



## Village of South Russell

5205 Chillicothe Road  
 South Russell, Ohio 44022  
 440-338-6700 Fax 440-338-8776

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**PLANNING COMMISSION MEETING Chagrin Falls Exempted  
 Village Schools, 400 E. Washington St. Chagrin Falls  
 Record of Proceedings  
 January 15, 2019 at 7:30PM**

**Members Present:** Steve Latkovic, Dennis Galicki, Mayor William Koons, Ph.D., John Dishong, Jim Flaiz

**Members Absent:** None

**Other Officials:** Laura Heilman – Building & Zoning Inspector; Bridey Matheney – Solicitor;  
 Kris Wilson – Acting Planning Commission Secretary

**Visitors:** Bruce Bisbano, 188 Valley St., Providence, RI  
 Paul Gagel, 27777 Franklin Road, Southfield, MI 48034  
 Mark Porter, 29 Annandale Drive, South Russell, OH 44022  
 Rachel Jones, Gurney Elementary, 1155 Bell Road, South Russell, OH 44022  
 Mare Canter, Gurney Elementary, 1155 Bell Road, South Russell, OH 44022  
 Bob Hunt, Chagrin Falls Exempted Village Schools, 400 E. Washington St. Chagrin Falls  
 Mary Kay O'Toole, 100 Foxhall Drive, South Russell, OH 44022  
 Rich Washington, 8150 Sterling Ct., Mentor, OH 44057  
 Chris Woofter, Chagrin Falls Exempted Village Schools, 400 E. Washington St. CF Ohio  
 Ryan Sanders, Premier Custom Homes, 49 W. Orange St., Chagrin Falls OH 44022  
 Cash Scott, Premier Custom Homes, 49 W. Orange St., Chagrin Falls, OH 44022  
 Lauren Tisdale, 67 Paw Paw Lake Drive, South Russell, OH 44022  
 Greg Kanzinger, 59 W. Belmeadow Lane, South Russell, OH 44022

Steve Latkovic called for roll call. Kris Wilson conducted roll call.

The agenda order was changed: Gurney Elementary Outdoor Classroom, Citizens Bank Atm Kiosk, New Residential Dwelling 67 Paw Paw Lake Drive, Public Meeting on streamer definition

**1<sup>st</sup> agenda item – Development review for proposed outdoor classroom at Gurney Elementary at 1155 Bell Road, South Russell, OH.**

Bob Hunt, Chagrin Falls Exempted Village Schools and Rich Washington, CT Consultants presented the proposed outdoor classroom. Mr. Hunt explained that there previously was an outdoor area in this same area, that over time deteriorated. A donation from Kurt & Beth Newman, South Russell residents, is allowing the school district to reinvent the space.

Mr. Washington explained the outdoor classroom will be made from natural materials. Volunteers will build the spaces with help from contractors for specific areas. Some items will be purchased by the school district. The existing perimeter trail will be used, however will be turned into a gravel trail to make it more durable. An additional loop will be created around and off the outer loop to create different activity and classroom areas. The outdoor learning space will include: a tire swing, outdoor stage areas, classroom space area with log seating, an old boat for activities, and a

theater area with a small stage and some seating. In addition, there will be a lab and a kitchen space with seating area. Everything will be made with natural materials and made with many of the logs that are on site. Phase one, the trail itself is planned for spring construction.

Along the east side, a dry creek bed that will help with some of the site runoff, which they will try to detain onsite. This was discussed with the city engineer, Eric Haibach, and he thought this was a great idea. This drainage heads to the south and not to the west. Runoff will be contained and come down to existing catch basins around the school and will catch much of that drainage. The construction access will come out of the bus area.

Question arose regarding the property line and the original foot print of the old outdoor area. Mr. Washington explained that it follows a tree and grass line on the east side of the property that goes down parallel to the school. The foot print is roughly the same area and will follow the same path as before but will be more defined. Laura Heilman confirmed that while the structures in question would fall under the definition of accessory structure, they are not to the extent that they would need a variance for them. If Planning Commission moves to approve it, she would not require any additional approvals.

**Koons made a motion to approve the Gurney Outdoor Classroom at 1155 Bell Road, South Russell. Latkovic seconded the motion. Roll call: all ayes. Motion approved.**

**2nd agenda item – Development review for a proposed ATM kiosk addition at 1194 Bell Road, South Russell, OH 44022**

Latkovic asked for clarification if they are approving the signs and the kiosk? The signs were approved at ABR.

Bruce Bisbano presented they are eliminating the drive-up window, relocating the night drop to the redesigned ATM area and renovating the bank's interior. The new design aligns with the bank's new strategy of having customers utilize technology available at the ATM to complete transactions and to change the customer's interior experience.

The night drop is currently not visible on the back wall. It is a difficult traffic turn due to the drop's close proximity to the corner. The new night drop spot near the ATM can be better illuminated. Having the ATM and night drop in the same location is a typical detail for Citizens Bank. In terms of construction, it will require more space than normal because of the way the structure is built. There's a brick basement wall there so instead of trying to change that opening we are making a second smaller opening, which makes it a little wider than we would typically need.

