# ZONING COMMISSION
# AGENDA

## October 20, 2026 5:00 PM

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

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I. Call to Order

II. Minutes from:
- September 2, 2026
- September 15, 2026

III. Administration of Oath

IV. Requests/Action items

| | |
|---|---|
| **ADDRESS:** | **3574 Ridgewood** |
| APPLICANT: | JP & Laura Moran |
| ZONING DISTRICT: | A-3 |
| REQUEST: | 1. Side yard setback |
| | 2. Garage location and loading configuration |
| NOTICES: | 17 (October 6, 2026) |

V. Next meeting date

VI. Adjournment

**OTTAWA HILLS ZONING COMMISSION**
**MEETING MINUTES**

**September 2, 2026 1:00 PM**

Call to Order – Mayor Thompson

1:00 PM

Village & Zoning Representatives in Attendance

Mayor Marc Thompson
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

Citizen Comments
Mrs. Afjeh voiced concerns regarding property-related issues, conduct involving the Mayor, and procedures involving Village meetings.

Zoning Code Discussion
Mrs. Tharp presented and discussed proposed administrative and substantive revisions to the draft Zoning Code. Proposed changes included adding pergolas and greenhouses to the definition of accessory structures and establishing a definition for raised garden beds.

Mrs. Tharp discussed relocating Section 8.9, concerning permitted materials, to Section 7.3 to improve organization while maintaining appropriate cross-references. The definition of swimming pools was clarified to expressly prohibit above-ground swimming pools. Definitions relating to temporary signs were revised.

Ms. Phillips discussed potential changes to the regulation of A-frame signs on public property and within public rights-of-way. Due to the challenges of maintaining the existing A-frame sign program with limited volunteers and resources, the Commission considered encouraging the use of temporary yard signs on private property as an alternative. Further clarification regarding applicable temporary sign guidelines will be necessary.

Ms. Phillips also discussed replacing the term “permitted” with “allowed” throughout the Zoning Code where no formal permit is required and standardizing references to the “Zoning Commission.” Inconsistencies in violation penalties were reviewed and resolved.

Ms. Phillips reviewed regulations applicable to commercial districts, including the potential removal of outdated restrictions on food service and sales. The proposed changes would provide greater flexibility for future businesses, including cafés, coffee shops, and ice cream shops.

The Commission discussed expanding paved-area regulations to address all impervious surfaces, including patios, swimming pools, and game courts. Members noted the potential impacts of increased impervious surface coverage on drainage, neighboring properties, and waterways. The

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Commission agreed to review examples of existing properties and evaluate lot-coverage ratios before establishing specific percentage thresholds or permit requirements.

Fence regulations were reviewed. The Commission reaffirmed that permits are required for complete fence replacements but are not required for minor repairs.

Standards for invisible electric pet fences were also discussed and revised to require a minimum setback of 20 feet from the public right-of-way in street-facing yards and three feet from property lines along interior sides of properties.

Mrs. Tharp clarified that, under applicable state law, special use exceptions are associated with the applicant rather than the property and are not transferable to subsequent property owners.

The Commission discussed the process for presenting the proposed Zoning Code revisions to the public. The revisions will be compiled into a document with changes highlighted to facilitate public review. The document will be made available before a formal public hearing and citizen comment period.

Next Meeting Date
Ms. McDonald discussed scheduling a future meeting to address short-term rental regulations, including Airbnb-related issues.

Citizen Comments
Mrs. Afjeh questioned what recourse is available when public officials engage in inappropriate conduct, referencing a past incident involving the removal of her trees and asking why such concerns were not addressed in the matter under discussion.

Next Meeting Date
September 15, 2026

Adjournment
1:59 PM

_____
Mayor Marc Thompson

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**OTTAWA HILLS ZONING COMMISSION**
**MEETING MINUTES**

**September 15, 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
Solicitor Kati Tharp

Citizen Attendees

Nasrin Afjeh
Rich Effler
Ian Katz

Minutes

A motion was made by Mr. Carter to approve the minutes from the July 21, 2026, meeting and Mrs. Wagoner seconded the motion. The motion passed unanimously.

A motion was made by Mr. Carter to approve the minutes from the August 11, 2026, meeting and Mrs. Wagoner seconded the motion. The motion passed unanimously.

Administration of Oath – Mayor Thompson

Mayor Thompson administered the oath.

4910 W Dauber

Ms. McDonald stated the Village has received a request for a variance for the property located at 4910 W. Dauber. In May, the applicant proposed an addition to their home which was withdrawn. The applicant has since revised the design to present tonight.

According to our Zoning Code:

1. Garage Position
    a. The proposed project does not meet the zoning requirements for the proposed garage position. The Zoning Code states: No part of an attached garage may sit forward from the front line of the main part of the building.

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 not received feedback related to this request.

Mr. Effler explained that attempts to reduce or detach the proposed addition compromised the functionality of both the second floor and the first-floor garage area and resulted in an aesthetically disproportionate design. The proposed addition would alter the left wing of the existing residence and include a laundry room, mudroom, bathroom, garage space, and finished second-floor area intended for use as an office or playroom. To maintain architectural consistency with the existing residence and avoid the appearance of a detached garage, the proposed structure would utilize matching siding and roof lines, along with plantation shutters over the windows to resemble living quarters.

