



ZONING COMMISSION
AGENDA

May 19, 2026 5:00 PM

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

- I. Call to Order
- II. Minutes from:
 - April 21, 2026 – Zoning Code Discussion
 - April 21, 2026 - Variances

III. Administration of Oath

IV. Requests/Action items

ADDRESS: 4910 W. Dauber
APPLICANT: Ian & Christina Katz
ZONING DISTRICT: A-14
REQUEST: 1. Side yard setback
2. Fence Variance
NOTICES: 12 (May 6, 2026)

ADDRESS: 4151 Halifax
APPLICANT: Thomas & Cheryl Lorkowski
ZONING DISTRICT: A-8
REQUEST: Paved Area Maximum
NOTICES: 24 (May 5, 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
April 21, 2026 1:00 PM

Call to Order – Mayor Thompson

1:00 PM

Village & Zoning Representatives in Attendance

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

Councilwoman Heather Phillips
Zoning Member Merideth Wagoner

Citizen Attendees

Nasrin Afjeh
Todd Kime

Rich Effler
Dan Wimmers

Citizen Comments

Mr. Wimmers introduced concerns regarding electric fencing, noting that the issue has been raised multiple times before Council. He explained that some electric dog fences extend into front yard areas near sidewalks and streets, creating uncertainty and potential safety concerns for pedestrians, particularly when dogs approach the boundary or occasionally breach the fence. He referenced the current ordinance prohibiting fences beyond the front of the house and requested clarification as to whether electric fences fall under that definition. Ms. Phillips stated the matter is still under review as part of the zoning code update. Mrs. Tharp added that a draft proposal would require electric fences to be set back three feet from the property line, though it is not yet finalized. Mr. Kime suggested adding signage to identify electric fencing, and Mayor Thompson acknowledged the concern and indicated further discussion will take place.

Mr. Kruse addressed concerns related to short-term rentals and the increasing number of non-owner-occupied properties. He provided historical context and stated that economic changes have led to more rental and investor-owned homes, which he believes has contributed to declining property maintenance and neighborhood appearance. He also cited concerns regarding safety, parking congestion, and transient occupancy associated with short-term rentals, including increased traffic and turnover. Mr. Kruse recommended that the Commission consider defining standards for owner-occupied versus rental properties, establishing a registry of such properties, and reviewing limits on the number of unrelated individuals permitted to reside in a single-family home. No formal motions were made, and both matters remain under review for potential future action.

Zoning Code Discussion

- a) **Transient Rentals** - Mrs. Tharp presented a proposed transient rental ordinance, largely modeled after the City of Oregon, outlining definitions, permit requirements, operating standards, and penalties. Discussion centered on the appropriate scope and enforceability of the ordinance. Zoning members generally agreed that the primary intent is to preserve neighborhood character and address concerns related to short-term rentals, particularly

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those operating in a manner similar to Airbnb or weekend rentals. There was strong consensus that rentals of less than 30 days should be prohibited, as this would address many of the immediate concerns raised by residents regarding safety, parking, and overall quality of life.

Members emphasized the importance of having enforceable provisions with meaningful consequences, particularly for those who do not follow the rules. A tiered penalty structure was discussed, with support for a \$250 fine for a first violation and an increased penalty of \$1,000 for subsequent violations, while avoiding overly severe penalties that may not be held up in court.

Additional discussion addressed the broader regulation of rentals exceeding 30 days, including whether such properties should be registered or subject to further oversight. Zoning members acknowledged that while longer-term rentals present some concerns, the immediate priority is addressing short-term rentals. As a result, it was agreed that broader regulatory measures, including registration requirements and inspection protocols, could be revisited in a future phase.

Zoning members reached a general consensus to move forward with an ordinance that clearly prohibits rentals of less than 30 days and includes a defined penalty structure for violations. Further considerations regarding registration, inspections, and regulation of longer-term rentals will be addressed at a later time as part of a more comprehensive review.

