

CITY COUNCIL AGENDA

January 17, 2017

7:30p.m.

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

I. ROLL CALL & ORDERING OF AGENDA

II. AEP PRESENTATION

III. APPROVAL OF MINUTES

IV. COMMUNICATIONS FROM MAYOR/ADMINISTRATION

1. A memorandum from the Mayor requesting two reappointments to the Hospital Board of Governors.

V. PETITIONS/COMMUNICATIONS FROM PUBLIC

1. Liquor Control Hearing Notice
 - a. DOLGEN MIDWEST LLC, DBA DOLLAR GENERAL STORE 3324

VI. COMMITTEE REPORTS; PUBLIC HEARINGS

1. Laws and Ordinances Committee Report
2. Public Hearings: Zoning Map Amendment (Perkins Avenue Annexation) and Text Code Amendment (Amend Section 1169.05)

VII. OLD BUSINESS

1. Tabled- ORDINANCE NO. 2016-27
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-5 (GENERAL COMMERCIAL) DISTRICT FOR PROPERTY LOCATED ON THE SOUTH SIDE OF WEST MILLTOWN ROAD, BETWEEN COMMERCE PARKWAY AND OAK HILL ROAD (Knapic)
2. Tabled- ORDINANCE NO. 2016-29
AN ORDINANCE AMENDING PART ELEVEN, PLANNING AND ZONING CODE, OF THE CODIFIED ORDINANCES OF THE CITY OF WOOSTER, OHIO, BY THE ADOPTION OF VARIOUS TEXT AMENDMENTS TO CHAPTERS 1103, 1149, AND 1171 (Knapic)

VIII. NEW BUSINESS

1. First Reading – RESOLUTION NO. 2017-01
A RESOLUTION AUTHORIZING THE DIRECTOR OF ADMINISTRATION TO ENTER INTO A PROFESSIONAL OR TECHNICAL SERVICES CONTRACT WITH THE WOOSTER SOCCER ASSOCIATION FOR SOCCER-RELATED ACTIVITIES SERVICES (Myers)
2. First Reading – ORDINANCE NO. 2017-02
AN ORDINANCE AMENDING PART ELEVEN, PLANNING AND ZONING CODE, OF THE CODIFIED ORDINANCES OF THE CITY OF WOOSTER, OHIO, BY THE ADOPTION OF A TEXT AMENDMENT TO CHAPTER 1169 (Knapic)

3. First Reading – ORDINANCE NO. 2017-03
AN ORDINANCE AMENDING PART ELEVEN, ZONING, OF THE CODIFIED ORDINANCES OF THE CITY OF WOOSTER, OHIO, SO AS TO AMEND THE ZONING MAP AT 1039 PERKINS AVENUE (Knapic)

4. First Reading – RESOLUTION NO. 2017-02
A RESOLUTION AUTHORIZING THE DIRECTOR OF ADMINISTRATION TO ADVERTISE ACCORDING TO LAW AND ENTER INTO A CONTRACT WITH THE LOWEST AND BEST BIDDER FOR THE REPLACEMENT OF PART OF THE WATERLINE ON NORTHVIEW DRIVE (Sanders)

5. First Reading – ORDINANCE NO. 2017-04
AN ORDINANCE LEVYING SPECIAL ASSESSMENTS FOR THE CONSTRUCTION OF SIDEWALKS AND DRIVEWAY APPROACHES FOR THE EAST PINE STREET RECONSTRUCTION PROJECT; AND DECLARING AN EMERGENCY (Ulbright)

6. First Reading – RESOLUTION NO. 2017-03
A RESOLUTION AUTHORIZING THE DIRECTOR OF ADMINISTRATION TO ADVERTISE ACCORDING TO LAW AND ENTER INTO A CONTRACT WITH THE LOWEST AND BEST BIDDER FOR THE REPLACEMENT OF SECTIONS OF THE WATERLINES ON SKYLARK AND CATALINA AVENUE (Sanders)

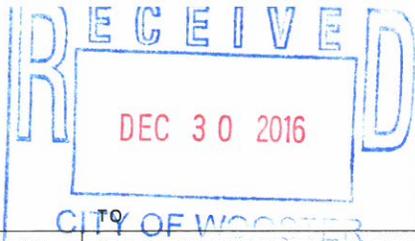
7. First Reading – RESOLUTION NO. 2017-04
A RESOLUTION AUTHORIZING THE DIRECTOR OF ADMINISTRATION TO ADVERTISE ACCORDING TO LAW AND ENTER INTO A CONTRACT(S) WITH THE LOWEST AND BEST BIDDER FOR THE PURCHASE OF CERTAIN MATERIALS FOR THE WATER TREATMENT PLANT (Sanders)

8. First Reading – RESOLUTION NO. 2017-05
A RESOLUTION AUTHORIZING THE DIRECTOR OF ADMINISTRATION TO PURCHASE ITEMS OF SPECIALIZED TECHNOLOGY, TO WIT: REPLACEMENT SEWER CAMERA FOR THE UTILITIES DIVISION, AND DECLARING AN EMERGENCY (Sanders)

IX. MISCELLANEOUS

X. ADJOURNMENT

NOTICE TO LEGISLATIVE
AUTHORITY



OHIO DIVISION OF LIQUOR CONTROL
6606 TUSSING ROAD, P.O. BOX 4005
REYNOLDSBURG, OHIO 43068-9005
(614)644-2360 FAX(614)644-3166

22348152395 PERMIT NUMBER		NEW TYPE	DOLGEN MIDWEST LLC DBA DOLLAR GENERAL STORE 3324 3541 E LINCOLN WAY WOOSTER OH 44691	
ISSUE DATE				
12 23 2016				
FILING DATE				
C1 <i>LS</i> PERMIT CLASSES				
85 TAX DISTRICT	165	B	B40207 RECEIPT NO.	

FROM 12/28/2016

PERMIT NUMBER		TYPE
ISSUE DATE		
FILING DATE		
PERMIT CLASSES		
TAX DISTRICT		RECEIPT NO.



