

Village of Richfield

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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

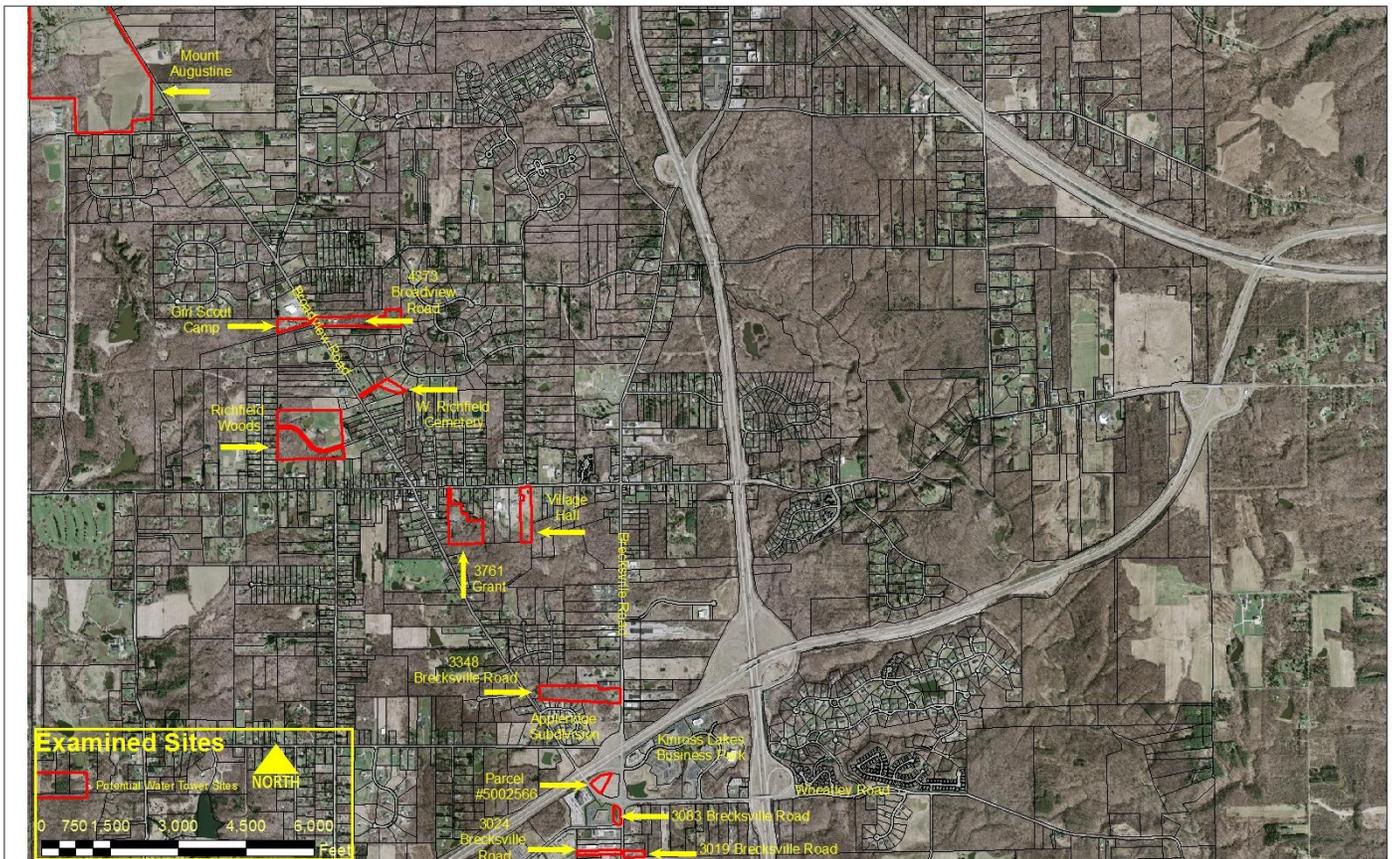
FROM: Brian M. Frantz, AICP, Planning and Zoning Director

SUBJECT: Annual Report – Planning and Zoning Department

DATE: March 6, 2015

I am pleased to submit the 2014 annual report for the Planning and Zoning Department.

