

PLANNING, ZONING & BUILDING COMMISSION

CITY HALL

September 9,

19

The City of Cortland Planning, Zoning & Building Commission met on Monday, September 9, 2019 at 7:00 P.M. at the City Administration Building, 400 N. High Street, Cortland, Ohio. In attendance were the following board members: Chairman Curt Moll, Vice Chairman Sally Lane, Don Bell, Donald Fatobene and Jim Bradley. Also present were Mayor Jim Woofter, Law Director Patrick Wilson, Service Director Donald Wittman and the following individuals:

Patrick Petrella	4999 Phillips-Rice Rd	Cortland
Lisa Jordan	241 Michaels Ct.	Cortland
John Jordan	241 Michaels Ct.	Cortland

Roll Call: Jim Bradley, here; Sally Lane, here; Curt Moll, here; Don Bell, here; Donald Fatobene, here.

A motion to approve **Commission Minutes from the August 12, 2019** regular meeting was made by **Donald Fatobene** and seconded by **Donald Bell**. **Roll Call:** Donald Fatobene, yes; Sally Lane, yes; Jim Bradley, yes; Curt Moll, yes; Don Bell, yes. **MOTION APPROVED.**

Curt Moll: Old business, we have none so let's go to new business. **22-19 New Business** – 107 N. High St. – Maximum Auto Group II, Inc.

A motion was made for 22-19 by **Don Bell** and seconded by **Donald Fatobene**.

Curt Moll: Thank you. Come up, state your name and address for our minutes and tell us a little about your business.

Patrick Petrella: My name is Patrick Petrella, my address is 4999 Phillipos-Rice Rd. Cortland, OH 44410. I'm looking to purchase the building and turn it into a used car lot. I'm currently up the street next to Payne Autobody. I'd rather purchase a building than pay rent.

Mayor Woofter: Where is 107?

Patrick Petrella: Right on the corner where the traffic light is, the old gas station.

Mayor Woofter: Where the car detailing shop is. Okay, nice.

Don Wittman: Will they stay there and become your tenant or are they going to...

Patrick Petrella: I am going to rent them the back so that they can do detailing in the back.

Don Bell: Do they have anything out in the storefront?

Curt Moll: I don't think they do.

Mayor Woofter: They just use the windows for signage.

Patrick Petrella: That's the other thing, I'd like to know if I could put a sign on the building.

Curt Moll: Yes, you can put a sign on the building but you have to follow our regulations. You will have to get a permit.

Patrick Petrella: If I get a sign company they will do all that.

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Curt Moll: Yes, they would. You are talking about a building awning sign?

Patrick Petrella: Yes, something on the roof line.

Don Wittman: That's one and a half square foot for however wide the building is. If it's 50 feet wide, it would be 75 square feet for the sign. Wall signs are easy, if you wanted to put a ground mounted sign or a pole mounted sign, that's where we have more restrictions.

Curt Moll: There was a ground mounted sign there at one time. It's gone right?

Patrick Petrella: Yes but the electric is still there for the ground mounted sign.

Mayor Woofter: So, you may still do that?

Patrick Petrella: If it's possible.

Curt Moll: It's possible, we have height limitations. Since there is no sign there, you aren't dealing with an existing post, you would be able to follow our regulations without any trouble.

Mayor Woofter: We have height restrictions.

Curt Moll: Height and size.

Patrick Petrella: I have money restrictions, so... (laughter)

Don Wittman: Back to the business, there is no school or park within 200 feet of the property line.

Curt Moll: Just one other concern that I have, looking at your drawing, you have more cars than can fit on this property now.

Patrick Petrella: Yes, I'm going to put a couple on the sides. There is parking all around the building.

Curt Moll: On the back side.

Patrick Petrella: Yes, the property is almost a quarter of an acre.

Curt Moll: I know that they had trash and dumpsters back there at one time.

Patrick Petrella: There is going to be one dumpster back there. There is not going to be tires laying around or anything like that.