There is an aesthetic part of this. We will be removing the current metal surround, build out a 6'10" wide structural box made of metal studded frame, insulated and sided with green siding, and thus create a nicer architectural element. We want to make sure it is properly illuminated and has a proper approach to pull up so that the ATM and night drop are not too far back. The ATM and night drop will be surrounded by an illuminated green frame.

The Commission questioned the color and illumination of area, which is the standard surround that Citizens uses, and asked if it had been included in the signage presentation to ABR. The kiosk had not yet been presented to ABR as it has to first appear before Planning and ZBA. The Commission asked if the bump out could be made from brick? The architect indicated that due to the existing ATM this is difficult as it does not have a standard "throat". If they used a brick veneer they would need a 13" throat to fit the brick veneer. The veneer is not ideal, as one bump of a car can damage it and the veneer would not have a long life-expectancy.

The Commission asked them to come back with some alternatives to what they are currently proposing. They would like to see a toned down alternative to the green back lit frame lighting, as well as a change to the green kiosk siding as it does not fit in with current village aesthetics.

Bisbano indicated that they want to make sure the area is lit per safety standards. He stated the downlights on the building are currently not functioning but that as part of the renovation, those will be repaired and then utilized. Citizens Bank uses a New York State standard for their lighting in terms how much light is needed for security purposes.

Bisbano said they will come back with an alternative but questioned if they can get approval in two stages? One for the structural bump out of the kiosk and one for the finishes and lighting plan.

**Flaiz made a motion to approve the structural build out of the kiosk as present subject to further approval by the Planning Commission for the exterior finishes and lighting plan at 1194 Bell Road, South Russell. Dishong seconded the motion. Roll call: all ayes. Motion approved.**

Bisbano will submit plans via email for the February 7 2019 Planning Commission meeting with an alternative to the exterior finishes and the lighting plan.

**3rd agenda item – Height variance request for a new single-family dwelling at 67 Paw Paw Lake Drive, South Russell, OH for Chad and Lauren Tisdale.**

**The maximum height permitted is 33 feet; the proposed dwelling has a height of 35.5 feet. A variance of 2.5 feet is needed to proceed in accordance with South Russell Village Zoning Code Section 4.02.**

Ryan Sanders with Premier Custom Builders presented to Council that it is a straight forward height variance for a new dwelling in the Paw Paw Lake neighborhood. The rear walk out basement is what requires the height variance.

Council questioned the home towering over the neighboring home to the south. Ryan explained that the property has a 20' fall from front to the back of the property and that the house falls with the natural lay of the land.

Council questioned if the neighbors had been notified. The secretary verified that all of the homeowners in the 250' radius had received notification and that the plans had been approved by the HOA. Dishong verified that he has spoken with the president of the HOA and they had approval.

**Dishong made a motion to approve the 2.5 height variance for the new single-family dwelling at 67 Paw Paw Lake Drive, South Russell. Latkovic seconded the motion. Roll call: all ayes. Motion approved.**

**4th agenda item – Public Hearing for consideration of an amendment to the Zoning Code regarding the definition of streamer introduced by Mark Porter.**

Porter began by stating merchants in the village would like to indicate that they are open for business in a graphic way. This would apply to all businesses in the village. They would like more foot traffic and something visible from the street other than a little open sign in the window. The problem is the zoning regulation says streamers, in several places, are not permitted in the village. The definition of a streamer is:

115: series of banners, pendants, or other shaped cloth, canvas, plastic sheet or other pliable material including tinsel attached to a line such as a rope or a wire.

Porter, a Building Committee member, stated that after meeting and talking with businesses, the Committee suggests that we amend that definition to specifically permit "a flag, not to exceed 3' x 5', and attached to the building to indicate that it is open". It would be a flag on a pole attached to the building structure so it would be visible from a certain distance. This definition change would apply to all the village commercial property.

**Planning Commission concerns and questions:**

Limitations to how long it can be up? Can it be a flag with a business logo or solely the word open? Can it only be attached to a building and not a flag pole? Can it be done perpetually? Why is additional signage being allowed at all?

Additionally, concerns were voiced regarding the definition of a flag and free speech. The solicitor that regulation issues and constitutional issues with signs are always a little bit of a hot issue on how to apply it. There is a free speech issue with the respect to signs and that is part of my concern. If you have just open on a sign it can also be an issue. I am hesitant. Porter noted that the US supreme court has struggled with what exactly the definition of a flag is. When I wrote the definition it was to allow the businesses to indicate that they are open for business during regular business hours. If we expand the definition to include every possible thing that might happen, I think we get into a difficult situation over defining. If we say you can have a flag as the word is commonly used attached to your building that shows you are open. I think most people will have the good sense to say I'll have a flag that says open. The building committee recommends we change the definition which is why I am here.

A discussion on how much this helps a business for the Village to completely change what has been a conservative signage perspective. Will it increase traffic or not? Whether or not it will do anything for the business, it might make the businesses thing the village is behind them. They might put one out for 6 months and then think why bother. There are more than just one business that would be interested in this change as they believe it will increase traffic to their establishments. It was noted that both the Tame Rabbit and Geauga Vision have used flags in the past but have had to take them down. It was also noted that the Tame Rabbit still flies their flag despite having received instruction from the Building Inspector to take it down.

