

**Minutes of the Ordinance Committee meeting**  
*Sheffield Lake, Ohio*  
**January 6, 2026**

This regular meeting of the Ordinance Committee was held Tuesday, January 6, 2026. Chairman Cizl called the meeting to order at 7:05 PM.

**ROLL CALL OF MEMBERS:**

Present: Cizl, DeBottis, Petrucci, Mayor Radeff, Law Director Ward, Service Director Hastings.

Excused: Service Director Hastings.

Attending: Building Official Gudat, Citizens

**MINUTES:** December 2, 2025. \*Motion by DeBottis/Second by Petrucci to accept the minutes with any corrections. Yeas All.

**PRESENTATIONS:** None.

**OLD BUSINESS:** Part 7- Business regulation code. Member DeBottis asks the difference between now and the new ordinance that you're proposing, could you tell me what the differences are? Building Official Gudat responds previously to this ordinance, we have no business licenses available in the city. In other words, the businesses come and go into different areas and they just have no regulations for Sheffield Lake for them to come and go. Even the stat process says that they have to have a certificate of occupancy from the building dept. So, these businesses are coming and going out of our city without even having them. I could state right now about six businesses that I know of that have come in in the past year that we have no idea that they came. We have no idea if they have a certificate or even if they have an Ohio license to be able to operate in the state of Ohio. So, in regards to that and trying to be in conformance even with other cities, most cities have licenses, either for particular businesses or for an overall license, most cities have that, but it's not here in Sheffield Lake. It's a way that I could do my job also as a state inspector, to regulate the certificates of occupancy and also to keep track of the businesses that are coming in here and to make sure that they stay in regulation with the city codes that you have here. So, none of these codes that you see in 701 existed before. Member DeBottis asks they are still required through the state to get an occupancy permit, correct? Building Official Gudat replies correct. Member DeBottis asks when they do get an occupancy permit, does that notify any of the cities that they are doing business in or is that not the case? Building Official Gudat replies we are not getting them at all. Mayor Radeff says so, they're not even complying with the state. Building Official Gudat says we have a lot of our businesses don't even have proper occupancy permits, which I'm in the process of going through them, because we had no regulation from the previous administration on keeping track of the businesses and

making sure that they stay within compliance with the state and now the City of Sheffield Lake. Member DeBottis asks does an occupancy permit also trigger, let's say it's a restaurant, to where the health department knows to inspect those businesses, or how does that work? Building Official Gudat responds I have a contact at the health dept. and they cannot issue a license for a food license without a certificate of occupancy. That is necessary with the state. I don't know if you got a copy of the license application. It does state on there that they have to show. The only ones that need a license from the health department are for food. So, these licenses will do every business in the City of Sheffield Lake will have the license to operate. Member DeBottis asks when I quickly read through this here just a little bit ago, if we go ahead with this and businesses have to register, are you going in and doing an inspection at all after the registration or not? Building Official Gudat responds Well, the certificate of occupancy entails an inspection because the certificate of occupancy is regulated by the Ohio Building Code, the OBC. So, they have different uses, whether they're a mercantile, whether they're an assembly use, which could be a restaurant, could be a store, could be different ones. Each one of those different uses has a different code or a fire code and a building code that has to be checked to make sure that they comply with it. So, the business license would be kind of separate from that because the certificate of occupancy lasts forever. Once they get an occupancy, that just stays. There's no annual fees. There's no nothing. They just get that occupancy. If they have their business for 20 years, it's still good. Mayor Radeff says unless they make a change to the building or the use of the building. What he's saying is certificate of occupancy is good, but if they go and make a change to the building, like especially in this plaza, they've changed the structure multiple times within, then they have to get a new occupancy permit. Building Official Gudat states or a different use. You have a daycare that's in the plaza. If somebody were to move out, or I guess more of a better example would be the Bigby Coffee Shop. Previously it was a bank. So, they're changing the use from a bank to a coffee shop. Completely different use of certificate of occupancy. That has to be done according to the state. The business license is an annual license for the city to make sure that they stay in compliance with what they're doing here in the city, because they could move out and then somebody else move in and never even tell us about it and don't even get a certificate of occupancy. They work hand in hand. Member DeBottis asks let's say someone comes in and registers, are you going to ask for an occupancy permit? Building Official Gudat replies yes. If that occupancy permit is already set for that use. If they're a restaurant and they have an occupancy for a restaurant and that restaurant moves out and then another restaurant moves in, they don't have to get a new occupancy permit because they're not changing the use, but that new restaurant still needs to have a license to be able to operate. So, we know the owner, we know their address, where they come from, their license with the state, their health things and so forth. Without that business license, we won't know anything about them, because they won't need another certificate of occupancy unless they change the use. Member DeBottis asks if they come in, are we going to do our steps here if they don't have an occupancy permit yet? Building Official

