

# CITY OF CLEVELAND HEIGHTS PLANNING COMMISSION

## MINUTES FOR THE SEPTEMBER 11, 2025 REGULAR MEETING

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At 7:00 P.M. on Wednesday, September 11, 2025, a regular meeting of the Planning Commission was held in Council Chambers in City Hall.

### **PLANNING COMMISSION MEMBERS PRESENT**

Jessica Cohen, Chair  
Judith Miles  
Ken Surratt  
Jessica Wobig  
Robert Brown  
Leonard Horowitz

### **PLANNING COMMISSION MEMBERS ABSENT**

Michael Gaynier, Vice Chair

### **STAFF PRESENT**

Justin Hines Assistant Law Director  
Christy Lee, Recording Secretary  
Karen Knittel Assistant Director of Planning & Development  
Brooke Siggers, City Planner

### **COUNCIL PRESENT**

None

### **CALL TO ORDER**

Chair Cohen called the meeting to order at 7:04 P.M. and welcomed the audience to the September 11, 2025, regular meeting of the Cleveland Heights Planning Commission.

### **APPROVAL OF MINUTES**

The minutes of the August 13, 2025 Regular Meeting were approved as submitted.

Assistant Law Director Hines swore in all staff, the public, and applicants.

## **PROJ. NO. 25-19 ALTERNATIVE SOLUTIONS CAR CARE 2.0**

Ms. Siggers gave a PowerPoint Presentation:

Location: 3203 Mayfield Road ('C-3' General Commercial)

Request: Revised Conditional Use Permit to operate an automobile repair shop under new ownership per Code Chapters 1111, 1115, 1121, 1151, 1153 & 1161.

City Planner Brooke Siggers presented the project overview via PowerPoint. The Applicant, Jim McGinnis, requested a revision to the existing Conditional Use Permit to reflect the change in business ownership. No changes to the building, operations, or appearance are proposed. The business has operated at this location for approximately 30 years. The business operates Monday–Friday, 8:00 A.M.–5:00 P.M., with eight to nine full-time employees. No inoperable vehicles are stored on site for extended periods.

Mr. Horowitz motioned approval of Proj. No. 25-15 Little Leaders Development Center [IMANI TEMPLE MINISTRIES], 2463 North Taylor, 'A' Single-Family, requests conditional use permit to allow daycare to reach capacity of up to one hundred six (106) children per Chapters 1131, 1151, and 1153. With the staff conditions.

Planning staff recommended approval with the following conditions:

1. The use shall not be injurious to the use or enjoyment of neighboring properties.
2. The applicant shall work with City staff to resolve any neighbor complaints.
3. Any significant site or operational changes shall be brought back to the Planning Commission for review.
4. A final landscaping plan shall be submitted for review and approval by the Zoning Administrator.
5. All signage shall be reviewed and approved by the Architectural Board of Review (ABR).
6. The applicant shall comply with all applicable Building Code regulations; and
7. All required construction shall be completed within six (6) months of approval.

Mr. Brown made mention that he was unaware that you needed to come before the board for a change in ownership.

Mrs. Knittel interjected that it was found that when ownership changed, even though auto uses are conditionally permitted the not per say pass on to the new owner nor the conditions to which they were approved for during their ownership. This is a way for us to introduce ourselves to the new operators, making sure they understand the rules and regulation that are before them through their conditional use permit.

James McGinnis owner of Alternative Solutions Cars, he went on to give his background in relation to the business, how went from employee to owner, he expressed his dislike of the process of acquiring a conditional use permit. He went on to say that the neighboring business has not maintained their property which has caused a delay in him receiving his permit.

Ms. Knittel interjected stating that in complaints or concerns with properties should be told to Building and Housing, so that an inspector can come evaluate the concerns.

Ms. Wobig had the operations of business suffered any delay in work due to waiting to obtain a conditional use permit.

Ms. Knittel "No".

Motion by Mr. Horowitz, seconded by Mr. Surratt, to approve Project No. 25-19 with staff recommendations. Motion carried unanimously (6-0).

## **PROJ. NO. 25-20 ENTERPRISE RENT-A-CAR**

Ms. Siggers PowerPoint Presentation:

Location: 3200 Mayfield Road ('C-3' General Commercial)

Request: Revised Conditional Use Permit to construct an addition and site alterations, and utilize a leased portion of the neighboring lot for outdoor vehicle storage.

City Planner Brooke Siggers presented the project details. The proposal includes a building addition for a vehicle wash and preparation area, a new customer entrance, and improved circulation for returns and storage. Operations and hours will remain the same.

