

**MINUTES OF CITY COUNCIL WORKSESSION  
SHEFFIELD LAKE, OHIO  
October 15, 2024**

The regular meeting of the City Council Worksession was held Tuesday, October 15, 2024. President Rosso called the meeting to order at 7:06 PM.

**ROLL CALL OF MEMBERS:**

Present: Rosso, Kovach, Stark, Wtulich, DeBottis, Petrucci, Gee, Cizl, Mayor Radeff, Law Director Graves, Service Director Hastings.

Excused: None.

Attending: Citizens.

**PRESENTATIONS:** None.

\*\*\*\*\*COMMITTEES\*\*\*\*\*

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**ROADS & DRAINS:** None. **SAFETY:** None. **BUILDINGS, LANDS, VEHICLES & EQUIPMENT:** None. **ORDINANCE:** None. **FINANCE:** None. **PARK BOARD:** Councilman Kovach says they had another movie night this Saturday and from what I saw, it looked like they had a really good crowd.

\*\*\*\*\*ADMINISTRATIVE\*\*\*\*\*

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**MAYOR:** Mayor Radeff reports it was a really good crowd and I think at one point there were over 100 people in the building. Meijer donated over 100 pumpkins for painting. Biggby’s was there handing out coffee samples. They got some gentleman dressed up like Ghostbusters with the car which was pretty cool because that was the movie. Right now, we are working on the Christmas movie and party. Ford had given us some money for that specific event. Additionally, I had a conversation with the owner of Biggby’s and their plan is to open up the last week of October and have like a trial week with training and a full opening by the first. I received an email today from Scott the community center manager, and they had spoken at their last meeting about price increases for rentals. I am going to send that to David and we can put that together as an ordinance for council to look at and approve. On Tuesday we will have employment of a full-time police officer. Also, there was a meeting for civil service and they have decided to move Jared Green along as sergeant. President Rosso says we have never accepted any money from Ford, so are you just going to run all this through civic council? Mayor Radeff replies it should be coming through any time. Councilwoman Gee asks whatever happened to that dangerous building board of appeals? Mayor Radeff replies we still have it, we just haven’t had a building inspector to recommend one.

Councilwoman Gee asks that board that was discussing flooding, did that fall by the wayside? Councilman Wtulich responds we are just going to run flooding through roads and drains because we didn't get a whole lot of people showing up for it. Councilwoman Gee says community reinvestment area housing board, I know we out some people on that, is there going to start being meetings on it now that we have a building inspector? Mayor Radeff responds that's a board that's more of a recommendation when someone is ready to build something. Those are for like tax abatements and stuff. Councilwoman Gee asks Encompass Marketing, are they still working with the city? Have they gotten any money for us yet? Mayor Radeff replies they are the ones speaking directly to Ford for us. They obtained that and have submitted stuff. Councilwoman Gee says don't we pay them by according to how much they got for that? So, they will be paid out of that Ford money? Mayor Radeff replies correct, they get a percent, 15-18%. /**SERVICE DIRECTOR:** Service Director Hastings reports we are wrapping up Forestlawn Ditch improvements. Alameda phase two is still on schedule and design finish will be in the next 3-4 weeks and then out to bid before the end of the year. Our service dept. is expanding the parking out here at city hall for our safety forces. We are set to start leaf pickup contingent on the weather. Councilwoman Gee asks the railings out front; can someone make them where those repair jobs aren't as jagged as they are? Service Director Hastings replies yeah, I can address that. President Rosso asks about hanging the picture and quilt from the kid's summer arts program and Service Director Hastings replies he will add it to the list. Councilman Cizl asks about hanging pictures of past mayors, etc. in council chambers. Short discussion had and Councilman Cizl chosen to lead and keep up on it. /**FINANCE DIRECTOR:** N/A. **LAW DIRECTOR:** Law Director Graves reports you will have the legislation mentioned by Mr. Cizl regarding updating the permit fees/zoning fees. In addition to that we will have legislation for a new contract for 2025 with Neighborhood Alliance. We also need to consider an amendment to our MOU with the county regarding the emergency notification system which we participate in. They have negotiated an 18-month extension with the outside vendor they use. As the mayor spoke of, we will probably have legislation for the rates for the community center. Also, the lease for EZ Transitions is up at the end of this month and we have been meeting with them and discussing possibilities going forward.

