

RECORD OF PROCEEDINGS  
Village of Peninsula  
PLANNING COMMISSION

Held: April 25, 2016

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**CALL TO ORDER:** The Village of Peninsula Planning Commission convened from 6:52 p.m. to 8:20 p.m. in the Peninsula Village Hall. Karen Walters called the meeting to order with the following members and visitors present

**ROLL CALL:**

Karen Walters	Present
Douglas Mayer, Mayor	Present
Michael Matusz	Absent
Michael Kaplan	Present
Joe Mazur	Present

**OTHERS PRESENT**

Brad Bryan, Elizabeth Workman, Dee Holody, Bill Clifton, Greg Canda, Mary Booth,

**CITIZENS PARTICIPATION**

Nothing.

**MAYOR'S REPORT**

Mayor Mayer introduced new Planning Commission member, Joe Mazur.

Mayor Mayer introduced the new Village Solicitor, Brad Bryan.

**COMMISSION PARTICIPATION**

Ms. Walters introduced the Request for Statement of Qualifications (RFQ) for professional consulting services for the planning, design and construction of a new wastewater collection and treatment system improvements and opened the floor for discussion.

**MOTION: TO ADOPT AND SEND TO COUNCIL THE REQUEST FOR STATEMENT OF QUALIFICATIONS (RFQ) (motion was amended)**

Moved by Mr. Kaplan, seconded by Mayor Mayer.

Call for discussion: Planning Commission members and WWAC members held a discussion:

The RFQ requesting the engineering firm to submit projects they have worked on over the past 5-years vs. 10-years.

Ms. Holody stated that a committee will be formed to look at the RFQs received.

Mr. Kaplan explained the process of the RFQ.

Members discussed how the RFQ would be posted and costs associated with posting. Ms. Holody stated that posting on the Village website is all that is required, according to Ohio Revised Code. Members agreed that the Village may want to do more.

Mr. Matusz asked if the RFQ was in final form. The Solicitor explained that dates would be entered, if Council approves.

Members agreed to recommend Council post the RFQ to Village Website, send letters to the list of qualified firms, and place an ad in the engineers' professional journal.

Mr. Kaplan requested to amend the motion, as stated in Motion 10-2016.

Mr. Matusz asked if the engineering firm RFQ will include a cost to do the study. The Solicitor replied, that once the Village picks the engineering firm to work with, then there will be a negotiation on what the scope of work is and what the cost of service will be. If there is an agreement the Village will move forward with that firm. If not, then the Village may move to another firm. Mr. Kaplan stated that one of the skills the Village is looking for, is a firm that

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has the ability to find the Village money. The Mayor asked if once the RFQ moves to Council, if the WWAC would like to be a part of the group that reviews the RFQs and part of the decision, since they are informed and have looked at the needs of the Village. The members agreed that they should be a part of the selection committee.

**MOTION:** TO RECOMMEND TO COUNCIL THAT THEY ADOPT AND IMPLEMENT THE DRAFT REQUEST FOR STATEMENT OF QUALIFICATIONS (RFQ) PACKET, 4-DOCUMENTS, AND PLACE ONE ADVERTISEMENT IN AN APPROPRIATE PUBLICATION ADVISING THE COMMUNITY OF THE VILLAGE INTEREST.

Moved by Mr. Kaplan, seconded by Mayor Mayer.

Votes were: Michael Kaplan, aye; Michael Matusz, aye; Douglas Mayer, aye; Joe Mazur, aye; Karen Walters, aye. **Motion passed unanimously.** (Motion 10 -2016)

Ms. Walters stated that she spoke with Solicitor Bryan regarding the Short Term Rental issue. Solicitor Bryan reported what other communities are doing in the area with regards to short and long term rentals. Planning Commission members discussed the issue further. The Solicitor will look into the issue further.

**LONG RANGE PLAN SUB-COMMITTEE REPORT**

Mr. Kaplan reported that there has been little interest in joining the LRP Sub-Committee. Mr. Kaplan stated that the PC needs to consider a budget to look at the LRP and consider hiring an intern to look at the data that is available. The Mayor stated that he did ask the Fiscal Officer to put money in the budget for Planning, but did not have the figure. Mr. Kaplan stated that he will have more information at the May meeting.

**WOODRIDGE INTERMEDIATE SCHOOL SUB-COMMITTEE REPORT**

Mayor Mayer reported that Spring of 2018 will be the last session that classes will be held in the Woodridge Intermediate School building. The plan is to be in the new building by Fall 2018. The Mayor stated that he has read in the paper that the school has not made a decision what they plan for the school. Members discussed the cost of occupying the building, the need to look into zoning, possible uses for the building, how and who would pay to upgrade building and septic system for the next use.

**MOTION:** TO APPROVE THE FEBRUARY 22, 2016 MINUTES IN FINAL FORM.

Moved by Mr. Kaplan, seconded by Ms. Walters.

Call for discussion: No response.

Votes were: Douglas Mayer, aye; Karen Walters, aye; Michael Kaplan, aye, Michael Matusz, absent. **Motion passed.** (Motion 11 -2016)

**NEW BUSINESS**

The Mayor reported that he met with the Peninsula Foundation regarding the Quaker Oats train collection being offered by University of Akron. The University is still sorting the details out. Members discussed. Mr. Mazur will contact Craig Tallman of the NPS to discuss.

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**MOTION: TO ADJOURN.**

Moved by Ms. Walters, seconded by Mr. Kaplan.

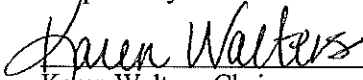
Call for discussion: No response.

Votes were: Douglas Mayer, aye; Karen Walters, aye; Michael Kaplan, aye, Michael Matusz, absent.

**Motion passed.**

(Motion 12 -2016)

Respectfully submitted:

  
Karen Walters, Chair

4.22.2016  
Date

 4/25/16  
John D. Stiegel, Fiscal Officer Date

The Village of Peninsula's next regular meeting of Planning Commission will be held May 23, 2016 at 7:00 pm at the Village Hall 1582 Main Street, Peninsula, Ohio, 44264. (Corner of Akron-Peninsula Road and State Route 303)

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