Latkovic felt the language needed to be tightened a little bit, if the Commission were to support this. The Commission agreed the flag should have the word "open" on it. Porter suggested the following language:

**A flag not to exceed a 3 x 5 in size and fixed to a commercial structure solely with the word "open" and indicating a commercial establishment is open for business during business hours shall not be consider within the definition of a streamer.**

Flaiz wanted to state on the record that I don't like changing the zoning code for one business and I don't like when you tell a business to take something down and they ignore a village official. We are bending over backwards to accommodate a business that ignored Laura's instructions and I want to express displeasure with that.

The Mayor stated this is not just one business. There are others as well.

The solicitor stated that this is a public hearing. A recommendation can be made tonight and it will go to Council. It is not a done deal until it goes to Council.

**Flaiz made a motion to amend the Village definition of streamer as in paragraph 115 to add on to the definition of streamer as follows:**

**A flag not to exceed a 3 x 5 in size and fixed to a commercial structure solely with the word "open" and indicating a commercial establishment is open for business during business hours shall not be consider within the definition of a streamer.**

The Solicitor pointed out that the Planning Commission would move to *recommend* approval of that. Flaiz thought that the Commission amends the zoning and Council confirms it? The Solicitor stated that the Commission recommends approval or disapproval of the amendment, and council makes the call. Flaiz questioned if this originally was in Council. The Solicitor confirmed it was initiated by Council, and then came here to the Planning Commission.

**Flaiz made a motion to recommend the approval of the Zoning change as amended: A flag not to exceed a 3 x 5 in size and fixed to a commercial structure solely with the word "open" and indicating a commercial establishment is open for business during business hours shall not be consider within the definition of a streamer. Koons seconded the recommendation. Roll call: all ayes.**

OLD BUSINESS: The only open issue is Riparian Set Back but will be postponed to a later date.

NEW BUSINESS:

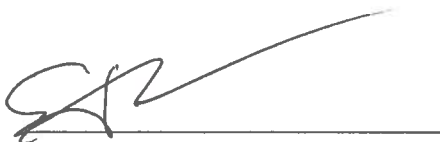
Mayor Koons said he will be sending information out on the Chagrin River Watershed Partners on riparian set backs with a plug as to why we need it, and asked that the Commission members read it when they have time.

Mayor Koons swore in Planning Commission member Jim Flaiz.


Mayor Koons requested a meeting date change for February and March due to an inability to attend. It was agreed to hold the next two Planning Commission meetings on February 7<sup>th</sup> and March 7<sup>th</sup>.

Mayor Koons informed the Commission that Laura Heilman is leaving the Village for South Euclid and that we are without a Building Inspector. He stated the Building Department will have a meeting on Monday, Jan. 28 at 6 pm to discuss the future of the Building Department. Jim Flaiz wanted to stress how important it is to have that component in the village and how intertwined the Commission and Boards work with the Building Department. It would be hard for the Commission and Boards to operate without a Building Department. John Dishong said there was a time where he felt that perhaps a Building Department was no longer needed since the Village was nearly built out. Today however, he has changed his opinion as we are currently dealing with tear down/rebuild type situations which are possibly more complicated than a subdivision situation

**Latkovic moved to adjourn the meeting. Dishong seconded. Meeting adjourned.**



Steve Latkovic, Chairman

  
Kris Wilson, Acting Secretary



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### PLANNING COMMISSION MEETING

#### Record of Proceedings

February 7, 2019 at 7:30PM

**Members Present:** Steve Latkovic, Dennis Galicki, Mayor William Koons, Ph.D. , John Dishong, James Flaiz

**Members Absent:** None

**Other Officials:** Bridey Matheney – Solicitor;

**Visitors:** None

Bridey Matheney conducted roll call.

Meeting called to order by Chairman Steve Latkovic.

Minutes from the December and January meeting were not approved. More time was needed to thoroughly read through the minutes. The Commission felt the length of the minutes was fine and that the content was acceptable, however, the Secretary should make sure to include specific commitments from presenters in future minutes. If someone says they will be doing XYZ that needs to be reflected in the minutes.

**1<sup>st</sup> agenda item – 2<sup>nd</sup> Development review for proposed ATM kiosk addition at 1194 Bell Road, South Russell, OH 44022**

Chairman Latkovic stated that Citizens Bank did not have a representative at the meeting to explain questions that the Commission had and would therefore, not make a motion to approve. However, he wanted to address any questions that the Commission did have on the project.

Flaiz raised the question regarding the ATM signage. Flaiz stated he had listened to last month's recording of the meeting and the ATM build out was going to be in white and the letters would be green plated letters and not back lit. The area would be lit by two small sconces. The concern is does this now become a sign? He also wondered on the plan how far out the build out is. If you look at our zoning, if it is out more than 18 inches from the building because it has a sign on it, he'd need a variance. I think it is more than that but I don't know and I couldn't figure out.

Did the bump out with the ATM now turn this into additional signage? Plans were unclear if the ATM was further out than it previously was.

