



MAYOR
Lynn Eisentrout

FISCAL OFFICER
Kim Pulley

AGENDA
PLANNING & ZONING COMMISSION
January 9, 2019
7:00 P.M.

CALL TO ORDER

ROLL CALL

ELECTION OF CHAIRPERSON AND VICE CHAIRPERSON

MINUTES:

August 1, 2018
September 5, 2018
November 7, 2018
December 5, 2018

NEW BUSINESS

- Landscape Architect Proposal Review

VILLAGE PLANNING

ZONING OFFICER'S REPORT

OLD BUSINESS

ADJOURN

COUNCIL MEMBERS

Diane Schrimpf
Joseph Curl

Mathew Star
Lori Howard

Tony Benedetti
Tiffany Hughes

**RECORD OF PROCEEDINGS
VILLAGE OF MINERVA PARK**

Planning & Zoning Commission

August 1, 2018

Minutes

Chairperson Pam Park-Curry called the meeting to order at 7:30 p.m.

Roll Call:

Chairperson Pam Park-Curry, Citizen-at-Large Lisa Craddock-Thitoff, *Vice Chairperson and Council Liaison Michael Braun is excused.*

Mayor: Lynn Eisentrout

Village Planner: Eric Fischer

Code Enforcement Officer: Marc Stone

Landscape Designer: Rachael Harkleroad

New Business:

- ❖ Mr. Fischer sent Phases 5, 6, 7 to everyone as well as the letters from the engineers. His recommendation is to make a motion to approve each phase on to Council. Chairperson Park-Curry asked about Phase 5: the area where Minerva Lake Road and Green Line Way connect, she said that's the area that people are surprised about the telephone poles. She asked if the easements were on the maps in the packet. Mr. Fischer said it was a partial easement. He said that in Phase 4 all the easements are properly recorded. Chairperson Park-Curry asked if anyone had asked AEP to bury the lines. Mr. Fischer said that the lines are already built. He said that once there is TIF money, AEP would be more than happy to bury the lines. Chairperson Park-Curry said she knows that, but wondered if it would cost anything to ask AEP. Mr. Fischer said he would ask for a quote.
- ❖ Lisa Craddock-Thitoff asked about Howler Lane and Wolf Birch street names. Mr. Fischer said he did not make the street names. She does not remember ever picking those names for streets. Discussion ensued about who approved the names. Mr. Fischer said that Council has the right to change the names of the street, that it's not set in stone. Lisa Craddock Thitoff asked if the names could be changed right now. Mr. Fischer said no because it is going to Council and the plat has to get approved. Chairperson Park-Curry said it would be a good idea to go back and see who officially approved the names, she wants to know if there was a vote done to approve them. She said that if there was never a vote to approve them, that it might be an oversight. Mr. Fischer said typos are technical that can be corrected later, but the plat must be approved. Chairperson Park-Curry will be doing some research to see if a technical correction can be made.
- ❖ Lisa Craddock-Thitoff asked about the connector on Alder Vista. She said there are trees there that she would like to see traffic calming go around to save trees. Mayor Eisentrout said the only thing going to be done this season on Alder Vista is the water line connections. Mr. Fischer said to leave it to the engineers to make the determination of where the streets should go. Discussion ensued about trees and traffic calming.

Chairperson Park-Curry moved that the Planning and Zoning Commission certify to Council that the plats for Minerva Park Phases 5, 6, and 7 have met all requirements of the subdivision regulations per review of the Village Engineer; Lisa Craddock-Thitoff seconded; passed.