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



**VILLAGE OF RICHFIELD
PLANNING AND ZONING DEPARTMENT
ANNUAL REPORT
FOR 2014**

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

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 2014. The following items are covered in the report:

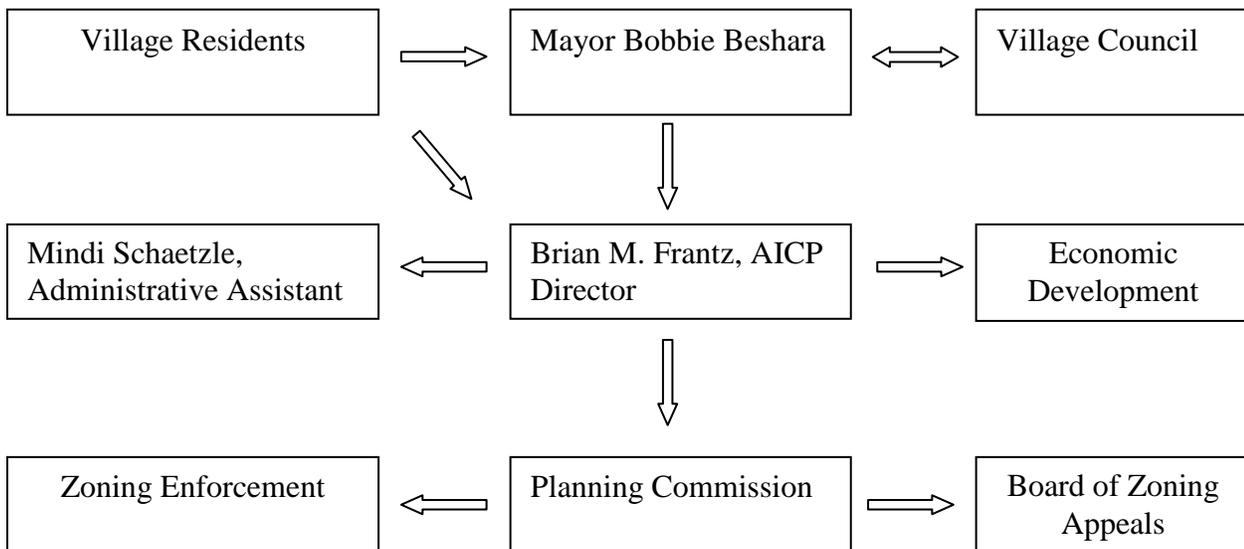
- ✓ Planning Commission reviews and special projects
- ✓ Board of Zoning Appeals cases
- ✓ Permit activity
- ✓ Zoning enforcement

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.

