

CITY OF KIRTLAND  
PLANNING AND ZONING COMMISSION

MINUTES OF THE MEETING  
AUGUST 8, 2022

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

Also present were Law Director Matthew Lallo, City Engineer Douglas Courtney and Councilman Joseph Smolic.

MINUTES OF THE JULY 18, 2022 WORK SESSION

Mr. Blum moved to approve the minutes as presented, with the second by Mr. DeMarco. Upon roll call vote, the motion passed 3-0-1 (Ayes – Blum, DeMarco and Denk; Nays – None; Abstaining - Vinciguerra).

MINUTES OF THE JULY 18, 2022 MEETING

Mr. Blum moved to approve the minutes as presented, with the second by Mr. DeMarco. Upon roll call vote, the motion passed 3-0-1 (Ayes – Blum, DeMarco and Denk; Nays – None; Abstaining - Vinciguerra).

PUBLIC SESSION:

PUBLIC REQUESTS

Gemini Solar – Application for Conditional Use Permit for Rooftop Solar Array at 10870 Woodlake Drive

It was noted that the property owner contacted the Zoning Office this morning and advised they would be unable to attend because they need to quarantine. Although expected to be present, the contractor was also not in attendance. In discussion, it was noted by the Commission that the application is straightforward, and the Commission chose to proceed without the applicant in attendance. It was noted that the property owner had indicated they could be reached by telephone this evening.

Mr. Denk noted that the solar panels are located on the side roof and do not face the street. It was noted that the City Engineer did not review the plans since this is a rooftop array and no site work is involved.

Upon the Commission's review and discussion of the plans, it was noted that the solar panels include an anti-reflective coating.

There were no comments or questions from the public. Chairman Denk stated he would entertain a motion to approve the conditional use permit for roof-mounted solar panels at 10870 Woodlake Drive as presented. Mr. Vinciguerra so moved, and Mr. DeMarco provided the second. Upon roll call vote, the motion passed 4-0 (Ayes – Blum, DeMarco, Vinciguerra and Denk; Nays – None).

### TABLED REQUESTS

#### Ray & Theresa Tintor – Proposed Accessory Building at 10358 Wilbert Dr.

It was noted that no updated plans have been received. The matter remains tabled.

### PUBLIC COMMENTS ON ITEMS NOT ON THE AGENDA

None.

### WORK SESSION:

#### Communications and Bills

1. Board of Zoning Appeals Minutes – May 17, 2022 Meeting. There was brief discussion regarding signs.
2. Zoning Permits Report – July 1, 2022 to July 31, 2022.

#### Old Business

1. Comprehensive Plan Review. It was noted that discussion took place in this regard during the work session before the regular meeting.
2. Review of Zoning Ordinances. It was noted that the Commission members read through and familiarized themselves with Ordinance Chapters 1284, 1273 and 1270 for discussion at tonight's meeting. Chapter 1284 Site Design Standards was discussed during the work session prior to the regular meeting.

Chapter 1273 – Institutional and Office Districts. It was noted that the location of the Institutional and Office zoned area is at the north end of the city, at the top of the hill. The Commission reviewed the permitted uses, noting that the existing uses are a perfect fit for the district. The Commission discussed the landscape requirements in this chapter. Mr. Courtney questioned what would be considered to be landscaping, such as plantings, lawn area, etc. It was noted this could be clarified in the Site Design Standards in a section for landscape regulations.

Chapter 1270 – Multifamily Dwelling Districts. Mr. Denk noted this chapter does not have a section relating to landscape requirements, but that Section 1270.09 references Chapter 1284 for the site design standards. Chairman Denk noted that the Commission will revisit the chapter with regard to adding a landscape section that would reference the landscape requirements in the site design standards chapter.

3. Alternative Energy Ordinance – Ord. No. 18-O-31. Mr. Lallo stated he will likely request that this be discussed at next month's meeting.

New Business

None.

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 7:39 p.m.

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CHAIRMAN

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SECRETARY