

**MINUTES OF THE AVON LAKE**  
**PLANNING COMMISSION MEETING**  
**June 3, 2025**

A regular meeting of the Avon Lake Planning Commission was called to order on June 3, 2025, at 7:00 P.M. in Council Chambers with Chairperson Ma presiding.

**ROLL CALL**

Present for the roll call were Mr. Haas, Dr. Ma, Mr. Leitch, Mr. Orille, Mrs. Raymond, Mr. Smith, Mayor Spaetzel, Director of Law Ebert, City Engineer Howard, Community Development Director Esborn, and Planning and Zoning Manager La Rosa.

**APPROVAL OF MINUTES**

Mayor Spaetzel moved, and Mr. Leitch seconded approval of the May 6, 2025, meeting minutes as presented. Motion carried (7-0).

**GENERAL CORRESPONDENCE & ANNOUNCEMENTS**

There were no general correspondence or announcements presented or addressed at this meeting.

**COUNCIL REPORT**

Mr. Smith reported that the City Council is conducting the three-reading process for zoning text amendments recommended at the last Commission meeting. Additionally, the Council passed the Harbor Crest Rezoning Ordinance.

**SWEARING IN PUBLIC COMMENTORS**

Director of Law Ebert swore in applicants and members of the audience who planned to speak to items on the agenda.

**NEW CASES**

**Case No. CPC-24-18, MDC Ventures, LLC, Site Plan Approval for a new 8,509 sq. ft. corporate office located at 32870 Pin Oak Parkway. Applicable Code: §1240.06 (Site Plan).**

Leon Sampat of LS Architects, 22082 Lorain Road, Fairview Park, presented plans for a new two-story 8,509 sq. ft. corporate headquarters serving two companies: HealthSource Chiropractic and Apex Longevity. The facility will house a call center, 12 offices, training rooms for franchisees, and flexible space for future build-out. Approximately 6,100 sq. ft. will be immediately occupied; the remaining L-shaped section will remain unfinished until needed for future growth. The project includes 26 parking spaces, exceeding the required 22.

The exterior of the building includes a combination of smooth-faced concrete block, face brick, and horizontal fiber cement board siding in neutral grays and browns. All four elevations are articulated, with accent details such as gable features and overhangs. The applicant emphasized that all visible façades received architectural treatment to avoid blank walls.

A key revision involved relocating the proposed dumpster. Originally sited at a 45-degree angle and partially within a utility easement, the dumpster was reoriented to sit squarely outside the easement and aligned with the building's rear lot line. The dumpster enclosure was redesigned to minimize visual impact, and landscaping was adjusted accordingly. The applicant noted that trash collection will be managed using smaller containers to be rolled to the enclosure area, eliminating the need for a full-size commercial dumpster.

**Additional Discussion Points:**

- Stormwater Management: The site is served by an existing regional detention basin located west of the parcel. The final engineering review is pending.
- Ingress/Egress: Access is via Pin Oak Parkway; no changes to curbs are proposed.
- ADA Compliance: All restroom facilities meet ADA standards. Showers are included for employee use.
- Lighting: Proposed 16-foot poles with 2-foot concrete bases (18 feet total height).
- Signage: A monument sign is proposed at the front of the site. The previously proposed wall signage was removed based on ownership preference.
- Interior layout: Approximately 15 employees will initially occupy the building, with future expansion anticipated.

Mr. Haas moved, and Mrs. Raymond seconded to approve Case No. CPC-24-18, MDC Ventures LLC, Site Plan for the Construction of a New 8,509 SF Corporate Office at 32870 Pin Oak Parkway, subject to final approval by the City Engineer. Motion carried, (7-0).

Following final engineering approval, this project may proceed directly to the Building Department for permitting.

**Case No. CPC-25-6, Legacy Pointe, LTD, Major Subdivision Preliminary Plat Approval for Avon Center Estates No. 2, Phase VI, located in the southwest quadrant of Avon Lake.** Applicable Codes: §1240.05 (Major Subdivisions) and §1238 (Subdivision Design Standards).

