



# BOARDS & COMMISSIONS APPLICATION

132 North Elmwood Avenue  
330-722-9038  
www.medinaoh.org

Application Number P25-14

GENERAL	Date of Application <u>8/07/2025</u>
	Property Location <u>24 Circle Drive - Medina</u>
	Description of Project <u>Fence - Replace old fence</u>
CONTACT INFORMATION	<b>Applicant</b>
	Name <u>Janice Brooks</u>
	Address <u>24 Circle Dr.</u> City <u>Medina</u> State <u>OH</u> Zip <u>44256</u>
	Phone _____ Email _____
	<b>Property Owner</b>
	Name <u>Same</u>
Address _____ City _____ State _____ Zip _____	
Phone _____ Email _____	
APPLICATION TYPE	<b>Planning Commission</b> Site Plan <input type="checkbox"/> Conditional Zoning Certificate <input type="checkbox"/> Code or Map Amendment <input type="checkbox"/>
	Preliminary Plan <input type="checkbox"/> Final Plat <input type="checkbox"/> Conditional Sign (EMC/Shopping Ctr) <input type="checkbox"/> TC-OV <input type="checkbox"/> Other <input checked="" type="checkbox"/>
	<b>Historic Preservation Board</b> Certificate of Appropriateness <input type="checkbox"/> Conditional Sign <input type="checkbox"/>
	<b>Board of Zoning Appeals</b> Variance <input type="checkbox"/> Appeal <input type="checkbox"/>
APPLICANT SIGNATURE	By signing this application, I hereby certify that: 1) The information contained in this application is true and accurate to the best of my knowledge; 2) I am authorized to make this application as the property owner of record or I have been authorized to make this application by the property owner of record; 3) I assume sole responsibility for correspondence regarding this application; and 4) I am aware that all application requirements must be submitted prior to the formal acceptance of my application.
	Signature <u>Janice Brooks</u> Date <u>8/07/2025</u>
OFFICIAL USE	Zoning District <u>R-3</u>
	Meeting Date <u>9/11/25</u>
	Fee (See Fee Sheet) \$ <u>—</u>
	Check Box when Fee Paid <input type="checkbox"/>

**P25-14**  
**Circle Drive Corner Lot Fence**

Property Owner: Janice Brooks  
Applicant: Janice Brooks  
Location: 24 Circle Drive  
Zoning: R-3 (High Density Urban Residential)  
Request: Fence taller than permitted in the corner side yard

**LOCATION AND SURROUNDING USES**

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The subject site is composed of 0.31 acres located on the northeast corner of Circle Drive and Ivy Hill Lane. Adjacent properties are zoned R-3 and contain the following uses:

- North – Detached Single-Family Residential
- South – Detached Single-Family Residential
- East – Attached Single-Family Residential
- West – Detached Single-Family Residential



**BACKGROUND**

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Per Section 1105.164, corner lots have two front yards: A front yard between the front of the home and a street right-of-way and a front yard between the side of the home and the other street right-of-way.

On May 9<sup>th</sup>, the applicant received approval to construct a 6 ft. tall wood privacy fence in the rear yard. The approved fence was shown parallel to Ivy Hill Lane between the southeast corner of the home and east property line, then north to the northeast corner of the property.

However, a 6 ft. tall privacy fence was installed from the northeast corner of the property to the southeast corner of the property. In addition, a 4 ft. tall black metal fence was installed between the home and side street (Ivy Hill Lane) lot line. Both fences were constructed in a front yard approximately 2 ft. from the side street lot line.

