



BOARDS & COMMISSIONS APPLICATION

132 North Elmwood Avenue
330-722-9038
www.medinaoh.org

Application Number <u> P23-19 </u>

GENERAL	Date of Application <u> 9/13/23 </u> Property Location <u> 210 Northland Drive, Medina, OH 44256 </u> Description of Project <u> Addition to the Medina County Veterans Services building.</u> <u> Addition includes a new meeting room and garage for their vehicles.</u> 																
CONTACT INFORMATION	Applicant Name <u> James R. Duber, Principal, Envelope Consulting Services, LLC </u> Address <u> 12060 Clark Road </u> City <u> Chardon </u> State <u> OH </u> Zip <u> 44024 </u> Phone <u> 216-526-4145 </u> Email <u> jduber@envelopeconsulting.com </u> Property Owner Name <u> Medina County Commissioners - Chris Jakab, County Administrator </u> Address <u> 144 North Broadway Street </u> City <u> Medina </u> State <u> OH </u> Zip <u> 44256 </u> Phone <u> 330-722-9201 </u> Email <u> cjakab@ohmedinaco.org </u>																
APPLICATION TYPE	<table style="width: 100%; border: none;"> <tr> <td style="width: 20%;">Planning Commission</td> <td>Site Plan <input checked="" type="checkbox"/></td> <td>Conditional Zoning Certificate <input type="checkbox"/></td> <td>Code or Map Amendment <input type="checkbox"/></td> </tr> <tr> <td>Preliminary Plan <input type="checkbox"/></td> <td>Final Plat <input type="checkbox"/></td> <td>Conditional Sign (EMC/Shopping Ctr) <input type="checkbox"/></td> <td>Cert. of Appr. (TCOV) <input type="checkbox"/></td> </tr> <tr> <td>Historic Preservation Board</td> <td>Certificate of Appropriateness <input type="checkbox"/></td> <td>Conditional Sign <input type="checkbox"/></td> <td></td> </tr> <tr> <td>Board of Zoning Appeals</td> <td>Variance <input checked="" type="checkbox"/></td> <td>Appeal <input type="checkbox"/></td> <td></td> </tr> </table>	Planning Commission	Site Plan <input checked="" type="checkbox"/>	Conditional Zoning Certificate <input type="checkbox"/>	Code or Map Amendment <input type="checkbox"/>	Preliminary Plan <input type="checkbox"/>	Final Plat <input type="checkbox"/>	Conditional Sign (EMC/Shopping Ctr) <input type="checkbox"/>	Cert. of Appr. (TCOV) <input type="checkbox"/>	Historic Preservation Board	Certificate of Appropriateness <input type="checkbox"/>	Conditional Sign <input type="checkbox"/>		Board of Zoning Appeals	Variance <input checked="" type="checkbox"/>	Appeal <input type="checkbox"/>	
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APPLICANT SIGNATURE	<i>By signing this application, I hereby certify that:</i> 1) <i>The information contained in this application is true and accurate to the best of my knowledge;</i> 2) <i>I am authorized to make this application as the property owner of record or I have been authorized to make this application by the property owner of record;</i> 3) <i>I assume sole responsibility for correspondence regarding this application; and</i> 4) <i>I am aware that all application requirements must be submitted prior to the formal acceptance of my application.</i> Signature _____ Date _____																
OFFICIAL USE	<table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">Zoning District <u> P-F </u></td> <td style="width: 50%;">Fee (See Fee Sheet) \$ <u> 425 </u></td> </tr> <tr> <td>Meeting Date <u> 10/12/23 </u></td> <td>Check Box when Fee Paid <input type="checkbox"/></td> </tr> </table>	Zoning District <u> P-F </u>	Fee (See Fee Sheet) \$ <u> 425 </u>	Meeting Date <u> 10/12/23 </u>	Check Box when Fee Paid <input type="checkbox"/>												
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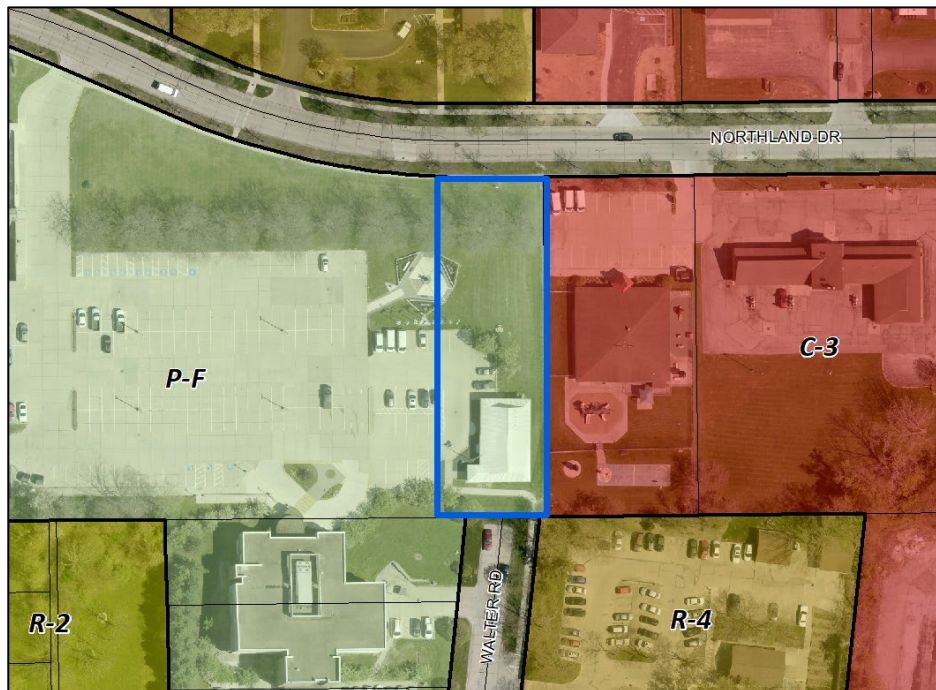
P23-19
Veteran Services Building Addition

