

**City of Sheffield Lake Planning Commission  
Sheffield Lake, Ohio  
September 19, 2018**

The regular meeting of the Planning Commission was held Wednesday, September 19, 2018. Chairman Jancura called the meeting to order at 6:30 PM.

**ROLL CALL OF MEMBERS:**

Present: Jancura, Eiermann, Wtulich, Pugh, Wells, Wright, Erdei  
 Attending: Members of the Media; Avon Lake Press

**MINUTES:**

August 15, 2018 minutes – Member Wells advised page 4 of 10, made correction of rational. Chairman Jancura stated page 5 half way down “technics” and felt it should be techniques and Member Pugh stated that or technology.

**CORRESPONDENCE: None.**

**REPORT FROM COUNCIL REPRESENTATIVE:** Council Representative Radeff advised this might apply to the Planning Commission, the city is working on their own Building Inspector as we are doing our own department now instead of SAFEbuilt. Now, we are in the process of which will be and I think David Graves said there is a 120 day window to get that started. I know we already have a few people in mind to keep us going until we get past that period. Member Wright asked what happened, why the change? Councilman Radeff stated I think multiple times the Mayor wasn’t satisfied with some things going on and they just figured having people here more often and have more permanent positions as opposed to part-time. Member Eiermann asked were they sharing it with somebody? Chairman Jancura stated they contracted out the services to a professional company. We used to have a dedicated Building Inspector, so we tried farming it out, but we are bringing it back in house. Member Pugh stated as Karen reminded me, that is also in our updated strategic plan, that we wanted the Building Inspector to start enforcing.

**REPORT FROM ZONING BOARD OF APPEALS MEMBER:** Member Wright advised at our last Board meeting, we had approved a variance for basically a setback for a couple that had a concrete patio and they wanted to cover it with a solid canopy attached to the home. They needed a setback variance and we approved and in the ensuing discussion we talked quite a bit about how a lot of ordinances in the code need to be reviewed because one thing that we discovered or we talked about it, the city has a 50 foot setback for all properties which applies to very few properties considering in the city. So, they are saying that the closest any part of any building that the homes can be to the edge of the property is 50-feet. Chairman Jancura stated that is starting from

the center line of the road to where the structure would start. But, if you have driven around our city, most of our existing buildings don't have that. You are also supposed to have a 90-foot lot in order to build something on but most of the lots were cut up into 40's. So, you add 2 of those together and they are only 80 and so there is a lot that needs to be updated because we are not the community that we used to be. Member Wright advised so we had discussed that and that stuff in a sense is underway.

**PRESENTATIONS: None.**

### **OLD BUSINESS:**

*City zoning study* – Representative Radeff advised that is a good question and I can report back to you at the next meeting. I will get you an answer. Chairman Jancura stated it has been a year or more since we submitted it.

*Master Plan/surveys* – Chairman Jancura advised I apologize that I have been out the past couple of months, one was the month that we didn't meet and last month I was unable to attend. Chairman Jancura asked could someone else bring us up to speed. Member Wright advised at our last meeting, we essentially took a look at the part that we had written and presented them to one another and talked briefly about some changes that could be made but we adjourned in agreement that we would give because everyone had presented enough copies to pass out, that we would bring the other people's sections home and review them and come back this week with suggestions on improvements or changes and then in a sense come back here today and make more suggestions and then we all go back to our homes after adjournment and rewrite to present the next time we meet. Hopefully, within the next 2 to 3 meetings we have a complete document that we could submit to Mr. Hastings and Mayor Bring for their review just to make sure that it is in line with what the true intent of the document is. Then of course, onto Council for approval. Chairman Jancura stated what I remember for my part, it was kind of...I need to talk to Pat Hastings because he is the one that...my section is basically driven by what he sees as the grants and monies that we can apply for. Apparently, my section is heavily influenced by him. So, I need to talk to him before I can do that. But, at the same time, I don't think we got anything from Angela Wtulich. Member Wright answered we did not. Member Wells stated I did check that and she was assigned ordinances. Chairman Jancura stated since I was delayed in what I was supposed to do, let me take over ordinances and try to get something together for next meeting. So, I am interested what you thought of each other's sections, any input? Member Wells stated I looked at what has been written with the spreadsheet in hand and all of the numbers/percentages that are in the written document are correct and accurate. Member Eiermann asked in regards to what? Member Wells advised we did a survey and this is all based on a survey. Member Eiermann asked what spreadsheet and what numbers are all correct? Member Wells advised we are talking about a spreadsheet that was developed that compiled all the responds to the survey and put those responds into percentages. There was a brief

