

# Village of Richfield

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## Memorandum

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

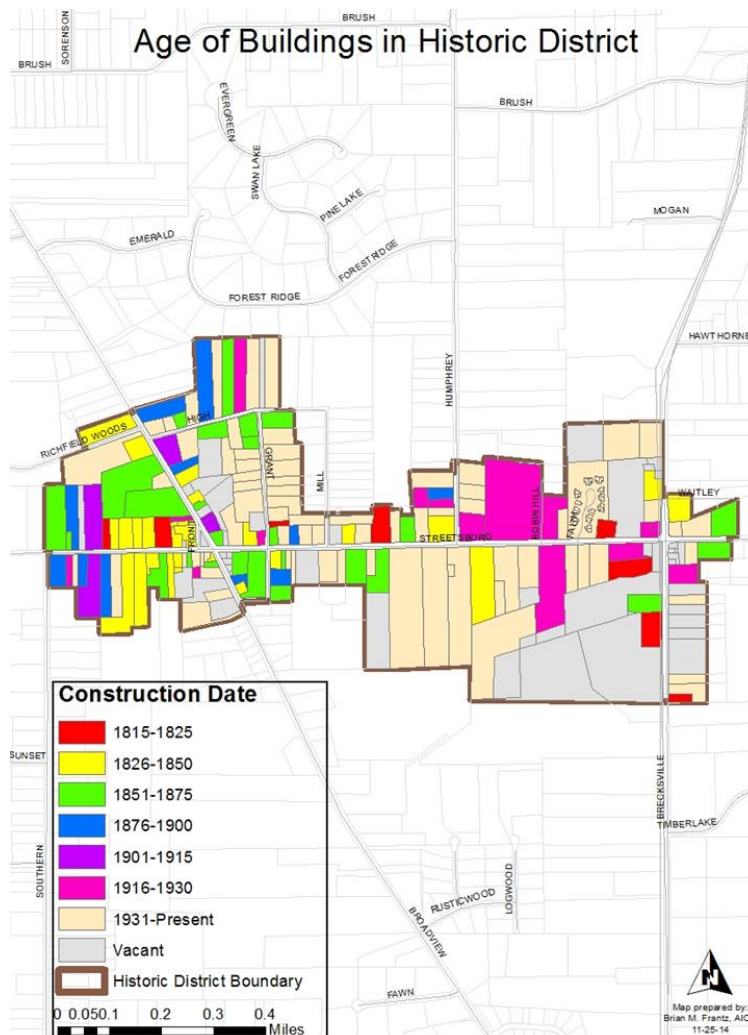
**FROM:** Brian M. Frantz, AICP, Planning and Zoning Director

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

**DATE:** February 26, 2016

I am pleased to submit the 2015 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 2015**

**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](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 2015. The following items are covered in the report:

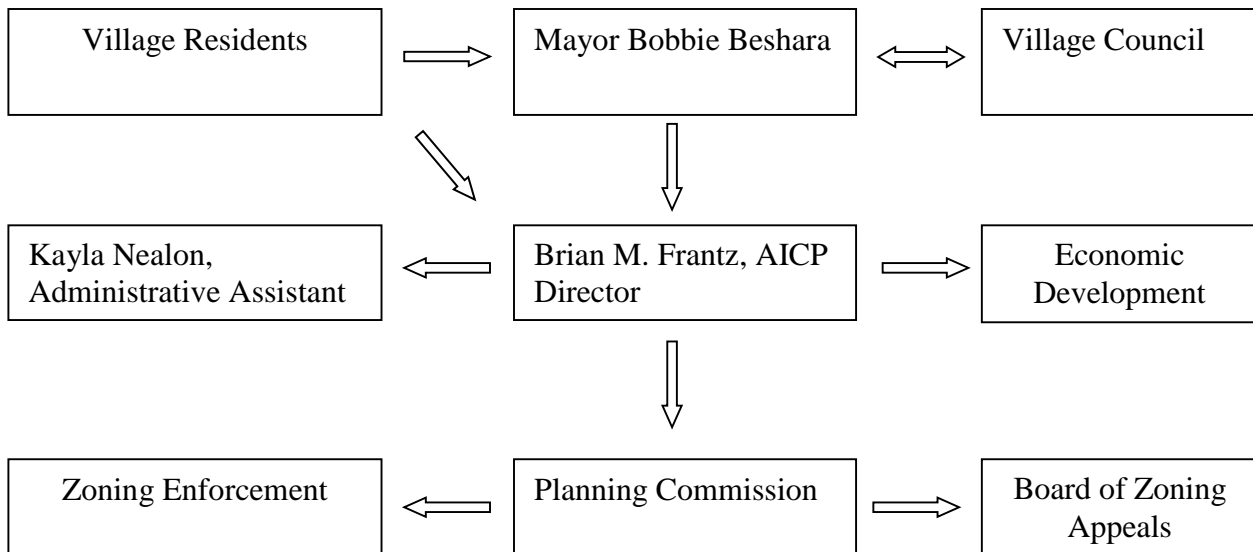
- ✓ Planning Commission reviews and special projects
- ✓ Board of Zoning Appeals cases
- ✓ Permit activity
- ✓ Zoning enforcement

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

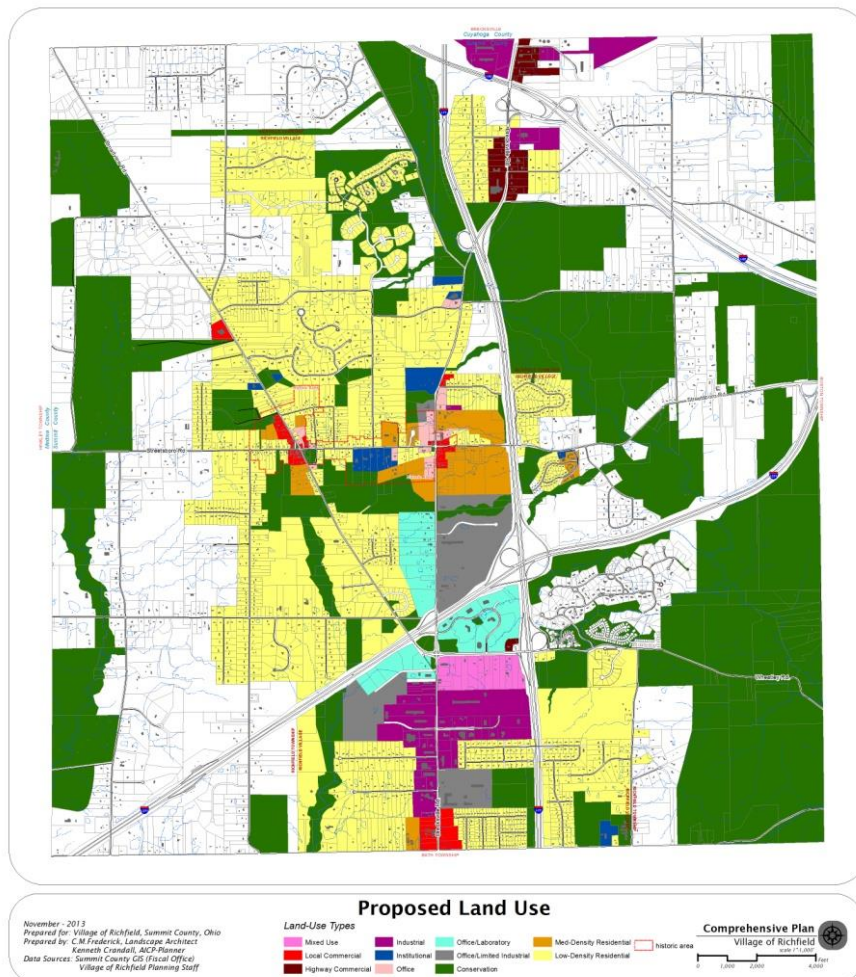


# PLANNING AND ZONING COMMISSION

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)  
                              Ralph Waszak – (term expires December 31, 2017)  
                              Roger Swan – Council Representative





## 2015 Planning Commission Goals

- 1) Completed Design Guidelines for the R-2 zoned property in the Historic District.
- 2) Completed updating the Subdivision Regulations.
- 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 2016**)
  - c. Recreation Center (**no action taken - carry into 2016**)
- 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 2016**)
- 6) Develop a Landscaping and Lighting Ordinance (**no action taken - carry into 2016**)
- 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 – carry into 2016**)
- 8) 208 Plan Amendment – Sanitary sewer extension versus the desire to remain rural. (**no action taken – carry into 2016**)
- 9) Analyze additional Zoning Code amendments such as tying the permitted number of accessory structures to the lot size; and replacing occupancy permit with certificate of zoning compliance. (**no action taken – carry into 2016**)

## 2015 Planning Commission Goals

## **2015 PLANNING COMMISSION ACTIVITY**

### **NEW BUILDINGS/EXPANSIONS**

- 1) In March, Winar Connection, Inc. received approval to construct a new 30,000 square foot facility located at 3816 Timberlake Drive.
- 2) In May 2015, Andrejs Smiltars and the Guru Nanak Foundation, Inc., were granted preliminary and final site plan approval to construct an approximate 5,734 square foot outbuilding as well as a basketball court and added parking on their property located at 4220 Broadview Road.
- 3) In December, Dr. Ram Bandi and the Sree Hindu Temple were granted preliminary and final site plan approval to extend their parking lot and make other minor building improvements to the property located at 4406 Brecksville Road.
- 4) In December 2015, Herschal Products received approval to construct a 10,500 square foot addition to the building located at 3778 Timberlake Drive.

### **SIGNS**

- 1) In January, Older Wiser Life Services, LLC was approved for a 3' x 4' (12 sq.ft.) panel in the existing ground monument sign on their property located at 4028 Broadview Road.
- 2) In May, the Planning Commission reviewed a request to add a 1.25' x 10.31' (12.9 sq. ft.) wall sign on the property located at 3807 Brecksville Road.
- 3) In May 2015, Cutting Edge Decorative Concrete received approval for a wall sign split into two elements – a symbol and text panel – located at 4767 Brecksville Road.
- 4) In September, the Village of Richfield was approved to construct a 2' x 3' (6 sq. ft.) ground monument sign next to the stone garden playground on the Village Hall Complex.
- 5) In November 2015, SAIA LTL Freight was approved to construct a door sign on their building located at 2920 Brecksville Road.
- 6) In December, the Planning Commission granted approval of a 2.66' x 18' (48 sq. ft.) wall sign for the Village Recreation Building located at 3333 Brecksville Road.

### **CONDITIONAL ZONING CERTIFICATES**

- 1) In March, Winar Connection, Inc. received a conditional zoning certificate to construct a flex space building at 3816 Timberlake Drive.
- 2) In May, Costal Transport LLC received a conditional zoning certificate to permit a truck transfer terminal utilizing the building located at 2920 Brecksville Road.
- 3) In November, The CJ Zak Company received a conditional zoning certificate to permit outdoor storage of equipment associate with a landscape business at 2636 Brecksville Road.

## **OCCUPANCY PERMITS**

- 1) In April, Asian Sun, Inc. received approval for occupancy at 3807 Brecksville Road.
- 2) In June, 4945 Route 21 OH LLC received approval for occupancy at 4945 Brecksville Road.
- 3) In September, Abeon Medical Corp. received approval for occupancy at 4650 West Streetsboro Road.

## **LOT SPLITS/MINOR SUBDIVISIONS**

- 1) In March, Winar Connection, Inc. were approved to create a new 3.6-acre lot from an existing 8.8-acre lot (3816 Timberlake Drive).
- 2) In July, the Planning Commission approved a request from the Village of Richfield to create a four-acre lot from an existing 20.59-acre parcel off of Wheatley Road.

## **MISCELLANEOUS**

- 1) In February, the Planning Commission reviewed a conceptual site layout for construction of a new office/warehouse building (flex space) at 3778 Timberlake Drive.
- 2) In April, the Planning Commission approved the demolition of the brown barn.
- 3) In May, the Planning Commission approved construction of a new porch on the side of a historic home located at 4702 West Streetsboro Road.
- 4) In May 2015, the Planning Commission approved for an existing roof to be replaced with a black, standing metal seam roof at 3998 Broadview Road.
- 5) In June, the Planning Commission reviewed and approved a request for a modification of the riparian setback in order to construct an accessory structure in the side yard of the property located at 3007 Rainbow Lane.
- 6) In June 2015, the Planning Commission approved a request to replace three existing office trailers at 4945 Brecksville Road with new trailers.
- 7) In June, Prestige Homes requested to amend the approved plat for lots 79 and 82 the Deer Creek Reserve Development. The applicant ultimately withdrew their request.
- 8) In September and October, the Planning Commission considered relocating the Knopp House to an alternate location on the Village Green.
- 9) In December, the Planning Commission held a public hearing in regard to text amendments they were proposing for the R-3 Residential District. The Commission moved to forward the language to Council for approval.
- 10) In December, the Planning Commission recommended the revised subdivision regulations to Council for their approval.
- 11) In December 2015, the Planning Commission recommended to Village Council to extend Kinross Lakes Parkway south into the vacant property located on the south side of Wheatley Road.

## 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, 2020)  
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.”



## **2015 BOARD OF ZONING APPEALS ACTIVITY**

- 1) In January 2015, James and Carolyn Sullivan received two variances pursuant to Section 1124.03 (c) (3) and 1171.11 (c) (4) of the Richfield Planning and Zoning Code to permit construction of a third accessory building on the property located at 3178 Revere Road.
- 2) In February 2015, NNV Richfield, LLC received two variances pursuant to Section 1157.07 (a) of the Richfield Planning and Zoning Code to permit off-street parking within the required front yard setback.
- 3) In April, Mike Selig and Tracy Schwotzer received a variance request pursuant to Section 1107.05 and 117309 (b) (12) of the Richfield Planning and Zoning Code to house a total of five horses in an existing non-conforming building on the property located at 4391 Broadview Road.
- 4) In June 2015, Aldo and Robert Campellone received a variance pursuant to Section 1159.07 (a) of the Richfield Planning and Zoning Code to permit additional off-street parking in the front yard of the property located at 3046 Brecksville Road.
- 5) In October, Jozsef and Doneva Szabo received a variance pursuant to Section 1124.07 (d) of the Richfield Planning and Zoning Code to permit a detached garage within five feet of the property line located at 4239 Maple Drive.
- 6) Also in October 2015, Douglas Schutt received a variance pursuant to Section 1127.07 (d) of the Richfield Planning and Zoning Code to permit a detached garage to be located 32 feet from the property line located at 2742 Motor Road.
- 7) In November, Peter Schueler received a variance pursuant to Section 1124.03 (c) (1) (A) of the Richfield Planning and Zoning Code to permit an existing home to be located less than 100 feet from a building used to house and train horses at the property located at 3472 Revere Road.
- 8) Also in November 2015, Daniel and Roberta Merryman received a variance pursuant to Section 1124.03 (c) (1) (A) of the Richfield Planning and Zoning Code to permit an existing agricultural building housing animals within 100 feet of the side property line of the home located at 3888 St. Nicholas Drive.



## OTHER DATA

### ZONING PERMIT ACTIVITY SUMMARY

	2015	2014	2013	2012	2011	2010	2009	2008	2007	2006
<b>Total # of permits issued</b>	36	59	52	52	50	47	68	54	82	70
<b>Permit fees collected</b>	\$7,697.65	\$20,732	\$12,993	\$9,565	\$7,065	\$7,351	\$21,952	\$15,251	\$9,430	\$21,005

### PERMIT ACTIVITY BREAKDOWN

	2015	2014	2013	2012	2011	2010	2009	2008	2007	2006
<b>New Homes</b>	5	8	8	6	6	7	17	17	9	9
<b>Commercial buildings/additions</b>	2	3	3	3	1	1	3	3	5	5
<b>Occupancy permits</b>	3	10	14	8	12	9	9	7	16	8
<b>Sign permits</b>	3	5	10	5	5	3	11	7	13	8
<b>Lot splits</b>		0	6	1	1	1	0	0	3	2
<b>Cell tower co-locations</b>	0	3	2	1	1	1	0	0	0	0
<b>Major/minor subdivisions</b>	0	2	0	0	0	0	0	0	0	1
<b>Demolition</b>	0	2	2	0	0	0	1	1	0	0
<b>Remaining permits*</b>	23	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

Successful commercial enforcements: 6  
 Pending commercial enforcement: 0

### Residential

Successful residential enforcement: 27  
 Pending enforcement: 0

## **ECONOMIC DEVELOPMENT AND PROJECT ACTIVITY**

2015 was another busy year for economic development projects. Mayor Beshara and I started the year working on the Winar Connection building project. Winar broke ground in February and took occupancy of the building in the beginning of November. The project involved construction of a 30,000 square foot building on a new lot that was created in the Timberlake Business Park.

Another project we focused on in early 2015 was the proposed building at the corner of Brecksville Road and Timberlake Drive. We met throughout 2014 with the property owner (NNV Richfield, LLC) to identify their building needs. In early 2015, the applicant prepared a conceptual site plan and building elevations and met with the Planning Commission for a presubmission conference. The project received favorable comments from the Commission and the owner is currently working hard to locate a tenant for a portion of the building in order to receive their bank funding.