**RECORD OF PROCEEDINGS
VILLAGE OF MINERVA PARK**

Planning & Zoning Commission

August 1, 2018

Minutes

Village Planning:

- ❖ Mr. Fischer introduced a professional landscape designer, Rachael Harkleroad. She went through a bit of her background and experience.
- ❖ She said that the Village would need to discuss how much maintenance would need to be applied to each area. She also said that whatever the Village decides, they need to also consider the Winter season.
- ❖ Racheal highlighted how important it is to prioritize the zones and areas. She suggested it can follow construction, what's been finished grading, or what's most popular. She recommends soil tests.
- ❖ She suggested establishing a committee. She said that once she gets some exceptions and some hopes, she can get started working on a plan.
- ❖ Lisa Craddock Thitoff said that basically, they would need to go to each greenspace and ask what they would like to see in each area. Rachael replied yes and she said that she recommends doing that in a group. That way anyone who wants a voice in this greenspace planning could have a say. She suggested that she would be able to come back and go around with the group to each area. And she noted that prioritizing each area is key.
- ❖ Discussion ensued about native plants.

Zoning Officer's Report:

- ❖ Mr. Stone discussed Enocam. He also mentioned the dumpsters that are becoming an eyesore.
- ❖ Mr. Stone said that education is key and he can try to do the same things that Jayson Wickard started working on and playing catch up.
- ❖ The status of the open cases right now is just trying to get a good communication with people.
- ❖ Discussion ensued about a resident's steps and sidewalk and a shed.
- ❖ Dumpsters and shopping centers were discussed. There are multiple dumpsters that are overflowing and figuring out the right contact information for the owner. Mayor Eisentrout was informed that the dumpsters would be emptied on Tuesdays.

Old Business:

- ❖ Mr. Stone discussed Enocam. He also mentioned the dumpsters that are becoming an eyesore.
- ❖ Pam Park-Curry stated that what would help her would be having actual profiles for each area for the greenspace planning.

Mayor Lynn Eisentrout

Chairperson Pam Park-Curry

RECORD OF PROCEEDINGS
VILLAGE OF MINERVA PARK

Planning & Zoning Commission

September 5, 2018

Minutes

Chairperson Pam Park-Curry called the meeting to order at 7:05 p.m.

Roll Call:

Chairperson Pam Park-Curry, Citizen-at-Large Donna Kopecky, Citizen-at-Large Lisa Craddock-Thitoff,

Mayor: Lynn Eisentrout

Village Planner: Eric Fischer

Landscape Architect: Rachael Harkleroad

New Business:

- ❖ *Landscape Architect Discussion:* At the previous meeting, defining different zones and planting areas were discussed. Rachael passed out a handout that was for inspiration to try and translate the different zones from what she's thinking. It is also a tool to help categorize and prioritize, which will also help determine how much work is being put into each area.
- ❖ Walkways and pathways link all the areas together functionally and visually. There are different hierarchies of walkways and pathways because some might not lead anywhere but are in the open spaces. The primary walk is the walk closest to the roads that is the main walk that is most improved, which means it's closest to residents and streets. The primary walk would be the main route, most likely mowed. The second tier of pathway would be closer to the wooded areas and the hillier areas that are past beyond the properties. Those would be a couple times of year maintained, not a weekly mowing. The third-tier pathway wouldn't be ADA assessable and more rugged. It is deeper and closer to the woods, very rustic that would perhaps be a gravel path or pine mulch. These are defined by what M/I has given the Village and the treatments along the paths. M/I mows the first three feet on either side of the paths. As a starting point, that's how the primary walk would be treated. The third-tier pathways are super natural and can go to dirt and there are a lot of different natural treatments that can be done. Pam Pak Curry said that what was interesting is that it is not what the material of the path but the different area that they are in and Rachael agreed that she was focusing on the original pathways. Lisa Craddock-Thitoff asked how long gravel lasted versus a mulch path. Rachael replied that it depends on the what type of gravel it is and also the terrain. There are certain areas that she would say no to gravel because it would wash away. Rachael said she would need to do a much more thorough site visit and that next time she would have a place for treatments of the path. Racheal said that a goal would be to keep everything as natural and native as possible.
- ❖ The primary areas are where there could be lawn that would be good family friendly play areas. The secondary open space is the more of the rugged areas, a no-mow lawn area. That would be a taller grass that only gets mowed two or three times a year. This is for areas that are disturbed, they won't be tearing up the areas that already have nice plantings. The tertiary areas are buffer areas that are between the mowed lawn and the wooded area. It is not necessarily a no-mow area but it wouldn't occur as often. Reestablishing things would include planting trees. There would be some killing of weeds just to clear the paths. Mr. Fischer said that through this process they will be getting recommendations from entities like Metro Parks on how to maintain certain areas.

