



**PLANNING AND ZONING COMMISSION
WORK SESSION MINUTES
ZONING CODE UPDATE MEETING #9
February 24, 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.

MEMBERS: Monica Day, Sue Ann Philipbar, Dan Holahan, Teri Moran, Denise Ready and ex officio member Mayor Michael Wheeler were present.

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

OLD BUSINESS:

1) Case No. 10-2026 *Informational Hearing*****

Applicant: Village of Richfield
Location: N/A
Zoning District: N/A
Zoning Code: 1109.09

Village Council is proposing an amendment to the Planning and Zoning Code to address vehicle fuel stations in the C-2 General Business District.

Director Frantz discussed the history of the Code pertaining to gas stations and explained that gas stations have been re-termed to vehicle fuel stations and ultimately prohibit travel centers. Director Frantz noted that the definition was created to place a limitation on having no more than two gas stations within the Village. Moreover, if the number of vehicle fuel stations dropped below two the zoning district was never defined as to where the facilities may operate as the location should be within the C-2 General Business district. Furthermore, the ordinance fails to note that vehicle fuel stations are permissible as a conditionally permitted use in the C-2 General Business District.

Director Frantz explained the formal process of an amendment to the Planning and Zoning Code requires an informational hearing as Village council has referred Resolution 9-2026 to Planning Commission to address vehicle fuel stations in the C-2 General Business District as a conditionally permitted use. Additionally, Director Frantz explained that Village council currently has Ordinance 12-2026 reading at council level to add vehicle fuel stations in Section 1149.03(b) subject to Section 1171.13 which is the conditional zoning certificate language for the Code. Director Frantz defined a vehicle fuel station as “a facility used for the retail sale of vehicle fuels, engine oils, or accessories, which can include but is not limited to gasoline, diesel, electric, natural gas or any other commercially available fuel source for vehicles” which has been codified into the Code.

Director Frantz stated that the purpose of the informational hearing is to allow the public an opportunity to speak on the case. Director Frantz made a recommendation to accept Ordinance 12-2026 back to Village council who then may move forward and ultimately have the amendment codified into the Code.

MOTION: TO REFER BACK TO COUNCIL AND RECOMMEND APPROVAL OF THE PROPOSED AMENDMENT AS IDENTIFIED WITHIN ORDINANCE 12-2026.

Moved by Mr. Holahan, seconded by Ms. Philipobar. Upon roll call, motion passed unanimously.

WORK SESSION DISCUSSION:

1) Continued Discussion: Use-Specific Standards

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. Indoor/outdoor recreation.

Director Frantz gave context about past applications and interest from private property owners and developments desiring to bring indoor and outdoor recreation uses into the Village. This context included places in the Village where such uses have been explored and past public hearings related to such uses. Director Frantz and Commissioners discussed that such uses require a relatively large amount of acreage with relatively few jobs created, with Director Frantz emphasizing that the Village operates largely on income taxes from local jobs.

The Commission discussed potentially calling indoor shooting ranges out as a separate use from the broader category of “indoor recreation.” Mr. Myers and Commissioners discussed other examples of recreation uses in surrounding communities, with Director Frantz specifically mentioning the Pinnacle development, among others. Commissioner Philipobar discussed a desire to allow smaller-scale recreations uses. Director Frantz shared that a zoning code could limit recreational uses based on square feet, but offered that the draw of indoor/outdoor recreational facilities typically extends beyond just local households. The Commission discussed potentially leaving this topic to be picked back up at a separate work session.

2. Drive-thru service windows.

Director Frantz gave context about the current locations and recently executed agreements related to drive-thru establishments in the Village, with particular emphasis on the Crossroads District. Mr. Myers shared the current working draft and described the currently drafted limits for drive-thru service windows that could be located in the proposed CR-2 zoning district—covering the South Wheatley area identified in the adopted Crossroads District Master Plan (2019). The Commission discussed incentivizing vehicular access to extended parts of separate lots without creating additional curb cuts along Wheatley Road, including a potential parallel access road.

Director Frantz and Mayor Wheeler described the Village’s recent and history investments into the Crossroads District. Mr. Myers described the working draft regulating plan. Director Frantz brought up examples of commercial development for comparison in Fairlawn and Montrose. Commissioner Philipobar recommended adjusting the language of the working drafting zoning code to limit drive-thru service windows in the proposed CR-2 zoning district to “corner lots at signalized intersections with Wheatley Road.”

3. Dwellings in mixed-used buildings.

Mr. Myers presented the working draft language for use-specific standards regarding dwellings in mixed-use buildings. Director Frantz described the relationship between mixed-use buildings, residential uses, and the proposed public green shown in the adopted Crossroads District Master Plan (2019). The Commission discussed allowing this use throughout the proposed CR-2 zoning district.

4. Fabrication workshops.

Mr. Myers presented the working draft language for use-specific standards regarding fabrication and trade workshop uses, and the associated definitions and use permissions by zoning district. The working draft standards include a restriction of such uses in the commercial historic zoning districts to be no larger than 3,000 square feet in gross floor area. Commissioner Holahan asked about nonconformities that could be created with this provision. Mayor Wheeler shared that the restriction should be set at 5,000 square feet to capture existing similar uses within the commercial historic zoning districts.

5. Industrial production and processing.

Mr. Myers presented the working draft definitions (including recent changes and additions to the draft zoning code), use permissions, and use-specific standards associated with industrial production and processing uses. Mr. Myers emphasized the landscaping requirements and described nonconformities. Mayor Wheeler asked how these standards would affect existing industrial operations and abutting residential dwellings. Director Frantz provided context on the existing industrial uses that abut residential neighborhoods and further described the requirements and responsibilities of non-residential property owners for compliance with buffering requirements.

Commissioner Philippbar discussed landscaping and buffering requirements, sharing a desire to be more flexible, and asking about the ability to credit existing trees towards buffer requirements. Commissioner Holahan described his concern with landscaping-only buffering; including that in winter the screening properties may seasonally go away. Director Frantz suggested that there should be a provision in the draft code to credit existing trees; an easement and requirements to replant dead trees must be considered; if there is sufficient mounding in the right location, then a fence should not also be required. Director Frantz also offered that fence requirements aren't solely in place to address sound—they also provide consistent visual screening.

MOTION: ADD THIRD WORK SESSION @ 6:00PM ON MARCH 31ST

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

Upon roll call, motion passed unanimously.

Public Comments

Multiple members of the public shared their thoughts and questions regarding the Commission's discussion at this work session. Comments from the public included:

- Indoor recreation in Richfield would likely look like Pinnacle—and large-scale uses would not be appropriate in Richfield.
- The OL zoning district is meant for jobs; permissions for uses that spread jobs too thinly would be counterproductive to this purpose.
- The tree credit idea needs to be simple and focused on protecting residents.
- Mixed-use buildings in the proposed CR-2 zoning district could wrap around parking decks and/or cover underground parking.
- The National Interstate building has a parking garage.
- The master plan for the Crossroads District keeps changing. There are concerns about fast food and drive-thrus popping up in this district. Can the Village partner with a developer to build this out? Can an engineering study be completed to settle the ideal locations for new roadways within the district?
- Zoning permits and construction permits issues today don't have a sunset clause. There are concerns over nonstop construction projects affecting the peaceful enjoyment of residential properties.

2) Next Steps

Mr. Myers encouraged the Commission to continue leaving comments on the current draft module within the project website. The Commission discussed holding the tenth zoning code update work session without Mr. Myers present; having Mr. Myers return next at an April date.

Mr. Myers shared his anticipation that the April work session may focus on dimensional standards, unless the Commission decides to continue discussions regarding other topics.

APPROVAL OF 1/27/26 MINUTES:

MOTION: TO APPROVE THE 1/27/26 MINUTES AS SUBMITTED.

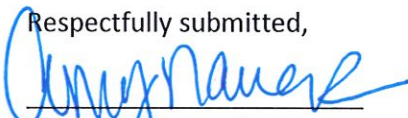
Moved by Ms. Philippbar, seconded by Mr. Holahan.

Upon roll call, motion passed unanimously.

ADJOURNMENT: Meeting adjourned at 8:28 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