

**Minutes of the Planning Commission
Sheffield Lake, Ohio
November 15, 2017**

The regular meeting of the Planning Commission was held Wednesday, November 15, 2017. Chairman Jancura called the meeting to order at 6:30 PM.

ROLL CALL OF MEMBERS:

Present: Jancura, Pugh, Wells, Wright, Erdei

Absent: Wtulich (excused)

Attending: Mayor Bring, Superintendent Hastings, Councilperson Gee

MINUTES:

October 18, 2017 minutes – *Motion by Wells/Second by Pugh to accept the minutes as presented. Yeas All.

CORRESPONDENCE: None.

REPORT FROM COUNCIL REPRESENTATIVE: Representative Erdei advised nothing to report tonight.

REPORT FROM ZONING BOARD OF APPEALS MEMBER: Member Wright advised nothing to report tonight.

PRESENTATIONS: None.

OLD BUSINESS: None.

City zoning study – None.

Master Plan – Chairman Jancura thanked Superintendent Hastings on the awesome job putting together the Supplemental Review Guide. How many countless hours do you spend doing that? Superintendent Hastings answered off and on, in between. Chairman Jancura stated, we have read through it, but I would be excited to hear your first hand comments and kind of go through what you were thinking and your general ideas here. Superintendent Hastings advised I attended the last meeting and several comments were made under what was achieved, what still is being worked on and what is in the near future and with that information you would be able to move better as a committee to put together a new Master Plan for the future. Admittedly, I worked on this on and off amongst my other duties, so it is not all inclusive but predominantly from memory. It does collectively show quite a bit achieved in relationship to that Master Plan. So, I am hopeful that if you consider rewriting it that this information will be helpful in knowing what has been done and essentially crossed off the list, what we are working on and then again, I guess to include new ideas and so forth. It is pretty self-explanatory on the things that we achieved and things that need updated. I did not go into detail for the Police Department or Fire and so forth. I was of the mindset that this Board would reach out to those Department Heads and ask for that specific information. Chairman Jancura

concluded that is part of our plan, when we get to certain sections we will give them the heads up. Superintendent Hastings continued I think the scheduled and planned projects illustrate things that relate to this Master Plan that essentially can be identified as achievement, most everything that I listed is pretty much a done deal. As you can imagine, million dollar projects do take a couple of years in planning. So, while they are not complete now they are pretty far along. The Mayor and I and others have had a conversation on the notable visions of the city and, should you decide to survey the residents, which I have included the one that this commission did before and then some examples of some other community's efforts. We would like to bring to your attention the possibility of a recreation center at the bowling alley. So, as long as, I have been assisting the Administration, we have put in 6 to 10 businesses up at Shoreway but that one is uniquely challenging, the 19,500 square feet because of the roof. While it appears to be level, it is not inside...it was a bowling alley. So, the little bit that we have shown at that is, for the lack of a better word – a setback. But, I think based on the old Master Plan when they brought up the idea of a Rec Center they basically considered it as a pipe dream, but in reality since we now own a building of this size, it might be a consideration. So, I would hope that you folks would give that some consideration if you are going to do a questionnaire. I would make note since our last meeting, I have received notification on several hundred thousand dollars in grants that the city has received, most notably one from the State of Ohio Nature Works and I wanted to let this committee know that I am confident the success of that which we were the only city in the county to receive it was because I included our Master Plan and the questionnaires that over a thousand residents answered. The public participation is huge and I believe it really defines the significance of these things. I would say the final comment I would have is the grand Shoreway Shopping Center plan, this is a TLCI study that I have been representing the city and working on for the better part of a year...Connectivity grant between Sheffield Lake, Avon Lake, Vermilion and Lorain. Something like this is a grand plan, it is not complete yet in that they are putting together what they call an economic tool box to define different mechanisms that the city can go after fund sources...be it ODOT for a bridge or private developers and so forth. So, we are not quite done with this, but I want you to see that in order to make this happen, you have to plan and we are doing that for you. Chairman Jancura stated I would agree and I think we are all impressed with what could be an awesome, awesome development. One thing that I think would tie hand-in-hand is that if we are going to seriously recommend that we need as part of our city zoning study to look at the zoning for all of this area and start planning so that if that project comes to fruition that we would have at least flexible zoning in place where we could accommodate without having to go through all kinds of last minute steps. Welcome Mayor Bring, we are just going through the awesome work that Superintendent Hastings has put together. Do you have any comments on that or did you have a chance to look through? Mayor Bring advised I read through it several days ago and again Mr. Hastings is just trying to show through the old Master Plan what we have

