

CITY OF KIRTLAND
PLANNING AND ZONING COMMISSION

MINUTES OF THE MEETING
WORK SESSION
DECEMBER 12, 2022

The meeting commenced at 6:14 p.m. Present were Commission members Richard Blum, Richard DeMarco, Michael Denk, Daniel Laux and Joseph Vinciquerra.

Also present were Mayor Kevin Potter, City Engineer Douglas Courtney and Zoning Inspector Rick Loconti. Dione DeMitra was present to discuss the comprehensive plan with the Commission.

Ms. DeMitra said that she has reviewed ordinances since 2013 to determine which ones apply to the plan document. Under Key Accomplishments, she noted there is a list of ordinances passed since the last update, which are included in Appendix B. She noted the Mayor will go through those and likely parse it down further. A couple of items that stood out were the canopy walk at Holden Arboretum and projects at Lakeland Community College. She suggested adding a category for partnerships under Key Accomplishments, listing Holden Arboretum, Lakeland, civic organizations and the schools.

Noting that another key accomplishment was more consistent enforcement of zoning regulations, Ms. DeMitra said she has included the hiring of the new Zoning Inspector.

Ms. DeMitra noted that Mr. Denk shared his yearly summaries providing highlights and concerns. Specifically, she mentioned solar panels, geo-thermal, riparian setbacks, and compliance with stormwater updates.

Ms. DeMitra discussed implementation as an objective of the document, with an annual review of what has been accomplished.

Mayor Potter noted he is looking to bring the final document to the Commission at the January meeting. If the Commission is in agreement with the document, it can be brought to Council at their second meeting in January. The Mayor suggested that this can be discussed at the combined meeting of Council and the Planning and Zoning Commission; it was agreed that a good date for that meeting would be on Wednesday, January 18, 2023, immediately following the regular Council meeting.

Regarding next steps, Ms. DeMitra said the Mayor will parse out the Ordinances; she will work in the examples from the Chairman's summaries and add partnerships as a category. There was discussion regarding partnerships with Lake Metroparks and other civic, school and church groups. Ms. DeMitra said it would be good to include several examples of key accomplishments through partnerships.

Discussion ensued regarding businesses in Kirtland, including challenges when a business is near residential property. Mayor Potter noted that the zoning code must be balanced to accommodate both business and residential. Mr. Courtney said that he and Mr. Lallo met recently to discuss the zoning ordinances and the possibility of reformatting the ordinances to make them more user friendly.

Ms. DeMitra thanked everyone for their input, noting that she will be sending out a draft.

The Commission reviewed the meeting agenda. It was noted there are two public requests for the Church of Latter-day Saints, and both received variances from the Board of Zoning Appeals.

It was noted that the tabled matter will likely remain tabled this evening. Mr. Denk noted he put together some highlights from the previous meeting minutes. Mr. Denk noted that one of the neighbors requested the Commission review the past variance request, and he has a copy of the Board of Zoning Appeals notice of decision and the minutes from the May 2020 meeting. Noting that the variance was not approved, Mr. Denk said they were looking to extend the overhang on the existing building toward the neighbor's property.

Mr. Denk noted that the alternative energy ordinance will be discussed during the regular meeting.

With regard to the review of the zoning ordinances, Mr. Denk stated that a document was put together indicating the sections that the Commission may wish to modify. He noted this can be discussed at the combined meeting with Council in January, along with the possible reformatting of the code as discussed by the City Engineer and the Law Director.

There was no further discussion, and the meeting adjourned upon unanimous consent of the Commission members at 7:01 p.m.

CHAIRMAN

SECRETARY