

PLANNING, ZONING & BUILDING COMMISSION

CITY HALL

March 9, 26

The City of Cortland Planning, Zoning & Building Commission met on Monday, March 9, 2026 at 6:50 P.M. at the City Administration Building, 400 N. High Street, Cortland, Ohio. In attendance were the following board members: Chairman Donald Fatobene, Curt Moll, Frank Daugherty and Robert Wilson. Also present were Mayor Jim Bradley, Law Director Patrick Wilson and the following individuals:

Brian Orfin	129 Beechwood	Cortland
Robert & Brandon Freeman	401 S Colonial	“
Frank Martin	241 N High	“
Madison Graham	312 S Mecca	“
Heidi Goldberg	3487 Ivy Hill	“
Brian Kolenich	303 N Mecca	“
Hilary Miller	340 N Mecca	“

Don Fatobene called to order the **04-26 Public Hearing** – a variance request at 303 N Mecca St., Otterbein, to exceed the number of allowable ground mounted signs.

Don Fatobene: Can someone please come up to tell us what you are planning to do here.

Brian Kolenich: Hi, I’m Brian Kolenich. I work at Otterbein Cortland. It really lines up with what was asked for and granted a couple of decades ago when Ohio Living came onto the campus. 2 signs at the entrance and 1 at the delivery entrance. The signs are in place and ready to go.

Don Fatobene: It’s really just replacing those signs with the new name.

Curt Moll: The one on the north side has already been replaced.

Brian Kolenich: Yes, a banner is on the other one that is temporary.

Patrick Wilson: The purpose behind this exercise is that with the change in ownership, we have to have the new owners come in. We appreciate that so thank you. It’s not that we want to reduce your signage, we just need to review it and make sure that we are consistent.

Don Fatobene: Any questions from the board? I also want to put on record that notices were sent out to the neighboring properties notifying them of the public hearing. If anyone wanted to come and speak for or against, they would have been able to do that. Is there anyone else here that wants to come up and talk for the issue? No. Is there anybody here to speak against?

Hilary Miller: No, I just have some questions. Just replacing what is there? Currently they have temporary signs on the entrance over the Ohio Living.

Brian Kolenich: As you are entering the campus, on the right-hand side, it’s a permanent sign. It will represent what we had before. The left side is a temporary vinyl banner that is going to be replaced with something permanent similar to what’s on the right side.

Hilary Miller: Okay, no lighting changes?

Brian Kolenich: No, nothing. It’s just taking one sign off and popping on another one.

Hilary Miller: Because this said allowing more than the allowable number of signs.

PLANNING, ZONING & BUILDING COMMISSION

CITY HALL

March 9, 26

Brian Kolenich: My understanding with talking with Curt Moll, initially you are allowed one sign. When it was built in the late 90s, then went for the variance to have 2 as you walk in. So that, whichever way you are coming, you can see what the campus is.

Curt Moll: It's basically just reviewing a process.

Hilary Miller: Okay, thank you.

Don Fatobene: Any other questions? Hearing none, can I get a vote to close the public hearing.

Curt Moll made a motion to close the public hearing and **Frank Daugherty** seconded.

Roll Call: Don Fatonene, yes; Robert Wilson, yes; Brian Hodor, absent; Curt Moll, yes; and Frank Daugherty, yes. **MOTION APPROVED.**

PLANNING, ZONING & BUILDING COMMISSION

CITY HALL

March 9, 26

The City of Cortland Planning, Zoning & Building Commission met on Monday, March 9, 2026 at 7:00 P.M. at the City Administration Building, 400 N. High Street, Cortland, Ohio for a Regular Meeting. In attendance were the following board members: Donald Fatobene, Curt Moll, Frank Daugherty and Robert Wilson. Also present were Mayor Jim Bradley, Law Director Patrick Wilson and the following individuals:

Brian Orfin	129 Beechwood	Cortland
Robert & Brandon Freeman	401 S Colonial	“
Frank Martin	241 N High	“
Madison Graham	312 S Mecca	“
Heidi Goldberg	3487 Ivy Hill	“
Brian Kolenich	303 N Mecca	“
Hilary Miller	340 N Mecca	“

Chairman Donald Fatobene opened the meeting and asked for a roll call.

Roll Call: Brian Hodor, absent; Robert Wilson, here; Curt Moll, here; Frank Daugherty, here; and Don Fatobene, here.

Don Fatobene: Can I get a motion for the approval of minutes from February 9, 2026.

