

CITY COUNCIL AGENDA

February 20, 2018

7:30p.m.

The meeting convenes at City Hall, in Council Chambers, 1st Floor, 538 N. Market Street, Wooster, Ohio.

I. ROLL CALL & ORDERING OF AGENDA

II. APPROVAL OF MINUTES

III. COMMUNICATIONS FROM MAYOR/ADMINISTRATION

IV. PETITIONS/COMMUNICATIONS FROM PUBLIC

1. Liquor Control Hearing Notice – C1, C2
NAV Petroleum LLC
2958 Cleveland Road
Wooster, Ohio 44691

V. COMMITTEE REPORTS; PUBLIC HEARINGS

Public Hearing: Zoning Amendment - 50 Riffle Road

VI. OLD BUSINESS

1. Second Reading – ORDINANCE NO. 2018-003
AN ORDINANCE TO APPROVE AND ADOPT CURRENT REPLACEMENT PAGES TO THE CODIFIED ORDINANCES AND DECLARING AN EMERGENCY. (Sanders)
2. Second Reading – ORDINANCE NO. 2018-005
AN ORDINANCE AMENDING VARIOUS SECTIONS OF CHAPTER 1701 OF THE CODIFIED ORDINANCES OF THE CITY OF WOOSTER OHIO, "INCOME TAX," TO CORRESPOND WITH CHAPTER 718 OF THE OHIO REVISED CODE: ENACTING NEW SECTION 1701.21; AND DECLARING AN EMERGENCY (Sanders)

VII. NEW BUSINESS

1. First Reading – ORDINANCE NO. 2018-006
AN ORDINANCE AMENDING PART ELEVEN, ZONING, OF THE CODIFIED ORDINANCES OF THE CITY OF WOOSTER, OHIO, SO AS TO RE-ZONE LAND TO A C-3 (COMMUNITY COMMERCIAL) DISTRICT FOR PROPERTY LOCATED AT 50 RIFFEL ROAD (Sanders)
2. First Reading – RESOLUTION NO. 2018-013
A RESOLUTION AUTHORIZING THE MAYOR TO ENTER INTO A FINAL RESOLUTION WITH THE OHIO DEPARTMENT OF TRANSPORTATION AS PART OF THEIR URBAN PAVING PROGRAM FOR THE RESURFACING OF SR 83 (BURBANK ROAD) AND DECLARING AN EMERGENCY (Bostancic)
3. First Reading – RESOLUTION NO. 2018-014
A RESOLUTION AUTHORIZING THE MAYOR TO APPLY TO THE OHIO DEPARTMENT OF TRANSPORTATION FOR FUNDING UNDER THE SAFE ROUTES TO SCHOOL PROGRAM; TO ACCEPT AND APPLY SUCH FUNDS, IF AWARDED; AND TO EXECUTE ANY NECESSARY DOCUMENTS IN CONNECTION THEREWITH, AND DECLARING AN EMERGENCY (Bostancic)

4. First Reading – RESOLUTION NO. 2018-015
A RESOLUTION AUTHORIZING THE DIRECTOR OF ADMINISTRATION TO ADVERTISE ACCORDING TO LAW AND ENTER INTO A CONTRACT(S) WITH THE LOWEST AND BEST BIDDER(S) FOR FURNISHING BITUMINOUS MATERIAL AND CONCRETE (Bostancic)
5. First Reading – RESOLUTION NO. 2018-016
A RESOLUTION AUTHORIZING THE DIRECTOR OF ADMINISTRATION TO ADVERTISE ACCORDING TO LAW AND ENTER INTO A TWO-YEAR CONTRACT WITH THE LOWEST AND BEST BIDDER FOR PROVIDING TREE SERVICE; AND DECLARING AN EMERGENCY (Warden)
6. First Reading – RESOLUTION NO. 2018-017
A RESOLUTION AUTHORIZING THE DIRECTOR OF ADMINISTRATION TO ENTER INTO A CONTRACT WITH OHM ADVISORS FOR PROFESSIONAL ENGINEERING SERVICES RELATED TO THE DOWNTOWN STREETScape PHASE II, AND DECLARING AN EMERGENCY (Bostancic)
7. **MISCELLANEOUS**
8. **ADJOURNMENT**

**Request for Agenda Item
Non-Capital**

Division **Meeting Date Requested**

Project Name **Approved for Agenda**

Description (be as descriptive as possible, given space limitations)

Jason Miller of Randall, Miller and Assoc. requesting 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).

At the 1-24-18 meeting of the City of Wooster Planning Commission, a motion was made to recommend approval of application PC-17-24 to change the zoning of the property from C-1 to C-3. The motion was unanimously approved by the Planning Commission, 6-0.

Is there a need for rules suspension or time limitation when this must be passed?

Manager Requesting

Date

Approved for Agenda

PLANNING COMMISSION APPLICATION INFORMATION SHEET

Application Number

PC-17-24

Scheduled Meeting Date

1-24-2018

Application Type

Zoning Amendment - Map

Property Location

50 RIFFEL RD

Property Information

Acreage: 9.18

Zoning: C-1

Property Owner

OHIO GREENBRIAR ASSOCIATES

Applicant

Jason Miller

Applicant's Project Description

Construction of a proposed 98-room four-story hotel

Agenda Text

Jason Miller of Randall, Miller and Assoc. requesting 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).

1/25/2018



CITY OF WOOSTER
Planning and Zoning Division
538 North Market Street Wooster, OH 44691
Phone: 330-263-5238

January 25, 2018

Dear Jason Miller,

At the 01-24-2018 meeting of the City of Wooster Planning Commission, a motion was made to recommend approval of application PC-17-24, Jason Miller of Randall, Miller and Assoc. requesting 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), as presented.

The motion received the necessary votes and the application will be forwarded to City Council with a recommendation of approval from the Planning Commission.

This action of the Planning Commission does not constitute approval of a Zoning Certificate, Variance, Building Permit, Engineering Development Permit, or other application required by the City of Wooster Codified Ordinances.

Please feel free to contact me at (330) 263-5238 or adutton@woosteroh.com if you have any questions or need any further information.

Sincerely,

A handwritten signature in blue ink, appearing to read "Andrew Dutton".

Andrew Dutton
Planning and Zoning Manager



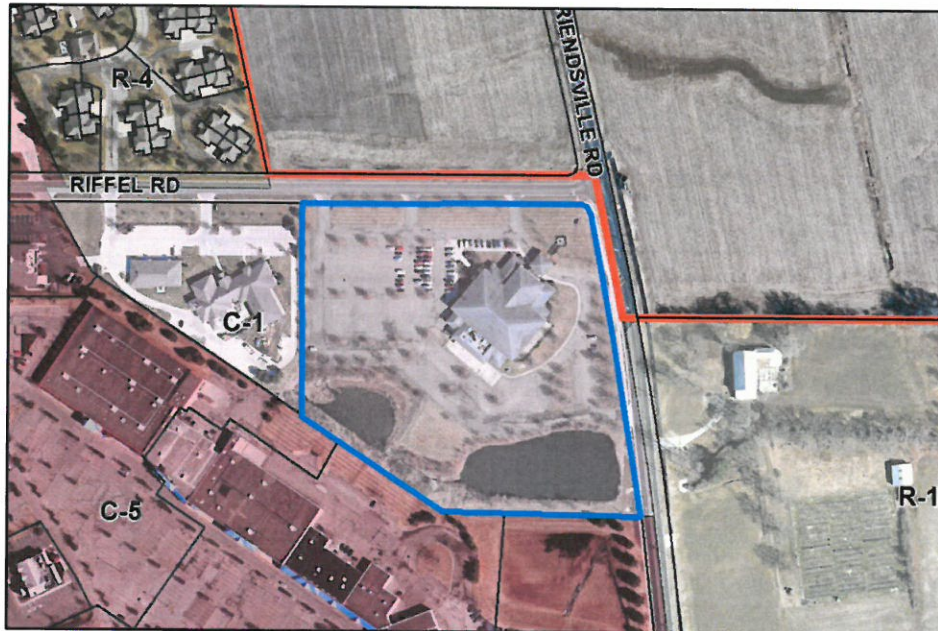
Application PC-17-24
Riffle Road Zoning Map Amendment

