

**City of Sheffield Lake Planning Commission  
Sheffield Lake, Ohio  
August 15, 2018**

The regular meeting of the Planning Commission was held Wednesday, August 15, 2018. Chairman Jancura called the meeting to order at 6:30 PM.

**ROLL CALL OF MEMBERS:**

Present: Wells, Wtulich, Wright, Pugh, Radeff  
Absent: Jancura, Mayor Bring, Law Director (excused)  
Attending: Councilperson Gee

**MINUTES:**

June 20, 2018 minutes – \*Motion by Wells/Second by Wtulich to approve the minutes as presented. Yeas All.

**CORRESPONDENCE: *None.***

**REPORT FROM COUNCIL REPRESENTATIVE:** Representative Radeff advised nothing for tonight but we do have a zoning meeting tomorrow night. Right now, we are on our August break for Council so nothing really new and exciting yet.

**REPORT FROM ZONING BOARD OF APPEALS MEMBER:** Member Wright advised we did not meet in July, we had a recess so there is nothing to report there.

**NEW BUSINESS: *None.***

**OLD BUSINESS:**

*City zoning study – None.*

*Master Plan/surveys* – Acting Chairman Wright advised we have maybe half of the people here who have been committed to writing sections of this, so my thoughts and I don't know if Member Pugh or Chairman Jancura submitted to Kay their sections. Member Pugh entered meeting. He recognized submissions from Members Wright, Wells and Pugh (Member Wtulich was out on bereavement at the June meeting). He continued my thoughts since we don't have everybody's submission with us tonight would be to talk to everybody that did submit and get what you guys believe to be the significant changes from the original Master Plan and take note of those changes. Now, that we have significant from multiple members and bring those home and review what other people have written and make a commentary and see what other people have written that we might like and adjust our own submissions accordingly. We could review all of those and then have a discussion about what we read from other people and incorporate the other sections that our missing and then come up with what would be a plan to finalize this. I think we should be able to get this done within the next 2 or 3 sessions and just be complete. Member Wells stated I did not get all the copies, so I only

have mine. Acting Chairman **Wright** advised my sections were **city government, parks & recreation and zoning**. With city government, I didn't really change anything except in recent discussions that I have had with Superintendent Pat Hastings, he is very much in favor of beginning a community reinvestment committee. The full scope of that I am not totally up to par but he believes that it would be a very critical function in viewing new business's coming in and how many should be used to develop the city. Also, in speaking with Councilman Radeff, he said that there is another board or committee that wasn't listed in the Master Plan which is the Ordinance Committee. Councilman Radeff stated there is an Ordinance Committee. Acting Chairman Wright stated I just need to add that into this. Councilperson Gee explained to Acting Chairman Wright, the reason Ordinance was not mentioned I because Ordinance Committee is a Council committee. If you notice on this, these are the appointed committees that are not part of the Council and that is why Ordinance is not on it. Councilman Radeff stated I do know that we have an appointed committee for Charter Review, correct? Councilperson Gee explained that is done differently and would not be part of this either. Councilman Radeff asked even though it is an appointed committee? Councilperson Gee answered yes, if you notice how this reads "which are not part of City Council". In other words, you know how Steve Kovach does the Park Board report, she advised we don't need one. She explained that is why no one motions to accept it and no one approves it because that is not a part of City Council. Councilman Radeff stated right but I believe the Charter Review Board is not either because they are appointed by the Mayor? Councilperson Gee advised yes it is, it is voted and approved. Acting Chairman Wright continued with Parks & Recreation and explained what I really did with was to bridge it a bit because I started to take an initiative that would add onto this. So, when it comes to lakefront parks and other parks and outdoor facilities I didn't really change anything except for omitting the part where there was recommended improvements. The reason why I omitted it was because I then added a section about a Parks Master Plan. I believe and I had floated this in past activities with the Park Board and with Superintendent Hastings that it would be advantageous to us as a community and to Mr. Hastings as our primary grant writer that we should have a Master Plan done for all the parks. I approached a landscape architect who I had worked with in the past who specializes in this about presenting to the Park Board, basically her services and her portfolio to be reviewed in a sense to get the blessing of the Park Board to gather a cost estimate on her services. What she would do for us is basically put together an overview of the existing assets and services of the Parks Department, what all of the parks contain and identify the opportunity to develop and create a more inclusive and robust Park system within the community. Then to design parks within it, she would take to scale and there would likely be some surveying done to take the measurements of the parks and using her CAD software would design how the parks would layout in the future once developed, how they would be used and how traffic patterns would be through them, the equipment and things like that within the parks. We would use the data from the survey that we did to prioritize what would

