

**REGULAR CAUCUS MEETING  
OF THE COUNCIL OF THE CITY OF BROOK PARK, OHIO  
TO BE HELD ON TUESDAY, NOVEMBER 12, 2024  
7:00 P.M.**

**I. ROLL CALL OF MEMBERS:**

**II. PLEDGE OF ALLEGIANCE:**

**III. APPROVAL OF MINUTES OF PRECEDING MEETINGS**

1. REGULAR CAUCUS MEETING MINUTES HELD ON SEPTEMBER 10, 2024.
2. REGULAR CAUCUS MEETING MINUTES HELD ON OCTOBER 8, 2024.

**IV. DISCUSSION:**

**V. FINANCE COMMITTEE- COUNCILMAN SCOTT**

1. AN ORDINANCE AMENDING SECTION 1311.06(a) OF THE BROOK PARK CODIFIED ORDINANCES ENTITLED 'SURETY BOND AND INSURANCE REQUIRED', AND DECLARING AN EMERGENCY. Introduced by Mayor Orcutt.
2. AN ORDINANCE TO AMENDING ORDINANCES NO. 11390-2024 AND 11427-2024, THE APPROPRIATION ORDINANCES FOR THE CITY OF BROOK PARK, STATE OF OHIO, FOR FISCAL YEAR ENDING DECEMBER 31, 2024, AND DECLARING AN EMERGENCY. Introduced by Mayor Orcutt.
3. A RESOLUTION REQUESTING THE CUYAHOGA COUNTY FISCAL OFFICER TO ADVANCE TAX REVENUES FROM THE PROCEEDS OF TAX LEVIES PURSUANT TO SECTION 321.34 OF THE OHIO REVISED CODE, AND DECLARING AN EMERGENCY. Introduced by Mayor Orcutt.

**VI. LEGISLATIVE COMMITTEE- COUNCILMAN SCOTT**

1. ORDINANCE 11438-2024  
AN ORDINANCE AMENDING SECTION 1323.02 OF THE BROOK PARK CODIFIED ORDINANCES, AND DECLARING AN EMERGENCY.  
Introduced by Mayor Orcutt.

**VII. PLANNING COMMITTEE- COUNCILMAN POINDEXTER**

1. REQUEST FOR A CONDITIONAL USE PERMIT TO OPERATE A SENIOR MEDICAL CARE FACILITY AT 15149 SNOW ROAD| LOCATED IN THE U-3A ZONING DISTRICT| 1121.23(c)(1).

**VIII. ADJOURNMENT**

Intro - 101.124

CITY OF BROOK PARK, OHIO

PIC 10-1-24 Finance  
CA \_\_\_\_\_  
1st R \_\_\_\_\_  
2nd R \_\_\_\_\_  
3rd R \_\_\_\_\_

ORDINANCE NO: \_\_\_\_\_

INTRODUCED BY: MAYOR ORCUTT

AN ORDINANCE  
AMENDING SECTION 1311.06(a)  
OF THE BROOK PARK CODIFIED ORDINANCES, ENTITLED  
'SURETY BOND AND INSURANCE REQUIRED',  
AND DECLARING AN EMERGENCY.

NOW THEREFORE, BE IT ORDAINED, by the Council of the City of Brook Park, State of Ohio, that:

SECTION 1: Section 1311.06(a) of the Brook Park Codified Ordinances, passed by Ordinance No. 1854-1958, October 7, 1958, Ordinance No. 6025-1981, August 18, 1981, Ordinance No. 8611-1999, passed November 16, 1999, and reading as follows:

**1311.06 SURETY BOND AND INSURANCE REQUIRED.**

(a) Prior to the issuance of a registration, the Building Commissioner shall require an applicant to furnish a surety bond, to be approved as to form by the Director of Law and as to sufficiency by the Mayor, guaranteeing full and faithful compliance by the applicant with all the provisions and regulations of the City Building Code, and binding the surety thereon to correct or abate any violations of the City Building Code whenever the applicant named as principal on such bond refuses, neglects or fails to correct or abate such violation within a reasonable time limit as set by the Building Commissioner. The bond shall indemnify the City and all other persons from injuries or damages arising by reason of the applicant's negligence or failure to properly perform any work undertaken pursuant to such license. The bond for all contractors shall be in the penal sum of ~~twenty-five thousand dollars (\$25,000)~~ one hundred thousand dollars (\$100,000.00).

SECTION 2: Former Section 1311.06(a) of the Brook Park Codified Ordinances, as enacted by Ordinance No. 1854-1958, passed October 7, 1958, Ordinance No. 6025-1981, passed August 18, 1981, Ordinance No. 8611-1999, passed November 16, 1999 are hereby expressly repealed.

SECTION 3: It is found and determined that all formal actions of this Council concerning and relating to the adoption

RECEIVED  
OCT 01 2024

of this Ordinance were adopted in an open meeting of this Council, and that all deliberations of this Council and of any of its committees that resulted in such formal action were in meetings open to the public in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

SECTION 4: This Ordinance is hereby declared to be an emergency measure immediately necessary for the preservation of public peace, health, safety and welfare of said City, and for the further reason to amend Section 1311.06(a) of the Brook Park Codified Ordinances; therefore, provided this Ordinance receives the affirmative vote of at least five (5) members elected to Council, it shall take effect and be in force immediately upon its passage and approval by the Mayor; otherwise, from and after the earliest period allowed by law.

PASSED: \_\_\_\_\_


\_\_\_\_\_  
PRESIDENT OF COUNCIL

ATTEST: \_\_\_\_\_  
Clerk of Council

APPROVED: \_\_\_\_\_  
MAYOR

\_\_\_\_\_  
DATE

I HEREBY APPROVE THE WITHIN  
INSTRUMENT AS TO LEGAL FORM  
AND CORRECTNESS.

  
\_\_\_\_\_  
Asst. DIRECTOR OF LAW

P/C 11/6/24 Finance  
CA \_\_\_\_\_  
1st R \_\_\_\_\_  
2nd R \_\_\_\_\_  
3rd R \_\_\_\_\_  
B/C \_\_\_\_\_

CITY OF BROOK PARK, OHIO

Ordinance No. \_\_\_\_\_

Introduced By: MAYOR ORCUTT

AN ORDINANCE TO AMENDING ORDINANCES NO. 11390-2024 AND 11427-2024, THE APPROPRIATION ORDINANCES FOR THE CITY OF BROOK PARK, STATE OF OHIO, FOR FISCAL YEAR ENDING DECEMBER 31, 2024, AND DECLARING AN EMERGENCY

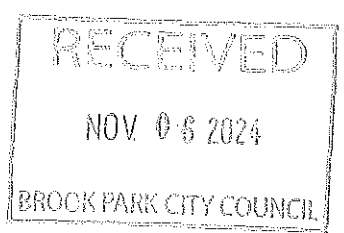
WHEREAS, the amounts appropriated for certain items of expense are proving to be insufficient while surpluses are developing in certain other appropriations for the fiscal year ending December 31, 2024.

NOW THEREFORE BE IT RESOLVED, by the Council of the City of Brook Park, State of Ohio that:

SECTION 1: That to provide for the current expenses and other expenditures of the City of Brook Park, Ohio for the fiscal year ending December 31, 2024, there be adjusted appropriations in the total of \$1,335,133.80 as shown in Sections 2 thru 5 of this ordinance.

