



**VILLAGE OF OAKWOOD**  
**PLANNING COMMISSION**  
**MEETING MINUTES**

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**MEETING DATE:** MAY 2, 2022

**TIME OF MEETING:** 7:00 P.M. MEETING

**PLACE OF MEETING:** OAKWOOD VILLAGE - COUNCIL CHAMBERS

**PRESENT:** Rand Broadstreet - Chairperson  
Peter Duffy  
Malinda Harp  
John Latsko  
  
Ross Cirincione - Assistant Law Director  
Gary Gottschalk - Mayor

**ABSENT:** Tracy Moore

The Meeting was called to order at approximately 7:00 P.M. by Rand Broadstreet, Chairperson.

**OLD BUSINESS:**            **ARGO NAVIS ASSETS LLC - MR. GREGORY SPINOS**  
**CASE # PC22-103:**        **7375 MACEDONIA ROAD, OAKWOOD VILLAGE, OH**  
**44146 PP #795-19-041** Mr. Spinos is coming before the  
Planning Commission to request approval to demolish existing  
3,200-sq. ft. building and erect a new 3,600-sq. ft. pre-  
engineered steel building. (Section 1101, 1169 & 1140 of the  
Codified Ordinance)

**MOTION TO REMOVE FROM TABLE CASE # PC22-103:** was made by **Peter Duffy**,  
seconded by **Malinda Harp** and upon roll call the **MOTION PASSED** unanimously.

**Swearing In of Gregory Spinos by Ross Cirincione:**

**Mr. Cirincione:** “Do you solemnly swear that the testimony and evidence you will  
present to the Planning Commission tonight will be the truth, the whole truth, and nothing  
but the truth so help you God?”

**Mr. Spinos:** “I do”.

**Mr. Broadstreet:** So, where are you with this project since we met last time?

**Mr. Spinos:** After the last meeting, we looked at alternatives to split-face block. The alternatives are not feasible. At that meeting, you mentioned going one third of the way up with split-face block. It is a 6' X 18' building. If we have to put split-face block in we will do that, but we're talking about 6-feet up with a 7-foot door; 6-feet would make it 1-foot below a 7-foot door. I would really like to go 8-feet across the front, and maybe 4-feet around the rest of the building.

What you would see in the front is split-face block above all the doors including the overhead doors. That would be split-face block 8-feet all the way across instead of an awkward 7-feet, and 4-feet on the other three sides of the perimeter.

**Mr. Cirincione:** Mr. Chairman, for the record: Mr. Spinos had to appear before the Board of Zoning Appeals on April 13<sup>th</sup> and the Board approved the four other variances he requested. Those variances were for the 4,406-sq. ft. area variance, 7-foot front yard variance, 2-foot side yard variance and the 1-foot rear yard variance. The only matter that is still pending is the steel sided building, which ZBA referred back to the Planning Commission and ABR under reference Code 1169.12. That gives the PC & ABR the authority to grant approval for different make-up of materials.

**Mr. Duffy:** I'm curious about the side of the building that's the closest to the neighboring property. Is that commercial property or residential?

**Mr. Spinos:** That is residential property.

**Mr. Cirincione:** Mr. & Mrs. Hoover (neighboring property owners) were at the last meeting because they were curious about what was being proposed on that lot.

**Ms. Harp:** Mr. Spinos, you said that it is not feasible for the entire building to be split-face block, is that correct?

**Mr. Spinos:** Yes, that is correct.

**Ms. Harp:** So, your proposal is that it would be half?

**Mr. Spinos:** Across the front where all the man doors and overhead doors are would be 8-foot and not 6-foot but 4-foot on every other side of split-face block as I mentioned earlier. The side that faces residential is the south side, and that would be 4-foot. Everything else would be steel.