Curt Moll: I've looked at your property down there and it seems to be in good order.

Patrick Petrella: If I do any kind of remodeling, do I come to Cortland or do I go to Trumbull County?

Don Wittman: If you are not changing the footprint of the roof, you would not need a zoning permit from the city.

Patrick Petrella: I just wanted to put tin around the roof where the wood is kind of rotting.

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Don Wittman: Then you would have to check with the Trumbull County Building Department.

Patrick Petrella: And I want to put garage doors back in where the two front windows were.

Don Wittman: That would also be Trumbull County. What we are looking at is that this parcel S-1 and auto sales and repairs are a permitted use within that. The parking plan that has been submitted appears to comply with our ordinance.

Curt Moll: I would like to ask that you make sure that you do not get into a situation where you would have to use the sidewalk for parking. We have had cars on sidewalks in various places and that's not permitted.

Patrick Petrella: No.

Curt Moll: With that lot, there is no real edge to it. So, keep the cars a little away from the sidewalks. That would definitely be a good thing and a benefit to the walkers.

Patrick Petrella: Like a foot within the sidewalk?

Mayor Woofter: Yes, that would be fine.

Patrick Petrella: I don't want to put anything on the sidewalk. I don't want any aggravation.

Curt Moll: We don't want any obstruction or risk on the sidewalk.

Mayor Woofter: Let me take a moment to ask you to try to comply with our ordinances as far as snow removal on the sidewalks. It could become a real problem. There are a lot of senior citizens that need to use the sidewalks to go to the bank etc. Try to keep your sidewalks plowed.

Patrick Petrella: Yes, I have a little plow.

Mayor Woofter: We'd appreciate that.

Curt Moll: Make sure that you have somewhere to put the snow. Any other questions? I don't see any more, can we have a roll call please.

Roll Call: Sally Lane, yes; Jim Bradley, yes; Donald Fatobene, yes; Curt Moll, yes; Don Bell, yes. **MOTION APPROVED.**

Curt Moll: Get a copy of our sign ordinance and look through the provisions for temporary signs. Things that used car salesmen sometimes use. Temporary signs would allow you to do sales and those kinds of things.

Patrick Petrella: What if I wanted to string pennants?

Curt Moll: Temporary signs would allow you to do sales and those kinds of things. Those are allowed.

Patrick Petrella: Balloons on the antennas?

Mayor Woofter: It's not a sign.

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Curt Moll: You will have to come back for a sign permit at some point.

Patrick Petrella: Do I need an occupancy permit?

Curt Moll: No, not from us, whatever the County requires.

Don Wittman: As you move forward, you will need to check with the fire department, they can do the inspection and sign off on the occupancy.

Mayor Woofter: You'll need a Knox Box. There is probably one already there but just make sure.

Patrick Petrella: The gentleman that I'm buying from said that it's all up to code.

Curt Moll: The fire department does need to come and inspect it for sure.

Don Wittman: Make sure that the doors open the right way, exit signs are lit, fire extinguishers and all.

Patrick Petrella: Okay, Thank you very much.

Mayor Woofter: Thank you for coming here again.

Curt Moll: Next item on the agenda is **23-19 New Business** – 116 N. High St. – Jordan School of Ballet. I need a motion.

A motion was made for 21-19 by **Don Fatobene** and seconded by **Sally Lane**.

Lisa Jordan: I'm Lisa Jordan and we live across the street at 241 Michael's Court. We bought the building next to the laundromat at 116 High St. It's going to be a ballet school. That's been my profession my whole life and I've been doing that business in my home studio for 11 years. It's a transition into a bigger space with room to grow.

Curt Moll: The inside has been fully remodeled and changed?

Lisa Jordan: We are in the process of that, yes.

Don Wittman: I suggest you stop in and see it, it's totally transformed. It is an S-1, it's a permitted use within that. Is this going to be a lot of drop offs?