SECTION 2: Those portions of Ordinance No. 11390-2024 passed March 20, 2024 and Ordinance No. 11427-2024 passed September 3, 2024 which are inconsistent with the provisions adopted herein, are expressly repealed. The attached Exhibit "A" provides detail of adjusted appropriations for fiscal year ending December 31, 2024.

SECTION 3: A copy of this Ordinance shall be submitted by the Director of Finance to the Fiscal Officer of Cuyahoga County, Ohio and upon certification by said Fiscal Officer as required by law, the Director of Finance of this City is hereby authorized to draw his warrants upon the City Finance Department for payment of any certification and vouchers therefore approved by the proper officers authorized by law to approve the same, or an Ordinance of the Council to make such expenditures; provided, however, that no warrants shall be drawn or paid for salaries or wages except to



persons employed by authority of and in accordance with the law or the Ordinance of this Council.

**SECTION 4:** It is found and determined that all formal actions of this Council concerning and relating to this Ordinance were adopted in an open meeting of this Council, and that all deliberations of this Council and of any of its committees that resulted in such formal actions were in meetings open to the public in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

**SECTION 5:** This Ordinance is hereby declared to be an emergency measure immediately necessary for the preservation of the public peace, health, safety, and welfare of said City, and for the further reason of the fact that funds must be made available and be appropriated to provide for the current expenses and payments thereof for the fiscal year ending December 31, 2024; therefore, provided this ordinance receives the affirmative vote of at least five (5) members elected to council, it shall take effect and be in force immediately upon its passage and approval by the Mayor; otherwise, from and after the earliest period allowed by law.

PASSED: \_\_\_\_\_

\_\_\_\_\_  
PRESIDENT OF COUNCIL

ATTEST: \_\_\_\_\_  
CLERK OF COUNCIL

APPROVED: \_\_\_\_\_  
MAYOR

\_\_\_\_\_  
DATE

I HEREBY APPROVE THE WITHIN INSTRUMENT AS TO LEGAL FORM AND CORRECTNESS.

  
DIRECTOR OF LAW

CITY OF BROOK PARK, OHIO  
2024 Amended Budget Ordinance

SECTION 2

EXHIBIT A

Description		Original Appropriations Ord. 11390-2024 3/20/2024	Amended #3 Ord. xxxxx-xxxx 11/6/2024	TOTALS YEAR END 2024
<b>100 GENERAL FUND</b>				
<b>345 HOME DAYS CELEBRATION</b>				
51000-51999	PERSONAL SERVICES	34,076.94	2,000.00	36,076.94
	TOTAL HOME DAYS CELEBRATION	85,576.94	2,000.00	87,576.94
<b>412 POLICE DEPARTMENT</b>				
51000-51999	PERSONAL SERVICES	4,914,049.20	146,352.00	5,060,401.20
	TOTAL POLICE DEPARTMENT	5,271,826.72	146,352.00	5,418,178.72
<b>414 DISASTER SERVICE</b>				
51000-51999	PERSONAL SERVICES	6,001.95	4,400.00	10,401.95
	TOTAL DISASTER SERVICE	17,699.95	4,400.00	22,099.95
<b>426 TRAFFIC SIGNS</b>				
52000-52999	OPERATIONS	8,791.03	1,000.00	9,791.03
	TOTAL TRAFFIC SIGNS	95,346.51	1,000.00	96,346.51
<b>427 TREES &amp; TREE LAWNS</b>				
52000-52999	OPERATIONS	8,850.00	10,250.00	19,100.00
	TOTAL TREES & TREE LAWNS	210,727.76	10,250.00	220,977.76
<b>TOTAL GENERAL FUND</b>		<b>32,317,388.58</b>	<b>164,002.00</b>	<b>32,481,390.58</b>
<b>SPECIAL REVENUE FUNDS:</b>				
<b>282 AMERICAN RESCUE PLAN ACT FUND</b>				
<b>700 GENERAL GOV'T. LANDS &amp; BLDGS.</b>				
52000-52999	OPERATIONS	89,569.06	(8,500.00)	81,069.06
55000-55999	CAPITAL OUTLAY	1,751,586.13	8,500.00	1,760,086.13
	TOTAL AMERICAN RESCUE PLAN ACT FUND	1,841,156.09	-	1,841,156.09
<b>290 INSURANCE FUND</b>				
<b>640 EMERGENCY DISASTER RECOVERY</b>				
52000-52999	OPERATIONS	0.00	250,000.00	250,000.00
<b>TOTAL SPECIAL REVENUE FUNDS</b>		<b>32,354,566.61</b>	<b>250,000.00</b>	<b>32,604,566.61</b>
<b>CAPITAL IMPROVEMENT FUND:</b>				
<b>401 CAPITAL IMPROVEMENT FUND 55000-55999 CAPITAL</b>				
210	MAYOR'S COURT	1,455.52	-1,500.00	2,955.52
342	PARKS & PLAYGROUNDS	406,759.46	89,335.19	496,094.65
412	POLICE DEPARTMENT	550,610.72	(104,883.09)	445,727.63
413	FIRE DEPARTMENT	404,095.18	104,883.09	508,978.27
500	LEGAL DEPARTMENT	4,400.00	1,000.00	5,400.00
700	GENERAL GOV'T. LANDS & BLDGS.	21,145.21	10,124.00	31,269.21
	TOTAL CAPITAL IMPROVEMENT FUND	6,195,180.07	101,959.19	6,297,139.26
<b>CAPITAL CONSTRUCTION FUND:</b>				
<b>459 SEWER IMPROVEMENTS FUND</b>				
<b>880 TRANSFERS &amp; REFUNDS</b>				
57000-57999	TRANSFERS & REFUNDS	0.00	200,000.00	200,000.00
	TOTAL SEWER IMPROVEMENTS FUND	757,388.06	200,000.00	957,388.06
<b>551 2024 STREET IMPROVEMENTS FUND</b>				
<b>425 STREET PAVING AND REPAIR</b>				
55000-55999	CAPITAL OUTLAY	1,997,051.21	617,709.34	2,614,760.55
	TOTAL 2024 STREET IMPROVEMENTS FUND	2,088,991.51	617,709.34	2,706,700.85
<b>TOTAL CAPITAL CONSTRUCTION FUNDS</b>		<b>5,380,265.78</b>	<b>817,709.34</b>	<b>6,197,975.12</b>
<b>SPECIAL REVENUE AND AGENCY FUNDS</b>				
<b>713 S.W.G.H. FUND</b>				
<b>851 HEALTH &amp; WELFARE</b>				
52000-52999	OPERATIONS	109,492.00	1,463.27	110,955.27
<b>TOTAL SPECIAL REVENUE AND AGENCY FUNDS</b>		<b>3,016,726.01</b>	<b>1,463.27</b>	<b>3,018,189.28</b>
<b>TOTAL APPROPRIATIONS</b>		<b>82,905,057.71</b>	<b>1,335,133.80</b>	<b>84,240,191.51</b>



CITY OF BROOK PARK, OHIO

PIC 11/6/24 Finance  
CA \_\_\_\_\_  
1st R \_\_\_\_\_  
2nd R \_\_\_\_\_  
3rd R \_\_\_\_\_  
B/C \_\_\_\_\_

RESOLUTION NO. \_\_\_\_\_

INTRODUCED BY: MAYOR ORCUTT

A RESOLUTION  
REQUESTING THE CUYAHOGA COUNTY FISCAL OFFICER TO ADVANCE  
TAX REVENUES FROM THE PROCEEDS OF TAX LEVIES  
PURSUANT TO SECTION 321.34 OF THE OHIO REVISED CODE,  
AND DECLARING AN EMERGENCY

WHEREAS, Section 321.34 of the Ohio Revised Code provides that any money in the County Treasury to the account of the City of Brook Park, and lawfully applicable to the purpose of the current fiscal year, may be drawn upon by request of the City; and

WHEREAS, the City's Finance Director has recommended that the City be authorized to receive advances of real property tax revenues and special assessment revenues collected in 2025, as reflected in the attached tax advance schedule from the Finance Director, attached hereto and incorporated herein as Exhibit "A".

