

CITY OF CHARDON PLANNING COMMISSION

Meeting Minutes

June 23, 2026

Members Present:

Andrew Blackley, Chairman
Richard Dietz
Robert Emmons
Lene Hill

Dan Meleski
Mary Jo Stark, Vice-Chairman

Members Absent

Randy Sharpe

Also Present:

Paul Callitsis, Chardon Custom Polymers
Doug Courtney, City Engineer
Benjamin Chojnacki, Law Director
William Daubert
Dale Griffis, Cold Harbor Building Company
Jay Hargis
George Hess, Buckley Group

Jonathan Holody, Community Development
Administrator
Rebecca Repasky, Secretary
Allison Wilson, Geauga Maple Leaf
Ben Young, City Manager

Mr. Blackley called the meeting to order at 6:30p.m.

Mr. Meleski made a motion to approve the May 26, 2026, meeting minutes. It was seconded by Mrs. Hill. Roll was called. The vote carried 6-0.

The Pledge of Allegiance was said. Attendance roll was called. Mr. Blackley reminded all that were present to sign in and swore in City Staff.

OLD BUSINESS - none.

NEW BUSINESS

PC Case #26-008: Mr. Holody explained the applicant, Chardon Custom Polymers, is requesting Final Development Plan approval to construct a parking lot at 373 Washington Street. The parking lot will have twenty-eight (28) spaces, the perimeter will be curbed and it will include one (1) landscaped island. The parking lot will be asphalt. The right-of-way set back requirements are met. The City Engineer recommends approval with comments that include the asphalt be 5" to be addressed at construction document time. The City Arborist approves the listed trees.

Mr. Courtney explained access is to the old 6th Avenue. There is one storm sewer to tie into Washington Street. Storm water management is not needed.

Mrs. Stark said she is satisfied with the landscape plan.

Mrs. Stark made a motion to approve the Announcement of Decision. It was seconded by Mrs. Hill. Roll was called. The vote carried 6-0.

PC Case #26-009: Mr. Holody explained the applicant, Dale Griffis of Cold Harbor Building Company, is requesting a lot consolidation and revised Final Development Plan approval for the new commercial building at 223 Center Street. Mr. Holody said Chardon Family Eye Care was originally approved for a 9,000 sq. ft. building with forty-nine (49) parking spaces – this request is to reduce the building size and

cut the parking spaces by half. The gable roof will now be a flat roof. The site plans conform to the Zoning Code. The City Architect and City Engineer recommend approval. Mr. Holody said Staff supports the lot consolidation.

Mr. Blackley said a detailed engineering plan was not included and asked if Mr. Courtney is he okay with that. Mr. Courtney said yes and that he spoke with the applicant. Mr. Courtney said the applicant did not want to spend the money on engineering plans if this request is denied.

Mr. Dale Griffis was sworn in.

Mr. Griffis explained new engineering plans would cost \$30,000 and the applicant wanted to wait until this was approved. He added he worked to reduce the size of the building due to the high price of the mortgage that included rental space quoted by the bank.

Mr. Blackley said if Planning Commission had not seen the previous plans this would most likely be tabled but knowing Mr. Griffis and the previous utility and grading plan he is okay to move forward with a vote. Mr. Blackley said he agrees with the City Architect that the building is a good design.

Mrs. Stark asked if the landscaping plan will be the same. Mr. Griffis said yes.

Mr. Emmons commented to be sure to have the Fire Department review all plans.

Mrs. Stark made a motion to approve the Announcement of Decision with the condition that stamped engineer site and landscape plans be submitted to the City Engineer for review. It was seconded by Mrs. Hill. Roll was called. The vote carried 6-0.

PC Case #26-010: Mr. Holody explained the applicant, William Daubert, is requesting a Conditional Use Certificate for a two-family dwelling and a variance to Section 1133.05(a) to allow a side setback of 4' 3" at 200 Claridon Road. Mr. Holody said the code requires a 12' setback. Mr. Holody said the Fire Inspector has no concerns and Staff has no objections with this request.

Mr. Courtney said plans were not submitted for his review prior to the meeting but he will review when final plans are submitted that show a full survey and drainage plans.

Mr. William Daubert was sworn in.

Mr. Blackley asked if this is a mother-in-law suite. Mr. Daubert said yes, for his mother. Mr. Blackley asked if parking will be in the same driveway. Mr. Daubert said yes.