already accomplished. I think he did an excellent job and just an overview, not only just presently, but also what we just did a number of years ago too. So yes, we are moving forward and that is the whole process of this city. We have accomplished a whole lot of goals and we have got a lot more coming up, but I think it gives you guys to at least see what the city is trying to accomplish and what we started off with a long time ago. Yes, I do thank him. Chairman Jancura asked what do you think of the conceptual? Mayor Bring answered well, it was kind of my idea so, I love it. That was brought up during the Connectivity meetings and they asked us for something a little out of the box. Chairman Jancura asked was all of that surrounding the mixed retail, residential? Mayor Bring answered that would be commercial down there, so it would be town houses along with that. The library, we would like to move that and obviously they have a 100 year lease and I think they are probably only a quarter of the way through that. I know they are going to be around a lot longer than I will be around. They are acceptable for moving, but if we can do that and rearrange some of the businesses over there, then I would think it would be an excellent project there. We have had some very good comments on that and hopefully something will happen. Member Wells stated, is the discussion about flexible zoning because of the current zoning at Shoreway which I assume is all business. Chairman Jancura advised I think that most all of that is at least B2, B3 but looking at this if you are going to have mixed use of residential but again, still are wondering as we haven't finalized our new zoning; B1, B2, B3 and everything yet? Has the Council ratified our recommendations as far as the zoning changes? Mayor Bring answered, I don't believe they did, did they? Superintendent Hastings advised I haven't been following that. Mayor Bring answered, I don't believe they did, that was a long, long time ago. Chairman Jancura stated no, we made more current ones. That was way back when. Mayor Bring stated the shopping center currently is B5. Chairman Jancura advised that is the one that I worked on when I was a junior member of the Planning Commission. He continued I am at a disadvantage because where did you guys leave off at the last meeting. Member Wright stated, we basically left off talking about the amount of information that we needed to go forward in asking Superintendent Hastings to provide all of this stuff that he did. Member Wells asked at the last meeting I handed out kind of a summary of the things that we have considered in our earlier meetings and I am wondering Superintendent Hastings, did you think that the things that we had kind of, discussed, well are there problems with what we discussed, things that you don't think we should be talking about doing or are there things that you didn't include in here that you think that we might want to include? So, the first thing is including a stated vision, the second is considering the shopping plaza as a centerpiece of the vision and a destination point for the city. The third was how best to integrate the work of North Coast with the Master Plan and we have kind of covered some of this tonight. Then we also talked at the last meeting as well as the meeting before about Industrial and Business areas and whether we should consider those in the Master Plan as well. Superintendent Hastings answered, I think every point is fantastic and should be included. I think it is

