



**PLANNING AND ZONING COMMISSION MEETING  
MINUTES  
Tuesday, April 10, 2018 – 7:00 p.m.**

**CALL TO ORDER:** Dr. Boester called the meeting to order at 7:04 p.m.

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

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

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

**AGENDA REQUESTS:** Mr. Frantz stated there were no agenda requests, however did want to note that Case 16-2018 on the agenda wouldn't be discussed this evening due to Mr. Wheeler and Mr. Waszak were absent; and Mr. Wheeler requested to participate in the discussion. Mr. Frantz stated he would give an outline of next steps and key dates when the case is up for discussion later this evening.

**OLD BUSINESS:**

1. Ellie Mellie Photography/Autumn Skoczen

Applicant is requesting approval for a wall sign and several window signs that have been installed on the building located at 4183 W. Streetsboro Road. Mr. Frantz stated that an associate of Ms. Skoczen, Ashley was present this evening, as Ms. Skoczen couldn't attend the meeting. Mr. Frantz gave an overview of the outstanding items related to the incomplete sign application received in February 2017 and the signs were installed prior to receiving planning commission approval; and are out of compliance with the zoning code. The outstanding items include- a formal application to include the total quantity of signs, dimensions of each sign, dimensions of the windows/glass space, application and permit fee of \$150; and planning commission approval. Additionally, a certificate of use application and \$150 fee was never filed and still needed. Ashley stated the signs were installed in October 2016 and was not aware of the outstanding issues. She stated she will work with the company owner Ms. Skoczen to resolve the aged, outstanding issues. Dr. Boester outlined the next step options as: keep the signs as is and seek a variance approval from BZA for too many/too large of signs; or to reduce the number of signs and size of signs; or to remove them all together. Mr. Frantz suggested to have the sign company and Ms. Skoczen contact the zoning office for any clarification needed on zoning code Chapter 1163. Mr. Holahan stated Ms. Skoczen needs to come back to planning commission with a plan to address the out of compliance signs or proceed with seeking a variance from BZA. Dr. Boester recommended to table this case until the May 8<sup>th</sup> meeting and advised Ms. Skoczen needs to be prepared with a plan.

**Mr. Sauer made a motion to table Case 08-2017 and Mr. Holahan seconded his motion. All members were in favor.**

**NEW BUSINESS:**

1. United Rentals/Palmer Family Trust/LAAD Sign & Lighting

Applicant requested approval to install five signs on the property which consists of: one double sided monument sign re-face, two directional signs at the North & South driveway entrances, one building and door sign. Mr.



Frantz reported the application request meets the zoning code and recommended to approve. Dr. Boester stated he didn't not have any issues with the request either.

**Mr. Holahan made a motion to approve Case 12-2018 and Mr. Sauer seconded his motion. All members were in favor.**

## 2. Group Management Services/Blink Signs

Applicant requested approval to install three signs on the property which consists of two building signs on the West and East elevation and one double-sided monument sign. Mr. Frantz stated the property is in the PCD district which allows for two building signs, however the second building sign area cannot exceed 40% of the sign area permitted for the primary frontage sign. Mr. Frantz stated the second building sign as requested was too large and isn't in compliance with the zoning code. Mr. Frantz mentioned the options for the applicant would be either to reduce the size of the second building sign to 28 sq. ft. or to seek a variance from BZA. Mr. Dilonno of Blink Signs stated the applicant doesn't want to modify the size of the sign and will seek a variance. Mr. Frantz noted the landscape plans were missing with application and planning commission usually likes to see this detail when reviewing sign applications. Mr. Dilonno stated the landscape plans aren't finalized yet but are being worked on. Dr. Boester asked if planning commission approved the landscape plans when the construction plans were reviewed. Mr. Frantz stated sign landscaping plans weren't proposed at the time of construction plan approval and Dr. Boester stated the board will want to see them. Mr. Frantz stated he will bring the landscape plans to the planning commission board when they are received. Dr. Boester asked if the address was going to be on the monument sign or base. Mr. Dilonno stated he would add the address either as vinyl or three-dimensional.

**Mr. Holahan made a motion to approve the following:**

- The monument sign, subject to landscaping to be approved by Planning Commission on resubmittal;
- The west elevation building sign; and
- The east elevation building sign, subject to BZA approval for the additional building sign

**Mr. Sauer seconded the motion. All members were in favor.**

## 3. Boyco Trucking, LLC

Mr. Frantz reported the applicant, Boyco Trucking LLC, is requesting a conditional certificate to permit a transfer terminal in the building located at 2901 Brecksville Road (the former Midwest Commodities terminal). The Planning and Zoning Code requires a conditional zoning certificate for truck and transfer terminals located in industrial districts subject to Section 1173.15(b) of the Planning and Zoning Code. Mr. Frantz stated the previous 3-year improvement plan arranged with the property owner was completed, with an additional \$250k in interior/exterior improvements. The property owner mentioned the parking lot is on the list of needed improvements, it's a large project and will take time and capital to complete; and limestone was recently applied throughout. Applicant stated they have 20 employees with growth projected to add an additional 30 employees and office hours will be 8am-6pm. The company was founded in 2009 and currently located in Cleveland. Dr. Boester welcomed and thanked the applicant for choosing Richfield as their new location.

**Mr. Sauer made a motion to approve Case 14-2018 and Mr. Holahan seconded his motion. All members were in favor.**



#### 4. Brookdale Hospice/Adam Eibling

Mr. Frantz reported the applicant is requesting approval for a small insert into an existing monument sign and submitted application for a certificate of use and occupancy on the property located at 3380 Brecksville Road. He stated the insert meets the zoning code requirements and recommends approval. The Planning Commission board members didn't have any questions and agreed with the sign update and company use.

**Mr. Holahan made a motion to approve Case 15-2018 and Mr. Sauer seconded his motion. All members were in favor.**

#### 5. Text amendment to section 1159.03 / Village Council

Mr. Frantz noted this case was a referral to Planning Commission from the 4/08/18 Council Meeting – requesting a text amendment to section 1159.03 of the Planning and Zoning code to include Commercial Indoor Firing Range as a conditional use in the Industrial Zoning District.

Mr. Frantz stated Mr. Wheeler and Mr. Waszak were not present at this meeting. Mr. Wheeler requested the discussion of this case to be tabled until the next meeting. Mr. Sauer stated the board was assembled this evening and the case is on the agenda, why not vote. Mr. Frantz stated an action wasn't necessary this evening and this was to be an informative, open dialogue discussion and review the steps/timeline around this text amendment. Mr. Holahan was agreeable to table the discussion. Mr. Frantz gave an outline of the steps needed and key dates:

- 4/13/18 – Referral to Planning Commission
- 4/10/18 – Introduction to Planning Commission
- 4/24/18 – Discussion with all Planning Commission board members
- 5/08/18 – Public Hearing at Planning Commission meeting
- 5/15/18 – Planning Commission recommendation to Council
- 6/19/18 – Public Hearing at Council meeting
- Council has up to 90 days to take action – worse case, 9/18/18 Council adopts
- Text amendment is in effect after 30 days from adoption, per Charter – 10/19/18

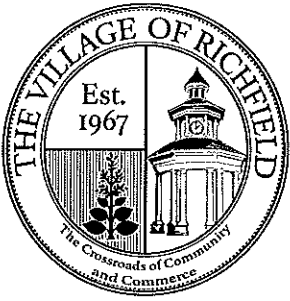
**Mr. Holahan made a motion to table Case 16-2018 until the next planning commission meeting, scheduled for 4/24/18. Mr. Sauer seconded his motion. All members were in favor.**

**APPROVAL OF MINUTES:** None

**MAYORS REPORT:** Mayor Beshara thanked all the departments for assisting with the President Trump visit. The visit was a success and she is very proud of the staff and community. Mayor Beshara stated the annual State of the Village will be May 2<sup>nd</sup> during the Chamber of Commerce lunch. She also reported the Service Director position is now closed and the applications are being reviewed; and interviews to be scheduled soon. President Mike Lyons, Councilman Mike Wheeler and Mr. Frantz will be part of the interview team.

**COUNCIL REPORT:** None.

**DIRECTOR OF PLANNING AND ZONING REPORT:** Mr. Frantz reported the following items:



- McDonalds improvement plans were received and will be coming to planning commission soon;
- Water Tower discussion set for the 4/17/18 Council meeting – which will get referred to planning commission for the 4/24/18 agenda;
- Kaczmar Architects contract for architectural reviews and architectural form/standards is being reviewed;
- Letters were sent 3/28/18 to all the businesses regarding section 1163 Signs of the zoning code. It also included details on the registration and de-registration of temporary signs.

**COMMENTS FROM THE PUBLIC:** None.


**UNFINISHED BUSINESS:** None.

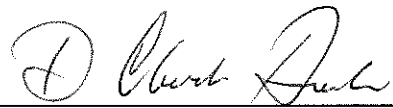
**ADJOURNMENT:**

A motion was made by Mr. <sup>Sauer</sup>~~Waszak~~ to adjourn the meeting. Mr. Holahan seconded his motion and all members were in favor. Meeting adjourned at 9:19 pm.

Respectfully submitted,

Approved,

  
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Amy Nauer, Clerk  
Planning and Zoning Commission

  
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Dr. Charles Boester, Chairman  
Planning and Zoning Commission