**MINUTES OF RAVENNA CITY PLANNING COMMITTEE MEETING**

**December 16, 2019**

The Meeting of the Ravenna City Planning Committee was called to order by Chairman, Rob Kairis at 6:20 P.M. Present were: Present were: Bruce Ribelin, Andrew Kluge, Matt Harper, Paul Moskun and Joe Bica. Also attending the meeting were Mayor Frank Seman; Finance Director, Kimble Cecora; Service Director, Kay Dubinsky; City Engineer, Bob Finney; Police Chief, Jeff Wallis; Fire Chief, Geoffrey Cleveland; Council members-elect, Tim Calfee and Christina West; Finance Director-elect, Brian Huff; Larry Silenius of 123 North Walnut Street, Ravenna, Ohio; Deena Tannert of 784 East Main Street, Ravenna, Ohio and Clifford Soudil of 464 Woodlawn Avenue, Ravenna, Ohio.

Mr. Kairis said the first item on the agenda is to apply for an archery grant. This is through the Ohio Department of Natural Resources. It has a 25% match and max’s out at $2,500.00, which means it would be a minimum of $833.00. Parks & Recreation has set aside a little over $1,000.00 for that match. The staff is already trained to put the program in place. They just need to authorize the mayor to make application for the grant.

Mr. Ribelin asked if they know exactly where they are going to have these archery classes.

Mr. Kairis said that it is part of the summer camp program so he would think at the City Park. They anticipate between 100 and 140 people participating.

There being no further discussion, it was decided by those present the issue will be forwarded to Committee of the Whole for further action.

Mr. Kairis said the next item on the agenda is building permit fees.

Mr. Finney said last year for building permit fees vs. expenses, they pretty much broke even. The previous, they were about $10,000.00 in the positive. The tricky part with the fees in general is they could have a large fee paid the year before but provide inspections in the following year. The inspection rates were raised in 2017, starting in 2018. He tried to compare other building departments and it is a difficult task. Some building departments have full staff, in this case, we do not. The fees have not been raised since 2004. It amazes him that other departments have similar fees but charge for other things that we don’t charge for. Portage County took a large increase some time this past year. The commissioners backed off of that and lowered them some so the increase wasn’t so high. These numbers are comparable. The increases are not a straight percentage. They are all across the board for various reasons. Commercial permits, when full are difficult to quantify how many inspections. Residential permits are much easier to quantify. For instance, they charge $50.00 for a garage. They know there are going to be three inspections. The inspectors are paid $30.00 per inspection. They need to inspect the footer; then the rough and the final roof. That doesn’t account for administrative processing time. He would like to say there will be a 30% increase in revenue but he can’t say how many permits are going to be pulled this next year.

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There being no further discussion, it was decided by those present the issue will be forwarded to Committee of the Whole for further action.

Mr. Kairis said the next item on the agenda is Chapter 222 of the Codified Ordinances. It has to do with how ordinances are prepared. Basically right now the ordinance says that before an ordinance or resolution can come before Council, it has to go through the law director seven days prior to the meeting of which the legislation is going to be considered. That’s not how it’s done. They start out in committee, then filter it through committee of the whole. The change is to have any ordinance or resolution request in the hands of the clerk three days before the committee of the whole meeting preceding the meeting where the ordinance or resolution will be heard by council and acted on. That is 222.01. The other change to that section, currently reads that each ordinance and resolution will be mailed to each member of council at his or her residence at least 24 hours before the time of the meeting. They are changing the wording to say that the ordinance or resolution shall be provided to each member of council at least 24 hours. They are just cleaning it up to match what is done.

Mr. Kairis went on to say that the last change is Section 222.02 it says that the entire ordinance is supposed to be read before the council votes on it. What is actually done is the reading of the title. This part has been changed to read: Unless a request is made by a member of council to read the bylaw, ordinance or resolution in part or full, the title of each bylaw, ordinance or resolution of council shall be read upon three separate…. In other words, it takes out reading the entire thing unless somebody wants the entire thing read, which is always an option.

Mr. Kairis said that this does leave out that is the possibility that an ordinance, resolution, etc., could just be introduced at a council meeting. Is there an emergency circumstance where that would need to be done?

The clerk responded in the affirmative stating that it has been done previously. It’s extremely rare. The agenda had to be amended.

The clerk noted that there are comments regarding emergencies and emergency meetings. It’s just further into the chapter. It’s also spelled out in the ORC.

There being no further discussion, it was decided by those present the issue will be forwarded to Committee of the Whole for further action.

There being no further business to discuss, this meeting was adjourned at 6:33 PM.

**ATTEST:**

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Clerk of Council Robert Kairis, Chairman

Planning Committee