- b) Definition of materials** - Mrs. Tharp introduced the topic by explaining that permitted materials had been outlined and reformatted for easier updates, prompting a structured discussion focused on defining materials that resemble wood but are not wood. Members clarified relevant code sections (8.8 for fencing and 8.9 for building materials), and Mr. Carter presented a draft definition based on characteristics such as material composition and design, using previously approved samples as a guide. The body engaged in deliberation, with Mr. Kime emphasizing the intent to discourage widespread use of traditional vinyl siding while allowing higher-quality materials that closely simulate wood. Members debated whether to establish an exclusionary list or define acceptable characteristics, including thickness and texture standards. It was generally agreed that fiber cement siding would be permitted, while vinyl siding would require clearer limitations. Ms. McDonald recommended maintaining a running list of previously approved materials to streamline administrative review, and members supported making that list publicly accessible. Further discussion addressed balancing quality standards with affordability and avoiding undue hardship for residents. Consensus emerged around adding language to the code specifying that vinyl siding is excluded unless approved by the Village Administrator, along with the potential for administrative review of materials not previously approved. Mrs. Tharp concluded by indicating she would incorporate a new subsection reflecting this approach, with the understanding that the provision could be revisited if needed.

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- c) **Defining single family** -Mrs. Tharp introduced the topic, noting that defining “single-family” should be deferred due to the pending decision in Havel v. City of Kent Board of Zoning Appeals, which is currently before the Supreme Court of Ohio. She explained that oral arguments were heard in February and recommended waiting for the Court’s ruling, as it is expected to directly address and clarify the definition. Members acknowledged that prior attempts to define “single-family” have been challenging, including during the 2002 zoning code update, and agreed that the issue has only become more complex over time.

Mrs. Tharp further explained that, under current legal interpretation within the district, a household may be considered “single-family” based on how it functions such as sharing meals, groceries, and household responsibilities regardless of whether occupants are related. Discussion included examples such as foster families and group living situations, with questions raised about rental arrangements and student housing. It was noted that previous cases, including one in Bowling Green, avoided directly defining “single-family,” instead relying on related issues like public safety. Members generally agreed that the pending Supreme Court decision is likely to provide needed clarity, and in the meantime, the Village has been able to manage situations on a case-by-case basis despite the lack of a precise definition.

- d) **Other items for discussion** - Mrs. Tharp reported that the zoning code has been largely compiled and will require one additional meeting to incorporate provisions for transient rentals and updated siding definitions before being forwarded to council. She noted that supporting images will be added once received from Mr. Kime. Mayor Thompson requested that all revisions be clearly identified for review, including new items such as game courts and drainage provisions, and Mrs. Tharp agreed to highlight changes to the extent possible despite earlier formatting limitations.

During additional discussion, Ms. McDonald raised concerns regarding temporary structures, citing an example where numerous small greenhouses covered a substantial portion of a residential yard. She explained that while temporary structures are defined, the code currently lacks limits on their number, size, duration, or total lot coverage, as well as any permitting process, making enforcement difficult. Members discussed similar situations involving trampolines, tents, and other seasonal items, acknowledging that while one or two may be reasonable, excessive use can create neighborhood concerns. Potential solutions included establishing a separate section for temporary structures, limiting them by percentage of lot coverage, and relying on provisions related to nuisance or impervious surface. Mrs. Tharp confirmed that the draft code includes a 45-day time limit for temporary structures, though broader standards remain under consideration.

The discussion then shifted to electric fences. Mrs. Tharp outlined draft language allowing such systems to be installed no closer than three feet from property lines and prohibiting placement adjacent to public parks or walkways. Members debated whether

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electric fences should be limited to rear yards or permitted in front yards with setbacks, noting that current regulations do not require permits. Safety concerns were raised, particularly regarding pedestrians encountering dogs restrained by these systems. Signage requirements were discussed as a potential mitigation measure. Members considered various approaches, including rear-yard-only placement or increased setback distances, with examples from other communities ranging from full prohibition to setbacks of up to 20 feet.

It was generally agreed that additional refinement is needed, and no formal motion was made.

Next Meeting Date
May 19, 2026

Adjournment
2:35 pm

Mayor Marc Thompson

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MEETING MINUTES
April 21, 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
Audrey Tischinae
Tia Rost

Cindi Bishop
Zachary Rost
Dan Wimmers

Minutes

A motion was made by Ms. Phillips to approve the minutes, from March 24, 2026, 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.

3439 Indian Rd.

Ms. McDonald stated we received a request for a zoning variance for the property located at 3439 Indian Road. The applicant is seeking approval to install a black metal fence measuring five to six feet in height, with 50 percent openness. The proposed fence would extend approximately 131 feet and be located along the west side and rear yard of the property.

