layout of a house, driveway, is not considered. Our only consideration now is should these properties be added to the plat. There will be an opportunity when these come back to us with construction plans, to look at the things like – Soil and Water already mentioned that we'll have to define the lines on subplot R98 between where the allowable fill is and that which cannot be. All of those things will be considered at that time and not during a replat.

Sasha Mikhedze: Let me clarify one thing, there was a mention about why did they get preliminary jurisdiction vs a jurisdictional determination. The vast majority of construction projects in this country have a preliminary jurisdiction, you don't have to get a jurisdictional determination, that's just how it works. There's no shadiness there. We at Summit Soil and Water, we are not the wetland folks, that is the Army Corps of Engineer, and the Ohio EPA, and the way that works, if the Ohio EPA is responsible for a specific

wetland, they look at different aspects. If the EPA issues a permit, we have to accept it, even if we don't like it, we have to accept it. It's the chain of command. Same as Army Corps of Engineers. Discrepances, perceived issues with the Flickinger report, the way we look at it was that report was submitted to the Army Corps of Engineers, their scientists went through it, and they issued the preliminary jurisdiction. At that point we have nothing to say, due to the chain of command. We only look at it if there's riparian issues, that's our jurisdiction. I want to make sure everyone understands. When it comes to the riparian, I know there's issues, people saying there's no riparian. If you were to look at this map zoomed out, you'll see these wetlands are not connected and never come into contact with the riparian setback, and that was approved by the Army Corps of Engineers.

Chair Dennis Stoiber: So an isolated wetland like that does not, in the County Code, merit a riparian setback?

Sasha Mikhedze: If it was in contact with the riparian setback, depending on the category, it could incur an additional buffer. It's not contacting and according to Summit County Codified Ordinance 937, in order for that wetlands to have protections placed on it via the riparian ordinance, it has to come in contact, and there's no point of contact. Now there may be a dispute whether or not this is an accurate map, I have nothing to say about that except this went through the proper channels. The Flickinger report went to the Army Corps of Engineer, they investigated it, they verified it, because that's one of the things they do, they verify your delineations. Then they issue the appropriate Jurisdictional Determination, which is verification of the delineation and subsequently issued the permit. That being the case, for us, that matter is resolved. They are the experts we rely on them. It's not us, it's not anybody here. We have to rely on the Army Corps of Engineers.

Chair Dennis Stoiber: I know we talked about Sublot R-99 that in recent investigations, it does not meet all 3 parameters

Sasha Mikhedze: Wetland has to have 3 things, appropriate soil, appropriate vegetation, and hydrology. You lose any one of those things, it's not a wetland according to the US Government. According to what I was told, the hydrology aspect has been eliminated due to the work in the subdivision. There is no wetland there, which is why it was removed.

Chair Dennis Stoiber: But the riparian setback associated with the wetland offsite is still there

Sasha Mikhedze: Yes because it is a Category 2, and Category 2, according to Summit County Codified Ordinance 937, if they are in contact with the riparian, they incur a 30 foot buffer.

Member Kyle Julian: You talk about the hydrology and the water is no longer on that parcel. We talked about it two months ago, the dewatering, it was a passive construction. You just gave us the first indication of agency...the water didn't evaporate. It's a very different conversation than we had last time in the passive construction versus what we're doing here. It's important to acknowledge.

Sasha Mikhedze: Can you clarify what you mean by passive construction?

Member Kyle Julian: It was dewatered versus it was disturbed.

Sasha Mikhedze: There was no disturbance directly to the parcel

Member Kyle Julian: The dewatering was due to the work going on around it.

Sasha Mikhedze: Correct

Member Kyle Julian: Now we have agency. It matters for the work we do. It may not matter for the regulatory processes for the Army Corps goes through and that we're bound to acknowledge, but it matters.

Peggy Spraggins: 11765 Hawthorne Dr - I don't know who determined it wasn't a wetland because I don't see that. This is a copy of the plat that was filed in July 2021 and clearly shows wetlands and riparian zones on these parcels. The developer negotiated that no more trees would be cut down in this entire area. Just like you, everyone at this table, you buy a house, you want to buy property. You look at the community, the zoning, the plat map, if it's a JEDD, township, or city. Everybody looks at these details, of course we did. This document clearly shows, we used that information, just like my bank used that information to evaluate if the house is going to be worth what we took a mortgage out for. We have a right as a resident to know that things aren't going to change in that way, that it was going to be the same. I don't know why this developer is requesting this replat at this time, when it's been 5 years, 4 years down the road, now all of the sudden, he wants to replat. I just asked also on page 135, I'll submit them to you, 2 case photos clearly showing water on both parcels, standing water, running water on both parcels, taken in 2025. The Flickinger report was taken by a google photo in 2021. Clearly not appropriate, there is standing water on the parcels. Subdivision regulations call for when you approve a plat based on the information it is in the best interest of the health, welfare, safety, and environment of our communities. I don't see how adding two parcels on existing wetlands with a lot of inconsistencies is good for the community.

Jeff Snell – Representative for the Township: Before Soil and Water came up, Sasha gave these comments, you made a comment that these would come back to you when there was a development plan. That is actually inaccurate unless it affected the riparian setback. I just want to be clear, a house plan would normally not come to you. IT would go to the Zoning inspector, and the Summit County process unless it affected the riparian.

Chair Dennis Stoiber: Let me say this, for house plans here, they will need to submit a stormwater prevention plan

Sasha Mikhedze: That depends on whether or not they have to provide water quality. I didn't review this site, that would have to be done and be determined.

Tim Boley: The overall stormwater was designed to handle those lots being developed.

Jeff Snell – Representative for the Township: They were on the preliminary plan and were contemplated in the plan they did for the quality of the water. I just wanted you to know that it would normally not come back to you.

Member Richard Bancroft: The storm and water taps were added to both of those lots

Jeff Snell – Representative for the Township: That's for the developer, but obviously they contemplated doing something here or they wouldn't have put the taps in.

Chair Dennis Stoiber: For that reason too, the recommendation that this be a conditional approval would include the recommendation of County Engineer’s office that the riparian setback on Sublot R-99 and the area of no fil on R-98 will be delineated so that the development of those houses will not impact those two areas.

Peggy Spraggins: There were a lot of questions when I submitted my packet, did anybody bother to answer those questions?

Chair Dennis Stoiber: A number of the questions, like one whole page, had to do with a constructed building on one of those sites, and those are not subject to our consideration at all.

Peggy Spraggins: We know that the Army Corps supposedly didn’t have a Flickinger Report, there was a reference to another wetlands study dated 2024, I filed a public records request and haven’t received that.

Chair Dennis Stoiber: All of that is superseded by the latest documentation, so those questions have been answered, we will proceed with a motion

*Discussion from the members:*

SCPC Member	Motion	Second	Aye	Oppose	Abstain
Bancroft, Richard	X		X		
Dickinson, Erin					
Donofrio, John					
Jones-Capers, Halle			X		
Julien, Kyle			X		
Reville, Rich		X	X		
Segedy, Jason			X		
Snell, Jeff					
Stoiber, Dennis			X		
Terry, Robert					
Whited, David			X		

Motion

*Member Richard Bancroft* made a motion to *Conditionally Approve the Old Item #1 Heartridge Subdivision Phase 1 Replat – Replat – Sagamore Hills Township Subject to Soil and Water, County Engineer comments that protections be in place* , and it was seconded by *Member Rich Reville all in favor, 7, oppose 0, Old Item #1 Heartridge Subdivision Phase 1 Replat – Replat – Sagamore Hills Township, was Conditionally Approved* with 1 recusal (Snell).

**Old Business Item #2:**

**SCPC By-Laws Review – Other – All Townships** – At the November 20, 2025, the Summit County Planning Commission Rules Committee submitted a revised By-Laws for review and discussion by the full commission at the December 18, 2025 meeting. Staff recommends review and discussion, with final approval at the January 29, 2026 Summit County Planning Commission meeting.

