

Planning Commission &  
Public Hearing Minutes  
September 3, 2024

Chairman McCall called the City of Parma Heights Planning Commission meeting and Public Hearing of Tuesday, September 3, 2024, called to order at 5:30 p.m.

**Clerk Allen: Roll Call: Aye: Haase, Humphrey, Litten, Sepich, McCall.**

**OTHERS PRESENT:** Law Director Schneider, Assistant Law Director O'Malley, Chief Building Official Marty Surella, City Engineer Pete DiFranco, Service Director Sepik and Clerk Allen

*Pledge of Allegiance is spoken.*

Chairman McCall opened the discussion for the first item on the agenda, consideration of a lot consolidation for PPN 472-02-042 and 472-02-043 at 5957 Hodgeman Drive. Mr. Roan is there anything you'd like to add to your application?

Mr. Roan responded no, thank you. Just looking to consolidate the lots at this time.

Mr. Surella added that he has no issues with the lot consolidation.

Mr. Litten moved; seconded by Mr. Sepich to approve the 5957 Hodgeman lot consolidation for PPN 472-02-042 and 472-02-043.

**Clerk Allen: Roll Call: Aye: Humphrey, Litten, Sepich, Haase, McCall**

*Motion Carried*

Chairman McCall moved to recess to hold in order to open the Public Hearing on the ordinances 2024 -57, 2024 58 regarding the lot split of public property and transfer of public property to the Cuyahoga County Public Library and the conditional use application to construct a new library from the Cuyahoga County Public Library. Motioned by Haase; seconded by Humphrey

**Clerk Allen: Roll Call: Aye: Litten, Sepich, Haase, Humphrey, McCall**

*Motion Carried*

Director Schneider stated that this begins our public portion of the meeting. Clerk Allen has appropriate notice been given in a newspaper of general circulation for this public meeting?

Clerk Allen responded, yes it has.

Director Schneider added that there are three referrals to the Planning Commission for public meeting. The first of which are a lot split of public property, described in 2024-57. The second item is the transfer of that public

property, described in 2024-58 and the last is a conditional use permit to build a new public library on that newly created lot as described in 2024-59.

Jeffery Mori, Chief Operations Officer for Cuyahoga County Public Library. I'm here today to introduce you with the Special Project and Maintenance Manager Jim McLaughlin and Aaron Hill representing Bialosky. We are requesting the to building a new state of the art property measuring approximately 22,500 square feet. Our existing property was built in 1963 and served the community well, but the modern-day library will require some additional amenities that we would like to build on the new parcel. The current size is 15,500 square feet. We want to offer improved services that include a drive-up window, state of the art technology, space and innovation center, we want to move our inspire Cleveland – adult education arm of the library to this new branch and a new partner space where we can not only offer adult education but a child development support area for the community. You have the renderings along with the plot map assuring using the location to the best of its ability, maximizing the amenities, designing it with the park and making sure we are a great partner to all the other businesses and government entities.

Mr. McCall thanked him for the description and welcomed the Cuyahoga County Public Library back here with this project, it's exciting for the city. Does anybody have any questions?

Mr. Litten stated that the needs of our community obviously have changed since 1963, child development for example, its very exciting to look at this and see the inside of what the proposed is going to look like. It's going to be magnificent for this community and I commend everybody that's been involved with this so far, thank you.

Director Schneider asked to resume the Planning Commission meeting item by item, please keep in mind we have personnel from the library, the city available for inquiry. That concludes the presentation portion. We will now give the public who are present an opportunity to state any comments they have to this Planning Commission or any other public officials to take any consideration on the record. At this time, I would call out for any public comment at this time, calling a second time, and finally a third and final time is there any member of the public who has signed in that would like to be identified and provide public comment to these items no grater than three minutes. Hearing none, that concludes our public hearing. Upon motion the Commission can resume this Special Planning Commission meeting this evening.

Chairman McCall asked for a motion to resume the Special Planning Commission meeting to consider the remaining agenda items. Motioned by Mr. Sepich; Seconded by Mr. Litten.

