

CITY OF KIRTLAND  
PLANNING AND ZONING COMMISSION

MINUTES OF THE MEETING  
JANUARY 13, 2020

The meeting was called to order by Chairman Michael Denk at 7:05 p.m. Present were Commission members Richard DeMarco, Michael Denk and Joseph Vinciguerra. Richard Blum and Rick Loconti were absent.

Also present were Mayor Kevin Potter, Law Director Daniel Richards, City Engineer Philip Kiefer, Zoning Inspector Wayne Baumgart and Councilman Joseph Smolic.

ELECTION OF OFFICERS

In the absence of two members, Mr. DeMarco moved to postpone the election of officers until the February meeting. Mr. Vinciguerra provided the second. Upon roll call vote, the motion passed 3-0 (Ayes – DeMarco, Vinciguerra and Denk; Nays – None).

MINUTES OF THE DECEMBER 9, 2019 WORK SESSION

Mr. Vinciguerra moved to approve the minutes as presented, with the second by Mr. Denk. Upon roll call vote, the motion passed 2-0-1 (Ayes – Vinciguerra and Denk; Nays – None. Abstaining - DeMarco).

MINUTES OF THE DECEMBER 9, 2019 MEETING

Mr. Vinciguerra moved to approve the minutes as presented, with the second by Mr. Denk. Upon roll call vote, the motion passed 2-0-1 (Ayes – Vinciguerra and Denk; Nays – None. Abstaining - DeMarco).

PUBLIC SESSION:

PUBLIC REQUESTS

William T. Hill – Proposed Minor Subdivision on Euclid-Chardon Road – Final Submittal

Mr. William Hill was present in this regard. Chairman Denk acknowledged receipt and reviewed a memo dated January 2, 2020 from City Engineer Philip Kiefer. It was noted that no new parcels will be created, and the split parcel will be attached to the parcel at 7393 Euclid-Chardon Road; the residual property meets the zoning requirements. There were no engineering concerns in this regard.

Upon review, Mr. DeMarco moved to grant final approval of the proposed minor subdivision. Mr. Vinciguerra provided the second. Upon roll call vote, the motion passed 3-0 (Ayes – DeMarco, Vinciguerra and Denk; Nays – None).

Mind and Body Infusion Therapies – Proposed Signage at 9264 Chillicothe Road

Amanda Angus of Mind and Body Infusion Therapies was present in this regard. Chairman Denk acknowledged receipt and reviewed a memo dated January 3, 2020 from City Engineer Philip Kiefer. It was noted that the applicant is requesting approval of a building sign and an insert in the monument sign; the signs will be sign face replacements in the existing sign frames. There were no concerns regarding the proposed signs. Upon review, Mr. DeMarco moved to approve the proposed signs, with the second by Mr. Vinciguerra. Upon roll call vote, the motion passed 3-0 (Ayes – DeMarco, Vinciguerra and Denk; Nays – None).

TABLED REQUESTS

Tim and Carol Parks – Proposed Subdivision at 8743/8787 Billings Road – Preliminary Plan and Request for Variance Relating to Open Space

The matter remains tabled.

Lynn Zivko – Preliminary Grading Plan for 8588 Billings Road

The matter remains tabled.

PUBLIC COMMENTS ON ITEMS NOT ON THE AGENDA

None.

WORK SESSION:

Communications and Bills

1. City Council Meeting Minutes – December 2, 2019 Council Meeting and December 16, 2019 Work Session and Council Meeting.
2. Zoning Permits Report – December 1, 2019 to December 31, 2019.
3. City Engineer Report – December 1, 2019 to December 31, 2019. Mr. Kiefer stated that there will be a telephone conversation with the EPA on Wednesday regarding the Old Town sewer project.

Old Business

1. Sign Ordinance – No discussion at this time.

New Business

1. Agenda for Combined Meeting with Council – January 22, 2020. Upon discussion, the Commission members agreed that the following items be included on the agenda for the combined meeting: alternative energy, sign ordinance (artwork and murals), Charter review (referendum zoning) and Architectural Review Board. Addressing the Law Director, Mayor

Potter inquired if a member of the Planning and Zoning Commission can serve on the Charter Review Committee. Referring to Article VII, Section 2 of the Charter, Mr. Richards advised that it only stipulates that none of the members of the Charter Review Committee shall be an elected officer of the municipality.

Adjournment

There was no further business before the Commission, and Mr. DeMarco moved to adjourn. Mr. Vinciguerra provided the second, and the motion passed upon unanimous vote. The meeting adjourned at 7:21 p.m.

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CHAIRMAN

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SECRETARY