



ZONING COMMISSION
AGENDA

June 16, 2026 5:00 PM

Mayor Marc Thompson
Susan Assi, Chad Carter, Heather Phillips, Merideth Wagoner

- I. Call to Order
- II. Minutes from:
 - May 19, 2026
- III. Administration of Oath
- IV. Requests/Action items

ADDRESS: 3805 Brookside
APPLICANT: Brian Deiger
ZONING DISTRICT: A-1
REQUEST: Utility Screening Variance
NOTICES: 21 (June 2, 2026)

ADDRESS: 2748 Talmadge
APPLICANT: Craig Lay
ZONING DISTRICT: A-10
REQUEST: Accessory Structure Variance
NOTICES: 12 (June 2, 2026)

- V. Next meeting date
- VI. Adjournment

NOTE TO VISITORS

Anyone who provides testimony before the Zoning Commission will be required to take an oath which confirms that they will swear or affirm to tell the truth, the whole truth, and nothing but the truth.

The typical sequence of hearing each variance request is as follows:

- 1) Staff report
- 2) Presentation by applicant
- 3) Visitor comments/questions
- 4) Consideration by Zoning Commission

OTTAWA HILLS ZONING COMMISSION
MEETING MINUTES
May 19, 2026 5:00 PM

Call to Order – Mayor Thompson

5:00 PM

Village & Zoning Representatives in Attendance

Mayor Marc Thompson
Zoning Member Merideth Wagoner
Zoning Member Chad Carter
Zoning Member Susan Assi
Village Administrator April McDonald

Councilwoman Heather Phillips
Solicitor Kati Tharp

Citizen Attendees

Nasrin Afjeh
Chad Schimmel
Ian Katz
Ron Johnston

Andrea Clark
Rich Effler
Jen Tremblay

Minutes

A motion was made by Ms. Phillips to approve the minutes, from the April 21, 2026 Zoning Code Discussion meeting and Mr. Carter seconded the motion. The motion passed unanimously.

A motion was made by Ms. Phillips to approve the minutes, from the April 21, 2026 Variances meeting and Mr. Carter seconded the motion. The motion passed unanimously.

Administration of Oath – Mayor Thompson

Mayor Thompson administered the oath to the citizen attendees, Mrs. Tharp and Ms. McDonald.

4910 Dauber

Ms. McDonald stated the Zoning Commission has received a request for variance consideration for the property located at 4910 W. Dauber. The applicant is proposing an addition that will serve as an attached two-car garage with additional living space above. As part of this renovation, one bay of the existing three-car attached garage will be converted into a mudroom and laundry area, creating a connection between the new addition and the main house. This change will reduce the existing garage from three bays to two, while the proposed addition will add two new bays, resulting in a total of four bays on the property.

According to our Zoning Code:

1. Side Yard Setback

- a. The proposed project does not meet the zoning requirements for side yard setbacks in Zone A14. The code requires a total (aggregate) side yard equal to 50% of the building width, which in this case is 54.86 feet. The applicant is proposing a total of 21.47 feet, made up of 17.94 feet on the right side and 3.53 feet on the left side, which falls short of the requirement. In addition, the code

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requires that at least one side yard equal 40% of the required aggregate, or 21.94 feet; however, the largest proposed side yard is 17.94 feet, which does not meet this standard. The left side yard, at 3.53 feet, is also significantly smaller than what is typically required.

2. Fence Encroachment

- a. The second variance request proposes installing a new split rail fence along the rear of their property and extending along the north (right) side yard. A portion of the proposed rear fence would extend onto Village-owned property located within the floodplain.

To date, the Village has received one email in support of the request.

Mayor Thompson stated that the application involved two separate variance requests: a fence variance and a side-yard setback variance. Mr. Effler explained that the proposed project consists of a two-car garage with living quarters above, connected to the existing home by a mudroom addition that would replace a portion of the current garage and provide direct access to the kitchen. He stated that the addition is thoughtfully designed, architecturally compatible with the home and neighborhood, and would enhance a property that the Katz family has continually improved since purchasing it. During the design process, the applicants initially believed an existing fence marked the property line, but later learned the actual lot line is closer to the neighboring Gupta residence, further reducing the available building area. Mr. Effler noted that the Guptas had reviewed the plans and submitted a letter supporting the project. He also explained that the garage would be set back from the front of the house and roadway, use materials matching the existing home, and result in minimal changes to the driveway footprint. Mr. Katz stated that he purchased the home in 2009 and has extensively renovated it over the years. He explained that the project would create a more functional mudroom, pantry, and kitchen layout while providing additional garage space to accommodate aging in place. He noted that he and the Guptas have a positive relationship and were surprised to learn the actual property line differed from the fence line they had always recognized. He added that landscaping improvements and screening were planned as part of the project.

Mayor Thompson reviewed aerial photographs of the property and surrounding neighborhood, noting that while some nearby homes have garages close to side lot lines, those properties generally have greater separation between structures due to intervening driveways. Discussion focused on the requested side-yard setback, which would be approximately 3.5 feet at its narrowest point. Mr. Effler noted that the setback increases farther to the rear and stated that a detached garage in a similar location would require a smaller side-yard setback, although it would create other design challenges. The commission also discussed the proposed fence location, access needs for Village maintenance along the river corridor, and plans for vegetative screening.

