

CITY OF CHARDON PLANNING COMMISSION

Meeting Minutes

January 27, 2026

Members Present:

Andrew Blackley, Chairman
Richard Dietz
Robert Emmons
Lene Hill

Randy Sharpe
Mary Jo Stark, Vice-Chairman

Members Absent

Dan Meleski

Also Present:

Marc F. Burr
Diane Calta, Sheetz
Benjamin Chojnacki, Law Director
Doug Courtney, City Engineer
Kevin Drozin, MS Consultants
Carter Edman, Marous Brothers
Jonathan Holody, Community Development
Administrator
John Mauter

Chuck Szucs, Polaris Engineering & Surveying
Rebecca Repasky, Secretary
Adam Rogers, Recreation Director
Ryan Rosche, Sheetz
Gretchen Wedge
Allison Wilson, Geauga Maple Leaf
Ben Young, City Manager

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

Mr. Young swore in new members: Randy Sharpe and Rick Dietz; and swore in Mr. Blackley and Mrs. Stark for a renewed term.

Mrs. Stark made a motion to nominate Mr. Blackley as Planning Commission Chairman. It was seconded by Mr. Sharpe. The vote carried 6-0.

Mr. Blackley made a motion to nominate Mrs. Stark as Planning Commission Vice-Chairman. It was seconded by Mrs. Hill. The vote carried 6-0.

Mrs. Hill had a correction to page 5 – it should be 122 to 124 homes, not feet. Mrs. Hill made a motion to approve the amended December 16, 2025, meeting minutes. It was seconded by Mrs. Stark. Roll was called. Mr. Sharpe abstained. The vote carried 5-0.

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.

NEW BUSINESS

PC Case #25-331: Mr. Holody explained the applicant, Marc F. Burr, is requesting Conditional Use Certification for the operation of a funeral home. Mr. Holody explained the 1.19 acre building site will have sixty-seven parking spaces, office, garage, waiting room and embalming. There will be no cremations on site. Mr. Holody said this request meets regulations and reviewed the 5 General Criteria's. Mr. Holody said the Final Development Plan will still need to come before Planning Commission.

Mr. Marc F. Burr and Carter Edman were sworn in.

Mr. Burr explained he owns three (3) locations in Lake County and would like to open a business in Chardon. Mr. Edman acknowledged returning to Planning Commission and reviewed the 6 Supplemental Conditions. He explained the applicant will comply with all requirements. There will not be any vehicle stacking or queuing on the road. Hours will be 7am – 10pm. The light study/design still needs to be done/completed; but will ensure there is no glare or spillage for the neighbors. The two (2) existing curb cuts will be used.

Mr. Blackley requested an architectural design that compliments the City. Mr. Edman agreed. Mr. Blackley asked if there is going to be a second floor. Mr. Edman said no, it may be a vaulted ceiling in the viewing room.

Mr. Courtney had no comments at this stage - will review grading and storm water later on. Mr. Blackley discouraged any ditches on the front of the property.

Mr. Sharpe said if cars pull in and park on the property, landscaping will be needed to buffer the adjacent house. Mr. Blackley agreed. Mrs. Stark suggested a solid fence.

Mr. Emmons said only three (3) handicap parking spaces are shown – more may be needed. Mr. Edman said a final space count is still needed and will add handicap spaces if required.

Mr. Blackley clarified vehicle circulation goes through the garage. Mr. Edman said yes.

Mr. John Mauter of Kirtland was sworn in.

Mr. Mauter explained he used to own this property. He asked if any cremations will be done. Mr. Burr said no.

Mrs. Gretchen Wedge of 304 Park Avenue was sworn in.

Mrs. Wedge said she has no issues with the funeral home. She requested no fence as a buffer.

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

OLD BUSINESS

PC Case #25-329: Mr. Holody explained the 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. Additionally, the following variances are requested: 1) a variance to allow two (2) driveways each measuring 42.5' wide; 2) a variance to allow an accessory structure measuring 21' 1/25" high; and 3) a variance to allow wall signs on non-primary or secondary building frontages. Mr. Holody explained this will replace the existing building on the site that was formally Rite Aid. Mr. Holody said approval for this will need to include Mr. Courtney's comments from his second review letter.

Mr. Kevin Drozin was sworn in.

Mr. Drozin explained the new plan eliminated the retaining wall and drive-thru canoe. The window will only be a pick-up window for mobile orders. An additional parking space was added. Mr. Drozin said they will address Mr. Courtney's comments. Mr. Blackley asked if the slope on the driveway on Wilson Mills Road meets ODOT specifications. Mr. Drozin said yes.

Mrs. Stark asked if a sign analysis was done. Mr. Holody said yes and said no additional variances are needed based on what is requested and presented. Mr. Sharpe clarified if this was a deviation or additional signage request. Mr. Holody explained two sides do not qualify for frontage and therefore require a variance. Mr. Blackley asked the Commission if anyone has an issue with the signage proposed. The Commission said no.

