

CITY OF KIRTLAND  
PLANNING AND ZONING COMMISSION

MINUTES OF THE MEETING  
AUGUST 9, 2021

The meeting was called to order by Chairman Michael Denk at 7:10 p.m. Present were Commission members Richard Blum, Richard DeMarco, Michael Denk, Rick Loconti and Joseph Vinciguerra.

Also present were Mayor Kevin Potter, Assistant Law Director Thomas Lobe, City Engineer Douglas Courtney, Service Director/Zoning Inspector Joseph Fornaro and Councilman Joseph Smolic.

MINUTES OF THE JULY 8, 2021 WORK SESSION

Mr. Blum moved to approve the minutes as presented, with the second by Mr. Loconti. Upon roll call vote, the motion passed 4-0-1 (Ayes – Blum, Loconti, Vinciguerra and Denk; Nays – None; Abstaining: DeMarco).

MINUTES OF THE JULY 8, 2021 MEETING

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PUBLIC SESSION:

PUBLIC REQUESTS

Matthew DiCillo – Application for Conditional Use Permit for Storage and Sales of Landscape Materials at 8260 Euclid-Chardon Road; Preliminary Site Plan Review

Matthew DiCillo, David DiCillo and David DiCillo Sr. were present in this regard. David DiCillo advised that they own three lots; they are proposing a 5,000 square foot building at 8260 Euclid-Chardon Road for storage. He stated they want to store landscaping material in the yard, meaning natural stone (palletized stone, sandstone steps, slabs, etc.). Noting that they currently have property at 7899 Euclid-Chardon Road, he advised this will be their holding area. He advised they do not deal with topsoil, mulch or plants.

David DiCillo Sr. said they would like to expand, but there is no more room at 7899 Euclid-Chardon Road, and they hope to eventually move all operations to the property at 8260 Euclid-Chardon Road.

Chairman Denk acknowledged receipt and reviewed a memo dated August 5, 2021 from City Engineer Douglas Courtney. Mr. Courtney stated that the parking requirements are met for the 5,000 sq. ft. building. He noted a portion of the developed area lies within the environmental overlay districts (Forest and Soils Overlay Districts), but he does not see any issues. Mr. Courtney noted they are far enough away from the top of the slope with the development. Mr. Courtney stated there are no riparian setback issues.

Answering Mr. Denk, David DiCillo advised there will be a new septic system. He advised that they still need to review the site lighting.

David DiCillo advised there is one existing structure (one-story storage facility) on the parcel to be developed, which will remain. He noted that the two-story house and garage on the adjoining parcel they own will most likely be removed. The existing house on the other adjoining parcel, owned by David DiCillo, will remain.

David DiCillo confirmed that there will be a new concrete driveway.

Chairman Denk opened the meeting to public comments regarding the conditional use permit application and preliminary site plan. There were no public comments in this regard.

Mr. Loconti inquired if the applicant has been in touch with the neighbor to the west. Matthew DiCillo responded that they have not been in contact with the neighbor, but confirmed there is someone living in the house. He noted they have contacted Ben Palazzo, who owns the property next to Circle K. It was confirmed that all property owners within 500 ft. of the subject property were notified of the conditional use permit application and preliminary development plan on tonight's meeting agenda.

Mr. Denk inquired about the proposed outdoor material storage area. Matthew DiCillo advised there will be pallets and stacks of stone, such as sandstone and limestone. He confirmed there will be no compost materials or gravel piles. David DiCillo advised that 95 percent of their business is commercial clients, such as contractors and architects, although they do get some residential customers.

Chairman Denk inquired about hours of operation. David DiCillo Sr. advised that hours of operation will be tentatively 8:00 a.m. until 6:00 p.m.

Mr. Blum moved to approve the conditional use permit and the preliminary development plan for 8260 Euclid-Chardon Road, with the second by Mr. DeMarco. Upon roll call vote, the motion passed 5-0 (Ayes – Blum, DeMarco, Loconti, Vinciquerra and Denk; Nays – None).

#### Richards Maple Products – Concept Review of Manufacturing and Retail Use at 7955 Euclid-Chardon Road

Jen Freeman was present in this regard, along with partner Fred Ahrens. She stated their business is currently in Chardon, which is maple manufacturing, candy making; they will also be doing meat processing and smoking meats. Ms. Freeman stated they are also proposing to use a portion of the building for retail sales of their products. She advised that the building and property is for sale, and they are looking to purchase.

It was noted that the property is zoned Limited Industrial (LI). With regard to the number of employees expected, Ms. Freeman advised the number will be mid 30's.

