



THE CITY OF  
**Zanesville**

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Council – Mayor Government

**ZANESVILLE CITY COUNCIL**  
**Community Development Committee Agenda**

March 27, 2023 at 5:00 p.m.

Located in Council Chambers on the 2nd floor of Zanesville City Hall

This meeting is open to the public to attend in person or  
remotely by using the information below.

This meeting is for discussion pertaining to the upcoming Ordinances, Resolutions, and discussion items of the Community Development Committee for review as follows:

1. **Roll Call**
2. **Approval of Minutes of February 27, 2023**
3. **Ordinance No. 2023-26 – An Ordinance to amend and revise the zoning map and make permanent zoning in the City of Zanesville, Ohio as herein provided.**

**DISCUSSION ITEMS:**

**None**

This meeting is open to the public who may attend by phone or via the Internet using the information below.

Phone 1-**844-621-3956** US Toll Free or 1-**415-655-0001** US Toll Use Access Code: **126 750 8098 #**

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## **COMMUNITY DEVELOPMENT COMMITTEE MEETING – FEBRUARY 27, 2023**

The Zanesville City Council Community Development Committee met at 5:00 p.m. on Monday, February 27, 2023 in the Council Chambers of City Hall.

Mr. Baker: I'd like to open the City Council Community Development Committee meeting of February 27, 2023. It is 5:00 p.m. in Council Chambers. May I please have roll call?

The committee members present were: Councilperson Mark Baker, Chairman; Councilperson Jan Bradshaw for Second Ward; Councilperson Todd Ware for Third Ward; and Councilperson Brad Wolfe for Fourth Ward.

Mr. Baker: Hearing a quorum, we are in session.

Others in attendance were: Scott Brown, Public Service Director; Billie Corns, Clerk of Council; Chris Crook, Times Recorder; Glen Gregor, IT; Mayor Don Mason; Cody Pettit, Council-at-Large; Matt Schley, Community Development Director; and Dan Vincent, President of Council.

### **APPROVAL OF MINUTES OF JANUARY 23, 2023**

Mr. Baker: The second item of business is the approval of the minutes of January 23, 2023.

Miss Bradshaw moved to approve the minutes of January 23, 2023. Mr. Wolfe seconded the motion.

Mr. Baker: Hearing a motion and a second, those in favor of such approval please say aye. Those opposed say nay.

A voice vote was taken with all present in favor. None were opposed. Motion carried. The minutes stand approved.

Mr. Baker: The minutes are approved. The third item is Ordinance 2023-15.

Matt Schley: So, what this ordinance does, we're going to break it down to the three things it does. The first thing it does is it allows the city across all departments from Community Development, Service, and Safety, to provide services that are above and beyond the normal operations of the fairground. Because the magnitude of this event, we don't necessarily know exactly what those services might be. I mean, it could be as simple as we're just directing traffic, to us having to do street sweepers and a few other things throughout that property to get this property ready and to get the surrounding areas ready. This is going to be a lot of individuals' first time coming to this part of the city. Even if they live here sometimes, they don't go to the fair. So we want to put a good impression on. So the first thing this ordinance does is say if there are services that we can provide, we are allowed to provide them.

The second thing this does is because we will provide those services, it allows the city to become a partner in this event. Not necessarily a monetary partner; we're not giving them cash. But it allows us to then negotiate a sponsorship level that would recognize the contributions the city would be giving into this.

The third thing this does is it specifically highlights that the promoter of the event will not be exempt from our admissions tax. So, in the city we have an admissions tax as 3 percent of all ticket sales. That is an automatic piece. So anytime there are large events and such, we charge that to the promoter. Now, this isn't a very well-known piece because we haven't had large events to the scale of this that had admissions. Most of our large events are free and open to the public, but in this event, there will be an admissions tax. So it does those three things simultaneously.

It also allows us to, say for example Scott's crews get a water break and can't get out to the fairgrounds to help. Well, obviously the number one thing on our books is this water break, so it does not require us to do anything, so to speak. But it allows us to do things, if that makes sense.

Mr. Baker: Yes, how much in extra expenditures are budgeted for this, assuming that we don't know exactly what those might be.

Matt Schley: Yes, it's really going to depend on exactly what they would require. I can tell you their estimated admissions tax is going to be about \$30,000 the city will receive, and we don't anticipate those services exceeding that number.