**MOTION TO APPROVE CASE # PC22-103: FOR THE DEMOLITION OF EXISTING BUILDING AND ERECTION OF NEW STEEL BUILDING CONTINGENT ON THE AFOREMENTIONED REPRESENTATION MADE BY APPLICANT OF SPLIT-FACE BLOCK, 8-FEET ON THE FRONT AND 4-FEET ON THE SIDES** was made by **Peter Duffy**, seconded by **Malinda Harp** and upon roll call the **MOTION PASSED** unanimously.

**NEW BUSINESS:**                      **OWNER: MR. RONNIE SEARS**  
**CASE # PC22-106:**                    **7250 KENTUCKY DRIVE, OAKWOOD VILLAGE, OH**  
   **44146    PP #795-07-078, 795-07-079, ½ OF 795-07-080**  
   Mr. Sears is coming before the Planning Commission to request approval for a lot consolidation of 2-1/2 parcels. (Section 1101 & 1165.11 of the Codified Ordinance)

**Swearing In of Ronnie Sears by Ross Cirincione:**

**Mr. Cirincione:** “Do you solemnly swear that the testimony and evidence you will present to the Planning Commission tonight will be the truth, the whole truth, and nothing but the truth so help you God?”

**Mr. Sears:** “I do”.

**Mr. Broadstreet:** Did you receive the letter dated May 2, 2022 from Ed Hren, Village Engineer regarding the 25-foot lot?

**Mr. Sears:** Yes, I just received the letter.

**Ms. Harp:** Mr. Sears, I’m going to ask that the Planning Commission to follow the direction of the Mayor & Law Director whom I am glad to see here tonight. Did you purchase this property from the Village of Oakwood?

**Mr. Sears:** Yes, I did.

**Ms. Harp:** I’m not going to ask how much you paid for it, but did you write a check?

**Mr. Sears:** Yes, I did.

**Ms. Harp:** Did you get a deed?

**Mr. Sears:** No, I don’t have the deed yet. When I spoke with the title agency, they told me that there was something that had to come from the Village of Oakwood that was missing, so that is why I don’t have the title yet.

**Ms. Harp:** So, Mayor Mr. Sears is here tonight as a property owner. He signed the application as a property owner, but he is not. He is getting ready to consolidate some lots and build a nice big house, but he needs the title.

So tomorrow, Mr. Sears needs to get the deed, which should be signed by the appropriate people, and taken down to the County Auditor's office, registered and then delivered to Mr. Sears so that he has complete, clear title for consolidation. As of tonight, he doesn't own this land (per the County Auditor). Mr. Sears, I just want to make you aware that according to the County Auditor Website, you don't own these lots.

**Mayor Gottschalk:** Mr. Sears, as Ms. Harp has stated, normally the County Auditor doesn't hear the case until it is in front of the property owner. Can the deed be obtained within the next day or so? Dealing with the County is no easy matter.

**Ms. Harp:** Whether he can proceed or not, we can take that up with the Law Director. I just want to make sure Mr. Sears has the title in order to move forward.

**Mr. Cirincione:** At this point, I will say you own equitable interest in the property. You paid for it, but you certainly need to get the deed and have it recorded with the County Auditor's Office so that you can proceed with the consolidation. Without the deed you will not be able to consolidate the properties. I assume you have a consolidation plat that would have to be signed?

**Mayor Gottschalk:** Whatever is necessary for us to get this approved, we will do. We are flattered that Mr. Sears is on Kentucky Drive putting up this type of home.

**Mr. Cirincione:** I would say this could be passed tonight contingent on getting the necessary documentation to proceed.

**MOTION TO APPROVE CASE # PC22-106: CONTINGENT UPON THE VILLAGE OF OAKWOOD TRANSFERRING THE PROPERTY DEEDS WITHIN TEN DAYS TO APPLICANT RONNIE SEARS FOR CONSOLIDATION OF PP #795-07-078, 795-07-09 AND ONE HALF OF 795-07-080** was made by **Malinda Harp**, seconded by **John Latsko** and upon roll call the **MOTION PASSED** unanimously.

