



**Planning Commission**  
**AGENDA OF JANUARY 9, 2024**  
**CITY HALL COUNCIL CHAMBERS**  
**7:00 PM**

**ROLL CALL**

**PLEDGE OF ALLEGIANCE**

**ELECTION OF OFFICERS**

Chairman  
Vice-Chairman  
Secretary  
Liaison to the Board of Zoning and Building Appeals  
Alternate Liaison to the Board of Zoning and Building Appeals  
Planning Commission appointment to Community Reinvestment Area Housing Council

**APPROVAL OF MINUTES**

1. Regular meeting of December 12, 2023
2. Special meeting minutes of December 14, 2023

**CORRESPONDENCE**

**Administrative Approvals & Zoning Certificates**

1. **PPZ2023-0237: Thriving Smiles Pediatric Dentistry, 34155 Center Ridge Rd**  
Approval of a Certificate of Zoning Compliance for Pediatric Dental Office.

**Master Plan Update**

**Planning Commission Training Follow-up**

**OLD BUSINESS**

**NEW BUSINESS**

**ADJOURNMENT**

Meetings are broadcast on the North Ridgeville YouTube channel at:  
[www.youtube.com/channel/UCThTaGFRof\\_AOvxSYAzMNYg](https://www.youtube.com/channel/UCThTaGFRof_AOvxSYAzMNYg)  
Visit the Planning Commission webpage to access agenda items:  
<http://www.nridgeville.org/PlanningCommission.aspx>

**NORTH RIDGEVILLE PLANNING COMMISSION  
MINUTES OF REGULAR MEETING  
TUESDAY, DECEMBER 12, 2023**

**CALL TO ORDER:**

Chairman Smolik 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 Chairman James Smolik.

Member Paul Schumann was absent.

Also present were Chief Building Official Guy Fursdon, City Engineer Christina Eavenson, Planning and Development Director Kimberly Lieber and Assistant Clerk of Council Fijabi Gallam.

**MINUTES:**

Chairman Smolik asked if the members had a chance to review the minutes of the regular meeting on October 10, 2023. He asked if there were any corrections. Hearing no corrections, the minutes were approved. He mentioned that the November meeting was cancelled.

**CORRESPONDENCE:**

**Administrative Approvals & Zoning Certificates**

1. **PPZ2023-0225: Greg Oliver State Farm, 38950 Center Ridge Rd**  
Administrative approval of a Planning Commission application to expand parking lot.
2. **PPZ2023-0228: Young Explorers of North Ridgeville, 36516 Center Ridge Rd**  
Approval of a Certificate of Zoning Compliance for change of owner of Daycare facility.
3. **PPZ2023-0232: Gradieh's A Science Centric Salon, 39043 Center Ridge Rd**  
Approval of a Certificate of Zoning Compliance for Hair Salon.
4. **PPZ2023-0233: Ridge Barbershop, LLC, 34131 Center Ridge Rd**  
Approval of a Certificate of Zoning Compliance for Barbershop.
5. **PPZ2023-0234: Kennedy Health and Fitness, 32672 Center Ridge Rd**  
Approval of a Certificate of Zoning Compliance for Fitness Center.
6. **PPZ2023-0235: Bewley, LLC, 35888 Center Ridge Rd**  
Approval of a Certificate of Zoning Compliance for Office space.

Chairman Smolik stated that the Commission had been provided with the six Administrative Approvals and that if anyone had any questions or comments regarding those, they could reach out to the City's Administration.

**NORTH RIDGEVILLE PLANNING COMMISSION  
REGULAR MEETING – TUESDAY, DECEMBER 12, 2023**

**PAGE 2**

**Ordinance No. 6108-2023** An ordinance imposing a moratorium on the granting of permits and on the acceptance of Planning Commission applications for truck terminals as listed in Section 1268.02 Permitted and Conditional Uses of the North Ridgeville codified ordinances for a period not to exceed 180 days from the effective date of this ordinance, in order to allow the Planning Commission and Council to consider possible changes to use regulations in the B-3 Highway Commercial District, and declaring an emergency.

Chairman Smolik stated that the Commission had also received Ordinance No. 6108-2023 in regards to truck terminals and a moratorium on them. He stated that if anyone had any questions or comments, to please reach out to the Administration.