go in those parks and she would draw 3D renderings that would be very similar to what we saw with the Shoreway Marina project. They would have that level of detail and depth in them and with that, we could use that Master Plan obviously for planning in how we want to develop the parks and for Mr. Hastings to use where he could take excerpts of that and use specific parts of it for his grant writing and obviously we could use that Master Plan to advertise our efforts to the residents of Sheffield Lake. With bike lanes, I did not change very much there except for in the original Master Plan it talked about how a nature bike trail should be developed and that actually has been developed so I simply changed the verbiage to past tense and then talked about how the Master Plan should actually take a look at drawing in where additional nature trails and bike lanes could be used to improve connectivity within the city. Member Pugh asked did you put anything in where we got the grant to put in the bike stations where you can fix a bike? I don't know how many of those are in our city? Acting Chairman Wright answered I did not. Member Pugh stated I don't know if that is important to you or not or if that would help in anyway. It is not that it is imperative that it be in here but I just thought I would mention it. Acting Chairman Wright answered it is important to me and I had some involvement with the first bike station at Erie Shore Park and with those things that have already been accomplished I think a really nice and this of course is aside from what we are doing, but I think a nice way to bridge the first Master Plan to our revision that we are working on is to describe including those grants with those bike stations how action was taken by the city in the things that were accomplished and achieved that were written into the first Master Plan and leading on into this one. I think that it should be appended to or a part of this Master Plan in some way, shape or form. He continued recreation, I changed a little bit and talked about the reflection of community wants that we saw in the survey. He advised adding a bit of the date that came through there and how important things are or how different things are important to some of the people here and talked about a rec center. There was a section talking about building one, the most desirable features would be too expensive for the city and a cooperative venture with neighboring cities would be blah, blah, blah. So, that section was from the original, but I wonder if it is something that should be omitted because in that time that cooperative venture I believe took place and turned out to be the French Creek YMCA right? Female Member stated yes, you can go ahead and scratch that. Acting Chairman Wright advised what I did put was the additionally the expansion or the rededication of some existing city assets may allow for the provision of more rec program opportunities and I put that in because I know that Pat is pursuing that exact initiative right now. Member Pugh stated you could put in that they did the cooperative venture with Avon, French Creek just to show that we are trying. You know we are not just going out for grants but we are making an effort to partner. Acting Chairman Wright asked so what was our involvement with the Y? Member Pugh answered I don't know. Acting Chairman Wright stated I just don't know. Member Pugh stated you could ask Mr. Hastings I guess or you could just say in a partner agreement, there must have been