Lisa Jordan: I'm going to encourage that. I don't encourage people to collect in there. If there is not a lot of parking...

Mayor Woofter: You figure you have 10 parking spaces?

John Jordan: Yes, on that layout (picture in the packet), I think that it would be better if people would park directly into the building next to us; at Cooper's. That way they could back out and then go out.

Mayor Woofter: You are not permitted to back out.

John Jordan: No, I meant back straight towards our building and they can get out. If they were to park perpendicular to Cooper's, they could pull in and then leave the same way.

Mayor Woofter: Is your property right up to the side of their building?

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John Jordan: Yes.

Mayor Woofter: Are you going to stripe the parking spaces?

John Jordan: Yes, we are going to stripe it. The main issue is the pass-thru, through the laundromat gets really confusing. A lot of people come up though.

Mayor Woofter: Have you talked to the owner of the laundromat? Is he okay with you driving through there?

John Jordan: He's okay with that, he just doesn't want us using the spaces back there.

Mayor Woofter: Directly behind your building.

John Jordan: Yes, ideally I'd like to block it off, chain it. People speed up through and that's not good. We were thinking that the door on the side would be where kids got picked up. If kids are involved walking in and out, you don't want people speeding up that hill with their laundry. So, we are thinking of chaining or roping it off.

Mayor Woofter: Right, so it's not a thruway.

John Jordan: Exactly. I was talking to Jeff Cooper, down the road we may pave his back lot so they can drive up and out his lot because his lot is empty at 7:00. We cut the trees down, they were visibly blocking that curve. I thought that they were a hazard and they were clogging the drain on the roof.

Mayor Woofter: The greenway out in front of the sidewalk is your responsibility.

John Jordan: Yes, I bought a push reel mower.

Discussion on the paint color, shutters and molding took place.

Curt Moll: Any questions from the board. Can I have a roll call please.

Roll Call: Curt Moll, yes; Don Bell, yes; Sally Lane, yes; Donald Fatobene, yes; Jim Bradley, yes. **MOTION APPROVED.**

Curt Moll: I will need a motion for **24-19 New Sign** – 116 N. High St. – wall mounted sign (awning) – 9'6" x 3'10", no lighting.

Motion made by **Donald Fatobene**, seconded by **Don Bell** for 24-19.

Lisa Jordan: I didn't want a big flashy sign. It is a classical ballet school, I wanted it to maintain some sense of class. We are having a black and white striped canvas awning being custom made. Along the front will be black with white letters and say Jordan School of Ballet, that will go over the two large double doors. Another little black and white striped awning will go on the small door in the front and it will say 116 N. High St.

Curt Moll: Very nice.

Don Wittman: Is that door even operational?

John Jordan: Yes. I think just for emergencies. You can see now it's just a drop off. At some point we are going to have to get a better set of steps there. All of the doors are locking from the outside so you cannot enter unless you have a key. The Knox Box is on order.

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Curt Moll: It's a nice sign and I like the approach of sophistication.

Discussion on adding windows.

Jim Bradley: I love what you guys are doing, it looks really good. It might inspire other people and give them ideas of what to do. It's a different way of doing it and it looks really nice.

Mayor Woofter: You can use your windows to display on the inside.

Lisa Jordan: Thank you, Okay.

Roll Call: Curt Moll, yes; Donald Fatobene, yes; Sally Lane, yes; Don Bell, yes; Jim Bradley, yes. **MOTION APPROVED.**

After roll call, Lisa told the Commission that they were to be the host school for the Moscow Ballet's The Nutcracker which will be held at Powers Auditorium in November.

Curt Moll: Can I have a motion to adjourn please?

Adjournment moved for by **Don Fatobene** and seconded by **Don Bell**.

Roll Call: Jim Bradley, yes; Sally Lane, yes; Don Bell, yes; Donald Fatobene, yes; Curt Moll, yes. **MOTION APPROVED.**

Meeting Adjourned: **7:26 pm**

Chairman

Date

Secretary