



**PLANNING AND ZONING COMMISSION MEETING  
MINUTES  
Tuesday, January 13, 2026 – 6:00 p.m.  
(Meeting: In Person + Zoom Live Stream)**

**CALL TO ORDER:** Ms. Day called the meeting to order at 6:00 p.m.

**ROLL CALL:** Monica Day, Sue Ann Philippbar, Teri Moran, Dan Holahan and Denise Ready were present.

**OTHERS PRESENT:** Michael Wheeler, Mayor and Safety Director of The Village of Richfield, Village Engineer David Neumeyer, Planning and Zoning Director Brian Frantz and Planning and Zoning Assistant Director Amy Nauer.

**AGENDA REQUESTS:** None

**ELECTION OF OFFICERS:** At the opening of the meeting, Mayor Wheeler swore in Denise Ready – appointed to backfill the seat held by Geoff Aiken at the 1/02/26 Council meeting.

➤ **Chair**

Nomination – Ms. Day made by Ms. Philippbar.

**MOTION:** TO APPOINT MRS. DAY AS CHAIR

Upon roll call, motion passed unanimously.

➤ **Vice-Chair**

Nomination – Ms. Philippbar made by Mr. Holahan.

**MOTION:** TO APPOINT MS. PHILIPPBAR AS VICE-CHAIR

Upon roll call, motion passed unanimously.

➤ **Secretary**

Nomination – Ms. Ready made by Ms. Moran; however, Ms. Ready respectfully declined the nomination.

Nomination – Ms. Moran made by Ms. Day.

**MOTION:** TO APPOINT MS. MORAN AS SECRETARY

Upon roll call, motion passed unanimously.

Ms. Day explained the process as it pertains to the order of the Village Planning and Zoning Commission meetings.

**NEW BUSINESS:**



1) Case No. 01-2026

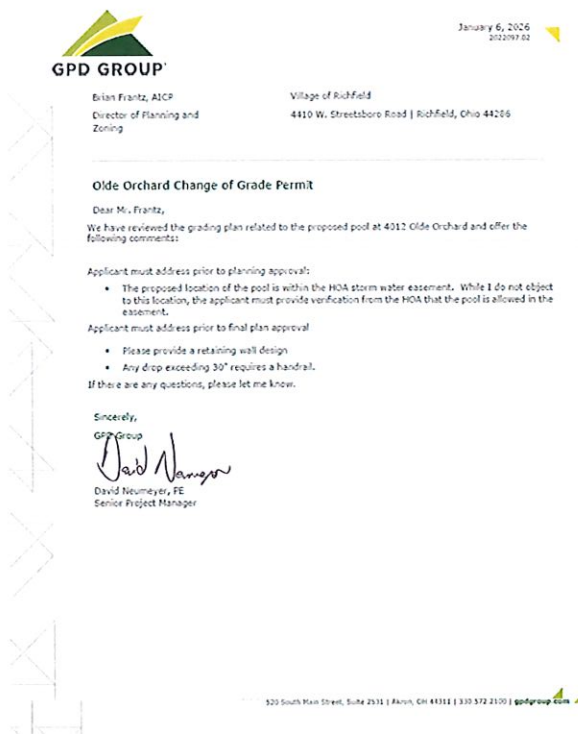
**Applicant:** Jonathan Tartara  
**Location:** 4012 Olde Orchard Trail  
**Zoning District:** R-1 Single Family Residential  
**Zoning Code:** 1167.07

The applicant is requesting change of grade approval to erect a retaining wall exceeding three feet in height on the property located at 4012 Olde Orchard Trail.

The applicant, Jonathan Tartara and the applicant's contractor, Bob Jones were present.

Director Frantz introduced the case and explained that the applicant is requesting a change of grade permit to erect a retaining wall exceeding three feet. Director Frantz brought attention to the memorandum provided to the applicant on January 6<sup>th</sup>, 2026, from the Village Engineer David Neumeyer. Moreover, Director Frantz explained that the applicant is proposing a pool installation on the property which includes grading such that a change of grade permit is required.