NOW THEREFORE BE IT RESOLVED, by the Council of the City of Brook Park, State of Ohio that:

SECTION 1: The Cuyahoga County Fiscal Officer be and is hereby requested to draw these warrants, and the Treasurer of said County be and is hereby requested to pay the City of Brook Park any money in the County Treasury to the account of the City of Brook Park and lawfully applicable to the purpose of the fiscal year, including all amounts to be distributed for real property advances and special assessment funds, specifically fund numbers M321798A and M521799.

SECTION 2: The Clerk of Council is hereby authorized to furnish a certified copy of this Resolution to the Cuyahoga County Budget Commission, 2079 East Ninth Street, Cleveland, OH 44115.

SECTION 3: It is found and determined that all formal actions of this Council concerning and relating to this Resolution were adopted in an open meeting of this Council, and that all deliberations of this Council and of any of its committees that resulted in such formal actions were in meetings open to the public in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

SECTION 4: This Resolution is hereby declared to be an emergency measure immediately necessary for the preservation of the public peace, health, safety and welfare of said City, and further reason that it is necessary to provide for the payment to the City of taxes collected by the County at the earliest possible time; therefore, this Resolution shall take effect and be in force from and after the earliest time allowed by law.

RECEIVED  
OCT 31 2024

PASSED: \_\_\_\_\_

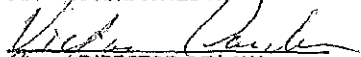
\_\_\_\_\_  
PRESIDENT OF COUNCIL

ATTEST: \_\_\_\_\_  
Clerk of Council

APPROVED: \_\_\_\_\_  
MAYOR

\_\_\_\_\_  
DATE

I HEREBY APPROVE THE WITHIN  
INSTRUMENT AS TO LEGAL FORM  
AND CORRECTNESS.

  
\_\_\_\_\_  
DIRECTOR OF LAW





**Cuyahoga County Budget Commission**

**Real Property  
Tax Advance Schedule**

**Calendar Year 2025  
UPDATED AS OF 10/20/2024**

<b><u>1st Half Collection Closing Date</u></b>	<b><u>2/20/2025</u></b>
First Half Advance #1 Deposit Date	1/15/2025
First Half Advance #2 Deposit Date	2/14/2025
1st Half Settlement Deposit Date	3/14/2025
<b><u>2nd Half Collection Closing Date</u></b>	<b><u>7/17/2025</u></b>
Last Half Advance Deposit Date	7/15/2025
2nd Half Settlement Deposit Date	8/15/2025

**IMPORTANT:**

**Taxing authorities wishing to receive tax advances in 2025 must  
submit a resolution to the County Budget Commission by  
12/31/2024.**

CITY OF BROOK PARK, OHIO

PIO 10-7-24 Legislative  
CA 10-8-24  
Tech 10-15-24  
KTCN  
SUN

ORDINANCE NO: 11438-2024

INTRODUCED BY: MAYOR ORCUTT

AN ORDINANCE  
AMENDING SECTION 1323.02  
OF THE BROOK PARK CODIFIED ORDINANCES,  
AND DECLARING AN EMERGENCY.

NOW THEREFORE, BE IT ORDAINED, by the Council of the City of Brook Park, State of Ohio, that:

SECTION 1: Section 1323.02 passed by Ordinance No. 2305-1963, March 19, 1963 and Ordinance No. 9555-2009, January 20, 2009 of the Brook Park Codified Ordinances, and reading as follows:

1323.02 ISSUANCE OF OCCUPANCE CERTIFICATE.

- (a) A Certificate of Occupancy shall be issued, to an applicant, after any building has received its final inspection as defined by the City Building Code, if such building is found to have been constructed or altered in accordance with the plans and specifications therefor, the provisions of the Ohio and City Building Codes, all other applicable City ordinances and the rules and regulations of the Department of Public Service.
- (b) No person shall occupy a building unless a Certificate has been issued, or occupy any building for which a Certificate has been denied or revoked. The final inspection herein referred to shall be made and the Certificate shall be issued or denied within three days after the Director of Public Service has been notified of the completion of the building, provided the building is open for inspection.
- (c) Revocation of Certificate of Occupancy. The Building Commissioner may revoke a certificate of occupancy if any false statement is made by

RECEIVED  
OCT 01 2024

the applicant in connection with the issuance of such certificate, or for noncompliance of the Building Code(s) or if the owner, agent or person in charge of a building refuses to comply with the Ohio Building Code or any of the Brook Park Codified Ordinances.

SECTION 2: Former Section 1323.02 of the Brook Park Codified Ordinances, as enacted by Ordinance No. 2305-1963, passed March 19, 1963, and Ordinance No. 9555-2009, passed January 20, 2009 is hereby expressly repealed.

SECTION 3: It is found and determined that all formal actions of this Council concerning and relating to the adoption of this Ordinance were adopted in an open meeting of this Council, and that all deliberations of this Council and of any of its committees that resulted in such formal action were in meetings open to the public in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

SECTION 4: This Ordinance is hereby declared to be an emergency measure immediately necessary for the preservation of public peace, health, safety and welfare of said City, and for the further reason to amend section 1323.02, of the Brook Park Codified Ordinances; therefore provided this Resolution receives the affirmative vote of at least five (5) members elected to Council, it shall take effect and be in force immediately upon its passage and approval by the Mayor; otherwise, from and after the earliest period allowed by law.

PASSED: \_\_\_\_\_

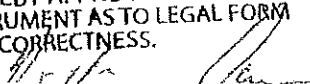
\_\_\_\_\_  
PRESIDENT OF COUNCIL

ATTEST: \_\_\_\_\_  
Clerk of Council

APPROVED: \_\_\_\_\_  
MAYOR

\_\_\_\_\_  
DATE

I HEREBY APPROVE THE WITHIN INSTRUMENT AS TO LEGAL FORM AND CORRECTNESS.



# MEMO

TO:	Carol Johnson, Clerk of Council w/Enclosures
CC:	Mayor Orcutt Carol Horvath, Law Director brookparksalvatore@gmail.com troyerbpcouncil@gmail.com jamesmencini@yahoo.com sroberts@cityofbrookpark.com rscott@cityofbrookpark.com tdufour@cityofbrookpark.com bpoindexter@cityofbrookpark.com dmccorkle@cityofbrookpark.com w/out Enclosures
FROM:	Carol Dell, Secretary BZA & Planning Commission Secretary
DATE:	November 5, 2024
RE:	Planning Commission Recommendation

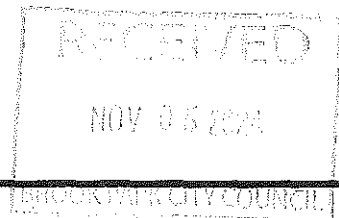
The Brook Park Planning Commission met on November 4, 2024, regarding approval for a Conditional Use Permit. By vote of 6-0, the Planning Commission voted to recommend approval of a Conditional Use Permit, for the following:

- Request a Conditional Use Permit to operate a senior medical care facility at 15149 Snow Road | Located in the U-3A Zoning District | Ordinance 1121.23(c)(1)  
*Planning Commission's recommendation for this project must be forwarded to City Council for final action*

The Planning Commission herein submits its recommendation to City Council that they, by Resolution prepared and approved by the Law Department, Affirm or Deny the Vote of the Planning Commission at the next regularly scheduled meeting.