some sort of agreement that said we can go there because I use it and because I am a silver sneakers, I am not charged. Acting Chairman Wright asked but does that have anything to do with your residency here? Member Pugh stated no they just opened it to Sheffield Lake in some sort of agreement. Acting Chairman Wright advised the YMCA is exclusive, you know if you are a resident of the city you might get a reduced membership but anybody can go to a YMCA anywhere. Member Pugh stated I would just scratch it. Acting Chairman Wright stated I am going to look into it. There may have been some involvement, you may be right and there was some involvement and whether we try to be involved and we are not welcome to the table, if that is worth including something like that because we attempted a multi-community partnership or something like that. I will look into it for sure. Member Wells asked what were the 2 questions that were intended to judge whether or not people are willing to increase taxes and this that we are talking about – the rec center, wasn't that one of them. Acting Chairman Wright advised yes, I think it was are you willing to support a property or income tax increase to support a YMCA. Member Wells stated there were only 13.3% of people that were really to do that and that is good. Then the other one was? Member Pugh recalled would you support a temporary low-cost assessment for neighborhood parks for improvement; between strongly agree and agree, the percentage is only 34%. I would support a rec center, now that is a little higher but then if I would support a property or income tax, that is lower. You only have 33% that would support it, a tax increase. In fairness, to the public that filled out the survey, we intended when we worded it to test their willingness to pay and we found out that they are not particularly willing. Member Wells stated they would love to have it but. Acting Chairman Wright stated I suppose that should be something that we put in here, especially for grant writing purposes. Member Pugh stated not only for grant writing purposes but for people who say well, we want a rec center and people could say look at our Master Plan. We asked if people support a tax increase for that and only 33% said yes and that is our racial for not doing it. That way it kind of helps with the constant people that come in and say everybody wants this. Acting Chairman Wright advised so that is my section and I am supposed to do zoning and I will but there is stuff in there that I don't readily understand so I was going to bring it to our meeting tomorrow to talk to the entire board and get some direction from them. So, I will have that next time. Member Wells stated we don't all have a meeting tomorrow. Acting Chairman Wright stated no but the Zoning Board of Appeals does.

Member **Pugh** reviewed her section **City Services**, I talked to the Chief of Police before I wrote this to get information from him. I started with this because of the fact that this is services from the Police Department that are good at this time and that people strongly agree. So, I started with that information from the survey, that 85% strongly agree or agree. So, to keep the confidence of the city training facilities and equipment should be a priority and I wanted that in there for grant writing. I corrected everything for how many people are in the department. I updated the cars and especially the 2007 Ford Crown Victoria that the service will no longer guarantee repair because that needs to be

replaced. I have talked about the P25 grant for radio communication upgrades that were realized. The city hall communication tower was upgraded in 2016. However, I did in talked to the Chief of Police, the aging computers radio console base needs to be replaced. I also went over this too with Mr. Hastings and I wanted to say that. So, we kept in there that we need to establish an annual program for replacing equipment. I talked about this base in the building and I also added that just this month in August that the basement flooded causing damage to equipment stored in the basement which now has mold and is in need of repair because I thought that was a more urgent matter. I put the on-going training of Police Officers which I kept that in because you certainly don't want the city to get into any legal difficult situations. So, you could show a track record of constant training which helps whenever there is a situation. For the Fire Department, I spoke to one of the Lieutenants, the survey shows 88% strongly agree that the EMS/Fire Department are satisfactory and again I wrote to keep the confidence in the community, we have to keep training and equipment should be a priority. They are still staffed by 13 Fire Fighters; 3 Lieutenants and 3 Fire Fighters; which serve each shift – 1 Lieutenant and 3 Fire Fighters per shift. I thought this was important, while fighting fires is considered the Fire Departments main function, all of the Firemen are Paramedics which is a real bonus for this community. They offer paramedic services to the community and it is not necessarily an additional cost to us because they are all on duty anyways. So, I thought was a real positive to put in there. I did put in some of the training schedule to show that they are keeping up with the latest technics and so the community needs to fund that. The 2 ambulances, 2 engines and 1 utility truck and 1 SUV Command vehicle are operated by the department. I put in that the 1996 engine was refurbished this year but it is reaching its useable life at this age and that the other engine is a 2008 and that is already 10 years old. I kept in the statement that a long-term plan for replacement of these vehicles should be developed. I put in some facts of things that were upgraded and I kept in the major new developments; senior citizen complexes may require resources beyond the current capacity of the fire department's equipment and manpower. Again, to reinforce that need for grants. She continued the Service Department and again Mr. Hastings was wonderful with this, he updated me on things that I put into the plan which I read over with him to make sure that I had them the way that he thought they should be written. She continued on roads, I wanted it noted that it was 66% of the respondents list it as a priority and then I also added that access difficulties for safety and snow removal – he told me has improved with the parking ban enacted in 2013. Also, through grants, state contributions and loans on income tax, 2 million dollars in road work is scheduled for 2019. The paving schedule really didn't change a great deal. Under the Water Department, the Gary Green Park water tower was raised in 2009. The Ferndale Park Water Tower is not operational and the reason we even have the water that we have because we have no water towers in the city at the moment was the new station that was built over here in Avon Lake, that is where our water is coming from. But a decision needs to be made to increase the linear height or

