



**CITY OF AVON LAKE  
PLANNING COMMISSION  
150 Avon Belden Road  
Avon Lake, Ohio 44012  
(440) 930-4110**

**Work Session Agenda  
Tuesday, October 7, 2025  
Following Planning Commission Meeting  
City Council Chambers**

Voting Order

S. Orille  
C. Raymond  
G. Smith  
M. Spaetzel  
R. Haas  
J. Leitch  
H. Ma

**ROLL CALL**

Mr. Haas, Mr. Leitch, Mr. Orille, Dr. Ma, Mrs. Raymond, Mr. Smith, Mayor Spaetzel, Director of Law Ebert, Engineer Chris Howard, Community Development Director Esborn, and Planning & Zoning Manager La Rosa.

1. Elysium Café, Zoning Map Amendment
2. Case No. CPC-25-15, Shire Glen Green Management LLC, Major Subdivision Preliminary Plat for Calvary Court Subdivision, located northeast of the Lear Road and Krebs Road intersection.
3. SolSmart, NOPEC Cohort
4. Historic Planning Commission, Appointment



# City of **Avon Lake** Ohio

## Memo

**TO:** Members of the Planning Commission

**FROM:** Kelly La Rosa, Planning and Zoning Manager

**DATE:** October 1, 2025

**SUBJECT:** Elysium Café – Potential Rezoning Discussion

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Elysium Café is exploring an expansion that involves acquiring two residentially zoned parcels (Parcel Nos. 04-00-019-106-033 and 04-00-019-106-034) located directly behind the existing business. The intent is to request a rezoning to the B-1 Limited Business District to accommodate additional indoor dining, patio enhancements, and expanded parking. To initiate discussion, the owners, Ilir and Irena Lamaj, and their architect, Gary Fischer, have requested a work session to introduce their concept and obtain preliminary feedback from the Commission.

The proposed improvements include:

- Convert the existing vacant rear building into dining space with an adjoining patio.
- Renovate the existing covered patio structure and upgrade landscaping.
- Develop new off-street parking on the acquired parcels, with screening along southern and western property lines.
- Adjust circulation: entrance from Lake Avenue, exit only to the side street, with the driveway curved northward to reduce headlight glare on nearby homes.
- Resurface and restripe the existing lot.
- Remove a small, detached garage on the west side of the site.

### **Zoning and Land Use Context**

The property is currently zoned R-1C Single-Family Residence. Despite the residential zoning, the corner parcel has operated with a commercial use for decades under a use variance. The variance permits the café's use but does not extend to proposed expansions such as a new parking lot or additional restaurant space.

The existing property encompasses three parcels. The Comprehensive Plan depicts the middle and corner parcels as future commercial, while the westernmost parcel is shown as single-family residential.

The two adjacent parcels to the south, fronting Fay Avenue, are also zoned R-1C and identified as single-family future land use in the Comprehensive Plan.

The applicants propose combining the three existing parcels with the two to the south, creating one unified parcel. This would allow the parking lot and additional dining space to be considered part of the overall restaurant use if rezoning is approved, rather than requiring separate conditional or variance approvals.

### **Comprehensive Plan Alignment**

The Comprehensive Plan supports a commercial designation for part of the site, which provides a basis for considering rezoning. While the southern portion proposed for parking is identified as single-family residential, the property's long-standing commercial use (over 50 years) and corner location provide additional rationale for consistency with the Plan.

### **Development Review Committee**

The Development Review Committee noted that rezoning to B-1 Limited Business District would be the most appropriate option, as it is the least intensive of the commercial designations and provides a more compatible transition to surrounding residences than B-2 General Commerce or B-3 Special Commerce. If rezoning is approved, consolidation of the five parcels will be required.

Key zoning requirements include: a 20-foot parking setback along all adjacent residential property lines (south, west, and Fay Avenue), as well as landscaping and screening along those boundaries to buffer nearby homes.

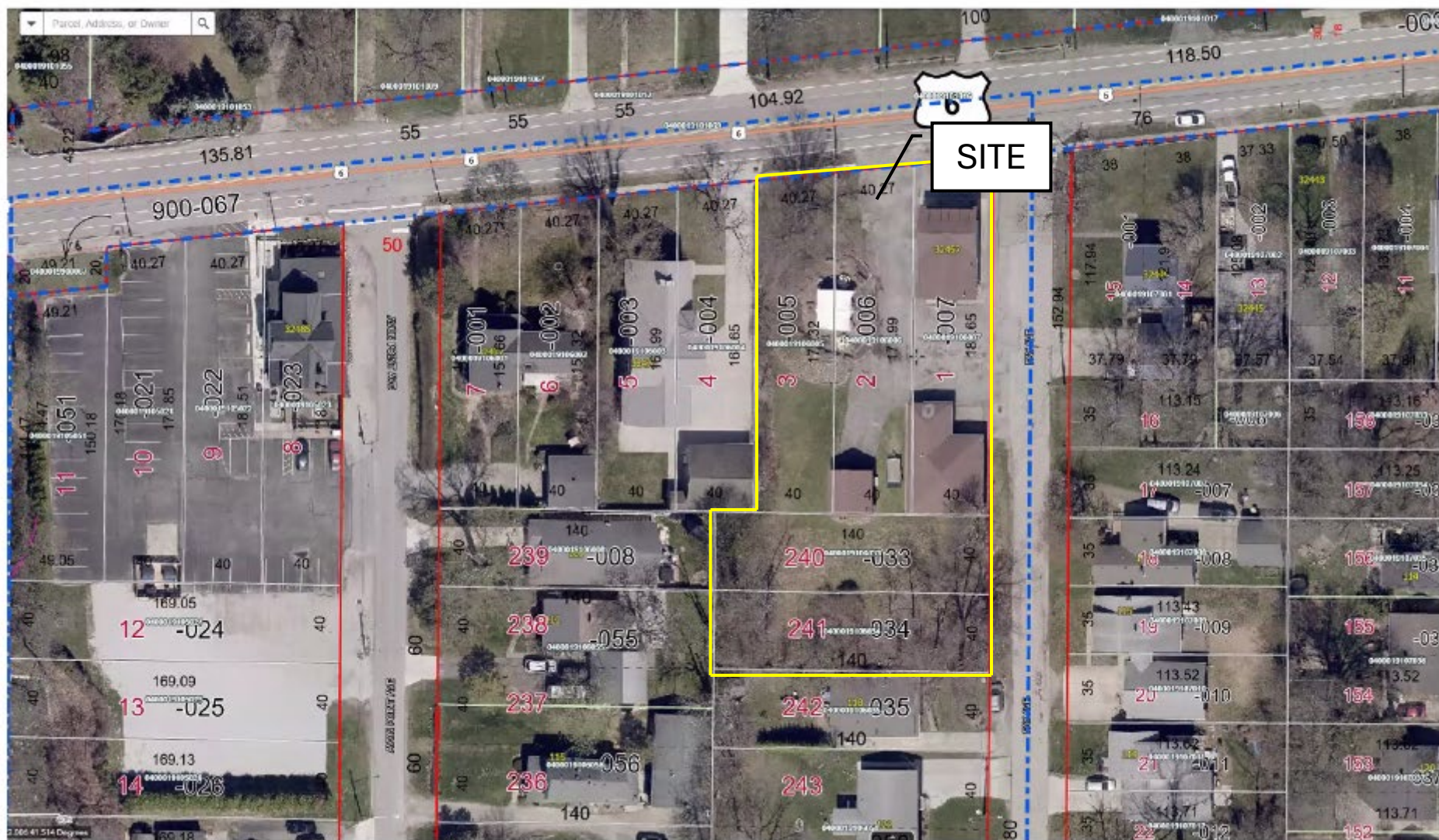
No additional departmental comments were provided at this stage. A comprehensive technical review will be conducted in conjunction with a formal site plan.

### **Next Steps**

Staff recommends that the Planning Commission provide initial feedback on the proposed rezoning to guide the applicant in preparing a formal application.











**From:** [Austin Page](#)  
**To:** [Kelly J. La Rosa](#)  
**Cc:** [Ted Esborn](#)  
**Subject:** Elysium - Rezoning  
**Date:** Wednesday, October 1, 2025 11:11:55 AM  
**Attachments:** [image001.png](#)

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Kelly,

Below are comments/concerns/suggestions pertaining to Elysium rezoning work session:

- The property is currently zoned R-1C single-family residence. Despite the residential zoning, the property has had a commercial use on the property for decades. There is a use variance that had been in place for a “type” of use that still applies for Elysium. Anything proposed outside of the “café” is not permitted under the current zoning classification.
- The current property encompasses 3 parcels. Two of the parcels (middle parcel and corner parcel) are depicted as a commercial future land use in the Comp Plan. The third parcel (western most) is depicted as single-family residential.
- The two directly adjacent parcels to the south, on Fay Ave, are also depicted as single-family future land use on the Comp Plan and are also zoned R-1C, Single-Family Residence.
- The applicant is proposing to combine the three existing parcels with the two the south and install a parking lot on the southernmost area of the property, exiting on Fay Ave.
- Parking lot would not be permitted under the current zoning classification. If not subdivided, the parking lot would either need a use variance or if rezoned, a conditional to permit the parking lot. Combining the 5 parcels into one would eliminate the need for a conditional use (if rezoned approved) as the lot would be an addition to the site and the existing use. Similar issue with turning the garage into an additional restaurant space.
- If choosing any type of nonresidential classification, I would recommend a rezoning to B-1 as this is the least intense of the commercial uses and be less impactful on the residential area than a B-2 or B-3 classification. Especially when you look at the existing zoning map, B-2 and B-3 are in highly commercial and trafficked areas. It simply would not make sense for this area.
- As mentioned, the comp plan depicts a portion of the property as future commercial but not all. So, there is a case to be made that this could comply with the comp plan. Additionally, this area has had a commercial use on the corner for decades and decades. I could not locate a time in the last 50 years that this

property was ever residential.

- If rezone approved, the property would need site plan approval through PC to permit the parking lot, additional restaurant, etc. At this time, extensive review and comments would arise. My focus would be on the buffering of the proposed parking lot to the adjacent single-family properties. Buffering will be required. There is an existing vegetative buffer and treelined along the southern side and western side of the vacant Fay parcels. I would recommend that this buffer be retained as much as possible. The parking lot will require a 20's setback from property lines and from the Fay frontage property line. This doesn't necessarily matter now at the time of a map amendment but wanted to make the comment as surely buffering will be a topic of conversation at the meeting and future meetings to come.
- Per 1214.02 of the Planning & Zoning Code, Map Amendments (rezoning) are based on the eight following review criteria (my responses are italicized):
  1. The proposed amendment is consistent with the comprehensive land use plan, other adopted City plans, and the stated purposes of this code;
    - *As stated above, the Comp Plan depicts a portion of the property as commercial. However, where the new parking lot is proposed, is shown as single-family (low density residential). But if the property is consolidated into parcel, this may resolve that issue. Additionally, this property has had a commercial use for decades.*
  2. The proposed amendment is necessary or desirable because of changing conditions, new planning concepts, or other social or economic conditions;
    - *Per the applicant, the proposed amendment is desirable because of changing conditions. From a staff perspective, the existing parking configuration and traffic flow is undesirable and a mess. Rezoning to B-1 (or whatever is decided) would allow for a parking lot that would improve parking, traffic flow, etc.*
  3. The proposed amendment will promote the public health, safety, and general welfare;
    - *No concerns.*
  4. The proposed amendment, if amending the zoning map, is consistent with the stated purpose of the proposed zoning district;
    - *It would be consistent with the proposed zoning district, comp plan and historical use of the property.*
  5. The proposed amendment, if to the zoning map, follows lot lines or the centerlines of streets, railroads, or other rights-of-way.
    - *No concerns.*
  6. The proposed amendment is not likely to result in significant adverse

impacts upon the natural environment, including air, water, noise, storm water management, wildlife, and vegetation, or such impacts will be substantially mitigated;

■ *No concerns.*

7. The proposed amendment will not constitute spot zoning where special treatment is given to a particular property or property owner that would not be applicable to a similar property, under the same circumstances. and/or

■ *No concerns. There is only one other property in town with these existing circumstances, Jake on Lake. When accounting for the historical use of the property and what is depicted on the FLU of the Comp Plan, spot zoning would not be a valid argument, in my opinion.*

8. The proposed amendment is not likely to result in significant adverse impacts upon other property in the vicinity of the subject tract.

