**Minutes of the Planning Commission**

**Sheffield Lake, Ohio**

**October 18, 2017**

The regular meeting of the Planning Commission was held Wednesday, October 18, 2017. Acting Chairperson Wtulich called the meeting to order at 6:31 PM.

**ROLL CALL OF MEMBERS:**

Present: Wtulich, Pugh, Wells, Wright, Erdei

Absent: Jancura (excused)

Attending: Mayor Bring, Superintendent Hastings, Councilperson Gee

**MINUTES:**

July 19, 2017 minutes – \*Motion by Wells/Second by Pugh to accept the minutes with so noted corrections. Yeas All.

September 20, 2017 minutes - \*Motion by Pugh/Second by Wright to accept the minutes with so noted corrections. Corrections: Acting Chairperson Wtulich advised minor corrections: pg. 10, 11 lines from the bottom – should be Avon Commons and pg. 11, 7 lines from the top should be Chairman Jancura. Yeas All.

**CORRESPONDENCE: None.**

**REPORT FROM COUNCIL REPRESENTATIVE:** Member Pugh asked did you bring up sidewalks at the Council meeting? Representative Erdei answered we are kind of waiting on what is going on now with the walkway. Superintendent Hastings answered I submitted a grant. Representative Erdei stated he still has a grant that we might be able to use it for on sidewalks. Member Pugh stated I am just asking because you said you were going to take it to Council. Representative Erdei answered well I did.

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

**OLD BUSINESS: None.**

***City zoning study –* None.**

***Master Plan*** – Acting Chairperson Wtulich advised I think we covered a lot of ground at the last meeting. Member Wells stated can I make an offer, I went through the minutes and the last time we talked about the Master Plan format and we talked about several things related to that and then we had some considerations. I mean none of this is irrefutable, I just thought we should have some place to start tonight. So, I did this summary and I thought it would be helpful in terms of what we accomplished the last time as a starting point. I wasn’t sure if I put the sub-topics in the right order but I tried really hard to capture everything that we seem to have resonate with at the last meeting. That way we don’t have to keep going back into the lengthy minutes to sort all of that out. Member Wright stated may I ask before we talk about moving forward, if someone can bring me up to speed as to what has transpired here recently of what the current goals of the Commission are. Mayor Bring advised the Master Plan is something that the city has to abide by and what are goals are to move forward. The last time it was put together, I was actually the Council Representative for that. We did an extensive study on that and we had actually asked the residents for their opinions on it, which ultimately is what the city is all about and actually wanting the resident’s opinion on what they wanted as part of the Master Plan and what they wanted to move forward with. The plan that was done was actually done several years ago and some of it is outdated. My suggestion would be not to eliminate that, but you do have an outline. You want to address the points that now that you look at that Master Plan if you think that there is something better or were suggested as part of development are outdated. So, you want to go back and look at those issues and take care of that. Superintendent Hastings does our grant writing and uses the Master Plan quite extensively when he is writing for grants. He uses that in correlation with the resident’s opinions and also for how the city is going to move forward. I brought him here tonight to explain some of this stuff. Also, some of the stuff with NOACA that we are doing too. So that everybody understands we are utilizing the Master Plan as it is right now but we have updated that. So, I am going to let him talk right now if he may to explain everything what he does with that Master Plan and how he uses it and how the city uses this. Superintendent Hastings advised as the Mayor mentioned, I do reference it quite a bit, it is paramount in the funders to see that a Master Plan is in place. It is very significant to have the input of the residents as I often use the 2001 study by Poggeymire which was included in our Master Plan and would offer the suggestion that I think they should be surveyed again for your consideration. I mean the Mayor covered everything and I am quickly reading over this outline which looks wonderful. NOACA representing multiple counties, their website references funding sources from CDBG to OPWC to Lorain County General Health and actually the city has gotten grants from all of those. So, we are actively pursuing and getting these grants, we don’t get them all. The ADA compliant sidewalks, I actually just applied for a $803,000 grant for in and around Shoreway Shopping Center, a lot of which is infrastructure that you won’t see once it is in. But some of it is the Covered Bridge to Lake Road. I have actually been with the city for decades, but have never attended Planning but I consider it as I better understand as I assist the Mayor more, as critical because everything that I do out there amongst the various governments reference community participation and a Master Plan which is admittedly about 16 years old. So, to that regard, I would offer to outline for you if you desire many of the things that have been achieved in this plan. There is a lot that has been achieved, there are some minor deviations as probably three different administrations have come through since then. But the city should be proud that we have achieved a lot of this stuff and I think that once you see that then perhaps consider surveying the residents again then we can move forward to the future. So, my presence tonight was to let you know that I am here and I use it regularly and I am very willing to help with it in any way that I can. Acting Chairperson Wtulich asked do you have any questions and recommendations to ask the residents that you would like to have answered? Superintendent Hastings answered, I have the surveys developed by that company and I am sure that the city spent a fair amount of money to use Poggeymire. However, with the existing questions and the hundred of grants that I read and write I am sure that I could come up with questions for your review and input and then send it out. It is absolutely critical to have citizen participation. Member Wright stated I think that those questions that Poggeymire drafted, I am sure that those questions aren’t outdated. They are going to cover all of the topics that we are going to want to know. Superintendent Hastings answered they will. Member Wright continued 10 or 15 years later, so recycling that would be the most efficient way to redo it. Mayor Bring stated we had a very good response from that and I don’t remember what the total response was, 3000? Superintendent Hastings advised 900. Mayor Bring stated we had 3000 and some voters, that is what it was and 900 responses which is almost a 1/3. Member Pugh stated do we have money for a survey, are you looking to do like something in-house like on survey monkey or something else. I mean what are your thoughts I guess. Superintendent Hastings answered we could do both. Member Pugh advised so we do have some funding because it would certainly help with grant writing if you brought in someone professional to do it. We really need someone to go through the Master Plan with some knowledge base. In other words, I have been a grant writer, so I know where you are coming from. This whole thing on population should be updated with the current census results. You certainly want to show what you have accomplished since 2001 with the previous survey, having a newer survey would certainly be to your benefit because you can show the same needs. Who can go through and look at the city structure and see if any of that changed or is it all the same. When we look at parks, have we built any new parks since 2001? Superintendent Hastings answered we have built in the parks. Member Pugh replied so who is going to be responsible I guess, I mean we can sit here and talk about it for months. But who is going to be responsible for actually taking these documents and sitting down with it who has the knowledge? Superintendent Hastings answered that is what I just offered essentially, I would be happy to. Member Pugh stated because that is what to me it needs first. You know when I look at the Police Department, somehow I don’t think we own four 1999 Ford Crown whatever any more. Just thinking we don’t. Mayor Bring advised actually we do, but they are not 1999. Member Pugh stated well that we would want to get rid of because I think that would help with your grant writing to certainly have something that is updated from 2001. Maybe that is a place and then we can look at it and meet with you again and talk because I am struggling here because I am looking at 2001 data. The fact that we could bring someone in professional to do a survey, they would certainly look at the previous survey because you want to measure against something. So, probably the previous survey is going to be a large part of a new survey and then maybe they would even be responsible for writing up some of this as well. Mayor Bring advised actually the Board did that which was Mr. Bontempo who is a retired Principal and he is the one that actually brought the outline in and he is the one that did a lot of this work. He brought in an easel and they went through step by step and he did a circle of the Board Members and they went over step by step each zoning in the city and that is how it was all done. He spent an enormous amount of time on this. Member Wells stated this is not a small task and the fact that you volunteered – kudos. Mayor Bring stated also recently we just had the connectivity with the County and submitted our opinions of how we wanted to see some parts of the city move forward. If you look at that, we have pictures of that through Shoreway Shopping Center and what they did as a design there bringing the marina in and everything else. Member Wright asked where can we see that? Mayor Bring answered actually Pat has that. Superintendent Hastings advised I can email that to you. Member Wright stated, please do. Superintendent Hastings advised I actually emailed all of you at the inception of that. I have been working on that for the better part of a year to include you folks in the attendance of various public meetings. I think some of you even maybe made it to Sheffield Lake but admittedly besides being 30 plus years being here, this is the first time of ever being at a Planning Commission meeting. So, I didn’t know you and did not realize the significance of it but I do now. Member Wells stated you emailed each of us the plans for the plaza? Superintendent Hastings answered, I emailed you to attend it. I believe you had mentioned that you had received them over time. Acting Chairperson Wtulich asked do you mean the North Coast connectivity? Superintendent Hastings answered the connectivity grant. Acting Chairperson Wtulich stated I went to the one in Sheffield Lake, and I do get the emails. Member Wells stated Cathy and I attended at the Community Center but I don’t remember talking about that. Member Pugh stated there was a more recent meeting. Superintendent Hastings advised there have been dozens of meetings over the course. I am just trying to illustrate that had I been more involved with you, I could have explained to you the connection of the Planning Commission and what we are working on. Essentially, these are grand plans that are about 10 years out, but because we started that, because we have NOACA’s attention I grabbed a TLCI study from over a decade ago hoping to get federal grant money out of it. As I said, it is an $803,000.00 application. Member Wells stated Mr. Hastings if you look at the Master Plan for a minute, the list here I just want to reassure you here that at our last meeting that came up of how important it would be to integrate a summary of what has been accomplished into each section of the Master Plan, of the revised Master Plan because we spent a lot of time about how much has been accomplished and how important it would be for anyone who is looking at a new Master Plan to be able to see that Master Plans are important and that they accomplish things. So, we started with that conversation and then we had a lot of discussion about the survey and a lot of it centered around the fact that some of the questions might be different this time around. If we identify everything that has been accomplished and then look at the sections of the current Master Plan then we might see that it would be important to change some of the questions for what we are experiencing in Sheffield Lake today. So, we really addressed your concerns and I am not sure that it was clear to you that we did that and that we really are impressed with how much of the Master Plan has to come to fruition. Representative Erdei reminded members before you speak please identify oneself. Mayor Bring advised I think in talking to Pat we can obviously get that information for you and he can print it all out. There has been a lot of changes and even in the way to get the information out, I think the last time was a mailer. Technology has gone ballistic here, we can do other ways of notifying through the public obviously. The overall goal is for the city, that is what we are all here for. The revenue and many other things all have a background to how the city can move forward but we do want people’s input on what they think should be done and I think that we can probably have that list for you at the next meeting and that will give you something to work with. We can prepare that and you can compare that and make it a little bit easier. Acting Chairperson Wtulich asked any possibility of getting a copy of the previous survey for the next meeting? Superintendent Hastings answered yes and if the Board is willing I will put together a summary of everything, bound and ready to go, that is what I do. Acting Chairperson Wtulich advised wonderful, I would love that. Member Wright stated for my own understanding that both you gentlemen, Mayor and Mr. Hastings stated in this entire conversation that we need this information updated. So, my assumption is now that in your grant writing we are at a point that because of the age of this data and this Master Plan, are you running into any issues going after grants. Superintendent Hastings answered they don’t reference that specifically but the keen observer clearly sees the date, the age of the plan. For example; I am on a second round of Coastal Management grants right now where I will reference this again where we have just completed about $95,000.00 in work at Shell Cove Park and I am writing a grant again now to put boulders and water quality protection at the same park. When I start referencing this over and over at 16 or 17 years old, it will grab their attention. Member Wright stated so the need for updating is obvious and from my understanding the function of this Commission is then to create a vision for how the city will develop 10, 15, 20 years out. We want to create sort of a step by step vision or plan for what improvements, what changes we would like to see in the City of Sheffield Lake. So, we certainly need now and I think Mr. Hastings has said multiple times now that he is willing to put a summary together for all of us to review about what has been accomplished in reflection of this Master Plan. If you could send us a copy of the survey questions for review, that way we can see whether those questions are obsolete. I am pretty sure that most of them would work for a second run. I think we would have to review before we determine whether it makes sense to pay somebody to come in and run another survey. Did Poggeymire draw anything or did they just come up with a questionnaire to circulate throughout the community? Superintendent Hastings answered no they presented a full professional summary bound as I recall. Member Wright asked do you have electronic copies of that? Superintendent Hastings answered I doubt it but I would have to go back. For a long time, there was a stalemate, if you will where the city wasn’t pursuing grants so things like that went by the wayside. As the Mayor brought that back and I have been doing it for almost 2 years and the city has been successful. Member Wright stated I think with the updates, the summary of things that were accomplished that were originally laid out in the Master Plan, the original questionnaire, whatever you can get about what Poggeymire generated for the city. That would certainly help the Commission to have some strong talking points and decide how and where to go forward. Another important piece to know is where you men and women have your focus at now. You have been prioritizing, what are you looking at over the next year or 2 years or 3 years in the grants that you are trying to go after so that we can understand where the administration focus is and where you are trying to secure money for development. I think with that information, is there anything else that we might want to see? Acting Chairperson Wtulich stated I agree, if we have an idea of things that are in the works of things that are already on your radar. That way we don’t spend time talking about things where the ball is already rolling on it. Mayor Bring stated these last few businesses that have actually come into our community, the one that is going to go up where Abbe Road Lumber was. They were pursued by other entities and through talking which I think Pat and I talked to them for almost 2 years and convinced them to stay in this area and in our city and part of that is because of what he saw going on. The engineering group that built the new building at Shoreway, it is was the same with them and they are also looking at doing other projects in the city because they see us moving forward. Goodwill, they did a study before they came here, so we are talking to them now and they are going to sign that either the end of this week or next week and then they will get started. These larger companies are now starting to recognize this city and that is all part of what we have been talking about and what we have been doing. One of the main concerns that we have in our city is the infrastructure and our roads, so we have to address that. Mr. Hastings is looking at our pump stations, we have talked about our sewers so that is a major concern with us. At the same time that we are doing all of that, we want to fix houses/make better houses. We still have land for that and we also want to address Shoreway and also bring in some other businesses here too. So, that is what we are looking to do and keep a safe community along with all of that. Member Wright asked have you considered any zoning changes? Mayor Bring advised I think that was talked about, that would be something to look at. When you bring that up sometimes, you get into the residential part and then moving somebody next to a business or something like that. Everything you do affects somebody, so you have to be very careful with that. Member Wells advised the last item under considerations, during the meeting last month there was a request for a map of what property the city owns in Sheffield Lake because the discussion was looking at Industrial business areas and how to improve them. She asked would it be useful for us to have a map with the property that the city owns in Sheffield Lake? Mayor Bring answered most of it is small parcels here and there on paper streets, we don’t own any large lots. Superintendent Hastings concurred no, zoning is going to identify what is industrial and most of it is private of course. I mean, to the Mayors point, we could identify public land if you would like. There is 30 to 45-foot parcels peppered throughout the city that have either been donated to us or had a lift station or something along that line. I could certainly get the information for you. Member Wells stated well I mean I am really asking the committee because our discussion was around, I can’t remember the street or what it is called but where it is called an industrial area but no truck could ever turn in there. Mayor Bring answered Pleasantview. Member Wells continued we were talking about Pleasantview and how it is called industrial but there is no way to use it industrially and then the question was, are there other properties in Sheffield Lake that could relieve that situation or that could help us to not just focus on the vision for the plaza but also look at the industrial piece as well. Mayor Bring stated you have the zoning map right there and there is not a lot of industrial property in the city. Member Wells stated so it is there. Mayor Bring answered yes right there. Member Wright asked is there a cleaner version of that? I pulled the one off of the internet. Superintendent Hastings asked cleaner meaning easier to read? Member Wright answered yes is there like a pdf version that you could zoom in and actually read street names. Superintendent Hastings answered yes, I am sure that I have them. Member Wright advised that would be another great thing to have. Superintendent Hastings advised I would like to share this information with the Board as a lot of this information I have on my desktop. Acting Chairperson Wtulich advised I had brought up the map of city owned property at the last meeting and I guess my thought behind it was to kind of identify any other opportunities to do other things. I live on Holl and we have that big stretch of woods at the end of Idlewood. Superintendent Hastings advised Metro Parks. Mayor Bring added there is actually a plan for that. Member Wright stated Lorain Metro Parks will do a bang-up job I am sure. Mayor Bring advised we have been in discussion with them too. We will show you what has been accomplished, we were very stagnant for a long time but everybody understands that for a few years there the city was a little cash strapped so we had to be very cautious on what we did. We have since gotten a little bit better, more efficient so that is why these projects are going and things are getting a little bit better for us and we want to continue that. We continue to work with businesses and talk to people all of the time. Member Wright asked Mr. Hastings the format of this plan is it detailed enough for you in your grant. Superintendent Hastings answered it is for me, I think that is a function of the Planning Commission if you want to change your format. I am looking at it through experienced eyes, I live and work in this city so when I read it I understand what I am looking at but somebody in Columbus looking at it perhaps they don’t interpret it as smoothly. I don’t know, that is probably something for your discussion. Member Wright asked have you run into situations where you have applied for a grant, I am pretty sure where you apply for grants and you don’t get it they give you reasons why you didn’t get it. They will grade you and give you feedback. Superintendent Hastings answered yes everything is points based. Member Wright stated have you ever received feedback that says there simply wasn’t enough information. Superintendent Hastings advised not enough funds is typically the answer. Member Wells asked for them to fund? Superintendent Hastings answered right, the last one that we were denied 15.5 million dollars in request and they could only fund 10.5 million. So, they generally score on a 100-point scale and you are coming in at a 70% percentile so you are out. That being said, the city has done fairly well. Our total projects in the last 2 years or so with grant money is at 5,058,000.00 and most of the grants that I am writing now are for 2019. So, this is extensive planning, so whatever you choose to format it, whatever you choose to get the people’s visions that is my template and off I go. Member Wright stated I know I have worked with you for a number of years on a number of different things and all within the parks. From my understanding you are the city’s point person typically, not only on searching for and receiving funding for a lot of these projects but also the execution of them. So, if I could ask your opinion on how this Commission could be most effective, I would love to hear that? Superintendent Hastings answered like I said as a long-time employee of the city I have never really engaged with the Planning Commission. So, I can’t really answer yet, this is new to me as it is to you. It is a long-standing function of the city but to your point I am involved in so many levels that I have just never participated in Planning but I am thoroughly convinced that the level that I am contributing now that this committee function on Planning for the future, getting the input of the residents and somehow navigating that into a plan for administration and guys like myself to move forward, that seems to be the goal. Member Wright asked do any of the members of the Commission have an answer to the question that I just asked Pat or to add to what Mr. Hastings said? Councilperson Gee stated what I would like to see everyone do is, all minutes are posted online on the city webpage. You need to go in and read Mr. Hastings reports in Council meetings and Worksession’s, that will give you an idea of all the work he has done and all of the plans that he has already discussed with people about the future of our city. That would only take a few minutes of your time and will really bring you to what Mr. Hastings has done so far for this city. Member Wright asked are there any long-standing members sitting on this commission? No voices were heard. Member Wright stated that answers a lot. Superintendent Hastings advised I think the Planning Commission reviews new construction, they review zoning issues. I mean I am not positive but this Master Plan is a portion of the overall responsibilities as I understand it. The NCI came through, I believe the vacation of the land came through Planning, actually I think it went through every board in the city. But then the city turned around and used that and captured a $250,000.00 grant from the State Department of Jobs and Commerce in being able to illustrate to the State of Ohio that the city was able to keep a local business that has a national and international footprint and you know, contribute to the economy, contribute to commerce and that will all come together on Abbe Road’s work at 1.4 million dollars in 2019.

**NEW BUSINESS: None.**

**CITIZENS’ COMMENTARY: None.**

**MEETING ADJOURNED:** With no further business before this committee, \*Motion Wright/Second by Wells to adjourn at 7:13 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/COMMITTES CHAIRPERSON

*Kay Fantauzzi 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 October 18, 2017. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 COUNCIL PRESIDENT

 *Rick Rosso*