*Reported by James J. Taylor: Old Business Item #2 – Planning Commission Bylaws Review, we have our Rules Committee, for all townships in the county. On Thursday Feb 27<sup>th</sup> of this yea, Summit County Planning Commission activated the Rules Committee to review, comment, and reform the commission's current bylaws which were last analyzed in 2015. The Rules Committee met on May 5<sup>th</sup> and November 4<sup>th</sup> of 2025 to discuss and edit the existing bylaws and presented their findings to the commission as a whole on Thursday November 20<sup>th</sup>, 2025 per article 7 of the current Summit County Planning Commission bylaws. The Rules Committee is asking to review and discuss the items at today's meeting, so no votes will take place on this review. Provide final approval the revised bylaws of the January 29<sup>th</sup>, 2026 meeting. In your packet you have the edits we have made as of last month. We've had some further discussions, we also want to include the following topics potentially: Have in writing the 3 minute time limit for public comments that was utilized today, the sign-in sheet for speakers that was also utilized today, discussion about our virtual meetings policy and any other topics that weren't addressed in Exhibit A that you would like to talk about and add, this is just a discussion, no votes or motion, just a discussion to what we would like to see added to the rules.*

### **Discussion**

*Vice Chair Jeff Snell: We did address the virtual policy, on 3 of 8, saying in which 2 members may attend virtually by the commission rules, not bylaws. We adopted a rule that allows 2 people to be virtual.*

*Counsel Marvin Evans: There is a potential complication with that because how the state law is written, that being that if an applicant wants a totally in-person meeting, they are entitled to that. We not really sure how to handle that, whether on an application form we allow them a check-box saying "I wasn't a completely in-person meeting" and if they don't check the box it allows partial virtual, it's not clear to be honest about how that would work out. So that is a minor complication.*

*Chair Dennis Stoiber: And the other question that came up relative to that, if one applicant says they want to be in person, can we defer that applicant to the next meeting if they are holding up 3 other applicants from having theirs heard.*

*Counsel Marvin Evans: There are certain provisions that the commission has to move stuff along.*

*Chair Dennis Stoiber: so we might be required to do that and defer the one person that wants a fully in-person meeting*

*Counsel Marvin Evans: Can we defer, if we don't have a quorum, it's not clear how that's going to work*

*Chair Dennis Stoiber: we can't take any action without a quorum, our only action would be to take an item off the agenda*

Secretary Jason Segedy: I think you raise an important point, sounds like it's somewhat unclear at what point they have to make that request that in person, when they apply or when they show up?

Counsel Marvin Evans: When they apply, we would actually have a form they sign off on to permit us to have at least a partial permanent committee

Chair Dennis Stoiber: Is there is a way to sort this out in time so that we would be able to vote on new language regarding that on next months meeting.

Counsel Marvin Evans: I think so, I think I just have to look at it, I probably want some input from other attorneys.

Everybody's been trying to work through this virtual meeting stuff, it's a new law, and it's not really clear on how people are using it.

Vice Chair Jeff Snell: Can I make a suggestion? This is what I'd prefer – and email goes out to them and says "As a matter of custom, we have 11 members, we allow up to 2 members to participate virtually, if you have an objection, please voice that objection within the next X days, if we do not hear from you, we may have that." What I want you guys to understand is, it is very hard to have an all virtual meeting, so our meeting will be in person and two people will be on the screen, and I don't think many people will object to that because we might have to have that if we're worried about it. With regards to the 3 minute rules, the sign in, the virtual policy, I think those are rules and not bylaws. I think we should pass something that says you have to sign in, you have 3 minutes, and we can change that whenever we want, and that's the policy. And the bylaws are more the structure of how we work rather than the structure – virtual is a rule at the moment and we might change that. We last did this 10 years ago, bylaws aren't meant to be changed every year, rules are, potentially. So Marvin I'd like you to look at that, I'm happy to do this other stuff, but I think this gets summed in a rule. Why don't we just make a rule and follow up with that, since these meetings went a little difficult. Denny has been reading off a script of the 4 things we do, subdivisions, lot review, text amendments, and map amendments. I think it's confusing to people of what we do and how we do it. Denny has been reading that at the beginning of the meeting and I think it's really helpful. It helps us focus and it really helps the public, this is what we're here to do.

Chair Dennis Stoiber: Like this is like a menu, and depending on what's on our agenda, I'll be reading different items.

Vice Chair Jeff Snell: It also helps us focus on what it is, and they are changing the rules to determine who is the applicant, because sometimes it's the township, sometimes it's the developer.

Secretary Jason Segedy: I think this is really good for a lot of applicants, our role can be bewildering.

Vice Chair Jeff Snell: I think it's helpful for us to say that's what we are doing here, because we get confused.

Chair Dennis Stoiber: One other thing you and I talked about it, right now, the Chair runs the meeting, in the absence of the Chair, the Vice Chair, what if both of us are gone, so we were going to add on to the responsibilities of the Secretary to run the meeting in the absence of the chair and vice chair.

Member David Whited: *You said the rules, where are the rules?*

Vice Chair Jeff Snell: *We don't really have them, we operate under Robert's Rules and we did the virtual policy is more of a rule and not a bylaw. Rules are more like how you conduct the meetings those are rules. They'd be approved, but they wouldn't be like bylaws. The bylaws are more of our structure and our function. How we pick officers and members and how we vote, but not the nitty gritty of how we do it. We adjusted how it was always at this place and time and we gave ourselves the ability to change that since we had to move out of the Ohio Building.*

Counsel Marvin Evans: *I would suggest, certainly the Virtual Meeting Policy, on the website there are a place for materials, make sure we have anything like that on the website.*

Member Rich Reville: *If the chair comes in virtually do we have a meeting?*

Vice Chair Jeff Snell: *I would think that the person running the meeting is in person. I don't think many of us are virtual, but if you have to be, you can be, and you can participate.*

Chair Dennis Stoiber: *Well, if we run into another pandemic and are entirely virtual, then those rules would have to be adjusted.*

Counsel Marvin Evans: *At that point we'd have to let people come in and that's going to be different.*

Secretary Jason Segedy: *I like the idea of having the rules separate on the website. There are a lot of things that we don't spell out, like the applicant has to come to the podium and state their name and address. Which is all important, but we don't have to change the bylaws.*

Member Richard Bancroft: *If we operate under Robert's Rules, and if they can be superseded by our rules. If someone is really up to date on Robert's Rules it can get really sideways real fast. If we had those we can remove those potential conflicts.*

Member Kyle Julien: *And this demand for this all in person meeting needs to be figured out before we get into the room, someone could manipulate that to their advantage for sure.*

Vice Chair Jeff Snell: *We have these letters and read them, if you send in a letter and they are distributed the members, you shouldn't have to read them.*

Chair Dennis Stoiber: *Those words need to be pronounced in this meeting unless the author is here to speak. If we have a letter from someone that is not in that meeting, we will read it into our minutes.*

Member Richard Bancroft: *Subject to our minute rule?*

Vice Chair Jeff Snell: *Let me give you a response: we got it, it's in the meeting packet that the public can get as well. Unless it comes in late, which we should have a rule about, if we got it, the public can get it. If it comes in late, we can summarize it, but we don't have to read it word for word. That's a backdoor to a half hour discussion to what Mrs. Smith thinks about this problem. JJ reads the whole letter.*

Counsel Marvin Evans: *It's a disincentive to appear because you have no limit.*

Chair Dennis Stoiber: We'll review that again in the future

Vice Chair Jeff Snell: Our Committee will draft out the rules that we think, and next we'll work on the bylaws. You'll have a draft of rules with JJ and Gabe, whatever they come up with.