Mrs. Diane Calta was sworn in. She presented the Commission with color samples for the awning and building material. Mr. Sharpe commented the Concord Sheetz is very nice. Mrs. Hill agreed.

Mr. Emmons made a motion to grant the Announcement of Decision for Final Development Approval with the special conditions from Mr. Courtney's December 10, 2025 comments to be addressed at construction document time and require Sheetz fuel tank site to be demolished and restored. (The store building to remain because Sheetz does not own the building.) It was seconded by Mrs. Stark. Roll was called. The vote carried 6-0.

PC Case #25-330: Mr. Holody explained the applicant, Willo Tree Development Inc., is requesting the following variance for Phase II. 1) A variance to allow a 38' setback from the public right-of-way for Sublot #114. Mr. Holody said Sublot #109 no longer requires a variance. The setback from #114 is now increased. Mr. Holody reviewed the 9 Criteria's.

Mr. Chuck Szucs was sworn in.

Mr. Szucs reviewed the plan for the variance request submitted by Mr. Keeney in a letter to the Commission.

Mr. Blackley said he has no issue with the 12' difference. Mrs. Hill expressed concern if this is granted it could open the door for other setback variances. Mr. Blackley explained any applicant can always come before Planning Commission with a setback request. Every request will be dealt with case by case. Mr. Chojnacki explained every piece of land is unique and has different circumstances – therefore it may be different in the future. Mrs. Stark said she is not thrilled this is by the road. Mr. Emmons asked if the speed limit will be 25mph. He added 38' will be safe. Mr. Blackley said it may be 35mph. Mr. Courtney said the additional 12' to the edge of the roadway is not a major safety concern. Mr. Sharpe added he has no issues with this request and this is not dangerous or looks out of place. Mr. Szucs added it will be landscaped.

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

OTHER BUSINESS –

Mr. Young and Mr. Rogers presented the proposed Pocket Park at the corner of Water Street and Cherry Street. Mr. Young explained a neighboring business donated money for this site. The McDonald's franchise wanted to ensure no competing business was built next door. The current design is scaled back and not to the public's full wishes because of cost.

Mr. Rogers added the script of 'Chardon' will be lit. The pavers will mimic the bike path pavers. The Veteran's Memorial will also mimic the bike path design. Picnic tables are an alternate option or future development at this time. The green space will include trees and plants.

Mr. Blackley asked how will the site be accessed for maintenance. Mr. Rogers said a vehicle can drive onto the property or can be reached by parking at the bike path and then going over to the site.

Mr. Blackley asked about the existing curb cuts. Mr. Young said they will be restored.

Mr. Blackley asked if there will be irrigation on site. Mr. Young said that is not currently in the budget.

Mr. Blackley asked if 'Chardon' is scripted. Mr. Young said it will be block lettering because that is more stable and easier to fabricate.

Mr. Dietz asked if the flag pole will be lit. Mr. Young said yes. And the sign will be back lit. Mr. Blackley commented adequate electric may be needed to be extended to the site.

Mr. Sharpe asked if the arches of the trees will block the business behind it. Mr. Young said they will be evergreens for a solid backdrop. Mr. Sharpe asked if grass will be planted behind the trees. Mr. Rogers said the architect suggested using mulch. Mr. Sharpe asked if there will be any perennials. Mr. Young said yes and showed where the flowers will be on the site map. Mrs. Stark said there is a lot of wasted space behind the trees and suggested pushing back the trees. Mr. Rogers agreed and said the City Arborist still needs to be consulted.

Mr. Sharpe clarified if the picnic tables do not make it, the only seating will be at the Veteran's Memorial. Mr. Young said yes.

Mr. Sharpe asked if the Cleveland Foundation awarded the grant. Mr. Rogers said no. Mr. Blackley said amenities can be added to the budget in the future and brought to public meetings.

Mr. Blackley asked about anticipated construction. Mr. Young said this will go before the February Council meeting and bid in April. Final Site Plan Approval will return to Planning Commission.

Mr. Holody presented the Commission with the 2026 Planning Commission schedule. The December meeting will be on: Tuesday, the 15th due to Christmas the following week. Mr. Blackley said special meetings can be added if needed. The schedule was accepted.

Mrs. Stark asked if there has been any discussion with the schools on how to control the noise of the pickleball courts. Mr. Young explained the City is paying half the cost of the courts and the Final Development Plan still needs approval before Planning Commission. It is also preferred the courts not be lit at night. Mrs. Hill added she has called the school to get the lights at night better controlled. Mr. Blackley asked if there is a demand for pickleball. Mr. Rogers said yes it is very popular. Other municipalities have turned tennis courts into pickleball courts.

COMMENTS – none.

EXECUTIVE SESSION – none.

ADJOURN

Mrs. Stark made a motion to adjourn the meeting. It was seconded by Mrs. Hill. The meeting was adjourned at 7:51 p.m.

Respectfully Submitted:

ANDREW BLACKLEY, CHAIRMAN

Rebecca Repasky, Secretary