

Jason Jacobs, At-Large/President of Council
Georgia Awig, At-Large
Martin DeVries, At-Large
Holly A. Swenk, Ward 1
Eric Shaffer, Ward 2
Bruce F. Abens, Ward 3
Clifford Winkel, Ward 4/President Pro-Tem
Kevin Corcoran, Mayor



City Council

CITY HALL COUNCIL CHAMBERS

REGULAR AGENDA OF JUNE 17, 2024

7:00 PM

CALL TO ORDER

INVOCATION

PLEDGE OF ALLEGIANCE

ROLL CALL

APPROVAL OF MINUTES

1. Regular City Council Meeting Minutes dated June 3, 2024.
(Council action required)

Note Other Minutes:

Safety Committee Meeting Minutes dated June 3, 2024

Planning Commission Meeting Minutes dated June 11, 2024

LOBBY

ADMINISTRATORS' REPORTS

1. Mayor
2. Engineer
3. Director of Finance
4. Other Reports

May 2024 Building Division Report

May 2024 Water Distribution and EPA Report

COUNCIL COMMITTEE REPORTS

SAFETY COMMITTEE REPORT dated June 3, 2024 – The committee reviewed and considered 2024-58. The Committee motioned to send 2024-58 back to the City Council for consideration with amendments.

(Council action required)

CORRESPONDENCE

OLD BUSINESS

NEW BUSINESS

The North Ridgeville Planning Commission took action on the following items at their Regular Meeting of June 11, 2024:

1. PPZ2024-0257: Elite K911, 31740 Cook Rd, PPN 07-00-004-110-038

Applicant: Heller Carpentry and Handyman, LLC, 227 Main St, Apt. 327, Westlake, OH 44145. Owner: Chuck Stella, 31684 Cook Rd, North Ridgeville, OH 44039.

Proposal consists of constructing an addition to existing building for grooming facility. Property zoned B-3 Highway Commercial District.

PC ACTION: 5.14.2024 Tabled by a vote of 5-0 to next meeting in order to update plans.

PC ACTION: 6.11.2024 Approved by a vote of 4-0 with the following conditions.

1. Six Arborvitaes be added to the plan for the dumpster enclosure.
2. The existing gravel drive on the east side of the property to be finished in either concrete or asphalt.

(Council approval is required for all plans and recommendations from Planning Commission.)

New Liquor Permit Request:

A request from the MACS Convenience Stores LLC DBA Circle K for a new liquor permit request at 34275 Lorain Road.

(Council action required - move not to request a hearing so that this permit can be sent to the state for final disposition by July 8, 2024)

RECESS

FIRST READINGS

O 2024-63 An Ordinance repealing *Chapter 862 Taxicabs* of the North Ridgeville Business Regulation Code.

(Introduced by Councilman Abens)

- 2024-64 An Ordinance amending Ordinance No. 5962-2022, in order to increase the contract amount for the Sanitary Sewer Master Plan Update not to exceed \$400,000.00.
(introduced by Mayor Corcoran)
- 2024-65 An Ordinance amending Ordinance No. 5989-2022 regarding the Stoney Ridge Road, Mills Road, And Avalon Drive Roundabout Project by increasing the previously approved amount from \$1,487,500.00 To \$1,766,825.00.
(Introduced by Mayor Corcoran)
- 2024-66 An Ordinance amending Ordinance Number 6121-2023 Of The City of North Ridgeville, Ohio, providing appropriations for the period commencing January 1, 2024, and ending December 31, 2024.
(Introduced by Mayor Corcoran)
- R 2024-67 A Resolution authorizing the execution of then and now certificates by the City Fiscal officer and the payment of amounts due for various purchase orders.
(Introduced by Mayor Corcoran)
- 2024-68 An Ordinance amending Ordinance 2024-54 Exhibit “A” and Exhibit “B” creating the positions of Communications Coordinator, Arborist, and Project Engineer.
(Introduced by Mayor Corcoran)

SECOND READINGS

- 2024-62 An Ordinance adopting the attached Title VI/Non-Discrimination Policy as required by the Ohio Department of Transportation.
(Introduced by Mayor Corcoran; First Reading on June 3, 2024)

THIRD READINGS

MEETING ANNOUNCEMENTS

1. The next Regular City Council meeting will be on Monday, July 1, 2024, at 7:00 p.m. in Council Chambers.

ADJOURNMENT

**NORTH RIDGEVILLE CITY COUNCIL
REGULAR MEETING MINUTES
June 3, 2024**

CALL TO ORDER:

President Jacobs called the Monday, June 3, 2024, Council meeting to order at 7:00 p.m.

INVOCATION:

Led by President Jacobs.

PLEDGE OF ALLEGIANCE:

Led by President Jacobs.

ROLL CALL:

Present were Council members President Jason Jacobs, Holly A. Swenk, Eric Shaffer, Bruce F. Abens, Clifford Winkel, Georgia Awig, and Martin DeVries.

Also present were Mayor Kevin Corcoran, City Engineer Christina Eavenson, Finance Director April Wilkerson, Clerk of Council Nicholas Ciofani, and Assistant Clerk of Council Fijabi Gallam.

MINUTES - Corrections (if any) and approval:

President Jacobs asked if there were any corrections to the City Council Public Hearing Meeting Minutes dated May 20, 2024, and Regular City Council Meeting Minutes dated May 20, 2024. No discussion was offered. The meeting minutes stand approved as submitted.

President Jacobs noted the following minutes:

Parks and Recreation Commission Meeting Minutes dated April 24, 2024

Planning Commission Meeting Minutes dated May 14, 2024

Civil Service Commission Meeting Minutes dated May 20, 2024

Board of Zoning and Building Appeals dated May 23, 2024

LOBBY:

No discussion was offered.

ADMINISTRATORS REPORTS:

1. Mayor:

Mayor Corcoran remarked the following.:

- Under the first readings, he requested an emergency passage on several pieces of legislation that would need the emergency for ORD NO. 2024-561 - a resolution supporting the efforts of becoming a Dementia-Friendly Community and declaring the month of June 2024 as Alzheimer's and Brain Awareness Month.

A Dementia Friends Presentation was presented by Theresa Lanham and Emily Lockshine to announce how the City of North Ridgeville became a Dementia-Friendly Community. Dementia Friends is a global movement that was initiated in the year of 2013 in the United Kingdom by the Alzheimer's Association. The movement is to bring awareness about dementia. North Ridgeville is the first in Lorain County to be designated as a Dementia Friendly Community.

- Street Paving - Public Works, Streets Division, will kick-off asphalt paving projects this week. They are scheduled to begin milling Glen Drive and Meadow Creek Oval on June 4, 2024, with paving to follow. For the complete list of streets and schedule, visit the city's website at nridgeville.org.
- Citywide Garage Sale Days - Expect increased traffic due to the citywide Garage Sale Days sponsored by the North Ridgeville Chamber of Commerce/Visitors Bureau. The event starts Wednesday, June 5, 2024, and runs through Saturday, June 8, 2024. The list of participating homes is available on the Chamber of Commerce website and the City's website. For more information, contact the Chamber of Commerce/Visitors Bureau at (440) 327-3737.
- Touch-A-Truck - Parks & Recreation will be hosting Touch-A-Truck this Saturday, June 8, 2024, from 10:00 a.m. until 2:00 p.m. at Shady Drive Complex. This is a free event. The first two hours of this event will be sensory-friendly.
- Summer Concert Series Lineup Kicks Off, June 9, 2024 - The free summer concert series at South Central Park Gazebo. Concerts are subject to cancellation because of weather conditions. For updates during the season, visit the Parks & Recreation Department Rainout Line Tab on the webpage or call the Rainout Line at (440) 210-6226. The first concert of the season is Sunday, June 9, 2024, from 6:00-9:00 p.m. with Disco Inferno (70's Music).
- Coffee and Conversation – Mayor's monthly coffee and conversation is Friday, June 14, 2024, from 8:30 a.m. until 9:30 p.m. in Council Chambers. Each month there will be a special guest. The June coffee is Emily Lockshine, Administrator of the Office for Older Adults/Senior Center.
- Shred Day at North Ridgeville Branch Library - The North Ridgeville Branch Library is hosting a community shred day on Saturday, June 15, 2024, from 9:00 a.m. until noon. Bring sensitive documents such as tax forms and medical records to be shredded onsite in the library parking lot. Each household may bring up to five grocery-size bags of documents. Staples are fine, but no paper clips, binder clips, binders, spiral-bound notebooks, other metal objects, batteries, or electronics. This free event is provided by the Lorain County Solid Waste Management District. The event may end early if the truck is full.
- Freedom Festival and Fireworks - Victory Park Ohio will once again be hosting the annual Freedom Festival and Fireworks on July 3, 2024. The schedule of activities and ticket information is available on Victory Park Ohio's website at victoryparkohio.com. Net proceeds from the event will benefit three non-profits: North Ridgeville Community Care, Canine Superheroes Foundation, and Save 22.

Mayor Corcoran concluded his report.

2. Engineer:

City Engineer Christina Eavenson provided the following updates:

- Beginning today, notable changes have been made to the Engineering permitting process with the new Ordinance. Some of the highlights include new applications that have been created for various improvement reviews including residential, commercial, industrial, and water services. The City will no longer collect engineering deposits with the Planning Commission applications unless a separate application is made for the final review of the improvement plans. The calculations for the review deposits have also changed. Individual new dwelling engineering permits must now be accompanied by a \$425 plan review fee. Additional information can be found on the City's website or call the Engineering or Building office for additional questions.
- Norfolk Southern will be working on their three at-grade crossings starting with the Chestnut Ridge Road crossing. Upon completion they will move to the Root Road crossing and finally the Race Road crossing. The first of the crossings is expected to start next Monday, June 10, 2024.
- Backflow prevention devices, including those on lawn irrigation systems, need to be tested every year and those reports need to be submitted to the Engineering Office. by June 15, 2024. Call the Engineering Office with any questions.
- The City received multiple bids for the Stoney Ridge Road roundabout and Engineering is reviewing those now. The bid is higher than had originally appropriated in 2023. Additional funding is needed. The Engineer's Office also awarded the crack seal project to Scodeller Construction.
- The Sugar Ridge Road Preliminary Engineering Report background to the study - Back in 2021, it became quite apparent that much of the western portion of Sugar Ridge was in disrepair and need of rehabilitation. It would be expensive and it was not a project the City could finance. Therefore, to make the project more attractive to our local planning agency for funding which is the Northeast Ohio Areawide Coordinating Agency (NOACA), the City needed to invest some effort into the preliminary study, so that our application would convey the city's interest, effort, and commitment.
- A consultant performed a thorough survey and geotechnical investigations. The consultant reviewed the current alignment, drainage, signage, utilities, and striping of the existing conditions and made recommendations. Specific items that NOACA looks for in an application include creating roadway capacity and/or reducing congestion, providing mobility, creating economic development, and improving the quality of life. Therefore, the City decided to include design items that would address these needs - for instance, roundabouts can reduce congestion and pollution by minimizing idling while sidewalks, multi-use paths, and bike lanes improve our quality of life.
- To get NOACA to support the engineering for the roundabout NOACA pulled the funding citing that funding could only be used for construction and the City was not currently eligible without having the engineering complete. The City was encouraged to submit again next year. Engineering will continue to work with NOACA to find the funding so that we can perform the necessary rehabilitation. In the meantime, the Service Division will be resurfacing the worst of the areas in the summer of 2024.

City Engineer Eavenson concluded her report.

3. Director of Finance:

Finance Director April Wilkerson:

April 2024 Financial Report is available on the City's website.

Finance Director April Wilkerson concluded her report.

4. Other Reports:

President Jacobs noted the following report:

April 2024 Parks and Recreation Division Report
April 2024 Fire Department Report

COUNCIL COMMITTEE REPORT(S):

There were none.

CORRESPONDENCE:

There were none.

OLD BUSINESS:

There were none.

NEW BUSINESS:

RECESS:

Moved by Winkel and seconded by Awig to dispense with recess.

A voice vote was taken, and the motion was carried.

Yes – 7

No – 0

FIRST READINGS:

Ordinance and Resolution submittal(s)

Clerk of Council Nicholas Ciofani:

2024-61 A Resolution supporting the efforts of becoming a Dementia-Friendly Community and declaring the month of June 2024 as Alzheimer's and Brain Awareness Month in the City of North Ridgeville.

(Introduced by Councilman Jacobs)

Moved by Winkel and seconded by Awig to read 2024-61 in its entirety.

A voice vote was taken, and the motion carried.

Yes – 7

No – 0

Moved by President Jacobs and seconded by Winkel to dispense with the second and third readings for 2024-61.

President Jacobs expressed gratitude to Theresa Lanham and Emily Lockshine for their presentation on the dementia-friendly designation. He added that it is very important for the members of

the community. He expressed how it could feel to be with dementia and living with someone with dementia. Mr. Jacobs added that he is very proud to support the initiative.

Councilman Shaffer inquired if Dementia and Alzheimer's were the same thing.

President Jacobs remarked that Alzheimer's is a form of dementia.

A voice vote was taken, and the motion carried.

Yes – 7 No – 0

Moved by Winkel and seconded by Awig to add the emergency clause to designate the month of June 2024 as Alzheimer's and Brain Awareness Month in the City of North Ridgeville.

A voice vote was taken on the emergency clause, and the motion was carried.

Yes – 7 No – 0

Moved by Winkel and seconded by Awig to adopt 2024-61 with the emergency clause.

A roll call vote was taken on the adoption, with the emergency, and the motion carried for **Ordinance Number 2024-61.**

Yes – 7 No – 0

Clerk of Council Nicholas Ciofani:

2024-62 An Ordinance adopting the attached Title VI/Non-Discrimination Policy as required by the Ohio Department of Transportation.
(Introduced by Mayor Corcoran)

This Ordinance moved to second readings.

SECOND READINGS:

There was none.

THIRD READINGS:

Clerk of Council Nicholas Ciofani:

2024-45 An Ordinance prohibiting adult use cannabis processing, cultivation, retail dispensaries, or other North Ridgeville business intending to process, provide, or sell cannabis as defined in Sections 3780.01 through 3780.99 of the Ohio Revised Code.
(Introduced by Mayor Corcoran; First Reading on 04-15-2024; Committee of the Whole on 05-06-2024; Second Reading on 05-20-2024)

Moved by Abens and seconded by Awig to adopt 2024-45.

Councilman Shaffer noted that at the last meeting, he suggested that the City Council remove cultivation processing and make the legislation specific to dispensaries. He asked if anyone had any comments on his suggestion.

Councilman Abens remarked that the State of Ohio is confused about what is going to be allowed, so it is easier to ban marijuana and remove the ban in the future when more regulations come out from the State. He added that he is not a big supporter of marijuana.

Councilwoman Swenk agreed with Mr. Abens.

Councilwoman Awig agreed with Mr. Abens and Mrs. Swenk.

A roll call vote was taken on the adoption and the motion carried for **Ordinance Number 2024-45**.
Yes – 6 No – 1 (Shaffer)

MEETING ANNOUNCEMENTS:

President Jacobs noted the following:

1. The next Regular City Council meeting will be on Monday, June 17, 2024, at 7:00 p.m. in Council Chambers.

ADJOURNMENT:

President Jacobs adjourned the meeting at 7:30 p.m.

Approval of minutes on June 17, 2024:

Jason Jacobs
PRESIDENT OF COUNCIL

Nicholas Ciofani
CLERK OF COUNCIL

**NORTH RIDGEVILLE CITY COUNCIL
SAFETY COMMITTEE MEETING MINUTES
CITY COUNCIL CHAMBERS – 6:30 p.m.
MONDAY, June 3, 2024**

CALL TO ORDER AND PLEDGE OF ALLEGIANCE:

Chair Holly Swenk called the Safety Committee meeting to order at 6:30 p.m. and led the Pledge of Allegiance.

ROLL CALL:

Members present were Chairwoman Holly Swenk, Councilwoman Georgia Awig, and Councilman Martin DeVries.

Also present: Mayor Kevin Corcoran, President Jason Jacobs, Councilman Eric Shaffer, Councilman Bruce Abens, Councilman Clifford Winkel, and Assistant Clerk of Council Fijabi Gallam.

APPROVAL OF MINUTES:

Chair Holly Swenk asked if there were any corrections to the Safety Committee Meeting Minutes dated April 17, 2023. No discussion was offered. The meeting minutes stand approved as submitted.

New Business:

2024-58 An Ordinance amending North Ridgeville Codified Ordinance Section 660.13
Smoking in Places of Public Assembly.
(Introduced by Mayor Corcoran)

Mayor Corcoran explained the legislation, stating that it prohibits smoking in any public areas, including the use of marijuana. The purpose of this legislation is to ensure the safety and well-being of the community.

Chair Swenk raised a concern regarding individuals failing to adhere to the rule of not smoking within a 25-foot radius of a "No Smoking" sign.

Mayor Corcoran emphasized that the city's parks are currently designated as smoke-free zones. The Mayor proposed eliminating the 25-foot distance requirement.

Councilman Winkel expressed his understanding of maintaining a 25-foot distance for smokers in designated areas.

Chair Swenk called for additional comments or questions.

Councilman Jacobs expressed his support for removing the distance requirement from the "No Smoking" sign.

Councilman Shaffer posed a question regarding the legislation's coverage for city-run events.

Conversations were held to address two main subjects: the required distance for smoking near properties owned by the municipality and enforcing smoking regulations at events.

Councilman Abens stated that sidewalks are the property of the entity. This implies that the City still maintains ownership of the sidewalks and the tree lawn.

Councilman DeVries expressed the hope that the legislation would aid in enforcement, as there is a lack of awareness regarding regulations on no smoking in public places.

Moved by Awig and seconded by DeVries to amend Ordinance 2024-58 with the following changes.

“Under Section 660.13 (a) strikeout, “within 25 feet of No Smoking signs posted...”

A voice vote was taken, and the motion carried.

Yes – 3 No – 0

Council member Awig wanted to know where the “No Smoking” signs would be posted.

Mayor Corcoran remarked that it would be around the front of the parks.

Moved by Awig and seconded by DeVries to send 2024-58 back to the City Council to consider and amend with the following changes.

“Under Section 660.13 (a) strikeout, “within 25 feet of No Smoking signs posted...”

A voice vote was taken, and the motion carried.

Yes – 3 No – 0

No further business.

Adjournment:

Chair Swenk adjourned the meeting at 6:45 p.m.

Date Approved:

Fijabi Gallam, MMC
Assistant Clerk of Council

**NORTH RIDGEVILLE PLANNING COMMISSION
MINUTES OF REGULAR MEETING
TUESDAY, JUNE 11, 2024**

CALL TO ORDER:

Vice-Chairman Schumann called the Planning Commission meeting to order with the Pledge of Allegiance at 7:00 PM.

ROLL CALL:

Present were members Steve Ali, Paul Graupmann, Council Liaison Bruce Abens and Vice-Chairman Paul Schumann.

Chairman James Smolik was excused.

Also present were Assistant Law Director Toni Morgan, City Engineer Christina Eavenson, Planning and Development Director Kimberly Lieber and Deputy Clerk of Council Tina Wieber.

MINUTES:

Vice-Chairman Schumann asked if the members had a chance to review the minutes of the regular meeting on May 14, 2024. He asked if there were any corrections. Hearing none, the minutes were approved.

CORRESPONDENCE:

Administrative Approvals & Zoning Certificates

1. PPZ2024-0270 Meligun, LLC, 37152 Sugar Ridge Rd
Approval of a Certificate of Zoning Compliance for a small firearms manufacturer.
2. PPZ2024-0271 Liberty Parkway HRD, LLC, 6287 Lear Nagle Rd
Administrative approval of a Planning Commission application for exterior building alterations.
3. PPZ2024-0274 Shipme, LLC, 34125 Center Ridge Rd
Approval of a Certificate of Zoning Compliance for a packing and shipping retail store.
4. PPZ2024-0245:SportsVille, 37500 Center Ridge Rd, PPN 07-00-033-101-003
Administrative approval of a Planning Commission application to construct an equipment storage building.

Vice-Chairman Schumann asked Director Lieber if she would review the administrative approvals.

Director Lieber stated that there were two certificates of zoning compliance for new businesses that were approved with one being Mulligan on Sugar Ridge Road, a firearms manufacturer, and ShipMe, which was a packing and shipping retail store. She mentioned that there were also two administrative approvals for building alterations or additions and was the first on Liberty Parkway. She said that the applicant wanted to just replace some of the exterior building materials, add some overhead doors and refresh the paint on the building. She explained that the other approval was SportsVille and that it was

**NORTH RIDGEVILLE PLANNING COMMISSION
REGULAR MEETING – TUESDAY, JUNE 11, 2024**

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originally on the agenda for the Commission's review, however, the project was entirely zoning compliant. She stated that they would be installing a metal pole storage building on the property to replace an area where they currently had bins for sand and other materials.

OLD BUSINESS:

NEW BUSINESS:

PPZ2024-0257: Elite K911, 31740 Cook Rd, PPN 07-00-004-110-038

Applicant: Heller Carpentry and Handyman, LLC, 227 Main St, Apt. 327, Westlake, OH 44145. Owner: Chuck Stella, 31684 Cook Rd, North Ridgeville, OH 44039. Proposal consists of constructing an addition to existing building for grooming facility. Property zoned B-3 Highway Commercial District.

Application was read.

Vice-Chairman Schumann asked Director Lieber to discuss her Planning Review.

Director Lieber stated that she had been in contact with the applicant and his design professional since the last meeting to collect the additional information requested by the Commission and by staff. She explained that they had a couple rounds of e-mails back and forth where they pooled that information from both the site plan and the building elevation. She added that she had prepared a report on June 5th based upon the information she had at the time and sent that report to Tina but then later that day they received another update from the applicant and unfortunately her most recent report didn't capture all of the changes that had been made. She mentioned that that regarding the building elevations, those were revised and resubmitted May 24th and that sheet A2 had been revised to incorporate all the discussed building changes and colors. She stated that the applicants indicated that no lighting was proposed, so the elevation seemed complete. She said that the site plans were also revised and resubmitted to the City first on May 22nd and then recently on June 5th. She indicated that the question that they had about the drive aisle in relationship to the parking spaces and that had been resolved. She stated that she had a comment about plan notes indicating that there was going to be a shed removed and relocated but that it wasn't clear if that was the current or the future location. She mentioned that in looking at the updated plan, it looked like the shed had been removed from that location but that it didn't appear a new location had been identified, unless she was just not seeing it on the site plan or that perhaps they just had a partial site plan.

Mr. Stella stated that it was on the drawing back by the pool.

Director Lieber stated that she did locate it back by the pool and that resolved that comment. She indicated that what had slipped her attention until just in preparation for the meeting was that there was now a proposed dumpster enclosure. She mentioned that it was brought up to the owner previously that if they intended to have a permanent dumpster on the site, that code required that it be enclosed and screened. She added that she wanted to point out that that dumpster enclosure has appeared on that June 5th rendering and that it was near the end of the emergency access drive, which was quite a distance away from the commercial piece of the property or where the business was located. She explained that she was just curious as to why that location was selected and that it would seem appropriate to have that location be closer to the business that it was serving rather than to the house. She added that if they were move it closer to the commercial business, they would want to keep the commercial traffic on the paved

portion or on the pavement, and that then the other structures would also help screen that from being in open view from the street.

City Engineer Eavenson stated that she did appreciate the larger scale drawings that they did make it much easier for reading and would also be most helpful to the engineering review and for their records. She said that there were a couple of items that she hadn't had the opportunity to discuss with him but that now maybe he might be able to lend some additional information. She indicated that she did have a little bit of concern for the infiltration trench that was addressing the water quality measure they had originally asked him to account for in the pre-hearing meeting. She stated that it appeared that it might be under the kennels or in the kennel area and asked if it was going to be behind the kennels.

Mr. Stella commented that yes, it looked like it was placed behind the kennel.

City Engineer Eavenson stated that she just wanted to make sure that it wasn't in the kennel area because that could be a sanitation issue and wanted to make sure.

Mr. Stella stated that yes, it would be behind the kennels.

City Engineer Eavenson asked about the fencing that was there and if it would be relocated.

Mr. Stella indicated that there was fencing there and that it was going to be relocated for the new building.

City Engineer Eavenson asked that he indicate that in the final drawings. She noted that it did actually say remove and reconfigure, so as long as that was out of the infiltration trench, she thought that was acceptable.

Mr. Stella asked if the infiltration ditch should be after the kennels and before the creek.

City Engineer Eavenson stated that was correct. She asked if he would speak on behalf of his maintenance measures for the kennels. She commented that she would assume the animals used the restroom in those kennel facilities.

Mr. Stella stated that they did and that they cleaned them three times a day. He explained that they cleaned them in the morning when they pooped immediately. He went on to state that when they took the dogs out, they took them out in stages and would clean that up immediately because they would step in it or they would eat it. He added that they were on that right away and didn't leave any poop down ever. He stated that that was one of their policies to always clean up.

City Engineer Eavenson asked if there was some sort of measure that he could put in on the last leg of the fence line of the kennels to maybe just ensure prevention of a washout.

Mr. Stella commented that whatever she recommended he would do but that it was 57 limestone for the trench itself.

City Engineer Eavenson stated that she just wanted to ensure that there wouldn't be any runoff from the

kennel area that might make it into the trench, but they could discuss that during the final review.

Mr. Stella stated that he didn't think that would be an issue and was sure they could come up with something like a berm of some kind. He mentioned that urine would be an issue obviously to collect, but as far as feces, that was not left down but was disposed of.

City Engineer Eavenson stated that they would talk a little bit more about that during the final permit process. She asked if he would speak a little bit to the emergency access drive. She commented that she did see that he had signage there, but she did have a little bit of concern of ensuring that that was visible to the emergency services. She asked if he had given any thought to perhaps some staking that would tell the fire department that it was there.

Mr. Stella stated that they could put signage at both ends.

City Engineer Eavenson commented that she did see that he had signage but maybe also some additional staking or fluorescent markers, driveway markers to that as well.

Mr. Stella stated that he would do anything that was required and had planned on landscaping that, so that in the wintertime they would see that as well.

City Engineer Eavenson commented that she just thought some simple measures might help to accentuate that area just a little bit better. She discussed that she did get a copy of his wetlands permit from the Army Corps but asked if that work was finished because it didn't allude to it on the revised plans. She asked if that work was all finished and if the culvert went in for the stream.

Mr. Stella stated that it wasn't. He said that they were not going to build the bridge. He remarked that he always said bridge but did mean the culvert. He added that he didn't have the money to build a bridge at this point.

City Engineer Eavenson stated that they just wanted to be able to gain access to the back property.

Mr. Stella stated that the culvert pipe and backfill would be it, at least at that point. He added that the bridge would go in at some point down the road.

City Engineer Eavenson asked that when he intended to do that work, to reconnect with the Army Corps, because she thought that permit was expired.

Mr. Stella stated that he didn't know if it was but he didn't think it expired.

City Engineer Eavenson asked if he had submitted this completion form because it looked like he may have signed the completion form.

Mr. Stella stated that he didn't know.

City Engineer Eavenson asked if maybe he didn't turn it in.

Mr. Stella explained that he thought he signed it but didn't really know what it was and did not turn it in.

City Engineer Eavenson asked if he did not submit it.

Mr. Stella commented that he didn't know he wasn't supposed to sign it until it was completed.

City Engineer Eavenson So usually they do have terms on him on here for a length of time that they're valid and she asked that he review that to ensure that if he had exceeded his time period, he would ask for an extension if he wanted to do the work.

Vice-Chairman Schumann asked Mr. Stella if he wanted to discuss that Administrations comments.

Mr. Stella stated that he was aware that his neighbor had an issue with the dumpster, but he didn't know what to do with that dumpster. He stated that of all the property that he had there, he had no place to put that dumpster. He commented that the only place that he could put that dumpster that was reasonable was pretty far away from the building. He stated that he did have a golf cart and a wheelbarrow and that his maintenance guy would generally take the wheelbarrow, load the bags of poop and take them over there. He commented that other than that, it was just a short walk. He stated that he had no place to put that dumpster that wouldn't crush his concrete. He stated that originally where the dumpster was, he had 6-inch concrete poured there and then when he added the parking lot, he had plans of expanding on the back property and he thought the dumpster would go back past the wetlands. He added that since that project can't go forward financially, he was stuck putting the dumpster at the end of the gravel driveway. He stated that the gravel driveway, of course, was going to be concrete, but there had to be at least 6 inches of it to hold for the trash trucks.

Vice-Chairman Schumann asked what the neighbor's issues were

Mr. Stella stated that his neighbor across the street was tired of looking at the dumpster and that he was that he was as well. He mentioned that he could see it from my his kitchen window and he wasn't thrilled about it either. He stated that the goal was to figure out where that was going to finally go, but he had to wait for the fire truck access road before making a plan where that was going to go. He pointed to the drawing and stated that if the fire access road was going to go where it said on the drawing, if they were good with that, then then he was going to put the dumpster there and enclose it and would do that immediately.

Vice-Chairman Schumann asked about placing some arborvitaes around it or something like that.

Mr. Stella stated that he was going to. He said that they always planted bushes and all that. He added that he was thinking about a vinyl fence and then some evergreens or something around that.

Vice-Chairman Schumann asked what material he was talking about for the enclosure and that it looked like vinyl fencing.

Mr. Stella stated there were vinyl panels that he could buy that were pre-made. He stated that he didn't know if he would have to go all the way around it, but he would need at least four panels plus the doors, to keep anybody from looking at it. He stated that the backside would be facing the wetlands.

Vice-Chairman Schumann asked Director Lieber if that would be acceptable.

Director Lieber stated that a four-sided enclosure was required, but if the Commission was going to require landscaping, she asked that they be specific about what and where they wanted that.

Mr. Stella stated that he could do four sides and it wouldn't be more than a couple panels.

Director Lieber asked if he clarified whether he intended to pave the driveway.

Mr. Stella stated that paving might be an option, but concrete was probably what he was going to be doing for the gravel road, the existing gravel road. He mentioned that he might have to go with asphalt, but it just depended on how it worked out financially.

Director Lieber stated that either way, concrete or asphalt, the emergency access drive was being proposed as it was just to provide connectivity but if it were a commercial property, they did require any parking or drive surface to be paved, so if that was going to be the permanent location of the dumpster and it was going to get commercial vehicle traffic to empty the dumpster, then the route to that dumpster should also be paved, not gravel. She mentioned that if the applicant was indicating that he intended, whether it's asphalt or concrete, he was going to pave the driveway, then her concerns were less than if it were not intended to be paved.

Vice-Chairman Schumann stated that the plan showed exterior gravel drive.

Mr. Stella stated that that was current and temporary.

Vice-Chairman Schumann stated that it was existing gravel drive not exterior.

Mr. Stella stated that he put that in last year to access the back property.

Vice-Chairman Schumann commented that the emergency access drive was going to be concrete or asphalt.

Mr. Stella stated, no, that it would be Geocell, if they were still on the same page. He commented that it would be Geocell and grass and that it would just be maintained as a safety access road.

Vice-Chairman Schumann asked which side the dumpster opened on.

Mr. Stella showed Vice-Chairman Schumann on the drawing where it would open.

Vice-Chairman Schumann stated that maybe he could put some arborvitaes across this side.

Mr. Stella stated that he could see it from his kitchen window.

Vice-Chairman Schumann commented that it would be nicer for him too, then.

Mr. Stella stated that he knew his neighbor was upset about it, but he didn't have a permanent location.

**NORTH RIDGEVILLE PLANNING COMMISSION
REGULAR MEETING – TUESDAY, JUNE 11, 2024**

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Vice-Chairman Schumann asked if there were any questions from the Commission.

None were given.

Vice-Chairman Schumann asked if there were any questions from the public.

None were given.

Council Liaison Abens asked about the gravel drive and if he was planning on paving that over.

Mr. Stella stated that he was planning on concreting it. He mentioned that he might have to pave it just for financial reasons, but yes, it would be a hard surface.

Council Liaison Abens commented that if he left it gravel, with it being used, he was going to send up dust.

Mr. Stella stated that he was told he couldn't keep it gravel to begin with, so even when he put it in, he knew that was temporary.

Council Liaison Abens stated that if not, he would hear from his neighbors.

Mr. Stella stated that his wife hated it and that she hated driving up and down the gravel driveway.