rebuild the Ferndale Park Water Tower as necessary. Superintendent Hastings thought that that was important. A new water main was installed on Lake Breeze in 2017 and I kept from his list of improvements. Also, with the new AMI system which was helping with the fact that road water and rain water is getting into the sewage and we are paying for that, any water that goes to Black River and I put that in with the sanitary sewers which we have to pay for that. The city is trying very hard to make sure that that is not an issue. I did put the infiltration of storm water into the sanitary system continues to be a serious problem based on current efforts. She continued 41% ranked sanitary sewers as a priority. I put in about the forced main replaced in 2016. However, the pumps station renovations are now 20 years old and 1.2 million dollars has been designated for pump station renovations. She continued storm sewers, 40% ranked them as a priority and I just put the information down. She asked when it gets to Day Ditch, is it Day Ditch or 's? Councilperson Gee answered Day Ditch. I was Stormwater Chairperson for years and it is Day Ditch. Member Pugh continued we have \$500,000 currently slated for the Day Ditch renovations to include retention pond to improve drainage in the city and that we have been granted money to reline sewers in Ward 4 and that work is designated for 2018-2019. The Shumaker Ditch requires future attention and we don't have anything on that yet. I put in about NOPEC just so people would understand it a little bit, telephone and cable updated and city disposal and I did put in about 2016 which was completed. Councilperson Gee asked can I ask you about when you were talking about the 1996 engine that was just refurbished, can I ask who told you that it was reaching its end of life? Member Pugh answered well, the fact that it has been refurbished, it will last a year or 2 but it is not going to last another 10 years. Councilperson Gee advised we refurbished it instead of buying a new one and rebuilt everything on it so that it would last without us buying a new one. Member Pugh advised I was trying to make this as a statement more for grant writing. You know, it is 1996 and though we have refurbished it, how much longer will it last. I can eliminate it? Councilperson Gee stated I understand what you are saying and my concern is when grants are written, documentation is already out there public and can be seen. We made it clear that if we refurbish this to last for quite a while. Acting Chairman Wright asked how long, I think that is the question. Councilperson Gee answered 10 years. Acting Chairman Wright advised so that is what you put in there, the remaining life expectancy on the refurbished engine is an additional 10 years. Member Pugh advised okay, that is what I will put in. Councilperson Gee suggested with Fire Chief Tim Card and he will let you know exactly how he would phrase that. Member Pugh acknowledged okay. Member **Wells** reviewed **residential and sources of city income** at the time of this report there are approximately 3,980 single family houses in the city and then 3,582 occupied; 2,577 owner occupied and 1,005 renter occupied. That information comes from city-data.com and I included the data which are the last 2 pages of the report. Multi-family, at the last Master Plan that we had 600 apartments and The Perch and Portside apartments together have 472 apartments now. I am saying that we now have 720 apartments because I drove through

