

CITY OF KIRTLAND  
PLANNING AND ZONING COMMISSION  
SPECIAL MEETING

MINUTES OF THE MEETING  
JULY 7, 2020

The meeting was called to order by Chairman Michael Denk at 7:01 p.m. Due to the current state of emergency regarding COVID-19, the meeting was held virtually via Zoom. Present were Commission members Richard Blum, Richard DeMarco, Michael Denk, Joseph Loconti and Joseph Vinciguerra.

Also present were Mayor Kevin Potter, Law Director Matthew Lallo, City Engineer Douglas Courtney, Zoning Inspector Wayne Baumgart, Economic Development Manager Monica Drake, Council President Richard Lowery, Councilman Jeffrey Ruple, Councilman Joseph Smolic and Councilwoman Kelly Wolfe.

PUBLIC SESSION:

PUBLIC REQUESTS

Final Development Plans – 9327 Chillicothe Road

Chairman Denk acknowledged that the Commission received the final development plans, along with a letter dated July 1, 2020 from City Engineer Douglas Courtney, noting that he has reviewed the plans and is recommending approval of the final development plans. Thomas Paul of Paul Architects was present in this regard, along with Dusty Keeney of Polaris Engineering.

Mr. Courtney stated the initial submittal was received from Polaris Engineering on June 22, and he provided comments to Polaris on June 24. Revised plans were submitted on June 30 addressing all the comments in his letter that were required for Planning and Zoning approval. Mr. Courtney stated that at the Commission's request, he assembled the checklist that is attached to his letter, outlining the requirements for preliminary and final development plan approvals through Planning and Zoning (the preliminary plan was approved by the Commission on May 11). For the final development plan, items were indicated as submitted and satisfactory. Mr. Courtney noted there is a list of items that must be submitted before the zoning permit can be issued.

Thomas Paul of Paul Architects advised that there is a lighting plan included that shows the lighting that will be used at the private drive and at the buildings. He noted that some downlights were added to the back of the building that will not be intrusive to neighboring properties but will provide some light to the back yards. Mr. Paul advised that the landscape plan includes the scientific names of the plants. He advised that the site plan, floor plans and landscaping is the same as was submitted and previously approved. He noted that the streetlights and the lights on the front of the building at the garage and entry door were shown on the preliminary plan.

Answering Mr. Denk, Mr. Paul stated that a new sign face will be placed on the existing sign. Mr. Denk noted it will be a temporary sign advertising the development. Referring to the external sign lighting, Mr. Denk noted that one of the lights appears to be non-functional.

Mr. Blum stated that he appreciates the effort on the hammerhead, noting that the offset to the shape of the hill and the two ft. shoulder around it, along with completely encasing it with a guard rail, is a large improvement. Mr. Denk echoed Mr. Blum's comments, noting that he likes the revisions that were made.

Responding to Mr. Denk regarding replacement of the sign face, Mr. Lallo advised that separate approval is not needed since it is the sign face only and there is no change in the size; he noted it would be included in the Commission's approval of the final plan.

Chairman Denk opened the meeting to public comment. Ms. Cocca-Fulton stated that she wanted to make sure the address of the property is listed correctly, noting that it is 9327 Chillicothe Road.

There were no further comments from the public.

Mr. Blum moved to approve the final development plans for the proposed senior living community development at 9327 Chillicothe Road, as presented. Mr. DeMarco provided the second. Upon roll call vote, the motion passed 5-0 (Ayes – Blum, DeMarco, Loconti, Vinciguerra and Denk; Nays – None).

Law Director Lallo stated that the Commission should pass Resolution 20-PZ-2 affirming the Commission's vote of approval and to pass this on to City Council for their approval; he noted that City Council approval of the final development plan is necessary. Mr. DeMarco moved to approve Resolution 20-PZ-2 approving the final development plan; Mr. Blum provided the second. Upon roll call vote, the motion passed 5-0 (Ayes – Blum, DeMarco, Loconti, Vinciguerra and Denk; Nays – None).

There was no further business before the Commission, and Mr. Vinciguerra moved to adjourn. Mr. DeMarco 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