Property Owners: Ohio Greenbriar Associates Ltd.
Applicant: Jason Miller of Randall, Miller and Assoc.
Location: 50 Riffel Road
Current Zoning: C-1 (Office/Institutional)
Proposed Zoning: C-3 (Community Commercial)
Request: An approval recommendation from the Planning Commission to City Council for a zoning map amendment to change the zoning from C-1 to C-3

LOCATION AND SURROUNDING USES

The site consists of 9.175 acres on the southwest corner of Riffel Road and Friendsville Road. Adjacent properties include the following uses and zoning:

- North – Agriculture (Unincorporated)
- East – Agriculture (R-1, Suburban Single Family Residential & Unincorporated)
- South – Commercial (C-5, General Commercial)
- West – Office (C-1) and Commercial (C-5)



PROPOSED APPLICATION

The applicant is requesting a Zoning Map Amendment to change the zoning of the property, which currently contains a vacant event center, from C-1 to C-3. Zoning Map Amendment requests are reviewed against the Zoning Amendment Criteria for Approval and should consider all development possibilities resulting from the zoning change.

Zoning Map Amendment requests do not require an indication of a specific use or the submission of a site plan. However, information has been provided with the application including the intended use of a portion



of the site for a hotel and a preliminary site layout. This information has been provided for informational purposes and is not under review at this time.

Any future development of the property will be subject to a separate Development Plan application, which will include an extensive review of the proposal against City standards. Such standards include, but are not limited to, setbacks, building coverage, minimum parking requirements, stormwater management, landscaping, and building aesthetics. In addition, a Development Plan application includes criteria for approval specifically tailored to evaluate the proposed site layout and uses.

ZONING DISTRICT INTENT

The intent of the C-1 zoning district is as follows, per Section 1141.01(d):

To create an environment conducive to well-located and designed office building sites and to accommodate office users. This District shall act as a buffer zone to residential districts, thus providing protection from more intense business uses or major thoroughfares.

The intent of the C-3 zoning district is as follows, per Section 1141.01(f):

To create a District that permits a wide variety of retail and office land uses in a more pedestrian friendly environment.

PERMITTED USES

Table 1143.02 includes a list of all Permitted (P), Conditional (C), Accessory (A), and Prohibited (-- or not included in the table) uses in the C-1 and C-3 zoning districts:

Table 1141.02 Permitted Uses		
	C-1	C-3
(1) Residential/Lodging		
A. Single-family dwelling	P ⁴	--
B. Single-family attached dwellings	--	--
C. Two-family dwelling	P ⁴	--
D. Dwelling unit(s) above the first floor of a building	--	P
E. Bed and breakfast establishment	C	C
F. Hotel, motel	--	P
G. Multi-family dwelling	--	C
(2) Office and Professional Services		
A. Administrative, business and/or professional office	P	P
B. Bank and other financial institutions	--	P
C. Medical/dental office	P	P
D. Medical/dental/health services clinic	P	P
E. Hospital	--	C
(3) Retail and Services		
A. Retail establishment	P ¹	P

Table 1141.02 Permitted Uses		
	C-1	C-3
B. Freestanding automated teller machine or drive-thru	--	C
C. Restaurant, indoor	--	P
D. Drive-thru facility in association with a permitted use	--	C
E. Funeral home	P	P
F. Outdoor display/sales, See § 1141.08	--	P
G. Service establishment, business	C ³	P
H. Service establishment, personal	C ³	P
I. Veterinary office, animal hospital	--	--
J. Dog day care/grooming facility	--	P
K. Kennel (with no outdoor run)	--	--
L. Custom Print Shop	--	--
M. Microbrewery, Microdistillery or Microwinery.	--	--



Table 1141.02 Permitted Uses		
	C-1	C-3
(4) Automotive/ Transportation		
A. Gasoline station / pumps	--	C
B. Car wash	--	--
C. Automobile service station	--	C
D. Vehicle repair garage	--	--
E. Public use parking lot	C	--
F. Motor vehicle sales & rental	--	--
G. Public transportation terminal	--	--
H. Self-storage facility, indoor	--	--
(5) Entertainment – Recreation		
A. Commercial rec., indoor	--	--
B. Commercial rec., outdoor	--	--
C. Health Club	--	P
D. School, specialty/personal instruction	C	P
E. Theater	--	--
F. Assembly hall/ membership club/conference center	C	P
G. Public park, public playground	P	P
(6) Community Facilities/ Other		
A. Congregate care facility	P	P
B. Nursing home	P	P
C. Place of worship/church	C	P
D. Day care facility, child and/or adult	C ³	P
E. School, commercial, business or trade	P	P
F. School (public/private) elementary/secondary	C	P
G. School (public/private) College/university;	C	C
H. Public safety, health or utility facility	P	P

Table 1141.02 Permitted Uses		
	C-1	C-3
I. Public service/ maintenance facility	--	--
J. Utility substation/ distribution facility, indoor	C	C
K. Wireless telecommunication facility	See Chapter 1173	
L. Library, cultural institution	C	P
(7) Accessory Uses		
A. Accessory recreational facilities	--	A
B. Crematorium when accessory to a funeral home	A	A
C. Off-street parking facility	A	A
D. Outdoor storage of vehicles & equipment See §1141.08	--	--
E. Outdoor storage of goods & general merchandise See §1141.08	--	A
F. Restaurant, outdoor dining, See §1141.07	--	P
P = Permitted by right C = Conditional A= Accessory -- = Use not permitted in district		
¹ This use shall be permitted by-right only when part of a multi-establishment building and is not the principal use of a building (i.e. occupying the majority of gross floor area). Otherwise, it is a prohibited use. ² All operations, including storage, shall take place in a principal and/or an accessory building. ³ This use shall be permitted by-right when part of a multi-establishment building, and it is not the principal use a building. If the use is proposed to be the principal use in any building (i.e. occupying the majority of gross floor area), then the use is a conditional use. ⁴ Only those dwelling units that existed on June 21, 2007 shall be permitted. New dwelling units are prohibited. ⁵ Custom printing shall not be done for any wholesale purpose, use, or for other businesses; no noise or fumes shall be noticeable to adjacent property owners or shall be noticeable to the general public from the street; no heavy truck traffic shall be generated from this use; no evidence of the production area shall be seen from the exterior of the building or shall be visible from the display windows to the general public.		



COMPREHENSIVE PLAN

The Future Land Use map, Figure 3.11, of the Comprehensive Plan categorizes future land use for the site as "Commercial". The map categorized land to the east of the site, which is currently zoned R-1 (Suburban Single Family Residential) as "Office".

As the Comprehensive Plan encompasses many topics at a larger level, no further detail is provided in the Plan for the subject property.

CRITERIA FOR APPROVAL

When a proposed amendment would result in a change of zoning classification of any property, the Planning Commission and the City Council should consider whether:

- (1) The change in classification would be consistent with the Comprehensive Plan of the City or other adopted plans and policies.
- (2) The change in classification would be consistent with the intent and purposes of this Planning and Zoning Code.
- (3) The proposed amendment is made necessary because of changed or changing conditions in the area affected, and if so, the nature of such changed or changing conditions.
- (4) The uses that would be permitted on the property if it were reclassified would be compatible with the uses permitted on other property in the immediate vicinity. The Planning Commission may suggest conditions and restrictions on the uses that would be permitted on the property if it were reclassified in order to attain compatibility with the uses permitted on other property in the immediate vicinity.
- (5) The uses that would be permitted on the property if it were reclassified would have an adverse environmental or health impact on the immediate surrounding area in terms of acceptable air, noise, light, or water quality standards.
- (6) Adequate utility, sewer, and water facilities, and all other needed public services exist or can be provided to serve the uses that would be permitted on a property if it were reclassified.
- (7) The amount of vacant land with the same zoning classification as proposed for the subject property, particularly in the vicinity of the subject property, and any special circumstances, if any, make a substantial part of such vacant land unavailable for development.
- (8) The proposed amendment would correct an error in the application of this Planning and Zoning Code as applied to the subject property.