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Zoning members expressed concerns regarding the small side-yard setback. Mayor Thompson stated that, although a similar variance had been approved elsewhere in the neighborhood, the requested setback was significantly smaller than what is typically found in the area. Mr. Carter noted that since 2006 the commission had reviewed approximately 14 side-yard variance requests, with most being approved, but that this request represented both the smallest setback and the largest proportional variance. Discussion also included the unique characteristics of the neighborhood, including pie-shaped lots, sloping rear yards, and nearby examples of reduced side-yard setbacks.

Mrs. Tharp proposed a motion to approve a variance allowing an aggregate side-yard setback of 21.47 feet, consisting of 17.94 feet on the right side and 3.54 feet on the left side, citing the neighborhood's lot configuration, rear-yard topography, and a nearby property with a similar setback condition. Ms. Phillips moved the motion, and Mr. Carter seconded it. Following additional discussion, Mayor Thompson indicated he was inclined to vote against the request, while Mr. Carter questioned whether a modified proposal with a larger setback might be more acceptable. Mr. Katz stated that no alternative plan had been prepared, although Mr. Effler suggested the applicants could reevaluate the design and return with revisions if necessary. Mr. Effler requested to table the request.

A motion was made by Mr. Carter and seconded by Ms. Phillips to table the variance request for further review. The motion carried.

4151 Halifax

Ms. McDonald stated the Zoning Commission of Ottawa Hills has received a request for variance consideration for the property at 4151 Halifax Road. If approved, the variance would allow the construction of additional paved surface on the lot. The paved area maximum would be greater than the 10% permitted by the Zoning Code, and the additional driveway would add approximately 697 sq. ft. of paved area.

Current

Paved Area = 1,540 sq. ft.
Lot Coverage = 8 %

Proposed

Paved Area = 2,237 sq. ft.
Lot Coverage = 12 %

To date, the Village has not received feedback related to this request.

Mayor Thompson asked Ms. McDonald to display aerial imagery showing the existing driveway and the proposed pavement extension. He explained that he wanted to evaluate the relationship between the proposed pavement, neighboring properties, and the elevation changes in the area, noting concerns about whether additional impervious surface could increase stormwater runoff onto adjacent properties. He stated that the Commission goal was to ensure any new pavement would not adversely affect neighboring properties.

Mrs. Clark introduced herself and explained that the driveway extension was being requested to address parking and safety concerns. She stated that frequent visitors often require vehicles to

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park on the street overnight, resulting in repeated notifications to the police department. She also noted that vehicles regularly drive onto the lawn to maneuver around parked cars or exit the garage, causing damage to the yard, mud, and standing water. Additionally, she explained that the expanded driveway would provide a safe area for neighborhood children, including her kindergartener, to ride bikes and roller skate.

Mr. Johnson, whose property adjoins the site and would be most directly affected by the project, stated that he supported the driveway extension and had no objections to the request. Mayor Thompson reiterated that the commission's responsibility was to protect neighboring properties and ensure that additional runoff would not create drainage issues. Mr. Clark clarified that the proposed pavement would not extend as far back as shown in the aerial image but would instead angle toward the rear corner of the house, resulting in less pavement area than initially depicted.

Mr. Carter stated that his primary concern was whether a drainage plan would be necessary. Mr. Clark responded that the existing grade would remain unchanged and that stormwater would continue to drain toward the street as it does today. Ms. Phillips observed that many surrounding homes have wider driveways, and Mayor Thompson concluded that, given the existing drainage patterns, he did not anticipate the additional pavement creating a drainage problem.

A motion was made by Mr. Carter to approve the variance at 4151 Halifax to allow for the proposed pave area of 2,237 square feet with a lot coverage of 12% over the typical lot coverage of 8%, with the understanding that the grade of driveway will be maintained so the flow heads toward the front of the yard.

	Motion – Mr. Carter
	Second – Ms. Phillips
Yeas (5) –	Mayor Thompson
	Ms. Phillips
	Mr. Carter
	Mrs. Wagoner
	Mrs. Assi
Nays (0) –	

Discussion

No discussion.

Next Meeting Date

June 16, 2026

Adjournment

5:58 PM

Mayor Marc Thompson



2125 Richards Road
Ottawa Hills, Ohio 43606

Phone: 419.536.1111

Fax: 419.535.3550

ottawahills.org

TO: Zoning Commission
FROM: April McDonald
DATE: June 12, 2026
RE: June 16, 2026 Meeting

ADDRESS: **3805 Brookside**
APPLICANT: Brian Deiger
ZONING DISTRICT: A-10
REQUEST(S): Privacy Screening Variance Request
NOTICES SENT: 21 (June 2, 2026)

Mr. Deiger is requesting a Zoning variance for his home at 3805 Brookside Road. The applicant is requesting approval to install a 5-foot IPE Privacy Screening along the waste/storage pad.

As it relates to fences, the Zoning Code states:

Privacy Screens shall comply with all requirements of Section 8.7, except b)2) and b)7) and are encouraged to include an architectural element.

- a) Location Screens for privacy purposes shall not be erected in the area between the house and the side or front lot line. The location of a privacy screen is further restricted to areas adjacent to patios, porches, or decks and one end of each screen must be immediately adjacent to the primary structure on the lot.
- b) Height: Privacy screens shall not exceed a height of six feet (6') above the existing grade where such screen is erected.
- c) Length: The cumulative length of all privacy screens on a lot shall be limited to 12 linear feet, measured along the center line of the screen.

As Mr. Effler noted, this would be more appropriately classified as a utility screen rather than a privacy screen. However, the Zoning Code does not clearly define or distinguish utility screening from privacy screening, which creates some ambiguity in the application of the regulations.

To date, the Village has not received feedback related to this request.