Mr. Blackley explained this may trigger a sidewalk to be put in because of new construction. Mr. Courtney said he will need to review the square footage requirement for new sidewalk to be installed. Mr. Meleski added no other sidewalk is located there.

Mr. Blackley said a requirement for approval will need to be a site plan and professional survey for the accurate distance along the property line. Mr. Daubert said he has a mortgage survey and Mr. Byrnes in the Zoning Department gave him a GIS site map. Mr. Blackley explained the City does not provide surveys - a professional survey will need to be done for accuracy.

Mrs. Hill asked if all the neighbors were notified. Mr. Holody said yes by mailing and newspaper publication. Mr. Daubert said the neighbor that this proposed dwelling is encroaching on is the contractor and he is okay with it. (A letter from Mr. Jay Hargis was entered into record stating he is okay with this construction next to his property.)

Mr. Jay Hargis of 210 Claridon Road was sworn in.

Mr. Hargis said he understands the Code and is okay with this proposal. Mr. Blackley agreed this is a nice proposal but it must be made sure it is not on the adjacent property. Mrs. Stark said GIS property lines cannot be relied on.

Mrs. Hill asked what happens if the professional survey returns with this structure being within 2' of the property line. Mr. Courtney said Planning Commission approval would be needed for anything less than 4'.

Mr. Meleski asked who is Heather Giurbino (the name listed as the property owner). Mr. Hargis said that is his partner but they are not legally married.

Mr. Emmons asked why the structure was not moved 8' to the east. Mr. Hargis said because of the kitchen window. Mr. Emmons added that page number 4 of the plans is a mirrored image and will need to be corrected before going to the Geauga County Building Department. The applicant agreed.

Mr. Blackley asked if the property drops off in the back. Mr. Daubert said yes, there is a pond there. Mrs. Stark said a grading plan should be added.

Mr. Meleski asked if the sidewalk issue has been finalized. Mrs. Stark said it will be contingent on Mr. Holody's review of the code. Mr. Chojnacki added it is City Council that has the authority to waive sidewalk installation.

Mr. Blackley asked if the utilities are separate or combined. Mr. Daubert said combined.

Mr. Dietz said it is for the protection of both parties that a professional survey needs to be done in case the property is sold in the future.

Mr. Meleski made a motion to approve the Announcement of Decision with the following conditions: 1) a professional site plan and survey be done and submitted to the City Engineer for his approval and 2) if it is determined the square footage of the new dwelling triggers a new sidewalk, this request will then be submitted to City Council for a request to waive the sidewalk installation until future contiguous sidewalks are installed. It was seconded by Mrs. Stark. Roll was called. The vote carried 5-1 – Mr. Emmons voted no.

Mr. Blackley said to the applicant to proceed with caution and to work with Mr. Holody and Mr. Courtney.

PC Case #26-011: Mr. Holody explained the applicant, City of Chardon, is requesting a lot split and consolidation approval for 108 South Street. Mr. Holody said the proposed lot split and consolidation meets all requirements. The purpose is to unify and enhance the municipal parking lot. A July 1999 survey was provided to the Commission for review.

Mr. Blackley explained this project has been in the works for a long time and will be a parking lot improvement. He said the Final Development Plan will only have one (1) drive apron and maintain Congin's egress/ingress. Mr. Young said the reason it is going to one drive apron is because there is a cable box in the right-of-way.

Mr. Blackley clarified the improvement plan is not being approved. Mr. Courtney said correct.

Mrs. Hill made a motion to approve the Announcement of Decision. It was seconded by Mr. Emmons. Roll was called. The vote carried 6-0.

OTHER BUSINESS – none.

COMMENTS

Mr. Holody said Sheetz is progressing and there will be a pre-construction meeting sometime this summer. He said Conrad's and the new library will have pre-construction meetings and construction set to begin this summer. He said 490 Center Street is in the final design phase. Mr. Holody is still coordinating with Burr Funeral Home and Crepes in the Country. He is engaged with Willowtree regarding Phase II plans which will come to Planning Commission at a later date.

Mrs. Hill asked about Meijer. Mr. Holody said he has no specifics for a timeline but their construction schedule is based on their national construction schedule.

ADJOURN

Mr. Meleski made a motion to adjourn the meeting. It was seconded by Mrs. Hill. The meeting was adjourned at 7:31p.m.

Respectfully Submitted:

ANDREW BLACKLEY, CHAIRMAN

Rebecca Repasky, Secretary