See Attached Engineer's comments, Building Commissioner's comments, Fire Prevention Officer's comments, and the 2024 Planning Commission Application.

If additional information is required, please feel free to contact me.



PAGE 2

November 5, 2024

**AGENT:**

Meghann Mingle (Permitting)  
Seth Dickey (ArchWellHealth)  
2261 Market Street  
Suite #10301  
San Francisco, CA 94114  
meghann@permitflow.com  
Seth.Dickey@archwellhealth.com

**PROPERTY OWNER:**

RITEOH, LLC  
1608 E Broward Boulevard  
Ft. Lauderdale, FL 33301  
Pwk1653@gmail.com

Thank you,

*Carol Dell*

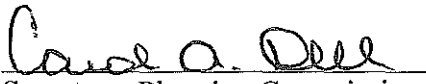
Secretary, City of Brook Park Planning Commission  
Building Department 216/433-7412 (cdell@cityofbrookpark.com)

**BROOK PARK PLANNING COMMISSION**

The Brook Park Planning Commission met on November 4, 2024, regarding approval for a Conditional Use Permit. By a vote of 6-0, the Planning Commission voted to recommend approval of a Conditional Use Permit for the following:

- Request a Conditional Use Permit to operate a senior medical care facility at 15149 Snow Road | Located in the U-3A Zoning District | Ordinance 1121.23(c)(1)  
*Planning Commission's recommendation for this project must be forwarded to City Council for final action*

The Planning Commission herein submits its recommendation to City Council that they, by resolution prepared and approved by the Law Department, Affirm or Deny the Vote of the Planning Commission at the next regularly scheduled meeting.

  
Secretary, Planning Commission

11-5-2024  
Date

RECEIVED

OCT 17 2024



CITY OF BROOK PARK

BUILDING DEPARTMENT | 5590 Smith Road | Brook Park | Ohio | 44142

| Email | buildingdept@cityofbrookpark.com  
| Office | 216.433.7412

2024 PLANNING COMMISSION APPLICATION

PROJECT ADDRESS	15149 Snow Road, Brook Park, OH 44142	<input type="checkbox"/> RESIDENTIAL	<input checked="" type="checkbox"/> COMMERCIAL	ZONE	U-3A
PARCEL #	344-13-002	BUSINESS NAME (If Applicable)	ArchWell Health		

PROPERTY OWNER NAME(S)	RITEOH, LLC				<input type="checkbox"/> Will Attend Meeting
Phone #	310-386-1317	Email	pwk1653@gmail.com		
Street Address	1608 E Broward Boulevard	City	Fort Lauderdale	Zip	33301
AGENT/CONTACT PERSON NAME(S)	Meghann Mingle (Permitting)   Seth Dickey (ArchWell Health) *				<input checked="" type="checkbox"/> Will Attend Meeting
Phone #	480.909.9791 (Meghann)   513.673.0183 (Seth)		Email	meghann@permifflow.com   Seth.Dickey@archwellhealth.com	
Street Address	2261 Market Street, Suite 10301	City	San Francisco	Zip	94114

\* Only Seth Dickey will attend the in-person meeting.

APPROVAL(S) REQUESTED	<input type="checkbox"/> Aesthetic / Project <sup>2</sup>	<input checked="" type="checkbox"/> Conditional Use Permit <sup>2</sup>	
	<input type="checkbox"/> Front Porch	<input type="checkbox"/> Billboard <sup>1</sup>	<input type="checkbox"/> Telecommunication Tower <sup>1</sup>
	<input type="checkbox"/> Re-Zone <sup>3</sup>	<input type="checkbox"/> Lot Spill <sup>3,4</sup>	<input type="checkbox"/> Lot Consolidation <sup>3,4</sup>
	<input type="checkbox"/> Other:		
	<sup>1</sup> Provide Construction Drawings and/or Structural calculations <sup>2</sup> Provide Detailed Business Plan per City Ordinance 1121.34 <sup>3</sup> Provide Legal Description <sup>4</sup> Provide Lot Spill / Consolidation Plat and Mylar		

SIGNATURE OF REQUEST	We are requesting the Planning Commission's approval of a Conditional Use Permit to move forward with the building application process. The project, located at 15149 Snow Road, Brook Park, OH 44142, will involve providing a medical primary care center for senior citizens.
----------------------	--

APPLICANT SIGNATURE		<input type="checkbox"/> Owner <input checked="" type="checkbox"/> Agent	DATE	10/16/2024
---------------------	--	--	------	------------





---

## **ArchWell Health - Brook Park Business Plan for Conditional Use Permit Application**

### **1. Business Overview**

This business will operate as a primary medical care office for seniors, focusing on providing comprehensive, non-residential health services. It is not a senior care facility, meaning there will be no overnight stays. Services will be offered during normal business hours, ensuring a convenient and accessible healthcare solution for senior citizens in the community. The primary goal is to promote the health and well-being of older adults through a variety of medical and supportive services.

### **2. Services Provided**

The primary medical care office will offer the following services:

- Primary Care: Routine medical checkups, diagnosis, and treatment for acute and chronic conditions.
- Lab Work: Blood tests and other diagnostic procedures to support preventive and ongoing medical care.
- Vaccinations: Immunizations, including flu shots, COVID-19 vaccines, and other necessary vaccines for seniors.
- Care Management: Coordination of healthcare services to ensure that patients receive comprehensive, timely, and appropriate care.
- Preventative Health Screenings: Screenings for conditions such as diabetes, hypertension, and cholesterol levels.
- Nutrition Education: Guidance on dietary choices that support healthy aging and management of chronic diseases.
- Cardiology Telehealth: Remote consultations with cardiologists to address cardiovascular health concerns.
- Social Work Referrals: Referrals to social workers to assist patients with accessing community resources, support services, and financial assistance.
- Additional Services: As medical needs evolve, the office will continue to expand its services to ensure seniors receive the best possible care.

### 3. Hours of Operation

- Monday to Friday: 8:00 AM to 5:00 PM
- Saturday and Sunday: Closed

### 4. Facility Usage and Operations

The facility will be designed to accommodate medical exams, telehealth consultations, lab services (CLIA Waived testing), and small group educational sessions. The office will include:

- Examination rooms
- A small lab area for sample collection and basic testing
- A reception area
- Telehealth equipment for remote consultations
- A multipurpose room for education and counseling

### 5. Staffing

The office will be staffed with licensed medical professionals, including:

- Primary care physicians
- Advanced Practice Provider
- Medical assistants
- Lab technicians
- A care manager
- Administrative support staff

### 6. Parking and Traffic Considerations

Adequate parking will be provided for both staff and patients. Appointments will be scheduled to minimize traffic congestion and ensure a smooth flow of patients throughout the day.

### 7. Community Impact

This office will fill a critical need for accessible healthcare services for seniors. The emphasis on preventative care, education, and care management will help improve the overall health of the elderly population, reduce hospitalizations, and enhance quality of life.

