

PLANNING COMMISSION MEETING

January 14, 2016

The Organizational Meeting was held. Ms. Carol Fleck nominated Mr. David Komjati as Chairman and Mr. Mark Wainwright seconded the nomination. There being no other nominations, the nominations were closed. All members present answered “yes” in favor; Motion carried.

Mr. Mark Wainwright nominated Ms. Carol Fleck as Vice-Chairperson and Ms. Mary Hada seconded the nomination. There being no other nominations, the nominations were closed. All members present answered “yes” in favor; Motion carried.

The Planning Commission convened in Courtroom No. 1 at City Hall for their regular meeting. Chairman Komjati called the meeting to order at 7:30 PM. He asked the secretary to call the roll. Members in attendance were Mr. Wainwright, Ms. Hada, Ms. Fleck and Chairman Komjati. Ms. Leah Kuhlmann was absent. Also present were City Manager Anthony Carson, the Assistant City Manager/Community Development Director Douglas Lewis, City Planner Lynn White, Assistant Law Director James Lyons, and Secretary Tina B. Pomfrey.

Chairman Komjati officially welcomed Ms. Mary Hada, appointed to the Planning Commission following the vacation of the position by Ms. Christine Shoop, who was elected to the Painesville City Council.

MINUTES: The secretary clarified that in the November 12, 2015 minutes, she incorrectly transcribed a statement made by Mr. Wainwright. Upon clarification from Mr. Wainwright, the secretary made the correction to the minutes.

Chairman Komjati asked for additions or corrections for the Planning Commission Meeting of December 10, 2015. There being none, he asked for a motion. Motion by Ms. Fleck, seconded by Mr. Wainwright to accept the Planning Commission Meeting Minutes from December 10, 2015 as written. Chairman Komjati asked the Secretary to call the roll. On Roll Call, Mr. Wainwright, Ms. Hada, Ms. Fleck and Chairman Komjati answered “yes”. Motion carried.

NEW BUSINESS: (Public Hearing Items) None

ADMINISTRATIVE REPORT:

Final Plat Approval for Heisley Park Phase XX – consisting of 26 lots.

Ms. White explained that the Preliminary Plat for Phase XX was approved by the Planning Commission on October 8, 2015 with several stipulations. The Plat was forwarded to City Council and was approved by Resolution No. 31-15 on October 19, 2015 with the stipulations as recommended by the Planning Commission. Ms. White provided the stipulations given to the developer regarding the approval of the final plat. She conveyed that all errors on the Title Page were corrected and submitted on the Final Plat and the signed agreement between the City of Painesville, the developer and the Heisley Park Home Owners Association to allocate parkland has been completed. Ms. White also related that the hydrogeologic study, submitted by the developer, was reviewed by the City Engineer and found to be in compliance, as well as the landscape buffers, submitted as part of the final plat. Additionally, a memo from the City Engineer, included in the packet, recommends approval of the Final Plat Documents with conditions as outlined in her memorandum of January 7, 2016. The outstanding \$900 Small Tree Fee has been satisfied by the developer and all the bonding requirements have been provided to the City.

Mr. Wainwright asked, regarding the memo from the City Engineer, if sheet 2/3 erosion control is the same as 3/3 erosion control. Ms. White replied that sheet 3/3 deals specifically with the parkland and sheet 2/3 deals with the lots that will be sold for development.

Ms. Hada asked about the Small Tree Fee; specifically, how the City charges the developer and then how the City executes the planting. Mr. Lewis replied that the Public Works department does the planting of the trees in the City right-of-way. He stated that the City Engineer determines the fee based on the number of trees to be planted.

There being no further discussion, Chairman Komjati asked for a motion. Motion by Mr. Wainwright, seconded by Ms. Fleck, to approve the Final Plat for Heisley Park Phase XX with the conditions outlined in the City Engineer’s memo dated January 7, 2016. There being no further discussion, the secretary was asked to call the roll. On Roll Call, Ms. Hada, Ms. Fleck, Mr. Wainwright and Chairman Komjati answered “yes”. Motion carried, 4-0.

Historic Downtown District

Ms. White said she has been working with the Downtown Painesville Organization (DPO) History Committee, who, along with the Executive Director, Mr. David Polakowski, have identified areas within the Downtown Design Review District that contain historic buildings. Ms. White provided a numbered map listing 29 of these properties. Ms. White explained that instead of creating another boundary designation, it made more sense to change the text and add the word “Historic” to the Downtown Design Review District. The buildings are already located in the Downtown Design Review District. If labeled historic, the location would be eligible for additional funding through tax credits. The DPO strategic plan is to focus on identifying this district as a Heritage Ohio Main Street Program and that is why it is coming before the Planning Commission. The regulations in the district would not change. This program, however, would bring more recognition to the properties and the hope is that it will encourage the owners of the buildings to take advantage of what the program has to offer.

Chairman Komjati asked if labeling the properties “historic” would increase their eligibility for funding. Mr. Polakowski replied yes, in the form of tax credits.

Ms. Fleck asked if there has been thought about applying for grants or other programs. Mr. Polakowski stated that the DPO would network with Heritage Ohio to identify eligible buildings and make certain they get whatever funds are available.

Chairman Komjati asked if the eligible property owners were mailed the letter included in the packet. Ms. White replied no, but the letter was discussed at a breakfast meeting and it has been well received by the majority of the Downtown property owners. They are excited about the program and in favor of getting recognition. Chairman Komjati stated he did not think there was any downside to this program.

Mr. Polakowski stated that the DPO would apply for grants to fund “Welcome to Historic Downtown Painesville” signs. Ms. Fleck said there would be an effort to preserve these buildings.

Ms. Hada asked if assistance would be given to those applying for historic tax credits, as the process can be quite daunting. Small business owners will need a support system to follow through. Mr. Polakowski replied yes, that is part of what the DPO does; it works to promote and preserve history. They collaborate with the History Center to identify the building owners that are interested in the program. It is vital to maintain historic buildings.

Ms. White stated that a recommendation from the Commission is required to make the text change to add “historic” to the Downtown Design Review District. Ms. Fleck asked if this change only includes the buildings that were identified on the map given to the Planning Commission. Ms. White replied no; those buildings were selected by the DPO as ones to pay particular attention to. The Downtown Design Review District actually includes all of Recreation Park as well as the Downtown area, so all buildings located in the district could apply for the historic tax credit provided they qualify under the historic guidelines.

Chairman Komjati asked for a motion. Motion by Ms. Hada, seconded by Mr. Wainwright, to approve the name change of the Downtown Design Review District to the Historic Downtown Design Review District. On Roll Call, Mr. Wainwright, Ms. Fleck, Ms. Hada and Mr. Komjati answered “yes”. Motion carried, 4-0.

Zoning Code Update

Ms. White explained that in May 2015, the Planning Commission made a recommendation to update the Zoning Code. The City chose a consultant, Ms. Julie Lindner, to aid in the update. Ms. Linder has 30 years of experience in Public Planning and Zoning Administration. She worked for the City of Painesville as the interim City Planner from February 2006 to June 2006. Ms. Lindner has also authored several comprehensive plans, unified development codes and design guidelines throughout Ohio. She will be attending the March Planning Commission meeting to review the recommendations she has given. Ms. White explained that the content of the Code would be reassembled to be more user-friendly and easier to understand.

OTHER MATTERS THAT MAY PROPERLY COME BEFORE THE PLANNING COMMISSION

There being no further business, the meeting was adjourned at 7:51 pm.

Tina B. Pomfrey, Secretary

David Komjati, Chairman