

CITY OF KIRTLAND  
PLANNING AND ZONING COMMISSION

MINUTES OF THE MEETING  
MAY 13, 2024

The meeting was called to order by Chairman Denk at 7:05 p.m. Present were Commission members Richard DeMarco, Daniel Laux, Lita Laven, Joseph Vinciguerra, and Michael Denk.

Also present were Assistant Law Director Mark Marong and City Engineer Douglas Courtney.

MINUTES OF THE APRIL 16, 2024 WORK SESSION

Mr. DeMarco moved to approve the minutes as presented, with the second by Ms. Laven. Upon roll call vote, the motion passed 5-0 (Ayes – DeMarco, Laux, Laven, Vinciguerra and Denk; Nays – None.)

MINUTES OF THE APRIL 16, 2024 MEETING

Mr. Laux moved to approve the minutes as presented, with the second by Mr. DeMarco. Upon roll call vote, the motion passed 5-0 (Ayes – DeMarco, Laux, Laven, Vinciguerra and Denk; Nays – None.)

PUBLIC SESSION:

PUBLIC REQUESTS

Yesco Sign & Lighting Service – Replacement of Sign Face on Existing Ground Sign at 7920 Euclid Chardon Road (for D&S Automotive)

C. J. Paterniti was present in this regard for D&S Automotive. Mr. Denk noted that the sign is the same size and will be located in the same location. A question was asked regarding illumination. Mr. Paterniti confirmed the sign is internally illuminated with LED lighting.

Chairman Denk opened the meeting to public comment on the matter; there were no comments or questions from the public. Mr. Vinciguerra moved to approve the sign face replacement for D&S Automotive, as presented; Mr. DeMarco provided the second. Upon roll call vote, the motion passed 5-0 (Ayes – DeMarco, Laux, Laven, Vinciguerra and Denk; Nays – None).

TABLED REQUESTS

Shane Kuhn, Dominion Energy – Conditional Use Permit Application and Preliminary Development Plan for Gas Utility Station Replacement at 8909 Euclid Chardon Rd.

The application remains tabled.

PUBLIC COMMENTS ON ITEMS NOT ON THE AGENDA

None.

WORK SESSION:

Communications and Bills:

1. City Council Meeting Minutes – April 3, 2024 Work Session and Council Meeting; April 15, 2024 Finance Committee Meeting, Work Session and Council Meeting.
2. Board of Zoning Appeals Meeting Minutes – February 26, 2024.
3. Board of Zoning Appeals Notice of Decision – No. 24-4.
4. Zoning Permits Report – April 1, 2024 to April 30, 2024.

Old Business:

Proposed Zoning Ordinance Amendments – Chapter 1294 Riparian Setbacks

City Engineer Douglas Courtney made a recommendation of the proposed changes to Chapter 1294 Riparian Setbacks as submitted to the Commission. He provided a chronological history of the Riparian Setbacks Ordinance which was enacted in 2002, noting that the model ordinance has been updated several times throughout the years. The Ordinance as presented will bring the current Ordinance up-to-date and reflect the current standards across the region, and it will be in conformity with the Chagrin River Watershed Partners and the Regional Sewer District standards as well.

There was discussion regarding the suggested changes to the Ordinance.

Mr. Marong noted it is necessary to have a Public Hearing before sending this to Council. The Public Hearing will be scheduled for the June, 2024 meeting. The riparian setback map which is on the city website will be available for viewing at the meeting.

New Business:

The Clerk noted future meeting dates in the months of July and November 2024 will need to be changed to accommodate Council's summer meeting schedule and government holidays. A proposed date of July 15, 2024 was suggested for the July meeting, this will be further discussed at the June, 2024 meeting.

Adjournment

There was no further business before the Commission, and Ms. Laven moved to adjourn. Mr. Laux provided the second, and the motion passed upon unanimous vote. The meeting adjourned at 7:20 p.m.

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CHAIRMAN

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SECRETARY