



Village of South Russell

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

Planning Commission Meeting Minutes

February 12, 2026 @ 7:00 pm

- Members Present:** Elisa Budoff, Chair; Greg Bruhn; Mayor William Koons, Phyllis Marino
- Member Absent:** Ruth Cavanagh
- Other Officials:** Bridey Matheney, Solicitor; Dave Hocevar, Building Official; Ruth Griswold, Board Secretary
- Visitors:** Carrie O'Brien, 16440 Majestic Oaks; Ed Gottschalk, 200 Industrial Parkway

Chair Elisa Budoff called the Planning Commission meeting to order at 7:00 pm.

Ruth Griswold conducted roll call.

Ms. Budoff asked commission members if they had any questions or comments regarding the minutes from the Public Hearing and Planning Commission meeting on December 11, 2025. There were none. Mr. Bruhn made a motion to approve the minutes from the Public Hearing. Mayor Koons seconded. On roll call vote, the motion passed unanimously. Mr. Bruhn made a motion to approve the minutes from the Planning Commission meeting. Ms. Budoff seconded. On roll call vote, the motion passed unanimously.

Ms. Budoff began by saying that Planning Commission is comprised of five members and advised that, with one absentee, any action would require a majority vote of three members. The applicant was informed of their right to request that their item be tabled if they preferred consideration by the full Commission.

Agenda Item 1

PC Case #26-01: Ms. Carrie O'Brien is seeking approval to open a non-retail gift box business, "Oh Hey, Gift Day" at **300 Industrial Parkway, Unit H**, owned by Mr. Ed Gottschalk.

Ms. O'Brien said she began the business approximately eight months ago and has been operating from her home. The business operates exclusively online through a website, and she ships gift boxes throughout the United States. She currently has one employee—herself—and does not operate as a retail storefront.

Ms. O'Brien explained that she curates custom gift boxes for a variety of occasions and is expanding into corporate gifting. Due to growth and increasing inventory needs, she is seeking commercial space to accommodate the expansion.

Commission members complimented the applicant on the professionalism and depth of her website and inquired about inventory management. Ms. O'Brien stated that she maintains sufficient inventory to fulfill repeat or bulk orders and is working with additional support to scale inventory as needed based on client selections.

Discussion followed regarding marketing and business growth. Ms. O'Brien stated that she promotes her business through social media platforms including Facebook, Instagram, LinkedIn, Pinterest, and Google, as well as through local contacts.

Parking and traffic were discussed due to the Industrial Parkway location. Ms. O'Brien confirmed that the business is non-retail in nature, will not generate customer traffic to the site, and she does not plan to list the physical address publicly. She said that most orders are shipped via standard carriers, and that she occasionally delivers locally within the 44022/44023 area. She anticipates continuing to receive supply deliveries at her residence due to space limitations and lack of a loading dock at the Industrial Parkway unit.

Commissioners noted that the business will generate minimal parking impact, as Ms. O'Brien is the sole employee and will occupy only one parking space. She stated that she does not intend to be onsite during peak parking times associated with neighboring businesses and would primarily use the space during off-peak hours or weekends if needed.

The Commission found that the proposed use is low-impact, non-retail in nature, and compatible with the existing Industrial Parkway location.

Ms. Budoff made a motion to approve PC Case #26-01 for a non-retail gift box business, "Oh, Hey, Gift Day," at 300 Industrial Parkway, Unit H. Ms. Marino seconded. On roll call vote, the motion carried unanimously.

Old Business:

Ms. Budoff inquired about the status of prior parking and valet discussions related to Saint Joan of Arc Church and Steak and Daaru restaurants. It was noted that transitions are currently taking place and that certain restaurants have not yet reopened.

Discussion included whether a previously approved Conditional Use would require Planning Commission review if a restaurant were to reopen under a new name or operator.


It was noted that because it is a Conditional Use, reopening under a former name would require review.

New Business:

None.

Adjournment

There being no further business, the meeting was adjourned at 7:12 pm.



Elisa Budoff, Chair

3/12/2026
Date



Ruth Griswold, Board Secretary

3-12-2026
Date