Council Liaison Abens asked regarding the western side of the property, how would the fire department access that side of the building in case of a fire, because it didn't look like they could get a truck there.

Mr. Stella stated that there was a driveway there that was his neighbor's and that would be the only access. He added that they hadn't discussed the fire hydrant yet.

Council Liaison Abens stated that he saw that he had installed one on his property and asked if that was correct.

Mr. Stella stated that he had not yet, but he would. He mentioned that it would be right in the front yard, which put him within that 300-feet of any portion of the building.

Vice-Chairman Schumann asked that if that was getting paved, was that clear to Director Lieber, that that existing gravel drive was going to get paved.

Director Lieber stated that she would always encourage the Commission to add in their motion whatever conditions they felt were necessary, just to ensure that they had record of it.

Vice-Chairman Schumann asked Mr. Stella if he had any problem with throwing a couple arborvitaes around the dumpster enclosure and asked how big it was.

Mr. Stella stated that the dumpster was not very big, and the enclosure was probably going to be 10 feet. He stated that the panels were 6 feet, so it might end up being 12 foot overall. He discussed that he would

**NORTH RIDGEVILLE PLANNING COMMISSION
REGULAR MEETING – TUESDAY, JUNE 11, 2024**

PAGE 8

put in at least three, three 4 footers on at least two of the sides, the side that he looked at and the side the neighbor looked at.

Vice Chairman Schumann commented that they were talking about 6 of them.

Mr. Stella stated that that sounded about right.

Vice-Chairman Schumann asked regarding the infiltration trench, did they have to bring that up at all in the conditions.

City Engineer Eavenson stated that they still had the engineering review to do, so she thought the details of that could be worked out during the final engineering review.

Vice -Chairman Schumann asked if there were any further questions or comments.

Member Ali stated that the only thing he would recommend with the dumpster, just to use concrete, because those trucks got very heavy and so that he didn't get ruts instead of asphalt. He stated that around the approach to it, he would put 6 to 8 inches of concrete.

Mr. Stella commented that he thought the drawing specs out the concrete, 6-inch concrete for the pad and apron.

Motion made by Schumann and seconded by Graupmann to approved application PPZ2024-0257 subject to the conditions of six arborvitaes be added to the plan for the dumpster enclosure and that the existing gravel drive on the east side of the property be either finished in concrete or asphalt.

A roll call vote was taken and the motion carried.

Yes – 4 No – 0

Vice-Chairman Schumann asked if there were any further business to come before the Commission.

None was given.

ADJOURNMENT:

Vice-Chairman Schumann adjourned the meeting at 7:25 PM.

James Smolik
Chairman

Tina Wieber
Deputy Clerk of Council

Tuesday, July 9, 2024
Date Approved

Building Division Monthly Report



PERMITS	MAY			YEAR TO DATE		
	Permits	Est. Cost	Fees	Permits	Est. Cost	Fees
Accessory Structure	14	251,347.61	1,569.31	47	755,616.80	4,927.62
Addition	2	262,500.00	1,317.85	5	767,785.00	5,035.37
Air Conditioner	39	244,498.22	3,386.00	87	550,247.71	8,122.75
Alterations	1	12,000.00	80.75	16	657,911.28	10,901.03
Backflow Preventor	4	400.00	323.00	13	1,945.00	1,049.75
Commercial Parking Lot	2	46,400.00	246.00	2	46,400.00	246.00
Commercial Fence				2	10,335.00	160.00
Com New Construction				1	150,000.00	2,636.05
Concrete	21	172,516.00	1,706.00	49	410,306.00	3,946.00
Culvert Pipe	1	1,800.00	155.00	2	8,388.75	310.00
Deck/Porch	14	162,623.00	1,227.46	32	409,668.00	3,074.31
Demolition	3	13,000.00	240.00	4	15,500.00	320.00
Drain Tile	1	300.00	80.00	1	300.00	80.00
Electrical	6	25,099.00	559.75	35	389,223.59	3,202.50
Fire Suppression/Protection	2	11,000.00	845.48	8	171,080.00	5,416.02
Fire/Storm Damage	1	100,000.00	0.00	3	322,204.25	0.00
Furnace	24	143,789.30	2,018.75	85	526,935.83	7,805.25
General Inspection	1	500.00	0.00	3	8,575.00	80.75
Home Occupation						
Hot Tub						
Lawn Sprinkler	5	21,862.50	400.00	7	28,312.50	560.00
New Condo (4+ Units)						
New Dwelling BSH	1	575,000.00	335.00	4	2,292,000.00	1,290.00
Plumbing	9	31,924.00	726.75	39	150,772.69	3,169.45
Re-Roof/Gutters	53	938,959.58	3,717.50	145	2,508,190.46	9,548.12
Residential Fence	35	279,015.00	2,800.00	91	693,642.86	7,200.00
Res New Dwelling	4	1,445,253.00	11,146.85	59	18,566,728.00	158,831.55
Sewer	5	0.00	30,750.73	65	120,500.00	395,031.23
Sewer/Storm	6	58,130.00	480.00	23	210,959.60	2,068.00
Siding	7	65,268.13	403.75	30	568,753.17	2,018.75
Sign	2	3,500.00	232.48	9	79,573.00	1,893.66
Solar Panel	2	39,840.00	161.50	7	158,749.26	565.25
Sump Pump				1	1,000.00	80.75
Swimming Pool	4	119,520.11	570.00	6	137,587.13	780.00
Water Meter	7	12,677.50	560.00	15	22,527.50	1,200.00
Waterline	2	6,200.00	160.00	5	21,750.00	400.00
Waterproofing	2	29,646.00	161.50	16	176,269.00	1,292.00
Windows/Doors	29	293,929.94	2,341.75	93	944,204.65	7,429.00
Woodburner Fireplace				1	0.00	80.75
TOTAL	309	5,368,498.89	68,703.16	1,011	31,883,942.03	650,751.91

Building Division Monthly Report



ENFORCEMENTS	MAY	YEAR TO DATE
	Entries	Entries
Animals (Rodents/Pests)		1
Backflow Program		30
Building Materials		
BZBA Disapproval		
Contractor Registration		1
Downspouts		
Drainage		2
Engineering Complaint	7	13
Exterior Property		1
Exterior Structure		1
Fences		
Fire Safety		1
Flooding		
Grading and Drainage		
Hedges		
Home Occupation		
Home Occupation Permit	1	1
Interior Structure		
Junk/Debris		2
Junk Yard/Vehicle Wrecking		
Mud on Road		1
Obstruction of View		
Occupancy		
Property Maintenance	7	9
Property Maintenance (General)		4
Property Maintenance Complaint	78	94
Recreational		1
Recreational Vehicle(s)		1
Roofs and Drainage		1
Rummage Sale		
Service		
Sidewalk		
Signs		1
Structures		
Tall Grass/Weeds		
Trailers(s)		1
Trash		1
Trees		3
Unlicensed/Inoperable Vehicle		
Unsafe Structure		1
Variance Required		
Vehicles		
Wetlands/Drainage		
Working Without Permit	1	3
TOTAL	94	174
CONTRACTOR REGISTRATIONS	73	590
INSPECTIONS	847	3259

CITY OF NORTH RIDGEVILLE WATER USE FOR							May-24				FT3						
DATE	R.L.C.W.A. Rt. 10 & 83		R.L.C.W.A SUGAR RIDGE		RLCWA OTHER	JOINT LINE	ELYRIA WATER PUMP STATION		ELYRIA WATER SUGAR RIDGE		ELYRIA WATER TAYLOR STREET						
	DAILY READING	DAILY USE	DAILY READING	DAILY USE	DAILY USE ELYRIA/TAYLOR	DAILY	DAILY READING	DAILY * 7.48	DAILY READING	DAILY * 7.48 USE + 00	DAILY READING	DAILY *7.48 USE + 00					
1					7455968		526176	448	655615	523	555643	547					
2							526573	397	656279	664	556308	665					
3					7456572		527086	513	656961	682	557006	698					
4							SAT	398	SAT	716	SAT	716					
5							SUN	399	SUN	716	SUN	717					
6							528282	399	659109	716	559156	717					
7							528764	482	659737	628	559808	652					
8							529097	333	660575	729	560585	777					
9							529571	474	661214	639	561216	631					
10							529571	0	662071	857	562010	794					
11							SAT	466	SAT	670	SAT	679					
12							SUN	467	SUN	670	SUN	679					
13							530971	467	664082	671	564047	679					
14							530971	0	664997	912	564845	798					
15							530971	0	666097	1103	565712	867					
16							530971	0	667020	923	566471	759					
17							530972	1	668165	1145	567348	877					
18							SAT	0	SAT	1064	SAT	838					
19							SUN	0	SUN	1064	SUN	838					
20							530982	0	671357	1064	569863	839					
21							531767	795	672576	1219	570751	888					
22							532333	566	673767	1191	571623	872					
23							532831	497	674856	1089	572469	846					
24							533018	187	675881	1025	573267	798					
25							SAT	419	SAT	1100	SAT	838					
26							SUN	420	SUN	1100	SUN	838					
27							HOL	420	HOL	1101	HOL	839					
28							534697	420	680283	1101	576621	839					
29							534697	0	681227	944	577419	798					
30							534862	165	681717	490	578093	674					
31						46100	535232	370	682689	972	578912	819					
TOTAL					604	46,100,000	9,504		27,597		23,816						
					19	1,487,097	7,108,992	229,322	20,642,556	665,889	17,814,368	574657					
TOTAL RLCWA USE: _____			604 GALLONS 0.01%		TOTAL ELYRIA WATER USE: _____			45,565,916 GALLONS 49.70%		TOTAL JOINT LINE USE _____		46,100,000 50.29%		TOTAL USE _____		91,666,520 100.00%	

Pump Station Total	Sugar Ridge Total	Taylor Street TOTAL
3351.04	3912.04	4091.56
2969.56	4966.72	4974.2
3837.24	5101.36	5221.04
2977.04	5355.68	5355.68
2984.52	5355.68	5363.16
2984.52	5355.68	5363.16
3605.36	4697.44	4876.96
2490.84	5452.92	5811.96
3545.52	4779.72	4719.88
0	6410.36	5939.12
3485.68	5011.6	5078.92
3493.16	5011.6	5078.92
3493.16	5019.08	5078.92
0	6821.76	5969.04
0	8250.44	6485.16
0	6904.04	5677.32
7.48	8564.6	6559.96
0	7958.72	6268.24
0	7958.72	6268.24
0	7958.72	6275.72
5946.6	9118.12	6642.24
4233.68	8908.68	6522.56
3717.56	8145.72	6328.08
1398.76	7667	5969.04
3134.12	8228	6268.24
3141.6	8228	6268.24
3141.6	8235.48	6275.72
3141.6	8235.48	6275.72
0	7061.12	5969.04
1234.2	3665.2	5041.52
2767.6	7270.56	6126.12
00	00	0

CITY COUNCIL COMMITTEE REPORT
SAFETY COMMITTEE MEETING
DATE: June 3, 2024

FIRST READING IN COMMITTEE: June 3, 2024

COMMITTEE ACTION: 3-0

Members of Council:

2024-58 An Ordinance amending North Ridgeville Codified Ordinance Section 660.13 Smoking in Places of Public Assembly.
(Introduced by Mayor Corcoran)

We have considered the matter(s) of 2024-58 and made a motion to send 2024-58 back to City Council to consider and amend with the following changes discussed.

- *Under Section 660.13 (a) strikeout, "within 25 feet of No Smoking signs posted..."*

Printed: June 3, 2024

Signed: June 3, 2024

Member:	<u>Martin DeVries</u>	Member:	<u><i>Martin DeVries</i></u>
Member:	<u>Georgia Awig</u>	Member:	<u><i>Georgia Awig</i></u>
Chairwoman:	<u>Holly Swenk</u>	Chairman:	<u><i>Holly Swenk</i></u>

DATE:	<u>May 20, 2024</u>	1 ST READING:	<u>May 20, 2024</u>
INTRODUCED BY:	<u>Mayor Corcoran</u>	2 ND READING:	<u></u>
REFERRED BY:	<u></u>	3 RD READING:	<u></u>
		ADOPTED:	<u></u>
		EMERGENCY:	<u>N/A</u>
		EFFECTIVE:	<u>N/A</u>

Referred to Safety Committee on 06-03-2024
Report to City Council on 06-17-2024

ORDINANCE NO. 2024-58

AN ORDINANCE AMENDING NORTH RIDGEVILLE CODIFIED ORDINANCE SECTION 660.13 SMOKING IN PLACES OF PUBLIC ASSEMBLY.

WHEREAS, Recent changes in the Ohio Revised Code affecting smoking regulations as promulgated by the State of Ohio required the city to review and seek amendments to the existing regulations under *Chapter 660 Safety, Sanitation and Health of the General Offenses Code*; and

WHEREAS, it is deemed necessary to amend North Ridgeville Codified Ordinance Section 660.13 to prohibit smoking on City-owned property; and

WHEREAS, the City of North Ridgeville seeks to strike a reasonable balance between the rights of smokers and non-smokers by regulating smoking on City Owned Property and to protect the health, safety, welfare, comfort, and peace of the citizens of the City of North Ridgeville; and

WHEREAS, it is the desire of this Council to amend Codified Ordinance Section 660.13 in its entirety renaming it as “North Ridgeville Codified Ordinance Section 660.13 *SMOKING PROHIBITED IN MUNICIPALLY OWNED AND OPERATED BUILDINGS, PLAYGROUNDS AND PARKS.*”

NOW THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF NORTH RIDGEVILLE, LORAIN COUNTY, OHIO, THAT:

SECTION 1. Section 660.13 of the North Ridgeville Codified Ordinances, as currently read in Exhibit “A” attached hereto, is incorporated herein by reference.

SECTION 2. Section 660.13 Smoking in Places of Public Assembly of the North Ridgeville Codified Ordinances shall be amended as fully set forth in Exhibit “B” attached hereto and incorporated herein by reference.

SECTION 3. Any sections of the Codified Ordinance in conflict herewith are hereby and herein repealed and amended accordingly. All other provisions of the North Ridgeville Codified Ordinances not inconsistent herewith shall remain in full force and effect.

SECTION 4. It is found and determined that all formal actions of this Council concerning and relating to the adoption of this Ordinance were conducted in an open meeting of this Council,

and that all deliberations of this Council and any of its committees that resulted in such formal action were in meetings open to the public in accordance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

SECTION 5. This Ordinance shall take effect and be in full force from and after the earliest period allowed by law.

PASSED: _____

PRESIDENT OF COUNCIL

ATTEST: _____
CLERK OF COUNCIL

APPROVED: _____

MAYOR

Exhibit A:

660.13 SMOKING IN PLACES OF PUBLIC ASSEMBLY

1. As used in this section, "place of public assembly" means:
 1. Enclosed theaters, except the lobby; opera houses; auditoriums; classrooms; elevators; rooms in which persons are confined as a matter of health care, including but not limited to a hospital room and a room in a rest home serving as the residence of a person living in such rest home;
 2. All buildings and other enclosed structures owned by the State, its agencies or political subdivisions, including but not limited to hospitals and State institutions for the mentally ill and persons with intellectual disabilities; university and college buildings, except rooms within those buildings used primarily as the residences of students or other persons affiliated with the university or college; office buildings; libraries; museums; and vehicles used in public transportation. That portion of a building or other enclosed structure that is owned by the State, a State agency or a political subdivision and that is used primarily as a food service establishment is not a place of public assembly.
 3. Each portion of a building or enclosed structure that is not included in subsection (a)(1) or (2) hereof is a place of public assembly if it has a seating capacity of fifty or more persons and is available to the public. Restaurants, food service establishments, dining rooms, cafes, cafeterias or other rooms used primarily for the service of food, as well as bowling alleys and places licensed by the Department of Liquor Control to sell intoxicating beverages for consumption on the premises, are not places of public assembly.
2. For the purpose of separating persons who smoke from persons who do not smoke for the comfort and health of persons not smoking, in every place of public assembly there shall be an area where smoking is not permitted, which shall be designated a no smoking area, provided that not more than one-half of the rooms in any health care facility in which persons are confined as a matter of health care may be designated as smoking areas in their entirety. The designation shall be made before the place of public assembly is made available to the public. In places included in division (a)(1) of this section, the local fire authority having jurisdiction shall designate the no smoking area. In places included in division (a)(2) of this section that are owned by the State or its agencies, the Ohio Director of Administrative Services shall designate the area, and if the place is owned by a political subdivision, its legislative authority shall designate an officer who shall designate the area. In places included in division (a)(3) of this section, the person having control of the operations of the place of public assembly shall designate the no smoking area. In places included in division (a)(2) of this section which are also included in division (a)(1) of this section, the officer who has authority to designate the area in places in

division (a)(2) of this section shall designate the no smoking area. A no smoking area may include the entire place of public assembly. Designations shall be made by the placement of signs that are clearly visible and that state "no smoking." No person shall remove signs from areas designated as no smoking areas.

3. This section does not affect or modify the prohibition contained in Ohio R.C. 3313.751(B).
4. No person shall smoke in any area designated as a no smoking area in accordance with division (b) of this section.
5. Whoever violates this section is guilty of a minor misdemeanor.

(ORC 3791.031)

Exhibit B:

Section 660.13 SMOKING PROHIBITED IN MUNICIPALLY OWNED AND OPERATED BUILDINGS, PLAYGROUNDS AND PARKS.

- (a) Smoking in any form is prohibited in any and all municipally owned or operated buildings, and in parks, cemeteries, and playgrounds within the city.
- (b) Signs indicating that smoking is prohibited shall be adequately posted and displayed in every place of public assembly, park, and playground where smoking is regulated by this section, or according to ORC 3791.031, so as to ensure proper notice to members of the general public.
- (c) “Municipality Owned” is defined as any unenclosed land owned or managed by the City including, but not limited to City Parks, parking lots, and landscaped areas, but excluding dedicated public streets, sidewalks, and tree lawns.
- (d) Exceptions, suspensions, or modifications to the smoking prohibitions in this section may be made by permit for special events by the Mayor.
- (e) “Smoke” or “Smoking” means inhaling, chewing, exhaling, burning, vaping, or carrying any lighted cigar, lighted cigarette, lighted pipe, or other lighted tobacco or marijuana product in any manner or any form. “Smoking” does not include smoking that is associated with a recognized religious ceremony, ritual, or activity, including but not limited to burning of incense.
- (f) Whoever violates any of the provisions of this Section is guilty of a minor misdemeanor.”



Planning Commission Report

MEETING OF JUNE 11, 2024

The North Ridgeville Planning Commission took action on the following items at their Regular Meeting of June 11, 2024:

1. PPZ2024-0257: Elite K911, 31740 Cook Rd, PPN 07-00-004-110-038
Applicant: Heller Carpentry and Handyman, LLC, 227 Main St, Apt. 327, Westlake, OH 44145. Owner: Chuck Stella, 31684 Cook Rd, North Ridgeville, OH 44039.
Proposal consists of constructing an addition to existing building for grooming facility. Property zoned B-3 Highway Commercial District.
PC ACTION: 5.14.2024, Tabled by a vote of 5-0 to next meeting in order to update plans.
PC ACTION: 6.11.2024, Approved by a vote of 4-0 with the following conditions:
 1. Six Arborvitae be added to the plan for the dumpster enclosure.
 2. The existing gravel drive on the east side of the property to be finished in either concrete or asphalt.

cc: Mayor Corcoran
Law Director Moriarty
Assistant Law Director Morgan
City Engineer Eavenson
Chief Building Official Fursdon
Planning & Development Director Lieber

Planning Commission Application



SUBMITTAL INSTRUCTIONS AND PROCEDURES

Plan reviews will be carried out according to the processes described in the City's Zoning Code.

- **Pre-Application.** Prior to making application, applicants are recommended to contact the city to discuss their development project. City staff will outline the review process and provide a checklist of required submittals.
- **Application Submittal.** Following the pre-application meeting, the applicant shall submit this completed application, fee and ten (10) sets of all required exhibits. All submissions shall be made in hard copy to the Building Division. Plans shall be collated, folded and easily legible.
- **Staff Review.** The applicant shall attend a staff review meeting and may be required to submit additional information and/or revised plans based on staff input.
- **Variances.** Where zoning variances are sought by the applicant, review by the Board of Zoning and Building Appeals will be necessary prior to consideration by the Planning Commission, requiring a separate application.
- **Decision or Referral.** Following staff review, complete submittals for Administrative Review projects may be considered for approval. For Council Review projects, complete submittals shall be referred to the next available Planning Commission meeting, which are held the second Tuesday of each month.

PROJECT INFORMATION

31740 COOK RD NORTH RIDGEVILLE OH 44039

Location address

0700004110038

Parcel number

B 3

Current zoning

GROOMING ADDITION

Proposed project

APPLICANT/AGENT INFORMATION

HELEN CARPENTRY AND HANDYMAN LLC

Name/Company

227 MAIN ST APT 327 WESTLAKE OH 44115

Applicant address

1-440-590-3294

Applicant phone

HELEN CARPENTRY AND HANDYMAN LLC @GMAIL.COM

Applicant email

PROPERTY OWNER INFORMATION

CHARLES A STELLA

Name/Company

31684 COOK RD N RIDGEVILLE OH 44039

Property owner address

440-223-2683

Property owner phone

CHUCK STELLA @MCI.COM

Property owner email

AUTHORIZATION AND ACKNOWLEDGEMENT

Applicant signature

Property owner signature

I hereby authorize the City of North Ridgeville, including Planning Commission members, to view the premises and consent to their entry onto the property for the purpose of observing site conditions related to review of my application.

OFFICE	PPZ No.	Date Received	ACTION
	PPZ2024-0257		
	Planning Fee Paid	Engineering Fee Paid	
	150.00		Added 5.14.24

6.11.24 - Action

APPROVED
JUN 11 2024

Planning Review

May 6, 2024

Project: Elite K911 Dog Training
Location: 31740 Cook Road
PPNs: 07-00-004-110-038, 07-00-004-110-037
District: B-3 Highway Commercial District

Background:

In 2007, BZBA granted a conditional use to operate a kennel within a B-3 District. Additional variances and zoning approvals were given at later dates for a kennel less than the required front setback and approval to continue an existing conditional use as a residence combined with a commercial use on the same property.

Project Summary:

The proposal consists of constructing a 1,130 square foot addition to the rear of the existing kennel and training building in order to provide dog grooming services. Animal grooming is a permitted use in the B-3 Highway Commercial District. The building addition maintains the existing side setback from the west property line. The addition will have vinyl siding, vinyl windows and asphalt shingles. Plans submitted indicate the siding is to match; however, the applicant noted in the staff review meeting that the siding may be a different color and that an existing portion of building would also be resided. An existing window will be replaced, as well. As of the date of this report, revisions to the building elevations were requested but not provided.

Existing fencing to the east of the current building was removed and new parking spaces will be striped onto the concrete surface. Note that parking provided for the business is partially provided on the neighboring lot, also owned by the applicant. The minimum aisle width based on 90-degree parking is 24 feet, BZBA granted a variance in 2023 for a 21-foot drive aisle. On the architectural site plan submitted, 18 feet is shown. On the additional survey plot plan submitted on May 3, the plot plan shows a 21-foot drive aisle; however, parking space dimensions are not shown.

Due to the addition and expansion of activities on the site, Fire Department access was requested to provide connectivity between the commercial parking lot behind the dwelling to the east to the driveway serving the dwelling. This access shows up on the survey plot plan but not the architectural site plan.

Parking field plan note on the architectural site plan indicates “site lighting by others.” According to the applicant, no site lighting is proposed at this time. Note should be removed.

As of the date of this report, inconsistencies exist between the architectural drawings, engineering drawings and statements made by the applicant.

June 5, 2024

Additional Review Comments:

Site plans were revised and resubmitted to the City on May 22. Sheet C1.1 shows the 21-foot drive aisle with code complaint 18-foot-deep parking stalls. The plan notes Ex. Shed (Remove & Relocate). Plan is not clear if this is the current location or the proposed location? If current location, show where the shed is going to be moved to.

Building elevations were revised and resubmitted to the City on May 24. Sheet A-2 has been revised to incorporate all of the discussed building change and colors. No new building lighting is proposed.

Planning Commission Comment Sheet



PROJECT INFORMATION

Grooming addition

Proposed project

31740 Cook Rd

Location

May 14, 2024

Meeting date

07-00-004-110-038

Parcel number

May 2, 2024

Comments due

RECOMMENDATIONS

Type comments here. Attach additional sheets as necessary.

Application appears to be code compliant.

SUBMITTED BY

Guy M. Fursdon

Administrative officer signature

Chief Building Official

Title

Planning Commission Bylaws Article V Section 2 – Administrative Review. All applications including those plans and maps submitted to the Commission shall be referred to Administrative Officers. Comments and recommendations by Administrative

Planning Commission Comment Sheet



Officers, if any, shall be forwarded to the Secretary not later than ten (10) calendar days after receipt. Administrative Officers who have not acted within the allotted time shall be deemed to have concurred with plans as submitted.

Staff Meeting Bulletin

Meeting Date: April 29, 2024

Project: 31740 Cook Rd, North Ridgeville, OH 44039

Applicant: Heller Carpentry and Handyman, LLC, 227 Main St, Apt 327, Westlake, OH 44145

Zoning: B-3 Highway Commercial District

In Attendance: Kevin Corcoran, Mayor
Kim Lieber, Planning & Development Director
Guy Fursdon, Chief Building Official
Justin Reed, Assistant Chief Building Official
Eric Brown, Civil Engineer
Toni Morgan, Assistant Law Director
Mike Freeman, Police Chief
John Reese, Fire Chief
Mike Uhnak, Assistant Fire Chief
Tina Wieber, Deputy Clerk of Council
Charles Stella, Owner, Elite K911

Project Introduction

- Charles stated that the project was for a 1,200 square foot addition to the back of the existing building for a grooming salon. He discussed that currently his grooming staff were working in the existing building but needed more space. He stated that they would need to add a fire road and hydrant.

Staff Comments

- Kim stated that they had had discussion regarding that project the previous year but that he didn't move forward with it. She asked if the pool and deck had been completed and Charles stated that they were. She discussed that he had gone to BZBA last year for the drive aisle width and explained that a variance of three feet for width of aisle was granted as code required 24 feet and he showed 21 feet, but the drawing currently before them showed only 18 feet. She added that it was the same drawing that they reviewed last year, but what went to BZBA was different than what he currently submitted. Charles stated that it needed to be redrawn to be accurate and Kim agreed. She discussed that if it were 18 feet, she didn't believe that would be sufficient for two-way traffic.
- Kim stated that there was a discussion about needing a fire turnaround and asked if that had been installed. Charles stated that there was a Geocell ground grid, which had a honeycomb pattern, 6 to 8-inch product that the surveyor was looking into. He added that it would be lined with rocks so that it would still be visible in the wintertime. Kim asked if the ground grid would be shown on the drawing. Charles stated that it was supposed to be shown on the surveyor's print. Kim asked that he make sure that the dimensions were accurate, and that fire department access be shown.
- Mike Uhnak asked where the ground grid would go on the drawing and if grass grew through it. Charles stated that it would, and that stone would be placed in it. Mike explained that he would have to maintain that ground grid in the wintertime by plowing it and asked that he show the location on the site plan.
- Kim stated that there were notes on the drawing that said "site lighting by others" and asked if they were planning on installing parking lot lighting of any kind. He stated that the lighting would be in the future for the pool and agility course to extend their season but would not be adding any lighting now. Kim asked that when the drawing was updated that they remove that note. She asked if the colors of the building would match the existing building. Charles stated that it would be a lighter green but would be similar and they would re-side a portion of it to match, so it would be a mix of

the two. Kim mentioned that the drawing stated, “to remain” and asked if he could update the notes to reflect what would be replaced and indicate the color or the product used, as well as the shingles.

- Guy asked if he determined where he was going to put the fire hydrant. Charles thought that they would connect to the current hydrant and run down the driveway and thought it would be behind the house. Guy stated that after discussion with Assistant Fire Chief Uhnak, the hydrant could go in up front by cutting the concrete. Mike told him to see what that distance was. Guy stated that the building was pretty straight forward and met all of the setback requirements.
- Eric asked regarding the pond in the back, if anything went to that pond and Charles stated, yes. He asked if he had a network of storm sewers and that he knew there was a creek there. Charles said, no, that there was a creek there. He stated that there was and said that if you went about 50 feet from the highway fence, everything from there forward drained into a culvert, which would go right into his pond. Eric stated that he said he added the deck, the pool and now the building, and asked how much total area he added. Eric discussed that they may ask him to treat the water quality volume for that amount of area being added and that it would be better to know the quantity and quality. He mentioned that he wasn't sure how it drained previously and asked if he had any down spouts. Charles stated that everything went into a down spout system that went back and into the creek. He mentioned that he had one that ran on the concrete as well. He explained that the parking lot was pitched and ran back to the gravel and then back to the ditch. Eric suggested that he ask Rafter to do a calculation with the amount of impervious area and that volume of water, and if it could be treated before getting into the creek.

Next Steps

- The applicant will provide any updates to the plans by Friday, May 3, 2024.

From: [John DeChant Jr.](#)
To: [Kim Lieber](#); [charles stella](#)
Cc: [Rich Fredrickson](#); [Tina Wieber](#); [Christina Eavenson](#); [Mike Uhnak](#); [Guy Fursdon](#)
Subject: RE: 2659-24 K911 Building Addition Plot plan
Date: Wednesday, June 5, 2024 1:38:12 PM
Attachments: [Spring 2019 Site LC Auditor Map.PDF](#)
[2659-24 Elite K911 Plot Plan 06-05-2024 \(Full Resolution\).pdf](#)

Hi Kim,

Please see attached updated plan set as well as comments to questions below in red. Let us know if you have any questions. In addition to addressing these comments we have also added a dumpster enclosure and a proposed hydrant as previously discussed in the initial project meeting. Let us know if you would like any hard copies.

