

Planning Commission Meeting Minutes
June 26, 2018

The Conneaut Planning Commission met for a special meeting on June 26, 2018, beginning at 6:05 pm. We were meeting in the conference room, but meeting began in the hall as the City Manager was in a meeting in the conference room. Role was called; in attendance were Mr. Sedmak, Mrs. Parlongo, and Mrs. Spencer, and Mrs. Gaugh. Mrs. Gaugh, alternate chair, assumed the role of running the meeting in Mr. Zingaro's absence. Mr. Sedmak made a motion to excuse the absent members, seconded by Mrs. Parlongo. Motion carried.

Mrs. Gaugh asked if everyone reviewed the minutes from the June 5, 2018 meeting and if there were any corrections. No corrections were needed. Mrs. Parlongo made a motion to approve the minutes and Mr. Zingaro seconded the motion. Roll was called, all approved. Motion carries.

OLD BUSINESS – Revised draft – SITE DEVELOPMENT PLANNED ORDINANCE NO. 28-18

AN ORDINANCE TO CREATE: CHAPTER 1135 – SITE DEVELOPMENT PLANS, AND NOT DECLARING AN EMERGENCY

Janet: Did everyone have a chance to read the ordinance 28-18?

Mrs. Parlongo: I have a question in 1135.01, purpose and intent, paragraph 3. Prior to submission of a preliminary site development plan, the applicant may submit to the Planning and Zoning Department for review, three sets of plans and data relative to the proposed development. This step does not require a formal application fee of filing with the Planning Commission. Now what plan is that?

Janet: The site plans.

Mrs. Parlongo: If I want to make a 10,000 square foot factory on Parrish road, I can bring in 3 sets of plans, just where I want to put it and just how big it's going to be, - just very basic?

Janet: Right, they're not basic site plans.

Melanie: Well no, they're not a basic site plan, but you don't have the plans for the building itself at that point, but you need storm drainage, photometric plans etc.

Mrs. Parlongo: I know the preliminary plans have to be approved, but it has to be detailed.

Mrs. Spencer: But if it's a small project, we can say some of these things we don't need, correct?

Janet: If it's smaller than 10,000 square feet. What do you mean by small?

Mrs. Spencer: Under 10,000

Janet: Which would be us. (indicating Zoning Dept.) I believe under 10,000 square feet would be the Zoning Dept.

Mrs. Spencer: Right, unless somebody contests it.

Janet: Right

Mrs. Spencer: What would be the advantage to them submitting three sets of plans prior to them doing the formal submission? I don't understand, it's like they have to do it twice then.

Janet: I think it's just an opportunity for everyone to review, and any questions you might have, you know, traffic studies, we talk about that. Storm drainage like she was mentioning, just to give everyone an opportunity to review the plans.

Mrs. Spencer: So we don't review it, just the zoning...

Janet: We can review it, or you guys can review it, it's an opportunity for us to bring them to you guys too. It's not like they're going to come, but we, the zoning office can come to you with the plans and say, this is what's come before us, do you have any questions, is there anything you want to add, ask, go back to the contractor?

Mrs. Spencer: That was one of my questions, I don't know what we would say we wouldn't need.

Janet: Once it's approved, I'm going to put it on the city's website. It'll be an opportunity for a contractor, anybody that has questions, what our expectations are.

At this point, Jim Hockaday came out and informed us we could use the conference room, and the meeting transferred there.

Mrs. Gaugh: Ok, on page, two down at the bottom on 1135.04, if somebody runs into issues and their permit expires, and it's been a year, then they can get another extension. What if they run into more circumstances, do they have to start all over if it's after 18 months?

Janet:, yeah, back to the drawing board, basically.

Mr. Sedmak: What if there's EPA issues?

Janet: If that's the case, I think we would make a decision as a body to say you want to start over or make an exception.

Melanie: Maybe there's some language you would want to put in there to allow that.

Janet: Does it have language that allows you to make exceptions to the rules for anything?

Mrs. Gaugh and Mr. Sedmak stated they did not see anything that allows that.

Janet: So that's all you would need, basically.

Mr. Sedmak: I would just like a clause in there in case something arises that's unforeseen.

Mrs. Spencer: On page 3 h), "The Zoning Manager or Planning Commission may attach conditions to the approval of the site development plan as may be reasonably required by the public health, safety and welfare." That wouldn't apply though, would it?

Mrs. Parlongo: I thought we couldn't attach conditions.

Mrs. Spencer: We couldn't but we had that discussion last time that we wanted that in there.

Mr. Sedmak pointed out times when the Commission gave approval contingent on ZBA approval.

Janet: You would put it in under, like, i) giving the Planning Commission the power to make exceptions.

Melanie: 1135.04 f) addresses any person aggrieved by any decision of an administrative official to appeal to the Planning Commission. Who do they appeal to if they feel aggrieved by the Planning Commission.

