

**MINUTES OF STREETS & SIDEWALKS COMMITTEE MEETING**  
**September 10, 2012**

The Meeting of the Ravenna City Streets & Sidewalks Committee was called to order at 5:55 P.M. by Chairman, Jack Ferguson. In attendance were Sharon Spencer, Fred Berry, Frank Seman, Bruce Ribelin and Fran Ricciardi. Also attending the meeting were Mayor Bica; Finance Director, Kim Cecora; Service Director, Kelly Engelhart and City Engineer, Bob Finney. Also in attendance were Donna Swigart of 528 East Riddle Avenue, Ravenna, Ohio and Nick Dudek of 328 North Prospect Street, Ravenna, Ohio.

Mr. Ferguson said the first item on the agenda is the Shade Tree Commission membership.

Ms. Engelhart said they would like to suggest is if they could also include language in the Codified Ordinances about the percentage of Shade Tree members who live outside the City limits, similar to what they did with the Board of Health. She recently had a gentleman approach her who is very interested, who is already a certified arborist, lives on Lovers Lane, which just happens to be right outside the City limits. Currently, he teaches at Tri-C and is very interested in helping the City in a voluntary capacity. She would hate to turn away that kind of a qualified individual because the Ordinance states they have to be a City resident. Like they did with the Board of Health, they required a certain number of those members had to live within the City limits. The membership is five so she would say that three could be City residents and if they could allow up to two who are non-residents but live within the county.

Mr. Ferguson said that he thinks with what they are trying to do with the City and Township, this would be a plus for them.

Mayor Bica said that it allows them to get the very best

There being no further questions or comments, it was decided by those present that a tracking sheet would be submitted for Finance Committee approval.

Mr. Ferguson said the next item for discussion is an increase in appropriations for mowing.

Ms. Engelhart said they had some issues early on with the contractor with the mowing. She was very specific that they weren't getting things mowed as frequently as she wanted back in May so they made sure the mowing was getting done weekly by the contractor. At the time she told him she would rather come back to committee to ask for an increase in appropriations if it was needed, than to have the lots not getting mowed. The contractor did quote that there would be four additional mows for City properties for a total of \$1,092.00.

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There being no further questions or comments, it was decided by those present that a tracking sheet would be submitted for Finance Committee approval.

Mr. Ferguson said the next item for discussion is the parking on tree lawn issue.

Ms. Engelhart explained said the last time they spoke about this, the discussion came back to potentially putting together some criteria for hardship so if people wanted to apply for a process to get a permit to park on the tree lawn, they would have some sort of process. The administration has put together some suggestions in regards to this process and how they would go about doing it and what the criteria would be and how it would be enforced.

Ms. Engelhart went on to explain that the resident would submit an application with the City zoning inspector which is through the Building and Engineering Department. There would be a \$100.00 fee for that application. The applicant must meet one of the following criteria to be issued the parking permit. The first of those is that the parking available to the resident is substandard. The resident must prove there is not adequate parking in their driveway or on the street as permitted. This proof must be submitted in writing with drawings and pictures to be included with the application to the zoning inspector, similar to how they currently submit site plans; the resident does not have adequate space to make parking on the private property, either by widening the driveway or by allowing the parking in the backyard. The third one is the resident does not have additional vehicles parked or stored in their driveway. For example, they would not allow a permitted process to park on the tree lawn if there was a motor home, a boat or an additional recreational vehicle in the driveway. If these items are found to be stored in the driveway after the permit is approved, that permit could be revoked. The residence is a multi-family grandfathered unit. They put that grandfathered in there from 2013. It is a registered unit with the Building Department and has an issue with obtaining the approved number of parking spaces that are required by the Ravenna rental code. Just by being a multi-family unit, does not automatically qualify for this type of permitted parking. After the zoning official looks at these and determines whether they meeting the criteria, they also determine that the resident will improve the parking space permanently by applying a hard surface at their expense. If they are going to permit these, they would like they are parking on asphalt or concrete so they aren't just creating mud on the City property. They feel strongly that if they are going to permit this, it's going to be to a certain standard. The surface area must be met to engineering specifications to make sure there is adequate drainage. The surface area will not exceed 20 linear feet of the City right of way. You cannot come in and get a permit to park there and then pave the entire front of a 55 foot wide lot. Number four is the zoning inspector will grant the approval of the parking permit and the approved signed application will then be sent to the Police Department. As suggested by the Police Chief, they will then issue window permits for the vehicles for the approved permitted parking. They will be issued to certain registered specific vehicles. The department will know the make, model and color of the vehicles. They will not exceed more than three per resident. They understand it might not always be the same person parking there so they will issue three permits but they will have to be specific to those three vehicles. A fee will be assessed of \$180.00 annually that will be collected at the time the permit is issued by the Police Department.

