

**PLANNING AND ZONING COMMISSION**  
**Workshop Meeting Minutes**  
**Mayfield Village**  
**Sept 15, 2022**

The Planning and Zoning Commission met in workshop session on Thurs, Sept 15, 2022 at 6:00 p.m. at the Mayfield Village Civic Center, Main Conference Room. Chairman Syracuse presided.

**Roll Call**

**Present:** Mr. Vetus Syracuse Chairman  
Mr. Allen Meyers Council Rep  
Mr. Paul Fikaris  
Mr. Jim Kless

**Also Present:** Ms. Kathryn Weber Law Department  
Mr. Tom Cappello Village Engineer  
Mr. Daniel Russell Building Commissioner  
Ms. Deborah Garbo Commission Secretary

**Absent:** Dr. Sue McGrath Chairman Pro Tem  
Mr. Henry DeBaggis  
Mayor Bodnar  
Mr. John Marquart Economic Development Manager  
Ms. Jennifer Jurcisek Council Alternate

**PROPOSALS**

1. Site Plan Center Elementary School  
6625 Wilson Mills Rd.  
ThenDesign Architecture  
(ARB approved 8/25)
2. Site Plan Mayfield Innovation Center  
6080 Wilson Mills Rd.  
ThenDesign Architecture  
(ARB approved 9/8)

**OPEN PORTION**

Chairman Syracuse stated, this is a workshop meeting of the Mayfield Village Planning & Zoning Commission Thurs, Sept 15, 2022. We will not be taking a vote on what's being presented today. The vote will occur at our regular meeting on Mon, Oct 3<sup>rd</sup>. The first proposal before us is a site plan for Center Elementary School, 6625 Wilson Mills Rd, ThenDesign Architecture. It was approved by the Architectural Review Board on Aug 25<sup>th</sup> and being

presented to the Planning & Zoning Commission tonight. Whoever is here to make a presentation, please state your name and address for the record.

**Center Elementary School  
6625 Wilson Mills Rd  
Site Plan**

**Presentation by Mia Katz with tda Architecture**

Mia Katz, 4230 River Street, Willoughby with tda Architecture introduced herself.

Mia Katz stated, with Center Elementary, we're proposing a building addition, about a 5600 sq ft addition, give or take. It's about four kindergarten classrooms that we'll be adding. What we're intending to do is not change the population of this school but we want to add some collaboration space to the existing building. We're re-working the existing kindergarten classroom in the existing building, making those a collaboration space and then pulling the kindergarten class out into the addition. So, no population change there.

**Parking** The existing parking is to remain as is, it's not changing in terms of numbers. The addition fits within the constraints of the existing building in terms of the façade line, it's not projecting out into the existing parking lot. It actually sits behind the existing sidewalk.

**Ramp & Elevator** We're also adding a ramp and an elevator in this addition to access the second floor of the existing building.

**Site Plan** It's a pretty straight forward addition. The addition is situated right here, intending to align with the existing façade.

Chairman Syracuse asked, does anyone have any questions?

There was none.

Chairman Syracuse asked, is it going to be the same material as the existing building?

Mia Katz replied, it's going to be the same. The brick is intended to match what's there. Our exterior design for the windows is to match in the same rhythmic design.

Chairman Syracuse asked, so what's going to happen to the current space that's been used for kindergarten?

Mia Katz replied, it's going to be renovated to be collaboration space and extended learning.

Chairman Syracuse asked, so this addition will be for new kindergarten rooms and an elevator and ramp as well for ADA accessibility?

Mia Katz replied, yes.

Steve Nedlik, Asst Superintendent of Operations, Mayfield City School District introduced himself. Right now what we're trying to accomplish with this is to get our classrooms, grade levels and curriculum where they align with each other. Right now kindergarten is kind of spread out into different spaces around the building. This addition will allow us some additional square footage.

Chairman Syracuse asked, how many additional square feet will be added?

Mia Katz replied, approximately 5600 sq ft. It's just a single story except for the elevator and ramp.

Chairman Syracuse asked Tom, do you have anything to add?

Mr. Cappello replied, this one is pretty simple, there's really nothing with the site.

Chairman Syracuse asked, any other questions?

Mr. Fikaris asked, with the kindergarten classrooms, are there any specific specifications versus a regular classroom?

Steve Nedlik replied, the addition we're proposing for the kindergarten classrooms will include a restroom in those spaces, so those kiddos will have a restroom in their own classroom.

Mr. Fikaris stated, my thought was if class sizes change.

Steve Nedlik replied, they can be adaptable if any change in population, the collaboration space can be repurposed for class size changes.

Chairman Syracuse stated, like I mentioned, we'll be taking a vote at our regular meeting on Mon, Oct 3<sup>rd</sup>. Unless there's anything else, we'll move on to our second proposal.

**Mayfield Innovation Center  
6080 Wilson Mills Rd.  
Site Plan**

Chairman Syracuse stated, our second proposal is the site plan for Mayfield Innovation Center, 6080 Wilson Mills Rd, ThenDesign Architecture.

**Presentation by Mia Katz with tda Architecture**

Mia Katz stated, what we're proposing here is an addition, approximately 11,000 sq. ft. We're adding about five classrooms and a warehouse space. These spaces are taking the program that's ending at the CEVEC building and combining it into the Innovation Center. That program will

be more central to the High School so that we have all types of students kind of in one place. It's a single story, we'll match materials as best we could.

**Parking** In terms of parking, there is some parking lot re-work, but we'll maintain the same amount of spaces that's there currently. The thought is that within this addition, all the students that are coming there are being bussed from different districts, so there's not additional parking that's needed, it's just the nature of the CEVEC programs.

**Site Plan** The addition is here, this is the existing parking lot, we're maintaining as much of that as we can then doing some re-work adding some parking along the side there. The bus loop will be around the building. These programs will utilize all of the entries and exits for drop-off and pick-ups, the timing is staggered and it's from a lot of different districts.

Chairman Syracuse asked, what changes are going to be made to the parking lot and the bus loop?

Mia Katz replied, what's currently there, the parking lot is a little bit larger and there's no parking on the side. The addition is kind of encroaching into this parking lot, we turned it into an L-shape.

Mr. Fikaris asked, so there's really no change in existing parking?

Steve Nedlik replied, it's more of a shift in location.

Mr. Cappello stated, I looked at this drawing today. I'm sure when tda designed this, they used Auto Turn to make sure the busses can travel through. I don't know if you want to speak to the reconfiguration of the driveway as part of this tonight.

**New High School Entry Driveway** Mia Katz replied, yes that's right. As part of this, it's actually on a separate set of pdf's, but there's going to be a new entranceway to the High School that's being constructed at the intersection based on a traffic study that was done.

Mr. Cappello stated, the old and existing drive, because the exit drive you can either go right or left, that's going to go away. The property that was swapped with the School District, those houses were torn down and now align with Miner. They're taking their driveway out now, it's going to be right across from Miner.

Chairman Syracuse asked, does that go hand in hand with this project?

Mr. Cappello replied, yes. My understanding is they're leaving the sidewalk that was already existing next to the dirt road. They're going to put the new road in, and the new road is going to have a sidewalk also. Again, it lines up now with Miner. We're going to get rid of the traffic signal that's to the west over there. The driveway that exits now, that main driveway with people coming in & out, there's a signal there and we wouldn't need that anymore because that driveway is going to become an emergency exit.

Steve Nedlik clarified, an emergency access only for Police and Fire.

Mr. Fikaris asked, is any of that Innovation Center Parking currently used for student and/or staff parking?

Steve Nedlik replied, it's used for staff parking.

Mr. Fikaris asked, no student parking?

Steve Nedlik replied, it's become more of what I'd call a depot area. With Excel Tech coming in, dropping off their kids to their program, then getting on the bus to go back, same with CEVEC, it's a constant in and out. The idea is to take both of these programs, Excel Tech and CEVEC, there's a lot of synergies between these two programs and have them now in the same proximity, the same location.

Mr. Kless asked, what's the timeline on these new roads and buildings?

Steve Nedlik replied, once we get approval, we can get started, the funding's in place. Center School we can get a jump on the exterior in the spring time or summer.

Mr. Cappello asked, when would this work begin, the summer also?

Steve Nedlik replied, yes.

Mr. Cappello stated, I received this and Center School's plan. When I got this plan I said, where's the driveway. I realized what Debbie sent to me today is totally a separate submission, but there're both intertwined. What are you voting on Monday? I haven't seen any improvement plans for this yet, right now I see just the layout. I don't have a grading plan for this yet or anything like that. Are you looking for a concept approval or an approval contingent on me signing off on it? Normally if you're going to do something like this concept wise, I don't have enough information for me to sign off on this to build. But if it's purely from a planning perspective, I don't necessarily see anything that's causing me any grief if you're trying just to get it to move forward from the layout. Is that what you're looking for?

Mia Katz replied, I think at the time submissions were required for this, this was all that we had done. We have more information now, we can provide everything we have to you.

Mr. Cappello stated, if you vote Oct 3<sup>rd</sup>, it can be contingent on my review.

Steve Nedlik stated, going back to the new drive main entrance project, it's been floating around since I arrived in the district 4 plus years ago. That started to gain traction, then paused and gained traction again. They kind of came together when we decided to make this change. Conceptually 6-8 months ago we had conversations with the School Board and here's kind of where we are at the moment with more details to come.

Mr. Cappello stated, that's fine, I'm just trying to understand where you're at.

**New High School Entry Driveway** Mia Katz asked, do you want to look at the new entry drive drawings?

Mr. Nedlik and Mr. Cappello discussion ensued while awaiting driveway drawings to download.

Mr. Cappello stated Steve, I noticed the new drive when I was looking at it, you have the lanes, and it looked like they're putting another sidewalk on the west side.

Steve Nedlik replied, that's in question. In talking with tda, we've been going back and forth about this building that's on the sidewalk, how close the proximity would be to the road and then with the snow and plowing. Do we move it further off, or can we continue just to utilize the existing sidewalk and not put a sidewalk in. Would you prefer the sidewalk to be on the east side?

Mr. Cappello replied, the north east corner of Miner and Wilson Mills, that curb is driven over all the time. There's already a curb ramp there but it's only to cross westbound. Whatever you guys feel, I'm just thinking traffic patterns, pedestrian patterns. I personally think you're probably going to want a walk on this driveway. We can talk about this more.

Mia Katz stated, we have the drawing up now. You can see Miner Rd there, this will be the new intersection. We're still working through signalization, it's not showing on this drawing yet but it's in the works.

Steve Nedlik stated, we have a coordination meeting next week with the Village and Highland Hts.

Mia Katz stated, we're going to move the monument sign that's existing, I think the existing utility pole has already been moved out of the way. I think power and primary service is also going to be relocated.

Mr. Cappello stated, they're showing a detention basin to the west of the new driveway, that's going to be to serve both the driveway and the Innovation Center addition. I talked to the Civil Engineer at tda, these plans aren't complete yet, they're basically more of a concept.

Chairman Syracuse stated, they have to come back before us again for the new driveway. Do they need to come back for the buildings as well? Is this just preliminary approval for the site plan?

Mr. Cappello replied, I don't have any issues with the Innovation Center, I believe the setbacks and parking lot are fine. The building addition is well within the setback. The driveway is something we always want to see.

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Chairman Syracuse stated, I saw in the minutes of the Architectural Review Board, originally this Innovation plan was not approved. What's been changed from that and what were their questions or problems they had with it?

Steve Nedlik replied, if my recollection is correct, it was the roof line details on the addition and how it connected to the roof.

Mia Katz stated, that's correct. The Board requested roof detail drawings which were provided and approved.

Chairman Syracuse asked, what else do you have to present regarding this?

Mia Katz replied, that's it.

Mr. Cappello replied, the rest is pretty much details.

Chairman Syracuse asked, any additional questions?

Mia Katz asked, so our next step would be for site approval of both Center School and the Innovation Center? Do you want me to submit anything additional before the vote meeting?

Mr. Meyers asked, do they have to go back to the Architectural Review Board?

Ms. Weber replied, no. Both the Center School and Innovation project have already been approved by the ARB. Planning and Zoning usually looks at the site plan to see if it's in line with what the Village wants to see in general and then from there will be the formal building permits.

#### **NEXT STEP**

Center Elementary School and Mayfield Innovation Center Preliminary Site Plan approval scheduled for P & Z regular meeting date, Mon, Oct 3<sup>rd</sup> at 6:00 p.m.

*There being no further business, the meeting adjourned at 6:30 p.m.*

*Respectfully Submitted,*

*Deborah Garbo*

*Executive Assistant, Building Department*