From: April McDonald <mcdonalda@ottawahills.org>
Sent: Tuesday, May 19, 2026 12:01 PM
To: Alicia Holdren
Subject: Fwd: 3805 BROOKSIDE
Attachments: DEIGER - DRIVEWAY & FENCE.pdf

----- Forwarded message -----

From: Rich Effler <Rich@vallehomes.com>
Date: Tue, May 19, 2026 at 11:44 AM
Subject: 3805 BROOKSIDE
To: April McDonald <mcdonalda@ottawahills.org>

Hi April..

We are coordinate a new asphalt driveway and utility screening fence for Brian and Chrissy Deiger

The address is 3805 Brookside Rd.

Please see attached layout for the Wood utility fence, along with a snapshot below of the new driveway.

This is zoning district A10 in Ottawa Hills

7% is the maximum paved area, and the updated driveway footprint would total 1,434sf, or 6.9% of the 20,700 sf lot

the utility screening is not clearly defined in the current zoning code. the proposed fence is made out of IPE wood, and will be 5ft tall and 5% open. it is not a property fence.. it is, rather, a utility screening. the code is being updated to accommodate this type of screening and disassociate it from the fence guidelines, although I'm not sure when that goes into effect.

Please review and advise.



Rich Effler

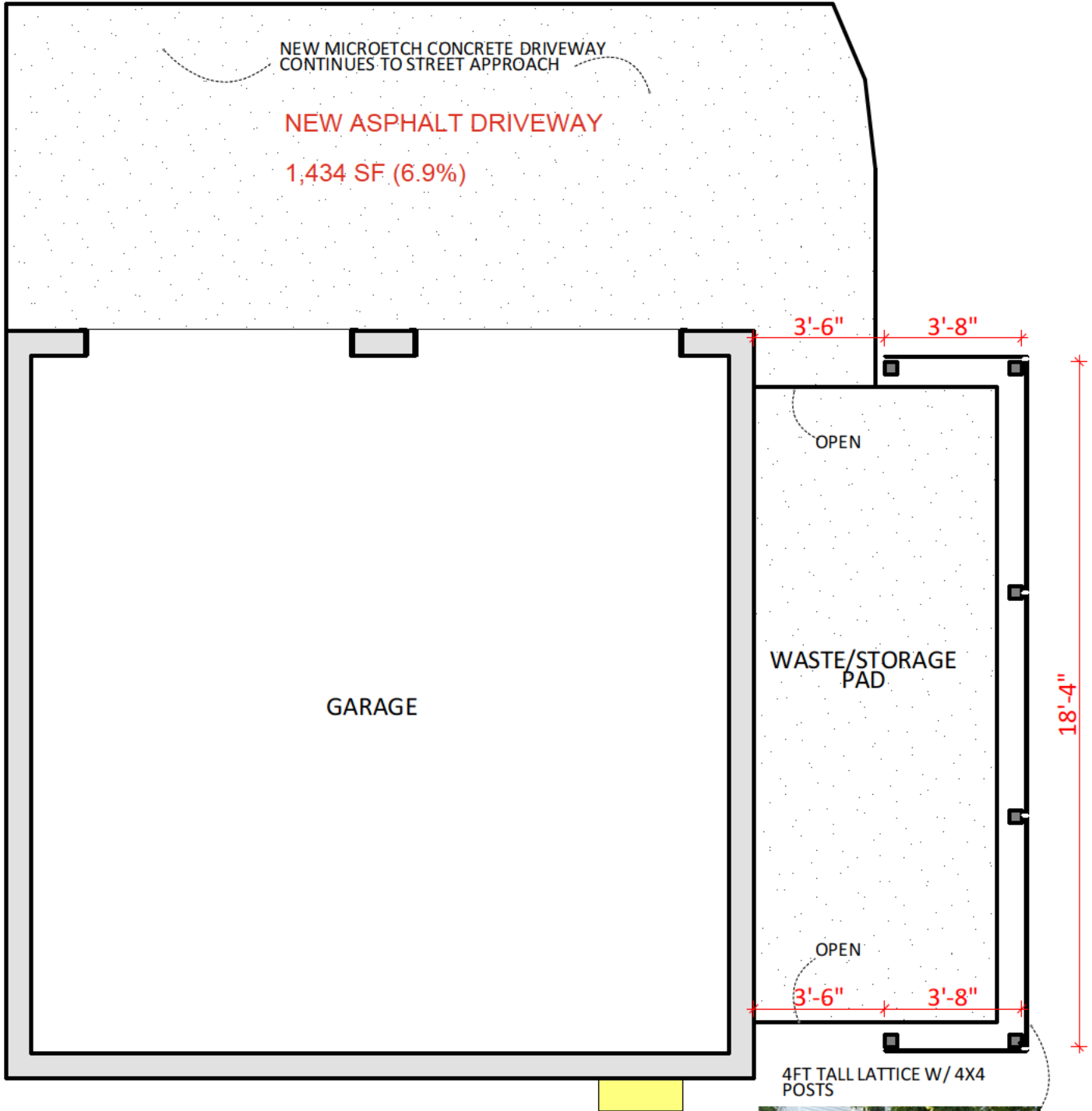
Valle Homes

4730 W. Bancroft, #10

NEW MICROETCH CONCRETE DRIVEWAY
CONTINUES TO STREET APPROACH

NEW ASPHALT DRIVEWAY

1,434 SF (6.9%)