Counsel Marvin Evans: There were a couple typos in here and we'll correct that.

Motion

**Discussion Item only – No votes cast.**

E. Report from Assistant Director **Assistant Director Holly Miller**  
- 2026 SCPC Meeting Schedule – We've got next year's dates in the packets. We will continue to be here most of next year, so get comfortable. That's all I have everyone have a great holiday.

F. Comments from Public **Chair Dennis Stoiber**  
**None**

G. Comments from Commission Members **Chair Dennis Stoiber**  
Richard Bancroft – Feb 13-15, John S Knight Center, the Akron Home and Garden Show. My association has produced for years, I will have tickets for you and your significant others, so you can go. You'll probably see me and feel the breeze as I run by.

H. Other **Attorney Marvin Evans**  
1. Legal Update  
**None**

I. Adjournment **Chair Dennis Stoiber**

SCPC Member	Motion	Second	Aye	Oppose	Abstain
Bancroft, Richard			X		
Dickinson, Erin					
Donofrio, John					
Jones-Capers, Halle			X		

Julien, Kyle			X		
Reville, Rich			X		
Segedy, Jason	X		X		
Snell, Jeff		X	X		
Stoiber, Dennis			X		
Terry, Robert					
Whited, David			X		

Motion

*Secretary Jason Segedy* made a motion to *adjourn* the **SCPC meeting held Thursday, December 18<sup>th</sup>, 2025** – and it was seconded by *Vice Chair Jeff Snell* all in favor, **8**, oppose, **0**, the **SCPC meeting held Thursday, December 18<sup>th</sup>, 2025**, was *adjourned* at 4:03 p.m.

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

*Gabriel Durrant, Senior Administrator*

*Department of Community and Economic Development, GIS and Planning*

December 30, 2025 at 11:50 AM.



**ILENE SHAPIRO**  
COUNTY EXECUTIVE

Planning Commission  
Zoning Text Amendment  
**Outdoor Advertising Signs**  
Applicant: Coventry Township  
Location: Coventry Township

**Item No.:** New Business 1  
**Meeting:** February 26, 2026  
**Proposal:** Outdoor Advertising Signs  
**Processor:** James J. Taylor

**Proposal:** The applicant has proposed that the Coventry Township Zoning Resolution be revised to replace Article 19.00, Section 19.02 Signs, Letter L “Other Signs” with Letter Article 19.00, Section 19.02 Signs, Letter L “Outdoor Advertising Signs,” and moving the current Letter L “Other Signs” to Article 19.00, Section 19.02 Signs, Letter M “Other Signs.”

**Proposed Text (underlined):**

**SECTION 19.02 SIGNS**

**L. Outdoor Advertising Signs**

1. Outdoor Advertising Signs are hereby classified as a business use, and, in compliance with the Ohio Revised Code Section 519.20, are permitted uses in all non-residential districts, and on lots with an agricultural use in a residential district.
2. Only one (1) Outdoor Advertising Sign, with a maximum of two (2) sign faces, may be permitted on a single lot.
3. An Outdoor Advertising Sign shall be considered the principal use of a lot.
4. Each lot shall comply with the minimum lot size requirements in the applicable district.
5. Outdoor Advertising Signs shall be freestanding signs and shall not be located on or attached to a building or other structure not intended or utilized for the sole purpose of supporting said sign.
6. The maximum sign area and sign height for Outdoor Advertising Signs are as follows:

<u>District</u>	<u>Max. No.</u>	<u>Max. Area</u>	<u>Max. Height</u>	<u>Min. Setback</u>
<u>Residential with Agricultural Use</u>	<u>1 per principal lot</u>	<u>40 square feet</u>	<u>8 feet</u>	<u>As defined per District</u>
<u>When located in any</u>	<u>1 per principal lot</u>	<u>100 square feet</u>	<u>15 feet</u>	<u>25 feet from the road right-of-way</u>

<u>Business or Industrial District</u>				
--	--	--	--	--

7. All Outdoor Advertising Signs shall comply with the setback requirements of the applicable zoning district.
8. Outdoor Advertising Signs shall be setback a minimum of two thousand five hundred feet from any other Outdoor Advertising Sign.
9. No Outdoor Advertising Signs shall be located within 300 feet of residentially zoned property.
10. Outdoor Advertising Signs located along any federal or state route shall comply with all applicable federal and state regulations including the Ohio Revised Code Sections 5516.06 and 5516.061.
11. An Outdoor Advertising Sign shall be erected in a landscaped setting that has a minimum size equal to or exceeding the sign-face area set forth in the table above.
12. The illumination of Outdoor Advertising Signs shall comply with the following:
  - a. Outdoor Advertising Signs located within residential districts or within one thousand (1,000) feet of a residential district shall not be illuminated.
  - b. Outdoor Advertising Signs located in a non-residential district may be externally illuminated through fixtures located external to the sign face and no internal light sources or light producing elements in the sign face or message media shall be permitted.
13. All Outdoor Advertising Signs shall be of monopole construction.
14. No Outdoor Advertising Sign may display a message that changes more frequently than once in every twenty four (24) hours.

M. Other Signs

The following types of signs shall require a Zoning Certificate but no fee therefore:

1. A name plate indicating the occupant.
2. One sign, not exceeding two (2) square feet in area, may be erected or placed on a building, structure, lot, or land in any Use District, other than residential, where the purpose of such sign is in direct relation to and identifies a permitted Use therein.
3. One "For Sale" sign or "For Rent" sign, not exceeding eight (8) square feet in area, pertaining to the premises upon which displayed, may be erected or placed but shall be removed forthwith when such premises are sold or rented. Any sign permitted by this section erected on vacant lots or land shall not be placed within twenty (20) feet of the street right-of-way line or within twenty (20) feet of any adjacent side lot line.
4. Churches and schools located in residential districts are permitted to have a sign of 32 square feet and not exceeding 5 feet in height, placed a minimum of 10 feet from the road right-of-way. Twenty-four square feet of the sign area may be devoted to Electronic Message Signs (per 19.02K) using amber color lighting. \*\*\*\*

	**ZONING CATEGORY			
	B-1	B-2	B-3	C-1
Pole Sign Permitted	No	No	Yes ONE PER PROPERTY	No (Note C)***
Monument Sign(s) Permitted	Yes ONE PER PROPERTY	Yes ONE PER PROPERTY	Yes (Note a) ONE PER PROPERTY	Yes ONE PER PROPERTY
Max. Size Monument or Pole Sign Permitted	32 Ft2	32 Ft2	50 FT2 (Note c)	32 Ft2
Maximum Height	5 Ft	5 Ft	20 Ft (Note c)	5 Ft
Building Mounted Sign - Permitted	Yes	Yes	Yes	Yes
Maximum Size of building Mounted Signage	1 square ft. of sign per linear front foot. Not to exceed 32 Ft2 for any individual business. (Note b & d)	1 1/2 square ft. of sign per linear front foot. Not to exceed 50 Ft2 for any individual business. (Note b & d)	1 1/2 square ft. of sign per linear front foot. Not to exceed 50 Ft2 for any individual business. (Note b & d)	1 square ft. of sign per linear front foot. Not to exceed 50 Ft2 for any individual business. (Note b & d)

**NOTES:**

- a. May be used in lieu of pole sign.
- b. Lineal front foot refers to the linear foot of width of the building face or individual unit tenant space as applicable to the sign being requested.
- c. For properties occupied by multiple business or buildings totaling over 10,000 Ft2 on a parcel or parcels of common ownership the size of the sign may be increased over the 50 Ft2 limit by 7.5 square feet per 1,000 square feet of building size in excess of 10,000 square feet, not to exceed a maximum allowance of 150 square feet. The height limit of 20 feet shall increase 1 foot per 1,000 square feet of building size over 10,000 square feet to a maximum height not to exceed 30 feet.
- d. The business may request to re-allocate the square footage allowable for a monument or pole sign to a building mounted sign. The reverse is not applicable.

