



ZONING COMMISSION
AGENDA

September 15, 2026 5:00 PM

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

- I. Call to Order
- II. Minutes from:
 - July 21, 2026
 - August 11, 2026
- III. Administration of Oath
- IV. Requests/Action items

ADDRESS:	4910 W Dauber
APPLICANT:	Ian & Christina Katz
ZONING DISTRICT:	A-14
REQUEST:	1. Garage Position 2. Fence Variance
NOTICES:	12 (September 3, 2026)

- V. Next meeting date
- VI. Adjournment

OTTAWA HILLS ZONING COMMISSION
MEETING MINUTES
July 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
Aaron Shetterly
Alan Kassem

Laura Moran
Michelle Kassem
Travis Tangeman

Minutes

A motion was made by Mr. Carter to approve the minutes from the June 16, 2026 meeting and Ms. Phillips seconded the motion. The motion passed unanimously.

A motion was made by Mr. Carter to approve the minutes from the June 24, 2026 meeting and Ms. Phillips 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.

2500 Hasty Rd

Ms. McDonald stated Ms. Kassem is requesting variance consideration for the property at 2500 Hasty Road. An unpermitted play structure is currently installed within a tree located less than five (5) feet from the property line. Approval of the requested variances would allow the play structure to remain in its current location at the rear of the property without the installation of additional vegetative screening. The play structure measures approximately 15 feet in height, with the base of the structure situated approximately 8 feet above the ground at the trunk of the tree.

Ottawa Hills Zoning Code

- Such accessory structures shall be located not less than 5 feet from any lot line unless the visibility of the structure from nearby properties would be diminished by locating the structures less than 5 feet from any lot line.

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- ...accessory structures shall be screened from nearby properties and streets, as deemed necessary and appropriate, by evergreen vegetation of a type, quality, and size acceptable to the Village. [Ordinance 2002-08; §8.5(d)]

To date, the Village has received two emails in opposition and one in support of the variance requests.

Mr. Kassem apologized for not realizing a permit was required before constructing the tree fort. He explained that he had met with a landscaper regarding mature arborvitae screening and planned to paint the exposed wood if the structure was permitted to remain. He stated that he was willing to follow any recommendations from the Commission and work with his neighbors to address their concerns.

Mr. Shetterly stated that he did not want the structure moved unless it was determined to be on his property. His primary concern was potential liability because the exact property line was unknown.

Mr. Tangeman, who lives two doors away, expressed concerns about the height of the tree fort and also raised concerns about the property being listed on Airbnb. Mayor Thompson clarified that the Airbnb issue was separate from the current hearing and stated that short-term rentals have been addressed by the Zoning Commission as a broader Village concern.

Mr. Kassem asked about the height requirements for accessory structures. Ms. McDonald read the applicable code, which states that accessory structures cannot exceed 15 feet in height or the height of the nearest adjacent structure, whichever is less. Mr. Kassem stated the tree fort was approximately 15 feet at the ridge. Mayor Thompson stated that there did not appear to be a height violation.

The primary concern was the location of the property line. Mr. Kassem stated he understood the fence to be the property line but could not confirm it. Ms. McDonald explained that AERIES mapping is not exact and may be off by several feet. Village staff had also reviewed available records but could not confirm the property line.

Ms. Phillips asked whether the structure would have required a variance if a permit had been obtained before construction. Ms. McDonald stated that previous tree houses had required variances due to their location and height and that the zoning code is somewhat unclear regarding tree houses. Mayor Thompson stated that vegetative screening would also be required.

Mr. Carter recommended that the applicant obtain a property survey before the Commission makes a decision, noting that the structure may not require a variance if it is determined to be sufficiently far from the property line. Ms. Phillips agreed, and the Commission concurred that establishing the property line should be the first step.

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Mayor Thompson stated that the matter could be tabled until the property line is established and offered to assist the applicant in locating a surveyor. He noted that the structure was not presenting an immediate safety concern and that there appeared to be an opportunity to work with the neighbor.