MAILED 12/28/2016

RESPONSES MUST BE POSTMARKED NO LATER THAN. 01/30/2017

IMPORTANT NOTICE

PLEASE COMPLETE AND RETURN THIS FORM TO THE DIVISION OF LIQUOR CONTROL
WHETHER OR NOT THERE IS A REQUEST FOR A HEARING.
REFER TO THIS NUMBER IN ALL INQUIRIES

B NEW 2234815-2395

(TRANSACTION & NUMBER)

(MUST MARK ONE OF THE FOLLOWING)

WE REQUEST A HEARING ON THE ADVISABILITY OF ISSUING THE PERMIT AND REQUEST THAT
THE HEARING BE HELD IN OUR COUNTY SEAT. IN COLUMBUS.

WE DO NOT REQUEST A HEARING.

DID YOU MARK A BOX? IF NOT, THIS WILL BE CONSIDERED A LATE RESPONSE.

PLEASE SIGN BELOW AND MARK THE APPROPRIATE BOX INDICATING YOUR TITLE:

(Signature)

- (Title)- Clerk of County Commissioner
 Clerk of City Council
 Township Fiscal Officer

(Date)

CLERK OF WOOSTER CITY COUNCIL
538 N MARKET ST
PO BOX 1128
WOOSTER OHIO 44691



FOR OFFICE USE ONLY
 NEW TRANSFER RENEW
 CH. DIV. LIAISON DESK
 PERMIT # 2234815

OHIO DEPARTMENT OF COMMERCE - DIVISION OF LIQUOR CONTROL
 6606 Tussing Road, P.O. Box 4005, Reynoldsburg, Ohio 43068-9005
 Telephone: (614) 644-2360 - http://www.com.ohio.gov/liqr

LIMITED LIABILITY COMPANY DISCLOSURE FORM
 (This form must accompany all applications of an LLC business entity)

SECTION A NOV 29 AM 1:36

Name of Limited Liability Company DOLGEN MIDWEST LLC	DBA Name Dollar General	
Permit Premises Address 100 Mission Ridge Attn: Tax Dept	City, State Goodlettsville, TN	Zip Code 37072
Township, if in Unincorporated Area	Tax Identification No. (TIN) 89-0313398	

Email Address: tax-beerandwinelicense@dollargeneral.com

Limited Liability Company ("LLC") - Chapter 1705 Ohio Revised Code. Indicate below the managing members, LLC Officers, and all persons with a 5% or greater membership or voting interest, and attach a copy of the Articles of Organization filed with the Ohio Secretary of State.

Please be advised that any social security numbers provided to the Division of Liquor Control in this application may be released to the Ohio Department of Public Safety, the Ohio Department of Taxation, the Ohio Attorney General, or to any other state or local law enforcement agency if the agency requests the social security number to conduct an investigation, implement an enforcement action, or collect taxes.

SECTION B. List the top five (5) officers of the captioned business. If an office is NOT held, please indicate by writing NONE.

EACH OFFICER LISTED BELOW MUST HAVE A BACKGROUND CHECK PERFORMED BY BCI&I AND SUBMIT A PERSONAL HISTORY BACKGROUND FORM. PLEASE READ "BACKGROUND CHECK INFORMATION" DLC4191.

NAME OF OFFICER	SOCIAL SECURITY NUMBER	BIRTHDATE
1) CEO Steven Ray Deckard	On File	On File
2) CFO John W Garratt II		
3) SR VP: Lawrence Joseph Gatta	On File	On File
4) CMO James W Thorpe		
5) Treasurer		

SECTION C. List the managing members and all persons with a 5% or greater membership or voting interest in the LLC.

THE INDIVIDUALS LISTED BELOW MUST HAVE A BACKGROUND CHECK PERFORMED BY BCI&I AND SUBMIT A PERSONAL HISTORY BACKGROUND FORM. PLEASE READ "BACKGROUND CHECK INFORMATION" DLC4191.

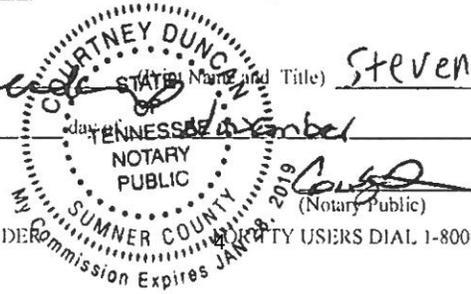
1) Name	Social Security No. (if individual)	INTEREST
DG Strategic I LLC		Check All That Apply <input checked="" type="checkbox"/> Managing Member <input type="checkbox"/> Voting interest _____ % <input type="checkbox"/> Membership interest _____ %
Residence Address 100 Mission Ridge	Tax Identification No. (if applicable) 26-4507991	
City and State Goodlettsville TN	Telephone No.	
Zip Code	Birthdate	
2) Name	Social Security No. (if individual)	Check All That Apply <input type="checkbox"/> Managing Member <input type="checkbox"/> Voting interest _____ % <input type="checkbox"/> Membership interest _____ %
Residence Address	Tax Identification No. (if applicable)	
City and State	Telephone No.	
Zip Code	Birthdate	

(PLEASE SEE REVERSE SIDE SHOULD YOU NEED ADDITIONAL SPACE)

STATE OF Tennessee Davidson COUNTY ss,
 I, Steven R Deckard being first duly sworn, according to law, deposes and says that he/she is (Title) CEO

of the Dolgen Midwest LLC, a business duly authorized by law to do business in the State of Ohio, and that the statements made in the foregoing affidavit are true.

(Signature) Steven R Deckard (Notary Name and Title) Steven Ray Deckard CEO
 Sworn to and subscribed in my presence this 3 day of November, 2016



1/28/19
 (Notary Expiration)

Memo

To: Members of Wooster City Council

From: Mayor Bob Breneman

Date: January 09, 2017

Re: Boards and Commissions

RKB


I am recommending these individuals be reappointed to the Wooster Community Hospital Board of Governors, and I am requesting your Approval. Their past performance has been exemplary and they have been an asset to our board. Thank you for your consideration.