### 8. Compliance with Zoning and Regulations

The office will adhere to all local zoning and healthcare facility regulations. All medical waste will be disposed of according to health and safety standards, and the facility will be ADA-compliant to ensure accessibility for all patients.

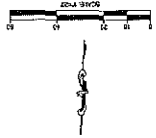
For additional questions, please reach out to:

- **Seth Dickey**, ArchWell Health - [seth.dickey@archwellhealth.com](mailto:seth.dickey@archwellhealth.com)
- **Kimberly Daley**, ArchWell Health - [kimberly.daley@archwellhealth.com](mailto:kimberly.daley@archwellhealth.com)
- **Kevin King**, ESa: Earl Swensson & Associates - Architect - [kevink@esarch.com](mailto:kevink@esarch.com)
- **Eric Lynn**, ESa: Earl Swensson & Associates - Architect - [ericl@esarch.com](mailto:ericl@esarch.com)
- **Meghann Mingle**, PermitFlow - Permitting - [meghann@permitflow.com](mailto:meghann@permitflow.com) 480.909.9791

C1.0

SITE LAYOUT PLAN

Client Name	
Project No.	
Site No.	
Scale	
Revision	
Drawn by	
Checked by	
Approved by	
Date	



TENANT BUILD-OUT  
**ARCHWELL HEALTH CLINIC**  
 BROOK PARK

15148 SNOW ROAD, BROOK PARK, OHIO 44142

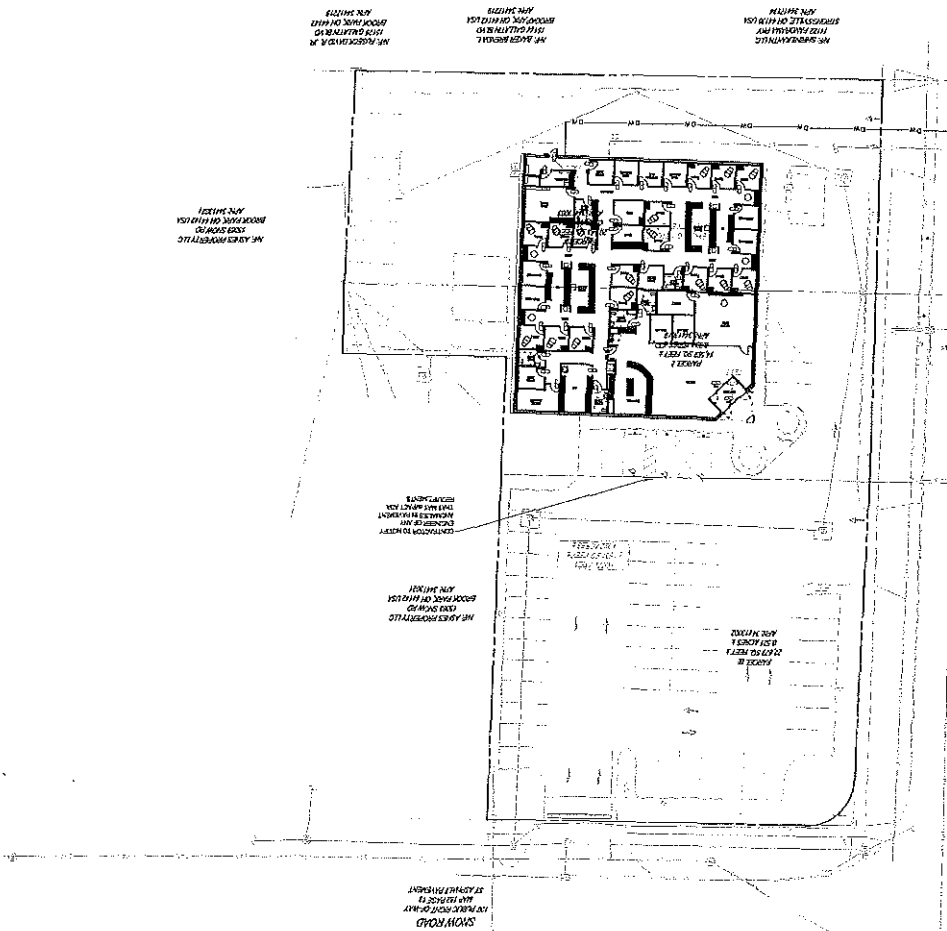


**FULMER LUCA**  
 ARCHITECTURAL & ENGINEERING, INC.  
 15148 SNOW ROAD, BROOK PARK, OHIO 44142  
 TEL: 440.881.1111  
 FAX: 440.881.1112  
 WWW.FULMERLUCA.COM