STAFF RECOMMENDATION

Staff recommends approval of application PC-17-24 to change the zoning classification of 9.175 acres at 50 Riffel Road from C-1 (Office/Institutional) to C-3 (Community Commercial). Staff's recommendation is based solely on the appropriateness of a C-3 zoning classification for the property and does not include the consideration of any specific use or plan for the site.



CITY OF WOOSTER

Planning and Zoning Division

538 North Market Street Wooster, OH 44691

Phone: 330-263-5235 Fax: 330-263-5274

January 9, 2018

Dear Property Owner,

You are receiving this notice because you are an owner of property within 200 ft. of a zoning map amendment application that has been submitted to The Planning Commission of the City of Wooster. The Commission will hold a public hearing at their next regular meeting regarding the subject application, as described below. The meeting will take place at City Hall, 1st floor Council Chambers, 538 North Market Street and will begin at 5:30 pm on Wednesday, January 24th, 2018.

PC-17-24 Jason Miller of Randall, Miller and Associates requesting 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).

All interested parties are welcome to attend and will be provided the opportunity to address the Commission during the public hearing portion of the meeting. Special auxiliary aids for handicapped persons are available upon request with at least five (5) days' notice prior to the meeting. For further information, or to request special auxiliary aids, please contact the Planning and Zoning Division at (330)263-5238 during regular office hours.

Andrew Dutton
Planning and Zoning Manager

Owner	Address	City
CERTIFIED ANGUS BEEF LLC	206 RIFFEL RD	WOOSTER OH 44691
WOOSTER COMMUNITY HOSPITAL	1761 BEALL AVE	WOOSTER OH 44691
GARG CONNIE J	4321 HUNTERS CHASE LN	WOOSTER OH 44691
HUNTERS CHASE CONDOMINIUMS	5227 GALWAY CIR NW	NORTH CANTON OH 447201
MARKS NEIL B	4327 HUNTERS CHASE LN	WOOSTER OH 44691
SHORT SUZANNE M & JAMES M RICHARD	1143 QUINBY AVE	WOOSTER OH 44691
WAYNE TOWNE ENTERPRISES LTD	3690 ORANGE PL STE 111	BEACHWOOD OH 44122
WOOSTER ASSOCIATES	PO BOX 8050	BENTONVILLE AR 72712

PC-17-24 1-10-18



CITY OF WOOSTER

Planning and Zoning Division

**538 North Market Street Wooster, OH 44691
Phone: 330-263-5235 Fax: 330-263-5274**

January 9, 2018

DAILY RECORD

PLEASE PUBLISH January 14, 2018

The City of Wooster Planning Commission will hold their Regular Meeting at 5:30 pm on Wednesday, January 24th, 2018. The meeting will be held at City Hall, 1st floor Council Chambers, 538 North Market Street, Wooster, Ohio. At the meeting, the Planning Commission will hold a public hearing for the following applications:

PC-17-24. Jason Miller of Randall, Miller and Associates requesting 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).

PC-18-01. Melissa Olson of M+A Architects requesting Conditional Use approval for the expansion of a nursing home use at 1715 Mechanicsburg Road in a CF (Community Facilities) District.

All interested parties are welcome to attend and will be provided the opportunity to address the Commission during the public hearing portion of the meeting. Special auxiliary aids for handicapped persons are available upon request with at least five (5) days' notice prior to the meeting. For further information, or to request special auxiliary aids, please contact the Planning and Zoning Division at (330)263-5238 during regular office hours.

Andrew Dutton
Planning and Zoning Manager

A statement of the reason(s) for the proposed amendment and ways in which the proposed amendment relates to the Comprehensive Plan:

The proposed hotel use (as well as the existing conference center use) is not a permitted use within the current C-1 classification. Two zoning classifications allow the proposed use - C-3 Community Commercial or C-5 General Commercial. We are requesting an amendment to C-3 and feel this classification is more consistent with the adjacent land use (R-1 Suburban Single-Family Residential to the East and R-4 Multi-Family Residential to the Northwest) and the intent of the C-3 description in Chapter 1141.01 (f). The Comprehensive Plan identifies the development area as an existing Commercial use per Figure 3.1 as well as a future Commercial use per Figure 3.11. The existing transportation network is sufficient to provide safe and efficient vehicle and pedestrian movements. The existing utility infrastructure is sufficient to provide adequate services for the proposed use.

Indicate all Parcels included in the Zoning Map Amendment Request:

67-02849.002

Zoning (Current):

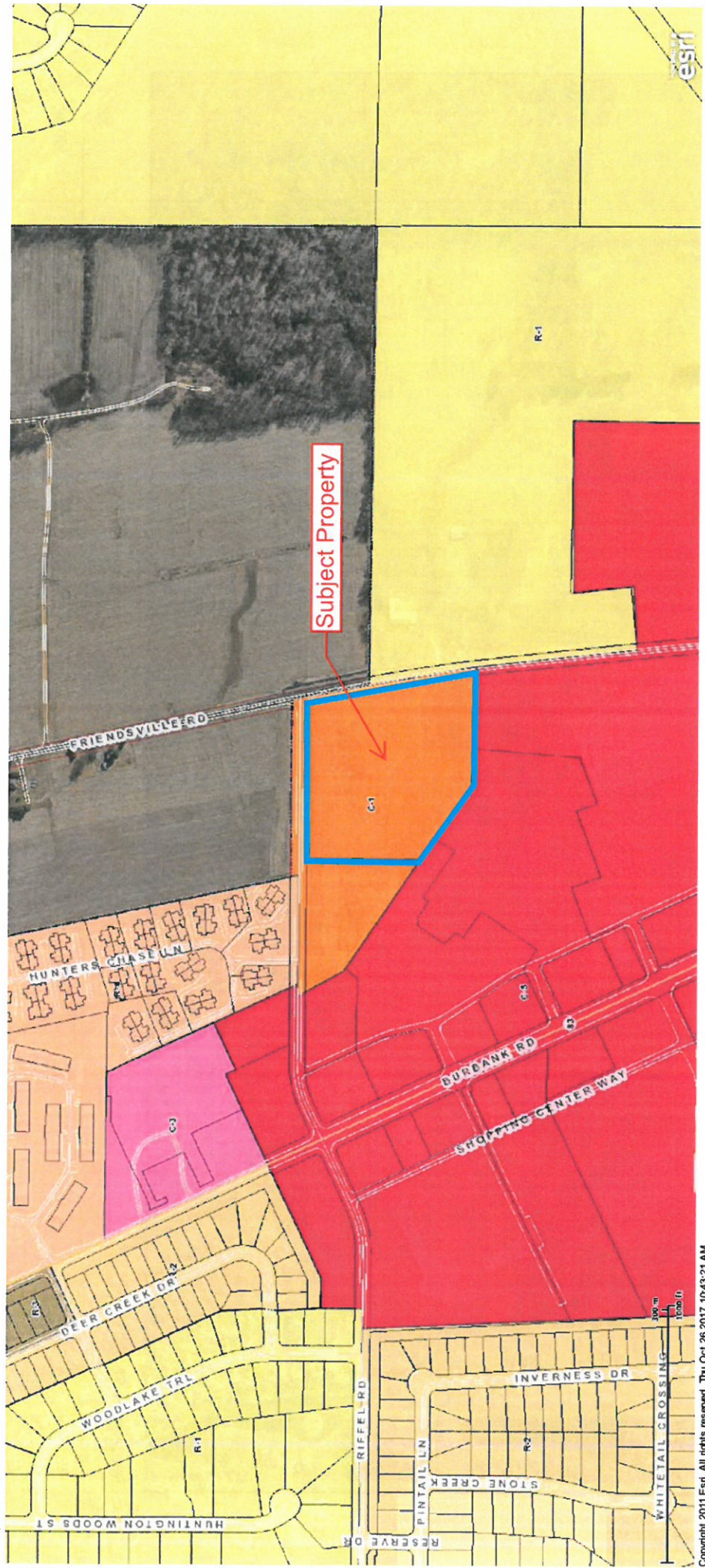
C-1

Zoning (Proposed):