At a previous Zoning Commission meeting, the applicant withdrew a request to install a six-foot privacy 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)]

To date, the Village has received feedback from two neighbors in support of this request.

Mrs. Tischinae reiterated the reasoning from her previous request, explaining that she is seeking additional fence height because her dog is capable of jumping, and a four-foot fence would not be sufficient for containment. She noted that she selected the same style of fence that has been installed along the walking paths at Brookside.

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Mayor Thompson clarified that the prior request involved both height and openness, whereas the current request addresses only the height requirement, as the openness concern has been resolved. He also confirmed that the proposed location is acceptable.

Ms. Phillips commented that, from a safety perspective, the requested height appears reasonable given the 50% openness. Mrs. Tischinae stated she would be satisfied with either five or six feet, depending on availability, as she hopes to install the fence as soon as possible. She added that while she doubts her dog could jump six feet, it has exceeded four feet in the past.

Ms. Phillips recalled that a neighboring resident previously raised concerns about the dog jumping over the existing fence. Mr. Carter acknowledged both perspectives, noting that he also owns a large dog capable of jumping higher than expected.

Mrs. Tischinae stated that her dog is approximately 1.5 years old and she is unsure if it will grow further. Mayor Thompson emphasized that each variance request is evaluated on a case-by-case basis and reiterated that this request pertains solely to fence height, not openness. Ms. Tharp added that the request identifies a specific hardship, and Mr. Carter noted that the hardship should be clearly stated in the motion for future reference.

A motion was made to approve the variance request for 3439 Indian Road to allow a black metal fence with 50% openness at a height of five (5) feet, based on the specific hardship that the applicant's dog is capable of jumping approximately higher than four feet.

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

2331 Underhill

Ms. McDonald stated Mr. & Mrs. Rost are requesting variance consideration for their property at 2331 Underhill Rd. The variance, if approved, would allow for the installation of a fence closer to the street than the setback of the home. The fence openness and height are currently allowed by the code, so the variance would be for location only.

As it relates to fence location, zoning code states:

- 1) [Fences shall] not be located closer to the street than the setback of the house.

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Generally, this prohibits fences located in the front yard. However, this also prohibits houses on corner lots from having a fence past the line of their home on the side that faces a side street. Currently, there is an existing fence around the pool. This fencing would be extended to include the proposed yard area along Edgehill Rd. To date, the Village has not received feedback related to this request.

Mrs. Rost stated that she has children ages seven, five, and one-and-a-half, and that their property currently does not have a fenced area that provides a safe space for them to play. She explained that the existing fence surrounds only the pool and will remain in place. The request is to install an additional fence line to create a safe play area for the children. She noted that Rich Effler visited the property and assisted in developing the proposed plan.

Mr. Rost added that the existing pool fence is black metal, and they would like to continue that same aesthetic, maintaining openness and a black finish. He stated that the proposed fence would remain on their side of the sycamore trees, consistent with their property lines, and emphasized that their goal is simply to create a safe area for their children.

Ms. Phillips noted that there are properties across the street with fences extending toward the tree line. Mayor Thompson acknowledged observing fences extending closer to the street but stated he did not see enclosures similar to the one being requested, except near the intersection of Edgehill and Underhill. Ms. Phillips clarified that two homes on Underhill, adjacent to the church, have split-rail fences extending to the street, and Mayor Thompson added that there is also a split-rail fence near the cemetery in a similar location.

Mr. Rost emphasized their appreciation for the sycamore trees, noting that they are a valued feature of the property, and affirmed their intention to preserve their health. Ms. Phillips reiterated the importance of confirming the exact location of the eight-foot setback.

Mr. Carter asked whether screening would be required. Ms. Phillips responded that, given the surrounding homes and the proposed black metal design, the fence would blend in appropriately. Mr. Rost added that they are mindful of maintaining the neighborhood aesthetic and plan to incorporate appropriate landscaping. Mrs. Rost noted they are relying on Mr. Effler's guidance in that regard.

Mayor Thompson suggested that if the request is approved, the fence design should incorporate a curve at the corner of the property to better match the existing landscape and soften the appearance. Mrs. Assi added that vegetation could also help soften the look, and Mrs. Tharp commented that the proposed location is likely the least conspicuous option for enclosing the play area.

Mr. Carter noted that historically, similar variance requests have generally been approved, citing six requests since 2006 with none denied, all involving the need to contain children.

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A motion was made to approve the variance request for the property at 2331 Underhill. The approval is for a corner lot fence consistent with the submitted plan, maintaining 50% openness and a maximum height of four feet in accordance with code. The stated hardship is the corner lot configuration and the need to provide a safe, enclosed area for young children.

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

2506 Evergreen

Ms. McDonald stated The Zoning Commission of Ottawa Hills has received a request for a zoning variance from the property owner at 2506 Evergreen Rd. to install a white pergola in the rear yard of the property. The proposed permanent structure would be situated on an existing patio and would constitute a second accessory structure on the lot, as defined by current zoning regulations.

Ottawa Hills Zoning Code

Village code only allows for one accessory structure. The property already has a shed on the lot.

No property shall have more than one of the following: detached garage, storage shed, pool house or similar structure. [§8.5(f)].

Vegetative Screening

...accessory structures shall be screened from nearby properties and streets...by evergreen vegetation... [§8.5(d)]

To date, the Village has received feedback from two neighbor in support of the pergola.

Mrs. Bishop stated that she has one remaining tree in her yard, which she believes is dying, leaving the patio area without shade. She is proposing a white aluminum pergola structure with an adjustable roof that can open and close to control sun exposure. She noted that the structure includes a built-in gutter system to manage rainwater runoff.

Mrs. Bishop added that, if deemed necessary, she would be willing to install a line of arborvitae between the patio and the roadway for additional screening. She shared that she has lived in the Village for 26 years and values being a good neighbor, and expressed her desire to make better use of her patio space. She explained that when her husband was alive, they used a seasonal

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gazebo, but it required two people to assemble and disassemble each year, which has become difficult to manage. The proposed pergola would be a permanent structure.

Mayor Thompson asked for clarification regarding the adjustable roof, and Mrs. Bishop confirmed that the pergola slats can be adjusted to provide shade at different times of the day. He also asked whether the structure would be installed on an existing patio, which Mrs. Bishop confirmed, adding that it would need to be anchored due to wind conditions on the corner lot, which can act as a wind tunnel. She noted that she believes a pergola would be the least intrusive option.

Ms. Phillips commented that the existing secondary structure (shed) on the property is well screened by vegetation and is not easily visible. Mayor Thompson noted that the property is unique in that it is bordered by roadways on three sides. Mrs. Bishop agreed, describing it as a very unique lot.

A motion was made to approve the variance request for the property at 2506 Evergreen to allow for the installation of a pergola structure to provide additional shade, permit a second accessory structure, and waive the requirement for vegetative screening, as the white structure is consistent with and blends into the existing home.

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

Discussion

Ms. McDonald stated that at the previous Zoning Commission meeting, a variance request for 3720 Brookside regarding temporary fencing had been tabled. She reported that the applicant has since formally withdrawn the variance request and intends to proceed instead with a code-compliant plan, consisting of a line of arborvitae combined with permitted deer screening similar to that used along the walk path, which is minimally visible.

Ms. McDonald noted that the applicant has signed a contract with a contractor but is currently on a waiting list for installation. In the interim, he requested permission to maintain temporary screening. She indicated that she approved this request after reviewing the contract.

Mayor Thompson stated that the revised approach does not require action by the Commission. He noted that while a permit will still be required, a variance is no longer necessary, and the applicant intends to proceed accordingly.

**OTTAWA HILLS ZONING COMMISSION
MEETING MINUTES
April 21, 2026 5:00 PM**

Next Meeting Date
May 19, 2026

Adjournment
5:31 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: May 15, 2026
RE: May 19, 2026 Meeting

ADDRESS: 4910 W. Dauber
APPLICANT: Ian & Christina Katz
ZONING DISTRICT: A-14
REQUEST(S): Side Yard Setback & Fence Variance

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 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.