James Saylor of The Henry G. Reitz Engineering Company, representing the applicant, explained that the proposed 48-lot single-family subdivision is located in the southwest quadrant of the city. The development is situated on land originally platted in the 1920s into narrow 40-foot cottage lots that were never fully improved. Earlier phases of development were able to utilize and upgrade existing paper streets, but the current phase requires a new approach due to irregular lot configurations, half-width rights-of-way, and constraints posed by adjacent development, such as Wildberry Subdivision and the nearby golf course.

To resolve these legacy platting issues, the applicant proposes a new looped public street network with a cul-de-sac (Spyglass Court), which would require the vacation of several paper streets, including portions of Spruce Avenue and Knickerbocker Road. While most of the proposed street rights-of-way would be newly dedicated, one small segment of right-of-way would be retained to preserve access for a privately owned holdout lot that the developer has been unable to acquire. The applicant indicated that a future right-of-way vacation plat would be submitted for Planning Commission and City Council approval following preliminary plan approval.

The development features a variety of lot sizes, with larger estate-style lots planned near the railroad and golf course edges to provide a visual and noise buffer. The applicant explained that

while some clearing had occurred in earlier development attempts, the current plan aims to retain mature trees where possible, particularly in buffer areas. the site's stormwater infrastructure was originally designed with a central alignment to preserve trees. However, based on the City Engineer's recommendation, the applicant agreed to revise the plans to include individual rear yard storm sewer laterals for each lot, simplifying maintenance.

One notable aspect of the plan is the proposed centralized cluster mailbox unit, which would be placed on a corner parcel that is too small for development. The applicant proposed a pull-off area to allow safe access by vehicles. However, Commission members raised concerns about the maneuverability and safety of that layout. Mr. Haas noted that backing out from the pull-off could be difficult, and Mr. Smith suggested relocating the mailbox farther north to preserve the potential for combining lots in the future. The applicant indicated flexibility to adjust the location and design during final engineering.

Commissioners also discussed traffic circulation. Mrs. Raymond inquired whether the addition of 48 homes would exacerbate traffic issues on State Route 83, particularly during peak hours. While the applicant acknowledged that access was limited due to the surrounding golf course and railroad, he explained that the street network does connect with Wildberry and other adjacent subdivisions, providing multiple routes for residents.

The Commission also addressed concerns related to street naming. Mr. Haas noted that the plan included five different street names within a relatively small development footprint, which could create confusion for emergency services. The applicant indicated that the names were drawn from existing plats but expressed a willingness to work with staff to consolidate or rename streets as necessary before the final plat submission.

Lastly, the Commission revisited the topic of paper street vacation policy. Dr. Ma asked whether the city receives compensation when rights-of-way are vacated and transferred to adjacent property owners. Community Development Director Esborn clarified that the city does not currently have a policy or ordinance setting a fee structure for such transactions, and any changes to that practice would require legislative action. Planning staff also noted that this vacation process was unique in that the rights-of-way have long been under the de facto control of the applicant through ownership of adjacent lots.

Following discussion, the Commission expressed general support for the layout and the applicant's efforts to coordinate with affected homeowners' associations. Staff's recommended conditions were reviewed, and the applicant agreed to incorporate all required revisions into the final plan.

Mr. Haas moved, and Mr. Leitch seconded to recommend to the City Council that Case No. CPC-25-6, Legacy Pointe LTD, Major Subdivision Preliminary Plan for Avon Center Estates No. 2, Phase IV be approved, finding that the proposed subdivision complies with applicable zoning and subdivision regulations and serves the public interest, and subject to the following conditions:

1. Clarify street frontage for specified lots (331, 311, 301, 303, 310, 295, 300).
2. Add note that Spyglass Court cul-de-sac island is to be maintained by the HOA.
3. Identify the location of cluster mailbox unit.
4. Add a minimum 15' corner radii at all intersections.
5. Revise Spyglass Court right-of-way to a minimum 65' radius.
6. Install individual storm sewer laterals for each rear yard drain.

Motion carried, (6-0). Dr. Ma abstained.

**Case No. CPC-25-7, Pulte Homes of Ohio, LLC, Major Subdivision, Final Plat Approval for Sandridge Run, a 28-unit townhouse subdivision located on the west side of Avon Belden Road.** Applicable Codes: §1240.05 (Major Subdivisions) and §1238 (Subdivision Design Standards).