Village Engineer, David Neumeyer referenced and explained personal engineering review comments previously provided to the applicant.





Director Frantz stated that in reference to the HOA approval the Village cannot hold back approval as it is the applicant's requirement and a civil matter to work with the HOA. Additionally, Director Frantz stated that the other two outstanding items mentioned in the engineering memorandum are technical.

**Questions from The Commission:**

Ms. Philippbar asked if Mr. Neumeier referenced an issue with a railing. Mr. Neumeier responded that if the retaining wall exceeds 30 inches in height, then a railing is required.

The applicant, Mr. Jonathan Tartara stated that the HOA in their neighborhood is not functioning. Director Frantz responded that it is a civil matter between the applicant and the non-existing HOA. Director Frantz requested that the applicant send an email to the Planning and Zoning department stating that the HOA is not functioning.

The applicant's contractor, Mr. Bob Jones, questioned the required height regarding the railing. Mr. Neumeier responded that if the retaining wall exceeds 30 inches in height, then a railing is required.

Mr. Jones questioned how high the railing would have to be. Mr. Neumeier indicated to follow the building code.

Mr. Neumeier questioned the type of retaining wall that is being proposed. Mr. Jones responded that it is a unilock retaining wall. Mr. Neumeier responded that a wall section will need to be submitted.

Director Frantz recommended approval and if granted approval the Planning Commission should make the motion subject to addressing outstanding technical comments by the Village Engineer.

**Comments from The Commission:**

Mr. Holahan suggested that the applicant speak with their insurance company regarding the height of the railing as they may have specific requirements.

**MOTION:** TO APPROVE CASE 1-2026 WITH THE UNDERSTANDING THAT THE APPLICANT WILL GO ALONG WITH THE REQUESTS MADE BY THE VILLAGE ENGINEER.

Moved by Mr. Holahan, seconded by Ms. Moran.

Upon roll call, motion passed unanimously.

**2) Case No. 02-2026**

**Applicant:** Melissa Zubricky/Grooming by Missy  
**Location:** 4131 W. Streetsboro Road Suite F  
**Zoning District:** CH-II Historic Commercial  
**Zoning Code:** 1145.03(b) & 1173.13

The applicant is requesting a conditional zoning certificate to operate a full-service dog grooming business within the existing building located at 4131 W. Streetsboro Road Suite F.



**Director Frantz** introduced the case and brought attention to property which was previously occupied by a full-service dog groomer within one of the multiple tenant suites. **Director Frantz** explained that the intended use requires a conditional zoning permit and recommends approval.

**Ms. Day** asked the applicant if she would introduce her business and provide further details.

The applicant, **Ms. Melissa Zubricky**, made the following statements:

- Has been in the industry for 42 years and was previously located within the Village;
- The previous location of business would not renew any leases due to the plans to construct a new complex;
- Hours of operation are Monday through Saturday 8:00 am to 3:00 pm;
- No dogs will stay overnight at the location; and
- Currently, there are six employees in total, which includes two other bathers and three groomers.

**Questions from The Commission:**

**Ms. Day** questioned if the applicant would utilize the rear entrance. **Ms. Zubricky** responded that there is no rear entrance and all individuals must utilize the front entrance.

**Ms. Moran** questioned if the suite is located on the lower level. **Ms. Zubricky** responded that it is a split level with one suite below.

**Ms. Phillipbar** questioned how many dogs are groomed at one time and the noise level as it relates to the neighboring suites. **Ms. Zubricky** responded that she grooms approximately 15 to 18 dogs per day with three dogs at one time. Furthermore, **Ms. Zubricky** explained that the dryers produce the most noise, but in comparison to the surrounding tenants the dance studio and daycare produce more noise.

**MOTION:** TO APPROVE CASE 2-2026 AS SUBMITTED.

Moved by Mr. Holahan, seconded by Ms. Phillipbar.

Upon roll call, motion passed unanimously.

**Assistant Director Nauer** stated that Mr. Becker is working with Ms. Zubricky regarding her signage and will likely come before Planning Commission in February. Moreover, **Assistant Director Nauer** explained that the applicant is aware of the temporary and permanent signage requirements.

**Ms. Moran** questioned with approval may the applicant begin operations, move in and install temporary signage. **Director Frantz** explained that this case is for the conditional zoning certificate and per the Zoning Code it must be presented to council next Tuesday.



3) Case No. 03-2026

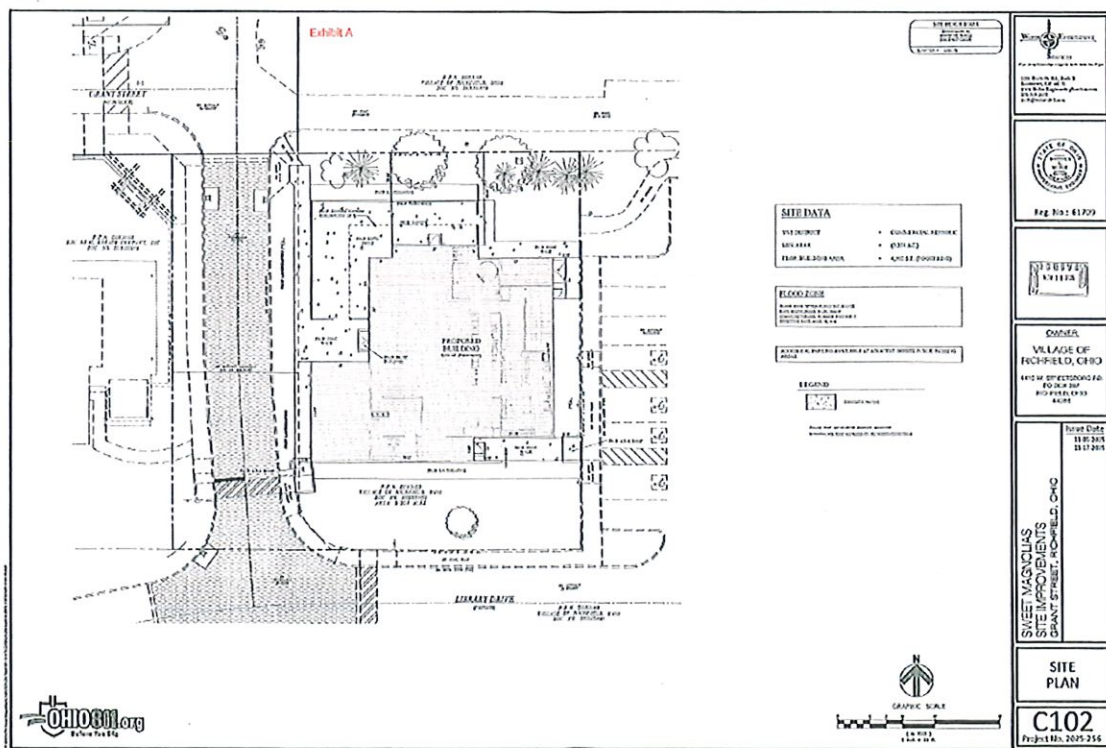
**Applicant:** Lisa Sherrill/Sweet Magnolia's  
**Location:** Parcel Number 5003150  
**Zoning District:** CH-I Historic Commercial  
**Zoning Code:** 1145.03(b)(1) & 1173.13

The applicant is requesting a conditional zoning certificate to permit operation of a non-fast-food restaurant on an approximate 0.35-acre vacant parcel located on the east side of Grant Street at the Library Drive intersection.

Lisa Sherrill and Al Sherrill were present to represent Sweet Magnolia's.

Director Frantz introduced the case and discussed the location of the parcel. The applicant stood before the Planning Commission prior to this meeting and received preliminary plan approval. Director Frantz provided a high-level overview of the background pertaining to the Village's intentions to develop the Green for retail and restaurants. Director Frantz explained that the applicant is requesting a conditional zoning certificate to operate a non-fast-food restaurant within the historic district.

Director Frantz brought attention to the submitted site plan and building elevations.





Director Frantz explained that the applicant is present to explain the intended use as a restaurant as it relates to obtaining a conditional zoning certificate. Furthermore, Director Frantz recommended approval of the request.

**The applicant, Lisa Sherrill made the following statements:**

- Sweet Magnolia's is proposed as a non-fast-food sit-down café designed to serve as a welcoming inclusive community gathering place within the Village square;
- The café will serve made-to-order food and beverage including pizza, ice cream, gelato and coffee in a comfortable dine in setting with no drive through service;
- Respectfully requesting approval of business hours from 8:00 am to 9:00 pm;
- Morning hours allow the café to serve parents after school drop off, caregivers with young children and remote workers seeking a calm place to work or meet;
- The children's play zone is specifically designed for daytime use creating a safe and engaging environment that encourages longer relaxed visits while supporting family-friendly activities in the square;
- Daytime and early evening hours support residents, visitors and community members attending events, gatherings within the Village square helping to activate the space during the day;
- Morning hours will be low impact and consistent with current daytime uses;



- Evening operations will remain primarily indoor focused with no outdoor amplified sound and will conclude at a reasonable hour respectful of surrounding properties;
- The café is intended to bring people together and offer something for everyone; and
- Sweet Magnolia's is committed to operating in full compliance with Village regulations and to enhance the vitality, walkability and sense of community within the square.

**Questions from The Commission:**

**Ms. Philippbar** questioned if the applicant would serve alcohol and if so, in what form. **Ms. Sherrill** responded yes there will be beer, wine and spirits.

**Ms. Philippbar** questioned the hours of operation on Sunday's. **Ms. Sherrill** explained that hours of operation would be seven days a week from 8:00 am to 9:00 pm.

**Ms. Day** questioned the number of employees that would be on staff. **Ms. Sherrill** responded that they would begin with eight to ten employees and add additional employees if needed.

**Ms. Philippbar** questioned when the expected start and end date of construction would be. **Ms. Sherrill** responded that they plan to begin construction in the spring and be completed by late fall.

**MOTION:** TO APPROVE CASE 3-2026 SUBJECT TO OUTSTANDING COMMENTS OF DESIGN PROFESSIONALS AND STAFF.

Moved by Mr. Holahan, seconded by Ms. Moran.

Upon roll call, motion passed unanimously.

**Director Frantz** discussed the next steps pursuant to the conditional zoning certificate process in correlation to tentative final plan approval for the project.

**4) Case No. 04-2026**

**Applicant:** Jason Modlik/Abundant Services, Inc.  
**Location:** 4039 Hart Road  
**Zoning District:** I-Industrial  
**Zoning Code:** 1159.03(b)(1)(B) & 1173.15

The applicant is requesting a conditional zoning certificate to permit a contractor's equipment storage yard on the property located at 4039 Hart Road.



Director Frantz introduced the case and explained that within the industrial zoning district a conditional zoning certificate is required to permit a contractor's equipment storage yard as outlined in 1159.03(b)(1). Furthermore, Director Frantz explained that the proposed outdoor storage will require screening such as the "storage of the following materials provided that storage is within an enclosed building or an area enclosed on all sides by a six-foot high solid masonry wall, or a minimum six-foot high solid painted fence with openings no greater than 15% and screened with landscaping, fencing, and mounding, so that no stored material is visible from a public street or residential district."

Director Frantz made the following statements:

- The applicant is aware of the requirements previously stated and has provided a high-level screening plan;
- Recommended approval of the application subject to working out the final details of the landscape and fencing screening with plans designed by a professional;
- Any existing outdoor storage on the property is a non-conformity as no records have been found pursuant to the issue;
- The applicant intends to pave the primary areas of the property and may seek a variance to allow storage to occur on existing gravel;
- It is understood by the applicant that a hard surface is required by the code to allow outdoor storage otherwise a variance must be granted;
- If the commission was inclined to grant approval the motion should be subject to obtaining a variance for understanding the intent of paved and non-paved areas or compliance with the code;
- There is a long-term tenant within the building, a truck repair facility; and
- The use of a truck repair facility is permitted within the industrial zoning district, but the tenant must come before the commission and obtain a conditional zoning permit to continue operation.

#### Questions from the Commission:

Ms. Moran questioned if paving could be concrete or asphalt. Director Frantz responded it can be hard surface of concrete, asphalt, and could likely argue permeable pavers as well. Furthermore, Director Frantz explained that gravel is not a permissible surface in non-residential zoning districts and the applicant is aware that he must comply or seek a variance.

Ms. Philippbar questioned where the fence would be placed on the East side of the property. Director Frantz responded that pursuant to the code outdoor storage cannot be visible from a public right of way. Director Frantz explained that a proposed idea would be to install a gate/fence in line with the building façade and would then extend to a distance on the East side where the storage is not visible from Hart Road.

Ms. Philippbar questioned where the fence would be placed on the West side of the property. Director Frantz explained that a proposed idea would be to install a gate/fence in line with the building façade and would then extend



to a distance on the West side where the storage is not visible from the residential areas. Director Frantz explained that there is a substantial buffer present on the property, but pursuant to the code a fence in combination with landscaping is required.

**Ms. Philippbar** questioned where the fence would be placed on the North side of the property. **Director Frantz** responded that to the North of the property is zoned industrial and explained that the applicant intends to remove the hoop structure and storage bays while reducing the area of outdoor storage. Director Frantz mentioned that the applicant must identify the areas of intended outdoor storage on the plan that will be prepared and should incorporate screening if visible from the public road.

**The applicant, Jason Modlik** explained that he intends to clean-up the property as things are currently scattered at different angles and placing items in a row would help immensely. Additionally, Mr. Modlik mentioned that the items currently placed outside will be reduced by 30-40% once the existing owner removes existing landscape items.

**Ms. Day** questioned if the applicant owns a demolition company. **Mr. Modlik** confirmed.

**MOTION: TO APPROVE CASE 4-2026 PENDING VILLAGE APPROVAL OF SCREENING, FENCEING AND SURFACE PAVING AS PREPARED BY A DESIGN PROFESSIONAL.**

Moved by Mr. Holahan, seconded by Ms. Moran.

Upon roll call, motion passed unanimously.

**Ms. Philippbar** stated that she believes it is unusual to approve something as a fence has not been shown or displayed to the commission. Furthermore, Ms. Philippbar stated that this is a first for her to approve something without discussion and would like to hear more about the fencing. **Director Frantz** responded that recently the commission had approved an application knowing that a fence was likely required and it was approved subject to.

**Mr. Modlik** stated that the fence will conform to the requirements with openings no greater than 15% and will most likely be board on board or shadow box. Additionally, Mr. Modlik stated that the fence will be stained to a color that is not intrusive and will have additional landscaping planted.

**Comments from the Floor:**

**Resident, Leisha Burrows (Harold Drive)** questioned the type of equipment that would be stored outside. **Mr. Modlik** responded skid steers, trucks, trailers, and excavators.

**Resident, Leisha Burrows (Harold Drive)** questioned if the proposed hard surface would create a greater water overflow issue for the resident located South of the property at 4084 Hart Road.



**Director Frantz** responded with the following statements:

- Ohio law requires that you contain your stormwater on your property;
- The approved amount of gravel to be placed on the property by Mr. Modlik currently remains unknown;
- A plan should be provided by the applicant;
- Gravel, concrete and asphalt have the have similar runoff coefficients for stormwater; and
- Water will have to be contained within the site and cannot be drained onto surrounding properties.

**Village Engineer, David Neumeyer** explained that gravel and asphalt are both considered impervious. Furthermore, Mr. Neumeyer explained that there would be very little difference between paving and the current site conditions. Mr. Neumeyer explained that when paving an area, a stormwater plan must be provided the show where the stormwater would go to.

**Resident, Leisha Burrows (Harold Drive)** questioned if the stormwater would go to the creek. **Mr. Neumeyer** responded that the stormwater would drain to the creek due to the location and being the lowest point. **Ms. Burrows** questioned if there would be a retaining pond. **Mr. Neumeyer** responded that he cannot answer that question as it depends on how much area is disturbed.