<u>HOSPITAL BOARD OF GOVERNORS</u>	<u>WARD</u>	<u>TERM-4 YRS.</u>
Yvonne Williams	3	1/1/2017 – 12/31/2020
Gary Thompson	1	1/1/2017 – 12/31/2020



538 N. Market Street * P.O. Box 1128
Wooster, Ohio 44691-3406



Jonathan S. Millea, AICP
Development Coordinator
Phone : (330) 263-5250
Fax: (330) 263-5247
Email: jmillea@woosteroh.com

MEMO

To: Members of Council
From: Jonathan Millea, Development Coordinator
CC: Mr. Joel Montgomery
Date: 1/10/2017
Re: **CDBG Public Hearing 1 (Informational) – January 31, 2017, 12:00 PM; &
CDBG Community Development Implementation Strategy – January 31, 2017, 1 PM**

Dear Members of Wooster City Council,

We wanted to extend to you an invite for our annual informational CDBG Public Hearing 1 on Tuesday, January 31, 2017 at 12:00 PM in Council Chambers. Afterwards, starting at 1:00 PM in the same location, we will be holding our bi-annual Community Development Implementation Strategy meeting with community stakeholders to gain input on prioritizing CDBG-eligible projects for the future.

CDBG grants are focused on capital improvement and service projects that benefit low-to-moderate income neighborhoods and households, or projects that remediate slum and blight. Projects my office intends to discuss include residential road repaving along with sidewalk improvements, downtown streetscape improvements, possible parking lot improvements, and Ward 1 recreation facility improvements, all of which are typical capital projects that CDBG is able to fund. We welcome your comments and feedback.

Thank you!

Sincerely,

Jonathan Millea, AICP

Development Coordinator

RESOLUTION NO. 2017-01

A RESOLUTION AUTHORIZING THE DIRECTOR OF ADMINISTRATION TO ENTER INTO A PROFESSIONAL OR TECHNICAL SERVICES CONTRACT WITH THE WOOSTER SOCCER ASSOCIATION FOR SOCCER-RELATED ACTIVITIES SERVICES

WHEREAS, the Recreation Division sponsors a year-around program of competitive sports activities, and requires the services of individuals and organization experienced in serving as coaches and managers for the various activities; and the Wooster Soccer Association is able to provide such services; and

WHEREAS, the cost of such services for FY 2017 is budgeted, but will exceed the limits authorized in the codified ordinances, such that this expenditure will require council approval; and

WHEREAS, this Council deems that prompt action is necessary to continue to afford this needed service for the Recreation Division.

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

SECTION 1. That the Director of Administration is authorized to enter into a professional or technical services contract with the Wooster Soccer Association for services for city-sponsored soccer activities.

SECTION 2. The cost of such contract/project will not exceed the amount budgeted in the 2017 Appropriation Ordinance.

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 law.

SECTION 4. This Resolution shall take effect and be in force from and after the earliest period allowed by law.

Introduced: _____ Passed: _____ Vote: _____

Attest: _____
Clerk of Council President of Council

Approved: _____, 2017 _____
Mayor

Introduced by: Scott Myers

**Request for Agenda Item
Non-Capital**

Division **Meeting Date Requested**

Project Name **Approved for Agenda**

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

The Wooster Recreation Dept. wishes to contract with the Wooster Soccer Association, who provides Referees, Coaches, Supervisors and Administration of 2017 soccer programs at the Soccer Complex. We will spend approximately \$75,000 with WSA.

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

No

Manager Requesting

Date

Approved for Agenda

**Request for Agenda Item
Non-Capital**

Division **Meeting Date Requested**

Project Name **Approved for Agenda**

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

The City of Wooster is requesting approval from City Council for amendments to Section 1169.05 of the Planning and Zoning Code regarding reduced off street parking requirements in the C-4 (Central Business) District.

Section 1169.05 currently exempts properties in the central portion of the C-4 zoning district from the minimum off street parking requirements of Section 1169.04. The proposed amendment extends the exemption area to properties east of Bever Street in the C-4 zoning district.

Zoning Amendment applications require a recommendation from the Planning Commission prior to City Council's review. At the December 28th, 2016 meeting of the City of Wooster Planning Commission, a motion was made to forward an approval recommendation from the Planning Commission to City Council for the Zoning Amendment application (#ZC-269). The motion was approved unanimously by the eight present Planning Commission Members.

The application requires a public hearing before City Council per the notification requirements of Section 1119.09 of the City of Wooster Codified Ordinances.

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

Manager Requesting

Date

Approved for Agenda



Zoning Amendment #ZC-269 Parking Exemption Area Text Amendment

Request: The City of Wooster requesting an approval recommendation from the Planning Commission to City Council for amendments to Section 1169.05 of the Planning and Zoning Code regarding reduced off-street parking requirements in the C-4 (Central Business) District.

PROPOSED TEXT AMENDMENT

Section 1169.05 currently exempts the central area of the C-4 District from providing the minimum amount of off-street parking as required in Section 1169.04. The exemption area does not extend further east in the C-4 District than Bever Street. The proposed amendment extends the C-4 district exemption area east of Bever Street along East Liberty Street, the south side of East North Street, and the north side of East South Street.

The extension of the C-4 District off-street parking exemption area has been proposed for the following reasons:

- Public parking is sufficiently available for the vast majority of existing uses in the downtown area, including the extended exemption area. Over the past year, the City has gathered and analyzed data related to public parking in the downtown. The data was utilized to formulate the Downtown Parking Study in September. Overall, the study concluded that a sufficient amount of public parking was present in Downtown Wooster. The study also illustrated low use of public parking areas in the Downtown east of Bever Street.
- Additional public parking areas are planned in the extended exemption area to accommodate and promote future growth. Recently, a public parking lot was constructed on the south side of East North Street, east of North Bever Street.
- Minimum off-street parking requirements in downtown settings disproportionately increase the costs to redevelop sites and can discourage the reuse of historic structures that cannot provide the required parking.
- Minimum off-street parking standards are not well suited for the downtown environment. Such standards were developed for suburban greenfield developments which have ample available land, are only accessed by automobiles and have no available public or shared parking. In addition, minimum off-street parking standards often require spaces based on a peak volume occurrence rather than typical parking volumes.