**CASE # PC22-107: OWNER: MR. RONNIE SEARS  
7250 KENTUCKY DRIVE, OAKWOOD VILLAGE, OH  
44146 PP #795-07-078, 795-07-079, ½ OF 795-07-080**  
Mr. Sears is coming before the Planning Commission to request approval for a 2,623-sq. ft. single family home with attached 2-car garage. (Section 1101, 1165 & 1140 of the Codified Ordinance)

**Mr. Broadstreet:** Mr. Sears, did you receive the letter from Ed Hren, Village Engineer dated May 2, 2022 regarding the proposed single-family home and the letter dated April 29, 2022 from Andrew Sparks, Landscape Architect regarding landscaping?

**Mr. Sears:** Yes, I received the letters.

**Mr. Broadstreet:** Do you have any problems complying with either of those letters?

**Mr. Sears:** I do have one question with the landscape architect's letter. His plan didn't include the extra 25-feet into the drawing that I received on April 29, 2022 so there is going to be some discrepancies between what he has versus what the extra portion of land has.

**Mr. Broadstreet:** I understand.

**Mr. Cirincione:** Mr. Sears, I believe our engineer talked about this with your engineer.

**Mayor Gottschalk:** Mr. Sears, what are you estimating the construction cost of the home to be?

**Mr. Sears:** The construction cost of the home will be \$411,000.00.

**Mayor Gottschalk:** Did you hear that audience?

**MOTION TO APPROVE CASE # PC22-107: CONTINGENT UPON COMPLIANCE WITH LETTER FROM THE VILLAGE ENGINEER DATED MAY 2, 2022 AND LETTER FROM LANDSCAPE ARCHITECT DATED APRIL 29, 2022** was made by **Peter Duffy**, seconded by **Malinda Harp** and upon roll call the **MOTION PASSED** unanimously.

**CASE # PC22-108: OWNER: MR. SCOTT GENTRY**  
**22103 WEBER PARK DRIVE, OAKWOOD VILLAGE,**  
**OH 44146 PP #795-03-060, 795-03-061, 795-03-062**  
Mr. Gentry is coming before the Planning Commission to request approval for an 896-sq. ft. addition to existing home. (Section 1101, 1165 & 1140 of the Codified Ordinance)

***Swearing In of Scott Gentry by Ross Cirincione:*** "Do you solemnly swear that the testimony and evidence you will present to the Planning Commission tonight will be the truth, the whole truth, and nothing but the truth so help you God?"

**Mr. Gentry:** "I do".

**Ms. Harp:** Did you receive a copy of the Village Engineer's letter of May 2, 2022?

**Mr. Gentry:** No, I did not.

*Mr. Gentry was given a copy of the Village Engineer's Letter with the opportunity to read it.*

**Ms. Harp:** You want a survey? Is that what you're saying?

**Mr. Cirincione:** There are two issues here. Both issues will satisfy our Village Engineer, Ed Hren. The first issue is that there has to be submission of a boundary survey and site plan prepared by an Ohio registered Professional Surveyor. Ed Hren stated that the documents submitted to him “are not sufficient to make a proper review”.

The second issue is apparently the existing dwelling, which is a residential use and is now located within a General Business Zoning District. So, the question now becomes, as a non-conforming use, if it can be expended to include an addition to the existing dwelling since it is no longer in a current zoning district.

Those two issues will have to be determined before either of the Boards have the ability to move forward. So, I would say in fairness to you as the applicant, that the Village determines whether or not this is a permitted expansion of a permitted use. You don’t want to spend additional dollars on a boundary survey and site plan when and if we find that it is not a permitted expansion of an existing use. My recommendation to the Boards is to table this case until we can come to the conclusion that it is permitted, and if it is permitted, the Building Department will contact you to let you know we need a boundary survey and site plan submitted to the Village Engineer.

**Mr. Duffy:** Do you have any questions or comments on what that Law Director stated?

**Mr. Gentry:** I guess we will just have to wait to see what happens.

**Mr. Broadstreet:** What business are you close to that you are declared part of a business district?

**Mr. Gentry:** My property backs up to what use to be Bermans (the old storage space). It is now some kind of landscaping business.

