



ZONING COMMISSION
AGENDA

March 24, 2026 5:00 PM

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

- I. Call to Order
- II. Minutes from December 9, 2025
- III. Administration of Oath
- IV. Requests/Action items

ADDRESS: 4357 Brookside
APPLICANT: Phillip & Jodi Kozak
ZONING DISTRICT: A-12
REQUEST: Pool Equipment Location Variance
NOTICES: 10 (March 9, 2026)

ADDRESS: 3720 Brookside
APPLICANT: Willis Day
ZONING DISTRICT: A-1
REQUEST: 1) Temporary Fencing Variance
2) Fence Variance
NOTICES: 21 (March 9, 2026)

ADDRESS: 3439 Indian
APPLICANT: Neil & Audrey Tischinae
ZONING DISTRICT: A-2
REQUEST: Fence Variance
NOTICES: 26 (March 9, 2026)

ADDRESS: 4503 Brittany
APPLICANT: Viktor & Mariia Vozniuk
ZONING DISTRICT: A-13
REQUEST: Fence Variance
NOTICES: 12 (March 9, 2026)

- V. Discussion
 - Short-term rentals
- VI. Next meeting date
- VII. 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**

December 9, 2025 5:00 PM

Call to Order – Mayor Thompson

5:00 PM

Village & Zoning Representatives in Attendance

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

Councilwoman Heather Phillips
Zoning Member Letita Marth
Solicitor Kati Tharp

Citizen Attendees

Nasrin Afjeh
Rich Effler

William Yark
Tenley Yark

Minutes

A motion was made by Ms. Phillips to approve the minutes, from September 18, 2025, September 23, 2025, and November 11, 2025, meeting as amended 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.

2805 Westchester

Ms. McDonald stated Mr. & Mrs. Yark are requesting variance consideration for their property at 2805 Westchester Rd. The variances, if approved, would allow for construction of a detached structure functioning as a garage and pool house. Plans were approved previously, but since the initial approval, plans have changed:

ZONING NOTES:			
	<u>ALLOWED</u>	<u>11/01/25 PROPOSED</u>	<u>12/13/24 PROPOSED</u>
• LOT AREA	42,600 SF		
• ALLOWABLE COVERAGE @ 13%	5,538 SF	5,221 SF	4,991 SF
• ALLOWABLE HEIGHT @ ACCESSORY	15 FT	21.17 FT	16.78 FT
• SIDEYARD SETBACK @ ACCESSORY	5 FT	15.33 FT	9 FT
• REAR YARD SETBACK @ ACCESSORY	5 FT	59.00 FT	64.6 FT
• ACCESSORY MAX AREA	576 SF	1,500 SF	1,270 SF
• ACCESSORY MAX LENGTH	26 FT	62 FT	58 FT
• ALLOWABLE PAVED AREA 10%	4,260 SF	3,334 SF	3,295 SF

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

Mr. Effler stated that a very similar structure was discussed and approved at this time last year. Construction was delayed from early spring of this year to early spring of next year, during

**OTTAWA HILLS ZONING COMMISSION
MEETING MINUTES**

December 9, 2025 5:00 PM

which time the design was revisited. The revisions focused primarily on the building footprint and interior floor plan, with adjustments made to better suit the Yarks' needs. The overall intent of the structure remains consistent with what was approved previously.

As part of the interior modifications, the exterior design was also reevaluated. The original design included two opposing reverse gables on the front of the structure; this has been revised to a single main reverse gable covering the outdoor porch, which was previously covered by a flat roof. This change eliminates a flat roof that could collect water or snow and presents both a functional and architectural improvement. The modification increased the roof height from the previously approved 16.78 feet to a proposed 21.17 feet. The main house roofline is just under 27 feet.

Mr. Effler explained that pool equipment, which had not previously been designated for indoor or outdoor placement, will now be located inside the structure, eliminating the need for exterior screening or fencing. Additionally, the structure has been moved approximately 6.5 feet farther from the property line, benefiting neighboring properties and improving drainage. The relocation increased the side yard setback from the approved 9 feet to a proposed 15.33 feet and added approximately 40 square feet of allowable impervious surface.

A drainage study is currently underway. Mr. Effler stated that an existing catch basin near the property line will be maintained and not eliminated. The basin will be incorporated into the drainage plan, with a swale designed to prevent runoff toward neighboring properties. He confirmed coordination with the Fredericks regarding drainage impacts and stated the proposed improvements would significantly improve drainage conditions, even with the additional impervious surface, utilizing underground drainage solutions similar to those used elsewhere in the Village.

Mayor Thompson asked whether the revised structure would be visible from neighboring properties and whether any objections had been raised. Mr. Yark stated he had met with both neighbors and discussed the plans. Mrs. Yark added that she contacted a neighbor prior to Thanksgiving, who indicated they would review the plans and follow up if there were concerns; no follow-up was received. Mayor Thompson noted there were no objections during the previous approval and observed that the revised structure is slightly taller but farther from the property line.

Mr. Effler stated landscaping would be provided to screen the structure and that building materials would be consistent with the architectural style of the main house. Mrs. Yark stated the structure would include faded brick at the base to match the home, and Mr. Effler confirmed the use of brick and siding consistent with the residence. Mrs. Yark also noted that the main house roof would be updated in the coming years to match aesthetically.

Mayor Thompson emphasized that the role of the Zoning Commission is to protect neighboring properties and stated he would prefer increased screening beyond what was shown in the submitted drawings. Mrs. Yark agreed and stated the landscaping plan would likely include pine trees similar to those successfully used on the neighboring property to ensure cohesive screening.

**OTTAWA HILLS ZONING COMMISSION
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Mayor Thompson suggested that a detailed landscaping plan be submitted for approval by the Village Administrator, rather than returning to the Commission, to avoid delaying the project.

A motion was made to approve the accessory structure variances for the property located at 2805 Westchester, allowing a height of 21.17 feet where 15 feet is permitted, an accessory structure area of 1,500 square feet where 576 square feet is permitted, and an accessory structure length of 62 feet where 26 feet is permitted. The previously approved variance for the width-to-length ratio was vacated as it is no longer applicable, with the understanding that a landscaping and drainage plan must be submitted to the Village Administrator for approval.