Steve had forwarded two attachments via email with additional lighting and electrical plans but the Commission wasn't sure it properly addressed the side elevation view of the ATM and the bump out.

Discussion on whether the buildout is a "sign". Was that included in the square footage area? There's a total square footage for signage on a building. Does that all exceed the square footage for the signage?

Flaiz did not want to approve this if it's in violation of our own zoning. March 7<sup>th</sup> is the next meeting.

**The Citizen Bank plans were not approved.**

No old business.

New business.

Mayor Koons asked if we can move the April 11<sup>th</sup> meeting until April 4<sup>th</sup>?

Steve Latkovic asked for an update on the Building Department and the meeting they had.

Mayor Koons stated that they are probably going to have to go to the county for inspections as it is nearly impossible to get an inspector for the department. This is due to the state changing the rules in 1984 and making certification of inspectors more difficult. There's no farm system and the inspectors have gotten old. We will probably have to give up control of the oversight of the building and go to the county.

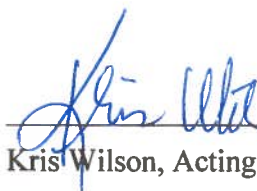
Mayor Koons requested to turn off the recorder and continue the discussion after the meeting is adjourned.

John Dishong moved to adjourn the meeting. Jim Flaiz seconded.

Meeting adjourned.



Steve Latkovic, Chairman



Kris Wilson, Acting Secretary



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### PLANNING COMMISSION MEETING Record of Proceedings March 7, 2019 at 7:30PM

**Members Present:** Steve Latkovic, Dennis Galicki, Mayor William Koons, Ph.D. Jim Flaiz

**Members Absent:** John Dishong

**Other Officials:** Dave Hocevar – Building & Zoning Inspector; Bridey Matheney – Solicitor;  
Kris Wilson – Acting Planning Commission Secretary

**Visitors:** Paul Gagel, Citizens Bank  
Bruce Bisbano, Bisbano & Associates

Kris Wilson conducted roll call.

Steve Latkovic indicated that the minutes (Dec, Jan, Feb and Mar) would be approved at the next meeting.

**1<sup>st</sup> agenda item – Citizens Bank - 1194 Bell Road, South Russell, OH 44022- 3<sup>rd</sup> Developmental Review**

Paul Gagel presented the ATM rendering reflects the requests and requirements from the last meeting. The overall sign package has already been approved by the ABR and this is the final part. We have detailed out how it will be finished with non-illuminated signage with the exception of the service lights on the ATM and the night drop itself. Non-illuminated plated letters that will be lit with down lighting. Finishes are white and the rendering reflects exactly what the product will look like.

Steve Latkovic noted the lighting and the description is on the front. Is there a place where it describes the depth of it? Is it six inches?

Paul Gagel stated the depth is actually 12 inches.

Jim Flaiz stated a different set of plans were received at the last meeting which was different from what we talked about originally. These renderings are nice and I think you ended up with a great finished product.

Gagel stated the interior walk through was approved today and they are nearly finished with the project.

Latkovic stated: I think this looks great and we appreciate you working with PC on this. We think it will be a great addition and we look forward to it reopening.

Gagle – We appreciate the business.

**Flaiz made a motion to approve the ATM at 1194 Bell Road, South Russell. Latkovic seconded the motion.  
Roll call: all ayes. Motion approved.**

Paul Gagel questioned if they can now finish the work before they go to ABR. It was noted that the sign company can come back for the final sign review. Hocevar noted the bump out and lighting can be completed and only the sign (plate letters) will be approved by ABR. A stamped set of plans will be the approval to finish.



**Any old business: NO**

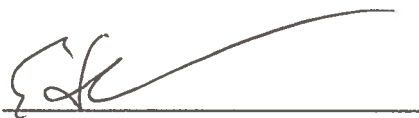
**New business:**

Steve Latkovic noted that Mark Derry who runs Living Lean wants to expand his space so that he can do team training. He will need to draw this out. He'll need to clear some land and expand his parking. With what he wants to do, where does he go? Dave Hocesvar says he would need to go to all three boards: Planning, ZBA and ABR. Exterior alterations on commercial buildings goes to Planning. Lot coverage approval will go to ZBA. Exterior finishes will be approved by ABR. He will need to draw it up and bring it in. It will be a good addition to the Village. He will need to go to Zoning first for the lot coverage.

Bill Koons noted next meeting should be on April 11<sup>th</sup>, could we move it until the 18<sup>th</sup>? It was noted that was Holy Thursday and Chagrin Schools are closed. People might be away for the Easter weekend. Maybe not have a meeting on the 18<sup>th</sup> but move it until the 25<sup>th</sup>. Hold the date in case there is something.

Jim Flaiz asked what is happening with the Milko house? Dennis Galicki stated he had spoken with him a few weeks ago and they were still a go. Kris Wilson noted the building permit has been ready for a year.