**Master Plan Update**

Chairman Smolik stated that the Master Plan was moving along and would probably be kicked over to the Commission's responsibility in the near future. He explained that one of the goals of the Master Plan was to ensure an efficient and intentional use of land. He added that some of the principals were a strong town center, attractive gateways and well-designed commercial corridors, expansion of employment areas, strong neighborhoods, parks, open spaces, recreational facilities accessible to all and responsible expansion and management of infrastructure. He stated that they also provided the town center a mile-high view, and that looked like a mixed use of commercial and residential, a community center with a food hall and flex space, a civic plaza and some general landscaping along with other municipal structures possibly, like a City Hall and or a Senior Center. He discussed that also presented was the tentative zoning document, which showed some of the rezoning that might be needed for the Master Plan.

**NEW BUSINESS:**

1. **Animal Clinic Northview, 36400 Center Ridge Rd, PPN 07-00-028-101-167**  
Applicant: Brian Greenfield, TALAN, LLC, 314 Churchill-Hubbard Rd, Youngstown, OH 44505.  
Proposal consists of constructing a 1,325 square foot single story addition onto Animal Clinic Northview. Property zoned B-5 Architectural Business District.

Application was read.

Chairman Smolik asked the applicant to state his name and address for the record and explain the proposed project.

**Brian Greenfield, 36400 Center Ridge Rd, North Ridgeville, OH 44039.**

Mr. Greenfield stated that the purpose of the project was because upon completion of their last project a few years prior, they found that during peak hours their exam rooms were still getting a little jammed up and they preferred not to have too many people in the waiting room. He commented that especially during emergency periods, they would rather get them to exam rooms. He stated that it would be an addition of eight exam rooms on the southeast corner of the building that wouldn't really change their parking at all. He explained that there would be a minor curb expansion but wouldn't be much of a change to the footprint of the existing property. He said that it would be something that would help them move people in and out a little faster.

**NORTH RIDGEVILLE PLANNING COMMISSION  
REGULAR MEETING – TUESDAY, DECEMBER 12, 2023**

**PAGE 3**

Chairman Smolik asked if there were any questions or comments from the Commission.

None were given.

Chairman Smolik asked if there were any questions or comments from the Administration.

Director Lieber explained that it was a relatively small addition that would take up space that was primarily landscaping and would match the building and architecture. She stated that it wouldn't result in a demand for more parking than what currently existed. She commented that it seemed like a good project and was zoning compliant. She indicated that they said that the plants would match and that they would try to save and relocate some of the plants. She mentioned that if that should deviate, she would request that they come back and seek Administrative approval for the landscape plan, if it were anything other than matching the existing materials.

City Engineer Eavenson stated that they had discussed at the pre-hearing meeting the possibility of reviewing the stormwater management with the addition of the impervious area with their design engineer to also include the improvements that were made with the last renovation and the as-built condition of the outlet structure and the basin itself. She commented that she didn't know if they had had an opportunity to do that but they had discussed it.

Mr. Greenfield stated that he had his architect there as well, John Copich.

John Copich, 314 Churchhill-Hubbard Rd, Youngstown, OH 44505.

Mr. Copich stated that his firm was acting as the architectural firm for the project. He explained that they were in contact with Bramhall Engineering in regards to that. He stated that preliminarily, one of the engineers did state that the retention basins were of adequate size but if they needed them to get the paperwork together for them, they would submit that to her for approval.

City Engineer Eavenson asked Chairman Smolik if they would make that a conditional approval of reworking the stormwater calculations to ensure that they had enough volume with the addition of the new renovation.

Chairman Smolik said, yes. He asked if there were any other questions or comments from the Administration.

None were given.

Chairman Smolik asked if there were any questions or comments from the public.

None were given.

Chairman Smolik asked if there were any questions or comments from the Commission.

None were given.

Moved by Ali and seconded by Graupmann to approve the application with the condition that all improvements meet the stormwater ordinance within the City of North Ridgeville.

**NORTH RIDGEVILLE PLANNING COMMISSION  
REGULAR MEETING – TUESDAY, DECEMBER 12, 2023**

**PAGE 4**

A roll call vote was taken and the motion carried.

Yes – 4 No – 0

**2. Thomas Kelly, Pleasant Ave, 07-00-008-113-040, 4005, 4006, 4007 & 4008**

Owner: Thomas Kelly, 33256 Center Ridge Rd, North Ridgeville, OH 44039. Proposal consists of a street vacation for a portion of Pleasant Ave to allow for expanded parking for abutting business at 33290 Center Ridge Rd. Property zoned B-3 Highway Commercial District.

Application was read.

Chairman Smolik asked the applicant to state his name and address for the record and explain the proposed project.

Tom Kelly, 33256 Center Ridge Rd, North Ridgeville, OH 44039.