the city and went to all of the apartments and sat outside and counted them the best I could. So that is why I said approximately but we have about 120 more apartments than reported in the last Master Plan. Under residential in the enhanced Mr. Hastings version of the Master Plan, he says one achievement has been property maintenance position established in 2016 and I did not put that in there because it was not a question that was asked on the survey. So, you may want me to check with him and see how he wants that worded. She continued on vacant land, I say a new statement regarding the City's current position on vacant land is needed because we didn't ask anything about vacant land on the survey and because we didn't ask about it, there is no new information. New housing; the 2018 citizen survey found that 58% of respondents favored new construction of single family homes over all other types of home construction. Density of most residential areas of the city; the 2018 citizens' survey found that 38% of respondents agree most residential areas of the city are too dense, 39% disagree and 24% have no opinion, therefore the total response is inconclusive because it is essentially even. Housing affordability; the 2018 citizens' survey regarding quality of life – she stated to get these other 2 items I had to go to the quality of life section which was not assigned and I took housing affordability and added housing for seniors from those responses and put those percentages in because they both have to do with residents. So, the housing affordability – the 2018 citizens' survey regarding quality of life found that 78% of respondents strongly agree and agree that housing is affordable and 15% are neutral. So, that is a high percentage of people that think that housing is affordable in Sheffield Lake. She continued adequacy of housing for seniors, the 2018 citizens' survey regarding quality of life found that 19% strongly agree and agree housing for seniors is adequate, 56% are neutral, and 26% disagree, and strongly disagree. So, again, there really is not conclusive opinion since most of the respondents were neutral. Then maintaining standards and encouraging improvements; "the outside appearance of residential property has a great impact on the character of any city and has a serious impact on property values which is in the last Master Plan". Again, I had to go outside of the survey and so what I did was take the statement above from the last Master Plan of Sheffield Lake 2004. Then I said with that in mind the city made the following revision in January 2017 and then I cited the codified ordinance Chapter 1357 on residential driveways and driveway additions which I am sure all of you remember and then I added simply the list of the areas that we came up with instructions about what needed to be done with driveways and driveway additions. She continued sources of city income and honestly, on my behalf my husband called Scott and he didn't know where I could find any of this and so he sent an email to Kay asking if she could give me some instruction on where to go to find this information and at least as of tonight's meeting there hasn't been any response. So, what I did was I went into the last Master Plan and I wrote it exactly the way it was written and asking for the same information and all of the blanks need to be filled in by somebody who can access that information. Honestly, I went to the census bureau, city-data.com, the City of Sheffield Lake website does not have this information,

Wikipedia does not have this information. Acting Chairman Wright asked for the Council members sitting in this meeting, do you think Tammy Smith would have that information? Councilperson Gee answered I know for a fact that she would. Acting Chairman Wright advised Tammy Smith is the Finance Director for the city? Member Wells stated so do I send this to her and she would fill it out? Acting Chairman Wright stated or at least tell you what the answers are, sure. Member Wells stated well, she must have the answers because it is nowhere else to be found. Member Pugh stated in this section maintaining standards and encouraging improvements, that is excellent. The one that I am going to ask on is and this is something that Mr. Hastings wanted kept in this section, it said building code should be enforced and a certified Building Department should be considered so that all commercial, multi-family and industrial building codes can be enforced, revenues from permits and fines could partially offset the cost of this change. She asked would this maintaining standards and encouraging improvements be better with this over here with city services is what I am asking because I think this is excellent data and it really supports the fact that the outside appearance impacts the character of the city and that maybe we should have a certified Building Department? It is something to consider because of... Member Wells asked does it matter if it appears twice? Member Pugh answered I don't think it matters if it appears twice because maintaining standards and encouraging improvements, we could take this paragraph and move it over here. It doesn't matter, I am just thinking that they ought to be together. You know, whether they go over with city services or stay with residential and sources of city income. Acting Chairman Wright stated I think they are appropriate for both sections. Member Wells stated well, residential doesn't have much because it has never had much so I would like to see it stay over here because I was desperate for more information. Member Pugh stated I think mine should say then commercial, multi-family and industrial buildings, it should also say residential and when I wrote this I kept this the way it was because I knew residential was over here. This statement could be put over here with maintaining and encouraging improvements because we want to improve those throughout. So, what I am thinking is how about if we take this paragraph and we add residential, commercial, multi-family, industrial building codes can be enforced. I just think that is a great statement. I just think that when we were talking about the ordinances and saying we really need to start enforcing, so I think that is something that the city should consider hiring someone. Councilperson Gee advised we have a Building Department downstairs and I wasn't sure if you were aware of that. Member Pugh stated I don't know if you have the personnel or what? Councilperson Gee answered yes, we do. Acting Chairman Wright stated they haven't been on that long, I think a couple of years right? Councilperson Gee answered it has been about 3 years and it might be almost 4 now. Acting Chairman Wright stated my point in saying that is they are working with the Service Department on how exactly to approach enforcing all these codes as well as catching up with things that hadn't been done by a Building Department that wasn't in existence for a while. But yes, we do have a Building Department here which