\*Effective: 10/12/02 (A - I)

\*\*Effective: 10/8/05 (K)

\*\*\*Effective: 5/12/12 (L)

\*\*\*\*Effective: 4/13/14 (L)

\*\*\*\*\*Effective: 10/14/17 Electronic Signs

\*\*Effective: 10/12/02

\*\*\*Effective: 10/8/05

**Township Comments:** On January 23, 2026, SCPC staff met with Rob Henwood, Coventry Township Zoning Inspector, regarding this proposed text amendment. Mr. Henwood noted that billboards are currently banned in Coventry Township, per Section 1902 Signs, Section B, #3 of the township’s zoning resolution, which states:

*Signs painted directly on the, exterior surface of a wall, signs using bare bulb type lighting, illuminated signs with intermittent lighting or flashing effects, rotating signs and **billboards** or banner-type signs of any kind shall not be permitted.*

Mr. Henwood stated that the aim of these new regulations is to allow for the construction of billboards within the township, but to provide extensive restrictions to greatly limit the number of advertisements within the community. This is to satisfy increased interest in Outdoor Advertising within the township, and to prevent legal action from advertising agencies who insist that outright banning the presence of billboards within Coventry Township is too restrictive.

For reference, Coventry Township followed Copley Township’s Zoning Resolution regarding billboards, specifically Section 8.07 Signs in Commercial and Industrial Districts, Letter H. Outdoor Advertising Signs (see below, in *italics*).

**H. Outdoor Advertising Signs**

- 1. Outdoor Advertising Signs are hereby classified as a business use, and, in compliance with the O.R.C. §519.20, are permitted uses in all non-residential districts, and on lots with an agricultural use in a residential district.*
- 2. Only one Outdoor Advertising Sign, with a maximum of two sign faces, may be permitted on a single lot.*
- 3. An Outdoor Advertising Sign shall be considered the principal use of a lot.*
- 4. Each lot shall comply with the minimum lot size requirements in the applicable district.*
- 5. Outdoor Advertising Signs shall be freestanding signs and shall not be located on or attached to a building or other structure not intended or utilized for the sole purpose of supporting said sign.*
- 6. The maximum sign are and sign height for Outdoor Advertising Signs are as follows:*

<i>Table 4 Outdoor Advertising Signs</i>				
<i>District</i>	<i>Maximum Number (a)</i>	<i>Minimum Area</i>	<i>Maximum Height</i>	<i>Minimum Setback from R-O-W</i>
<i>When located on a lot with an agricultural use in a residential district.</i>	<i>1 per principle lot</i>	<i>40 sq. ft.</i>	<i>8 ft.</i>	<i>As defined per District.</i>

When located in any Commercial District as defined by Article 4 of this Zoning Resolution or any Industrial District as defined by Article 5 of this Zoning Resolution.	1 per principle lot	150 sq. ft.	15 ft.	As defined per District.
---	---------------------	-------------	--------	--------------------------

**7. All Outdoor Advertising Signs shall comply with the setback requirements of the applicable zoning district.**

**8. Outdoor Advertising Signs shall be setback a minimum of 1,000 feet from any other Outdoor Advertising Sign.**

**9. Outdoor Advertising Signs located along any federal or state route shall comply with all applicable federal and state regulations including Sections 5516.06 and 5516.061 of the O.R.C.**

**10. An Outdoor Advertising Sign shall be erected in a landscaped setting that has a minimum size equal to or exceeding the sign face area set forth in paragraph (H)(6) Table 4.**

**11. The illumination of Outdoor Advertising Signs shall comply with the following:**

**a. Outdoor Advertising Signs located within residential districts or within 1,000 feet of a residential district shall not be illuminated.**

**b. Outdoor Advertising Signs located in a non-residential district may be externally illuminated through fixtures located external to the sign face and no internal light sources or light producing elements in the sign face or message media shall be permitted.**

**12. All Outdoor Advertising Signs shall be of monopole construction.**

**13. No Outdoor Advertising Sign may display a message that changes more frequently than once in every twenty-four (24) hours.**

According to Mr. Henwood, the only substantial change between Copley Township’s Outdoor Sign Regulations and those proposed by Coventry Township are the Minimum Areas of Signs within commercial districts, which is listed in a chart in #6 in both regulations. Copley Township lists their minimum area 150 sq. ft, while Coventry Township opted for a more restrictive area of 100 sq. ft.

**Staff Comments:** SCPC Staff has compared Coventry Township’s proposal to Boston Township’s Billboard regulations, which was modified on March 5, 2025, following legal action. The Boston Township regulations can be found *italicized* below:

*1207: Billboards in Districts Zoned for Industry, Businesses, or Trade, or Lands Used for Agricultural Purposes and Not Regulated by the Ohio Department of Transportation under ORC 5516*

*1207.01 In Business Industrial Districts not regulated by the Ohio Department of Transportation (ODOT) under ORC 5516. Where the Ohio Department of Transportation regulations apply, these regulations do not apply.*

*1207.02 Number of Signs*

*No more than one (1) sign structure shall be permitted per lot.*

*1207.03 Sign Area*

*A billboard shall not have an area greater than two hundred (200) square feet per side or sign face. A billboard shall have no more than two (2) sign faces per sign.*

*1207.04 Setbacks*

*A billboard shall be set back not more than 10 feet from the lot line abutting the highway right-of-way line. A billboard shall be set back not less than 35 feet from any lot line intersecting the highway line or roadway line*

*1207.05 Height*

*The height of a billboard shall not exceed thirty (30) feet above natural grade.*

*1207.06 Additional Standards*

- a. A Park Impact Study is required prior to approval of a billboard. The applicant shall submit a study to determine that the proposed sign will not be visible from any of the National Park property. The study shall be prepared and stamped by an engineer licensed in the State of Ohio.*
- b. EMC. If the proposed billboard includes an Electronic Message Center (EMC), it shall comply with all requirements of 1205.03 g, except that the sign area shall comply with 1207.03.*
- c. Conditional Use Permit Required. A billboard shall be reviewed and approved to determine if it meets the standards set forth in 1207 as required for a conditional use.*
- d. A billboard shall not be subject to provisions regulating off-premises signs.*
- e. A billboard shall not be interpreted as a ground sign*

This comparison leads to the following comments:

1. Would #3 of Section 19.02 Signs, Letter L "Outdoor Advertising Signs" force property owners who are interested in hosting a billboard on their property to create a split a new parcel from their existing property for the principal use of the lot to be a billboard location?
2. Regarding #4 of Section 19.02 Signs, Letter L "Outdoor Advertising Signs," why does a dedicated Billboard parcel have to conform to the minimum lot requirements of a specific zoning district? In many jurisdictions, "billboard parcels" just encompass the circular radius of the billboard post, with the potential of creating an air rights agreement between the different parties, if necessary, to resolve ownership of the space occupied by the sign itself.
3. In #6 of Section 19.02 Signs, Letter L "Outdoor Advertising Signs," the maximum area for any sign is 100 square feet in any business or industrial district or 40 square feet for any residential district with agricultural use, while Boston Township's maximum sign area is 200 square feet. Why has the township opted for a smaller sign area?
4. Continuing with #6, the maximum height of any sign is restricted to 15 feet in any business or industrial district or 8 feet for any residential district with agricultural use. Why did the township choose to have such a short sign height, especially with the presence of Interstates 77 and 277 in the township? According to Sign Manufacturer LED Sign City, billboard poles can be as tall as

80 feet\* and Section 1207.05 of Boston Township's Zoning Resolution permits billboards to be up to 30 feet about natural grade.

