



**PLANNING AND ZONING COMMISSION
WORK SESSION MINUTES
ZONING CODE UPDATE MEETING #8
January 27, 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 Philipbar, Dan Holahan, Teri Moran, and Denise Ready were present.

OTHERS PRESENT: Michael Wheeler, Mayor and Safety Director of The Village of Richfield, Planning and Zoning Director Brian Frantz, Assistant Planning and Zoning Director Amy Nauer, André Myers participated via Zoom (from the hired consultant team, Tunnell, Spangler, Walsh & Associates) and members of the public were also present.

WORK SESSION DISCUSSION:

1) Draft Code Sections

Mr. Myers presented draft code sections and work documents through screen-sharing from the project website, <https://richfieldzoning.konveio.com/>, for in-person and remote audiences.

1.a) Crossroads Regulating Plan

Mr. Myers introduced a draft Crossroads regulating plan, describing the content, purpose, and effects of requiring and organizing new vehicular and pedestrian pathways. Mr. Myers explained that the regulating plan would be a tool to help the Village implement the adopted Crossroads District Master Plan; requiring the private development of mapped new roadways and paths in alignment with the adopted map. He further explained that the regulating plan would have built-in flexibility with a clear process for formally adjusting the location of planned roadways and pathways—allowing an applicant to adjust an alignment up to a certain number of feet. Lastly, Mr. Myers explained that this draft regulating plan is based on the 2019 Crossroads District Master Plan—acknowledging that more recent refinements to some portions of that master plan were approved by the Village.

Director Frantz provided context on the history of master planning the Crossroads area, explaining the Village's investments to date and the current and previous iterations of the master plan. Director Frantz also explained the current mix of property ownership and pending property development happening along Wheatley Road.

The Commission discussed the content of the draft regulating plan, including the orientation and location of roadways and trails. Specific intersections and curb cuts were discussed for potential realignment. Director Frantz and Commission members discussed iterations of roadway alignment around the proposed central green, and the implications of an additional signal planned for Wheatley Road near the highway interchange.

Some Commission members expressed concern with potentially requiring private construction of new roadways. Director Frantz explained that a regulating plan, like a thoroughfare plan, would help coordinate development and ensure that the Village is implementing its long-term vision for this area and realizing investments made to

date. He emphasized that development in this area will happen and asked the Commission to consider what level of influence they felt was best for the Village to take. The Commission further discussed alignments, features of the draft regulating plan, and the potential need to discuss and refine the content outside of meetings with the consultant team. The Commission supported the removal of the trails from the draft regulating plan.

MOTION: TO REMOVE TRAILS AS PART OF THE REGULATING PLAN

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

Upon roll call, motion passed unanimously.

1.b) Use-Specific Standards

Mr. Myers introduced the revised and expanded set of definitions drafted to date—including new use definitions and refinements made based on previous Commission work sessions. Mr. Myers also described proposed adjustments to the use permissions tables.

The Commission discussed definitions including “accessory storage,” “governmental use,” “outdoor storage,” “warehousing and self-storage,” and the definitions for indoor and outdoor recreation. Director Frantz provided context around previous applications for establishing these uses in the Village. The Commission also discussed draft additions and changes to the use permissions tables, including removing outdoor recreation uses as a permitted use in the residential districts, clarifying that “warehouse or self-service storage” uses are prohibited Village-wide, and removing indoor recreation uses as permitted uses in certain Crossroads districts.

Mr. Myers continued and introduced the first draft use-specific standards, explaining that use-specific standards are intended to tailor regulation of uses to prevent nuisances and ensure compatibility with neighboring properties, as applicable. He explained that many of these provisions were carried forward from the currently adopted zoning code while highlighting the proposed new use-specific standards. He emphasized that the current working draft would have these use-specific standards apply to all instances of a given use (including whether principal, accessory, legal nonconforming, or conditionally approved) unless the standard specifically states otherwise. Mr. Myers further explained that a critical purpose of use-specific standards is to give the Planning and Zoning Commission criteria for evaluating uses that require a conditional use approval.

Director Frantz provided context on the currently adopted use-specific standards, citing examples of applications that came before the Planning and Zoning Commission. The Commission discussed examples and raised questions about the use of use-specific standards and conditional use permits. Mr. Myers shared his analysis that many currently adopted use-specific standards relate to landscaping which can be written plainly into an objective standard in place of the Planning and Zoning Commission being required to apply standards as a conditional of approval to applications. Mr. Myers recommended that a strong, clear set of landscaping standards be included in the draft zoning code, removing all use-specific standards that don’t provide clear landscaping standards. Mr. Myers further explained that this changes some use permissions from “conditional” to “permitted with a zoning certificate.”

Among other topics, the Commission discussed:

- Accessory storage standards, including the square-footage limits—with Mr. Myers and Director Frantz explaining that the figures come from the existing adopted standards and relate to keeping this use as accessory to another.
- Drive-thru service window standards, including the relationship to properties along Wheatley Road and forthcoming development recently approved in this area by the Village.

- Governmental use standards, including the Village’s authority related to regulate development from government units other than the Village itself—with Director Frantz providing context on recent history proposals and negotiations.
- Outdoor storage standards, including clarifying provisions in the currently adopted zoning code that are intended to require an association between the storage and the principal use of the lot.
- Utility use standards, including clarifying the types of landscaping requirements that work best for certain types of utilities.

The Commission discussed the effects of use-specific standards and the clarifications needed to make these standards consistently enforceable, agreeing that an additional work session may be required to continue discussions on these topics.

2) Next Steps

Mr. Myers encouraged the Commission to continue leaving comments on the current draft module within the project website. Mr. Myers anticipated that the February work session may focus on dimensional standards, unless the Commission decides to continue discussion on the use-specific standards to review and confirm proposed language.

APPROVAL OF 12/18/26 MINUTES:

MOTION: TO APPROVE THE 12/18/26 MINUTES AS SUBMITTED.


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

Ms. Ready abstained. Upon roll call, motion passed unanimously.

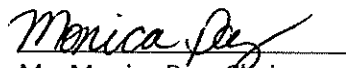
ADJOURNMENT: Meeting adjourned at 8:20 p.m.

These 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,


Amy J. Nauer, Assistant Director
Planning, Zoning and Economic Development

Approved,


Ms. Monica Day, Chair
Planning and Zoning Commission