DEPARTMENTAL FLOW

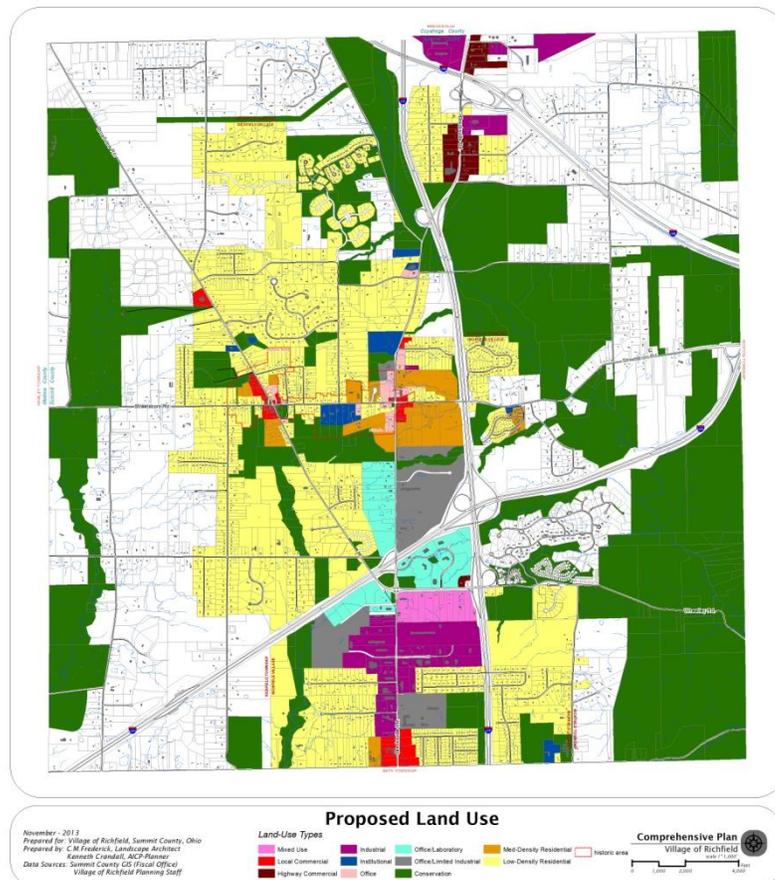


PLANNING AND ZONING COMMISSION

The Planning and Zoning Commission consists of one member of Council and four appointed electors of the Village to serve four-year terms. The Mayor shall be an ex officio member but shall have no vote. 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 Members: Dr. Charles Boester – Chair (term expires December 31, 2018)
Dan Holahan – (term expires December 31, 2015)
Tessa Torowski – (term expires December 31, 2016)
Ralph Waszak – (term expires December 31, 2017)
Roger Swan – Council Representative



2014 Planning Commission Goals

- 1) Complete Design Guidelines for the R-2 zoned property in the Historic District. **(started in 2014 and are anticipated for completion in 2015)**
- 2) Update the Subdivision Regulations **(started in 2014 and are anticipated for completion in 2015)**
- 3) Review and identify a vision for the following institutional properties
 - a. Knopp House **(discussed and recommended Knopp House remain on Village Green)**
 - b. Service Garage **(no action taken - carry into 2015)**
 - c. Recreation Center **(no action taken - carry into 2015)**
- 4) Discuss the plan for the South Wheatley properties
 - a. Infrastructure Improvements **(began discussing what improvements are needed to implement the Crossroads District Plan)**
 - b. Zoning Changes **(began discussing what changes are needed to implement the Crossroads District Plan)**
- 5) Formulate a vision for the former Richfield Elementary site **(no action taken - carry into 2015)**
- 6) Develop a Landscaping and Lighting Ordinance **(no action taken - carry into 2015)**
- 7) Analyze the nonconforming lot sizes throughout the Village **(mapped the non-conforming lots on the south end of town and began discussing how to eliminate the non-conformities through the rezoning process - anticipated 2015 completion)**

2014 Planning Commission Goals

2014 PLANNING COMMISSION ACTIVITY

NEW BUILDINGS/EXPANSIONS

- 1) In January, Village Auto Body received approval to expand the office portion of the business located at 3957 Brecksville Road by an additional 462 square feet. The addition was 14' x 33'.
- 2) In July, OE Connection was approved to construct a 19,500 square foot addition to the building located at 4205 Highlander Parkway.
- 3) In September, Frontier Tank received approval to construct a 7,295 square foot warehouse addition to the building located at 3800 Congress Parkway.

SIGNS

- 1) In March 2014, Winar Connection was approved for a 4' x 8' (32 sq.ft.) ground monument sign on their property located at 3623 Brecksville Road.
- 2) In March, the Planning Commission reviewed a request to add a 5'4"x20' (106 sq.ft.) pole sign (16 feet tall) on the property located at 5219 Brecksville Road.
- 3) In September 2014, National Interstate Insurance received approval to alter four existing signs (two ground and two wall signs) located 3250 Interstate Drive and 4059 Kinross Lakes Parkway. The alteration to the signs was to include the word 'insurance'.
- 4) In December 2014, 4945 Route 21 OH LLC was approved to construct a 6' x 8' (48 sq.ft.) ground sign (replacing the existing sign) located at 4945 Brecksville Road.
- 5) In December 2014, Richfield FourSquare Church was approved to construct a 1.33'x 9.33' (17.14 sq.ft., including emblem) wall sign located at 4131 West Streetsboro Road.

