

**City of Sheffield Lake Planning Commission**  
**Sheffield Lake, Ohio**  
**April 17, 2019**

The regular meeting of the Planning Commission was held Wednesday, April 17, 2019. Chairman Jancura called the meeting to order at 6:35 PM.

**ROLL CALL OF MEMBERS:**

Present: Wells, Pugh, Wright

Absent: Jancura and Eiermann (excused), Radeff unable to attend

Attending: Councilperson Gee

**MINUTES:**

March 20, 2019 – \*Motion by Wright/Second by Wells once again various grammar and spelling corrections, approval with those noted corrections. Yeas All.

**CORRESPONDENCE: None.**

**REPORT FROM COUNCIL REPRESENTATIVE: None.**

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

**PRESENTATION: None.**

**OLD BUSINESS:**

*Master Plan/surveys* – Acting Chairperson Pugh reviewed the changes noted from the March 20, 2019 meeting listed below:

The first page of the Master Plan we talked about adding a statement about the Planning Commission sending out a survey because Mr. Hastings was very clear that that would give it more power, that we involved the community. Chairperson Pugh read the statement which she had added which is in hard copy as sent to this Clerk. (note to add “the City of” to Sheffield Lake at the end of sentence).

The next correction on page 3, under Existing Municipal Facilities Chairperson Pugh advised we made some eliminations and reworded and changed order to read. She read aloud for Commission’s consideration. Member Wright stated that looks beautiful. (no changes)

Chairperson Pugh continued under Lakefront Parks, we are amending in the fourth line, US Route 6. (note to add US Route 6).

Chairperson Pugh continued under Lakefront Parks, she advised which begins at the bottom of page 3 with some things that we took out, not only did we correct SR6 we also wrote which she read. The lakefront parks offer citizens of Sheffield Lake the opportunity to enjoy the benefits of Lake Erie. From boating to fishing, swimming to water-skiing, whether one wishes to relax and take up an enticing view or jump waves in a jet ski, Sheffield Lake has the potential to expand. She advised we wrote those as a more positive statement.

Chairperson Pugh continued under Bike Lanes on that same page, we are adding US Route 6 in that first line under Bike Lanes. Member Wright stated in the last sentence we should change that also to US 6.

Member Wells asked Jonathan, appendix A under the parks report is something that you have already completed and has been processed. So, nothing should be changed because it is a document that stands. Member Wright answered yes but appendix A was really developed to be sort of an inventory of our parks. Literally each of the 10 parks listed in here and then all of the facilities, amenities that can be found within each park. So, as we continue to develop the parks this should change as well. Chairperson Pugh advised I think Mr. Hastings thought that this was a great document to show that we have really looked at what we have right now and would be good for him to build on when he is asking for grants. Member Wells added he liked it the way it is or the way it was so we are leaving it all the same way and all I typed on it was appendix A. Councilperson Gee asked when did Pat see this one because we couldn't open it when it was originally sent to us? Chairperson Pugh answered first of all, all of us opened it and saw it but it was recently sent to him again and he said that he saw it. He sent to me that he saw it and I believe that is even in the minutes and he really like it and he is the one that brought it up that this should be included as appendix A. So, I think that we should keep that for him. It is not that this one is saying anything different. Member Wells added he may never use it but he has it and it is a nice summary of where we are presently with our parks. Chairperson Pugh stated it really shows that we are looking to build in the future and make changes as we need and this was nicely done. It is something easy for him to put in a grant as well. She also advised we removed a paragraph on the Nature Bike Trails on the Day Ditch crossing.

Chairperson Pugh continued under Recreation, we wanted that to be more positive so we eliminated a sentence. She noted the last paragraph on page 5, does anyone see any problems with it? That is more of an open-ended statement that we will allow to go in any direction with that if the city would like to.

Chairperson Pugh continued we made some changes to the Police Department on page 7. That they have a plan in place with replacement of vehicles which was a positive statement. We also eliminated the damage that was done in the basement in 2018 that Mr. Graves felt was not relevant to the current Master Plan and that was removed. Member Wells asked did we get rid of subpar as it was a big issue when Mr. Hastings was talking about it. He didn't want the word "subpar." Chairperson Pugh advised we did eliminate that. Member Wells advised okay because there was a lot of it in the minutes.

Chairperson Pugh continued on page 8 we made some corrections, the 2<sup>nd</sup> paragraph two engines, two ambulances, just to say that the 1996 engine was refurbished in 2018 to extend its life and that the replacement of vehicles has been developed. So, that is another positive for the city. She continued we made some corrections to the Service Department as there are now 10 employees; 3 assigned to water, 3 to roads, 3 to parks and labor and

1 maintenance mechanic. We changed a certified Building Department has been established so that all commercial, multi-family, and industrial building codes can be enforced. Once again, another positive for the city from the way we originally had it worded. At the bottom of page 8, rather than say that the roads are in relatively good condition which is kind of a nefarious, non-committal answer. We changed it to the city strives to maintain roads in good condition.