Property Owner: Board of Medina County Commissioners
Applicant: James Duber
Location: 210 Northland Drive
Zoning: P-F (Public Facilities)
Request: Site Plan approval for a building addition

LOCATION AND SURROUNDING USES

The subject site is composed of 0.58 acres located on the south side of Northland Drive and the north side of Walter Road. Adjacent properties contain the following uses and zoning:

- North – Multi-Family Residential (R-3)
- East – Daycare (C-3)
- South – Medina County Services (P-F) and Multi-Family Residential (R-4)
- West – Medina County Services (P-F)



PROPOSED APPLICATION

The applicant is proposing the construction of an approximate 2,916 sq. ft. addition to the existing Veterans Services building. The additional will include a three-car garage, community room, restroom, and service area. Per Section 1130.06, the Site Plan will require a public hearing as the property is located in the P-F zoning district.

DEVELOPMENT STANDARDS

The proposed building is located in the P-F zoning district. The following table indicates general development standard requirements in the zoning district:

	Required	Proposed
Minimum Lot Frontage	40 ft.	69 ft.
Minimum Front Setback	50 ft.	130 ft.
Minimum Side Setback (Nonresidential)	25 ft.	14 ft./20 ft.
Maximum Building Height	40 ft.	20 ft.

The project meets the applicable development standards with the exception of side yard setbacks. The applicant has filed a variance to the Board of Zoning Appeals to allow reduced side yard setbacks (Section 1130.05).

PARKING, ACCESS, AND CIRCULATION

Access and Circulation – The existing site has access to an adjacent parking lot to the west, which connects to Northland Drive and North Huntington Street. The proposed addition maintains a similar traffic flow pattern.

Required Off-Street Spaces – A publicly owned government facility use requires 1 parking space per 400 sq. ft. of area plus 1 space for each government vehicle. The existing building and proposed addition encompass approximately 3,800 sq. ft. requiring 10 parking spaces.

The proposed addition will result in the loss of 12 parking spaces. However, the addition will include parking for 3 Veterans Services vehicles. In addition, a large shared parking lot to the west is owned by Medina County, which includes sufficient parking.

