

CITY OF KIRTLAND
PLANNING AND ZONING COMMISSION

MINUTES OF THE MEETING
WORK SESSION
June 8, 2020

The meeting commenced at 6:40 p.m. Due to the current state of emergency regarding COVID-19, the meeting was held virtually via Zoom. Present were Commission members Richard Blum, Richard DeMarco, Michael Denk, Rick Loconti and Joseph Vinciguerra.

Also present were Mayor Kevin Potter, Law Director Matthew Lallo, City Engineer Douglas Courtney, Zoning Inspector Wayne Baumgart and Councilman Joseph Smolic.

Referring to the proposed accessory building on tonight's agenda, Chairman Denk noted that the City Engineer provided a checklist of items needed. Mr. Denk noted that this would be a helpful tool for future applicants. Mr. Courtney noted that the proposed 2400 sq. ft. auxiliary building is larger than the house on the property. Mr. Courtney stated that Section 1262.04 requires Planning and Zoning approval for auxiliary buildings greater than 1000 sq. ft. He referred to the information listed under "contents of application" in this same section, including the items needed for preliminary development plans and final development plans.

Mr. Courtney stated that the application was submitted with an aerial image from the GIS site; he noted that the disclaimers on the GIS site clearly indicate that property lines are not survey accurate. Mr. Courtney stated the property lines could be off 5 ft. or more. He stated that requiring a survey for something of this nature is not out of the ordinary in other jurisdictions; most site plans require an accurate survey of the property.

Mr. Courtney stated there are several items on the preliminary plan list, noting that they may not all apply to this particular application. He noted that the checklist he included is specific to this particular project, and is the checklist that is used for new residential homes, pursuant to Section 1452.02 Preliminary Plot Plan Requirements, which clearly states the items required. Mr. Courtney stated that when he reviews an application, he reads the code and the requirements of the application, and he applies the code to the particular application. In this case, a survey is definitely required. The City will need to know how the additional stormwater runoff will be handled, how adjacent properties will be protected and how that building will be protected, by requiring on the site plan the first floor elevation to compare to surrounding grades.

There was discussion regarding the City Engineer's checklist. Mr. Courtney stated that the checklist will depend on the nature of the application.

Responding to Mr. Vinciguerra regarding the request on tonight's agenda, Mr. Courtney stated that he did not receive any further plans from the applicant, and the application is still incomplete.

Answering Mr. Denk, Mr. Courtney stated that for a survey that meets the City's requirements, the cost involved would vary depending on the area and configuration of the property, noting that locating property corners and establishing the property line is important. He stated that generally the cost is less than \$1000 for a boundary survey, noting that for the matter on tonight's agenda, topography would not be needed for the entire property, only in the area they are going to build, to show elevations at the building site. In discussion, it was noted that the City should not provide a list of recommended surveyors.

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There was discussion regarding the City Engineer's checklist and the process for review, including preliminary and final review. The Commission noted that it would be helpful to have a checklist available to provide to the applicants before they submit their applications.

Upon completion of discussion, the meeting adjourned upon unanimous consent of the Commission members at 7:10 p.m.

CHAIRMAN

SECRETARY