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Mr. Ricciardi asked if the \$180.00 is for one vehicle or three vehicles.

Mayor Bica responded that it is per property. It's a flat fee whether there is one vehicle or three. You can only park one vehicle in front of your house.

Ms. Engelhart said the Police Chief recommended using the same fees they use for the municipal lot which is \$15.00 a month for a total of \$180.00. The vehicle window permit issued is not transferrable to a new owner of the property.

Mr. Ricciardi asked if the City plows the City lot themselves.

Mayor Bica responded in the affirmative.

Mr. Ricciardi asked if they are going to plow these spaces too. They're not going to get the same service as the City lot but they are going to be charged the same rate?

Mayor Bica responded in the affirmative.

Ms. Engelhart said that the new owners must apply for the permit as described above. The window permit is expected to be displayed by the vehicle parking in the tree lawn approved location. If the window placard is not displayed, the vehicle is eligible to be ticketed by the Police Department. Enforcement of the Codified Ordinances, and there are several where they cite parking on front yards and tree lawns, so she listed all of those, will be done by the Police Department, sixty days after the passage of this legislation. The City has the right to tow a vehicle at any time due to an emergency situation, water main break or snow emergency, if the contact person on the permit does not respond. Parking on the tree lawn or City right of way with a permit is parking at their own risk and the City is not liable or responsible for the following: Residents are responsible for all maintenance of the parking areas including snow removal and vehicles may be blocked in with street plowing. The residents are responsible for any damages or removal of excess snow. When they do plow the streets, there is no place for the snow to go. Routinely what happens now and it's not permitted is that residents call and complain to the Service Department, Street Department or the Police Department that their cars got plowed in. If they are permitted to park there, they have to know that they have to remove the snow themselves. Permits, under no circumstances will be issued if any of the following are within the area they are trying to park. If there is a curb that exists there; if there is a City tree; if there is a curb box or a fire hydrant. They will not be removing trees, hydrants, curb boxes or curbs to create tree lawn parking.

Ms. Spencer asked if this applies only to tree lawns and not to front yards.

Ms. Engelhart responded in the affirmative, parking on front yards is completely prohibited.

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Mayor Bica said they thought it also should say not only tree lawns but any City owned right of way. They want to make sure they cover everything in case something else comes up.

Mr. Ferguson said this is the best stuff he's seen on this subject.

Ms. Engelhart said that the Police Chief, City Engineer, the Mayor and herself all worked on it.

Ms. Spencer said she is very happy with this report. It's just fantastic.

Ms. Engelhart said they are going to talk to the law director about where, exactly, in all of the different parking codes, this language needs to be inserted.

Mr. Ferguson noted that this is not going to make all of the residents happy but it is putting teeth into something; he's sure there will be complaints.

The clerk noted that there will be three readings and a public hearing and every one will have an opportunity.

Mr. Ribelin said that this seems to be a very good compromise.

Mr. Ricciardi asked, assuming this will be adopted at some point, will they be notifying residents.

Ms. Engelhart responded in the affirmative stating it will be put in the water bills, etc.

Mayor Bica said they talked about that and they wanted to think about it a little further but notification as to how many days, 60 or 90, after the legislation is passed, to make everybody aware of what's going on and also start it at the beginning of the year and give them time to conform to the policy. They need to give folks enough time.

Mr. Seman asked if the \$100.00 application fee applies toward the \$180.00.

Ms. Engelhart responded in the negative stating that's the cost of the City Engineer and the work that has to be done to review the submittals, etc. Really, the fee is to cover the administrative cost of the work that needs to be done to know whether or not he should grant this permit. The \$180.00 is an annual fee to offset the cost of the Police Department and the cost of issuing the permits.

Mr. Ricciardi asked, in terms of the drawing, what level of drawings are expected.

Mr. Finney said that it just has to be a nice, white sheet of paper, not a cocktail napkin but something with a straight edge; but not at a professional level drawing.

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Mayor Bica said the goal is to take this draft, have Mr. Cimino review it. They will place it on the agenda for the Finance Committee meeting to start the process unless there are any objections.

There being no further questions or comments, it was decided by those present that a tracking sheet would be submitted for Finance Committee approval.

There being no further business before the Committee, the meeting adjourned at 6:17 P.M.

**ATTEST:**

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Clerk of Council

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Jack Ferguson, Chairman  
Streets & Sidewalks Committee