review of the survey and the questions on it. Chairman Jancura stated there is going to be some deviation in the analysis and such, but we got enough to know major concerns of the city, which are basically roads, parks and sewers. Member Wells added something to do with that area of Apples there of the Shoreway area there. Chairman Jancura stated the plaza there, turning that into something good. Those were kind of the 4 big areas where people could write things in and such like that. So, if you are taking the time to write then it means something to you. Member Eiermann stated I have lived in Sheffield Lake all my life and I am only 23 years old but at the same time I didn't even know that a survey was happening. Chairman Jancura stated they were supposed to go out with the water bills and I didn't get one, there is a lot of people that didn't get one. Member Eiermann stated I mean we are on the Planning Commission and we didn't get one so maybe next time we should look at how we do this. Member Pugh stated we thought they would go out and just say current resident but for some reason somebody got names and sent them out that way. They were sent out probably incorrectly in all fairness and I guess we didn't think we needed to say that. Chairman Jancura stated by the time we found out, it was already too late. We were going to talk about any revisions that you did on the other members. Member Wells stated the only other thing that I was going to say is that everything that was written appears to be accurate. Now, I did some editing and so I would like to give my copy of Jonathan's and my copy of Cathy's material to them before they go tonight. Member Wright stated I would like to address the 3 sections that were submitted at our last meeting; those of members Pugh, Wells and myself. Member Wells – when I read yours which is the ones that begins with residential correct? Member Wells answered correct. Member Wright continued you have a fantastic amount of data in here for the survey. My only question when it comes to a revision is how do we point this data in a specific direction. So, how do we take this data and point it in a specific direction to where I guess it speaks towards a plan. So, you have great data but how do we take that and point to the direction of we have this data and this is where we want to go with it, this is what direction the city needs to move based on this data. Member Wells stated what I did and I would be happy to expand this in that direction but what I did was take exactly what was in residential in the current Master Plan and replicate it. So, I updated everything using the spreadsheet and after doing that, having new numbers and new percentages then I simply replaced the old information with the new information. So, the response is that nothing else was done with this. Now, there is other data that is not in these copies because it was too much to print frankly but I handed out 3 data points last month. So, some of the information here like the single-family statement comes from that data. So, from where I was able to find new information I added it. But you are correct, I did not talk about what do we do with the information. Member Wright stated I ask simply because the basis for or the entire point of having the Master Plan is so that we can go after public monies, we can go after funding for various civic projects and I ask because I read it versus the old one and again it is a fantastic compilation of new data, it is all relevant. But I just think that maybe we should