Mr. Kelly explained that he had the autobody shop next door for many years and that the bar he didn't own until recently but was always somewhat of an eyesore to him. He stated that it became available after he finished his addition and he purchased it. He discussed that at that time, next to it, there were a lot of woods and trees that divided the bar and the house and he felt that he needed more parking after he renovated the facility. He stated that he ended up buying the house next door, which gave him another 300 feet of frontage and then he had a tree service remove all of the trees and he cleaned it up. He commented that once he cleaned it up really nice and took a look at it, he realized that there was a paper street going through there. He stated that he talked to someone from the City and they talked about vacating it. He explained that he had done that before with his property in the back and that was what he was currently trying to accomplish as well. He stated that he wanted to be able to have continuous parking with asphalt but he really couldn't do that with the road going through there.

Chairman Smolik stated that there was a water line that went through there and there was an easement established on it. He asked Mr. Kelly, as the property owner, if he was aware of that if there were any future plans for putting a building on that.

Mr. Kelly stated no, that there would be no building.

Chairman Smolik asked the Administration if there were any plans for that street to go through because there were lots that were on the back side of that and if those lots would just come off of Elyria Street and come back on to Broad.

Director Lieber stated that that was correct.

Chairman Smolik asked if there was a sanitary sewer running through there and if there was, would the sanitary have to come from Center Ridge or could it come from Broad.

City Engineer Eavenson stated that regarding the sanitary sewer services for the residential area behind Mr. Kelly's property from the north, that the only utility going through the area in question was the water line. She mentioned that they had already discussed the integrity of the existing water line and had several conversations with the water foreman. She explained that the water easement was not in place but that they had already discussed it with Mr. Kelly as conditional approval to ensure that a water line easement

**NORTH RIDGEVILLE PLANNING COMMISSION  
REGULAR MEETING – TUESDAY, DECEMBER 12, 2023**

**PAGE 5**

was provided. She stated that she did owe Mr. Kelly a template that she knew they had talked about earlier.

Mr. Kelly stated that the easement was fine. He commented that he knew the sanitary sewer was on the other side of Center Ridge Road and that it actually stopped on the house that he bought. He stated that that house was the last one where they actually put the tap, where they went under the road, the tap was there for the house. He mentioned that if they were looking for sanitary for that, there was an easement going north and south and east and west. He remarked that it could easily go in either direction to tie in because all of the sanitary was running north and south, so it was accessible everywhere. He stated either Broad Street or McKinley but he didn't think that would be a problem.

Chairman Smolik stated that he just wanted to make sure that they didn't need a sanitary sewer easement down the road. He commented that it appeared that there were a bunch of possibilities to service that area with sanitary in the future.

City Engineer Eavenson stated that there was.

Chairman Smolik asked if there were further questions or comments from the Commission.

None were given.

Chairman Smolik asked if there were further questions or comments from the Administration.

Director Lieber stated that consideration of approval of the vacation was not approval of the use of the property, so the applicant would have to make application to the City for any parking lot or site improvements that would be reviewed by the Commission.

Moved by Graupmann and seconded by Ali to approve the petition for the Pleasant Avenue street vacation with the condition to add the water line easement within the vacation.

A roll call vote was taken and the motion carried.

Yes – 4 No – 0

**2024 Commission Meeting Calendar**

Moved by Graupmann and seconded by Ali to approve the 2024 Commission Meeting Calendar.

A roll call vote was taken and the motion carried.

Yes – 4 No – 0

Chairman Smolik stated that the Planning Commission had a special meeting at 5:00 p.m. in Council Chambers on Thursday, December 14, 2023. He discussed that there would be training following the meeting and would be held at the police station training room on the second floor.

**ADJOURNMENT:**

Moved by Ali and seconded by Graupmann to adjourn the meeting.

**NORTH RIDGEVILLE PLANNING COMMISSION  
REGULAR MEETING – TUESDAY, DECEMBER 12, 2023**

**PAGE 6**

A roll call vote was taken and the motion carried.

Yes – 4 No – 0

The meeting was adjourned at 7:15 PM.

---

**James Smolik**  
*Chairman*

---

**Tina Wieber**  
*Deputy Clerk of Council*

---

Tuesday, January 9, 2024  
**Date Approved**

**NORTH RIDGEVILLE PLANNING COMMISSION  
MINUTES OF SPECIAL MEETING  
THURSDAY, DECEMBER 14, 2023**

**CALL TO ORDER:**

Chairman Smolik called the Planning Commission meeting to order with the Pledge of Allegiance at 5:00 PM.