- What does the yellow outline signify? **The drainage area of the proposed addition stormwater that will be treated for water quality per Eric's comment from initial meeting notes.**
- Consider providing a sheet with the plot plan that does not include the elevation notations. I think those grading lines make it more challenging to understand the site plan elements. **Separate site plan and grading plan now provided.**
- The plan notes Ex. Shed (Remove & Relocate). Is this the current location or the proposed location? If current location, show where the shed is going to be moved to. **Shed has been moved and is shown in its current location behind the pool area.**
- Can you confirm or verify that this plot plan is completely replacing the original site plan submittal? Original application attached for reference. **This plot plan shall replace any previously submitted site plans.**
- When can we expect to receive the updated architectural elevations? Various changes from the original submittal were discussed at our staff review meeting on 4/29. See notes in attached submittal. **Chuck sent these over within the past couple days from the architect.**
- If any new building lighting is proposed (none is currently shown), it should be noted on plans and fixture cut sheets provided. **Note #20 added to plan no proposed site lighting.**
- While not part of this application, the plot plan shows a notable encroachment of the 2019 front parking lot expansion onto the neighbor's property. How far is this encroachment? Is there any plan to address this? **Concrete encroachment has been labeled and Chuck will be addressing with adjacent property owner. It appears that the concrete was installed based upon the two property monuments that are set approximately 4 feet too far to the west.**
- While also not part of the application, aerals from 2023 versus 2024 show a large amount of land clearing has happened in the area behind where the Fire Department access drive is located. I believe Engineering may have brought this up in their comments previously and had some concerns as to whether SWPPP measures were taken. Can you advise as to the purpose and intent of this clearing? Is this land intended to be used for the business? **The clearing on the north side of the creek was completed by the previous owner Patton Towing. I have attached the Spring 2019 Aerial for reference. They had felled all the trees onsite as they were going to previously develop that portion of property. Chuck has since cleaned up all the trees/brush/debris from that clearing and the entire area is now currently seeded in grass. At this time there is no intended use for the business it will be a grass lawn area.**

*Thank You,
John DeChant Jr., PS*

Rafter A. LTD

PLOT PLAN BUILDING ADDITION

SITUATED IN THE CITY OF NORTH RIDGEVILLE,
COUNTY OF LORAIN, STATE OF OHIO
KNOWN AS BEING PART OF
ORIGINAL RIDGEVILLE TOWNSHIP LOT NO.4

DESIGN ENGINEER:

RICHARD A. FREDERICKSON, P.E., P.S.
OHIO ENGINEER - 61668
OHIO SURVEYOR - 8285

6-5-2024

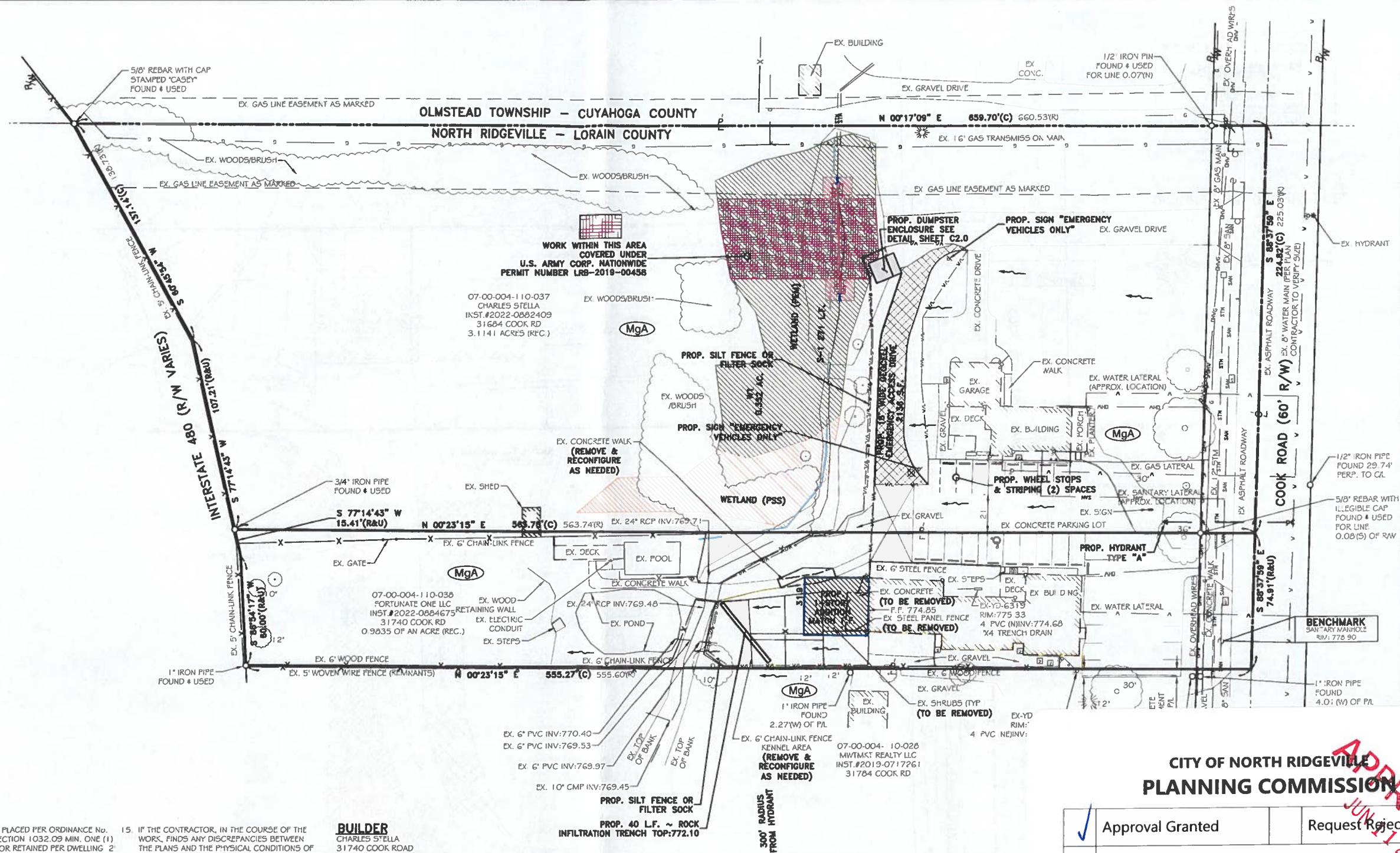
SHEET INDEX

OVERALL VIEW & DEMOLITION PLAN.....	C1.0
ENLARGED VIEW SITE PLAN.....	C1.1
ENLARGED VIEW GRADING PLAN.....	C1.2
NOTES & DETAILS.....	C2.0-C2.1

DATE OF TOPOGRAPHIC SURVEY APRIL 2021, 2023, & 2024.

PROJECT DESCRIPTION

THIS PLOT PLAN IS FOR THE CONSTRUCTION OF A 1-STORY ADDITION ON THE BACK OF THE EXISTING BUILDING. AS WELL AS THE CONSTRUCTION OF AN EMERGENCY ACCESS DRIVE AND DUMPSTER ENCLOSURE.



NOTES:

- | | | | | | | | |
|----|---|----|--|-----|--|-----|--|
| 1. | ALL DIMENSIONS TO THE FACE OF CURB, FACE 9. OF BUILDING, & FACE OF WALL UNLESS OTHERWISE STATED. | 3. | CONTRACTOR MUST SECURE ALL NECESSARY PERMITS PRIOR TO STARTING WORK. | 10. | PROPOSED GRADING DRAINAGE PATTERN TO MATCH EXISTING DRAINAGE PATTERN OF SITE PRIOR TO CONSTRUCTION. CONTRACTOR TO ENSURE THAT SURFACE WATER FLOW DOES NOT ADVERSELY FLOW ONTO ADJACENT PROPERTIES. | 15. | IF THE CONTRACTOR, IN THE COURSE OF THE WORK, FINDS ANY DISCREPANCIES BETWEEN THE PLANS AND THE PHYSICAL CONDITIONS OF THE SITE, OR ANY ERRORS OR OMISSIONS IN THE PLANS OR IN THE LAYOUT AS GIVEN BY THE ENGINEER, IT SHALL BE HIS DUTY TO IMMEDIATELY INFORM THE ENGINEER. IN WRITING, AND THE ENGINEER WILL PROMPTLY VERIFY THE SAME. ANY WORK DONE AFTER SUCH A DISCOVERY, UNTIL AUTHORIZED, WILL BE AT THE CONTRACTOR'S RISK. |
| 2. | FOR EXACT BUILDING DIMENSIONS & DETAILS SEE ARCHITECTURAL PLANS. | 4. | ALL DOWNSPOUTS TO BE SPLASH BLOCK PER SECTION No. 1468.06 | 11. | CONTRACTOR TO ENSURE BOTTOM OF FOOTER SHALL REST UPON SUITABLE | 16. | ALL CONSTRUCTION MATERIALS AND WORKMANSHIP SHALL BE IN ACCORDANCE TO THE STATE AND LOCAL GOVERNMENT AGENCY LATEST CONSTRUCTION SPECIFICATIONS AND DETAILS. |
| 5. | PROPERTY PINS SHALL BE SET PRIOR TO FINAL GRADE APPROVAL. | 6. | AFTER FINAL GRADE IS VERIFIED BY A REGISTERED SURVEYOR AND APPROVED BY THE CITY, THE LOT MUST BE SEEDED OR MULCHED WITHIN 21 DAYS PER SECTION No. 1444.17 (d). | 12. | BASE, ADDITIONAL EXCAVATION MAY BE REQUIRED, APPROPRIATE COVER AND/OR FROST PROTECTION SHALL BE PROVIDED. | 17. | CONTRACTOR SHALL BE RESPONSIBLE FOR VERIFICATION OF ALL SETBACKS, EASEMENTS, AND DIMENSIONS SHOWN HEREON PRIOR TO CONSTRUCTION. |
| 8. | SUMP PUMP IS REQUIRED BY CITY ORDINANCE FOR FOOTER DRAINS. OPEN TRENCH INSPECTION IS REQUIRED PRIOR TO BACKFILLING. (FOR-N-TIE OR INSERT-A-TIE CONNECTION ONLY) | 7. | NO. 1444.17 (d). | 13. | CONTRACTOR TO VERIFY UTILITY DEPTHS AND LOCATIONS. | 18. | WETLANDS SHOWN PER DELINEATION MAP BY ENVROSOURCE DATED 01/04/2023. |
| | | | | 14. | CONTRACTOR IS RESPONSIBLE FOR VERIFYING BENCHMARKS WITH AT LEAST TWO ADDITIONAL HARD SURFACE ELEVATIONS INDICATED ON THE PLAN. | 19. | SEE SHEET C2.0 FOR DETAILS AND STORMWATER QUALITY NOTES. |
| | | | | | | 20. | NO PROPOSED SITE LIGHTING. |

BUILDER

CHARLES STELLA
31740 COOK ROAD
NORTH RIDGEVILLE, OH 44039
(440) 666-0749

WORK LIMITS

DISTURBED AREA: 0.23 OF AN ACRE

LEGEND:

-  GAS METER
-  DOWNSPOUT
-  AIR CONDITIONING UNIT
-  WATER SERVICE VALVE
-  CLEAKOUT
-  YARD DRAIN
-  PROP. SUMP PUMP
-  IRON PIN FOUND
-  HYDRANT
-  MANHOLE
-  UTILITY POLE
-  GUY ANCHOR
-  CALCULATED
-  RECORD

SOILS:

DATA SHOWN FROM USDA WEB SOIL SURVEY
SURVEY AREA DATA: VERSION 22, SEPTEMBER 7, 2023 (LORAIN)

STORM WATER QUALITY NOTE:

THE QUALITY OF ALL WATER DISCHARGED FROM THIS SITE BUILDING IMPROVEMENTS SHALL BE DESCRIBED AS TREATED PER THE OHIO RAINWATER AND LAND DEVELOPMENT MANUAL FOR BOTH PRE AND POST DEVELOPMENT CONDITIONS.



A31100319-00A4

**CITY OF NORTH RIDGEVILLE
PLANNING COMMISSION**

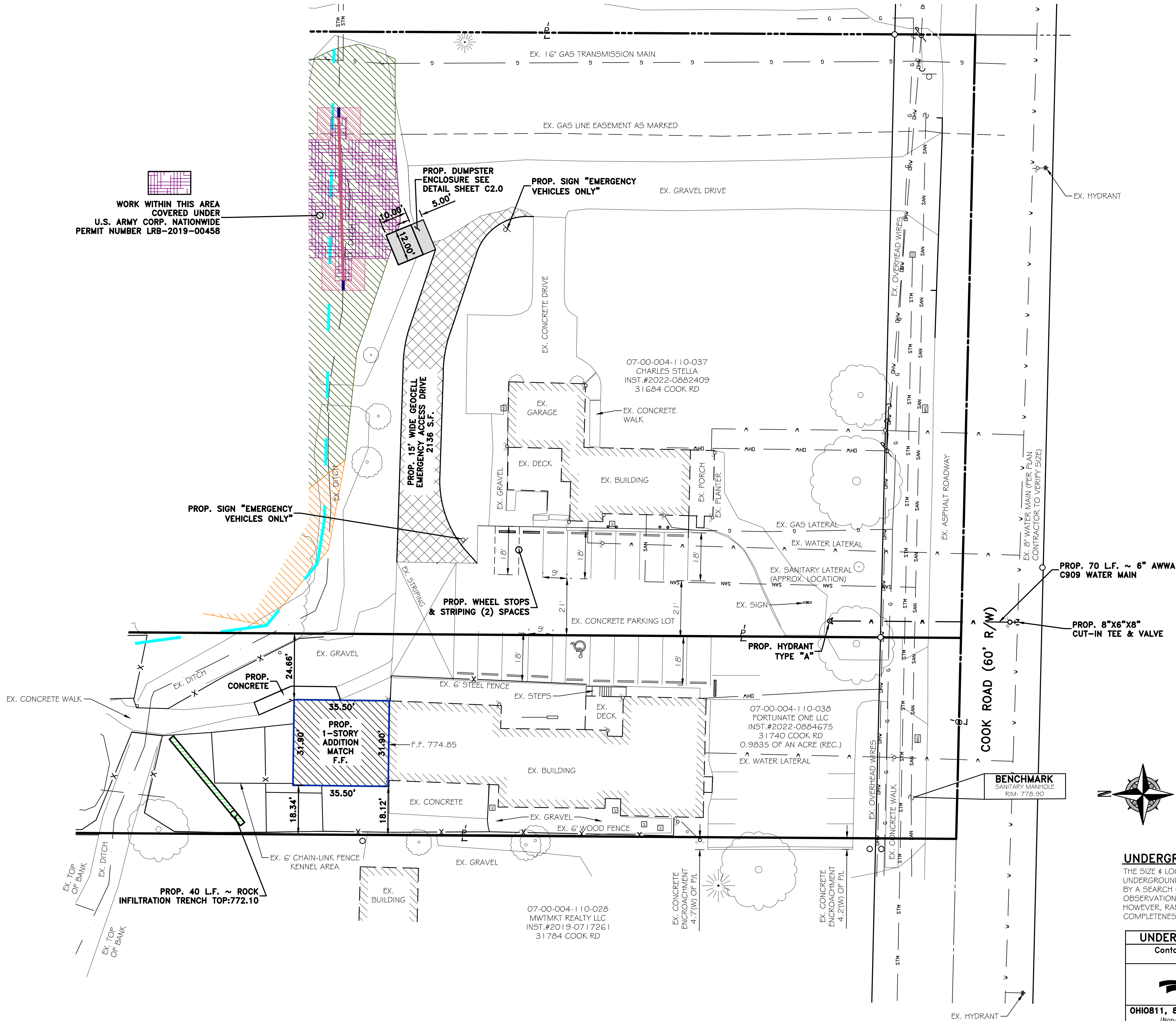
✓	Approval Granted	Request Rejected
Refer For Council Approval:		
BZBA Approval Required:		
Other Conditions: ① Arborvitae to be added to plan for dumpster enclosure ② Existing gravel drive on east side of property finished in either concrete or Asphalt.		
DATE: 6.11.24	BY: 	



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STELLA
OK ROAD
VILLE OH 44039

NORTH RIDGEVILLE, OH 44039



UNDERGROUND UTILITIES NOTE:
THE SIZE & LOCATION, BOTH HORIZONTAL AND VERTICAL, OF THE UNDERGROUND UTILITIES SHOWN HEREON, HAVE BEEN OBTAINED BY A SEARCH OF AVAILABLE RECORDS. VERIFICATION BY FIELD OBSERVATION HAS BEEN CONDUCTED WHERE PRACTICAL. HOWEVER, RAFTER A., LTD DOES NOT GUARANTEE THE COMPLETENESS NOR ACCURACY THEREOF.

UNDERGROUND UTILITIES

Contact Two Working Days
Before You Dig


Before You Dig

OHIO811, 8-1-1, or 1-800-362-2764
(Non-members must be called directly)

A311100319-00A & A311100330-00A


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ELITE K-911
CHARLES STELLA
31740 COOK ROAD
NORTH RIDGEVILLE OH 44039

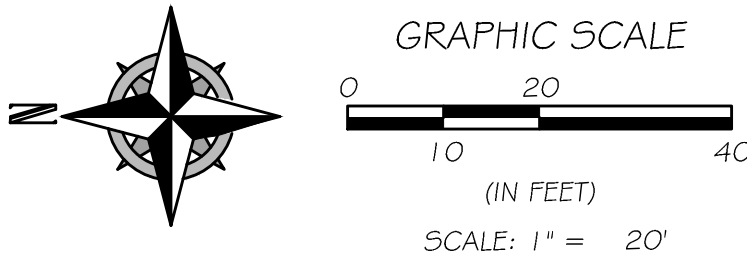
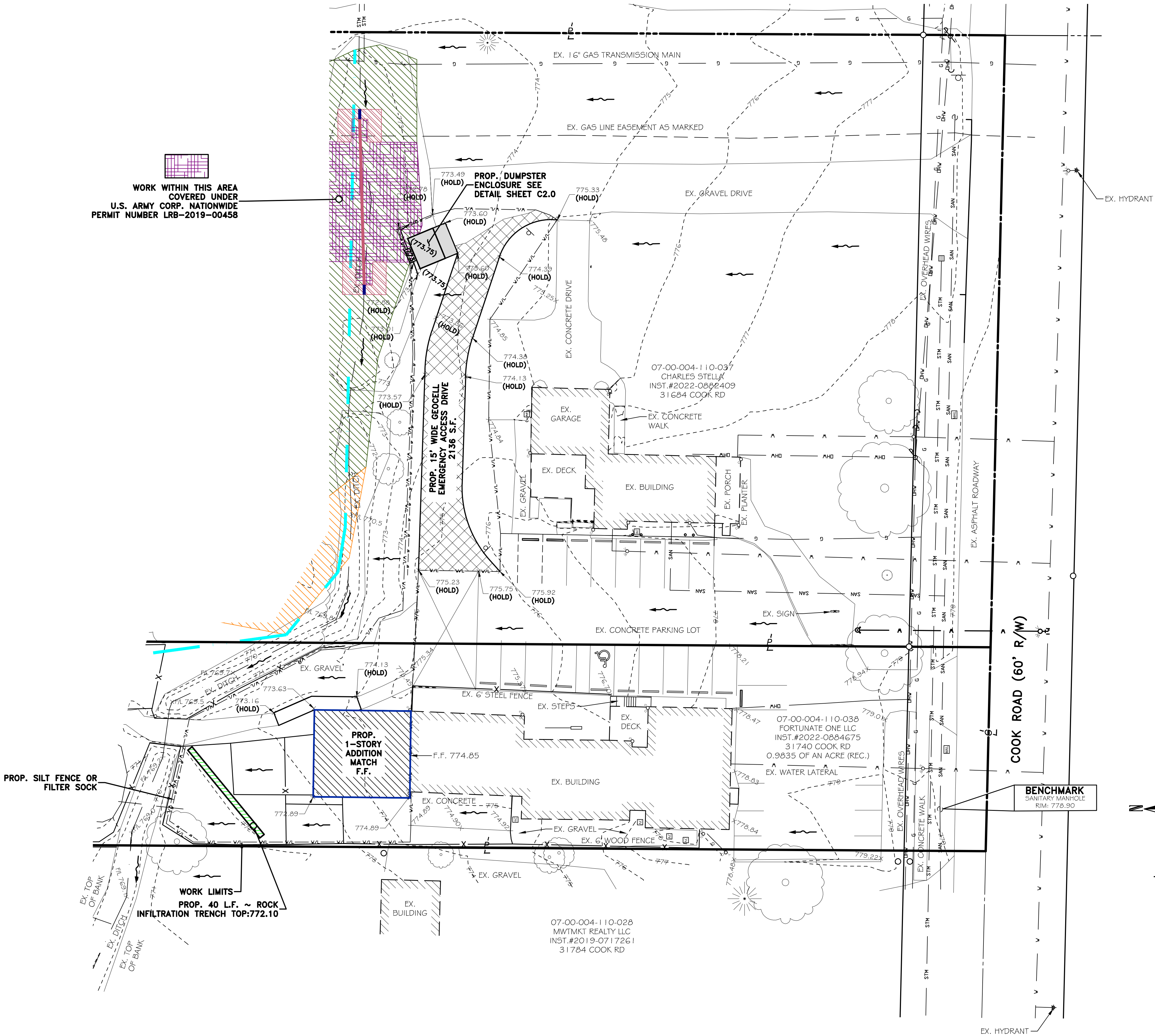
ELITE K-911
PLOT PLAN
BUILDING ADDITION
ENLARGED SITE PLAN
31740 COOK ROAD,
NORTH RIDGEVILLE, OH 44039

DRAWN BY: JAD
CHECKED BY: RAF
RAF JOB No: 2659A-23

SHEET: C1.1

REV.	BY	DATE	DESCRIPTION
1	JAD	05-03-2024	ISSUE TO CLIENT
2	JAD	05-22-2024	UPDATED WITH ENLARGED VIEW ISSUE TO CITY
3	JAD	06-05-2024	UPDATED CITY REVIEW, DUMP, ENCLOSURE, & HYDRANT

WORK WITHIN THIS AREA
COVERED UNDER
U.S. ARMY CORP. NATIONWIDE
PERMIT NUMBER LRB-2019-00458



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UNDERGROUND UTILITIES

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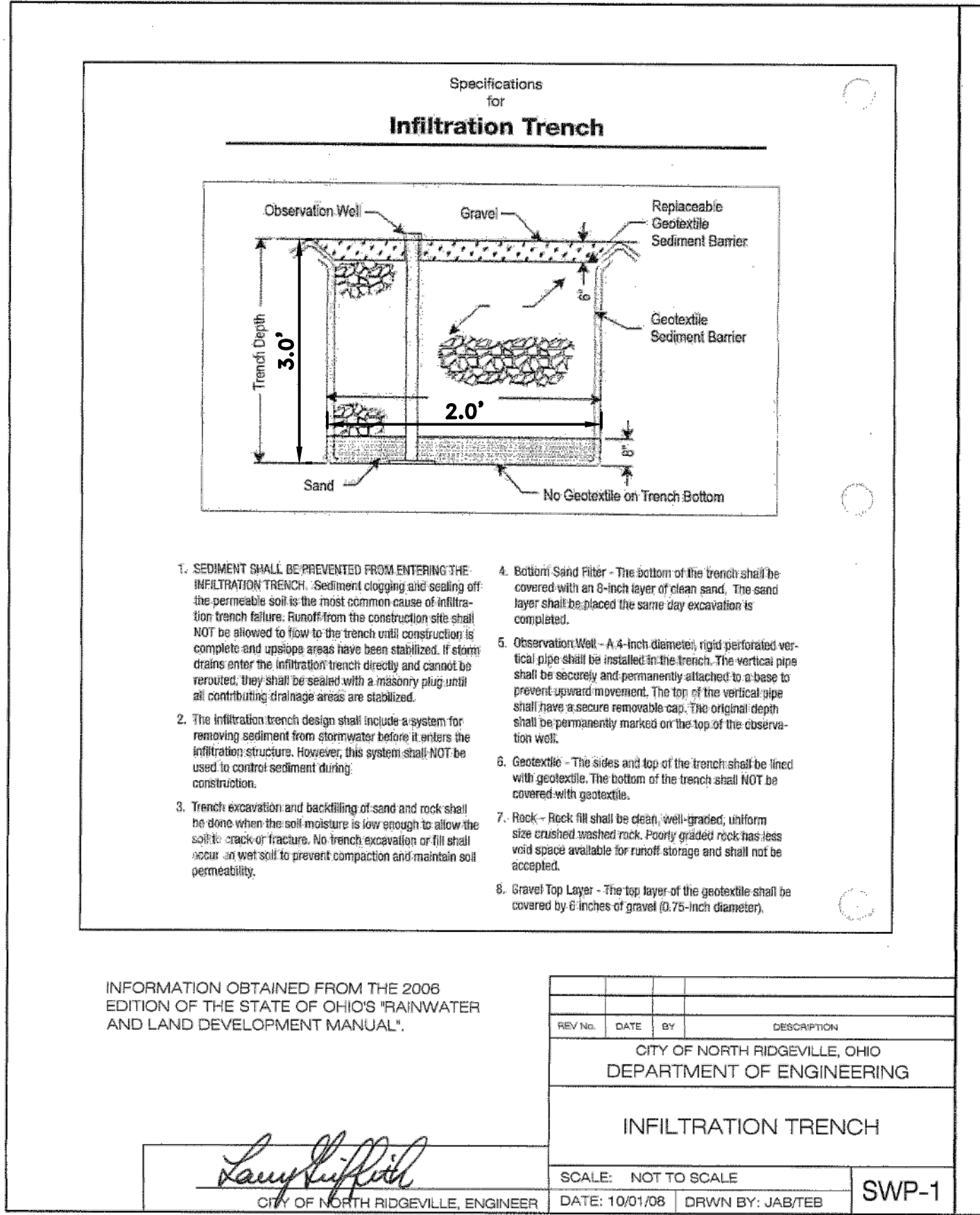
ELITE K-911
CHARLES STELLA
31740 COOK ROAD
NORTH RIDGEVILLE OH 44039

ELITE K-911
PLOT PLAN
BUILDING ADDITION
ENLARGED GRADING PLAN
31740 COOK ROAD,
NORTH RIDGEVILLE, OH 44039

DRAWN BY: JAD
CHECKED BY: RAF
RAF JOB No: 2659A-23

SHEET: **C1.2**

REV.	BY	DATE	DESCRIPTION
1	JAD	05-03-2024	ISSUE TO CLIENT
2	JAD	05-22-2024	UPDATED WITH ENLARGED VIEW ISSUE TO CITY
3	JAD	06-05-2024	UPDATED CITY REVIEW, DUMP, ENCLOSURE, & HYDRANT



INFILTRATION TRENCH CALCULATIONS:

TOTAL - 40 L.F. INFILTRATION TRENCH

SOIL - MGA --> 15.2 MM/HR FOR DEPTH OR 0.60 IN/HR

WATER TABLE DEPTH = 1 FT

$RV = 0.05 + (0.90 \times 0.2364) = 0.2628$

$WQV = 0.2628 \times 0.90 \times 0.4792 / 12 = 94.5 \text{ CF}$

TRENCH LENGTH = 40 LF

$40' \times 2' \times 3' = 240 \text{ CF} \times 0.40 \text{ (VOIDS)} = 96 \text{ CF}$

$96 > 94.5 \text{ CF REQUIRED}$

TRENCH AREA = $40' \times 2' = 80 > 57 \text{ SF MIN.}$

DRAWDOWN TIME = 0.6 IN/HR OR 0.05 FT/HR

$0.05 \times 80 = 4 \text{ CF/HR}$

MINIMUM AREA OF TRENCH TO DRAIN IN 48 HOURS = $94.5 \text{ CF} / 48 \text{ HR} / 0.05 \text{ FT/HR} = 39 \text{ SF}$

TOTAL DRAWDOWN TIME = $94.5 / 4 = 23.6 \text{ HRS TOTAL}$

DESIGN TREATS 1132.45 S.F. IMPERVIOUS WITH TOTAL DRAINAGE AREA = 4792 S.F.



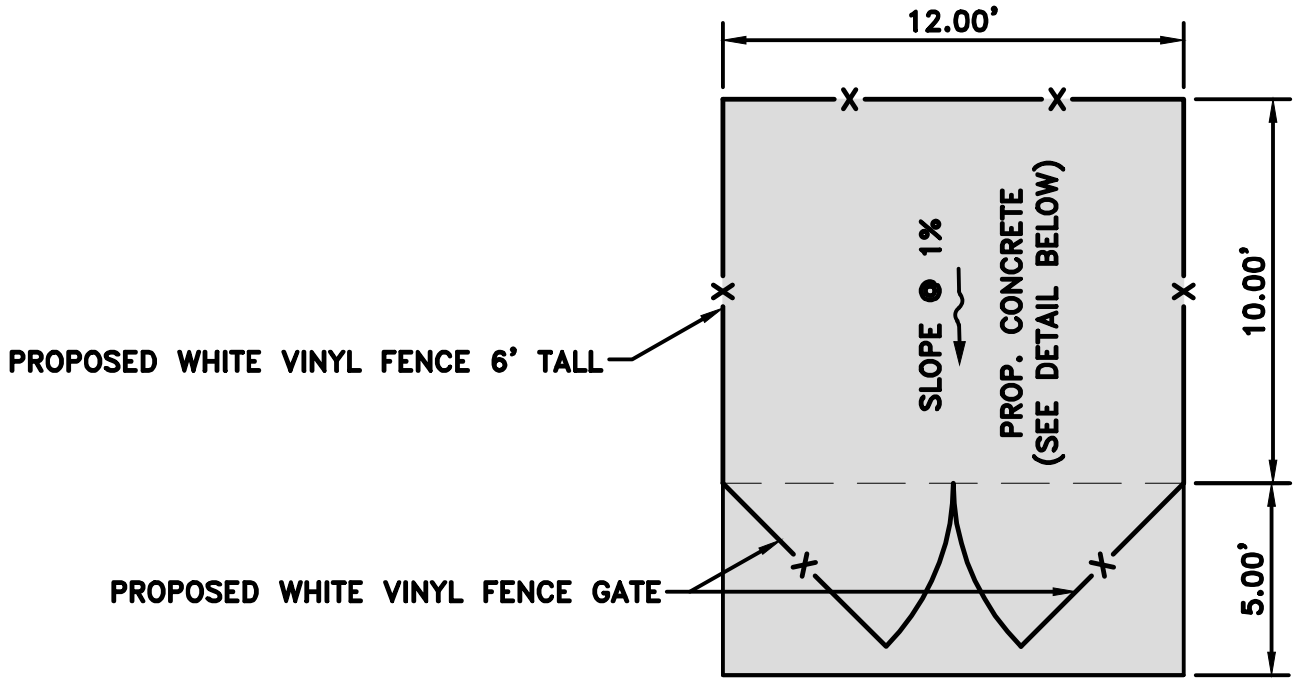
PROPERTY	TEST METHOD	TEST RESULT
Polymer Density	ASTM D 1505	58.4 - 60.2 lb/ft³(0.935 - 0.965g/cm³)
Environmental Stress Crack Resistance	ASTM D 5397	>400 hours
Environmental Stress Crack Resistance	ASTM D 1693	6000 hours
Carbon Black Content	ASTM D 1603	1.5% by weight (minimum)
Nominal Sheet Thickness* Before Texturing	ASTM D 5199	50mil (1.27mm) -5%, +10%
Nominal Sheet Thickness* After Texturing	ASTM D 5199	60mil (1.52mm) -5%, +10%
Nominal-Expanded Cell Size (wid x len)		12.6 x 11.3in (320 x 287mm)
Nominal-Expanded Cell Area		71.3in² x (460cm²)
Nominal-Expanded Section (wid x len)		8.4 x 27.4ft (2.56 x 8.35m)
Nominal-Expanded Section Area		230ft² (21.4m²)
Minimum-Expanded Section (wid x len)		9.2 x 24.8ft (2.8 x 7.6m)
Maximum-Expanded Section (wid x len)		7.6 x 30ft (2.3 x 9.1m)

*The nominal sheet thickness is an average thickness of the sheet, taken from 10 readings. The polyethylene strip is textured with rhomboidal indentations. The rhomboidal indentations have a surface density of 140 to 200 per in² or 22 to 31 per cm².

