

**MINUTES
CITY OF WOOSTER PLANNING COMMISSION**

March 23, 2016

I. MEETING CALLED TO ORDER AND ROLL CALL

Grant Mason, Vice Chair of the Planning Commission, called the meeting to order. Commission members Kyle Adams, Sheree Brownson, Grant Mason, Jackie Middleton, Gil Ning, Fred Seling, and Mark Weaver were present at the meeting. Commission members Jean Roberts and Ronald Rehm were not in attendance. Andrew Dutton, Planning and Zoning Manager, was present representing the City of Wooster.

II. APPROVAL OF MINUTES

Mr. Seling moved to approve the Minutes of the February 24, 2016 regular meeting of the Planning Commission. Mr. Adams seconded the motion. The motion carried 7-0.

III. CONDITIONAL USE APPLICATION – PUBLIC HEARING

#CU-389.

Matthew Long of Liberty Street Partners, Ltd. requested Conditional Use approval for a drive thru facility at 405 East Liberty Street in a C-4 (Central Business) District.

Mr. Long gave a background of the project and outlined the proposed application. He stated that the applicant was proposing a single lane drive thru at the southwest corner of the property. Mr. Long noted that the necessary variance application to lot size and width was submitted for consideration by The Board of Building and Zoning Appeals and was pending their review. Mr. Long also addressed and responded to the required Conditional Use criteria.

Mr. Mason opened the public hearing for the application. Mr. Long noted all those in attendance were “friends” of the application. Hearing no comments from the audience, Mr. Mason closed the public hearing.

Mr. Ning made a motion to approve Conditional Use application #CU-389 for a drive thru facility at 405 East Liberty Street with the condition that the applicant receive a variance from Section 1147.07 regarding minimum lot area and lot width requirements. Mrs. Middleton seconded the motion. The motion carried 7-0.

IV. DEVELOPMENT PLAN APPLICATION

#SP-601.

Matthew Long of Liberty Street Partners, Ltd. requested Final Development Plan approval for a drive thru facility and site improvements at 405 East Liberty Street in a C-4 (Central Business) District.

Mr. Long addressed staff comments and state that the drive thru would be adequately stripped, trash receptacles would be not be located on the site and lighting regulations would be met, though the use would not operate after 5 pm.

Mr. Ning asked if there would be any parking issues related to Muddy's next door. Mr. Long outlined a pending variance application to reduce the required parking for Muddy's and adjacent uses under common ownership. He noted there had not been a need for such a large amount of parking for Muddy's and the adjacent uses.

Mr. Weaver asked if the ATM would be open later than 5 pm. A representative for The Commercial and Savings Bank indicated the ATM would be open later than 5 pm.

Mr. Ning asked if the access point to East Liberty Street could be made one way. Mr. Long indicated that he believed the alley may be one way. The Commission, Mr. Long and Mr. Dutton discussed the current alley traffic flow and possible changes in the future.

Mr. Seiling moved to approve Final Development Plan #SP-601 for a drive thru facility and site improvements at 405 East Liberty Street in a C-4 (Central Business) District, subject to the following conditions:

1. The applicant shall receive a variance from Section 1147.07 regarding minimum lot area and lot width requirements.
2. The drive thru lane and associated waiting spaces shall be delineated with striping, curbing, a landscaped area or similar feature.
3. Trash receptacles shall be screened per Section 1165.08(a) and exterior lighting shall conform to Section 1167.04, as applicable.

Mr. Weaver seconded the motion. The motion carried 7-0.

V. MISCELLANEOUS

Mr. Ning updated the Commission on discussions regarding drainage issues at the East Smithville Western Road nursing home project since the application was heard at the previous Planning Commission meeting. He indicated the City Engineer and the applicant were working on addressing drainage issues and concerns.

VI. ADJOURNMENT

Mr. Ning moved to adjourn the meeting. Mr. Adams seconded the motion. The motion carried 7-0. The meeting adjourned at 5:49 p.m.

Grant Mason, Vice-Chairman

Carla Jessie, Administrative Assistant