Ms. McDonald reported receiving two emails in opposition and one in support of the variance. Mrs. Kassem stated that the tree fort was built by her father for their children and was sentimental to the family. She reiterated their willingness to paint the structure and address neighbors' concerns. Mr. Shetterly clarified that he had no objection to the children having a tree house and that his primary concern was liability.

A motion was made by Ms. Phillips and seconded by Mr. Carter to table the variance request until a survey is done of the property lines.

3574 Ridgewood

Ms. McDonald stated Mr. & Mrs. Moran approached the Village to discuss a conceptual design for a possible garage concept. They would like to discuss with the Zoning Commission a *preliminary conceptual design* seeking to redevelop the existing detached garage area.

Mayor Thompson stated that he and Ms. McDonald recently met with the Morans at their home to discuss their preliminary ideas for improvements to the property. He emphasized that no decision had been made and that moving forward with a variance request would not guarantee approval. No notices had been sent to neighboring property owners.

Mr. Biglin explained that the property is uniquely shaped, with a steep drop toward the river and limited buildable area in the rear. The existing garage appears to be located within the setback and may be considered a nonconforming structure. Without a current survey, the exact property lines and setbacks could not be confirmed. He noted that this would need to be clarified, particularly if the existing garage is demolished and its footprint is reused.

Mr. Biglin presented a preliminary proposal that would utilize the existing garage footprint, extend the structure toward the home, add a covered breezeway to the existing mudroom, and construct a two-car garage to the south. The intent is to preserve river views and minimize impacts to the neighboring property. Preliminary renderings and comparisons of the existing and proposed structures were reviewed.

The proposed lot coverage would increase from approximately 10% to just over 12%, remaining below the 18% maximum. Mr. Biglin noted that the paved parking area would remain generally unchanged.

Discussion focused primarily on the garage's location and whether the proposal would require variances related to setbacks, the garage being located forward of the home, and the size/configuration of the garage. Mayor Thompson noted that the zoning code does not permit a

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garage to extend beyond the front line of the home, which would likely require a variance. The proposed four-car garage configuration may also require a variance.

Mrs. Moran explained that the intent is to use the same exterior materials as the existing brick home. She stated that the existing garage is deteriorating and needs to be replaced, and the goal is to make the property more functional for the family while preserving the character of the historic home.

Mayor Thompson suggested staking out the proposed corners of the addition so the Village could better understand how the structure would relate to the street and neighboring properties. Mr. Carter also suggested using available software to visualize the proposal on site. It was agreed that the discussion was preliminary and that additional information, including a survey and further review of the zoning requirements, would be needed before determining whether a variance request should proceed.

Next Meeting Date
August 18, 2026

Adjournment
6:05 PM

Mayor Marc Thompson

**OTTAWA HILLS ZONING COMMISSION
MEETING MINUTES**

August 11, 2026 9:00 AM

Call to Order – Mayor Thompson

9:00 AM

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
Zoning Member Susan Assi

Citizen Attendees

Nasrin Afjeh

Citizen Comments

Mrs. Afjeh stated we did not list the ending time in the packet.

Zoning Code Discussion

Mayor Thompson stated that Council had tabled the proposed short-term rental legislation following its first reading. He announced that separate public meetings would be scheduled to discuss the issue and allow for public input, with one meeting anticipated during the day and one in the evening.

Mrs. Tharp reported that two House Bills concerning short-term rentals are currently pending and may affect local regulations. She stated that she is reviewing the proposed legislation and drafting revisions based on the current language. Mayor Thompson stated that these matters would be included in the upcoming discussion.

Mrs. Tharp reviewed the notes provided, which outlined the changes made to the Zoning Code following the June 24 meeting. She stated that the terms “Administrator” and “Manager” had been used interchangeably and were changed to “Administrator” throughout.

Mrs. Tharp also reviewed changes to the definitions section, including grouping related definitions such as fences, screens, setbacks, and yards. References to the locations of definitions and restrictions were also discussed, as well as options for making the Zoning Code more accessible and interactive, including the possible use of links on our website.

