



**Ravenna City Council
Planning Committee Meeting Minutes
September 13, 2021**

The public meeting was held in Council Chambers and live streamed via YouTube at:
<https://www.youtube.com/watch?v=KTYj2hju-3k>

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

Also attending the meeting: Mayor Frank Seman; Finance Director, Brian Huff; Acting Fire Chief, Mark Chapple; City Engineer, Bob Finney; Council Clerk, Chelsea Gregor; Larry Silenius; Cliff Soudil; John McFarland; Regina Masters and Diane Smith

Planning Committee Meeting was called to order at 6:45 P.M. by Chairperson, Rob Kairis

The first item was approval to apply for an Ohio Parks and Recreation Program Development Grant.

Mr. Kairis stated that the first item is a grant to provide \$2,500 towards the cost of installing a permanent disc/soccer golf course at Chestnut Hill Park. It will be a joint effort between the City and Ravenna Schools to install the course and it was on the Parks Master Plan.

- The item was moved forward

The second item was a request to reallocate \$16,500 for a Kubota mower for the Parks and Recreation Department.

Mr. Kairis stated that the current mower for the Parks and Recreation Department is from 2003 and has become a safety issue, along with it becoming costly to repair. There are unspent funds the Ms. Watkins would like to reallocate for the purchase of a new Kubota mower.

- The item was moved forward

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

It was stated that the Law Director has to clarify if the request is possible and to see if it is worth the risk to change the status of the current levy.

- The item was for discussion only

The fourth item was Design Review Commission Changes.

Mr. Kairis read the approved Design Review Commission Changes to Council as follows:
1434.03 (a): would reduce the size of the commission from 9 members (8 voting) to 8 members (7 voting). The Committee recommended the change.

1434.03 (c)(5): would reduce the number of appointees chosen by the mayor from 3 to 2. The Committee recommended the change.

1434.03 (f): changes the time period for considering a matter from within 2 weeks of the application to within 4 weeks, but allows the mayor to call a special meeting, if necessary. Mr. Kairis stated that the Mayor would be able to call an emergency meeting if needed. Ms. Michael inquired about having occasional evening meetings and Mr. Soudil stated that the idea had been discussed in the past but 4 out of the 7 members do not live in Ravenna and the secretary lives far away.

Ms. Michael and Ms. Wood stated that an evening meeting could encourage more participation. The Committee recommended the change.

1434.03 (f): shortens the time required for an applicant to request the DRC consider a matter before a regularly scheduled meeting from at least 10 to at least 7 days.

The Committee recommended the change.

1434.03 (l): substitutes the commission's monthly meeting minutes for their annual report.

Ms. Wood suggested that the minutes included more detail.

The Committee recommended the change.

1434.03 (o): changes the pronouns "he or she" with "its" since the commission is a singular body. The Committee recommended the change.

Mr. Kairis read the changes proposed by Larry Silenius as follows:

1434.04 (a): by-passes a review by the DRC, if a repair is needed that will not change the shape of the structure. Mr. Finney stated that he is okay with the change.

The Committee recommended the change.

1434.04 (a): effectively eliminates the Council's role in an appeal (after three denials of an application by the DRC) and allows an applicant a permit so long as the matter was on the DRC's agenda for three meetings.

Mr. Kairis stated that the ordinance is clear and that if a permit is denied the applicant can go to Council. It was stated that the item did not have a motion to move it forward at the Design Review Commission meeting. Mr. Calfee and Mr. Kairis did not recommend the change and Ms. Michael was unsure. The Committee did not recommend the change, but it will be up for discussion at the Committee of the Whole meeting.

1434.10: removes any fines for violating any provision in this chapter (currently fines can be assessed at no more than \$100 per offense, per day).

Council discussed the fines and how the ordinance could be worded so that fines are not stacked. They will consult with the Law Director. The item was motioned to move forward by the Design Review Commission at the meeting.

The Committee recommended the change.

1434.03 (g)(10): would require that further changes to the guidelines established by the DRC be reviewed and approved by Council.

There was discussion stating that the Design Review Commission is made up of experts who understand the guidelines but there was concern that Council should be able to make decisions regarding new changes.

Ms. Michael stated that Council works for the people and that there should be a checks and balances system.

Mr. Kairis stated that it doesn't think it is appropriate to give Council too much power. There was concern in having too much control in either direction.

Mr. Calfee and Ms. Michael were okay with the verbiage of the suggestion.

- All the items were moved forward for additional discussion at Committee of the Whole

The fifth item was a discussion regarding Temporary Stores, Canvassers and Solicitors and Peddlers.

Mr. Kairis stated that he would like Council to read the additional sections to address the current codified ordinances towards permits and door-to-door sales, adding that even Girl Scout would need to apply for a permit under the current regulations. Ms. Michael stated that there have been issues with people going door-to-door and it was stated that the City can look into exceptions for non-profit organizations.

- The item was for discussion only

Management Update

John McFarland was going to address Council but is going to come back for the Regular City Council meeting.

Mayor Seman stated that there will be a proclamation at the Committee of the Whole meeting on September 20th to honor H.R. Loomis who was instrumental in positively influencing the community and the good works of three organizations in Portage County.

There being no further business for discussion, the meeting adjourned at 7:18 P.M.

ATTEST:

Clerk of Council

**Rob Kairis, Chairperson
Planning Committee**