**ROLL CALL:**

Present were members Steve Ali, Paul Schumann, Council Liaison Bruce Abens and Chairman James Smolik.

Member Paul Graupmann was absent.

Also present were Chief Building Official Guy Fursdon, City Engineer Christina Eavenson, Planning and Development Director Kimberly Lieber and Deputy Clerk of Council Tina Wieber.

**MINUTES:**

**CORRESPONDENCE:**

**NEW BUSINESS:**

1. 39097 Center Ridge Rd, PPN 07-00-046-108-012 & -013

Applicant: Richard Cook, Vacancy Holding, LLC, 39097 Center Ridge Rd, North Ridgeville, OH 44039.  
Proposal consists of rezoning two parcels currently zoned B-3 Highway Commercial District to I-2 Light Industrial District.

Application was read.

Chairman Smolik asked the applicant to state his name and address for the record and explain the proposed project.

Richard Cook, 5899 Case Rd, North Ridgeville, OH 44039.

Mr. Cook stated that he purchased the property from Jim's Electric or Jim Tweardy and one of their property holding companies, which was formerly renting that to his Wood Loft and was doing some manufacturing. He explained that the space fulfilled their needs for the light production that they did very nicely. He stated that they had been renting out a property from the R.W. Beckett Corporation off of Race Road for over twenty years and rather than paying rent eternally, it was decided by the owners that they wanted to buy their own building and they wanted to stay in North Ridgeville. He discussed that he looked at the properties that were on the street with R.W. Beckett and all of the other buildings in the old shopping center that had been changed in there and he didn't believe he would have a problem. He stated that that was his error. He added that now he had a building and was there to request that it be changed to light industrial, which would allow them to produce the kind of parts that they did, which was just light steel turning product.

Chairman Smolik asked if he had already purchased it or if it was a pending purchase.



**NORTH RIDGEVILLE PLANNING COMMISSION  
SPECIAL MEETING – THURSDAY, DECEMBER 14,  
2023**

**PAGE 2**

Mr. Cook stated that they had already purchased the building.

Chairman Smolik asked if he found out about the zoning after the fact. Mr. Cook stated that he looked at the zoning map and that everything he saw, the colors apparently were not correct. He said that he went by the colors on the map that showed that R.W. Beckett and everything that way, were the same color. He stated that he didn't really realize that it wasn't zoned for light industrial.

Chairman Smolik asked what they manufactured.

Mr. Cook stated that they made lifting rings. He commented that he had an example and showed it to the Commission. He explained that they bought bar stock that they put into a machining center to make it. He stated that they then sent it out and it got turned into various sizes of things and then became multiple sized lifts. He then displayed one that he stated held around 10,000 pounds and a 1,000-pound rated ring. He discussed that they were used for various hold down applications.

Chairman Smolik asked if there were any other questions or comments from the Commission.

Member Ali asked how many employees there were.

Mr. Cook said that there were six employees.

Co-Chairman Schumann asked if they did any factory work or smelting.

Mr. Cook stated that they did not.

Co-Chairman Schumann asked if there were any exhaust fumes?

Mr. Cook stated that there was not.

Chairman Smolik asked if there were any questions or comments from the Administration.

Director Lieber stated that normally she would advise the Planning Commission to reference its adopted Master Plan to look for conformance with the Master Plan whenever they would be making rezoning decisions, but the City's was out of date and they were currently in the process of revamping it. She mentioned that they didn't exactly have that resource. She discussed that she thought that end of town was somewhat unique between Riddell, Beckett and some of the other users in that area, it didn't have that retail feel as much as it had a mixed feel of industrial uses kind of mixed with heavier commercial uses. She remarked that for example, the driveway just to the west of the property, served some fleet services and trucking and warehouse activities that came out onto Center Ridge, right in that very location. She commented that she thought the building was significant and that the last couple of years of its occupancy, the previous occupant really kind of treated it more like an industrial use, even though it wasn't zoned that way. She added that she didn't think it was a great representation on the outside of the North Ridgeville Community with some of the storage and that they would bring in scrap and dismantle all of that. She stated that she was happy to hear that the current use was not going to have any of that and that deliveries would be to the building, there wouldn't be heavy traffic, there wouldn't be outdoor storage, and that it wouldn't have the outward appearance maybe that it had had with the most recent lifespan. She commented that even though that section of Center Ridge Road was B-3, there was plenty of I-2 in that

**NORTH RIDGEVILLE PLANNING COMMISSION  
SPECIAL MEETING – TUESDAY, DECEMBER 14, 2023**

**PAGE 3**

area and she didn't think it would be out of character or inappropriate to consider it for rezoning.

