

# Village of Richfield

4410 W. STREETSBORO ROAD  
P.O. BOX 387  
RICHFIELD, OHIO 44286-0387  
330-659-9201

BOBBIE BESHARA, Mayor  
RICK HUDAK, Council President

SANDY TURK, Finance Director  
MELANIE A. BAKER, Service Director

## Memorandum

**TO:** Bobbie Beshara, Mayor  
and the Richfield Village Council

**FROM:** Brian M. Frantz, AICP, Planning and Zoning Director

**SUBJECT:** Annual Report – Planning and Zoning Department

**DATE:** February 14, 2014

I am pleased to submit the 2013 annual report for the Planning and Zoning Department.

For specific information or questions about this report, please do not hesitate to contact me.

2007-2020

## Village of Richfield Comprehensive Land-Use Plan



Adopted November 2013

VILLAGE OF RICHFIELD  
PLANNING AND ZONING DEPARTMENT  
ANNUAL REPORT  
FOR 2013

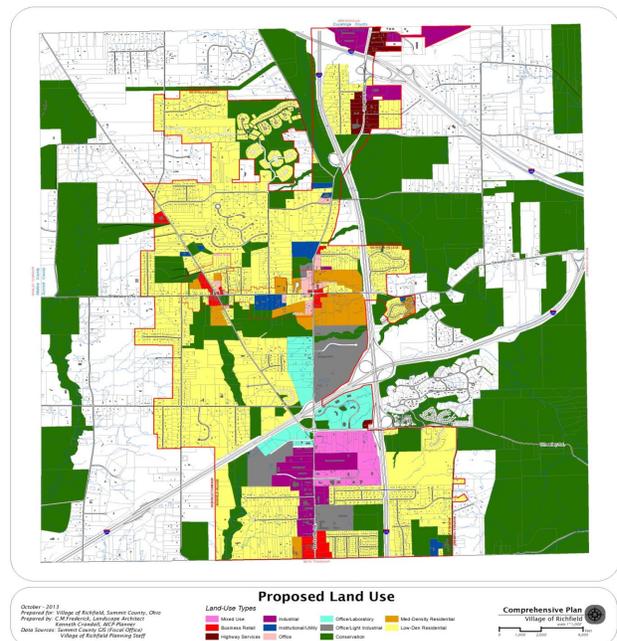
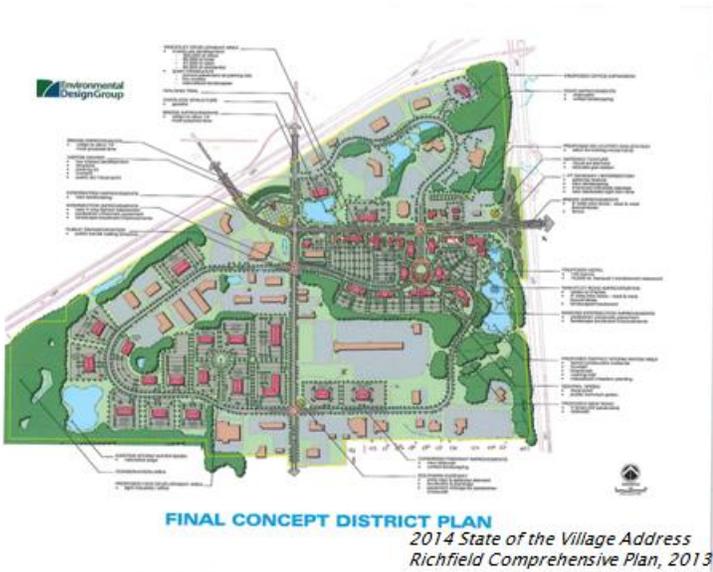
PLANNING AND ZONING DIRECTOR

Brian Frantz, AICP

ADMINISTRATIVE ASSISTANT

Mindi Schaetzle

For current and archived Planning and Zoning Commission and Board of Zoning Appeals meeting agendas and minutes log onto: [www.richfieldvillageohio.org](http://www.richfieldvillageohio.org)



## OVERVIEW

The Planning and Zoning Director has been providing the Mayor and Council an annual report that outlines the casework and projects that were completed during the year 2013. The following items are covered in the report:

- ✓ Planning Commission reviews and special projects
- ✓ Board of Zoning Appeals cases
- ✓ Permit activity
- ✓ Zoning enforcement

Moreover, this report explains the responsibilities of the Planning and Zoning Commission and the Board of Zoning Appeals.