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

Discussion

No discussion

Next Meeting Date

A doodle poll will be sent to schedule dates for the variance request and zoning code discussion.

Adjournment

5:20 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: March 20, 2026
RE: March 24, 2026 Meeting

ADDRESS: 4357 Brookside
APPLICANT: Phillip & Jodi Kozak
ZONING DISTRICT: A-12
REQUEST(S): 1) Pool Equipment Location
NOTICES SENT: 10 (March 9, 2026)

Mr. & Mrs. Kozak are requesting variance consideration for their property at 4357 Brookside. The applicant would like to locate their future pool equipment in the side yard of the lot, near other mechanical equipment currently in place.

According to the Zoning Code, pool equipment is considered an accessory structure. Accessory structures are required to be located in the rear yard of a lot. The resident would like to place the pool equipment in the side yard, as shown in the attachment.

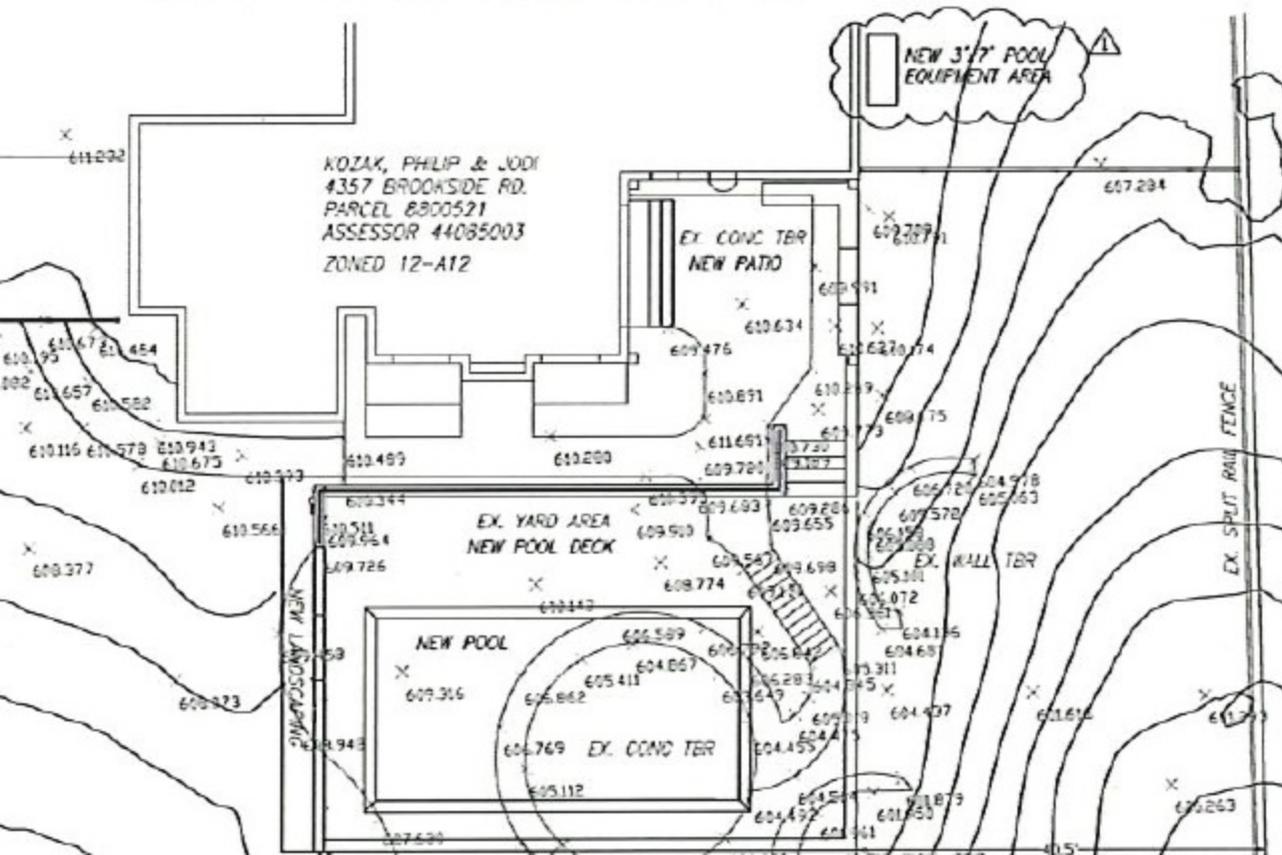
Accessory Structures shall be located only in a rear yard....
[Ordinance 2002-08; §8.7(b)(3)]

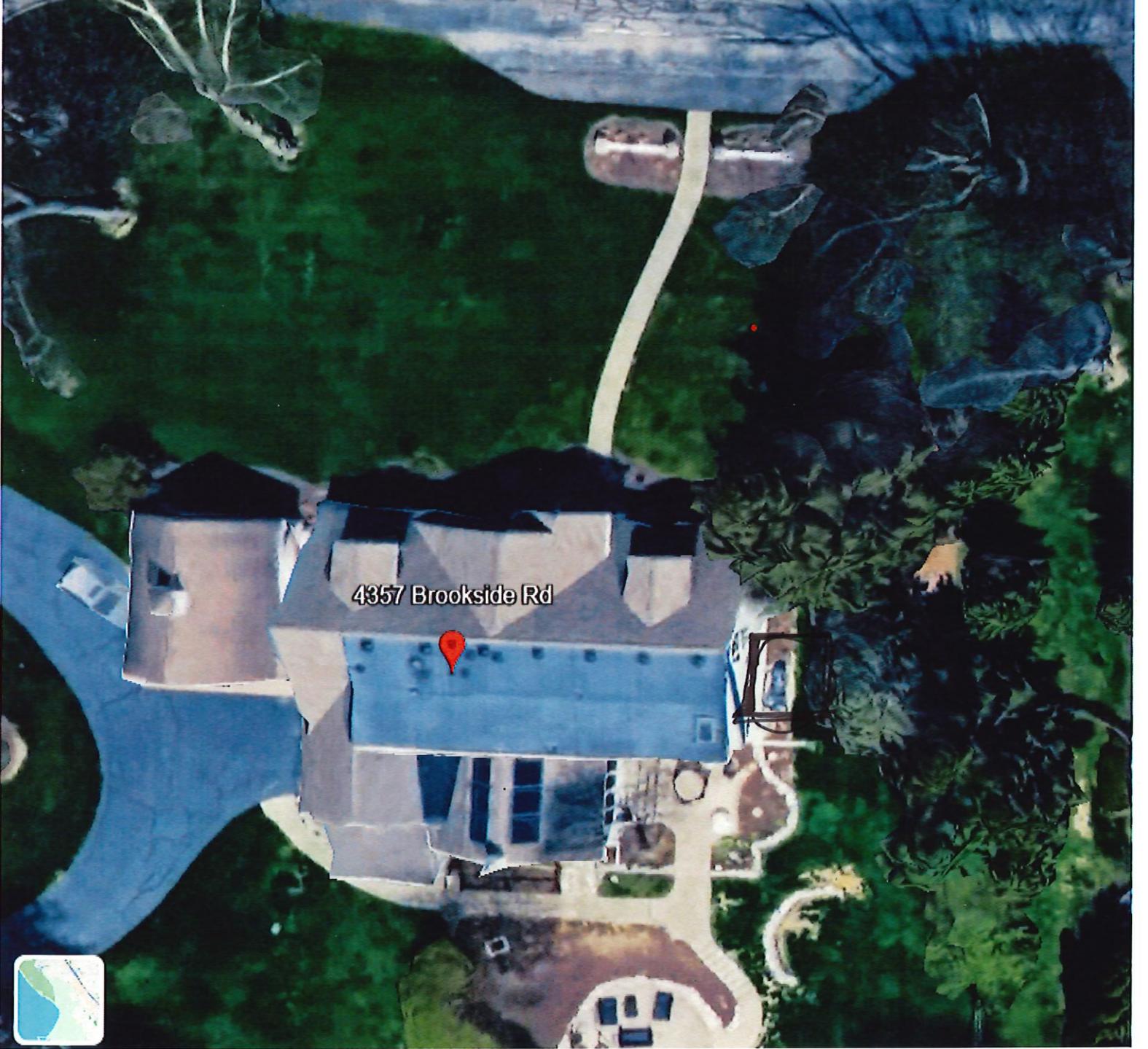
To date, the Village has not received feedback related to this request.

KOZAK RESIDENCE

4357 BROOKSIDE RD.

NEW POOL AND FENCE





4357 Brookside Rd



2125 Richards Road
Ottawa Hills, Ohio 43606

Phone: 419.536.1111

Fax: 419.535.3550

ottawahills.org

TO: Zoning Commission
FROM: April McDonald
DATE: March 20, 2026
RE: March 24, 2026 Meeting

ADDRESS: **3720 Brookside**
APPLICANT: Willis Day
ZONING DISTRICT: A-1
REQUEST(S): Temporary Fence Variance & Fence Variance Request
NOTICES SENT: 26 (March 9, 2026)

Mr. Day is requesting a Zoning variance for his home at 3720 Brookside Road. First, the applicant is seeking permission to retain a temporary green fence exceeding 48 inches in height that is already installed. Secondly, he is requesting approval to permanently install a wooden privacy decorative fence. The fence would be the same kind and quality to match the neighbors' existing type fence.

As it relates to fences, the Zoning Code states:

[Fences shall] not exceed 48" in height above established grade... [Ordinance 2002-08; 8.7(b)(2)]

[Fences shall] be at least 50% OPEN for the free passage of light and air.
[Ordinance 2002-08; 8.7(b)(5)]

To date, the Village has received one letter in opposition.

Dear April,

Per our conversation, we would like to apply to the Zoning Commission for two variances; One a temporary variance, to protect our puppy from some toxic plants recently planted immediately east of the fence on the east side of our property. From talking to our veterinarians and our dog trainers this would most likely need to extend for an additional 12 months.

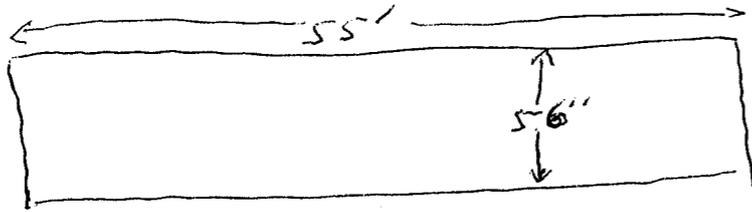
In the alternative and/or in addition to the temporary variance, we would like to obtain a permanent variance for a fence of like kind and quality as our east side neighbor's wooden decorative fence on the north side of their property. This fence has been on that property since we acquired our property in August of 1997; it has slightly been modified and reinforced as part of their recent landscaping project.

Attached is my handwritten sketch of the two proposed variances. I would be happy to meet with any or all members of the Commission, at their convenience, to show them our situation. We will be in Ottawa Hills throughout January. All we are interested in is the safety of Charlotte our new Golden Retriever puppy(number 6 since 1997). If a matching wooden fence is mutually satisfactory solution we have no issue incurring the expense.

Thank you,

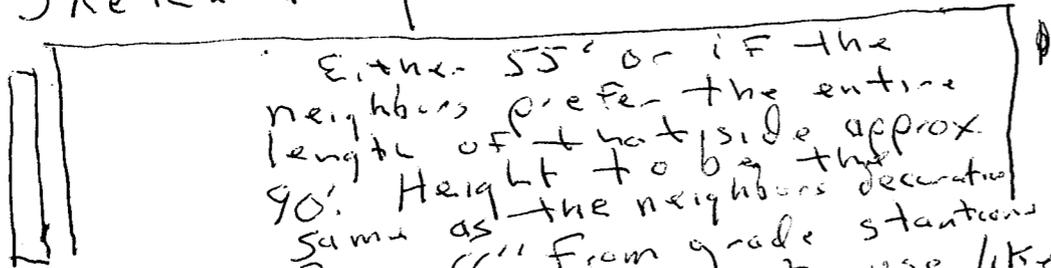
Willis Day, IV

① Sketch For Temporary Variance



② Sketch For permanent Variance

Telphin
Pole



Note: the 55' is area where the Cherry Laurel bushes were planted.



**Neighbor Fence
Height**



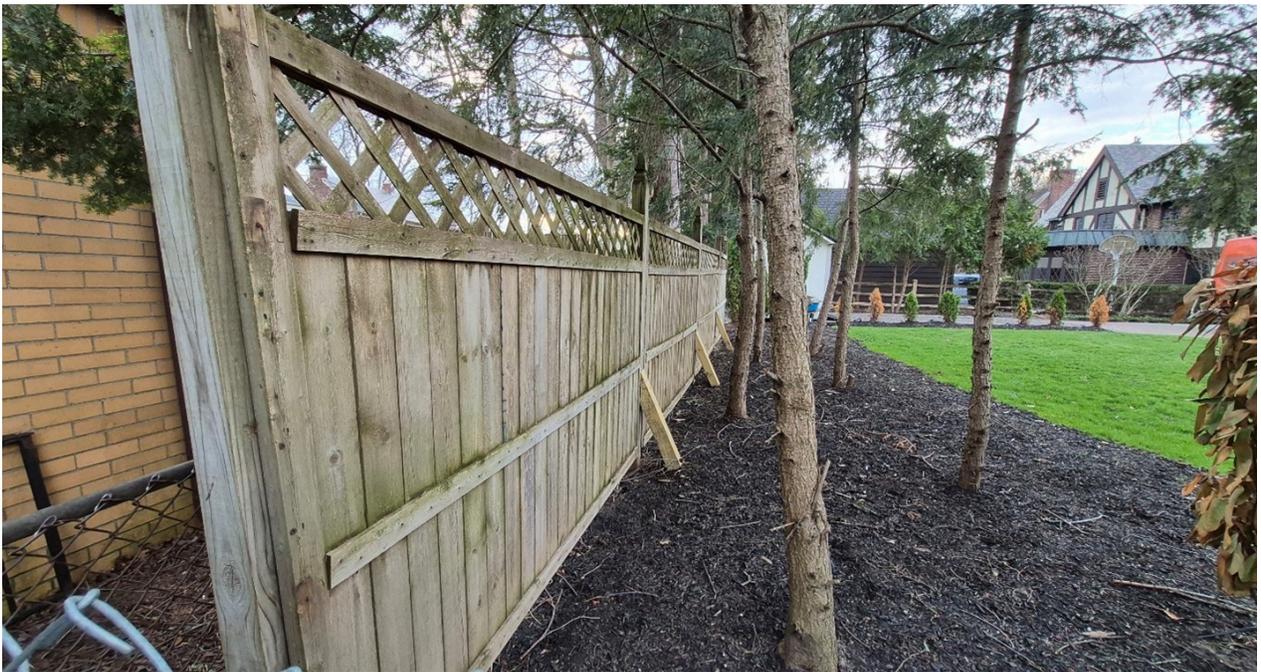
Screening Height



**Elevation
Increase**



Leaves on the ground near fence



Fence modified and reinforced



Previous fence we had around entire yard

Today's current screening



Night View

March 12, 2026

Re: Temporary Fence at 3720 Brookside Road, Ottawa Hills, OH 43606

Dear Members of the Zoning Commission,

We are writing to respectfully express our opposition to the temporary screen that has been installed by our neighbors, The Days, at 3720 Brookside Road which was reportedly put in place due to concerns that their dog could be poisoned by bushes located on our property.

While I understand and appreciate any pet owner's desire to ensure the safety of their animals, the reasoning behind this request does not appear to be consistent or reasonable when viewed in context. Many common plants found throughout our village—and even in the Day's own yard—are widely recognized as potentially toxic to dogs (if ingested). Examples include hydrangea, tulips, rhododendron, lily of the valley, wisteria, and English ivy.

English ivy is of particular note, as it covers a substantial portion of the neighbor's own yard. If the concern were truly about protecting the dog from potentially harmful plants, it would seem reasonable that similar concern would extend to vegetation on their own property and throughout the neighborhood. Instead, the focus has been placed solely on bushes located on our neighboring property, which raises questions about whether the fence is genuinely necessary for the stated purpose.

Additionally, temporary structures such as screens can have visual, practical, and property-related impacts on surrounding homes and the character of the neighborhood. For these reasons, we respectfully ask the Commission to carefully evaluate the justification for allowing this temporary screen to remain.

We appreciate the Commission's time and consideration in reviewing this matter and in ensuring that zoning decisions remain fair, consistent, and in the best interests of the entire community.

Sincerely,

Kirsten McNulty and Jeff Gillmor
3712 Brookside Road, Ottawa Hills, OH 43606



2125 Richards Road
Ottawa Hills, Ohio 43606

Phone: 419.536.1111

Fax: 419.535.3550

ottawahills.org

TO: Zoning Commission
FROM: April McDonald
DATE: March 20, 2026
RE: March 24, 2026 Meeting

ADDRESS: **3439 Indian Rd.**
APPLICANT: Neil & Audrey Tischinae
ZONING DISTRICT: A-2
REQUEST(S): Fence Variance Request
NOTICES SENT: 26 (March 9, 2026)

The Zoning Commission of Ottawa Hills has received a request for a zoning variance from the property owner at 3439 Indian Road. The applicant is requesting approval to install a 6' wooden privacy fence, along the rear and side yard, measuring approximately 131 feet. Initially, the property owner installed a temporary screening, which has since been removed.

As it relates to fences, the Zoning Code states:

[Fences shall] not exceed 48" in height above established grade... [Ordinance 2002-08; 8.7(b)(2)]

[Fences shall] be at least 50% OPEN for the free passage of light and air.
[Ordinance 2002-08; 8.7(b)(5)]

To date, the Village has received one response in support of a fence, if it falls within village regulations.



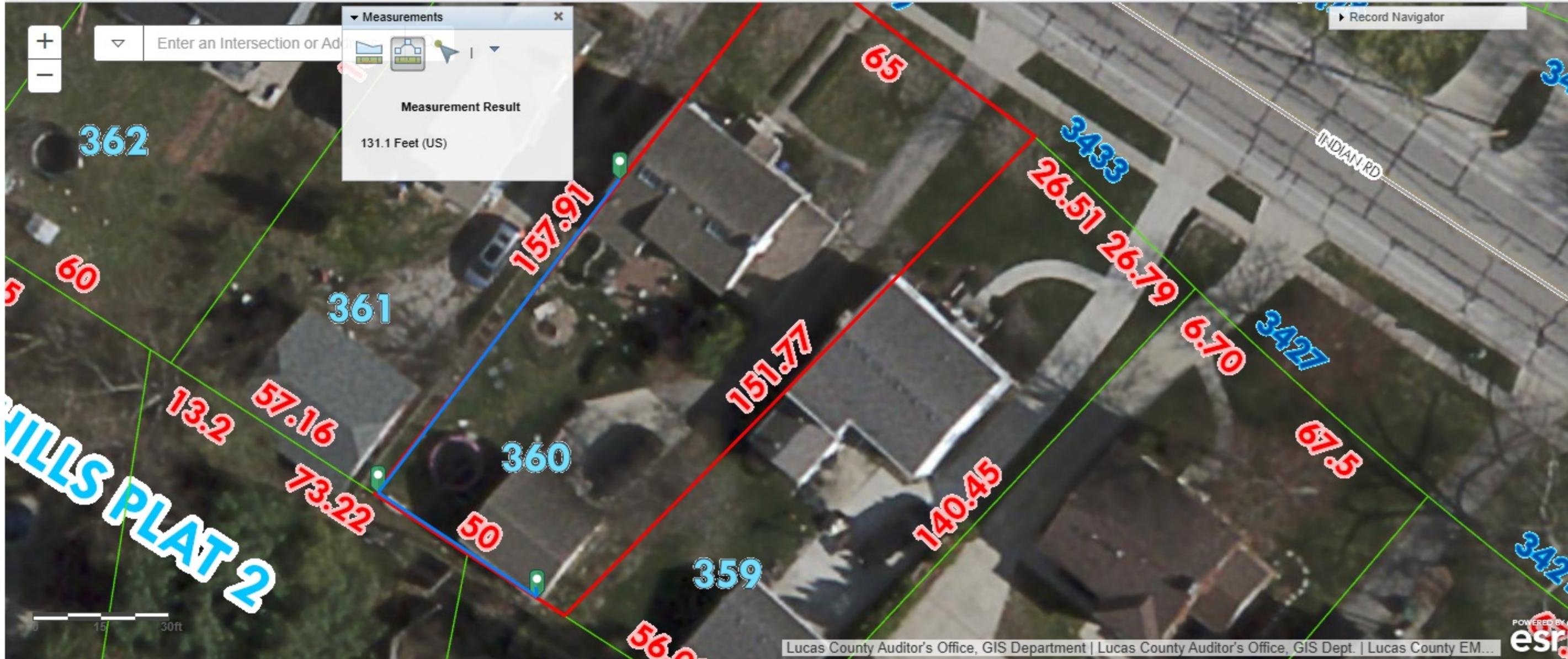
Measurements

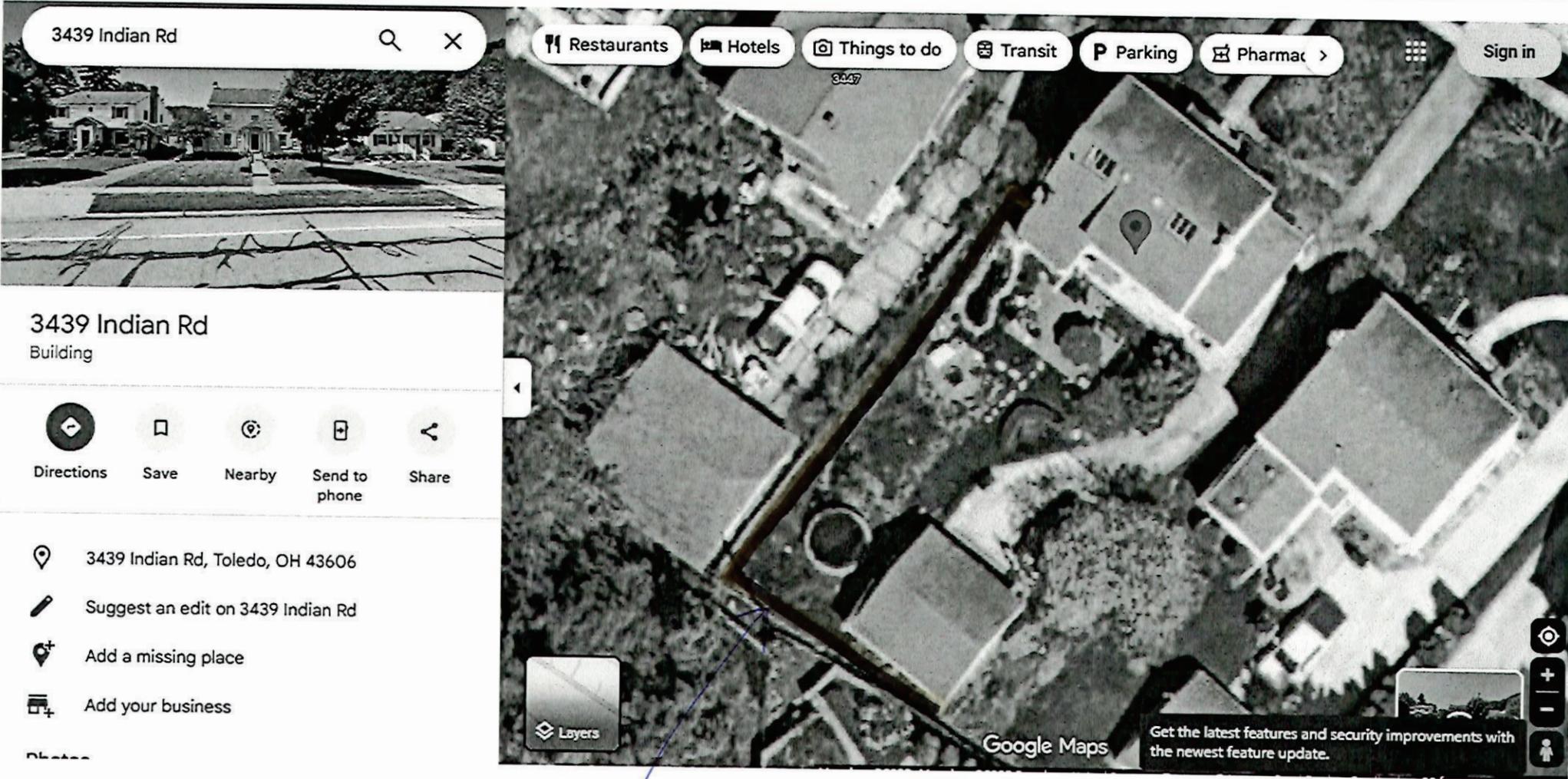
▼ Measurements

Enter an Intersection or Address

Measurement Result

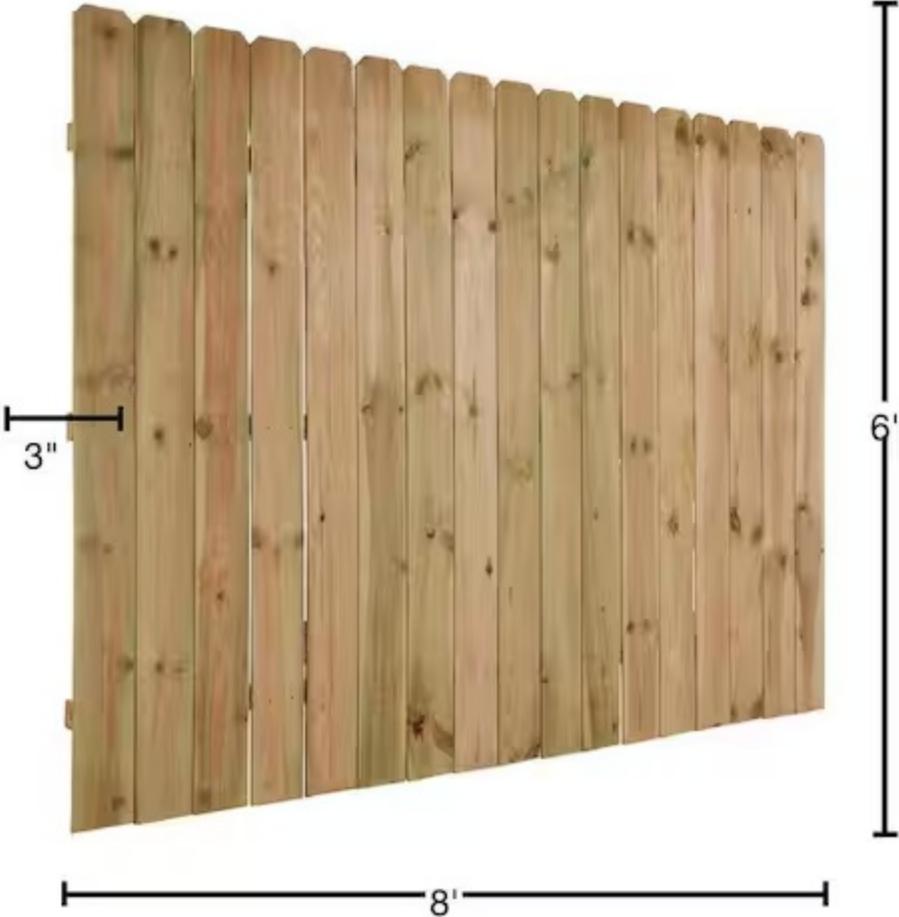
131.1 Feet (US)





Black Sharpie line shows where we want to contract privacy fence installation in spring.
(only back and side)

6ft. x 8ft. Pine Pressure Treated Privacy Dog-Ear Flat Wood Fence Panel







2125 Richards Road
Ottawa Hills, Ohio 43606

Phone: 419.536.1111

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ottawahills.org

TO: Zoning Commission
FROM: April McDonald
DATE: March 20, 2026
RE: March 24, 2026 Meeting

ADDRESS: **4503 Brittany Rd.**
APPLICANT: Viktor & Mariia Vozniuk
ZONING DISTRICT: A-13
REQUEST(S): Fence Variance Request
NOTICES SENT: 12 (March 9, 2026)

Mr. and Mrs. Vozniuk are requesting a Zoning variance for their home at 4503 Brittany Road. The applicants are requesting approval to install a 6-foot wooden privacy fence, approximately 120 ft in length, at the back of their property. Please refer to the attached documentation for their stated reasoning.

As it relates to fences, the Zoning Code states:

[Fences shall] not exceed 48" in height above established grade... [Ordinance 2002-08; 8.7(b)(2)]

[Fences shall] be at least 50% OPEN for the free passage of light and air.
[Ordinance 2002-08; 8.7(b)(5)]

To date, the Village has received one email in support related to this request.

Dear Village of Ottawa Hills Office,

We, Mariia and Viktor Vozniuk, respectfully request approval to install a safe fence on our property located at 4503 Brittany Rd. (see Drawing 1).

The rear of our property directly borders the very busy and noisy W. Bancroft St. (see Drawing 2). For safety and security reasons, we would like to replace the existing fence with a fully solid safe fence. We believe this improvement is necessary for the following reasons:

1. Our child has been diagnosed with autism and has a history of elopement attempts. A tall, solid fence would significantly improve his safety by preventing access toward W. Bancroft St.
2. Our property is separated from W. Bancroft St. by dense vegetation. Unfortunately, unknown individuals occasionally spend time in that area. We believe a solid fence would provide additional security and privacy for our family.
3. W. Bancroft St. is a heavily trafficked and noisy roadway. A solid fence would also help reduce traffic noise affecting our home and backyard.
4. This morning, (Feb. 21) I discovered a skunk in our backyard. It appears to have entered from the same dense vegetation bordering W. Bancroft St. (see Photo 3). As we have a dog, wildlife entering our yard presents an additional safety concern.

Additionally, due to the thick bushes along W. Bancroft St. (see Photo 4), the proposed fence (see Photo 5) would not negatively impact the aesthetic appearance of the neighborhood, as it would not be visible from the street. The installation of a country fence is supposed to be strictly from the W. Bancroft St. side and only that.

We sincerely hope for your understanding and consideration of our request. Our primary goal is to ensure the safety, security, and well-being of our family while maintaining the character of the community.

Thank you very much for your time and consideration.

Sincerely,

Mariia Vozniuk
Viktor Vozniuk



Auditor Property Search County Website Contact Us

Address Owner Parcel Number Assessor # Advanced County Map Multi-Year Search

Summary

PARCEL ID: 8812681
MARKET AREA: 1803R
VOZNIUK MARIJA & VIKTOR (ORSURVTC)
TAX YEAR: 2026

Map

Pictometry

Transfers

Values

Residential Attributes

Commercial Attributes

Outbuildings

Land

Remarks & Splits

Parcel Projects

Current Taxes

Tax Distribution

By Fund

By Fund & Levy

Prior Taxes

Special Assessments

Payments

Levy Estimator

Prior Specials

Pro # Inquiry

CAUV

Agriculture

Forest

Mylar Tax Map

Photos

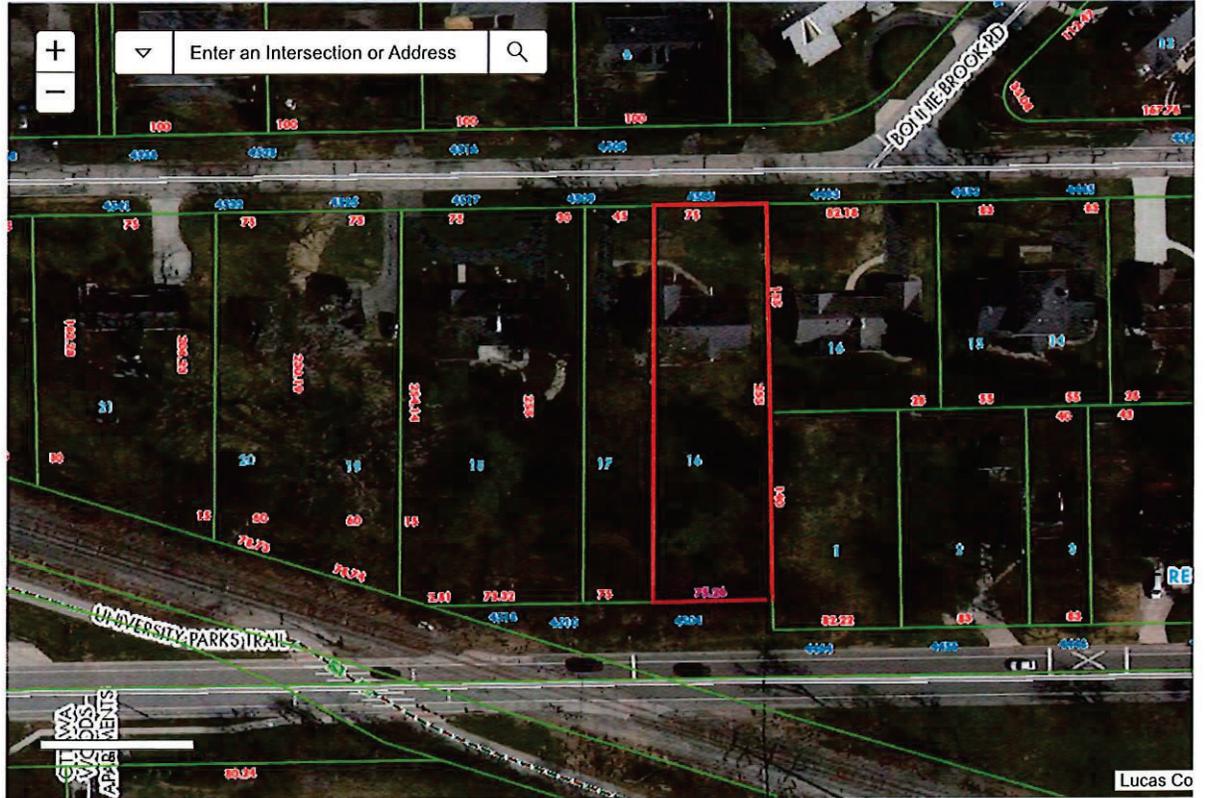
Sketch

Manufactured Home (MH_OH)

Manufactured Home (MH_EQ)

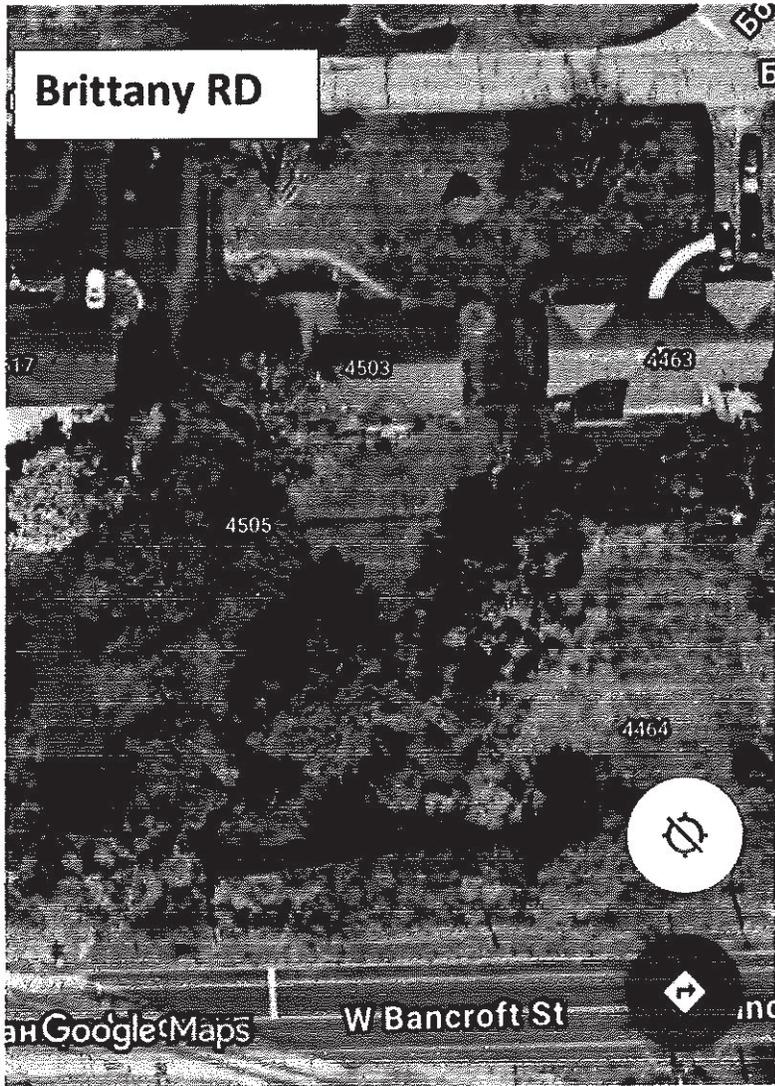
Rental Registration

BOR/Appeals



length
width

request is for fencing along both parcels, approximately 120' total



1. photo of our site



2. photo of where the fence will be installed. There is a W. Bancroft St. behind the fence.



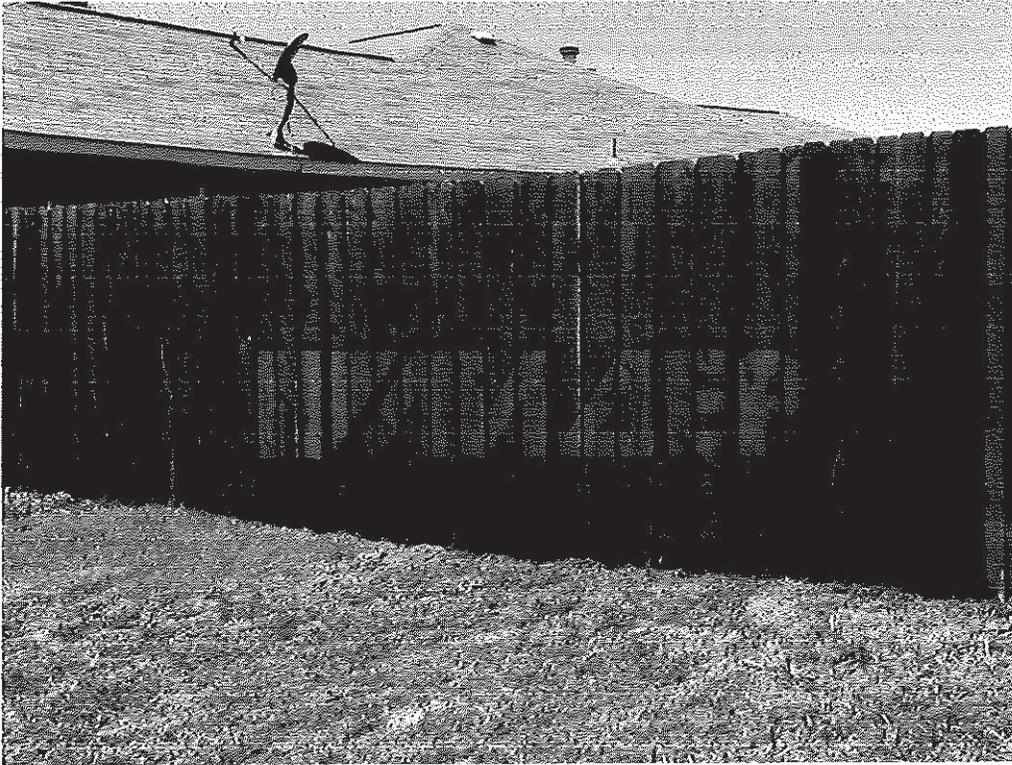
3. skunk

Back to map

W. Bancroft St.



4. Dense bushes between us and W. Bancroft St.



5. The proposed fence is painted in wood color.



April McDonald <mcdonalda@ottawahills.org>

4503 Brittany - Fence Variance

1 message

Katerina Ruedi Ray <krray@bgsu.edu>

Mon, Mar 16, 2026 at 6:10 PM

To: "mcdonalda@ottawahills.org" <mcdonalda@ottawahills.org>

Dear April McDonald and Ottawa Hills Zoning Committee,

My husband Roger and I are in full support of Mariia Viktor Vozniuk's request for a zoning variance to install a 6 ft wooden privacy fence at the rear of their property.

In addition to the request originating from ADA considerations for their autistic son, there is also a safety consideration for the whole household given that unknown individuals sometimes occupy the dense vegetation. Third, it would help alleviate Bancroft Street noise. For that reason, we would also, in principle, support similar request, by those properties whose back yards adjoin Bancroft Street. As the Vozniuks state, a fence in that location, far from the street, would not impact the aesthetic appearance of the neighborhood.

We would attend the zoning meeting in person, but my husband has just been discharged from hospital to a skilled nursing facility, and I am trying to spend as much time with him as possible.

If you need any further information, please let us know,

Katerina Ruedi Ray and Roger Ray

Dr. Katerina Ruedi Ray

Professor and Director Emerita, School of Art,

Bowling Green State University

(Land of the Wyandot, Kickapoo, Miami, Potawatomi, Odawa and other Indigenous tribal nations)

<https://www.bgsu.edu/art>

“The life of the arts, far from being an interruption, a distraction, in the life of the nation, is close to the center of a nation's purpose - and is a test to the quality of a nation's civilization.”

John Fitzgerald Kennedy