then take this and it doesn't even have to be really specific but I think that if it were to point in a direction that shows this is how we want to move forward in the development of the city in the residential areas and things like that, that gives a potential grantor an indication of what our goals are. Member Pugh stated I don't disagree with that but sometimes and part of this there is a recommendation about the building codes actually having someone to enforce those and everything. That is already in there and that would offset the cost of hiring this individual. Sometimes it is good just to have a perspective in a plan of where you are at this moment without so you don't want your strategic plan to be so narrow that if something should come up you don't have some opportunity for some wiggle room for your person who is writing your grants. So, in some cases, sometimes just data in there because when you look at the citizens survey they are all like 38, 39 and 24 percent's. So, I don't know that we have really come up with anything to really drive us. The data doesn't give us a direction that the public wants us to do this and so sometimes that is the most that you can put into a plan. You can't draw conclusions if you don't have the data in front of you and in looking at some of this I don't know that we have enough. Member Wright stated so do we think that we should try to point in a direction or is it best left as is? Chairman Jancura stated I like the data being in there but that being said I think using that data to formulate some conclusions and some recommendations would go a lot farther then just raw data just sitting there. Member Wright stated when I look at just what is sitting in front of me; there are 3 things right in a row, that makes it easier to form sort of a directed statement or opinion by the Planning Commission - vacant land, new housing and density. So, a new statement regarding the city's current position on vacant land is needed. So, we should come up with that. Then the very next one says that 58% of respondents favored new construction of single-family homes overall and then 38% agree that most residential areas are too dense and 39% disagree. So, you have this even split there so maybe the position on the vacant land should be to try to entice or incentivize new construction that also ties into zoning and lot sizes so if 38% thinks it is too dense and 39% thinks it is okay and we have plenty of what would be considered okay so we would try to incentivize construction of new single-family homes with larger lots or something like that. I am pulling this out of pocket right here. Member Pugh asked how much vacant land do we have? Chairman Jancura answered you wouldn't think that much but if you look around, there is a lot. There is also a lot of dis-used houses; abandoned houses and such like that are just occupying space that need to be ripped down and so forth. There is a lot of lots in between houses that if we really get going and such like that there can be 2 houses that own big side lots, that could be another house right there. Representative Radeff advised we have a county land bank which takes a lot of either abandoned or properties that aren't taken care of which is kind of where I get a lot of my residential complaints, where they are getting in mode or keeping it updated. So, I have had a few actually in the last couple of months. So, some sort of statement saying are we going to get the land sold or how are we going to maintenance it, things like that because that is kind of like

a big concern right now. You don't want someone sitting next to vacant land that looks like a jungle. Member Eiermann asked do we consider our shopping center vacant land, some part of it like where the old post office is? Is that still city property? Member Wells stated that is still city property. Member Eiermann asked that doesn't count for your residential does it? Member Pugh stated well, encouraging new commercial development probably goes in there and then we have the study. Chairman Jancura advised we don't have that many retail/commercial area. We are looking to develop as much along the lake side as much as we can to encourage businesses and so forth. That Shoreway Shopping Center since you grew up here, you know what it is now and what it really could be. Member Eiermann asked if we are going to look at this favoring new construction of single-family homes, I mean how many people are looking to move into Sheffield Lake to begin with right? If we are going to build homes then we would expect them to be sold and then for people to buy them and move in. So, is that a good use of those lots? Chairman Jancura answered there are developers all the time who are trying to assemble lots, get roads continued or opened up or develop more. I mean, as Avon Lake gets filled up and built up, they are going to start pushing our way and there is developers all the time that are asking can we assemble lots and they are also looking at our building codes and such like that. They look at if I buy this big stretch of land, how many houses can I fit there? So, being able to update our building code and such like that will make it more-friendly for developers is important. On the north side of Lake Road, those are the super-premium houses and super-premium property. But the rest of the city, there is a lot of places that could use development or redevelopment. Member Wright stated to try to better answer your question more specifically, I am aware of about 200 acres of just contiguous undeveloped land here in town and what Chairman Jancura was just talking about developers always asking about how they can develop an opportunity here. What, a couple of months back, we were supposed to be presented to by Ryan Homes who wanted to develop 24 acres on the west end of town and they wanted to do like a little PUD (planned urban development) but the homes were adjoining which were kind of like town houses but anyway they wanted to do something like that. He continued I am a real estate agent by day and I can also tell you when homes are priced correctly in this town, they do not last long at all because housing is still more affordable here than in a good number of communities in our county. The school districts perform well and that kind of thing. Chairman Jancura stated what do you think about Member Wright's comments as far as expanding and trying to make conclusions along with statistical analysis that you put together. Member Wells stated I am happy to take a look at this, so I will give it some thought. I don't believe it is appropriate to do a recommendation for each of these areas of data. But 2 or 3 recommendations and there is 1 already in here about ordinances and enforcing them. Member Wright stated I definitely don't think that you need to put a recommendation in each of these, I was thinking that you take all of this and maybe one very generic recommendation about how to develop residential in the city in the future. Member Wells stated okay, happy to