Mayor Thompson discussed the proposed garage placement and noted that other homes within the neighborhood have forward-positioned, side-loading garages. It was also noted that the zoning restriction applies specifically to garages and that an extension consisting solely of living space would not be subject to the same variance requirement.

A motion was made for 4910 W Dauber to approve the requested variance for the garage positioning based upon the drawings submitted at today's meeting. The motion cited the use of materials consistent with the existing residence, appropriate front landscaping, and the multi-purpose nature of the proposed addition.

| | |
|---|---|
| | Motion – Mr. Carter |
| | Second – Mrs. Wagoner |
| Yeas (4) – | Mayor Thompson |
| | Mrs. Assi |
| | Mr. Carter |
| | Mrs. Wagoner |
| Nays (0) – | |

Mr. Effler then discussed the requested variance for the fence encroachment. Mr. Katz acknowledged that the proposed fence encroaches onto Village floodplain property and stated that the fence would be removed if the Village requires access to the property. Mayor Thompson discussed potential legal considerations regarding adverse possession and noted that such provisions generally do not apply to municipal property. Mrs. Tharp recommended including conditions in the approval to protect the Village's interests by deed restrictions.

A motion was made for 4910 W. Dauber to approve the fence encroachment variance, contingent upon resolution of any outstanding legal matters and with the understanding that removal of the fence would remain the responsibility of the property owner should the Village require access.

| | |
|---|---|
| | Motion – Mr. Carter |
| | Second – Wagoner |
| Yeas (4) – | Mayor Thompson |
| | Mrs. Assi |

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Mr. Carter
Mrs. Wagoner

Nays (0) –

Next Meeting Date
October 20, 2026

Adjournment
5:33 PM

_____
Mayor Marc Thompson

DRAFT

2125 Richards Road
Ottawa Hills, Ohio 43606
Phone: 419.536.1111
Fax: 419.535.3550
ottawahills.org

TO: Zoning Commission

FROM: April McDonald

DATE: October 15, 2026

RE: October 20, 2026 Meeting

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ADDRESS: 3574 Ridgewood

APPLICANT: JP & Laura Moran

ZONING DISTRICT: A-3

REQUEST(S): 17 (October 6, 2026)

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Mr. and Mrs. Moran have requested variance consideration for their property located at 3574 Ridgewood Road. The requested variances are associated with the proposed redevelopment of the existing detached garage. In July, Mr. and Mrs. Moran met with the Zoning Commission to discuss a conceptual design for the potential garage redevelopment.

Ottawa Hills Zoning Code

1) Side Yard Setback: The required side-yard setback is 15 feet or lots with frontage of 70 feet or more shall have an aggregate side yard of 50% of the building width (minimum 30 feet). The minimum side yard for one side shall be 40% of the minimum aggregate side yard. The proposed addition is located approximately 5’-3” feet from the property line. The *existing garage* is currently approximately 5'-3" from the property line.

2) Garage location and loading configuration: garages in this district must be side or rear loading. The proposed project integrates the garage structure with the primary residence, legally classifying the entire configuration as an attached garage. Due to the building structure sitting forward of the front line of the main residence, a variance is required. The proposed design features a hybrid configuration: the existing grandfathered footprint maintains a front-loading layout, while the new garage addition introduces a side-loading orientation.

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

O|X STUDIO INC.
www.oxstudioinc.com
2373 Oak Valley Drive, Suite 180 | Ann Arbor, MI 48103 | o: 734.929.9000 | f: 734.929.9001
imagine | integrate | innovate

October 5, 2026
Ottawa Hills Zoning Commission
Village of Ottawa Hills

**Re: Moran Residence – 3574 Ridgewood Road**
Preliminary Zoning Review

Dear Zoning Commission Members:

O|X Studio has been engaged by JP and Laura Moran to design improvements to their residence at 3574 Ridgewood Road. The proposed project would replace the existing detached two-car garage with a larger garage connected to the existing residence.

The Morans have explored several options for accommodating these improvements on the property. Through that process, the existing garage area emerged as the most appropriate location. First, the existing garage roof and eaves are in disrepair and require significant maintenance. Second, this allows the project to utilize an already-developed portion of the site, maintain the established driveway and garage location, and avoid significant development toward the steeply sloping rear yard and Ottawa River.

The existing detached garage is currently located within the required side-yard setback. The proposed design generally maintains the established garage location while integrating the new construction architecturally with the existing residence. The proposed improvements have been developed based on a completed boundary and topographic survey and are intended to complement the scale, materials, and architectural character of the existing home.

The zoning variances we are seeking are as follows:

1. [SIDE-YARD SETBACK] – The required side-yard setback is 15 feet. The proposed addition is located approximately 5'-3" feet from the property line. The existing garage is currently approximately 5'-3" from the property line. The proposed location allows the project to remain generally within the portion of the site already occupied by the existing garage and driveway while avoiding development farther into the constrained rear portion of the property.

2. [GARAGE LOCATION IN YARD AND RELATIVE TO FRONT OF HOUSE] – Due to the unique shape and topography of the parcel, the garage can only be located in side and front yards relative to the orientation of the existing house.

The accompanying submission includes the property survey, existing and proposed site plans, exterior elevations, and conceptual renderings illustrating the proposed improvements and their relationship to the existing residence and surrounding property.

We appreciate the Commission's consideration of the requested variances and welcome any comments or questions.

Sincerely,
Matthew Biglin, AIA, MBA
Project Manager
O|X Studio, Inc.