The Village of Richfield, in the interest of promoting the public health, safety, convenience, comfort, prosperity and general welfare in Richfield, enacted a Zoning Code to zone within the limits of the Village of Richfield, Summit County, Ohio. The code regulates and promotes the orderly development of the community and the structures within the community in accordance with the Village's Comprehensive Plan and Thoroughfare Plan.

**Authority of the Planning and Zoning Director:** The Planning and Zoning Director is the administrative officer for the purpose of administering and enforcing the zoning code. The Planning Director shall have the power to issue zoning certificates for uses in residential districts.

## PLANNING AND ZONING COMMISSION

The Planning and Zoning Commission consists of one member of Council and 4 appointed electors of the Village to serve 4-year terms. The Mayor serves as an ex officio member. The Commission meets in public on the second and fourth Tuesdays of the month. Generally, the first meeting of each month is considered a “planning session,” the second meeting of the month typically entails requests made by applicants that require Planning Commission approval. Examples of items the Planning Commission acts on are conditional zoning certificates, non-residential zoning certificates, rezoning, amendments to the Zoning Code and Comprehensive Plan text.

The Planning and Zoning Commissions powers and duties are outlined in the *Charter Section 9.05* but, at minimum, shall plan the overall growth, development, redevelopment, rehabilitation and renewal of the Village. They may also inaugurate studies, conduct surveys, hold public hearings and develop plans and maps. Commission members interpret all zoning and platting ordinances, and make recommendations to Village Council concerning capital improvement programs, subdivision expansions, platting, zoning ordinances, and regulations.

Current Board Members: Dr. Charles Boester – Chair (term expires December 31, 2014)  
Dan Holahan – Secretary (term expires December 31, 2015)  
C. Pat Norris – (term expires December 31, 2016)  
Ralph Waszak – Vice-Chair (term expires December 31, 2017)  
Roger Swan – Council Representative

## 2013 PLANNING COMMISSION ACTIVITY

### **NEW BUILDINGS/EXPANSIONS**

- 1) In March, Subway received approval to construct a 3,060 square feet restaurant at 4815 Brecksville Road.
- 2) In August, the Ohio Peace Officer Training Academy (a tenant in the BCI building in Stonegate Business Park) received approval to expand their existing parking lot on their property located at 4055 Highlander Parkway.
- 3) In February, Exit 11 Tire received approval to expand their existing storage building located at 5219 Brecksville Road.

### **SIGNS**

- 1) In February 2013, Carrara was approved to install a 10' x 21' (210 sq.ft.) wall sign on their building located at 3774 Congress Parkway. A variance was approved in November 2012 by the Board of Zoning Appeals.
- 2) In February 2013, Simply Elegant Weddings received approval to install window signage on the south facing and east facing window (2<sup>nd</sup> floor) on their tenant space located at 4183 West Streetsboro Road. On the south facing windows, the applicant has 14.76 square feet of signage and on the east facing window 9.76 square feet of signage.
- 3) In April 2013, Kathryn Sutherland/Cornerstone Yarns was approved to construct a 1' x 11.33' (11.33 sq.ft.) wall sign on their tenant space in the building located at 4174 Wheatley Road.
- 4) In April 2013, Anthony Davian/Davian Capital Advisors was approved to construct a 4.5'x 2' ground monument sign in front of the building located at 4650 West Streetsboro Road. Included on ground monument will be a 4'x1.16' sign panel to identify the business name. Moreover, a 2'x2' logo will be attached to the top of the sign to further identify the sign. In total, the actual sign area is less than nine square feet.
- 5) In May 2013, Mark Pawuk was approved to construct a 3' x 13' (39 sq.ft.) ground monument sign on the property located at 2958 Brecksville Road.
- 6) In August 2013, St. Victor Church received approval of a 5'x6' (30 sq.ft.) ground monument sign for their property located at 3435 Everett Road.
- 7) In September 2013, Cory Friedman/Astin Muckenstum was approved to install window signage on the south facing window on their tenant space located at 4183 West Streetsboro Road. In addition, signage is for the glass on the door facing south.
- 8) In September 2013, Buckhaven Enterprises received approval of a 2.5'x12' (30 sq.ft.) wall sign on their new building located at 4815 Brecksville Road.