CELL DEPTH	SEAM PEEL STRENGTH	% CELL WALL OPEN AREA	SEAM HANG STRENGTH
2in	160lbf (710N)	11 +/- 1%	A 4in weld joint supporting a load of 160 lbs for 30 days min or 4in weld joint supporting a load of 160lbs for 7 days min while undergoing temperature change from 74F to 130F on a 1 hour cycle.
3in	240lbf (1060N)	16 +/- 1%	
4in	320lbf (1420N)	11 +/- 1%	
6in	480lbf (2130N)	16 +/- 1%	
8in	640lbf (2840N)	11 +/- 1%	

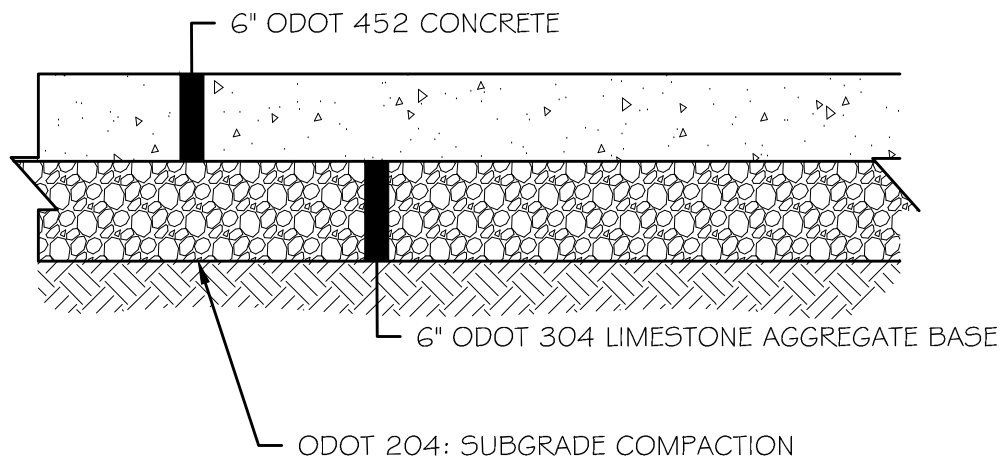
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DUMPSTER ENCLOSURE

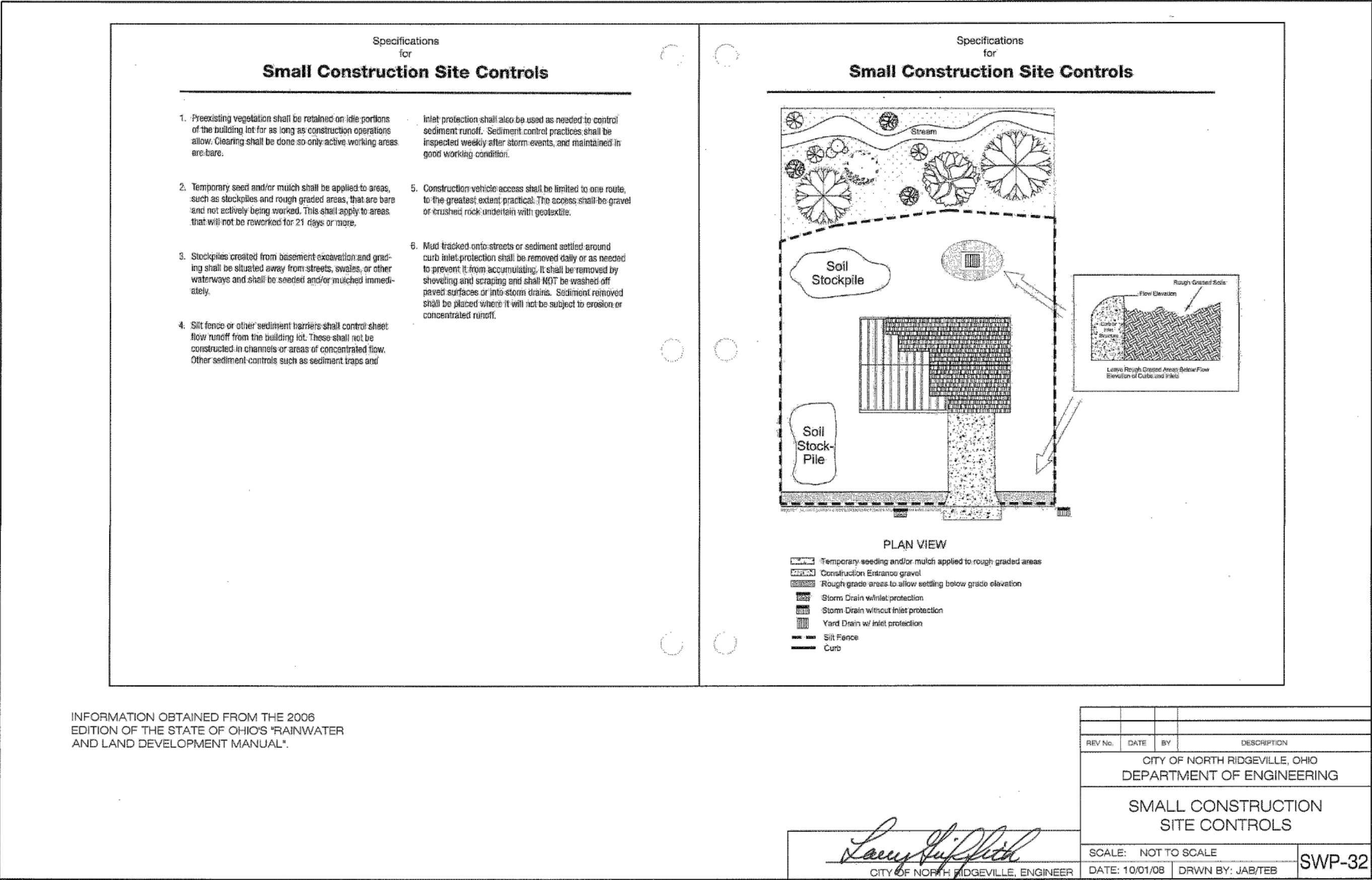
SCALE 1"=5'



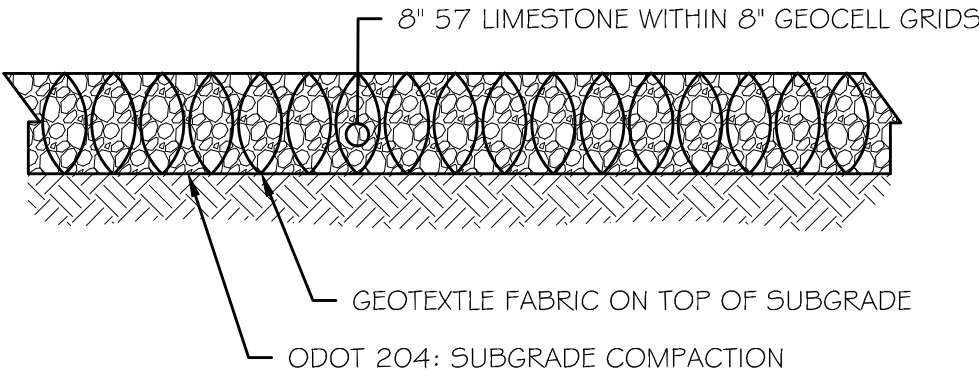
PROPOSED DUMPSTER CONCRETE SECTION

- NOT TO SCALE -

OR AS APPROVED BY GEOTECHNICAL ENGINEER



8" GEOCELL OR CITY APPROVED EQUAL



PROPOSED GEOCELL EMERGENCY ACCESS DRIVE SECTION

- NOT TO SCALE -

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ELITE K-911
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NORTH RIDGEVILLE OH 44039

ELITE K-911
PLOT PLAN
BUILDING ADDITION
NOTES & DETAILS
31740 COOK ROAD,
NORTH RIDGEVILLE, OH 44039

DRAWN BY: JAD
CHECKED BY: RAF
RAF JOB No: 2659A-23

SHEET: **C2.0**



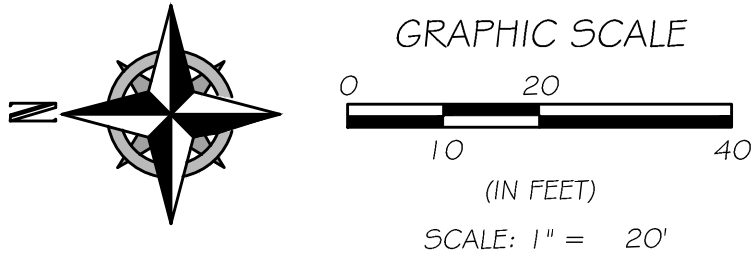
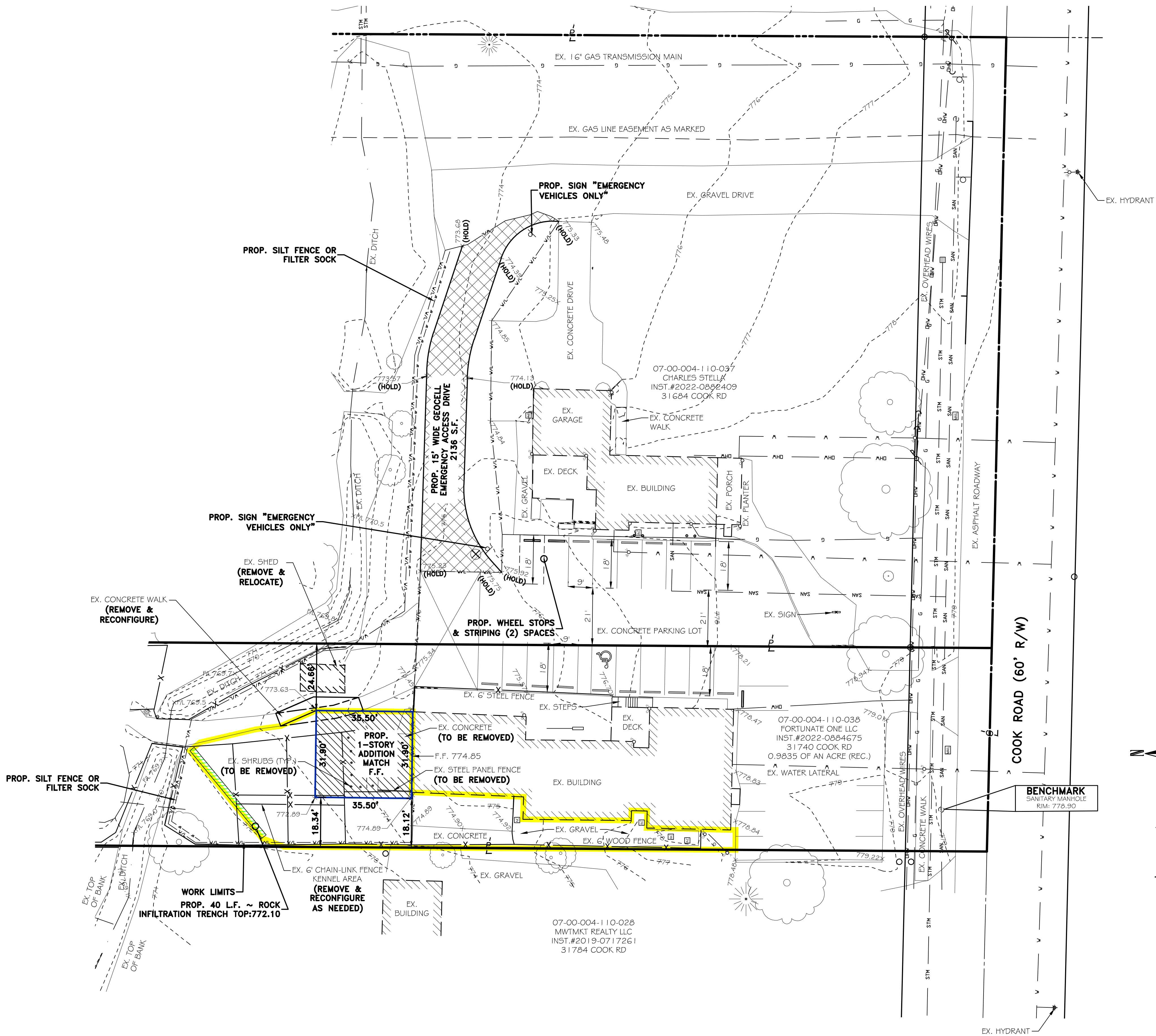
June 5, 2024

8:36:23 AM

1 inch = 94 feet

Legend

Boundaries	Right-of-way Line	PLSS Boundaries	Medium Symbols	Road Centerlines	Parcels_Black
Dashed Parcel Line	Right-of-way Parcel Line	Original Lot Lines	Arrow Medium	Subdivisions/...	
Parcel Line		County Lines	FromTo Medium	Right of Ways	



PROJECT DESCRIPTION
THIS PLOT PLAN IS FOR THE CONSTRUCTION OF A 1-STORY ADDITION ON THE BACK OF THE EXISTING BUILDING. AS WELL AS THE CONSTRUCTION OF AN EMERGENCY ACCESS DRIVE.

UNDERGROUND UTILITIES NOTE:
THE SIZE & LOCATION, BOTH HORIZONTAL AND VERTICAL, OF THE UNDERGROUND UTILITIES SHOWN HEREON, HAVE BEEN OBTAINED BY A SEARCH OF AVAILABLE RECORDS. VERIFICATION BY FIELD OBSERVATION HAS BEEN CONDUCTED WHERE PRACTICAL. HOWEVER, RAFTER A., LTD DOES NOT GUARANTEE THE COMPLETENESS NOR ACCURACY THEREOF.

UNDERGROUND UTILITIES

Contact Two Working Days Before You Dig


Before You Dig

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(Non-members must be called directly)

A311100319-00A # A311100330-00A

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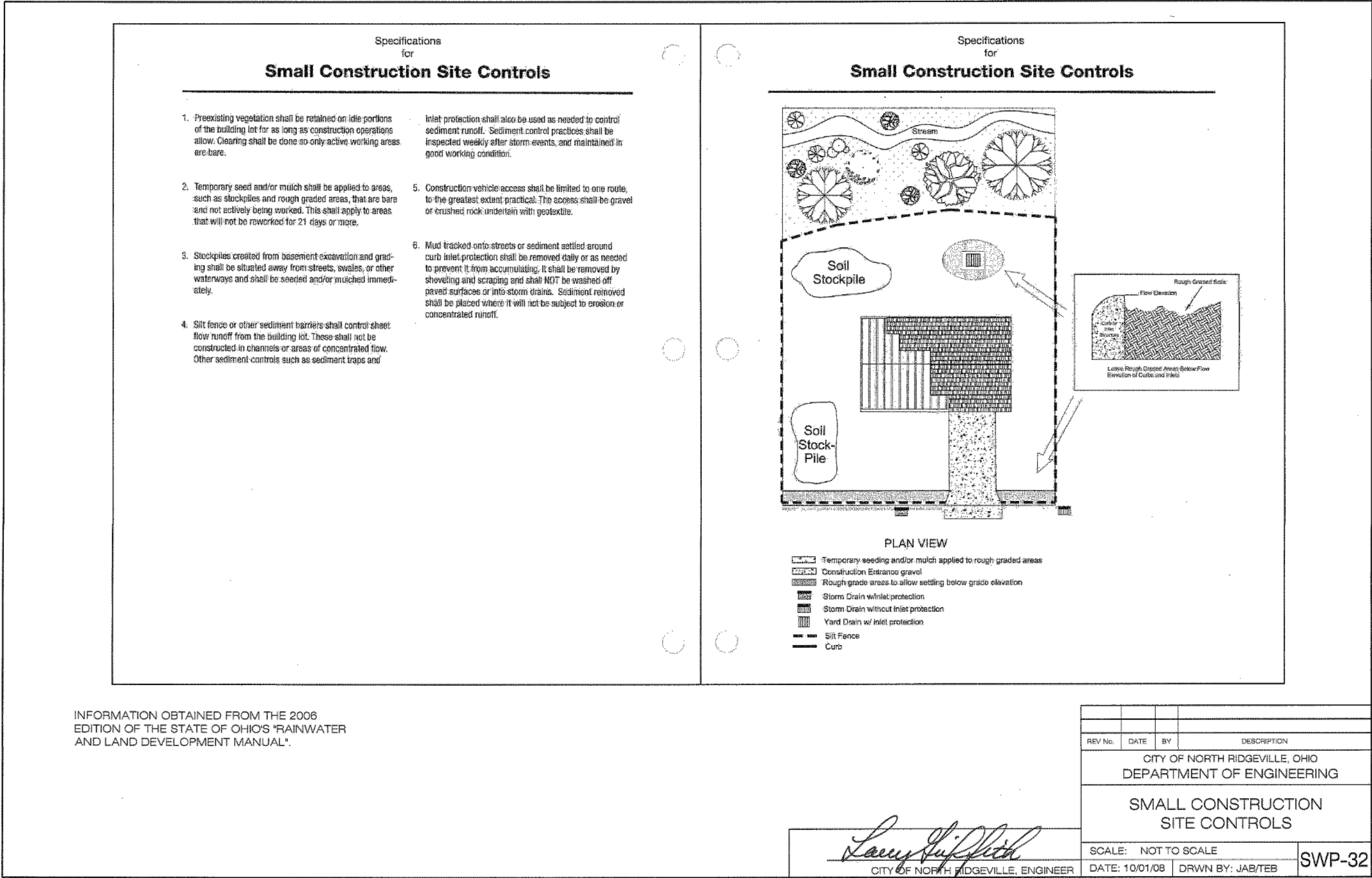
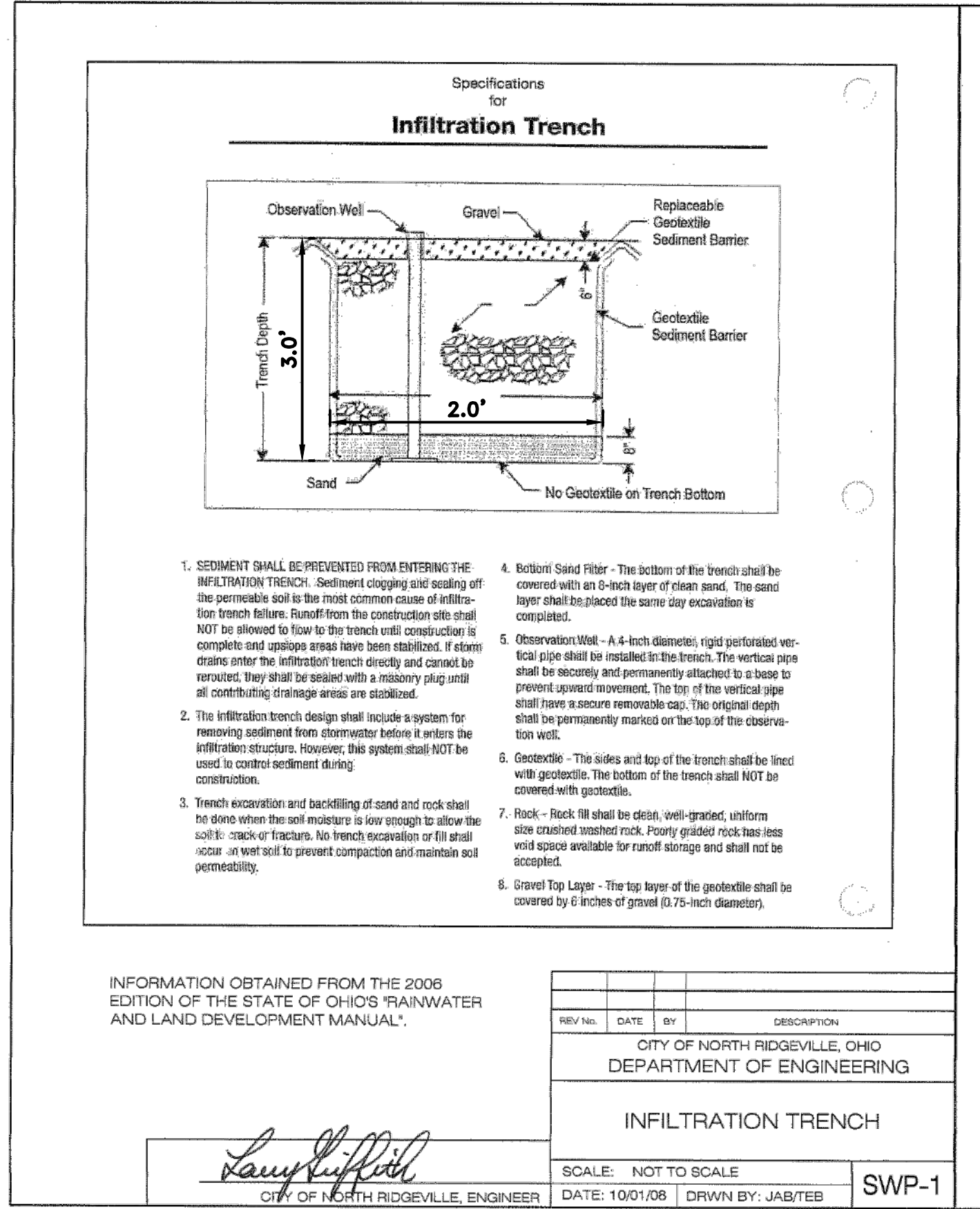
ELITE K-911
CHARLES STELLA
31740 COOK ROAD
NORTH RIDGEVILLE OH 44039

ELITE K-911
PLOT PLAN
BUILDING ADDITION
ENLARGED DETAIL VIEW
31740 COOK ROAD,
NORTH RIDGEVILLE, OH 44039

REV.	BY	DATE	DESCRIPTION
1	JAD	05-03-2024	ISSUE TO CLIENT
2	JAD	05-22-2024	UPDATED WITH ENLARGED VIEW ISSUE TO CITY

DRAWN BY: JAD
CHECKED BY: RAF
RAF JOB No: 2659A-23

SHEET: C1.1



INFILTRATION TRENCH CALCULATIONS:

TOTAL - 40 L.F. INFILTRATION TRENCH

SOIL - MGA --> 15.2 MM/HR FOR DEPTH OR 0.60 IN/HR

WATER TABLE DEPTH = 1 FT

RV= 0.05 + (0.90 X 0.2364) = 0.2628

WQV= 0.2628 X 0.90 X 0.4792/12 = 94.5 CF

TRENCH LENGTH = 40 LF

40' X 2' X 3' = 240 CF X 0.40 (VOIDS) = 96 CF

96 > 94.5 CF REQUIRED

TRENCH AREA = 40' X 2' = 80 > 57 SF MIN.

DRAWDOWN TIME = 0.6 IN/HR OR 0.05 FT/HR

0.05 X 80 = 4 CF/HR

MINIMUM AREA OF TRENCH TO DRAIN IN 48 HOURS = 94.5 CF / 48 HR / 0.05 FT/HR = 39 SF

TOTAL DRAWDOWN TIME = 94.5 / 4 = 23.6 HRS TOTAL

DESIGN TREATS 1132.45 S.F. IMPERVIOUS WITH TOTAL DRAINAGE AREA = 4792 S.F.



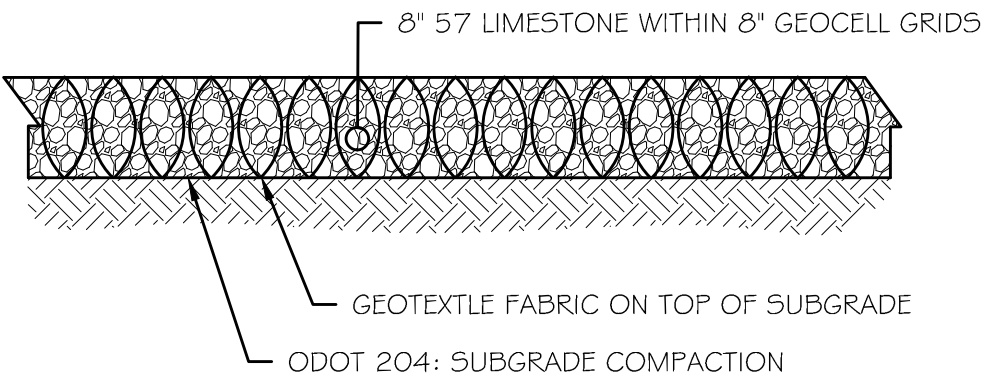
PROPERTY	TEST METHOD	TEST RESULT
Polymer Density	ASTM D 1505	58.4 - 60.2 lb/ft ³ (0.935 - 0.965g/cm ³)
Environmental Stress Crack Resistance	ASTM D 5397	>400 hours
Environmental Stress Crack Resistance	ASTM D 1693	6000 hours
Carbon Black Content	ASTM D 1603	1.5% by weight (minimum)
Nominal Sheet Thickness* Before Texturing	ASTM D 5199	50mil (1.27mm) -5%, +10%
Nominal Sheet Thickness* After Texturing	ASTM D 5199	60mil (1.52mm) -5%, +10%
Nominal-Expanded Cell Size (wid x len)		12.6 x 11.3in (320 x 287mm)
Nominal-Expanded Cell Area		71.3in ² x (460cm ²)
Nominal-Expanded Section (wid x len)		8.4 x 27.4ft (2.56 x 8.35m)
Nominal-Expanded Section Area		230ft ² (21.4m ²)
Minimum-Expanded Section (wid x len)		9.2 x 24.8ft (2.8 x 7.6m)
Maximum-Expanded Section (wid x len)		7.6 x 30ft (2.3 x 9.1m)

*The nominal sheet thickness is an average thickness of the sheet, taken from 10 readings. The polyethylene strip is textured with rhomboidal indentations. The rhomboidal indentations have a surface density of 140 to 200 per in² or 22 to 31 per cm².

CELL DEPTH	SEAM PEEL STRENGTH	% CELL WALL OPEN AREA	SEAM HANG STRENGTH
2in	160lbf (710N)	11 +/- 1%	A 4in weld joint supporting a load of 160 lbs for 30 days min or 4in weld joint supporting a load of 160lbs for 7 days min while undergoing temperature change from 74F to 130F on a 1 hour cycle.
3in	240lbf (1060N)	16 +/- 1%	
4in	320lbf (1420N)	11 +/- 1%	
6in	480lbf (2130N)	16 +/- 1%	
8in	640lbf (2840N)	11 +/- 1%	

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• Agtec LLC, 125 Mayo Road, Hampden Maine 04444 •



PROPOSED GEOCELL EMERGENCY ACCESS DRIVE SECTION

- NOT TO SCALE -

8" GEOCELL OR CITY APPROVED EQUAL

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ELITE K-911
CHARLES STELLA
31740 COOK ROAD
NORTH RIDGEVILLE OH 44039

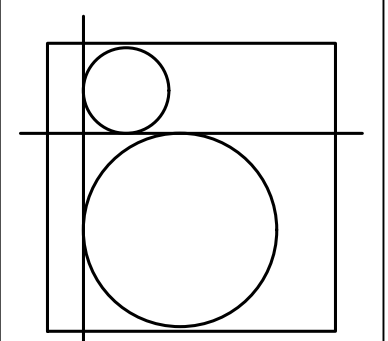
ELITE K-911
PLOT PLAN
BUILDING ADDITION
31740 COOK ROAD,
NORTH RIDGEVILLE, OH 44039

DRAWN BY: JAD
CHECKED BY: RAF
RAF JOB No: 2659A-23

SHEET: **C2.0**

FINISH NOTES:

SIDING	4" VINYL LAP SIDING	POLARIS - "MEADOW" #82
ROOF SHINGLES	FIBERGLASS DIMENSIONAL SHINGLES	PINNACLE - "HEATHER"
WINDOWS	VINYL CASEMENT - NO GRILLES	"WHITE"



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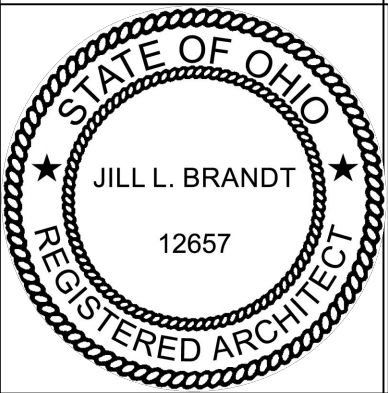
04/06/23 PROGRESS

04/12/23 REVIEW

04/27/23 REVIEW

05/09/24 PERMIT REVISIONS

05/16/24 PERMIT REVISIONS

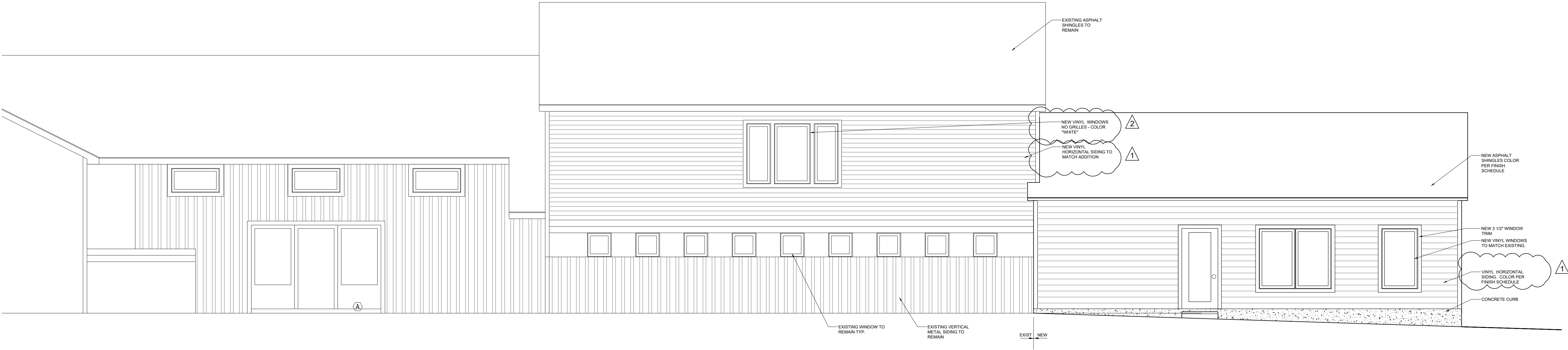


Jill L. Brandt
OH #12657
EXP 12/31/25

ELITE K911 GROOMING SALON
31740 COOK RD.
NORTH RIDGEVILLE, OH 44309

ELEVATIONS

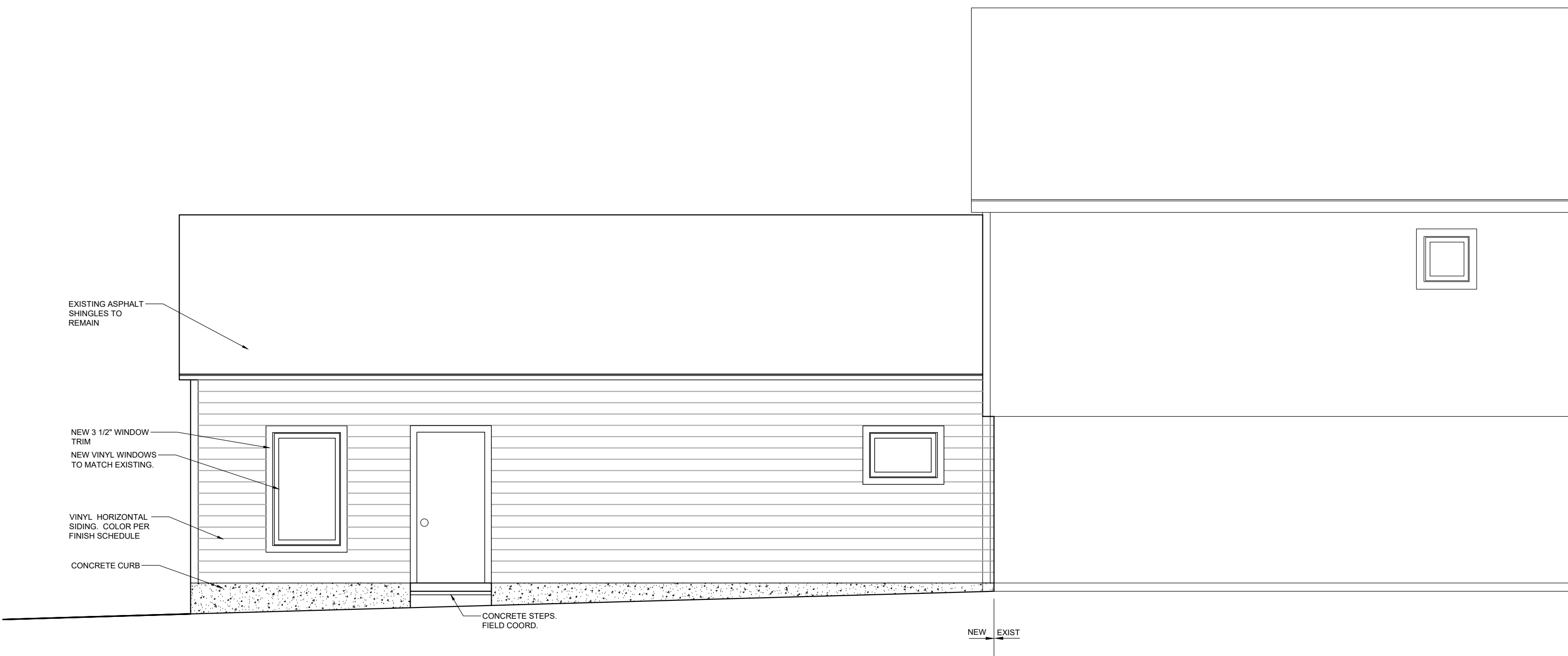
A-2



1 EAST ELEVATION
A-2 SCALE: 1/4" = 1'-0"



2 NORTH ELEVATION
A-2 SCALE: 1/4" = 1'-0"



3 WEST ELEVATION
A-2 SCALE: 1/4" = 1'-0"



COMcheck Software Version COMcheckWeb Envelope Compliance Certificate

Project Information

Energy Code: 90.1 (2019) Standard
 Project Title: K911 Grooming - ASHRAE
 Location: North Ridgeville, Ohio
 Climate Zone: 5a
 Project Type: Addition
 Vertical Glazing / Wall Area: 16%
 Performance Sim. Specs: EnergyPlus 8.1.0.009 (EPW: USA_OH_Cleveland-Hopkins.Intl.AP.725240_TMY3.epw)

Construction Site: 31740 Cook Road
 North Ridgeville, Ohio 44039
 Owner/Agent:
 Designer/Contractor:

Building Area

Floor Area

1-Dog Grooming (Retail) : Nonresidential

1130

Envelope Assemblies

Assembly	Gross Area or Perimeter	Cavity R-Value	Cont. R-Value	Proposed U-Factor	Budget U- Factor ^(a)
Roof: Attic Roof, Wood Joists, [Bldg. Use 1 - Dog Grooming]	1130	49.0	0.0	0.021	0.021
Floor: Unheated Slab-On-Grade, Horizontal with vertical 3 ft., [Bldg. Use 1 - Dog Grooming] (c)	105	---	12.4	0.660	0.520
NORTH					
NORTH WALL: Wood-Framed, 16in. o.c., [Bldg. Use 1 - Dog Grooming]	255	20.0	0.0	0.064	0.051
Window: Vinyl Frame: Fixed, Perf. Specs.: Product ID Pella Advanced Low-E IG Triple Pane, SHGC 0.23, VT 0.42, [Bldg. Use 1 - Dog Grooming] (b)	42	---	---	0.180	0.360
EAST					
EAST WALL: Wood-Framed, 16in. o.c., [Bldg. Use 1 - Dog Grooming]	261	20.0	0.0	0.064	0.051
Window: Vinyl Frame: Fixed, Perf. Specs.: Product ID Pella Advanced Low-E IG Triple Pane, SHGC 0.23, VT 0.42, [Bldg. Use 1 - Dog Grooming] (b)	45	---	---	0.180	0.360
Door: Glass (over 50% glazing): Metal Frame, Entrance Door, Perf. Specs.: Product ID Pella Natural Sun Low-E IG, SHGC 0.34, VT 0.38, [Bldg. Use 1 - Dog Grooming] (b)	21	---	---	0.280	0.630
SOUTH					
SOUTH WALL: Wood-Framed, 16in. o.c., [Bldg. Use 1 - Dog Grooming]	24	20.0	0.0	0.064	0.051
WEST					
WEST WALL: Wood-Framed, 16in. o.c., [Bldg. Use 1 - Dog Grooming]	289	20.0	0.0	0.064	0.051
Window: Vinyl Frame: Fixed, Perf. Specs.: Product ID Pella Advanced Low-E IG Triple Pane, SHGC 0.23, VT 0.42, [Bldg. Use 1 - Dog Grooming] (b)	21	---	---	0.180	0.360
Door: Insulated Metal, Swinging, [Bldg. Use 1 - Dog Grooming]	21	---	---	0.570	0.370

Project Title: K911 Grooming - ASHRAE
 Data filename:

Report date: 05/16/24
 Page 1 of 17

- (a) Budget U-factors are used for software baseline calculations ONLY, and are not code requirements.
- (b) Fenestration product performance must be certified in accordance with NFRC and requires supporting documentation.
- (c) Slab-On-Grade proposed and budget U-factors shown in table are F-factors.