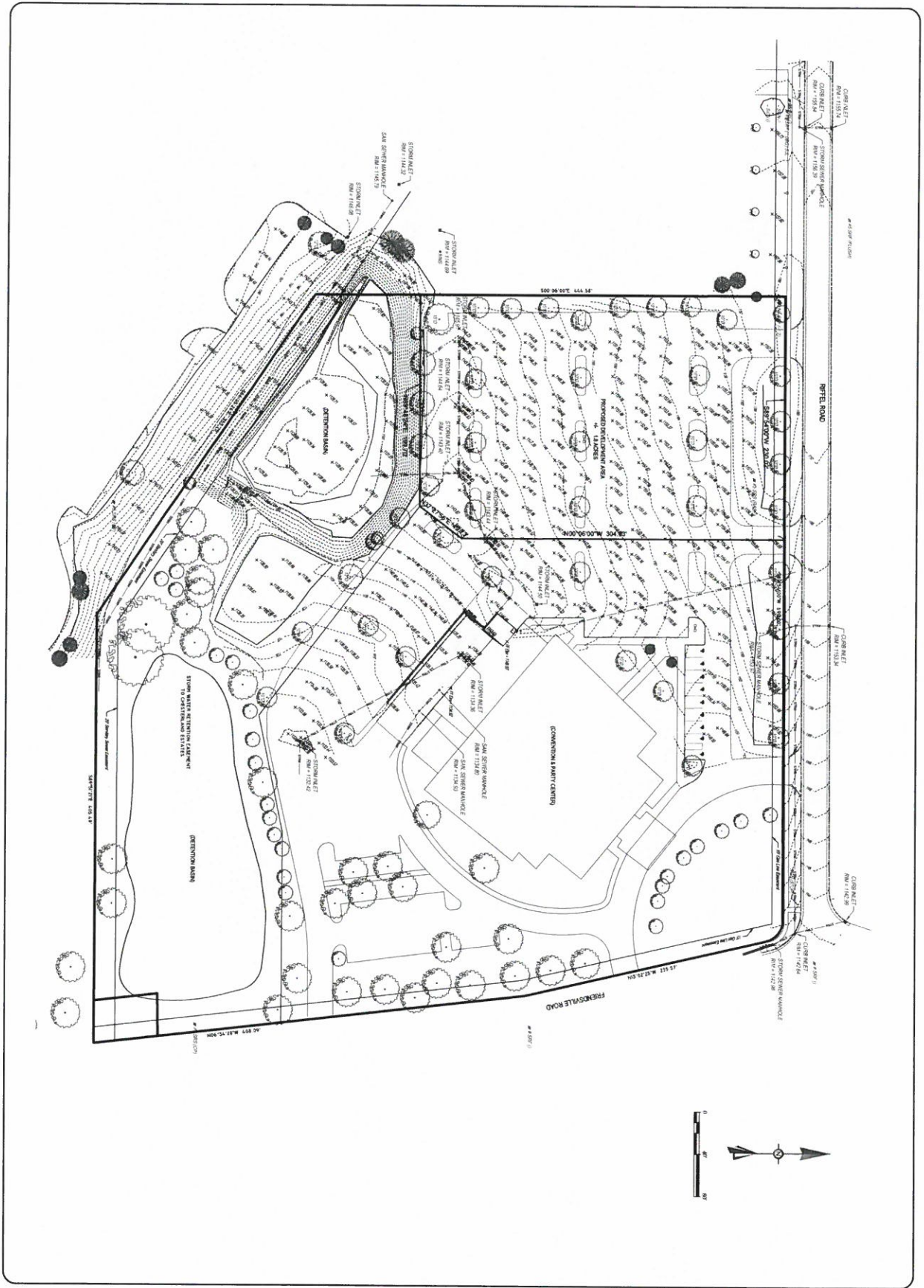
C-3

Zoning Classification

Proposed Hotel



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V1100

SHEET

HORIZONTAL SCALE
1"=40'

VERTICAL SCALE
1"=10'

PROPOSED HOTEL
PART OF 67-02849.002
50 RIFTEL ROAD
WOOSTER, OH 44691

TOPOGRAPHIC SURVEY
(PRO-FORMA)

DATE: 12/20/2009
 DESIGNED BY: JMM
 DRAWN BY: JMM
 CHECKED BY: JMM
 DATE: 12/20/2009

Randall Miller

STATE OF OHIO
 PROFESSIONAL SURVEYOR
 RANDALL MILLER
 53118

www.mmasurveying.com

RANDALL MILLER & ASSOCIATES
 Surveyors • Engineers • Consultants

Corporate Office
 145 E. Stone, Wooster, OH 44692
 Ph: (781) 663-1284
 mackerr@mrasurveying.com

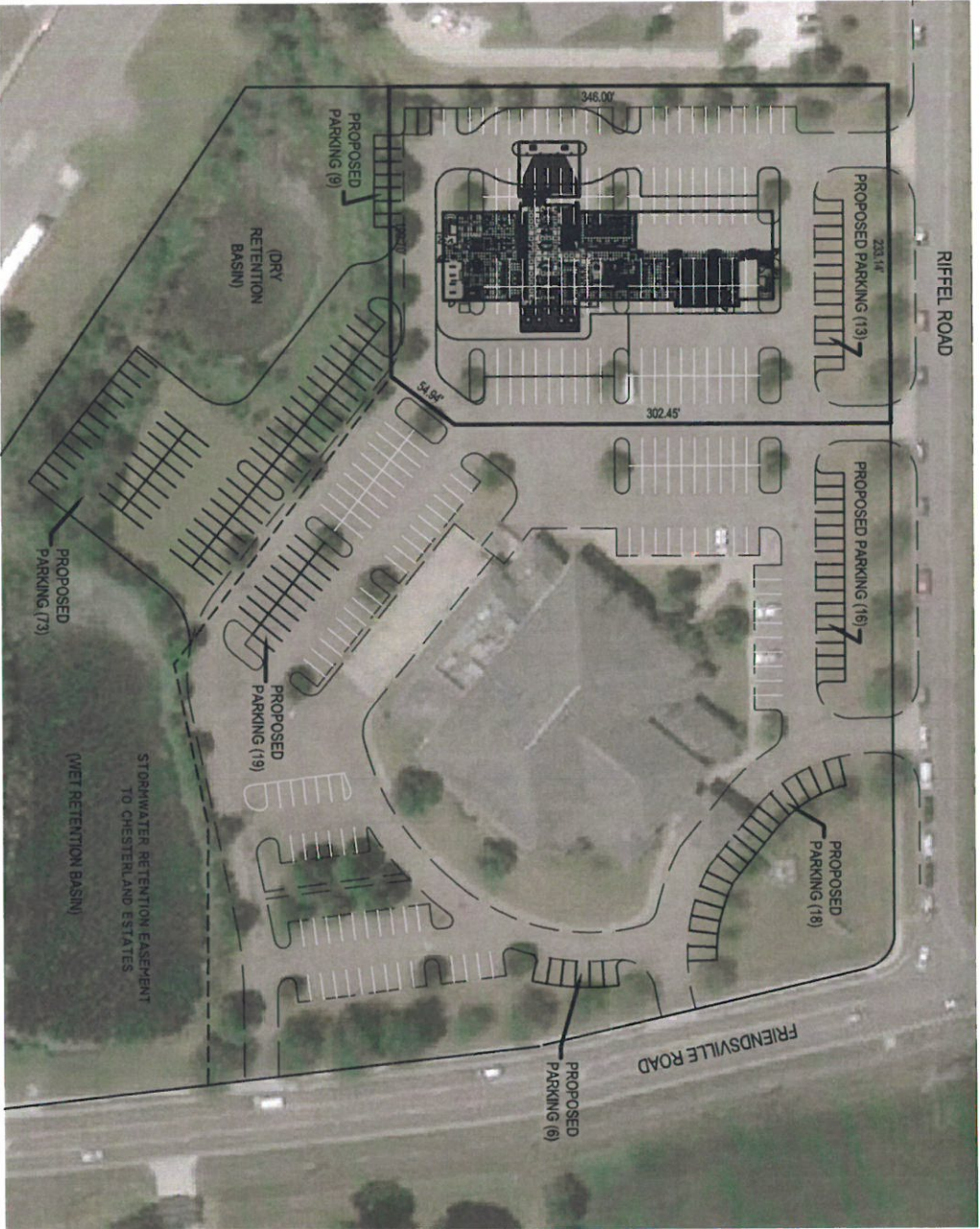
133 E. Washington Street, Wooster, OH 44705
 Ph: (781) 281-1517
 mackerr@mrasurveying.com

