

**NORTH RIDGEVILLE PLANNING COMMISSION
MINUTES OF REGULAR MEETING
TUESDAY, JANUARY 9, 2024**

CALL TO ORDER:

Chairman Smolik called the Planning Commission meeting to order with the Pledge of Allegiance at 7:00 PM.

ROLL CALL:

Present were members Steve Ali, Paul Graupmann, Paul Schumann, James Smolik and Council Liaison Bruce Abens.

Also present were Planning and Development Director Kimberly Lieber and Deputy Clerk of Council Tina Wieber.

ELECTION OF OFFICERS

Member Smolik opened the floor for nominations for Chairperson.

Moved by Smolik and seconded by Abens to nominate James Smolik for the position of Chairperson.

Member Smolik asked if there were any other nominations for Chairperson. No further discussion was offered and nominations were declared closed.

Member Smolik opened the floor for nominations for Vice-Chairperson.

Moved by Graupmann and seconded by Ali to nominate Paul Schumann for the position of Vice-Chairperson.

Member Smolik asked if there were any other nominations for Vice-Chairperson. No further discussion was offered and nominations were declared closed.

Member Smolik opened the floor for nominations for Secretary.

Moved by Smolik and seconded by Graupmann to nominate Tina Wieber for the position of Secretary.

Member Smolik asked if there were any other nominations for Secretary. No further discussion was offered and nominations were declared closed.

Member Smolik opened the floor for nominations for Liaison to the Board of Zoning and Building Appeals.

Moved by Ali and seconded by Schumann to nominate Paul Graupmann for the position of Liaison to the Board of Zoning and Building Appeals.

Member Smolik asked if there were any other nominations for Liaison to the Board of Zoning and Building Appeals. No further discussion was offered and nominations were declared closed.

Member Smolik opened the floor for nominations for Alternate Liaison to the Board of Zoning and Building Appeals.

Moved by Graupmann and seconded by Schumann to nominate Steve Ali for the position of Alternate Liaison to the Board of Zoning and Building Appeals.

Member Smolik asked if there were any other nominations for Alternate Liaison to the Board of Zoning and Building Appeals. No further discussion was offered and nominations were declared closed.

Member Smolik opened the floor for nominations for Planning Commission appointment to Community Reinvestment Area Housing Council.

Moved by Smolik and seconded by Graupmann to nominate James Smolik for the position of Planning Commission appointee to Community Reinvestment Area Housing Council.

Member Smolik asked if there were any other nominations for Planning Commission appointment to Community Reinvestment Area Housing Council. No further discussion was offered and nominations were declared closed.

Moved by Smolik and seconded by Graupmann to take a roll call on all of the single nominations.

A voice vote was taken to elect James Smolik to the position of Chairman, Paul Schumann to the position of Vice-Chairman, Tina Wieber to the position of Secretary, Paul Graupmann to the position of Liaison to the Board of Zoning and Building Appeals, Steve Ali to the position of Alternate Liaison to the Board of Zoning and Building Appeals and James Smolik to the position of Planning Commission appointee to Community Reinvestment Area Housing Council.

Yes – 5 No – 0

MINUTES:

Chairman Smolik asked if the members had a chance to review the minutes of the regular meeting on December 12, 2023 and the special meeting on December 14, 2023. He asked if there were any corrections. Hearing no corrections, the minutes were approved.

CORRESPONDENCE:

Administrative Approvals & Zoning Certificates

1. **PPZ2023-0237: Thriving Smiles Pediatric Dentistry, 34155 Center Ridge Rd**
Approval of a Certificate of Zoning Compliance for Pediatric Dental Office.

Director Lieber explained that she approved zoning certificates for new business where there weren't building improvements or additions or new construction that would come before the Commission. She stated that that approval was an infill for a dentist's office where there was a dentist's office but that

business was a new business to North Ridgeville. She stated that that was the last certificate that was approved since the last meeting.

Master Plan Update

Chairman Smolik stated that the City was aggressively working on the Master Plan. He stated that the tentative plan was that the Master Plan was going to be brought before Planning Commission at the March 12th meeting. He said that the last Steering Committee meeting would be Wednesday, February 21st and everyone was welcome to attend. He added that he thought it was important for the Commission members just to get a little of a feel for the Master Plan before it actually came to the Commission in March. He stated that on the Ridgeville Ready website, which a link would be provided for, there would be an exercise that involved some engagement and that way they could see what was in the Master Plan. He stated that there were three parts to the engagement activity which were Recommendations by Topic, Future Land use via character map, and then a little bit about themselves, so that they had some demographics on who actually reviewed it. He explained that it would ask their opinion on the certain aspects of the plan and how they felt and then if they supported it or if they had an issue, they could fill in a blank and sort of explain themselves. He added that it would also show the actual rezoning map and that they would see all of the new areas with that. He stated that he thought it was very beneficial but the one warning he had was that once they started doing the exercise to make sure that they completed it. He discussed that they would need to schedule themselves an hour to an hour and fifteen minutes. He explained that he had to stop half way through and then got to doing some other things and when he went to finish it, he had to restart from the beginning. He remarked that they would need to make sure to allocate enough time for that and that the deadline to submit that would be January 15th.