The group discussed whether pergolas should be included in the definition of accessory structures. Mrs. Tharp noted that the Village website currently identifies pergolas as requiring an accessory structure permit, while the Zoning Code does not specifically define pergolas. The discussion included whether the open design of a pergola affects its classification as a structure and whether attached pergolas should instead be considered part of the principal structure. The group agreed that the definition of pergolas should be added to the Zoning Code and further consideration would be given to their classification and permitting requirements.

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Ms. Phillips noted several comments may be related to inconsistencies in the language, particularly the use of the term “permitted.” Mrs. Tharp stated she would review the code line by line to ensure consistent terminology and clarify when a permit is required.

Ms. McDonald raised the example of permanent raised garden beds and questioned whether such improvements require a permit. She noted the code contains a list of commonly permitted items. Ms. Phillips also raised the issue of enforcement, stating that the Village should ensure it can enforce the requirements contained in the code. Mrs. Tharp stated the enforcement provisions provide the Village with the ability to take legal action, when necessary, although most violations are resolved through notices or attorney correspondence.

The group discussed whether additional penalties should apply when a resident completes work without obtaining a required permit. Mr. Carter suggested establishing a specific penalty, and Mrs. Tharp stated the current language provides for a fine and could be revised to establish a consistent amount of \$500.

Ms. McDonald noted that contractors occasionally begin work without realizing a permit is required, particularly when subcontractors are involved. Mayor Thompson stated the Village’s goal is to encourage compliance and property improvements rather than unnecessarily penalize residents. He stated that, when possible, the Village would prefer to have contractors obtain permits before work begins and would focus on correcting the issue rather than issuing fines for every instance.

Ms. Phillips stated that continued education regarding permit requirements is important. Mr. Carter expressed concern that having rules that are not consistently enforced could create subjectivity. Mrs. Tharp reiterated that the code provides the Village with the authority to enforce the requirements and stated she would clean up the inconsistencies in the fine amounts.

Ms. Phillips stated moving onto Article II, she had a note about the boundary map not being an exhibit but you have to go to the administrator to see them. Why they have to go the administrator and not be an exhibit like everything else. Ms. McDonald stated a lot of residents don’t even know they are in a district or how to look it up on Aeries. Ms. Philips stated 2.4A talks about the planning commission is that referring to the zoning commission. Mrs. Tharp stated she looked into this, and there is a planning commission, there is reference to it and it is separately defined. Ms. Phillips stated we can make a note to come back to that one.

Ms. Phillips reviewed additional notes, beginning with Article III, Section 3.1(c)(2), regarding home occupations and the requirement that no signs be visible from outside the dwelling. She noted there have been instances of large signs at residences and stated this was primarily an enforcement and awareness issue rather than a proposed code change.

The group discussed the definition of “Commercial District” in Article VI and whether revisions may provide additional flexibility in the future. Mayor Thompson stated the matter could be revisited.

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Regarding Section 7.1 and the materials requirements in Section 8.9, Ms. Phillips suggested placing the allowed materials requirements closer to the height and lot-area provisions so the information would be easier to reference. Mrs. Tharp suggested moving the requirements to Section 7 and referencing them again in Section 7.3.

Ms. Phillips raised the issue of establishing a maximum paved or impervious area under Section 8.1. The group discussed the distinction between lot coverage, paved/drivable surfaces, and other impervious areas such as patios, sidewalks, and pool areas. Mayor Thompson stated the Village currently considers building coverage, driveway coverage, and overall drainage impacts to neighboring properties.

Ms. Phillips suggested considering a percentage-based threshold for total impervious surface that could trigger a drainage plan rather than addressing only driveways. Mayor Thompson noted the current thresholds allow 200 square feet of impervious surface without a drainage plan on lots under 35,000 square feet and 500 square feet on larger lots. The group discussed whether a broader percentage-based standard would better address drainage concerns.

Ms. Phillips also noted the need for consistency in references to applications and zoning permits. The group then discussed pool regulations and fencing requirements. Ms. Phillips questioned language regarding an above-ground pool being exempt from certain fencing requirements. Mrs. Tharp clarified that the provision was intended to address situations such as an in-ground pool that becomes elevated due to the slope of the property, rather than permitting above-ground pools generally.