■ *No major concern. Obviously, the adjacent properties have bordered a vacant lot that could be developed. Obviously would be a change or impact. However, substantial buffering would need to occur which should help to alleviate any concerns. Somebody could've built houses on this property that would've required no buffering. But a rezoning could permit a parking lot that would have more traffic but because of the setbacks and buffering required, would most likely result in less of a developed footprint.*

Thanks,

Austin

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**Austin Page**

*Planning & Zoning Manager*

Phone: (440) 930-4114

Mobile: (440) 396-5940

[apage@avonlake.org](mailto:apage@avonlake.org)

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150 Avon Belden Road

Avon Lake, Ohio 44012

[www.AvonLake.org](http://www.AvonLake.org)





# City of **Avon Lake** Ohio

## Memo

**TO:** Members of the Planning Commission

**FROM:** Kelly La Rosa, Planning and Zoning Manager

**DATE:** October 1, 2025

**SUBJECT:** CPC-25-15 Calvary Court Subdivision Preliminary Plat

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### Objective

This memo has been prepared to assist the Planning Commission in its review of the proposed Calvary Court Subdivision. It provides a summary of project details, highlights issues identified during staff and Development Review Committee (DRC) review, and frames questions for Commission feedback. No formal action is requested at this time.

### Project Details

- Owner/Developer: Shire Glen Green Management LLC
- Builder: EFG Custom Homes
- Engineer: Kevin Hoffman, P.E., Polaris Engineering & Surveying, Inc.
- Location: Northeast corner of Lear Road and Krebs Road
- Site Area: 9.35 acres
- Proposal: 14-lot single-family residential subdivision
- Zoning: R-1A Single Family Residence District
- Density: 1.5 units per acre (complies with R-1A standards)
- Comprehensive Land Use Plan: Low-Density Residential

### Key Issues Identified

#### 1. Utilities & Infrastructure

- Sanitary Sewer: Public main extension along Krebs Road preferred; long private runs discouraged.
- Water Supply: Loop main to Lear Road with hydrants at 350' intervals.
- Stormwater: Relocate basin from Sublot 3 into a dedicated HOA block with easement.
- Access Standards: Private drive must meet Fire Department width and pavement

requirements.

- Public Street Standards: 27' back-of-curb pavement with 8" concrete over 6" aggregate base.

## **2. Flag & Panhandle Lots (Sublots 1–3)**

- Code Conflict: Stacking of flag lots prohibited (Section 1226.01).
- Layout discouraged unless necessitated by unique site conditions.
- Safety and service concerns with narrow private drive.
- Lot 3 setbacks may create shallow buildable depth depending on orientation.

## **3. Site Design & Frontages**

- Driveways must connect to Calvary Court (no direct access to Lear or Krebs).
- Sublots 8 and 12 require frontage corrections.
- Lots 4 and 14 must front Calvary Court; secondary frontage treatment recommended.
- Private drive for panhandle lots must be paved and curbed where 0' setback occurs.

## **4. Maintenance & HOA**

- Clarify whether the HOA will be established.
- Assign long-term responsibility for stormwater, private drive, and common areas.

## **5. Other Design Elements**

- Easement notes must be added to the plat.
- Sidewalks required on both sides of Calvary Court and along Lear/Krebs.
- Cluster mailbox and street lighting plan must be provided.
- Preserve existing tree line where possible; subdivision must also contribute to the Street Tree Fund.
- Entry signage must be depicted with detail and setbacks.
- ROW dedication required: 10' along Lear, 5' along Krebs.

## **6. Environmental & Traffic**

- Confirmation of wetland delineation required.
- Traffic Impact Analysis may be required depending on DRC's determination.

## **Discussion Questions**

In addition to the specific issues identified by staff and DRC, the Planning Commission must also consider the broader approval criteria established in the Planning and Zoning Code. The following questions are intended to guide discussion:

1. Do the proposed lot layouts comply with all applicable provisions of the zoning and subdivision code (including restrictions on flag/panhandle lots)?
2. Does the subdivision design conflict with any City regulations, adopted plans, or policies, or is it consistent with the Comprehensive Plan and Master Thoroughfare Plan?
3. Is the subdivision designed in a manner that is harmonious with the surrounding neighborhood and in keeping with the intended character of the area?
4. Will the subdivision minimize traffic congestion and align with the Master Thoroughfare Plan?

5. Will the subdivision adversely affect the delivery of governmental services, including fire, police, utilities, and public works?
6. Have comments from all reviewing agencies (Engineering, Zoning, Regional Water, Fire, USPS, etc.) been adequately addressed?
7. What level of plan completeness should the Commission require before moving forward with formal action?
8. Are there any other issues beyond those raised by staff that the Commission believes should be resolved before approval?

### **Next Steps**

This work session is intended to provide feedback to staff and the applicant. The Commission may advise on revisions, identify outstanding concerns, and clarify expectations for the level of detail required before any formal Planning Commission action. Depending on the outcome of this discussion, the case may proceed to a future Planning Commission meeting or be withdrawn at the applicant's request.

### **Attachments**

- Preliminary Plat
- DRC Comments





**Polaris Engineering & Surveying**  
34600 Chardon Road Suite D  
Willoughby Hills, Ohio 44094  
Office: (440) 944-4433

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August 22, 2025

To: Avon Lake Planning Commission

RE: Calvary Court Subdivision  
Project Narrative

Members:

On behalf Shire Glen Green Management, LLC (developer) and EFG Custom Homes (builder), we are pleased to submit the Calvary Court Subdivision to the city planning commission. The proposed 14 subplot subdivision is located northeast of the intersection of Krebs and Lear Road. The current and proposed zoning for the property is R1-A. Sublots 1 & 2 will front onto Lear Road with subplot #2 being a flag lot. Sublot 3 has frontage on Krebs road but is planned to have access via a shared private access drive for sublots 1 and 2 and 753 Lear Road (Datko property) which current utilizes the existing gravel drive for access to the rear of his property. All other lots (4-14) will be located along the new roadway, tentatively called Calvary Court. Also, we are proposing to dedicated an additional 10' of right-of-way on Lear road and an additional 5' of right-of-way on Krebs Road.

The sanitary sewer servicing the subdivision is proposed to tie into the 8" existing sanitary sewer on Lear Road and will service the subdivision thru an easement thru sublots 1-3. Storm Water Management will be provided in the proposed stormwater management easement located on subplot 3 and will discharge to the existing 30" storm sewer located on Lear Road at the northwest corner of the property. The subdivision will be serviced off the existing 8" watermain on Krebs Road, with lots 1-3 having connections out to Lear Road. The subdivision will be constructed in accordance with the City of Avon Lake standards.

We look forward to presenting this plan to the planning commission and look forward to your feedback.

Sincerely,

A handwritten signature in black ink, appearing to read "Kevin T. Hoffman".

Kevin Hoffman, P.E.  
Polaris Engineering and Surveying, Inc.

PRELIMINARY PLANS  
FOR  
CALVARY COURT  
SUBDIVISION

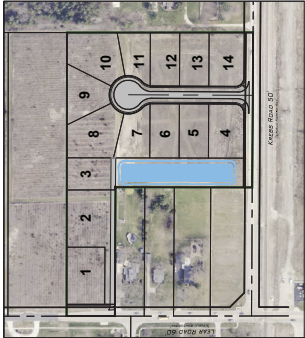
CITY OF AVON LAKE - LORAIN COUNTY - OHIO  
AUGUST 13, 2025

DESIGNED BY:



POLARIS ENGINEERING & SURVEYING, INC.  
34860 CHARDON ROAD - SUITE D  
WILLOUGHBY HILLS, OHIO 44094  
(440) 944-4433 (440) 944-3722 (Fax)  
www.polaris-es.com

DEVELOPED BY:  
SHIRE GLEN GREEN  
MANAGEMENT, LLC  
P.O. BOX 40186  
BAY VILLAGE, OHIO 40186  
PHONE: (440) 941-3340  
CONTACT: ED PAVICIC



SITE MAP  
1" = 200'

DRAWING INDEX

DESCRIPTION	SHEET NO.
TITLE SHEET	1
EXISTING CONDITIONS	2
PRELIMINARY PLAT	3
PRELIMINARY UTILITY PLAN	4
PRELIMINARY GRADING PLAN	5

TITLE SHEET

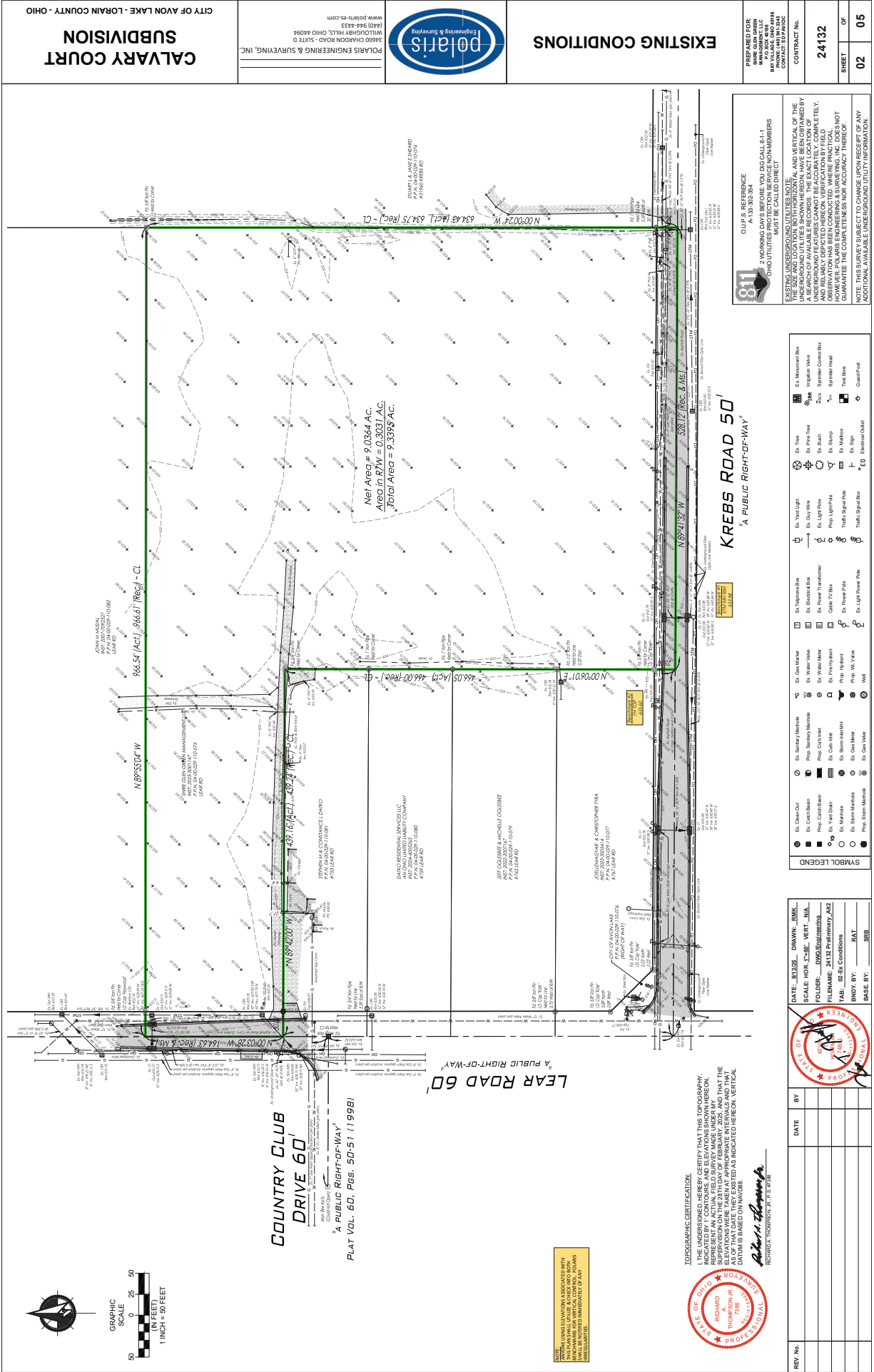


*Kevin T. Hoffman*  
KEVIN T. HOFFMAN  
P.E. #74831

CONTRACT No.	24132
SHEET	01
OF	05



VICINITY MAP  
N.T.S.



