

## Zoning Commission

July 10<sup>th</sup>

2013

ATTENDING:

Larry Schrader  
John Yeargin  
William Arnold  
David Duma  
Janelle Albertoni

Jim Demboski  
  
Jeff Childers  
Alesha Wilson

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The meeting was called to order by Mr. Schrader at 7:05 p.m. with the reciting of the Pledge of Allegiance and the roll call.

Mr. Albertoni & Mrs. Childers visited the meeting this evening.

Mr. Schrader asked the commission to look over the minutes from May 8<sup>th</sup>, 2013. Mrs. Albertoni made a motion to approve the minutes as written. The motion was seconded by Mr. Arnold. Mr. Duma and Mr. Yeargin abstained from voting, all of the other commission members voted in favor of the motion.

The Commission then looked over the minutes from the June 12<sup>th</sup>, 2013 meeting. Mr. Arnold made a motion to approve the minutes after much discussion concerning the paragraph describing the Zoning Inspector asking for advice; the line should be "Business to Residential district". The motion was seconded by Mrs. Albertoni. Mr. Duma and Mr. Yeargin abstained, all others voted in favor.

Mr. Schrader for the results of the information gathered concerning demolition. The Zoning Inspector contacted Portage County Regional Planning; Todd Peetz recommends we put the rules we have developed into the book and a copy of the permit into the Appendix. We have already added the permit to that section of the current Resolution; we can insert the rules into the blank section of the book SEC:302.01 Demolition, page 44.

Mr. Yeargin made a motion to insert Demolition Draft #3 as SEC.302.01 on page 44 to read:

Contact the Township Zoning Depart for the process and permit.

Contact the electrical service provider (First Energy), when the building being demolished has electrical service, to terminate service and remove the meter. Gas (natural or propane), cable TV, and land line telephone also need to be removed from the structure.

Contact the Portage County Health Department, when potable water wells and /or septic systems will be abandoned by the demolition process; for instructions on procedures, approvals, permits and required inspections. This documentation is required with the demolition permit application.

Contact the Portage County Water Resources Department, when sanitary sewer, storm sewer, and potable water services will be abandoned by the demolition process; for instructions on procedures, approvals, permits and required inspections. This documentation is required with the demolition permit application.

Verification of asbestos compliance of structures is the responsibility of the Contractor/owner/applicant. Asbestos report required. Asbestos will be handled and removed prior to any demolition in accordance with the Ohio Administrative Code Ordinance #3745-20, under penalty of law. For more information, contact the Ohio Environmental Protection Agency, Division of Air Pollution Control, (614) 728-3816.

Contact the Ohio EPA/Akron Regional Air Quality Management District located at 146 South High Street, Akron, Ohio 44308 (330-375-2480 or 800589-2480) to obtain information and requirements for determining the presence of asbestos and the potential for asbestos abatement; (reference: Ohio EPA Notification of Demolition and Renovation form). Upon completion of the successful application process, the EPA/Akron Regional Air Quality Management District will forward a copy of the completed and accepted form to the Suffield Township Zoning Inspector, and this must be on file before making formal application for the building demolition permit.

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Unless specifically required by the Zoning Inspector, it is suggested that neighboring homeowners, or business owners to the location of the demolition be notified prior to commencing work. By being made aware, they can take any precautions that they deem necessary (e.g. close windows, etc.) whereby airborne debris might be carried by the potential for wind.

All demolition must be complete, including the building footing, foundation and any appendages.

All footers and below grade walls and floors are to be removed. All surface irregularities, wells, basements, cellars, sidewalks, vaults or coal chutes remaining after demolition shall be filled with clean, hard fill and compacted. If appropriate, the top layer of gravel driveways shall be removed

All sewer connections and/or water services must be effectively abandoned, and capped at the direction of the Zoning Inspector.

All underground storage tanks shall be removed and the hole shall be filled with clean, hard fill and compacted.

Any excavation and/or opening is to be filled using granular materials conforming to ODOT Item 304 or 310 as approved by the Zoning Inspector and compacted to 95% proctor. Slag is prohibited.

All debris from any building shall be thoroughly dampened to prevent circulation of dust. All demolition debris must be removed from site and transported to an approved reclamation (dump) site. Proof of discharge via a receipt from said reclamation site should be submitted to the Zoning Inspector as part of the requirement for completing the project under the issuance of the demolition permit.

Burning of the building to be demolished and/or burning of the building materials after demolition is strictly prohibited unless under the control of the Suffield Fire Department.

The contractor shall grade the lot to match surrounding grade elevations, and to result in no apparent low or high areas.

The party securing the demolition permit shall apply sod or grass seed to address soil erosion control. The Zoning Inspector may require that straw or mulch material be placed on the site that is seeded to prevent erosion and enhance the likelihood of successful growth.

The demolition contractor shall call the Zoning Inspector for a final inspection upon completion of the demolition.

The party receiving the demolition permit must complete the demolition activity within six (6) months from receipt of the permit. The time limit may be extended at the discretion of the Zoning Inspector.

The motion was seconded by Mr. Arnold. All in favor of the motion.

Mr. Yeargin made a motion to add SEC.302.02 "A Portage County demolition permit is required after obtaining a township demolition permit. The motion was seconded by Mr. Arnold, all of the members voted in favor of the motion.

Mr. Arnold suggested that we request the Trustees require a bond and seek out three bids for the job then setting the bond at 110% of the value of the job.

Mr. Arnold made a motion to add SEC.302.03 "Commercial properties only will require a performance bond of 110% of the total job value." The motion was seconded by Mr. Yeargin, all in favor of the motion.

Mr. Schrader requested the Secretary request a new zoning map from PCRPC.

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The next meeting will be held on September 11, 2013, if no further business Mr. Schrader said he would entertain a motion to adjourn. A motion was made by Mr. Arnold to adjourn the meeting. Mr. Yeargin seconded the motion and all of the commission members voted in favor of the motion to adjourn at 8:24 p.m.

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Larry Schrader – Chairman

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Adam Bey – Zoning Comm. Sec.

During the Commission meeting held on September 11, 2013 A motion was made to accept these minutes after correcting the date by Mr. Arnold. The motion was seconded by Mr. Yeargin, all of the members voted in favor to approve the minutes.