consistent with the Administration as far as the Shoreway being the focal point. The Industrial to the Mayors point is so limited. We do have which I noted in this report, there have been efforts by the city government for community reinvestment areas which are Board driven that when somebody comes in to invest or build something like this, they are subject to tax credits and TIF financing, different things like that. So, the mechanism is in place but unfortunately the land is not. But those community reinvestment areas also are utilized in not only in Industrial but also Commercial and Business. As a matter of fact, one of the most recent new businesses in the city applied for that specific credit and that was handled through the Law Department but I do not know the specifics. Those things are excellent to have in place, you know for those investors, especially something like Shoreway. Should somebody come once we have everything together, these are the advantages, for lack of a better word – things to have in place. Chairman Jancura stated tax incentives, those are the things that help draw investors. Superintendent Hastings concurred yes, big time. He continued yes, so I think that everything that you noted and suggested is exactly on par with a successful Master Plan. Mayor Bring noted on the Industrial land use, the city has been kind of standoffish as far as rezoning something Industrial because it takes away our flexibility as far as somebody coming in and doing something because once you zone it Industrial, they have more freedom to do what they want so, businesses that we don't really want in here can come in here and do that once it is rezoned. So, the city has always looked at it as, if they want to come in and it has to be rezoned then there is a possibility of sending it to the Zoning Board and having that done versus looking at it and saying let's just make this Industrial. There are a lot more options in Industrial than some business to come in that the city doesn't want. So, we are kind of cautious about that. Chairman Jancura stated I think our idea was not necessarily to curtail the Industrial but maybe expand it a little bit. Now, whether to expand it to or where we do that, that is in question, but I don't think we were looking to eliminate Industrial areas or anything like that. Mayor Bring answered no, I am just saying it is not eliminating or doing anything like that, but it was suggested that there were certain areas that they wanted to rezone to make it Industrial previous to a business coming in and Council and several members of Council stated maybe that is not a good idea because it does take away the city's flexibility. Chairman Jancura stated well when you get the rest of the city zoning study back to us...we can. Representative Erdei advised the members here, maybe didn't know and I should have reported that we have the Day Care Center, the Laundromat and Goodwill going ahead in that plaza. The Day Care is going to be opening in a couple of months probably. Superintendent Hastings added or less. Representative Erdei continued also the Laundromat and Goodwill, so those are 3 major tenants for our plaza., Chairman Jancura stated very nice, are they going down a little further in the Shoreway Center? Do you know what suites they are getting? Superintendent Hastings answered Goodwill is at the very end, even in the space that was further south. Mayor Bring advised where the Men's Zone was is where the Laundromat is going to go and then right next to that was the

bank where the double doors were is where the Day Care Center is going. That leaves us with the old Dollar General and that space is still available, but we did use some of that for Goodwill. Then down next to where Exclusive Balloons is, there is an open area there from a long time ago, which was a bar called Muldoon's and that space is available. All those are basically gutted and open. Chairman Jancura stated it is good to see new businesses and more revenue. Would it make sense to start working on the survey, would we want to get that out on an earlier basis? That way we could get that out, maybe early 2018 and while we work on everything else, we could be getting those comments back. Let's look at the surveys which have been nicely provided by Superintendent Hastings. Member Pugh asked are we going to hire someone to do the survey because we talked about that the last time and I was told there is money available? Yes, you did hire somebody before. I was just curious as we begin to look at that, do we want to sketch something out because if we are going to hire somebody we really should bring them into it. Chairman Jancura stated there is different ways of doing it, I mean some people would send out something to the tenants and we have it on survey monkey or something like that. Member Pugh stated I mentioned that, but it was brought up that there was money to hire someone to do it. That would give your Master Plan more credence. Chairman Jancura asked is what she is saying is correct as far as help with surveys? Mayor Bring answered you already have an outline of what we started with, I know the group did most of the work sending that out which you were part of doing that. They did use that, but most of the work there is done. I would at least take a look at what they did before starting to hire somebody. Member Wells stated did I read somewhere where the last survey, the people who received the survey were voters and the 900 responses were 900 of so many that had voted. Mayor Bring stated that would be residential, I think we sent out close to 3600 or 4000 which are housing units that we have in the city. I think it would be foolish just to send it out to the voters because you want everybody's opinion. Superintendent Hastings stated as far as funds availability I believe I am the one who answered that when they brought it up the last month and my short response was as far as the materials, postage and that kind of thing I think that we would be able to absorb that. If you are talking about a firm, then you are into the tens of thousands of dollars, that you would have to talk with finance. Member Pugh stated thank you that is why I wanted that clarity, at the last meeting it was discussed kind of open ended and I thought we have that much money to hire a company. I mean I understand postage and everything. Superintendent Hastings advised well, even producing several thousand pieces of paper and mailings them is going to have some expense. That kind of thing I am sure we can absorb through a series of line items, recreation being one of them as that is a primary topic. We are a bedroom community whose current administration is redefining the parks and doing all of these assets, our housing market is climbing and everything is moving in the right direction. I believe recreation and family atmosphere is the goal, in my opinion. Representative Erdei stated, we can get volunteers to help out on the mailing and whatever, we can design something and print it up and I will even