At the November 16th Planning Commission meeting, the Planning Commission made and approved a motion to initiate an amendment of the Planning and Zoning Code for amendments to Section 1169.05.

CRITERIA FOR APPROVAL

When a proposed amendment would result in a change in the text of this Zoning Code but would not result in a change of zoning classification of any property on the zoning map, the Planning Commission and the City Council shall consider the following items when formulating its decisions:

- (a) Whether such change is consistent with the intent and purposes of this Planning and Zoning Code;
- (b) Which areas are most likely to be directly affected by such change and in what way they will be affected; and
- (c) Whether the proposed amendment is made necessary because of changed or changing conditions in the areas of zoning districts affected or in the city generally, and, if so, the nature of such changed or changing conditions.



PLANNING COMMISSION ACTION

After the conclusion of the public hearing required in Section 1119.05, the Planning Commission shall recommend one of the following to City Council, in writing, along with the minutes of the hearing:

- (1) That the amendment be granted as requested;
- (2) That the amendment be granted as modified by the Planning Commission; or,
- (3) That the amendment be denied.

STAFF RECOMMENDATION

Staff recommends approval of Zoning Amendment #ZC-269 for amendments to Section 1169.05 of the Planning and Zoning Code regarding reduced off-street parking requirements in the C-4 (Central Business) District.

Exhibit A

1169.05 REDUCED STANDARDS FOR C-4 CENTRAL BUSINESS DISTRICT.

~~Off-street parking is not required in the C-4 District, however, provision of some spaces is encouraged or in certain cases may be required. The area zoned C-4 east of Bever Street or west of Grant Street shall be excluded from this parking requirement exemption. All new uses in the C-4 District east of Bever, west of Grant Street, or south of Henry shall be required to provide adequate off-street parking according to Section 1169.04. Any new occupant in the C-4 District east of Bever Street, west of Grant Street, or south of Henry that requires the same or less parking than the previous occupant is only responsible for providing the same amount of parking as the previous occupant provided. See Section 1169.13 for loading requirements.~~

Properties in the C-4 District located east of Grant Street and north of Henry Street shall be exempt from requirements of Section 1169.04 to provide a minimum number of off-street parking spaces. All other sections of this Chapter shall remain in full effect.

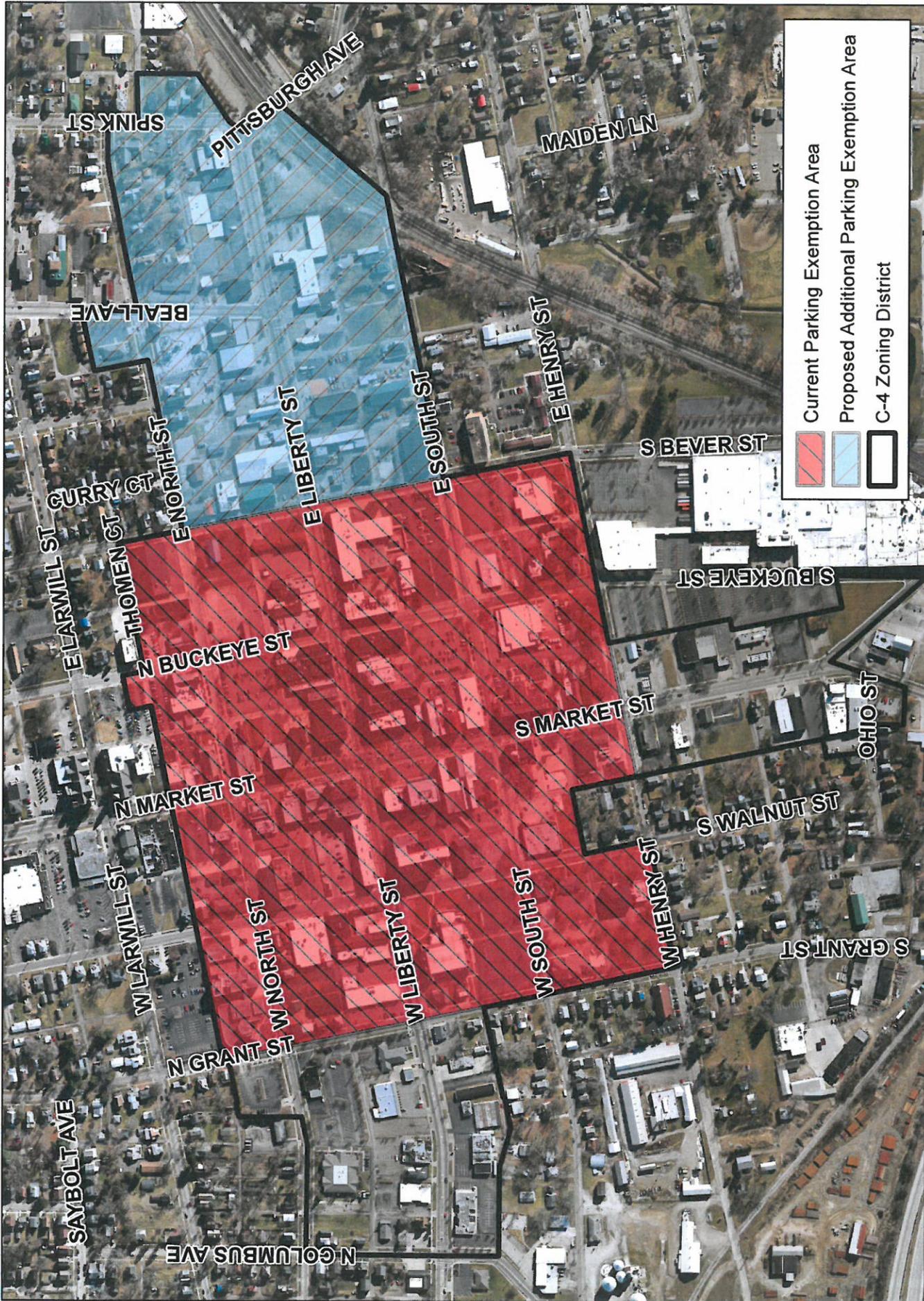
Public Parking Space Comparison

	Exemption Area	Proposed Expansion Area	
		Existing	Projected
Area (Acres)	62.9	27.7	27.7
On Street Spaces	438	101	116
Public Lot Spaces	343	14	129
Spaces per Acre	12.4	4.1	8.8