**Director Frantz** stated that the plans will be evaluated by the Village Engineer.

**Council Person, Bobbie Beshara (4268 W. Streetsboro Rd.)** questioned the total number of employees. **Mr. Modlik** responded that he currently has six employees with numbers to increase to approximately ten employees during the summer. Furthermore, Mr. Modlik stated that there will be approximately two employees on-site everyday including himself who typically go straight to the job sites.

**Ms. Day** questioned the number of employees that go in and out of the current landscaping business on the property. **Director Frantz** responded that the number is unknown.

**Director Frantz** explained that the applicant is aware of the need to have the employee parking lot striped and should be identified on the development plan.

**Director Frantz** explained the conditional zoning process to the applicant as it pertains to the approval process through council.



**APPROVAL OF 12/9/25 MINUTES:**

**MOTION:** TO APPROVE THE 12/9/25 MINUTES AS SUBMITTED.

Moved by Ms. Philippbar, seconded by Ms. Moran.

Upon roll call, motion passed unanimously.

**MAYOR'S REPORT:** Mayor Wheeler submitted the following written report:  
Mayors Report to Planning & Zoning 01 13 2026

Good evening all,

Happy New Year, I hope everyone had a great Christmas and Holiday Season.

We officially welcomed Carol Campbell and Jim Smith to the Council as well as welcoming Jeff Stoppenhagen and Rick Hudak back.

Council passed Resolution 95-2025 which authorized a Law Director for 2026. I swore Ben Chojnacki in as our Law Director.

On June 22 at the Annual Chamber of Richfield Dinner the Village will receive the 2025 Beautification Award for the job we all did on the Village Green.

The Public Utilities Commission of Ohio, the state's utilities regulator, has approved a [settlement agreement](#) with FirstEnergy Corp., according to [a statement from the company](#). PUCO will end its House Bill 6-related investigations into FirstEnergy as part of the settlement.

Ohio elections will operate a little differently from 2026 onward as a result of a GOP-passed law that, among other things, eliminates a grace period that allowed mail-in absentee ballots to be counted up to four days after the election. The changes, packaged in Senate Bill 293, officially go into effect March 20, which means all domestic mail-in ballots will have to reach the board of elections by the time polls close on Election Day, both for the state's primary election on May 5 and a big midterm general election on Nov. 3.

Ohio's plan to use unclaimed funds to help finance a new Cleveland Browns stadium in Brook Park remains on hold — and could stay that way for weeks or longer — as a Franklin County judge considers whether to extend a court-ordered freeze while the case moves forward.

U.S. Rep. Emilia Sykes has introduced legislation that would codify a Biden administration proposal requiring airlines to compensate passengers for significant delays and cancellations, which the Trump administration rescinded.

Other than that I have nothing to report. It has been quiet 2 weeks.



This will end my report unless someone has additional questions.

**COUNCIL REPORT:** Council Person Philippbar submitted the following written report:

**December 16, 2025:**

The Mayor and Council honored Ralph Waszak and Pat Norris with resolutions congratulating them for their many years of service.

A resolution was passed to make appropriation reductions and transfers for expenses and expenditures for the year ending December 2025.

An ordinance was passed updating the permanent parcel numbers of properties in our light industrial/office JEDD district.

Resolutions were passed to purchase 3 new Ford Police Interceptors and 3 new Chevy 1500 pickup trucks.

An ordinance was passed setting up a Tax Increment Equivalent Fund (TIF) within the Village for the purposes of public improvements.

A resolution was passed allowing the village to set up an escrow account for fire loss claims.

Legislation was passed approving code changes in our codified ordinances, approving new pricing for cemetery foundations, and approving the change of maximum height of monuments and headstones within our cemeteries.

**January 2 and 6, 2026:**

New council president is Rick Hudak, Vice President is Sue Ann Philippbar, Planning and Zoning Rep is Sue Ann Philippbar, Council Clerk is Jeff Gorman.

Carol Cambell, Jim Smith, Rick Hudak and Jeff Stoppenhagen were sworn in as new or re-elected council members.

Ben Chojnacki was sworn in as our returning legal council

A resolution was passed to enter into an agreement with the law firm Roetzel and Andress LPA for legal services through December 31, 2027.