**CITY OF AVON LAKE - LORAIN COUNTY - OHIO**

**CALVARY COURT SUBDIVISION**

**ENGINEERING & SURVEYING**

**www.polaris-es.com**

**14600 CHADRON ROAD - SUITE D**

**MILL CREEK, OHIO 44130**

**PH: 440.944.4433**

**STUART & JANE SHANK**

**REGISTERED PROFESSIONAL ENGINEER**

**#176488**

**DATE: 03/26/2019**

**SCALE: HOR. 1"=50', VERT. 1"=10'**

**GRAPHIC SCALE**

**0 25 50**

**(IN FEET)**

**1 INCH = 30 FEET**

**COUNTRY CLUB DRIVE 60'**

**LEARY ROAD 60'**

**KREBS ROAD 50'**

**A PUBLIC RIGHT-OF-WAY**

**PLAT VOL. 60, PGS. 50-51 (1998)**

**TOPOGRAPHIC CERTIFICATION:**

**I, THE UNDERSIGNED, HEREBY CERTIFY THAT THE TOPOGRAPHY, INDICATED BY 1' CONTOURS AND ELEVATIONS SHOWN HEREON, WAS OBTAINED BY ME OR BY A PERSON UNDER MY CLOSE PERSONAL SUPERVISION ON THE 23RD DAY OF FEBRUARY, 2019, AND THAT THE ELEVATIONS WERE TAKEN AT APPROPRIATE INTERVALS AND THAT THE DATUM IS BASED ON NAVD83.**

**DATE: 03/26/2019**

**SCALE: HOR. 1"=50', VERT. 1"=10'**

**FOLDER: 24132**

**FILENAME: 24132 Preliminary A12**

**TAB: 02 EX. CONDITIONS**

**DATE: 03/26/2019**

**SCALE: HOR. 1"=50', VERT. 1"=10'**

**FOLDER: 24132**

**FILENAME: 24132 Preliminary A12**

**TAB: 02 EX. CONDITIONS**

**DATE: 03/26/2019**

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**FILENAME: 24132 Preliminary A12**

**TAB: 02 EX. CONDITIONS**

REV. No.	DATE	BY	DESCRIPTION
01	03/26/2019	STUART & JANE SHANK	PRELIMINARY A12
02	03/26/2019	STUART & JANE SHANK	EX. CONDITIONS

**EXISTING CONDITIONS**

**PREPARED FOR:**

**MANAGEMENT, LLC**

**14600 CHADRON ROAD - SUITE D**

**MILL CREEK, OHIO 44130**

**PH: 440.944.4433**

**STUART & JANE SHANK**

**REGISTERED PROFESSIONAL ENGINEER**

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**DATE: 03/26/2019**

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**FILENAME: 24132 Preliminary A12**

**TAB: 02 EX. CONDITIONS**

**DATE: 03/26/2019**

**SCALE: HOR. 1"=50', VERT. 1"=10'**

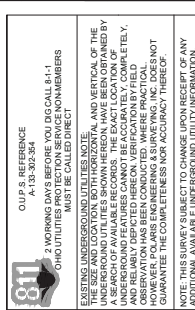
**FOLDER: 24132**

**FILENAME: 24132 Preliminary A12**

**TAB: 02 EX. CONDITIONS**

REV. No.	DATE	BY	DESCRIPTION
01	03/26/2019	STUART & JANE SHANK	PRELIMINARY A12
02	03/26/2019	STUART & JANE SHANK	EX. CONDITIONS



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REV. No.		DATE	BY	STATE OF MISSISSIPPI DEPT. OF TRANSPORTATION	SCALE FOR TYPING	DRAWN BY	KTH	FILED
					FOLDUP	ENG. Engineering		
					FILENAME	2412 Preliminary A02		
					TAB:	A4-HRLES		
					BODY BY:	EAT		
					SHEET NO.	SOB		

**TOPOGRAPHIC CERTIFICATION:**  
I, THE UNDERSIGNED, HEREBY CERTIFY THAT THIS TOPOGRAPHY, INDICATED BY "1" CONTOURS, AND ELEVATIONS SHOWN HEREON, REPRESENT AN ACTUAL FIELD SURVEY MADE UNDER MY SUPERVISION ON THE 28TH DAY OF FEBRUARY, 2025, AND THAT THE ELEVATIONS WERE TAKEN AT APPROPRIATE INTERVALS AND THAT AS OF THAT DATE THEY EXISTED AS INDICATED HEREON. VERTICAL DATUM IS BASED ON NAVD83.



**NOTE:** ANYONE USING ELEVATIONS ASSOCIATED WITH THIS PLAN SHALL UTILIZE & CHECK INTO BOTH BENCHMARKS FOR VERTICAL CONTROL. POLARS SHALL BE NOTIFIED IMMEDIATELY OF ANY DISCREPANCIES.



CITY OF AVON LAKE - LORAIN COUNTY - OHIO

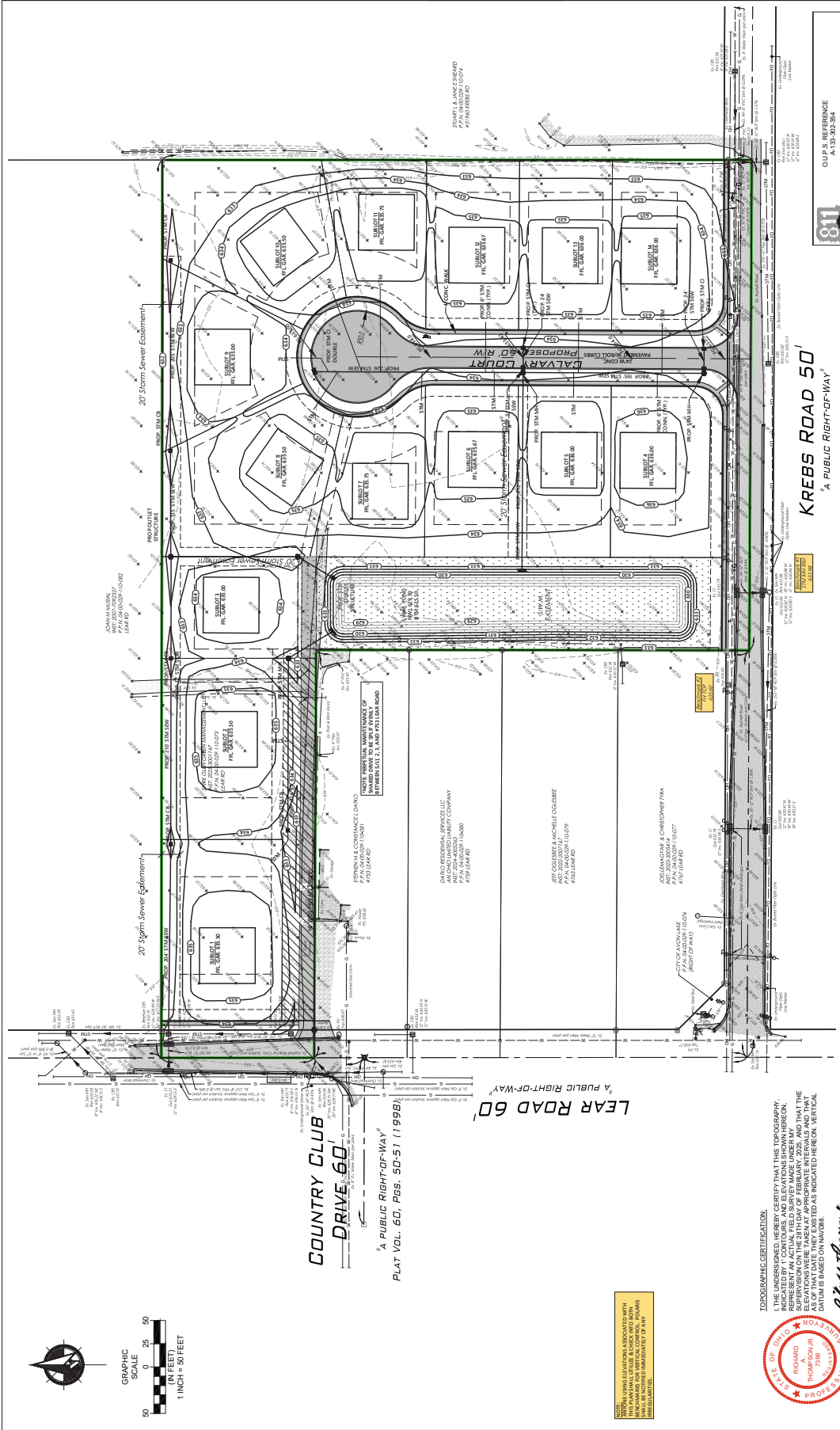
**CALVARY COURT**  
**SUBDIVISION**

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**PRELIMINARY**  
**GRADING PLAN**

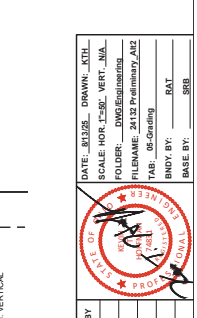
PREPARED FOR: MANAGEMENT LLC BAY VILLAGE, OHIO 44140 CONTACT: EDP ARD	CONTRACT NO. <b>24132</b>	SHEET <b>05</b>	OF <b>05</b>
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**EXISTING UNDERGROUND UTILITIES NOTE:**  
THE SIZE AND LOCATION, BOTH HORIZONTAL AND VERTICAL, OF THE EXISTING UNDERGROUND UTILITIES SHOWN ON THIS PLAN ARE BASED ON THE RECORD DRAWINGS AND FIELD SURVEY. THE EXACT LOCATION OF ANY UTILITIES NOT SHOWN ON THIS PLAN OR THE DEPTH OF ANY UTILITIES NOT SHOWN ON THIS PLAN CANNOT BE GUARANTEED. THE COMPLETER ASSUMES RESPONSIBILITY FOR ANY DAMAGE TO OR INTERFERENCE WITH ANY UTILITIES DURING THE CONSTRUCTION OF THIS PROJECT. THE COMPLETER SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND FOR PROTECTING ALL UTILITIES DURING THE CONSTRUCTION OF THIS PROJECT.

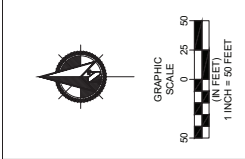
SYMBOL	LEGEND
Ex. Monument	Ex. Monument
Ex. Tree	Ex. Tree
Ex. Yard Light	Ex. Yard Light
Ex. Gas Meter	Ex. Gas Meter
Ex. Water Meter	Ex. Water Meter
Ex. Fire Hydrant	Ex. Fire Hydrant
Ex. Storm Manhole	Ex. Storm Manhole
Ex. Gas Manhole	Ex. Gas Manhole
Ex. Electric Pole	Ex. Electric Pole
Ex. Power Transformer	Ex. Power Transformer
Ex. Cable TV Pole	Ex. Cable TV Pole
Ex. Light Pole	Ex. Light Pole
Ex. Street Sign	Ex. Street Sign
Ex. Traffic Signal Pole	Ex. Traffic Signal Pole
Ex. Signal Pole	Ex. Signal Pole
Ex. Elevation	Ex. Elevation

DATE: 8/13/24	DRAWN: KTH
SCALE: 1"=50'	FILE: WRY_11A
FOLDER: 24132 Preliminary	FILENAME: 24132 Preliminary A12
TAB: 05 Grading	BASE BY: SRB
BY: RAT	
DATE: 8/13/24	



TOPOGRAPHIC CERTIFICATION:  
I, THE UNDERSIGNED, HEREBY CERTIFY THAT THE TOPOGRAPHY SHOWN ON THIS PLAN WAS OBTAINED BY ME OR BY A PERSON UNDER MY CLOSE PERSONAL SUPERVISION AND THAT THE ELEVATIONS WERE TAKEN AT APPROPRIATE INTERVALS AND THAT THE DATA IS BASED ON NAVD83.

*Richard Thompson*  
RICHARD THOMPSON, JR., P.E.  
REGISTERED PROFESSIONAL ENGINEER



NOTES:  
1. THE UNDERSIGNED HEREBY CERTIFY THAT THE TOPOGRAPHY SHOWN ON THIS PLAN WAS OBTAINED BY ME OR BY A PERSON UNDER MY CLOSE PERSONAL SUPERVISION AND THAT THE ELEVATIONS WERE TAKEN AT APPROPRIATE INTERVALS AND THAT THE DATA IS BASED ON NAVD83.

## Engineering Review – Chris H. & Coleen S.

Record No.CPC-25-15

Status On Hold

Became Active August 25, 2025

Assignee Coleen Spring

Due Date September 4, 2025

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### Primary Location

O LEAR RD  
AVON LAKE, OH 44012

### Owner

SHIRE GLEN GREEN MANAGEMENT LLC  
P O BOX 40186 BAY VILLAGE, OH 44140

### Applicant

 Kevin Hoffman  
 440-944-4433 ext. 102  
 kevinh@polaris-es.com  
 34600 Chardon Road  
Suite D  
Willoughby Hills, OH 44094

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## Messages

Coleen Spring

August 25, 2025 at 10:07 am

Engineering requires full size documents for review. Please have a set dropped off for review by the engineer.