A motion was made by **Curt Moll** and seconded by **Robert Wilson**.

Roll Call: Robert Wilson, yes; Don Fatobene, yes; Curt Moll, yes; and Frank Daugherty, abstain. **MOTION APPROVED.**

Don Fatobene: **05-26 Commercial Building** – new construction, 40’ x 120’, 4,800 sq.ft. Walnut Creek Agricultural LLC at 312 S Mecca St. Please come up, state your name and address and what you’re looking to do.

A motion was made by **Robert Wilson** and seconded by **Frank Daugherty**.

Rob Freeman: Robert Freeman, 401 S Colonial Dr. I was up here last month. We just got done building the 60’x80’. We purchased the Centera building back in December I believe. We had some good interest in rental occupants and we decided that we need more space for those occupants so we decided to build another building. A 40’x120’ just cold storage; that’s what the people wanted to rent the back for. We have a wonderful tenant, bodygoodies; these individuals back here in the audience. We are just looking to expand; a cold storage building for now.

Patrick Wilson: There was a letter in the packets from the GPD Group. They analyzed it and didn’t seem to have any issues.

Don Fatobene: Yes, right. There were no issues at all from that. Basically, it says that the overall impact of the project will not have a significant impact to the existing storm sewer system. The garage will not be serving the commercial property and therefore does not require any parking facilities. It fits to what is needed and meets all of the requirements. Any questions or discussion? Can I get a roll call on this.

Roll Call: Curt Moll, yes; Frank Daugherty, yes; and Robert Wilson, yes; and Don Fatobene, yes. **MOTION APPROVED.**

Don Fatobene: The next item is **06-26 Variance Request** - a variance request at 303 N Mecca St., Otterbein, to exceed the number of allowable ground mounted signs.

A motion was made by **Frank Daugherty** and seconded by **Curt Moll**.

PLANNING, ZONING & BUILDING COMMISSION

CITY HALL

March 9, 26

Brian Kolenich: Brian Kolenich, 303 N Mecca, Otterbein Cortland is the property name. We are seeking to continue the variance with new ownership.

Don Fatobene: Good, there was a public hearing held tonight at 6:50. There were a few questions but no one here to speak in opposition to this. Any more discussion? This is really just a replacement of the former name.

Patrick Wilson: The signage that they are going to be putting in does not violate the variance that was given under the prior owner.

Roll Call: **Curt Moll, yes; Don Fatobene, yes; Robert Wilson, yes; and Frank Daugherty, yes. MOTION APPROVED.**

Don Fatobene: **07-26 Ground Mounted Sign** - 88" x 47", approximately 29 sq.ft. Otterbein Senior Life Cortland, 303 N Mecca St. at the entrance on the brick. Again, this is just a replacement sign, no additional lighting.

A motion was made by **Curt Moll** and seconded by **Robert Wilson**.

Roll Call: **Robert Wilson, yes; Frank Daugherty, yes; Don Fatobene, yes; and Curt Moll, yes. MOTION APPROVED.**

Don Fatobene: moving on, this is for **08-26 Ground Mounted Sign** – 36" x 32", 2-sided, at 2nd entrance, Otterbein Senior Life Cortland, 303 N Mecca St.

A motion was made by **Robert Wilson** and seconded by **Curt Moll**.

Brian Kolenich: We technically have another entrance; it's for deliveries and employees. It's the same as we had before, maybe a little bigger and it has the company name.

Don Fatobene: Do you have a time frame for when all of these final signs will be available?

Brian Kolenich: Probably before the beginning of April.

Roll Call: **Robert Wilson, yes; Curt Moll, yes; Frank Daugherty, yes; and Don Fatobene, yes. MOTION APPROVED.**

Don Fatobene: Moving on, this is item **09-26 New Business** – **bodygoodies LLC**, 312 S Mecca St. Come on up, talk about your business and what you are planning to do there.

A motion was made by **Frank Daugherty** and seconded by **Robert Wilson**.

Heidi Goldberg: My name is Heidi Golberg and I live at 3487 Ivy Hill Circle. I'm a soap maker, product maker, all healthy, natural essential oils. I've been in business 17 years, many of those spent in Liberty and we just moved to Cortland. We are excited to be here.

Don Fatobene: Is it going to be a retail...

Heidi Goldberg: Yes. We are starting to bring in some other product too, not just what I make, interesting, healthy things.

Curt Moll: When are you going to open?