volunteer to come in and stuff envelopes or whatever it takes to get it going. You get a couple of volunteers and put aside a couple of nights or whatever we can get it done and get it in the mail. Councilperson Gee advised the Girl Scouts are always doing community service, maybe we could them to come in and stuff envelopes. Member Pugh advised we need to have a lot of discussion around that because there might be a way, like you said, if you choose to do it online then you could do it online, you could do it with paper and pencil. Somebody has got to tally it all and percentage it all. You know, you could get a couple hundred pieces of paper and you really have to think about all of that and have some of that discussion now because you might want to limit your questions then. Those are all just things to consider. I am not saying anything is right or wrong. Mayor Bring advised the Board did it all, the last time. Member Wright stated I am of the opinion, that the Board should handle it all this time as well. How we employ volunteers is entirely up to us. I think before that we need to open a channel of communication amongst ourselves that exist outside of these meetings if we really want to be effective in the future. If we sit here once a month and skip holidays, we are going to be ineffective. It is going to take a very long time to put things together. I think at the outside of a meeting such as this, we should all go home and take a look at these and decide what questions we want to change or add or things like this. It doesn't make sense to me to pay a lot of money to have somebody come in and reinvent the wheel with this survey. We have one, most of these questions are just as valid today as they were, what 15 years ago. I think the section Parks and Recreation certainly needs an update because a lot of the questions that are it there have been addressed. So, they could be updated, they could be changed a little bit to be more current with needs. I think that the paper and pen route for a survey is probably the best option. In putting something online, it provides the opportunity for people, I guess for dishonesty. If one piece of paper goes out per household, then one is filled out and one is returned versus one person who believes that their opinion needs to be heard by everybody and they decide to fill out 50 online surveys with the same negative commentary or positive commentary, whichever it may be. That would skew the data in the results. So, I think if we were to mail out all of those pieces and again between this meeting and the next meeting we could all review these and through that channel of communication and discussion of how we want to shape the newest survey. We could also discuss via that channel of communication exactly how we want to manage tallying those responses, who is going to be responsible for it, that kind of thing. My questions with that is what is that channel of communication, first of all, does anyone agree or disagree about having a channel of communication that is open amongst us in between these meetings? Chairman Jancura advised the problem that we run into is we are not supposed to talk about what we are doing outside of our public meetings. Now, we can theoretically have Worksession's and you can work on your own. But seeing how far we can go, perhaps that is a question for Law Director Graves to see how far we can push that envelope. Mayor Bring stated you guys are allowed to speak with each other via emails and stuff. Superintendent

