

Village of Richfield

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Memorandum

TO: Bobbie Beshara, Mayor
Richfield Village Council

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

SUBJECT: Annual Report – Planning and Zoning Department

DATE: February 15, 2017

I am pleased to submit the 2016 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 2016**

PLANNING AND ZONING DIRECTOR

Brian Frantz, AICP

ADMINISTRATIVE ASSISTANT

Kayla Nealon

For current and archived Planning and Zoning Commission and Board of Zoning Appeals meeting agendas and minutes log on to: 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 2016. The following items are covered in the report:

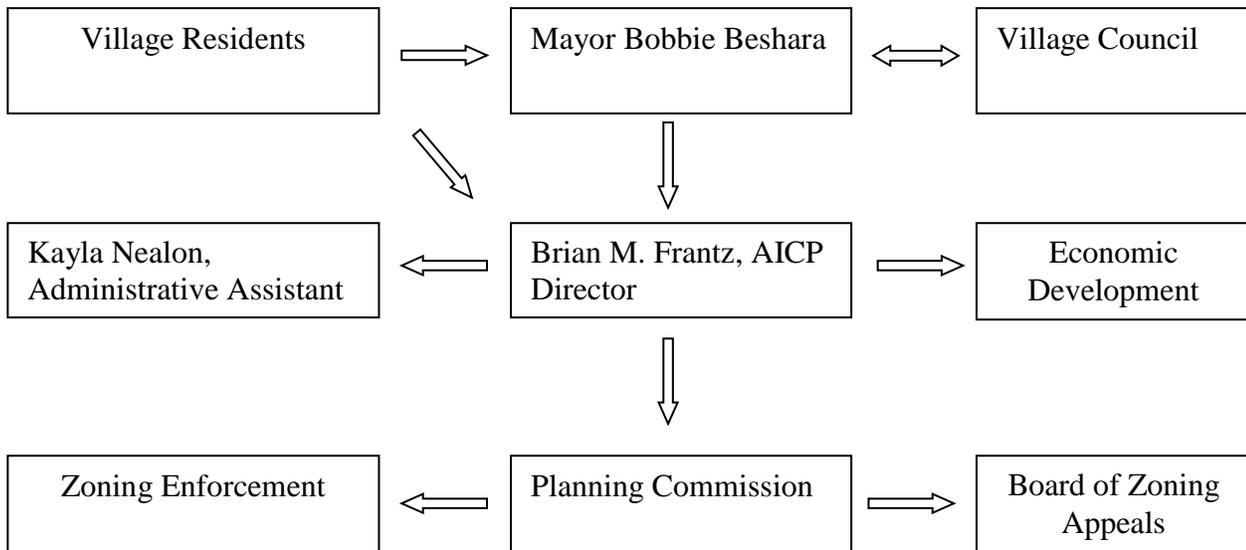
- ✓ Planning Commission reviews and special projects
- ✓ Board of Zoning Appeals cases
- ✓ Permit activity
- ✓ Zoning enforcement

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, 2019)
 Bart Sauer – (term expires December 31, 2020)
 Ralph Waszak – (term expires December 31, 2017)
 Roger Swan – Council Representative

2016 PLANNING COMMISSION ACTIVITY

NEW BUILDINGS/EXPANSIONS

- 1) In February, the Planning Commission granted approval for the reconstruction of the Service Garage located at 3921 Brecksville Road.
- 2) In April, Jerry Ryba received approval to construct a 500-square foot covered patio on the back of the building located at 3868 Congress Parkway.
- 3) In April, National Interstate Insurance and Kaczmar Architects received approval to construct a parking lot at 3250 Interstate Drive.
- 4) In June, FedEx Ground Package System received approval to upgrade their existing diesel facility and construct a new fuel canopy on the property located at 3201 Columbia Road.
- 5) In July, Arkinetics Inc. received preliminary approval to construct a restaurant to be located at the corner of Brecksville Road and Kinross Lakes Parkway (Parcel No. 50-02232). Final approval was granted by the Commission in September of 2016.
- 6) In August, CAM, Inc. received preliminary approval to construct a 19,500-square foot building addition to the existing OE Connection building located at 4205 Highlander Parkway.

- 7) In September, National Interstate Insurance received preliminary and final approval to construct a 120,000-square foot office building in between their two existing buildings on Kinross Lakes Parkway.
- 8) In September, Sree Venkateswara Temple received approval to construct a new parking lot at 4406 Brecksville Road adjacent to the existing Hindu Temple building.
- 9) In October, Cutting Edge Decorative Concrete received approval to construct a 3,300-square foot addition to the rear of their existing building located at 4767 Brecksville Road.