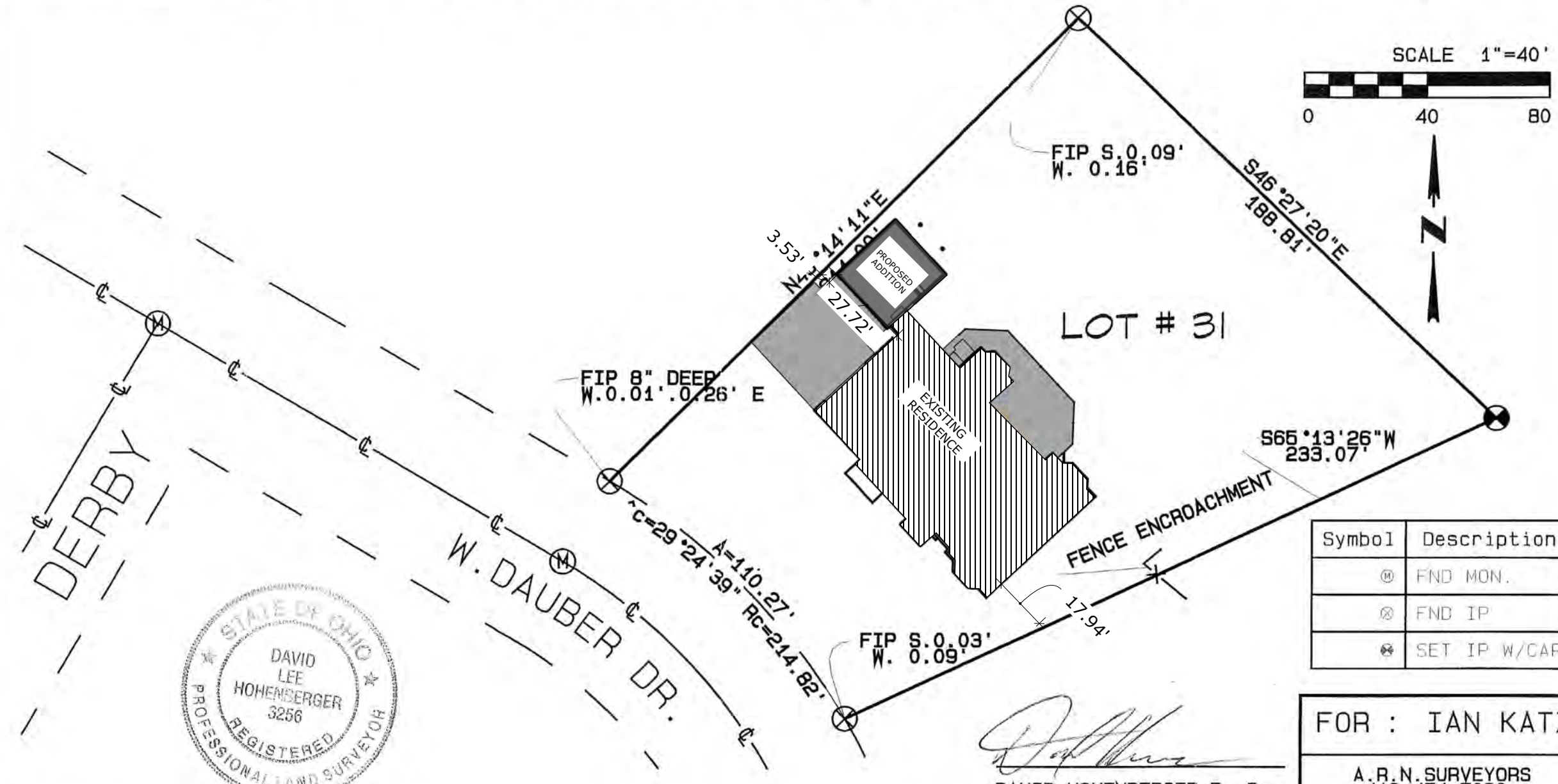
2. Fence Encroachment

- 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.

Please review the attached letter for detailed information regarding the variance requests.