do that. Member Wright stated so then I read through Member Pugh's and I like it. I think it was well done and well put together. Chairman Jancura asked that is the one with the city services. Member Wright answered yes, a lot of data and recommendations about to do in each of these departments. I think the only piece in there that needed some sort of addressing that we already talked about was the Building Department. Member Pugh stated I did take out the 10-year idea where Mrs. Gee was very concerned about my thing of the 10-year or the need for maybe a new fire truck. But I just took out the phase, I did not put anything else in there. I just put that it was refurbished in 2018. I had put in there that the 1996 engine was refurbished in 2018 and may need to be considered for replacement in the near future and she said no, for 10 years it won't need to be. Well, I was trying to write this so we could get a grant if we needed to and that was a concern for her so I just took it out. Member Wells stated on the second page, funding for parks and bike lanes, you have a sentence in here; consideration should be given to presenting a small permanent improvement levy or bond should be specifically ear-marked for these improvements. My question was what survey data supports that statement because we asked in 2 different instances, we asked the people if they would support an increase and they were overwhelmingly against that. It seemed to me that we don't have any evidence of that. Member Wright answered yes and at the same time, there was a certain significant number of people who said they would support it. There was a significant amount of people who said we desire to see the expansion of existing walking and bike trails and so, with that being said how would we fund those things and ultimately the voters would tell us whether or not. Member Wells stated but the significant percentage should be up here where the statement is then and based on this significant percentage this should be a consideration. Member Pugh asked what is the percentage of people who said they would support a tax increase? Member Wright answered it was like 34% and to Member Well's point, the largest percentage was disagree but if you took strongly agree, agree and neutral and combined those it was larger than the disagree percentage. Just like they said they didn't want to pay any more taxes for recreation, when we looked at the top-ranking commentary from the citizens about what they would like to see, five of eleven written had to do with recreation and bike lanes were one of those. A pool was ranked number 5, so even though people say they don't want to pay which is kind of an easy thing, they all say they want these things. There is only so many ways to get these things and Mr. Hastings can only write grants so quickly. So, I agree that a lot of people said that they didn't but I would still recommend attempting to put something on the ballot and if they vote it down then it gets voted down. Then you put it on the ballot again and if it gets voted down then you put it on the ballot again until enough people realize that we want this thing. It would benefit the community and they would eventually vote for it. Member Wells stated at the end of that page about the recreation center, I wrote to revise to present day YMCA in Avon. I thought we had talked about that last month. Member Wright stated we did, you are right. Member Wells stated that they already have a recreation center there and the YMCA that is available to people