Mr. Baker: Okay, and how was the estimate of 5,000 to 7,000 visitors arrived at?

Matt Schley: That was presented to us from the promoter based on their preliminary ticket sales that they already have.

Mayor Mason: Mr. Chairman?

Mr. Baker: Yes.

Mayor Mason: One of the things I really want to make sure we do prior to the concert, and we've been really great about running our street sweepers and things of that nature. But we really, really want to make sure we keep the area or make the area even cleaner than it normally is. We're going to be putting some of our signage up so that people know what way in and what way out, just equipment like that that is ours that you would normally be using at other locations. Again, just to make sure that someone's first experience into our community is a great experience.

Mr. Baker: Well, the whole idea is to get them back, I assume, and to have other events like this.

Mayor Mason: For them to come to any event, yes.

Mr. Baker: Okay. Does the rest of the committee have any questions or concerns? Anything else, gentlemen? Okay, hearing nothing else, I'll entertain a motion to recommend this for passage at City Council. There's no need to pass this waiving the motions or anything, is there?

Matt Schley: No, we still have plenty of time.

Mr. Ware: So moved.

Mr. Baker: Hearing a motion...

Miss Bradshaw: Second.

Mr. Baker: And a second. Those in favor of such recommendation to City Council please say aye. Those opposed say nay. The ayes have it for recommendation. Item 4 on the agenda is Ordinance 2023-20.

Matt Schley: This ordinance is on from the CD Committee because the changes are to the Community Development Department. So we'll start with that. Those are the only changes that will be taking place. What we're doing is we're proposing to add two entry-level positions. One is going to be an additional Associate Planner, and the other one will be a Redevelopment Administrator. Community Development does a variety of different functions. We handle obviously planning and zoning that is our day-to-day function, but we also do things like grant writing, grant administration, planning, fair housing, and owner-occupied rehab. You name it, there's probably something that we're working on. Over the course of the last few years, we have a great staff. But right now, we are experiencing a plethora of projects that in order for us to continue doing those projects, we do need to have a few new people, a little bit new blood in there to help us get through those projects. And I don't foresee the workload slowing down anytime soon.

Mr. Baker: Could you tell me the titles that we're talking about again?

Matt Schley: Yes, so we're looking at an Associate Planner and a Redevelopment Administrator. Both of these positions are "entry level." The Associate Planner typically handles inspections, violations, day-to-day plan reviews. They work on comprehensive planning and efforts in neighborhoods citywide. They're kind of a jack-of-all-trades for our department. So, if somebody calls in and says that they have an issue, say a violation that they noticed, we send out one of our Associate Planners. They go to document it, and they bring it back and start the processes.

The Redevelopment Administrator, they typically take on more special projects. So think of things like Neighborhood Cleanup Days, concert events, festivals, and then also engaging with the public, looking at major projects such as a redevelopment of a building. They're going to come up with either the capital stack to help somebody do that or they're going to come up with different land uses and such that would be suitable in that property. They also help with marketing city projects and events, outreach, and a number of different things. But that's their vein. So they're not doing plan reviews; they're more of an outreach and working with the community directly.

Mr. Baker: So you're doing a lot more stuff, so you need a lot more people?

Matt Schley: We're trying to not. I spoke with Kade and worked on the budget to make sure we were going to be good, and we're fine.

Mr. Baker: What's the last employee that you guys hired over there?

Matt Schley: It was Jenna, and that was about two years ago. She's just now coming off of FMLA. She had some issues, and she's working through them. So she's just now coming back. Right now she's working from home.

Mr. Baker: Alright. Very good. Does the committee have anything else?

Mr. Ware: Yes, are there are educational requirements for these positions?

Matt Schley: Yes, we will be requiring someone with a bachelor's degree.

Mr. Ware: In any field?

Matt Schley: In a related field.

Mr. Ware: And it's going to be open?

Matt Schley: It will be open, yes.

Mr. Baker: Very good. Anything else from the committee? The administration? Okay. Seeing nothing else, I will entertain a motion to recommend this for passage to City Council.

Matt Schley: Mr. Baker?

Mr. Baker: Yes, sir.

Matt Schley: I apologize. I would ask that we waive the last reading on this because we are getting into our busier season. This would allow us to advertise a lot quicker. The city does have quite a few job openings at the moment. Getting that out in the front and seeing as this is entry level, we want to get it in so we can get in front of new college grads specifically to all the local universities.

