

**AGENDA**  
**CITY OF CHARDON PLANNING COMMISSION**  
**111 WATER STREET - CHARDON OH 44024**  
**January 27, 2026**  
**6:30 PM**

- **Call to order and pledge of allegiance**
- **Swearing in of Planning Commission Members**
- **Roll Call:**

Andrew K. Blackley, Chairman	Lene Hill
Mary Jo Stark, Vice-Chairman	Richard Dietz
Robert Emmons	Randy Sharpe
Dan Meleski	
- **Election of Officers**
- **Approval of Planning Commission Meeting Minutes – December 16, 2025**
- **Reminder for Audience to Sign-In**
- **Chair review of procedure of hearing**
- **Swearing in of City Staff**

**NEW BUSINESS**

**PC Case #25-331:** Applicant, Marc F. Burr, on behalf of The 11511, LLC., is requesting Conditional Use Certification for the operation of funeral home at parcel 10-165838 (308 Park Avenue, Chardon, Ohio).

**OLD BUSINESS**

**PC Case #25-329:** Applicant, Sheetz Inc., is requesting Final Development Plan approval for construction of a new convenience store, drive thru and gas station at 501 Water Street, Chardon, Ohio. Additionally, the following variances are requested: 1) a variance from Section 1151.35(b) to allow two driveways each measuring 42.5 feet wide; 2) a variance from Section 1139.05(c)(4) to allow an accessory structure measuring 21 feet, seven and one quarter inches in height; and 3) a variance to Section 1149.09(b)(4) to allow wall signs on non-primary or secondary building frontages.

**PC Case #25-330:** Applicant, Willow Tree Development Inc., is requesting a variance for Phase II of the Willow Tree Planned Residential Development located at the south side of Water Street, Parcel ID# 10-165740, 10-165741, and 10-165742 from Schedule 1137.15B to allow a 38 foot setback from the public right of way for Sublot #114.

**OTHER BUSINESS**

Chardon Pocket Park – Presentation by City Manager Ben Young and Parks and Recreation Director Adam Rogers of the Chardon Pocket Park Concept Plan.

2026 Planning Commission Schedule

- **Comments**
- **Adjourn Meeting**