

**Brunswick Hills Township  
Zoning Commission Special Meeting Minutes  
September 20, 2023**

**Call Meeting to Order**

Chair Wetterman called the Brunswick Hills Township Zoning Commission Special Meeting, September 20, 2023 regular meeting to order at 7:01 p.m.

A roll call of the board was executed.

- **Board Members in Attendance:** Mr. Kelly; Mr. McFarland; Mr. DeCastra; Ms. Brunn; Mrs. Wetterman
- **Alternate Board Members in Attendance:** Mr. Berndsen
- **Others in Attendance:** Trustee Trica Murphy, Zoning Liaison; Linda Kuenzer, Zoning Secretary

Ms. Brunn led the Pledge of Allegiance and moment of silence for our military and first responders.

**NEW BUSINESS: Review of Zoning Section 406 Planned Mixed-Use Overlay**

Mrs. Wetterman stated the purpose of this meeting is to review the Planned Mixed Use Overlay District. The PMUO is to unify an area and allow an area to combine a commercial area with a housing area. To allow transition between the two to make it look nice and its ease of management.

Beginning with **406-7A; Page 59: Application for a PMUO, Submission Requirements.**

It states the requirements for submitting or modifying an application. It requires fifteen (15) copies that are distributed to the Zoning Commission, Zoning secretary, Zoning Department, Trustees, Fiscal Officer, Fire Department, and one for public viewing which remains in the main office. The site plan shall show the following:

- 1) *The date;*
- 2) *The boundaries of the PMUD project;*
- 3) *A north arrow;*
- 4) *The acreage of the project;*
- 5) *The topography of the project using two (2) foot control intervals;*
- 6) *The areas into which such project is to be divided for different uses, and notations indicating the proposed use and acreage for each such area;*
- 7) *The proposed pedestrian and vehicular circulation system for the project;*
- 8) *Layout and location of any common areas, and*
- 9) *General characteristics of landscaping and architectural detail, for example standards for parking and landscaping islands.*

Mrs. Wetterman asked if anyone knew why this was in the Zoning Resolution. Mr. McFarland stated it was to show the percentage of each use included in the plan. Mr. McFarland said he would like to see this section expanded in the future to show these percentages.

Next the:

**Final Development Plans** – *For approval of a Final Development Plan, the owner or developer shall file fifteen (15) copies of such plan for any phase or phases together with a letter of application for such approval. The Final Development Plans shall show the following:*

- a. The area to be developed and all common areas shall be accurately delineated and noted with the-acreage, courses, and distances, as determined by a licensed engineer or surveyor who shall draw such Plan and certify to accuracy thereof.*
- b. The location, floor plans, and architectural elevations of all buildings, descriptive data as to the type of buildings, the number of dwelling units in each separate type and the number of apartment units based on the number of bedrooms in each apartment unit.*
- c. The legal descriptions of any land that is to be set aside as common area, and the legal documents setting forth the maintenance and control of the common areas.*
- d. A detailed landscaping plan for all areas proposed for parking, commercial, and multifamily development.*

Mrs. Wetterman stated that the Final Development Plans are compared to the application by the Zoning Commission.

**B. Development Plan Review Procedures:** *General development plans and final development plans shall be reviewed according to the following procedures.*

**1. Review by Zoning Commission.**

- a. All applications for Planned Mixed-Use Developments shall be transmitted to the Zoning Commission for review at least fifteen (15) days prior to the meeting at which it is to be considered.*
- b. The Zoning Commission may request that the applicant supply additional information deemed necessary to adequately review and evaluate the proposed development.*

A discussion on the Review Criteria for Planned Mixed Use Developments was done. Mrs. Wetterman stated that this is also done if there are any changes that may come forth.

**a. General Development Plan**

- 1) The relative scale and layout of the PMUD project provides a proper transition between the existing commercial zoning and properties surrounding the PMUD district.*
- 2) The proposed layout of residential uses, commercial uses, common areas and community facilities within the proposed development are located so as to reduce any adverse influences on and to protect the residential character of areas adjacent to the development.*
- 3) The expected phasing and timeline for construction will have minimal impact on surrounding single-family properties;*
- 4) The criteria proposed for buffering the proposed development is sufficient to ensure that the development will have minimal impact on surrounding properties;*
- 5) The criteria for site amenities such as identification signs, monuments, typical street treatment, parking standards ensures that the project will create visually cohesive environment; and*

- 6) *The proposed pedestrian and vehicular circulation meets the objectives of the Township to create an integrated environment.*
  - 7) *The draft legal documents establish an appropriate entity and financing mechanism to adequately provide for the perpetual maintenance and upkeep of all common areas.*
3. **Recommendation By Zoning Commission** - *The Zoning Commission shall make a recommendation to the Board of Trustees that the Trustees either:*
- a. *Approve the development plan as submitted; or*
  - b. *Approve the development plan subject to compliance with specific conditions or modifications to the plan, or*
  - c. *Deny the development plan because the proposed plan does not meet the requirements and purposes of these regulations.*

Mrs. Wetterman stated that this was done by motion and recommendation to the Trustees at a Public Meeting.