## JP & Laura Moran Residence

# Zoning Review

*Garage Redevelopment*

Ottawa Hills, OH
October 06, 2026

Prepared for
Village of Ottawa Hills, Zoning Commission

Prepared by
O|X Studio, Inc.

O|X STUDIO

# PROJECT SUMMARY

| | |
|---|---|
| Owners: | JP & Laura Moran |
| Address: | 3574 Ridgewood Road |
| Parcel ID: | 44-010-008 |
| Zoning: | A-3 Single Family Residential |
| Lot Size: | 53,988 sf |
| Existing Residence: | Single-family detached residence |
| Existing Garage: | Detached 2-car garage<br>*(Existing detached garage encroaches into the required setback)* |

JP and Laura are seeking to redevelop the existing detached garage area to better support the long-term needs of their family while improving the overall functionality of the property.

The proposed concept replaces the existing detached two-car garage with a larger attached structure providing enclosed garage parking, expanded storage, flexible accessory space, and a covered connection to the existing residence. The project also improves site circulation while maintaining compatibility with the surrounding neighborhood.

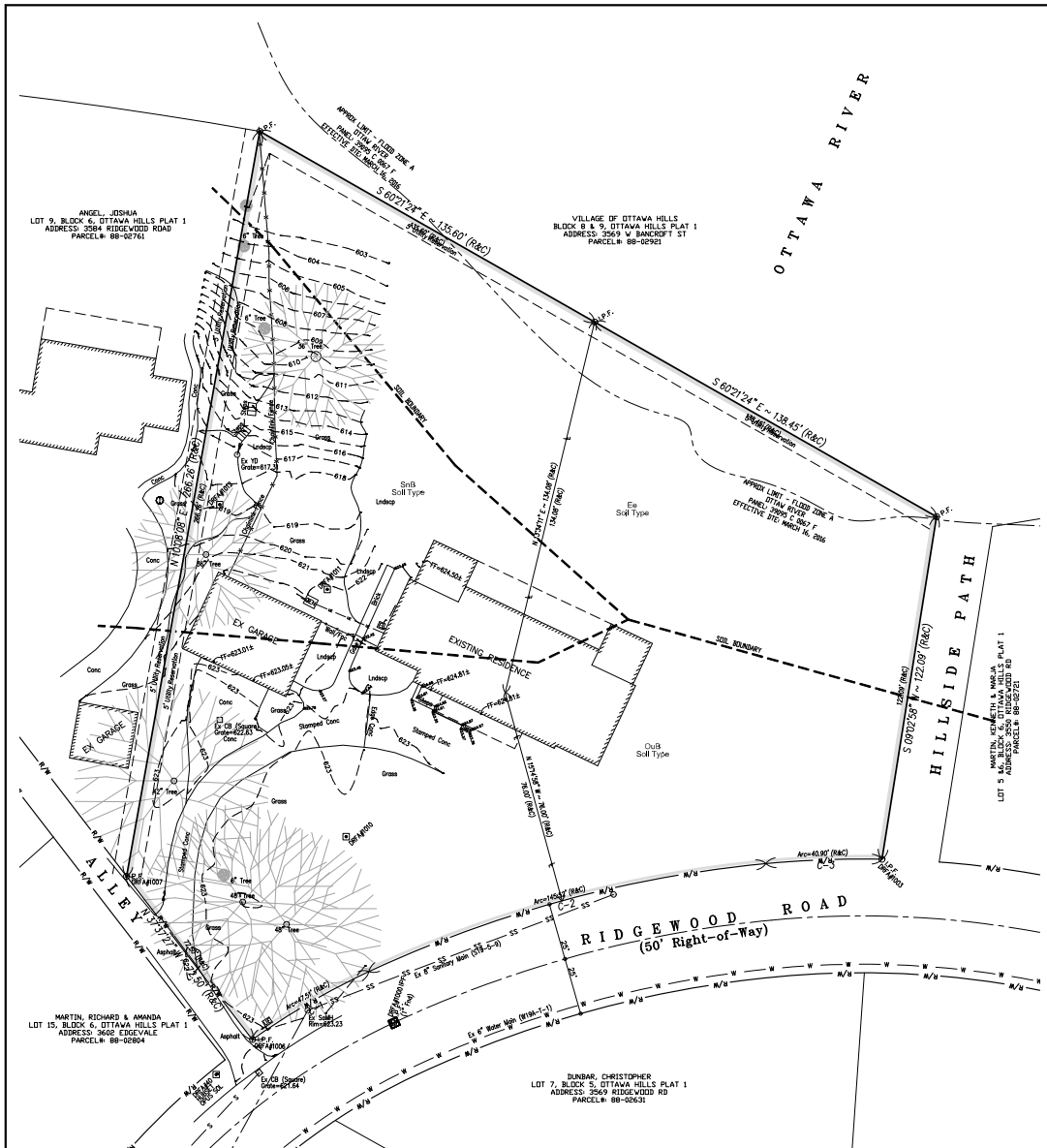
Through earlier feasibility studies, the garage location emerged as the most practical area for expansion, minimizing impacts to the steep rear yard and making efficient use of an existing developed portion of the site. The purpose of this submission is to obtain preliminary feedback from the Zoning Commission before advancing into detailed design and a formal zoning application.