who are residents of Sheffield Lake. I was just mentioning that so maybe you could revise that. Member Wright stated that will get corrected, I missed that when I was editing. Then with zoning, I didn't have anything the last time we met and so this time I basically left it the way it was because I took that section to the zoning board and they reviewed it with me and made some suggestions. So I added under spot zoning, it say after the demolition of a building on any parcel of land which has been spot zoned should revert to its original zoning and (this is what was added) unless the surrounding parcel were not being used in conformity with that original zoning. So, for instance, if there were 2 or 3 houses in a line that were built in a commercially zoned area and of those houses were torn down. We are not going to force somebody to only build commercially there if there is a non-conforming use adjacent to it. The other thing was just a little change on mixed use zoning, then the rewriting of existing building requirements too, could be more up-to-date. I talked last time about a Parks Master Plan when we met and in getting one of those things done. So, that we would use that as an appendix to this Master Plan, something specific to the 10 parks we have in town. I did present a landscape architect whose name was Jayme Schwartzberg from Deru Architecture to the Park Board on Monday and she then presented her services and it went under consideration and they approved it I believe. Superintendent Hastings is going to meet with her and talk to Mayor Bring about contracting her services and then take it to Council. If they do that, it would be wonderful because she is very talented and what she could put together would be a plan that encompasses all the parks that could use development. The best use of the space available, it would start with an assessment of the assets that we have in our parks right now, what needs to be updated and brought into compliance and then a brand new plan about how to develop all those parks and specifically what where with a beautiful plan views/3D views – all of that kind of information that we could use to go out for grants and sale to public, that kind of thing. In the event that Council deems we don't need it, I have this and I only printed 3 because it is a lot but I will pass them around. This is something that I put together over a number of years when I was trying to work with the Park Board for development in planning. It is nowhere near as attractive as what Jayme and Deru Architecture could put together but it is an overview of all 10 parks and what is there as well as recommendations on how to develop them and make them a little more up-to-date. This document is not up-to-date, I think I last touched it maybe a couple of years back. Actually, some of the improvements that have been done at Guenther, Ferndale and Freedom are not addressed here. Specifically, playgrounds at Freedom and Guenther and pavilions, the little pump track and basketball hoop over at Ferndale are not addressed. You know the one thing where this falls very short is I am not a CAD designer and I have looked at it and it is like another language literally and I am not willing to learn it so she could literally plan every square foot of the parks and have an operating plan of what they would look like new and renovated and that we could use again for public funding and try to sell to our residents if we were to try to pass a bond. So, in the event that Council doesn't want to

do this, I propose that I update this and we append the Master Plan with at least something like that that Pat can use. Member Pugh stated that would certainly give him something to go by for improvement's but I don't know enough to answer that. Member Wells stated I don't think I do either but one of the things that I keep thinking about was Cathy and I went to one of the meetings at the Community Center and they covered all of Lake Road and goes into Lorain as well. Member Wright stated the Lakefront Connectivity Plan and in the discussion that we had at the Community Center, we were talking about the parks and how to connect the parks, not just in Sheffield Lake but the parks through the entire lake shore. So, I know that that work is done and there should be a report now, has anyone seen it? Member Wright answered yes, I have it and it is beautiful and its huge and it shows the elements. Member Wells asked where do we get a copy of this? Member Wright stated I could email it to everyone. Member Wells stated maybe that should be in the plan. We need to see it and know what the impact of it is and whether this is already imbedded in there. Member Wright stated it is not. Member Wells stated but we don't know that. Member Wright continued I do know that. All of that stuff could be connected to the lakefront connectivity plan but what that entails is a continuous pedestrian bike and motorized route from what would be downtown Avon Lake to downtown Vermilion. That only encompasses the lakefront and route 6 and then some mixed use development off of there, it would not address the other parks. It doesn't touch Erie Shores or Shell Cove Park and it doesn't really touch the Community Center and its surrounding park. It would obviously have a major impact on the Library and the Boat Launch which is the only park in town that would be impacted greatly by that plan. This is just Sheffield Lake's city parks and how to connect all those together as well as to the connectivity plan. Also, what Jayme would look at is the lakefront connectivity plan when she considers how to plan the remaining parks in our city so that are all connected to one another. Member Wells stated I think we need to see the connectivity plan in order to be able to put this into context. Member Wright stated I think everyone here should see it. I couldn't agree with you any more, I mean I really couldn't. I definitely think that lakefront connectivity plan should be appended to our city Master Plan. So, that everyone should know that it is some variation of a goal of ours and use that to go after money. This master plan for the parks is separate but would be complimentary and connected to it in ways. Chairman Jancura stated I think what is next is I have to do my part, revisions to everybody else's and after that let's try putting it into one cohesive document and start from that. Member Wells stated make revisions as discussed this evening for the next meeting. Chairman Jancura stated at the next meeting we can go with what order, where and such and try and assemble into once document that we can start to work on

**CITIZENS' COMMENTARY: None.**

**MEETING ADJOURNED:** With no further business before this committee, \*Motion Wright/Second by Eiermann to adjourn at 7:27 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*

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 September 19, 2018.

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**CHAIRMAN**

*Scott Jancura*

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**COUNCIL PRESIDENT**

*Rick Rosso*