CONDITIONAL ZONING CERTIFICATES

- 1) In September, Richfield FourSquare Church received a conditional zoning certificate to permit a place of worship in the building located at 4131 W. Streetsboro Road, Unit A.
- 2) In September, Midwest Commodities received a conditional zoning certificate to permit a truck transfer terminal utilizing the building located at 2901 Brecksville Road.
- 3) In September, American Roadway Logistics, Inc. requested a conditional zoning certificate request to permit outdoor storage of items such as traffic barrels, arrow panels and other traffic control devices on the vacant land next to 3920 Congress Parkway. Ultimately, the applicant withdrew their request.

- 4) In October, Cavalier Distributing Company received a conditional zoning certificate to permit a transfer terminal in the building located at 3940 Congress Parkway.

OCCUPANCY PERMITS

- 1) In January, Sand Run Risk received approval for occupancy at 4199 Kinross Lakes Parkway.
- 2) In January, Angel Accents received approval for occupancy at 4131 West Streetsboro Road.
- 3) In March, Liberty Mutual Insurance received approval for occupancy at 4199 Kinross Lakes Parkway.
- 4) In June, Renee Shipley received approval for occupancy at 4300 West Streetsboro Road.
- 5) In August, Mobility Works received approval for occupancy at 4199 Kinross Lakes Parkway.
- 6) In September, Beltone Audiology received approval for occupancy at 4199 Kinross Lakes Parkway.
- 7) In October, Abeon Medical Corporation received approval for occupancy at 4650 West Streetsboro Road.
- 8) In November, Cavalier Distributing Company received approval for occupancy at 3940 Congress Parkway.

LOT SPLITS/MINOR SUBDIVISIONS

- 1) In March, John and Alan Schafle were approved to create a new two acre lot from an existing 3.94 acre lot (4495 Broadview Road). A variance was issued by the Board of Zoning Appeals in June 2013.
- 2) In April, 2636 Brecksville Road LLC received approval to create a new approximate seven acre lot from the existing approximate 14 acre lot (2636 Brecksville Road).
- 3) In July, Legacy Senior Care Group, LLC received approval to combine two existing permanent parcels into one located at 3975 Everett Road.
- 4) In October, Guru Nanak Foundation, Inc. received approval to combine multiple existing permanent parcels into one to form a single 21 acre parcel located at 4220 Broadview Road. The applicant has a desire to make improvements to the property and begin occupying the vacant house.

MISCELLANEOUS

- 1) In January, Planning Commission was asked by BZA to give their input regarding a variance that was requested to permit a chain link fence in the rear yard of the property located at 4684 West Streetsboro Road.
- 2) In January, Planning Commission reviewed a request to replace the windows on the structure located at 4663 West Streetsboro Road. The proposal was to utilize vinyl clad windows.
- 3) In February, the Planning Commission with Craig Cawrse and discussed the Downtown “Green” Study and the Administration's desire to apply for a Stormwater Improvement Fund (SWIF) grant.
- 4) In 2014, the Planning Commission reviewed Council Ordinance #79-2013, which was a proposal to eliminate the use variance provisions in the Planning and Zoning Code.
- 5) In 2014, the Planning Commission discussed the need to create a Timbering Ordinance. The discussion was tabled so member Waszak could research the matter.
- 6) In April, the Planning Commission reviewed a conceptual site layout for the development of a bus maintenance facility on the property located at 2636 Brecksville Road.
- 7) In May, the Planning Commission reviewed a conceptual site layout for building improvements to the home and garage on the property located at 3677 Brecksville Road.
- 8) In May, Cisco received approval to erect a 30' self supporting antenna on the property located at 4125 Highlander Parkway.
- 9) In May, the Planning Commission began considering a Village Council request for demolition of the Knopp House located at 4608 Streetsboro Road. Ultimately, Planning Commission recommended disapproval of the request.
- 10) In June, Scott Wilkes was granted approval to move forward with the removal of brush and landscaping around the building located at 4591 West Streetsboro Road.
- 11) In July, Scott Wilkes received approval to allow the demolition of the garage located at 4591 West Streetsboro Road.
- 12) In August, Scott Wilkes received approval to rebuild an existing porch (steps and landing) on the side of the building located at 4591 West Streetsboro Road.
- 13) In August, the Planning Commission started the review processes for the Richfield Design Guidelines for the Historic District.

- 14) In August, Verizon Wireless was granted approval for 12 additional antennae's to an existing communications tower located at 3667 Brecksville Road.
- 15) In September, Planning Commission began reviewing an amendment to Section 1145.19 (Council Ordinance 65-2014) to change the approval process and time periods related to the demolition or moving of a building in the Commercial Historic Zoning District that is referred to the Commission by Village Council.
- 16) In late 2014, Planning Commission reviewed a request pursuant to the Village Charter to extend sanitary sewer from Olde Orchard to 4904 Alger Road for the construction of a new single-family home on a existing non-conforming lot of record.
- 17) In October, Planning Commission reviewed a conceptual site layout regarding the proposed development of an office development on the property located on the north side of West Streetsboro Road, just west of Brecksville Road (Patrick Hammer's vacant land).
- 18) In October, the Planning Commission ventured south and completed a half day tour of the City of New Albany. The purpose of the tour was to examine current and planned projects in the city as they relate to current trends in Richfield.
- 19) In November, Jim Winar submitted a presubmission conference for a conceptual layout for building improvements to the home and garage on the property located at 3677 Brecksville Road. (First submitted in May)
- 20) In November, Planning Commission held a public meeting to discuss the draft Architectural Guidelines. All land owners within the Historic District were invited to the meeting.

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 5 electors of the Village to serve 5-year terms. The Board schedules 5 meetings on the second Wednesdays of a month during the year. An applicant may request a special meeting of the Board on the remaining 7 months.

Current Board Members: Marty Kruszynski – (term expires December 31, 2019)
Pete Schueler – (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)



“Perhaps you would like to rephrase your last answer.”

2014 BOARD OF ZONING APPEALS ACTIVITY

- 1) In April 2014, Eric Nycz received a variance pursuant to Section 1126.07 (c) of the Richfield Planning and Zoning Code to permit a garage within the side yard setback of the property located at 3733 Everett Road.
- 2) In August 2014, Chris and Connie Canter received a variance pursuant to Section 1124.03 (c) (1) (A) of the Richfield Planning and Zoning Code to permit an agricultural building housing animals within 100 feet of the side property line of the house located at 4730 Sunset Drive.
- 3) In August 2014, Jeffrey Ferrara received a variance request pursuant to Section 1124.07 (a) and (c) of the Richfield Planning and Zoning Code to permit a garage addition to be located in the side and front yard setback of the home located at 4125 Buell Drive.
- 4) In August 2014, Gary Hotz received a variance pursuant to Section 1126.07 (d) of the Richfield Planning and Zoning Code to permit a shed in the rear yard setback of the property located at 3926 Harold Drive.



OTHER DATA

ZONING PERMIT ACTIVITY SUMMARY

	2014	2013	2012	2011	2010	2009	2008	2007	2006
Total # of permits issued	59	52	52	50	47	68	54	82	70
Permit fees collected	\$20,732	\$12,993	\$9,565	\$7,065	\$7,351	\$21,952	\$15,251	\$9,430	\$21,005

PERMIT ACTIVITY BREAKDOWN

	2014	2013	2012	2011	2010	2009	2008	2007	2006
New Homes	8	8	6	6	7	17	17	9	9
Commercial buildings/additions	3	3	3	1	1	3	3	5	5
Occupancy permits	10	14	8	12	9	9	7	16	8
Sign permits	5	10	5	5	3	11	7	13	8
Lot splits	0	6	1	1	1	0	0	3	2
Cell tower co-locations	3	2	1	1	1	0	0	0	0
Major/minor subdivisions	2	0	0	0	0	0	0	0	1
Demolition	2	2	0	0	0	1	1	0	0
Remaining permits*	28	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: 33

Commercial

Residential

Successful commercial enforcements: 6 Successful residential enforcement: 27
 Pending commercial enforcement: 0 Pending enforcement: 0

During 2014, two significant accomplishments occurred from successful enforcement:

- Demolition of the two remaining buildings on the former Consolidated Freightways property located off of Brecksville Road.
- Abatement of the remaining structures from the former putt-putt course that was used in connection with the former Dairy Queen off of Brecksville Road.

