

**MINUTES**  
**CITY OF WOOSTER PLANNING COMMISSION**  
**March 2, 2023**

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

Chuck Armbruster, Chairman, called the meeting to order. Commission members Phil Apel, Sheree Brownson, Chuck Armbruster, Grant Mason, Shawn Starlin, and Mark Weaver were present at the meeting. Commission member Kyle Adams was absent. Vincent Marion, Planning and Zoning Manager represented the City of Wooster.

**II. APPROVAL OF THE MINUTES**

Shawn Starlin made a motion to approve the minutes of the February 2, 2023, meeting of the Planning Commission. Grant Mason seconded the motion. The motion carried unanimously 6-0.

**III. APPLICATIONS**

***PC-23-4.***

Patrick Lankey, on behalf of Wayne County, requested Preliminary Development approval for an addition and site alterations to the Wayne County Justice Center at 201 West North Street (Parcel numbers 64-02427 and 64-02181) in a C-4 (Central Business) zoning district.

Patrick Lankey, Strollo Architects, 201 West Federal Street, Youngstown, stated that the proposed expansion at the existing Justice Center jail portion of the building offset into the parking lot. Mr. Lankey explained that the detailing of the building would be contextual to the existing Justice Center with the brick detailing on the outside and windows within. Mr. Lankey continued that the designed building has three stories. Mr. Lankey stated that the intent was to start construction after the completion of the parking lot, build the jail expansion, and then the last phase was, renovating the existing building. Mr. Lankey explained that the exterior of the building would be brick masonry. Mr. Lankey continued that a parking lot was north of the existing facility and expansion. With the addition, Mr. Lankey stated that the current lot would lose about 14 parking spaces. Mr. Lankey explained that the lighting for the facility would have a standard 23-foot light pole to control the lighting within the area and the building be up lite with minimal lighting for security reasons. Mr. Lankey continued that mechanical systems and generators will have an enclosure that will vary in height. Mr. Lankey stated that the dumpster enclosure would have a 6 feet enclosure around them. Mr. Lankey explained that personnel using the space would be law enforcement and the Justice and jail center personnel.

Patrick Herron, 428 West Liberty Street, stated that the jail currently is rated by the code for 80 people with an exception from the state to house 120. Mr. Herron explained that there were very few beds for segregation. Mr. Herron noted that the new jail would house 240. Mr. Herron continued that 30 beds were medical, psychological, and mental health, with 220 beds. Mr. Herron stated that if one were sick, they would not be in the general

population. Mr. Herron noted that the new facility would house 48 beds with single maximum security. The majority of the old jail would house dorm-style minimum security rooms included in the renovation after the expansion completion.

Mr. Lankey stated that the island parking in a parking lot; this small caused much grief for the maintenance and snow removal of the area. Mr. Lankey explained that we began to lose parking spaces when the lot needed plowing. Mr. Lankey continued that the parking would have two isles and wanted the landscaping moved to the perimeter to provide a nice amenity. Mr. Lankey noted that they would lose about five spaces with the island.

Mr. Herron stated that the landscaping exception was similar to when the Municipal Court was built because we don't want to lose housing for that. Mr. Herron explained that we wanted to stay within the confines of our footprint but needed the exception to get the few extra spaces to handle existing Staff.

Mr. Lankey stated that there is fencing along the perimeter of the landscaping to break up the buffer.

Mr. Marion stated that the project was unique, with the main building, the Justice Center, in the C-4 zoning district, our Central Business downtown area. Mr. Marion explained that the Design and Review Board met at 5:30 this evening and recommended approval of the architectural design with no concerns about the design of the building. Mr. Marion continued that the project's uniqueness is that the proposed parking lot is in a Residential Traditional zoning district that will require a use variance. The applicant has also applied for an area variance for the interior landscape islands not to be constructed. Mr. Marion stated that the code regarding parking requirements for government facilities is broad. At the time of the parking lot submittal, I did not have plans for the jail to determine the parking requirements for the new facility. Mr. Marion stated that for those reasons, I recommend that PC-23-3 be tabled pending additional information. Mr. Marion noted that the jail addition was presented as a Preliminary Development Plan and recommended approval of application PC-23-4, with additional information needed for the final development plan.

Mark Weaver made a motion to approve application PC-23-4 with the following conditions: Additional information required for the Final Development Plan includes;

1. Landscape plan.
2. Parking Study.
3. Lighting Plan.
4. Any proposed signage detailing location and size.
5. Details of dumpster enclosure and screening for mechanical equipment.
6. Site development must comply with all provisions of the City's Site Development and Improvement Manual for Storm Water management, current edition.
7. Developer must use the current City of Wooster Engineering Standards.
8. Developer to obtain all necessary Engineering Permits and Stormwater guarantees.

Sheree Brownson seconded the motion. The motion carried unanimously, 6-0.

***PC-23-3.***

Patrick Lankey, on behalf of Wayne County, requested Final Development approval for a parking lot on the north side of W. Larwill Street between N. Grant Street and N. Walnut Street (Parcel number 64-01454 and 64-01454.001) in an R-T (Traditional Residential) zoning district.

Shawn Starlin made a motion to table the application PC-23-3 due to the need for more information, and Staff recommends that the following be completed;

1. Parking study.
2. Lighting Plan.
3. Use variance.
4. Area variance.
5. Site development must comply with all provisions of the City's Site Development and Improvement Manual for Storm Water management, current edition.
6. Developer must use the current City of Wooster Engineering Standards.
7. Developer to obtain all necessary Engineering Permits and storm water guarantees.

Phil Apel seconded the motion. The motion carried unanimously, 6-0.

***PC-23-5.***

Matthew Long requested an approval recommendation from the Planning Commission to the City Council for a Zoning Map Amendment to change the zoning of .3738 acres at 129, 133, and 139 East Vine Street with parcel numbers 64-01314, 64-01313, 64-01423, and 64-009997 on the South side of East Vine Street, west of Buckeye and east of Spruce Street from R-T (Traditional Residential) Zoning District to I-3 (Urban Industrial) Zoning District.

Matt Long, 225 North Market Street, stated that the property's location was at the base of Market Street behind Kauffman Tire. Mr. Long explained that the neighborhood is in transition, with several residential houses left in the community adjacent to the commercial and industrial uses. Those homes do not fit the City's standard or code. Mr. Long continued that KLML has acquired and removed all those homes to vacant land. Mr. Long stated that along with KLML, Buckeye Street Real estate owns two houses to the south side of Leroy Court and will remain for residential uses. Mr. Long explained that we are asking for the land to be rezoned from Residential Traditional to I-3 Urban Industrial to foster future expansion within the I-3 zoning district. Mr. Long continued that the R-T and I-3 are good neighbors according to the code, and I-3 for industrial uses compatible with the adjacent residential uses as seen by the I-3 adjacent properties. Mr. Long stated that the request was very similar to the proposal that the Planning Commission and City Council had for the immediate east of this property a few years ago to facilitate another building expansion. Mr. Long explained that the request comes with a recommendation. Mr. Long noted that there were no immediate development plans for the property. Mr. Long stated

that KLML (Kathy Long Matt Long) is one of several real estate entities tied to the Wooster Glass Company, which operates adjacent to the property.

Mr. Armbruster opened the public hearing and asked if anyone from the public would like to address the Commission regarding the application. Mr. Armbruster closed the public hearing.

Phil Apel made a motion to approve a recommendation to City Council for application PC-23-5 as presented. Grant Mason seconded the motion. The motion carried unanimously, 6-0.

***PC-23-6.***

Recommendation to establish zoning on 32.24 acres of land being annexed into the City on the east side of Melrose Drive north of Milltown and South of Smithville-Western with parcel number 53-01219. The proposed zoning is R-2 (Single-family Residential).

Jonathan Millea, Economic Development, 538 North Market, stated that he was speaking on behalf of the petitioners, being an agent for the petitioners for annexation as the Ohio Revised Code allows city employees to do for parties that are interested in joining the community. Mr. Millea explained that the petitioners requested R-2 zoning. The R-2 zoning matches our internal analysis and what is most appropriate. There is R-2 to the South and west, and the property to the north is zoned R-5 with higher density, and Planned Development is further north, mixed with R-2 and R-3. Mr. Millea continued that R-2 was a good fit for this property. Mr. Millea stated that the developers, Pete Prosser and Doug Stout, intend to try and orient this property for single-family residential Development and are interested in providing Development in this area. Mr. Millea explained that it estimated between 50 and approximately 70 homes. Mr. Millea continued that this was a proposal to have this zoned R-2 to establish single-family residential lots. Mr. Millea stated that this is an expedited annexation request separate from the zoning requests we are seeking in that the property owners wanted to bring the Development into the community so that they can begin preparation work for the site later this year. Mr. Millea explained that the property owners inquired about moving a little faster to start the annexation process, typically six to eight months. The Ohio Revised Code allows cities and townships to partner together to enable that to happen. Mr. Millea continued that the City had some conversations with the Wayne Township Trustees and ultimately agreed on being able to welcome this property into the community subject to annexation approvals. Mr. Millea stated that we had received approval from the Wayne County Commissioner.

Mr. Armbruster opened the public hearing and asked if anyone from the public would like to address the Commission regarding the application.

Jennifer Shipley, 4121 Melrose Drive, stated that she lives adjacent to the property, and there is an easement beside our house and wanted to know about access to the backyard.

Mr. Millea stated that he needed more information and thought the required concern would need to be worked out between the property owners. Mr. Millea noted that when it comes to easements if you have a right to access, that needs to be honored and protected by the property owner. Mr. Millea explained that the City of Wooster is not involved with private property matters regarding easements. Mr. Millea continued that with the Development, the applicant must submit a development plan for approval and disclose where roadways need installation. Mr. Millea stated that property tax rates would not change with the Development of property values, and the market values throughout our communities influence real estate bills. Mr. Millea explained that property evaluations, when you have new investments tend to stabilize if not help improve the value of properties around them.

Mr. Armbruster closed the public hearing.

Grant Mason made a motion to approve a recommendation to City Council for application PC-23-6 as presented. Sheree Brownson seconded the motion. The motion carried unanimously, 6-0.

#### **Other Business**

Mr. Marion informed the Planning Commission that the zoning code was amended to permit the expansion of manufactured housing. The Development standards were not included in the amendment; preparing standards for review requires a resolution by the Planning Commission. Mr. Marion explained that I am requesting a resolution directing me to prepare those standards for consideration by the commission. Mr. Marion noted that our procedures require that only Planning Commission or City Council can request the amendment to be prepared.

Phil Apel requested that a text amendment be prepared to address standards for the R-5 zoning district. Sheree Brownson seconded the motion. The motion carried unanimously, 6-0.

#### **IV. ADJOURNMENT**

Shawn Starlin made a motion to adjourn. Sheree Brownson seconded the motion. The motion passed unanimously, 6-0.

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**Chuck Armbruster, Chairman**

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**Carla Jessie, Administrative Assistant**