Existing Building Coverage Comparison

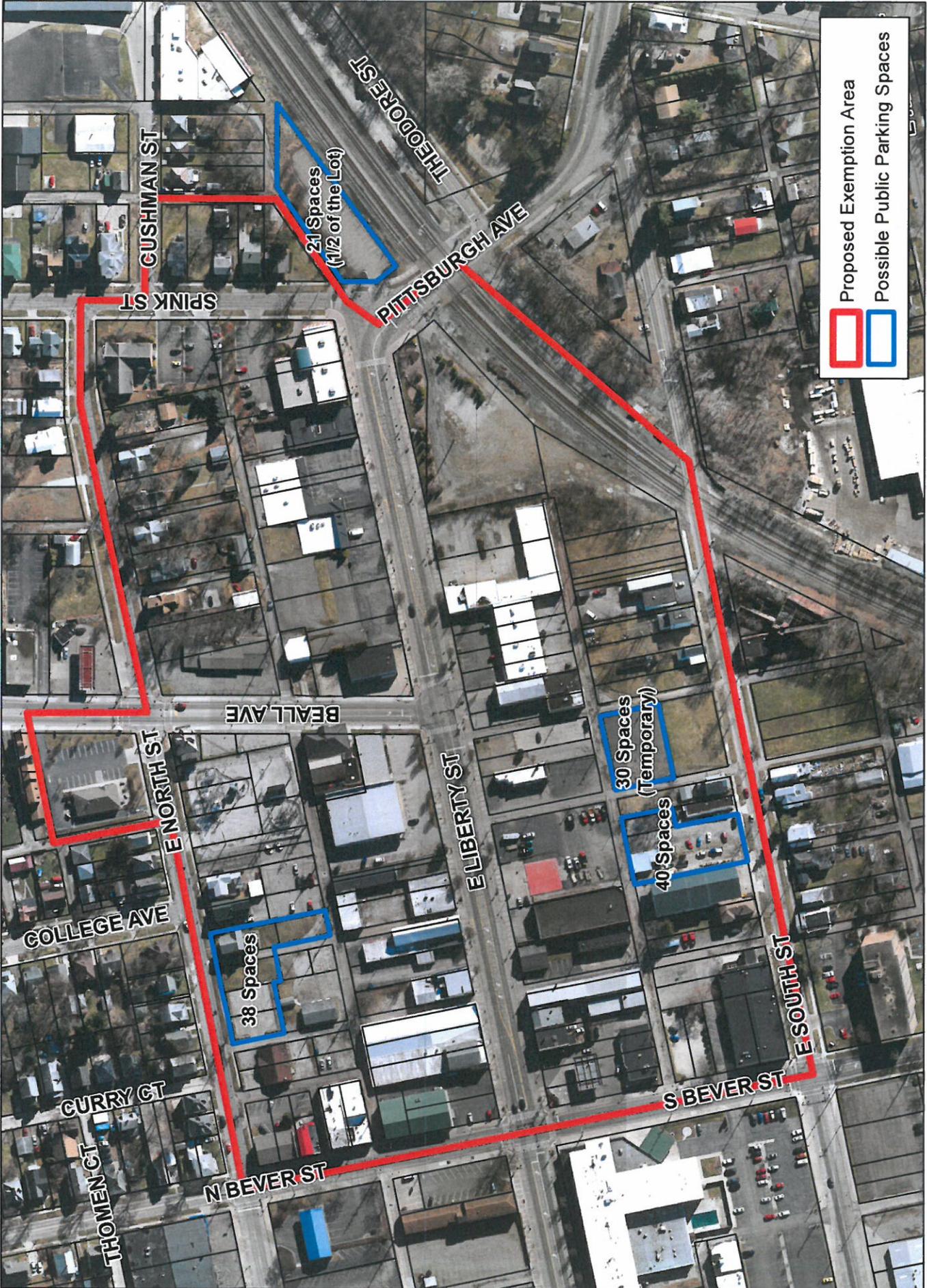
	Exemption Area	Proposed Expansion Area
Area (Acres)	62.9	27.7
Building Coverage (Acres)*	17.3	5.4
Building Coverage	27%	19%

*Additional Building Stories are not included in this calculation



Current Parking Exemption Area
 Proposed Additional Parking Exemption Area
 C-4 Zoning District





Proposed Exemption Area
 Possible Public Parking Spaces



DOWNTOWN WOOSTER PARKING STUDY



Prepared by the City of Wooster Planning and Zoning Division



September 1, 2016

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INTRODUCTION

In 2014, the City of Wooster conducted a complete update of the City's Comprehensive Plan. Based on input and analysis from the Comprehensive Plan, in 2015, the City produced the Downtown Wooster Master Plan which focused on many aspects of the downtown area. The planning process for both plans devoted significant time and effort to gather input from the public through public meetings, steering committee meetings, a statistically valid telephonic survey, and interactive websites. In each plan, a reoccurring topic of discussion was the issue of parking in Downtown Wooster.

In order to provide a clearer picture of parking in Downtown Wooster, the City has taken the initiative to conduct this study to examine parking trends for all public parking spaces. This parking study includes sections identifying the Downtown Wooster Parking Study area, inventorying all public parking spaces, conducting twenty-one parking counts of each public space, analyzing the gathered data, and drawing conclusions.