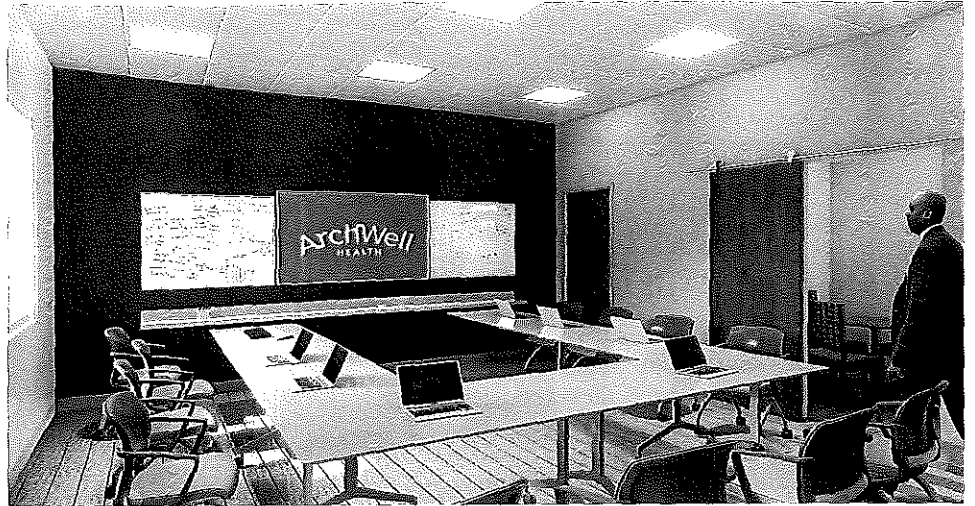
**SITE DATA TABLE**

PROJECT NO.	
DATE	
SCALE	
DRAWN BY	
CHECKED BY	
APPROVED BY	
DATE	

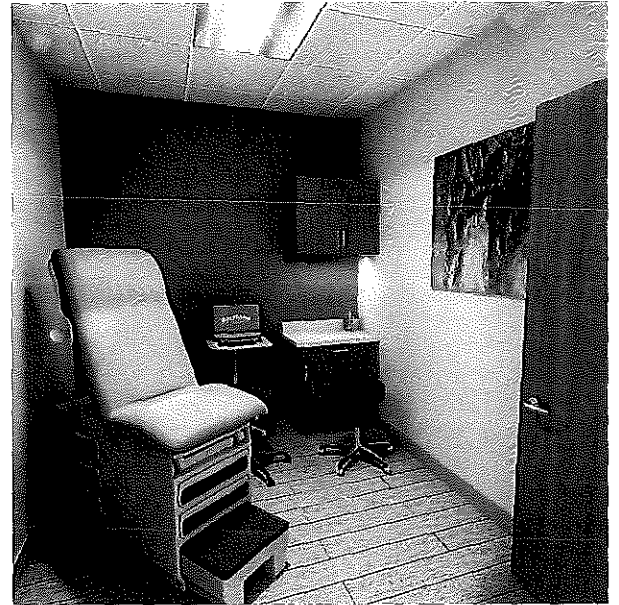
- NOTES:**
1. CONTRACTOR SHALL CHECK ALL FIELD CONDITIONS IN THE FIELD AND REPORT ANY DISCREPANCIES TO THE ARCHITECT IMMEDIATELY.
  2. CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FROM THE LOCAL AUTHORITIES.
  3. CONTRACTOR SHALL MAINTAIN ACCESS TO ALL ADJACENT PROPERTIES AT ALL TIMES.
  4. CONTRACTOR SHALL PROTECT ALL EXISTING UTILITIES AND STRUCTURES TO REMAIN.
  5. CONTRACTOR SHALL MAINTAIN ALL NECESSARY RECORDS AND DRAWINGS.
  6. CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY INSURANCE COVERAGE.
  7. CONTRACTOR SHALL MAINTAIN ALL NECESSARY SAFETY MEASURES ON SITE.
  8. CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FROM THE LOCAL AUTHORITIES.
  9. CONTRACTOR SHALL MAINTAIN ACCESS TO ALL ADJACENT PROPERTIES AT ALL TIMES.
  10. CONTRACTOR SHALL PROTECT ALL EXISTING UTILITIES AND STRUCTURES TO REMAIN.
  11. CONTRACTOR SHALL MAINTAIN ALL NECESSARY RECORDS AND DRAWINGS.
  12. CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY INSURANCE COVERAGE.
  13. CONTRACTOR SHALL MAINTAIN ALL NECESSARY SAFETY MEASURES ON SITE.
  14. CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FROM THE LOCAL AUTHORITIES.
  15. CONTRACTOR SHALL MAINTAIN ACCESS TO ALL ADJACENT PROPERTIES AT ALL TIMES.
  16. CONTRACTOR SHALL PROTECT ALL EXISTING UTILITIES AND STRUCTURES TO REMAIN.
  17. CONTRACTOR SHALL MAINTAIN ALL NECESSARY RECORDS AND DRAWINGS.
  18. CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY INSURANCE COVERAGE.
  19. CONTRACTOR SHALL MAINTAIN ALL NECESSARY SAFETY MEASURES ON SITE.
  20. CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FROM THE LOCAL AUTHORITIES.
  21. CONTRACTOR SHALL MAINTAIN ACCESS TO ALL ADJACENT PROPERTIES AT ALL TIMES.
  22. CONTRACTOR SHALL PROTECT ALL EXISTING UTILITIES AND STRUCTURES TO REMAIN.
  23. CONTRACTOR SHALL MAINTAIN ALL NECESSARY RECORDS AND DRAWINGS.
  24. CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY INSURANCE COVERAGE.
  25. CONTRACTOR SHALL MAINTAIN ALL NECESSARY SAFETY MEASURES ON SITE.



