Brunswick Hills Township
Zoning Commission Regular Meeting Minutes
October 1, 2026

Call Meeting to Order

Mr. Witt called the Brunswick Hills Township Zoning Commission Regular Meeting on October 1, 2026 to order at 7:00 pm.

A roll call of the board was executed.

- **Board Members in Attendance:** Mr. Witt, Mrs. Wetterman, Mr. McFarland, Mr. Kalina.
- **Board Members Absent:** Ms. Brunn
- **Alternate Board Members:** Mr. Molnar
- **Others in Attendance:** Ms. Porter, Zoning Inspector; Ms. Beck, Secretary

Mr. Witt asked everyone to stand for the Pledge of Allegiance and for a moment of silence for our troops and first responders.

APPROVAL OF MINUTES

Mr. Witt noted that one set of minutes was before the commission for approval: the September 3, 2026 Zoning Commission Regular Meeting minutes.

Motion: Mrs. Wetterman made a motion to approve the September 3, 2026 Zoning Commission Regular Meeting minutes. Mr. McFarland seconded the motion.
Roll Call: Mr. Molnar – Yes; Mrs. Wetterman – Yes; Mr. McFarland – Yes; Mr. Witt – Yes

NEW BUSINESS

Preliminary Presentation — Sheetz Convenience Store and Fuel Station
Corner of Center Road (Route 303) and Marks Road, southeast corner of intersection.

Mr. Witt introduced Ellen Selle, representing Sheetz, who presented a preliminary overview of a proposed Sheetz convenience store and fuel station. Mr. Witt noted for the record that this is a preliminary presentation and not a formal site plan review. No application had been submitted as of the date of this meeting.

Ms. Selle stated that Sheetz has been looking at Brunswick Hills for a considerable period of time and had experienced delays related to the ODOT traffic study approval process. That approval has now been received, and Sheetz is positioned to move forward.

The proposed Sheetz location is at the southeast corner of the intersection of Center Road and Marks Road. The overall Drug Mart parcel has been set up to accommodate future development, but the Sheetz site would operate independently until such time as additional development occurs on the remainder of the parcel.

The presentation showed the following access configuration. On Center Road, a right turn only entrance is proposed, designated as right in/right out only. ODOT is requiring the installation of delineators in the right of way to prevent left turns in and out of the Center Road access point. A raised concrete median is also proposed on Center Road. On Marks Road, a full access driveway is proposed, which requires a dedicated left turn lane and a dedicated right turn lane into the site. The site includes provision for future cross access connections to the remainder of the Drug Mart parcel, though no such connection is planned

in the current phase. Stormwater detention will be handled via an above ground retention pond at the front of the site.

Ms. Selle noted that Sheetz and ODOT are aware of a planned roundabout at the Center Road/Marks Road intersection, currently scheduled for construction in 2030 or 2031. Sheetz's goal is to be open and operational for approximately two years before roundabout construction begins. The plans have been coordinated with ODOT to account for a potential future right of way take associated with the roundabout.

Building and Site Features:

The proposed building is an all brick and stone construction with red metal accents, dark bronze door frames, and brick pavers surrounding the building, consistent with Sheetz's current standard. The building includes 30 indoor seats and 16 outdoor seats with year round umbrellas, a large back of house food preparation area offering made-to-order and grab-and-go food, cold beer retail, and a full beverage station. A mobile order pickup window is located on site for customers who pre order via the app. The canopy covers 6 fuel pumps with 12 fueling stations. Underground fuel storage tanks are located under the front canopy, with vents on either side. Air pumps are also proposed on either side of the canopy. The dumpster enclosure is a composite wood structure. Propane tank sales are located at the side of the building, which Ms. Selle noted will be screened with a half brick wall and fencing consistent with the building materials.

Signage:

Ms. Selle presented examples of Sheetz signage, including a smaller monument sign option and the standard 25-foot tall sign with fuel pricing panels. She noted that signage permitting is typically handled separately after primary site plan approvals are obtained, and that a signage variance may be required at a future date.

Required Approvals:

Ms. Selle outlined the approvals Sheetz anticipates needing from the commission. A conditional use certificate is required for the gas station/fuel dispensing use within the C3 commercial district. A site plan approval will be required for the Sheetz parcel. A site plan modification for the overall Drug Mart parcel may also be required. Ms. Selle noted that a signage variance may be needed later. She indicated Sheetz intends to submit for the conditional use certificate for the November 2026 BZA meeting, and will submit a site plan for the Zoning Commission when the engineering design has advanced.

Commission Discussion and Questions:

Mrs. Wetterman asked about protection measures around the stormwater detention pond, noting safety concerns related to children. Ms. Selle indicated she would confirm with the engineer whether the pond would be a wet pond (water present at all times) or a dry detention pond (water only present during storm events), and that fencing or other protection would be evaluated accordingly.

Mr. McFarland asked about westbound traffic on Route 303 (coming from Brunswick toward Brunswick Hills) accessing the site. Ms. Selle confirmed that westbound traffic on Route 303 would need to turn south on Marks Road and use the Marks Road full access driveway to enter the site, as the Center Road access is right in/right out only. Mr. McFarland also asked whether a customer could travel from the Drug Mart parking lot directly into the Sheetz site. Ms. Selle confirmed that in the current phase, there is no shared parking lot connection between Drug Mart and Sheetz, and a customer would need to re-enter the public roadway. This connection is planned only as a future phase contingent on further development of the Drug Mart property.

