



**Ravenna City Council
Planning Committee Meeting Minutes
November 14, 2022**

The public meeting was held in person in City Council Chambers.

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

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

Planning Committee Meeting was called to order at 6:53 P.M. by Chairperson, Rob Kairis

The first item was the Public Defender Contract.

Mr. Kairis stated the item is an annual housekeeping contract with the public defender for services.

- The item was moved forward

The second item was Ordinance 2021-066 for the Design Review Commission.

Mr. Kairis explained that there was an ordinance of amendments for the Design Review Commission (DRC) that had several revisions, but it was never passed. He stated that Kent submitted a RFQ for consultants to help them with their downtown guidelines and said that the Design Review Commission had proposed to do the same.

Mr. Finney explained that one of the proposed changes last year was to amend the number of Commission members, adding that a member is resigning in December.

Mr. Kairis stated that the current number of members is set at nine.

Mr. Finney clarified that there are 8 voting members and that the Commission will be short by two due to a resignation and a vacant position that had not been filled. He stated that there has been a concern with being able to have a quorum and that there have been issues in the past. Mr. Finney stated that a quorum for 8 members would be 5, and if the Commission is reduced to 7 members then 4 would be a quorum. He explained the necessity of ensuring a quorum can be met stating that once an application is submitted then the Commission must meet within two weeks.

Mr. Soudil addressed Council to express his embarrassment of attending a DRC meeting as a Commission member and not having a quorum to proceed with the meeting. He stated that there could be another issue with members who must abstain from voting due to conflicts of interest.

Ms. Wood suggested talking to the Law Director about setting a quorum.

Mr. Kairis stated that he does not want to pursue the whole ordinance of amendments but would like to address the issue of a quorum and suggested that a set number of members could be submitted to set a quorum.

Ms. Michael stated that Council needs to do what they can to change the quorum as recommended by the Law Director.

Mr. Kairis stated he would like to define what a quorum is and set a quorum number.
Ms. Wood clarified that there has been a vacant seat on the Committee for 2 years and that there will be only 6 voting members out of the 8 that are set.

Mr. Silenius suggested making a set quorum 4 voting members.

Mr. Kairis stated that he can come up with simple draft language for the change by the Committee of the Whole meeting and thinks that 4 voting members is sufficient.

- The item was moved forward

Management Update

There being no further business for discussion, the meeting adjourned at 7:23 P.M.

ATTEST:

Clerk of Council

**Rob Kairis, Chairperson
Planning Committee**