**COMMUNICATIONS:** None.

**OLD BUSINESS:** None.

**NEW BUSINESS:** Permit fees legislation. Lengthy discussion had with the following key questions/answers. Councilman Cizl asks how did you come up with those fees? Law Director Graves replies we discussed it internally and just thought those were fair rates to charge. If it is a limited impact temporary special permit, that is approved administratively and that is something that can only be done a maximum of twice a year. If it is something outside of your principal business, then you can apply for a temporary special permit through city hall. An extended impact special event permit is something that would have to go through the conditional use process which would involve going through planning commission and council. Presently, those permits are on the books in our planning and zoning code, but there is no fee associated with them, they are free. Also, carving out food trucks, if someone has a singular event and just wanna have a food truck, it would be \$50. If they wanna have an annual permit, which means you want a food truck more than 5 times per year, that would be \$250. This has nothing to do with any discussion of food truck park or anything like that. This is just anyone who says I am having a grand opening or event and I would like to have a food truck there, this would be a fee schedule. Right now, there is no fee for that either. Councilwoman Gee asks on the temporary special permit, the city lately has had events with food trucks, so will they be paying the event fee also? Law Director Graves replies sure, we can switch some money from one line to another line. We would be paying ourselves. Councilwoman Gee asks community days, how is this going to affect the food trucks there? Mayor Radeff replies we could charge them, but I would say we probably wouldn't. That is an event that has been going on forever. President Rosso says you get a slippery slope when you say you are gonna put a fee in place but I'm not gonna enforce it on some, but I will on others. Councilman Kovach says whatever you come up with, I am open to. I have no intent of being treated any differently than anybody else. President Rosso asks when you say \$50 a food truck, is that per food truck? Law Director Graves replies yes. President Rosso asks if I am having an event, who is responsible (for paying) the truck owners or the event sponsors? Mayor Radeff replies the truck owner. Councilman Kovach says it stands to reason the cost is going to be passed on. President Rosso asks when the trucks don't pay it, are the sponsors held liable? Law Director Graves responds I would say yes. Councilwoman Stark says say Henrietta Honey does a special event and has five food trucks; in my mind, Henrietta would be the one that would pay the city and then the food trucks would pay her. Say she does five events; we know we are only going to charge \$250; do we cap out on how many special event fees we are gonna charge? If she does 4-5 a year, it seems a bit excessive to charge \$250 every time. Law Director Graves replies if they have more than two special events then it is extended impact and they have to go through planning commission and council. President Rosso says this is the best example I have, say they have five food trucks at an event and let's say and they have trucks A, B, C, D, E and F and they pay \$250; next week they have 5 different trucks, do they owe another \$250? Mayor Radeff replies correct. Currently when someone says I want to have an event and I want to have 3-4 different food trucks there, they have