CONDITIONAL ZONING CERTIFICATES

- 1) In March, Roadmasters Drivers School of Ohio received a conditional zoning certificate to permit a truck training center to utilize the building located at 2636 Brecksville Road.
- 2) In June, Estes Express Lines received a conditional zoning certificate to permit a truck and transfer terminal to occupy a portion of the building located at 2755 Brecksville Road.
- 3) In September, Flitzen Factory received a conditional zoning certificate to permit a highline automobile service business in a portion of the warehouse located at 2636 Brecksville Road.
- 4) In November, Motorola Solutions received a conditional zoning certificate to permit new antennas and lines to an existing cell tower located at 4450 West Streetsboro Road.
- 5) In December, McClain Development, Inc. and Heywood Properties Ltd. received a conditional zoning certificate to permit the construction and operation of an assisted living facility to be located at 3308 Brecksville Road.

OCCUPANCY PERMITS

- 1) In February, Ricoh received approval for occupancy at 4125 Highlander Parkway.
- 2) In June, The Crossroads Group received approval for occupancy at 4816 Brecksville Road.
- 3) In September, Mattress by Appointment received approval for occupancy at 4174 Wheatley Road.
- 4) In October, All Steel Mid-Rise Contractors received approval for occupancy at 4131 West Streetsboro Road, Unit G.
- 5) In November, Mobility Works received approval for occupancy at 4199 Kinross Lakes Parkway.

LOT SPLITS/MINOR SUBDIVISIONS

- 1) In February, Parallel Partners, LLC was approved to create a new 3.7-acre lot from an existing 15.5-acre lot (Parcel No. 50-02232 adjacent to 4150 Kinross Lakes Parkway).

- 2) In March, the Planning Commission approved to extend a public road over the land located at 4034 Wheatley Road, dedicate 4034 Wheatley Road and the “flag” portion of parcel 5000041 into public right-of-way, create a new approximate four-acre lot from the frontage of parcels 5001485 and 5000979 and consolidated the remaining portions of parcels 5000041 and 5000979 into existing parcel 5000004.
- 3) In March, Spagnuolo & Associates received Planning Commission approval to consolidate 4059 Kinross Lakes Parkway (7.44-acre parcel) with 3250 Interstate Drive (9.44-acre parcel), abandon an existing 20-foot-wide sanitary sewer easement located between the two parcels, create a new sanitary sewer easement along Kinross Lakes Parkway and along the western property line of existing 4059 Kinross Lakes Parkway and approval of minor encroachments in the riparian corridor in order to facilitate construction of a new parking lot along the eastern side of 3250 Interstate Drive.
- 4) In April, The Village of Richfield received approval to create a four-acre lot from parcels 500041, 5001485, 5001486, 5000979, and 5000004.
- 5) In June, John and Cynthia Constantine received preliminary approval for a 13.1527-acre, 24 home subdivision on their property located at 4093 Everett Road. The plan was modified and approved in August of 2016, and again in October of 2016.
- 6) In June, the Planning Commission met with Richfield Furnace Run Associates, LLC who were requesting preliminary approval for a 132-home subdivision on approximately 125 acres of land which is currently located within Richfield Township and adjacent to the existing Briarwood Development in the Village of Richfield. The applicant returned to the Planning Commission with a revised plan in November of 2016 and the item remains as tabled moving into 2017.

SIGNS

- 1) In June, Wilder Services/Roadmasters Drivers School of Ohio received approval to install a wall and monument sign at the property located at 2636 Brecksville Road.
- 2) In June, Tober Building Company, LLC received approval to install a wall sign at the property located at 3401 Brecksville Road.
- 3) In July, Estes Express Lines received approval to re-letter an existing awning sign at the property located at 2755 Brecksville Road.
- 4) In August, Dr. Christine Dresser, DVM received approval to upgrade the face of an existing monument sign located at 3850 Brecksville Road.
- 5) In October, Richfield Technology Associates, LLC and Atlas Sign Industries received approval to install two wall signs on the building located at 4199 Kinross Lakes Parkway.
- 6) In October, Flitzen Factory received approval to install a wall sign on the building located at 2636 Brecksville Road.
- 7) In November, Kinross Lakes Parkway, LLC and Archer Sign Corp. received approval to upgrade the existing ground monument sign and wall sign at the Aetna building located at 4150 Kinross Lakes Parkway.