**Mayor Gottschalk:** How many houses are people still living in on Weber Park?

**Mr. Gentry:** I own six of them. There are three other homes besides the ones I own.

**Mayor Gottschalk:** We will be looking into that too, otherwise the survey cost would be a lot [to absorb].

**Mr. Gentry:** We’ve been there since 1960.

**Mr. Broadstreet:** Hopefully, we will resolve this shortly.

**MOTION TO TABLE CASE # PC22-108: UNTIL BOUNDARY SURVEY AND SITE PLAN ARE PREPARED AND SUBMITTED AND DETERMINATION OF CURRENT ZONING DISTRICT IS CONFIRMED** was made by **Peter Duffy**, seconded by **Malinda Harp** and upon roll call the **MOTION TABLED** unanimously.

**CASE # PC22-109:**      **APPLICANT: MR. CHRIS WESTBROOK, LANGAN BUSINESS OWNER - KROGER FULFILLMENT NETWORK, LLC SE QUAD. OF ALEXANDER ROAD & IR 480/271 OAKWOOD VILLAGE, OH 44146 PP #795-28-016**  
PROJECT - NEW (2) TWO LANE ACCESS ROAD FROM THE INTERSECTION OF ALEXANDER & FAIR OAKS SOUTH ONTO PROPERTY.

Mr. Westbrook, Engineer & Agent for owner: Kroger Fulfillment Network, LLC is coming before the Planning Commission to request approval for preliminary road plan which includes: (1) Preliminary Proposed Road A Proposal (2) Preliminary Proposed Layout Plan (3) Preliminary Proposed Grading Plan – SUBJECT TO FINAL REVIEW OF APPROVED ENGINEERING DRAWINGS AND APPROVAL BY THE PLANNING AND OAKWOOD COUNCIL FOR ROAD DEDICATION. (Section 1101, 1176.08, 301.26, 1139.06, 1140 of the Codified Ordinance)

***Swearing In of Chris Westbrook by Ross Cirincione:*** “Do you solemnly swear that the testimony and evidence you will present to the Planning Commission tonight will be the truth, the whole truth, and nothing but the truth so help you God?”

**Mr. Westbrook:** “I do”. I am an associate with Langan Engineering Environment Services.

**Mr. Broadstreet:** Mr. Westbrook, did you receive the letter dated April 30, 2022 from Andrew Sparks, Village Landscape Architect?

**Mr. Westbrook:** Yes, we received it this morning and reviewed the comments the village landscape architect had and we are ready to work with them to address their comments.

**Mr. Duffy:** Do you see any difficulties or problems with any of the requests that were made?

**Mr. Westbrook:** The landscape plan that was provided is preliminary with the understanding that we would be working closely with the landscape architect to coordinate plantings for the mound, on site and find the best locations for the plantings.

**Mr. Cirincione:** You are also aware of the May 2<sup>nd</sup> letters from Ed Hren, Oakwood Village Engineer?

**Mr. Westbrook:** Yes, we received that letter as well and are ready to work with your engineer on one comment he had made. We understand that the engineering review will proceed later.

**Mr. Cirincione:** Yes, he said he had spoken with you about that. This will be strictly preliminary approval.

**Mr. Latsko:** I have a question about the mounding. The mounding will be expanded on Macedonia Road, correct?

**Mr. Westbrook:** That's correct.

**Mr. Latsko:** Will there be a mound behind the homes on Alexander Road? In other words, will there be a mound that will travel less than [those property lines]?

**Mr. Westbrook:** I believe it's currently showing that the mound proceeds to the northern property line behind the Alexander Road homes because there are wetlands between the project site and those homes.

The intention is not to cut down the existing vegetation between those wetlands and the northern property line of the homes from the northeast corner of Alexander and Macedonia Roads and the homes that are due west.

**Mr. Latsko:** I was just trying to figure out if there is going to be some kind of barrier for those homes?

**Mr. Westbrook:** I don't believe there is a barrier shown because of the wetlands. I think the idea is to keep the vegetation that is there.