5. Both subsections a and b of #12 of Section 19.02 Signs, Letter L "Outdoor Advertising Signs" appear to be unreasonably restrictive in regards to sign illumination, especially with regards to modern LED technology.
6. In #14 of Section 19.02 Signs, Letter L "Outdoor Advertising Signs," why has the township elected to restrict the frequency of Outdoor Sign display changes to once every 24 hours? Does this regulation effectively ban electronic billboards, since they often rotate through several different messages within a period of 15 minutes or less, and only allowing a daily message change may be cost prohibitive for electronic billboards vs. traditional signage.

\*Source: <https://ledsigncity.com/products/for-larger-billboards-heavy-duty-sign-poles?variant=45812667154624>

**Recommendation:** SCPC Staff understands the need for the Township to balance the desire of Coventry Township to prevent outdoor sign placement with the needs of advertising agencies who would like to place billboards and other signage in a township that features prominent Interstate Highways. After careful review and consideration, SCPC Staff believes that this text amendment achieves this goal by permitting the placement of Outdoor Signs, yet under certain, restrictive conditions that only allow for a select few areas to be used for billboards. Therefore, staff recommends to the Summit County Planning Commission that the proposed text amendments be **APPROVED** with due consideration of staff and agency comments.



**ILENE SHAPIRO**  
COUNTY EXECUTIVE

Planning Commission

Other

**SCPC By-Laws Review**

Applicant: SCPC Rules Committee

Location: All

**EXECUTIVE SUMMARY**

On December 18, 2025, the Summit County Planning Commission reviewed and discussed proposed edits to the Commission’s By-Laws by the SCPC Rules Committee. During this meeting, additional edits were proposed and have been incorporated into a final draft of proposed changes. This final draft is now being placed before the Commission for its final approval or disapproval.

Staff recommends the SCPC **APPROVE** this final draft of the SCPC By-Laws.

<b>Item No.: Old Business 1</b>	<b>Processor:</b> James J. Taylor
<b>Meeting: February 26, 2026</b>	

On Thursday, February 27, 2025, the Summit County Planning Commission activated the SCPC Rules Committee to review, comment and reform the Commission’s current By-laws, which were last analyzed in 2015. The SCPC Rules Committee met on May 5<sup>th</sup> and November 4<sup>th</sup>, 2025 to discuss and edit the existing By-Laws, and presented their findings at to the Commission as a whole on Thursday, November 20, 2025, for review per Article 7 of the current Summit County Planning Commission By-Laws.

On December 18, 2025, the Summit County Planning Commission reviewed and discussed proposed edits to the Commission’s By-Laws by the SCPC Rules Committee. During this meeting, additional edits were proposed and have been incorporated into a final draft of proposed changes. This final draft is now being placed before the Commission for its final approval or disapproval.

Please see **Exhibit A** for the final draft of the SCPC By-Laws, that display the proposed changes in red.

Please see **Exhibit B** for the final draft of the SCPC By-Laws that are ready for final approval and signatures.

**Recommendation:** Staff recommends the SCPC **APPROVE** this final draft of the SCPC By-Laws.

**Exhibit A**  
**BY-LAWS OF THE COUNTY OF SUMMIT**  
**PLANNING COMMISSION**

NOTE: All edits are in red, omissions are ~~struck through~~.

**PREAMBLE**

By virtue of Chapter 141 of the Codified Ordinances of the County of Summit, the Summit County Planning Commission (“Commission”) is established and authorized to exercise the powers and duties vested in Planning Commissions by general law, including but not limited to Sections 711.10 and 713.23 of the Ohio Revised Code, and granted to the Commission by the Codified Ordinances of Summit County. To provide for the orderly exercise of these powers, the Commission adopts the By-Laws set forth herein.

**ARTICLE 1 – MEMBERS**

The Commission shall consist of nine members appointed by the County Executive and confirmed by County Council; one member of County Council elected to represent a District; and one member of County Council elected to serve at large, for a total of 11 members. The appointed members shall serve for terms of three years and Council members shall serve for terms of four years; provided, however, that both appointed and council members shall continue to serve until their successors are confirmed by County Council or their reappointment is not confirmed by Council.

**ARTICLE 2 – OFFICERS**

**Section I. Powers and Duties**

The Commission shall elect from its members the following officers:

A Chairperson who shall preside at all hearings and meetings of the Commission; assure proper order of the Commission and the public in all Commission proceedings as provided herein; sign all approved plats, written contracts and other obligations of the Commission, ~~or designate a Staff Member of the Commission to sign on their behalf, with approval of the Chairperson;~~ approve the agenda for Commission meetings as provided herein; appoint members to Commission committees as provided herein; represent the Commission before legislative and administrative bodies; and provide such other and further duties as may be required or requested by the Commission or set forth herein.

A Vice-Chairperson who shall perform all the duties of the Chairperson in case of the Chairperson’s absence or disability and perform such other and further duties as may be required or requested by the Commission.

A Secretary who shall keep or supervise the keeping of minutes of all meetings of the Commission; sign approved plats and other Commission documents as required by the

Chairperson or the Commission; ensure that proper notice of Commission hearings and meetings is given as provided herein; and perform such other and further duties as may be required or requested by the Commission or set forth herein. The Secretary shall perform all the duties of the Chairperson in case of the Chairperson and the Vice-Chairperson's absence or disability and perform such other and further duties as may be required or requested by the Commission.

Formatted: Font color: Red

## Section II. Election of Officers

The election of officers shall be held at the Commission's first regular meeting in January of each year, except that the Commission by majority vote of members present may postpone the election of officers to the first regular meeting in February. Officers shall hold office until a successor is elected and qualified. If any officer shall not be able to perform his or her duties by reason of death, resignation, disqualification or any other cause, the Commission shall elect at its next regular meeting one of its members to replace that officer and complete that officer's term. The replacement officer shall serve until a successor is elected and qualified.

Elections shall be held as follows: Any member may place any member's name in nomination. No second is necessary. If only one member's name is placed into nomination for an office, that member may be elected by acclamation. If more than one member's name is placed into nomination for an office, each member present shall write one person's name on a ballot. The ballots shall then be collected, read aloud, and recorded. A majority of votes cast shall be required to elect. In the event that no member receives a majority, the procedure of nomination and balloting shall be repeated.

## ARTICLE 3 – MEETINGS

### Section I. – Dates, Times, Locations

The Commission shall meet in regular session on the last Thursday of each month at 3:00 p.m. in County Council Chambers, 7<sup>th</sup> Floor, Ohio Building, 175 S. Main St. in Akron, unless such date is impracticable because of holidays or scheduling conflicts, in which case the Commission may schedule the regular meeting for ~~the same time and place but on a different date~~ a different time, date or place with ~~in twenty-four (24) hours' sufficient notice to the public on its website, pursuant to in compliance with~~ O.R.C. Section 121.~~122~~.

Commented [ME1]: Changed because 121.22 does not specify 24 hours notice related to regular meetings. Regular meetings should be published annually under Art. 3, Section V. If a regular meeting is changed, we would give more than 24 hours notice and should give personal notice to any applicant that we expect to speak.

Special Commission meetings may be held by written request of the Commission Chairperson or three members of the Commission. Special meetings ~~shall may~~ be held ~~no earlier than 3:00 p.m. in County Council Chambers, but may be held on any day requested~~ at a time, date or place with at least twenty-four hours notice posted on its website, pursuant to O.R.C. Section 121.~~122~~.

### Section II. – Open to Public

All meetings of the Planning Commission shall be open to the public except as provided in general law.

### Section III. – Meeting Agendas

The Commission Chairperson shall prepare or approve the preparation of the agenda for every meeting of the Planning Commission, except that an item may be added to a meeting agenda prior to any meeting by request of three members of the Commission. At any Commission meeting, the agenda may be altered by the Commission.

### Section IV. – Quorum

To conduct business or take any actions at any Commission meeting, a quorum of six members is required **in which up to two members may attend virtually, as provided by the Commission rules.** A majority of members present and constituting a quorum is necessary to take action.

