

**City of Sheffield Lake Planning Commission  
Sheffield Lake, Ohio  
February 17, 2021**

The regular meeting of the Planning Commission was held Wednesday, February 17, 2021. Chairwoman Pugh called the meeting to order at 6:31 PM.

**ROLL CALL OF MEMBERS:**

Present: Pugh, Rewak, Eiermann, Siebenhar, Tollett, Building Inspector Melbar, Mayor Bring, Council Representative Gee.

Excused: Law Director Graves.

Attending: Superintendent Hastings.

**MINUTES:** January 20, 2021 – \*Motion by Siebenhar/Second by Tollett to approve the minutes with any noted corrections. Yeas All.

**CORRESPONDENCE:** None.

**REPORT FROM COUNCIL REPRESENTATIVE GEE:** Councilwoman Gee reports we passed ordinance 7-21. Now the contractors have to be licensed to be doing work here. We are doing the project by the covered bridge and it is coming along nicely. We are trying to get our storm sewers organized and major fallouts ready for extra water each year.

**REPORT FROM ZONING BOARD OF APPEALS MEMBER SIEBENHAR:**

Member Siebenhar reports there were two cases last meeting. One was Hal Seagraves who needed a variance to allow splitting of an existing conforming parcel into two parcels each containing a house. That was approved. Case two was Kent Reiber on Pleasantview. He requested 8 variances in total to allow a fence to be put around the property. That was also approved.

**OATH ADMINISTERED (No Oath done as Law Director Graves was absent and there were no citizens)**

As provided in 1353.37 of the Sheffield Lake Building Code, procedure at hearings, an oath was administered by Law Director Graves to all members of the audience who would be speaking at this meeting.

**PRESENTATION:** A) Superintendent Hastings, Lake Rd. Right of Way.

Superintendent Hastings states the city is engaged in 2022 in both the paving of State Route 6 as well as two culverts underneath it. That is about \$1.4 million, most of which is in grants. However, to replace the culverts near Lafayette and Elm, it is necessary for the city to acquire and increase our right of way in these project areas. It is about 6

parcels affected. The charter requires that the Planning Commission review and recommend the widening of any road or right of way. I gave some examples of the value analysis. I was trying to illustrate half of the parcels. The city has contracted out with engineering to survey, negotiate and present to the property owners. I am here to explain the project and get your recommendation to city council.

\*Motion by Pugh/Second by Siebenhar to recommend the request for widening of right of way on Lake Rd. for approval.

ROLL CALL FOR APPROVAL: Rewak, Eiermann, Siebenhar, Tollett, Pugh. Yeas All.

### **OLD BUSINESS:**

**Master Plan**— Chairwoman Pugh states I hope you all had time to read the minutes the clerk sent from council. I went through it, having been here when we wrote the master plan, and thought I could talk about a few of them. I will then take this page of notes that I am writing from and have the clerk send them to all of you. It might make more sense then. The number of people who responded to the survey; we all know it was very poor. It was not sent out as originally decided and the final number should be in the Planning Commission minutes. Following a discussion on including the response rates in the master plan, Mr. Hastings said I concur with your point that nobody is going to dig into the dynamics of respondents. That is because we as a planning commission had to deal with the responses we received. We were trying not to muddy the water for grant writing. Mr. Hastings said public participation is paramount in grant writing. The advantage here is that we sought public input. We had a discussion on whether or not we should include the number, we put out a survey to every address and didn't get the best response. Is there a typed list of open-ended questions available? Yes, there is. The master plan currently states that the library was newly remodeled. I agree with the question that came up that it would be better to state the building was remodeled in 1989 and the parking lot replaced in 1998. Representative Gee replies the library was just remodeled now; they are almost done. Chairwoman Pugh states we will leave it as is in the master plan that was written before that. Why was so little said about schools and so much on parks? We did add a rather large appendix about the parks. The parks are an appendix for opportunity for grant writing as decisions are made by council, that is why we left that in there. We wanted to give ourselves lots of wiggle room for grant writing. Schools are not in the purview of council. That's why we didn't go into schools. The master plan is not a real estate promo, we don't need to put in how great our schools are. This is a guide or communication tool to help articulate strategic planning and writing grants to address city needs and opportunities in the future. I want to reiterate that the master plan serves as a guide for public and private decision makers regarding the future physical development of the city and for the implementation of plans, policies and programs. The plan describes where and what type of development the community desires. Need to be more open rather than specific because survey results are open to interpretation. There

