

**Minutes of the Planning Commission**  
**Sheffield Lake, Ohio**  
**July 19, 2017**

The regular meeting of the Planning Commission was held Wednesday, July 19, 2017. Chairman Jancura called the meeting to order at 6:30 PM.

**ROLL CALL OF MEMBERS:**

Present: Jancura, Pugh, Wtulich, Wells, Erdei

Absent: Radeff (excused)

Attending: Mayor Bring

**MINUTES:** June 21, 2017 minutes – \*Motion by Wtulich/Second by Pugh to accept the minutes. Yeas All.

**CORRESPONDENCE:** **None.**

**REPORT FROM COUNCIL REPRESENTATIVE:** **None.**

**REPORT FROM ZONING BOARD OF APPEALS MEMBER:** **None.**

**PRESENTATIONS:** *Chairman Jancura swore in Michael Cloud for testimony.*

*Michael Cloud, 32730 Walker Road, Suite 4F, Avon Lake, Ohio regarding 4250 Lake Road – final site plan review.* Chairman Jancura advised for the record he has already presented but we weren't able to approve the way we needed to.

Mr. Cloud advised to refresh everybody's memory we acquired the lot off of Lake Road, zoned for business use. There was an existing building on there that had been used various purposes; an Ice Cream store, a Subway, and whatnot so we pulled a permit and took that down here this past week. So, the lot is prepped and ready to go and our intention is to build approximately a 3000-square foot office there with a parking lot in front and move our business operations from rented space in Avon Lake to Sheffield Lake. Our company does commercial construction in engineering and design and real estate development. The floor plan that we will get to in a minute here is set up for basically 7 offices, substantial record space where we keep all of our records for drawing from every project that we build pretty much indefinitely. We will have a large plotting area, plotting equipment for plotting drawings, a folding table for whenever we do a presentation or permit...we can do that. He continued a conference room, a kitchenette, a couple of ADA accessible restrooms, things like that. We required 3 variances which the Board granted at the last meeting that we were at and they stemmed around the need for some accommodations on the number of parking spaces just due to the size of the lot and the overall width of the lot. But we were a scant difference of where we needed to be to the lot being marketed as a 55-foot lot and in fact it had 55-foot of frontage which there was a little distinction there because the road was at the angle. Those were all granted, you know on a daily basis; we got 10

employees and the time that we are at this building we may get 15 or 20. Most of the people that are going to add, virtually all that we are going to add are field staff and our field staff operates out of offices. We own several and then we lease the rest but our typical duration of a construction project is anywhere from 5 to 15 months. So, most of our project management and field oriented staff are out in the communities wherever we are building the project which can be in Ohio and adjoining states, all over the place. Those folks will come here on occasion such as; quarterly company meeting or if they have to stop and pick up permits that we received but in general they are out of the office. Most of the other staff that is in the office fairly regularly like myself and Justin who is the Vice President, Tony is estimating, we are frequently in and out as well. We are making trips to jobs, we are making sales calls. So, the main staff is there every single day is accounting and clerical people. So, nonetheless because of the transient nature of where we are going there is still a great deal of payroll tax coming that the city can enjoy. So, again, in terms of visiting I would say we have a couple of non-employee visitors a day. We don't frequently have clients at the office, we are usually going to them. The main purpose of the conference room is to sit down with other employees to review something or sit down with a subcontractor that is coming in to go over a contract before we sign it or maybe have an architect over to go over a design. Again, we will have daily visitors but not 50 people. They will be at discrete intervals and a limited number of folks. In terms of design, we submitted this preliminarily and it basically is a complete design at this point to Bramhall and my understanding he has got comments for us bidding approval tonight. Again, site perspectives; the building will sit further back off the road...this dash line you see here was where the current building was sitting so it will be a little further back. A parking lot in front, any space that is not building or parking will be fully landscaped. So, there will be a landscape buffer along here and landscaping in the front. He continued to try to create separation from this adjoining property we are going to run curb the entire length and up here where there is parking and up here where there is parking we are going to do a little rot-iron fence on top of that curb to keep that separate. Chairman Jancura stated I like your rear deck, he quipped city employees and volunteers? We have everything graded so our storm water is staying on site and the parking is designed to all flow to the central catch basin which picks it up and all the downspouts are tied in. We have got a couple of yard drains here and the main purpose of this is as you know we have to put snow somewhere so we are going to be piling it here in the winter and as it melts it gives it somewhere to go. Everything drains back to the lake and we have done those requirements, all comments from Bramhall. So, with the curbing and storm sewer there should be no adverse effect to the neighbors. The utilities are all in place out there, there is a  $\frac{3}{4}$  inch water tap already and that is all we need for our water service. The sanitary line that was there is fine to