## ***PROPOSAL***

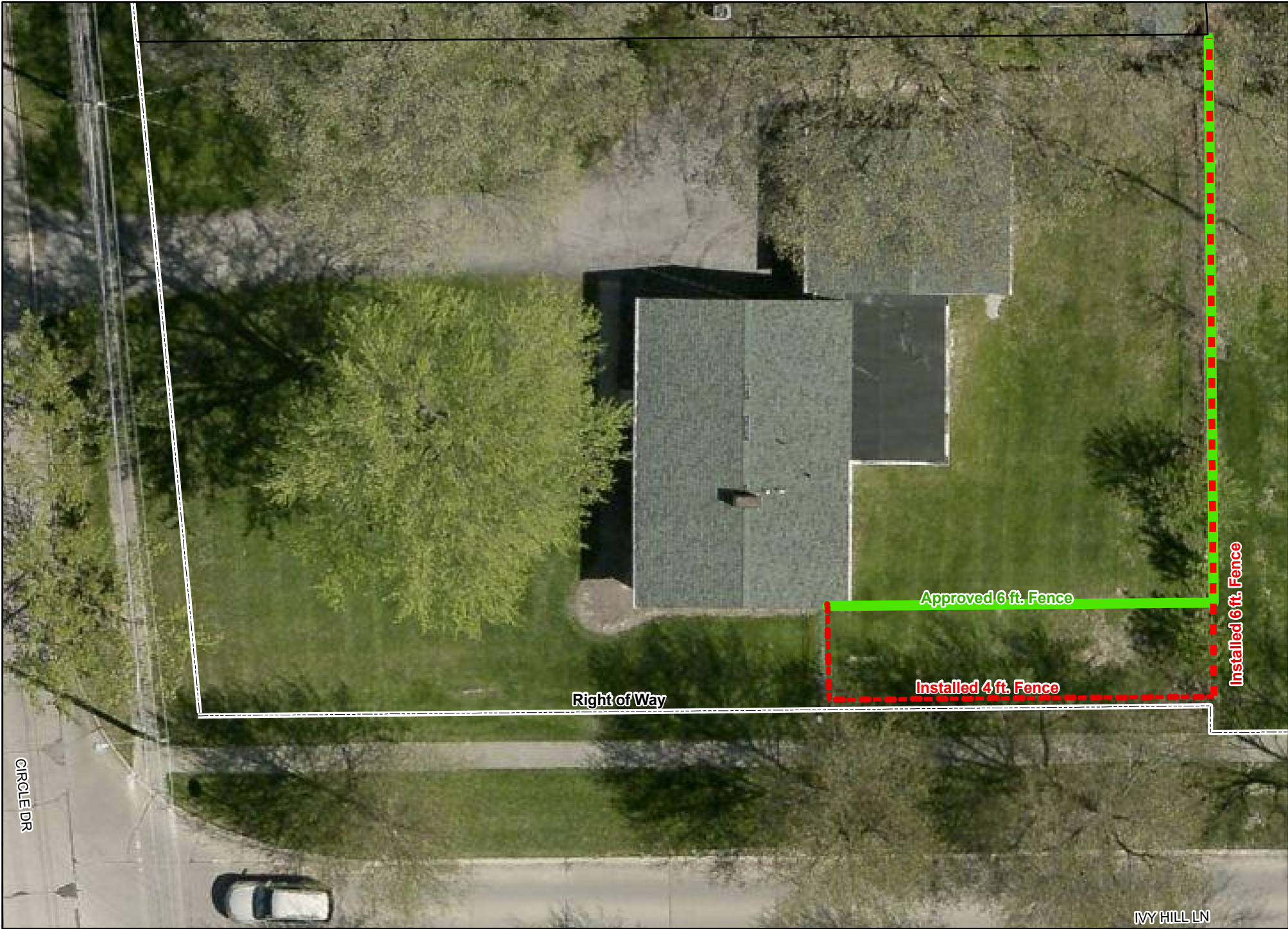
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Section 1155.01(c) includes a table indicating permitted fence heights. The table states that fences in the front yard with a side street lot line cannot exceed 3 ft. in height. In addition, Exception #4 in the table states:

*Fences set back fifteen (15) feet or more from the side street lot line may be six (6) feet in height. Fences set back less than fifteen (15) feet from the side street lot line may be up to six (6) feet in height with approval from the Planning Commission if the Commission finds the fence does not obstruct pedestrian or vehicular visibility and is compatible with the surrounding area.*

The applicant is requesting that the Commission allow the 6 ft. tall wood privacy fence and 4 ft. tall black metal fence to remain within 15 ft. of the side street lot line.





CIRCLE DR

Right of Way

Approved 6 ft. Fence

Installed 4 ft. Fence

Installed 6 ft. Fence

IVY HILL LN



0 10 20 30 40 Feet

## Janice Brooks

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**From:** Janice Barker <janicelynnbarker@gmail.com>  
**Sent:** Tuesday, August 12, 2025 5:58 PM  
**To:** Janice Brooks; colleen.brooks777@gmail.com  
**Subject:** FENCE

[EXTERNAL EMAIL] Warning: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

August 12, 2025

To Whom It May Concern:

I respectfully come before the Committee with a request for a variance on my fence at my property located at 24 Circle Drive Medina.

I recently purchased the house at 24 Circle Drive and have been renovating the home which was in quite a state of disrepair. The existing fence on the property was a 4' chain link. Completely rusted and overgrown with brush. Truly an eyesore for the neighborhood.

I went to City Hall and spoke with Sarah Tome regarding obtaining a permit for a new fence. the

I explained to Sarah that I wanted to replace the existing fence with a 6' privacy fence along the backyard of the property (along Ivy Hill Condominiums), the distance of the sidewalk to the corner of my house. Exactly where the fence was currently located.

Sarah informed me that the fencing along the sidewalk had to be 5' from the sidewalk (not right up against the sidewalk as is was), and it had to be no more than 4' high.

We got the permit based off of this request and installed said fence. After we installed the fencing, I was informed by the Code Enforcement Inspector (Jon Renninger) for the City of Medina that my fence needs to set back 15 feet from the sidewalk along Ivy Hill.

Being a first time homeowner, I was unfamiliar with building codes and was going by what Sarah and I discussed. I do realize it is my responsibility to be fully compliant, however, again, I went by the conversation that was had with Sarah.

Reading further I have discovered some "exceptions" which I feel could be beneficial to my request for a variance.

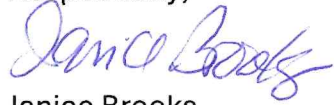
If the Commission finds the fence does not obstruct pedestrian or vehicular visibility and is compatible with the surrounding area, the Planning Commission can approve.

