



**Ravenna City Council  
Planning Committee Meeting Minutes  
November 10, 2025**

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

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

Also attending the meeting: Mayor Frank Seman; Police Chief, Jake Smallfield; Fire Chief, Mark Chapple; Service Director, Tim Contant; City Engineer; Bob Finney; Finance Director, Tami Lorence; Council Clerk, Chelsea Gregor; Larry Silenius, Cliff Soudil, Greg Francis, Eve Francis, Cynthia Miller, Carmen Laudato, Peter Martin, Matt Ferrell, Mike Reynolds

**Planning Committee Meeting was called to order at 7:45 P.M. by member, Tim Calfee**

Mr. Calfee stated that the discussion of short-term rentals would be deferred to the following month based on Ms. West's direction.

**The first item was an ODNR grant application for Emerald Lake Land Preserve.**

Mr. Calfee explained a grant opportunity through ODNR for the Emerald Lake preservation, which would authorize the City to apply for and accept grant funding to purchase two parcels near Emerald Lake. The grant would cover acquisition costs and provide expanded east-side parking and west-side emergency access. Neil Hess would facilitate the application, and Mr. Calfee recommended moving it forward promptly due to a December deadline.

Ms. Wood confirmed that the grant does not impose restrictions on future land use, noting that conservation grants sometimes limit features such as parking lots or pavilions.

Ms. Lorence explained that the application is lengthy and detailed, and offered to forward it to the Clerk if others were interested in reviewing it.

- The item was moved forward.

**The second item was the 2026 Portage County Public Defender contract.**

Mr. Calfee recommended forwarding the annual housekeeping Portage County Public Defender contract, noting the fee has remained unchanged at \$150 for several years.

- The item was moved forward.

**The third item was the comprehensive plan.**

Mr. Kairis discussed the comprehensive plan, noting Council now had time to review the document. He recommended moving it forward to begin the approval process, including continued discussion over multiple meetings and a public hearing. Mr. Kairis suggested focusing on the final chapter outlining goals and strategies and considering whether Todd Peetz, Director of the Regional Planning Commission, should present to Council.

Mr. Calfee added that the census data and resident survey results in the plan were also valuable and supported moving it forward.

- The item was moved forward.

**The fourth item was short-term rentals.**

- The item was not discussed.

### **Management Update**

**There being no further business for discussion, the meeting adjourned at 7:50 P.M.**

**ATTEST:**

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**Clerk of Council**

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**Christina West, Chairperson  
Planning Committee**