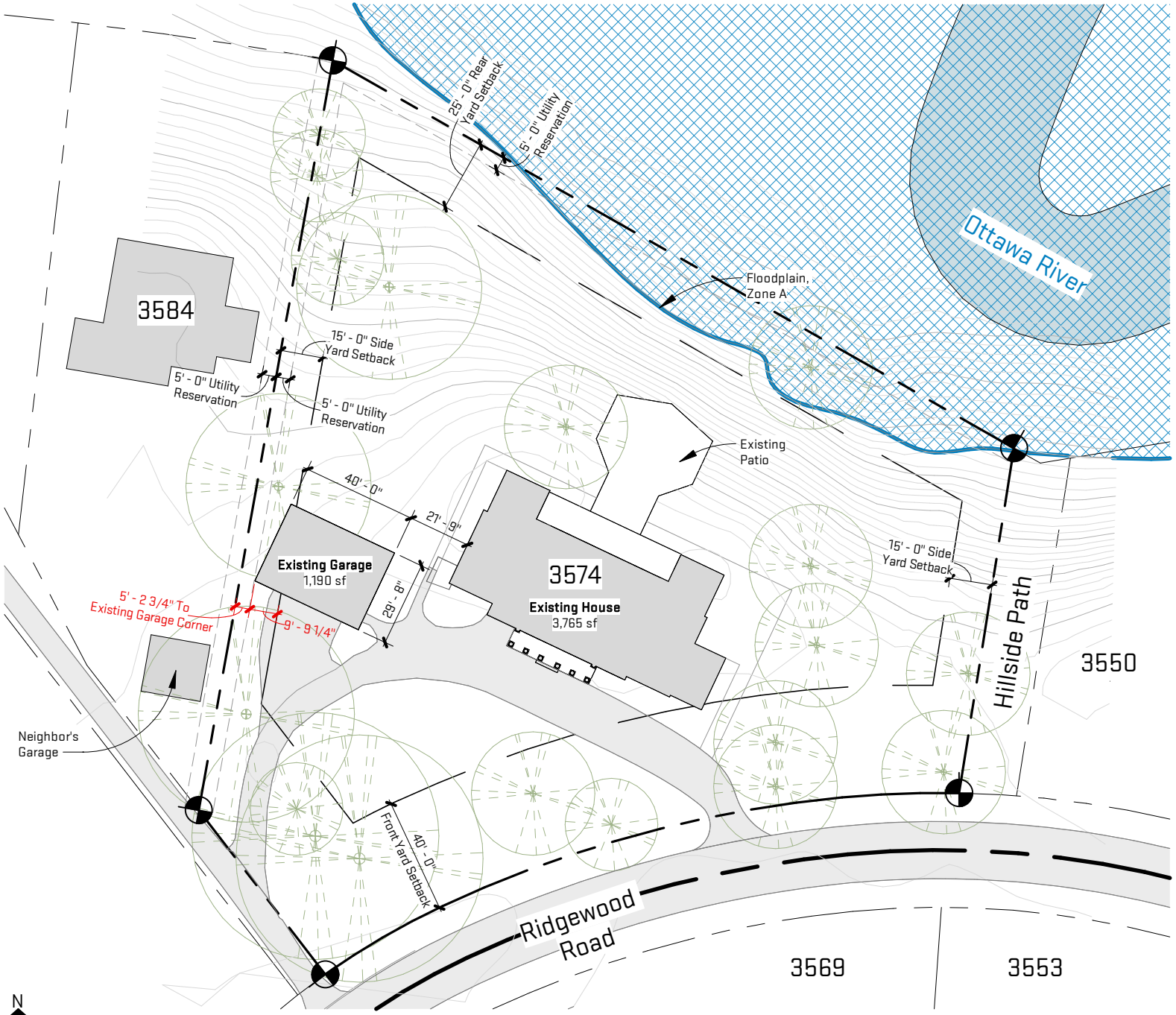
# 3574 Ridgewood Road

O|X STUDIO

# EXISTING CONDITIONS
# MORAN RESIDENCE

3574 RIDGEWOOD ROAD
PARCEL 88-02741
BEING A 1.273 ACRE PARCEL
OTTAWA HILLS PLAT 1, BLOCK 6, LOT 7 & LOT 8
(PV 29 PG 45)
SECTION 31, TOWN 9 SOUTH, RANGE 7 EAST
VILLAGE OF OTTAWA HILLS,
LUCAS COUNTY, STATE OF OHIO