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Planning & Zoning Commission

September 5, 2018

Minutes

- ❖ If the wall and pillars of the amphitheater can be salvaged, it would be really neat for the village where you could establish zones for entertainment. It all depends on how far the planning and zoning commission wants to take it. Rachael reminded the committee that there are was to be strategic about the projects, that everything doesn't have to be done at once.
- ❖ Rachael showed images of what a prairie planting looks like. Rachael wanted to focus on prairie, drought tolerant plants. She showed examples of pockets that could be volunteer gardens. Water sources for community gardens were discussed.
- ❖ There are pockets of gardens that are not meant to be maintained. Some plants take a couple of years to germinate so it's kind of a changing garden. They contain perennials so they come every year. At the end of the season it would have to be mowed down to come back in the Spring.
- ❖ The third type of garden is a meadow area. This is for the most unreachable areas that are not going to be maintained as much.
- ❖ The pond edges need to be addressed. This is for the established ponds and new ponds. The naturalized plant edges are a visual cue for other people to not go into the pond.
- ❖ Current seed mixes were discussed.
- ❖ Some of the areas, the intention from M/I needs to be known.
- ❖ Eric Fischer said that they will be phasing old pathways into new pathways to make the village connected.
- ❖ In line with the Monarch donations and participations, there are lots of places to get donations. For example, the Soil and Water Conservancy might have a residential native planting grant. There are many options to look into.
- ❖ In regards to the basketball court, Mr. Fischer said that there could be fences that could keep the balls from going into the street.
- ❖ Pam Park-Curry asked about legislative items- bees and chickens. These have not been passed on yet. Mr. Fischer said that they need to reestablish the legislative commission and that this could probably be done before the new year.
- ❖ Lisa Craddock-Thitoff asked about a stump that was in the new development. Mr. Fischer said that Blendon Gardens have not given him final plans. He said that any tree that has died will need to be replaced and that the first year it is on M/I to replace. It is incumbent on the Village to notify the contractor. Any house that Mr. Fischer has approved has establish trees. He said that they could look like a seedling or a bush and it could be an ornamental that meets the requirements.

Mayor Lynn Eisentrout

Chairperson Pam Park-Curry

**RECORD OF PROCEEDINGS
VILLAGE OF MINERVA PARK**

Planning & Zoning Commission

November 7, 2018

Minutes

Chairperson Pam Park-Curry called the meeting to order at 7:03 p.m.

Roll Call:

Chairperson Pam Park-Curry, Citizen-at-Large Lisa Craddock-Thitoff, Councilman Benedetti