- 9) In October 2013, Becker Signs/Elegant Dentistry was approved of a 2'x8' (16 sq.ft.) wall sign on their new building located at 3807 Brecksville Road.
- 10) In October 2013, Ellet Signs/Sree Venkateswara received approval of a 4'x8' (32 sq.ft.) ground sign located at 4406 Brecksville Road.
- 11) In October 2013, Becker Signs/ Angel Accents was approved of a 1.02'x10.33' (10.5 sq.ft.) and a 1.02'x15.33' (15.6 sq.ft.) wall sign on their new building located at 4131 W. Streetsboro Road.
- 12) In November 2013, Ladies First LLC received approval of a 3.83'x5' (19.16 sq.ft.) wall sign on their tenant space located at 4174 Wheatley Road.

### **CONDITIONAL ZONING CERTIFICATES**

- 1) In February, Action Expediting, received a conditional zoning certificate to permit a transfer terminal in the building located at 2755 Brecksville Road.
- 2) In March, American Tower received conditional use approval to add three new antennas to their existing communications tower located at 2915 Brecksville Road.
- 3) In April, Davian Capital Advisors received a conditional zoning certificate to allow a financial office to utilize the building located at 4650 West Streetsboro Road.
- 4) In November, Lil Rock's Attic received conditional use approval to permit a home furnishing and consignment store to utilize the building located at 4078 Broadview Road.
- 5) In April, Sprint received conditional use approval to add three new transmission antennas on their existing communications tower located at 3667 Brecksville Road.

### **OCCUPANCY PERMITS**

- 1) In January, Jason Blatt received approval for occupancy at 4617 W. Streetsboro Road.
- 2) In April, Norma Shaub & Margaret Matejkovic received approval for occupancy at 4199 Kinross Lakes Parkway.
- 3) In May, Cisco Systems received approval for occupancy at 4150 Highlander Parkway.
- 4) In June, ICC – Industrial Contracting Company received approval for occupancy at 5145 Brecksville Road.
- 5) In June, Cornerstone Yarns received approval for occupancy at 4174 Wheatley Road.
- 6) In July, Sager Co. / Michael Gerbasi received approval for occupancy at 4642 W. Streetsboro Road.

- 7) In September, Astin-Muckensturm Interiors received approval for occupancy at 4183 W. Streetsboro Road.
- 8) In October, Zayo Group received approval for occupancy at 4199 Kinross Lakes Parkway.
- 9) In November, Novocure received approval for occupancy at 4131 W. Streetsboro Road.
- 10) In December, American Building Products received approval for occupancy at 3647 Brecksville Road.
- 11) In December, 1<sup>st</sup> American Courier received approval for occupancy at 3761 Brecksville Road.

### **LOT SPLITS/MINOR SUBDIVISIONS**

- 1) In February, the Quereshy family received approval to replat sublots four and five off of Deer Creek Trail in the Olde Orchard Subdivision.
- 2) In May, Carrara requested approval of an exception to the Subdivision Regulations pursuant to Article 7.2 (Modifications) to permit an existing private driveway to serve two lots.
- 3) In May, the Carter family received approval to subdivide permanent parcel 5001582 (17.9641 acres) into two parcels.
- 4) In July, the Village of Richfield received approval to subdivide parcel 5001869 (3981 West Streetsboro) to allow for the transfer of two acres of land to the Village of Richfield for the purposes of constructing a sanitary sewer pump station.
- 5) In October, Columbus Equipment received approval to subdivide parcel 5001913 (3928 Brecksville Road) and combine the divided property into adjacent parcels.
- 6) In October, Mr. Sterenberg received approval to "detach" a portion of permanent parcel 5001254 (.3749 acres) and combine it into parcel 5001255 (4553 Hawkins Road).
- 7) In December, Land Holding LLC received approval pursuant to the Subdivision Regulations to subdivide 7.9593 acres and create a new subplot (#4) in the Timberlake Business Park.