**Latkovic made a motion to adjourn, so moved – Mayor Koons seconded the motion. Meeting adjourned.**



Steve Latkovic, Chairman



Kris Wilson, Acting Secretary

Village of South Russell  
5205 Chillicothe Road  
South Russell, Ohio 44022  
440-338-6700

**PLANNING COMMISSION MEETING**  
**Record of Proceedings**  
**June 13, 2019 7:30 p.m.**

**Members Present:** Steve Latkovic, Dennis Galicki, Mayor Koons, Jim Flaiz, John Dishong

**Other Officials:** ~~Bridcy Mathoney~~ <sup>Todd Hicks</sup>, Solicitor; Kris Wilson, Acting Board Secretary; Dave Hocevar, Building Inspector

**Visitors:** Colin Knott, 30505 Bainbridge Rd., Solon, OH 44139  
Vicky Childres, 159 Kendon Rd., Chagrin Falls, OH 44022  
Leigh Kruszenski, 50 Timber Ridge Dr., Chagrin Falls, OH 44022  
David R. Jezek, 30505 Bainbridge Rd., Solon, OH 44139  
David R. Jezek, Jr., 30505 Bainbridge Rd., Solon, OH 44139

Flaiz made a motion to approve all minutes provided by the Board Secretary, seconded by Koons. Roll call – ayes, all. Motion carried.

**New Business Development review for ReSet Lounge, 530B East Washington Street, South Russell.**

Latkovic addressed the ReSet Lounge and asked the visitors to explain the project. Vicky Childres explained that she and Leigh Kruszenski would like to open ReSet Lounge and explained that it is a space for well-being. It will address creating a space for the whole being, a space for the mind and body to take a deep exhale. They would be combining wellness products and services. There will be a small gym that focuses on passive forms of exercise, which would not stress the bones or joints. There would also be free weights, spin bikes, rowing machines, and whole-body vibration machines. She added that localized Cryo therapy would be offered. Other services would include foam rolling and stretching services, medical grade compression/massage chairs, infrared saunas, and a salt cabin. Flaiz asked what the difference was between a salt cabin and salt cave. Childres explained that the cave holds a lot of people and is a large space. It has the same salt generator which grinds the salt and puts it in the air. Childres advised that it helps with asthma, allergies, eczema, and psoriasis. The cabin will be self-standing with the same generator and will have space for up to four people. She felt this would lend itself to a more private experience. The facility will also have a system called, New Calm, which is a frequency-based guerrilla tactic to meditation that involves sound frequency. It involves noise cancelling headphones that play the frequencies at the same time a tens unit is used on the base of the neck. She said it has been proven to help with sleep, stress reduction, and anxiety. This will be offered in zero gravity chairs. Childres added that there will be health coaching by Kruszenski, who is a certified functional medicine health coach who formerly

worked for the Cleveland Clinic. With every service, I pads will be offered with guided meditation apps. She stated that the services would help with injury recovery, test anxiety, and general life stress, and would help people of all ages. Childres explained that ReSet Lounge was founded by five mothers who have all experienced a variety of stressful and health issues. She advised that they love the space and its proximity to Chagrin Yoga, Snap Fitness, Fight Gym, Cross Fit, etc.

Childres said that with the location, they are going back and around a turn, and said that Knott and Jezek had been kind in offering signage on the street facing building. She verified this would go through ABR. Childres explained that it would be necessary to have signage that would direct people to the space. Flaiz asked if 'street facing' meant that it would be between Warren Henry Music store and he indicated "that sign on that building face", and unidentified visitor verified this is what would be proposed. It was then clarified that it would be above, and Childress explain that the business sits behind the Veterinary practice and they want to be able to direct people back there.

The Mayor said he wants the business to be successful and asked if it was a franchise. Childres said it was being started from scratch, but the plan would be eventually to franchise it. She explained that her brother has a PhD in psychology, and he has been working on a program called Excel Well. He is conducting stress and well-being testing for corporations in Indianapolis. Her plan would be to have a second facility within 18 months, and eventually start a franchise. With gathering data from their clients' identification of the tools they find most effective; she would like to build a space that could go into corporations and universities. The Mayor asked about memberships. Childres said memberships would be offered to families and will be based on units, which would be \$15.00 each. Some of the services are two units and others are one. The family-based memberships would be according to numbers of units purchased per month. The Mayor asked who the competition would be. Childres said they could not find any for everything they offer under one roof. Kruszenski said the closest would be a business in Beachwood, North Coast Cryo, which offers full body tanks and localized cryo. She further explained they would not be in competition with Chagrin Yoga or Snap Fitness. The closest competition for the salt cabin is in Mentor. She said that Beth Rowell, the owner of Spin Chagrin would be coming in under the ReSet Lounge roof to do personal training.

Latkovic asked at peak times, how many customers and employees the business would have. He explained that parking might be a problem. An unidentified visitor explained that there were a couple of possible solutions. He thought that eventually, the back lot would be used which connects with a walkway. There are 150 spaces in this lot. He thought if people could be successfully directed to the rear of the building, there would not be a parking issue. He added that there may still be some people who are at yoga and then come to the ReSet Lounge after, leaving their cars in the front. Childres explained that the business would have a front entrance, but also a back entrance with a covered walkway and landscaping. She agreed that the customers coming from yoga or Snap Fitness would park once and walk over.

Latkovic asked if there was anything in the back space currently. The unidentified visitor said there are some odds and ends. Childres stated that Beth Johnson is her businessperson who

determined that at capacity, the business would have 16 people. She said the back entrance would be great. Flaiz asked if they were going to finish out the back, and if they would have an entrance on the side next to the back. Referring to drawings, Childres explained the entrances to the Board members. Latkovic oriented the drawings and verified the entrance and parking. Insulation and sound proofing were also discussed in relation to the proximity to Warren Henry Music.

The Mayor asked Hocevar about fire exits and asked if it was all ok. Hocevar said the Village did not have any construction bonds yet, so when the drawings came in, they would go to a plan examiner for review, as with the parking areas. Hocevar said they would be described that as a personal service business.

Latkovic said he thought the concept was great. He said for the record, although he did not think it was a conflict, his wife is Beth's partner. They are not technically financial partners, because Beth owns Spin Chagrin, but his wife has taught exclusively with Beth at Spin Chagrin for the past five years. Latkovic did not think it was a conflict, but wanted it known.

Dishong said the concept looked really good and had great synergy with what was going on in the surrounding spaces. Mayor asked what the business' biggest problem would be. Childres answered parking, but said she thought utilization of the back entrance would mitigate it. She added that there would still be issues with clients who utilized the surrounding businesses and then walked over. Childres was also concerned after her conversation with Hocevar about signage. Latkovic said she should be working with general signage for the building to get people to the back. An unidentified visitor said that there currently is only a small sign stating there is additional parking behind the fence for yoga, etc. He said they are happy to do whatever is necessary to help the situation.

The Mayor asked about lighting and safety for clients who come in the early morning or night. An unidentified visitor said there is an overhead light shining down on the lot. Kruszenski said that they would be installing security cameras in the front and back.

Latkovic stated that there would be plenty of parking but acknowledged that the parking is confusing and suggested on the driveway itself placing signage where people actually drive in with arrows and parking noted. Childres asked if this would be something the business would need to address when doing the signage for the business or would the building owners have to ask for it. Latkovic stated that the business would want to initiate this. She asked if she should bring everything, she would ideally want to the ABR. Hocevar asked that she let him take a look at it first. He said there are different issues with wall signs, ground signs, directional signs, and could work out something. It may be that they will have to go to ZBA if they want something different.

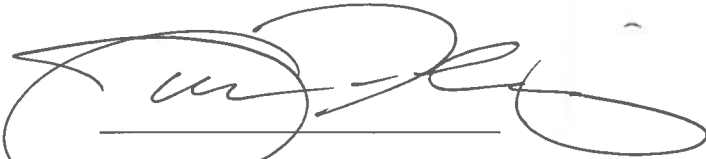
**Flaiz made a motion to approve, seconded by Dishong. Roll call – ayes, all. Motion carried.**

Childres advised that the 'soft' opening of the business would start in September and it would be running by October/November.

**Old Business: None**

**New Business:** The Board Secretary stated that there was nothing on the agenda yet for the next Planning Commission meeting. Latkovic stated he would be unavailable for the July 11<sup>th</sup> meeting. Latkovic stated he spoke to the consumer group and said it appeared they had been scared away.

Flaiz made a motion to adjourn, seconded by Koons. Voice vote – ayes, all. Motion carried.



~~Steve Latkovic, Chairman~~

JAMES FLAIZ Acting Chairman

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Nancy Grattino, Board Secretary

Prepared by: Leslie Galicki



Village of South Russell  
5205 Chillicothe Road  
South Russell, Ohio 44022  
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**PLANNING COMMISSION MEETING**  
**Record of Proceedings**  
**November 14, 2019 7:30 p.m.**

(Editor's Note: These minutes are not actual verbatim transcript of the meeting but merely intended to be detailed synopsis of the discussion that took place during the meeting. It is the belief of the author of this document that all pertinent information has been included to represent an overview of the discussions and decisions reached.)

**Members Present:** Jim Flaiz, Acting Chairman, Dennis Galicki, John Dishong  
**Members Absent:** Steve Latkovic, Chairman, Mayor Koons  
**Other Officials:** Todd Hicks, Solicitor; Nancy Grattino, Board Secretary

**Visitors:** Carlene Holtz, 31 Garden Park Drive, Chagrin Falls, OH

Acting Chairman Jim Flaiz called meeting to order at 7:30 P.M.  
Board Secretary Nancy Grattino conducted roll call.

\*(First portion of minutes, recorder was not working; the minutes are solely off notes taken at meeting.)

**1208 BELL ROAD – PPN: 29-029100 – MC STUDIO LLC – CARLENE HOLTZ**  
**(APPLICANT) – PROPOSED ART STUDIO / OFFICE**

Carlene Holtz, the applicant came forward. Ms. Holtz stated she is an artist, teacher, etc. and has been doing business in Burton for over 20 years and would like to bring part of her business here to South Russell.

