

**City of Sheffield Lake Planning Commission**  
**Sheffield Lake, Ohio**  
**March 30, 2023**

This special meeting of the Planning Commission was held Thursday, March 30, 2023. Chairwoman Pugh called the meeting to order at 6:00 PM.

**ROLL CALL OF MEMBERS:**

Present: Pugh, Siebenhar, Tollett, Tata, Law Director Graves, Council Representative Gee.

Excused: Building Inspector Melbar, Mayor Bring.

Attending: Mark Starr, Brentin Kapelski, Thomas Schneider.

**MINUTES:** December 5, 2022 – \*Motion by Siebenhar/Second by Tata to approve the minutes with any noted corrections. Yeas All.

**CORRESPONDENCE:** None.

**REPORT FROM COUNCIL REPRESENTATIVE GEE:** Councilwoman Gee reports the city is selling obsolete equipment from the service dept. and the police dept. The plow we ordered will hopefully be here soon and council passed legislation for a new sewer vac. 39 sidewalks are slated to be done this year from the sidewalk escrow account. The 2023 road list has 6 roads on it. March 8<sup>th</sup> we had a public meeting at the community center to hear what the residents would like to see at the center. I wish it would have been attended a little better. We are going to have another of those meetings on April 26<sup>th</sup> at the community center at 6pm. April 1<sup>st</sup> there will be an Easter egg hunt starting at 12 at the community center. There will be booths inside for a craft show. April 24<sup>th</sup> at 6pm, our fire dept. will be holding CPR classes at the community center. For more information on that, please reach out to Lieutenant Mariner at the fire dept. It is a free class. Mr. Hastings attended a transportation meeting on March 28<sup>th</sup> and is looking at the feasibility of bringing in a vehicle to transport residents to appointments, etc. Member Tollett asks how does the community find out about all the events you mentioned? Councilwoman Gee replies they are on the city website, I post them on my Facebook page, and they are posted at the community center. Member Tollett says those are public service announcements, maybe we could use that as a public service donation at the station. I have to donate so much PSA time. Law Director Graves asks does everyone understand the target road list and how the city goes about which roads get repaved, etc.? Every year the city passes an annual bid ordinance. We go out to bid for raw materials. That's where the service dept. acquires all the different sizes and grades of stone, material, etc. One thing we bid is asphalt placement per linear ft. Along with that, the service director and mayor based on the budget, identify the portion of roads in most need in the community. It is bid as well as

the sidewalks and with those we bid concrete installation per linear ft. With sidewalk escrow, they decided to tie sidewalk installation into your point of sale. It has been very effective over the years in getting sidewalks installed.

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

Member Siebenhar reports there was one variance for a fence and that was passed.

**PRESENTATION:** Ford site plan review:

**Brentin Kapelski**, architect, states we have been working on this project for a few months now and you have previously received the site plan drawing. The basis of this project is basically a 2.7 million sq. ft. building on the Sheffield Village portion of the site. For Sheffield Lake, there will be a retention pond. This is a pretty straight forward project. Ford is going to be producing a new vehicle at this site. Are there any questions or more you need from me? Chairwoman Pugh responds the letter from Bramhall, they recommended approval, but that it be contingent on additional planning sheets and details. Do you know what that was for?

**Mark Starr**, Senior project manager, says what he is looking for is mostly post construction documentation verifying the pond depth and capacities, etc.

Law Director Graves asks can someone describe the proposed landscaping buffers and mounds for the retention pond both along Cove Beach and Walker Rd.?

Mr. Starr replies the pond will have a raised mound around the outside. We left the 100ft. of trees as we had been asked to accommodate. I anticipate there will also be some type of greenery on top of that mound. Law Director Graves asks that's on Cove Beach or around the whole pond? Mr. Starr replies probably the whole pond.

\*Motion by Pugh/Second by Tollett to approve plans contingent on the condition that detailed utility and grading plans be submitted to Bramhall for review and recommendation.

ROLL CALL: Siebenhar, Tollett, Tata, Pugh. Yeas All.

**OLD BUSINESS:** None.

**NEW BUSINESS:** None.

**CITIZENS' COMMENTARY:** None.

**MEETING ADJOURNED:** With no further business before this committee, \*Motion by Siebenhar/Second by Tollett to adjourn at 6:50pm. 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 March 30, 202.

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**CHAIRPERSON**

*Cathy Pugh*

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**COUNCIL PRESIDENT**

*Rick Rosso*