Gudat replies yes. Member DeBottis asks does it matter to us if they have an occupancy permit or not? Building Official Gudat replies absolutely. Member DeBottis asks how will we check that if we give them this? Building Official Gudat replies the occupancy follows the address. So, when we look at the address that they want to get in, if that address already has a C of O, I'm going to cut it down to a C of O for a certificate of occupancy, if they already have a C of O for a restaurant, that could stay. We look at it and say, okay, you have a certificate of occupancy for the restaurant. Now if you want to change that over to, say, a bank, well then now they have to apply for a new certificate of occupancy and then their license. Member DeBottis asks let's say they come in and register; the ordinance passes, we go this route, and they don't have an occupancy permit, but they pay their fee that's required, correct? And they fill out their application form, but they don't have their occupancy permit. How do we follow up to make sure that they get an occupancy? Because you said right now, we have businesses that are operating without occupancy permits, you think, correct? Building Official Gudat replies that's correct. Member DeBottis asks so then, and you said this is one of the purposes to make sure that all that falls in line. So, if we do this before they have an occupancy permit, once we collect their fee, once they register, are we going to have any responsibility to make sure that they eventually get an occupancy permit if they don't have one? Building Official Gudat responds yes, we already have that plan in the works. We're not going to go to all the businesses and redo their occupancy. We're going to look at them as grandfathered in for a business. Mayor Radeff says what Mr. DeBottis is asking is, once they come in, that triggers what kind of business they are. You can look at it and say, oh, it's a daycare. Well, it's already been a daycare, they have an occupancy good for a daycare, they don't have to do anything more. But if it comes in and they say, well, we're changing the daycare to a wine bar, they have to have a different occupancy permit. You always do the certificate of occupancy. You have to go through and approve everything before they get a certificate of occupancy. So, until you approve their registration, they can't even do business. Building Official Gudat replies that's correct. Member DeBottis asks so we trigger the occupancy permit if they need an occupancy permit? Is that what you're saying? Mayor Radeff responds yeah, because if they don't have one, then they can be cited for not having one and they'll be shut down. They're not really supposed to be functioning without one. The issues we've had is, especially in the plaza up here, they come in and they switch the inside of the building, but they don't tell us that they've switched the business. That actually triggers a new occupancy permit to make sure that everything they've done is up to code. So, that's why he's going through now to find out which ones have come in without notifying us so that we can go cite them appropriately and we can shut them down immediately. Member DeBottis asks let's say that they come in, they fill out the forms, they pay their money, they don't have an occupancy permit yet, and they have to get one. Let's say three months later they're operating and they don't have an occupancy permit. We can shut them down? Mayor Radeff replies we won't even let them get three months of operating. They won't be able to operate until they have that completed. Chairman Cizl asks the occupancy permit, some of the businesses