Mr. Flaiz asked who owns the building where she is proposing to expand her business. Ms. Holtz stated the property is family owned, it has been in the family for years. Mr. Flaiz asked if she is planning on using both buildings. Ms. Holtz stated yes. Mr. Flaiz asked Ms. Holtz what she foresees as a business. Ms. Holtz explained her business (see file for submittal) and stated her heart is an artist. Ms. Holts stated she will have classes and art studio / gallery from this location.

\*(Recorder started at this point)

Mr. Dishong stated to Ms. Holtz she could maybe utilize the Farmers Market. Ms. Holtz stated yes, they frequent the Farmers Market all the time and their parking lot is always empty. They could park in their parking lot too and they could take advantage of that and team up on some things. They could come to the gallery; it could be open, and they could have some things to help with the community. Ms. Holtz stated she has thousands of people she has been teaching for 24 years. Relationships in Geauga County that she could bring them here. Ms. Holtz brought a flyer of her summer camps and stated she could have a theatre program here that sends kids to her summer camps. This will tie in her home here to her home that has been there for 20 years. Ms. Holtz stated she thinks it would be a beautiful kind of transition between communities; take some kids out there and bring some kids here. Ms. Holtz stated she opened in Burton because they don't have what some of our Chagrin kids do. Her place has everything, she has a gymnastics program, dance, all sports. It is a very small scale but being a Chagrin kid herself she wanted the Burton kids to have those opportunities. With parents working it is hard to get kids to all those activities, so it is kind of a one stop shop. Ms. Holtz stated she would like to bring the love of what she does back to here and plant some roots in South Russell and see what happens. If she grows, she has taken over her whole building where she is at and has been at zoning and variance meetings over the years because her building now was not designed for what she does. She has created it that way, it is about 5,000 square feet there. Mr. Flaiz asked in a village or township. Ms. Holtz stated right in the village and stated it is almost the same exact setup; the Police Department and Village Hall is right in her backyard. She had the same thing there, a very limited parking area where she is. She has a relationship if there is an overflow, parents have learned to carpool.

Mr. Galicki asked Ms. Holtz if she is going to maintain the Burton site and do this additionally or is all the operations going to transfer here. Ms. Holtz stated yes, she is maintaining Burton. She has an administrative staff that she has trained and explained that she will be at both places part-time. She has 14 staff members and will divide them between the two places. Mr. Flaiz stated it is a pretty big operation over there. Ms. Holtz stated yes, she has about 150 kids and 14 employees. This is just her daily kids and are not the kids that come in for the recreational things and the workshops on the weekends. Mr. Flaiz asked so this will be for birthday party stuff, hour classes, etc. Ms. Holtz stated yes, right now she is doing sip and paints that are so popular everywhere; she does those right now on Friday nights for a mom's night out.

Ms. Holtz stated she thinks having something right next to the school, moms come in and don't have to run to Fairmount or the Valley Art Center. The way she teaches it is, she teaches the love of learning. It is life long learning for the kids, not just for the kids that have a talent; she teaches them all that they can all do it and she believes in them. Ms. Holtz stated she has an interesting style and explained that in the packets she gave them (see file) it shows how she is publishing her curriculum; it is based on research and her own kids that they have been following throughout.

Mr. Galicki talked about the business environment / climate because the office was vacant, the place across the street was vacant in the strip center and it is good to see the family try and

revigorated that by bringing in a paid business. Ms. Holtz stated yes, it needs to stay in the family and the Holtz's have had this property for 40 plus years and if she doesn't do something with it, eventually it would be mowed down. Ms. Holtz stated she loves the nostalgia, the quaintness of it and is what she attracted to. There are a few changes that need to be made, like some carpeting and take out the reception area; that is, it and just to give some more floor space but she likes it just the way it is. Eventually she may change a few things but right now she is not interested.

Mr. Flaiz stated he talked with Dave Hocesvar, the Building Inspector today and stated this is our B-2 Zoning which is personal services and he thinks it fits into the zoning perfectly. Mr. Flaiz stated parking is always something they look at and he thinks, again it is not their position to say what she might do with the Village. He knows that in the past, he thinks when the Insurance guy was there, that there was some deal for parking in off hours and maybe utilizing the Village lot. Mr. Flaiz stated so if she is doing something on the weekends, nobody is in here anyway. Mr. Flaiz stated that is not their commitment to make but what he would suggest is that they approve it, obviously contingent on obtaining a zoning certificate with the proper parking plan. That place is not that big, there is not a lot of parking but there is not a lot of square footage so he does not think she will have a problem with parking. Ms. Holtz stated no, there is maybe about 2,000 sq. ft. total with both buildings. Ms. Holtz stated she would not have something going on with the gallery element and the school at the same time. If she has a gallery opening it would be in an evening or on a Saturday. Mr. Flaiz stated and there is nobody that would be in here anyway or shouldn't be. Ms. Holtz stated that would be in time and it is a good problem to work out.

Ms. Holtz stated it will be good to have life on that corner, get some good landscaping and make it good. She has that artist brain and whatever she puts her mind to she will make it work.

