

CITY OF KIRTLAND
PLANNING AND ZONING COMMISSION

MINUTES OF THE MEETING
FEBRUARY 10, 2020

The meeting was called to order by Chairman Michael Denk at 7:08 p.m. Present were Commission members Richard Blum, Richard DeMarco, Rick Loconti and Michael Denk. Joseph Vinciguerra was absent.

Also present were Mayor Kevin Potter, Law Director Daniel Richards, City Engineer Philip Kiefer, Councilman Jeffrey Ruple and Councilman Joseph Smolic.

ELECTION OF OFFICERS

1. Chairman
Mr. Blum nominated Michael Denk as Chairman, with the second by Mr. DeMarco. The nomination was accepted, and there being no further nominations, Michael Denk was elected as Chairman upon roll call vote, passed 3-0-1 (Ayes – Blum, DeMarco and Loconti; Nays – None; Abstaining – Denk).

2. Vice Chairman
Mr. Blum nominated Richard DeMarco as Vice Chairman, with the second by Mr. Loconti. The nomination was accepted, and there being no further nominations, Richard DeMarco was elected as Vice Chairman upon roll call vote, passed 3-0-1 (Ayes – Blum, Denk and Loconti; Nays – None; Abstaining – DeMarco).

3. Secretary
Mr. DeMarco nominated Richard Blum as Secretary, with the second by Mr. Loconti. The nomination was accepted, and there being no further nominations, Richard Blum was elected as Secretary upon roll call vote, passed 3-0-1 (Ayes – DeMarco, Denk and Loconti; Nays – None; Abstaining – Blum).

MINUTES OF THE JANUARY 13, 2020 WORK SESSION

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

MINUTES OF THE JANUARY 13, 2020 MEETING

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

MINUTES OF THE JANUARY 22, 2020 COMBINED MEETING

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

PUBLIC SESSION:

PUBLIC REQUESTS

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 – January 6, 2020 Work Session and Council Meeting and January 22, 2020 Work Session and Council Meeting. Councilman Smolic noted there have been some complaints in the past few months relative to the off-street parking ordinance.
2. Zoning Permits Report – January 1, 2020 to January 31, 2020. There was discussion regarding the new tower that will be constructed on City Hall property. It was noted that some Police antennas will be relocated from the existing tower onto the new tower.
3. City Engineer Report – January 1, 2020 to January 31, 2020. Answering Mr. Denk with regard to the Old Town sewers, Mr. Kiefer stated that the Mayor is waiting for some written correspondence from the EPA.

Mr. Blum noted that during the combined meeting with Council, the subject of the use of “jake” brakes was brought up. There was brief discussion.

Responding to Mr. Blum, Mr. Denk noted that Councilman Lesnick e-mailed to him the memo that was referred to during the combined meeting, relating to architectural review.

Discussion ensued regarding establishment of an Architectural Review Board and architectural guidelines. Mr. DeMarco noted that the level of compliance would need to be clearly defined in the ordinance. Mr. Loconti noted that an Architectural Review Board becomes the authority, and they would provide requirements, not suggestions, for passage of a proposal. Mr. DeMarco stated that there are currently some guidelines for the Historic Town Center, noting that it would need to be determined whether other zoning districts would be subject to the guidelines established. Mr. DeMarco stated his opinion that if established, the Architectural Review Board would provide guidelines, but they should not design the building. It was noted that corporate identity would be a factor for businesses associated with a large corporation, and enforcement of certain restrictions can be time-consuming and costly. It was also noted in discussion that architectural review could become a barrier for new development.

Old Business

1. Sign Ordinance. There was discussion regarding enforcement of the sign ordinance and the need to notify property owners and business owners of non-conforming signs that their signs need to be brought into conformance. Pole signs were discussed, and it was noted that pole signs are no longer permitted and should have been removed 11 years ago according to the language in the ordinance. It was noted in discussion that the Commission is not looking to change the ordinance at this time, but there is more concern about the organization of the ordinance. It was noted that enforcement of the existing ordinance has been lacking and it is the belief of the Commission that there needs to be enforcement in order to determine if any changes should be considered. Mr. Richards stated that a measured approach is needed with regard to requiring signs to be brought into conformance. Mr. Loconti stated that he believes if the City can start raising the standard in the business areas and bringing signs into compliance, it will raise the bar for the area and enhance the entire community. Mr. Loconti stressed the need for consistency in the business districts.

In discussion, Mr. Loconti noted that it must be determined by the Administration whether there is sufficient budget to proceed with enforcement and see it through, in consideration of the other needs of the City. Referring to the inventory of signs that were photographed, Mr. Denk suggested that the Commission begin by identifying a small number of signs that are in violation and request the Zoning Inspector to proceed with enforcement. Discussion ensued.

Councilman Smolic noted there have been complaints from tenants in the shopping center because their businesses are not included on the ground sign; the only tenant listed on that sign is Dollar General. It was noted that the ordinance provides that for ground signs for multi-occupant facilities, it is the property owner's responsibility to determine if the sign area shall be devoted to identification of the building, the anchor occupant, all occupants or some combination thereof. Mr. Loconti noted that is a matter between the building owner and tenant.

New Business

None.

Mayor Potter stated his thanks to Dan Richards for all his years of hard work for the City. The Commission members also expressed their appreciation to Mr. Richards.

Adjournment

There was no further business before the Commission, and Mr. DeMarco moved to adjourn. Mr. Blum provided the second, and the motion passed upon unanimous vote. The meeting adjourned at 8:55 p.m.

CHAIRMAN

SECRETARY