Planning staff recommended approval with the following conditions:

1. This use will not be injurious to the use and enjoyment of other properties in the immediate vicinity or create a nuisance for adjacent properties;
2. The Applicant is to work with staff to resolve any complaints from neighbors;
3. The Applicant is to obtain all required approvals from the Architectural Board of Review,
4. Any housing, building, or fire code modification required must be completed prior to occupancy;
5. Any expansion of the use shall require a new Conditional Use Permit; and
6. Any required construction and installation of the use shall be completed within thirty-six (36) months of Planning Commission approval.



Tony of Architectural Design Studios he went to explain that enterprise has been looking to expand their facility, he stated that these plans would allow for a larger wash area, larger storage area, allowing an easier and fluent pick-up and drop-off for customers vehicles.

Motion by Mr. Brown, seconded by Mr. Surratt, to approve Project No. 25-20 with staff recommendations. Motion carried unanimously (6-0).

## **PROJECT NO. 25-17 S-2 PARK SYNAGOGUE DEVELOPMENT PLAN – PHASE 1 PRELIMINARY PRESENTATION**

Applicant: Sustainable Community Associates LLC

Location: 3300 Mayfield Road ('S-2' Mixed-Use)

Request: Conditional Use Permit for Phase One of the development plan including adaptive reuse of the historic synagogue, demolition of ancillary structures, site improvements, and construction of two multi-family buildings (30 total units, including four lodging-house units).

City Planner Brooke Siggers and Mr. Craun presented the staff report and applicant materials. Phase One includes preservation and adaptive reuse of the historic synagogue; demolition of Kangesser Hall and the Boiler House; site utility, roadway, and landscaping improvements; and construction of two three-story multi-family buildings (30 total units).

Planning Staff recommended that the Planning Commission grant approval of the first phase of the Park Synagogue Development Plan, which includes the following:

- (1) A Conditional Use Permit for the first phase of the Park Synagogue Development Plan which includes:
  - (a) The preservation and adaptive reuse of the historic Park Synagogue building as well as the demolition of Kangesser Hall and the Boiler House;
  - (b) Site improvements around the synagogue including utilities, roadways, walks, landscaping, and the Tree Preservation Plan;
  - (c) The new construction of two (2) multi-family buildings with thirty (30) total units that include four lodging house dwelling units on site C1; and
- (2) A Conditional Use Permit to allow four (4) four-bedroom lodging house units in the proposed thirty-unit multi-family building.

Staff recommended approval of the two (2) requested Conditional Use Permits, as described above, with the following conditions:

1. This use is to not be injurious to the use and enjoyment of other properties in the immediate vicinity or create a nuisance for adjacent properties;
2. The Applicant is to work with City Staff to resolve any complaints from neighbors;



3. The Applicant is to submit final building plans to the Architectural Board of Review for design approval;
4. The Applicant is to receive approval per all other applicable provisions of the City's ordinances, including, but not limited to, Chapter 1334 (Erosion and Sediment Control) and Chapter 1335 (Stormwater Management);
5. The Applicant is to obtain all required building permits;
6. The Applicant is to submit a final signage plan to be reviewed and approved by the Architectural Board of Review;
7. The Applicant is to submit a final landscaping plan to be reviewed and approved by the Zoning Administrator;
8. Should the addition of public walking trails and paths be included in the first phase of development, they are to require review and approval by the Zoning Administrator and be incorporated into the approved development plan, and then are to be reported to both the Planning Commission and City Council per the approved development standards; and
9. All required construction is to be completed within thirty-six (36) months of Planning Commission approval.

Ms. Cohen raised the question about the possibly placing a room in the bridge, a multipurpose room.

Mr. Craun "yes" the bridge actually has three rooms to date similar to ones that are in the PowerPoint. There will be some improvements to the current rooms for better use of the space.

Mr. Brown asked about the 4 possible rooming house units.

Mr. Craun stated that question will answer in the next part of the PowerPoint, to which he continued to present.

Ms. Cohen asked if any of the new improvement go before ABR as of now.

Mr. Craun Not yet, at this time we have completed an initial view with the ABR to which we made some changes are now waiting to meet with them soon.

Mr. Brown stated that the new design of the project in his opinion looks rather plan.

Mr. Craun stated that is both intentional to work off the existing forms but also to add new and intranet detail to further enhance the structure. He went on to layout the floor plan for the townhome rentals that will have 1 to 4 bedrooms that the target dwellers will be college student, grad students, single and empty nesters.

Mr. Horowitz asked if these are all rental units.