The group discussed the distinction between pools and hot tubs, including the use of lockable safety covers. Mayor Thompson also raised the distinction between small, temporary inflatable pools intended for young children and more permanent pools.

Mr. Carter suggested making it more explicit that above-ground pools are not permitted. Mrs. Tharp agreed the language could be clarified but did not favor creating a separate “prohibited” section, explaining that the code already establishes definitions and requirements and duplicating provisions could create confusion or appear contradictory.

Ms. Phillips reviewed additional notes, beginning with Article III, Section 3.1(c)(2), regarding home occupations and the requirement that no signs be visible from outside the dwelling. She noted there have been instances of large signs at residences and stated this was primarily an enforcement and awareness issue rather than a proposed code change.

Citizen Comments

No Comments

Next Meeting Date

TBD

**OTTAWA HILLS ZONING COMMISSION
MEETING MINUTES
August 11, 2026 9:00 AM**

Adjournment
10:02 am

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: September 11, 2026
RE: September 15, 2026 Meeting

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

The Zoning Commission of Ottawa Hills 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 and will present the new concept to the Zoning Commission. Please see the attached documents regarding the variance requests.

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.

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

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

VALLE HOMES

Rich Effler

VALLE HOMES

4730 W. BANCROFT, #10
TOLEDO, OH 43615
419.536.8454
rich@vallehomes.com

Zoning Commission Members

OTTAWA HILLS ZONING COMMISSION
2115 RICHARDS RD.
TOLEDO, OH 43606

9/2/26

Dear Zoning Commission Members,

We have a preliminary contract with Ian and Christina Katz to renovate and add onto their home on their property at 4910 W. Dauber Rd in Ottawa Hills. The Katz's have lived in the home for several years, and have made extensive efforts to renovate, restore and enhance the house and property.

In May, we proposed an addition to the Katz home that included a renovation of their existing garage along with the addition of an attached garage structure. The previously proposed structure required variances for the side yard setback – designed to sit approximately 3.5ft from the lot line. We cited precedent for a similar addition on the same street and noted that the most impacted neighbor was in support of this proposal. During the May zoning hearing, concerns were raised over the proximity to the lot line. We elected to withdraw the proposed plans from a vote during the May session, and to revisit the design.

In the months that have followed, the Katz's have entertained several thoughtful design modifications recognizing the side yard concern. In many of these cases, the modifications to the new garage structure resulted in two correlating outcomes – a loss of functional intent for the Katz's use of the space, and an undesirable aesthetic in terms of scale related to the house.

The design parameters then shifted to rethinking their existing 3 car side loading garage, modernizing it to create viable space for 3 modern vehicles, mudroom, storage, as well as the desired additional office/rec/living space above. Noting deficiencies/needed repairs to the existing garage, we focused on a new plan to remove the existing structure and build a new attached garage wing in the same location that meets these needs and fits the original architecture.

Please find the attached site plan and 3D visuals for your reference. We have engaged Mark Pawalczyk w/ Skapesketch for the preliminary design and renderings to design a tasteful structure that is a fitting complement to the main house.



ZONING DATA - This lot is in Ottawa Hills Zoning District A14. The proposed addition conforms to the following for Zone A14

1. HEIGHT - Max 32ft (proposed 29.15').
2. LOT COVERAGE – maximum coverage is 20% of the total lot; 32,000sf lot
 - a. 20% = 6,400 allowable coverage
 - b. Existing 3,698 + Proposed 665 = Total 4,363, or 13.6% of the lot.
3. PAVED SURFACE – Maximum 10% of the 32,000sf
 - a. 10% = 3,200 allowable paved surface – NO CHANGE TO PAVED DRIVEWAY AREA
4. FRONT & REAR YARD SETBACK
 - a. Rear Yard Minimum 25ft, Proposed – 108.59'
 - b. Front Yard Minimum 40ft, Proposed – 42.16"
5. SIDEYARD SETBACK
 - a. Zone A14 calls for a minimum Aggregate Side yard of 50% of the building width, with the minimum side yard on one side accounting for 40% of the aggregate
 - b. Proposed building width with Addition = 85.36'
 - c. AGGREGATE
 - i. 50% of building width = 42.68'
 - ii. Proposed Aggregate = 46.32'
 1. Right side yard setback (Unchanged) = 17.94'
 2. Proposed left sideyard setback = 28.38'
 - d. MINIMUM ONE SIDE
 - i. 40% of Aggregate = 17.07'
 - ii. Existing = 17.94' on left sideyard

The variances that we are seeking are related to the side yard setback and rear yard fence.