### Section V. – Notice of Meetings

Each year the Commission shall adopt a schedule of its regular meetings for the next year which shall be widely disseminated to the general public and the news media in the County. Notice of any special meetings of the Commission shall be given to all members no later than 24 hours before the meeting unless there is an emergency. In addition, notice of special meetings of the Commission shall be widely disseminated.

### Section VI. – The Order of Business

The order of business of the Commission shall be as follows:

- A. Roll Call
- B. Reading and approval of minutes, with or without corrections
- C. Business items
  - a. Old Business
  - b. New Business
    1. Zoning Items
    2. Subdivision Items
      - i. Receipt of Concept Plan Application(s)
      - ii. Preliminary Plan(s)
      - iii. Improvement Plan(s)
      - iv. Final Plat(s)
    3. Road Vacations
    4. Utility and Easement Agreements
    5. Variance Items
    6. Riparian Variance Items
- D. Reports of standing committees
- E. Report of special committees
- F. Reports from Planning Director
- G. Comments from public
- H. Comments from Commission members
- I. Adjournment

### Section VII. – Conduct of Persons Appearing Before Commission

During all meetings of the Commission, members of the public shall be given a reasonable opportunity to speak. The Chairperson shall reasonably control the length of time an individual may address the Commission and may rule out of order and stop public comments that are abusive, inflammatory or irrelevant to Commission business.

Any conduct by a member of the public that interferes with the rights of others to speak or with the orderly transaction of business by the Commission may be ruled out of order by the Chairperson. If the person persists in disorderly conduct, the Chairperson may request from the Commission a vote to eject the person from the meeting. Where a person fails to comply with a vote of the Commission to eject, the chairperson may call upon civil authority to physically remove the person from the meeting.

#### Section VIII. – Robert’s Rules of Order

Except as provided otherwise herein, the conduct of Commission meetings shall follow Roberts Rules of Order.

### **ARTICLE 4 – ~~TAPE RECORDINGS, MINUTES, RECORDS~~**

#### Section I. – Minutes

The Secretary shall ensure that minutes are taken of all meetings of the Commission that accurately reflect the actions taken by the Commission and summarize any pertinent discussion leading to an action.

The Commission shall correct, if necessary, and approve the minutes of each meeting. The Secretary shall sign the minutes, certifying that they have been reviewed and approved by the Commission, and ensure that they are maintained as a permanent record of the Commission.

#### Section II. – Commission Records

The Secretary shall ensure that actions taken or recommendations made by the Commission are appropriately noted on plans, plats, applications and other official documents. All records will be retained in accordance with the current Record Retention Schedule (RC-2), of the Department of Community & Economic Development.

### **ARTICLE 5 – COMMITTEES**

#### Section I. – Permanent and Temporary Committees

The Commission shall have the following Permanent Committees:

Rules Committee which shall advise the Commission and make recommendations concerning possible amendments to these By-Laws, changes in the conduct of the Commission’s or the committees’ meetings, and any other procedural matters.

Comprehensive Planning which shall advise the Commission and make recommendations concerning general development plans, infrastructure plans, other master plans, and substantive issues concerning land use planning in Summit County.

The Commission may create other permanent or temporary committees upon the recommendation of the Chairperson or three members of the Commission and approval by the Commission. Recommendations for a new permanent or temporary committee shall contain details of the purpose and scope of the proposed committee.

#### Section II. – Membership

Each permanent and temporary committee shall have at least three members, each being a member of the Commission.

Membership on committees shall be for a one year term and shall be established upon the recommendation of the Chairperson and approval of the Commission at the regularly scheduled meeting at which the election of officers will take place for that calendar year pursuant to Article 2, Section II of these By-laws.

The members of each committee shall select a Chair of the committee. The Chair of each committee shall preside over the committee meetings and ensure proper order of the committee proceedings. The committee shall select a Chair at the regularly scheduled meeting at which the election of officers will take place for that calendar year pursuant to Article 2, Section II of these By-laws.

#### Section III. – Dates, Times, Locations

Each committee of the Commission shall meet ~~monthly at 3:00 p.m. in County Council Chambers on a date~~ as necessary, at a time date and place selected by the committee Chair or by three members of the committee. A committee Chair may cancel a meeting of her or her committee for lack of items to be discussed or any other reason.

#### Section IV. – Open to Public

All meetings of Planning Commission committees shall be open to the public except as provided in general law.

#### Section V. – Committee Meeting Agendas

Committee Chairs shall prepare or approve the preparation of the agenda for every meeting of the committee her or she chairs, except that an item may be added to a committee agenda prior to the meeting by any committee member. At any committee meeting, the agenda of the meeting may be altered by the committee.

#### Section VI. – Quorum for Committees

To conduct business or take any action at any committee meeting, a quorum of two members is required. A majority of members present and constituting a quorum is necessary to take action.

#### Section VII. – Notice of Meetings

Each year each committee ~~shall~~ may adopt a schedule of its meetings for the next year which shall be widely disseminated to the general public. Notice of a committee meeting shall be given to all committee members at least 24 hours before ~~the~~ an in-person

meeting, or 72 hours before a virtual meeting unless there is an emergency. In addition, notice of committee meetings shall be widely disseminated, and published upon the Commission's website at least 24 hours in advance of an in-person meeting, or 72 hours in advance of a virtual meeting.

**Section VIII. – Robert's Rules of Order**

Except as provided otherwise herein, the conduct of Committee meetings shall follow Roberts Rules of Order.

**ARTICLE 6 – CONFLICT OF INTEREST**

A Commission member who has a conflict of interest in a matter coming before the Commission shall not participate formally or informally in discussing the matter before the Commission or with Commission members and shall abstain from voting on the matter.

A member of the Planning Commission shall be considered to have a conflict of interest whenever that member:

- A. Or his or her immediate family has a financial interest in the matter before the Commission; or
- B. Is a principal, partner, corporate officer or member of the Board of Directors of a business providing products or services to an applicant before the Planning Commission or holds an ownership interest of more than one percent in the business; or
- C. Is the applicant, builder, civil engineer, architect, land use lawyer, subcontractor or consultant of a project that is before the Planning Commission.

A member of the Planning Commission is also considered a "public official" under Ohio Ethics Laws and is subject to Chapters One and Twenty-nine of the Ohio Revised Code.

This Article is intended to provide guidance to members of the Commission regarding what actions or relationships may constitute a conflict of interest; however, it is not intended to be an exhaustive list.

**ARTICLE 7 – AMENDMENT**

These By-laws may be amended from time to time only in accordance with the following procedure:

- a. ~~The Chairperson may, or on a~~ A petition of five members, or the Rules Committee, by a majority of its members, shall deliver a copy of the proposed amendment to the Secretary at least ~~15~~ 30 days in advance of the next regular meeting of the Commission.
- b. The Secretary shall thereafter, but not less than ten days prior to the next regular meeting of the Commission, forward to each member of the Commission a copy

of such proposed amendment together with a notice that it will be the subject of action at the next regular meeting of the Commission and such amendment shall be deemed adopted upon receiving the affirmative vote of a majority of the members of the Commission present and constituting a quorum.

**ARTICLE 8 – DUTIES OF PERSON SUBMITTING A SUBDIVISION AGENDA ITEM**

**Section I1 – Applicant’s Duty to Appear**

The Staff of the Summit County Planning Commission shall inform all Applicants submitting subdivision Agenda items coming before the Commission of the time and date the items will be considered by the Commission and shall further inform the applicant that their **in-person** presence or the **in-person** presence of their representative is necessary before the Commission will take their proposal under consideration. Staff shall convey this information to the applicant in writing. **In addition, when an agenda item submitted is a subdivision item, the ~~Staff~~ Staff of the Summit County Planning Commission shall inform a representative of the township of the time and date the item(s) will be considered by the Commission and shall further inform the township that the in-person presence of their representative is necessary before the Commission will take any proposal under consideration. Staff shall convey this information to the applicant and township in writing.**

**Formatted:** Font color: Red  
**Formatted:** Font color: Red, Strikethrough

**Section II2 – Failure to Appear**

If neither the applicant nor the applicant’s representative appears before the Commission, after notice as set forth above, then the subdivision proposal of the applicant shall be deemed to be constructively tabled and will be removed from the current agenda and will not be considered by the Commission at that time.