Mayor: Lynn Eisentrout

Village Planner: Eric Fischer

- ❖ Landscape architect Rachael Harkleroad summarized the previous meetings in which they talked about the planting zones, types of pathways, and native plants. Lisa and Rachael walked the site and did a site analysis and evaluation.
- ❖ Pond Area 1 includes spillway. Reserve D is where the amphitheater. Reserve D East is the third pond. Rachael described her map handout. Drainage and runoff were discussed. Reserve G is where they want to re-establish the meadow. The deeper pond will be more of the recreational pond. Pollinator pockets were added for pockets of color. Pathway options were discussed. Bioswales take water and help infiltrate the ground, Rachael pointed those out on the map. Reserve D West is up by the Dam where she indicated where a mulch path could go through the wooded area. Mayor Eisentrout said that anything being planned to plant should be run by ODNR. The amphitheater improvements is a larger project that would involve a lot of cleanup and would have to have other entities involved. Paths can be established via mulch or mowing, a good Eagle Scout project.
- ❖ Some of the plants would be there to help with infiltration. There was a discussion about whether the cattails are invasive. The utility junction area shows perennial plants. Rachael went into detail regarding seed mixes and when you would want to plant. The tunnel is potential for an urban arts project. All of the areas for the most part are seed mixes because it is the most economical and that is how you get the native plants. Seed mixes take three years to be fully established. Wetland plants are individual plants that you would have to get a landscaper to do. Seed mixes are drought tolerant. She does not recommend using herbicides with all the waterways the Village has. Having the soil tilled is very important for seed mixes, which would be a cost. Rachael also suggested water loving trees in addition to the seed mixes. Getting into a maintenance program would be important during the first year of the seed mixes. Controlling the weeds would be important via mowing would be needed to keep the 10 to 12-inch height. The second year you would cut at the beginning, but by the third year it should grow naturally. The plan is to be strategic about picking seed mixes so that they would be appropriate for each area so that they wouldn't look disheveled, and proper maintenance is important.
- ❖ Rachael asked what the commission thought which areas were important and asked to mark up the plans. One of the questions Rachael had was what M/I was responsible for as well as what areas want to be prioritized. She said she could come back in December. The next stage is figuring out the

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November 7, 2018

Minutes

scope. Seed mixes with flowers germinate better in the spring, seed mixes with grasses do better in the Fall. The budget was discussed. Rachael said to keep the timing in mind for May and to have to have bids for landscape work by March.

- ❖ Councilman Benedetti said that this was his first meeting as the Planning and Zoning liaison and he wants to see what the master plan for the Village and the other greenspaces. Specifically, park planning and the lakes he would like to get up to speed with.

The meeting adjourned at 8:50 p.m.

Mayor Lynn Eisentrout

Chairperson Pam Park-Curry

**RECORD OF PROCEEDINGS
VILLAGE OF MINERVA PARK**

Planning & Zoning Commission

December 5, 2018

Minutes

Chairperson Pam Park-Curry called the meeting to order at 7:08 p.m.

Roll Call:

Chairperson Pam Park-Curry, Citizen-at-Large Lisa Craddock-Thitoff

Mayor: Lynn Eisentrout

Village Planner: Eric Fischer

Code Enforcement Officer: Kelvin Ferguson

Landscape Designer: Rachael Harkleroad

New Business:

- ❖ Chairperson Park- Curry asks Eric Fischer and Rachael Harkleroad speak on the scope of M/I Development. They need to decide on what they would like to tackle in 2019 as far as planning, not necessarily meaning that things need to be installed. Construction documents give very detailed specifications about what is going to be planted and how it is going to be planted. The how of what is going to be planted comes from the supplier. Rachael thinks that putting in one meeting a month plus every other month a site visit is typical.
- ❖ Pam Park- Curry brought up ponds and pond edges. Rachael will provide what is needed for plants versus seed mixes. The landscape contractor explains how they execute their plan for liability reasons.
- ❖ Lisa Craddock-Thitoff asked if they will be ready for spring plantings. Rachael said that in May would be the ideal time.
- ❖ There is a need for a grading plan. Rain gages were discussed for the specific areas that Rachael pointed out on the maps. Specifically, area G is needed to know how much rain it can hold. The need to name the ponds was brought up.
- ❖ Park-Curry states there are areas around the dam that are ugly and that they needed to be addressed. Rachael agreed that people appreciate beautification, especially what you can see from the road.
- ❖ Reserve D has the shallowest pond will be the most important for treatments. Pam Park-Curry asked if they calculated the holding capacity of the pond. Mr. Fischer replied that yes, they do. Rachael added that they are designed to hold stormwater and that they are put together from a functional standpoint. The pond could change in the future but right now its just mud on the bank and it will continue to erode unless something is planted. The slope needs to be stabilized and plantings will help clean the water.
- ❖ Mayor Eisentrout said that she had done some research on fountains with aerators. Mayor Eisentrout said that she was told that the combined fountain and aerators were not good products. Rachael recommended the landscape company Aquascapes.
- ❖ Mr. Fischer said that the areas to focus on would be: Reserve G, Reserve D (mostly the pond area), and the preferences between pond area 1 and pond area 2. The visual areas of the dam are also a priority. Pond area 1 includes the drainage swale and needs to be monitored.
- ❖ Realistically, the plan is to start calling people for bids on March 1st.