1. REAR YARD FENCE – (REQUESTED DURING MAY MEETING)
 - a. The Katz's would like to run a new split rail fence on the rear yard and along the north (right) property line. The tie in for the rear yard fence would coincide with their neighbor's fence. A portion of the rear fence would be located on Village Property in the Floodplain. The Katz's maintain this section of land and would like to include it as part of the fenced area.
2. ATTACHED GARAGE POSITION – SECTION 10.2, PARAGRAPH C
 - a. This section of the code states that "No part of an attached garage may sit forward from the front line of the main part of the building."
 - b. The front of the proposed addition will be 10.8 ft forward of the front line of the main building.

In considering the garage position request, we would ask that Zoning council recognize the complementing architecture to the main home in terms of shape, size, and aesthetics (bay window, etc), as well as the balance created relative to the rest of the house. In rethinking the project plan and scope, the Katz's have eliminated the side yard concern brought on by the original request in May.

Please note that we intend to engage a licensed Civil Engineer to design and engineer a storm water site drainage system. An engineered drainage plan that properly handles all site drainage on property will be presented prior to groundbreaking. The Katz's are also committed to providing tasteful vegetative/landscape screening for neighboring properties.

We appreciate your consideration of this matter. Please feel free to contact me directly with any questions.

Sincerely,

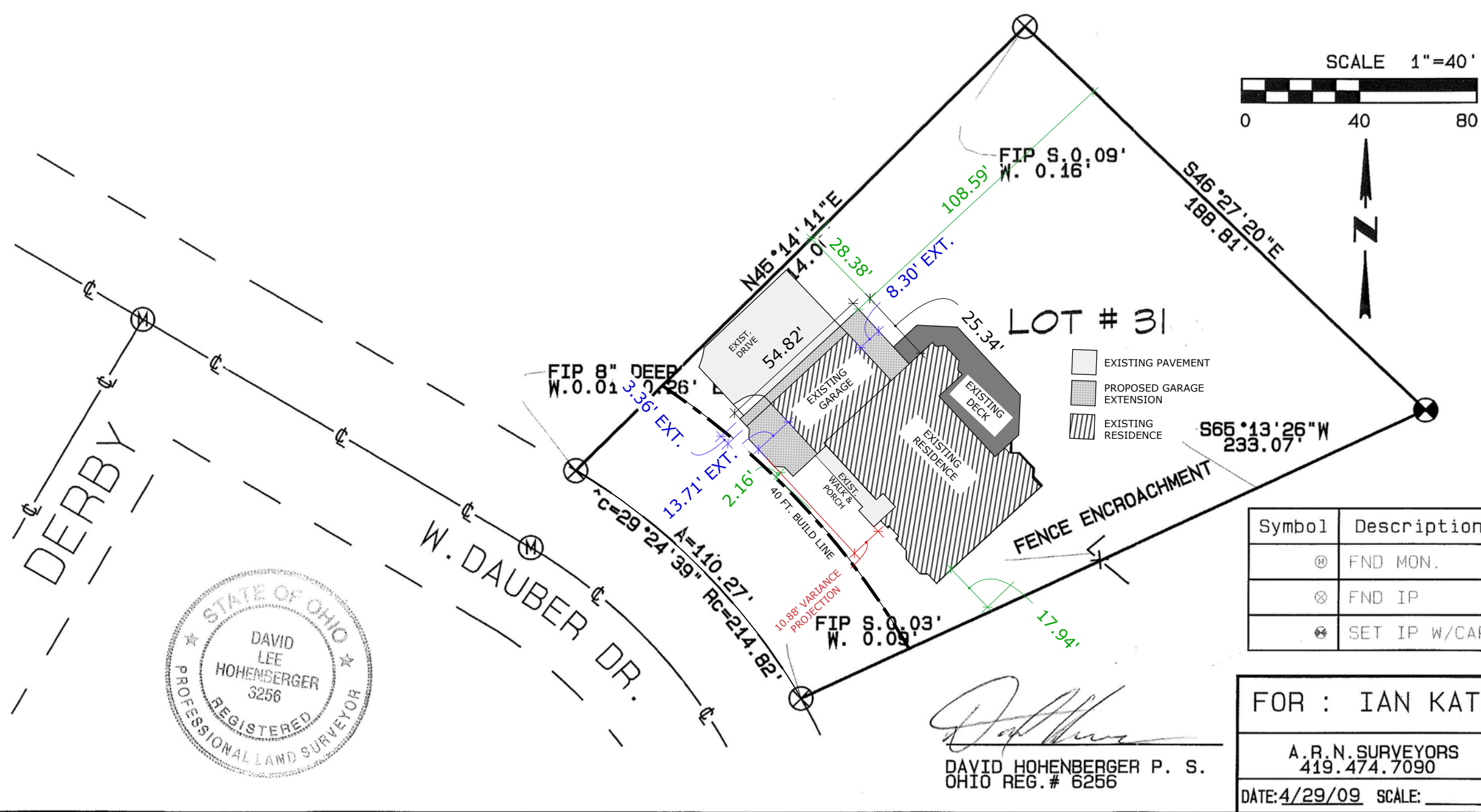
A handwritten signature in black ink that reads "Rich Effler". The script is fluid and cursive, with the first letters of the first and last names being capitalized and prominent.