Chairman Smolik asked if there were any other questions or comments from the Administration.

None were given.

Chairman Smolik asked if there were any questions or comments from the general audience.

Mansukh Hirani, 39045 Center Ridge Rd, North Ridgeville, OH 44039.

Mr. Hirani stated that he owned the property next door, the Cobblestone Corner Plaza. He stated that they had answered most of his questions and welcomed Mr. Cook to the neighborhood. He explained that his building was primarily offices in there and he was concerned if there would be a lot of excessive noise from the machinery or pipe bending. He asked if that would be disturbing his office tenants. He mentioned that his main concern was the noise level because his building was within thirty feet of the building.

Mr. Cook stated that their product was metal turnings, which were done on metal cutting lathes. He discussed that regarding the noise, if it were running downstairs from where they currently were they would probably have trouble hearing the machinery and equipment upstairs. He mentioned that certainly where Mr. Hirani's building was, he wouldn't get sound propagation out through their wall and going into his building. He explained that they didn't need hearing protection in the building and that it was a very light noise, not a heavy type of thing. He asked if he wanted to see his previous building so that he could get an idea and he gave him some photos that he brought and shared them with the Commission as well.

Council Liaison Abens stated that he assumed that they used cutting oils for their lathes.

Mr. Cook stated that it was a water-soluble oil. He stated that the only solid oil that they had was hydraulic oil that went into the machines just to keep them running and commented that it was all contained. He discussed that the only thing that they used that actually cooled as they were turning was a water-soluble coolant.

Chairman Smolik stated that as far as zoning, he usually wasn't in support of spot zoning and that might meet the definition of spot zoning, but there was a lot of I-2 around there and as the Administration had already indicated, it already had the feel for I-2. He stated that he was actually comfortable with that.

Moved by Schumann and seconded by Ali to approve the rezone application.

A roll call vote was taken and the motion carried.

Yes – 4 No – 0

**ADJOURNMENT:**

The meeting was adjourned at 5:11 PM.

**NORTH RIDGEVILLE PLANNING COMMISSION  
SPECIAL MEETING – THURSDAY, DECEMBER 14,  
2023**

**PAGE 4**

---

**James Smolik**  
*Chairman*

---

**Tina Wieber**  
*Deputy Clerk of Council*

---

Tuesday, January 9, 2024  
**Date Approved**



December 12, 2023

George Boukas  
4526 Glen Eagle Drive  
Brecksville, OH 44141

**Re: New Business at 34155 Center Ridge Road (Thriving Smiles Pediatric Dentistry)**

Dear Mr. Boukas,

The zoning certificate for your new business has been approved and is enclosed for your records. Please be aware of additional obligations under state building and fire codes:

If there is a change of occupancy classification in a commercial building under the Ohio Building Code or you intend to perform work other than interior finishes (painting, flooring), you will require approval and a building permit. **For assistance, please contact the North Ridgeville Building Department at (440) 353-0822.**

In all commercial spaces, fire extinguishers need to be visible in a common area, exits must be kept clear of debris and exit lights must be kept in good working order. Any fire alarm or sprinkler systems need to be tested annually. Ensure your address is visible from the street and keep your Certificate of Occupancy posted inside the business. **For assistance, please contact the North Ridgeville Fire Department at (440) 353-0839.**

We welcome your new business to North Ridgeville and wish you much success in our community.

Sincerely,

Kimberly Lieber, AICP  
Director of Planning and Development



## Certificate of Zoning Compliance

THRIVING SMILES PEDIATRIC DENTISTRY  
34155 CENTER RIDGE ROAD  
NORTH RIDGEVILLE, OH 44039

This certifies that the proposed use stated for the above referenced address complies with the provisions of the North Ridgeville Zoning Code. This certificate shall remain valid so long as buildings and property are used and maintained in accordance with approved plans. No other changes or modifications to the building(s) or site improvements, not approved or exempt under a Certificate of Occupancy, are permitted or approved.

**Application Number:** PPZ2023-0237

**Proposed Use:** Pediatric dentist office

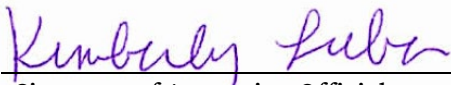
**Current Zoning:** B-3 Highway Commercial District

**Applicant:** George Boukas

**Property Owner:** Providence Square LLC

### Conditions/Notes:

This certificate does not provide approval to initiate any construction work. Any renovations or alterations to the building or tenant space must be approved and permitted by the Building Department prior to occupancy.