**Clerk Allen: Roll Call: Aye: Sepich, Haase, Humphrey, Litten, McCall**

*Motion Carried*

Director Schneider stated that the next four items are the actual items before you regarding this library project. Each of these contain materials that have been referred or submitted to you by either City Council or the Service Department. There is one technical amendment for all four of these items. There has been an updated item submitted to the city, which is the lot split and consolidation plat. This has some updated comments and statements that have been submitted by the library and have been approved by our engineer. By motion I would ask that you substitute this document as which we will mark as Exhibit #1.

Chairman McCall made a motion to add this document (1 of 2) seconded by Councilman Humphrey.

**Clerk Allen: Roll Call: Aye: Haase, Humphrey, Litten, Sepich, McCall**

*Motion Carried*

Chairman McCall read the next item: Ordinance 2024-57 An ordinance authorizing the administration to proceed with a lot split of city-owned property located at 6188 Pearl Road in the City of Parma Heights, and declaring an emergency. As noted, the new document submitted (1 of 2) which has some updates that have been approved by the city engineer. Does the City Engineer have anything to add?

Mr. DiFranco added that there are 5 existing city owned parcels that are related to this project. The lot split which is about 2.87 acres leaving 9.3 acres for the city with the other combined lots.

Chairman McCall asked if the parking lot still going to be owned by the city?

Mr. DiFranco stated that they have worked hand-in-hand with the library to configure the parcel that will provide sufficient parking for the library use, they will be responsible for improvements and maintenance of their area. We also have made sure that this works for our Service Department use area.

Director Sepik stated that he is good with the plan.

Chairman McCall asked if there were any further questions, seeing none. Do I have a motion to move this item forward to City Council? Councilman Haase moved; seconded by Mr. Litten.

**Clerk Allen: Roll Call: Aye: Humphrey, Litten, Sepich, Haase, McCall**

*Motion Carried*

Chairman McCall read the next item: Ordinance 2024-58, An ordinance directing that the real property owned by the City of Parma Heights and known as portions of PPNS 471-17-023, 471-17-025, 471-17-027, and 471-17-028, totaling approximately 2.8713 acres, be sold to the Cuyahoga County Public Library, and further authorizing the administration to execute a real estate purchase agreement and all other documents required to effectuate said sale, and declaring an emergency. First and foremost, I'd like to thank everyone who has worked on this project, City Council, the Administration including the Service and Law Department. You have provided us a lot of information in a very detailed way. It's made it a lot easier to review it, understand it. Anybody have questions regarding the contract or the actual procurement of the land?

Mr. Litten asked if anything would be changing with the Telecom easement, that stays the way it is?

Mr. Surella responded yes, that stays the way it is.

Chairman McCall asked for a motion to favorably move this forward to City Council, Ordinance No. 2024- 58? Mr. Litten moved; seconded by Mr. Humphrey.

**Clerk Allen: Roll Call: Aye: Litten, Sepich, Haase, Humphrey, McCall**

*Motion Carried*

Chairman McCall read the next item: consideration of the application for new development project located at 6188 Pearl Road for The Cuyahoga County Public Library. I'm hoping everyone was able to review the package that was provided and spend some time reviewing all of the documentation. The renderings were very helpful. Any questions or comments from my colleagues?

Mr. Litten responded that he noticed a snow melt area as you walk in, it saves so much from coming into the building, I was very pleased to see that incorporated into the layout for this building. I also wanted to ask about the colors, are they paying omiyage to the current library and what the city always wanted to use with the brick?

Mr. Mori responded yes; you are correct. Two primary things were considered, one was because it would be nestled right up against the reservation. Natural materials, natural brick, masonry in appearance, rounded corners, light colors that runs naturally throughout the area. In the back of the building on the one rendering provided, there will be an outdoor program area as you step out those doors, canopy that will have wood columns holding it up. Children's programming will be able to go out there on the patio that will be covered and protected. There will an open lawn area, that is meant to be just that, an open area open for activity or programming out on the lawn with the path surrounding it. There will be some seating in the oval shaped area heading by the trail. The library will be utilizing the space and the trail as much as possible. As programs develop, we will commit to holding these activities outdoors. It will be interesting to see what takes off and what grows, also the ability for the community to come to us with group ideas and ask for the space.