MR. ARCHWELL  
 BROOK PARK, OHIO  
 MR. ARCHWELL  
 BROOK PARK, OHIO  
 MR. ARCHWELL  
 BROOK PARK, OHIO



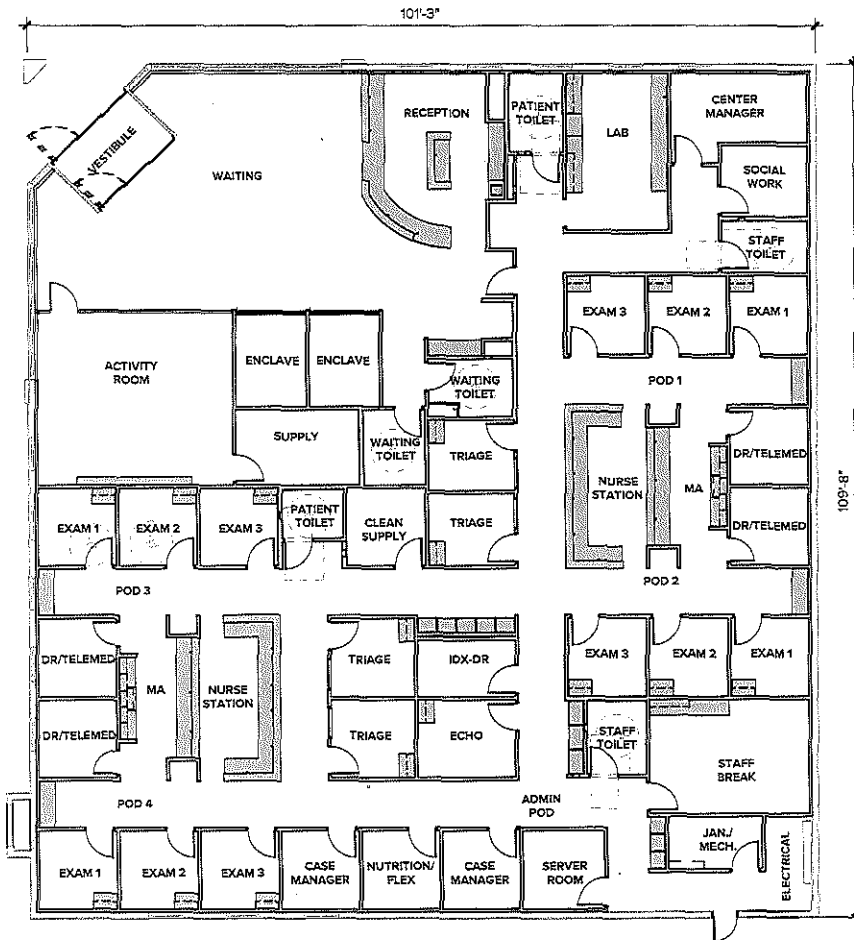
**ACTIVITY ROOM**



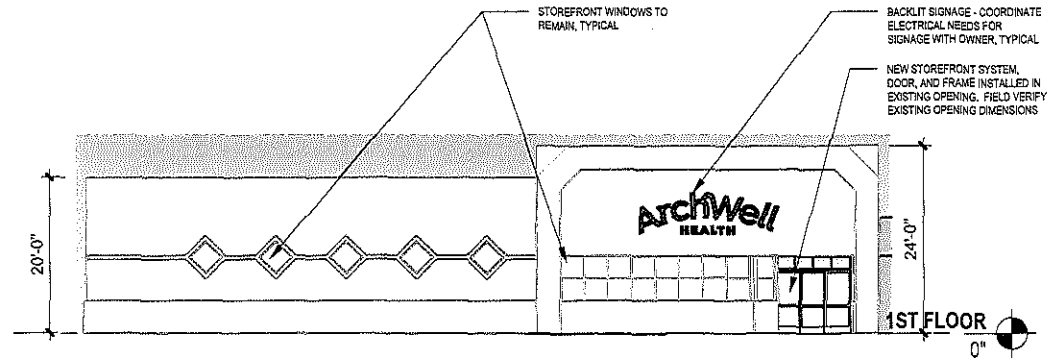
**EXAM ROOM**

**CLINIC BROOK PARK**

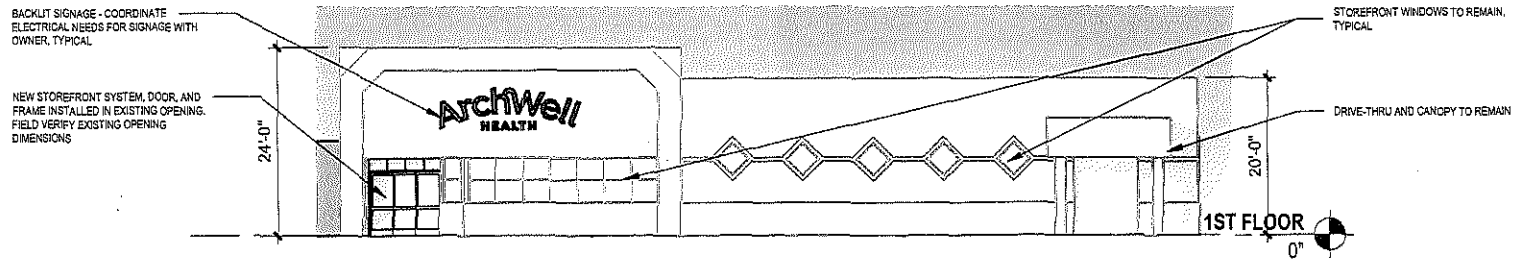
42 - 24181.00 -



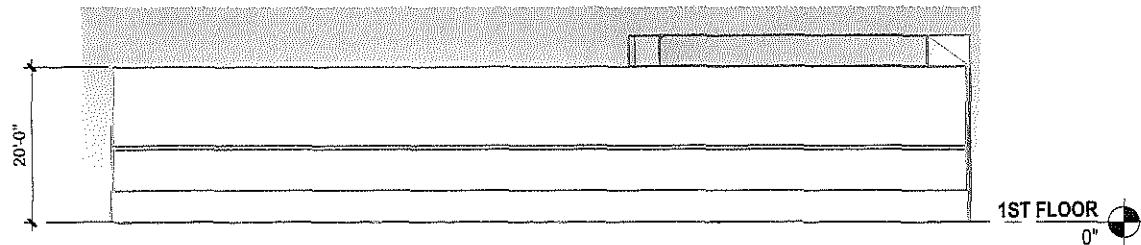
**FLOOR PLAN**



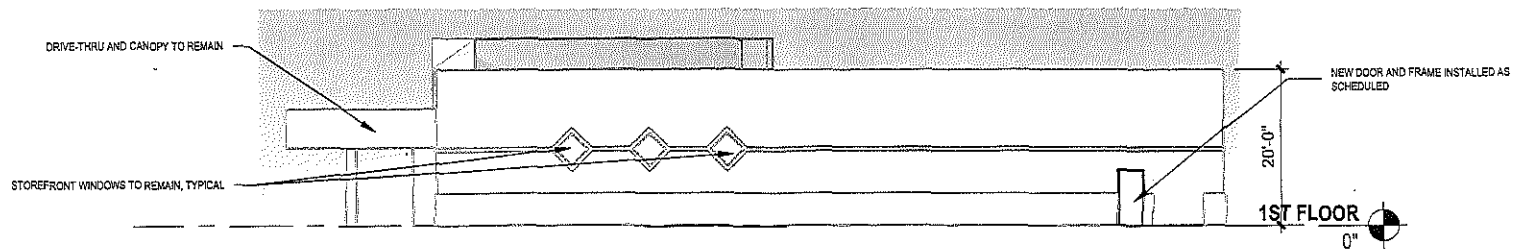
**NORTH ELEVATION**



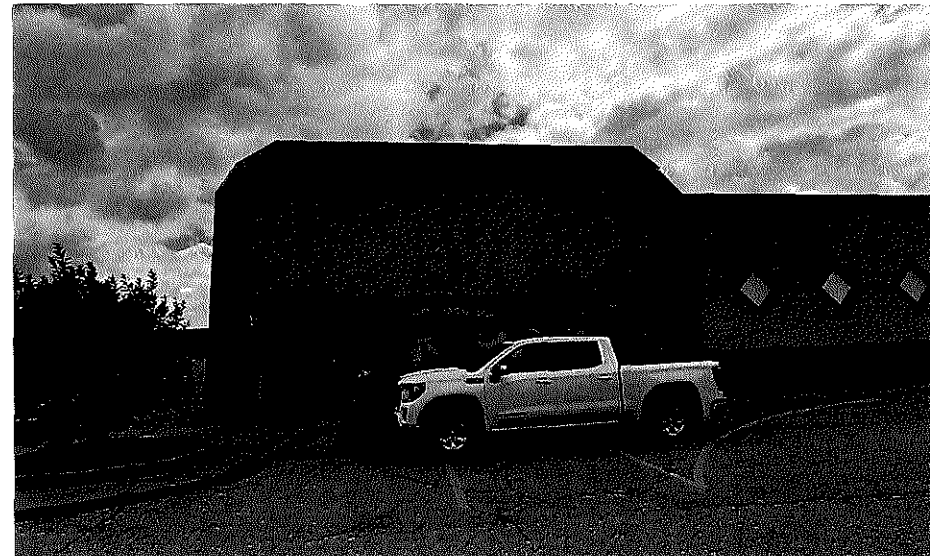
**WEST ELEVATION**



**EAST ELEVATION**



**SOUTH ELEVATION**

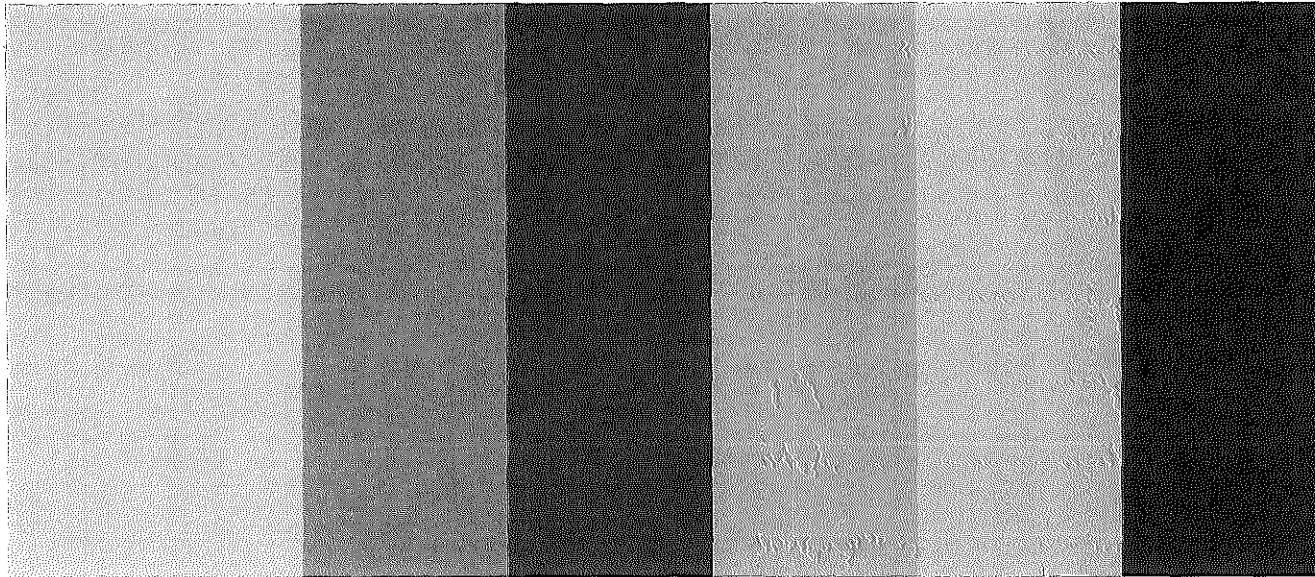


**EXISTING SITE CONDITIONS**





**EXAMPLES OF OTHER COMPLETED ARCHWELL HEALTH PROJECTS SHOWING EXISTING EXTERIOR FINISHES WITH NEW SIGNAGE AND ENTRY STOREFRONT SYSTEM.**