MISCELLANEOUS

- 1) In March, Jim Winar requested a presubmission conference to discuss a proposed reception all on the property located at 3647 Brecksville Road.
- 2) In April, the Planning Commission approved to rezone the property at 3928 Brecksville Road from Office and Limited Industrial to the Commercial Historic District.
- 3) In April, Hisson Kenworth was granted approval for construction of a 560-square foot storage shed on their property after receiving a variance from the Board of Zoning Appeals.
- 4) In May, the Planning Commission referred two text amendments to Village Council for their approval – an amendment to the Office and Limited Industrial District to include conference centers as a conditionally permitted use, and an amendment to include R-3 Cluster Residential as an option within the Single-Family Conservation Development District.
- 5) In June, the Planning Commission referred a text amendment to Village Council for their approval to clarify the number of accessory structures permitted on large lots within the R-1 and R-2 Districts.
- 6) In July, Wilder Services/Roadmasters Drivers School of Ohio received approval for two 10' x 20' carports that had been erected on the property located at 2636 Brecksville Road.
- 7) In July, Christopher Wehr along with Aztech Engineering received approval to regrade the property located at 3171 Rainbow Lane.
- 8) In July, the Planning Commission approved exterior modifications to Dr. Robert Doty's building located within the Historic District at 4663 West Streetsboro Road.
- 9) In August, the Planning Commission recommended adoption of the Technical Standards Manual to Village Council.
- 10) In August, the Planning Commission held a presubmission conference with Ohio Hardwood Furniture to discuss allowing an exception to construct a building over 5,000 square feet within the Historic District.
- 11) In November, Planning Commission approved the vacation and replat of Laddie Road, located within Deer Creek Subdivision. The matter was referred to Council pursuant to section 9.06 of the Village Charter.
- 12) In December, the Planning Commission met with Petros Development Group to discuss rezoning and preliminary approval for an 18-unit single family subdivision to be located on the property at 4315 West Streetsboro Road. Approvals were granted in early 2017.

2016 Planning Commission Goals

- 1) Analyze additional Zoning Code amendments such as replacing occupancy permit with certificate of zoning compliance and rewriting Chapter 1109, Amendments.
- 2) Review and identify a vision for the following institutional properties
 - a. Service Garage expansion study
 - b. Recreation plans for Town Hall
 - c. Knopp House relocation
- 3) Complete the Briarwood Annexation including rezoning of the property
- 4) Planning for future development on the south side of Wheatley Road
- 5) Develop a Landscaping, Lighting, and Timbering Ordinance
- 6) Revisit the Master Plan
- 7) Analyze the nonconforming lot sizes throughout the Village
- 8) Revisit ways to improve development at the north end of town
- 9) Analyze the creation and implementation of design guidelines for non-residential properties.

2016 Planning Commission Goals

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 Wednesday of each month during the year. An applicant may request a special meeting of the Board on the remaining 7 months.

Current Board Members: Marty Kruszynski – Secretary (term expires December 31, 2019)
Pete Schueler – Vice Chair (term expires December 31, 2020)
Jason Lorenzon – Chair (term expires December 31, 2021)
Jim Turk – (term expires December 31, 2017)
Tim Ochwat – (term expires December 31, 2018)

2016 BOARD OF ZONING APPEALS ACTIVITY

- 1) In February, Barker Group, LLC received two variances pursuant to Section 1124.03 (c) (1) (A) of the Richfield Planning and Zoning Code to permit construction of an in-ground pool and outdoor kitchen area on the property located at 4729 Deer Creek Circle.
- 2) In May, Hissong Kenworth Inc. received a variance pursuant to Section 1159.07 (a) of the Richfield Planning and Zoning Code to permit a storage shed to be located in the side yard setback of the property located at 2890 Brecksville Road.
- 3) In April, Nathan Schultz received a variance request pursuant to Section 1124.07 (d) of the Richfield Planning and Zoning Code to permit a storage shed within the rear yard setback of the property located at 3287 Prairie Vista Court.
- 4) Also in April 2016, Dan Barney with Arkinetics, Inc. received two variances pursuant to Section 1153.07 (a) (2) and 1153.09 (a) of the Richfield Planning and Zoning Code to permit construction of a restaurant to be located in the front yard setback of the property located at the corner of Brecksville Road and Kinross Lakes Parkway (Parcel No. 50-02232).
- 5) In September, Architect Jerry Ryba and Jim Moneysmith received a variance pursuant to Section 1177.03 (d) (1) (A) of the Planning and Zoning Code to permit construction of a nine-foot drive aisle on the property located at 3987 Broadview Road.