Mr. Craun "Yes".

Ms. Cohen asked if there were any additional question from staff.

Mr. Horowitz inquired about the additional parking, and rather or not will it remain or be eliminated once the project is complete.

Mr. Craun it will be removed once the project is complete, there will still be overflow for parking access if needed. At this time, we cannot give a date of completion regarding the overall parking at this time.

Ms. Wobig asked if there are archeological resources available for this project and is this something that will be utilized.

Mr. Craun stated that he wasn't familiar with that but would look in to it.

Motion by Mr. Horowitz, seconded by Mr. Brown, to approve Project No. 25-17 with staff recommendations. Motion carried unanimously (6-0).

## **OLD BUSSINESS**

Mr. Yozwiak presented updates to citywide Auto Use Zoning Enforcement. Ms. Knittel noted that PowerPoint materials may soon be available online. Chair Cohen inquired about the Commission's authority to revoke Conditional Use Permits. Mr. Hines explained that while revocation is rare, probation, fines, or hearings may occur through Planning Department and Housing Court procedures.

Mr. Yozwiak reviewed the recent updates to Auto Use Zoning Enforcement, outlining the affected parties and explaining how Planning Staff will support these improvements citywide.

There were additional questions asked the Commission however the audio didn't pick up.

Ms. Knittel stated that the Public may have the ability soon to see the power points presented during the meeting for reference points.

Ms. Cohen asked for clarity on the extent of power the Planning Commission has in revoking Conditional Use Permits.

Mr. Hines made the Planning Commission aware that the authority that can be use regarding possibly revoking any Conditional Use Permits or examine any questions of possible violations regarding Conditional Use Permits, no one want to remove any establishments Permit. However, there may be step that can be take like probations, fines, or additional hearings for any business to understand the terms of their Conditional Use Permit but those steps would need to be taken by the Planning Department Staff. Mr. Hines also broke down how they would handle the steps possibly through the City court process.

Mr. Brown added that there are rules in place by the City of Cleveland Heights for those who do not follow the Conditional Use guideline.

Mr. Yozwiak interjected that they do take the violations, present them to the Housing Court then it's viewed by the Judge to determine what are the next steps. He also mentioned that a lot of these owners are overwhelmed with the number of cars that they receive for service,

which can also lead to overflow that can bring attention in a negative way which isn't intentional.

*Additional question again where asked however, the audio wasn't picked up.*

Ms. Knittel stated that there has been a round table discussion with owners to explain what is need in order to stay in compliance of their Conditional Use Permit. However, all owners did not attend.

Mr. Brown asked for clarification of the overview regarding abandonment of the vehicle.

Mr. Surratt asked if there are alternative location for possible storage of the excess vehicle.

Ms. Knittel stated that this discussion would need more view as it seems to more questions that need additional explanations of this possible zoning review. That we need more time so that we can give better answers to these questions.

Mr. Horowitz stated that it seems that most owner have such an over flow due large number of vehicles and business that they have daily, therefor the space that they occupy no longer works for them. They can't sale car that have been left because they don't have the titles, so they are put in a bad place because what do they do with additional vehicles.

Ms. Wobig asked are owners given grace if they say that the extra vehicles are due to abandonment.

Ms. Knittel stated that would be helpful if that was communicated to staff, but often it's not.

The Commission also discussed communication improvements with business owners, possible storage solutions for excess vehicles, and updates to sign regulations and form-based code revisions. Chair Cohen requested that meetings be recorded for public access.

## **NEW BUSSINESS**

Ms. Knittel presented objectives for this year's annual code review.

Ms. Cohen asked if the changes regarding sign would include political signs, and form base code and if there can be more information sent out for review.

Ms. Knittel this is regarding all signs, yes, we can send additional information out for review.

Ms. Cohen stated that she would like to bring back the view on places of worship before the end of the year.

Ms. Knittel that can be reviewed and possibly brought before the body as a whole.

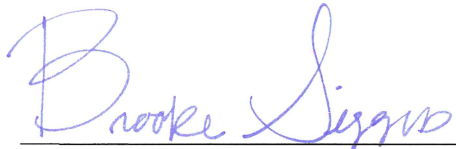
Ms. Cohen asked is possible to have the Planning Commission Meetings recorded for the public to see live, she asked that hopefully this will happen at the next meeting.



## ADJOURNMENT

This meeting was adjourned at 9:09 P.M.

Respectfully submitted,



Brooke Siggers, Secretary to the Landmark Commission

12/23/2025

Date

Approved,



Jessica Cohen, Planning Commission Chair

12/23/25

Date