

## MINUTES

### CITY OF WOOSTER PLANNING COMMISSION

October 3, 2024

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

Chuck Armbruster, Chairman, called the meeting to order. Commission members Phil Apel, Chuck Armbruster, Sheree Brownson, Jacob Sheets, and Shawn Starlin were present. Commission members Grant Mason and Mark Weaver were absent. Vincent Marion, Planning and Zoning Manager, and Andrea Uhler, Deputy Law Director, represented the City of Wooster.

#### II. APPROVAL OF THE MINUTES

Phil Apel made a motion to approve the minutes of the September 5, 2024, meeting of the Planning Commission. Sheree Brownson seconded the motion. The motion carried unanimously 5-0.

#### III. APPLICATIONS

##### ***PC-24-25.***

Vince Marion, on behalf of the City of Wooster, requested a recommendation from the Planning Commission for Text Amendments to Chapters 1109 (Principal Use Regulations), 1113 (Accessory and Temporary Uses), 1117 (Environmental Protection), 1125 (Parking, Access, and Mobility), 1127 (Signage) and 1135 (Definitions) of the Planning and Zoning Code.

##### ***Tobacco and Electronic Cigarette Stores***

Vince Marion, Planning and Zoning Manager stated that the intent of the amendment concerning tobacco and electronic cigarette stores is to separate it from the retail and commercial activity. The stores generally have one focus area for goods and services. Mr. Marion explained that we had seen a recent congestion of four to five in one three to four block area, and the intent is to try and control how many one-source suppliers there are within a specific location. Mr. Marion continued that the C-2 (Community Commercial) is a transition district with residential and commercial activity. Mr. Marion stated that the C-2 is a buffer between the more intense commercial uses, and our C-4 is our Central Downtown commercial district intended for walkability and special events. Mr. Marion noted that the Central Business area is to attract visitors to the community. Mr. Marion explained that the drafted standards require a distance from other shops and permitted dispensaries. Mr. Marion continued that, at this time, that would not affect the dispensary's location.

##### ***Signage***

Mr. Marion noted that two different types of action will be considered, one if the sign complies, it can be kept but with a blank face. The second involves the complete removal when the existing sign is considered nonconforming.

The draft for Text Amendments to Chapters 1109 (Principal Use Regulation), 1113 (Accessory and Temporary Uses), and 1117 (Environmental Protection) were briefly discussed.

***Licensed Massage***

That language was modified to match what we allow for home occupations. Mr. Marion noted that the code did not define licensed massage but references licensed to massage in-home occupations.

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

Jacob Sheets made a motion to recommend to City Council application PC-24-25 as presented. Shawn Starlin seconded the motion. The motion passed unanimously, 5-0.

**IV. OTHER BUSINESS**

***Discussion – Sign Notice Language***

Mr. Armbruster stated that the City of Wooster Planning and Zoning Department puts notices up on the land subject to applications for Planning Commission Meetings, with notices also published in The Daily Record. Mr. Armbruster explained that when the public drives by, they see the sign for a public meeting and think they should come to the meeting and learn more about the application. Mr. Armbruster continued that a public meeting is not a public hearing, so there needed to be more clarity among the general public about what they can and cannot do. Mr. Armbruster stated that he thought there was wording that would make that more clear.

Mr. Marion stated that we have had some internal discussions and looked at various options, but I don't know if any of the options address the concern. Mr. Marion noted that we have talked about changing the word public to open meeting notice and also inserting underneath the words City Hall "not a public hearing". Mr. Marion explained that an option was a Notice of a Regularly Scheduled Public Meeting, which may clear up some confusion, or an Open Public Meeting. Mr. Marion stated that the zoning code requires signs to be posted, but the Ohio Revised Code does not. Mr. Marion noted that he thought the city decided it would be in the interest of open information and public knowledge that they post the signs. No alterations were finalized.

**V. ADJOURNMENT**

Shawn Starlin made a motion to adjourn. Shree Brownson seconded the motion. The motion passed unanimously, 5-0.

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**Chuck Armbruster, Chairman**

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**Carla Jessie, Administrative Assistant**