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

SURVEY REPORT of LOT # 31 OF HASTY HILL FARMS PLAT 2 IN THE VILLAGE OF OTTAWA HILLS, LUCAS COUNTY, OHIO



David Lee Hohenberger
DAVID HOHENBERGER P. S.
OHIO REG. # 6256

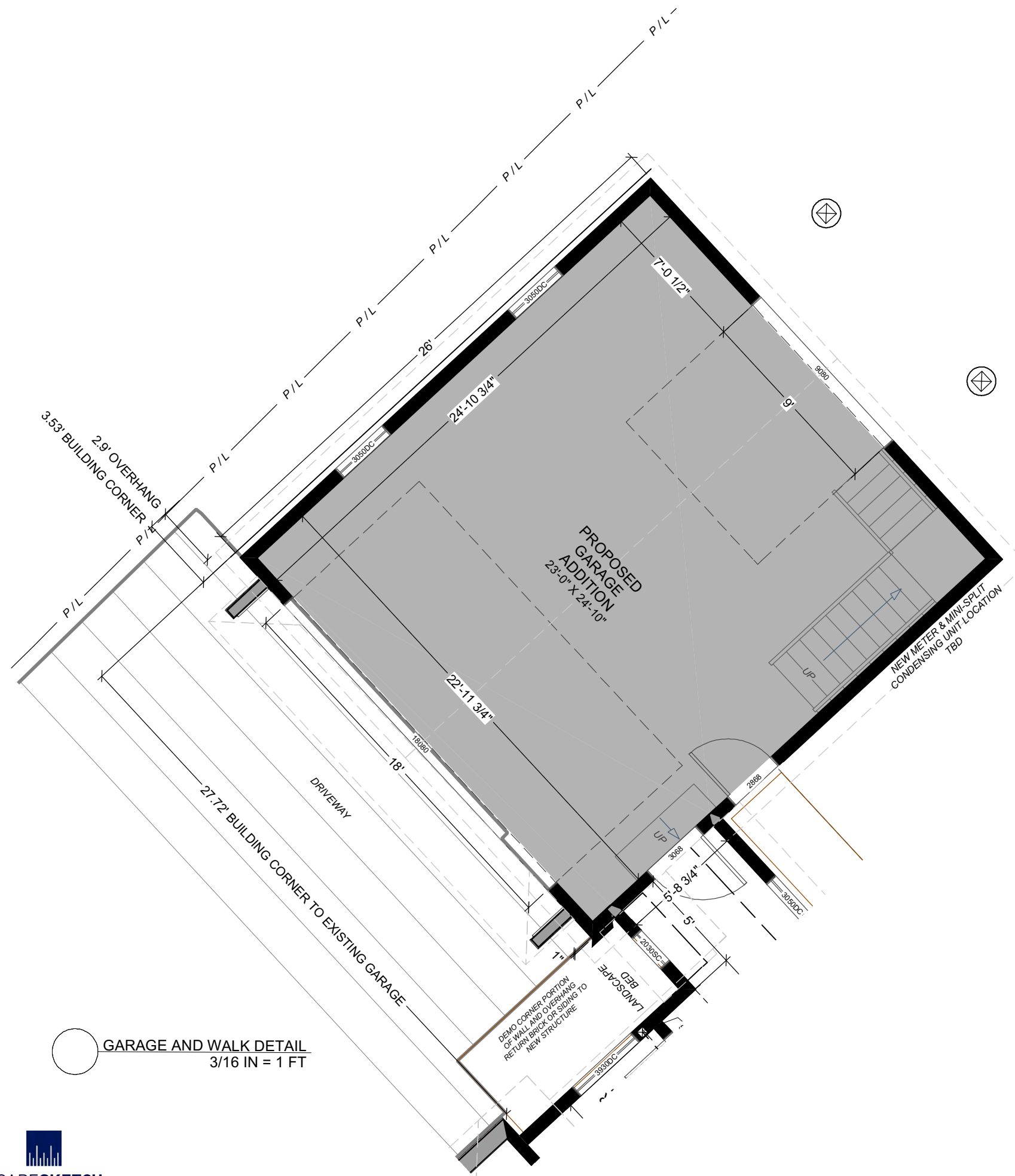
Symbol	Description
⊕	FND MON.
⊗	FND IP
⊗	SET IP W/CAP

FOR : IAN KATZ

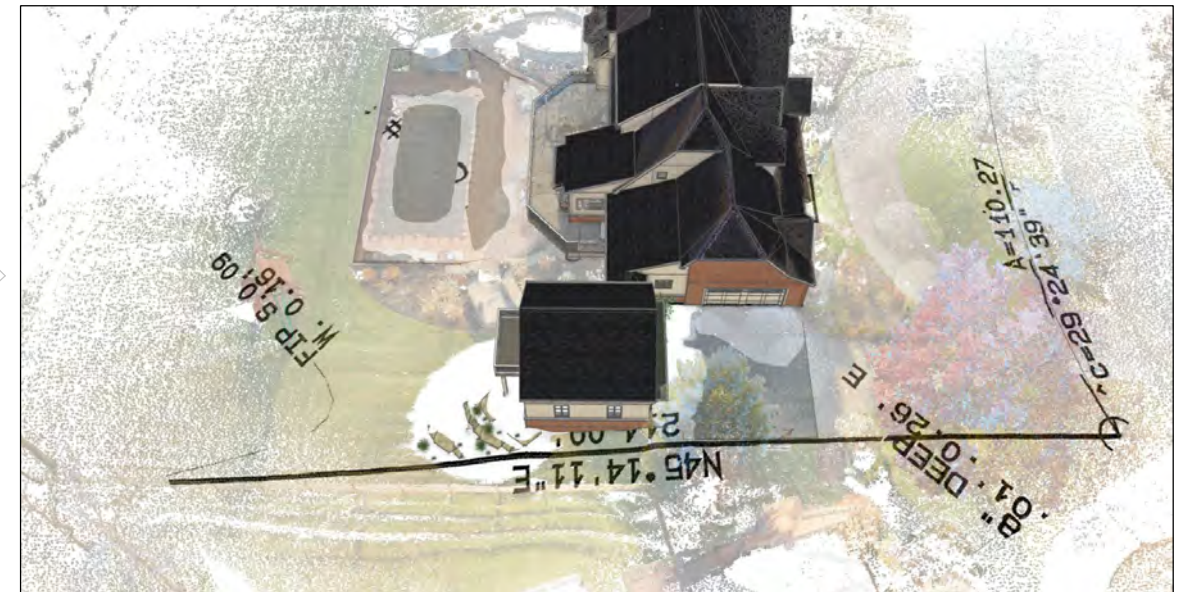
A. R. N. SURVEYORS
419.474.7090

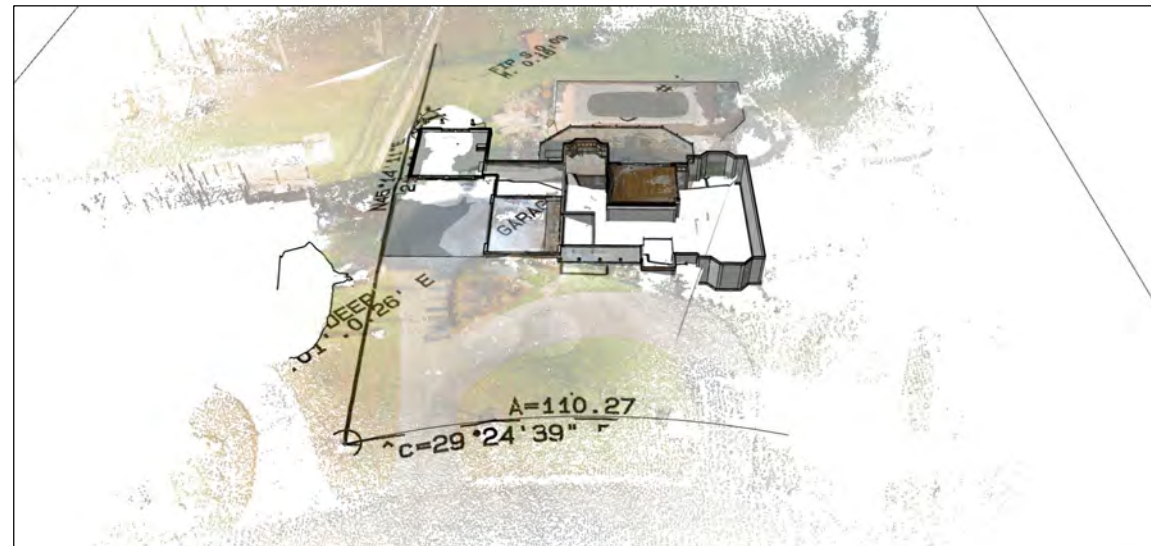
DATE: 4/29/09 SCALE: _____

ZONING INFORMATION A-14		Allowable	Existing	Proposed (Add / Change)	Removed	Net	Delta Net (+ = variance)	Variance Required?
Lot area	32,000 ft ²	32,000 ft ²	32,000 ft ²	0 ft ²	0 ft ²	32,000 ft ²	—	No
Allowable covered area @ 20%	6,400 ft ²	3,698 ft ²	3,698 ft ²	0 ft ²	0 ft ²	4,538 ft ²	-1,862 ft ²	No
Allowable paved area @ 10%	3,200 ft ²	N/A	N/A	N/C	N/C	N/A	—	No
Max building height @ addition	32.00'	—	—	N/C	N/C	23.33'	-8.67'	No
Front setback @ addition (minimum)	40.00'	—	—	N/C	N/C	92.90'	-52.90'	No
Rear setback @ addition (minimum)	25.00'	—	—	N/C	N/C	99.60'	-74.60'	No
Front property line (frontage)	110.30'	82.00'	82.00'	—	—	—	—	No
Existing building width	—	—	—	27.72'	0	27.72'	—	No
Proposed building width addition	—	—	—	—	—	—	—	—
Updated overall building width including addition	109.72'	—	—	—	—	—	—	—
Garage side yard (provided)	—	—	—	3.53'	0	3.53'	—	—
Opposite side yard (provided)	—	—	—	17.94'	0	17.94'	—	—
Required aggregate side yards (50% of Structure + Addition Width)	54.86'	—	—	21.47'	0	21.47'	+33.39'	Yes
Required minimum one side (40% of Aggregate)	21.94'	—	—	3.53'	0	3.53'	+18.41'	Yes



○ GARAGE AND WALK DETAIL
3/16 IN = 1 FT







April McDonald <mcdonalda@ottawahills.org>

Garage addition at 4910 W. Dauber Dr.

1 message

Manju Gupta <manjug6258@gmail.com>

Wed, May 13, 2026 at 6:05 PM

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

Hi April,

This is Manju Gupta at [4920 West Dauber Dr.](#) We are neighbors with Katz family and we reviewed the plans of their addition with them. We have no issues with their plans of the addition and improvement. We look forward to the improvements in the neighborhood.

Thanks ,
Manju Gupta



2125 Richards Road
Ottawa Hills, Ohio 43606

Phone: 419.536.1111

Fax: 419.535.3550

ottawahills.org

TO: Zoning Commission
FROM: April McDonald
DATE: May 15, 2026
RE: May 19, 2026 Meeting

ADDRESS: **4151 Halifax**
APPLICANT: Thomas Lorkowski
ZONING DISTRICT: A-8
REQUEST(S): Paved Area Maximum
NOTICES SENT: 24 (May 5, 2026)

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.

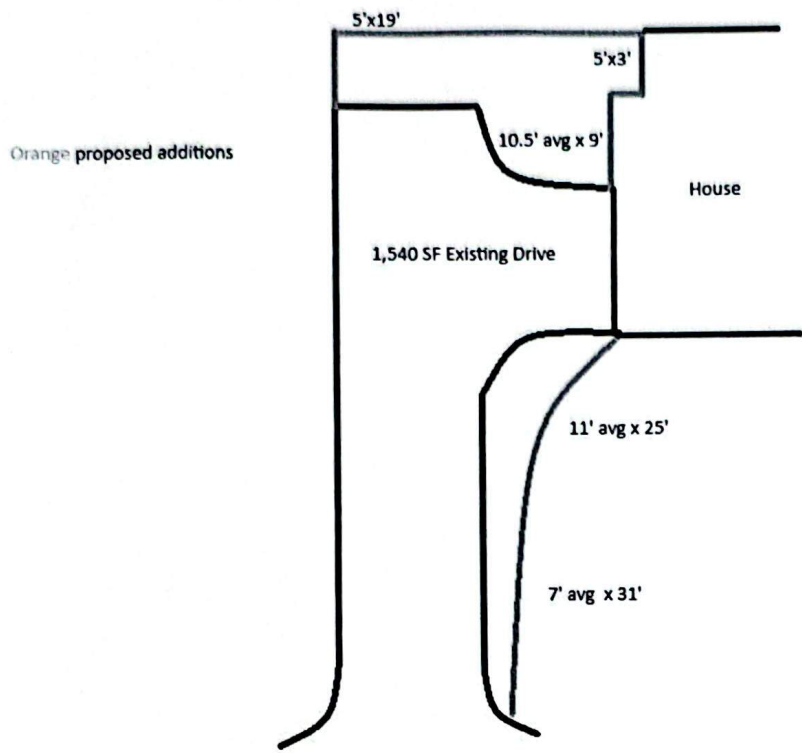
Lot Coverage = 8 %

Proposed

Paved Area = 2,237 sq. ft.

Lot Coverage = 12 %

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



4151 HALIFAX RD