**Formatted:** Font color: Red  
**Formatted:** Font color: Red, Strikethrough

**Section III3 – Tabled Items**

Any item constructively tabled, as set forth above, shall be placed on the agenda of the next regularly scheduled meeting of the Planning Commission and the Staff will send the applicant further notice informing them that their presence or the presence of their representative is necessary before the Commission will take their proposal under consideration.

**Formatted:** Font color: Red  
**Formatted:** Font color: Red, Strikethrough

**Section IV4 – Appearance Waiver**

Upon ~~motion and unanimous assent~~ **motion and vote of a majority** of Commission members **present in attendance**, and for good cause shown, the Planning Commission may waive the requirement that the applicant, ~~or the~~ applicant’s representative **or township representative** appear **in-person** before the Commission prior to the Commission taking an applicant’s proposal under consideration.

**Formatted:** Font color: Red  
**Formatted:** Font color: Red, Strikethrough  
**Formatted:** Font color: Red

The above By-Laws of the County ~~Of~~ **of** Summit Planning Commission were adopted by resolution at the ~~August 21, 2008~~ **February 26, 2026** County of Summit Planning Commission meeting.

**Formatted:** Font color: Red, Strikethrough  
**Formatted:** Font color: Red  
**Formatted:** Font color: Red

*County of Summit  
Planning Commission By-Laws  
Adopted by Resolution Aug. 21, 2008, edited on XX/XX/20XX*

Attest:

The undersigned Secretary of the County of Summit Planning Commission certifies that the foregoing is a true and accurate copy of the By-Laws of said Commission.

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
Date

M:\Development\PLANNING COMMISSION\Division Planning Commission Folder\2025 Planning Commission Items\SCPC By-Laws Subcommittee\11-2025\By-Laws Documents\By-Laws for Planning Commission\_JJT\_Edits.docx

**BY-LAWS OF THE COUNTY OF SUMMIT**  
**PLANNING COMMISSION**

**PREAMBLE**

By virtue of Chapter 141 of the Codified Ordinances of the County of Summit, the Summit County Planning Commission (“Commission”) is established and authorized to exercise the powers and duties vested in Planning Commissions by general law, including but not limited to Sections 711.10 and 713.23 of the Ohio Revised Code, and granted to the Commission by the Codified Ordinances of Summit County. To provide for the orderly exercise of these powers, the Commission adopts the By-Laws set forth herein.

**ARTICLE 1 – MEMBERS**

The Commission shall consist of nine members appointed by the County Executive and confirmed by County Council; one member of County Council elected to represent a District; and one member of County Council elected to serve at large, for a total of 11 members. The appointed members shall serve for terms of three years and Council members shall serve for terms of four years; provided, however, that both appointed and council members shall continue to serve until their successors are confirmed by County Council or their reappointment is not confirmed by Council.

**ARTICLE 2 – OFFICERS**

**Section I. Powers and Duties**

The Commission shall elect from its members the following officers:

A Chairperson who shall preside at all hearings and meetings of the Commission; assure proper order of the Commission and the public in all Commission proceedings as provided herein; sign all approved plats, written contracts and other obligations of the Commission, or designate a Staff Member of the Commission to sign on their behalf, with approval of the Chairperson; approve the agenda for Commission meetings as provided herein; appoint members to Commission committees as provided herein; represent the Commission before legislative and administrative bodies; and provide such other and further duties as may be required or requested by the Commission or set forth herein.

A Vice-Chairperson who shall perform all the duties of the Chairperson in case of the Chairperson’s absence or disability and perform such other and further duties as may be required or requested by the Commission.

A Secretary who shall keep or supervise the keeping of minutes of all meetings of the Commission; sign approved plats and other Commission documents as required by the Chairperson or the Commission; ensure that proper notice of Commission hearings and meetings is given as provided herein; The Secretary shall perform all of the duties of the

Chairperson in case of the Chairperson and the Vice-Chairperson's absence or disability and perform such other and further duties as may be required by the Commission.

### Section II. Election of Officers

The election of officers shall be held at the Commission's first regular meeting in January of each year, except that the Commission by majority vote of members present may postpone the election of officers to the first regular meeting in February. Officers shall hold office until a successor is elected and qualified. If any officer shall not be able to perform his or her duties by reason of death, resignation, disqualification or any other cause, the Commission shall elect at its next regular meeting one of its members to replace that officer and complete that officer's term. The replacement officer shall serve until a successor is elected and qualified.

Elections shall be held as follows: Any member may place any member's name in nomination. No second is necessary. If only one member's name is placed into nomination for an office, that member may be elected by acclamation. If more than one member's name is placed into nomination for an office, each member present shall write one person's name on a ballot. The ballots shall then be collected, read aloud, and recorded. A majority of votes cast shall be required to elect. In the event that no member receives a majority, the procedure of nomination and balloting shall be repeated.

## **ARTICLE 3 – MEETINGS**

### Section I. – Dates, Times, Locations

The Commission shall meet in regular session on the last Thursday of each month at 3:00 p.m. in County Council Chambers, 7<sup>th</sup> Floor, Ohio Building, 175 S. Main St. in Akron, unless such date is impracticable because of holidays or scheduling conflicts, in which case the Commission may schedule the regular meeting for a different time, date or place with sufficient notice to the public on its website, in compliance with to O.R.C. Section 121.22.

Special Commission meetings may be held by written request of the Commission Chairperson or three members of the Commission. Special meetings may be held at a time, date or place with twenty-four hours' notice posted on its website, pursuant to O.R.C. Section 121.22.

### Section II. – Open to Public

All meetings of the Planning Commission shall be open to the public except as provided in general law.

### Section III. – Meeting Agendas

The Commission Chairperson shall prepare or approve the preparation of the agenda for every meeting of the Planning Commission, except that an item may be added to a meeting agenda prior to any meeting by request of three members of the Commission. At any Commission meeting, the agenda may be altered by the Commission.

Section IV. – Quorum

To conduct business or take any actions at any Commission meeting, a quorum of six members is required in which up to two members may attend virtually, as provided by the Commission rules. A majority of members present and constituting a quorum is necessary to take action.

Section V. – Notice of Meetings

Each year the Commission shall adopt a schedule of its regular meetings for the next year which shall be widely disseminated to the general public and the news media in the County. Notice of any special meetings of the Commission shall be given to all members no later than 24 hours before the meeting unless there is an emergency. In addition, notice of special meetings of the Commission shall be widely disseminated.

Section VI. – The Order of Business

The order of business of the Commission shall be as follows:

- A. Roll Call
- B. Reading and approval of minutes, with or without corrections
- C. Business items
  - a. Old Business
  - b. New Business
    1. Zoning Items
    2. Subdivision Items
      - i. Receipt of Concept Plan Application(s)
      - ii. Preliminary Plan(s)
      - iii. Improvement Plan(s)
      - iv. Final Plat(s)
    3. Road Vacations
    4. Utility and Easement Agreements
    5. Variance Items
    6. Riparian Variance Items
- D. Reports of standing committees
- E. Report of special committees
- F. Reports from Planning Director
- G. Comments from public
- H. Comments from Commission members
- I. Adjournment

Section VII. – Conduct of Persons Appearing Before Commission

During all meetings of the Commission, members of the public shall be given a reasonable opportunity to speak. The Chairperson shall reasonably control the length of time an individual may address the Commission and may rule out of order and stop public comments that are abusive, inflammatory or irrelevant to Commission business.