OTHER DATA

ZONING PERMIT ACTIVITY SUMMARY

	2016	2015	2014	2013	2012	2011	2010	2009	2008	2007
Total # of permits issued	55	36	59	52	52	50	47	68	54	82
Permit fees collected	\$15,245.25	\$7,697.65	\$20,732	\$12,993	\$9,565	\$7,065	\$7,351	\$21,952	\$15,251	\$9,430

PERMIT ACTIVITY BREAKDOWN

	2016	2015	2014	2013	2012	2011	2010	2009	2008	2007
New Homes	4	5	8	8	6	6	7	17	17	9
Commercial buildings/additions	7	2	3	3	3	1	1	3	3	5
Occupancy permits	8	3	10	14	8	12	9	9	7	16
Sign permits	5	3	5	10	5	5	3	11	7	13
Lot splits			0	6	1	1	1	0	0	3
Cell tower co-locations	0	0	3	2	1	1	1	0	0	0
Major/minor subdivisions	0	0	2	0	0	0	0	0	0	0
Demolition	0	0	2	2	0	0	0	1	1	0
Remaining permits*	31	23	28	15	29	24	23	27	18	38

*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: 4	Successful residential enforcement: 29
Pending commercial enforcement: 0	Pending enforcement: 0

ECONOMIC DEVELOPMENT AND PROJECT ACTIVITY

In Chinese culture, they celebrate the New Year by correlating it to Zodiac symbols. For instance, this year is the Year of the Rooster and recently China celebrated the Year of the Rat and the Year of the Dog. In 2016, the Village celebrated the Year of Economic Development. To provide some context of just how busy the Richfield economic development scene was in 2016, a small description of each project is provided below:

National Interstate Insurance (NII) – Work began on this project in early 2016 with meetings between the Village and NII personnel. The initial request was simple: what incentives are available from the Village to assist with retaining and growing their company in Richfield? The answer was far more complex than the question. The requested incentives exceeded anything ever offered by the Village to an existing or perspective company. Given this, the Village worked cooperatively with the Revere School District and the Cuyahoga Valley Career Center to bring the project to fruition. After more than eight months of intense work and meetings, Village Council authorized a 5% incentive on existing jobs for 10 years, a 30% incentive on new jobs for 10 years and a share of the Tax Increment Financing (TIF) payments received on the project. The two School Districts also shared a portion of their TIF payments to finalize the deal with NII. As a result, NII broke ground on a new \$25 million building on their Kinross Lakes property. The project will preserve more than 500 jobs and is anticipated to grow NII by at least another 200 jobs. This public/private partnership will benefit all parties for many years to come.

Another significant undertaking in 2016 involved bringing Dawson Insurance from Rocky River to the Village. Like NII, this project began in early 2016 and was finalized in the fall when Village Council authorized a \$100,000 Lease Improvement Reimbursement Grant and a 25% incentive on new jobs for five years. This project brings nearly 130 new jobs to the Village, but most importantly the jobs are located at 3900 Kinross Lakes Parkway (the former Snap-On building) and will be for at least 10 years because of the long-term lease Dawson signed with the owners of 3900 Kinross Lakes Parkway. Dawson's employees are moved in and activity in the building is finally occurring after nearly ten years of sitting idle.

During late spring of last year, the Village was approached by a commercial broker representing OE Connection (OEC). It was OEC's desire to grow their employment base but they were struggling with where to do that because a segment of their employee base is inclined to work in an urban setting versus a strongly suburban community like Richfield. To help overcome this issue and offer some financial reasons why it makes sense to continue growing in the Village, Council authorized \$175,000 job retention grant and a 15% incentive on new jobs created for five years. This offering help finalize the project, which involves retention of approximately 250 job and creation of an additional 50-75. The 20,000-square foot building addition broke ground in fall of 2016.

In 2016, the Administration spent considerable time working with Herschal Products to implement their expansion plans by growing their business operations with an approximate 11,000 square foot building addition. The project is expected to generate approximately 10 new jobs for the Village's income tax base. Herschal Products was the only business in the Timberlake Business park until Winar Connection built their new facility in 2015.

Finally, the end of 2016 marked an exciting time for the Soni property when the Ohio EPA issued a Covenant Not to Sue (CNS). Issuance of the CNS was a big step toward bringing this underutilized property back to the tax duplicate with a viable use.