was a question about whether the Planning Commission is asking for an actual rec center. We are not asking for anything. The master plan states city assets may allow for the provision of more recreational programming and opportunities. This leaves an opening to write grants and create a recreational opportunity. The master plan records the responses of what programs/opportunities people were interested in the city making available to them. Council questioned why the shopping center was not mentioned anywhere. In the last paragraph of the master plan, we wrote this: An in-depth study of the city by a contracted professional firm should be undertaken to determine the most advantageous use of all land within the city. The possibility of rezoning any commercial, industrial or residential real estate that would make the community more desirable should be considered. Special attention in this study should be paid to lake front property. Different uses of the lake front should be given strong consideration. This type of development may require rezoning of land. Careful consideration must be given to the location for this type of lake front development. The master plan is for strategic planning and not to provide a definitive response. So, we aren't going to put in there what we want built. That is not the purpose of a master plan. We could alter the statement that reads, "different uses of the lake front should be given strong consideration", to read instead: "to a more impactful use of the Shoreway area for economic and public use should be given strong consideration." Mayor Bring do you think that would help? Mayor Bring responds how we state that does make a difference. Most of it is all private property right now and you would like to see the use of that property and the neighbors not being impacted. We have to be careful how we move forward. We met with Marcy Kaptur years ago and the lake connectivity was discussed and how to bring people to the lakeshore. There have been many ideas, but also many properties that would be impacted by large developments, etc. Once you start setting a precedence, it could end up being a disaster. I don't want us to get taken advantage of. Member Rewak states I think that is exactly what you need to figure out. What the options are for using that and what way it can be used best. Someone suggested putting an Amazon facility there, but that shuts it off for any other developer, etc. Member Eiermann asks are we talking about the plaza or beachfront property or both? Mayor Bring replies I think the plaza, but I would say the lakefront in general is what I am looking at. Member Rewak asks when you talk about the Shoreway area, are you talking about the plaza area or the shoreway area like the lakefront in general? Chairwoman Pugh asks don't we call that the Shoreway area? Mayor Bring replies the Shoreway Shopping Center, but I know what you are trying to say. It is the lakefront property. Chairwoman Pugh asks how should I refer to that then, rather than Shoreway? Council refers to it as Shoreway. Member Rewak states I took it to mean specifically the plaza area. Chairwoman Pugh responds I was looking at it that way too. Mayor Bring states we have met with several different developers on the shopping center and have been discussing many ideas, but we have to do what is best for our city. Chairwoman Pugh states that is why I wanted to get back to the master plan and us trying to leave open a lot of opportunity for growth in the city. We don't want to

put the final limited plan in there. We want to leave it open to discussion, etc. Member Eiermann asks Mr. Hastings, as someone who writes the grants, what are your thoughts? What do you think would be most beneficial to have in the master plan? Superintendent Hastings replies I have been using the current master plan which actually does have some definitive descriptions on things such as the Lincoln Trail, etc. To the chairwoman's point, if you leave it vague, that is also beneficial. Both answers are correct. I follow my guidance from the mayor. If there is something definitive in the master plan, it certainly narrows down the goal. Our lacking in survey support, which we use as a guide to what the community wants, unfortunately for this round, they didn't respond favorably. Member Rewak asks you are talking about the mailed survey that went out a few years ago? Superintendent Hastings replies yes. Member Rewak states the biggest thing I had with that is they need to give us a stamp to mail it in. Of course, you could turn it in with your water bill. Member Tollett asks are there parcels or opportunity on the lake shore? Superintendent Hastings asks for grant writing? Member Tollett replies for anything, say a restaurant on lakeside. Is there any property for that? Superintendent Hastings asks city owned? Typically, no. It would be more private. That is why the shopping center district is more beneficial in terminology, 1) in that it is recorded by the auditor that way and 2) because it encompasses public land, the parks, boat launch, library, etc. Chairwoman Pugh asks is there anything definitive, we tried to cover each aspect of community in the master plan, but is there anything that should be included that we don't have the category for? Superintendent Hastings replies admittedly, I did not prepare for this meeting on the master plan. I would have to revisit. I was looking more at the current project. Mayor Bring says in response to the flyers sent out, I think over 70% of the people were 60-75 years old and the lack of younger people responding was a little disturbing. If you go on social media though, they are the ones that wanna see rec centers, etc. We have had a hard time trying to get them involved. Superintendent Hastings and I have talked about getting the people to vote and get some type of levy on to entertain getting a rec center, etc. The process is long, but they have to get involved. Chairwoman Pugh states we had a question specifically about the rec center on the survey. We asked if they would be willing to pay for a tax increase and they didn't want that. Member Rewak states I think people have an idea of what rec center means and they think you can just take the shopping center building and just put up some plaster on the walls, etc. and it all of a sudden becomes a rec center. Member Eiermann asks when we send out a survey, is it planning's responsibility to create that and send it out? Mayor Bring replies Mr. Hastings supplied different surveys from different communities. Superintendent Hastings states based off the conversation this evening and in retrospect, the answer would be like a survey monkey, something online. Member Eiermann replies that is what I was going to suggest. So, moving forward, who's responsibility would it be, city council, planning? Superintendent Hastings replies Planning Commission. Member Eiermann asks so what stops us from getting another one out? Superintendent Hastings replies nothing, other than you have to backtrack into