tie, we actually have less demand than what was there before and gas and electric are in place. The electric is overhead and I think Friday that pole is getting removed with that big transformer on it and then we would run it underground from the street. Chairman Jancura advised very nice. In terms of the layout, a vestibule will come in and a receptionist will be this area and our controller will sit up there, there is a lot of record space and then we will come through and have some offices, mechanical room, IT, conference room and then deck out the back. This amount of space should give us room to grow and be here for a long time. Aesthetically, we had a very long narrow plot to deal with so the architect's concept, what we asked him to do, I think he achieved it pretty well is to kind of go for that train depot look. We have a long narrow building so you have to do something to make it attractive. We have a lot of decorative brackets, stone leans go in the front, some staining CEMEX out on the front and 30 year dimensional shingles on the rest of the roof and a lot of carpentry crews are actually Amish folks and we actually talked to the mill down there and we may very well do this all out of western red cedar and opaque stain it. Chairman Jancura stated that will be beautiful, I hope that works out. These boards are more of the same. Landscaping wise again, we are going to fully landscape this side by the neighbor and back here is mostly taken up by sidewalk and there is a privacy fence for the neighbor. We will river rock that and plant ivy in the fence and we will fully landscape everything in the front. We will replace all the concrete out here and put a new apron in and a new sidewalk so the whole thing is a clean look. He continued from a lighting perspective, the building has got 3-foot overhangs and it will all be B-board soffit up there, so we are going to do an LED can light periodically all the way around the soffit. So, that will sort of provide muted down lighting and light the whole thing and then we are going to get a light fixture and we haven't got it picked yet but probably one of those like you would at the old train depots. So, it has got the sconce on it with the goose neck. We will do a couple of those by each door and again, it is down lighting. There really is no need for lighting in the parking lot because there are street lights. That is our plan and we are prepared to move forward if you folks feel it is something that you want to let us do. Chairman Jancura stated for the benefit of those people who weren't here before for comments or does anyone have questions? Member Wells stated I would just say that this is a very exciting project and the detail that you provided for us was extraordinary. We don't usually get as much detail as you were able to not only write but explain. I just thank you for thinking of Sheffield Lake. Mr. Cloud advised it is what we do for a living for all our clients and if we can't do it for ourselves then we got a problem. We are excited to be here, we are excited to be on the lake. We think that there is potential in Sheffield Lake, there are some things that need cleaned up but we think that God is not making anymore lakefront. We are happy to get a piece of it and have a nice environment to work in. We are excited to be here if

you vote to let us. Mayor Bring advised again I just appreciate him thinking about Sheffield Lake and we are getting better and hopefully this is just one building that is going to add to a lot more. **\*Motion by Wells/Second by Wtulich to approve the application and site review plan as presented. ROLL CALL FOR APPROVAL: Yeas All – Pugh, Wells, Jancura, Wtulich.** Chairman Jancura echoed what Member Wells had said, this is your job but you do your job extremely well. I find this building... I think this building will be one of the most beautiful office buildings that I have seen in a long time because it so unusual and has so many beautiful characteristics. So, I am thankful that you chose Sheffield Lake because any city would be proud to have a building just like this. Mr. Cloud expressed we do a lot of nursing home and usually when you go in to get that zoned everybody is fairly squared but we also do a lot of specialty housing for the developmentally disabled, handicap and nobody wants it in their backyard. So, what we have discovered is that you are already going to have a fight, so you better have your I's dotted and T's crossed when you go in which is unfortunate because honestly those folks are very deserving of a reasonable safe place to live so we want to build for them. So, we are very accustomed to having a hundred people show up for one of those meetings and be quite nasty. So, we have learned keep accurate paperwork so they can't get you on that. Representative Erdei asked when is the completion date? Mr. Cloud answered our goal and we have an 80-year old architect who I try to push along a little bit who is a great guy. If he can get the drawings done, we can start and our goal is because we have an end of the year meeting with all the people in the company. The Friday before Christmas and we usually rent a restaurant out but we would like to do it there, we would like to be done by Christmas if we can get moving by August. Chairman Jancura advised that would be awesome. But that is doable, he is close with the drawings. Chairman Jancura advised I have your approvals and you can probably pick them up from Kay tomorrow.