are getting them already, correct? Building Official Gudat replies correct. Chairman Cizl asks and they go to the state to get that, correct? Building Official Gudat replies no, they go through me. Mayor Radeff says they have to get it from us. What happens is a lot of them, when they file, they have to show they have a certificate of occupancy when they file with the state. So, they're not complying with their, some of them have specific licenses. For example, like you said, if it's a gambling place or massage place, they have to get separate licenses, and they'll have to provide that in order to get their license. Everyone who has one would have come through the city. The city approves the certificate of occupancy. What we're saying is in a building where they say they take a building, it's one business, and now they're turning into three separate businesses, now they've triggered a new occupancy. Chairman Cizl says What I'm trying to figure out is what's been done prior to now where we want to have a city license procedure. I assume they were getting occupancy permits from somewhere. And you're saying they've been getting them from City Hall or from the state? Mayor Radeff responds they would have to get them from city hall. Building Official Gudat states the building official in the city, which I am, and the previous one was Tom Carlton, he's the only one that could give a certificate of occupancy for a commercial business. So, the commercial inspector or the chief building official has to sign those certificates of occupancies, which I've been doing for the newer businesses or people that have changed here in the past year that I've been. Now, previous to that, there were some done, but they were only done when they made some changes and so forth. They're kind of ambiguous because it doesn't state what their occupancy is for. So, I'm in the process now of going through every one of those or every business to be able to ascertain what they need, you know, so that they could have an occupancy permit. They might have been there for 20 years. They're going to receive a new occupancy permit, you know, might do some if it merits an inspection, you know, like the beverage, the Shoreway Beverage Store. Well, they've been a beverage store for years. They're not going to change their occupancy. I will write up an occupancy, sign it that you have, this is a mercantile and there's your occupancy permit and then they could come and get their license to operate. Mayor Radeff says to Councilman DeBottis' point is now if they have the registration and they say we're putting it into a restaurant, then we can also go and say, well, until you show us that the health department is already be here, you're not going to get a certificate of occupancy as well. It'll allow us to trigger that. I mean, obviously, we drive down the street, we see a new restaurant. We can walk in and see if it's posted and we can do it. This allows us to get ahead of the game. Chairman Cizl says what I'm trying to understand is what the procedure has been in the past. For example, when they got occupancy permits from our past building inspectors, was there a fee connected to it? There wasn't a license, but was there a fee connected to it? Building Official Gudat responds there should have been. It's in the code. I don't know. I don't have any evidence that it was being charged. The computer system that was here when I showed up didn't have any records on it. So, that they were charged, maybe just ones within the last year or two. Mayor Radeff asks and every home has a certificate of occupancy as well, correct? Building Official Gudat replies when a home

is built, they get a certificate of occupancy, say this is a residential home, and then it lasts forever. Unless they change that home into a restaurant or a daycare, then it's different. That home has a certificate of occupancy to operate as a home forever. It's just like all the businesses do until they change it, the ownership or the use. Member Petrucci asks so, in this process, is that also going to trigger a need for a fire inspection? Building Official Gudat replies the police department or the fire department right now does annual fire inspections on every business in the city of Sheffield Lake. Mayor Radeff states they do one every year for the same buildings regardless if they are switching or not. Building Official Gudat says and those fire inspections should be based on the type of certificate of occupancy they have. This actually came to my attention from Chief Novak too, that we have businesses that don't have them and when they do the inspections, they don't really have the information of what type of an occupancy it is. But they do check and make sure it is fire compliant. Chairman Cizl says I remember them talking about having fire inspections every year. So, there's a paper trail there with the fire department that they would know which businesses they've inspected and have been approved. Building Official Gudat replies correct. Mayor Radeff says what he's saying is Novak has come to us because they don't know what all they have to check if they don't know what type of business it is. So, that's been the issue. If they don't have a certificate compliant with what they're doing, that's where he's getting caught up because he doesn't know what boxes he has to check. Building Official Gudat states the owner of the plazas will just sign a lease, you know, and then give it to the person that wants to rent out their spot, their tenant space, and they let them move in. So, they're going to get a notice. All the owners of the plazas will also get a notice and say, hey, this is our new code if this passes, and that everybody that goes into your plaza or tenant space needs to do this. Member DeBottis asks the home occupation is for a new home, you said, correct? The application fee, which says new, a home application for occupation? Building Official Gudat responds for people that want to run a business out of their house. I mean, we've had people that may even want to run a massage business or a gunsmith. We've had requests to doing gunsmiths out of their house. Mayor Radeff says but his question is, the house already has a certificate of occupancy. If they're going to run a business out, then they might have to get a new one. Building Official Gudat responds they do need a new business license. They won't have to get a new certificate of occupancy because that's for a house. Mayor Radeff replies if they're going to change it for a specific purpose they could. Building Official Gudat replies yeah, if they're going to change their home into a daycare all together, yes, that's different. Member DeBottis asks does it have to be zoned a certain way for us to give them something like that? Building Official Gudat replies our code already has, if you go into home occupations in Chapter 11, it has a whole list of what you could do in your house. Some people run an attorney business out of their house or even any type of thing. They're just having a business in their house, and they're making money by renting a room. On their taxes, they claim it as a business, a particular spot or room in their house. They claim it as a business. So, those businesses should also be regulated so we know what businesses are in our house that are in the

City of Sheffield Lake. That's what the business license will do. Member DeBottis asks and I read these fees are annual fees, correct? Building Official Gudat replies correct. Member DeBottis asks and then, like for the commercial one, the \$90, what do they get for that? Building Official Gudat replies they get a nice certificate. They put it on their wall, and then they get the approval that they're a legitimate business operating in the state of Ohio and the City of Sheffield Lake. Mayor Radeff says those are kind of based off of surrounding cities, but whatever the council feels is appropriate for the charge. We're more worried about getting the registration than the cost. Law Director Ward states in Amherst, their business regulation code is specific to certain types of businesses. This one is a little different in that it's more of a general business regulation code. Mayor Radeff asks but the fee is based on the type of business, correct? Law Director Ward replies correct. Mayor Radeff says ours is recommending one set fee for all businesses as opposed to a different fee depending on the type of business. Member DeBottis asks this is going to be your job Mr. Gudat, correct? Building Official Gudat replies correct. Member DeBottis asks can we somehow list these businesses on a website, on our website, so we can go up and look them up? Building Official Gudat replies sure. Right now, there's actually a portal, a citizen's access portal, that is on our website on the building housing page that you could go and put in an address or a business. There is a business license on there. It's not active right now, but it is on there. When you open up that portal, you'll see apply for a business license. Member Petrucci asks so, someone who's watching, a stay-at-home mom who's watching her neighbor's kids while she goes to work, that's not what we're talking about here? Building Official Gudat responds no. Member Petrucci says when you have more than a certain number of kids, you must be licensed by the state. I think it's around six or seven, I'm not sure. So, when it's something like that, then you need to go through this process. Building Official Gudat replies right. I mean, if you're just babysitting kids per se, there's no issue with that, but if you have a legitimate business that you're charging and so forth and you're registered with the State of Ohio, then that's a business that you're running out of your home. Chairman Cizl says I'm glad to hear that you're flexible with the fee. I'm struggling. What I've been thinking about all afternoon is we want businesses to come into Sheffield Lake and I don't want it to look like it's a money grab opportunity for businesses to come to Sheffield Lake and, you know, you have to pay, and also a penalty for the ones that have been having businesses in Sheffield Lake. Building Official Gudat replies there will be no penalties for that. Chairman Cizl replies it's a bad choice of word. I don't mean it that way. I'm thinking you go to a business, whatever it is, at Shore Shopping Center, Apple's, whatever it is, hey, by the way, we have a new policy. Mayor Radeff states obviously the smaller businesses may not be aware of how, but someone like Apple's who has in three other cities that already pay one, you know, a lot of these, most cities are doing this. It's not an uncommon thing. Whatever the fee is, whatever the fee is, it's not really the big issue for us. It's making sure that we're able to understand what our businesses are and understand and make sure that they're complying because, you know, we've had some issues as well. Like, for example, you mentioned a daycare. I believe it was a

