



**Ravenna City Council  
Planning Committee Meeting Minutes  
August 16, 2021**

**The public meeting was held in Council Chambers and live streamed via YouTube at:**  
<https://www.youtube.com/watch?v=9-jh3KzvF8k>

Council present: Council President Andrew Kluge, Amy Michael, Rob Kairis, Paul Moskun, Cheryl Wood, Tim Calfee, Christina West, and Matt Harper.

Also in attendance: Mayor Frank Seman; Finance Director, Brian Huff; Service Director, Kay Dubinsky; City Engineer, Bob Finney; Council Clerk, Chelsea Gregor; Larry Silenius; Cliff Soudil; Lou Dudek and Diane Smith

**Planning Committee Meeting was called to order at 6:59 P.M. by Chairperson, Rob Kairis**

**The first item was Design Review Commission changes.**

Mr. Kairis stated that he attended the Design Review Commission meeting on Thursday, which included Ms. West and Ms. Wood. He stated that the changes under consideration were pushed forward by the Design Review Commission at the beginning of the year. Mr. Kairis stated that he tightened up the wording and the changes are good to move forward. His intention is to have the ordinance go through all three readings to ensure that the item can be discussed fully. He stated that he is encouraging the Design Review Commission to weigh in on the changes that Mr. Silenius is proposing.

- The item was for discussion only

**The second item was the Design Review Commissions role in the 218 W. Main St. demolition.**

Mr. Kairis stated that the Design Review Commission would review the permit of a demolition of a building. He stated that ultimately Council has the authority to approve a demolition if the Design Review Commission were to turn it down.

Ms. Wood explained the process of a property owner in relation to putting an item before the Design Review Board. She stated that the new owner of the building does not own the building yet therefore they cannot put anything forward for the board to review or consider.

Mr. Kairis' concern was the vote for the demolition of the building and whether it would invalidate any review by the Design Review Commission.

Ms. Wood stated that NDS has the full intention to go before the Design Review Commission.

- The item was for discussion only

**The third item was a discussion about reallocation of Park Levy CI Funds.**

Mayor Seman stated that the Parks and Recreation Department has its own levy that is divided into capital improvements and operation. He said that there is an abundance in capital improvement and very little in operations. Judy Watkins is asking for a reapportionment of the Capital Improvement Fund. Mayor Seman stated that it had been discussed with the former Finance Director and the concern was that it would have to go back to the ballot, which would not guarantee that it would be voted for again.

The Law Director stated that he will look at the request and find out if it is possible to reallocate the funds.

- The item was moved forward.

**The fourth item was a discussion regarding Codified Ordinance Chapter 858 Temporary Stores.**

Mr. Finney stated that the ordinance, which was last updated in 1972, allows the Mayor to give someone a temporary license to sell goods, wares, or merchandise within the City. He addressed changing the license guidelines and asked whether it was something that Council would like to reconsider or rewrite. Council acknowledged that the definition of ‘temporary’ in relation to the ordinance is not defined. Two possibilities of creating more structure to the ordinance could be limiting licenses to a certain number per year or at the Mayor’s discretion. Currently if the Mayor does give approval, it is with an event form.

In response to Ms. Michaels question, the Mayor stated that the Health Department oversees food related sales. The City would control where they can set up.

Mr. Finney clarified that the Health Department would not get involved if the vendor was selling corn as an agricultural item and asked if the topic was something that the City would like to investigate further. He said that from an engineering standpoint he is more concerned with the ingress and egress in parking lots and finding a certain location where these vendors could fit, adding that they would have to have permission to be on a property that they do not own.

Mr. Kairis stated to clarify that Mr. Finney’s suggestion is that the topic needs some updating to make it modern for todays society.

Mr. Kairis stated that he and the Clerk will look into finding more information on the subject to then bring back to committee.

- The item was for discussion only

**Management Update**

**There being no further business for discussion, the meeting adjourned at 7:20 P.M.**

**ATTEST:**

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**Clerk of Council**

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**Rob Kairis, Chairperson  
Planning Committee**