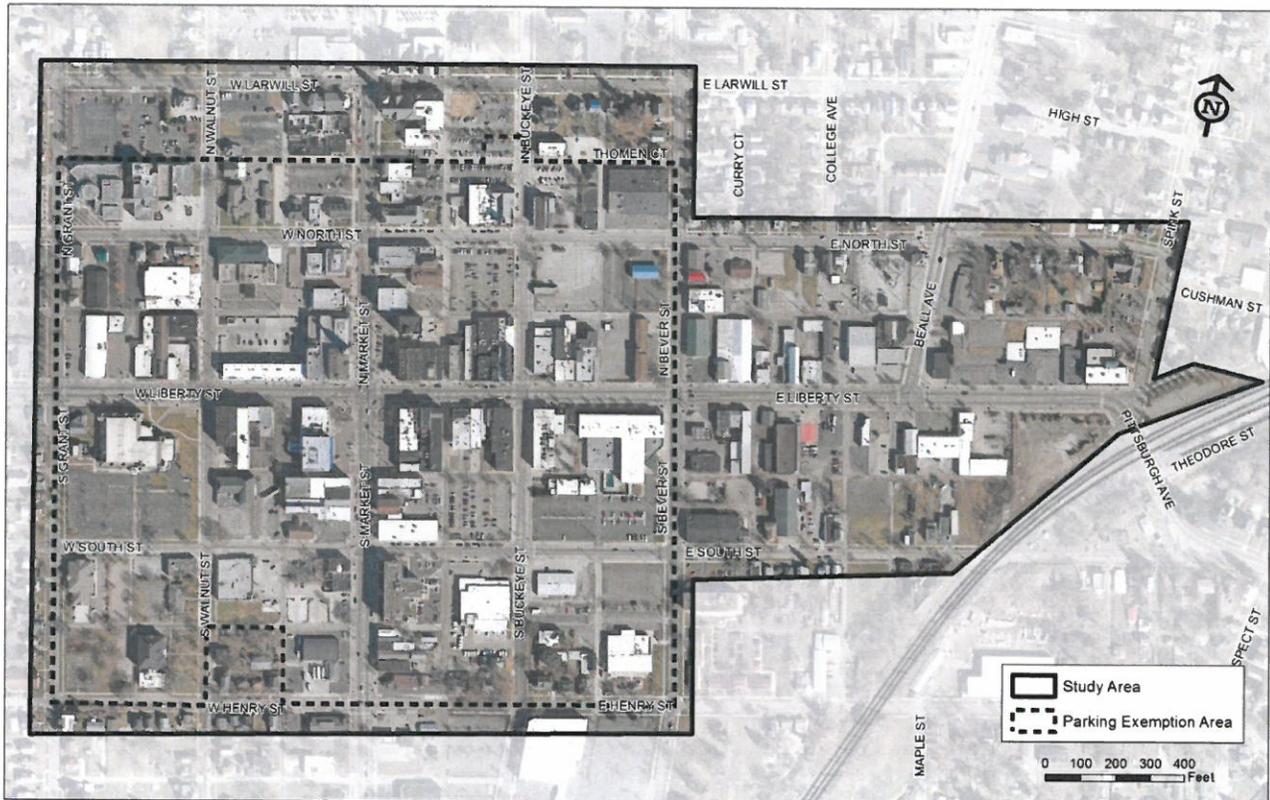
This study seeks to highlight current parking conditions, identify trends and inform future decision making in Downtown Wooster.

STUDY AREA

As seen on Map 1 below, the study area for the project is defined by:

- Larwill Street and East North Street to the north;
- Grant Street to the west;
- Henry Street and East South Street to the south; and
- Spink Street and the railroad tracks to the east.

Map 1 – Study Area



The portion of the Study Area denoted by the dashed line on Map 1 indicates the current parking exemption area, which exempts uses from requirements to provide off-street parking spaces.

The study area was defined in order to comprise the region which supports the majority of public parking in Downtown Wooster. It includes twenty central city blocks which incorporate the majority of public parking spaces in Downtown Wooster.

Though the study area encompasses over 110 acres and contains 1,011 parking spaces, no public parking space was more than two blocks from Market Street or Liberty Street.

PARKING INVENTORY

An inventory of all 1,011 public parking spaces in the study area was completed in the first week of May. For the inventory, parking spaces were categorized into three following types:

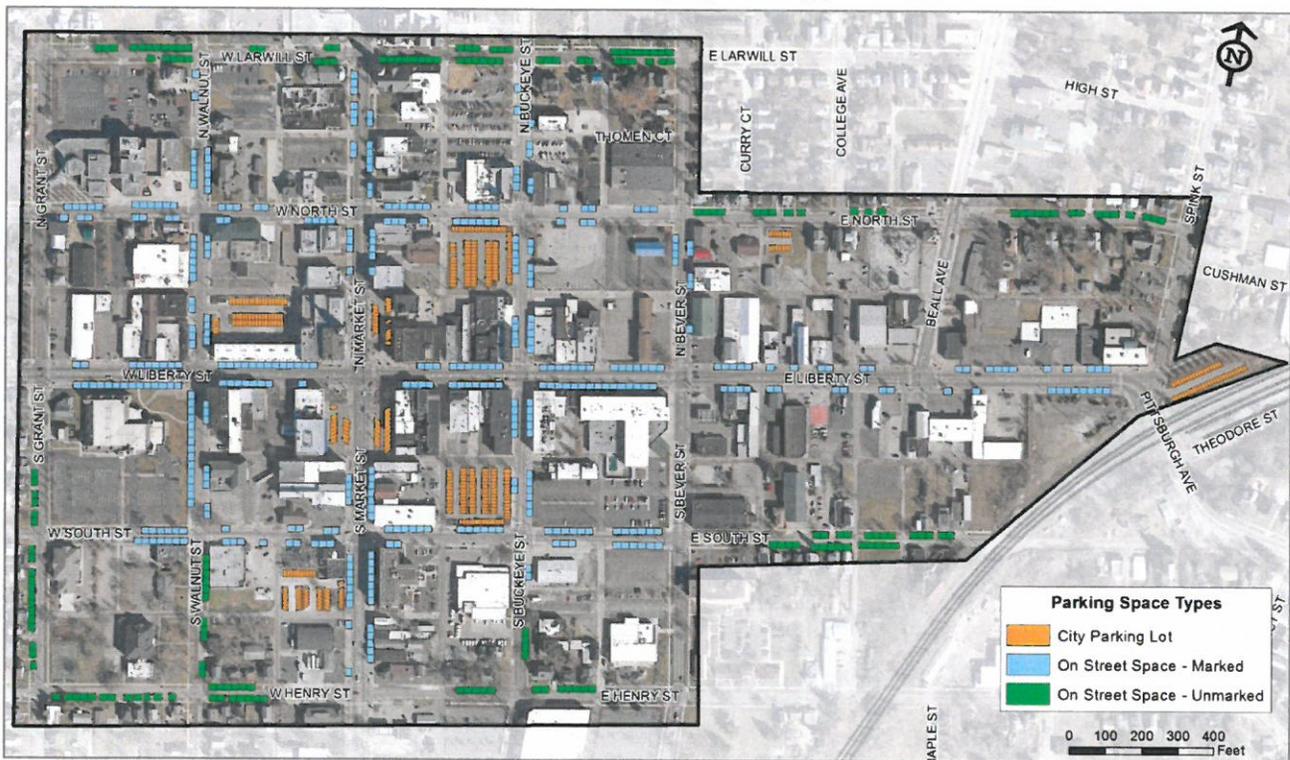
- City Parking Lot (399 spaces or 39%)
- On-Street Space – Marked (425 spaces or 42%)
- On-Street Space – Unmarked (187 spaces or 19%)