what has already been prepared to date. Chairwoman Pugh states it is up to this board if they want to start all over again. Representative Gee says before the board considers that, I would like to remind the previous members that all of the counting, going through it, etc. Kay and I probably spent 30+ hours on it. You wouldn't have us doing that this time. It became a never-ending deal. If I remember correctly, you also had outside help. It was a huge amount of work. Chairwoman Pugh states maybe a better suggestion would be if a question comes up, say to build a rec center, then you use survey monkey to get out to the community and get their input. Say if you wanted to do something like refurbish the library, you would look at the master plan and see when it was remodeled last. Maybe in the future we can use more social media, let's not start the whole process over. We can tweak what we have. My concern is about the questions. Sometimes they could be very specific, and we want to be careful not to give too much of a fixed limit. Member Tollett asks is Survey monkey acceptable as far as being able to do it? Chairwoman Pugh replies if you wanna pay for the fee to have it. You have to use emails to send it out, do we have emails for the community? Member Rewak states I know there are some Google doc templates you can use to send out surveys, etc. and possibly have people self-identify their email or address, etc. How much specific information do you need from these surveys in order to support the grant writing? The community has an interest in a rec center is something that you already know from the prior survey; the community would like to see more businesses come to the city. The residents would like to see some more development along the Abbe Rd. corridor, etc. Is that the info you need or something more specific? Superintendent Hastings replies vague public participation is certainly acceptable. It is beneficial as far as points to have specifics, but it's not required. Member Siebenhar asks in lieu of outsourcing and spending money, could you put it on a Facebook page or Twitter and get feedback? Chairwoman Pugh responds I guess the question comes down to do you think we need more information to finalize this with the questions that council has? Representative Gee replies no, I don't. Some of council's concerns were using the survey at all, because as far as the numbers, we felt it needed to be used in a broader context. It was not done only by planning, the counts were off, it was a hard job. Another thing was the fact that when we were trying to figure out the master plan, if you start at the beginning and read what was turned in, a lot of council got a negative impression from it. It wasn't an upbeat look at our city, it was more you don't do this or that. One example was about city hall and storage, just read that and you will understand what I'm talking about. Mayor Bring says if you can let Mr. Hastings do some prep before the next meeting and give some thoughts, it can be tweaked in a more positive way if we give him some time. As far as the general public, if you look at the houses, there is not much inventory. They are selling as fast as they go up. We have more families coming into our community, so the things we talk about do change because single people will have different views of what they want. So, we should be going on the internet to get some feedback too. Member Eiermann states I'm hearing it's a lot of work to do a survey and a lot of counting, but I think you take

that counting out and you take in automation and you get percentages, etc. that we don't have to sit down and do. I think we would get better data. I suggest putting out a new survey, but I don't think we have to rewrite a new master plan with it, unless we have to. Chairwoman Pugh states we will let Mr. Hastings look over it and take a look at it again next month.

**NEW BUSINESS:** None.

**CITIZENS' COMMENTARY:** None.

**MEETING ADJOURNED:** With no further business before this committee, \*Motion by Rewak/Second by Eiermann to adjourn at 7:12 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

*Brandy Randolph*

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 February 17, 2021.

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CHAIRPERSON

*Cathy Pugh*

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COUNCIL PRESIDENT

*Rick Rosso*