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Planning & Zoning Commission

December 5, 2018

Minutes

- ❖ Rachael has ideas (pollinators and deciduous shrubs for structure) of what would be around the damn but they are waiting for ODNR to find out what is allowable. The rocks and gravel were discussed. Lisa Craddock-Thitoff suggested sitting areas in that general area.
- ❖ Lisa Craddock-Thitoff asked about trees and if it was something the village could do. Rachael replied that it is a lot of work to plant a tree and it depends on the size. The deer will eat the smaller trees so they are not ideal. Rachael recommended using a landscape contractor. From her experience shrubs are not even being warranted anymore because of the weather. Pam Park-Curry asked if Rachael could give recommendations for types of trees. Rachael said that she would and would include alternates in case there are availability issues. Rachael asked for suggestions for different types of trees if anyone had any suggestions so she could incorporate them. A linden tree was requested specifically for the memorial tree.
- ❖ The next presentation for the landscape designer will be presented March 6, 2019. Woodland Environment is one of the three companies that they will be sending bids to for landscaping.

The meeting adjourned at 8:05 p.m.

Mayor Lynn Eisentrout

Chairperson Pam Park-Curry



Landscape Design Services Contract

Date: 01-01-2019

Client Name(s): Village of Minerva Park

Project Name: Minerva Park Landscape Enhancements

Contact: Eric Fischer, Village Engineer
efischer@minervapark.org

Project Address: Minerva Park Ohio

Scope of Work

Studio 328 LLC, herein after known as the “Designer”, agrees to provide the following services to The Village of Minerva Park, herein after known as the “Owner, for the above address:

- **Planting Plans:** The designer will provide to the Owner design drawings which may be used for submittal to governmental entities for zoning or other such approvals. These drawings can be used for bid purposes. These may include plans sketches, CAD drawings, and elevations to illustrate design intent. These drawings include locations, names and quantities of plant material as well as location and dimensions of proposed elements. is responsible for proper plant materials per ANSI Standards and proper plant installation per industry standards.

The areas to be designed for this contract during calendar year 2019 include:

1. Landscape Enhancements at Reserve ‘G’ as indicated on MI Homes Plat Plan.
2. Landscape Enhancements at Pond at Area ‘D’ as indicated on MI Homes Plat Plan.
3. Landscape Enhancements along the Dam, as permitted by Government agencies (as yet to be determined).
4. Memorial Tree Plantings as requested by the Owner.

Note:

This contract does not include installation. Drawings for the purposes of permits and/or shop drawings for construction of said project are the responsibility of the contractor.

This contract does not include submittals and submittal fees to governmental entities. Owner(s) will be responsible for said submittals and fees. See Terms and Conditions herein.

Deliverables

The Designer will provide to the Owner two (2) copies of the plans and documents per design stage. If applicable, the Designer may provide the Owner with materials samples and other product information.

Design services Fee

\$10,200.00

(Billed Hourly at a rate of \$75 per hour not to Exceed)

Includes: Four (4) Site Visits for survey and analysis information as needed
Twelve (12) P & Z or design meetings= One per Month for calendar year 2019
Estimable Design Documents for the above areas on Scope of Work
Review of Contractor Bids

Terms and Conditions

Revisions: Additional design areas as requested by the Client, beyond this scope, will incur additional fees to be paid at an hourly rate of \$75/hour. The Designer will not proceed with these additions without written consent by the Owner.