**Mr. Duffy:** Our concern is soundproofing that area, which will turn into a 24-hour a day [project]. The noise will transfer through the vegetation to the homeowners.

**Mr. Westbrook:** I think we can work with the Village Engineer & Landscape Architect for that with proper screening.

**Mr. Duffy:** I'm also concerned not only with sounds, but the lights that will come from the trucks making a turn to get into the car wash or whatever and will go through the windows of the abutting property owners.

**Mr. Westbrook:** I know there is a screen fence on the site proposed around the van and truck area. It would be an 8-foot fence that would help alleviate that issue.

**Mr. Cirincione:** Ed Hren's May 2<sup>nd</sup> letter outlines the issues in front of the Planning Commission and ABR tonight. They are requesting approval for the preliminary road plan and access to the Kroger Fulfillment Center. That would include the preliminary proposed road dedication plat, preliminary proposed layout plan and preliminary proposed grading plan.

In the last two paragraphs of his letter, Ed has "no objection to the issuance of preliminary approval for the proposed development."



The Village Engineer along with the Landscape Architect will be working closely with the developer's team to get to the final plan development. In addition to that, Ed put in a caveat and that is the proposed development be preliminary approved with the condition that a 6-foot-wide sidewalk would be included on one side of the roadway as part of the final submittal. Are you aware of that?

**Mr. Westbrook:** Yes, I Am aware of that.

**Mr. Cirincione:** the last paragraph of Ed's letter he states: "Final approval as always will be contingent upon the submission and approval of detailed construction plans for the development." (*See Ed Hren's attached letter Re: Oak PC-22-109 dated May 2, 2022*) Therefore, this approval tonight is preliminary and there is obviously a lot of work to be done in order to work with the Village to develop the plan and submit it.

**Mr. Duffy:** Mr. Westbrook, are you satisfied with all the information that has been presented?

**Mr. Westbrook:** Yes.

**Mr. Duffy:** Mayor, I'm concerned about the additional traffic that will affect that area. I am aware of the traffic survey for Alexander Road. I wonder if there has been any consideration for traffic back-up on Forbes, Broadway and I-271 because those areas back up on a good day. With the additional traffic coming from this center, has anyone anticipated the impact that would have on that area?

**Mayor Gottschalk:** We have already been talking with the County on having time sequences for the lights on Broadway and Forbes as well along with the two lights that will be on Alexander Road. It is very clear that other than deliveries to homes in Oakwood Village residential streets, all their vehicles will only be used on Fair Oaks and Oak Leaf Road to enter and exit their site.

**Mr. Duffy:** I-271 is a main artery. How would you control [their traffic ingress & egress] on that?

**Mayor Gottschalk:** That's what we're saying. They would take Fair Oaks on Broadway Avenue if they're going south, make the turn then over the bridge traveling south on I-271. If they're going north, they would take Fair Oaks down onto I-271 traveling north.

That isn't the problem. Our problem will be the proposed Walton Hills project (in a couple of years). Walton Hills intends on putting up anywhere from four to seven large warehouses. That is why in two years we will be working on having only one lane on Macedonia Road, which will lead to the Macedonia/Alexander Road intersection. That will discourage trucks not only from the Kroger project, but also from Walton Hills not to go that direction. There will also be a "NO TRUCKS" sign with LED lights on Alexander and the entrance of the site so that no trucks can go pass that.

Our being awarded and selected for this project by the County will ensure that we will get their assistance particularly in paying for the synchronizing of the lights on Broadway Avenue as well as on Forbes Road going both north and south on Fair Oaks and Oak Leaf Roads.

**Mr. Broadstreet:** The other concern is what about the 18-wheelers coming in by way of Pettibone Road to supply Kroger?

