PLANNING AND ZONING COMMISSION MEETING
MINUTES
Tuesday, January 28, 2020 – 7:00 p.m.

CALL TO ORDER: Dr. Boester called the meeting to order at 7:03 p.m.

ROLL CALL: Charles Boester, Monica Day, Dan Holahan, Bart Sauer Roger Swan were present.

OTHERS PRESENT: Planning and Zoning Director Brian Frantz, Mayor Michael Wheeler and Village Engineer David Neumeyer.

AGENDA REQUESTS: None.

CLOSE OF REGULAR MEETING:
MOTION: TO CLOSE REGULAR MEETING
Moved by Mr. Holahan, seconded by Mrs. Day. Upon roll call, motion passed unanimously.

OPEN OF INFORMATIONAL HEARING:
MOTION: TO OPEN INFORMATIONAL HEARING
Moved by Mr. Holahan, seconded by Mrs. Day. Upon roll call, motion passed unanimously.

Dr. Boester asked if there were any public comments regarding Case No. 01-2020 and there were none.

CLOSE OF INFORMATIONAL HEARING:
MOTION: TO CLOSE INFORMATIONAL HEARING
Moved by Mr. Holahan, seconded by Mr. Swan. Upon roll call, motion passed unanimously.

OPEN OF REGULAR MEETING:
MOTION: TO OPEN REGULAR MEETING
Moved by Mr. Swan, seconded by Mr. Sauer. Upon roll call, motion passed unanimously.

OLD BUSINESS:
1) Case No. 01-2020
   Applicant/Owner: Village Council – Text Amendment
   Code Section: 1103.03

Mr. Frantz stated this is a referral to Planning Commission from the 1/07/20 Council meeting (60 days) requesting a text amendment to Section 1103.03 of the Planning and Zoning Code to clarify the definition of accessory use and accessory building. Mr. Frantz provided a draft copy of the proposed text change.

Mr. Sauer stated he would like to see the following added to the proposed text change:
Accessory Building "...Such ownership to be determined as of the time that the accessory building is constructed"
Accessory Use "...Such ownership to be determined as of the time of that accessory use first occurs."
Mr. Frantz stated he will include Mr. Sauer’s comment in the final draft of the text amendment.

MOTION: TO RECOMMEND APPROVAL OF CASE NO. 01-2020 AS AMENDED BY MR. SAUER.
Moved by Mr. Sauer, seconded by Mr. Swan. Upon roll call, motion passed.
YAY: Dr. Boester, Mr. Sauer, Mr. Swan
NAY: Mrs. Day
ABSTAIN: Mr. Holahan

Mr. Frantz stated he will provide the recommendation in a memo to Council Clerk. The Public Hearing and Council meeting to is scheduled for February 18, 2020.

2) Case No. 32-2019
Applicant/Owner: Jim Smith / Exit 11 Holdings, LLC.
Location: 3296 Columbia Road
Zoning District: 1 – Industrial
Code Section: 1171.09

Mr. Frantz stated the applicant is seeking preliminary plan approval to construct a 60’x120’ (7,200 sq.ft.) storage building on property located at 3296 Columbia Road. Review comments from Fire, Civil, and Mr. Frantz were provided to Mr. Smith. Mr. Frantz stated the comments are comprehensive, of which most are minor and can be worked through. Mr. Smith stated he appreciates the review feedback and will review with his architect. He plans/revises the drawings and resubmit soon; and will reach out to Mr. Frantz if he has any questions.

MOTION: TO APPROVE CASE NO. 32-2019 (PRELIMINARY PLAN APPROVAL) SUBJECT TO ADMINISTRATIVE APPROVAL OF THE REVISED PLANS THAT INCLUDE REVISIONS BASED ON THE FIRE, CIVIL, AND ZONING DIRECTOR REVIEW COMMENTS.
Moved by Mr. Swan, seconded by Mr. Sauer. Upon roll call, motion passed unanimously.

APPROVAL OF 12/10/19 MINUTES:
MOTION: TO APPROVE THE 12/10/19 MEETING MINUTES AS CORRECTED.
Moved by Mr. Holahan, seconded by Mr. Sauer. Upon roll call, motion passed.
YAY: Mr. Swan, Dr. Boester, Mr. Holahan, Mr. Sauer
ABSTAIN: Mrs. Day (was not on the planning commission board on that meeting date)

APPROVAL OF 1/14/20 MINUTES:
MOTION: TO APPROVE THE 1/14/20 MEETING MINUTES AS CORRECTED.
Moved by Mrs. Day, seconded by Mr. Sauer. Upon roll call, motion passed unanimously.

MAYOR’S REPORT: Mayor Wheeler reported the following:
- Charter Review Committee and Cemetery Board appointments were made at the last council meeting,
- The RJRD filled their open positions,
- Moving forward with the purchase agreement for the Slowoe property,
- Completed pavement condition rating report and plans to pave the top seven worse roads this summer.
COUNCIL REPORT: Dr. Boester reported the following:
- Council reviewed Res. 08-2020 (Slowebbe Purchase Agreement),
- Council reviewed Res. 09-2020 (Appropriation of Funds for Purchase Slowebbe Property),
- Council reviewed Ord. 01-2020 (Amending Section 1103.03 of the Zoning Code) and set public hearing for council on 2/18/20 at 6:30pm,
- Reviewed Res. 02-2020 (Agreement with Walter-Haverfield/Legal Services 2/01/20 – 12/31/2020)

DIRECTOR OF PLANNING AND ZONING REPORT: Mr. Frantz reported the following:
- Property 2459 Donna Drive has been demolished. Once the weather breaks, the lot will be seeded and returned to an undeveloped state. The Land Bank intends to offer the vacant lot for sale at market price.
- Met with the Mayor and Village Engineer to review Cleveland Water’s draft engineering plans for the extension of water into the center of town. Provided comments to Cleveland Water and hope to finalize the location of the extension in the coming month.
- The pending enforcement matter against Brush One LLC has been filed with the Summit County Court and is assigned to Judge Alison Breaux. As a reminder to Council, the Walter Haverfield contract does not include litigation and therefore the associated hours are billed outside of the typical retainer. As such, he will seek funding at an up-coming Council meeting to cover costs associated with this legal proceeding.
- Met with representatives from the Ohio Development Services Agency in Columbus to discuss the process, timetable and benefits of forming a Community Reinvestment Area (CRA) in the Village. Conceptually, we have identified the center of town, two neighborhoods on the south end of town, and the Brecksville Road corridor on the north end of town as possible CRA locations. He would like to meet with Planning Commission/Council during work session at an up-coming meeting to discuss the CRA program and benefits to the Village.
- He recently met with the City of Mentor Economic Development Director to discuss the City’s long-established economic development program. Specifically, the conversation centered on the City’s economic incentives, the associated program structure and ways to use Mentor’s programs as a template for the Village to establish incentive grant guidelines in the future. We have also gathered other Summit County program examples and would like to discuss these with Planning Commission/Council at a future work session.

COMMENTS FROM THE PUBLIC:
Councilperson Bobbie Beshara mentioned the following:
- She believes the north end of town needs a ‘road diet’ meaning the roadway space is too wide and should be reduced. In her role as Mayor, she had prior conversations on this topic with Mr. Frantz and Mr. Papp and would like to keep this on the forefront. She asked if there are any grants that would help with a project like that. Mr. Frantz stated there are impediments to that area, and we need to understand what they are and why- and review this strategically. Mr. Sauer stated perhaps adding boulevards down the middle and more trees.

UNFINISHED BUSINESS: None.
ADJOURNMENT: A motion was made by Mr. Swan to adjourn the meeting and Mr. Sauer seconded his motion. All members were in favor. Meeting adjourned at 8:31 pm.

Respectfully submitted,

Amy Nauer, Clerk
Planning and Zoning Commission

Approved

Dr. Charles Boester, Chairman
Planning and Zoning Commission