Mr. DeMarco inquired about the meat processing and smoking, noting that there is residential property adjacent. Ms. Freeman advised that all smokers will be inside the building. She stated everything will be done inside; when the carcasses are brought to them, they will be processed indoors. Mr. Ahrens

confirmed there will be no kill floor on site, and that split carcasses will be delivered by truck and brought inside the building. They will be processed indoors for retail and custom sale.

With regard to parking requirements, Mr. Denk noted that the retail store is 4700 sq. ft. Mr. Courtney noted that the two different uses in the building can be considered for the parking requirements.

It was noted by the Commission that the maple manufacturing and meat processing are permitted uses in the Limited Industrial District; the retail use would be an accessory use, and a conditional use permit would be needed.

Answering Mr. Loconti, Mr. Ahrens stated there will also be some maple equipment sales, but it is very limited. Mr. Loconti noted that with the maple equipment sales, there would be 5700 sq. ft. of combined retail area.

Mr. Ahrens stated there are approximately 45 parking spaces, from the road to the back, with an additional 30 parking spaces in the back for employees. He stated the area in the back is now grass, but there is base underneath.

Mr. Ahrens stated that the property consists of several separate parcels, noting that they would consider consolidating them after purchase.

Mr. Blum stated he believes this would be a great addition to the City. Mr. Ahrens stated there is a large need for custom butchering. He stated they would not be taking away from other businesses, noting that Mike's Meat Market is their customer.

Chairman Denk advised that the Commission does not provide approval at the conceptual review, but the Commission members agreed this would be a good fit for Kirtland. Mayor Potter suggested that they consider placing some landscaping along Gildersleeve. There were no public comments regarding the concept plan.

#### Ruff Neon & Lighting – Proposed Ground Sign for Kirtland Dental at 9209 Chillicothe Road

Dr. Jeff Bailey of 9191 Chillicothe Road was present in this regard, along with Jack Ruff of Ruff Neon & Lighting. It was noted that the proposal is for a new ground sign for Kirtland Dental to be placed above the existing sign for "Down the Block".

Mr. Loconti inquired if the owner of Down the Block has been approached. Mr. Ruff confirmed that they have been in contact, and the owner has no issues with the proposed new sign.

Noting that it might be confusing with the sign placed above the Down the Block sign, Mr. Denk inquired about the Dollar General sign. Dr. Bailey stated that he attended a Commission meeting about a year ago, noting that he has had many discussions with the property owners; it is his understanding that this is his only opportunity under his lease, to place the sign above the Down the Block sign. He stated that to his knowledge the property owners are unwilling to change the Dollar General sign.

Mr. Denk inquired if the street address can be added to the Kirtland Dental sign, since it is a different address than Down the Block. Mr. Ruff confirmed that the street numbers can be added to the bottom left or right of the sign face.

Answering Mr. Denk, Mr. Ruff confirmed that the Kirtland Dental sign will be internally illuminated; he stated he is not sure why there is an external light and he is not sure whether it works. He noted that the existing Down the Block sign is also internally illuminated. Mr. Ruff noted that the plans show the illumination at night for both signs.

Answering Mr. Loconti, Mr. Ruff confirmed that the structure of the Down the Block sign is sufficient to add the proposed sign above, noting that it has been approved by an engineer.

There were no public comments regarding the proposed sign. Mr. Loconti moved to approve the proposed ground sign for Kirtland Dental, 9191 Chillicothe Road, with the condition that the street address numerals (9191) shall be added to the sign face and with the condition that the existing external ground light be removed. Mr. Vinciguerra provided the second. Upon roll call vote, the motion passed 5-0 (Ayes – Blum, DeMarco, Loconti, Vinciguerra and Denk; Nays – None).

#### TABLED REQUESTS

##### 101 Mobility – Application for Ramp at Willo-Hill Baptist Church, 4200 State Route 306

There was no one present on behalf of the applicant. The matter remains tabled.

##### Church of Jesus Christ of Latter-day Saints – Application for Conditional Use Permit for Proposed Museum Use and Preliminary Development Plan at 8980 Chillicothe Road

The matter remains tabled.

#### PUBLIC COMMENTS ON ITEMS NOT ON THE AGENDA

None.

#### WORK SESSION:

##### Communications and Bills

1. City Council Meeting Minutes – June 21, 2021 Work Session and Council Meeting.
2. Zoning Permits Report – July 1, 2021 to July 31, 2021.

##### Old Business

1. Alternative Energy Ordinance (No. 18-O-31) – There was brief discussion, including the requirement for a conditional use permit. Screening for ground mounted solar equipment was also discussed.

New Business

None.

Adjournment

There was no further business before the Commission, and Mr. Blum moved to adjourn. Mr. DeMarco provided the second, and the motion passed upon unanimous vote. The meeting adjourned at 7:54 p.m.

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CHAIRMAN

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SECRETARY