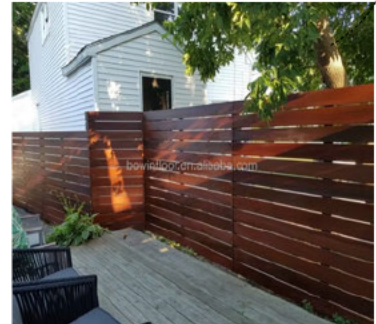
WASTE/STORAGE
PAD

GARAGE

OPEN

4 FT TALL LATTICE W/ 4X4
POSTS

5 FT TALL IPE UTILITY
SCREENING



Valle Homes

4730 W. Bancroft, #10

Toledo, OH 43615





2125 Richards Road
Ottawa Hills, Ohio 43606

Phone: 419.536.1111

Fax: 419.535.3550

ottawahills.org

TO: Zoning Commission
FROM: April McDonald
DATE: June 12, 2026
RE: June 16, 2026 Meeting

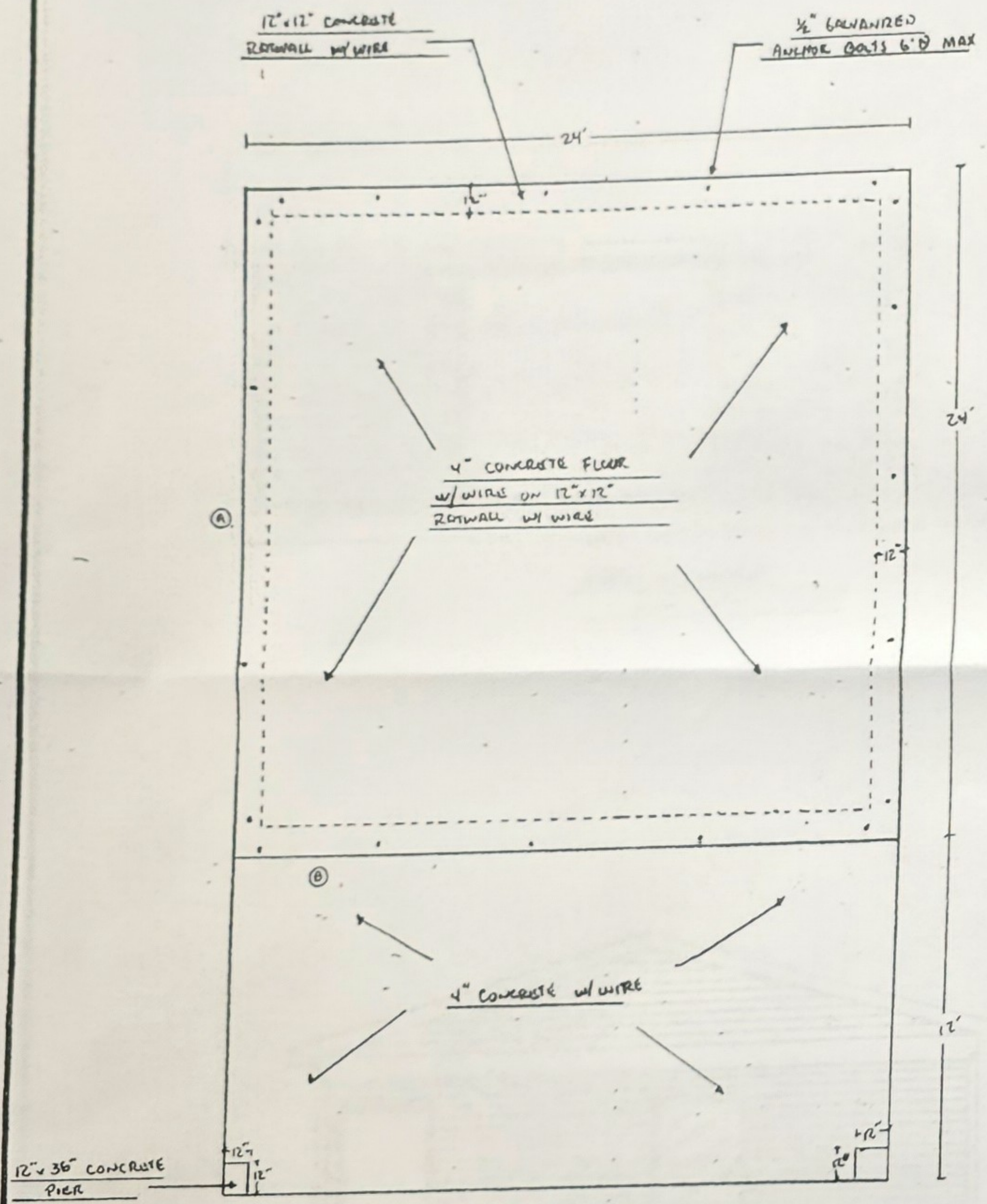
ADDRESS: **2748 Talmadge**
APPLICANT: Craig Lay
ZONING DISTRICT: A-10
REQUEST(S): Accessory Structure Variance
NOTICES SENT: 12 (June 3, 2026)

Mr. Lay is requesting variance consideration for his property at 2748 Talmadge Rd. The applicant is seeking approval to construct a detached accessory structure to be used as a garage, in lieu of an existing shed.