James Saylor of The Henry G. Reitz Engineering Company presented the application on behalf of Pulte Homes of Ohio, LLC. Mr. Saylor opened the discussion by affirming that the final plat was consistent with the previously approved preliminary plan and that infrastructure improvements, including underground utilities and pavement, were substantially complete. He noted that property corner pins had been set in compliance with city requirements, and As-Built drawings and pin certifications had been submitted to the city. The city's engineer has calculated the amounts required for performance bonds and inspection fees, and while the performance letter of credit was still in process with Pulte's corporate office, Mr. Saylor stated that it would be delivered to the city before City Council action.

Several items from the city's review staff were addressed during the presentation. Planning staff had inquired about architectural enhancements to the building façades visible from SR 83. In response, Mr. Saylor confirmed that Pulte had agreed to enhance the side elevations of the end units along the western property line with additional trim, window details, and materials to improve visual interest and architectural character.

There was also a discussion regarding the mailbox cluster unit (CBU). Mr. Saylor noted that although the CBU was not shown on the final plat drawing, it had been included in the improvement plans and would be located at the turnaround near the development entrance. The placement was designed to allow for safe pedestrian and vehicular access without interfering with emergency services or mail delivery operations.

A key element of the project is its fee-simple townhome design. Mr. Saylor explained that each unit includes a defined lot that encompasses the home's footprint, rear patio, and a portion of the surrounding land. This differs from typical townhome condominium developments with shared common areas. A question was raised about the ability of homeowners to alter patios or plant landscaping. Mr. Saylor clarified that the subdivision's covenants and restrictions would address those matters and that the individual owners would have limited rights to install landscaping within their property boundaries while maintaining conformance with HOA guidelines.

Mr. Haas asked for clarification on how this project compared to nearby developments in terms of size and price point. Mr. Saylor explained that Sandridge Run was designed for a different buyer demographic than the more upscale townhomes at Harbor Crest Towns across the street. These homes do not include first-floor main suites and were anticipated to attract younger professionals or first-time buyers. He noted that the units were the same building footprints currently being constructed at Legacy Isle and that the architectural styling would be slightly modified with different color palettes and exterior finishes to create a distinct identity for the Sandridge Run community.

Mayor Spetzel asked about the project timeline and bonding, and Mr. Saylor reiterated that Pulte was eager to proceed with model home construction and would coordinate closely with the Finance Director and City Council to ensure timely processing of all financial obligations.

Mr. Saylor advised that there is a current cyber-related outage at the Lorain County Recorder's Office, which is delaying the recording of new plats. While this could affect the project timeline, the applicant acknowledged the situation and confirmed that they would proceed as soon as recording services resumed.

Mrs. Raymond moved, and Mr. Leitch seconded to recommend approval of the final plat to the City Council, subject to confirmation by the Finance Director that all financial requirements, including performance bonds, maintenance guarantees, and applicable fees, are satisfied. Additionally, the Final Plat is in conformance with the Preliminary Development Plan, and it conforms with applicable zoning ordinances or other land use controls, and the subdivision will serve the public use and interest. Motion carried, (7-0).

**Case No. CPC-25-8, Pulte Homes of Ohio, LLC, Major Subdivision, Final Plat Approval for Port Side Townhouse Subdivision, situated along Rock Harbor and South Port Drive.** Applicable Codes: §1240.05 (Major Subdivisions) and §1238 (Subdivision Design Standards).

The applicant's representative, James Saylor of The Henry G. Reitz Engineering Company, provided an overview of the final plat. He confirmed that all required infrastructure—including utilities, roadway improvements, and sidewalks—had been installed consistently with the approved preliminary development plan. Property corner pins were set, and As-Built plans had been submitted to the city. Financial requirements, including inspection fees and bonding estimates, were provided to the applicant just before the meeting, and the developer expected to submit formal letters of credit within the week to meet Council deadlines.

Mr. Saylor addressed comments raised by the city's planning staff, beginning with the placement of the cluster mailbox unit (CBU). The CBU is located adjacent to Unit 7, near a parking area and internal sidewalk connection. The location was chosen to maximize accessibility while minimizing disruption to traffic flow and ensuring safe postal operations. While it was not depicted on the plat itself, Mr. Saylor assured the Commission that it had been reviewed as part of the improvement plan set and would be fully integrated into the development's built environment.