Rich Effler

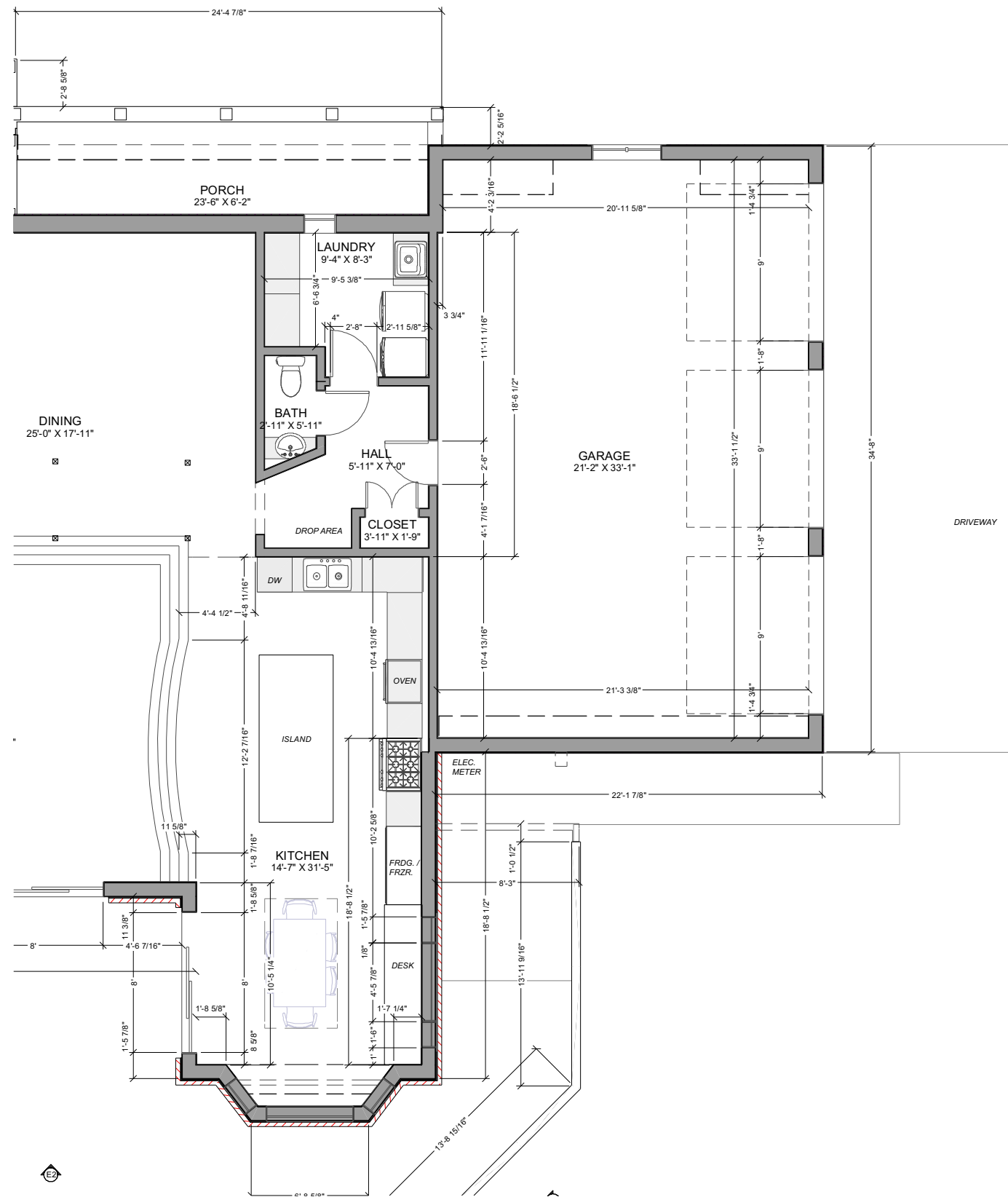
Valle Homes

cc: Ian and Christina Katz; Mark Pawalczyk

