

Planning Commission Meeting Minutes
May 1, 2018

The Conneaut Planning Commission met for their regular monthly meeting on May 1, 2018, beginning at 6 pm. Stood for the Pledge of Allegiance. Role was called; in attendance were Mr. Zingaro, Ms. Notte, Mr. Sedmak, Mrs. Parlongo, and Mrs. Spencer, Mrs. Gaugh was absent. Also in attendance; Mr. Kyle Smith, City Law Director

Mr. Zingaro entertained a motion to excuse Mrs. Gaugh; Mr. Sedmak made motion and Mrs. Parlongo second the motion. Roll was called – all approved.

Mr. Zingaro asked if everyone reviewed the minutes from the April 3, 2018 meeting and if there were any corrections. No corrections were needed. Mrs. Spencer made motion to approve the minutes and Mr. Sedmak second the motion. Roll was called, all approved. Motion carries.

OLD BUSINESS – Revised draft - OFF-STREET PARKING ORDINANCE NO. 14-18

AN ORDINANCE TO DELETE SECTION 1133.06- OFF-STREET PARKING AND LOADING FACILITIES OF THE CODIFIED ORDINANCES IN ITS ENTIRETY AND CREATE CHAPTER 1134 – OFF-STREET PARKING, AND NOT DECLARING AN EMERGENCY

Mr. Zingaro said there were a few changes and Mrs. Parlongo had a few questions starting with page 1 under 1134.02 – No person shall construct or enlarge either a residential or non-residential building without first providing the City Planning and Zoning Department with an off-street plan in conformity with this chapter – Q: Does that apply to someone taking a house and making a duplex? Ms. Shubitwoski replied that is not constructing or enlarging. Mrs. Parlongo – but they would need additional parking? Did we accommodate that somewhere else? Yes, Mr. Zingaro explained that is taken care of in section 1134.05. Mrs. Parlongo asked do they need to let the Zoning Department know if they change from a single family to a multi-dwelling. Mrs. Brown answered yes – they will need a Change of Use Permit from the ZBA. Mr. Zingaro asked if Zoning has a requirement for Change of Use for parking? More discussion amongst the board – Kyle asked everyone go back to page 1 and look at rewording section 1134.02 (a).

Mr. Zingaro is questioning we struck stacking lane definition in section 1134.03(a)(9). Mr. Smith said we can take that out

Mr. Zingaro asked if there were any questions on section 1134.04 letter (f) – I had a mark by that one. Mr. Smith said this goes to our City Manager’s recommendation in regards to the width of the driveway and is suggested in exhibit 4. There a couple different ways to look at it – limit the maximum width to 30 feet – or expand it to two lanes and have 20 to 30 feet. More discussion from the board. The board agrees in exhibit 4 that the width of the driveway be a maximum of 30 feet whether it is one lane, two lane etc.

Mr. Zingaro- Page 5 we removed the Sweepstakes terminal café, page 6 no changes, page 7 we deleted Schedule 1134.06(b)(5) – Mr. Smith asked to go back to page 4 paragraph (f) about access ways is the last sentence about access ways and the distance from an intersection of a major

thoroughfare and that is in the existing code and the City Manager's recommendation is to just delete that section and include it as part of the site plan review that planning would do. Discussion amongst the board and Mr. Smith about having a traffic study with the site plans

Mr. Zingaro on page 9 Section 1334.08 – first paragraph and section (f) change from Zoning Department to Zoning Manager

Mr. Zingaro question on page 13 Section 1134.12(c)(1) – Required parking spaces – Are the houses on Lake Road a driveway or a parking space? Discussion amongst the board and decided that they are more a turn around so people don't have to back out onto Lake Rd. for safety reasons.

Mr. Zingaro on page 14 is referencing to Exhibit 3 – Off- Street Loading Space – Mr. Smith explained The City Manager is concerned about the restrictions we sent something to CT looking for additional language and that's what is shows on Exhibit 3. Mr. Zingaro asked for an example of what Commercial entity that uses Off-Street Loading. Discussion amongst the board – Pizza Hut, Golden Dawn, Gerdes --- questions about who has the authority to override the Off-Street Loading if it came up – The BZA would have to grant a variance. Q -Who designates where the loading sign goes? A – That is part of the site plan. Board needs to decide if they want to keep the language in 1134.13 or go with the recommendation from the City Manager in Exhibit 3. The Board agreed to go with the City Manager's recommendation and go with Exhibit 3.

The Board is not ready to finalize a decision and want to revisit the Ordinance 14-18 on June 5, 2018 at their next meeting in regards to Site Plans and Off-Street Parking.

New Business – Planning Commission Duties Exhibit 5 – is for the Planning Commission to review as the Ordinance will be going before Council and brought before them at their next meeting on June 5, 2018. Some discussion about the Planning Commission Duties and the Design Review Board responsibilities and historical districts.

Lastly under new business is Site Plan Development - This will follow a standard and it ties into the Off-Street Parking piece. Discussion amongst the board reviewing the site plan development piece and traffic study and will revisit at the next meeting in June.

Miscellaneous Business – Council passed Ordinance 100-17 – Governing the BZA hearings and decisions and Ordinance 101-17 – Governing the Mass Removal of Trees effective May 23, 2018

Any other discussions --- Mr. Zingaro entertained a motion to adjourn
Mrs. Parlono made motion and Mr. Sedmak second the motion
Roll was called – all approved
Meeting adjourned at 7:00 p.m.

Joe Zingaro, Chairperson

Melanie Shubitowski - Clerk