to fill out an application for the permit for each truck and we want to know exactly which food truck it is and their information. Councilman DeBottis asks so, when Mulgrew's comes to community days and he has separate trucks, it's \$250 per truck? Mayor Radeff replies no, it's \$50 an event per truck. Councilwoman Petrucci asks how does that compare with Henrietta Honey who has several food trucks but also several people who put up those dining tents and a grill and are selling hot dogs and pop and chips? Do they get charged or is just the food trucks? Mayor Radeff replies just the food trucks. That's typical for cities, because you are dealing with possible health dept. and they may have to empty tanks, etc. Councilwoman Gee says all vendors selling food have to be inspected by the health dept. Law Director Graves says the determination of whether something constitutes a special event or is something in the ordinary course of business, ultimately falls on the building official. That will be a case by case determination and they would have the opportunity to appeal that to the zoning board if they feel they disagree with his interpretation. President Rosso asks so, if the building inspector says making and selling food in your parking lot is outside your normal business, you need to get a special permit and pay the fees? Law Director Graves replies yes. Councilwoman Gee says there is a lot of questions on this and it really seems like it might hurt some of our businesses and cause a lot of arguing and I have concerns with that. Law Director Graves responds this is the way the code currently reads right now. All this does is set a fee for it. Everything we are talking about, is already in the code. It doesn't change anything procedurally. Councilwoman Gee says I am concerned with one person having to pay the fee and another one not having to pay the fee. Councilman Kovach asks what is the fee to appeal to the zoning board? Law Director Graves replies I don't remember. Councilman Kovach asks but there is an additional fee? Law Director Graves replies there is a fee to make that application. If none of this is acceptable, let's go back and change the planning and zoning code. President Rosso says if we aren't comfortable, this doesn't have to go to council on Tuesday. Service Director Hastings says it seems to me that the code or current definition should identify what a food truck is. To me, that is a self-propelled vehicle as opposed to a trailer that you pull up and have your french fries. I think either the ordinance or code should define a food truck, because quite frankly their popularity has evolved over the last several years. Councilman DeBottis asks number 6 and 7, what defines a minor/major subdivision? Law Director Graves replies I could get the code for you, but basically there is a lot of factors in that. A minor subdivision is used to refer to a basic lot split/consolidation consisting of five parcels or less and doesn't involve any public streets. Anything beyond that is a major subdivision like what we did with Treadway Ponds. Councilman DeBottis asks so does the Planned Unit Development pretty much correspond with 7 then? Law Director Graves replies a Planned Unit Development would be a major subdivision where you wanna take advantage of the PUD process which allows for more clustering of homes in exchange for green space and allows for smaller lots. Councilman DeBottis says I was just thinking out loud here and there's not many places we have left here in the

city that we could have a major subdivision. Can we raise those fees? Everyone wants to build and the builders will pay them so there's an opportunity there. Just a thought because we don't have much land left. Law Director Graves replies sure, we can raise those fees. President Rosso says vacation of land is \$500, for #11 that's tabled, did that developer pay the \$500 to vacate that street? Law Director Graves replies yeah. President Rosso asks so if it never happens, we probably owe them their money back. Law Director Graves responds I don't think so. If you pay an application fee and you ultimately get voted no, we don't refund the fees. If they withdraw it, I think they forfeit the fee too. Councilman Wtulich asks to explain the difference between a limited special event and extensive. Law Director Graves responds our code has a section titled temporary special events. That is where you want to have the use of your property for a use that's not necessarily what's normally in the course of your business or maybe something that's not even really zoned for that, but is just a temporary event. Then you can apply for a temporary special event permit. We created that many years ago before we even had the new planning and zoning code. It's utilized for things like the Christmas tree sales at the shopping center. The code differentiates between a limited impact which is no more than twice a year and is approved administratively. Anything beyond that is considered an extended impact temporary special permit. The current code requires that that goes through the conditional use process.

**ORDINANCES AND RESOLUTIONS: Councils Agenda –**

**COUNCIL #011- TABLED READING-** AN ORDINANCE VACATING PORTIONS OF PARKVIEW DRIVE, IVANHOE AVENUE AND FERNDALE AVENUE AND THE DECLARING OF AN EMERGENCY.

**MEETING ADJOURNED:** With no further business before this council, Motion by Kovach /Second by Wtulich to adjourn at 8:00pm. Yeas All.

**CLERK OF COUNCIL AFFIRMATION:** This Meeting Of The City Council Of The City Of Sheffield Lake, Ohio Was Held And Conducted Under All Rules And Regulations Governing The Sunshine Laws Of The State Of Ohio As They May Apply. All meetings are recorded and available in council offices.

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CLERK OF COUNCIL/COMMITTEES  
*Brandy Randolph*

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MAYOR  
*Rocky Radeff*

*Worksession October 15, 2024*

I, Brandy Randolph, duly appointed Clerk of Council of Sheffield Lake DO HEREBY CERTIFY that this is a true and exact copy of the Minutes of WORKSESSION of October 15, 2024.

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**COUNCIL PRESIDENT**

*Rick Rosso*