

**City of Sheffield Lake Planning Commission  
Sheffield Lake, Ohio  
June 20, 2018**

The regular meeting of the Planning Commission was held Wednesday, June 20, 2018. 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: Councilperson Gee

**MINUTES:**

May 16, 2018 minutes – \*Motion by Pugh/Second by Wells to accept the minutes as presented. Yeas All.

**CORRESPONDENCE: None.**

**REPORT FROM COUNCIL REPRESENTATIVE:** Representative Erdei advised the rededication of Community Road has passed before Council and now we are waiting on the surveyor and everything else to get everything all marked out. Joyce Center is in the county's hands and they are supposed to get the Architect and we are supposed to have some kind of a drawing by the end of July or August.

**REPORT FROM ZONING BOARD OF APPEALS MEMBER:** Member Wright advised the Zoning Board did not meet last month, nothing to report.

**NEW BUSINESS:** Chairman Jancura advised July will be our month off, not August.

**OLD BUSINESS:**

*City zoning study* – **None.**

*Master Plan/surveys* – Chairman Jancura advised everyone has had chance to look at the compilation that was generated and it is heavy with roads and sewers. I think what we need to do along with roads & sewers being part of the new Master Plan, we need to decide what else we want to include from there. Then, you know we are going to have a couple of months off to maybe come up with a little bit of wording and assign different sections to somebody to come up with a basic outline that we can work with. Member Pugh stated when you look at the survey, the elephant in the room is where Apples is. Almost everybody that responded to that survey and by the way, every neighbor that I have asked never got a survey. Chairman Jancura stated there is a lot of people that I have talked to that never got a survey. I don't understand that but we have a sample size. Member Pugh continued on that sample size I would say 90% want something done with that Apples area. We have a parking lot that basically once a year is used to bring in

some rides and have a fair. Once a year for 2 days and that seems a bit excessive. We really need somebody that is going to get out there and really look at what can go in there, what they can bring in there, who is willing to come in whether it's a real estate developer's. She stated shopping is not going to do it, its too small of an area. I mean it is not going to go for shopping or it is something to do with what Lundy has planned and with that water front area. But, I think the Master Plan really has to focus on the fact that the city is really going to look at developing that area. I don't know that the Master Plan has to say today what is going to be but it is not going to be a parking lot for lots of birds. Member Wright stated I completely agree with Member Pugh. I think that that is a part of the Master Plan. I believe that what we have in place with the Lakefront Connectivity Plan is a great place holder to put in the Master Plan since you can address the need for that development site. Then you have that as a living breathing example of something that could go in there that could impact and I think when it comes to attacking the Master Plan as a whole; if we were to divide the old Master Plan into sections as you referenced Mr. Chairman and then assign those sections to each Member here who can go home and rewrite that section with a reflection of the data that we have collected in that survey. Then we could bring it back and present it to one another and have a commentary and assemble the new Master Plan that way. Chairman Jancura stated I think that is an excellent idea, I was really hoping that Mr. Hastings would be here because the grants that he wants to go for have to help drive what our plans are going to be. I mean, yes we can say look out for these grants and such but he knows what grants are available for what kind of development and I think he is going to be an integral part of us developing the Master Plan because a lot of it has to be done with grant money. I mean especially for grand plans, city funding is not going to make it happen quickly and maybe not at all. The city has just enough money to do emergency stuff that must be fixed now. You know patching the roads and doing this and that. Member Pugh stated I think as each person look at a section, if I something that was with sewers and whatever, I would be putting in there that the people in Sheffield Lake really feel a need for improvements in these areas because it is affecting their living environment. I think if you put something like that in a plan, not that you are going to go fix them tomorrow but that there is a real need based on the response of the survey then I think you have something for Hastings to work with. So, we can put in the sewers and whatever in a section. We can put in that we have this focus groups that have come back after meeting with NOACA and Lundy and come up with a plan from Vermilion to Avon Lake that includes Sheffield Lake with some ideas that will begin to generate the development of that area. I think if you put your wording like that, he then can go back with any grants he writes and say in the Master Plan. You know, if he needs any money for sewers and I know somebody said the other day I have an open ditch. I will fill it in, I just need to know if I can do that and I said go see the Mayor and ask. But I think when you look at each section, that is possible to do that. I would rather put more in then less and not that it is going to get done but there is a need and that we are looking to the future for funding