Heidi Goldberg: We are already open.

PLANNING, ZONING & BUILDING COMMISSION

CITY HALL

March 9, 26

Mayor Bradley: Thank you for the samples that you dropped off. I walked in the one day and it smelled like good things.

Heidi Goldberg: Spa-like. Good, we are happy to be here.

Mayor Bradley: We are happy to have you.

Don Fatobene: Have you established your hours yet?

Heidi Goldberg: I'm kind of on the fence; we'd like to extend them a little. People keep coming in after we close. Right now we are 11:00 to 4:00 Tuesday, Wednesday, Friday and Saturday.

Roll Call: Don Fatonene, yes; Robert Wilson, yes; Curt Moll, yes; and Frank Daugherty, yes. MOTION APPROVED.

Don Fatobene: Moving on we have **10-26 Pole Mounted Sign** – 70 sq. ft., 15' high, internal lighting, Auto Spa, 681 S. High St.

A motion was made by **Curt Moll** and seconded by **Robert Wilson**.

Don Fatobene: I don't believe that we have anyone here to discuss this. The reason being this is just a sign change. They are basically replacing the previous sign with no ownership change. Are there any questions on this? They are just refacing. We had a previous variance because of its height.

Patrick Wilson: Which is still applicable because it is the same owner as you said.

Robert Wilson: Same purpose, same business.

Roll Call: Robert Wilson, yes; Don Fatobene, yes; Curt Moll, yes; and Frank Daugherty, yes. MOTION APPROVED.

Don Fatobene: The next item on the agenda is **11-26** Discussion of policy for virtual meetings. We try to accommodate; this board meets once a month. Sometimes people come in and they have some items that they don't want to kick to the next month. So, we have the ability to set an emergency meeting to discuss those items. Last month unfortunately, we weren't able to have a quorum to accommodate them. Patrick, what needs done to allow one of the board members to connect by phone or virtually?

Patrick Wilson: This is the first step; the second step would be for you to tell me to come up with a policy. I would share it amongst the board and with Christine and at the next meeting, you can vote on it. Ohio Law permits it now, especially since Covid. Not for City Council but for Boards like yours. You just need to have your own policy.

Curt Moll: We would need to have a presence here because it's a public meeting. So, it would have to be at least one member here.

Patrick Wilson: Yes, I agree. The question becomes, do you want to extend it to the applicants as well or keep it to the members of the board?

Robert Wilson: I would keep it to the members of the board, that's my opinion. Patrick, what do you think about... the best example is the last meeting. I was out of town but I told everybody that I'm not going to be there, but I will be happy to attend. Do you think that it would be necessary or wise for us to have that as an agenda item to vote on to accept the virtual...

PLANNING, ZONING & BUILDING COMMISSION

CITY HALL

March 9, 26

Patrick Wilson: That is what has to happen. I would put a policy on paper for you and the mayor to review and then you can vote on it at the next meeting.

Robert Wilson: Would it have to be every meeting?

Patrick Wilson: Oh no. It would be an internal policy that this board would have. That in the event of the need, if someone were out of town, they could attend virtually and vote.

Curt Moll: It seems to me that we have had people call in to this meeting for participation in the past.

Don Fatobene: We did.

Patrick Wilson: Yes, that is correct, once or twice. The board has agreed on doing that. Now we are talking about participation by you board members. Before Covid, Ohio Law wouldn't allow it. I'm offering to have it, we could always make an exception. There can be exigent circumstances, emergencies that could come up.

Curt Moll: That's what we had there, a company was coming in from way out of town.

Don Fatobene: The last one was because there was some miscommunication, it was for the new animal center.

Robert Wilson: That's right. As long as we wouldn't prohibit it, we'd be able to decide at that meeting.

Patrick Wilson: If you are okay with the concept, I'm going to share this document with you all before next meeting anyway.

Don Fatobene: The process would be that it would be approved through this board and then go on to City Council?

Patrick Wilson: No, you approve your own internal policy for your board.

Don Fatobene: Nothing to vote on there. Does anyone have anything else to bring forward in front of this commission? No, can I get a motion to adjourn.

A motion to adjourn was made by **Frank Daugherty** and seconded by **Curt Moll**.

Roll Call: **Curt Moll, yes; Don Fatobene, yes; Robert Wilson, yes; and Frank Daugherty, yes. MOTION APPROVED.**

Meeting Adjourned: 7:17 pm

Chairman

Date

Secretary