

CITY OF KIRTLAND
MINUTES OF COMBINED MEETING
JANUARY 13, 2025

PLANNING AND ZONING COMMISSION
CITY COUNCIL
BOARD OF ZONING APPEALS

The meeting was called to order at 6:35 p.m. by Planning and Zoning Commission Chairman Michael Denk. Present were the following Planning and Zoning Commission members: Michael Denk, Daniel Laux, Lita Laven, and Jason Bridges. Absent: Richard DeMarco.

The following Council members were present: Ronald Fenstermaker, Scott Haymer, Matthew Schulz, Joseph Smolic, Julie Symonds, and Suzanne Grazia. Absent: Eric Ziegler.

Present from the Board of Zoning Appeals: Mark Bailey, James Palec, Denise Quiggle and James Davis. Absent: Harry Keagler.

Administrative personnel present: Mayor Kevin Potter, Law Director Matthew Lallo, Assistant Law Director Mark Marong, City Engineer Douglas Courtney, Service Director Joseph Fornaro, Zoning Inspector, Lenny Morgano, and Economic Development Consultant, Eddy Eckart.

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It was noted that a 2024 Highlights document consisting of fifteen pages was prepared by Planning and Zoning Commission Chairman Denk to be used as reference material for this evening's meeting. Copies were made available to everyone in attendance.

Mr. Denk began the presentation by reviewing personnel matter that occurred throughout 2024. He began by thanking Mr. Marong, Assistant Law Director, who started with the City in early 2024 noting that Mr. Marong has been a valuable asset to the P&Z Commission throughout the year. He stated that Jennell Muscatello has served as Interim Clerk to the Commission for the last six months of the year due to Ms. Roelle being on an extended medical leave. Mr. Denk noted that Mr. Joseph Vinciguerra resigned from the Commission in November of 2024 because he relocated his residence outside of the City. He commended Mr. Vinciguerra for his contributions to the Commission and to the City over the past 10+ years.

Mr. Denk provided a summary of Public Requests made in 2024 pointing out the proceedings involving 8560 Billings Road. Noting that in January 2024 Mr. & Mrs. Loomis submitted a Conceptual Site Plan to the Commission for review followed up with a Preliminary Development Plan submission in December 2024.

In March 2024 the Commission reviewed an Application for Zoning Map Amendment at 9501 Chillicothe Road. The Commission voted 4-1 to recommend to City Council with modifications the submitted application.

Also, in March 2024 Dominion Energy submitted a Conditional Use Permit and Preliminary Development Plan for a gas utility station replacement. Based on the number of residents with questions and concerns, Assistant Law Director, Mark Marong, suggested the parties schedule a meeting outside of the scope of the P&Z Commission to discuss their concerns. Therefore, the matter was tabled and in August 2024 based on no resubmission by Dominion, removed from the table with a request that the applicant resubmit a new application at a later date. Lastly, noting that to date, nothing has been submitted by Dominion.

Mr. Denk introduced new Commission member, Jason Bridges. Mr. Bridges spoke on his background and shared that he is excited to be a part of the Planning & Zoning Commission and looks forward to getting to know Kirtland.

December 2024

Ray Sankovich and Alan Negrelli of Signature Real Estate Services addressed the Commission regarding a conceptional plan for 9337 Chillicothe Road; a mixed-use development at 9337 Chillicothe Road.

A detailed conceptual description of what will encompass the mixed-use development was provided. It was stated that thirteen residential homes on 50 x 100 (5,000 square foot) lots will be built on the rear of the property. Noting that the homes will be targeted for the 55+ over community.

Mr. Sankovich and Mr. Negrelli stated they plan to submit Preliminary Development Plans within the next few months.

Mr. Denk addressed Council President Fenstermaker and asked if he or anyone from Council had any specific questions.

Ms. Symonds inquired about P&Z Commission's ongoing project relating to changes/updates to the Codified Ordinances. Responding Mr. Denk stated that he anticipates a few additional topics to come before P&Z and onto Council for consideration this year. Noting the two most recent were updates to the Fence Ordinance and updates to the Yard Ordinance.

Mayor Potter asked the Zoning Inspector, Lenny Morgano, to provide an overview of complaints and issues the City is having regarding off-street parking of commercial vehicles that exceed the 72-hour period. The Mayor suggested Mr. Marong provide the current Ordinance to P&Z Commission members for the next regularly scheduled meeting so that discussion can begin regarding potential changes to the Ordinance.

Furthering the discussion, Council President Fenstermaker questioned the need for a clearer definition of the word *trailer* in the Code. He questioned if a trailer as defined in the Code is a vehicle, Responding, Law Director, Matt Lallo, affirmed a trailer is a vehicle.

Council President Fenstermaker inquired if the situation in the Locust area has improved. Responding Mr. Morgano stated violation letters were sent out and all of the trailers are now parked on hard surfaces.

Discussion ensued regarding zoning violations that have been addressed throughout the year relating to 72-hour violation.

Ms. Symonds inquired if there are any plans to update the Code regarding short term rentals. She stated the reason she is inquiring is due to the recent purchase of the Temple and the anticipated increase in tourism in the City. Further stating she has received concerns from residents in her Ward that there may be an increase in Airbnb's in the City.

Eddy Eckart commented on his experience with the County of Ashtabula relating to tracking short term rentals in the area.

Ms. Muscatello will inquire with the Lake County Visitor's Bureau to obtain information regarding the program in Lake County.

Mr. Bridges recommended researching and instituting an ordinance that governs short term rentals now in case the need arises in the future.

Mr. Lallo read the definition of a *Tourist Home* as stated in the Code.

Mr. Denk Mark inquired to Mr. Bailey if he had anything to add regarding the Board of Zoning Appeals. Mr. Bailey stated that the Board of Zoning Appeals heard several matters in 2024, noting things slowed down the second half of the year. Mr. Smolic inquired as to the number of appeals heard in 2024; responding Ms. Muscatello stated eight.

There was no further discussion, and the meeting adjourned at 7:00 p.m. upon the motion of Mr. Bailey and the second of Mr. Fenstermaker.

CHAIRMAN

SECRETARY