Chairman McCall asked if the Wi-Fi will be available outside?

Mr. Mori stated that there will be a certain amount of coverage, I don't think when you get back to trail it will be available but certainly near the building. Our intent is to get to cover almost all of the property.

Mr. Litten stated that he noticed on the drawing that as the road, probably a service road that goes to the antenna, that it's the same type of concrete they use when you plant greenery inside the parks.

Mr. Mori stated that it's a reinforced turf, that as it grows in you wont even see the reinforcement. Yes, the access to the cell tower open. There will a concrete curb on each side, but the road is rarely used and more aesthetically pleasing to the eye.

Mr. Sepich added that I think a library is an intrical part of any city. To expand on what we have now and put in that setting is beautiful and wonderful thing. It's going to have a tremendous impact on the community.

Chairman McCall asked about the lighting? Will they plan on being on 24/7?

Mr. Mori stated that what we do for exterior lighting we tie into our system and put them on a schedule so we can limit how much lighting we have in the evening, we also put motion sensors on our outdoor lights that basically dim the lights until there is motion then then kick up. We did a lighting study so that the nearby residents wouldn't feel like the neighborhood would be completely lit up. We can make changes if needed.

Mr. Haase stated that he's been here for 55 years, and has used the current library for entertainment purposes. I think what you are doing here is really going to benefit everyone and think you should all be applauded for the work that was put into this. I think it will, once finish, become the center focus. Thank you.

Director Schneider added that this project was driven by the leadership of Mayor Gallo and the people who are here today are just a fraction of the people who worked on this project to get this project to the fruition that is before you. There was a great deal of public input that was available as well.

Chairman McCall motioned to rule favorably move this forward to City Council, the design plan subject to any further amendments. Seconded by Mr. Sepich

**Clerk Allen: Roll Call: Aye: Sepich, Haase, Humphrey, Litten, McCall**

*Motion Carried*

Chairman McCall read the next item into the record: Cuyahoga County Public Library is requesting Chapter 1135: Conditional Use Permit.

Director Schneider stated that our City Engineer and our Chief Building Official have determined that a Conditional Use Permit is necessary to further this public library construction.

Mr. Surella added that the property is zoned residential. We have any further comments on additional conditions that we have not already discussed.

Chairman McCall looked for a motion to recommend the conditional use permit favorably to the city council. Seconded by Mr. Litten.

**Clerk Allen: Roll Call: Aye: Haase, Humphrey, Litten Sepich, McCall**

*Motion Carried*

Chairman McCall added another thank you and we really appreciate the commitment to the city. A motion to allow for a brief recess was made by Mr. Litten; seconded by Mr. Sepich.

**Clerk Allen: Roll Call: Aye: Humphrey, Litten, Sepich, Haase, McCall**

*Motion Carried*

Chairman McCall resumed the Special Planning Commission meeting of September 3, 2024. So moved by Mr. Litten; seconded by Mr. Humphrey.

**Clerk Allen: Roll Call: Aye: Litten, Sepich, Haase, Humphrey, McCall**

*Motion Carried*

Director Schneider read into the record the next item on the agenda: ordinance no. 2024 – 49 an ordinance amending chapter 752 previously entitled “medical marijuana operations” of the Parma Heights Codified Ordinances, and declaring an emergency. At the meeting held last week it is important to note that amendments were furnished to this Board, they were adopted, and what you have in front of you entitled Amended as of 8/26/24. This is how they came out of your last Planning Commission meeting. We do have one additional set of amendments that is before you as well, highlighted in yellow as to the change. The change is regarding fees,

752.08 (c). Previously there had been a \$25,000 annual registration application fee. We further studied other communities regarding the fee in relation to the states fees as well. We also had 1.5% fee based on sales. We are putting before you is entitled the Marijuana Dispensary Community Impact Fee. If we are planning to host one of these dispensaries you are entitled to 3.6% of the sales from adult use marijuana. This is what is before you based on the sales of the adult use and the findings by the state. We did add that this is subject to independent audit and a determination by the city. Should the state in the future either eliminate the fee or lessen the percentage the difference between the 3.6% and whatever number the state reduces it to, would be payable in a none-applicative local impact fee. We ask that this chapter be labeled Exhibit 2 for tonight's purposes.

