

**MINUTES OF CITY COUNCIL WORKSESSION  
SHEFFIELD LAKE, OHIO  
March 19, 2013**

The regular meeting of the City Council Worksession was held Tuesday, March 19, 2013. Council Pro Tem Elliott called the meeting to order at 7:15 PM.

**ROLL CALL OF MEMBERS:**

Present: Elliott, Kovach, Stark, Erdei, Smith, Mayor Bring, Finance Director Smith, Service Director Smith, Law Director Graves  
Absent: President Rosso, McCullough, Belaska, Treasurer Woods  
Attending: Concerned Citizens, Members of the Media; Avon Lake Press

Council Pro Tem Elliott called for a moment of silence for Officer James Kerstetter who was killed in the line of duty.

**PRESENTATIONS: None.**

\*\*\*\*\***COMMITTEES**\*\*\*\*\*

**ROADS & DRAINS: None./SAFETY: None./BUILDINGS, LANDS, VEHICLES & EQUIPMENT: None./ORDINANCE:** Chairman Smith advised in Ordinance we are discussing and have been discussing in different meetings the Architectural Review Board and we as a Committee are leaning towards repealing the Architectural Review Board that is currently on the books and merging into the Planning Commission. The recommendation of the Mayor that that is the best place to go which we did too. We just started looking for a little bit of direction as to how specific we want to get – whether we want it to be a recommending body for that or a decision making. So we are just looking for input, it is nothing that has to be done tonight. More or less kind of keep an open mind and maybe come up within some suggestions as to how specific you want to allow them to go and forward them onto to Kay which she will direct to me. Unless anybody has some input tonight? Those are the kind of things; do we want to get into what color buildings are, what kind of bushes or just general landscaping. It is so broad, we are just looking for some type of direction. Mayor Bring advised I think this where the Dollar General came up and when it came to the sign and the landscaping and we have nothing on the books that could force them to do that. I think when David and I talked about it that was kind of our general purpose of doing that is to give us some kind of power when a business comes in that if it is affecting residents that we can put something on the books to make them comply with our laws. We have to have something in black and white in order for us to enforce it. Law Director Graves advised currently the only site plan review that exists in Sheffield Lake is administrative, the proposed project would be reviewed administratively by the Building Department, the City Engineer, the Safety Forces, the Service Director and so forth but so long as they are in compliance with all the codes then there is

no review of the site plan for overall consistency for example with the city master plan, aesthetics, fitting in with neighboring residential districts and so forth. I think that the city was going in that direction in 2004 when they adopted the section regarding the Architectural Review Board but that is rather loosely defined arguably only applies to accessory buildings and is a separate Board under the Chapter of code regarding Planning Commission. So the direction that the Ordinance Committee was going and I think was a good one which is the way that I think most communities do is rather than have a separate Board that is supposed to look at the site plan review and some of the factors that I have talked about to simply expand the role of the Planning Commission to have a mandatory site plan review for any proposed development/project and if they could have some specific criteria that they could look at in reviewing it. In having any kind of a zoning restriction, it has to be specifically laid out, so you would have to say these are the things that we are going to look at. It cannot be just open-ended. So that is the direction they were going and the question was would Council want Planning Commission to have final say on site plan review or would you want them to be more of a recommending body that would then be forwarded onto to Council. It would take a little longer for the site plan review process, it would then be a 2-step process. Another way it could go would be for permitted uses – go to Planning Commission for final decision conditional uses could come to Council. We would have permitted and conditional but that is another avenue that the city could go if they so choose. I mean these are the types of discussions that the committee is having and I think tonight we are just looking for if anybody that is not on the committee had any opinions or comments they wanted to add. Chairman Smith stated I myself was leaning towards recommending body because I think that is the best way to go. I think it is a good idea to do that on a general overall basis but to get really specific – no. I think what we are going for is more general site plan. Finance Director Smith asked how comprehensive is our site plan review? Law Director Graves answered we have a pretty comprehensive sign ordinance but in terms of landscaping and shrubbery and so forth – not really. Chairman Smith stated we have fences. Law Director Graves advised we do classify hedges as living fences and technically any front-yard hedges are supposed to be within the height limitations of the fence ordinance. Councilperson Stark stated I guess we would have to look at those people that already have them, we would have to look at grandfather them in. Chairman Smith answered they automatically are. Councilperson Stark asked are we looking strictly businesses or are we talking property too because some cities do both? Chairman Smith answered right now we are just strictly dealing with commercial. Law Director Graves advised I think we have a section for subdivisions which we looked at but it is not very detailed. Chairman Smith stated we are looking at a general overview with the plans showing the different things that they are going to do, as basically a complete picture of what it is going to look like. If they are any other issues that come about as far as roads and ingress – that sort of thing that they do look at. I think that is what we are more of the way we are heading. But recommending

versus a decision, I think we are leaning more toward a recommending. Mayor Bring advised I agree with Alan, I would like to have it as a recommending body to Council and let Council be the final. Chairman Smith stated you know which direction we are going, if you have any objections or ideas just pass them on through Kay. Council Pro Tem Elliott stated personally I am fine with the direction that you are going. Councilman Erdei stated I would say to have the site review for Planning and the final is up to Council. Councilperson Stark stated I agree, a recommending Board is the way to go./**FINANCE: None./PARK BOARD: None.**