**PT-1**  
SW 7029  
AGREEABLE GRAY

**PT-2**  
SW 7031  
MEGA GREIGE

**PT-3**  
MATCH  
PANTONE 166C  
RBG: 227/82/5

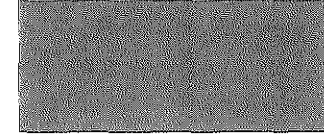
**PT-4**  
SW 6703  
FROLIC

**PT-5**  
SW 9045  
BORA BORA

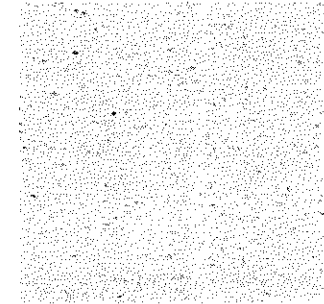
**PT-6**  
SW 6803  
DANUBE



**WV-1**  
MDC  
ORCHARD EOR7511  
TEAK



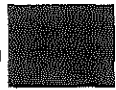
**RVP-1**  
INPRO  
PALLADIUM  
PEPPERDUST 0119



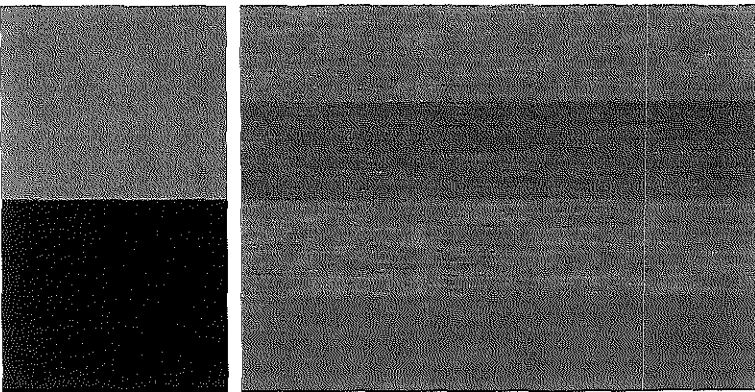
**SS-1**  
LG HAUSYS  
HI-MACS  
T018 CARINA



**RB-1**  
TARKETT/  
JOHNSONITE  
SILVER GREY  
WG55



**RB-2**  
TARKETT/  
JOHNSONITE  
TOAST 283



**SV-1**  
PATCRAFT  
HOLISTIC  
WELLNESS  
00761

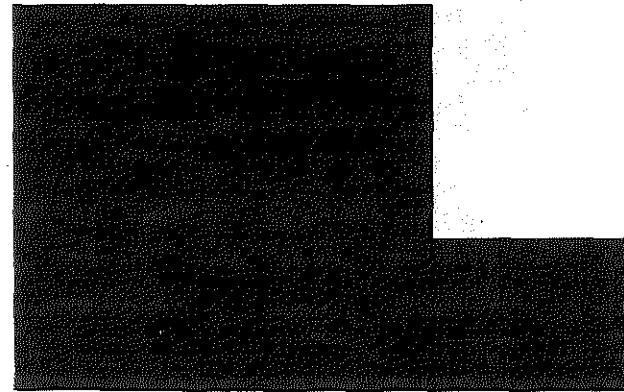
**WCP-1**  
PATCRAFT  
PASEO 10316  
OBSIDIAN  
00595

**LVP-1**  
PATCRAFT  
MARK MAKING  
00520 PALETTE

**LVP-2**  
PATCRAFT  
MARK MAKING  
00700 LOAM

**LVP-3**  
PATCRAFT  
MARK MAKING  
00400 WATERCOLOR

**LVP-4**  
PATCRAFT  
MARK MAKING  
00659 KOI



**PL-2**  
WILSONART  
GREY PAMPAS  
4168-60

**PL-1**  
WILSONART  
PHANTOM COCOA 8213K-28





**City of Brook Park**  
Fire Department

**Edward A. Orcuff, Mayor**  
**Mark T. Higgins, Chief**

October 24, 2024

Board of Zoning and Planning Commission  
City of Brook Park

INRE: 11/04/2024 Planning & Zoning Submittals

To Whom It May Concern,

Our office has one comment concerning the Planning Commission Application for 15149 Snow Rd (old Rite Aid). We would like the property owner to be aware that he will have to maintain any life/ fire safety systems that are currently in the building. Due to change of occupancy this would involve bringing any such systems up to the current code.

We have no questions or concerns with the other submittals for this month's meetings.

Sincerely,

Brad Smith  
Fire Prevention Officer  
Brook Park Fire Department

## MEMO

TO: Jason Monaco – Building Commissioner

---

FROM: Edward R. Piatak, P.E., Consulting City Engineer

---

DATE: October 24, 2024

---

SUBJECT: 15149 Snow Road (Conditional Use) – Planning Commission

---

CC:

---

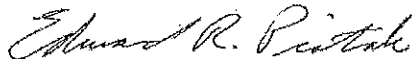
Mr. Monaco:

I have reviewed the Planning Commission Application (November 2024 Meeting) for the above referenced project located at 15149 Snow Road and offer the following comments:

1. No objections to the requested Conditional Use Permit.
2. Project is subject to a Civil/Site review.
3. Verify parking count is adequate to support the proposed use and is within requirements of the Code.

Please advise me if you have any questions or require additional information.

**EUTHENICS, INC.**



Edward R. Piatak, P.E.  
Consulting City Engineer

F:\jobs\187\Misc-Plans\2024 Plan Reviews\01 Planning Commission\11 November\15149 Snow Rd - Conditional Use\Memo - 15149 Snow Rd - Cond Use.docx



### Building Department Notes

Planning Commission Meeting 11-4-2024

**15149 Snow Rd. parcel # 310-386-1317 - Summary of Request** – The applicant is requesting a conditional use permit to operate a medical care center for senior citizens in the U-3A district. Ord. **1121.23(c)(1)** does not allow for medical offices in the Business District.

#### **1121.23 U-3A BUSINESS DISTRICT.**

(1) Main buildings and uses permitted.

A. Offices: professional, financial, governmental, public utility, executive and administrative; sales offices, provided only samples are displayed or stored on the lot, and no goods shall be distributed.

B. Mortuaries.

C. Motels, restaurants and assembly halls.

D. Retail stores and services.

1. Retail sales in buildings.

a. Sale of all foods;

b. The sale and serving of all food and beverages;

c. The sale of all general merchandise, apparel, household furnishings, supplies and equipment, flowers, garden supplies, business equipment.

2. Services.

a. Personal service, such as beauty and barber shops; interior decorating;

b. Laundry agencies and laundromat; tailor, pressing and dry cleaning shops provided that no work shall be done on the premises for retail outlets elsewhere;

c. Repair services, photographic developing, blueprinting;

d. Automotive services, washing, lubrication, and minor repairs only after issuance of a Conditional Use Permit authorized by Council after proper notice and upon compliance with the following conditions, limitations and standards: