

CITY OF KIRTLAND
PLANNING AND ZONING COMMISSION

MINUTES OF THE MEETING
November 10, 2025

Roll Call

The meeting was called to order by Chairperson Denk at 7:05 p.m. Present were Commission members Richard DeMarco, Lita Laven, Frank Lyon, and Michael Denk. Jason Bridges. Arrived at 7:12

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

Minutes of the October 13, 2025 Work Session

Frank Lyon moved to approve the Minutes, with the second by Richard DeMarco. Upon roll call vote, the motion passed 3-0-2 (Ayes – DeMarco, Lyon, and Denk; Nays: None; Abstain: Bridges and Laven)

Minutes of the October 13, 2025 Meeting

Richard DeMarco moved to approve the Minutes, with the second by Frank Lyon. Upon roll call vote, the motion passed 3-0-2 (Ayes – DeMarco, Lyon, and Denk; Nays: None; Abstain: Bridges and Laven)

Public Session

Public Requests

1. 8950 Red Tail -Application for Zoning Permit Auxiliary Building exceeds 1,000 Sq. Ft. *Chapter 1262: Administration, Enforcement and Penalty Section 1262:04(a)(11)*

Eric Schnackenberg, 8950 Red Tail presented his application for an auxiliary building exceeding 1,000 square feet at 8950 Red Tail. Responding to questions from the Commission, Mr. Schnackenberg confirmed that his homeowner's association has a pre-conditional approval process, and he had already received conditional approval from them. Further stating that the purpose of the building would be for personal use to store vehicles.

Chairman Denk expressed concern about the sanitary and domestic water connections planned for the building, responding Mr. Schnackenberg it was for convenience since the building would be 270 feet from the main house. The Commission emphasized that the structure could not be used as a dwelling unit, which was affirmed by Mr. Schnackenberg.

The Commission discussed several aspects of the project with Mr. Schnackenberg responding to questions from the Commission members:

- The building's aesthetics: Mr. Schnackenberg confirmed it would be white with black windows to match his house, with stone veneer wainscoting around the entire perimeter.

- Drainage: City Engineer, Doug Courtney, noted the need for gutters and downspouts on the plans.
- Driveway: Currently planned as gravel with future plans for concrete
- Lighting: Mr. Schnackenberg plans to use gooseneck lighting that would shine downward and minimal windows to limit light pollution
- Distance from neighboring properties: The building would be set back with trees providing natural screening.

Patricia Hauer, Christopher Hauer (father) and Christopher Hauser (son), 9069 Regency Woods Drive, expressed concerns to the Commission including:

- Impact on property lines and trees
- Construction noise and debris
- Trespassing during construction
- Heavy truck traffic
- Drainage issues with the silt fence
- Size and visibility of the structure

They noted inconsistencies in how the building was described in different documents (accessory building, auxiliary building, shop, etc.) and questioned whether it met zoning requirements.

Mr. Schnackenberg addressed these concerns, explaining:

- No additional trees would be cut down
- Construction would last 6-9 months with limited heavy equipment use
- The building would be for personal use only
- The property has a ravine between it and the neighboring properties, limiting erosion concerns

Assistant Law Director Mark Marong clarified that the code uses the terms "main building" or "auxiliary building," and explained that properties over 2 acres can build auxiliary buildings up to 1,000 square feet without special approval, but must come to the Planning and Zoning Commission for buildings exceeding that size.

Mr. Denk asked if there were any additional public comments. There were none.

Commission Member Frank Lyon moved to approve the application for 8950 Red Tail for an auxiliary building exceeding 1,000 square feet, contingent upon the submission of a commented site plan and architectural plan approved by Doug Courtney. Commission member Jason Bridges seconded the motion. Upon roll call vote, the motion passed 5-0 (Ayes – Bridges, DeMarco, Laven, Lyon, and Denk; Nays – None).

2. 9213 Chillicothe Road Lot Split Application

Commission Member Richard DeMarco left the room for purposes of discussion due to a personal conflict of interest with the applicant.

Andy Loncar, 8142 Charlesderry Road presented a lot-split application for 9213 Chillicothe Road. Mark Marong explained that the Board of Zoning Appeals had previously approved a variance to allow the creation of a lot with no frontage on a publicly dedicated street. The proposal would create a 4+-acre parcel (Parcel B) in the back of the property, leaving a 0.73-acre property (Parcel A) in front with an easement for ingress/egress and utilities.

Doug Courtney confirmed this would be a minor subdivision and that the easement was necessary to provide access to the landlocked parcel.

Mr. Denk asked if there were any public comments. There were none.

Commission Member Lita Laven moved to approve the lot split at 9213 Chillicothe Road, permanent parcel number 20-A-006-F-00-003-0. Commission member Frank Lyon seconded the motion. Upon roll call vote, the motion passed 4-0 (Ayes – Bridges, Laven, Lyon, and Denk; Nays – None; Abstain: DeMarco).

3. 9213 Chillicothe Road Application for Conditional Use Permit (HTC-1275.04(a))

Andy Loncar continued his presentation regarding the 4-acre parcel, explaining his plans to build condominiums/multi-family dwellings. He indicated the units would be targeted toward residents 55 and older who want to downsize but stay in Kirtland.

Mark Marong advised that to approve the conditional use, the Commission would need a preliminary development plan that Doug Courtney would need to review. The Commission encouraged Loncar to submit a plan for the next meeting.

During discussion, Commissioner members raised questions about:

- Number of units
- Trash collection
- Utilities (water and sewer)
- Homeowners' association plans
- Traffic impacts
- Visual buffering for neighbors
- Parking accommodations

Mr. Loncar presented renderings showing a Western Reserve architectural style. He explained that each unit would have its own utilities and that there would be a homeowners' association.

Denise Quiggle, 8963 Elm Street, expressed concern about traffic on Route 306, noting that emergency vehicles already struggle during school hours. She worried about setting a precedent for dense housing developments as well.

The Commission suggested Loncar incorporate:

- Traffic considerations
- Storm water management details

- Detailed site plans showing parking, landscaping, and buffers

Commission Member Lita Laven moved to table the application for a Conditional Use Permit for 9213 Chillicothe Road until a preliminary development plan is submitted to Doug Courtney for review. Frank Lyon seconded the motion. Upon roll call vote, the motion passed 5-0 (Ayes – Bridges, DeMarco, Laven, Lyon, and Denk; Nays – None).

Tabled Request

1. MJ Builders Preliminary/Final Development Plan

Mr. Denk noted that this item will remain tabled. He confirmed with Mr. Courtney that he is awaiting submittal of the preliminary/final development plan.

Public Comments on Items Not on the Agenda

- Michelle VanArnhem, 10284 Christina Drive inquired about the city's protocol for addressing unauthorized accessory dwellings.
- Denise Quiggle, 8963 Elm Street expressed concern about the city's ordinance regarding commercial trucks in residential driveways. She noted that the current 72-hour rule can be circumvented by simply moving the vehicle temporarily and returning it later. She suggested modifications to the ordinance.
- Reese VanArnhem, 8376 Eagle Road inquired about noise ordinances related to snow removal equipment, noting that he had reviewed city ordinances and found no time restrictions for snow removal services during inclement weather.

Communications and Bills

1. Council Meeting Minutes October 6, 2025
2. Zoning Permits Report – October 1, 2025 – October 31, 2025
Frank Lyon inquired about a right-of-way permit for Prelog Lane, asking if Enbridge Gas was planning to install gas service for the entire street. Doug Courtney explained they were replacing a section of their main on Prelog but it didn't cover the entire street.

Old Business

Commissioner Jason Bridges reported on the progress of the short-term rental committee, which included city council members, realtors, and members of the public. The committee had examined regulations from other cities and discussed:

- Annual registration fees
- Enforcement mechanisms including a "three strikes" policy
- Age restrictions for renters (possibly 25+)

- The need for guardrails while still allowing property owners the right to operate short-term rentals

There was discussion about how companies like Airbnb and VRBO enforce local regulations by removing listings that don't comply with local laws.

Councilmember Ron Fenstermaker explained that council had no desire to outright ban short-term rentals, but rather to regulate them appropriately.

The Commission discussed potential next steps, with Mark Marong and Jason Bridges agreeing to draft legislation for review in January 2026, before state legislation might be enacted.

Commission members discussed the Conditional Use Permit issued for barn sales at 8202 Euclid Chardon Road. It was noted that the current permit runs through January 30, 2026. The clerk was directed to contact Mr. Koplou the applicant and advise him that the permit as issued expires on January 30, 2026 and that a new application must be submitted to the Planning & Zoning Commission.

New Business

No new business was discussed.

Next Meeting

The next meeting was scheduled for December 8, 2025, with a submission deadline of November 21, 2025.

Adjournment

There was no further business before the Commission, and Frank Lyon moved to adjourn Lita Laven provided the second, and the motion passed upon unanimous vote. The meeting adjourned at 8:52 p.m.



CHAIRPERSON



SECRETARY