Mr. Galicki stated the only thing he would see as potentially complexity is on Saturdays during Farmer's Market season. Ms. Holtz stated but then she wouldn't have things, she would not plan them during that time; she would not compete with them. Mr. Flaiz stated that is from a traffic standpoint anyhow. Mr. Dishong stated she wouldn't have class at 10:00 AM anyways on a Saturday morning in the summer. Ms. Holtz stated no and asked when that is over. Mr. Flaiz stated he thinks around noon. Ms. Holtz stated she would work around that. Ms. Holtz stated she thinks it would be fun, it will bring some traffic into her place and they could share some parking with people also parking at her place and not across the grass.

Mr. Flaiz stated he thinks it is perfect. Mr. Hicks stated to Ms. Holtz that he thinks she hit the nail on the head on how it fits into the zoning, so he does not think there is an issue. Ms. Holtz asked so she would not have to do a zoning variance or anything? Mr. Flaiz stated no, she would just have to do a parking plan and get a zoning certificate from the Building Department. We have parking calculations in their zoning, but for her type of situation he does not see a problem. Ms. Holtz stated her only concern was, because she is a licensed childcare, her license will follow her and her area will have to be inspected and approved by the State. She does not think she will have a problem. This was her concern, because Mr. Hocesvar said she is a childcare



center. Ms. Holtz stated, and she understands that, and it is only because she is licensed as a child care center, because she is they are still going to want to inspect it because she has children there. Mr. Flaiz stated it is a B-2, and daycare is in there, so it is a permitted use. Mr. Galicki stated the only thing that comes to his mind is fencing requirements. Mr. Flaiz stated yes, if she were to have a recess and was running a daycare. Ms. Holtz stated she did mention this to Mr. Hocevar and stated the only thing she would like to add is something in that back little area just to have. With the Stated requirements it doesn't have to be a fence, it could be bushes or shrubs. Her place in Burton, the library has a split-rail fence, she has mulch that ends and then grass, and her kids know feet stay on the mulch and they have boundaries. They are visual boundaries, but the State is fine with that. Ms. Holtz stated with being so close to the road she wouldn't mind as a change if she did a fence and put a door in the back of the building. That way the kids are not coming out of the driveway side; parents can come in and drop off and she will not have to worry about anything.

**Mr. Jim Flaiz made a Motion to APPROVE, contingent upon obtaining a zoning certificate with the parking. Seconded by Mr. Dennis Galicki. A roll call vote was taken (Galicki – Yes, Flaiz – Yes, Dishong – Yes), with UNANIMOUS Vote, Motion Carried.**

**Mr. Jim Flaiz made a Motion to Approve the Minutes of June 13, 2019 (prepared by Leslie Galicki) with one correction; Mr. Todd Hicks stated he was at that meeting not Bridey Matheney (the correction was changed on the minutes). Seconded by Mr. Denis Galicki. With Unanimous Vote, Motion Carried.**

#### **OLD BUSINESS:**

#### **NEW BUSINESS:**

Mr. Flaiz stated at one of their meetings next year, one thing he would like to bring up is Kensington Green. As part of their development, originally, they submitted a mowing plan that had to be approved by Planning Commission. Then, they revised their mowing plan so they could mow less of an area and Planning Commission approved this. Mr. Flaiz stated he believes they have greatly deviated from that. Mr. Galicki stated yes, he has noticed that. Mr. Flaiz stated he thinks it looks terrible and believes there has been some complaints. Mr. Galicki asked if he has approached the Board (HOA). Mr. Flaiz stated he would like to at least see what the mowing plan was, he forgets what they approved; it was at least 10 years ago. Mr. Flaiz asked Mrs. Grattino if she could find that and bring it to a future meeting when they have an agenda item so they can look at it, discuss it and reach out to the HOA after that. Mr. Flaiz stated because they probably don't even know. Mr. Galicki stated he agrees and stated that the guys that are in the seats now have been there probably about a year. They are all really engaged, they are fortunate to have the Board that they do now. He thinks if it is just of a matter of, they just don't know; they may not even have to go through much but to just let them know. Mr. Flaiz stated he thought they were just supposed to mow in front of the split rail fence, he doesn't know; again, that was 10 years ago. Mr. Galicki stated at one time the thought was not so much

for maintenance but from water; that there would be less run off if there was more vegetation and he thinks that played into it as well. He believes all they have to do is dust off the plans, send it to the Board and they will probably say they have no problems with it. Mr. Flaiz stated that is what he thinks it is, he knows people have commented on it and he thought they had to mow at least from the ditch to the fence; but he could be totally wrong on this. Mr. Dishong stated when it comes to swimming pools, park pavilions; there is definitely division within the community about those. Mr. Galicki stated he thinks as long as they educate what the terms were, he thinks they will be good with it. Mr. Flaiz thinks from the part where they stopped mowing down it looks kind of bad. Mr. Dishong stated he agrees. Mr. Flaiz stated it is not a big deal, but if it can be found and brought to a future meeting.

**Mr. John Dishong made a Motion to Adjourn. Seconded by Mr. Denis Galicki. With Unanimous Vote, Mr. Flaiz adjourned the meeting at 8:11 P.M.**



Steve Latkovic, Chairman  
James Flaiz Acting

Prepared by: Nancy Grattino



Nancy Grattino 11/19/2020  
Nancy Grattino, Board Secretary