Ottawa Hills Zoning Code

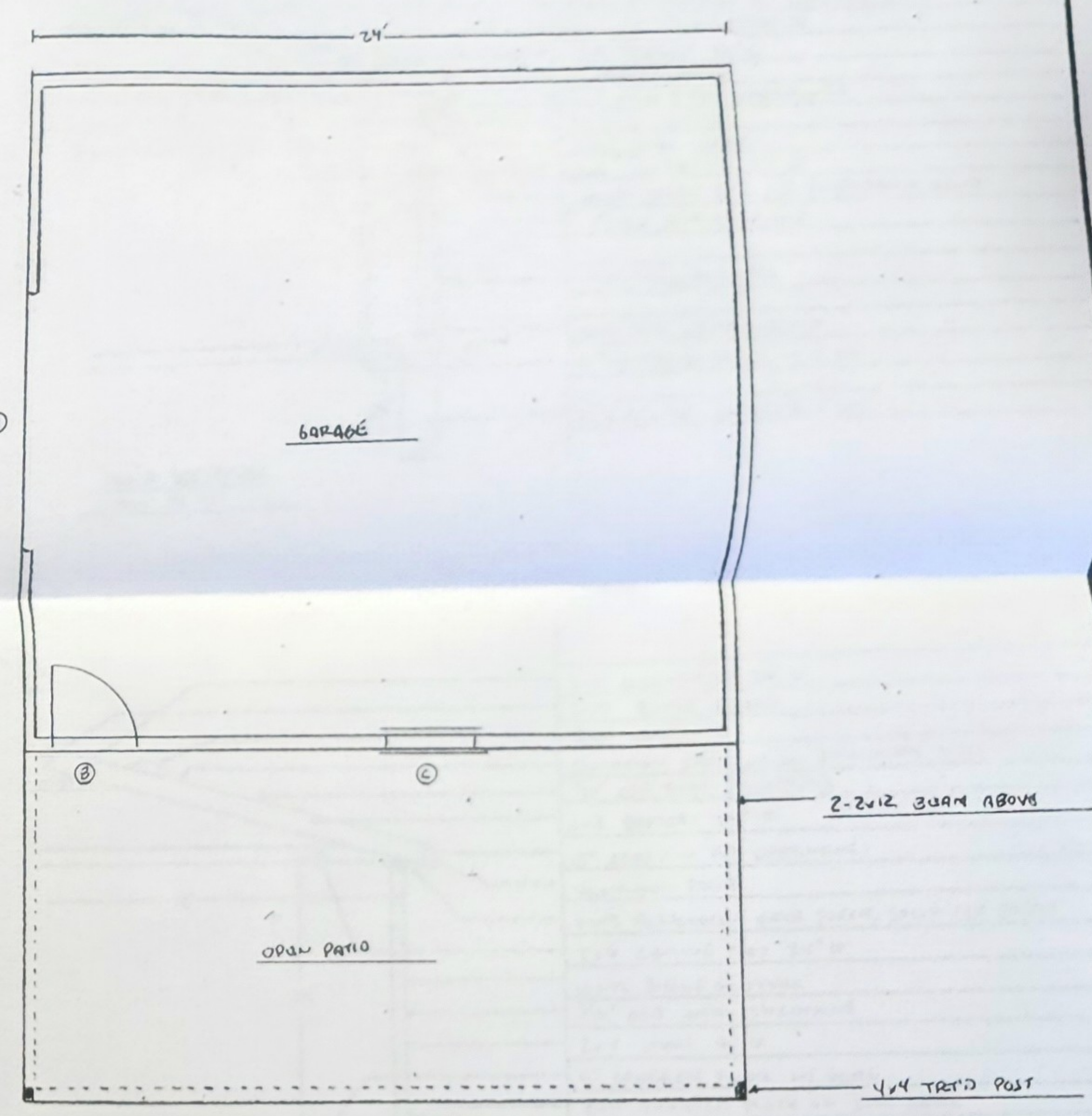
The Zoning Code limits accessory structures to a maximum area of 576 sq ft. The proposed detached garage would measure approximately 864 sq ft, requiring a variance of 288 square feet from the maximum permitted size. The garage portion would measure 576 square feet but with the proposed patio/roof overhang, the total would be 864 sq ft. From the Indian Rd viewpoint, additional screening would be necessary. The height would measure 14 feet high, at the peak. Contractor is aware that materials must be primarily clad in wood, masonry, or stucco, or materials which closely simulate wood, masonry or stucco.

To date, the Village has not received feedback related to this request.



FOUNDATION PLAN
SCALE 1/4" = 1'

