

**RECORD OF PROCEEDINGS
VILLAGE OF PENINSULA PLANNING COMMISSION MEETING
JULY 23, 2018 7:00 P.M.**

CALL TO ORDER: The Village of Peninsula Planning Commission convened from 7:25 p.m. to 9:30 p.m. in the Peninsula Village Hall. Chairperson Karen Walters called the meeting to order at 7:25 p.m. and initiated the roll call.

ROLL CALL:

The following members were present: Chairperson Karen Walters, Mayor Mayer, Kevin Royer, Chris Weigand, and Greg Canda. Solicitor Brad Bryan was also present.

CITIZENS PARTICIPATION:

Kathy Bertsch provided a copy of the 2018 Sunshine Law Manual from the Ohio Attorney General's Office to each member. She requested that the Commission return to designating one of its members to take minutes. Her reasons for this request were:

Ohio statutes give the responsibility to each public body to keep accurate minutes of its meetings, not to rely on people that the Commission hasn't approved.

Minutes prepared by a Commission member would likely be more accurate and prompter than those taken by revolving temp agency employees who are not familiar with the speakers or topics and would be completed at no cost to the taxpayers.

One of the Commission's members, Greg Canda, takes personal notes throughout each meeting which could easily be transcribed into minutes.

Mr. Canda responded to that request stating he did not want to take the minutes due to concerns his notes were not complete enough and it would interfere with his ability to participate in the meeting. Mr. Royer commented that Members had other responsibilities outside of the Commission and they should not be expected to draft minutes. Ms. Walters stated she was willing to take the minutes if no one else would. Mr. Canda suggested that Ms. Bertsch take the minutes since the subject was of interest to her. Ms. Bertsch offered to share her notes with the Commission and the minute-taker for whatever assistance they could provide. Mayor Mayer suggested the notes be sent to Administrative Assistant Kuboff for dispersal to Committee members and the minute-taker. The temp-agency employee was instructed to take the minutes for this meeting.

APPROVAL OF THE MINUTES:

The Commission reviewed the minutes for the Planning Commission Long Range Plan Meetings on June 4, 2018 and July 2, 2018.

Mr. Weigand requested the minutes for the June 4, 2018 be corrected to reflect that he arrived at the meeting 15 minutes late due to a family commitment.

The motion to amend was seconded by Mr. Canda. All were in favor of the amendment, and none were opposed. The motion to amend carried.

A motion was made by Ms. Walters and seconded by Mr. Canda to approve the June 4, 2018 minutes as amended. All were in favor, with Mayor Mayer abstaining due to the fact he was not able to attend the June 4 meeting. None were opposed. The June 4, 2018 minutes were approved.

Ms. Walters made a motion to approve the minutes for the July 2, 2018 meeting, and that motion was seconded by Mayor Mayer. All were in favor of approval; none were opposed. The July 2, 2018 minutes were approved.

LOT SPLIT AND CONSOLIDATION REQUEST FOR 1593 AND 1595 MAIN ST:

The Solicitor reported this issue was withdrawn from the agenda at the request of the applicants. They stated they wanted to wait until the court approved their settlement. Reported problems between the two owners had been caused by the land being owned by one party and the building being owned by the other. Mr. Bryan stated the lot split would still need to be approved by Commission at a later date.

GOVERNING RULES:

Ms. Walters stated she was concerned about the transparency and lack of civility with the Village's governing bodies caused by contention over proposed issues. She does not want those issues to occur with the Planning Commission. She requested that members, including herself, treat each other civilly and identify themselves before speaking to avoid talking over one another. Identifying themselves would also help minute-takers, who may not be familiar with the meeting participants. She is requesting recording and proper minutes so citizens are satisfied. She proposed that all Commission members take a Sunshine Laws course.

Mayor Mayer encouraged everyone to take the course. He stated he has taken the course two times and it has been valuable each time.

Ms. Walters asked for each member to submit three topics to her that they want prioritized for Commission consideration this year.

Solicitor Bryan advised that they could be submitted by e-mail to Ms. Walters but could not be discussed between a majority of the Commission Members until the meeting.

Mr. Royer suggested they would see one another at the August 6th Long Range Plan Meeting and could present them then.

Mr. Canda asked if more than three topics could be submitted. Ms. Walters stated she wanted everyone to limit it to three topics.

CITIZEN PARTICIPATION:

Jodi Padrutt stated the July 2nd meeting was not on the calendar, and no notice or agenda was provided by the Administrative Assistant. Mr. Bryan stated the Long Range Plan meeting is a regular meeting that takes place on the first Monday of the month at 7:00 p.m. He stated the June 2 meeting was the first meeting and it was announced at prior Planning Commission and Council meetings. He stated some residents were present at the meeting. Solicitor Bryan offered to speak with the Administrative Clerk to make sure the meetings are on the calendar and the consultant to advise her that her topics should be submitted early enough to be incorporated into an agenda. He confirmed that agendas for meetings should be provided.

Mr. Canda asked whether all the Committees that have been meeting required minutes. Solicitor Bryan confirmed that they did.

Mr. Canda asked if his lunch with Mr. Weigand over Village processes was legal. Mr. Bryan stated meetings between members are permitted as long as a majority of the members of the body are not present.

Ms. Bertsch asked that all documents and summaries referenced be attached to the minutes from those meetings.

Mr. Padrutt asked about the former Long Range Plan Committee that met in 2016 and 2017. Mr. Padrutt asked the Solicitor if he attended those meetings. Mr. Bryan stated he was requested to attend one of those meetings to discuss zoning issues and procedures. It was mentioned that Mr. Kaplan chaired those meetings.

Ms. Padrutt noted that the website's last reference to the Long-Range Plan Committee is an agenda from January of 2017. Mr. Canda agreed the process needs to be more formal. Ms. Walters explained the lack of process was why the Planning Commission brought the LRP back under the full Commission.

Mayor Mayer stated the web host will be re-organizing the Village website with Administrative Assistant Kuboff.

Mr. Padrutt suggested that until the information can be updated, audio tapes of meetings should be posted online via a link on the website. He offered to help the Mayor. He noted his preference for audio or video as the official record. Mr. Bryan: confirmed the audio can be posted if it is feasible to do so. Mr. Canda offered to help. Ms. Walters suggested that Mr. Canda, Mr. Weigand, and the Mayor work together on the website issues.

Mayor Mayer reported the Village does not yet have a retention policy for maintaining audio records, so it must keep all audio recordings indefinitely. He wants a retention policy developed by the Public Records Commission so that

audio can be discarded after its use for preparing minutes is completed. Current members of the Commission are Citizen Carol Kramer, the Fiscal Officer, and the Mayor. The Public Records Commission needs a Council representative.

Mr. Bryan reminded members that the audio is available to residents if they want a copy.

Ms. Walters recommended consistency in the process among the Village public bodies.

Mr. Canda suggested the Planning Commission should do what it thinks is best, even if it's not what Council does. He asked if the body could video record. Mr. Bryan confirmed it could be videoed, and the Commission would not need Council's approval to do so.

Mayor Mayer stated it is best to always have a back up in case the record is manipulated by hacking.

COUNCIL REPORT:

With respect to issues that are pertinent to the Planning Commission, Mr. Weigand reported Council voted to suspend the \$15 per month sewer fee and discussed traffic issues with the start of the school year for the new school on Bronson. The next Council Meeting is August 13.

LONG RANGE PLAN:

Ms. Walters confirmed there would be an agenda for the next Commission meeting for the LRP on August 6th.

OLD BUSINESS:

Mayor Mayer reported a new house on the western end of 303 has passed its septic percolation and well tests. They are now applying for a building permit. The new school is applying to have its name placed on the same Village signs that had previously listed the Woodridge Intermediate School. He has received two applications for the Zoning Officer position from people who live in neighboring communities.

Mr. Canda asked whether there was a current plan to install school zone signs.

Parking Pay Stations:

Ms. Walters mentioned the top priority may be moving forward with investigating parking pay stations since Mr. Canda had provided the Commission with vendors in May. Mr. Canda stated he wants to be exceedingly proactive in notifying the community about that issue, believing regular meeting notices and minutes would be insufficient. Ms. Walters stated she believes the required notices and minutes would be enough. Mr. Bryan suggested if the Commission

wants more input from the community, they can hold a public hearing. Mr. Canda suggested Your Community News Outreach. Mr. Weigand reported he submitted a letter to the Community News for this month, but thought the Commission wanted more vendor information before sending out additional information to the public on pay stations.

Ms. Walters stated she supports pay stations, noting:

- Spaces are already there;
- Revenue could help solve the global parking problem, including paying for any additional necessary land;
- The Commission is required to do what it thinks is best, even if there is some opposition;
- The Village can permit Village and Township residents to park for free; and
- Businesses would use them on business property for additional revenue.

Mayor Mayer stated his opposition to meters or pay stations. He acknowledged they would provide some money stream and had seen income figures of \$50k - \$70k annually. He would prefer looking at parking problems more globally to address the endless search for parking by motorists. He noted South Locust's opposition. The Police do not want to enforce them. The two-hour parking limits are not currently being enforced. He does not want to anger residents any more, even if the Village has the right to charge for parking. There could be technological problems with pay stations freezing in the winter. It would dissuade tourism. The Village would have to consider Village employee parking and providing waivers to residents of the Village and Township has its own administrative costs.

Ms. Walters argued we should be enforcing current laws.

Mr. Canda noted tourists expect some parking payments, as he did on a recent trip to Hood River, Oregon, which is a tourist town with parking pay stations.

Mr. Weigand stated he wants more info on expected revenue from vendors and expected costs to the Village.

Mr. Canda offered to secure income and expected cost information from vendors but acknowledged some need for Village employee involvement with the Village cost part of it.

Mr. Royer noted the Village needs turn lanes that would take up some of the spaces we already have.

Mr. Canda agreed infrastructure and traffic flow consideration could be studied first.

Mr. Royer asked whether DMT could charge for offering some of its additional spaces. Ms. Walters reported the DMT owner already allows people to park there for meetings.

Short Term Rentals:

Mr. Canda stated he thought it was likely to be one of the topics to be submitted to Chairperson Walters by the Commission Members.

Ms. Walters stated she expected overlapping suggestions that the Commission would then prioritize.

NEW BUSINESS:

Mr. Weigand stated he met with Charles Uray, the Village Engineer, regarding past flooding in the mixed-use area and erosion on Akron-Peninsula Road. Mr. Uray claimed the flooding issues were the responsibility of the National Park and Army Corps of Engineers. Mr. Weigand will provide Mr. Uray's summary of problems upon receipt.

Ms. Walters reported working with resident Barb Gideon, who had done historic district designation work that was not included in the 2003 Long Range Plan. Mr. Canda stated he would forward Ms. Gideon's written work to Ms. Walters for further discussion.

A motion to adjourn was made by Ms. Walters and seconded by Mayor Mayer. All were in favor of adjournment; none were opposed. The meeting was adjourned at 9:30 p.m.



Chairperson Karen Walters



Date: