

**MINUTES**  
**CITY OF WOOSTER PLANNING COMMISSION**  
December 20, 2017

**I. MEETING CALLED TO ORDER AND ROLL CALL**

Grant Mason, Chairman of the Planning Commission, called the meeting to order. Commission members Kyle Adams, Sheree Brownson, Grant Mason, Jackie Middleton, Gil Ning, Ron Rehm, Mark Weaver, and Mike Steiner were present at the meeting. Andrew Dutton, Planning and Zoning Manager, was present representing the City of Wooster.

**II. APPROVAL OF THE MINUTES**

Jackie Middleton moved to approve the minutes of November 15, 2017 meeting of the Planning Commission. Kyle Adams seconded the motion. The motion carried unanimously, 8-0.

**III. APPLICATIONS**

***PC-17-24.***

Jason Miller of Randall, Miller, and Associates requested an approval recommendation from the Planning Commission to City Council for a zoning map amendment to change the zoning of 9.175 acres at 50 Riffel Road from C-1 (Office/Institutional) to C-3 (Community Commercial).

Mr. Mason stated that application PC-17-24 would not be heard at the meeting and the applicant requested to table the application. Mr. Mason asked Mr. Dutton about the timeline for reviewing the application. Mr. Dutton explained that the clock doesn't start until there was a public hearing for the application.

Ron Rehm moved to table the application until the Commission's January 2018 meeting. Mark Weaver seconded the motion. The motion carried unanimously, 8-0.

***PC-17-25.***

David Aulger of Campbell Construction requested Final Development Plan approval for a multi-tenant retail building at 4389 Burbank Road in a C-3 (Community Commercial) District.

David Aulger stated that the application was for a small retail building located on an outlot on Burbank Road. Mr. Aulger continued that the site was located on Burbank Road to the north of the Mattress Firm. He continued that the 3,600 square foot multi-tenant retail facility was proposed on a nearly one-acre site. Mr. Aulger stated that the building would be built to match the Mattress Firm store and would incorporate split face block in two colors to match.

Mr. Ning stated that the Commission received a letter conveying thoughts from the Deer Creek Development HOA which was located across the street from the development. Mr. Ning explained that Deer Creek Development was sensitive to light spillover from the site. Mr. Aulger stated that he was aware of a previous sign variance and had talked to Mr. Armbruster from the Deer Creek HOA

about the signage. Mr. Aulger noted that the application did not include any signage, which would come through future submittals.

Mr. Aulger stated that the existing site lighting included four lighting fixtures and the new development would request one new two-headed fixture. Mr. Aulger continued that there would be minimal light spillage along the north property lines.

Mr. Ning asked what the tenants would be in the retail building. Mr. Aulger stated that one tenant was for an AT&T wireless store and he did not know the tenant for the remainder of the space.

Gil Ning moved to approve the application as presented. Mike Steiner seconded the motion. The motion carried unanimously, 8-0.

**IV. MISCELLANEOUS**

Andrew Dutton outlined proposed changes to the Planning and Zoning Code. He noted new draft chapters for review were Chapter 1113, Accessory Uses and Structures, and Chapter 1115, Site Development Standards.

**V. MEETING DATES AND CHAIR/VICE CHAIR SELECTION FOR 2018**

Mike Steiner made a motion to accept the provided 2018 meeting schedule calendar. Ron Rehm seconded the motion. The motion passed unanimously, 8-0.

Gil Ning made a motion nominating himself as Chair and Kyle Adams and Vice Chair of the Planning Commission for 2018. Ron Rehm seconded the motion. The motion passed unanimously, 8-0.

**VI. ADJOURNMENT**

Ron Rehm made a motion to adjourn the meeting. Jackie Middleton seconded the motion. The motion carried 8-0.

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**Grant Mason, Chairman**

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**Carla Jessie, Administrative Assistant**