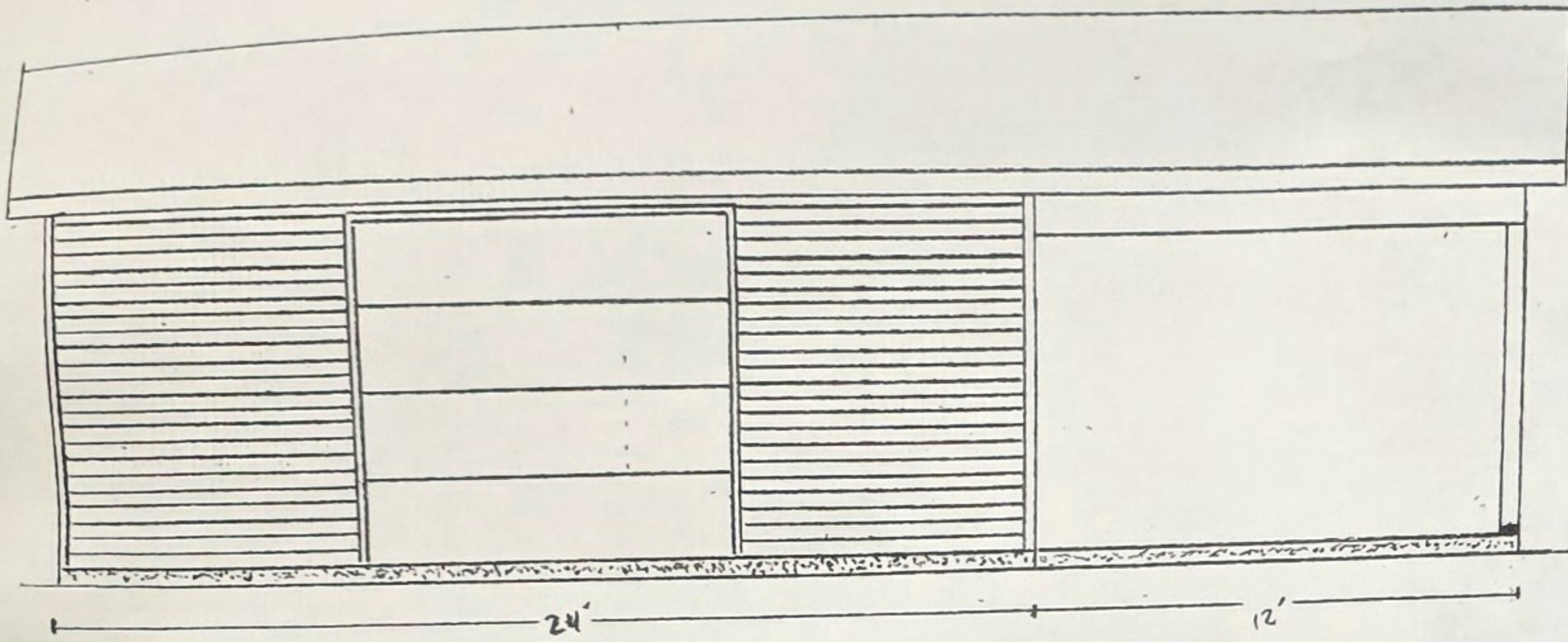
BOLT SPACING	
A	11'
B	4'



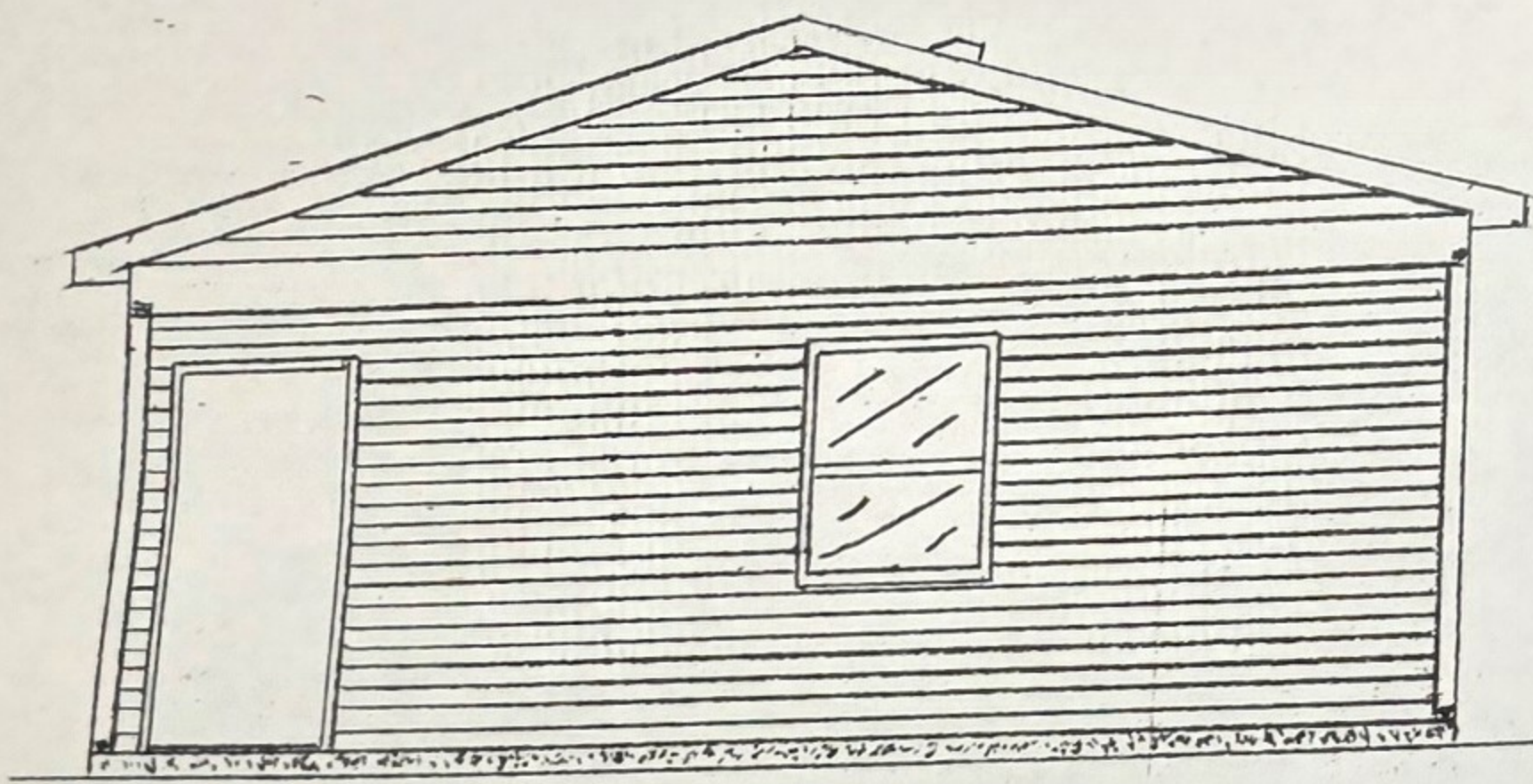
FLOOR PLAN
SCALE 1/4" = 1'

