



PLANNING AND ZONING COMMISSION MEETING

MINUTES

Tuesday, January 23, 2018 – 7:00 p.m.

CALL TO ORDER: Dr. Boester called the meeting to order at 7:12 p.m.

ROLL CALL: Charles Boester, Dan Holahan, Mike Wheeler were present.
Bart Sauer and Ralph Waszak were absent.

OTHERS PRESENT: Mayor Bobbie Beshara and Planning and Zoning Director Brian Frantz

AGENDA REQUESTS: Mr. Frantz requested to alter the agenda to allow Case 05-2018 to be heard ahead of the other agenda items since the other two items are Village related cases.

Mr. Wheeler made a motion to excuse Mr. Sauer and Mr. Waszak from the meeting and Mr. Holahan seconded. All members were in favor.

Mr. Holahan made a motion to alter the agenda and Mr. Wheeler seconded his motion. All members were in favor.

OLD BUSINESS: None.

NEW BUSINESS:

1. Case No. 05-2018
Dick Roznovsky/Edna Larson, Trustee
4915 Alger Road

Mr. Frantz explained that the applicant is requesting to subdivide an existing 20.70-acre parcel located at 4915 Alger Road, which was part of the former Deer Creek subdivision. The split consists of a 11.01-acre parcel and 9.69-acre parcel. The subdivision request meets the R-1 Zoning Code; however, it does not meet the Subdivision Code 6.9.1 (lot depth shall not exceed four times the lot width). Mr. Frantz stated that he is in favor of the applicant's request to preserve the rural character of the property, with an added easement restriction to the new subplot, which would be accessible from the existing platted right of way noted as 'Future Road.' Mr. Frantz will provide the easement language to the applicant which will be added directly to the minor subdivision plat so it can be recorded into the record.

Mr. Holahan made a motion to approve Case No. 05-2018 and Mr. Wheeler seconded his motion. All members were in favor.

2. Case No. 03-2018
Village of Richfield
Kinross Lakes Parkway

↓ Add- to Motion re: easement language

Mr. Frantz stated that the Village would like to move to the dedication process and dedicate the right of way for Kinross Lakes Parkway extension, which requires approval by Planning Commission pursuant to 4.9.5 of the Subdivision Regulations. If agreed to dedicate the right of way to make a public road, Planning Commission would make recommendation approval to Council. With the recommendation, a plat for dedication would be submitted to Council for approval and go through their readings. Mr. Frantz did note that the Council will likely have further discussions with Mayor on the actual name of this new road.

Mr. Holahan made a motion to approve Case No. 03-2018 and Mr. Wheeler seconded his motion. All members were in favor.

3. Case No. 04-2018
Nexen/Village of Richfield
4014 Wheatley Road

Mr. Frantz explained that this request is to move existing property lines for Nexen's subplot by 20 feet, from the East to West. Mr. Frantz gave historical background on the Nexen development process and stated the subplot was created and sold to Nexen by the Village of Richfield; that a higher architectural design standard and form was developed and approved by Planning Commission; and that property lines may need to be moved in order to meet the architectural standards and form.

Mr. Frantz stated the Village will give Nexen 20 feet of right of way (on the east property line) in order to meet the architectural standards that Planning Commission previously developed and approved. The adjustment (shift) of the property lines includes a move of the easterly line 20 feet to the west, as well as a move of the westerly line 20 feet to the west.

Mr. Frantz noted to Mayor Beshara and Council Representative Mr. Wheeler, this will need to be added to Council's February 6, 2018 agenda for First Reading.

Mr. Wheeler made a motion to approve Case No. 04-2018 and Mr. Holahan seconded his motion. All members were in favor.

APPROVAL OF MINUTES: None.

MAYORS REPORT: Mayor Beshara reported income tax for January is up a little over 5%, as of January 23, 2018. She noted end of the year 2017 income tax was lower, however withholding tax was up. The Village is starting the year off busy- 2018 capital projects are underway and negotiations are in process. She also noted that there is no announcement of the Water Tower Project yet, as it is still under legal review. Tracey Smart was recently hired as a part-time employee in Fire Department. Police Officer, Amy Ellis retired. Additionally, the Chambers of Commerce Meeting will be held at the Days Inn, at Noon on March 7, 2018.

COUNCIL REPORT: Mr. Wheeler reported there was ^{well} 10 pieces of new legislation and four old legislation underway- some carried over from 2017, some readings were kept as is and some will need to be reviewed further. ~~Mr. Frantz~~ Brian mentioned that he responded to Mrs. Lanford's inquiry regarding the purchase of Service Vehicles that were previously approved by Council in the 2018 Capital Budget and will forward the response to Mr. Wheeler.

DIRECTOR OF PLANNING AND ZONING REPORT: Mr. Frantz reported the department is busy setting up capital projects, reconciling capital projects along with Finance to ensure projects don't exceed budget and stay on task.

Mr. Frantz reiterated the Code and Permit Enforcement practice of the Village- and that there are a few options on how to handle enforcement, mostly being Pro-Active and Re-Active. The Village's general approach is not to seek out issues, but to address them when they are reported. The following potential code and permit enforcement issues were reported this month:

- 1) Ellie Mae Photography for non-conforming window signage and for not obtaining a sign permit. During his visit at the property, Mr. Frantz spoke with the owner who stated she will stop by the Planning and Zoning office to file the proper paperwork and seek approvals.
- 2) Reports that Flitzen Factory has a retail type business on the front of their building that is zoned Industrial. Mr. Frantz stated they were previously issued an occupancy permit with use classification as Wholesale Office Showroom, which doesn't permit retail. During his visit Mr. Frantz spoke to the owners who state they do not sell retail products out of their building, but order materials to their site and deliver them to their customers. Flitzen Factory did mention to Mr. Frantz during his visit, they are interested in expanding within the building. Mr. Frantz advised that will require a new conditional use zoning permit and Planning Commission approval. Further research still needed by Mr. Frantz to confirm if sign permit was issued.
- 3) Reports of loud activity during late night/early morning hours at Estes Trucking Co. Mr. Frantz communicated the complaint to the company owner. The company owner has researched the issue and has taken steps to mitigate any late night/early morning activity from their facility. Due to the nature and timing of complaint, it is not certain that the noise is isolated to Estes Trucking Co. Mr. Frantz did follow up with the resident and stated complaints of this nature should be called into Richfield Police for proper reporting and handling protocol.
- 4) Reports of junk, abandoned autos/trailers, car parts at a Maple Drive property creating an eyesore. At the time of the complaint, there was too much snow to confirm the complaint. Mr. Frantz will complete an inspection in the near future once the weather permits.

Mr. Frantz brought up one discussion item— he was recently approached by a property owner with a business idea to open an automatic car wash on the north end of Brecksville Road which is zoned as C-2 General Business. Mr. Frantz mentioned car wash use is not called out specifically in the zoning code, however automotive service station is. The definition of automotive service station is vague and recommends more clarity added to the Codified Code regarding car wash use. The idea is still in the conceptual stage and the property owner wanted to get an idea of how to best approach this request. Mr. Holahan suggested it would best reviewed as a conditional use and Mr. Frantz and others agreed.

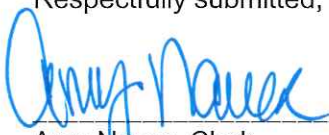
COMMENTS FROM THE PUBLIC: None.

UNFINISHED BUSINESS: Dr. Boester noted earlier this month he made a call to the Village to report concerns of a possible sink hole in the right of way by his mailbox. He mentioned the issue was addressed swiftly and the repairs were completed ahead of his arriving patients/appointments. Dr. Boester was grateful and wanted to acknowledge the effort of everyone involved.

ADJOURNMENT:

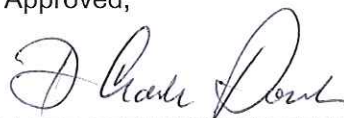
A motion was made by Mr. Holahan to adjourn the meeting. His motion was seconded by Mr. Wheeler and the meeting adjourned at 8:44 p.m.

Respectfully submitted,



Amy Nauer, Clerk
Planning and Zoning Commission

Approved,



Dr. Charles Boester, Chairman
Planning and Zoning Commission