Half of last year was spent diligently working on the Nexen project. The culmination of all our efforts occurred in June when the Mayor and the Korean Head of the Research and Technical Division of Nexen Tire executed a Letter of Intent for the purchase of four acres of Village owned land off of Wheatley Road. The project is currently in the design stages and we expect a ground-breaking in the second quarter of 2016. Fourteen Nexen employees are being retained, with growth expectations to exceed 30 employees as a result of the project. The annual payroll is two million dollars, with a projected payroll of an additional one million two hundred thousand dollars (\$1,200,000.00).

The Soni property continued to see a lot of activity in 2015. Throughout the year, Village Administration worked diligently with Partners Environmental to finalize the Phase II Environmental analysis for the property. The culmination of these efforts led to the No Further Action (NFA) letter being submitted to the Ohio EPA for their review and approval. The final step in this more than decade long project is the Ohio EPA issuing a Covenant Not to Sue. We anticipate this being issued by EPA in the second quarter of 2016.

Considerable time and effort was spent in 2015 working with the owner of 2636 Brecksville Road to navigate through zoning code, property maintenance and building code issues "blocking" redevelopment of the property. In late 2015, the administration was successful in obtaining the first tenant on the property (the CJ Zak Company). The CJ Zak Company moved into the back stand-alone building on the property and the front office building will be occupied by Roadmasters Driver's Training School of Ohio. These two tenants represent occupancy of nearly 80% of the leasable space. The remaining portion of the office/warehouse space is being marketed and we are hopeful to have it filled with a good company in 2016.

Finally, in 2015 the Administration spent considerable time working with Herschal Products to implement their plan to grow their operations by expanding their building. These efforts led to the Planning Commission's approval permitting a 10,500 square foot expansion on the existing building. The project will generate approximately 10 new jobs into the Village's income tax base.

## **OTHER 2015 PROJECTS/ACTIVITIES INVOLVING THE PLANNING AND ZONING DEPARTMENT**

- 1) The Planning and Zoning Department was heavily involved with the appropriation action filed against the property owner of 4034 Wheatley Road to acquire the 2.54-acre parcel of land for the purposes of constructing a public roadway. From approximately August through December, the Planning Department responded to multiple public records and discovery requests related to the appropriation action that resulted in thousands of documents being copied and provided in connection with the Court case. In October, the Planning Director gave deposition on behalf of the Village and subsequently gave several hours of Court testimony in December. In January 2016, the case was decided in favor of the Village.
- 2) The Director of Planning and Zoning partnered with the Service Director to implement the Village's Stormwater Infrastructure Improvement Fund (SWIF) grant by reconstructing the parking lot in the center of town. The project was finalized in late 2015 and the reimbursement check for \$150,000 is expected early in the second quarter of 2016.
- 3) The Director of Planning and Zoning partnered with the Service Director and Mayor and acquired the services of GPD Group to complete stormwater collection system mapping in accordance with the requirements of the Village's MS4 permit. The project is beginning in spring of 2016 and ultimately the Village will 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 continued to participate with the administrative team focused on identifying locations throughout the Village to cite a million-gallon water tower that the Cleveland Water Department intends to construct. Resulting from these efforts, a location on the south side of town has been identified and the Planning Director worked closely with the Mayor to begin the process of securing the land necessary for the tower. The administration hopes to have the land secured by the end of the second quarter of 2016.
- 5) The Director of Planning and Zoning worked closely with the Planning Commission to update, and substantially revise, the Village's Subdivision Regulations. The new Subdivision Regulations were completed in late 2015 by the Commission and Village Council adopted them in early 2016.
- 6) In 2015, The Planning and Zoning Director worked with the Planning Commission to implement Historic District guidelines to preserve and protect the historic character and architectural integrity of the properties located in the Historic District. To ensure a solid basis for architectural regulations, the Planning Commission analyzed all the structures in the Historic District and found the majority of the structures to be substantially "Western Reserve" in character made up of primarily Federal, Greek Revival, and Colonial Revival (Georgian) styles. The other historic styles found in the district include: Queen Anne, Italianate, and Vernacular (Victorian and Stick). The comprehensive analysis took nearly a year and the culmination of the efforts resulted in the Planning Commission adopting the, "Summary of Inventory, Building Styles and Design Elements" as an addendum to the Village's recently adopted Comprehensive Land Use Plan.