Chairperson Pugh continued to page 9, under storm sewers we made a few corrections suggested by Mr. Hastings. He wanted to make sure that the existing outfalls to Lake Erie drain all areas effectively at this time. We have a \$500,000 grant for the Watershed Initiative. So, we made that correction for him. She corrected I read that sentence wrong under storm sewers, the outfalls to Lake Erie is not that they are adequate but they require continued maintenance to drain all areas effectively. Councilperson Gee advised he has handed me his notes from that meeting, so yes that is the one that he needed changed. Chairperson Pugh answered he should be happy. Member Wells stated that one was done and I am hoping that we captured all the ones that he wanted.

Chairperson Pugh continued to page 11 under residential. Member Wells advised we changed single-family houses to units, that was something that was asked for and The Perch and Portside apartments alone had 472 apartments in 2018. Chairperson Pugh stated we have to make another change to that because Mr. Hastings wanted at the time of this report we are collectively 3,980 single-family units and apartments in the city. He put them together in order for us to have a consistent number there. Then you would take multiple family and all of that information out and change the name of single-family to single and multiple family. Member Wells asked the line below it where the 3,582, etc., removed? Chairperson Pugh answered I would because it doesn't add up. Member Wells stated I was going to say it doesn't add up. So, at the time of this report there are collectively 3980 single-family units and apartments in the city. She continued then within the city there are approximately 750 apartments? Chairperson Pugh advised no, I would take multiple family and that statement and the note after it. That whole section comes out. She advised also to change single family to single and multiple family. I am just combining those two things into one statement.

Chairperson Pugh continued on page 12, you took out the ordinance. Member Wells advised on page 12 under maintaining standards, just before sources of city income. He asked that is be rewritten to read be all building codes should be enforced, and the certified building department and the service department are ensuring that all residential, commercial, multi-family and industrial building codes are enforced. Revenue from enforcing codes contributes to the operation of the departments. We took out to partially offset the cost and all the ordinances are gone.

Member Wells asked we can make these corrections and the question is does the Commission want to see this one more time with the corrections made or we can say with the corrections made, the city Planning Commission would like to move this forward to Council.

Member Wright advised I have one more correction. The very last word in the entire document is SR6 which we should change to US6.

Councilperson Gee advised Mr. Hastings wanted to make sure the you corrected, there is no such thing as a certified Service Department.

Chairperson Pugh advised we will make no changes to appendix A.

\*Motion by Wells, Second by Wright to approve the Master Plan be moved out of the Planning Commission and submitted to Council. Yeas All.

**NEW BUSINESS:** Member Jonathan Wright advised I am going to resign from the Commission. It is reluctant and unfortunate, it is because I coach 2 soccer teams. I am involved with Northcoast Rotary and I am growing and building a real estate practice. The one Board that I really want to sit on is the Park Board. I went to their meeting on Monday and told them as much and asked that when an opening finally opens up to please consider me first but I am going to resign from this Commission as well as Zoning to open up those times. Chairperson Pugh stated that is sad and I will tell you what is also sad, when you look at any structure for a Planning Commission. That really is about no public buildings, structures, streets, park or playground, public routes or public way shall be constructed until submitted to the Planning Commission. I don't think that we necessarily do that. Member Wright stated I can tell you that I sold park equipment for a decade and for probably 5 years running I attended about 95% of the Park Board meetings that were held here. I had issued a number of different plans, offers to help and things like that. I just feel that I couldn't participate as much as I would like to have because of the obvious conflict of interest there. It is a passion of mine and near and dear to my heart, I have a certain level of expertise in the industry, I have a degree in it. I have 10 years of park planning, equipment design, park layout and that kind of stuff. Our niche was inclusivity and I just think I could have a better impact focusing my energy there. Member Wells stated I am hoping that it will come back more to at least involving the Planning Commission and here is why, it was difficult to write this Master Plan because we didn't know anything that was going on in the parks. If you hadn't done all of this research for us, we would have been out. Member Wright continued so to be as candid as I can, nothing has come to Planning from the Parks because nothing has been generated to come to Planning from the Parks except for this which was done by a citizen, not sitting on the Board in an attempt to try to plan for the parks. Member Wells stated we will be sorry to lose you and the parks will be fortunate to get you because that is your area of expertise and you will offer a lot of insight. Chairperson Pugh advised you have a lot to contribute in many different areas of your life.

**CITIZENS' COMMENTARY: None.**

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

**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

*Brandy Randolph*

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CHAIRPERSON

*Scott Jancura*

I, Brandy Randolph, 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 April 17, 2019.

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COUNCIL PRESIDENT

*Rick Rosso*