  
\_\_\_\_\_  
Signature of Approving Official

December 12, 2023  
Date Issued

RECEIVED

NOV 27 2023

## Application for New Business or Change in Use



## APPLICABILITY

Section 1243.02(b)(1) When Required. Regardless of whether or not a building permit is required for construction activities, any change of use, establishment of a new use or new business occupancy must be reviewed and issued a Certificate of Zoning Compliance.

Section 1440.06 Notification of Change in Business Owner. Whenever a business, commercial or industrial space or building changes occupants, that new occupant is required to inform both the Police and Building Departments of his or her new occupancy to enable more reliable emergency response and hazard inspection.

APPLICANT: Excluding signage, are you proposing any exterior changes to the building or property? Examples include building façade changes, parking lot reconfiguration, landscaping changes, lighting changes, etc. If so, DO NOT submit this form. Planning review is required for your project. Contact the Planning and Economic Development Department for information about the development plan review process and submission requirements.

## BUSINESS INFORMATION

Thriving Smiles Pediatric Dentistry

Business name

34155 Center Ridge Rd

Business address

George Boukas

Business owner

georgeboukas@thrivingsmilesd.com

Business owner email

4526 Glen Eagle Drive

Business owner home address

Brecksville, OH, 44141

City, state, zip

336-337-8492

Business owner phone number

440-823-6148

Emergency phone number

## PROPERTY OWNER INFORMATION

Valore Builders, Inc

Property owner name

23550 Center Ridge Rd #101

Property owner address

Westlake, OH 44145

City, state, zip

440-331-1900

Property owner phone

office@valorebuilders.com

Property owner email

SCANNED

DEC 12 2023

Initial: JCP

## USE INFORMATION

General dental office

Previous use/occupant

3,500

Building/unit area (square feet)

Pediatric dental office

Describe proposed use\*

\*Based upon the proposed use, the City may require the additional submission of a site plan showing lot configuration, building locations, provision of adequate parking and loading, driveways, etc. If a proposed use is determined to be a conditional use in a particular zoning district, development plan review and Planning Commission approval is required.

## AUTHORIZATION AND ACKNOWLEDGEMENT

Applicant signature

Property owner signature

Submit this application to the Building Department with the \$50 application fee.

I hereby authorize the City of North Ridgeville 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 | Amount Paid |
|--------|---------------|---------------|-------------|
|        | PPZ 2023-0037 | 11-27-23      | 50.00       |

pd. 12/12/23  
V# 1046



## **City of North Ridgeville Planning Commission**

**December 15, 2023**

***C. Gregory Dale FAICP***

### **Introduction**

- You are part of a legal system and are representatives of the city
- Your decisions affect people's lives and property values and we take that very seriously
- You have clear authority to do so, but there are rules
- People are entitled to (are due) certain safeguards in how you conduct your business (a process)

### **Roles in the system**

- Law and policy making – City Council
- Advisory on planning and zoning – Planning Commission
- Quasi-judicial –Board of Zoning and Building Appeals
- Administrative –Staff

### **Put the Planning in Planning Commissions**

- The historic and legal role of the Planning Commission is to plan
- Leadership role in considering long range community wide issues
- Be proactive
- Comprehensive plan coming soon
  - Helps define the public interest
  - Creates continuity over time
  - Demonstrates intention and purpose to citizens
  - Is fiscally responsible

## **Be prepared**

- Know your code, your plans, and your community
- Review your packets before the meeting

## **Focus on facts and standards**

- Whether you like a proposal or whether you agree with the code is not decisive: what matters is whether the facts show that the standards are met
- Encourage facts from speakers
- Be aware of what standards apply - know what applicants must prove

## **Understand the principles of due process**

- Opportunity to be heard
- Full disclosure
- Unbiased decisions
- Timely decisions
- Rationale

## **Run fair and efficient meetings**

- Order of presentations
- Clear procedures
- Managed time and speaking
- Focus speakers on facts

## **Be respectful**

- Good body language
- Active listening
- Promote decorum

## **Conduct the business of the public in public**

- Avoid ex parte contacts
- Understand what constitutes public records

## **Leave a paper trail of how you made your decision**

- Have a clear point when you shift from listening and questioning to building consensus on a decision
- Weigh, assess, sift, and apply facts to standards
- Problem solving versus negotiation