**Mr. Westbrook:** There won't be any 18-wheelers coming in by way of Pettibone Road.

**Mr. Broadstreet:** Eighteen-wheelers seem to sneak through there all the time.

**Mayor Gottschalk:** The Police Department will now have a special detail just for trucks trying to access that area. They have been very successful in stopping 18-wheelers in that area. If you see one going through there you can be assured, they are being ticketed on Broadway Avenue.

Other than Kroger making deliveries on their small refrigerated 4-wheel vans, they will not go down Oakwood Village residential streets.

**Mr. Broadstreet:** Okay, we'll see!

**MOTION TO APPROVE CASE # PC22-109: FOR (1). PRELIMINARY PROPOSED ROAD DEDICATION PLAT (2). PRELIMINARY PROPOSED LAYOUT PLAN (3). PRELIMINARY PROPOSED GRADING PLAN WITH THE CONDITION THAT A 6-FOOT WIDE SIDEWALK BE INCLUDED ON ONE SIDE OF THE ROADWAY AS PART OF THE FINAL PLAN SUBMITTAL AND WITH FURTHER COMPLIANCE WITH ALL REQUIREMENTS TO THE VILLAGE ENGINEER'S LETTER OF MAY 2, 2022 TO THE PLANNING COMMISSION (AND COPY OF SAID LETTER TO KROGER REPRESENTATIVE) was made by Malinda Harp, and seconded by John Latsko and upon roll call the MOTION PASSED unanimously.**

**CASE # PC22-110:            APPLICANT:   MR. CHRIS WESTBROOK, LANGAN BUSINESS OWNER - KROGER FULFILLMENT NETWORK, LLC SE QUAD. OF ALEXANDER ROAD & IR 480/271 OAKWOOD VILLAGE, OH 44146            PP #795-28-016 PROJECT – 200,000-SQ. FT. GROCERY FULFILLMENT CENTER WITH ANCILLARY FUELING AND VEHICLE WASH BUILDINGS.**

Mr. Westbrook, Engineer & Agent for owner: Kroger Fulfillment Network, LLC is coming before the Planning Commission to request approval for preliminary site plan which includes: (1). Preliminary Site Utility Plan (2). Preliminary Site Grading Plan (3). Preliminary Site Drainage Plan

(4). Preliminary Site Line Study Plan (5). Preliminary Site Landscape Plan (6). Preliminary Exterior Elevation Plan  
SUBJECT TO FINAL REVIEW OF APPROVED  
ENGINEERING DRAWINGS. (Section 1101, 1176.08,  
301.26, 1139.06, 1140 of the Codified Ordinance)

**Mr. Cirincione:** This case is also the subject of a separate May 2, 2022 letter from Ed Hren. This is based on caveats that all the items listed in in PC22-110: are preliminary in nature. That includes Kroger coming before the Planning Commission for:

(1). Preliminary Site Utility Plan (2). Preliminary Site Grading Plan (3). Preliminary Site Drainage Plan (4). Preliminary Site Line Landscape Plan (4). Preliminary Exterior Elevation Plan.

This is all subject to final review and includes engineering documents and any other conditions contained in the letter Ed Hren sent May 2, 2022 to the Planning Commission and the applicant.

**Mr. Duffy:** I admit to being overwhelmed by all of this. Have these plans been submitted at this point?

**Mr. Cirincione:** These are preliminary plans, and Kroger is going to have to sit down with Ed Hren at some point to further discuss.

**Mr. Westbrook:** Preliminary plans *have* been submitted. The final plans for full engineering review will be submitted before storm pipe calculations and detailed construction drawings are presented for review.

**Mr. Cirincione:** Mr. Westbrook is referring to Chagrin Valley Engineering, Ed Hren for final approval.

**Mr. Westbrook:** These preliminary plans show general locations of where the utilities are coming from, mainly from Alexander Road. It shows the preliminary grading, including the mound, and storm water detention basins are planned for storm water run-off which generally flows to the west towards I-271.

The general arrangement of employee parking and circulation around the site and access from what will be dedicated as a public road into the site is also shown.