#### **OLD BUSINESS:**

***City zoning study – None.***

***Master Plan*** – Chairman Jancura advised attached to the email that Kay sent out was the proposed Master Plan, I don't know that there is any benefit of us getting into it when we are not going to be around next month. What we received is the current Master Plan, so that is where we are looking to change so think progressively of where we think this city should go. That is our job is to try and look to the future. Member Wells stated Kay highlighted certain things, so is that where our focus is supposed to be? Chairman Jancura answered I don't know but I think everything is up for grabs. I think maybe she highlighted things that the Mayor wanted us to look at that much more. But I think everything is up for us to make a recommendation. I don't think any particular items are off topic for us. This is our job now. Member Pugh asked is there something that you want us to do and come back with or are we just going to go through it page by page we

meet in September? Chairman Jancura answered we are just going to go through it page by page but I would like everyone to look at, review it and start thinking about it. So, it is not going to be our first time through it and we already have maybe ideas to get going on and discuss. Member Pugh asked we never approved the minutes from May, we didn't have a quorum from May. I just know that I kept them because we didn't. Chairman Jancura answered I don't know why Kay didn't have them here. Member Pugh advised I abstained because I wasn't here. Member Wtulich advised I wasn't here either. Member Pugh stated you know, we can all vote but I just... Chairman Jancura stated for the people that were here and saw the minutes of the May meeting. Does anyone have any questions or changes? Member Wells stated I didn't have a problem with the minutes but it was a different format and then Mayor Bring explained that is an alternate format that may use if they feel that it is the most appropriate format for that meeting. I am hoping to have a conversation with Mayor Bring so that I understand that better. Chairman Jancura stated so in making that statement do you not want to approve the May minutes? Do the minutes taken as a whole reflect the conversation, taken as a whole? Did it summarize what we talked about? Member Wells stated the minutes are a summary only. Chairman Jancura stated at the end of the day that is what minutes are and it should be. If it is going to court and someone is suing and take that digital file and it will be completely transcribed. Member Wells stated how long does the city keep the digital? Chairman Jancura stated that is a question for Kay because I don't know. I mean storage is cheap, I have hard drives that carry years and years but somebody is going to sue, they are sue before any statute of limitations goes and that is only going to be a year or two. Member Wells stated a year or two is fine. Chairman Jancura stated I have no control or everything I just said is a complete guess. Member Wells stated there would be documents that have that because every government agency, a school district, everybody has to go through and get approval for how minutes are kept, how long records are kept and which records are kept longer then others. So, someone should be able to answer that question to you, how long do committee minutes have to be kept. In school district's it is usually one or two years for a city, I don't know. The city has already had those approved by the State of Ohio and they would have information...probably Kay would know or the Law Director. Member Wells stated how long are the digital minutes kept by the City of Sheffield Lake? Chairman Jancura stated the voice recordings which it used to be cassettes, the digital ones you can keep forever. Mayor Bring advised we have taped some of the old ones from a long, long time ago. I can't give you an exact answer but I know it is extensively long. Chairman Jancura stated like year long? Mayor Bring answered at least. Chairman Jancura stated like years, multiple years? Mayor Bring answered yes. Member Wells stated I don't want to hold these minutes up for 2 months, so I am more then willing to approve these minutes with the understanding that the digital record of the May 17, 2017 meeting will be kept for 5 years. Chairman Jancura stated I can't say 5 years, you can't make a condition like that on it. The city is going to keep what they are going to keep for as long as they are required