Mrs. Wetterman asked about building occupancy. Ms. Selle confirmed the store has 30 indoor seats and indicated she would obtain the total occupancy number from the building plans.

Mr. Kalina asked about ODOT coordination and confirmed that Sheetz has received full ODOT approval on its traffic study and has been in active coordination with both ODOT and Medina County. Ms. Selle confirmed that ODOT granted a variance related to the driveway location as part of that process.

Ms. Porter, Zoning Inspector, asked what was preventing a parking lot connection to Drug Mart at this time. Ms. Selle explained that the connection was not necessary in the current phase, that it affected the traffic study numbers, and that the next development phase may have a different layout, making an early connection potentially disruptive.

Mr. Witt noted for the record that this presentation was preliminary and pre submittal in nature, and that the formal site plan review process had not yet commenced. He commended Sheetz on the quality and attention to detail in its building design and materials.

OLD BUSINESS

Proposed Cannabis/Dispensary Language — Zoning Resolution Update (Section 303-13 and Commercial Use Table)

Mr. Witt introduced the old business item, noting that at the September 3, 2026 meeting the commission voted to recommend removing the medical marijuana language from Section 303-13 and replacing it with the word "Reserved." He noted that the remaining task is to develop new language to address cannabis and cannabis-derived products more broadly in the Zoning Resolution, including updating the commercial use table to clearly designate whether such uses are permitted or conditional in the applicable commercial districts.

Mr. McFarland noted that the draft language he is working on is not yet complete and requires additional time. He indicated he would have something ready by the November meeting or would circulate a draft to commission members once available.

Mr. McFarland outlined his approach to the language. First, the current Section 303-13 specifically referenced "medical marijuana," which is now reserved. The new language needs to address cannabis and cannabis-derived products more broadly, not just the plant itself, to avoid a gap where products such as edibles, oils, and vape products could be argued to fall outside the definition of "cannabis" if that term is interpreted to mean only the plant. Second, he expressed a preference for adding a specific line item for cannabis dispensary uses in the commercial use table, rather than relying on the broad "retail sales establishment" category, so that the Zoning Inspector and BZA have an explicit reference point and the ability to apply specific conditions. He noted the resolution already calls out a wide range of individual retail uses, including hat repair and shoe polishing, and believes a cannabis dispensary warrants its own explicit listing.

Mr. Kalina stated agreement with designating cannabis dispensary uses as conditional rather than permitted outright. He noted that the conditional use process through the BZA allows conditions to be applied that the Zoning Commission cannot codify in advance, and provides a forum where community members can raise concerns specific to an individual application. He acknowledged the tension between cannabis being a legally permitted retail business in Ohio and the desire to maintain an additional layer of local oversight through the conditional use process. He also noted that his light search had not revealed comparable language in other Medina County townships, as the only dispensary in the county is in Seville, which operates under municipal home rule ordinances rather than a township zoning resolution.

Mr. McFarland raised a question about the mobile order pickup window models for cannabis orders could raise concerns specifically, whether a drive through model for a dispensary creates risks related to

diversion or misuse of product. Mr. Kalina agreed the drive through is a somewhat unique aspect of the GTI proposal that may warrant specific attention in any conditional use language.

Mr. Witt noted that while the commission continues to develop the cannabis language, the probability of a second dispensary locating in the township is low given the very limited number of commercially zoned parcels that could accommodate one at the required distances from schools, daycares, etc. However, he agreed that the possibility of cannabis adjacent retail products appearing in other businesses makes it worthwhile to have clear language in the resolution. He recommended the commission place the cannabis language item on the November agenda and additionally add a new item for review of the Zoning Resolution, as it relates to comparing the resolution to the comprehensive plan to ensure alignment.

Variance Period of Validity Text Amendment

Ms. Porter asked whether the Board of Trustees had acted on the Zoning Commission's recommended text amendment to Section 1005-3 regarding the variance period of validity. Mrs. Wetterman confirmed the Trustees approved the amendment on September 22, 2026. Mr. Kalina noted that the amendment takes effect 30 days from the date of adoption, meaning it would not yet be in full effect as of October 1, 2026. Ms. Porter asked for confirmation that the adoption had been formalized as a resolution; the board confirmed it had been. Ms. Porter and Mr. Witt confirmed that under the adopted amendment, the Zoning Inspector may grant extensions of a defined duration upon finding that circumstances beyond the applicant's control prevented commencement of the approved activity.

Discussion with Zoning Inspector — General Zoning Topics

Following the formal agenda items, the commission and Ms. Porter engaged in a broad discussion on zoning topics relevant to the township. Topics addressed included: the Fox Village North development, including a stop work order issued due to a discrepancy between the required 50-foot buffer and the 25-foot buffer shown on the approved site plan near a residential property on Butterfly Circle; the Fox Village South development and the complexity of administering the large number of variances expected given the proposed lot sizes relative to the R3 minimum lot size requirement.

PUBLIC COMMENT:

Mr. Witt opened the floor for public comment. No public comment was received.

ANNOUNCEMENT OF NEXT MEETING:

The next regular Zoning Commission meeting is scheduled for Thursday, November 5, 2026 at 7:00 PM.

MOTION TO ADJOURN

Motion: Mr. McFarland made a motion to adjourn the October 1, 2026 Zoning Commission Regular Meeting. Mr. Molnar seconded the motion.

Vote: All in favor – Aye.
Adjourned at 8:08 PM

Respectfully Submitted,

Dalith Beck, Zoning Secretary

Edward Witt, Chair

11/5/2026
Date