ECONOMIC DEVELOPMENT ACTIVITY

2014 was a busy year for economic development projects. Mayor Beshara and I worked hard to secure more than 100 new employees to the Village. Some of the larger new employers to the Village are: Liberty Mutual Insurance (17 employees), Mobility Works (40 employees) and Cavalier Distributing (25 employees).

Our primary focus in 2014 was business specific retention and expansion efforts. Specifically, beginning in March of 2014, we started working with Winar Connection, Inc. to retain their company and provide a pathway for business expansion in the Village. Throughout 2014, we held numerous meetings with the owners of Winar to discuss their current needs, their space limitations and their future growth. From these efforts, we closed 2014 well positioned to retain the company and facilitate their expansion in the Timber Lake Business Park.

Another project that the team focused on in 2014 was the proposed building at the corner of Brecksville Road and Timberlake Drive. We met throughout 2014 with property owner (NNV Richfield, LLC) to identify their building needs. During this time, marketing materials were formulated by the owner and uploading to the Village website under the Economic Development page. This project closed 2014 preparing conceptual site plans and building elevations in anticipation of seeking setback variances needed to construct the project.

Regarding the Timberlake Business Park, the property had reverted back to the bank (PNC) when the developer (Beacon Marshall) defaulted on the project. In 2014, the owner of the only business in Timberlake (Robert Cieola) purchased the remaining land in the development (nearly 37 acres) to control the development and spur activity in the park. Mr. Cieola immediately began developing marketing materials for Timberlake that ultimately ended up on the Village Economic Development webpage.

The Soni property continued to see a lot of activity in 2014. In January the Village "inked" an agreement with the Northeast Ohio Four County Regional Planning and Development Organization (NEFCO), securing a \$113,000 grant to complete the Phase II Environmental Assessment for the six acre site. Partners Environmental was selected by NEFCO to complete the Phase II on behalf of the Village. Work began immediately and commenced throughout all of 2014. The Administration met on several occasions with NEFCO and Partners to maintain communication and ensure the project stayed on-track. In late 2014, we met with Ohio EPA, Partners and NEFCO to discuss the final stages of clearing the Soni property for redevelopment. This project is nearing completion and the No Further Action (NFA) letter is currently being prepared by the Environmental Consultant. The NFA is expected to be submitted to Ohio EPA by April 2015, with the Covenant Not to Sue coming from OEPA shortly after.

Finally, in 2014 the Administration spent considerable time working with a company interested in constructing a new research and development facility in the Village. The focus on this project is on the property owned by the Village off of Wheatley Road. Village Administration is serving as an intermediary between the company and Jobs Ohio to help facilitate the project in the Village. We ended 2014 with an understanding that the project likely will commence in the first quarter of 2015.

OTHER 2014 PROJECTS INVOLVING THE PLANNING AND ZONING DEPARTMENT

- 1) Negotiations with the property owner of 4034 Wheatley Road to acquire the 2.54 acre parcel of land for the purposes of constructing a public roadway.
- 2) Partnered with the Service Director to prepare a Stormwater Infrastructure Improvement Fund (SWIF) grant application. The application was successful and the Village was awarded \$150,000 for the reconstruction of the parking lot in the center of town.
- 3) Partnering with the Service Director, we prepared a request for qualifications (RFQ) to provide a GIS (ESRI ArcMap compatible) map of the complete stormwater collection system in accordance with the requirements of the Village's MS4 permit. By law, the Village must have a complete map identifying pipes (including sizing), catch basins, ditches, outfalls, best management practices (ponds), any home sewage treatment systems that discharge to the MS4 and any receiving waters for outfalls.
- 4) The Director of Planning and Zoning is part of the administrative team that spent considerable time in 2014 working on identifying locations throughout the Village to cite a million gallon water tower that the Cleveland Water Department intends to construct in the near future. Numerous maps and various other packets of project specific data were created by the administrative team to assist the selection efforts.