by law to do. Karen, I can't put that kind of a condition on it, that is outside my power, outside my purview. I can't demand that and you as a member can't demand that either. Member Wells stated I wasn't demanding it, I was saying I am willing to go ahead and approve these minutes just as long as I know the digital backup will be available for a certain period of time. Chairman Jancura advised well it is going to be available for a certain period of time but you said like 5 years, I can't guarantee that. I am not the keeper of the record. Mayor Bring stated here is the other thing, even if you don't approve the minutes it doesn't make any difference because if the President of Council and the Clerk of Council approve those, so it doesn't matter if you guys approve them or not. If they sign off on them, it is done. Chairman Jancura stated there was nothing approved at that meeting. I don't remember but was there anything that was approved at that meeting. Member Wells argued yes, we did, we approved the turning over of the road where we abandoned the road. You see, if you recall it was kind of a strange meeting because David Graves could not tell us what business is going in and so we waited until the end of the meeting to decide what to do about approving the abandonment of the road. You explained what that meant legally and narrowed our focus to the abandonment of the road and at the end of the meeting, we came to the vote I asked you to repeat that for the record and you did. You repeated what you said for the record. Well, nothing you said, nothing David Graves said and nothing that I said was in the minutes. But I think it was my second to the motion was in the minutes. So, the minutes read as if I asked no questions, I had no concerns about the lack of information that we had. Yet, I voted for it. Mayor Bring advised Mr. Jancura I think sent something over to you that you could read from the State of Ohio so you have all that information. Chairman Jancura answered yes, I do. Mayor Bring stated the State of Ohio does not even recommend that we do them verbatim, do they? Chairman Jancura answered no. Mayor Bring advised that is the State of Ohio because we called them just to confirm that. Member Wells stated that is fine, I don't have a problem with that but what I have a problem with is I have been on the Planning Commission for several years and it is the first time we haven't had verbatim minutes and it is the first Planning Commission meeting that I attended and then voted on an issue for which none of us really had very much information. Mayor Bring advised again Scott knows exactly what has been done and what doesn't have to be done, it is what it is. I am not trying to be vague but I am just telling you that it has been done before several times on other issues. I talked to the President of Council about this situation and the President of Council said if they are unsatisfactory and they don't like that they can take their minutes and that was his quote. When you asked me that, I didn't want to tell you that but that is exactly what he said if they are unsatisfied with the Clerk's taking of the minutes then they can take their own notes and that is what it will come to because I talked to him again last night and he is not really happy because Kay is the Clerk of Council's Clerk, they pay her. She doesn't have to do Planning and she doesn't have to do certain other meetings. She does that because we try to keep records of everything but sometimes we don't do exactly what it says. We don't do that

on purpose, we had Stormwater utility used to 18 to 20 pages long and it got so far out of hand the President of Council said fine, we are not taking them, we are done. We try to keep things at a minimum so that we don't get overwhelmed with all this stuff. Like I said, the State of Ohio said don't do this if you don't want to do it. Member Wells stated then we don't have to vote to approve the minutes, so let's just move forward.

**NEW BUSINESS: None.**

**CITIZENS' COMMENTARY: None.**

**MEETING ADJOURNED:** With no further business before this committee, \*Motion Wtulich/Second by Pugh to adjourn at 7 PM. Yeas All.

**CLERK OF COMMITTEE AFFIRMATION:** This meeting of the City Committee 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 Councils Office.

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CLERK OF COUNCIL/COMMITTEES

*Kay Fantauzzi*

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CHAIRPERSON

*Scott Jancura*

I, Kay Fantauzzi, duly appointed Clerk of Commission of Sheffield Lake DO HEREBY CERTIFY that this is a true and exact copy of the Minutes of Planning Commission of July 19, 2017.

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COUNCIL PRESIDENT

*Rick Rosso*