Another staff comment focused on sidewalk connectivity. The internal streets are a mix of public and private drives. On the public portion, sidewalks are installed on both sides of the street. On the private street segments, consistent with Phase I, sidewalks are provided on one side only. This configuration was previously approved and aligns with the typical design pattern used in many of Pulte's recent townhouse developments in Avon Lake.

Mr. Saylor also addressed the lot layout and fee-simple ownership structure. Each unit is designed with a defined private lot that includes the home footprint, a rear patio, and a small surrounding yard. Planning staff cautioned that patios should not be permitted to expand beyond the designated lot boundaries. Mr. Saylor confirmed that the patios were fully contained within the private lot areas and that the subdivision's covenants would govern any future owner modifications. As with Sandridge Run, this fee-simple model is intended to offer a lower-maintenance lifestyle without the complexities of shared condominium ownership.

During the Commission discussion, Mayor Spaetzel referenced a concern raised at a prior meeting by a resident regarding potential headlight glare from vehicles exiting the new development. The concern was that cars turning right from Rock Harbor Drive could direct headlights toward existing homes. Mr. Saylor responded that this was one of the topics discussed with the adjacent

Homeowners Associations for Pine Meadows and Current Village. In response, Pulte agreed to incorporate additional landscaping and possible mounding at strategic points along the southern boundary to reduce potential light intrusion. He noted that opinions among neighboring residents were mixed—some favored mounding for privacy, while others preferred to preserve existing trees. Pulte is continuing to work with the associations to strike a balance between screening and preservation.

Mr. Haas acknowledged the coordination efforts with the neighboring HOAs and commented that he had not received additional concerns from residents in the area. He stated that in contrast to past development projects, this phase appeared to have resolved early concerns regarding buffering, architectural character, and traffic circulation. He also noted that Pulte had earned positive feedback by being proactive in its communication with nearby homeowners.

Mr. Leitch asked for clarification on the architectural design of the townhomes and how they compare to those under construction along Walker Road. Mr. Saylor explained that this product line is slightly narrower but will be finished to a similar standard and expected to sell at comparable price points. While the elevation designs will be slightly different, the overall quality and target market remain consistent. Unlike the Sandridge Run project discussed earlier, Port Side Phase III includes primary bedrooms on the first floor, making it more appealing to downsizing homeowners and empty nesters.

Engineer Howard added a brief note of caution regarding patio encroachments. Some units located near storm sewer easements—particularly Units 1 through 6—should be carefully reviewed during plot plan review to ensure patios do not encroach into utility easements. Mr. Saylor acknowledged the concern and stated that Pulte’s internal design process already flags these potential conflicts. Engineer Howard noted that with utility work and paving substantially complete, there were no outstanding engineering concerns. Community Development Director Esborn clarified that while the final plat could be recommended for Council approval, the issuance of permits—including a model home permit—would not occur until financial guarantees had been formally submitted and accepted.

The discussion concluded with a reminder from Mr. Saylor that both Port Side and Sandridge Run are subject to external delays at the Lorain County Recorder’s Office, which is currently unable to accept new plats for recording due to a cybersecurity issue. This situation may delay the final recording, but the developer expressed readiness to proceed as soon as the county office reopens.

Motion made by Mrs. Raymond and seconded by Mr. Leitch to recommend approval of the final plat for Case No. CPC-25-8, Pulte Homes of Ohio, LLC Major Subdivision for Port Side Townhouse Subdivision, contingent upon confirmation from the Finance Director that all financial requirements, including performance bonds, maintenance guarantees, and applicable fees, have been satisfied per the City’s subdivision regulations. Additionally, the Final Plat is in conformance with the General Development Plan and is in conformity with applicable zoning ordinances or other land use controls, and the subdivision will serve the public use and interest.  
Motion carried, (7-0).

## **OTHER BUSINESS**

There were no other business items presented by the Commission, staff, or the public.

### **DISCUSSION ITEM**

There were no discussion items presented or addressed at this meeting.

### **GENERAL PUBLIC COMMENTS**

There were no general public comments offered at the meeting.

### **ADJOURNMENT**

Mr. Haas moved, and Mr. Leitch seconded to adjourn the meeting at 8:40 pm.  
Motion carried, (7-0).

  
\_\_\_\_\_  
Planning Commission  
Chairperson Ma  
\_\_\_\_\_  
Recording Secretary  
Kelly La Rosa