Parking Dimensions – Ninety-degree parking spaces must be 9 ft. in width and 19 ft. in length with a 24 ft. wide drive aisle. Parking spaces on and off-site meet dimension parking standards.

LANDSCAPING, SCREENING, AND BUFFERING

Buffering and Screening – Landscape is provided between the proposed addition and Northland Drive including 2 trees and various shrubs.

Trash Enclosure – A trash enclosure is not shown on plans. If proposed, a trash enclosure must comply with setback and screening requirements of Section 1155.05.

ENGINEERING AND FIRE DEPARTMENT COMMENTS

At this time, the Engineering and Fire Departments have not provided comments regarding the project.

UTILITIES AND STORMWATER

The site has access to public water and sanitary sewer service. A stormwater management plan will need to be approved by the City Engineer.

BUILDING ELEVATIONS AND LIGHTING

Architectural plans illustrate a building with an upper metal portion, a lower block portion, and a flat roof. The north building elevation, which faces Northland Drive, includes windows on one side and a door in the center. As previously noted, landscaping is proposed to the north of the building to provide a buffer.

Section 1109.04(c)(10)(E.) discourages the use of metal siding. However, the metal-clad portions of the addition appear to resemble the metal roofing of the existing building

Lighting must comply with Section 1145.09(c) including a photometric plan, full cut-off fixtures, and a maximum lighting height of 25 ft. A single wall light is shown on the south side of the addition, which includes a decorative full cut-off fixture.

SITE PLAN REVIEW STANDARDS

The Planning Commission's review and action shall be based on the following Standards per Section 1109.02(c):

- (1) The site plan shows that a proper relationship does exist between thoroughfares, service roads, driveways and parking areas to encourage pedestrian and vehicular traffic safety.
- (2) All the development features including the principal buildings, open spaces, service roads, driveways and parking areas are so located and related as to minimize the possibility of any adverse effects upon adjacent development.
- (3) The site plan includes adequate provision for the screening of parking areas, service areas and active recreation areas from surrounding properties by landscaping and/or ornamental walls or fences. All trees planted shall be as found in specifications approved by the Shade Tree Commission.
- (4) Grading and surface drainage provisions are reviewed and approved by the City Engineer.
- (5) The design and construction standards of all private streets, driveways and parking areas are to be built following approval of plans by the City Engineer according to construction standards specified in the Codified Ordinances.
- (6) Maximum possible privacy for multi-family dwellings and surrounding residential properties shall be provided through good design and use of proper building materials and landscaping. Visual privacy should be provided through structural screening and landscaping treatment. Auditory privacy in multi-family dwellings should be provided through soundproofing. All trees planted shall be as found in specifications approved by the Shade Tree Commission.
- (7) The architectural design of buildings should be developed with consideration given to the relationship of adjacent development in terms of building height, mass, texture, materials, line and pattern and character.
- (8) Building location and placement should be developed with consideration given to minimizing removal of trees and change of topography. Any trees to be removed which are planted in a public right-of-way or on municipal property shall be reviewed by the Shade Tree Commission.
- (9) In multi-family developments, television and other antennas shall be centralized.
- (10) On-site circulation shall be designed to make possible adequate fire and police protection.
- (11) Off-street parking facilities shall be provided in accordance with Chapter 1145. In large parking areas, visual relief shall be provided through the use of tree planted and landscaped dividers, islands and walkways. In multi-family developments no parking or service areas shall be permitted between any street and the main building. All trees planted shall be as found in specifications approved by the Shade Tree Commission.
- (12) Signs shall be provided in accordance with these Codified Ordinances.
- (13) Any trees planted on site shall be on approved list of Shade Tree Commission and planted in accordance with Commission standards.

COMMUNITY DEVELOPMENT DEPARTMENT STAFF RECOMMENDATION

Staff recommends **approval** of application P23-19 for Site Plan approval as submitted.

September 11, 2023

Andrew Dutton, Community Development Director
City of Medina
132 North Elmwood Avenue
Medina, OH 44256

RE: Medina County Veterans Services Building Addition – Planning & Zoning

Dear Mr. Dutton,

The Medina County Veterans Services is planning an addition to their existing building located at 210 Northland Drive in Medina. This letter and the attached documents are intended to provide the required information necessary for Medina's Planning & Zoning Boards to approve the work as well as grant the required variances. We understand that approval from the building department, the engineering department, the county's sanitary engineer, and the county's health department will also be required. We will submit the required documents to those departments once construction documents are completed.

This project includes and an addition of a garage and a multipurpose room (as well as support spaces) to the existing building. The garage is intended as parking spaces for the Veterans Services vehicles and to provide some additional storage space. The multipurpose room will allow the Veterans Services to better serve the county's veteran population by provide space for group meetings, presentations, education, training, and a variety of other activities that cannot be offered in the current facility. The project also includes remodeling of the existing facility to enlarge the waiting area, provide additional office space, and provide a dedicated (and conditioned) IT space.

This project requires two variances: A side yard setback variance is required, and a parking variance is required.

As the drawings show, the existing building does not comply with the side yard setback to the East. Although the addition is placed further from the East property line, the addition will require a variance for a side yard setback at both the East and West side yards.

Without the side yard setback variance, the property does not have adequate width to reasonable construct an addition which addresses the needs of the Veterans Services.

The addition will also result in the net loss of approximately 12 parking spaces on the Veterans lot as well as the common parking lot that serves multiple Medina County buildings. The proposed building requires 10 spaces as well as parking for government vehicles. The proposed garage provides parking for 3 Veterans Services vehicles, but the there is only one remaining parking space on the site. A variance for the lack of on-site parking will be required.

As noted in the attached letter from the Medina County Administrator, Chris Jakab, the common lot does have adequate parking to service the county buildings even with the loss of 12 parking spaces.

The plans also include the suggested buffering on the North side of the building. The landscaping area created on the West side of the building will be designed and executed by Veterans Services, Medina County, and volunteers.

ENVELOPE CONSULTING SERVICES LLC

EVALUATION & DESIGN ■■■
Building Exterior & Parking Garage Consultants ■■■

12060 Clark Road, Chardon, OH 44024 / www.envelopeconsulting.com

Please contact me should clarifications be required. Thank you for your help throughout this process.

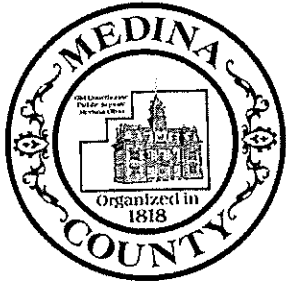
Respectfully submitted,



James R. Duber, Architect, Principal
Envelope Consulting Services, LLC

Attachments: Drawings for zoning submission
P&Z Application Form
Letter from Chris Jakab dated 9/11/2023
Survey of existing conditions

cc: Ed Zackery, 1SG U.S. Army (retired), Director
Chris Jakab, County Administrator
Steven Bastean, Facilities Director



**Board of
Commissioners**

Stephen D. Hambley
shambley@ohmedinaco.org

Aaron M. Harrison
aharrison@ohmedinaco.org

Colleen M. Swedyk
cswedyk@ohmedinaco.org

**County Administration
Building**

144 N. Broadway St., Rm. 201
Medina, Ohio 44256
Phone: (330) 722-9208
Toll Free: (844) 722-3800

County Administrator
Christopher Jakab
cjakab@ohmedinaco.org

Clerk of the Board:
Rhonda Beck
rbeck@ohmedinaco.org

September 12, 2023

Andrew Dutton, Community Development Director
City of Medina
132 North Elmwood Avenue
Medina, OH 44256

**RE: Medina County Veterans Services Building Addition – Planning &
Zoning**

Dear Mr. Dutton,

This letter is intended to address parking concerns, if any, that the City of Medina may have as a result of the proposed addition and renovation of the Medina County Veteran Services building located at 210 Northland Drive, Medina, OH.

As the plans indicate, the addition project would result in a net loss of approximately 12 spaces on the common (shared) parking lot and the existing Veterans' parking lot. The loss of these spaces will not significantly impact the parking capacity of the shared lot and will not reduce the functionality of the building that are served by the common parking lot.

As of the date of this letter, I am not aware of any complaints regarding the lack of available parking spaces in the common lot.

Please know that this project has the full backing of the County Commissioners, and we are eagerly awaiting its completion.

Please contact me if any further information is required from the County regarding this matter.

Respectfully yours,

Chis Jakab, County Administrator

cc: Ed Zackery, 1SG U.S. Army (retired), Director
James R. Duber, Principal, Envelope Consulting Services, LLC
Steven Bastean, Facilities Director

www.medinaco.org

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MedinaCountyCommissioners](http://www.facebook.com/MedinaCountyCommissioners)

Preliminary
Not for
Construction

RIVERSTONE
LAND SURVEYING - ENGINEERING - DESIGN
3800 LAKEVIEW AVENUE - SUITE 100
CLEVELAND, OHIO 44114
PHONE: (216) 491-9640
WWW.RIVERSTONESURVEY.COM

2023-288

PLAN REVISIONS:

PAGE REVISIONS:

ISSUED FOR:

DATE
NOT FOR CONSTRUCTION

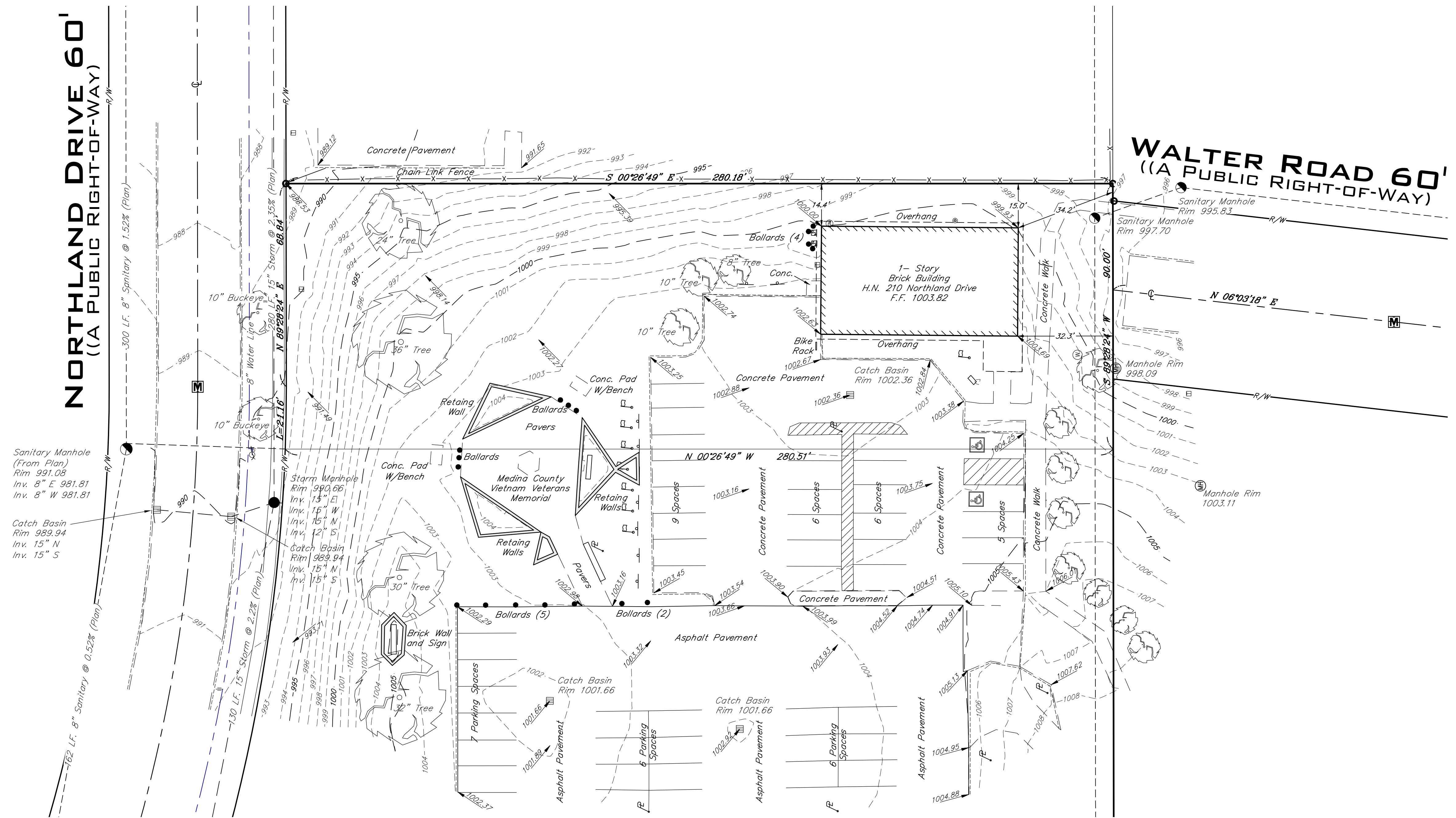
MEDINA COUNTY VETERANS SERVICE
BUILDING ADDITION
210 NORTHLAND DRIVE
MEDINA, OHIO



C2.01

NORTHLAND DRIVE 60'
(A PUBLIC RIGHT-OF-WAY)

WALTER ROAD 60'
(A PUBLIC RIGHT-OF-WAY)



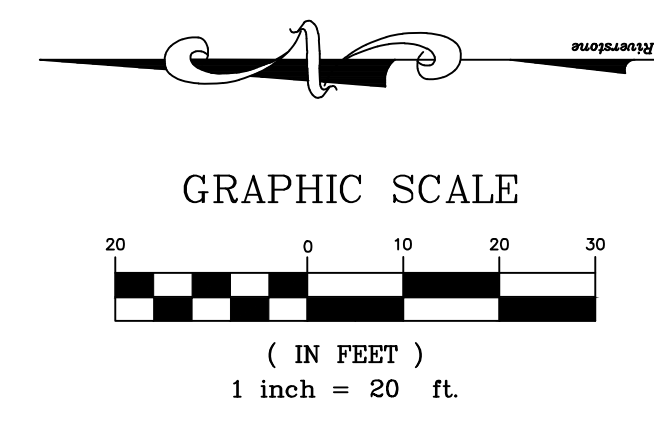
LEGEND

[M] = Monument Box Found	[Spot Elevation Tag]
[O] = Iron Pin or Pipe Found	[Hydrant]
[●] = 5/8" Iron Pin Set and Capped Riverstone Company Dudley PS6747	[Water Service Valve]
[+]	[Water Valve]
[⊕]	[Water Meter]
[⊖]	[Reducer]
[⊙]	[Storm Manhole]
[⊗]	[Sanitary Manhole]
[⊘]	[Curb Inlet]
[⊙]	[Catch Basin]
[⊗]	[Property Line]
[⊘]	[Centerline]
[⊙]	[Spot Elevation Tag]
[⊗]	[Hydrant]
[⊘]	[Water Service Valve]
[⊙]	[Water Valve]
[⊗]	[Water Meter]
[⊘]	[Reducer]
[⊙]	[Storm Manhole]
[⊗]	[Sanitary Manhole]
[⊘]	[Curb Inlet]
[⊙]	[Catch Basin]
[⊗]	[Property Line]
[⊘]	[Centerline]

Ex. Parcel line	-----	Existing	-----	PROPOSED
Original Sublot Line	-----	Existing	-----	PROPOSED
Original Lot Line	-----	Existing	-----	PROPOSED
Centerline	-----	Existing	-----	PROPOSED
Property Line	-----	Existing	-----	PROPOSED
Right-of-way Line	-----	Existing	-----	PROPOSED
Easement Line	-----	Existing	-----	PROPOSED
Railroad Tracks	-----	Existing	-----	PROPOSED

Electric Line	-----	Existing	-----	PROPOSED
Gas Line	-----	Existing	-----	PROPOSED
Sanitary/Combination Sewer	-----	Existing	-----	PROPOSED
Storm Sewer	-----	Existing	-----	PROPOSED
Waterline	-----	Existing	-----	PROPOSED
Fence Line (Wooden)	-----	Existing	-----	PROPOSED
Fence Line (Chain-Link)	-----	Existing	-----	PROPOSED
Guardrail	-----	Existing	-----	PROPOSED

Ac.	Acre	L.C.A.	Limited Common Area
Adj.	Adjacent	L.F.	Lineal Feet
A.F.N.	Auditor's File Number	M.E.	Match Existing
Asp.	Asphalt	Meas./M.	Measured
B.F.	Basement Floor	MH	Manhole
BW	Bottom of Wall	Obs.	Observed
Calc./C.	Calculated	Pa.	Page
CB	Catch Basin	P.P.N.	Permanent Parcel
C.C.M.R.	Cuyahoga County Map	Prop	Proposed
C.L.F.	Chain-link Fence	Rec./R.	Record
Clr.	Clears	R/W	Right-of-way
C.O.	Clean Out	San.	Sanitary
Comb.	Combination	S.F.	Square Feet
Conc.	Concrete	S/L	Sublot
Conn.	Connection	Stm.	Storm
D.H.	Drill Hole	T.B.M.	Temporary Bench Mark
D.I.W.M.	Ductile Iron Water	TBR	To Be Removed
Main	Main	T/C	Top of Curb
Encr.	Encroaches	Tele	Telephone
Ex.	Existing	T.F.	Top Of Footer
F.F.	Finished Floor	T.T.	Test Tee
GUT	Gutter	T.W.	Top of Wall
Inv.	Invert	Typ.	Typical
		Vol.	Volume
		Wat	Water



MEDINA COUNTY VETERAN SERVICES BUILDING ADDITION & RENOVATION
SEPTEMBER 2023

Zoning Review:

Building Owner: Medina County Commissioners
Address: 210 Northland Drive, Medina, OH 44256
Parcel Number: PPN 028-19A-13-140

This is "Publicly Owned Government Facility" and is a permitted use.

Minimum Frontage:

Requirement: 40'
Proposed: 90'

Maximum Lot Coverage:

Requirement: 60%
Proposed: <28%

Minimum Front Yard:

Requirement: 50'
Proposed: >110'

Minimum Rear Yard:

Requirement: 50'
Proposed: 32' (This is an existing condition; no changes proposed).

Minimum Side Yard (East):

Requirement: 25'
Proposed: 14' (This is an existing condition).

Minimum Side Yard (West):

Requirement: 25'
Proposed: 20' (This is a proposed change on the other).

Landscape Buffer (North side of building):

Requirement: Deciduous Trees: Min. 1-1/2" caliper; Shrubs and Hedges: 5' at time of planting and mature height of 6; minimum.