**DIRECTOR OF PLANNING AND ZONING REPORT:** Director Frantz reported on the following:

- The Village will receive the 2025 Beautification Award for the Village Green at the Annual Chamber of Richfield Dinner;
- A service director from a surrounding community inquired about ways to be creative with funding such as the Village did through NEORS and how it is applied for storm water management;



- The next Planning Commission Work Session meeting will be used to drive deeper into use permission, setbacks and other pressing items;
- The Planning and Zoning Department meets administratively with the consultant regularly to prepare for work session meetings;
- Encouraged everyone to participate in the zoning update and register for Konveio;
- Continue to work with Dunkin' Donuts as the Village conducted a deal with Inspire Brands who is purchasing a little less than one acre on the South side of Wheatley Road across from McDonald's;
- Should anticipate Dunkin' Donuts in front of the Planning Commission for a presubmission conference in the near future as they intend to be fully operational by the late fall;
- Continue to work with the Mayor and jointly with other department heads on capital projects as there are several in the works;
- Due diligence is being completed regarding capital projects so they may go out for bid through the service department and can be executed through capital dollars; and
- Continue to work through several enforcement matters and work with property owners.

**Assistant Director Nauer** made the following statements:

- The former Sally's Antiques building/Gerbasi property has been demolished per court order and is expected to be backfilled when the weather breaks;
- There is activity on the North end of town, the former Rab property located on Brecksville Road;
- The property was purchased by Mansfield Oil LLC. and have no immediate plans for the property and are aware of the zoning requirements;
- A violation letter was sent to the property owners notifying them that the vacant structures must be maintained or demolished;
- Had an on-site meeting with the property owners to discuss the next steps which ultimately lead to the owners deciding that demolition of the buildings was the best option;
- The property owners have been preparing to demolish the buildings and have the land site ready;
- The property owners have begun tree clearing and are working with Summit County for permits; and
- Continue to work with businesses/individuals on registering temporary signs and temporary sign managements dependent on weather conditions.

**Director Frantz** explained that all zoning applications are accessible online and information pertaining to zoning requirements is conveyed through the Planning and Zoning Department. Director Frantz elaborated that previously explained North end of town violation was a result of code enforcement.

**Ms. Moran** questioned if the location was where the trees had been taken down. **Assistant Director Nauer** responded that the location is across from Cozumel Mexican restaurant and beside the Super 8 Motel. **Assistant Director Nauer** explained that the Super 8 Motel does have permits for temporary storage containers as they are needed for a remodeling project.



**Mr. Holahan** questioned if the location in question was the old Western Wagon. **Assistant Director Nauer** responded yes it was and the abandoned structure was cited.

**Director Frantz** stated that he believes this activity will have a positive impact for the North end of town as individuals begin to inquire. Director Frantz explained that the Comprehensive Land Use Plan ultimately encompasses significant improvements to street scape on the North end of town. Furthermore, projects must come to fruition and be marketed to possibly produce applications or use requests.

**Ms. Moran** questioned the size of the parcels. **Assistant Director Nauer** responded that there are two parcels with one part of a parcel being situated in the township. **Assistant Director Nauer** elaborated that one parcel is approximately 4.5 acres and the second parcel is approximately six acres.

**Director Frantz** stated that if the property owners plan to do anything that requires utilities on the back land the parcels would have to be annexed into the Village.


**COMMENTS FROM THE PUBLIC:** None.

**UNFINISHED BUSINESS:** None.

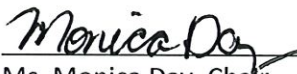
**ADJOURNMENT:** A motion was made by Mr. Holahan to adjourn the meeting. All members were in favor. Meeting adjourned at 7:10 pm.

*The following Minutes are not transcribed verbatim. This meeting has been digitally recorded in its entirety and is available in the Planning and Zoning office.*

Respectfully submitted,

  
Lauren Fioritto, Clerk  
Planning and Zoning Commission

Approved,

  
Ms. Monica Day, Chair  
Planning and Zoning Commission