Envelope PASSES: Design 0.3% better than code

Envelope Compliance Statement

Compliance Statement: The proposed envelope design represented in this document is consistent with the building plans, specifications, and other calculations submitted with this permit application. The proposed envelope systems have been designed to meet the 90.1 (2019) Standard requirements in COMcheck Version COMcheckWeb and to comply with any applicable mandatory requirements listed in the Inspection Checklist.

<u>ROSS ANDRUSO - ASSOCIATE</u>	<u></u>	<u>5/16/2024</u>
Name - Title	Signature	Date



COMcheck Software Version COMcheckWeb

Interior Lighting Compliance Certificate

Project Information

Energy Code: 90.1 (2019) Standard
Project Title: K911 Grooming - ASHRAE
Project Type: Addition

Construction Site:
31740 Cook Road
North Ridgeville, Ohio 44039

Owner/Agent:

Designer/Contractor:

Allowed Interior Lighting Power

A Area Category	B Floor Area (ft ²)	C Allowed Watts / ft ²	D Allowed Watts
1-Dog Grooming (Retail:Sales Area)	1130	1.05	1186
Total Allowed Watts =			1186

Proposed Interior Lighting Power

A Fixture ID : Description / Lamp / Wattage Per Lamp / Ballast	B Lamps/ Fixture	C # of Fixture	D Fixture Watt.	E (C X D)
1-Dog Grooming (Retail:Sales Area)				
Linear Fluorescent: LITHONIA: 48" T8 32W: Electronic:	2	14	58	812
LED: COOPER: LED PAR 20W:	1	9	20	180
Incandescent: BATHROOM: Incandescent 100W:	1	1	100	100
Total Proposed Watts =				1092

Interior Lighting PASSES: Design 8% better than code

Interior Lighting Compliance Statement

Compliance Statement: The proposed interior lighting design represented in this document is consistent with the building plans, specifications, and other calculations submitted with this permit application. The proposed interior lighting systems have been designed to meet the 90.1 (2019) Standard requirements in COMcheck Version COMcheckWeb and to comply with any applicable mandatory requirements listed in the Inspection Checklist.

ROSS - ANDRUSCO - ASSOCIATE
Name - Title

Signature

Date

5/16/2024



COMcheck Software Version COMcheckWeb

Exterior Lighting Compliance Certificate

Project Information

Energy Code: 90.1 (2019) Standard
Project Title: K911 Grooming - ASHRAE
Project Type: Addition
Exterior Lighting Zone: 2 (Neighborhood business district (LZ2))

Construction Site:
31740 Cook Road
North Ridgeville, Ohio 44039

Owner/Agent:

Designer/Contractor:

Allowed Exterior Lighting Power

A Area/Surface Category	B Quantity	C Allowed Watts /	D Tradable Wattage	E Allowed Watts (B X C)
Wall (Illuminated area of facade wall or surface)	957 ft2	0.1	No	96
Total Tradable Watts (a) =				0
Total Allowed Watts =				96
Total Allowed Supplemental Watts (b) =				400

(a) Wattage tradeoffs are only allowed between tradable areas/surfaces.

(b) A supplemental allowance equal to 400 watts may be applied toward compliance of both non-tradable and tradable areas/surfaces.

Proposed Exterior Lighting Power

A Fixture ID : Description / Lamp / Wattage Per Lamp / Ballast	B Lamps/ Fixture	C # of Fixture	D Fixture Watt.	E (C X D)
Wall (Illuminated area of facade wall or surface, 957 ft2): Non-tradable Wattage				
LED: Sconce: McGraw Edison: LED Other Fixture Unit 50W:	1	2	50	100
Total Tradable Proposed Watts =				0

Exterior Lighting PASSES: Design 0.0% better than code

Exterior Lighting Compliance Statement

Compliance Statement: The proposed exterior lighting design represented in this document is consistent with the building plans, specifications, and other calculations submitted with this permit application. The proposed exterior lighting systems have been designed to meet the 90.1 (2019) Standard requirements in COMcheck Version COMcheckWeb and to comply with any applicable mandatory requirements listed in the Inspection Checklist.

ROSS ANDRYSKO - ASSOCIATE
Name - Title

Signature

Date

5/16/2024



COMcheck Software Version COMcheckWeb Mechanical Compliance Certificate

Project Information

Energy Code: 90.1 (2019) Standard
Project Title: K911 Grooming - ASHRAE
Location: North Ridgeville, Ohio
Climate Zone: 5a
Project Type: Addition

Construction Site:
31740 Cook Road
North Ridgeville, Ohio 44039

Owner/Agent:

Designer/Contractor:

Mechanical Systems List

Quantity System Type & Description

- 1 HVAC System (Single Zone):
Heating: 1 each - Central Furnace, Electric, Capacity = 36000 kBtu/h
No minimum efficiency requirement applies
Cooling: 1 each - Single Package DX Unit, Capacity = 34600 kBtu/h, Evaporatively Cooled Condenser, No Economizer,
Economizer exception: Low Operating Hours
Proposed Efficiency = 14.30 EER, Required Efficiency = 11.70 EER
Proposed Part Load Efficiency = 14.30 IEER, Required Part Load Efficiency = 11.90 IEER

Mechanical Compliance Statement

Compliance Statement: The proposed mechanical design represented in this document is consistent with the building plans, specifications, and other calculations submitted with this permit application. The proposed mechanical systems have been designed to meet the 90.1 (2019) Standard requirements in COMcheck Version COMcheckWeb and to comply with any applicable mandatory requirements listed in the Inspection Checklist.

ROSS ANDRUSCO - ASSOCIATE
Name - Title

[Signature]
Signature

5/16/2024
Date



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Rocky River, OH 44116
440-865-1824
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04/06/23	PROGRESS
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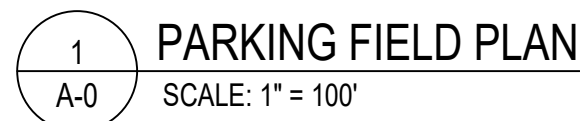
04/12/23	REVIEW
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04/27/23	REVIEW
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ELITE K911 GROOMING SALON
31740 COOK RD.
NORTH RIDGEVILLE, OH 44309

SITE PLANS

A-0



DOOR SCHEDULE

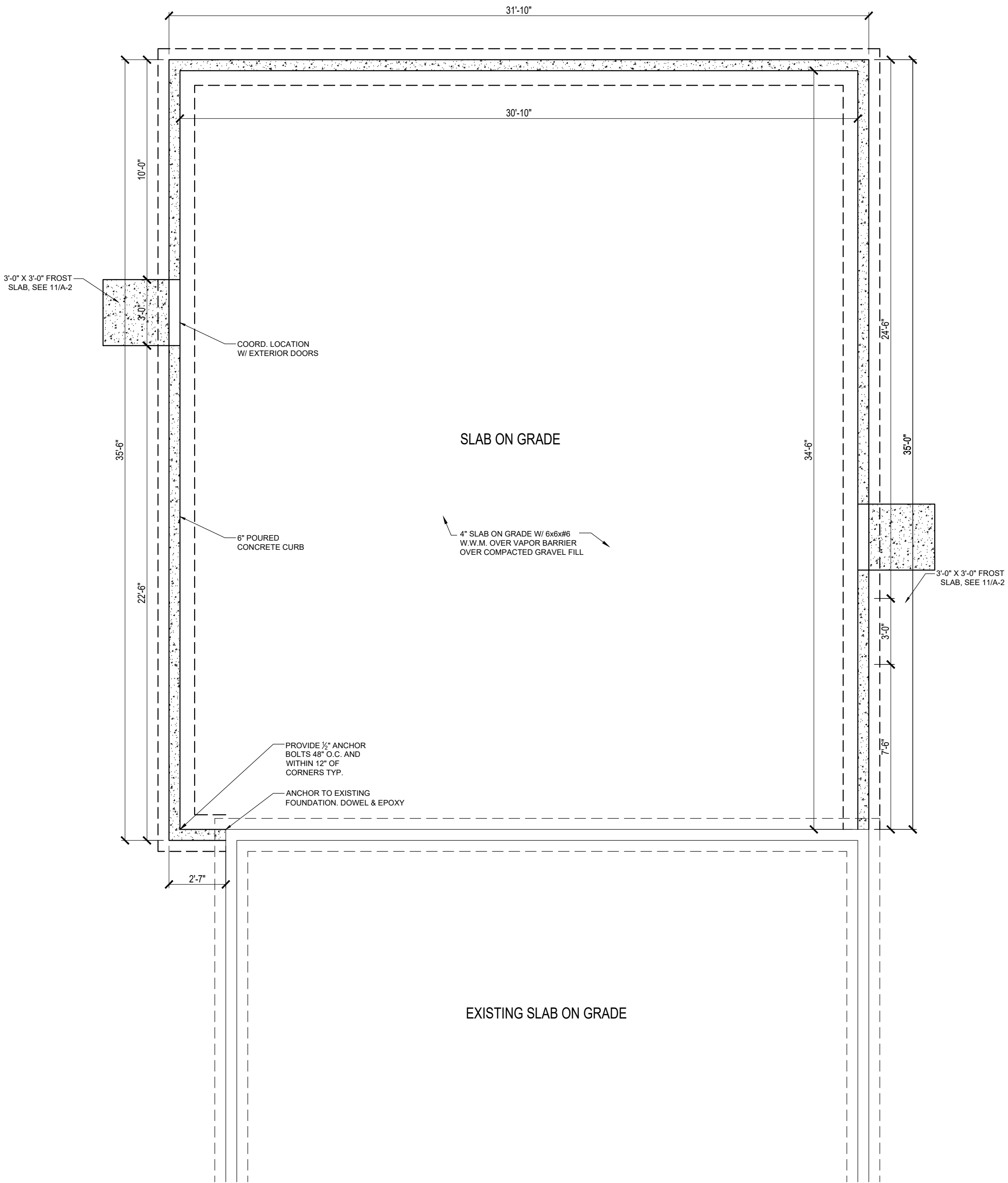
DOOR													REMARKS
#	WIDTH	HEIGHT	THICK.	MAT'L	FINISH	MAT'L	FINISH	LOCKSET	HINGE	SILENCER	KICK	PLATE HAND	
1	3'-0"	6'-8"	1 3/4"	STEEL	PAINT	HM	PAINT	ENTRANCE DEAD BOLT	BUTT	YES	-	LHRB	FULL LIGHT
2	3'-0"	6'-8"	1 3/4"	STEEL	PAINT	HM	PAINT	ENTRANCE DEAD BOLT	BUTT	YES	-	RHRB	
3	3'-0"	6'-8"	1 3/8"	WOOD	PAINT	HM	PAINT	OFFICE	BUTT	YES	-	RH	
4	3'-0"	6'-8"	1 3/8"	WOOD	PAINT	HM	PAINT	OFFICE	BUTT	YES	-	LH	1/4 LIGHT
5	2'-6"	6'-8"	1 3/8"	WOOD	PAINT	HM	PAINT	PRIVACY	BUTT	YES	-	LH	
6	3'-0"	6'-8"	1 3/8"	WOOD	PAINT	HM	PAINT	PASSAGE	BUTT	YES	-	LH	
7	3'-0"	6'-8"	1 3/8"	WOOD	PAINT	HM	PAINT	PASSAGE	BUTT	YES	-	LH	
8	3'-0"	6'-8"	1 3/8"	WOOD	PAINT	HM	PAINT	PASSAGE	BUTT	YES	-	RH	
9	2'-6"	6'-8"	1 3/8"	WOOD	PAINT	HM	PAINT	PRIVACY	BUTT	YES	-	LH	POCKET DOOR
10	3'-0"	6'-8"	1 3/4"	WOOD	PAINT	HM	PAINT	PASSAGE	BUTT	YES	-	LH	
11	2'-6"	6'-8"	1 3/8"	WOOD	PAINT	HM	PAINT	PASSAGE	BUTT	YES	-	LH	

- GENERAL NOTES:
- ALL DOORS SHALL BE TYPE 1 UNLESS OTHERWISE NOTED.
 - INTERIOR DOORS SHALL BE SOLID CORE FLUSH WOOD DOORS. ACCEPTABLE MANUFACTURERS ARE ALGOMA, EGGERS, OR OWNER APPROVED EQUAL.
 - ALL DOORS TO BE PAINTED. COLOR TO BE SELECTED BY OWNER.
 - ALL LOCKSETS AND LATCH SETS SHALL BE SCHLAGE AL SERIES NEPTUNE TO MATCH EXISTING. ALL HARDWARE FINISHES SHALL BE SATIN CHROME 626 UNLESS NOTED OTHERWISE.
 - HANDLES SHALL BE MOUNTED WITH THE CENTERLINE 36" A.F.F. COORDINATE LOCKSET FUNCTION WITH OWNER.
 - ACCEPTABLE HARDWARE MANUFACTURERS ARE SCHLAGE OR OWNER APPROVED EQUAL.
 - VERIFY THICKNESS OF ALL FINISH FLOOR MATERIALS TO PROVIDE 1/4" CLEARANCE AT ALL DOORS.
 - COORDINATE KEYING WITH OWNER.
 - PROVIDE TEMPERED GLASS IN ALL LOCATIONS AS REQUIRED BY BUILDING CODE.

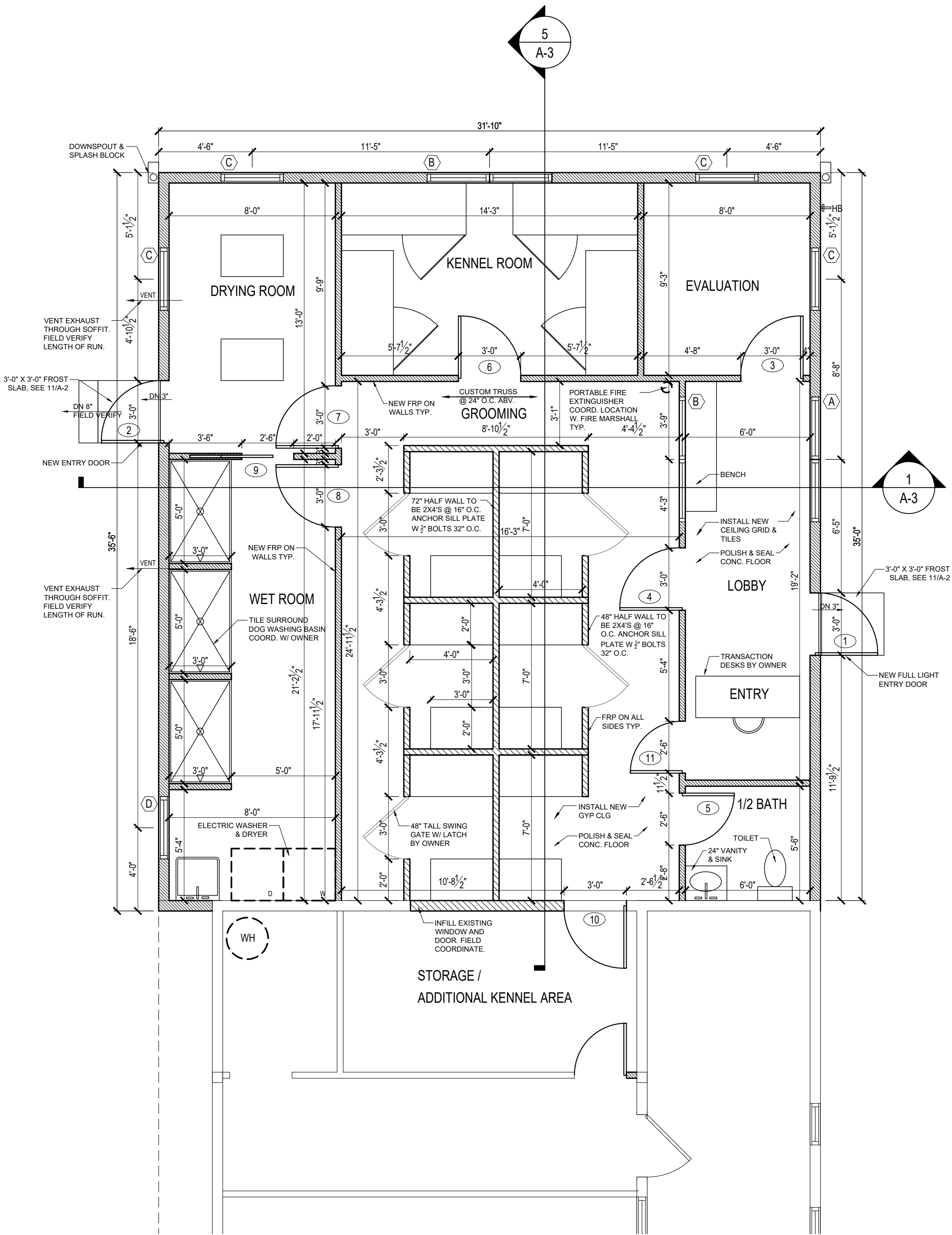
WINDOW SCHEDULE

#	QTY	UNIT SIZE W X H	MAT'L	FUNCTION	GLASS	REMARKS
A	1	36"x60"	VINYL	FIXED		DOUBLE
B	2	36" X 24"	VINYL	FIXED		7'-8" HEAD HEIGHT DOUBLE
C	4	36" X 60"	VINYL	FIXED		
D	1	36" X 24"	VINYL	FIXED		TEMPERED

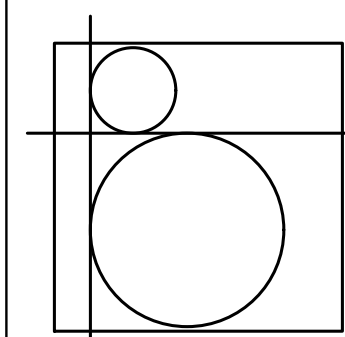
- GENERAL NOTES:
- CONTRACTOR TO FIELD VERIFY SIZES PRIOR TO ORDERING.



1 FOUNDATION PLAN
SCALE: 1/4" = 1'-0"



2 FLOOR PLAN
SCALE: 1/4" = 1'-0"



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ARCHITECTURE, LLC

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Rocky River, OH 44116
440-865-1824
brandtarchitecture.com

04/06/23 PROGRESS

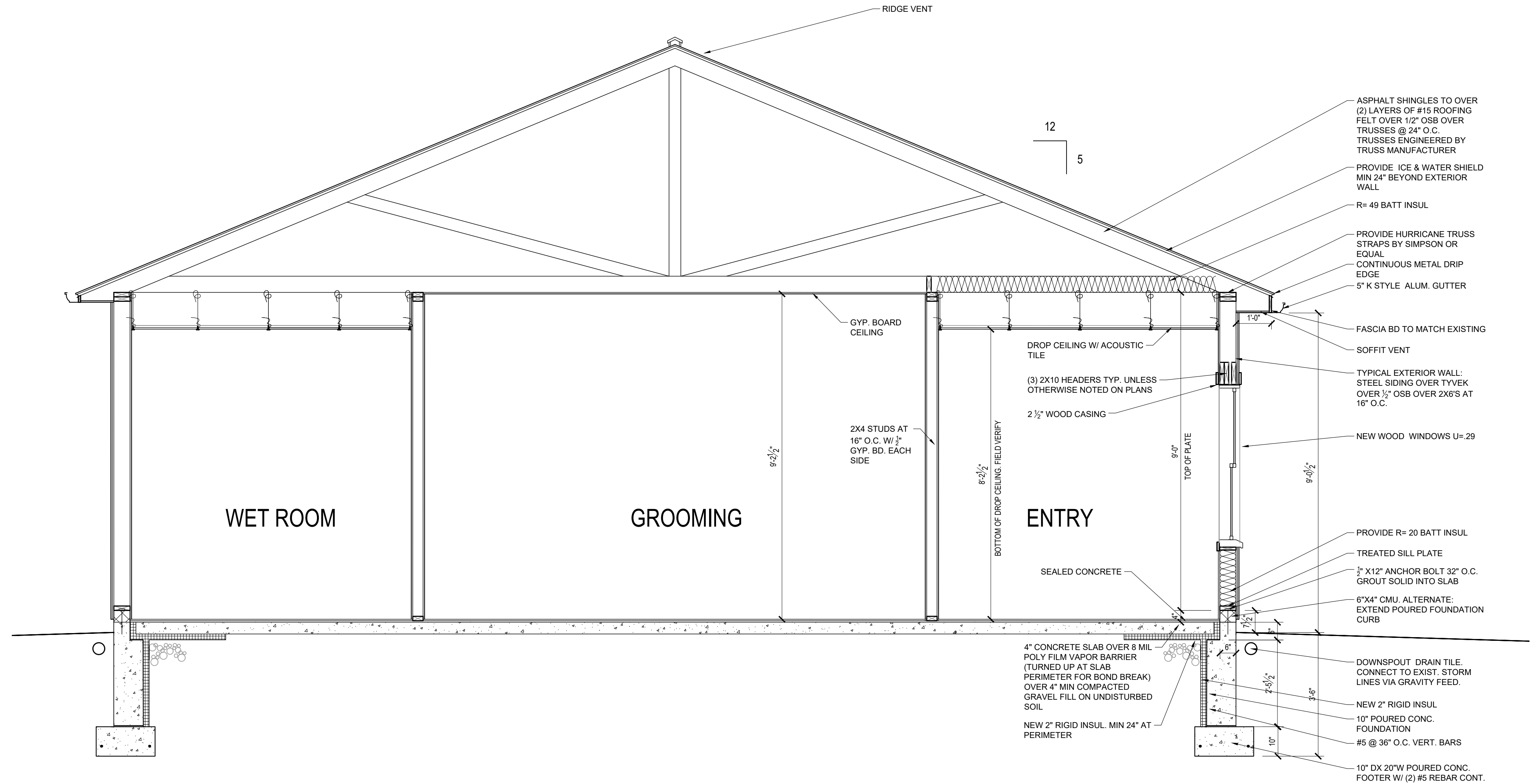
04/12/23 REVIEW

04/27/23 REVIEW

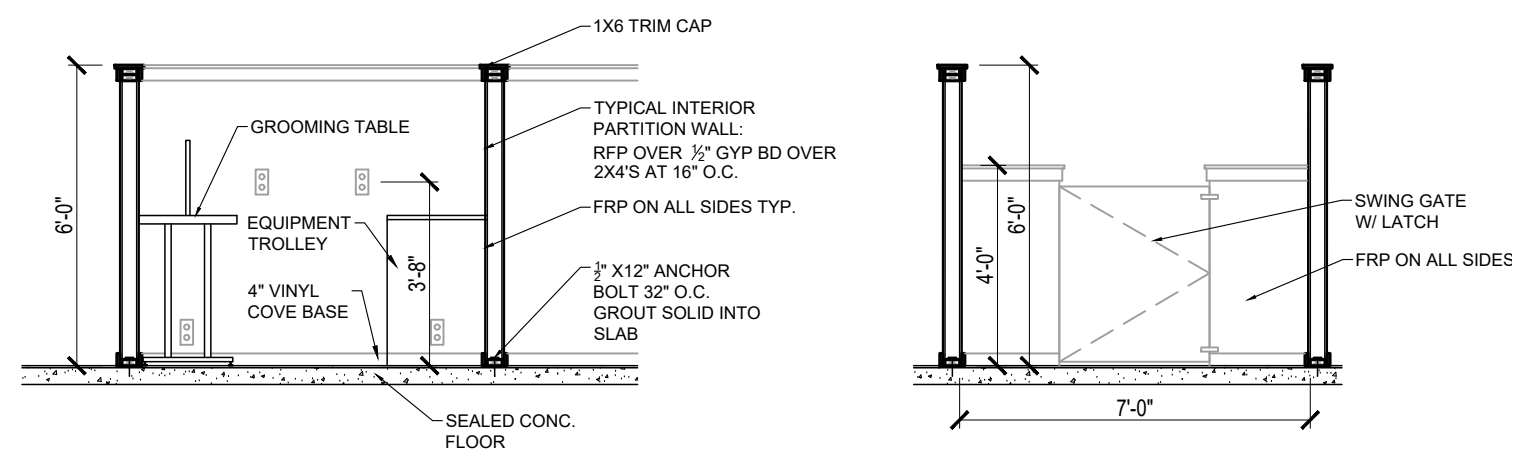
ELITE K911 GROOMING SALON
31740 COOK RD.
NORTH RIDGEVILLE, OH 44139

SECTIONS
& INTERIOR ELEVATION

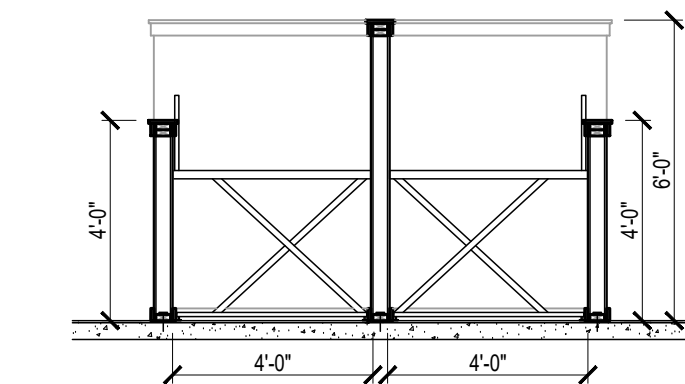
A-3



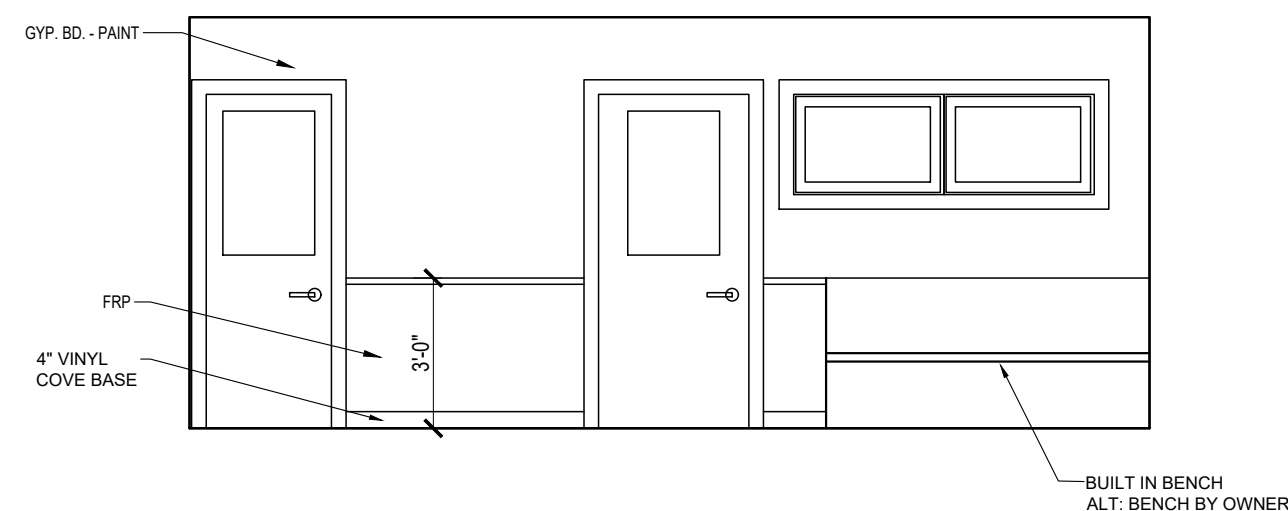
1 SECTION
A-3 SCALE: 1/2" = 1'-0"



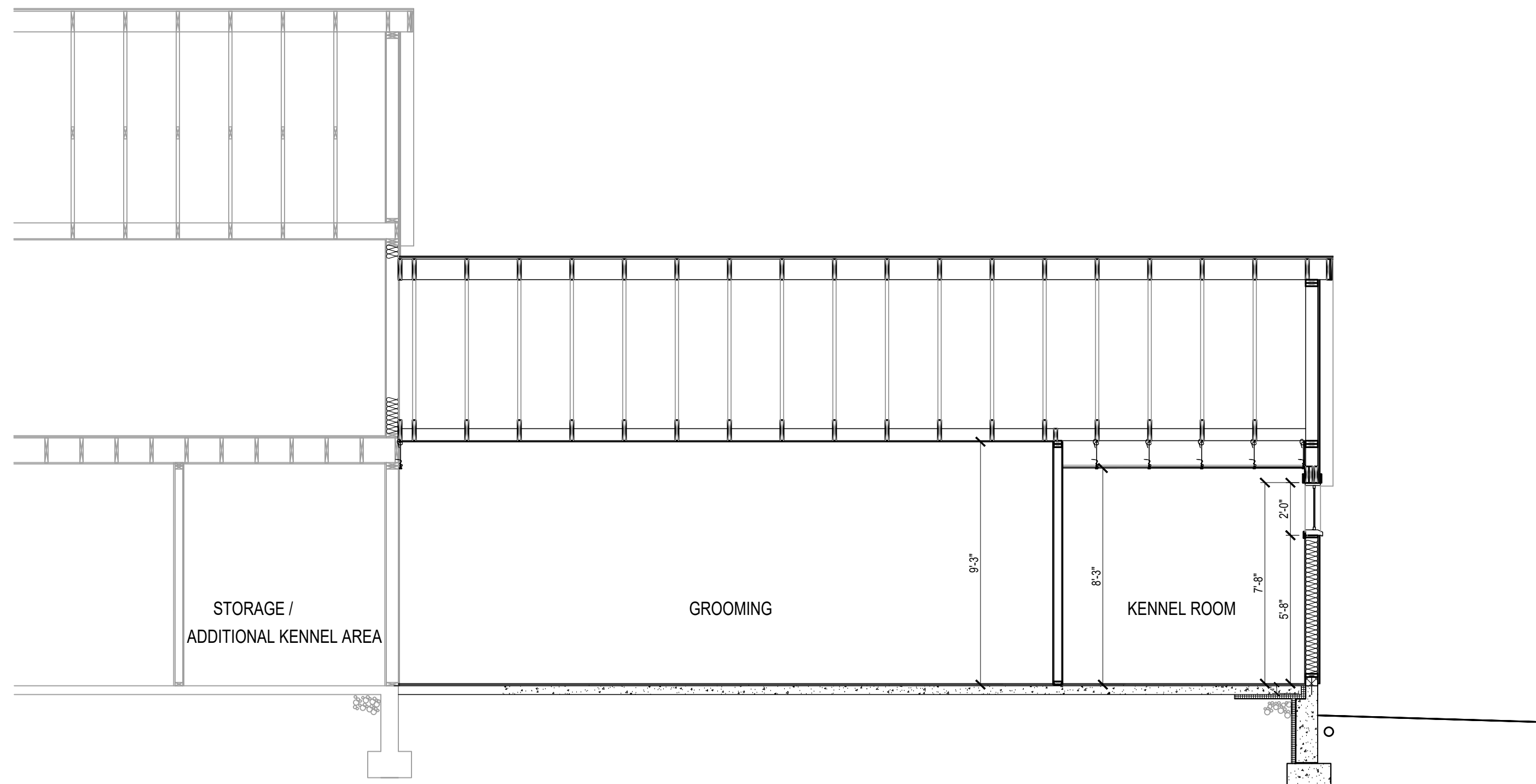
2 GROOMING STATION
A-3 SCALE: 1/4" = 1'-0"