Unmarked parking spaces were determined by applying a standard 10 ft. by 20 ft. parallel parking space. Street features such as driveways, alleys and fire hydrants were taken into account when calculating the location of unmarked on-street spaces.

As illustrated in Map 2 below:

- City Parking Lots are mainly located within one block of the intersection of Market Street and Liberty Street.
- On-street marked spaces are primarily located along commercial collector streets.
- On-street unmarked spaces are located largely along the perimeter of the study area.

Map 2 – Parking Space Types



Regulations for parking vary throughout the parking study area. However, in general, spaces in City Parking Lots at the corner of Market Street and Liberty Street are 1-hour maximum, on-street marked spaces and other City Parking Lots are 3-hour maximum and on-street unmarked spaces are unlimited, though overnight parking is not permitted.

The parking inventory also identified leased and unleased parking spaces in City Parking Lots, as shown in Map 3. In addition, all 612 on-street parking spaces in the study area are unleased. Of the 399 spaces located in City Parking Lots:

- 201 spaces are leased to various businesses for time-restricted employee use
- 198 spaces are dedicated for public use

Map 3 – Leased and Unleased Spaces



PARKING SURVEY

Following the aforementioned parking inventory, an intensive survey of parking spaces was conducted between May 10th and June 6th of 2016. Each of the 1,011 spaces in the parking study area was surveyed on 21 separate occurrences for **a total of 21,231 parking spaces surveyed.**

Spaces were surveyed for each day of the week, Monday through Sunday, three times a day. Daily surveys were performed in the Morning (9 am to 11am), Mid-Day (12 pm to 2 pm) and Evening (4 pm to 6 pm), as noted in Table 1 below.

Table 1 – Parking Survey Dates

Monday Morning – 6/06/16	Friday Morning – 5/13/16
Monday Mid-Day – 6/06/16	Friday Mid-Day – 5/13/16
Monday Evening – 6/06/16	Friday Evening – 5/13/16
Tuesday Morning – 5/10/16	Saturday Morning – 5/14/16
Tuesday Mid-Day – 5/10/16	Saturday Mid-Day – 5/14/16
Tuesday Evening – 5/31/16	Saturday Evening – 5/14/16
Wednesday Morning – 5/11/16	Sunday Morning – 5/15/16
Wednesday Mid-Day – 5/11/16	Sunday Mid-Day – 5/15/16
Wednesday Evening – 5/11/16	Sunday Evening – 5/15/16
Thursday Morning – 5/12/16	
Thursday Mid-Day – 5/12/16	
Thursday Evening – 5/12/16	

Results of the parking survey were recorded in extensive data tables. Tables were then condensed and formatted in the following tables, found in Appendix A:

- Table 2 – Parking Survey, Morning (9am to 11am)
- Table 3 – Parking Survey, Mid-Day (12pm to 2 pm)
- Table 4 – Parking Survey, Early Evening (4pm to 6pm).

Each table includes parking count information for all locations in the Parking Study Area for all seven days of the week.

Overall, the 49 different Street Sections and Parking Lots were surveyed three times a day for seven days, produced 1,029 total surveys. A Street Section is a section of a street, between cross streets. For example, Liberty Street from Market Street to Buckeye Street is considered a Street Section.

Data recorded in the tables includes the Street Section and City Parking Lot location, capacity of parking, average observed spaces occupied, days in which parking was observed at 85% capacity or higher, and individual counts each day. Parking observed at less than 85% capacity is generally considered to have available parking, while parking at 85% capacity or higher indicates a shortage of available parking.

THE FOLLOWING GENERAL TRENDS WERE OBSERVED FROM THE PARKING SURVEY TABLES:

- ***Street Sections and City Parking Lots were almost never at capacity.***
 - Of the 1,029 Street Section and Parking Lots surveyed, only 15, or 1.5%, were at capacity.
- ***Street Sections and City Parking Lots were rarely above 85% capacity.***
 - Only 2 Street Sections averaged higher than 85% capacity. This occurred Mid-Day on Liberty Street from Walnut Street to Market Street and Liberty Street from Market Street to Buckeye Street. Both Street Sections averaged 88% of capacity.
 - Only 45 of the 1,029 total Street Sections and City Parking Lots counts, or 4%, were at 85% capacity or higher.
- ***The vast majority of Street Sections and City Parking Lots were, on average, less than half full.***
 - 83% of Street Sections and City Parking Lots were observed below half capacity.

PARKING SURVEY MAPPING

As previously discussed, detailed tables were created for the parking survey. In addition, parking survey data was also recorded spatially utilizing Geographic Information System (GIS) software. Spatial data was formatted and standardized into Maps 4 through 10 found in Appendix B.

Map 4 provides the overall average parking occupancy for each parking space in the study area over the total 21 parking counts. Maps 5 through 7 illustrate the average parking occupancy for the 15 Weekday counts broken into maps for Morning, Mid-Day and Evening. Maps 8 through 10 illustrate the average parking occupancy for the 6 Weekend counts, also broken into maps for Morning, Mid-Day and Evening.