241 S. Walnut Street, Wooster, OH 44692
 Ph: (781) 543-4447
 waback@mrasurveying.com

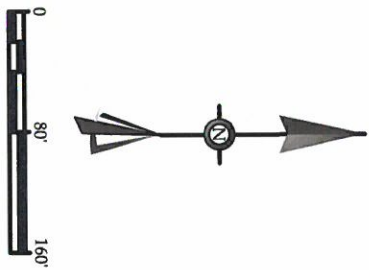
134 Park Street
 Loganport, OH 44847
 Ph: (781) 733-8153
 loganport@mrasurveying.com

134 N. Main Street, Marietta, Indiana 47601
 Ph: (781) 653-0679
 mackerr@mrasurveying.com

PROPOSED HOTEL - WOOSTER, OHIO



PRELIMINARY SITE LAYOUT EXHIBIT



NOTES:
 PROPOSED PARCEL = 1.84 AC
 PROPOSED ZONING - C-5
 98 ROOM HOTEL
 PARKING REQUIREMENTS:
 1 PER ROOM = 98 SPACES
 1 PER 2 EMP. = 5 SPACES
 TOTAL = 103 SPACES

REDUCTION OF SPACES = 94 SPACES
 ADDITIONAL SPACES = 154 SPACES
 NET SPACES = 60 SPACES (GAIN)
 20% JOINT SPACE = 20 SPACE CREDIT

60+20 = 80 PARKING PARKING PROVIDED

333 E. Washington Street, Muncie, IN 47305
 Ph: (765) 289-1917
 muncie@rmasurveying.com

261 S. Wabash Street, Wabash, IN 46992
 Ph: (260) 563-4467
 wabash@rmasurveying.com

124 Fifth Street
 Logansport, IN 46947
 Ph: (574) 753-9353
 logansport@rmasurveying.com

134 N. Main Street, Monticello, Indiana 47960
 Ph: (574) 583-0478
 monticello@rmasurveying.com

www.rmasurveying.com



RANDALL MILLER & ASSOCIATES
 Surveyors • Engineers • Consultants

Corporate Office
 145 E. Third Street, Marion, IN 46952
 Ph: (765) 662-1284
 marion@rmasurveying.com

JOB NO.: N/A
 DESIGNED BY: JM
 DRAWN BY: JM
 CHECKED BY: JM
 DATE: October 6, 2017

Preliminary
 Schematic Design

The concepts, ideas, designs, and plans are the sole property of R.M.A., Inc. and were created, developed, and presented for use on this specific project and shall not be used by any person or entity without the express written consent of R.M.A., Inc. The owner/client shall be permitted to retain copies for information and reference purposes in connection with this project.

SHEET

SD1.1



CORPORATE
MARION Office

145 E. Third Street, Marion, IN 46952
Ph (765) 662-1284 Fax (765) 668-7412
marion@rmasurveying.com

MUNCIE Office

333 E. Washington Street
Muncie, IN 47305
Ph (765) 289-1917 Fax (765) 289-1931
muncie@rmasurveying.com

WABASH Office

261 S. Wabash Street
Wabash, IN 46992
Ph (260) 563-4467 Fax (260) 563-0462
wabash@rmasurveying.com

LOGANSPORT Office

124 Fifth Street
Logansport, IN 46947
Ph (574) 753-9353 Fax (574) 753-9485
logansport@rmasurveying.com

MONTICELLO Office

134 N. Main Street
Monticello, IN 47960
Ph (574) 583-0478 Fax (574) 583-0484
monticello@rmasurveying.com

Legal Description for Petition for Zoning Amendment
Parcel 67-02849.002
50 Riffel Road, Wooster, OH 44691

Situated in the City of Wooster and Township of Wayne, County of Wayne and State of Ohio, and known as being the whole of Lot No. 7451 as shown by the Platting and Numbering of Lots 7450 and 7451 and Dedication of Friendsville Road, recorded in Wayne County, Plat Records Volume 20, Page 293.



Randall Miller

Randall Miller, PLS
Ohio Land Surveyor, S-7198



John D. Hunter, Mayor & Safety Service Director
4340 Colorado Avenue • Sheffield Village OH 44054
Office 440.949.6325 • Cell 440.864.1250 • Fax 440.949.6341
www.sheffieldvillage.com

November 9, 2017

Robert F. Breneman
Mayor, City of Wooster
538 North Market Street
Wooster OH 44691

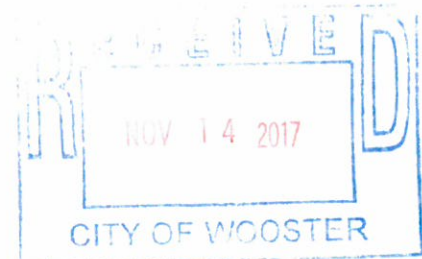
Dear Mayor Breneman:

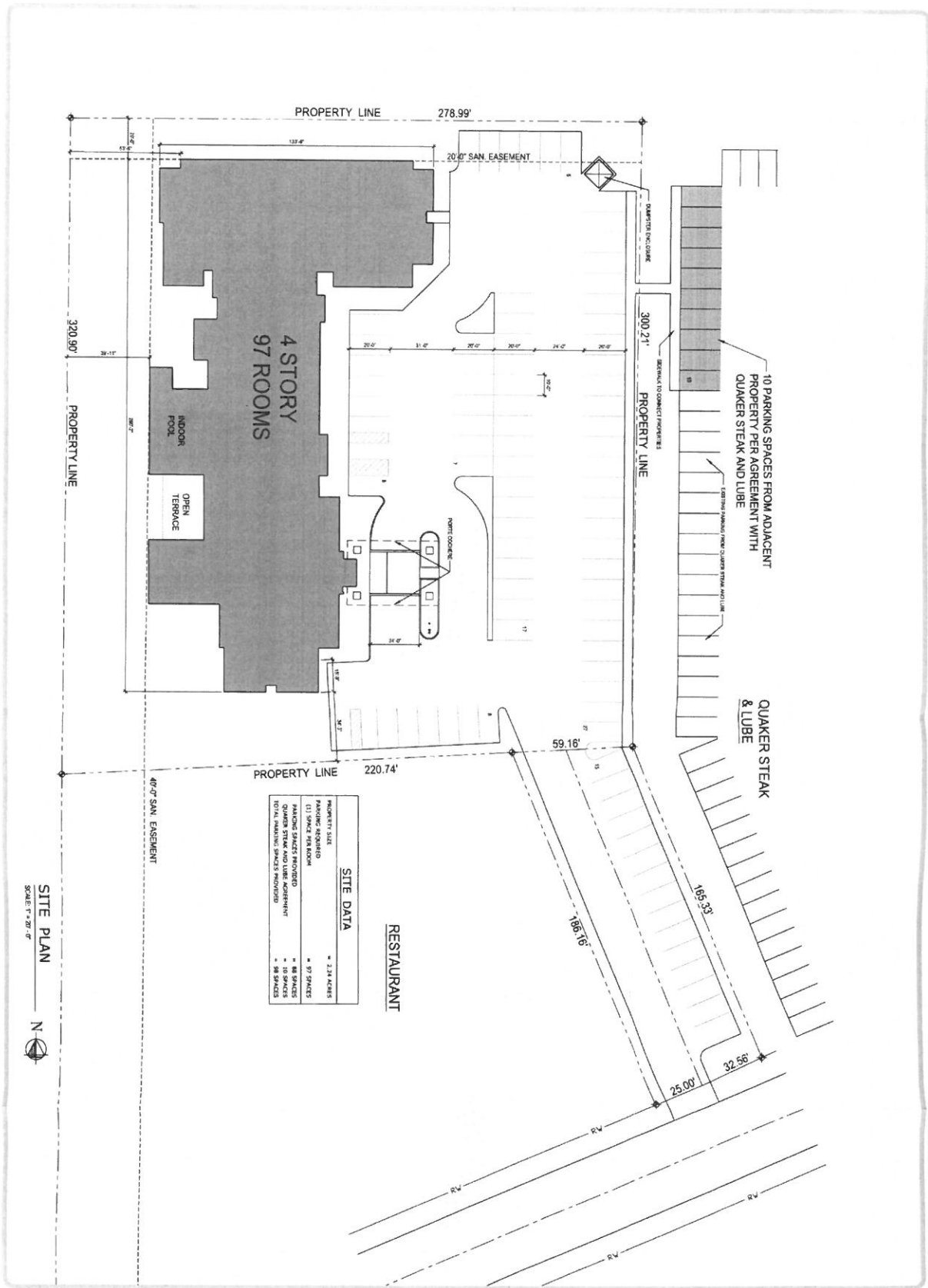
The Village of Sheffield is pleased to write a letter of recommendation for Homewood Suites by Hilton owner Raj Chandat. When they came to us with their plan, we were able to work together with them, the adjacent property owners and shared land owners for the betterment of all. They are a community supporter, their facility is absolutely beautiful and we consider them to be an excellent asset to the Village of Sheffield. We would consider your city fortunate to have them select you as a future prospect for this hotel.