3 KENNEL ELEVATION
A-3 SCALE: 1/4" = 1'-0"



4 LOBBY ELEVATION
A-3 SCALE: 1/4" = 1'-0"



5 SECTION
A-3 SCALE: 1/4" = 1'-0"

1

EQUIPMENT SCHEDULE								
KEY	ITEM	MANUFACTURER/ MODEL NO.	SIZE W X D X H	VOLTAGE - PH	AMPS	CONNECTION TYPE	MOUNTING HT.	REMARKS
1	ELECTRIC CLEANER	SWAN SI 100E	12 X 15 X 28	110 V 60 HZ	18.1			
2	DRYER	DRI-EAZ #F65-HP GS	71.2 X 29.75 X 33	110 V/ 60 HZ	10.5			
2	LOW VELOCITY DRYER	BY OWNER		120 V/ 60 HZ	17			

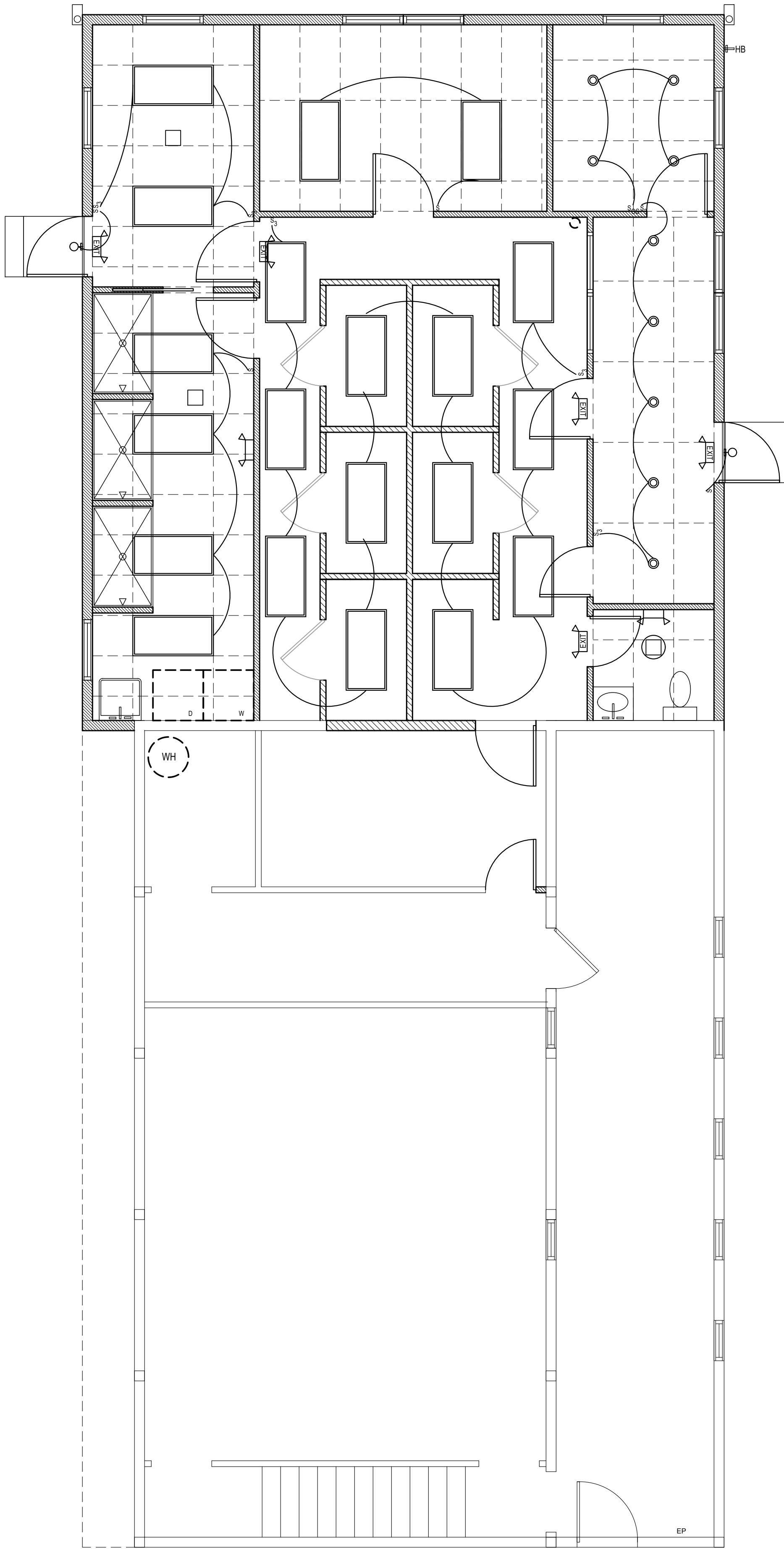
CONTRACTOR TO VERIFY ELECTRICAL REQUIREMENTS PRIOR TO ROUGH IN. COORDINATE WITH OWNER.

LIGHTING SCHEDULE							
SYMBOL	TYPE	MANUFACTURER/ MODEL	MOUNTING	LAMP	WATT	VOLT	REMARKS
	6" RECESSED CAN FIXTURE	COOPER PD620D010B-PDM6B840-61VC	RECESSED	LED	20	120-277	
	PENDANT LIGHT FIXTURE		SURFACE	LED			SELECTED BY OWNER
	(2) HEAD EXIT SIGN - WHITE	LITHONIA # ECBRLEDM6	SURFACE	LED	4	120	
	EMERGENCY BATTERY LIGHT						
	SCONCE		SURFACE	LED			SELECTED BY OWNER
	1X4 LED LIGHT FIXTURE	LITHONIA #SB 2-32-MVOLT-GEB10IS	SURFACE	LED	58	120	
	COMBO CEILING FAN/ LIGHT		SURFACE				SELECTED BY OWNER
	COMBO EXHAUST FAN/ LIGHT	BROAN 100CFM EXHAUST FAN #750	SURFACE				

ELECTRICAL NOTES:
1. COORDINATE DECORATIVE FIXTURE LOCATION & MOUNTING HEIGHTS WITH TENANT PRIOR TO INSTALLATION.
2.ALL LED FIXTURES SHALL HAVE A COLOR SPECTRUM BETWEEN 3000K - 4000K.

ELECTRICAL LEGEND	
SYMBOL	DESCRIPTION
	DUPLEX OUTLET
	QUAD OUTLET
	DEDICATED APPLIANCE OUTLET
	SPECIALTY OUTLET COORD. WITH EQUIPMENT SCHEDULE
	EXHAUST FAN
s	SWITCH
s _{OS}	SWITCH W/ OCCUPANCY SENSOR
s _{Vs}	SWITCH W/ VACANCY SENSOR

ELECTRICAL NOTES:
1. ALL WORK SHALL COMPLY WITH THE OBC, NEC, AND FEDERAL, STATE AND LOCAL CODES.
3. NEW DECORATIVE FIXTURES TO BE SELECTED BY TENANT.
4. COORDINATE CIRCUITS AND SWITCHING WITH EXIST. SWITCH LOCATIONS WHERE PRACTICAL.
5. RECOMMENDED MANUFACTURERS SHALL BE LITHONIA, WILLIAMS, PHILLIPS OR OWNER APPROVED EQUAL OR OWNER APPROVED EQUAL.
6. ANY INCOMPTABILITY WITH EXISTING ELECTRIC PANEL SHALL BE BROUGHT TO THE OWNER'S ATTENTION PRIOR TO PROCEEDING WITH WORK.
7. FIELD VERIFY EXISTING OUTLET LOCATIONS. COORDINATE LOCATION OF NEW OUTLETS WITH EXIST. TO REMAIN.
8. ALL DEVICES, EQUIPMENT, FIXTURES, ETC. MUST BE GROUNDED BY USE OF A PROPERLY SIZED GROUNDING CONDUCTOR.
9. ALL DEVICE COVER PLATES SHALL BE WHITE.
10. ELECTRICAL CONTRACTOR TO CONFIRM LIGHTING LAYOUT WITH OWNER ON FRAMING IS COMPLETED.
11. ELECTRICAL CONTRACTOR SHALL PROVIDE PANEL SCHEDULE TO CITY.

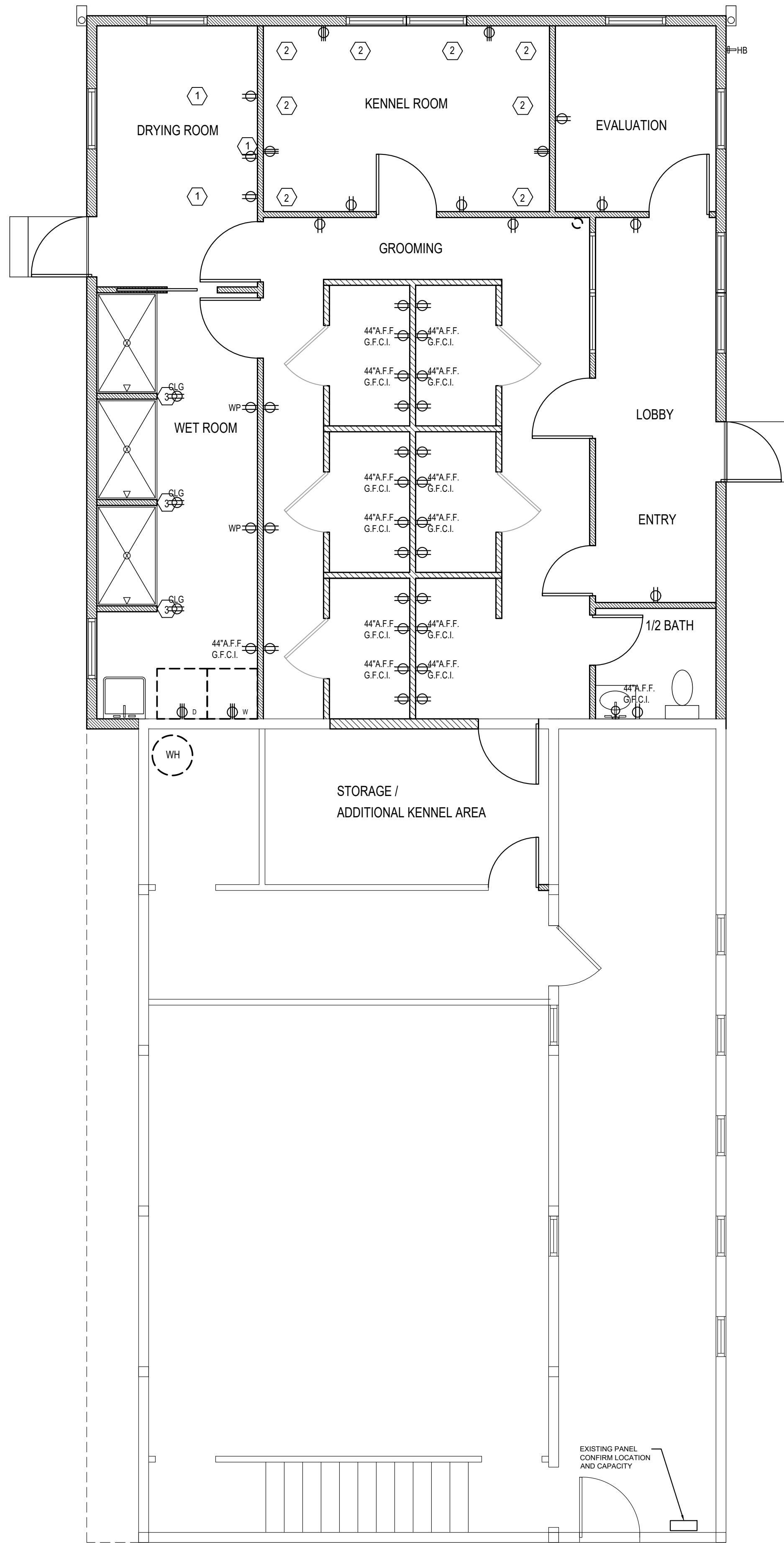


1

E-1

REFLECTED CEILING PLAN

SCALE: 1/4" = 1'-0"

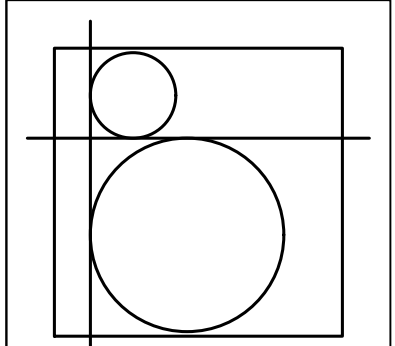


2

E-1

ELECTRICAL PLAN

SCALE: 1/4" = 1'-0"



B R A N D T
ARCHITECTURE, LLC

2220 Wooster Rd.
Rocky River, OH 44116
440-865-1824
brandtarchitecture.com

04/06/23	PROGRESS
04/12/23	REVIEW
04/27/23	REVIEW

ELITE K911 GROOMING SALON
31740 COOK RD.
NORTH RIDGEVILLE, OH 44309

Project and Watershed Information; WQv Calculation

version 3.2 2020-07-07

Project Details

Project Name:	Elite K-911
Project Location:	31740 Cook Road
	N. Ridgeville
Project Latitude:	41.38543
Project Longitude:	-81.971537
NPDES Permit Applicant:	N/A
Submitted by:	Richard A. Fredrickson
Date:	5/2/2024

Subwatershed Details

Subwatershed ID/Label: Labeled as Drainage Area - yellow on Plan

Subwatershed Drainage Area, A_{total} =	0.11	acres	=	4,792	ft ²
Subwatershed Impervious Area, A_{imp} =	0.03	acres	=	1,133	ft ²
Imperviousness fraction, i =	0.24		=	24	%
Volumetric Runoff Coefficient, R_v =	0.26				
Water Quality Volume, WQ_v =	94	ft ³	=	0.002	ac-ft

Infiltration Trench WQv Compliance Tool

version 3.2 2020-07-07

Project Summary

Project Name: Elite K-911
 Subwatershed ID/Label: Labeled as Drainage Area - yellow on Plan
 Submitted by: Richard A. Fredrickson
 Date: 5/2/2024

Subwatershed Drainage Area, A_{total} = 0.11 acres = 4,792 ft^2
 Subwatershed Impervious Area, A_{imp} = 0.03 acres = 1,133 ft^2
 Imperviousness fraction, i = 0.24 = 24 %
 Water Quality Volume, WQv = 94 ft^3

Step 1 - Soil Suitability

Soil Series: MgA HSG: D
 Subgrade Soil Texture: SIL 10YR 4/4
 Water Table Depth: 1 ft
 Underlying Soil Hydraulic Conductivity, K_{fs} = 0.60 in/hr OKAY

Step 2 - Trench Bottom Area/Dimensions

Area that can drain in 48 hr = 39 ft^2
 5% of A_{imp} = 57 ft^2
 Minimum Infiltration Trench (Bottom) Area = 57 ft^2
 Infiltration Trench (Bottom) Area = 80 ft OKAY
 Trench Width, W_{trench} = 2.0 ft
 Trench Length, L_{trench} = 40.0 ft^2
 Trench Area/Impervious Area, A_{trench}/A_{imp} = 7.1% OKAY
 Length to Width Ratio (L:W) = 20.0 ft/ft

Step 3 - Trench Layer Depths

Depth of WQv , d_{WQv} = 1.2 ft
 Aggregate Adjusted WQv Depth, $d_{aggr-WQv}$ = 3.0 ft
 WQv Drawdown Time, t_{WQv} = 23.6 hr OKAY
 Depth of Surface Gravel Filter Layer, $d_{gravel\ filter}$ = 0.50 ft
 Depth of Aggregate Storage Layer, $d_{storage}$ = 1.83 ft
 Depth of Bottom Sand Filter Layer, d_{sand} = 0.67 ft
 Total Depth of Aggregate, $d_{aggregate}$ = 3.00 ft OKAY

NOTICE TO LEGISLATIVE
AUTHORITY

OHIO DIVISION OF LIQUOR CONTROL
6606 TUSSING ROAD, P.O. BOX 4005
REYNOLDSBURG, OHIO 43068-9005
(614)644-2360 FAX(614)644-3166

TO

54054195510		NEW	MACS CONVIENCE STORES LLC DBA CIRCLE K 34275 LORAIN RD NORTH RIDGEVILLE OH 44039
PERMIT NUMBER		TYPE	
ISSUE DATE			
05 21 2024			
FILING DATE			
C1 C2			
PERMIT CLASSES			
47	099	C	E19142
TAX DISTRICT			RECEIPT NO.

FROM 06/07/2024

PERMIT NUMBER		TYPE
ISSUE DATE		
FILING DATE		
PERMIT CLASSES		
TAX DISTRICT		RECEIPT NO.



MAILED 06/07/2024

RESPONSES MUST BE POSTMARKED NO LATER THAN. 07/08/2024

IMPORTANT NOTICE

PLEASE COMPLETE AND RETURN THIS FORM TO THE DIVISION OF LIQUOR CONTROL
WHETHER OR NOT THERE IS A REQUEST FOR A HEARING.

REFER TO THIS NUMBER IN ALL INQUIRIES

C NEW 5405419-5510

(TRANSACTION & NUMBER)

(MUST MARK ONE OF THE FOLLOWING)

WE REQUEST A HEARING ON THE ADVISABILITY OF ISSUING THE PERMIT AND REQUEST THAT
THE HEARING BE HELD ☐ IN OUR COUNTY SEAT. ☐ IN COLUMBUS.

WE DO NOT REQUEST A HEARING. ☐

DID YOU MARK A BOX? IF NOT, THIS WILL BE CONSIDERED A LATE RESPONSE.

PLEASE SIGN BELOW AND MARK THE APPROPRIATE BOX INDICATING YOUR TITLE:

(Signature)

(Title)- ☐ Clerk of County Commissioner

(Date)

☐ Clerk of City Council

☐ Township Fiscal Officer

CLERK OF NORTH RIDGEVILLE CITY COUNCIL
7307 AVON BELDEN RD
NORTH RIDGEVILLE OHIO 44039



Department of Commerce

Division of Liquor Control

com.ohio.gov

Mike DeWine, Governor Jon Husted, Lt. Governor Sherry Maxfield, Director

Dear Local Legislative Authority Official:

Please find enclosed the legislative notice that is being sent to you regarding the applied for liquor permit as captioned on the notice. You **must**, within 30 days from the "mailed" date listed on the notice under the bar code:

- Notify the Division whether you object and want a hearing; or
- Ask for your one-time only, 30-day extension.
 - Any requests for a one-time, 30-day extension will be reviewed by the Division upon timely receipt. If granted, your additional 30-days runs from the expiration of the original 30-day period.

To be considered **timely**, your above response **MUST** be faxed, emailed, or mailed to the Division no later than the postmark deadline date stated on the form. To speed up processing times and reduce paper, the Division respectfully asks that you either fax or email your response. Please send your response to:

FAX: (614) 644 – 3166

EMAIL: Liquordocs@com.ohio.gov

MAIL: Ohio Division of Liquor Control
Attn: Licensing Unit
6606 Tussing Road
PO Box 4005
Reynoldsburg, Ohio 43068-9005

To find out who has disclosed an ownership interest in the permit application to us you can:

- Visit com.ohio.gov/liquorinfo. Select the "Search who has disclosed an ownership interest" tab. Where asked, enter the permit number listed on the legislative notice; or
- Contact your police department or county sheriff (if you are a township fiscal officer or county clerk). We also sent them detailed ownership information to review for any criminal background issues involving the disclosed persons.

We have resources for you at com.ohio.gov/govhelp. Never miss out on when renewal objections are due! Sign-up for our emails at com.ohio.gov/stayinformed.

Thank you in advance for your cooperation,

Division Licensing Section

(rev. 12/29/2023)

DATE: June 17, 2024
INTRODUCED BY: Councilman Abens
REFERRED BY: _____

1ST READING: June 17, 2024
2ND READING: _____
3RD READING: _____
ADOPTED: _____
EFFECTIVE: _____

ORDINANCE NO. 2024-63

**AN ORDINANCE REPEALING *CHAPTER 862 TAXICABS* OF THE NORTH
RIDGEVILLE BUSINESS REGULATION CODE.**

WHEREAS, Council desires to repeal *Chapter 862 Taxicabs* of the North Ridgeville Codified Ordinances.

**NOW THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF
NORTH RIDGEVILLE, LORAIN COUNTY, OHIO, THAT:**

SECTION 1. North Ridgeville Codified Ordinance *Chapter 862 Taxicabs* is hereby repealed.

SECTION 2. It is found and determined that all formal actions of this Council concerning and relating to the adoption of this Ordinance were conducted in an open meeting of this Council, and that all deliberations of this Council and any of its committees that resulted in such formal action were in meetings open to the public in accordance with all legal requirements, including §121.22 of the Ohio Revised Code.

SECTION 3. This Ordinance shall take effect and be in full force from and after the earliest period allowed by law.

PASSED:

PRESIDENT OF COUNCIL

ATTEST: _____
CLERK OF COUNCIL

APPROVED: _____

MAYOR

CHAPTER 862 TAXICABS**862.01 TAXICAB DEFINED****862.02 TAXICAB LICENSE REQUIRED; DURATION; FEE****862.03 LICENSE APPLICATION****862.04 LICENSE ISSUANCE; REQUIREMENTS; DISPLAY****862.05 TAXICAB STANDS****862.06 DISPLAY OF RATES; OVERCHARGING****862.07 AGE OF DRIVERS; DRIVER'S LICENSE REQUIRED****862.08 SUSPENSION AND REVOCATION OF LICENSE****862.09 RENEWAL OF LICENSE****862.10 INSPECTIONS; OPERATION OF DAMAGED VEHICLES****862.99 PENALTY****CROSS REFERENCES**

Power to regulate - see Ohio R.C. 715.22, 715.66

Power to establish stands and fix rates - see Ohio R.C. 715.25; TRAF. 406.04(I)

Licensing of drivers generally - see TRAF. 436.01 et seq.

Vehicle equipment - see TRAF. Ch. 438

Drivers of commercial cars - see TRAF. Ch. 442

Taxicab stands - see TRAF. 452.10

862.01 TAXICAB DEFINED

As used in this chapter, "taxicab" means any vehicle whose owner or driver solicits, secures or accepts passengers for hire upon hail or request on the public streets in the City.

(Ord. 40-60. Passed 7-18-60.)

862.02 TAXICAB LICENSE REQUIRED; DURATION; FEE

- (a) No person, firm or corporation shall operate or cause to be operated a taxicab, or proffer the services of any vehicle as a taxicab, unless the owner of such vehicle has obtained a taxicab license, as provided for in this chapter, covering such vehicle.
- (b) Every such taxicab license shall expire on December 31 of the year in which issued. Licenses issued on or after July 1 of any year shall be issued at one-half the annual license fee provided in subsection (c) hereof.
- (c) The annual license fee for each taxicab shall be fifty dollars (\$50.00).

(Ord. 40-60. Passed 7-18-60.)

862.03 LICENSE APPLICATION

Each applicant for a taxicab license shall present and file with the Clerk of Council his or her signed application, setting forth the trade name under which he or she intends to do business, the number of vehicles and a general description of each vehicle for which a license is desired, the marking or

lettering to be used on such vehicles and any other information required by the Mayor or his or her authorized agent pertinent to the issuance of such license.

(Ord. 40-60. Passed 7-18-60.)

862.04 LICENSE ISSUANCE; REQUIREMENTS; DISPLAY

(a) The Mayor shall investigate and hold a hearing upon each application for a license. If the Mayor finds upon such investigation and hearing that the public convenience and necessity do not justify the operation of the vehicle or vehicles for which a license is desired, he or she shall forthwith notify the applicant of his or her findings. If he or she finds from such investigation and hearing that the public convenience and necessity do justify the operation of the vehicle or vehicles for which a license is desired, he or she shall forthwith notify the applicant. Within sixty days thereafter, the applicant shall furnish and file with the Mayor or his or her authorized representative the following:

- (1) A full transcript of the information appearing on the certificate of title of each vehicle for which a license is desired and the State license number of each such vehicle.
- (2) An official certificate from the Safety-Service Director, or his or her duly authorized agent, stating that the vehicle to be licensed has been inspected by him or her and found to conform with the requirements of Chapter 438 of the Traffic Code and with all other City ordinances or State statutes relating to safety and equipment for motor vehicles.
- (3) The name of each person who will operate such taxicab and the license number of each such person.
- (4) "Proof of financial responsibility," which means proof of the ability of the applicant to respond in damages for liability, on account of accidents occurring subsequent to the effective date of such proof, arising out of the ownership, maintenance or use of a motor vehicle, in the amount of fifty thousand dollars (\$50,000) because of bodily injury to or the death of one person in any one accident, in the amount of one hundred thousand dollars (\$100,000) because of bodily injury to or the death of two or more persons in any one accident, and in the amount of twenty-five thousand dollars (\$25,000) because of injury to property of others in any one accident.

In lieu of the policies of insurance above described, the applicant may furnish a bond binding the principal and sureties to liability for the payment of a judgment or judgments to the extent of fifty thousand dollars (\$50,000), one hundred thousand dollars (\$100,000) and twenty-five thousand dollars (\$25,000), respectively, as above set forth, with at least two approved persons as sureties, or one approved corporate surety, approved as to sufficiency by the Treasurer and as to legality by the Director of Law.

(b) Upon receipt of the information described in subsection (a) hereof, the Mayor shall examine such supporting information and documents and, being satisfied that the applicant is the owner of any such vehicle, that the same is a safe and fit conveyance and that satisfactory insurance or bond has been issued and is in full force thereon, he or she shall, upon payment of the prescribed license fee, issue a license to the applicant.

(c) A certified copy of such license shall be exhibited in a prominent place in each taxicab at all times.

(Ord. 2606-91. Passed 12-23-91.)

862.05 TAXICAB STANDS

At the time of issuing the license, the Mayor shall designate a regular parking space for the taxicab or taxicabs, and he or she may prescribe rules for usage of such stand suitable to the applicant's business and agreeable with the public convenience and welfare.

(Ord. 40-60. Passed 7-18-60.)

862.06 DISPLAY OF RATES; OVERCHARGING

Every taxicab shall display at all times a printed list of the fares and rates to be charged passengers for transportation. No owner or driver shall charge any amount in excess of such printed rates unless by mutual agreement between the passenger and the driver entered into before leaving the point of departure.

(Ord. 40-60. Passed 7-18-60.)

862.07 AGE OF DRIVERS; DRIVER'S LICENSE REQUIRED

No person under twenty-one years of age, and no person other than a duly licensed operator as such under the laws of the State, shall operate a taxicab on any street or alley of the City.

(Ord. 2606-91. Passed 12-23-91.)

862.08 SUSPENSION AND REVOCATION OF LICENSE

Whenever a licensee fails to make a reasonable or consistent effort to operate any such taxicab or taxicabs for a period of sixty days, the Mayor may either suspend or revoke such license pursuant to the provisions of Section 802.07. This power to suspend or revoke shall not limit the powers granted to the Mayor elsewhere in this chapter.

(Ord. 40-60. Passed 7-18-60.)

862.09 RENEWAL OF LICENSE

All owners of taxicabs hereby licensed, at the completion of the year for which such license was issued, shall be entitled to a renewal for each succeeding year without a finding of convenience or necessity, provided that all other requirements of this chapter have been complied with.

(Ord. 40-60. Passed 7-18-60.)

862.10 INSPECTIONS; OPERATION OF DAMAGED VEHICLES

- (a) No owner or other person having possession or control of any taxicab shall operate the same upon the streets of the City unless such vehicle has been inspected by the Safety-Service Director, or his or her duly authorized agent, within the preceding six months, and found by him or her to conform with the requirements of Chapter 438 of the Traffic Code and with all other City ordinances or State statutes relating to safety and equipment for motor vehicles, and unless a certificate stating such fact has been issued by the Director or his or her agent to such person or owner in possession or control of any such taxicab.
- (b) If any such taxicab is damaged by reason of a collision or from any other cause, no owner or other person having possession or control thereof shall operate the same upon the streets unless such vehicle has been tested and approved twenty-four hours after such vehicle has been returned to service.
- (c) A violation of this section shall constitute grounds for revocation of the taxicab license.

(Ord. 40-60. Passed 7-18-60.)

862.99 PENALTY

(EDITOR'S NOTE: See Section 802.99 for general Business Regulation Code penalty if no specific penalty is provided.)

DATE:	<u>June 17, 2024</u>	1 ST READING:	<u>June 17, 2024</u>
INTRODUCED BY:	<u>Mayor Corcoran</u>	2 ND READING:	<u></u>
REFERRED BY:	<u></u>	3 RD READING:	<u></u>
	<u></u>	ADOPTED:	<u></u>
		EMERGENCY:	<u></u>

ORDINANCE NO. 2024-64

**AN ORDINANCE AMENDING ORDINANCE NO. 5962-2022, IN ORDER TO
INCREASE THE CONTRACT AMOUNT FOR THE SANITARY SEWER MASTER
PLAN UPDATE NOT TO EXCEED \$400,000.00.**

WHEREAS, the City entered into a contract with AECOM in 2022 to provide the necessary engineering consulting services for the Sanitary Sewer Master Plan Update in the amount of \$349,500.00; and,

WHEREAS, the City Engineer has determined that additional scope of services is necessary for the review of impacts of proposed development, the investigation of extending sanitary sewer service south on State Route 83 and for the successful completion of the project.

NOW THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF NORTH RIDGEVILLE, LORAIN COUNTY, OHIO, THAT:

SECTION 1. The Mayor of the City of North Ridgeville, Ohio, is hereby authorized to modify the existing agreement with AECOM and to increase the contract price for the Sanitary Sewer Master Plan Update in an amount not to exceed \$400,000.00.

SECTION 2. It is found and determined that all formal actions of this Council concerning and relating to the adoption of this Ordinance were conducted in an open meeting of this Council and that all deliberations of this Council and any of its committees that resulted in such formal action were in meetings open to the public in accordance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

SECTION 3. This Ordinance is hereby declared to be an emergency measure, the emergency being in order to get underway with the planning process for the Master Plan. Wherefore, this Ordinance shall take effect and be in full force and effect immediately upon its passage and approval by the Mayor.

PASSED: _____

PRESIDENT OF COUNCIL

ATTEST: _____
CLERK OF COUNCIL

APPROVED: _____

MAYOR

DATE:	<u>June 17, 2024</u>	1 ST READING:	<u>June 17, 2024</u>
INTRODUCED BY:	<u>Mayor Corcoran</u>	2 ND READING:	<u></u>
REFERRED BY:	<u></u>	3 RD READING:	<u></u>
		ADOPTED:	<u></u>
		EMERGENCY:	<u>N/A</u>
		EFFECTIVE:	<u>N/A</u>

ORDINANCE NO. 2024-65

**AN ORDINANCE AMENDING ORDINANCE NO. 5989-2022
REGARDING THE STONEY RIDGE ROAD, MILLS ROAD, AND
AVALON DRIVE ROUNDABOUT PROJECT BY INCREASING
THE PREVIOUSLY APPROVED AMOUNT FROM \$1,487,500.00
TO \$1,766,825.00.**

WHEREAS, Ordinance No. 5989-2022 was approved and went into effect on September 14, 2022, to advertise for bids and enter into a contract according to law and in a manner prescribed by law with the lowest and best bidder for the construction of the Stoney Ridge Road, Mills Road, and Avalon Drive roundabout project and other appurtenances; and

WHEREAS, the amount of the construction of the roundabout was based on an estimate that was over two years old, and the bids received were well over the 2022 Engineer's construction estimate; and

WHEREAS, the revised amount of \$1,766,825.00 includes a 10% construction contingency as well as \$25,000.00 for geotechnical testing services during construction, and \$80,000.00 for landscaping, gateway signage and lighting; and

WHEREAS, this project has been awarded \$252,811.00 from NOPEC and \$487,500.00 from the Ohio Public Works Commission Funding Round 36.