\*\*\*\*\***ADMINISTRATIVE**\*\*\*\*\*

**MAYOR:** Mayor Bring advised we discussed about CMI the other day and about how much time is saved and I asked the girls real quick and Tammy will follow with me but I asked how long it actually took them to get those bills ready and that was an 8 hour process. Finance Director Smith stated that is actually longer than that. Not only for the billing but for the shut-off notices which they are going to be able to transmit that detail to CMI as well. We wanted everybody to understand what we were going for here. So Len and I and the girls all sat with the representative from CMI and discussed all the benefits but we have to keep in mind that we don't have to get the card stock printed which we have to change because the Post Office has changed their form. They really want us to tri-fold everything so either we get a folding machine that is going to take paper, envelopes, folding machine postage. So for the 50 cents plus the 3 cents for each piece a phenomenal savings of manpower. It is a 2-day for 2 girls so that is 32 hours of their time that they work around their vacations or sick days and everything. Nobody can do anything in that time. It has gotten to the point where we almost had to put on another person at least part-time to help these girls because they have plenty to do without looking into the billing. Law Director Graves advised I did receive an email that they received our check and contract and a signed copy went into the mail back to us today./**FINANCE DIRECTOR:**

**None./SAFETY DIRECTOR: None./SERVICE DIRECTOR:** Councilman Smith stated I had a resident call me about of course the road – Alameda. The 700 block on the west side is terrible but she called and wanted to know if they were to do anything to fill the holes temporarily or are they going to wait? Service Director Smith answered it is actually on a pothole list. We are cold-patching, it is an on-going process. I just can't do it 5 days a week. Just so you know Alameda is one of the streets on the target list. Law Director Graves stated I don't know if Oakwood is on the list but I drove from between Richelieu and Ferndale today and it is pretty bad. Service Director Smith answered it is specific between Ferndale and Richelieu – on the list. It is a priority list that was given and that is there. Councilman Smith advised this is the time when the roads are absolutely their worst because of the water and everybody is going to notice it. Councilperson Stark stated I am going to report for ward 4 here for a second, Howell and Forestlawn. Service Director Smith answered I will have news on what that is, that is a target street for resurfacing and new process. There has to be one more little pipe laid on the north side from Howell to a catch basin and that is it.

Councilman Smith stated not in your ward, I was just wondering. That is Mark's ward. Councilman Erdei asked do you guys have the roads that you are going to do. Service Director Smith answered not yet, still going through the evaluation process. Also, just an FYI that I want to throw at you, when I do present the target list that is not the streets that we are doing. That is the streets that are going to be approved by Council that we will go after to do as many of them as we can with the money that we have allotted. So if there is a list of 20 streets, we are going to try to do so many of them on that target list. The target list is what is coming, not the actual streets – the target list is what we advertise for bid. Councilman Erdei asked did you guys ever invest in that machine for doing the roads? Mayor Bring answered yes./**LAW**

**DIRECTOR:** Law Director Graves reviewed the proposed legislation; Council#009 is repealing Chapter 944 regarding the regulation of pollutants into the municipal storm sewer system as it didn't really properly address the required illicit discharge prohibition and Council#010 is the establishment of the new Chapter 944 which accomplishes what the EPA wants to see as far as preventing illicit discharge into the water system/Council#011 is just an authorization to make the application for the CHIP grant and Council#012 are the appropriations from the previous Finance & Audit Committee. Councilman Erdei asked did the individual at the EPA approve this new legislation for illicit discharge? Law Director Graves answered he is on vacation but he will be back from vacation prior to the next Council meeting when you will be voting on this./**COMMUNICATIONS: None./OLD BUSINESS: Charter Review Board – None./NEW BUSINESS: None.**

**ORDINANCES AND RESOLUTIONS: Councils Agenda –**

Council#012 – EMERGENCY – an ordinance providing for the establishment and increase and decrease of certain funds within the annual appropriations ordinance of the City of Sheffield Lake, Ohio and the declaring of an emergency.

**MEETING ADJOURNED:** With no further business before this council, Motion by Kovach/Second by Smith to adjourn at 7:42 PM. Yeas All.

**CLERK OF COUNCIL AFFIRMATION:** This Meeting Of The City Council Of The City Of Sheffield Lake, Ohio Was Held And Conducted Under All Rules And Regulations Governing The Sunshine Laws Of The State Of Ohio As They May Apply. All meetings are recorded and available in council offices.

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CLERK OF COUNCIL/COMMITTEES  
*Kay Fantauzzi*

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COUNCILPRESIDENT  
*Rick Rosso*

*and/or*

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COUNCIL PRO TEM

*Eric S Elliott*

I, Kay Fantauzzi, duly appointed Clerk of Council of Sheffield Lake DO HEREBY CERTIFY that this is a true and exact copy of the Minutes of WORKSESSION of March 19, 2013.

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MAYOR

*Dennis Bring*