GRAPHIC SCALE
0 10 20 40
( IN FEET )
SCALE: 1"=20'
OTTAWA RIVER
HILLSIDE PATH
RIDGEWOOD ROAD
(50' Right-of-Way)
ALLEY
EXISTING RESIDENCE
EX. GARAGE
ANGEL, JOSHUA
LOT 9, BLOCK 6, OTTAWA HILLS PLAT 1
ADDRESS: 3584 RIDGEWOOD ROAD
PARCEL#: 88-02761
VILLAGE OF OTTAWA HILLS
BLOCK 8 & 9, OTTAWA HILLS PLAT 1
ADDRESS: 3569 W BANCROFT ST
PARCEL#: 88-02921
MARTIN, KENETH & MARJA
LOT 5, BLOCK 6, OTTAWA HILLS PLAT 1
ADDRESS: 3530 RIDGEWOOD RD
PARCEL#: 88-02721
MARTIN, RICHARD & AMANDA
LOT 15, BLOCK 6, OTTAWA HILLS PLAT 1
ADDRESS: 3602 EDGEVALE
PARCEL#: 88-02864
DUNBAR, CHRISTOPHER
LOT 7, BLOCK 5, OTTAWA HILLS PLAT 1
ADDRESS: 3569 RIDGEWOOD RD
PARCEL#: 88-02631
S 60°21'24" E ~ 135.60' (R&C)
S 60°21'24" E ~ 139.45' (R&C)
S 09°02'56" W ~ 122.09' (R&C)
N 17°15'56" W ~ 78.00' (R&C)
N 09°02'56" E ~ 134.00' (R&C)
N 10°26'08" W ~ 206.26' (R&C)
S 17°31'27" E ~ 202.50' (R&C)
Arc=40.90' (R&C)
Arc=145.97' (R&C)
Arc=47.01' (R&C)
C-2
C-3
C-4
C-5
SoB Soil Type
Ee Soil Type
OuB Soil Type
Ex 6" Sanitary Main (518-5-8)
Ex 6" Water Main (W184-1-1)
Ex CB (Square) Grate=621.64
Ex CB (Square) Rim=621.23
Ex CB (Square) Grate=621.63
Ex YD Grate=617.37
Ex Tree
Stumped Conc
Grass
Asphalt
Conc
Lndscp
Edge of Pavement
Edge of Gravel
Fence
Bldg
Porch
Deck
Stoop
Walk
Drive
Curb
Gate
Pedestal
Mailbox
Sign
Post
Light
Pole
Guy
Hydrant
Valve
Meter
Cleanout
Manhole
Catch Basin
Inlet
Sump
Well
Tank
Tower
Antenna
Dish
Satellite
Air Conditioner
Generator
Propane Tank
Gas Meter
Electric Meter
Telephone Box
Cable Box
Utility Box
Transformer
Pedestal
Bollard
Post
Fence
Wall
Retaining Wall
Steps
Ramp
Railing
Gate
Barrier
Curb
Gutter
Sidewalk
Pavement
Asphalt
Concrete
Gravel
Dirt
Mulch
Sod
Seed
Water
Wetland
Woods
Tree
Shrub
Bush
Hedge
Flower
Garden
Lawn
Yard
Driveway
Parking
Garage
Carport
Shed
Barn
Greenhouse
Pool
Spa
Deck
Porch
Patio
Terrace
Balcony
Roof
Chimney
Vent



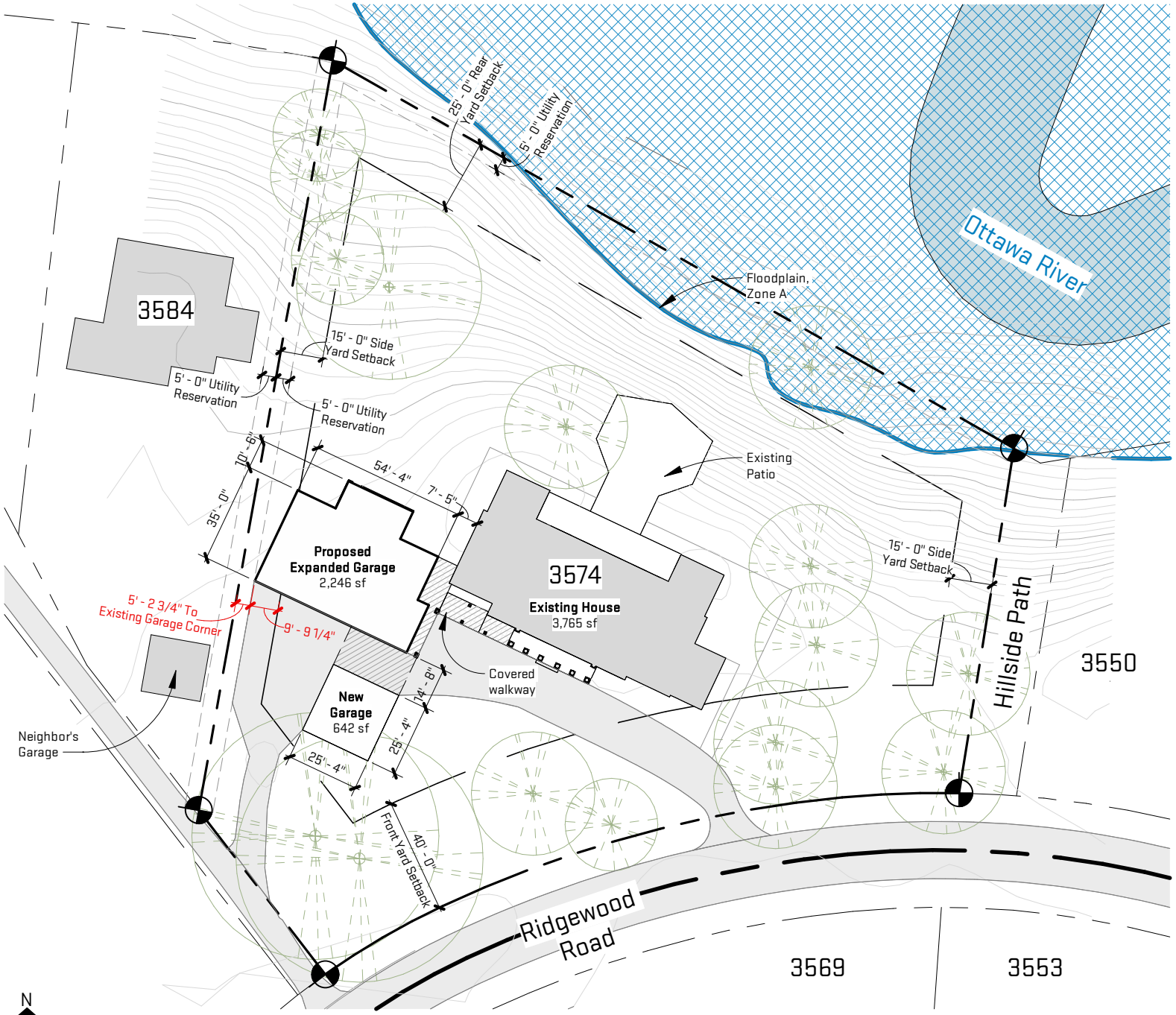

N

1 Architectural Site Plan - Existing

SD-10

10' 20' 1" = 50'-0"

O|X STUDIO

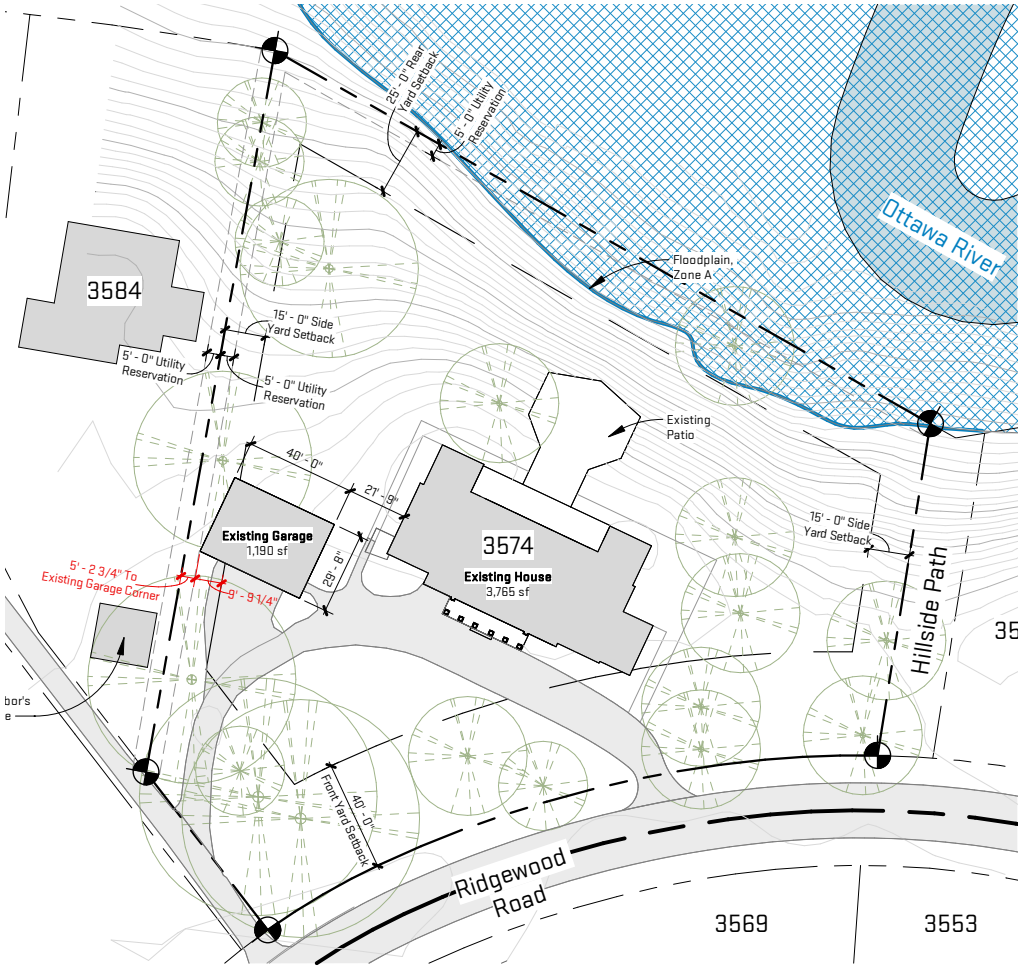



1 SD-11 Architectural Site Plan - Proposed

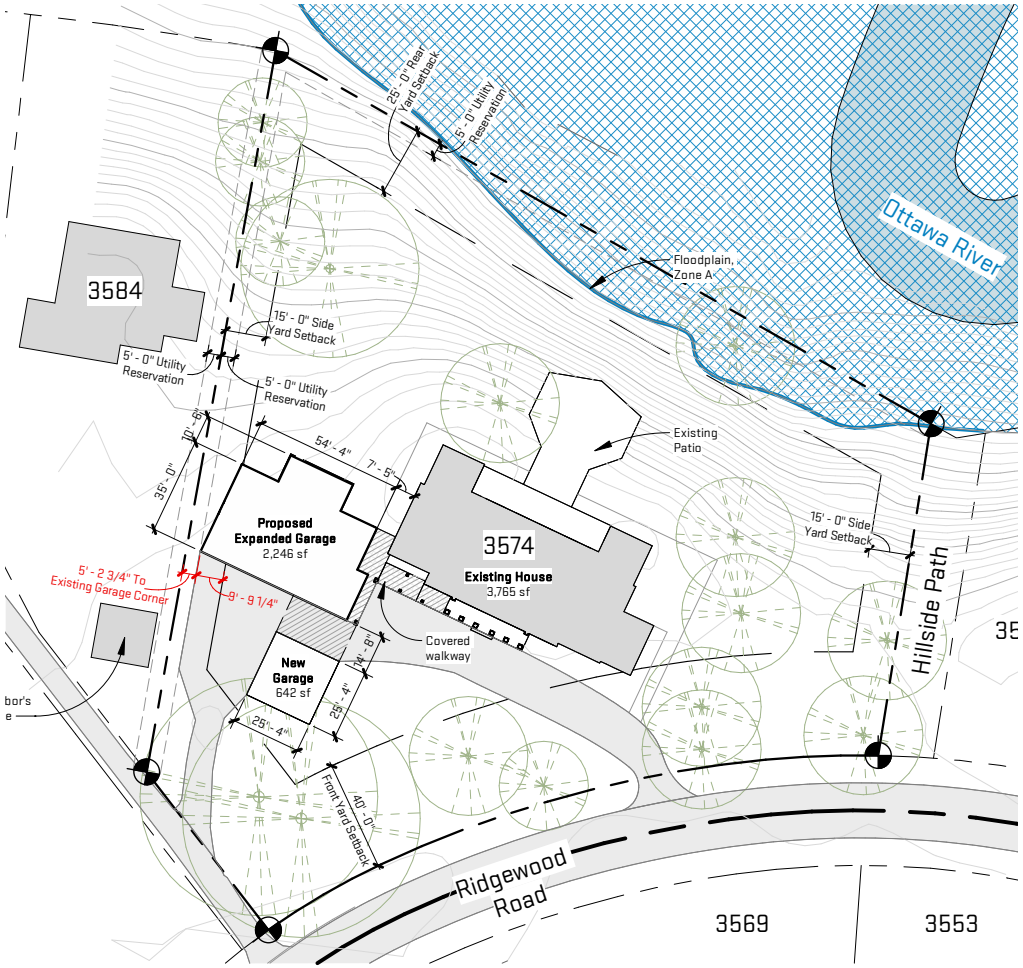
1" = 50'-0"

10' 20'

O|X STUDIO

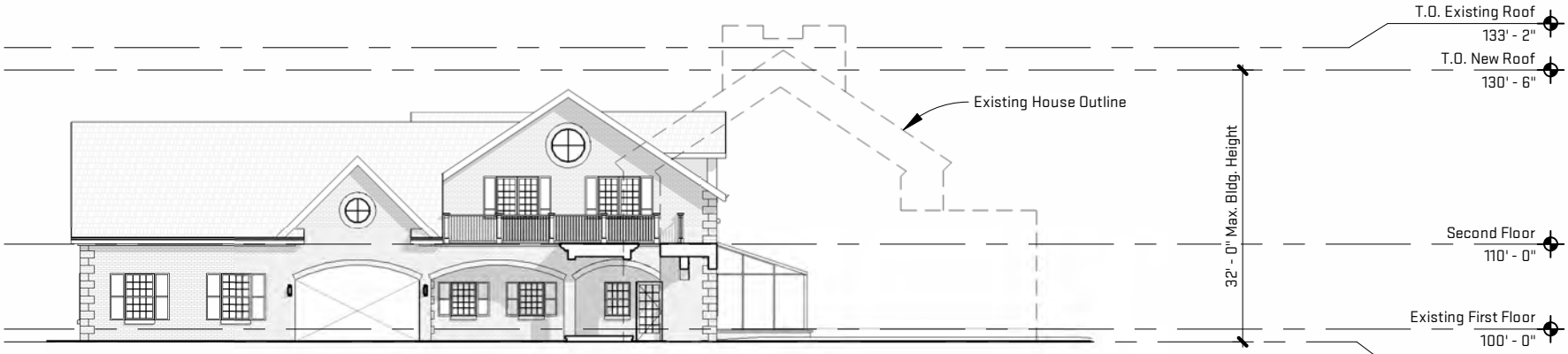



EXISTING



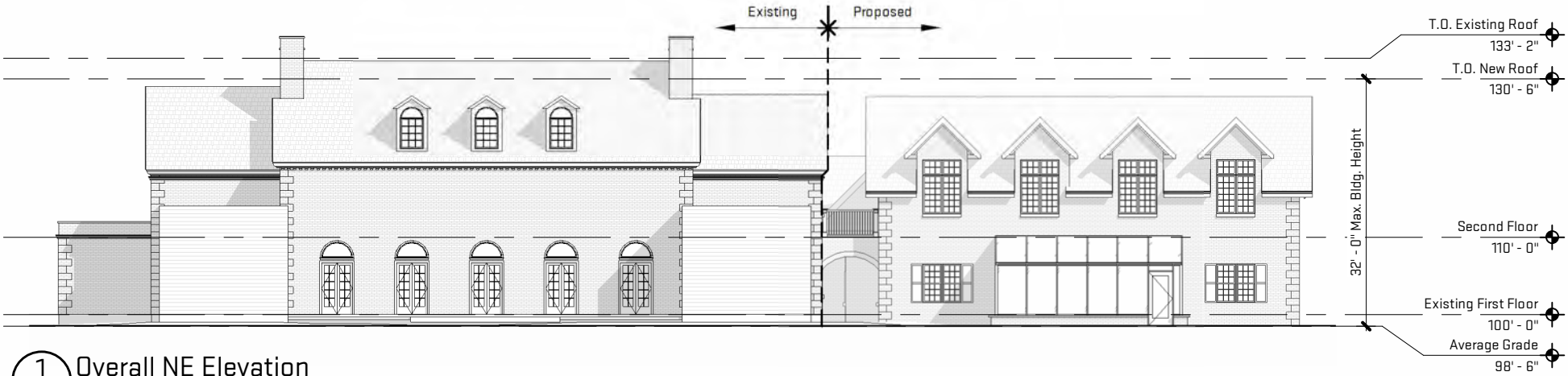

PROPOSED

O|X STUDIO




2 SD-04 Overall SE Elevation

1" = 20'-0"