NOW THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF NORTH RIDGEVILLE, LORAIN COUNTY, OHIO, THAT:

SECTION 1. Ordinance No. 5989-2022 is hereby amended by increasing the previously approved amount of \$1,487,500.00 for the construction of the Stoney Ridge Road, Mills Road and Avalon Drive Roundabout Project to \$1,766,825.00.

SECTION 2. All other sections, terms and provisions of Ordinance No. 5989-2022 not specifically modified or affected by this amending Ordinance shall remain in full force and effect.

SECTION 3. It is found and determined that all formal actions of this Council concerning and relating to the adoption of this Ordinance were conducted in an open meeting of this Council, and that all deliberations of this Council and any of its committees that resulted in such formal

action were in meetings open to the public in accordance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

SECTION 4. This Ordinance shall take effect and be in full force from and after the earliest period allowed by law.

PASSED: _____

PRESIDENT OF COUNCIL

ATTEST: _____
CLERK OF COUNCIL

APPROVED: _____

MAYOR

DATE:	<u>June 17, 2024</u>	1 ST READING:	<u>June 17, 2024</u>
INTRODUCED BY:	<u>Mayor Corcoran</u>	2 ND READING:	<u></u>
REFERRED BY:	<u></u>	3 RD READING:	<u></u>
		ADOPTED:	<u></u>
		EMERGENCY:	<u>N/A</u>
		EFFECTIVE:	<u>N/A</u>

ORDINANCE NO. 2024-66

**AN ORDINANCE AMENDING ORDINANCE NUMBER 6121-2023
OF THE CITY OF NORTH RIDGEVILLE, OHIO, PROVIDING
APPROPRIATIONS FOR THE PERIOD COMMENCING
JANUARY 1, 2024 AND ENDING DECEMBER 31, 2024.**

WHEREAS, it is necessary to amend the appropriations for certain funds and appropriate other amounts for the operations of the City of North Ridgeville, Ohio.

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF NORTH RIDGEVILLE, LORAIN COUNTY, OHIO:

SECTION 1. That to provide for current and other expenditures for the City of North Ridgeville, Ohio for the period commencing January 1, 2024 and ending December 31, 2024, Ordinance No. 6121-2023 be and the same are hereby supplemented in the following amounts so that from and after the effective date of the Ordinance, the appropriation Ordinance shall include the following, being adjusted for the similar terms in the preceding appropriation Ordinance.

SECTION 2. That there be appropriated from the respective funds listed below, the amounts as follows:

Fund Number	Fund	Personal Services	Other	Transfers and Advances	Total
<u>General Fund</u>					
101	General Government	134,500	6,000	-	140,500
Total General Fund		134,500	6,000	-	140,500
<u>Special Revenue Funds</u>					
210	Street Construction M&R	-	12,500	-	12,500
260	Fire Levy	-	2,800	-	2,800
265	Ambulance	45,000	-	-	45,000
267	State Grants	-	124,000	-	124,000
Total Special Revenue Funds		45,000	139,300	-	184,300
<u>Capital Project Funds</u>					
410	Capital Projects	-	199,960	-	199,960
Total Capital Project Funds		-	199,960	-	199,960
<u>Enterprise Funds</u>					
610	Water	-	12,500	-	12,500
640	Sewer	-	62,500	-	62,500
691	Storm	1,500	12,500	-	14,000
Total Enterprise Funds		1,500	87,500	-	89,000
Total All Funds		181,000	432,760	-	613,760

SECTION 3. That the Director of Finance of the City of North Ridgeville is hereby authorized to draw warrants on the treasury of the City of North Ridgeville for payments on any of the foregoing appropriations, upon receiving proper certification and vouchers therefore, approved by officers authorized by law to approve the same or by an ordinance or resolution of Council to make the expenditure and provide that no warrants may be drawn or paid for salaries or wages, except to persons employed by authority of or in accordance with law or Ordinance.

SECTION 4. That it is found and determined that all formal actions of this Council concerning and relating to the adoption of this Ordinance were in an open meeting of this Council and that all deliberations of this Council and any of its committees that resulted in such formal action were in meetings open to the public in accordance with all legal requirements.

SECTION 5. This Ordinance shall take effect and be in full force from and after the earliest period allowed by law.

PASSED: _____

PRESIDENT OF COUNCIL

ATTEST: _____
CLERK OF COUNCIL

APPROVED: _____

MAYOR

DATE:	<u>June 17, 2024</u>	1 ST READING:	<u>June 17, 2024</u>
INTRODUCED BY:	<u>Mayor Corcoran</u>	2 ND READING:	<u></u>
REFERRED BY:	<u></u>	3 RD READING:	<u></u>
		ADOPTED:	<u></u>
		EMERGENCY:	<u>N/A</u>
		EFFECTIVE:	<u>N/A</u>

RESOLUTION NO. 2024-67

**A RESOLUTION AUTHORIZING THE EXECUTION OF THEN AND NOW
CERTIFICATES BY THE CITY FISCAL OFFICER AND THE PAYMENT OF
AMOUNTS DUE FOR VARIOUS PURCHASE ORDERS.**

WHEREAS, pursuant to Ohio Revised Code Section 5705.41(D)(1), the City may not enter into any contract or give any order involving the expenditure of money unless there is attached thereto a certificate of the City's Fiscal Officer that the amount required to meet the obligation has been lawfully appropriated for such purpose and is in the treasury or in the process of collection to the credit of an appropriate fund free from any previous encumbrances; and

WHEREAS, Ohio Revised Code Section 5705.41(D)(1) further provides that in such circumstances when no certificate is furnished as required and the expenditure is for \$3,000.00 or more, the City's Council, as the City's taxing authority, may authorize the drawing of a warrant in payment of amounts due upon such contract or order upon certification by the City's Fiscal Officer that there was at the time of the execution of such certificate a sufficient sum appropriated for the purpose of such contract in the treasury or in the process of collection to the credit of an appropriate fund free from any previous encumbrances; and

WHEREAS, on May 16, 2022 City Council adopted Ordinance 5951-2022 deeming it to be in the best interest of the health, safety, and welfare of the City to approve the execution by the City Fiscal Officer of Then and Now Certifications, and to authorize payment of amounts due under the contracts or orders requiring the expenditure of \$3,000.00 up to \$20,000.00;

WHEREAS, on May 16, 2022 City Council adopted Ordinance 5951-2022 City Council also deemed it necessary to review and approve the execution by the City Fiscal Officer of Then and Now Certifications and authorize payments of amounts due under contracts or order which exceeds \$20,000.00;

NOW THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF NORTH RIDGEVILLE, LORAIN COUNTY, OHIO, THAT:

SECTION 1. City Council, pursuant to Ordinance 5951-2022 adopted May 16, 2022, hereby approves the execution of Then and Now Certificates by the Fiscal Officer and authorizes payment due and owing as shown in Exhibit A attached and incorporated herein.

SECTION 2. It is found and determined that all formal actions of this Council concerning and relating to the adoption of this Resolution were conducted in an open meeting of this Council, and that all deliberations of this Council and any of its committees that resulted in such formal action were in meetings open to the public in accordance with all legal requirements, including §121.22 of the Ohio Revised Code.

SECTION 3. This Resolution shall take effect and be in full force from and after the earliest period allowed by law.

PASSED: _____

PRESIDENT OF COUNCIL

ATTEST: _____
CLERK OF COUNCIL

APPROVED: _____

MAYOR

EXHIBIT A

City of North Ridgeville

Then and Now Certification Summary

	<u>Certification Date</u>	<u>Invoice Date</u>	<u>Amount</u>	<u>Purpose</u>
Core and Main	5/6/2024	4/24/2024	52,740.00	Purchase of Hydrants

DATE:	<u>June 17, 2024</u>	1 ST READING:	<u>June 17, 2024</u>
INTRODUCED BY:	<u>Mayor Corcoran</u>	2 ND READING:	<u></u>
REFERRED BY:	<u></u>	3 RD READING:	<u></u>
		ADOPTED:	<u></u>
		EMERGENCY:	<u></u>
		EFFECTIVE:	<u></u>

ORDINANCE NO. 2024-68

AN ORDINANCE AMENDING ORDINANCE 2024-54 EXHIBIT “A” AND EXHIBIT “B” CREATING THE POSITIONS OF COMMUNICATIONS COORDINATOR, ARBORIST AND PROJECT ENGINEER.

WHEREAS, the Administration desires to create the full-time position of Communications Coordinator, this position will serve under the direction of the Planning and Development Director; and

WHEREAS, the Administration desires to create the full-time position of Arborist, this position will serve under the direction of the Public Works Director; and

WHEREAS, the Administration desires to create the part-time position of Project Engineer, this position will serve under the direction of the City Engineer.

NOW THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF NORTH RIDGEVILLE, LORAIN COUNTY, OHIO, THAT:

SECTION 1. The full-time positions of Communications Coordinator and Arborist are hereby established with the salary ranges as outlined in Exhibit A. Both positions shall be unclassified Civil Service.

SECTION 2. The part-time position of Project Engineer is hereby established with the salary range as outlined in Exhibit B. This position shall be unclassified Civil Service.

SECTION 3. A copy of each job description can be found in the Office of the Mayor.

SECTION 4. It is found and determined that all formal actions of this Council concerning and relating to the adoption of this Ordinance were conducted in an open meeting of this Council, and that all deliberations of this Council and any of its committees that resulted in such formal action were in meetings open to the public in accordance with all legal requirements, including §121.22 of the Ohio Revised Code.

SECTION 5. This Ordinance shall take effect and be in full force from and after the earliest period allowed by law.

PASSED:

PRESIDENT OF COUNCIL

ATTEST: _____
CLERK OF COUNCIL

APPROVED: _____

MAYOR

EXHIBIT A: Full Time Employee Classifications

	From	To	Pay Type
Office of Mayor			
Mayor	See Ord. 6064-2023		Salary
Administrative Assistant to Mayor	61,165.00	75,884.00	Hourly
Administrative Assistant	52,567.00	65,203.00	Hourly
Finance Department			
Director of Finance	102,323.00	142,123.00	Salary
Assistant Director of Finance	73,434.00	105,063.00	Salary
Payroll Administrator	64,936.00	80,572.00	Hourly
Accounts Payable Clerk	54,716.00	67,865.00	Hourly
Administrative Assistant	52,567.00	65,203.00	Hourly
Law Department			
Assistant Director of Law/Prosecutor	88,935.00	106,533.00	Salary
Clerk of Mayor's Court	46,128.00	82,833.00	Salary
Administrative Assistant	52,567.00	65,203.00	Hourly
Public Works Department			
Director of Public Works	102,323.00	142,123.00	Salary
Streets Foreman	78,616.00	97,583.00	Hourly
Water and Sewage Foreman	78,616.00	97,583.00	Hourly
Stormwater Foreman	78,616.00	97,583.00	Hourly
Grounds Maintenance Supervisor	62,544.00	77,600.00	Hourly
Assistant Grounds Maintenance Supervisor	58,072.00	72,076.00	Hourly
Superintendent of FCWWTP	79,121.00	129,857.00	Salary
Assistant Superintendent of FCWWTP	85,345.00	105,948.00	Hourly
Laboratory Manager	63,429.00	75,896.00	Hourly
French Creek Class IV Foreman	82,590.00	102,524.00	Hourly
French Creek Class III Foreman	79,836.00	99,099.00	Hourly
French Creek Foreman	78,616.00	97,583.00	Hourly
Administrative Assistant	52,567.00	65,203.00	Hourly
Arborist	54,120.00	75,400.00	Hourly
Community Services Department			
Director of Community Services	102,323.00	142,123.00	Salary
Director of Parks and Recreation	60,792.00	88,825.00	Salary
Recreation Services Administrator	50,000.00	70,000.00	Hourly
Program Supervisor	40,145.00	60,306.00	Hourly
Administrator of Office of Older Adults	50,569.00	78,510.00	Salary
Case Manager	49,909.00	61,858.00	Hourly
Information Technology Manager	78,797.00	115,569.00	Salary
Information Technology Specialist	65,285.00	81,008.00	Salary
Planning and Development Department			
Director of Planning and Development	102,323.00	142,123.00	Salary
Office Administrator	55,714.00	69,211.00	Salary
City Engineer	90,380.00	117,670.00	Salary
Assistant City Engineer	86,993.00	103,937.00	Salary
Civil Engineer II (PE)	79,848.00	96,343.00	Salary
Civil Engineer I (EI)	68,291.00	82,685.00	Salary
Chief Resident Project Representative	77,221.00	92,140.00	Hourly
Chief Building Official	64,763.00	112,417.00	Salary
Assistant Chief Building Official	73,113.00	90,729.00	Salary
Zoning Inspector	60,708.00	75,315.00	Hourly
Communications Coordinator	55,714.00	69,211.00	Salary
Police Department			
See Ord. 4497-2008			
Fire Department			
See Ord. 4496-2008			
Administrative Assistant	54,740.00	70,256.00	Hourly
Office of Council			
Assistant Clerk of Council	58,812.00	72,966.00	Salary
Deputy Clerk of Council	52,567.00	65,194.00	Hourly

Amended 6/17/2024

EXHIBIT B: Part Time Employee Classifications

	<u>Steps</u>		
	<u>A</u>	<u>B</u>	<u>C</u>
Secretary/Admin Support	17.59	16.97	16.41
Bailiff	29.11	28.42	27.78
Laborer	13.55	13.03	12.53
Licensed Building Inspector	35.17	34.50	33.79
Zoning Inspector	27.96	27.36	26.73
Resident Project Representative	36.23	34.82	33.49
Safetyville Instructor	28.24		
Humane Officer	21.62	20.64	19.96
Dispatcher	21.33	20.59	17.73
Crossing Guard	21.01		
Program and Events Coordinator	17.97	17.56	17.15
South Central Park Manager	15.40	15.00	14.58
Shady Drive Complex Manager	15.40	15.00	14.58
Site Supervisor	13.07	12.54	12.05
Crew Leader	13.07	12.54	12.05
Camp Director	15.50	15.12	14.76
Assistant Camp Director	13.41	13.08	12.77
Camp Counselor	11.87	11.49	11.08
Concession Manager	13.18	12.86	12.54
Concession Supervisor	11.83	11.60	11.37
Cashier	11.15	10.87	10.60
Scorekeeper	11.15	10.87	10.60
Case Manager	19.41	18.80	18.18
Cook	18.43	17.79	17.16
Van Driver	14.87	14.37	13.82
	<u>Range</u>		
	<u>From</u>	<u>To</u>	<u>Pay Type</u>
Director of Law	See Ord. 3480-99 and 3481-99		
Project Engineer	55.00	85.00	Hourly

Amended 6/17/2024

EXHIBIT C

SECTION 1 - HOURS OF WORK

The work period shall generally be 40 hours of work over a seven (7) day period, starting at 12:01 a.m. Sunday to 12:00 p.m. midnight Saturday, but may be varied at the discretion of the Mayor/designee. Employees shall generally be scheduled for five (5) eight (8) hours workdays within the applicable seven (7) day period, which may be varied from time to time, at the discretion of the Mayor/designee. An employee's scheduled hours of work shall be inclusive of a paid 30-minute lunch period.

Employees may be scheduled to start their shift as early as 7:00 a.m. and end as late as 5:00 p.m. if necessary due to the nature of their assignment, and as approved by their immediate supervisor with consent of the Mayor/designee.

SECTION 2 - PROBATIONARY PERIOD

Employees designated as non-exempt and covered pursuant to the FLSA shall be required to serve a probationary period of 120 calendar days. During said period, the Employer shall have the right to discipline or discharge such employees and any such action shall not be appealable to any Civil Service Commission. During their probationary period, employees shall not be paid bereavement or holidays. If an employee is discharged during their probationary period, they shall not be eligible to be paid for any accrued but unused vacation.

SECTION 3 - OVERTIME ELIGIBILITY

Employees designated as non-exempt and covered pursuant to the FLSA shall be paid for all time actually worked in excess of eight (8) hours in one (1) day as applicable to scheduled daily hours. The overtime rate will be one and one-half (1½) times the employee's regular rate. Leave banks may be used towards 40 hours work week but not for purposes of overtime calculation in an 8- or 10-hour day. All overtime must be pre-approved by area supervisor prior to working. Employees may, at their option, elect to accumulate up to a maximum of 240 hours of overtime in compensatory time in lieu of cash payment for overtime. Said compensatory time may be taken, at the discretion of the employee, as time off with pay when approved by the department head. Any hours earned which will result in the number of accumulated hours exceeding 240 hours must be paid. Employees may be paid any of the hours in the overtime bank up to the maximum, at their discretion, by submitting the leave cash out form in Precinct Manager. Payment will be paid in the next pay period following the notification.

Employees designated as exempt and non-covered pursuant to the FLSA shall not be eligible for overtime.

SECTION 4 - SICK LEAVE

A. Definition of Sick Leave

Sick leave shall be defined as an absence with pay necessitated by:

- (1) Illness or injury to the employee;
- (2) Disabilities due to pregnancy or delivery of child;
- (3) For bonding with a newborn or adopted child of the employee for a period not to exceed two

- (2) weeks from the date of the child's birth;
- (4) Exposure of the employee to contagious disease deemed communicable to other employees and determined to be a health and safety issue by the Mayor/designee;
- (5) Illness, injury or death in the employee's immediate family.

B. Definition of Immediate Family

Where the use of sick leave is due to illness or injury to the employee's immediate family, "immediate family" shall be defined to include only the employee, employee's spouse, employee's children, and employee's parents.

C. Accumulation of Sick Leave

Employees shall earn sick leave at the rate of four and six-tenths (4.6) hours for every 80 hours worked in active pay status and shall accumulate such sick leave for future use to an unlimited amount. Employees shall not accrue sick leave as a result of any separation payout made pursuant to subsection D below.

D. Payment Upon Separation

Upon the occurrence of any of the following events, an employee who has not less than ten (10) years of continued service with the Employer shall be entitled to a cash payment of the value of the herein defined amount of earned and unused sick leave hours:

- (1) Retirement of the employee;
- (2) Disability retirement of the employee;
- (3) Death of the employee; and
- (4) Separation from employment for any reason except termination for cause.

Any employee qualifying pursuant to the above provisions of this article shall be entitled to receive a cash payment equal to his/her hourly base rate of pay at that time of the occurrence of an above-listed event multiplied by ninety percent (90%) of the total number of accumulated but unused hours earned by the employee as certified by the Finance Director, provided that such resulting number of hours to be paid shall not exceed 1,000 hours of pay. If the qualifying employee is deceased, the payment shall be made pursuant to the provisions of the Ohio Revised Code 2113.04.

E. Reporting Off Work

An employee who is to be absent on sick leave shall notify their supervisor of such absence and the reason therefore at least one-half (1/2) hour prior to each day he/she is absent, except in unusual circumstances or with permission of the Mayor/designee. Failure to properly report off work shall be cause for discipline.

F. Charging of Sick Leave

Sick leave may be used in any segments. The Finance Department shall be responsible for tracking sick leave usage and balances.

G. Documentation Justifying Use of Sick Leave

Before an absence may be charged against accumulated sick leave, the Employer may require such proof of illness/injury of the employee, or of a qualifying family member of the employee, as may be satisfactory to justify the use of sick leave, or may require the employee to be examined by a physician, paid for by the Employer and selected by the Mayor/designee. In any event, an employee absent on sick leave must supply a written and signed statement on a form provided by the Employer attesting to his/her illness to be eligible for payment of sick leave. For an absence in excess of three (3) working days or for accumulated absences of five (5) or more days in a rolling 60-day period the Employee shall be required to present a doctor's certificate at the employee's expense to justify the use, and payment of sick leave or receive approval from the Mayor/designee.

If the employee fails to submit proof of illness/injury of the employee or a qualifying family member of the employee upon request, or in the event that upon such proof as is submitted or upon the report of medical examination, the Mayor/designee finds that there is no satisfactory evidence of illness/injury of the employee or of a qualifying relative of the employee sufficient to justify the employee's absence, such leave shall be considered unauthorized leave and may be without pay. Unauthorized absence without leave may subject the employee to discipline.

H. Return to Duty Medical Examination

The Mayor/designee may require an employee who has been absent due to personal illness or injury, prior to and as a condition of his/her return to duty, to be examined by a physician designated by the Employer (at the Employer's expense) to establish that the employee is mentally and physically capable of performing the essential functions of his/her position and that his/her return to duty will not jeopardize the health and safety of the employee or other employees.

I. Fitness for Duty Medical Examination

If the Employer has a reasonable basis for believing that an employee is no longer mentally and/or physically capable of performing the essential functions of his/her position or poses a threat to himself or others, the Employer may order an examination by an appropriately qualified medical professional at the Employer's expense. Upon receipt of the medical professional's opinion on fitness for work which disqualifies the employee for return to work, the Employer and the employee will meet to discuss possible alternatives and/or accommodations.

J. Discipline

An employee must comply with all rules and regulations on sick leave in order to receive sick leave pay. Falsification of sick leave documents, or abuse of sick leave as determined by the Employer, is grounds for disciplinary action.

SECTION 5 - PAID SICK LEAVE DONATION

A. Policy: It shall be the policy of the Employer that employees with accumulated Sick Leave may donate paid Sick Leave to a fellow employee who, in strictly serious or catastrophic cases, is in need of assistance and has exhausted all of their available leave/time.

B. Purpose: The purpose of this program is to:

- (1) allow employees to voluntarily provide assistance to their co-workers who are in critical need of leave due to circumstances necessitating the use of Sick Leave as set forth in Section 4(A) above (Sick Leave);
 - (2) establish strict guidelines for the implementation of donation of paid Sick Leave time; and
 - (3) to protect the investment the Employer has made in an employee in an effort to retain that employee.
- C. Eligibility: An employee is eligible, after one year of service, to apply for the benefit of this policy. The employee must apply through the Mayor. ALL of the following must apply to the circumstances of the recipient employee:
- (1) the employee is not eligible for Worker's Compensation benefits;
 - (2) the employee has not been disciplined at any level for patterned use of sick leave within the previous three (3) years;
 - (3) the employee has exhausted all accrued time available to him/her including sick time, personal time, comp time, and vacation time; and
 - (4) the employee can, if requested, provide documentation through medical records that there is a bona fide medical reason for his/her inability to work.
- D. Duration: The maximum length of time that an employee may receive benefits under this program is eight (8) pay periods.
- E. Participation of Donor Employee:
- (1) An employee is eligible after one (1) year of service and may choose to participate in the sick leave donation program.
 - (2) An employee must have and maintain a minimum of eight weeks (320 hours) of accumulated Sick Leave to be eligible to participate as a donor.
 - (3) An employee who is donating paid leave may donate up to 40 hours of sick leave per donee per incident, in increments no less than eight (8) hours. An employee may donate to an eligible recipient employee repeatedly.
- F. Application Review: Upon receiving an application for sick leave donation, the Mayor shall review the application and:
- (1) Evaluate whether there has or has not been any documented disciplinary action at any level for the patterned use of sick leave or abuse of sick leave within the previous three (3) years by the donor employee in their department; and
 - (2) Verify that the cause of absence is not work-related.
 - (3) The application is then forwarded to the Finance Director for review and verification that the employee has no time (of any nature) available to the credit of their account. The application is then forwarded to the Mayor's Office for approval or denial. If all eligibility requirements have been met and the application is approved, the application shall be returned to the Finance Director for disbursement proceedings. Transfer Participation Forms are to be distributed to all Department and Division Heads and Area Stewards for leave donations. If any eligibility requirement is not met, the application is denied and returned to the applicant who shall be advised as to the reason for denial.

G. Disbursement of Donated Sick Leave: Upon receiving an approved application, the Finance Department shall credit the employee approved for the donation of sick time hours under this policy and disburse in the following manner:

- (1) Any time the employee has accrued shall be used first; and
- (2) Then on a rotating basis from employees that have signed up to donate; the first person submitting paperwork to donate shall be docked first, then the next person, and so on. Any donor employee's accumulated paid leave shall be reduced in eight (8) hour increments.

The transfer of benefits shall be calculated on a prorated basis to be determined by the rate of pay of the donor employee for the donee employee.

H. Recovery of Donated Sick Leave: In the event that an employee who has received benefits under this program are reimbursed in any manner for the lost work time covered by this benefit, the employee must reimburse the Employer for the pay that was received. The donor employee shall be credited with the hours donated.

I. Unexpended balance of donated Sick Leave: An employee receiving donated Sick Leave who returns to work may retain up to 40 hours of donated Sick Leave. Donated Sick Leave will not be eligible for cash conversion by the recipient.

SECTION 6 – LEAVE OF ABSENCE

An employee shall be granted a leave of absence of 40 hours with pay in the event of the death of a spouse, mother, father, stepchild or child. The employee shall be granted a leave of absence of three (3) days with pay in the event of the death of the employee's stepmother, stepfather, brother, sister, grandparents, grandchildren, mother-in-law, father-in-law, spouse's grandparents, brother-in-law, sister-in-law, daughter-in-law or son-in-law. The employee shall be entitled to 40 hours when said death is outside the State of Ohio. Leave granted under this article shall be taken in consecutive work time (hours/days), and must include the date of the funeral or memorial services. Employee shall be allowed, at the sole discretion of the Mayor/designee to add time to a funeral leave, which time shall be deducted from his/her accumulated sick leave.

SECTION 7 - HOLIDAYS

Employees shall receive a holiday benefit for the following holidays below. The holiday benefit shall be an employee's full day's pay based on their scheduled shift.

New Years Day	Veteran's Day
Martin Luther King Day	Thanksgiving Day
Presidents Day	Day after Thanksgiving
Good Friday	Christmas Eve Day
Memorial Day	Christmas Day
Independence Day	Labor Day

Overtime eligible employees who work on any of the above designated holidays will receive the holiday benefit plus double their regular rate of pay for all hours actually worked. Employees called in on a non-scheduled day, who work the actual day of the holiday and the week-day date on which the same holiday

is recognized by the Federal government shall receive double their regular rate of pay for all hours actually worked.

In order to be eligible for any of the paid holidays, the employee must actually work their last schedule day before the holiday and immediately after the holiday. Vacation, compensatory time and personal time (if applicable) shall be considered time worked. Sick leave shall be considered time worked only when a licensed doctor's certificate is supplied.

If any of the above holidays fall on a Sunday, the following Monday shall be observed as the holiday. If any of the above holidays fall on a Saturday, the preceding Friday shall be observed as the holiday.

Employees hired after June 1, 2020 shall not receive personal time. Employees hired prior to this date shall follow the personal time procedures outlined in the AFSCME contract.

SECTION 8 - VACATION

A. Accrual Amount

Employees shall be granted the following vacation leave with full pay each year based upon their length of employment with the Employer, as follows:

Less than 1 year	= 40 hours
1 to 4 years	= 10 days, 80 hours, or 2 weeks
5 to 9 years	= 15 days, 120 hours, or 3 weeks
10 to 14 years	= 20 days, 160 hours, or 4 weeks
15 to 19 years	= 25 days, 200 hours, or 5 weeks
20 and over	= 30 days, 240 hours, or 6 weeks

Employees designated as non-exempt and covered pursuant to the FLSA shall become eligible for vacation leave upon completion of probation. Vacation leave shall be taken no later than the employee's anniversary date.

Employees designated as exempt and non-covered pursuant to the FLSA shall become eligible for vacation leave upon hire. Vacation leave shall be taken no later than the employee's anniversary date.

In order to attract qualified candidates at the time of hiring, the Mayor shall have the authority to grant a newly hired exempt employee vacation credit. At the Mayor's discretion, the employee shall have a specific number of years credited to him/her and shall be placed on the vacation schedule above. The employee shall then progress forward accordingly on the vacation schedule with the credited time applied in the same manner as if it had accrued by term of service. Any vacation service credit shall be documented in writing and placed in the employee's personnel file by the Finance Director.

B. Carryover of Vacation

An employee shall be permitted to carry over up to 40 hours of vacation for use within six (6) months of the employee's anniversary date and upon approval of the department head.

C. Cash Out of Vacation

An employee who has five (5) or more years of service shall be permitted to cash in accrued vacation time, not to exceed one-half of the employee's annual vacation accrual. Vacation cash out requests shall be made once per calendar year at the end of the anniversary period. Employees shall submit a leave cash out form in the timekeeping system during the pay period in which their anniversary date occurs requesting cash out of allowable vacation time.

Employees designated as exempt and non-covered pursuant to the FLSA shall be permitted to cash out any vacation time remaining on the employee's account on his/her anniversary date after any carry forward, up to but not exceeding one half (1/2) of the employee's annual vacation allowance.

D. Scheduling of Vacation

Employees shall be allowed to take their vacation in any increment, not to exceed two (2) consecutive weeks, unless an exception is approved by the Mayor/designee in advance of the proposed vacation. Vacation leave shall be requested at least 48 hours in advance.

E. Payment Upon Separation

If an employee eligible to receive vacation is separated from employment voluntarily or involuntarily prior to taking his/her vacation, he/she shall receive any fully earned but unused vacation leave accrued under Section A above. If the employee is deceased, the payment shall be made pursuant to the provisions of Ohio Revised Code §2113.04.

SECTION 9 - UNPAID LEAVES OF ABSENCE

A. Medical Leave of Absence

An employee who has completed his/her probationary period and who has exhausted all available leave balances shall be granted a leave of absence for a period not to exceed 180 days because of personal illness or injury or on account of pregnancy upon the request of the employee with sufficient supporting medical evidence. The length of the leave granted will be based upon the Employer's review of the supporting medical evidence. Such leave shall be without pay or benefits except that health insurance shall be provided during leaves of 180 days or less. Any leave granted under this Section may be extended at the discretion of the Mayor.

B. Military Leave

See Ordinance Ord. 4032-2004.

SECTION 10 - INSURANCE PROGRAMS

The City shall provide medical, dental and prescription Insurance Programs as determined by the Mayor/designee to all full-time employees and non-full-time employees as otherwise required by law. All employees enrolled in the Insurance Programs shall contribute monthly toward the premium cost for said insurance at the rate established by the Mayor/designee. The applicable employee contribution for any Insurance Program will be determined by using the actuarially calculated based COBRA rates if any. The employee contribution will be at the percentages defined above of those COBRA rate figures rounded to

the nearest dollar. These figures may be adjusted based upon updates to the base COBRA rate. Employee contributions shall be withheld in equal or roughly equal monthly installments from the first two payrolls paid each month. Contributions withheld for each month will be for that month's enrollment (i.e., amounts withheld in January will be for January enrollment).

SECTION 11 - LIFE INSURANCE

Employees shall be supplied life insurance in the amount equal to that which is provided to members of the AFSCME bargaining unit for life insurance pursuant to the terms of the collective bargaining agreement. Said life insurance shall be provided at no cost to the employee.

SECTION 12 - SCHOOL COST REIMBURSEMENT

An employee who takes an Employer-approved college course, or work-related training course, or seminar, shall be reimbursed the actual costs of such training course, including the cost of course textbooks verifiable by receipt in an amount not to exceed the non-taxable limit established by the Internal Revenue Service per year. In order to be reimbursed, the employee must receive a grade of "C" or better, or the equivalent. As a condition precedent to any reimbursement, the Employee will enter into a contract with the City agreeing to maintain employment with the City for a period of two (2) years after the last reimbursement payment. Failure to do so will mandate reimbursement by Employee to the City for any and all previously made reimbursement payments.

The employee must obtain written approval of the Mayor or his designee in advance of enrollment to be reimbursed.

SECTION 13 - TRACKING OF LEAVE

The Finance Director shall track all leave balances (accumulation and use of leave) in accordance with the rules established by the applicable sections above and/or any policies and procedures established by the Mayor, including but not limited to the City of North Ridgeville Employee Handbook as amended from time to time by the Mayor.