Kelly La Rosa

September 15, 2025 at 9:01 am

Per Chris H. on 9/15/25:

Was a Wetland Delineation prepared for the subject property? If so, please provide a copy. We would recommend that the Proposed Stormwater Management Facility not be included within S/L 3 and be within a Block. Will there be an HOA for the Proposed Subdivision? Who will be responsible for the maintenance of the Proposed Stormwater Management Facility. Concerns with Sublots 1-3. Per Section 1226.01(e)(8)(A-F), the stacking of flag lots shall be prohibited. Flag lots shall be discouraged and shall only be approved if necessitated by unique topographic features or other special physical conditions as deemed necessary by the Planning Commission. How will access be provided for Safety Services (i.e., fire trucks). The Proposed Pavement width shall be 27' from back of curb to back of curb on public streets. In addition, the pavement shall be 8" thick concrete over 6" aggregate base. On Sheet 3, Preliminary Plat, double check the frontage for S/L 8. The minimum lot frontage, along the Right-of-Way shall be 60'. On Sheet 3, Preliminary Plat, double check the frontage for S/L 12. The curve data is missing at the northwest corner along the frontage (south of C9). On Sheet 5, Preliminary Grading Plan, provide rear yard drains.

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## Zoning Review – Austin

Record No.CPC-25-15

**Status** On Hold

**Became Active** August 25, 2025

**Assignee** Austin Page

**Due Date** September 4, 2025

---

### Primary Location

O LEAR RD  
AVON LAKE, OH 44012

### Owner

SHIRE GLEN GREEN MANAGEMENT LLC  
P O BOX 40186 BAY VILLAGE, OH 44140

### Applicant

 Kevin Hoffman  
 440-944-4433 ext. 102  
 kevinh@polaris-es.com  
 34600 Chardon Road  
Suite D  
Willoughby Hills, OH 44094

---



## Messages

Austin Page

August 27, 2025 at 2:32 pm

1. Please provide the various easement notes to the planset.
2. Sidewalks are depicted on other plan sheets but please depict on plat sheet (3/5).
3. Is there a proposed HOA?
4. Will need to discuss Lot 3. Who is going to be responsible for the maintenance of the retention?
5. Stacking of panhandle lots shall be prohibited. 3 lots will not be permitted as depicted. However, is it really stacking if the lot extends all the way to Krebs Rd. Unique situation. Please allow for more comments on this matter.
6. If sub lot 3 is permitted, the home should front south, based on the setbacks, as depicted on the plat. Please know if the house faces west, it would create a shallow buildable depth because of the 50' front setback (from lot 2 shared lot line) and the 35' rear setback adjacent to Lot 8.
7. Per Code, Panhandle lots (flag) lots shall be discouraged and shall only be approved if necessitated by unique topographic features or other special physical conditions as deemed necessary by the Planning Commission. PC will need to confirm there is no issues with the panhandle lots (1-2).
8. The panhandle shall have a minimum width of 20 feet along the entire width of the panhandle. The maximum width shall be 40 feet and, anything with a width of 40 feet or greater shall be considered an interior, corner, or double frontage lot as may be applicable. Plans show 35', so no issue there.
9. A note should be added to the plat stating that no structures, except fences and walls, are permitted in the panhandle portion of the lot.
10. The lot square footage calculations should not include the panhandle portion of the lot. Lot 2 will need to be revised.
11. What is the plan for mailboxes? Assuming there will be a CBU for lots 4-14. Where is that to be located? Is the post office allowing a mailbox for Lot 1,2?
12. What is the plan for landscaping and/or retaining existing treelines, buffer, vegetation, etc. All new subdivisions shall be required to contribute to the Street Tree Fund for the installation of trees in public rights-of-way. The fee shall be payable as a cash amount calculated by the Urban Forester and shall be paid prior to Final Plat approval. The fund shall be used by the City to install trees in the tree lawns within public rights-of-way of new subdivisions. The fund shall not apply to private streets. The cost for said fee shall be as set forth in Chapter 208 of the Codified Ordinances. (Ord. 24-33. Passed 3-25-24). Please discuss with Kelly La Rosa if you have any follow up questions.
13. Lots 4 & 14 will not be permitted a drive onto Krebs Road and access will be from Calvary Court. Lots shall front Calvary Court based on the setbacks. Please label "front" on Calvary Court. Not to be addressed now but would recommend a design for these homes that depicts a secondary frontage rather than just a large vertical side wall when entering the subdivision. Driveways will also need to non the northernmost portion of these lots, furthest away from the intersection.
14. Is signage proposed for the subdivision? Please depict the location(s), setback and provide a detail if possible.
15. Has a wetland study been performed or even needed? I believe there were some concerns last year (or maybe 2023) when some tree/vegetation removal was happening. I would ask the Public Works Director and Engineer to weigh in on the issue.
16. The private drive for the pannahndle lots will need to be paved and will need a curb along the southside as it appears to be depicted alongside the property line. Required per code when there is a 0' setback.
17. Any plans for lighting? As part of the approval, city is required to review locations of lighting (as well as mailboxes, landscaping, etc.) to ensure no interference from service vehicles maneuvering the cul-de-sac. Doesn't appear to be of a concern but please indicate any plans or ideas for lighting. The developer's choice of the means and styles of street lighting for any particular new subdivision shall be limited to those styles and systems currently available from the local electric company for such street lighting purposes.
18. Per 1234.22 - Traffic Impact analysis (TIA), a TIA is required for a rezoning from single-family to multi-family, RPD developments and MUO Developments. None of which are applicable with this application. However, any site plan application that due to its size, density, traffic generation rates, or location can reasonably be expected to create traffic issues, as determined by the City Engineer or engineering consultant(s) to the city, are required to submit a TIA. I would ask you to confirm with Engineering on whether or not a TIA is required.

Not an item to be addressed but I appreciate the items outlined on the sustainability statement. Thank you.

---

## ALRW Review – Jarod L.

Record No.CPC-25-15

**Status** On Hold

**Became Active** August 25, 2025

**Assignee** Jarod Larson

**Due Date** September 4, 2025

---

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### Owner

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P O BOX 40186 BAY VILLAGE, OH 44140

### Applicant

 Kevin Hoffman  
 440-944-4433 ext. 102  
 kevinh@polaris-es.com  
 34600 Chardon Road  
Suite D  
Willoughby Hills, OH 44094

---

## Messages

Jarod Larson

October 2, 2025 at 11:58 am

From 08/28/2025: I have major concerns regarding the 3 sublots on the NW portion of the property. Between the narrow access drive, easements required, and odd routing of services it would be a major maintenance issue.

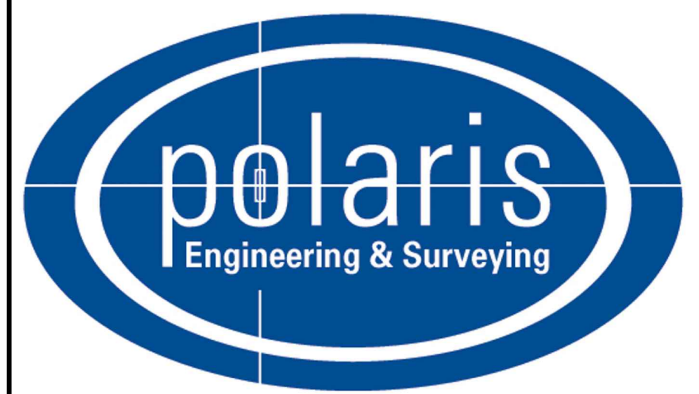
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PRELIMINARY PLANS  
FOR  
CALVARY COURT  
SUBDIVISION

CITY OF AVON LAKE - LORAIN COUNTY - OHIO

AUGUST 13, 2025

DESIGNED BY:



POLARIS ENGINEERING & SURVEYING, INC.

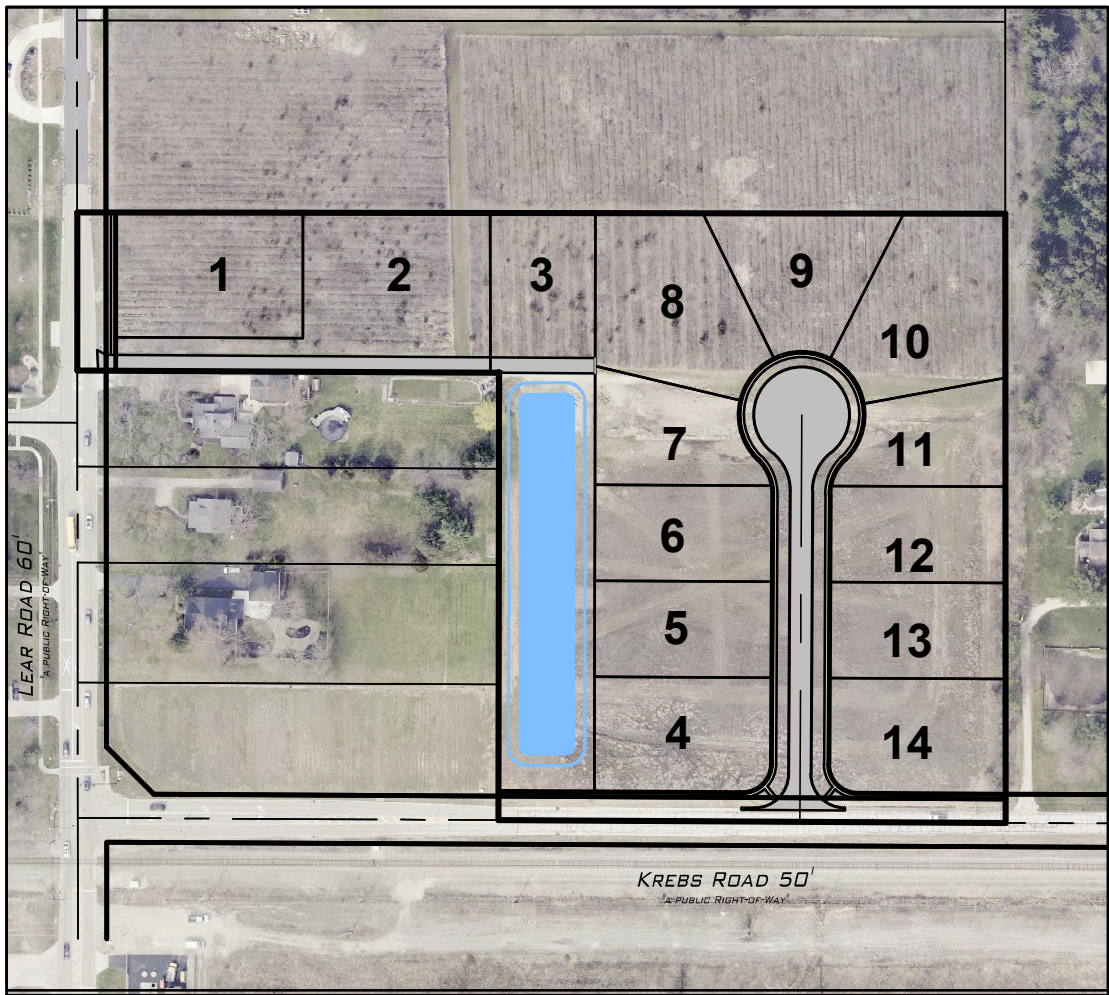
34600 CHARDON ROAD - SUITE D  
WILLOUGHBY HILLS, OHIO 44094  
(440) 944-4433 (440) 944-3722 (Fax)  
www.polaris-es.com

DEVELOPED BY:

SHIRE GLEN GREEN  
MANAGEMENT, LLC  
P.O. BOX 40186  
BAY VILLAGE, OHIO 40186  
PHONE: (440) 941-3340  
CONTACT: ED PAVICIC

DRAWING INDEX

DESCRIPTION	SHEET NO.
TITLE SHEET	1
EXISTING CONDITIONS	2
PRELIMINARY PLAT	3
PRELIMINARY UTILITY PLAN	4
PRELIMINARY GRADING PLAN	5



SITE MAP  
1" = 200'

JAL Cycle 1 Review  
08/28/2025



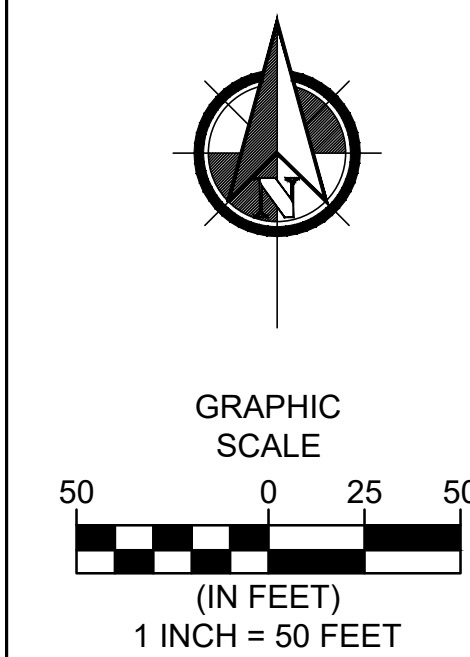
VICINITY MAP  
N.T.S.