Mrs. Gaugh: Then they have to go to court. Kyle keeps telling us this is a work in process, so if we keep running into hurdles, then we can amend it.

Mrs. Parlongo: questioned the process for parking areas shared by more than one establishment.

Mrs. Gaugh: They would have to tell us where else they were going to park when submitting the plans.

The parking at Sparky's was addressed in comparison, and Ms. Shubitowski pointed out that parking was not an issue initially until the current plans to add on, which was resolved through shared parking with Port Conneaut.

Mrs. Spencer: So they would have to come back to us? Under this ordinance, they would have to come back to us.

Janet: They came back to the ZBA.

Mrs. Gaugh: We need a motion to approve ordinance 28-18.

Motion was made by Mr. Sedmak and seconded by Mrs. Spencer. All were in favor, motion carried.

ORDINANCE 29-18

AN ORDINANCE TO AMEND SECTIONS 1137.02 – DUTIES OF THE PLANNING COMMISSION, OF THE CONNEAUT CODIFIED ORDINANCE, AND NOT DECLARING AN EMERGENCY.

Mrs. Gaugh: Any questions?

Mrs. Parlongo: Section 1 line 8, We provide the appeals?

Mrs. Gaugh: Yeah, we're the appeals people.

Mrs. Parlongo: But we don't provide them, we hear them. I guess it's just the wording.

Melanie: Maybe conduct the appeals might be more appropriate.

Mr. Sedmak: That might be right, we're providing the decision. It might be a legal thing.

Janet: It's in all our letters that appeals go to the Planning Commission, so you provide the appeal.

Mrs. Gaugh: Number 3 says we conduct hearings, number 8 says we provide the appeals, and 10 says we hear administrative appeals. (Board then held for clarification from Kyle)
Wait a minute, there's a section 1, an a and a b, and then 4 and 5, and that's it, unless we're missing a page.

Mrs. Spencer: The pages are numbered, so it should just be a 1, a and b, then sections 2 and 3. We want the least amount of duties possible, and can we get rid of some of these other words in here?

Mrs. Gaugh, I'm still stuck on the fact that we're putting in there that we're going to be assuming duties of something that we don't even know what the duties are yet. We don't know the discussion points for design review or historical or preservation district.

Mr. Sedmak: Don't we get people to help us on some of those decisions? When it comes to historical, I don't know.

Mrs. Gaugh: So the duty is to listen to whoever they send to us and make a decision.

The Commission was confused over major and minor subdivisions. Melanie used an example of the Winslow property on Salisbury that was a minor subdivision creating parcels 5 acres or less and creates no more than 5 lots including the original lot. Minor subdivisions are handled without the need for Planning Commission review.

Melanie: When you're doing a major, you're looking at something like the Shores.

Mrs. Gaugh: So if the neighbors wanted to appeal, that's when they would come to us.

Janet: Right. It's not clarified whether we're talking about major or minor subdivisions in the ordinance.

Mrs. Gaugh: It doesn't matter, does it? Only if they appeal.

Kyle entered the meeting at this point.

Mrs. Gaugh: We're discussing ordinance 29-18, and specifically, 3, 8, and 10, we're a little confused.

Kyle: yeah, we can take 3 out, that's fine. I like 8 because it talks about appeals.

Mrs. Parlono: The question is the provide part. What are we providing?

Kyle: You're providing an appeal on property maintenance issues. Ok, conduct a hearing on such appeals. We'll get rid of 3, and 8 will be to conduct hearings to provide such appeals.

Mrs. Spencer: Ok, then on the next page, should that be section 2 and section 3, instead of 4 and 5?

Kyle: Yep, section 2 and 3, and I apologize for that. So, are you ok with 29-18?

Commission: Yes

Attention turned back to ordinance 28-18 with the addition of Kyle to the discussion to get clarification on the times and extension discussed earlier.

Mr. Sedmak: See in 1135.04 where it says 6 months? What if something is beyond their control, such as EPA issues?

Kyle: Maybe we'll just change it then to allow the Planning Commission to grant such extensions as it seems reasonable upon written request.

Another motion was made on 28-18 after the changes and clarifications from Kyle. Motion was made by Mr. Sedmak and seconded by Mrs. Parlono. All were in favor, motion carried.

Mrs. Gaugh: So we need a motion to approve ordinance 29-18 with the changes noted. Motion to approve was made by Mrs. Parlono and seconded by Mr. Sedmak, all were in favor.

Any other discussions --- Mrs. Gaugh entertained a motion to adjourn
Mrs. Parlono made motion and Mr. Sedmak seconded the motion
Roll was called – all approved
Meeting adjourned at 6:51 p.m.

Mrs. Gaugh, Acting Chairperson

Melanie Shubitowski - Clerk