SECTION 14 - PENSION PICK-UP

Employees designated as exempt and non-covered pursuant to the FLSA shall be eligible for Pension pick-up based on the following:

- A. The Employer's method of payment of salary and the provision of fringe benefits for all employees who are members of OPERS (referred to herein as "Covered Employees") shall be modified as follows, in order to provide for a salary reduction pick-up and, for certain Covered Employees, a fringe benefit pick-up of employee contributions to OPERS, in accordance with Code Section 414(h)(2) and the rulings thereunder.
- B. The total annual salary and salary per pay period for each Covered Employee shall be the salary otherwise payable per ordinance and applicable Employer policies. Such total annual salary and salary per pay period of each Covered Employee shall be payable by the Employer in two parts: (1) deferred salary and (2) cash salary. A Covered Employee's deferred salary shall be equal to the percentage of his/her total annual salary or salary per pay period which is required to be paid to OPERS as an employee contribution under OPERS; and such amount shall be paid by the Employer directly to

OPERS on behalf of the said employee as a "salary reduction pick-up" of the OPERS employee contribution of said employee. A Covered Employee's cash salary shall be equal to his/her total annual salary or salary per pay period less the amount of the salary reduction pick-up for said employee and shall be payable to him, subject to applicable payroll deductions. Notwithstanding the preceding, as an additional fringe benefit of employment on behalf of Covered Employees the Employer shall pay directly to OPERS, as an employee contribution under OPERS, an amount equal to four (4%) percent of the salary of such employees in lieu of such amount being deducted from the total annual salary or salary per pay period of such employees and paid to OPERS as deferred salary pursuant to the salary reduction pick-up. The payment of the said amount in lieu of part of the salary reduction pick-up is hereinafter referred to as the "fringe benefit pick-up." The cash salary of Covered Employees entitled to the fringe benefit pick-up shall be the total annual salary or salary per pay period of such employees less the remaining salary reduction pick-up, subject to applicable payroll deductions.

- C. The salary reduction pick-up, but not the fringe benefit pick-up, shall be included in the Covered Employee's total annual salary for the purpose of computing daily rate of pay, for determining paid salary adjustments to be made due to absence, or for any similar purpose.
- D. The salary reduction pick-up and fringe benefit pick-up by the Employer of a Covered Employee's contributions to OPERS shall be mandatory for all Covered Employees. No Covered Employees shall have the option of choosing the pick-up amounts directly instead of having them paid by the Employer to OPERS.
- E. The Employer shall fulfill its income tax reporting and withholding responsibilities for each Covered Employee in such manner as is required by applicable federal, state, and local laws and regulations as they may exist at the time of such reporting and withholding, it being the Employer's understanding that the fringe benefit pick-up is not subject to any income or employment taxes; and that federal and Ohio income tax laws and regulations presently require it to report as an employee's gross income his/her total annual salary less the amount of the salary reduction pick-up (i.e., his/her cash salary) while applicable federal employment tax laws (i.e., the Medicare tax law) require it, and municipal income tax laws may require it to report as an employee's gross income his/her total annual salary including the amount of the salary reduction pick-up.
- F. The Employer shall take all acts necessary and appropriate to ensure the continued implementation of this resolution, including but not limited to, making applications to the Internal Revenue Service and the Board administering the OPERS program to determine the requirements of the Internal Revenue Service and such Board in connection with such pick-up plan. The Employer reserves the right to modify the terms of this pick-up to the extent it reasonably deems is necessary for obtaining the approval of OPERS and/or the Internal Revenue Service.
- G. Pension pick-up as set forth above shall apply to the position of Mayor beginning the term following the adoption of this Ordinance.

Employees designated as non-exempt and covered pursuant to the FLSA shall not be eligible for Pension pick-up.

- A. The Employer's method of payment of salary and the provision of fringe benefits for all employees who are members of OPERS (referred to herein as "Covered Employees") shall be in accordance with Code Section 414(h)(2) and the rulings thereunder. The provisions of this Article shall become effective for the first payroll period beginning after the first date this contract is ratified by the Union and is

approved by the City Council.

- B. The salary reduction pick-up, shall be included in the Covered Employee's total annual salary for the purpose of computing daily rate of pay, for determining paid salary adjustments to be made due to absence, or for any similar purpose.
- C. The salary reduction pick-up is mandatory for all covered employees.
- D. The Employer shall fulfill its income tax reporting and withholding responsibilities for each Covered Employee in such manner as is required by applicable federal, state and local laws and regulations as they may exist at the time of such reporting and withholding
- E. The Employer shall take all acts necessary and appropriate to ensure the continued implementation of this resolution, including but not limited to, making applications to the Internal Revenue Service and the Board administering the OPERS program to determine the requirements of the Internal Revenue Service and such board. The Employer reserves the right to modify the terms of this pick-up to the extent it reasonably deems is necessary for obtaining the approval of OPERS and/or the Internal Revenue Service; and if approval of OPERS and/or the Internal Revenue Service cannot be obtained for the terms of this pick-up, the parties shall meet and negotiate pursuant to the severability clause.

SECTION 15 - LONGEVITY

- A. For all employees hired after March 1, 2014, covered by this Ordinance, longevity shall be paid according to the following schedule. Longevity will be paid in a lump sum within the pay period in which the employee's anniversary falls. Longevity shall continue to be awarded on the employee's successive anniversary date in accordance with this schedule.

5th Anniversary	\$ 800.00	15th Anniversary	\$2,000.00
6th Anniversary	\$ 800.00	16th Anniversary	\$2,100.00
7th Anniversary	\$ 800.00	17th Anniversary	\$2,200.00
8th Anniversary	\$1,300.00	18th Anniversary	\$2,300.00
9th Anniversary	\$1,400.00	19th Anniversary	\$2,400.00
10th Anniversary	\$1,500.00	20th Anniversary	\$2,500.00
11th Anniversary	\$1,600.00	21th Anniversary	\$2,600.00
12th Anniversary	\$1,700.00	22th Anniversary	\$2,700.00
13th Anniversary	\$1,800.00	23th Anniversary	\$2,800.00
14th Anniversary	\$1,900.00	28th Anniversary	\$3,000.00

For all employees hired after the adoption of this agreement, upon an employee's 23rd anniversary date and every year up to his/her 28th anniversary, the employee shall receive \$2,800.00 annually. Upon his/her 28th anniversary date and thereafter, the employee shall receive \$3,000.00 annually. In no event shall the maximum amount paid under this Section exceed \$3,000.00 annually, to any single employee.

Any employee hired prior to March 14, 2014 shall follow the longevity schedule outlined in Article 25 of the AFSCME bargaining agreement.

SECTION 16 – PART-TIME EMPLOYEES

This section applies to job classifications as listed in Exhibit B of this Ordinance. No other section of this Exhibit shall apply to the part-time non-bargaining group.

- A. The work period for part time non-bargaining employees shall be determined based on the operational need of respective department and at the discretion of the Mayor/designee.
- B. Part-time permanent employees are limited to working a maximum of twenty-ninety (29) hours per week.
- C. Part-time employees are limited to working no more than fifteen hundred and eight (1,508) hours in a calendar year.
- D. The base pay for all employees covered under this Ordinance are set forth in Exhibit B.
- E. All overtime shall follow the Fair Labor Standards Act.
- F. Nothing in this Ordinance shall read or be interpreted to give part-time employees any benefits except as outline in “G” below.
- G. Uniforms.
 - A. The City shall provide each part time Licensed Building Inspector with rain gear, which shall include a rain coat and boots at the City’s expense. These items shall remain property of the City and shall be replaced and/or repaired subject to the approval of the Mayor/designee.
 - B. The City shall provide each part time Dispatcher an annual clothing allowance of \$200 to be credited at an authorized uniform store of the City’s choice for the purchase of uniforms. These uniforms shall remain property of the City and shall be replaced and/or repaired subject to the approval of the Mayor/designee.
 - C. The City shall provide each part time Bailiff an annual clothing allowance of \$200 to be credited at an authorized uniform store of the City’s choice for the purchase of uniforms. These uniforms shall remain property of the City and shall be replaced and/or repaired subject to the approval of the Mayor/designee.

Employees listed in Exhibits A and B shall follow the City of North Ridgeville’s employee handbook for conditions of employee not covered herein.

DATE:	<u>June 3, 2024</u>	1 ST READING:	<u>June 3, 2024</u>
INTRODUCED BY:	<u>Mayor Corcoran</u>	2 ND READING:	<u></u>
REFERRED BY:	<u></u>	3 RD READING:	<u></u>
		ADOPTED:	<u></u>
		EMERGENCY:	<u>N/A</u>
		EFFECTIVE:	<u>N/A</u>

ORDINANCE NO. 2024-62

AN ORDINANCE ADOPTING THE ATTACHED TITLE VI/NON-DISCRIMINATION POLICY AS REQUIRED BY THE OHIO DEPARTMENT OF TRANSPORTATION.

WHEREAS, the Ohio Department of Transportation (ODOT) requires all recipients of federal planning funds, including programs receiving Federal Transit Administration dollars, to adopt a Title VI program plan. This policy ensures compliance with federal non-discrimination regulations. Specifically, it adheres to the Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d), the U.S. Department of Transportation implementing regulations, and FTA Circular 4702.1B; and

WHEREAS, Title VI of the Civil Rights Act of 1964 states that “No person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.” In addition to this act, a number of additional federal and state regulations prohibit discrimination based on certain protected classes. Notable examples include: Federal Aid Highway Act of 1973 – prohibited sex-based discrimination; Age Discrimination Act (1975) – prohibited discrimination based on age; Americans with Disabilities Act (1990) – prohibited discrimination based on disability and required equal access to facilities; and

WHEREAS, a copy of the Title VI Non-Discrimination Policy is attached hereto.

NOW THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF NORTH RIDGEVILLE, LORAIN COUNTY, OHIO, THAT:

SECTION 1. The City of North Ridgeville hereby adopts the attached Title VI Non-Discrimination Policy.

SECTION 2. It is found and determined that all formal actions of this Council concerning and relating to the adoption of this Ordinance were conducted in an open meeting of this Council, and that all deliberations of this Council and any of its committees that resulted in such formal action were in meetings open to the public in accordance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

SECTION 3. This Ordinance shall take effect and be in full force from and after the earliest period allowed by law.

PASSED: _____

PRESIDENT OF COUNCIL

ATTEST: _____
CLERK OF COUNCIL

APPROVED: _____

MAYOR

Federal Transit Administration
Title VI Program
Version 1223

City of North Ridgeville

-
- Effective Date of Plan:

July 1, 2024

Title VI Contact Information

Contact (Position): Michael Zhelesnik

Contact Phone Number: 440-490-2042

Contact Email: hr@nridgeville.org

Mailing Address: 7307 Avon Belden Road North Ridgeville, OH 44039

Website: www.nridgeville.org

Title VI Plan Table of Contents

The City of North Ridgeville Title VI plan includes the following elements:

1. Plan Approval, Annual Certifications and Assurances, Revision Log
2. Policy Statement
3. Notice to the Public
4. Complaint Procedure
5. Complaint Form
6. List of transit related Title VI Investigations, Complaints and Lawsuits
7. Public Participation Plan
8. Language Assistance Plan
9. Minority Representation Table and Description
10. Providing Assistance to and Monitoring Subrecipients
11. Title VI Equity Analysis for Facility Acquisition
12. Fixed Route Transit Provider Requirements
13. MPO Requirements

Section 1: Title VI Plan Approval & Compliance Requirements

Title VI Plan
Adopted on: July 1, 2024

Adopted by: City Council

Signature(s): _____

Approval:

Insert a copy of the authorizing resolution here.

Annual Certifications and Assurances

In accordance with 49 CFR Section 21.7(a), every application for financial assistance from FTA must be accompanied by an assurance that the applicant will carry out the program in compliance with Title VI regulations. This requirement shall be fulfilled when the applicant/recipient submits its annual certifications and assurances. Primary recipients will collect Title VI assurances from sub-recipients prior to passing through FTA funds.

City of North Ridgeville will remain in compliance with this requirement by annual submission of certifications and assurances as required by ODOT.

The date of last submission of these certifications and assurances (at the time of this Plan's approval) is:
N/A

Title VI Plan Revision Log

Date Month/day/year	Section Revised	Summary of Revisions

Section 2: Title VI Policy Statement

Policy Statement

City of North Ridgeville, operating demand response transit provider, as a recipient of Federal Transit Administration (FTA) grant dollars either directly from FTA or through the Ohio Department of Transportation (ODOT), will comply with the Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d), the U.S. Department of Transportation implementing regulations, FTA Circular 4702.1B, and ODOT Public Transportation requirements as specified in Master Grant Agreement, and State Management Plan. City of North Ridgeville operates its programs and services without regard to race, color, and national origin in accordance with Title VI of the Civil Rights Act.

Section 3: Notice to the Public

Title VI Notice to the Public

City of North Ridgeville's Notice to the Public is as follows:

Notifying the Public of Rights Under Title VI

City of North Ridgeville

- The City of North Ridgeville operates its programs and services without regard to race, color, and national origin in accordance with Title VI of the Civil Rights Act. Any person who believes she or he has been aggrieved by any unlawful discriminatory practice under Title VI may file a complaint with the City of North Ridgeville.
- For more information on the City of North Ridgeville's civil rights program, the procedures to file a complaint, or to file a complaint, please contact the Michael Zhelesnik at 440-490-2042 [Click or tap here to enter text.](#); email hr@nridgeville.org; or visit our administrative office at 7307 Avon Belden Road North Ridgeville, OH 44039. For more information, visit www.nridgeville.org.
- For transportation-related Title VI matters, a complaint may also be filed directly with the:

Ohio Department of Transportation, Attn: Office of Opportunity, Diversity, and Inclusion, Title VI Coordinator, [1980](#) West Broad Street, Mailstop 3270, Columbus, Ohio 43223

Federal Transit Administration, Office of Civil Rights, Attention: Complaint Team, East Building, 5th Floor-TCR, 1200 New Jersey Ave., SE Washington, DC, 20590.

If information is needed in another language, then contact 1-800-222-3333.

FTA states that: *agencies shall inform the public of their rights under Title VI through such measures as posting the Title VI notice on posters, comment cards, or flyers placed at stations, bus shelters, and in transit vehicles. The type, timing, and frequency of these measures are at the recipient's discretion, as long as the type, timing, and frequency are sufficient to notify passengers and other interested persons of their rights under DOT's Title VI regulations with regard to the recipient's program.* As such, City of North Ridgeville's Notice to the Public can be found at the following locations (check all that apply):

- ☒ In public areas of the office, including reception room and meeting rooms.
- ☒ On the agency website.
- ☐ In the agency brochure.
- ☒ In the agency vehicles.
- ☐ At stations and/or stops.

Section 4: Title VI Complaint Procedure

City of North Ridgeville's Title VI Complaint Procedure is made available in the following locations:

- ☒ Agency website at: hr@nridgeville.org
 - ☒ Hard copy in the central office
 - ☒ Agency Title VI Plan
-

Any individual, group of individuals or entity that believes they have been discriminated against on the basis of race, color, or national origin by City of North Ridgeville may file a Title VI complaint by completing and submitting the agency's Title VI Complaint Form.

Any individual having filed a complaint or participated in the investigation of a complaint shall not be subjected to any form of intimidation or retaliation. Individuals who have cause to think that they have been subjected to intimidation or retaliation can file a complaint of retaliation following the same procedure for filing a discrimination complaint.

A complaint must be filed with City of North Ridgeville no later than 180 days after the following:

1. The date of the alleged act of discrimination; or
2. The date when the person(s) became aware of the alleged discrimination; or
3. Where there has been a continuing course of conduct, the date on which that conduct was discontinued of the latest instance of the conduct.

Once the complaint is received, City of North Ridgeville will review it to determine if our office has jurisdiction. A copy of each Title VI complaint received will be forwarded to the New Hampshire Department of Transportation within ten (10) calendar days of receipt. The complainant will receive an acknowledgement letter informing her/him whether the complaint will be investigated by our office.

City of North Ridgeville has 45 days to investigate the complaint. If more information is needed to resolve the case, City of North Ridgeville may contact the complainant requesting further information. The complainant has **10** business days from the date of the letter to send requested information to the investigator assigned to the case. If the investigator is not contacted by the complainant or does not receive the additional information within **15** business days, City of North Ridgeville can administratively close the case.

After the investigator reviews the complaint, the agency will issue one of two (2) letters to the complainant: a closure letter or a letter of finding (LOF).

- ✓ A closure letter summarizes the allegations and states that there was not a Title VI violation and that the case will be closed.
- ✓ A letter of finding (LOF) summarizes the allegations and the interviews regarding the alleged incident, and explains whether any disciplinary action, additional training of the staff member, or other action will occur.

If the complainant wishes to appeal the decision it must direct the appeal to the agency initially. The complainant has **10** days after the date of the closure letter or the letter of finding to do so. If there is outstanding concern, the appeal may be directed to the state DOT or FTA. The appeal process information will be included in the letter.

A person may also file a complaint directly with the: Ohio Department of Transportation, Attn: Office of Opportunity, Diversity and Inclusion 1980 West Broad Street, Mailstop 3270, Columbus, OH 43223
Or

Federal Transit Administration, Office of Civil Rights, Attention: Complaint Team, East Building, 5th Floor-TCR, 1200 New Jersey Ave., SE Washington, DC, 20590.

If information is needed in another language, then contact 1-800-222-3333.

Section 5: Title VI Complaint Form

City of North Ridgeville's Title VI Complaint Procedure is made available in the following locations:

- ☒ Agency website, if available: www.nridgeville.org
- ☒ Hard copy in the central office
- ☒ Agency Title VI Plan

Section I:					
Name:					
Address:					
Telephone (Home):			Telephone (Work):		
Email Address:					
Accessible Requirements?	Format	Large Print		Audio Tape	
		TDD		Other	
Section II:					
Are you filing this complaint on your own behalf?			Yes*	No	
*If you answered "yes" to this question, go to Section III.					
If not, please supply the name and relationship of the person for whom you are complaining:					
Please explain why you have filed for a third party: _____					
Please confirm that you have obtained the permission of the aggrieved party if you are filing on behalf of a third party.			Yes	No	
Section III:					
I believe the discrimination I experienced was based on (check all that apply): [] Race [] Color [] National Origin Date of Alleged Discrimination (Month Day, Year) _____ Explain as clearly as possible what happened and why you believe you were discriminated against. Describe all persons who were involved. Include the name and contact information of the person(s) who discriminated against you (if known) as well as names and contact information of any witnesses. If more space is needed, please use the back of this form. _____ _____ _____					
Section IV					
Have you previously filed a Title VI complaint with this agency?			Yes	No	
Section V					
Have you filed this complaint with any other Federal, State, or local agency, or with any Federal or State court? [] Yes [] No If yes, check all that apply: [] Federal Agency: _____ [] Federal Court _____ [] State Agency _____					

☐ State Court _____	☐ Local Agency _____
Please provide information about a contact person at the agency/court where the complaint was filed.	
Name:	
Title:	
Agency:	
Address:	
Telephone:	
Section VI	
Name of agency complaint is against:	
Contact person:	
Title:	
Telephone number:	

You may attach any written materials or other information that you think is relevant to your complaint.

Signature and date required below

Signature

Date

If information is needed in another language, contact 1-800-222-3333.

Please submit this form to:

City of North Ridgeville
Michael Zhelesnik
7307 Avon Belden Road North Ridgeville, OH 44039
440-490-2042
hr@nridgeville.org

Section 6: List of Transit Related Title VI Investigations, Complaints and Lawsuits

City of North Ridgeville maintains a list or log of all Title VI investigations, complaints, and lawsuits, pertaining to its transit-related activities.

Check One:

☒ There have been no investigations, complaints, and/or lawsuits filed against City of North Ridgeville since the last plan submission.

☐ There have been investigations, complaints, and/or lawsuits filed against City of North Ridgeville. See list below. Additional information is to be attached as needed.

	Date (Month, Day, Year)	Summary (include basis of complaint: race, color, or national origin)	Status	Action(s) Taken
Investigations				
	Click or tap to enter a date.			
	Click or tap to enter a date.			
Lawsuits				
	Click or tap to enter a date.			
	Click or tap to enter a date.			
Complaints				
	Click or tap to enter a date.			
	Click or tap to enter a date.			

Section 7: Public Participation Plan

Strategies and Desired Outcomes

To promote inclusive public participation, City of North Ridgeville will employ the following strategies, as appropriate (make these determinations based on a demographic analysis of the population(s) affected, type of plan, program and/or service under consideration, and the resources available):

- ✓ Provide for early, frequent and continuous engagement by the public
- ✓ Select accessible and varied meeting locations and times
- ✓ Employ different meeting sizes and formats
- ✓ Use social media in addition to other resources as a way to gain public involvement
- ✓ Use radio, television or newspaper ads on stations and in publications that serve LEP populations. Outreach to LEP populations may also include audio programming available on podcasts.
- ✓ Expand traditional outreach methods by visiting ethnic stores/markets and restaurants, community centers, libraries, faith-based institutions, local festivals, etc.

Public Outreach Activities

The public outreach and involvement activities conducted by City of North Ridgeville since the last Title VI Program submission are summarized in the table below.

Specific Public Participation activities are listed in the table below:

Event Date	Insert Agency Name Staffer(s) or Department	Activity	Communication Method (Public notice, posters, social media)	Notes
N/A	N/A	N/A	N/A	N/A

Section 8: Language Assistance Plan

Plan Components

As a recipient of federal US DOT funding, City of North Ridgeville is required to take reasonable steps to ensure meaningful access to our programs and activities by limited-English proficient (LEP) persons.

Limited English Proficient (LEP) refers to persons for whom English is not their primary language and who have a limited ability to read, write, speak, or understand English. This includes those who have reported to the U.S. Census that they speak English less than very well, not well, or not at all.

City of North Ridgeville's Language Assistance Plan includes the following elements:

Item #1: The results of the *Four Factor Analysis*, including a description of the LEP population(s), served.

Item #2: A description of how language assistance services are provided by language

Item #3: A description of how LEP persons are informed of the availability of language assistance service

Item #4: A description of how the language assistance plan is monitored and updated

Item #5: A description of how employees are trained to provide language assistance to LEP persons

Four Factor Analysis Methodology

To determine if an individual is entitled to language assistance and what specific services are appropriate, City of North Ridgeville has conducted a *Four Factor Analysis* of the following areas: 1) Limited-English Proficient (LEP) Speaker Demography, 2) Contact Frequency, 3) Importance of Service, and 4) Resources and Costs.

Factor 1: The number or proportion of LEP persons eligible to be served or likely to be encountered by the program or recipient. In addition to the number or proportion of LEP persons served, City of North Ridgeville will identify:

- (a) How LEP persons interact with the recipient's agency;
- (b) Identification of LEP communities, and assessing the number or proportion of LEP persons from each language group to determine the appropriate language services for each language;
- (c) The literacy skills of LEP populations in their native languages, in order to determine whether translation of documents will be an effective practice; and
- (d) Whether LEP persons are underserved by the recipient due to language barriers.

Factor 2: The frequency with which LEP persons come into contact with the program: Identifies and assesses the frequency City of North Ridgeville's staff comes into contact with LEP persons. Examples of contact could include:

- (a) Use of bus and rail service;

- (b) Purchase of tickets through vending machines, outlets, websites, and over the phone;
- (c) Participation in public meetings;
- (d) Customer service interactions;
- (e) Ridership surveys;
- (f) Operator surveys.

Factor 3: The nature and importance of the program, activity, or service provided by the program to people's lives. Generally speaking, the more important the program, the more frequent the contact and the likelihood that language services will be needed.

Factor 4: The resources available to the recipient for LEP outreach, as well as the costs associated with that outreach. Resource and cost issues can often be reduced by technological advances, reasonable business practices, and the sharing of language assistance materials and services among and between recipients, advocacy groups, LEP populations and Federal agencies. Large entities and those entities serving a significant number of LEP persons should ensure that their resource limitations are well substantiated before using this factor as a reason to limit language assistance.

Item #1 – Results of the Four Factor Analysis *(including a description of the LEP population(s) served)*

Factor 1: The number or proportion of LEP persons eligible to be served or likely to be encountered.

Of the 35,280 residents in City of North Ridgeville's service area, 0 residents describe themselves as speaking English less than "very well". People of [Hispanic or Latino descent are the primary LEP persons likely to utilize City of North Ridgeville services. For City of North Ridgeville's service area, the latest U.S. Census Bureau data shows that among the area's population 0% speak English "less than very well." **For these groups** who speak English "less than very well", 0% speak N/A

Lorain – Languages Spoke at Home

		Total Number	Percent of Population	Total Population of County
Speak Language other than English		24,411	7.8%	312,964
Speak English Less than Very Well				
Spanish				
Other Indo-European Languages				
Asian and Pacific Island Languages				
Other Languages				

Factor 2: The frequency with which LEP persons come into contact with the program.

City of North Ridgeville assessed the frequency with which staff and drivers have, or could have, contact with LEP persons. City of North Ridgeville provides approximately 1,000 passenger trips per year. If an individual has speech limitations, the dispatcher or driver will work with the Ohio Department of Transportation, if needed, to ensure the individual receives access to the transit services.

Factor 3: The nature and importance of the program, activity, or service provided by the program to people's lives.

All of City of North Ridgeville's programs are important; however, those related to safety, public transit, nondiscrimination and public involvement are among the most important. City of North Ridgeville is committed to providing meaningful access and will provide written translation for any of its documents, when reasonable, effective and with the available resources. In other cases, City of North Ridgeville will strive to provide alternative but meaningful accessibility. Moreover, City of North Ridgeville continually evaluates its programs, services, and activities to ensure that persons who may be LEP are always provided with meaningful access. The Title VI policy, complaint form, and LEP policy are available in [Click or tap here to enter text.](#) upon request.

Factor 4: The resources available for LEP outreach, as well as the costs associated with that outreach.

City of North Ridgeville makes every effort to make its programs, services, and activities, accessible to LEP individuals. City of North Ridgeville will use available resources, both internal and external to accommodate reasonable requests for translations.

Item # 2 – Description of how Language Assistance Services are Provided, by Language
--

City of North Ridgeville has identified, developed, and uses the following:

- a) Individuals who have contact with the public are provided with "I Speak" language cards to identify language needs in order to match them with available services. Language cards verified and distributed by the Administrator as needed.
- b) City of North Ridgeville has developed partnerships with local agencies, organizations, law enforcement, colleges/universities, local school districts and social service agencies that are available to assist with it LEP responsibilities.
- c) A list of web-based translation services can be provided by contacting the Office for Older Adults.

Item # 3 – Description of how LEP Persons are Informed of the Availability of Language Assistance Service

In order to ensure that LEP individuals are aware of City of North Ridgeville's language assistance measures, City of North Ridgeville provides the following:

- Title VI Program including the Language Assistance Plan is made available on website, if applicable, and hard copy in central office.
- Drivers and dispatchers are provided "I Speak" language cards to identify language needs in order to match them with available services.

Item # 4 – Description of how the Language Assistance Plan is Monitored and Updated

City of North Ridgeville will continue to update the LEP plan as required by U.S. DOT. At a minimum, the Title VI Plan will continue to be reviewed and updated every three (3) years in conjunction with the Title VI submission and use data from the U.S. Decennial Census or the American Community Survey as available, or when it is clear that the concentrations of LEP individuals are present in City of North Ridgeville service area.

Updates will continue to include the following:

- The number of documented LEP person contacts encountered annually.
- How the needs of LEP persons have been addressed.
- Determination of the current LEP population in the service area.
- Determination as to whether the need for translation services has changed.
- Determine whether local language assistance programs have been effective and sufficient to meet the need.
- Determine whether City of North Ridgeville's financial resources are sufficient to fund language assistance resources needed.
- Determine whether City of North Ridgeville has fully complied with the goals of this LEP Plan.
- Determine whether complaints have been received concerning City of North Ridgeville's failure to meet the needs of LEP individuals

Item # 5 - Description of how Employees are Trained to Provide Language Assistance to LEP Persons

The following training will continue to be provided to City of North Ridgeville staff:

- Information on the City of North Ridgeville Title VI Procedures and LEP responsibilities.
- Description of language assistance services offered to the public.
- Use of "I Speak" language cards (used to identify language preference).
- Documentation of language assistance requests.
- Use of web-based interpreter services (over the phone interpretation provider).
- How to handle a potential Title VI / LEP complaint.

Limited English Proficient (LEP) Resource Materials:

LEP Policy

City of North Ridgeville shall provide for communication for limited English proficient riders to ensure them equal opportunity to benefit from services. Family members or friends of limited English proficient riders will not be used as translators unless specifically requested by that individual. Arrangements have been made with Cleveland Hearing & Speech Center to obtain translators. The agency will also utilize web-based translator programs if available.

If you need help with English, please call 1-800-222-3333.

Si usted necesita ayuda con el inglés, por favor llame 1-800-222-3333.

"I Speak" Language Identification Card

Note: For additional languages visit the US Census Bureau website <http://www.lep.gov/ISpeakCards2004.pdf>

Mark this Box if you speak...	Language Identification Chart	Language
	Mark this box if you read or speak English	English
	Marque esta casilla si lee o habla español	Spanish
	Kos lub voj no yog koj paub twm thiab hais lus Hmoob	Hmong
	如果说中国在方框内打勾	Chinese
	Xin ñaùnh daáu vaøo oâ naøy neáu quyù vò bieát ñoïc vaø noùi ñöôïc Vieät Ngöô.	Vietnamese
	당신이한국어말할경우이 상자를표시	Korean
	Markahan itong kuwadrado kung kayo ay marunong magbasa o magsalita ng Tagalog.	Tagalog
	Kreuzen Sie dieses Kästchen an, wenn Sie Deutsch lesen oder sprechen	German
	Отметить этот флажок, если вы говорите по-русски	Russian
	Означите ову кућицу ако говорите српски	Serbian
	आप हिंदी बोलते हैं तो इस बक्से को चिह्नित करें	Hindi
	پر نشان لگائیں تو اس باکس بولتے ہیں اردو اگر آپ	Urdu

Log of LEP Encounters

Date	Time	Language Spoken By Individual (if available)	Name and Phone Number of Individual (if available)	Service Requested	Follow Up Required	Staff Member Providing Assistance	Notes

Section 9: Minority Representation Information

Recipients that have **transit-related**, non-elected planning boards, advisory councils or committees, or similar committees, the membership of which is selected by the recipient, must provide a table depicting the racial breakdown of the membership of those committees, and a description of efforts made to encourage the participation of minorities on such committees.

***Guidance:** Elected transit-related board, committee, or council, do not need to complete the table below, and write in section B that there are no non-elected transit-related boards, committees, or councils.

A. Minority Representation Table N/A

Table Depicting Membership of Board, Committees, Councils, Broken Down by Race

Body	Caucasian	Hispanic	African American	Asian American	Native American	Two or More Races

Note: insert the number of people and % of total board membership

B. Efforts to Encourage Minority Participation

To encourage participation on its boards, committees, and councils, the City of North Ridgeville will make every effort to encourage minority participation on the boards.

“I Speak” Language Identification Card

Mark this Box if you speak...	Language Identification Chart	Language
	Mark this box if you read or speak English	English
	Marque esta casilla si lee o habla español	Spanish
	Kos lub voj no yog koj paub twm thiab hais lus Hmoob	Hmong
	如果说中国在方框内打勾	Chinese
	Xin ñaùnh daáu vaøo oâ naøy neáu quyù vò bieát ñoïc vaø noùi ñöôïc Vieät Ngöô.	Vietnamese
	당신이한국어말할경우이 상자를표시	Korean
	Markahan itong kuwadrado kung kayo ay marunong magbasa o magsalita ng Tagalog.	Tagalog
	Kreuzen Sie dieses Kästchen an, wenn Sie Deutsch lesen oder sprechen	German
	Отметить этот флажок, если вы говорите по-русски	Russian

	Означите ову кућицу ако говорите српски	Serbian
	आप हिंदी बोलते हैं तो इस बक्से को चिह्नित करें	Hindi
	پر نشان لگائیں تو اس باکس بولتے ہیں اردو اگر آپ	Urdu

Note: For additional languages visit the US Census Bureau website <http://www.lep.gov/ISpeakCards2004.pdf>