  
KEVIN T. HOFFMAN P.E. #74831



TITLE SHEET	
CONTRACT No.	
24132	
SHEET	OF
01	05

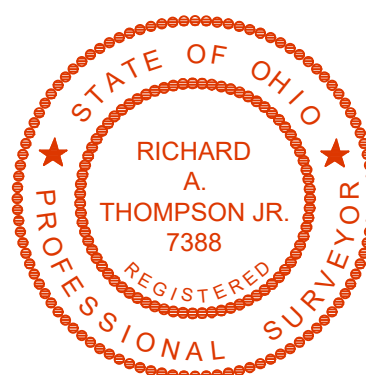




**COUNTRY CLUB  
DRIVE 60'**  
"A PUBLIC RIGHT-OF-WAY"  
PLAT VOL. 60, PGS. 50-51 (1998)

**LEAR ROAD 60'**  
"A PUBLIC RIGHT-OF-WAY"

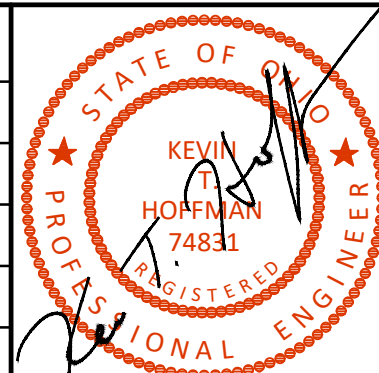
NOTE:  
ANYONE USING ELEVATIONS ASSOCIATED WITH  
THIS PLAN SHALL UTILIZE & CHECK INTO BOTH  
BENCHMARKS FOR VERTICAL CONTROL. POLARIS  
SHALL BE NOTIFIED IMMEDIATELY OF ANY  
IRREGULARITIES.



**TOPOGRAPHIC CERTIFICATION:**

I, THE UNDERSIGNED, HEREBY CERTIFY THAT THIS TOPOGRAPHY,  
INDICATED BY 1' CONTOURS, AND ELEVATIONS SHOWN HEREON,  
REPRESENT AN ACTUAL FIELD SURVEY MADE UNDER MY  
SUPERVISION ON THE 28TH DAY OF FEBRUARY, 2025, AND THAT  
THE ELEVATIONS WERE TAKEN AT APPROPRIATE INTERVALS AND THAT  
AS OF THAT DATE THEY EXISTED AS INDICATED HEREON. VERTICAL  
DATUM IS BASED ON NAVD88.

*Richard A. Thompson, Jr.*  
RICHARD A. THOMPSON, JR., P.S. #7388



DATE: 8/13/25 DRAWN: RMK  
SCALE: HOR. 1"=50' VERT. N/A  
FOLDER: DWG/Engineering  
FILENAME: 24132 Preliminary\_Alt2  
TAB: 02-Ex Conditions  
BNDRY. BY: RAT  
BASE. BY: SRB

Ex. Clean Out	Ex. Sanitary Manhole	Ex. Gas Marker	Ex. Telephone Box	Ex. Yard Light	Ex. Tree	Ex. Monument Box
Ex. Catch Basin	Prop. Sanitary Manhole	Ex. Water Valve	Ex. Electrical Box	Ex. Pine Tree	Ex. Irrigation Valve	Ex. Irrigation Valve
Prop. Catch Basin	Prop. Curb Inlet	Ex. Water Meter	Ex. Power Transformer	Ex. Bush	Ex. Sprinkler Control Box	Ex. Sprinkler Control Box
Ex. Yard Drain	Ex. Curb Inlet	Ex. Fire Hydrant	Cable TV Box	Ex. Stump	Ex. Sprinkler Head	Ex. Sprinkler Head
Ex. Manhole	Ex. Storm Inlet MH	Prop. Hydrant	Ex. Power Pole	Ex. Mailbox	Ex. Test Bore	Ex. Test Bore
Ex. Storm Manhole	Ex. Gas Meter	Prop. WL Valve	Ex. Light Power Pole	Ex. Sign	Ex. Guard Post	Ex. Guard Post
Prop. Storm Manhole	Ex. Gas Valve	Well		Electrical Outlet		

**KREBS ROAD 50'**  
"A PUBLIC RIGHT-OF-WAY"



O.U.P.S. REFERENCE  
A-133-302-354

2 WORKING DAYS BEFORE YOU DIG CALL 8-1-1  
OHIO UTILITIES PROTECTION SERVICE NON-MEMBERS  
MUST BE CALLED DIRECT

**EXISTING UNDERGROUND UTILITIES NOTE:**  
THE SIZE AND LOCATION, BOTH HORIZONTAL AND VERTICAL OF THE  
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A SEARCH OF AVAILABLE RECORDS. THE EXACT LOCATION OF  
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OBSERVATION HAS BEEN CONDUCTED. WHERE PRACTICAL  
HOWEVER, POLARIS ENGINEERING & SURVEYING, INC. DOES NOT  
GUARANTEE THE COMPLETENESS NOR ACCURACY THEREOF.

NOTE: THIS SURVEY SUBJECT TO CHANGE UPON RECEIPT OF ANY  
ADDITIONAL AVAILABLE UNDERGROUND UTILITY INFORMATION.

**CALVARY COURT  
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34600 CHARDON ROAD - SUITE D  
WILLOUGHBY HILLS, OHIO 44094  
(440) 944-4433  
www.polaris-es.com



**EXISTING CONDITIONS**

PREPARED FOR:  
SHIRE GLEN GREEN  
MANAGEMENT, LLC  
P.O. BOX 40186  
BAY VILLAGE, OHIO 40186  
PHONE: (440) 941-3340  
CONTACT: ED PAVICIC

CONTRACT No.

**24132**

SHEET	OF
<b>02</b>	<b>05</b>



WALKER ROAD

"A PUBLIC RIGHT-OF-WAY"

PLAT VOL. 41, PG.S 40-41 (1986)

WIDTH VARIES

DEERFIELD DRIVE 60'

369.02' (Act.) 368.93' (Rec.)

"A PUBLIC RIGHT-OF-WAY"

PLAT VOL. 58, PGS. 50-51 (1997)

LEAR ROAD 60'

"A PUBLIC RIGHT-OF-WAY"

PLAT VOL. 60, PGS. 50-51 (1998)

COUNTRY CLUB DRIVE 60'

179.36' (Rec. & Ms.)

"A PUBLIC RIGHT-OF-WAY"

PLAT VOL. 60, PGS. 50-51 (1998)

MON. BOX ASSEMBLY FOUND (AS NOTED)

MON. BOX ASSEMBLY WITH 5/8" x 30" IRON PIN SET W/I.D. CAP POLARIS "7388"

EMPTY MON. BOX ASSEMBLY FOUND (AS NOTED)

STONE FOUND (AS NOTED)

IRON PIPE FOUND (AS NOTED)

IRON PIN FOUND (AS NOTED)

5/8" IRON PIN FOUND W/I.D. CAP POLARIS #7388 (IF NOT NOTED)

5/8" x 30" IRON PIN SET W/I.D. CAP POLARIS "7388"

DRILL HOLE FOUND (AS NOTED)

DRILL HOLE SET

P.K. NAIL FOUND (AS NOTED)

P.K. NAIL SET

DATE: 8/13/25

DRAWN: KTH

SCALE: HOR. 1"=50' VERT. N/A

FOLDER: DWG/Engineering

FILENAME: 24132 Preliminary\_Alt2

TAB: 03-Plat

BNDY. BY: RAT

BASE. BY: SRB

Boundary Certification:

I HEREBY CERTIFY THAT I HAVE SURVEYED THE PREMISES AND PREPARED THE ATTACHED PLAT IN ACCORDANCE WITH THE PROVISIONS OF CHAPTER 4733-37 OF THE OHIO ADMINISTRATIVE CODE. THE DIMENSIONS ARE IN FEET AND DECIMAL PARTS THEREOF, ALL OF WHICH ARE CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF. IRON MONUMENTS OR PINS AS INDICATED WERE FOUND OR SET AS SHOWN HEREON. THE TERM CERTIFY AS USED IN THIS STATEMENT IS UNDERSTOOD TO BE THE PROFESSIONAL OPINION OF THE SURVEYOR WHICH IS FORMULATED ON HIS BEST KNOWLEDGE, INFORMATION AND BELIEF, AND AS SUCH, IT DOES NOT CONSTITUTE A GUARANTEE OR WARRANTY, EITHER EXPRESSED OR IMPLIED, THIS PLAT WAS PREPARED WITHOUT THE BENEFIT OF AN ABSTRACT OF TITLE AND IS SUBJECT TO ANY STATE OF FACTS REVEALED BY AN EXAMINATION OF THE SAME. BEARINGS REFER TO THE OHIO STATE COORDINATE SYSTEM OF 1983 (NORTH ZONE) BASED ON THE ODOT CORS/VRS SYSTEM NAD83 (2011) DATUM. ALL IRON PINS SET ARE 5/8 INCH DIAMETER BY 30-INCH-LONG REBAR WITH IDENTIFICATION CAP "POLARIS "7388" AS SHOWN HEREON ( ● ).

*Richard A. Thompson Jr.*  
RICHARD A. THOMPSON, JR.  
OHIO PROFESSIONAL SURVEYOR #7388  
DATE: 5/20/25

JOAN M. MUSIAL  
INST: 2007-7092327  
P.P.N. 04-00-029-110-082  
LEAR RD

GRAPHIC SCALE  
1 INCH = 50 FEET

PARCEL CURVE TABLE						
CURVE	LENGTH	RADIUS	DELTA	CHORD	BEARING	TANGENT
C1	47.12'	30.00'	90°00'00"	42.43'	N45°18'28"E	30.00'
C2	9.07'	50.00'	10°23'38"	9.06'	N4°53'21"W	4.55'
C3	31.00'	50.00'	35°31'36"	30.51'	N27°50'59"W	16.02'
C4	66.86'	65.00'	58°55'59"	63.95'	S16°08'48"E	36.73'
C5	57.32'	65.00'	50°31'38"	55.48'	S38°35'01"W	30.67'
C6	60.01'	65.00'	52°53'45"	57.90'	N89°42'17"W	32.33'
C7	60.00'	65.00'	52°53'31"	57.90'	N36°48'39"W	32.33'
C8	64.20'	65.00'	56°35'36"	61.62'	N17°55'55"E	34.99'
C9	31.00'	50.00'	35°31'41"	30.51'	S28°27'52"W	16.02'
C10	47.12'	30.00'	90°00'00"	42.43'	S44°41'32"E	30.00'

**Area Tabulation:**  
AREA IN PROPOSED R.O.W. = 0.8715 Acres  
AREA IN EXISTING R.O.W. = 0.4165 Acres  
AREA IN SUBLOTS = 8.0515 Acres  
TOTAL AREA = 9.3395 Acres

**F-1A Zoning Summary:**  
MINIMUM AREA = 15,000 S.F. (0.3444 Ac.)  
MINIMUM FRONT SETBACK = 50'  
MINIMUM SIDEYARD = 10'  
MINIMUM REARYARD = 35'  
MINIMUM WIDTH AT SETBACK = 100'  
MINIMUM WIDTH AT R/W = 100'  
(60' ON CUL-DE-SAC)  
MINIMUM WIDTH CORNER LOTS = 120'

**Survey References:**  
COUNTY TAX MAPS (AS NOTED)  
COUNTY RECORD DEEDS (AS NOTED)  
COUNTY RECORD PLATS (AS NOTED)  
COUNTY ROAD RECORDS (AS NOTED)  
SURVEY PERFORMED BY (AS NOTED)

LAKESIDE DRIVE 60'

"A PUBLIC RIGHT-OF-WAY"  
PLAT VOL. 75, PGS. 45-47 (2002)

CALVARY COURT  
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PRELIMINARY PLAT