Hastings stated that is all public records. Member Wright stated that was my thought was to make sure everyone has an email account, therefore everyone would have access to a google drive, all of this information should be put on this google drive and whatever else is learned. So, for instance, after reviewing this, I definitely want on the community revitalization laws, I need more clarity on what exactly that is. But whatever that is, that should be on that google drive that everyone has access to. So, when somebody who is working on their own discovers some information, that is then communicated to the rest of the group through email. Everybody in that group is copied, we should consider outside of the Planning Commission who should be in that group. I would think the 3 folks sitting here should have eyes on it, at the very least. Then when we discover information, that is electronically saved in an electronic file and we could put that other google drive that everyone has access to so that everyone has access to that information that we are discussing. Then when we come back to these meetings, we can address and report on the outside progress to help us make decisions on what the next steps are. Does that make sense, does anyone want to be the point person on that and help establish it? Chairman Jancura asked does everyone know what he is talking about? Member Pugh answered, I do, he is opening up everything that we would write on there or edit of a document we would all see it. I have worked in that arena and that is fine, if everybody understands the technology and can do that. This is a Planning Commission that is not really a Board, so I think within the context of how we serve we can communicate. But, remember anything that you put on there is a public record. Member Wells stated my understanding was that anything that we communicate goes through the Chairman. Chairman Jancura stated that is how it has been officially explained to me and that is why I would like clarity so that we don't run into any sort of problems. So, if I have to be the clearing house then so be it and I am willing to do that, but that is not what we are trying to do in the spirit of cooperation. It is kind of like the log jam when you are sending everything to me. Member Wright stated I think it is as simple as you sending an email out to maybe yourself with the rest of us copied when you open up that thread. We can all reply to "reply to all" and that thread just stays alive and open. Member Wells stated with all due respect, I did that once and it was something that I was not supposed to do and it is supposed to go through the Chairman. So, we would have to agree that we would have that kind of arrangement instead of what has been traditional. Member Wright asked Chairman Jancura would you be willing to open up a gmail account? Chairman Jancura answered well, yes, I would but just because I agree with it doesn't make it legal. He advised Kay, can you have David help us out or give me a call or give me some guidance on our level of communication that you are hearing about now. I would like as much as flexibility as we could as far as using google drive and joint editing and uploading comments and different research and so forth. I think that is a great idea, but I am following the rules of the road as far as that is concerned. At the same time, I think we are going through and making significant comments until we meet again on basically taking the Sheffield Lake survey and modifying, maybe looking at

the other surveys and maybe coming up with something new. But, I think you make a good point of starting with what we have drafted already and basically updating it to where we think it is going and then ask those types of questions. Member Pugh stated I think one of the questions you should ask the Law Director is if we do this on our home computers, I want to know how much else becomes accessible to my home computer, that is a question that I have. Chairman Jancura answered, I don't think Dennis is looking to cease your computer. Member Pugh stated I am not thinking of Dennis but I think it is a question that needs to be asked. I have worked in the environment. Chairman Jancura stated then you have heard that privacy question and does using your computer, open it up to all your computer's contents if you are participating in this joint collaboration that we are talking about for the Planning Commission. So, I am going to go through question by question, beef it up a lot more too. The two pages, I can see if it is too long I can see residents don't want to fill it out as it is too cumbersome. But maybe we could expand and simplify it. You know, cutting out certain things that don't apply anymore, we have already achieved that and focusing more on what we really need the citizen input to, not just willy-nilly what are your general complaints about the city. Superintendent Hastings asked is the Board comfortable sharing your emails with one another? I know when I originally tried getting everybody emailed on the connectivity plan and Kay has all of your emails, but she told me not to share them with that group. In other words, I was trying to get you folks in shareholder meetings and such. So, would you share your emails and do you have one separate from private from Planning Commission duties and everything because I want to help facilitate what you are doing. Even if you bring it to me, I will summarize it, type it and print it. Member Wright stated I am perfectly comfortable with you emailing me anything. Chairman Jancura stated I am as well, I have a lot of things that go to my gmail account. So, one more thing is not a big deal. I like the idea of a google drive where we have a cache of different documents and research and so forth. I think at the very least we are going to be emailing each other back and forth, so I don't think that is going to be a problem. The next step is to have the google drive where we do a collaborative effort and such like that. As long as, David says oh that is not technically against the law, then that is good enough for me. I think we would be able to communicate by email, if somebody has a privacy concern, then you could set up a dummy gmail account or something just for that. I think it is a good way to communicate and I think it would an efficient way for us to get this done. Member Wright stated excellent, so we will wait to hear from Law Director Graves and how to set it up. Chairman Jancura stated again we don't have our December meeting, but we will be meeting in January, everybody will be ready to go and hopefully I will hear from him. Mayor Bring answered tomorrow. Chairman Jancura stated then we can get that ball rolling and get significant progress by the time we meet the middle of January. Member Wright asked in regard to the old Master Plan, the supplements that Superintendent Hastings put together and whatever we do in the future in regards to format, we put these things together specifically for Superintendent Hastings use and the

pursuit of grant writing. Obviously, we need to keep the copy of the original Master Plan in that form. Do the supplements that you put together, should those be an amendment to the original Master Plan to be its own thing. Should we rewrite a brand new Master Plan? Chairman Jancura answered a whole new Master Plan. Member Wright continued advising again we have the old Master Plan, that needs to stand alone, the supplement – is this a stand alone? Superintendent Hastings answered this should disappear into the woodwork. I wrote this to help you, people seemed confused on what was done. Member Wright stated I understand that, so what this does effectively show the achievements that the city has accomplished in regards to the old Master Plan. So, do we not want this to disappear, this is in essence the proof that is in the pudding. Chairman Jancura advised that will be merged into our new Master Plan. It will disappear, but it will be merged in. Member Wells stated it won't disappear, it will be integrated into the Master Plan and what we had already talked about as a group that our achievements would come first. So, Superintendent Hastings has done a beautiful job doing all of that for us because all of that is done. The only questions that we will have are, are there sections that have are no longer relevant and are the things that are within each section still important today. There are other things that we talked about at the last meeting is if we could find out that what you are looking at – Superintendent Hastings, in terms of the next 2 or 3 years for development for your grant writing. So, that we make sure that when we are integrating the achievements in we also integrate the kinds of things in the sections that would help Mr. Hastings when he is presenting his grant materials. Member Wright stated essentially that is kind of what I am looking for, is how we put something that will be most effective for Mr. Hastings use. So, these accomplishments, these achievements in here in a sense that were addressed in the original Master Plan and have since come to fruition will in a sense be a province to the new Master Plan. Chairman Jancura answered yes. Member Wright stated, okay, so it ties it to the old one that shows what has been accomplished and gives validity to what we are doing, essentially. He asked Mr. Hastings, would that be the most effective way to go about it? Superintendent Hastings answered absolutely. Representative Erdei asked how long do you think it will take us to get a new survey up and running, before summer? Chairman Jancura answered if we do a good job and we show up in January, we could probably condense that, refine it and combine our thoughts and hopefully by the next month in February we have something that is pretty much ready to go to circulate to city officials and have a go. We decide who is going to have a final say, it doesn't matter if it is me or whatever to get a final check off on it. Member Pugh asked does it have to go to Council? Chairman Jancura stated I don't think it needs to be approved by Council, probably not. I don't know if it would benefit them to see it or if we just have Councilperson Gee look at it. Superintendent Hastings advised well of course, Mark is going to report the progress at 2 Council meetings a month. So, it is not going to be a mystery and if there are requirements I am sure he will tell you. Member Wells stated, we are planning to have the survey out in February. Chairman Jancura advised I think that is an achievable goal.

Superintendent Hastings advised when it is a realistic goal, I will start pumping it out on the website on the utility bills on mass texting in letting them know what is coming. We have far greater communication now than they did when it was done originally. Member Wright asked what kind of time do you need for advertising? Superintendent Hastings answered whatever you guys say. I just really want to help the Commission put something down, capture the goals and get busy. Mayor Bring stated for the water bills, it is a notice of probably a week and a half. Superintendent Hastings advised by the end of the month, we have processed all of the numbers and we are shipping it out by the end of the month.

CITIZENS' COMMENTARY: None.

MEETING ADJOURNED: With no further business before this committee, *Motion Wright/Second by Wells to adjourn at 7:22 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.

CLERK OF COUNCIL/COMMITTEES

Kay Fantauzzi

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 November 15, 2017.

COUNCIL PRESIDENT

Rick Rosso