Director Lieber stated that she wanted to reinforce that she thought it was important for Commission members if they hadn't been following along every step of the way, to familiarize themselves with the recommendations and the plan, so that when it was presented to the Commission in March, it hopefully wouldn't be brand new information to them. She said that a tiny correction she had was that it wasn't a rezoning map but was a future land use map, which was different than a zoning map. She commented that it would be used as the basis for future land use and rezoning decisions. She added that it was an important distinction and she just wanted to make that clear.

Chairman Smolik stated that she was correct and that on the website she actually acknowledged it with a check box. He explained that the Master Plan was an important step in the community and the decisions that they made were going to affect the City from there on out, especially 20 or 30 years from now. He commented that hopefully the bedroom community of North Ridgeville would change based on the actions that had taken place with the Master Plan.

Planning Commission Training Follow-up

Chairman Smolik stated that during the training session there was some conversation regarding the way the actual meetings took place, as far as when an applicant provided their testimony and the order of discussion. He mentioned that it was recommended that they changed that. He stated that he believed that the best course of action would be when they had an item on the agenda, that the Planning and Development Director spoke first and that way she could pretty much indicate the Administrations point of view and the findings of facts for that particular application. He explained that after that, if there were any additional Administrative comments for example, from the engineer, they could give those and after they had heard from the Administration, they would hand it over to the applicant for them to present

their case. He stated that after the applicant went, they would open it up to the residents. He discussed that instead of having a back-and-forth conversation, they would have all of the residents talk and they would gather all of their questions and would then have the applicant come back up and address all of the issues. He commented that he thought it would expedite the meetings and that way they wouldn't have that back-and-forth. He asked if there were any questions or comments regarding the new order of the meeting.

None were given.

Chairman Smolik asked if anyone had any questions or comments regarding additional training that they might feel would be worthwhile to help them in their role as a Planning Commission member.

None were given.

Chairman Smolik stated that he understood that the Ohio Sunshine Law affected elected officials, who had to go through formal training, more than the Commission but there were some items in there that pertained to the Commission, especially if they were out among the public talking about a particular project. He commented that he was hoping the Administration might give them some key points regarding the Ohio Sunshine Law and how it affected the Commission. He stated that he was aware that the Ohio Attorney General's office did have some publications where they could actually get training. He added that they could do it online and that the manual was around 150 pages. He mentioned that Ohio's Sunshine Law also dealt with public records requests and record retention, which really didn't pertain to them. He stated that if anyone had any curiosity, they had a pretty good website that discussed all of that. He asked if the Commission members felt that would be beneficial to get some additional training regarding the Sunshine Law.

Vice-Chairman Schumann commented that it was a good idea.

Chairman Smolik asked if there were any additional topics that they could bring to the Administration.

Director Lieber stated that she wanted to follow-up on that topic. She mentioned that she had heard from many of them after the training that they thought it was a worthwhile experience and she was happy about that. She was glad that they were also talking about how they could continue to use the information they learned to make the meetings more productive and the process flow better. She stated that there were some funds in the budget for this year for additional training. She said that there might be potential for bringing in another consultant or sending members to a workshop, so as they talked about topics that they felt that they needed to bone up on, especially as they worked towards Master Plan implementation, maybe they wanted to dig into zoning a little bit more or understand some different techniques and things they could be doing along those lines. She stated that they didn't have to decide that night but she just wanted them to know that there was budget available for training and to continue to think about that at future meetings as they got that plan adopted and began that work. She mentioned that one of the things she recalled the trainer saying was that when the Planning Commission didn't have an applicant before them, the tendency was probably to cancel the meeting rather than convene and start working towards some of the goals for the year. She discussed that for the first meeting of they year they didn't have an applicant and they could have cancelled the meeting but it allowed that opportunity so that if the Commission had goals for the year that they wanted to focus on, they could articulate that. She discussed that they were a couple of months from the Master Plan being adopted but from her standpoint, addressing some of that residential zoning, the recommendations around that and the plan

**NORTH RIDGEVILLE PLANNING COMMISSION
REGULAR MEETING – TUESDAY, JANUARY 9, 2024**

PAGE 5

were at the forefront of her mind and something that she wanted to work on as a group. She mentioned that she also wanted to hear from the Commission if they had specific goals that they thought they should be working towards that year, so that she could make sure that it got on her to do list.

Chairman Smolik asked if there were any further comments or questions from the Commission.

None were given.

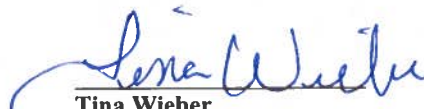
Chairman Smolik asked if there were any other additional business to be brought before the Commission.

None was given.

ADJOURNMENT:

Chairman Smolik adjourned the meeting at 7:15 PM.


James Smolik
Chairman


Tina Wieber
Deputy Clerk of Council

Tuesday, February 13, 2024
Date Approved