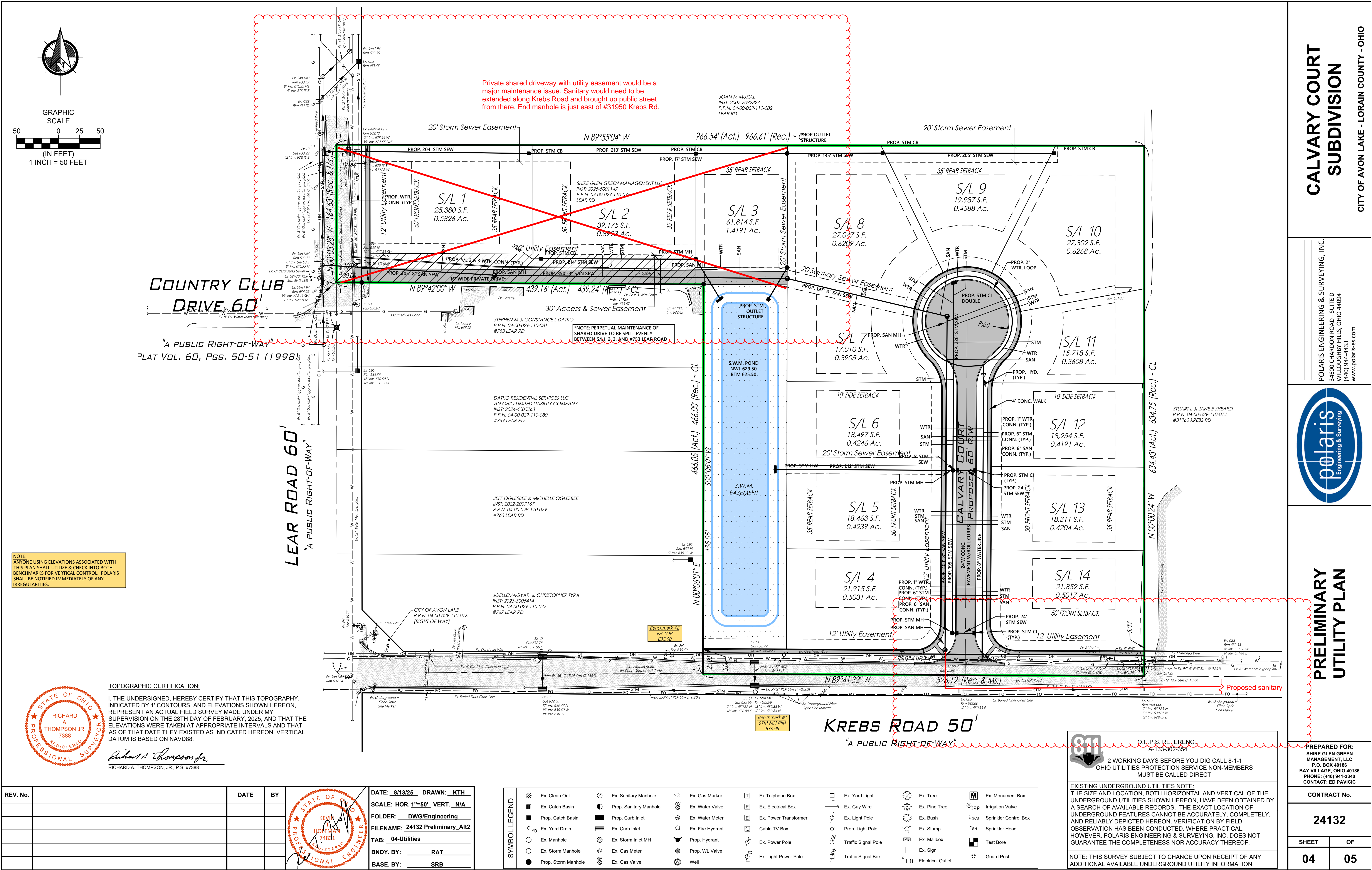
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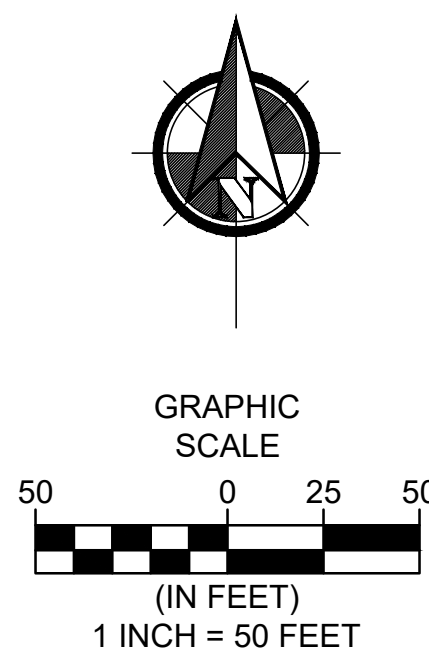
24132

SHEET	OF
03	05





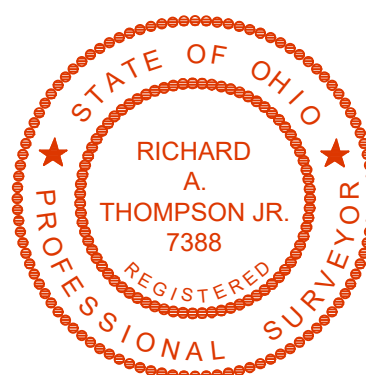




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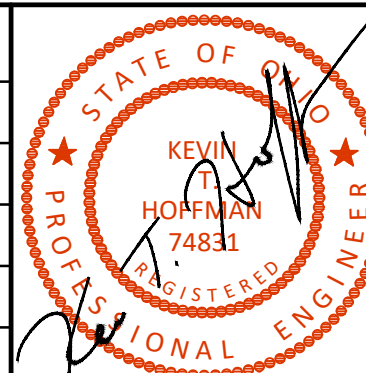
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RICHARD A. THOMPSON, JR., P.S. #7388



DATE: 8/13/25 DRAWN: KTH  
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FOLDER: DWG/Engineering  
FILENAME: 24132 Preliminary\_Alt2  
TAB: 05-Grading  
BNDRY. BY: RAT  
BASE. BY: SRB

Ex. Clean Out	Ex. Sanitary Manhole	Ex. Gas Marker	Ex. Telephone Box	Ex. Yard Light	Ex. Tree	Ex. Monument Box
Ex. Catch Basin	Prop. Sanitary Manhole	Ex. Water Valve	Ex. Electrical Box	Ex. Guy Wire	Ex. Pine Tree	Irrigation Valve
Prop. Catch Basin	Prop. Curb Inlet	Ex. Water Meter	Ex. Power Transformer	Ex. Light Pole	Ex. Bush	Sprinkler Control Box
Ex. Yard Drain	Ex. Curb Inlet	Ex. Fire Hydrant	Cable TV Box	Prop. Light Pole	Ex. Stump	Sprinkler Head
Ex. Manhole	Ex. Storm Inlet MH	Prop. Hydrant	Ex. Power Pole	Traffic Signal Pole	Ex. Mailbox	Test Bore
Ex. Storm Manhole	Ex. Gas Meter	Prop. WL Valve	Ex. Light Power Pole	Traffic Signal Box	Ex. Sign	Guard Post
Prop. Storm Manhole	Ex. Gas Valve	Well			Electrical Outlet	

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**PRELIMINARY  
GRADING PLAN**

PREPARED FOR:  
SHIRE GLEN GREEN  
MANAGEMENT, LLC  
P.O. BOX 40186  
BAY VILLAGE, OHIO 40186  
PHONE: (440) 941-3340  
CONTACT: ED PAVICIC

CONTRACT No.

**24132**

SHEET	OF
<b>05</b>	<b>05</b>





# City of Avon Lake Ohio

## Memo

**TO:** Members of the Planning Commission

**FROM:** Kelly La Rosa, Planning and Zoning Manager

**DATE:** October 1, 2025

**SUBJECT:** SolSmart and NOPEC 2025 Cohort and Zoning Code Review

---

### Background

Avon Lake is participating in the SolSmart and NOPEC 2025 Cohort, a free program funded by the U.S. Department of Energy and administered by NOPEC in partnership with SolSmart. This initiative provides technical assistance to Ohio municipalities in updating zoning and permitting practices to better support solar energy development.

Participation in the cohort includes monthly workshops, a permitting checklist review, an independent code review, and guidance on best practices. Communities that complete this process become eligible for the SolSmart Bronze designation, with the opportunity to pursue higher levels of designation (Silver/Gold) through additional actions.

### Purpose of Review

As part of the cohort, SolSmart experts conducted a zoning and land use code review for Avon Lake in July 2025. The purpose was to identify provisions that:

- Align with best practices for solar energy development.
- May unintentionally restrict solar photovoltaic (PV) installations.
- Require clarification or updated definitions to streamline review and permitting.

This review is a prerequisite (PZ-1) for SolSmart designation and provides the foundation for future Planning Commission and Council discussions.

### Key Findings

- **Definitions:** Current code defines renewable energy and solar systems broadly but does not distinguish between system types (roof-mounted vs. ground-mounted) or uses (accessory vs. primary). More precise definitions would improve clarity and prevent misinterpretation.



- **Roof-mounted Solar:** Permitted by-right in all districts, consistent with best practices. However, current language subject systems to district height limits, which may restrict installation. Best practice is to exempt solar panels from height limits (similar to chimneys, antennas, etc.).
- **Ground-mounted Solar (Accessory Use):** Permitted in all districts, with reasonable placement and setback standards. However, systems are not exempt from lot coverage/impervious surface requirements, which can act as a barrier if panels are installed over permeable ground.
- **Ground-mounted Solar (Primary Use):** The zoning code does not currently address large-scale or primary-use systems. Including standards would provide a clear pathway for potential solar development on larger or underutilized sites, such as brownfields.
- **Barriers Avoided:** The code does not impose unnecessary restrictions such as visibility limits, screening, aesthetic blending, or production/consumption limits. These omissions align with best practices and support solar market growth.

### **Recommendations**

- Update definitions to clearly distinguish between solar system types and uses.
- Consider exempting roof-mounted systems from district height limits.
- Exempt accessory-use ground-mounted systems from lot coverage and impervious surface calculations if installed over vegetative ground cover.
- Develop zoning standards for primary-use solar installations to ensure consistency and transparency.
- Reference local planning and sustainability goals (e.g., Comprehensive Plan, Climate Action initiatives) within the renewable energy purpose statement to strengthen policy support.

### **Commission Review and Feedback**

The zoning code evaluation is being presented to the Planning Commission for its review and comments. The discussion at the work session will provide an opportunity to evaluate how Avon Lake's existing regulations align with SolSmart best practices and to consider areas where clarification or adjustments may be warranted. Based on the Commission's feedback, staff will prepare and bring forward a draft text amendment to the zoning code that incorporates recommended best practices and ensures consistency with SolSmart guidelines.

Attachment: SolSmart Zoning Review – Avon Lake, July 2025

# PZ-1 Zoning Review

Community: Avon Lake, OH



**PZ-1: Review zoning requirements and identify restrictions that intentionally or unintentionally prohibit solar PV development. Compile findings in a memo. (Required for Bronze)**

To assist your local government, the national solar experts at SolSmart have conducted a review of your community's zoning and land use regulations to assess the use of best practices, possible barriers (i.e. height restrictions, set-back requirements, etc.) and gaps related to solar PV development. The Avon Lake [Zoning Code](#) was accessed and reviewed during July 2025. The code was accessed via the Avon Lake [website](#) (with a redirect to the [American Legal Publishing Corporation](#) website).

Below, please find the outcome of the review.

As the SolSmart expert reviewed your community's zoning and land use regulations, they have provided recommendations for improvements and additional language that can support growth of the solar market in your community. Zoning codes should provide clear and transparent regulations on the development and use of solar energy within the jurisdiction. Recognizing that zoning codes must be specific to each community to address unique needs and local factors, SolSmart recommended language may need additional local context. Incorporating clear and transparent solar PV guidelines and regulations into zoning codes can help streamline development processes and reduce costs related to new solar PV installations.

By reading the narrative and signing the statement at the bottom of the page, your community will satisfy the PZ-1 pre-requisite and be one step closer to achieving SolSmart designation.

## **Summary**

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- A search for "photovoltaic" yielded 1 result.
- A search for "solar" yielded 4 results.
- A search for "renewable energy" yielded 11 results.
- A search for "clean energy" yielded 0 results.

## **Next Steps**

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We recommend the following steps to best utilize the zoning review.

