

**KINGSTON TOWNSHIP ZONING COMMISSION  
MEETING MINUTES**

**Approved: May 23, 2022**

**DATE: March 24, 2022**

**LOCATION: Kingston Township Hall**

**TIME CALLED TO ORDER: Meeting Reconvened At 7:00PM Chairman Filbert**

**MEMBERS PRESENT: (CHECK ONE)**

<b>GROVE</b>	<b>YES</b>	<b>X</b>	<b>NO</b>
<b>FILBERT</b>	<b>YES</b>	<b>X</b>	<b>NO</b>
<b>GIFFIN</b>	<b>YES</b>	<b>X</b>	<b>NO</b>
<b>STROHM</b>	<b>YES</b>	<b>X</b>	<b>NO</b>
<b>WHITE</b>	<b>YES</b>	<b>X</b>	<b>NO</b>
<b>STITES</b>	<b>YES</b>	<b>X</b>	<b>NO</b>

**APPROVAL OF MINUTES:**

Chairman Filbert asked members if they had any comments or corrections regarding the February 10, 2022 Meeting Minutes. After discussion, Member White made a motion to approve the Meeting Minutes. The motion was seconded by Vice-Chair Strohm and approved unanimously.

**PUBLIC INPUT/COMMENT: None**

**OLD BUSINESS:**

Regional Planning Commission (RPC) Executive Director Scott Sanders was present to finalize the draft statements that will be incorporated into the resident preferences survey. Sanders presented survey statements dated March 21<sup>st</sup>. Members asked that two corrections be made to statement #6 and #7, and approved survey statements. Once corrected, Sanders submitted the corrected statements on March 25<sup>th</sup>. The survey results will be used to guide the Zoning Commission as it continues to work on Comprehensive Plan revisions.

After considerable discussion regarding notification and management of the survey, Members came to consensus on the following direction:

- Regional Planning will host the survey through Survey Monkey. Scott will monitor and provide results when completed. Approximately 15 questions with 1-5 rating scale.
- Township will use Dan Dimitroff ([dan@cpmmsservices.com](mailto:dan@cpmmsservices.com)) to prep and mail a post card to each resident that contains information regarding survey purpose, need for their opinion and how to access.
- 3 x 5 cards may be too small, 5 x 8 may be the best and 6 x 11 is too big. **The funding request to the Trustees will not exceed \$800.** Final cost not determined at this time.
- Activate survey and mail post cards first week of May or when Dimitroff is ready with a survey ending date 30-45 days. Is dependent on when cards mailed.

- Post on Township Website with a link to the survey.
- Put in the May Newsletter with a link to the survey.
- Determine the feasibility of putting a QR Code on post card, website and newsletter.
- Card will provide phone number for someone to call and have a copy of the survey mailed to them. They will be asked to return the completed survey to the white metal box next to the door of the Old Township Hall.

**NEW BUSINESS: None**

**ZONING REPORT:**

Assistant Zoning Inspector Stites informed Members that the Trustees had hired Dave Willyerd from Sunbury as the new Zoning Inspector for Kingston Township. His first day will be March 31, 2022.

**FOLLOW UP ITEMS:**

Chairman Filbert will attend the Trustees Meeting on April 5, 2022 to discuss the residential survey and request funding to mail notice to each household in Kingston Township.

Assistant Zoning Inspector Stites and Chairman Filbert will meet with CPMM Services to discuss the specifics of the post card in terms of size, color, and text. Stites will facilitate the meeting.

**ADJOURNMENT:**

With no further business for discussion, Member Grove made a motion to adjourn. The motion was seconded by Member White, and was approved unanimously.

**TIME: 8:35 PM**

**SUBMITTED BY:**

Recorded and submitted by Dave Stites, Zoning Secretary.

KZC Minutes 02-10-22