Additional design changes requested by the Owner after governing agency’s review will incur additional fees to be paid at an hourly rate of \$75/hour.

Additional design changes for value engineering as requested by the Owner will incur additional fees to be paid at an hourly rate of \$75/hour.

Consulting Supplemental Services

Upon Owner request (beyond scope defined herein), Studio 328 LLC will provide consulting hours at an hourly rate of \$75/ hour. Consulting hours may include but are not limited to the locating and shopping for materials, nursery visitations for plant selections, additional design consultation exceeding the scope of services provided herein, and value engineering of design, additional meetings beyond the (2) included in this contract.

Owner Responsibilities

Information Plats and building plans and grading plans will be provided by the Owner. As-builts drawings will be provided by the Owner. Any soils testing and or additional survey information needed will be provided by the Owner. This information is assumed to be accurate with regard to property lines, utilities, easements, etc. and Designer is not responsible for inaccuracies resulting from use of said materials.

Payments

Upon contract execution, all hours will be invoiced on a per monthly basis on the last day of the month. Invoices are due within 30 days of invoice date. Any balances unpaid after that time will accrue interest at a rate of 1% per month. Client is responsible for all collection costs incurred by Designer.

Drawings and Documentation

Plant information to be provided to client is based on Designer’s extensive plant knowledge and experience. Ultimate performance and appearance is dependent upon many environmental factors. Representation of plants in plans and sketches is based upon species at maturity.

Estimated costs are based upon the Designer’s present understanding of the proposed work. Final costs should be provided by the Contractor of the Owner(s) choosing. Owner is responsible for seeking final construction costs at time of desired installation.

The Contractor shall be responsible for contacting OUPS prior to Commencement of Construction.

The Designer shall not be responsible for, and shall not pay, any amount of incidental, consequential or other indirect damages. Design work may be terminated at any time by either party with written notification; resulting design costs will be billed only for those services rendered up to the time of termination. In no event shall the designer’s liability hereunder exceed the amount of user fees paid by user, regardless of whether user’s claim is based on contract, tort, strict liability, product liability or otherwise.

Accepted By:

Owner
Name _____

Signature
Date _____

Designer
Name Rachael Harkleroad

Signature 
Date 01-01-2019

VILLAGE OF MINERVA PARK

ZONING & CODE ENFORCEMENT REPORT – DECEMBER 2018

Currently, I am making minor changes to documents and organizing the new document in file in both the computer and the file cabinet. Learning new systems. The Clerk and myself is attempting to create a new Excel spreadsheet for the information given in the Code Enforcements Activity Report. I will attempt to give a brief report on this word document. Future reports will be given in a clearer and more precise document. Thank you.

- 1. The Mayor, The Village Planning Director and myself thought it best and agreed not to send out any letters to the village residents until after the holiday season.**
2. My first day the Mayor and I drove through the village and began to document violations that was a concern in the past and new violations that we observed. I made a list of those violations and I have begun to address those issues.
3. I have begun to send out courtesy letter to those residents in the village with Zoning violations.
4. I have been new and organizing old files on both the computer and the file cabinet.
5. Driving though village removing signs in the ground and on poles.
6. Updating existing zoning documents.
7. Taking photos and creating and organizing files for photos.
8. Identified and obtained the information and contact for software exclusively for Zoning & Code Enforcement.
9. Visiting current businesses regarding sign usage in both windows and outside of businesses.
10. Multiple weekly visits to ENOCAM Motors. 5216 Cleveland Ave. Created a files and weekly photos of the property. Beginning to address the outside storage of vehicle parts and the exterior of the structure.
11. Two evening meeting is the month of December.
12. Letters have been sent to the following addresses this week.
3127 Minerva Lake Rd, 2515 Maplewood Dr, 3310 Minerva Lake Rd, 2573 Wildwood Dr, 5319 Ponderosa Dr, 2752 Minerva Lk Rd, 5216 Cleveland Ave.

Approximately 8 additional letters will be sent out this week.