My fence is over 92 feet from the street on Circle Drive and 21 feet from the street on Ivy Hill. In addition, the fencing along Ivy Hill and the portion from the sidewalk connecting to my house is only 4' tall, and more than 50% transparent. The fencing along Ivy Hill is 66" from the sidewalk. 6" more than what Sarah had verbalized.

I apologize for not catching this issue in the Code prior to installation, but I would like to plead to the Committee to see that the fence causes no obstruction and has added to the beautification of the neighborhood. I can't tell you how many people walking by thanked me for tearing down that terrible eye sore of an old fence and putting up this beautiful new fence.

Thank you in advance for your time and consideration.

Respectfully,



Janice Brooks  
24 Circle Drive  
Medina, Ohio 44256  
(330) 635-7047





# ZONING CERTIFICATE

Fence, Driveway, or  
Accessory Building < 200 sq. ft.

132 North Elmwood Avenue  
330-722-9038  
[www.medinaoh.org](http://www.medinaoh.org)  
[permits@medinaoh.org](mailto:permits@medinaoh.org)

Permit Number 25-476

1578 / 153, 1176

GENERAL	<p>Date of Application <u>5/8/25</u></p> <p>Property Location <u>24 circle dr</u></p> <p>Description of Project <u>replacing old fence</u></p>
CONTACT INFORMATION	<p><b>Applicant</b> <span style="float: right;">*Needed if Not Property Owner</span></p> <p>Name <u>Janice Brooks</u> Registration # <u>                    </u></p> <p>Address <u>24 circle dr</u> City <u>medina</u> State <u>oh</u> Zip <u>44256</u></p> <p>Phone <u>                    </u> Email <u>                    </u></p> <p><b>Property Owner</b></p> <p>Name <u>Janice Brooks</u></p> <p>Address <u>24 circle dr</u> City <u>medina</u> State <u>oh</u> Zip <u>44256</u></p> <p>Phone <u>                    </u> Email <u>                    </u></p>
INFORMATION	<p><b>Project Type(s):</b> <input checked="" type="checkbox"/> Fence <input type="checkbox"/> Driveway <input type="checkbox"/> Accessory Building &lt; 201 sq. ft. (Shed, outbuilding, etc.) <input type="checkbox"/> Other</p> <p><b>Fence:</b> Height <u>6</u> Feet Color <u>wood</u> Material <u>wood</u> Style <u>privacy</u> (Privacy, Chain Link, etc.)</p> <p><b>Driveway:</b> Surface Material <u>                    </u> Setbacks <u>                    </u> Feet (From Property Lines within 50 ft.)</p> <p><b>Accessory Building:</b> Size: Length <u>                    </u> Feet (x) Width <u>                    </u> Feet (=) <u>                    </u> Square Feet</p> <p>Height <u>                    </u> Feet Setbacks <u>                    </u> Feet (From Property Lines within 50 ft.)</p>
APPLICANT SIGNATURE	<p>By signing this application, I hereby certify that:</p> <ol style="list-style-type: none"><li>1) The information contained in this application is true and accurate to the best of my knowledge;</li><li>2) I am authorized to make this application as the property owner of record, or I have been authorized to make this application by the property owner of record, and I assume sole responsibility for all correspondence regarding this application;</li><li>3) I am aware of all project requirements including those found on the "General Regulations" page of this application;</li><li>4) I am aware that all application requirements must be submitted prior to the formal acceptance of my application;</li><li>5) The structure that I am requesting to install must not impede the designed flow of water onto or across this property. If, after installation is completed, it is determined that this structure does indeed hinder the flow of water, I understand that it will be my responsibility to modify, remove and/or relocate this structure in order to allow for the natural flow of storm water runoff across this area; and</li><li>6) I understand that it is the homeowner's responsibility to assure that the project does not create future drainage issues on this or adjacent properties. Please direct questions regarding drainage to the City of Medina Engineer at (330) 722-9084.</li></ol> <p>Signature <u>Janice Brooks</u> Date <u>5/8/25</u></p>
OFFICIAL USE	<p>Fee \$ <u>25</u> <input checked="" type="checkbox"/> Check when Fee Paid</p> <p>(Residential Fence, Fence Alteration, Driveway, Accessory Building - \$25) (New Nonresidential Fence, Building Alteration - \$50)</p> <p>Upon the basis of the above application, submitted drawings, and General Regulations included with this form, the proposal is found to be in accordance with the City of Medina Planning and Zoning Code and is hereby approved</p> <p>Signature <u>[Signature]</u> Date <u>5/9/25</u></p> <p style="text-align: center;">Zoning Official</p>



# Map

**APPROVED** **APPROVED**  
BY **CITY OF MEDINA** FOR ZONING CODE COMPLIANCE ONLY  
**ENGINEERING DEPARTMENT** **CITY OF MEDINA, OHIO**  
DATE: **5/9/25**  
C. C. **CITY ENGINEER** **PLANNING OFFICIAL**





