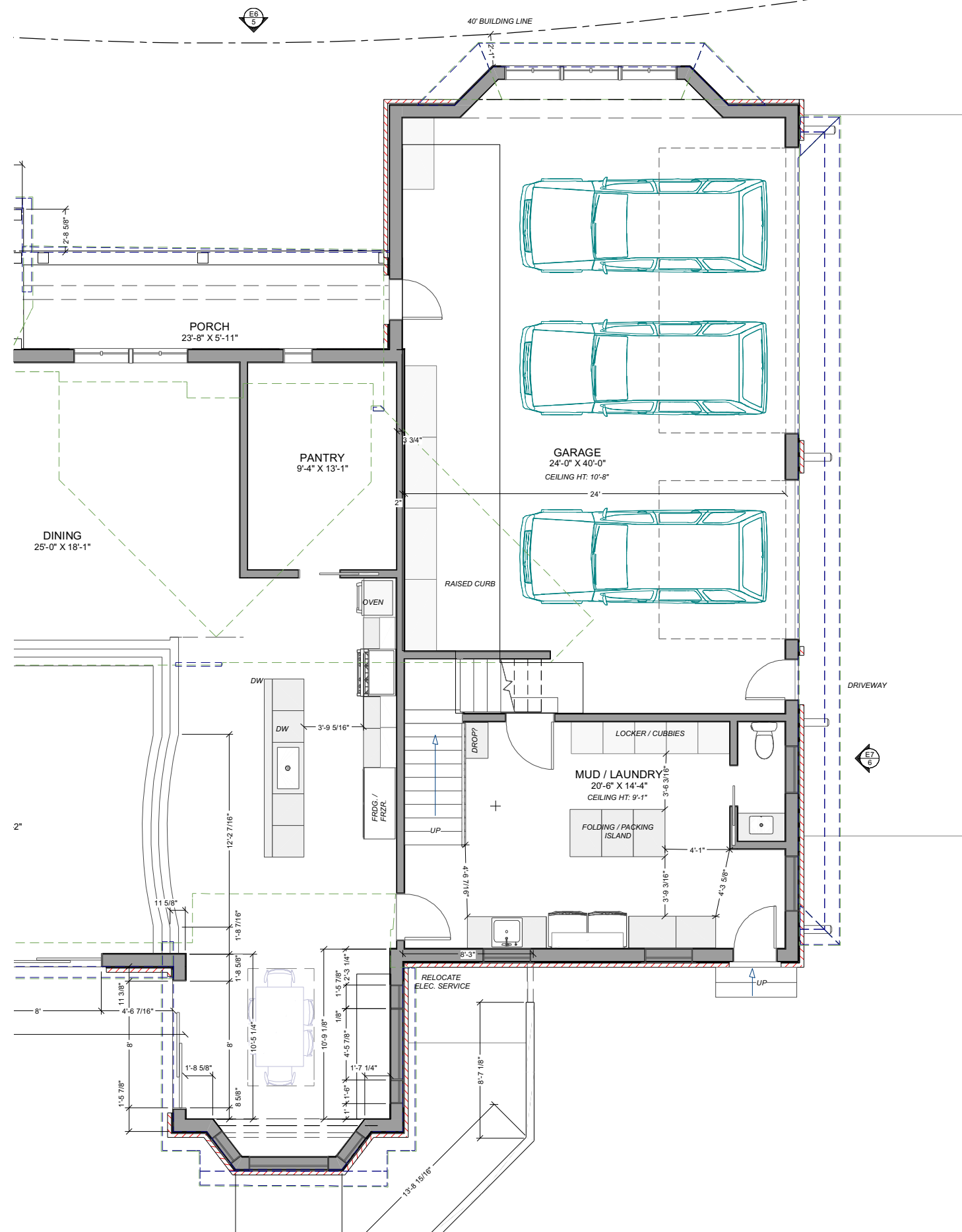
SURVEY REPORT of LOT # 31 OF HASTY HILL FARMS PLAT 2
IN THE VILLAGE OF OTTAWA HILLS, LUCAS COUNTY, OHIO