is run by Jeff Fillar and he has a Secretary who is here full-time. Councilperson Gee advised we had a Building Department before that also before him. Acting Chairman Wright stated but wasn't there a lapse of time and wasn't that Mr. Gardner? Councilperson Gee answered no, we have had 2 after William Gardner. Acting Chairman Wright stated okay, but wasn't there a lapse of time between? Councilperson Gee advised a very short period of time, very short period of time. Member Pugh stated the building code should be enforced by a certified Building Department and Service Department working together to enforce. Councilman Radeff advised I know she is talked about enforcing ordinances but that is something that we have brought up in ordinance committee so that is something that is going to be discussed pretty recently. The Mayor and the Law Director have been adamant about doing something to make the ordinances more enforceable. Councilperson Gee advised we use our Property Maintenance personnel for that, not the Building Department. Member Pugh advised we are going to change it to read the building code should be enforced by the Building Department and Service Department working together to enforce all residential, commercial, multi-family and industrial building codes. Acting Chairman Wright advised my thought is and for me personally, I am not that quick wit and thought, so I would like to take these sections home and reread it and consider them in comparison to the original master plan and how the whole document would flow for the purposes that it is intended for. I would ask that members here read the sections that others have done and do the same thing. I would ask the sections that haven't been submitted yet, if we could get them into the hands of everyone at least a week prior to next meeting so that everyone has an opportunity to review then when we reconvene in September we could come with commentary on the other sections and what we think about it and come up with ideas as a group as to how to change or adjust. I mean from what I have seen here, I don't see a whole lot that needs changed but maybe some parts here and there needs some clarity or some accuracy. Then once we have decided as a group how we want to see the various sections changed, we go back and we rewrite, we assemble it and then look at the whole document as one piece and how it flows and then in October and the latest November we are voting to accept that as the new city Master Plan. So, I would ask Member Wtulich, do you think you could get your section in in 3 weeks? Member Wtulich answered yes. Acting Chairman Wright stated then I would ask Chairman Jancura for the same. Councilperson Gee advised as soon as you get them in, could you email a copy to Kay? Acting Chairman Wright stated what I would ask, is that you email the copy to Kay and ask Kay to disseminate to the rest of us. So, that is how the communication should go. Councilman Radeff asked the sections that are missing, what are they specific to? Acting Chairman Wright stated public service was for Chairman Jancura and ordinances for Member Wtulich and zoning for Member Wright. Councilperson Gee advised Tammy can be reached right here at 949-7141, she generally answers the phone and it is better to try to get a hold of her in the afternoon.

**CITIZENS' COMMENTARY: None.**

**MEETING ADJOURNED:** With no further business before this committee, \*Motion Pugh/Second by Wells to adjourn at 7:15 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**

*Kay Fantauzzi*

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 August 15, 2018.

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**CHAIRMAN**

*Scott Jancura*

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**COUNCIL PRESIDENT**

*Rick Rosso*