

PLANNING, ZONING & BUILDING COMMISSION

CITY HALL

May 12, 25

**The City of Cortland Planning, Zoning & Building Commission met on Monday, May 12, 2025 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: Chairman Donald Fatobene, Curt Moll, Brian Hodor, Frank Daugherty and Robert Wilson. Also present were Mayor Deidre Petrosky, Law Director Patrick Wilson and the following individuals:**

|                                     |                               |                 |
|-------------------------------------|-------------------------------|-----------------|
| <b>Mark Brown</b>                   | <b>3260 Niles Cortland Rd</b> | <b>Cortland</b> |
| <b>Michael Mellott</b>              | <b>114 Glen Eagle</b>         | <b>“</b>        |
| <b>Don Burrier</b>                  | <b>114 Creekside Commons</b>  | <b>“</b>        |
| <b>Stephanie &amp; Kelly Hughes</b> | <b>457 Henn Hyde</b>          | <b>Howland</b>  |

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

**Don Fatobene:** (Don welcomed everyone to the meeting.) The first item on the agenda is the **Approval of Commission Minutes for March 10, 2025 – Regular Meeting.** A motion was made by **Robert Wilson** and seconded by **Brian Hodor.**

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

**Don Fatobene:** Next is **Approval of Commission Minutes for March 24, 2025 – Special Meeting.** A motion was made by **Curt Moll** and seconded by **Robert Wilson.**

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

**Don Fatobene:** The first item of business is **16-25 New Business – 204 W. Main St. Suite 20 - Hues Hair Lab.** Can I get a motion to open this discussion.

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

**Don Fatobene:** Is there somebody here that will come up and talk about the new business and what you are looking to do? If you could, please state your name and address for the record.

**Mayor Petrosky:** Cute play on words.

**Stephanie Hughes:** Thanks. My name is Stephanie Hughes and my home address is 457 Henn Hyde Rd., Howland. We just opened a hair salon. It is basically by appointment only. We try to do walk-ins if we can, but we just do our appointments beside the Coffee Shop.

**Don Fatobene:** Anybody have any questions? I think that the details here are pretty straight forward; right now it’s just two employees. Any discussion?

**Curt Moll:** Hopefully they will get it cleaned up before too long. (Referring to the waterline project.)

**Stephanie Hughes:** They’ve been really cool with us down there; letting us know when people can come in and out.

**Brian Hodor:** Any signage?

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**Stephanie Hughes:** We just have a sign in our window. We aren't putting a sign up yet.

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

**Don Fatobene:** Next is **17-25 Wall Sign** – 218 S. High St., Suite A, 42.3 in. X 188.6 in., internally lit, LED. Can I get a motion to open this discussion?

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

**Mark Brown:** Mark Brown of Mark Signs 3260 Niles Cortland Rd, 44410. We are putting channel letters up on the front of the building and a little domino on the side of the building. They have a little bit of vinyl graphics going on the window.

**Don Fatobene:** I believe that this meets all of our requirements; no exceptions needed.

**Curt Moll:** No, I don't think so. You are not going to use the pole sign out by the street?

**Mark Brown:** No.

**Don Fatobene:** If there are no questions from the board; may I get a roll call please.

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

**Don Fatobene:** The next item on the agenda is 18-25 Replat – A replat of Lot 13A – Mellott Plat No. 1 & Corrective Plat Copperlake Plat No. 1, instrument :202307250011668 Part of Section 60 of former Fowler Township, City of Cortland, Trumbull County, Ohio. Can I get a motion for this discussion?

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

**Michael Mellott:** Michael Mellott, 114 Glen Eagle. My wife and I would like to replat a parcel of our property to one of our neighbors. It's pretty minor; they want to grow a garden. They put a swimming pool in so they have no backyard. It doesn't do us any good so we are willing to that for them.

**Don Fatobene:** Any questions from the board?

**Robert Wilson:** The neighbor that is taking it on, is it Lot 64B?

**Michael Mellott:** No, they are on Glen Eagle. They are 132 Glen Eagle, Lot 13A. The replat would be Lot 13B.

**Robert Wilson:** I see now, thank you.

Some discussion of what land he bought from the old golf course.

**Michael Mellott:** I think that it is all zoned ....

**Patrick Wilson:** They did come in and they rezoned it.

(It was rezoned to R-12 by O-04-23.)

**Don Fatobene:** Any other questions? Can I get a roll call please.

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

**Michael Mellott:** The next step for the replat is to go to Council?

**Patrick Wilson:** Yes. There is no Public Hearing. They will pass a Resolution authorizing the mayor to sign the plat and then you can come and pick it up and record it. We will take care of getting you on the agenda. You don't have to do anything from this point.

**Michael Mellott:** Okay, thank you.

**Don Fatobene:** Moving on, **19-25 Set Public Hearing** – The purpose of the hearing is to consider a Request to Vacate a Street. It is requested to vacate Blake to the east of Sunshine Ave. Public Hearing to be set for June 9<sup>th</sup> at 6:50. Can I have a motion?

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

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

**Don Fatobene:** Does anybody have anything else to bring up for the good of the city or this Commission? Is there anything up for discussion?

**Don Burrier:** I represent the Cortland Church of the Nazarene. We want to put up a sign. We want to replace the sign that we currently have near the road. I need to know what all is involved, the specifications. It's a lighted sign; similar to what you have at the middle of town that will change and I don't know what colors are involved that you would yea or nay on. We don't know anything.

**Don Fatobene:** They would have to come in and talk to Sean to get on the agenda, bring all of the specifics for that sign in to us for approval.

**Patrick Wilson:** You would get a plan in place of what you would want it to look like.

**Don Burrier:** So, we would need to know what size and all those things first.

**Don Fatobene:** Yes, we are going to need to know the size, the type of sign, lighting, all of the particulars.

**Mavor Petrosky:** Correct.

**Patrick Wilson:** Typically, you would come into city hall, talk to the Service Director, and they would walk you through what the requirements are and what you want.

**Don Burrier:** Ok, what hours are they in?

(Discussion was had, decided to have him call city hall's number.)

**Don Burrier:** Ok then, what hours are you in?

**Christine Dorna:** I'm here Monday through Friday, 8 to 4:30, we close from 12 to 1 for lunch.

**Patrick Wilson:** It is a codified ordinance with the requirements that are in it. There are set dimensions; it's really for a Service Director to answer.

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**Don Fatobene**: Anything else? Can I have a motion to adjourn?

**Brian Hodor** made a motion to adjourn seconded by **Curt Moll**.

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

**Meeting Adjourned: 7:14 pm**

\_\_\_\_\_  
Chairman

\_\_\_\_\_  
Date

\_\_\_\_\_  
Secretary