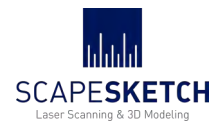
ZONING INFORMATION A.14						Variance Required?	
Allowable	Existing	Proposed (Add / Change)	Removed	Net	Delta Net (+ = Variance)		
Site and Coverage							
Lot area	32,000 ft²	0 ft²	0 ft²	32,000 ft²	—	No	
Allowable covered area @ 20%	6,400 ft²	+665 ft²	0 ft²	4,363 ft²	-2,037 ft²	No	
Allowable paved area @ 10%	3,200 ft²	N/C	N/C	N/A	—	No	
Height and Setbacks at Addition							
Max building height @ addition	32.00'	N/C	N/C	29.15'	-2.85'	No	
Front setback @ addition (minimum)	40.00'	N/C	N/C	42.16'	-2.16'	No	
Rear setback @ addition (minimum)	25.00'	N/C	N/C	108.59'	-83.59'	No	
Garage projection past front-most existing projection	0.00'	10.88'	0	10.88'	+10.88'	Yes	
Side Yard Requirements Using Updated Overall Building Width Including Addition							
Front property line (frontage)	110.30'	—	—	—	—	No	
Existing building width	82.00'	—	—	82.00'	—	No	
Proposed building width addition	—	3.36'	0	3.36'	—	No	
Updated overall building width including addition	85.36'	—	—	—	—	—	
Garage side yard (provided)	—	28.38'	0	28.38'	—	—	
Opposite side yard (provided)	—	17.94'	0	17.94'	—	—	
Required aggregate side yards (60% of Structure + Addition Width)	42.68'	—	0	46.32'	-3.64'	No	
Required minimum one side (40% of Aggregate)	17.07'	—	0	17.94'	-0.87'	No	

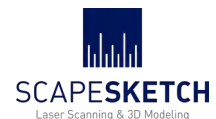


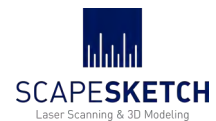
PARTIAL 1ST FLOOR PLAN - EXISTING
1/8 IN = 1 FT



PARTIAL 1ST FLOOR PLAN - PROPOSED
1/8 IN = 1 FT









E6 FRONT ELEVATION - PROPOSED
1/8 IN = 1 FT



E7 LEFT ELEVATION - PROPOSED
1/8 IN = 1 FT



(E4) REAR ELEVATION - PROPOSED
 1/8 IN = 1 FT