Mr. Baker: Makes sense. Hearing that, I will entertain a motion to recommend this to City Council with the waiving of the readings.

Mr. Ware: So moved.

Miss Bradshaw: Second.

Mr. Baker: Hearing a motion and a second, those in favor for such recommendation, please say aye. Those opposed say nay. The ayes have it. It is hereby recommended to waive the readings for passage.

Matt Schley: Thank you.

Mr. Baker: You're welcome. And seeing that there's nothing for discussion this evening, does the administration have anything else?

Mayor Mason: Just happy to be here, Mr. Chairman.

Mr. Baker: Do you have a brother? I will entertain a motion to adjourn.

Mr. Wolfe moved to adjourn, and it was seconded by Mr. Ware. Mr. Baker asked for all in favor of adjourning to say aye. All present were in favor. None were opposed. Motion carries.

**Regular scheduled meetings with the next dates as follows:**

Monday, March 27, 2023  
Monday, April 24, 2023  
Monday, May 22, 2023  
Monday, June 26, 2023

Monday, July 24, 2023  
Monday, August 28, 2023  
Monday, September 25, 2023  
Monday, October 23, 2023

Monday, November 27, 2023  
Tuesday, December 26, 2023

The meeting was adjourned about 5:09 p.m.

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Submitted by Billie Corns  
Clerk of Council

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Mark Baker, Chairman of the  
Community Development Committee

Community Development Committee  
Mark Baker, Chair

ORDINANCE NO. 2023 - 26  
INTRODUCED BY COUNCIL

**AN ORDINANCE TO AMEND AND REVISE THE ZONING MAP AND  
MAKE PERMANENT ZONING IN THE CITY OF ZANESVILLE, OHIO  
AS HEREIN PROVIDED**

**WHEREAS**, an application has been duly made requesting a zoning district change from C-4 Highway Commercial District to I-1 Industrial Districts; and

**WHEREAS**, proper notification of the intent of this Council to consider this request to rezone the below-described property was given to abutters within 200 feet of the requested rezoning and in a newspaper of general circulation; and

**WHEREAS**, after testimony and discussion the Zanesville Planning Commission recommended to City Council that the zone change request further identified on Exhibit "A", be approved; and

**WHEREAS**, all requirements of Chapter 1117.03 Table 5: Approval Criteria for Zoning Map Amendments, have been met or exceeded.

**NOW, THEREFORE, BE IT ORDAINED** by the Council of the City of Zanesville, State of Ohio; that

**SECTION ONE:** The application for rezone change with respect to the real property hereinafter described and shown in Exhibit "A" is hereby approved and the zoning with respect to said property is so changed.

**SECTION TWO:** The Zoning Map of the City of Zanesville, Ohio, and the same is hereby amended and revised by changing the zoning as follows:

From C-4 Highway Commercial to I-1 Industrial Districts, situated in the City of Zanesville, County of Muskingum, and State of Ohio, and bounded and described as follows:

Auditors Parcel #83-37-03-10-000, recorded in Deed Volume 2867, Page 351 being located in the Muskingum County Recorder's Office.

Auditors Parcel #83-37-03-11-000, recorded in Deed Volume 2867, Page 351 being located in the Muskingum County Recorder's Office.

Auditors Parcel #83-37-03-12-000, recorded in Deed Volume 2867, Page 351 being located in the Muskingum County Recorder's Office.

**SECTION THREE:** This Council hereby finds and determines that all formal actions relative to the adoption of this Ordinance were taken in an open meeting of this Council, and that all deliberations of this Council and of its committees, if any, which resulted in formal action, were taken in meetings open to the public, in full compliance with applicable legal requirements, including Section 121.22 of the Revised Code.

ORDINANCE NO. 2023 - 26

**SECTION FOUR:** This Ordinance shall take effect and be in force from and after the earliest period allowed by law.

PASSED: \_\_\_\_\_, 2023.

ATTEST: \_\_\_\_\_

**BILLIE CORNS  
CLERK OF COUNCIL**

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**DANIEL M. VINCENT  
PRESIDENT OF COUNCIL**

APPROVED: \_\_\_\_\_, 2023.

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**DON MASON  
MAYOR**

THIS LEGISLATION APPROVED AS TO FORM

\_\_\_\_\_  
**LAW DIRECTOR'S OFFICE**



### Exhibit A