Very truly yours,

John D. Hunter
Mayor & Safety Service Director
Village of Sheffield

Attachment: Sheffield Village Parcel Details





SITE DATA	
PROPERTY SIZE	* 2.34 ACRES
PARKING REQUIRED	* 88 SPACES
PARKING SPACES PROVIDED	* 88 SPACES
TOTAL REMAINING SPACES	* 0 SPACES

SITE PLAN
SCALE: 1" = 20' 0"



C1.1
sheet no.

drawing
ARCH. SITE PLAN
project no. 18712 date FEBRUARY 12, 2013 scale AS NOTED
project
HOMWOOD SUITES HOTEL
TRANSPORTATION BLVD.
SHEPHERD VILLAGE, OHIO



3660 embassy parkway
fairlawn, ohio 44333
tel. 330 . 666 . 5770
fax. 330 . 666 . 8812
www . mann-architects . com

revisions

RESOLUTION 2018-013
FINAL RESOLUTION

The following Final Resolution enacted by the City of Wooster, Ohio, hereinafter referred to as the Legislative Authority/Local Public Agency or "LPA", in the matter of the stated described project.

WHEREAS, on the 19th day of September 2017, the LPA enacted legislation proposing cooperation with the Director of Transportation for the described project:

The project consists of pavement repairs and resurface State Route 83 from SLM 14.64 to SLM 16.30, lying within the City of Wooster; and

WHEREAS, the LPA shall cooperate with the Director of Transportation in the above-described project as follows:

The City agrees to assume and bear one hundred percent (100%) of the entire cost of the improvement within the city limits, less the amount of Federal-Aid funds set aside by the Director of Transportation for the financing of this improvement from funds allocated by the Federal Highway Administration, U.S. Department of Transportation.

The share of the cost of the LPA is now estimated in the amount of Two Hundred Fourteen Thousand Six Hundred Seventy Eight and - - - 00/100 Dollars, (\$214,678.00), but said estimated amount is to be adjusted in order that the LPA's ultimate share of said improvement shall correspond with said percentages of actual costs when said actual costs are determined; and

WHEREAS, The Director of Transportation has approved said legislation proposing cooperation and has caused to be made plans and specifications and an estimate of cost and expense for improving the above-described highway and has transmitted copies of the same to this legislative authority; and

WHEREAS, The LPA desires the Director of Transportation to proceed with the aforesaid highway improvement.

PID No. **92892**

NOW, THEREFORE, be it resolved:

- I. That the estimated sum, of **Two Hundred Fourteen Thousand Six Hundred Seventy-Eight and - - - - 00/100 Dollars (\$214,678.00)** is hereby appropriated for the improvement described above and the fiscal officer is hereby authorized and directed to issue an order on the treasurer for said sum upon the requisition of the Director of Transportation to pay the cost and expense of said improvement. We hereby agree to assume in the first instance, the share of the cost and expense over and above the amount to be paid from **Federal** funds.
- II. That the LPA hereby requests the Director of Transportation to proceed with the aforesaid highway improvement.
- III. That the LPA enter into a contract with the State, and that **Mayor** be, and is hereby authorized to execute said contract, providing for the payment of the LPA the sum of money set forth herein above for improving the described project.
- IV. That the LPA transmit to the Director of Transportation a fully executed copy of this Resolution.

This is to certify that we have compared the foregoing copy of Resolution with the original record thereof, found in the record of the proceedings of the LPA, and which Resolution was duly passed by the LPA on the _____ day of _____, 2018, and that the same is a true and correct copy of the record of said Resolution and the action of said LPA thereon.

We further certify that said Resolution and the action of said LPA thereon is recorded in the journal of said LPA as Resolution 2018-013, and under date of _____, 2018.

Introduced: _____ Passed: _____ Vote: _____

Legislative Authority of the City of Wooster, Ohio

Mayor – Robert F. Breneman

SEAL
(if applicable)

Council Clerk – Lynne DePaulo

Introduced by: Bill Bostancic

**Request for Agenda Item
Authorization for Bid or Purchase of Capital Item**

Division Engineering	Meeting Date Requested February 20, 2018
Project Name ODOT Urban Paving Program PID 92892 SR 83	Approved for Agenda
Estimated Total Cost \$ 1,073,390; ODOT = \$858,712 (80%), Local Funds = \$214,678 (20%) (Capital Funds)	
Is Full Amount Budgeted <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
If No, How Is The Purchase To Be Funded?	
<p>Description Of Purchase This is a request to authorize the Mayor to enter into a final resolution with the Ohio Department of Transportation (ODOT) as part of their Urban Paving Program for the resurfacing of SR 83 (Burbank Road) from just south of Milltown Road to just north of the roundabout.</p> <p>Resolution No. 2017-40 cooperative agreement passed September 18, 2017</p>	
<p>Justification/Benefits The Ohio Department of Transportation has committed to funding 80% of the construction and construction engineering costs for this project as part of their Urban Paving Program.</p>	
<p>Will This Project Effect the City's Operating Costs This project should have little or no effect on the City's operating costs.</p>	
<p>What Alternatives Exist and What Are The Implications of The Alternatives We could do nothing, and turn down the grant funds. We could proceed with the project using other interest accruing financing methods.</p>	
<p>Is This A Sole Source Bid or Non-Bid Situation <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p> <p style="margin-left: 20px;">If Yes, Explain The Circumstances This is a request to finalize the City's responsibilities and allow ODOT the ability to advertise and award a contact for the work.</p>	
<p>Are You Requesting Suspension Of The Rules <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p style="margin-left: 20px;">If Yes, Note Reasons ODOT plan is for Letting the project April 5, 2018 and then award the contact in May, 2018.</p>	
Division Manager Roger Kobilarcsik	Date February 8, 2018

RESOLUTION NO. 2018-014

A RESOLUTION AUTHORIZING THE MAYOR TO APPLY TO THE OHIO DEPARTMENT OF TRANSPORTATION FOR FUNDING UNDER THE SAFE ROUTES TO SCHOOL PROGRAM; TO ACCEPT AND APPLY SUCH FUNDS, IF AWARDED; AND TO EXECUTE ANY NECESSARY DOCUMENTS IN CONNECTION THEREWITH, AND DECLARING AN EMERGENCY

WHEREAS, the United States Congress has set aside monies for Safe Routes to School (SRTS) Projects through the State of Ohio, Department of Transportation; and

WHEREAS, the City of Wooster, as a local public agency, can apply for these monies and be selected for funding by the State of Ohio, Department of Transportation; and

WHEREAS, sidewalk improvements is a transportation activity eligible to receive federal funding, and the City desires to obtain such funding to defray the expense of improving sidewalks along Armstrong Drive and Townsend Drive, as well as Highland Park Road, Sunset, Lane, and Cedar Lane, to improve access to Melrose Elementary; the estimated cost of the improvements is \$380,000.00, and it is anticipated that the requested funding will, if awarded, provide for 90% of the program costs.

NOW, THEREFORE BE IT RESOLVED BY THE COUNCIL OF THE CITY OF WOOSTER, OHIO that:

SECTION 1. The Mayor is hereby empowered on behalf of the City of Wooster to prepare and execute an application for SRTS funds for the stated described project and to submit same to the State of Ohio, Department of Transportation; to accept such funds, if awarded; and to execute any necessary documents in connection therewith.

SECTION 2. Upon completion of the described Project, and unless otherwise agreed, the City of Wooster shall: (1) provide adequate maintenance for the described Project in accordance with all applicable state and federal laws, including, but not limited to, 23 USC 116; (2) provide ample financial provisions, as necessary, for the maintenance of the described Project; (3) if necessary, maintain the right-of-way, keeping it free of obstructions; and (4) if necessary, hold said right-of-way inviolate for public highway purposes.

SECTION 3. This Council finds and declares that all formal actions concerning and relating to the adoption of this Resolution occurred in an open meeting of this Council or its committees, in compliance with the law.

SECTION 4. This Resolution is hereby declared to be an emergency measure necessary to the immediate preservation of the public health, peace, safety and welfare of the City, or providing for the usual daily operation of a municipal department or division, and for the further reason that prompt action is necessary to obtain and apply the SRTS funds for the safety of pedestrian traffic in the vicinity of the local city elementary schools; wherefore, this Resolution shall be in full force and effect from and immediately after its passage and approval by the Mayor; provided it receives the affirmative vote of at least three-fourths of the members of the Council; otherwise it shall take effect and be in force from and after the earliest period allowed by law.

1st Reading _____ 2nd Reading _____ 3rd Reading _____

Passed: _____, 2018

Vote: _____

Attest: _____
Clerk of Council

President of Council

Approved: _____, 2018

Mayor

Introduced by: Bill Bostancic

Request for Agenda Item Non-Capital

Division **Meeting Date Requested**

Project Name **Approved for Agenda**

Description (be as descriptive as possible, given space limitations)

Requested is Council's authorization in allowing the Mayor to apply to the Ohio Department of Transportation for funding under the 2018 Safe Routes to School Program, a federally-funded program directed at encouraging non-motorized transportation to and from school for students in kindergarten through grade five. As part of the ongoing collaborative School Travel Plan, the City of Wooster has been coordinating with the Wooster City School District and its Melrose Elementary School to identify gaps in service, with lack of sidewalks along Armstrong Drive, Sunset Lane, Cedar Lane, and Highland Park Road arising to the top of the list in 2017. Melrose Elementary and the Wooster City School District also participated in October's National Walk to School Event. This project proposes three sidewalk links:

Armstrong Drive (~3,900 feet, 25 MPH): The Wooster City School District recently rebuilt a sidewalk leading from Melrose Elementary to Armstrong (25 mph), providing some students an alternative to avoid the busy and sometimes chaotic bus staging area along Sunset Lane. The City placed a sign and crosswalk to increase visibility, but risks remain. With 24 homes on Armstrong, the road leads to another 24 homes on Tanglewood (all with sidewalks), and 15 homes on Townsend (12 with sidewalks). 63 households without continuous sidewalk access to Melrose Elementary today could be served with a safe route to school with this project, and safety could be improved for multiple households further north along Armstrong.

Highland Park Road (~1,000 ft, 35 MPH): An additional 1,000 linear feet of sidewalk along Highland Park Road would provide students living south of Portage Road with access to sidewalks at Portage Road (where sidewalks and crosswalk signals safely lead to Melrose Elementary), providing 57 housing units with direct sidewalk access to Melrose Elementary.

Cedar Lane (~600 ft, 25 MPH): A connector sidewalk of 600 feet, along the north side of Cedar Lane, would provide students living in a major housing allotment unimpeded access to the school. Coupled with the Highland Park Road sidewalk, the Cedar Lane Project would enable a complete sidewalk connection to 117 homes, while improving access and enhancing safety for another 52 households.

Sunset Lane (~1,800 ft, 25 MPH): This sidewalk, on both sides of the road, would replace ditches along Melrose Elementary's busiest areas, where students currently walk alongside the road. Eight additional houses would be served.

The infrastructure grant, if awarded, would cover up to \$342,000 (90 percent) of the \$380,000 cost to build the ~5,600 linear feet of sidewalk. The SRTS Program has been instrumental in enhancing safety in other residential neighborhoods throughout Wooster, most recently along Northwestern Avenue. The application and updated School Travel Plan will continue the City's overall plan to construct sidewalks on improved streets. The project should have little impact on the City's operating budget.

Is there a need for rules suspension or time limitation when this must be passed?

A suspension of the rules is required for City staff to apply prior to the grant deadline of March 1st, 2018. If approved, the City will learn in Summer of the grant application's success. If awarded, work would commence in 2019 and be delivered by 2020.

Manager Requesting

Date

Approved for Agenda



HICKORY LN

EDWARDS AVE

City Reconstruction Sunset & Installing Sidewalks (2019)

SUNSET LN

Melrose Elementary

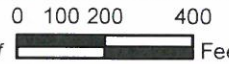
NEAL DR

CHER CT

**2018 Safe Routes to School
Melrose Elementary - Phase 1
(Connect Neighborhoods)**

- Completed Sidewalks
- Proposed Sidewalks (For 2016-2017)
- Sunset Reconstruction (2019)
- - - Phase II
- - - Proposed Phase II (Beyond 2016)

February 6, 2018
City of Wooster Staff



Armstrong (25 MPH)

New Sidewalk to guide students from bus loading

TOWNSEND DR

PORTAGE RD

Crossing Gaurd

Portage Rd (35 MPH)

Highland Park Rd (35 MPH)

WILLIAMS WAY

Cedar Lane (25 MPH)

BRENTWOOD DR

SR3

HIGHLAND PARK RD

CEDAR LN

WOODCREST DR

LEMAR DR

PORTAGE PONTE APARTMENTS

UNKNOWN

WEAVER DR

TANGLEWOOD DR

ARMSTRONG DR

MELROSE DR

LEE DR

CT

Request for Agenda Item
Authorization for Bid or Purchase of Capital Item

Division

Project Name

Requested Meeting Date

- Approved for Agenda
 Full Amount is Budgeted

If not, how is purchase to be funded?

Description of Purchase

Approval to go to bid for pricing on the purchase of bituminous asphalt products and concrete unless pricing is available through either the Ohio Department of Administrative Services Cooperative Purchasing Program or the Ohio Department of Transportation Purchasing Program.

Justifications / Benefits

Materials are needed to make necessary infrastructure improvements and repairs to various roadways, curbs, sidewalks, storm inlets and other City owned properties in 2018.

How will this project effect the City's operating budget?

Fully budgeted from 331602 (Street Construction and Repair), 331605 (Sidewalks SCM&R), 731502 (Storm Drainage-Maintenance), 251301 (Public Properties and Parks)

What alternatives exist, and what are the implications of the alternatives?

By not purchasing these materials (bituminous asphalt and concrete), the condition of the City's infrastructure will worsen causing the City to spend additional monies to make the repairs moving forward.

Sole Source Bid or Non-Bid Situation?

If Yes, explain the circumstances

Requesting suspension of the rules?

If Yes, explain reasons.

PPM would like to begin making the infrastructure improvements and repairs as soon as weather permits.