to accomplish a strategic plan. You know to look for funding on sewers and we can also put in there that we are going to enforce ordinances, a lot of people wanted that. There may be a need to hire personnel to do that which could be a grant to hire someone additional in the city or software or something to get that done. So, I think as you look at different sections you have this great opportunity not to over embellish but to at least put in what people ask for and I think that what you need to come up here is a list of; what is it, what should go into that? You know, we know it should be sewers and roads but we know it should be something to do with lakefront development and the Apple's area and I am sure there is a better name for that than the Apple's area. Member Wright stated Shoreway Shopping Center. Member Pugh continued so if we kind of make that list up then we know what areas and then each person that gets a section can word smith some of that and we will come back as a group and then edit a little bit. You know, this might be a little bit too strong and this might not be forceful enough, you forgot something here. Mr. Wright, is that kind of what you were getting at? Member Wright answered essentially, yes. I think if we use the old Master Plan as a template it provides a lot of the language that we want to use because a lot of it needs to be ambiguous so that Mr. Hastings can use it towards whatever means and ends he sees fit. But if we use the old Master Plan as the template with which we go with and essentially have it follow very much like we do with the survey. We used the same general format but we modified it for more current needs. I think that is essentially what we should do is use that same format modified because the Master Plan does encompass everything within the city. So, everything can be touched upon and changed a bit and include all of the things and then some from that survey, all the information that we just collected from the community. So, pretty much, yes I think tonight we should volunteer, throw stuff at one another, whatever it takes to come up with who is going to take on sections of that Master Plan and then go home and look at that data that we collected. We got 2 months and rewrite the sections that we volunteered to take on and bring them back and then just talk over them. I think with this 2-month interim especially knowing that Mr. Hastings is going to be back likely in August because we are going to need his input. He is going to need to see these new rewritten sections and have input on those and we are going to have to edit again and maybe even a third time. But we should definitely begin to put that skeleton together of the new revised Master Plan. Member Wells stated let's not forget that Mr. Hastings has already put the sections in for each part of that Master Plan and updated them, you know this what we accomplished so perhaps Kay can go into the Master Plan and add those pieces, I mean it is just a cut and paste. So, that when we come back with our written sections those would go below the update on what has happened in the past 15 years. Member Wright stated I think we should do the cutting and pasting. Member Wells stated of what he has already given us? Member Wright stated so that when we do our rewrite, that is what we do and that is what we are going to incorporate that updated information that he provided for us into the rewrite as it applies, does that sense? So, instead of just a cut and paste from the electronic file, in

plugging those in we are going to as we rewrite it, that is how we are going to modify the document with both the things that have already been done, does that make sense? Chairman Jancura answered no, I think she is just talking about having that be the base that is sent out to us to start with and then we will rewrite his sections to integrate it more fully. But that is just getting all that into documents out to us. Member Pugh stated his corrections were already in the same format as the old strategic plan. Member Wells stated they weren't corrections, they were updates. Member Pugh stated so if we just took his document and we each took a section of that because it is the same thing we can then put in the same information from the survey about a need and a percentage because based on your responses. You know if you have 100 surveys back and 10 people said they were veterans, you are allowed to put it in your survey that 10% of your population are veterans. Or 10% of your population may be handicapped, so as you look at sidewalks in the future. So, that is how you are going to work with some of that information because all you have is what you have. So, based on the number of surveys you look at a percentage of that and then that is going to be your percentage. Now, in some cases it may be very much embellished and who cares, that helps. In other cases, unfortunately, it could be more and we don't have data. Those are the kind of things that you will want to put into and then at some point, we will have to confirm that those are indeed correct in our numbers. But one of the things that we have to kind of agree on is percentages, you don't say 10 people responded. Chairman Jancura stated yes, no you don't. Member Pugh stated so when you are doing it, use percentages because they will look a little bit better and then that would help Hastings. I think then what we come up with will pretty much say great because every section will have data to support for parks & recreation, that came back. You know, this percentage of the surveys want park improvements. Although, these improvements have been made over the last... which shows our good faith, there is still more need. Those are the kind of things that he can use to write his grants. One – you have shown good faith, one – you have shown a need. Chairman Jancura stated perhaps he will be satisfied with that and perhaps he will want a little bit more but we don't really know. But I think the direction that we are talking about is the right direction to go. So, that being said, does everyone have a copy. Councilperson Gee advised each one of you were given a copy of that too, and I know that for a fact. Member Wright stated so my thought was if we took homework home tonight of sections to rewrite using all the data that we have, we have 5 very intelligent people on this committee. When we come back and reconvene in August, if we have something scratched up I think we are going to learn from one another. As we present our own work to one another, we will learn from one another and then from Mr. Hastings and Councilman Erdei of has been part of this process before. What has been effective, what is important and what has not and then we can go back after having that sort of open forum and discussion and do our initial edits and then yet come back again. I think, in my opinion, would be an effective approach is to go home and write our own piece and come back and present it to one another. Member Pugh stated you are absolutely

right, having a draft because we could talk here all day, but if we have something concrete down and on paper that we can start to edit and mold, we will get a lot further, a lot faster just like we did the surveys. Member Wright stated committee members watching the way you use percentages to report the information that you have in there, that is going to translate. Once that example is seen, everyone can then go home and take a second look at the data that is in front of them and use the same format. I am sure that everybody is going to have a contribution in that in one shape or form that we could all pull together to strengthen our own individual efforts towards this. Chairman Jancura stated what I actually have is the supplemental review guide, not the actual master plan itself. Member Wells stated that is Mr. Hastings. Member Wright stated those are the updates, those are the things that have been accomplished or still needs updated. Councilperson Gee stated the only reason we keep asking for your names, your voices are identical on the tape. The two of you (female Members), your voices are impossible to tell them apart on the tape when Kay plays it back. Chairman Jancura stated it is hard because when we have a flowing conversation to constantly say your name. I understand that, we won't put any shock collars on you. Member Wells stated I am doing the best I can. Chairman Jancura stated the *introduction & purpose* which you know I am not going to assign to anybody because that is going to be an easy one. Councilman Erdei advised on that Master Plan, the history of Sheffield Lake, you guys do not touch none of that, it stays like it is. Chairman Jancura stated I guess that history doesn't change. He continued, the big section the **#1 Introduction & purpose, #2 City Government, which** includes existing Parks & Recreation, Bike & Bike Lanes. Member Wright answered, I will go for that, I was going to volunteer any and all parks & rec stuff simply because of my involvement in the past. **#3 City Services** which are the Police Department, Fire Department and Service Department; roads, extensions, widening, paving, water, sanitary sewers, storm sewers, natural gas, telephone & cable and refuse disposal. Member Pugh volunteered to handle #3. **#4 Other Public, commercial & industrial facilities, public schools, private schools, library, churches, commercial/improving commercial conditions, encouraging new commercial development/industrial.** He advised there is more than what we can do and I will volunteer to take #4. Then there is **#5, #6, #7, #8 and #9.** But they are all kinds of small and it is residential, revision of city ordinances, zoning and sources of city income. The last one is conclusion and review and that is something that we do together. Member Wright stated I think it only kind of makes sense if I take on **#7 zoning.** Member Wells stated I will do residential and revision of city ordinances. Chairman Jancura stated that leaves **Angela Wtulich with city ordinances. Member Wells changed to sources of income and residential.** Member Wells stated the only thing that I would question is I don't want to leave Angela with something that is not going to be important in the end. She asked is that the ordinances that are before Council and have been before Council for a long time and nothing has happened. So, I am not sure that there is going to be much that happens with that, regardless. I am not sure that we can do anything with the Master Plan to the Council

unless they either give ordinances to us or makes progress. Councilperson Gee asked what ordinances, we pass them every month. Member Wright stated are you referring to ordinances reference the zoning study? Member Wells answered yes. Member Wright stated, okay, not the ordinances, but the zoning study. Member Pugh stated I am going to read through the list real quick, the *Introduction & Purpose*; we are going to hold off on that and we don't touch history. *City Government* is *Wright/City Services* is *Pugh/Other Public Service* is *Jancura/Residential* is *Wells/City Ordinances* is *Wtulich/Zoning* is *Wright/Sources of City Income* is *Wells*. Chairman Jancura stated what they have left is scheduled and planned projects existing, municipal facilities, parks & recreation, bike lanes. It is a lot of stuff that you will see when they forward it to you that we have already accomplished or in the process of doing. Member Wells stated I don't see any of that highlighted and he highlighted everything that he added. Chairman Jancura stated right and I am just saying that it goes on in what he says and what he has written here. There are more numbers, but they are not the ones that we have to address, that is my point. Member Pugh stated if I can't find my copy of this, can I contact Kay you think? Chairman Jancura stated I am sure that this is not the only one in existence. I am sure that she could probably send it out electronically. I mean it is Pat Hastings that put it together in the first place and I am sure she could wrangle the electronic file from him. Councilperson Gee advised Kay is the Clerk of Council as well as your Clerk and the Clerk of all the Boards, everything that is done, whether Pat, Council or anyone does anything it gets sent to Kay so you can always get from her. Chairman Jancura stated repository – Kay. Councilperson Gee advised pretty much in any city it is done that way. But I know she has electronic and I know she can always print out another hard copy, that is never an issue either.

**CITIZENS' COMMENTARY: None.**

**MEETING ADJOURNED:** With no further business before this committee, \*Motion Wright/Second by Pugh to adjourn at 7:04 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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CHAIRMAN  
*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 June 20, 2018.

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COUNCIL PRESIDENT

*Rick Rosso*