4. **Approval by Board of Trustees** - *The Board of Trustees may either adopt or deny the recommendation of the Zoning Commission or may adopt some modification thereof. The Trustees may attach such conditions or stipulations to their approval as they may deem appropriate to protect the public health, safety, and/or general welfare and to assure compliance with the purpose and intent of the PMUO District*
- C. **Simultaneous Approval Of Subdivision Plat By Medina County Planning Commission:** *A preliminary subdivision plat for all or a portion of the general development plan may be submitted to the Medina County Planning Commission for review at the same time the general development plan is being considered by the Township. However, the final subdivision plat shall be in substantial conformance with the general development plan approved by the Township.*
- D. **Significance Of An Approved Final Development Plan; Plan Revisions.** *An approved final development plan shall become for the proposed development a binding commitment of the specific elements approved for development. The approved final development plan may be transferred to another person, corporation, or group of individuals or corporations prior to the issuance of a building permit. All construction and development shall be in accordance with the approved final development plan. Any departure from such plan shall be a violation of this Zoning Resolution. Any changes in an approved final development plan shall be resubmitted for approval in accordance with these provisions.*

Mrs. Wetterman stated that there had been a proposal for another building, a McDonalds but she had not heard any more about it. However, the parking and roads were horrendously outrageous. Mr. DeCastra stated it depends on whether it was on the approved plan. Mrs. Wetterman stated that it never came before the board. Mr. DeCastra said that if it was being built according to the original plan, and there were no modifications, then it did not have to come before the board. Mrs. Wetterman asked if there was a copy of the original plan? Mrs. Murphy said yes.

Mr. DeCastra asked if this type of district was necessary or could it be solved with the current zoning districts. Do we need to add or remove districts. These questions should be looked at when we look at the Comprehensive Plan. Mrs. Wetterman stated they were going to try to put a PMUO district in the golf course.

Mr. McFarland had a few questions on some verbiage.

1. Intensity definition. Pg. 55
2. 406-4 Permitted uses/one or more Pg. 56
3. Landscaping Pg. 58 “and/or” instead of and

Mr. DeCastra explained

1. Intensity = density
2. “one or more uses” – could have a building with one or more permitted uses
3. Verbiage could be changed to and/or, just a minor change

Mrs. Wetterman discussed Section 601-1; A-W, Off-Street Parking Spaces required. The section designates how many spaces are needed for each use. So, parking spaces need to be included in the plans for the PMUO. Not just the number for each area but for each use. Mr. DeCastra stated that that would be a question for our attorney since there could be a potential conflict. We need to understand how these two might conflict with each other. The section states it is for all districts. However, when reading through the list of uses some do not need it, others must have it.

Mr. Berndsen stated that it states it is the minimum number so more could be added. Mr. DeCastra stated he would reach out to Prosecutor Richter for clarification.

Mr. Berndsen asked if the requirements still apply to the undeveloped areas when something goes in now. This would not be a revision, correct? Mr. DeCastra stated that as long as it was on the original PMUO, then it could be built per the original PMUO plan. Mr. Berndsen asked if anyone had the original plans? Mrs. Murphy stated that Mrs. Czyz has the plans. Mr. Berndsen asked when it was originally adopted, the answer was 2003-2004.

**PUBLIC COMMENT:** None

**ANNOUNCEMENT OF NEXT MEETING DATE:** Thursday, October 5, 2023 @ 7 p.m.

**MOTION TO ADJOURN**

Ms. Brunn moved to adjourn the meeting. Mr. DeCastra seconds. **Roll Call:** Mr. Kelly-yes; Mr. McFarland-yes; Mr. DeCastra-yes; Ms. Brunn-yes; Mrs. Wetterman-yes. Meeting adjourned at 7:50 p.m.

Respectfully Submitted,  
Linda Kuenzer, Zoning Secretary