Division Manager

Date

RESOLUTION NO. 2018-016

A RESOLUTION AUTHORIZING THE DIRECTOR OF ADMINISTRATION TO ADVERTISE ACCORDING TO LAW AND ENTER INTO A TWO-YEAR CONTRACT WITH THE LOWEST AND BEST BIDDER FOR PROVIDING TREE SERVICE; AND DECLARING AN EMERGENCY

WHEREAS, the City of Wooster is responsible for the planting and maintenance of all trees within the public right-of-way and other property owned by the City of Wooster; and

WHEREAS, the City of Wooster is responsible for the planting and maintenance of all trees within the public right-of-way and other property owned by the City of Wooster, this is an expense that is budgeted for the FY 2018 and is anticipated to be in the budget in 2019.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF WOOSTER, OHIO:

SECTION 1. That the Director of Administration is hereby authorized to advertise according to law and enter into a two-year contract with the lowest and best bidder for trimming, pruning, planting and grinding tree stumps; spraying; and other tree services that may be performed for the City, in accordance with specifications now on file in the office of said Director.

SECTION 2. The cost of such contract/project will not exceed the amount budgeted.

SECTION 3. This Council finds and declares that all formal actions concerning and relating to the adoption of this resolution occurred in an open meeting of this Council or its committees, in compliance with the law.

SECTION 4. This Resolution is declared to be an emergency measure necessary to the immediate preservation of the public health, peace, safety and welfare of the City, or providing for the usual daily operation of a municipal department or division, and for the further reason that prompt action is necessary in order to complete such purchases and put the equipment into service for the improved efficiency of the respective divisions; wherefore, this Resolution shall be in full force and effect from and immediately after its passage and approval by the Mayor; provided it receives the affirmative vote of at least three-fourths of the members of Council; otherwise it shall take effect and be in force from and after the earliest period allowed by law.

Passed: _____, 2018

Vote: _____

Attest: _____
Clerk of Council

President of Council

Approved: _____, 2018

Mayor

Introduced by: Jennifer Warden

Request for Agenda Item
Authorization for Bid or Purchase of Capital Item

Division Project Name Requested Meeting Date

- Approved for Agenda
 Full Amount is Budgeted

If not, how is purchase to be funded?

Description of Purchase

Approval to go to bid for pricing of tree work on City trees under the Urban Forestry Program's direction. This contract will be for a 2-year period (FY2018 and FY2019).

Justifications / Benefits

The Urban Forestry Program needs to perform necessary tree work following storms, as projects or problems develop or as part of their routine maintenance of the City's trees. Most of this work is beyond the scope of ability and equipment the City currently is able to perform.

In 2017, the contracted services was approximately \$60,000.00. PPM anticipates spending around \$75,000.00 in 2018. The amount to be spent in 2019 will be determined after the approved FY2019 budget is passed by City Council.

How will this project effect the City's operating budget?

Fully budgeted in FY2018 and the budgeted amount for FY2019 will determine the amount spent.

What alternatives exist, and what are the implications of the alternatives?

Not to perform the required work on the City trees, therein creating legal ramifications and compounding tree issues.

- Sole Source Bid or Non-Bid Situation?

If Yes, explain the circumstances

- Requesting suspension of the rules?

If Yes, explain reasons.

So that we may rapidly move forward to begin work on our tree needs within the 2018 budget.

Division Manager Date

RESOLUTION NO. 2018-017

A RESOLUTION AUTHORIZING THE DIRECTOR OF ADMINISTRATION TO ENTER INTO A CONTRACT WITH OHM ADVISORS FOR PROFESSIONAL ENGINEERING SERVICES RELATED TO THE DOWNTOWN STREETScape PHASE II, AND DECLARING AN EMERGENCY

WHEREAS, in accordance with a recent update to the 2014 Comprehensive Plan it is necessary to develop a plan for improvements to the sidewalk area along East Liberty Street (both sides) between the square and the first alleys east of the square, the south side of West Liberty from the square to the PNC drive to the west, both sides of South Market Street to the first alleys south of the square and along the store fronts just east of the southeast parking lot, and the cost thereof is budgeted for 2018; and

WHEREAS, OHM Advisors possesses the professional expertise to provide the engineering services necessary for this project, and performed engineering services for Phase I of the streetscape features for the NE Quad and alleys; and

WHEREAS, this City Council hereby determines that prompt action is necessary to begin the process of implementing this improvement.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF WOOSTER, OHIO:

SECTION 1. The Director of Administration is hereby authorized to enter into a professional services contract with OHM Advisors for engineering services related to the above-described improvements.

SECTION 2. Such contract will not exceed the amount appropriated.

SECTION 3. This Council finds and declares that all formal actions concerning and relating to the adoption of this resolution occurred in an open meeting of this Council, in compliance with the law.

SECTION 4. This Resolution is declared to be an emergency measure necessary to the immediate preservation of the public health, peace, safety and welfare of the City, or providing for the usual daily operation of a municipal department or division, and for the further reason that prompt action is necessary in order to complete such purchases and put the equipment into service for the improved efficiency of the respective divisions; wherefore, this Resolution shall be in full force and effect from and immediately after its passage and approval by the Mayor; provided it receives the affirmative vote of at least three-fourths of the members of Council; otherwise it shall take effect and be in force from and after the earliest period allowed by law.

Passed: _____, 2018

Vote: _____

Attest: _____
Clerk of Council

President of Council

Approved: _____, 2018

Mayor

Introduced by: Bill Bostancic

**Request for Agenda Item
Authorization for Bid or Purchase Capital Item**

Division Engineering	Meeting Date Requested February 20, 2018
Project Name Downtown Streetscape Improvements Phase 2	Approved for Agenda
Estimated Total Funds/Cost \$84,750.00	
Is Full Amount Budgeted? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
If No, How Is The Purchase To Be Funded?	
Description Of Request This is a request to enter into a contract with OHM for professional services related to the Downtown Streetscape and Public Space Projects. This contract will be for the preparation of construction documentation for the sidewalk area along East Liberty Street (both sides) between the square and the first alleys east of the square, the south side of West Liberty from the square to the PNC drive to the west, both sides of South Market Street to the first alleys south of the square and along the store fronts just east of the southeast parking lot.	
Justification / Benefits The Downtown Streetscape and Public Space Plan is the result of comments from residents and downtown business owners during preparation of updating the City's Comprehensive Plan as well as meetings with Main Street. This Phase includes areas where we have had complaints about uneven sidewalks, indicating the need for repairs/replacement. These are areas of the original streetscape (25 years old) which are showing signs of deterioration.	
Will This Project Effect the City's Operating Costs This is a one-time capital expense and will not affect the City's operating costs.	
What Alternatives Exist and What Are The Implications of The Alternatives	
Is This A Sole Source Bid or Non-Bid Situation <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
If Yes, Explain The Circumstances This is an Engineering services request and OHM has completed the design of Phase 1 as well as the overall schematic plan. They are intimately familiar with this project and the overall downtown development plan.	
Are You Requesting Suspension Of The Rules <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
If Yes, Note Reasons While suspension of the rules is not necessary, earlier passage would allow the opportunity to start the process of developing construction plans in preparation of an early bid date in 2019.	
Division Manager Roger Kobilarcsik	Date February 13, 2018



Legend

- Parcels
- Street Centerline
- Address

PROJ_PHASE

- 1A
- 1A.ALT



CITY OF WOOSTER
DIVISION OF ENGINEERING
 538 N. MARKET ST.
 WOOSTER, OHIO 44691
 PH: (330) 263-5251
 FAX: (330) 263-5251
 ROGER V. DOBILANSKI
 CITY ENGINEER
 rvdob@cityofwooster.com



CITY OF WOOSTER - GENERAL SITE PLAN
DOWNTOWN SW & SE QUADRANT - PLANNING
 Document Path: M:\Engineering\PROJECTS\2018 Projects\Downtown Streetscape phase 2 #182005\PDF
 GP_DOWNTOWN SW & SE QUADRANT - Planning.pdf Date: 2/15/2018

SCALE: 1" = 30'
 All boundaries shown ARE NOT survey quality
 and are for reference only.