- 1) This zoning review can be presented to the Planning & Zoning Commission or relevant zoning body to achieve credit PZ-2.
- 2) Based on the zoning review and the dialogue from the Planning Commission meeting, staff can draft proposed language for changes to the zoning code to achieve credit PZ-3.
- 3) SolSmart staff are available to help present the zoning review and/or provide guidance and feedback on draft language.
- 4) Participation in the SolSmart NOPEC cohort will provide additional opportunities to discuss zoning best practices and review potential code updates with the SolSmart and NOPEC staff.

## **Best Practice Review & Recommendations**

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The code was reviewed to determine if it incorporates best practice regulations for solar energy. Incorporating best practices improves transparency of processes and clarity of development standards and can enhance the growth of the local solar market in an organized and efficient manner. The review is split into four sections: **Solar Purpose and Definition, Roof-mounted Solar, Ground-mounted Solar Accessory Use, and Ground-mounted Solar Primary Use.** Each section reviews code language applicable to that topic area or type of solar PV. Where needed, the review will include suggested language that the community could adopt to align the code with SolSmart recommendations. Codifying zoning code best practices for solar development can help prevent misinterpretation, changes in how the code is read, or future challenges to solar installations.

## Solar Purpose and Definitions

Purpose or Intent		
The code contains a purpose or intent for including solar energy regulations in the code.		
Code Language	Section: CHAPTER 1240: RENEWABLE ENERGY SYSTEMS	
§ 1240.01 PURPOSE. It is the purpose of this chapter to regulate the construction, modification and operation of renewable energy systems in the city including Avon Lake’s jurisdictional limit two miles into Lake Erie, subject to reasonable conditions that will protect the public health, safety and welfare while preserving the enjoyment of private property, promoting orderly land use and development, and allowing the safe, effective and efficient use of renewable energy systems installed to reduce the on-site consumption of utility supplied electricity.		
Reviewer Comments	Aligned with SolSmart Recommendations: <input checked="" type="checkbox"/>	Needs Improvement: <input type="checkbox"/>
The purpose section of the zoning code provides an opportunity to include goals related to solar to link solar energy development to specific community goals and plans. Referencing specific goals and plans in the purpose section can create a stronger foundation for future solar projects.		
Suggested Language		
<i>Below are examples of how solar energy could be included in the zoning purpose.</i>		
Avon Lake has adopted the following regulations to encourage the efficient and effective development and use of solar energy systems while protecting the public health, safety, and welfare of its residents.		
Solar energy is a renewable energy resource and valuable economic resource that can be utilized throughout the city of Avon Lake for the following purposes <i>(the following bullet points are optional depending on community goals and plans)</i> :		
<div>1) To implement the following objectives of the Comprehensive Plan:<div>a) Encourage the use of local renewable energy resources. b) Promote sustainable building design and practices. c) Encourage economic development while preserving the community’s historic resources and character.</div></div> <div>2) To meet the goals of the Climate Action Plan, Sustainability Plan, Clean Energy Resolution.<div>a) [REFERENCE GOALS OR TARGETS]</div></div> <div>3) To decrease the community’s reliance on fossil fuel power sources and reduce greenhouse gas emission/achieve carbon reduction goals.</div>		

a) [REFERENCE SPECIFIC GOALS OR TARGETS]	
4)	To enhance the reliability and resiliency of the local power grid and make more efficient use of the local electric distribution infrastructure.
5)	To promote consumer choice and allow residents and businesses to use local, renewable energy while displacing fossil fuel generation.
6)	To improve air quality and protect public health.

Definitions		
The code contains definitions for solar energy.		
Code Language	Section: § 1246.02 GENERAL DEFINITIONS.	
<p><b>RENEWABLE ENERGY SYSTEM.</b> An energy system powered by a natural resource such as sunlight or wind rather than by the use of a conventional source of energy such as petroleum products, natural gas, manufactured gas, or electricity produced from a nonrenewable source, and, specifically including a wind energy system and/or a solar energy system as defined in this code.</p>		
<p><b>SOLAR ENERGY SYSTEM (ACTIVE OR PASSIVE).</b> The equipment and requisite hardware that provides and is used for collecting, transferring, converting, storing or using incident solar energy for water heating, space heating, cooling, generating electricity or other applications that would otherwise require the use of a conventional source of energy such as petroleum products, natural gas, manufactured gas, or electricity produced from a nonrenewable resource. Such systems include passive solar energy systems that capture the sun’s energy in building design and construction components; solar thermal energy systems that convert sunlight to heat as in a hot water tank or swimming pool; and photovoltaic solar energy systems that convert sunlight to electricity.</p>		
Reviewer Comments	Aligned with SolSmart Recommendations: <input type="checkbox"/> Needs Improvement: <input checked="" type="checkbox"/>	
<p><b>Needs Improvement</b></p> <p>Definitions form the basis of understanding for the terms used throughout the solar energy section of the code and reduce the chance for misinterpretation. At a minimum, a local government should include definitions that distinguish between solar energy system type (roof-mounted vs ground-mounted) and use (accessory vs primary) to provide clarity and a foundation on which to specify permissible uses in specific zoning districts and provide development standards. Additional definitions that may be beneficial for communities to include in their zoning codes are provided.</p>		
Suggested Language		
<div><div>1)</div><div><i>Solar photovoltaic system:</i> A solar energy system that converts solar energy directly into electricity, the primary components of which are solar panels, mounting devices, inverters, and wiring.</div></div> <div><div>2)</div><div><i>Grid-connected solar energy system:</i> A solar photovoltaic system that is connected to an electric circuit served by an electric utility company.</div></div> <div><div>3)</div><div><i>Roof-mounted solar energy system:</i> A solar photovoltaic system mounted on a rack that is ballasted on, or is attached to, the roof of a building or structure. Roof-mount systems are accessory to the primary use.</div></div> <div><div>4)</div><div><i>Ground-mounted solar energy system (Accessory Use):</i> A solar photovoltaic system mounted on a rack or pole that is ballasted on, or is attached to, the ground and the system is accessory to the primary use.</div></div> <div><div>5)</div><div><i>Ground-mounted solar energy system (Primary Use):</i> A solar photovoltaic system mounted on a rack or pole that is ballasted on, or is attached to, the ground and is the</div></div>		

primary land use for the parcel(s) on which it is located. Primary use systems are permitted through a discretionary approval process.

- 6) *Community-scale solar energy system*: A solar photovoltaic system that qualifies for the [STATE COMMUNITY SOLAR PROGRAM NAME – if applicable].

## Roof-Mounted Solar

### Roof-mounted Accessory Use Solar

The code explicitly permits accessory use roof-mounted solar PV systems as a by-right or allowed use.

#### Code Language

Section: CHAPTER 1240: RENEWABLE ENERGY SYSTEMS

§ 1240.03 USE REGULATIONS.

(b) *Solar energy systems*. Solar energy systems shall be considered a permitted use in any zoning district, subject to the requirements of this chapter and the requirements of any other applicable chapter of this code.

#### Reviewer Comments

Aligned with SolSmart Recommendations: ☒

Needs Improvement ☐

#### Aligned with SolSmart Recommendations

This aligns with SolSmart best practices. Codifying roof-mounted accessory use solar as a permitted use provides clarity and transparency. This action will allow the local government to submit for PZ-5, the Planning and Zoning pre-requisite for Gold designation.

**Applicable SolSmart Credit: PZ-5, Codify in the zoning ordinance that accessory use rooftop solar PV is explicitly allowed by-right in all major zones.**

#### Suggested Language

**Roof-mounted solar energy** systems are a permitted accessory use within **all zoning districts**, subject to the following development standards.

### Roof-mounted Solar Height

The code does NOT exempt roof-mounted solar PV from height restrictions.

#### Code Language

Section: § 1240.04 DESIGN AND PERFORMANCE STANDARDS.

(c) Standards specific to solar energy systems.

(3) *Roof-mounted systems*. Roof-mounted solar energy systems shall be permitted in all zoning districts provided the roof mounted solar energy system shall not exceed the maximum building height for the zoning district, and shall be installed in compliance with all applicable local and state fire and building codes. The collectors shall be generally mounted parallel with the roof pitch. The distance between the roof and the uppermost portion of the solar panels shall not exceed 18 inches. Roof-mounted panels on a flat roof shall not project vertically more than five feet from the surface of the roof.

#### Reviewer Comments

Aligned with SolSmart Recommendations: ☐

Needs Improvement ☒

#### Needs Improvement

The current zoning language indicates that solar equipment shall meet the height requirements for the zone that the system is installed in.

It is best practice to exempt roof-mounted solar energy systems from district height requirements.

Height restrictions are often imposed on buildings within specific zoning districts to satisfy several planning objectives such as protection of views, controlling neighborhood character, density, and access to sunlight. In many districts, buildings, particularly those with flat rooftops, are constructed up to the maximum allowed height, thereby limiting a buildings ability to install solar unless exemptions are provided. Many local governments exempt antennas, chimneys, flagpoles, and mechanical equipment from height limits to allow for their placement and use. Since solar panels are most efficient when installed at an angle equal to a location's latitude, local governments should consider exempting solar energy systems from height restrictions. Alternatively, local governments can permit solar energy systems to exceed the maximum building height in all applicable districts.

**Applicable SolSmart Credit: PZ-6, Ensure the zoning ordinance language does not include intentional or unintentional barriers to accessory use rooftop solar PV.**

**Suggested Language**

**Sloped Roof**

On a pitched/sloped roof, solar energy systems shall be installed parallel to the roof surface and may not extend beyond the edge of the roof peak.

**Flat Roof**

*For flat roofs, local governments can select from one of the following two options depending on how the zoning ordinance addresses the height of rooftop appurtenances, chimneys, antennas, and/or rooftop mechanical equipment.*

1. *If the ordinance exempts certain features/structures from height limits, then it is recommended that roof-mounted solar energy systems also be exempted from height limits.*

On a flat roof, solar energy systems are exempt from zoning district height limits.

2. *If the ordinance does not include any exemptions, then it is recommended to allow roof-mounted solar energy systems to exceed a districts height limit.*

On a flat roof, solar energy systems are permitted to exceed the zoning district height limits by up to 10 feet.

## **Ground-mounted Accessory Use Solar**

**Ground-mounted Accessory Use Solar**

The code explicitly permits accessory use ground-mounted solar PV systems as a by-right or allowed use in at least 1 zoning district.

**Code Language**

Section: CHAPTER 1240: RENEWABLE ENERGY SYSTEMS

§ 1240.03 USE REGULATIONS.

(b) *Solar energy systems.* Solar energy systems shall be considered a permitted use in any zoning district, subject to the requirements of this chapter and the requirements of any other applicable chapter of this code.

**Reviewer Comments**

Aligned with SolSmart Recommendations: ☒

Needs Improvement ☐

**In Line with SolSmart Recommendations**

This aligns with SolSmart best practices. Sometimes a property is not suitable for a roof-mounted solar system because the building has structural limitations, or the rooftop is shaded. In these instances, a small ground-mounted solar PV system can still allow the property owner to install solar and enjoy the benefits.

**Applicable SolSmart Credit: PZ-7, Ensure the zoning ordinance permits small ground-mounted solar PV as an accessory use in at least one zoning district.**

**Suggested Language**

Ground-mounted solar energy systems are a permitted accessory use within all zoning districts, when incidental to one or more permitted primary and/or accessory structure(s), subject to the following development standards.

**Ground-mounted Solar Setbacks and Placement**

The code contains setback or placement standards for accessory use ground-mounted solar PV.

**Code Language**

Section: § 1240.04 DESIGN AND PERFORMANCE STANDARDS.

(c) Standards specific to solar energy systems.

(4) *Ground-mounted systems.*

C. Nonresidential: ground-mounted solar energy systems shall be permitted in the front yard, side yard, and rear yard of a commercial or industrial property, but shall not be located within the applicable front yard, side yard or rear yard setback of any commercial or industrial property. Ground-mounted solar energy equipment shall be installed in compliance with the applicable building code.

D. Residential: ground-mounted solar energy systems shall not be permitted in the front yard or a residential property. It shall be permitted in the side yard of a residential property, but shall not be located within the applicable side yard setback. It shall be permitted in the rear yard or a residential property. Such equipment shall be subject to the applicable rear yard coverage regulations and setbacks for accessory structures in residential districts as set forth in § 1224.01: Accessory Uses and Structures.