WINDOW & DOOR SCHEDULE	
A	9' x 8' FINISHED OPENING
	2-2x11 1/4" LVL HEADER
B	2-2x12 BEAM ABOVE
	2-2x12 HEADER
C	36" x 48" WINDOW OPENING
	2-2x12 HEADER

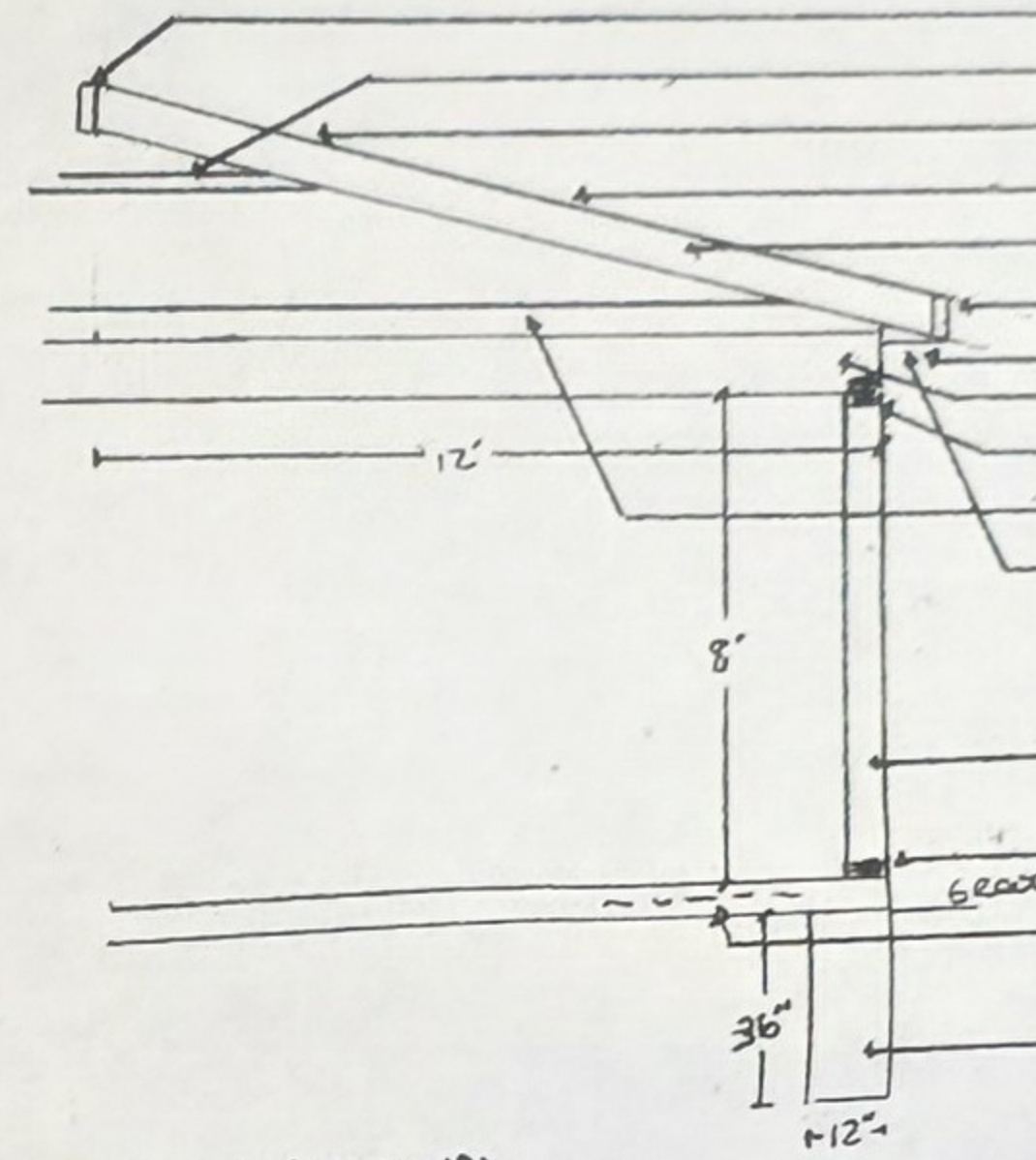
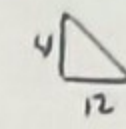
CRAB LAY 2748 TALMADGE, OTTAWA HILLS, OHIO, 43006 419-304-6851		
SCALE: 1/4" = 1'	APPROVED BY:	DRAWN BY:
DATE:		REVIEWED:
ALL PHASE BUILDING AND BARABES 5352 JACKMAN, #D, TOLSON, OHIO, 43013 419-472-5853		
DRAWING NUMBER:		



NORTH ELEVATION
SCALE 1/4" = 1'

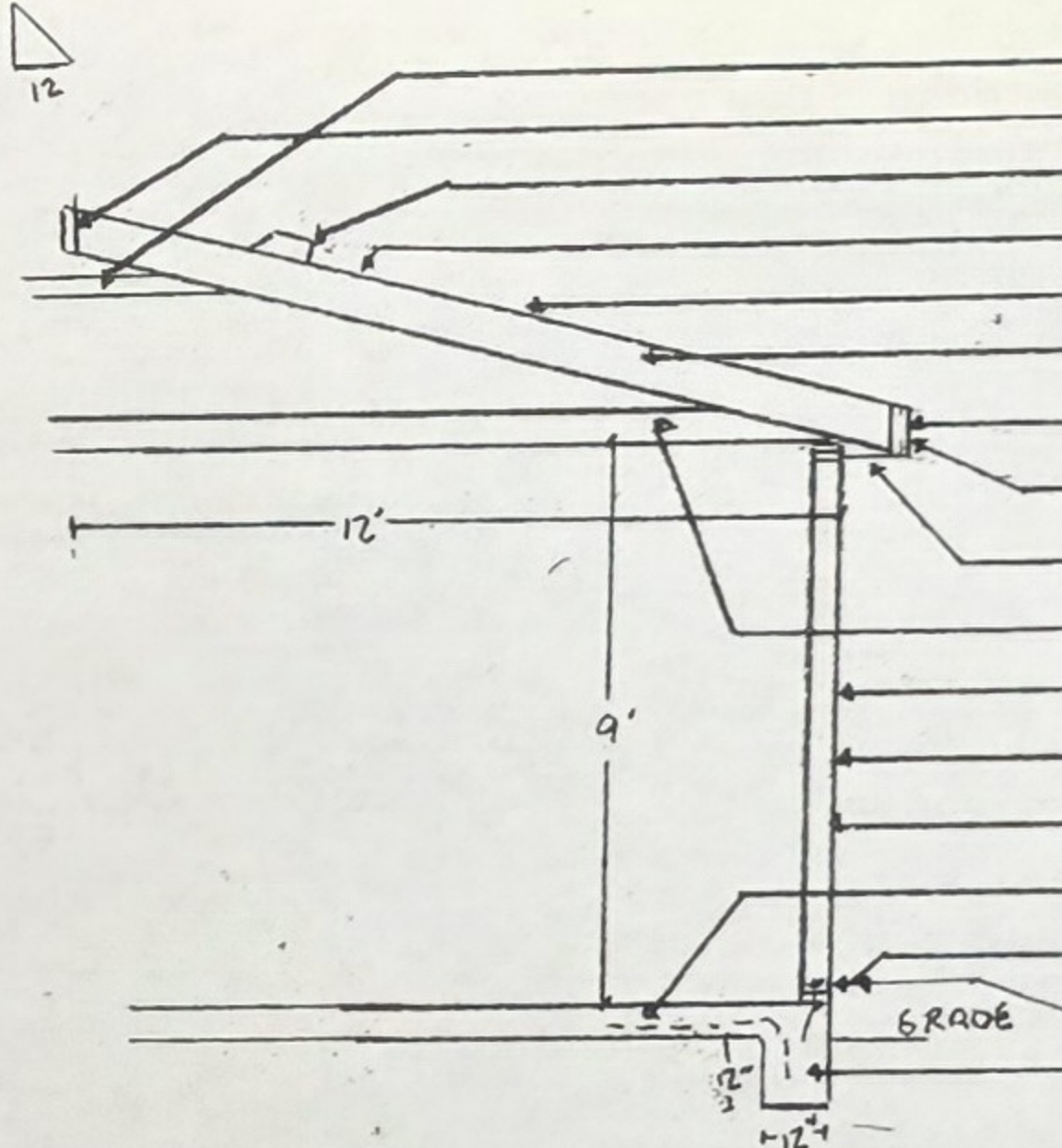
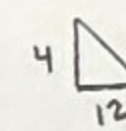


FRONT ELEVATION
SCALE 1/4" = 1'



PORCH SECTIONAL
SCALE 1/4" = 1'

- 2x10 RIDGE BOARD
- 2x4 COLLAR TIES 24" @
- DURATION SHINGLES ON SYNTHETIC FELT
- 7/16" OSB ROOF SHEATHING
- 2x8 RAFTERS 24" @
- ALUMINUM FACIA
- 12" EAVES + FLY OVERHANGS
- 2- 2x2 BEAM
- POST/BEAM SUPPORT
- 2x6 CEILING TIES 24" @
- VINYL SOFFIT SOLID FLY, PERFORATED EAVES
- + 1/2" RIGID FOLM CEILING
- 4x4 TREATED POST
- 4x4 POST BASE SUPPORT
- 4" CONCRETE FLOOR W/ WIRE
- 12"x12"x36" CONCRETE PIER



GARAGE SECTIONAL
SCALE 1/4" = 1'

- 2x4 COLLAR TIES 24" @
- 2x10 RIDGE BOARD
- ROOF VENTS
- DURATION SHINGLES ON SYNTHETIC FELT
- 7/16" OSB ROOF SHEATHING
- 2x8 RAFTERS 24" @
- 12" EAVE AND FLY OVERHANGS
- ALUMINUM FACIA
- VINYL PERFORATED EAVE SOFFIT, SOLID FLY SOFFIT
- 2x6 CEILING TIES 24" @
- VINYL SIDING ON TYVEK
- 7/16" OSB WALL SHEATHING
- 2x4 STUDS 16" @
- 4" CONCRETE FLOOR W/ WIRE
- 2x4 TREATED PLATE ON SILL SEAL
- 1/2" GALV. ANCHOR BOLTS 6" @ MAX
- 12"x12" CONCRETE RATWALL W/ WIRE

CRAIG LAY 2748 TALMADGE, OTTAWA HILLS, OHIO, 43606 419-304-6851		
SCALE: 1/4" = 1'	APPROVED BY:	DRAWN BY:
DATE:		REVISED:
ALL PHASE BUILDING AND GARAGES 5352 SACKMAN, #0, TOLEDO, OHIO, 43613		419-472-5853
		DRAWING NUMBER:

