

**PLANNING COMMISSION MEETING MINUTES**  
**OCTOBER 3, 2025**  
**5:00PM**

Mrs. Spanos called the meeting to order at 5:12pm

**Roll Call:** Mrs. Ruth Spanos-present / Mr. Curt Johnson-present / Mr. Cory Brown-present

**Pledge of Allegiance**

**Recognition of Visitors:** Mrs. Sue Wayman and Mrs. Ann Wishert

- Mr. Johnson made a motion to approve the minutes from May 5, 2025, which were seconded by Mr. Brown. All in Favor? AYE! By voice vote motion passed.
  
- Mrs. Spanos brought forward the “Vacant Property and Building Registration Form”, for property owners in the Village of Burton. Mrs. Spanos stated the packets contain samples of the Registration/Vacant Property Forms from Painesville for the board to review.

Mr. Johnson mentioned that the Village of Burton does not have a “Director of Community Development”, which may now become the responsibility of the Zoning Inspector or the Mayor.

Mr. Brown inquired if there would be a “scheduled fee” for the Vacant Property Registration?

Mrs. Spanos made a recommendation to council for a “Vacant Building Registration Ordinance” which was seconded by Mr. Johnson. All in Favor? AYE! By voice vote motion passed.

- Mrs. Spanos mentioned the second item on the agenda for this meeting is the “Designated Outdoor Refreshment Areas” or D.O.R.A.  
Mrs. Spanos mentioned the D.O.R.A. would be located around the square as well as down the “main” Street.  
Mr. Brown observed the online map of the village and has outline the streets which would be in the perimeter of the D.O.R.A.  
Mr. Brown believes certain cups should be used in the D.O.R.A perimeter to discourage the public from filling up their own cups.

Mrs. Spanos stated the Village needs to complete and comply with the following State Regulations:

- Map of the outdoor area(s)
- Recommend Street Addresses
- Signs must be posted
- Hours of operation
- Number of personnel to ensure public safety
- Sanitation plan
- Only can serve plastic cups NO GLASS
- Must be published BEFORE it commences

Mrs. Spanos stated other surrounding communities also have a D.O.R.A. which includes Ravenna and Garrettsville Oh.

Mrs. Wayman would like to see this happen with events and remain open all year, not just for summer.

Mrs. Wishert inquired whether there is a cost involved in obtaining the licensing through the State of Ohio. Mrs. Spanos reiterated that there is no cost involved in obtaining licensing though Ohio to become a D.O.R.A. community.

Mr. Brown requested the addresses of the properties which will be included in the D.O.R.A. The addresses are as follows:

1. Down to Ford and Goodwin / 14510 North Cheshire to 14485 North Cheshire
2. Spring and Kirtland Street
3. The entire square 14590 East Park
4. 13816 West Center to East Center stopping at South Cheshire

Mrs. Spanos moves to recommend to council in developing a D.O.R.A. which will go from: 14510 North Cheshire to 14485 North Cheshire (both sides of street) inclusive down to the park 14590 East Park in addition to 13816 West Center to be the designated D.O.R.A. , seconded by Mr. Johnson. All in Favor? AYE! By voice vote motion passed.

Mr. Johnson has moved to adjourn the meeting which was seconded by Mrs. Spanos. All in Favor? AYE! By voice vote motion passed.

Meeting adjourned at 6:36PM.





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