Any conduct by a member of the public that interferes with the rights of others to speak or with the orderly transaction of business by the Commission may be ruled out of order by the Chairperson. If the person persists in disorderly conduct, the Chairperson may request from the Commission a vote to eject the person from the meeting. Where a

person fails to comply with a vote of the Commission to eject, the chairperson may call upon civil authority to physically remove the person from the meeting.

Section VIII. – Robert’s Rules of Order

Except as provided otherwise herein, the conduct of Commission meetings shall follow Roberts Rules of Order.

**ARTICLE 4 –MINUTES, RECORDS**

Section I. – Minutes

The Secretary shall ensure that minutes are taken of all meetings of the Commission that accurately reflect the actions taken by the Commission and summarize any pertinent discussion leading to an action.

The Commission shall correct, if necessary, and approve the minutes of each meeting. The Secretary shall sign the minutes, certifying that they have been reviewed and approved by the Commission, and ensure that they are maintained as a permanent record of the Commission.

Section II. – Commission Records

The Secretary shall ensure that actions taken or recommendations made by the Commission are appropriately noted on plans, plats, applications and other official documents. All records will be retained in accordance with the current Record Retention Schedule (RC-2), of the Department of Community & Economic Development.

**ARTICLE 5 – COMMITTEES**

Section I. – Permanent and Temporary Committees

The Commission shall have the following Permanent Committees:

Rules Committee which shall advise the Commission and make recommendations concerning possible amendments to these By-Laws, changes in the conduct of the Commission’s or the committees’ meetings, and any other procedural matters.

Comprehensive Planning which shall advise the Commission and make recommendations concerning general development plans, infrastructure plans, other master plans, and substantive issues concerning land use planning in Summit County.

The Commission may create other permanent or temporary committees upon the recommendation of the Chairperson or three members of the Commission and approval by the Commission. Recommendations for a new permanent or temporary committee shall contain details of the purpose and scope of the proposed committee.

## Section II. – Membership

Each permanent and temporary committee shall have at least three members, each being a member of the Commission.

Membership on committees shall be for a one year term and shall be established upon the recommendation of the Chairperson and approval of the Commission at the regularly scheduled meeting at which the election of officers will take place for that calendar year pursuant to Article 2, Section II of these By-laws.

The members of each committee shall select a Chair of the committee. The Chair of each committee shall preside over the committee meetings and ensure proper order of the committee proceedings. The committee shall select a Chair at the regularly scheduled meeting at which the election of officers will take place for that calendar year pursuant to Article 2, Section II of these By-laws.

## Section III. – Dates, Times, Locations

Each committee of the Commission shall meet as necessary, at a time date and place selected by the committee Chair or by three members of the committee. A committee Chair may cancel a meeting of her or her committee for lack of items to be discussed or any other reason.

## Section IV. – Open to Public

All meetings of Planning Commission committees shall be open to the public except as provided in general law.

## Section V. – Committee Meeting Agendas

Committee Chairs shall prepare or approve the preparation of the agenda for every meeting of the committee her or she chairs, except that an item may be added to a committee agenda prior to the meeting by any committee member. At any committee meeting, the agenda of the meeting may be altered by the committee.

## Section VI. – Quorum for Committees

To conduct business or take any action at any committee meeting, a quorum of two members is required. A majority of members present and constituting a quorum is necessary to take action.

## Section VII. – Notice of Meetings

Each year each committee may adopt a schedule of its meetings for the next year which shall be widely disseminated to the general public. Notice of a committee meeting shall be given to all committee members at least 24 hours before an in-person meeting, or 72 hours before a virtual meeting unless there is an emergency. In addition, notice of committee meetings shall be widely disseminated, and published upon the Commission's website at least 24 hours in advance of an in-person meeting, or 72 hours in advance of a virtual meeting.

## Section VIII. – Robert's Rules of Order

Except as provided otherwise herein, the conduct of Committee meetings shall follow Roberts Rules of Order.

## **ARTICLE 6 – CONFLICT OF INTEREST**

A Commission member who has a conflict of interest in a matter coming before the Commission shall not participate formally or informally in discussing the matter before the Commission or with Commission members and shall abstain from voting on the matter.

A member of the Planning Commission shall be considered to have a conflict of interest whenever that member:

- A. Or his or her immediate family has a financial interest in the matter before the Commission; or
- B. Is a principal, partner, corporate officer or member of the Board of Directors of a business providing products or services to an applicant before the Planning Commission or holds an ownership interest of more than one percent in the business; or
- C. Is the applicant, builder, civil engineer, architect, land use lawyer, subcontractor or consultant of a project that is before the Planning Commission.

A member of the Planning Commission is also considered a “public official” under Ohio Ethics Laws and is subject to Chapters One and Twenty-nine of the Ohio Revised Code.

This Article is intended to provide guidance to members of the Commission regarding what actions or relationships may constitute a conflict of interest; however, it is not intended to be an exhaustive list.

## **ARTICLE 7 – AMENDMENT**

These By-laws may be amended from time to time only in accordance with the following procedure:

- a. A petition of five members, or the Rules Committee, by a majority of its members, shall deliver a copy of the proposed amendment to the Secretary at least 30 days in advance of the next regular meeting of the Commission.
- b. The Secretary shall thereafter, but not less than ten days prior to the next regular meeting of the Commission, forward to each member of the Commission a copy of such proposed amendment together with a notice that it will be the subject of action at the next regular meeting of the Commission and such amendment shall be deemed adopted upon receiving the affirmative vote of a majority of the members of the Commission present and constituting a quorum.

**ARTICLE 8 – DUTIES OF PERSON SUBMITTING A SUBDIVISION AGENDA ITEM**

**Section I – Applicant’s Duty to Appear**

The Staff of the Summit County Planning Commission shall inform all Applicants submitting subdivision Agenda items coming before the Commission of the time and date the items will be considered by the Commission and shall further inform the applicant that their in-person presence or the in-person presence of their representative is necessary before the Commission will take their proposal under consideration. Staff shall convey this information to the applicant in writing. In addition, when an agenda item submitted is a subdivision item, the Staff of the Summit County Planning Commission shall inform a representative of the township of the time and date the item(s) will be considered by the Commission and shall further inform the township that the in-person presence of their representative is necessary before the Commission will take any proposal under consideration. Staff shall convey this information to the applicant and township in writing.

**Section II – Failure to Appear**

If neither the applicant nor the applicant’s representative appears before the Commission, after notice as set forth above, then the subdivision proposal of the applicant shall be deemed to be constructively tabled and will be removed from the current agenda and will not be considered by the Commission at that time.

**Section III – Tabled Items**

Any item constructively tabled, as set forth above, shall be placed on the agenda of the next regularly scheduled meeting of the Planning Commission and the Staff will send the applicant further notice informing them that their presence or the presence of their representative is necessary before the Commission will take their proposal under consideration.

**Section IV – Appearance Waiver**

Upon a motion and vote of a majority of Commission members in attendance, and for good cause shown, the Planning Commission may waive the requirement that the applicant, applicant’s representative or township representative appear in-person before the Commission prior to the Commission taking an applicant’s proposal under consideration.

The above By-Laws of the County of Summit Planning Commission were adopted by resolution at the February 26, 2026 County of Summit Planning Commission meeting.

Attest:

The undersigned Secretary of the County of Summit Planning Commission certifies that the foregoing is a true and accurate copy of the By-Laws of said Commission.

---

Secretary

---

Date

M:\Development\PLANNING COMMISSION\Division Planning Commission Folder\2025 Planning Commission Items\SCPC By-Laws Subcommittee\11-2025\By-Laws Documents\By-Laws for Planning Commission\_JJT\_Edits.docx