



Village of South Russell

5205 Chillicothe Road
South Russell, Ohio 44022
440-338-6700

PLANNING COMMISSION MEETING Record of Proceedings January 14, 2021 at 7:30PM

Members Present: Steve Latkovic, Chairman, James Flaiz, Dennis Galicki, Mayor William Koons, Ph.D., Elisa Budoff

Other Officials: Bridey Matheney – Solicitor, Dave Hocevar, Building Official, Ruth Griswold, Board Secretary

Visitors: None

Meeting called to order by the Mr. Latkovic at 7:30p.m.

Ruth Griswold conducted roll call.

Mr. Flaiz motioned to approve the minutes from December 10, 2020. Mr. Galicki seconded. On roll call vote, motion carried unanimously.

AGENDA ITEM 1: CASE# 21-PC-01: 477 INDUSTRIAL PARKWAY-SITE IMPROVEMENT, ADDITION OF FOUR PARKING SPACES AND NEW DECORATIVE CANOPY-PETER CARY APPLICANT, OWNER'S REPRESENTATIVE

Mr. Latkovic welcomed Mr. Cary and asked him to summarize the proposal before the board. Mr. Cary said this is basically a façade improvement, and that what they would like to do is to refresh an existing canopy with a new canopy that matches the design of the rest of the building. In addition to the canopy, they would like to add four parking spaces on the north property line, where it abuts Industrial Parkway.

Mr. Latkovic asked for clarification as to where the parking spaces would be situated. Mr. Cary said the parking spaces would basically be in the front yard, and when looking at the drawing, they would be at the very front portion of the lot. He pointed out that the site plan from Gutoskey does not show the entire site, but that it does show 90% of the building and the parking area on the east side of the building. After discussion and clarification about which of the plans that were submitted depict the new parking area, Ms. Budoff asked if there was a concern that people might back into the tree while they are pulling out of the parking spaces. Mr. Cary explained that the way the parking is designed, it will be head-in parking spaces. Mr. Galicki confirmed that the Village engineer has reviewed and approved the plans.

Mr. Latkovic said the submittal looked good to him, and that he appreciates the continued investment to that area. He also recognized that parking is sometimes a problem. Mr. Cary responded that they are trying to relieve congestion from the side parking lot area and add convenience to the front units of the building. This addition would allow six spaces that tenants can use in the very front.

Mr. Latkovic asked board members for any further questions or comments. There were none.

Mr. Latkovic made a motion to approve the application for the addition of four parking spaces and the entrance canopies as presented. Ms. Budoff seconded.

On roll call vote, motion carried unanimously.

At 7:46pm, Mr. Latkovic moved to shift the meeting into a non-public question and answer session with the Village solicitor. Mayor Koons seconded. On roll call vote from Mayor Koons, motion carried unanimously.

Mr. Latkovic motioned to move back into the public meeting. Mr. Flaiz seconded. On roll call vote from Mayor Koons, motion carried unanimously.

Mr. Latkovic suggested that the board vote to waive privilege, so the subject of the non-public meeting is able to be discussed. He believes this matter should become part of the public record and the board should be able to have a conversation about this. He said he appreciates Bridey approaching the unique situation in the appropriate way she has. He would rather be a little cautious, but having had the opportunity to spend time looking into this, and after a very productive question and answer session in the private meeting, he is comfortable with this being released. He said from his perspective, he doesn't know that there is much more to talk about.

Mr. Flaiz made a motion to waive the privilege. Mr. Galicki seconded. On roll call vote from Mayor Koons, motion carried unanimously.

Mr. Latkovic confirmed with Ms. Matheney that the PDF files from her audit would be included in the meeting record. Ms. Matheney said she would insure they are not labeled as privileged.

Mr. Latkovic indicated that there are clear issues around who is making decisions and how decisions are being made. He recognized the time of transition that occurred in the building department, and that some of the issues that were brought up were not that old. He feels that the hiring of Ruth, from the perspective of processes being followed, should be helpful. As for the decision making, he said the one in particular that bothered him was the Gurney sign, where Dave just decided to waive the fee because it was for a school. He said the board probably would have agreed to that, but it seems inappropriate to not have the board decide. He asked Ms. Matheney if Dave, in whatever role he had at the time, had the authority to waive the fee. Ms. Matheney said the only way a fee can be waived is by the Planning Commission. She said Dave could suggest it to the board, but not waive it. Mr. Latkovic went on to say the Gurney sign also did not appear before Planning Commission as they should have. He said as chairman, the next step for him, would be to go in front of council and present this, and he would like to have some follow up.

Mr. Galicki said that given the fact that they were able to digest the information that Bridey provided, but weren't really able to discuss it, he would like to suggest to Mr. Latkovic and Ms. Matheney, that potentially a little more time be taken to review the files and then discuss, as the Planning Commission board, specific

permits at the next Planning Commission meeting. He said now that privilege has been waived, there are a different set of rules, and a closer look can be taken and discussed at the next meeting.

Mr. Galicki asked if they should wait until after the next Planning Commission meeting as a body before the issue is addressed at council. Mr. Latkovic said that is a good point, the next scheduled council meeting is on January 25th. He would let council know that the information from Ms. Matheny had been discussed at a private session, then privilege was waived once they returned to a public meeting. He wants council to know that some issues were found and that the Planning Commission wants to have a broader discussion and make conclusions at their next meeting.

Discussion followed about how to follow up on past inconsistencies. Mr. Latkovic asked Mayor Koons if the executive function has improved since Ruth has been hired. Mayor Koons said in the past two months, she has been gaining an understanding of the procedures in South Russell and has been addressing issues that were not completed. He said there is not yet a flow chart. Mr. Latkovic said once this process has been completed, creating a flow chart and establishing step by step procedures is the ultimate goal.

Mr. Latkovic said they would pick up the discussion at the next regularly scheduled Planning Commission meeting.

Mayor Koons motioned to adjourn at 8:16pm. Mr. Galicki seconded. On roll call vote from Mayor Koons, motion carried unanimously.



Steve Latkovic, Chairman

3/12/2021

Date



Ruth Griswold, Board Secretary

3.12.2021

Date