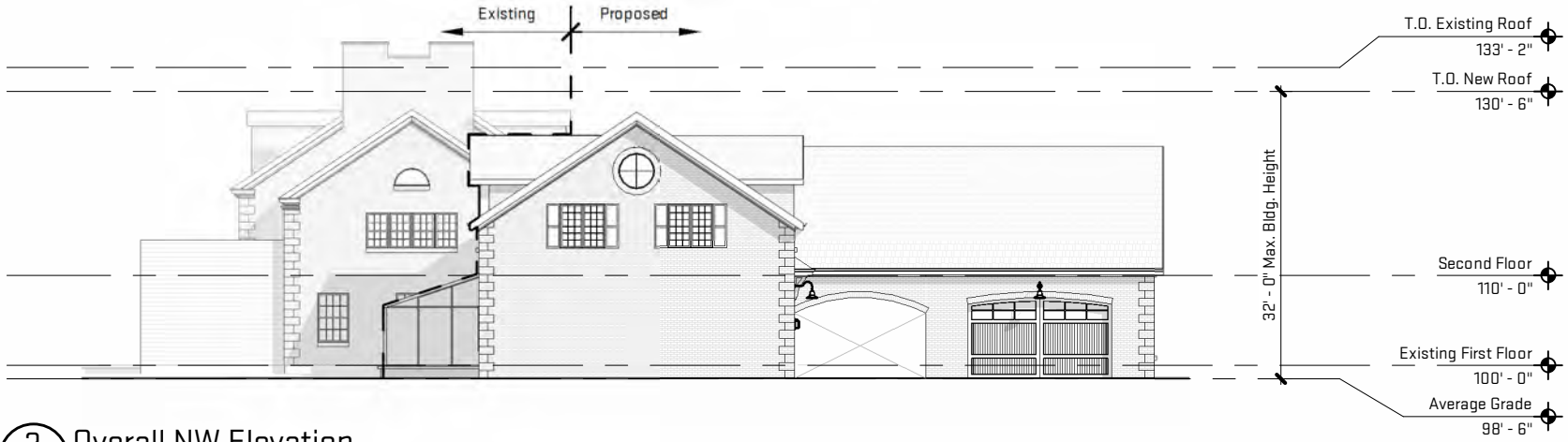



1 SD-04 Overall NE Elevation

1" = 20'-0"

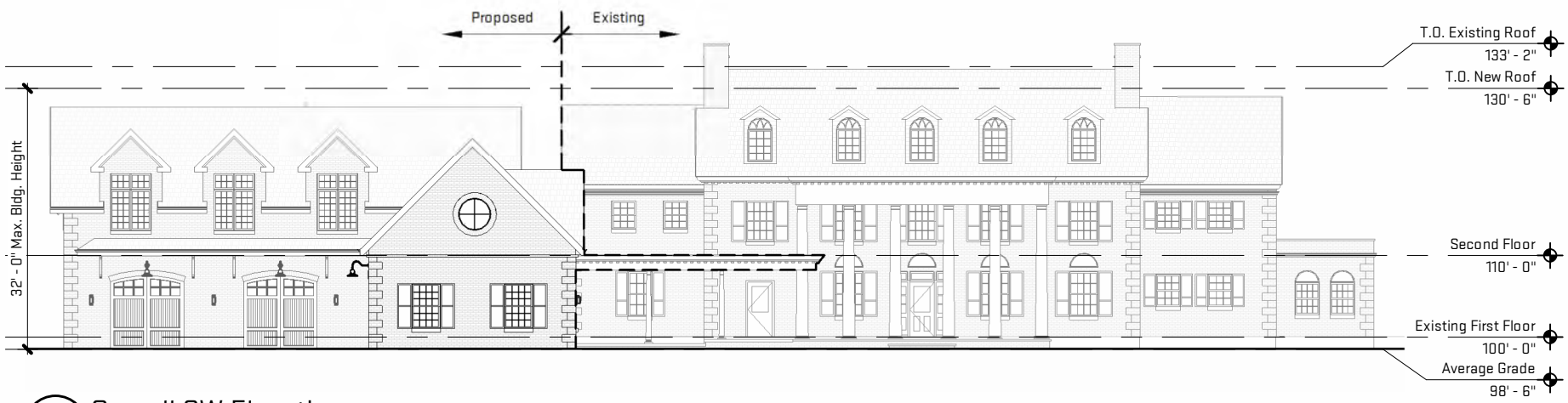
# EXTERIOR ELEVATIONS

O|X STUDIO




2 SD-05 Overall NW Elevation

1" = 20'-0"




1 SD-05 Overall SW Elevation

1" = 20'-0"

# EXTERIOR ELEVATIONS

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