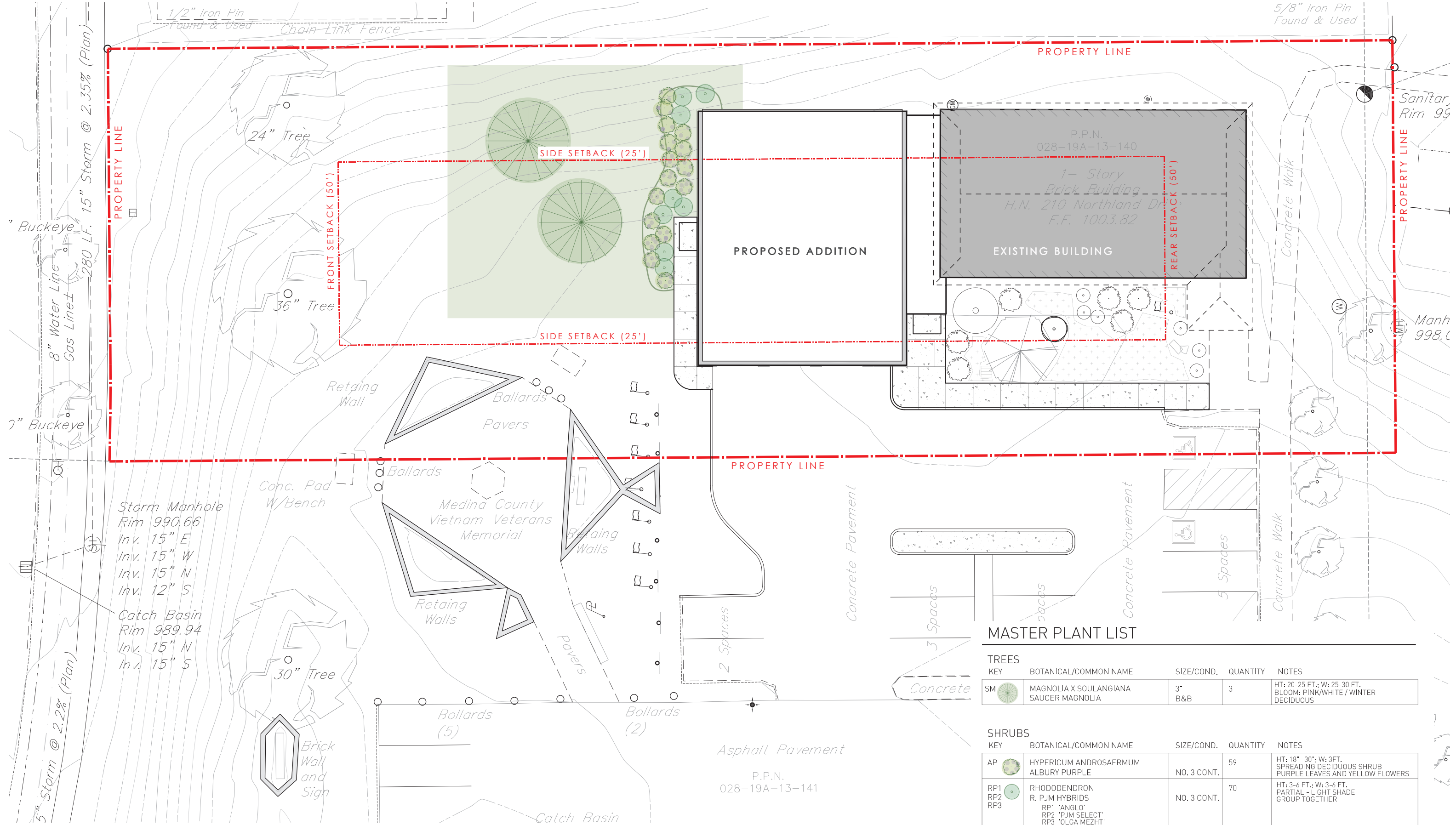
Proposed: Two deciduous trees with 2" caliper; multiple types of shrubs (more than half of which will have a mature height greater than 6').

Parking:

Requirement: One space for each 400 square-feet and one space for each government vehicles parked on site.

Proposed: The area of the new and existing building (excluding the garage space) is approximately 3,800 square-feet. The required number of parking spaces is 10 spaces plus parking for government vehicles. The project includes a garage for 3 government vehicles, and there is one parking spaces on the parcel; 4 spaces will be removed as a result of the project (a net loss of one parking space on the Veteran's parcel, and a loss of an additional 10-11 spaces on the common parking lot). However, the Medina County Veterans Services building shares a parking lot with adjacent Medina County government buildings. The lot has adequate parking for all buildings. (Refer to letter provided by Chris Jakab, County Administrator.)





MASTER PLANT LIST

TREES				
KEY	BOTANICAL/COMMON NAME	SIZE/COND.	QUANTITY	NOTES
SM	MAGNOLIA X SOULANGIANA SAUCER MAGNOLIA	3" B&B	3	HT: 20-25 FT.; W: 25-30 FT. BLOOM: PINK/WHITE / WINTER DECIDUOUS
SHRUBS				
KEY	BOTANICAL/COMMON NAME	SIZE/COND.	QUANTITY	NOTES
AP	HYPERICUM ANDROSAERMUM ALBURY PURPLE	NO. 3 CONT.	59	HT: 18" -30"; W: 3FT. SPREADING DECIDUOUS SHRUB PURPLE LEAVES AND YELLOW FLOWERS
RP1 RP2 RP3	RHODODENDRON R. PJM HYBRIDS RP1 'ANGLO' RP2 'PJM SELECT' RP3 'OLGA MEZHT'	NO. 3 CONT.	70	HT: 3-6 FT.; W: 3-6 FT. PARTIAL - LIGHT SHADE GROUP TOGETHER

