



# TRUMBULL COUNTY SUBDIVISION REGULATION UPDATE: KICK-OFF MEETING

HOSTED BY:

TRUMBULL COUNTY PLANNING COMMISSION – KATIE PHILLIPS (PLATS AND  
ZONING COORDINATOR)

**DATE: OCTOBER 20<sup>TH</sup> AT 1:30**

**LOCATION: PLANNING COMMISSION CONFERENCE ROOM AND ZOOM**

# AGENDA

- 1.) Outline process to update/amend Subdivision Regulations (Regulations)
- 2.) Identification of potential stakeholders to partake in Regulation update/amendment process (Applicants/Reviewers/Decision Makers)
- 3.) Detail issues identified by Planning Commission staff over the last two years
- 4.) Potential Stakeholder Committee Topics
- 5.) Steps going forward

# HOW TO UPDATE/AMEND SUBDIVISION REGULATIONS

- In order to amend the Regulations, a detailed process is outlined in the current Regulations (Section 202.00 and *Ohio Revised Code*, Section 711.10) that must be followed, consisting of notifications, public meetings, public hearings and other various requirements.

# Example Timeline

## 2021 Timeline to Amend Trumbull County Subdivision Regulations

Public Hearing set for Tuesday **April 20, 2021 at 10:00 am** at the Planning Commission

1. **December – February 2021:** The proposed amendments are prepared by Trumbull County Planning Commission staff and submitted to the Planning Commission's Plats and Zoning Committee.
2. **March 2, 2021:** The Planning Commission's Plats and Zoning Committee recommends Planning Commission Board approval of the proposed amendments and requests permission to advertise for a public hearing.
3. **March 9, 2021:** The Planning Commission's Plats and Zoning Committee submits its recommendations to the Planning Commission Board for approval by resolution.
4. **March 10, 2021:** E-Mail Township's Fiscal Officer notice of public hearing
5. **March 10, 2021:** Notify Paulette/Commissioners that we will send her the Planning Commission Board approval by April 14<sup>th</sup>, so they can set up Commissioners Public Hearing.
6. **March 19, 2021:** Publish 1<sup>st</sup> newspaper notice (A public hearing is announced thirty (30) days prior to the date of the hearing via two separate notices)
7. **April 2, 2021:** Publish 2<sup>nd</sup> newspaper notice.
8. **April 20, 2021:** Public Hearing to propose amendments, hosted by the Planning Commission.
9. **May 11, 2021:** The Planning Commission Board adopts the amendments to the subdivision regulations.
10. **May 12, 2021:** The Planning Commission transmits adopted regulations and certification to the County Commissioners.
11. The County Commissioners publish a thirty (30) day notice of public hearing on the amendments and hold the public hearing at a regular meeting of the board (1963 OAG 395).
12. The County Commissioners adopt a resolution approving the amendments previously adopted by the Planning Commission Board.
13. Certify the amendments and the resolution of the County Commissioners approving the adoption by the Planning Commission Board to the Trumbull County Recorder.

# HOW TO UPDATE/AMEND SUBDIVISION REGULATIONS, CONTINUED

- Planning Commission recently completed a Regulation amendment that was finalized on July 8, 2021.
  - Recent amendment considered Phase 1 of 2. Phase 1 amendment specifically identified conflicts with the *Ohio Revised Code* that needed immediately addressed. This process started in December of 2020.

# IDENTIFICATION OF POTENTIAL STAKEHOLDERS TO PARTAKE IN REGULATION UPDATE PROCESS (APPLICANTS/REVIEWERS/DECISION MAKERS)

- Invitee List: Title Attorneys, title agents, surveyors, developers, engineers, zoning inspectors, Trustees, state agencies, county departments
- You have worked with the Regulations in some capacity over the past year
- The Regulations have affected how you conduct business and advise clients
- You may have pointed out issues with the Regulations in the past
- You have experience working with Regulations in other counties

# REVIEWERS DESIGNATED BY THE REGULATIONS:

## Preliminary Plan Reviewers:

The County Planning Commission in review of the preliminary plan shall send copies to the following officials and agencies for their information, review and recommendations:

1. County Engineer
2. County Sanitary Engineer
3. County Board of Health
4. County Soil and Water Conservation District
5. County Tax Map Office
6. Township Trustees of the Township that the subdivision lies in.
7. Township Zoning Inspector
8. Ohio Environmental Protection Agency

## Final Plat Reviewers:

The County Planning Commission in review of the final plat shall transmit copies as required by this section to the following officials and agencies for their information, review and recommendations:

1. County Engineer
2. County Sanitary Engineer
3. County Board of Health
4. County Soil and Water Conservation District
5. County Tax Map Office
6. Clerk of the Township Trustees
7. Township Zoning Inspector

# 4-STEP PROCESS

Issue  
Identification

Option  
Exploration

Recommendation

Adoption Process



## Issue Identification

- Issue Identification by staff:
  - Section 203.00 - Variance Process deficiencies
  - Section 101.00 - Consider adding “Large Lot Development”: (ORC 711.133) Allow the Regulations to regulate frontage and Lot to Depth ratio for Lots over 5 acres, which are otherwise “Exempt”.
  - Section 405.45 - Rear Lot aka “Flag Lot” – Regulations prohibit
  - Platting versus major subdivision (should platting always be considered a “major” subdivision”
  - Section 305.0 Should all Replats be considered “major subdivisions” – Consider adding an expedited process for replats that do not create additional building sites (i.e. property line adjustments)
  - Sections 309.25 and 311.30 - The review distribution list does not currently include the “Floodplain Administrator”.

## ISSUE IDENTIFICATION, CONTINUED:

- Issue Identification by staff:
  - Section 405.20 - Building Official is included as an entity verifying conformance with frontage, size and setback requirements, however, this is not currently being done and there is no process to do so.
  - Article 7, Environmental and Resource Protection
    - When should environmental constraints be addressed, only when improvements are being done?
    - Section 706, Buffering and buffer strips needs reviewed because it currently confusing and could incentivize developer to locate incompatible uses.
    - Parking lot standards only require 5% of their interior parking are to be landscaped. This is substandard.

## Option Exploration

- Stakeholder committees will be coordinated by the Planning Commission based on the topic.
  - Example 1) “Flag Lot” discussion, to be explored by a representative from the following groups; title attorneys/agents, surveyors, zoning inspectors, and trustees.
  - Example 2) Replats as Major OR Minor Subdivision discussion – county departments who currently review all replats, surveyors, title agents/attorneys.

## Recommendation

- Following the stakeholder committee’s “option exploration”, the Plats and Zoning Coordinator will compile the changes and edits to the Regulations.
- The proposed changes and edits will be routed to the TC Prosecutor’s office as well as the county departments involved with the Regulations for review.

## Adoption Process

- Plats and Zoning Coordinator prepares the proposed Regulation amendments/updates for the Plats and Zoning Committee review and recommendation to the Planning Commission.
- Permission to advertise for public hearing.
- Notify Townships.
- Advertise twice in the newspaper.
- Planning Commission adopts amendments.
- Board of County Commissioners pass a resolution accepting the amendments.

## STEPS GOING FORWARD

- Stakeholder committees to be formed.
- Topics of discussion will be provided to each stakeholder committee ahead of time.
- Each stakeholder committee can be expected to attend 2-3 meetings in total.