### **MISCELLANEOUS**

- 1) In 2013, the Planning Commission entertained a request by Mr. Jeff Badger to amend the Office and Limited Industrial District by adding car condominiums as a conditionally permitted use. This request was not approved by Council in 2013.

- 2) Throughout the second half of 2013, the Planning Commission worked with Mr. Charles Farro regarding two different minor subdivision requests in an attempt to construct five single-family homes. In late 2013, Mr. Farro did receive conceptual approval to build the homes on the Olde Pine Golf Course<sup>1</sup>. However, the plan never progressed.
- 3) In May, the Planning Commission prepared an amendment to the Planning and Zoning Code to reduce the required minimum lot sizes in a planned commerce district from 4 to 2.5 acres. This item was approved by Council in 2013.
- 4) In August, the Planning Commission prepared an amendment to the Planning and Zoning Code to provide the Commission with authority to located ground signs in residential districts closer to the road right-of-way than the Code permits. This item was approved by Council.
- 5) Throughout the majority of 2013, the Planning Commission examined a Council request to examine whether the use variance provisions of the Code should be eliminated. This is an on-going discussion into 2014.
- 6) In March, the Commission began examination of the lots in the Village that are considered non-conformity based on the lot size. This is an on-going analysis that the Commission intends to finish during 2014.
- 7) Finally, and probably the most important, the Planning Commission completed an update to the 1997 Comprehensive Land Use Plan.

## **BOARD OF ZONING APPEALS**

The Board of Zoning Appeals powers and duties are outlined in the *Charter Section 10.02* but, at a minimum, shall hear appeals by any person aggrieved by any action of the Zoning Inspector and determine whether an exception or a variance to the zoning code can be granted.

The Board of Zoning Appeals consists of five electors of the Village to serve five-year terms. The Board schedules five meetings on the second Wednesdays of a month during the year. An applicant may request a special meeting of the Board throughout the remaining seven months of the year.

Current Board Members: Tessa Torowski – (term expires December 31, 2014)  
Vacant – (term expires December 31, 2015)  
Jason Lorenzon – Vice-Chair (term expires December 31, 2016)  
Jim Turk – Secretary (term expires December 31, 2017)  
Bart Sauer – Chair (term expires December 31, 2018)

## **2013 BOARD OF ZONING APPEALS ACTIVITY**

- 1) In March 2013, William and Ellen Anderson received two variances pursuant to Section 1107.05 of the Planning and Zoning Code. The first variance was to permit a building addition in the rear yard setback and the second variance was to permit an open air deck in the front and rear yard setback on the property located at 2785 Motor Road.
- 2) In June 2013, Alan and John Schafle received a variance pursuant to Section 1107.05 of the Richfield Planning and Zoning Code to permit a new residential zoning lot with less than the required two acre lot size of the property located at 4495 Broadview Road.
- 3) In July 2013, Gary Tamerlano received a variance request pursuant to Section 1107.05 of the Richfield Planning and Zoning Code is to permit a pavilion and fire place (already constructed) within the side yard setback of the property located at 3960 Ridgeview Road.
- 4) In July 2013, Jeffery Badger/Heywood Properties LTD withdrew the application to permit the construction of condominium units for the storage of collectable cars on the property located adjacent to Brecksville Road and the I-271 south bound entrance ramp (parcel #5001833).
- 5) In August 2013, Della Davis & Terrence Walz received a variance pursuant to Section 1107.05 of the Richfield Planning and Zoning Code to permit a garage addition within the side yard setback of the property located at 3725 Richlawn Road.
- 6) In September 2013, Gregory Mata received a variance pursuant to Section 1107.05 of the Richfield Planning and Zoning Code to permit a garage within the side yard setback of the property located at 4026 Humphrey Road.
- 7) In September 2013, Michael Schwarzwaldler/Novak Trust received a variance pursuant to Section 1107.05 of the Richfield Planning and Zoning Code to permit a 2.16 acre lot instead of the required four acres for the property located at 3928 Brecksville Road.
- 8) In October 2013, Charles Farro/Dave & Susan Morgan received a variance pursuant to Section 1181.07 of the Planning and Zoning Code to permit the creation of residential lots with frontage on a private road rather than a dedicated public street.
- 9) In December 2013, Sarah Bennett received a variance request pursuant to Section 1107.05 of the Richfield Planning and Zoning Code to permit a chain link fence in the rear yard of the property located at 4684 West Streetsboro Road.

