



**Ravenna City Council
Planning Committee Meeting Minutes
October 15, 2024**

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

Council present: Rob Kairis, Amy Michael, Paul Moskun, Tyler Marovich, Tim Calfee, Christina West, Matt Harper, Cheryl Wood

Also attending the meeting: Mayor Frank Seman; Police Chief, Jeff Wallis, Fire Chief, Mark Chapple; Service Director, Tim Contant; Finance Director, Tami Lorence; City Engineer, Bob Finney; Controller, Brian Huff; Council Clerk, Chelsea Gregor; Mike Bogo, Cliff Soudil, Amy Young, Larry Silenius, Rich Bennett, Josh Paudel, John Plough, Chad Murdock

Planning Committee Meeting was called to order at 6:58 P.M. by Chairperson, Rob Kairis

The first item was a 15-foot setback variance.

Mr. Finney stated that the Planning Commission is moving on their recommendation to approve a variance for Supergood.

Mr. Kairis explained that a 25-foot setback is required and that the commission is recommending a 15-foot setback for the parking lot project.

Mr. Finney explained that the variance would allow for an extra row of parking and there will be a fence installed.

- The item was moved forward.

The second item was temporary rentals (Airbnb's VRBO).

Mr. Kairis stated that the item is a place holder to have the Planning Commission give feedback.

- The item was for discussion only.

The third item was a recycling/disposal policy.

Ms. West stated that Ms. Lorence is exploring a disposal policy for other city property.

Ms. Lorence stated that she does not think another ordinance is needed.

Mr. Kairis said that the recent disposal policy has the policy embedded in the ordinance which states that the IT Director has to handle the disposal.

Ms. Michael stated that the ordinance can be amended.

Mr. Kairis suggested repealing the ordinance instead of amending it and said that the ORC does not require advertising, adding that he is not a fan of that practice.

Ms. West said that she would like to work with Ms. Lorence and department heads to assess disposal needs.

Mr. Harper explained that the reason advertising was put into the disposal policy was to notify the public of a sale.

Mr. Marovich stated that the 2-4 week advertising window creates accountability.

Ms. Wood said that the Mayor and Finance Director have the final say and that broken items should be permitted to be disposed of.

Ms. Lorence stated that the IT Director wanted more clarity on the practice and that she would as well.

Mr. Soudil shared that the City held auctions in the past and suggested another auction.

Ms. Michael suggested keeping the item in committee until new language is formed.

- The item was for discussion only.

The fourth item was applications for grants.

Ms. West stated that the item is to allow department heads to be able to apply for grants without requiring prior Council approval.

Ms. Michael stated that a matching grant may be an issue if Council does not approve it, but that department heads should be able to apply for grants.

Ms. West stated that there could be a stipulation that matching grants can be applied for if under a certain monetary amount.

Chief Chapple proposed using unencumbered small capital funds to use for grant matches.

Ms. Wood stated that usually an ordinance is required if a grant match is needed.

Mr. Kairis suggested that Council can allow an employee to apply for a grant and then report it to Council, adding that if there is an issue the person can be notified.

Ms. West stated that Council needs to trust department heads that they know what they are doing when applying for a grant.

Ms. Michael stated that guidelines can be created when department heads apply for grants.

- The item was moved forward.

The fifth item was an easement with PMHA.

Ms. West explained that Portage Metropolitan Housing Authority would like to install a new generator behind the Etna House on City property due to a lack of appropriate and available space on their property to do so. She said that they would be 100% responsible for costs and that they would like to place the generator on the ground behind City Hall.

Mr. Finney stated that they have put in a lot of work on the building, along with an elevator, and that they cannot place the generator on the roof.

- The item was moved forward.

Management Update

Mayor Seman explained that there are circumstances that arise that need to get a variance or other approval, and asked if there could be a list of permitted changes that Council can provide to the Planning Commission to get the changes approved.

There being no further business for discussion, the meeting adjourned at 7:25 P.M.

ATTEST:

Clerk of Council

**Christina West, Chairperson
Planning Committee**