**Ms. Harp:** The exterior elevation plan is the landscape plan you talked about previously?

**Mr. Latsko:** I think that would be part of the landscape plan.

**Ms. Harp:** What is the line study?

**Mr. Westbrook:** The site line study is on the last page, which basically shows a view of the building, the mound, and Macedonia Road and the view from east and west.



**Mr. Latsko:** There is nothing on the front?

**Mr. Cook:** There is only the hardware fixtures there now.

**Mr. Cirincione:** So, you are saying that at one time there was a sign on the side, facing which direction?

**Mr. Cook:** The building is kind of at an angle.

**Mr. Cirincione:** There's another street there. You face Broadway Avenue and is that Rock Court on the side?

**Mr. Cook:** Yes. The Building Department is on the back side there and then there is Subway and the Chinese restaurant.

**Mr. Cirincione:** Do you know what the dimensions are in linear feet on the front and sides of the building?

**Mr. Cook:** They are written down on the application. The dimensions are 87-feet total.

**Mr. Broadstreet:** The permitted use for the signage is determined by the frontage.

**Mr. Cirincione:** The permitted use is also determined if there is a second street that it abuts; 20% of the allowable signage for that sign.

**Mr. Cook:** The side of the building is facing Broadway Avenue which is kind of in the front of the building.

**Mr. Cirincione:** I think it meets both measurements.

**Mr. Latsko:** Will the front of the sign be illuminated?

**Mr. Cook:** The sign will be front lit.

**Mr. Cirincione:** Due to the fact that they are on two streets (Broadway Avenue & Rock Court), they are entitled to a second sign which is 20% of the allowable maximum. The numbers look as if they are within the square footage of those two guidelines.

**MOTION TO APPROVE CASE # PC22-111:** was made by **Peter Duffy**, and seconded by **Malina Harp** and upon roll call the **MOTION PASSED** unanimously.

**OTHER MATTERS FOR DISCUSSION:**

***Letters from Village Engineer to Planning Commission & ABR Being Received Too Late - Day of the Meeting:***

**Mrs. Harp:** This last-minute receiving letters to and for applicants (the day of the meeting) is overwhelming! This is a disservice to the applicant.

**Mr. Duffy:** This has been an ongoing problem. We have given the Village Engineer an extra week to get the letters to the applicants and to us and he still has a problem getting it done. I sympathize and understand, but getting the letters out late makes it difficult.

**Mr. Cirincione:** I know the Village Engineer did a lot of work on this agenda, and I know it came in late, but...

**Mr. Broadstreet:** We have told him for several years that this is unacceptable, but if he doesn't want to hire somebody else to get this stuff done in a timely manner, maybe we need to find someone else to do it.

**Mr. Cirincione:** I understand your frustration, because I have to look at it too. The only thing I can say in his defense is that his firm is one of the best engineering firms in North East Ohio. I know that doesn't help if you don't get the materials, but they do a nice job, they're accurate and they check all the boxes.

**Mr. Broadstreet:** I understand that, but if they're that busy then they need to hire somebody. This is unacceptable.

**Mr. Cirincione:** I will tell him!

**Mrs. Harp:** The other thing is that we continue to get incomplete applications.

**Mr. Cirincione:** That is a very frustrating thing for me also. I'm hoping that the information in regards to the signs is on the application.

**Mrs. Harp:** That is on the application.

**Mr. Cirincione:** Good!

**Mrs. Harp:** Whomever is accepting the application and sees something missing on it should tell them: "you need to complete 1- 2- 3" and not just accept the application as is.

**Mr. Broadstreet:** Weber Park should not have even been on this evening's agenda.

**Mr. Cirincione:** I was confused as to why Weber Park was on the agenda because their drawings were not sufficient to begin with. mound

**MOTION TO ADJOURN MEETING** was made by **Malinda Harp**, seconded by **John Latsko Broadstreet** and upon roll call the **MOTION PASSED** unanimously.

**Meeting Adjourned at approximately 8:15 P.M.**

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**Rand Broadstreet**  
Chairperson

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**Cynthia Hines**  
Recording Secretary