## OTHER DATA

### ZONING PERMIT ACTIVITY SUMMARY

	2013	2012	2011	2010	2009	2008	2007	2006
Total # of permits issued:	52	52	50	47	68	54	82	70
Permit fees collected:	\$12,993	\$9,565	\$7,065	\$7,351	\$21,952	\$15,251	\$9,430	\$21,005

### PERMIT ACTIVITY BREAKDOWN

	2013	2012	2011	2010	2009	2008	2007	2006
New Homes:	8	6	6	7	17	17	9	9
Commercial buildings/additions:	3	3	1	1	3	3	5	5
Occupancy permits:	14	8	12	9	9	7	16	8
Sign permits:	12	5	5	3	11	7	13	8
Lot splits:	6	1	1	1	0	0	3	2
Cell tower co-locations:	2	1	1	1	0	0	0	0
Major/minor subdivisions:	0	0	0	0	0	0	0	1
Demolition:	2	0	0	0	1	1	0	0
Remaining permits*	15	29	24	23	27	18	38	37

\*Includes additions, fences, accessory buildings, porches, decks, culverts, pools.

### NOTIFICATIONS FOR ZONING/PROPERTY ENFORCEMENT

Total number of notices sent: 32

#### Commercial

#### Residential

Pending commercial enforcement:	2	Pending enforcement:	1
---------------------------------	---	----------------------	---

## **ECONOMIC DEVELOPMENT ACTIVITY**

During 2013, Mayor Beshara and Brian Frantz visited close to 30 businesses in Richfield. These visits resulted in obtaining information about planned expansions for 2014. During 2013, 60 new employees were added to the Richfield tax base through the issuance of occupancy permits. Finally, during 2013, significant time and resources went into working with a local research and development company desiring to build a new facility in Richfield. The project extended into 2014 and we hope a positive decision to build in the Village will occur in mid 2014.

In addition to meeting with businesses, the Mayor and Brian have been working on several economic development leads. In doing so, the Village submitted a response to the following business leads generated by the State of Ohio:

- 1) Project Car
- 2) Project Crown
- 3) Project Panther
- 4) Project Mueller
- 5) Project Tire
- 6) Project Hibiscus
- 7) Project Spartan
- 8) Project Columbus

## **OTHER 2013 PROJECTS UNDER DIRECTION OF THE PLANNING AND ZONING DEPARTMENT**

- 1) Phase II Environmental Analysis for the Soni Property. This project is nearing completion and we hope to finalize the Phase II report and receive a Covenant Not to Sue in 2014.
- 2) Hindu Temple Construction. This project started construction in spring of 2012 and occupancy of the building occurred in May 2013.
- 3) The Planning and Zoning Department implemented the Moving Ohio Forward Program. This program provided the Village access to nearly \$30,000 for the demolition of 3852 Broadview Road and the controlled burn of the Dizmo house.
- 4) Analysis and rewrite of the Department's planning and zoning applications began in 2013 and will be concluded in 2014.
- 5) During 2013, the Planning and Zoning Department, in partnership with the Service Department, implemented a program to scan and archive all construction and utility plans into digital format. Significant progress was made on the project and we hope to finish the remaining work during 2014.
- 6) The Planning Commission, through the Mayor's office, acquired the services of Mr. Bob Parry to assist them with an update of the design standards for the Commercial Historic District and examination of how the standards can apply to the R-2 Residential Zoning District. This project began in late 2013 and will be completed in 2014.
- 7) Through the Mayor's office, Mr. Craig Cawrse was brought on to re-evaluate the 2001 plan for the Village Green in the center of town. This important project began in late 2013 and will be completed in 2014.