couple years ago there was a daycare and she wasn't registered and a kid got hurt. She ended up getting felony charges. So, like, you know, it then becomes liable on her directly as opposed to having insurance, so making sure that people are doing legit businesses. Chairman Cizl says personally, I'm struggling over the fee structure aspect. Building Official Gudat responds we did look into other cities. The fee structure that the mayor and I, we came up with, too, is quite a bit lower than a lot of most cities. I mean, most of them, like, if we go to Elyria, there's \$75 for businesses, home, regular businesses. There's \$35 here. So, it's half the price. Businesses, you know, most of them are well over \$150, \$200 a year for commercial businesses, if not even more in some cities. We won't look at Cleveland, but they're a lot higher. So, we thought it was a reasonable amount to cover our expenses and administration expenses. Chairman Cizl says Mr. Ward has mentioned that Amherst, for example, they have different levels of businesses, a different fee structure for those businesses, right? Law Director Ward replies they do, correct. Chairman Cizl says that's probably typical of some of the others, like Sheffield Village, I would assume. I would be interested in seeing some of those other options. I like that whole licensure, understanding what's going on in our city. I fully am on board with that. The turn of businesses coming into the city, staying in the city with the fee structure, I'm a little concerned about that aspect. Building Official Gudat replies Sheffield Village charges \$75 for their vendor license and to operate in the City of Sheffield. Chairman Cizl asks all of them? Building Official Gudat responds I think it's more on, you know, for different vendors, too, at the same time. You know, that we could introduce later when we have particular businesses that want to come in. I have requests for actually a marijuana dispensary to come here, and those licenses are way high. I mean, they pay \$5,000 a year to the state for licenses and \$25,000 just for application fees. A lot of cities charge, you know, thousands of dollars a year for those type of dispensaries. That could be a future thing. If somebody wanted to come in here, we could have legislation to regulate that. So, particular businesses that come in, we can separate them from the general one to create separate licenses for them. That's a whole different animal. Chairman Cizl says I'm not sure what the committee wants to do if we want to take more time since we have this. Mayor Radeff states I would say is if the big quorum is the cost, then I would suggest sending it to work session and let you guys decide if there's going to be a cost or whatever. You can always send it back if you have to. \*Motion by DeBottis/Second by Petrucci to move forward to Work Session. Yeas All. Member DeBottis asks for the library levy, could you make sure a representative from the library is at the next two meetings? Mayor Radeff replies I'm pretty sure they plan on it, but I'll confirm.

**NEW BUSINESS:** None.

**CITIZEN'S COMMENTARY:** *Jon Morrow, 856 Irving Park Blvd.* states I just want to say that I disagree wholeheartedly with the manner in which this is being pursued as far as the licensing of businesses go. I've seen licensing for storefronts, but home businesses, especially if you're a website designer or something like that, having to let

somebody come into your home and inspect your home, I've never even heard of that happening. I've lived in a lot of places around the United States. I've just never seen that happening. Storefronts, yeah, I think that that's a horse of another color. Anything else, unless you don't have a storefront, I don't see, okay, now you have to define a storefront. Then you also have, okay, can you do this online, get your certificate of occupancy online, or do you have to wait a month because it gets backed up? Then where is the urge going to stop to say, okay, well, it's \$90 this month, but we need a little bit more money in the general fund, so maybe we'll make \$150 next year, and then maybe \$300 a year after that. I think that it's a slippery slope to head down unless this has a lot more specificity to it and that it's very limited, especially not to people's homes. Home-based businesses should be exempt from it. I think in most places, I know like in Sandusky, they don't come in and look in your home. Then you also look at nonprofits that run out of people's homes as well. Are we going to go and inspect all the nonprofit homes? You know, I'm just like, it just seems very unreasonable to me. Mayor Radeff says just to confirm, like we've already kind of stated, that the house has one, so unless it's changing its structure, which would then require it regardless, no one's going to search anyone's home or go in anyone's home. It's just if they're going to do a child care, I don't know what the state requires, but this doesn't give us access to anyone's home. That would be the purpose of just knowing who's running a business out of their home in the city. Member Petrucci says if it's a home daycare, I know for sure it's a yearly process that the state comes in and takes a look, and it's also a yearly that the fire department comes in and checks to make sure that they are in compliance, that they have all the safety features that they need in the home in case there's a fire.

*Aden Fogel, 4351 Brockley Ave.* asks are you permitted to have a home business in Sheffield Lake? Mayor Radeff responds yes, you can have a home business in, I believe, 99% of the cities. Absolutely. Mr. Fogel says Avon Lake has a different process. There are certain zones in Avon Lake. So, it's not per ordinance? Building Official Gudat responds Chapter 11 of the zoning code allows for home businesses to be, but they are listed, exhaustive list in there, of what types of businesses you can run out of the home and which ones are prohibited. Mr. Fogel says Mr. Cizl, you mentioned a money grab. You were trying to determine if this might turn into a money grab or if this was a money grab. I think it does kind of look like a money grab. You're not going to have to hire any more personnel in the building department to go out and do inspections, right? Building Official Gudat replies I want to make this clear, there are no inspections with the business license. Mr. Fogel asks so, you're not going to have to hire any more administrative staff to process the licenses, right? Mayor Radeff responds if you want them to put them in the system, that's all going to be – it's an additional work that's going to go into putting in the system. Mr. Fogel asks you're not going to hire more personnel? Mayor Radeff replies no. Building Official Gudat states the license will also be available online. All they have to do is put in their information and all that. Mr. Fogel asks let's say I come in and I register as a business and schedule it. I'm a new business, new start. Who processes that permit, that license? The building department? Building Official Gudat yes. Mr.