**Reviewer Comments**

Aligned with SolSmart Recommendations: ☒

Needs Improvement: ☐

**In Line with SolSmart Recommendations**

Setback standards or placement requirements should not hinder the efficiency and effectiveness of accessory use ground-mounted solar. Accessory use ground-mounted solar energy systems should have similar setback requirements to other residential accessory use structures. These setbacks generally allow accessory structures to be built closer to a property line than primary structures. Applying less restrictive setback requirements allow a ground-mounted solar PV system to operate efficiently through appropriate sizing, optimal siting, and ensuring access to adequate sunlight. Depending on the character and typical lot size of the community, it may be appropriate to encourage the siting of accessory use ground-mounted PV systems in the side or rear yard of a property. Rural communities or those with large lots can be less restrictive and allow solar energy systems to encroach into established residential accessory use setbacks. Zoning codes should be clear on the standards and placement requirements that apply to accessory use ground-mount solar.

**Applicable SolSmart Credit: PZ-8, Ensure the zoning ordinance exempts small ground-mounted solar PV from certain restrictions on accessory uses (e.g. setbacks, coverage or impervious surface calculations, or other restrictions).**

**Suggested Language**

Ground-mounted solar energy systems shall comply with the accessory structure setback requirements of the zoning district in which it will be installed.

#### Ground-mounted Solar Lot Coverage/Impervious Surface

The code does NOT exempt accessory use ground-mounted solar PV from lot coverage and/or impervious surface standards.

##### Code Language

Section:

##### Reviewer Comments

Aligned with SolSmart Recommendations: ☐

Needs Improvement ☒

##### Needs Improvement

As long as the area beneath a ground-mounted solar PV system is pervious (e.g. grass, native vegetation, etc.) the system should be exempt from lot coverage and impervious surface requirements. The tilt and spacing of solar panels allow for precipitation to drain into the pervious ground cover. Ground-mounted PV systems are not analogous to paved driveways or accessory structures like sheds, garages, or accessory dwelling units and therefore do not need to be included in lot coverage or impervious surface calculations.

**Applicable SolSmart Credit: PZ-8, Ensure the zoning ordinance exempts small ground-mounted solar PV from certain restrictions on accessory uses (e.g. setbacks, coverage or impervious surface calculations, or other restrictions).**

##### Suggested Language

Ground-mounted solar energy systems are exempt from lot coverage and impervious surface requirements if the area under the system contains vegetative ground cover.

## Ground-mounted Solar Primary Use

#### Ground-mounted Solar Primary Use

The code does NOT include standards for primary use ground-mounted solar PV.

##### Code Language

Section:

##### Reviewer Comments

Aligned with SolSmart Recommendations: ☐

Needs Improvement ☒

##### Needs Improvement

The code doesn't contain any requirements for primary use solar energy systems. If the community has enough usable land that could be developed for a large-scale solar energy system, they should include development standards for primary use solar energy systems into the zoning code. This could be of particular interest if there is a brownfield site such as a landfill available for development.

**Applicable SolSmart Credits: PZ-9, Ensure the zoning ordinance establishes a clear regulatory pathway for large-scale solar PV (e.g. through a special use permit or through inclusion among allowed conditional uses).**

##### Suggested Language

See pages 12 -13 in SolSmart's [Best Practice Guidance for Solar and Zoning](#) for a list of state model solar ordinances that contain template language for primary use solar energy systems.



## Barrier Review

Solar energy standards should serve to guide and enable solar development, not create ambiguity, or restrict solar development. Certain design and performance standards can create significant barriers to solar PV. The inclusion of any of the following standards are not best practices and will likely impact the local government's ability to achieve SolSmart Gold designation. The statements containing NOT align with best practices. In addition to removing existing barriers, this review can help ensure that barriers are not introduced if the community updates their zoning code to include additional solar language.

Roof-mounted Solar Screening		
The code does NOT require screening for roof-mounted solar PV systems.		
Code Language	Section:	
Reviewer Comments	Aligned with SolSmart Recommendations: <input checked="" type="checkbox"/>	Barrier: <input type="checkbox"/>
It is not best practice to require screening for roof-mounted solar energy systems. Screening requirements may increase installation costs and decrease system efficiency. Solar PV performance depends on optimal siting of the system and clear access to solar radiation. Screening requirements could negatively impact system performance if the screening results in shading. Screening requirements could also hide the location of important system components that are necessary to shut off a system in case of a fire or other type of emergency.		

Limits to System Visibility		
The code does NOT include standards to limit system visibility (e.g. not visible from public rights of way).		
Code Language	Section:	
Reviewer Comments	Aligned with SolSmart Recommendations: <input checked="" type="checkbox"/>	Barrier: <input type="checkbox"/>
It is not a best practice to suggest the placement of solar panels should be done to reduce their visibility. In fact, it could severely limit where solar energy systems are installed. Solar PV performance depends on panel location with the best performance occurring when panels are located on a southerly exposure. Less than optimal siting for solar panels can decrease the amount of sunlight a system receives and thereby negatively impact performance.		

Aesthetic Standards		
The code does NOT include aesthetic standards for solar PV systems.		
Code Language	Section:	
Reviewer Comments	Aligned with SolSmart Recommendations: <input checked="" type="checkbox"/>	Barrier: <input type="checkbox"/>
It is not a best practice to require systems to blend into the architecture of the structure, be camouflaged from public view, be constructed of dull or dark colors, or be non-reflective. Aesthetic requirements can increase installation costs but would most likely prohibit a solar energy system from being installed since key system components like solar panels cannot be altered or painted to blend into the architecture or color scheme of a building. Aesthetic requirements could also hide the location of important system components that are necessary to shut off a system in case of a fire or other type of emergency.		

Glare, Glint, and/or Noise Standards		
The code does NOT include glare, glint, and/or noise standards for solar PV systems.		
Code Language	Section:	
Reviewer Comments	Aligned with SolSmart Recommendations: <input checked="" type="checkbox"/>	Barrier: <input type="checkbox"/>
<p>It is not a best practice to require a glare study prior to the installation of a solar energy system. Solar PV panels are designed to absorb incoming solar radiation and limit the amount of reflected light. Solar panels are designed with anti-reflective glass. A glare study will increase installation costs.</p> <p>It is not a best practice to suggest the placement of solar panels should be done to minimize glare. In fact, it could severely limit where solar energy systems are installed. Solar PV performance depends on panel location with the best performance occurring when panels are located on a southerly exposure. Less than optimal siting for solar panels can decrease the amount of sunlight a system receives and thereby negatively impact performance. Additionally, solar PV panels are designed to absorb incoming solar radiation and limit the amount of reflected light. Solar panels are designed with anti-reflective glass.</p> <p><a href="#">The glare from a solar panel is similar to that of smooth water.</a> A glare study is recommended if solar panels will be sited close to an airport but otherwise the analysis is usually unnecessary, adding time and cost to a project.</p> <p>It is not a best practice to require an acoustic study or have maximum level of noise the system can produce. Roof-mounted solar energy systems produce very minimal noise. An acoustic study will increase installation costs.</p>		

Roof Space Coverage Limit		
The code does NOT limit solar PV system coverage to a percentage/part of the available roof space.		
Code Language	Section:	
Reviewer Comments	Aligned with SolSmart Recommendations: <input checked="" type="checkbox"/>	Barrier: <input type="checkbox"/>
It is not a best practice to limit the coverage of a roof-mounted solar energy system. All buildings should have the opportunity to install a roof-mounted solar energy system to the maximum extent possible, so long as the roof is structurally capable of holding the load and applicable emergency access requirements are maintained. Maximizing a solar PV systems roof coverage is important goal since buildings are transitioning to electric appliances and systems and incorporating electric vehicle charging equipment.		

Prohibition on Flat or Low Sloped Roofs		
The code does NOT prohibit solar PV systems on flat or low sloped roofs.		
Code Language	Section:	
Reviewer Comments	Aligned with SolSmart Recommendations: <input checked="" type="checkbox"/>	Barrier: <input type="checkbox"/>
It is not a best practice to prohibit solar energy systems on flat or low sloped roofs. All buildings should have the opportunity to install a roof-mounted solar energy system regardless of roof slope, so long as the roof is structurally capable of having a solar energy system. Many buildings with flat roofs		

like warehouses, data centers, distribution centers, and big box retail stores are excellent candidates for roof-mounted solar energy systems.

#### Limits on Electricity Production

The code does NOT include limits on how much electricity a solar PV system can produce.

<b>Code Language</b>	Section:
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<b>Reviewer Comments</b>	Aligned with SolSmart Recommendations: <input checked="" type="checkbox"/>	Barrier: <input type="checkbox"/>
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It is not a best practice to include limits on the amount of electricity a solar energy system can produce. Regulations and policies like this are normally set by a state entity (Public Utility Commission/Public Service Commission) and/or local electric utility and are not appropriate for zoning codes.

#### Limits on Electricity Consumption

The code does NOT include limits on where a solar PV system's energy is consumed.

<b>Code Language</b>	Section:
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<b>Reviewer Comments</b>	Aligned with SolSmart Recommendations: <input checked="" type="checkbox"/>	Barrier: <input type="checkbox"/>
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It is not a best practice to include limits on where a solar energy system's electricity can be consumed. Regulations and policies like this are normally set by a state entity (Public Utility Commission/Public Service Commission) and/or local electric utility and are not appropriate for zoning codes.

#### Discretionary Review Process

The code does NOT identify a discretionary review process for accessory use solar PV.

<b>Code Language</b>	Section:
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<b>Reviewer Comments</b>	Aligned with SolSmart Recommendations: <input checked="" type="checkbox"/>	Barrier: <input type="checkbox"/>
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It is not a best practice to have a discretionary review process for accessory use solar PV. This has the potential to be an onerous and/or subjective process for accessory-use solar energy systems and could increase a project's timeline and costs. Roof-mounted systems should be an allowed or by-right use and only need to go through the building permit process to ensure compliance with applicable building and electrical codes. Depending on the complexity of a conditional use permit process, the time it takes to permit a small, accessory-use solar energy system may increase the cost of the project and therefore decrease the ability of all residents and business to be able to access and afford solar.

#### Conclusions

The Avon Lake Zoning Code provides some standards for the development of solar energy. The code could be enhanced by defining the different types of solar PV systems, exempting accessory use solar PV systems from restrictions (such as height and lot coverage), and providing standards for primary use systems.

Please see [Best Practice Guidance for Solar and Zoning - Accessory Use](#) for additional recommendations.

I, [full name] as [title] of [community], [state] have received the zoning review and read its findings.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Please note that this review is not an endorsement or recommendation for changing and/or updating the zoning code. This is an informational review only.**

**If the local government has clarifying comments, please provide them in a memo to the SolSmart team.**



# City of **Avon Lake** Ohio

## Memo

**TO:** Members of the Planning Commission

**FROM:** Kelly La Rosa, Planning and Zoning Manager

**DATE:** October 1, 2025

**SUBJECT:** Appointment to Historic Preservation Commission: Planning Commission Non-Voting Member

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### Background

The Historic Preservation Commission includes a non-voting member appointed from the Planning Commission to serve as a liaison. This seat is scheduled to be vacant upon Bob Haas' term expiring effective December 31, 2025. The PC member serves a two-year term on the HPC.

### Role of the Planning Commission Liaison (Non-Voting)

- Attend regular and special HPC meetings and work sessions.
- Provide context on current and upcoming Planning Commission cases with potential historic resource implications.
- Share HPC perspectives with the Planning Commission as appropriate.
- Help coordinate review calendars, public communication, and referrals between bodies.
- No voting authority on HPC matters.
- Other non-voting members of the HPC are a Member of City Council, presently David Kos, and a Member of the Avon Lake Historical Society.

### Typical Time Commitment

- **Meetings: Monthly**, generally 7 meetings during the year, with occasional special meetings during active project periods. Meetings usually are last no longer than one hour and take place at the Avon Lake Public Library.
- **Materials Review:** Pre-meeting packet review and periodic site familiarity. Pre-meeting preparation is generally ½ hour or less.

### Desired Qualifications

- Active Planning Commission member in good standing.
- Familiarity with historic resources, design review, or preservation best practices (helpful but not required).

### **Proposed Selection Process**

1. **Interest Call:** Chair invites expressions of interest from Planning Commission members via email to Community Development Director Ted Esborn by Friday, November 21, 2025.
2. **Designation:** Planning Commission selects one member to serve as the HPC non-voting liaison at its meeting on December 2, 2025, for a two-year term on the HPC.
3. **Notice:** Staff transmits notice of appointment to the Chair of the HPC and Council Member Kos and updates rosters and website.

### **Staff Recommendation**

Staff recommends that the Planning Commission fill the liaison seat at the earliest opportunity to maintain coordination between the HPC and Planning Commission on active cases and policy matters. Upon appointment, staff will coordinate orientation materials (meeting schedule, bylaws, current projects), add the liaison to HPC distribution lists, and update public information.