Chairman McCall asked for a motion to amend item 10, incorporate Exhibit 2. So moved by Mr. Sepich; seconded by Mr. Litten.

**Clerk Allen: Roll Call: Aye: Sepich, Haase, Humphrey, Litten, McCall**

*Motion Carried*

Chairman McCall asked for a motion to recommend favorably to City Council, ordinance 2024-49. So moved by Councilman Haase; seconded by Mr. Humphrey.

**Clerk Allen: Roll Call: Aye: Haase, Humphrey, Litten, Sepich, McCall**

*Motion Carried*

Chairman McCall moved on to Ordinance 2024-50 an ordinance amending Chapter 1190 previously entitled "medical marijuana dispensaries" of the Parma Heights Codified Ordinances, and declaring an emergency.

Director Schneider stated that we do have a further amendment to Chapter 1190. You now have again in your packet labeled Amended As of 8/26/2024 which were amended at the last meeting. Now we have Exhibit 3, for Chapter 1190. The significant amendment is to 1190.03 (g) there was a space requirement of 12,000 square feet, we have updated that to 25,000 square feet. There are approximately 20 parcels within the city that would still fall within the requirement and it's recommended by the Building Department as best practices in such circumstances.

Chairman McCall asked if there is a motion to amend Exhibit 3. So moved Mr. Litten; seconded by Mr. Sepich.

**Clerk Allen: Roll Call: Aye: Humphrey, Litten, Sepich, Haase, McCall**

*Motion Carried*

Chairman McCall asked if there were any questions or concerns? Seeing none I move and recommend Ordinance 2024 – 50 to City Council, seconded by Mr. Sepich.

**Clerk Allen: Roll Call: Aye: Litten, Sepich, Haase, Humphrey, McCall**

*Motion Carried*

Chairman McCall stated that I don't see any amendments for this ordinance. ordinance no. 2024 – 51 an ordinance amending section 1185.02 entitled "permitted uses" of the Parma Heights Codified Ordinances, and declaring an emergency.

Director Schneider stated that this is in its original form and we recommend a favorably recommendation to City Council.

Chairman McCall asked for motion to recommend this on to City Council. So moved by Councilman Haase; seconded by Mr. Humphrey.

**Clerk Allen: Roll Call: Aye: Sepich, Haase, Humphrey, Litten, McCall**

*Motion Carried*

Chairman McCall thanked the mayor for everything, Director Schneider, Mr. O'Malley, City Council, everybody, this is an exciting time in Parma Heights. There's a lot of change going on. Good change is always good to see.

Mayor Gallo thanked the members of the commission for taking the time to come together this evening for this special meeting. I do appreciate that. This is an exciting time to drive the city forward, both of these issues. This is economic development and this also drives our community. Brings people to our community, which is great. There are a lot of moving parts involved behind the scene. This administration has been working diligently over the past few months to get this before you. I commend Law Director Schneider in working on this even on the weekends to get the contract done between the city and library and the work done with the research regarding the dispensaries. I'd also like to thank Council President Rounds, Councilwomen Maruschak and DeSouza for taking the time to attend this meeting.

If there's nothing further, do I have a motion for adjournment; Motioned by Haase; seconded by Sepich.

**Clerk Allen: Roll Call: Aye: Haase, Humphrey, Litten, Sepich, McCall**

**Meeting is adjourned at 6:30 p.m. on September 3, 2024.**



Barbara Allen  
Secretary, Planning Commission



Jim McCall  
Chairman, Planning Commission