Fogel asks so, your assistant in the building department will put that information in the computer, correct? Building Inspector Gudat responds correct. Mr. Fogel asks so, you're not going to have to go out and hire additional assistants. So, there's going to be no new incurred costs? Building Official Gudat replies no new incurred costs. Mr. Fogel asks then why don't we promote an atmosphere where we're trying to get development and new businesses in Sheffield Lake? Why even charge a fee? Mayor Radeff replies like we said, you guys can decide on the fee if you want or not. We want the registration. Mr. Fogel asks where does the fee go? Mayor Radeff responds it goes in the general fund or it goes back into the building department, which we can use for other resources as well. You can put that in the ordinance that it goes to the building department because they have continuous resources and they have their own budget. Their budget is pretty strict as it is. Mr. Fogel asks so, we're not incurring any more costs. Why use it to generate income? Building Official Gudat replies well, we generate fees for all our other licenses, food trucks and everything else, but they all have fees associated with the licenses. Mayor Radeff replies yeah, like we said, if you guys want to change it, you can. Mr. Fogel says I have a couple other concerns. Before we create a new ordinance, let's work on enforcing the existing ordinances. Like there's no trash cans. I've had repeated complaints about the lack of trash containers at the shopping center. There's no ashtrays at the shopping center. There's trash everywhere up there. It's horrible. The parking lot is in complete disarray. I don't know exactly where I heard this from, but somewhere along the line, someone from the administration said that they were negotiating the violations with the Shoreway Shopping Center. Why aren't we enforcing them? Why aren't we creating new ordinances to require garbage to settle at the shopping center or ashtrays? I think we're getting a little ahead of ourselves here. Would the new ordinance, would that restrict the type of businesses? Would there be a restriction on the type of businesses that could be licensed and circulated? Mayor Radeff replies the restrictions are already in the zoning code. They tell you what business you can have where. That has nothing to do with the registration. As for trash cans, first of all, I don't know who told you that or if anyone told you that, but no one's ever said we're negotiating citations. We've sent citations. Additionally, you know, we've cited them. We're continuing to cite them for things we can. If you want them to have specific trash cans and things like that, there's going to have to be an ordinance for that because there's nothing in a specific ordinance that requires them to have them outside and it's a private property. Chairman Cizl says well, I just want to say my interpretation, my use of the word money grab. I don't want that to be interpreted, before anything is said, however it wants to be received. I can't control how people receive things, but that certainly wasn't how I intended. So, I want to apologize for using that expression anyway, because people are going to obviously get on social media and want to interpret it any way they want.

**ORDINANCE/RESOLUTIONS BEFORE COUNCIL AT THIS TIME:** Chairman Cizl states before our committee, we have the current ordinances. We have Council #102, which is regarding the amending of zoning classification of lots currently on the

north side of Lake Rd. Council #105 with its second reading, the levy regarding the library. Council #109 amending Section 505.18 of the codified ordinances for harboring and caring for vicious dogs and labeling the vicious dogs, or not labeling them, basically. We also have Council #111, second reading, which has to do with amending Section 935.15 of the codified ordinances of Sheffield Lake regarding the water capital improvement charge. Member DeBottis asks for #111, is it going to be retro? Mayor Radeff replies that's a good question for Pat. I don't know if that was the intent or not.

**MEETING ADJOURNED:** With no further business before this committee, \*Motion by Petrucci/Second by DeBottis to adjourn at 7:49 pm. Yeas All.

**CLERK OF COMMITTEE AFFIRMATION:**

This Meeting of the City Committee of the City of Sheffield Lake, Ohio, was 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 Council's Office.

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CLERK OF COUNCIL/COMMITTEES

*Brandy Randolph*

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CHAIRPERSON

*Mark Cizl*

I, Brandy Randolph, duly appointed Clerk of Committee Of Sheffield Lake DO HEREBY CERTIFY that this Is a true and exact copy of the Minutes of the Ordinance Committee of Jan. 6, 2026.

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COUNCIL PRESIDENT

*Rick Rosso*