THE FOLLOWING GENERAL TRENDS WERE OBSERVED FROM THE PARKING SURVEY MAPS:

- ***All Maps:***
 - Average occupancy counts were consistently the highest on Liberty Street within one block from Market Street and in portions of the North and South Buckeye Parking lots.
 - In any location, on any map, a parking space was likely available within one block in any direction.
 - Streets on the perimeter of the study area saw low parking occupancy with the exception of Henry Street between South Walnut Street and South Buckeye Street.
 - Low parking occupancy rates of on-street spaces and spaces in city lots were observed in areas east of Bever Street.
- ***Weekday Maps***
 - Counts mirrored the above overall trends with highest parking occupancy rates in the Mid-Day timeframe (Map 6).
 - Higher parking occupancy rates were observed in Morning and Mid-Day timeframes than the Evening timeframe.
- ***Weekend Maps***
 - The Weekend Morning timeframe saw very low parking occupancy.
 - In the Mid-Day and Evening timeframes, trends were similar to Weekday observations, though generally at a lower level.
 - Weekend Mid-Day observations showed high parking occupancy rates on West Liberty Street from Market Street to Grant Street and on Grant Street from West Liberty Street to South Street. These higher counts may be attributed to the adjacent Wayne County Library.
- ***City Parking Lots:***
 - The North and South Buckeye Street City Parking Lots illustrated high parking occupancy rates on Weekdays, particularly during the Morning and Mid-Day timeframes.
 - The Merchants Block Lot was utilized in the Morning and Mid-Day on Weekdays, but had low occupancy rates on Weekday Evenings and on the Weekends.
 - The North Street Lot had consistently low occupancy rates.

- ***City Parking Lots: Leased and Unleased Spaces***

- Weekdays

- The North and South Buckeye Street Lots had comparable leased and unleased parking occupancy rates for Morning and Mid-Day timeframes.
 - The South Market Street Lot leased spaces had moderate to low parking occupancy rates, though leased spaces were typically *more* occupied than unleased spaces.
 - The Merchants Block Lot had leased spaces with moderate parking occupancy rates, though leased spaces were typically *less* occupied than unleased spaces.
 - The East Liberty Lot, which is entirely leased, had moderate parking occupancy rates for Morning and Mid-Day timeframes.

- Weekends

- All leased spaces saw low occupancy rates for Weekend counts.

CONCLUSIONS & RECOMMENDATIONS

Throughout the process of conducting this Parking Study, it was abundantly clear that Downtown Wooster is a vibrant location, which is truly the heart of the City. Where many downtown areas struggle to attract locals and visitors alike, Downtown Wooster is simultaneously a location where locals live, work and play as well as a destination sought out by those outside the community. With such vitality comes the challenge of providing parking for a variety of users in an environment which was not established in the age of the automobile.

This study has shown that Downtown Wooster has an overall adequate amount of public parking. In all parking counts, less than half of all available spaces were utilized. In addition, many areas on the perimeter of the study area and east of Bever Street saw consistently low parking occupancy rates.

However, areas within one block of the intersection of Market Street and Liberty Street often saw high parking occupancy rates, particular Weekdays in the Morning and Mid-Day. At such times, parking was generally concentrated on Liberty Street, the North and South Buckeye Lots, and the Merchants Block lot. The desirability of such parking spaces is clearly due to the proximity to the concentration of business and Wayne County agencies, such as the Courthouse and the Library.

General recommendations for future parking considerations in Downtown Wooster include:

- Continue efforts to improve wayfinding by providing additional signs and other devices to direct motorists to public parking areas and from parking areas to businesses and attractions.
- Coordinate with downtown business owners and downtown organizations to review and refine existing parking regulations.
- Examine existing lease agreements to determine if the number leased spaces may be reduced, the location of leased spaces may be altered and if leased spaces are necessary in certain public parking lots.
- Continue investments in public parking lots, particularly in areas in the eastern portion of the study area which are targeted for redevelopment.
- Investigate the possibility of expanding the existing parking exemption district to the east of Bever Street.
- Encourage businesses and organizations with private parking areas to discuss the possibility of shared parking agreements, particularly when uses have complimentary hours of operation.

APPENDIX A – PARKING SURVEY TABLES

Table 2 – Parking Survey, Morning (9am to 11am)

Street or Lot	Street Section		LocationID	Capacity	Avg.	Avg.% Full	Counts 85% Full or Higher	Daily Parking Counts						
								M	T	W	Th	F	Sa	Su
Larwill St.	Grant St.	to Walnut St.	LarwillGW	16	2	14%	0	3	2	1	2	1	1	1
	Walnut St.	to Market St.	LarwillWM	7	3	40%	0	0	5	4	3	2	0	4
	Market St.	to Buckeye St.	LarwillMB	20	1	4%	0	4	0	0	0	0	1	14
	Buckeye St.	to Bever St.	LarwillBB	19	2	11%	0	0	3	2	3	2	0	2
North St.	Grant St.	to Walnut St.	NorthGW	18	5	29%	0	7	6	3	6	4	4	4
	Walnut St.	to Market St.	NorthWM	11	4	36%	0	3	8	3	0	6	0	2
	Market St.	to Buckeye St.	NorthMB	20	8	38%	1	1	12	5	13	7	1	20
	Buckeye St.	to Bever St.	NorthBuBe	9	5	56%	0	5	6	3	5	6	1	0
	Bever St.	to Beall Ave.	NorthBeBe	12	2	17%	0	2	2	2	2	2	2	3
	Beall Ave.	to Spink St.	NorthBS	15	2	12%	0	0	3	2	2	2	1	2
Liberty St.	Grant St.	to Walnut St.	LibertyGW	23	16	70%	0	18	19	13	15	16	15	0
	Walnut St.	to Market St.	LibertyWM	21	17	83%	3	15	18	17	19	18	14	7
	Market St.	to Buckeye St.	LibertyMB	21	13	62%	0	6	16	16	15	12	14	5
	Buckeye St.	to Bever St.	LibertyBuBe	29	13	44%	0	16	9	15	6	18	7	2
	Bever St.	to Beall Ave.	LibertyBeBe	21	3	15%	0	0	7	2	5	2	2	0
	Beall Ave.	to RR Tracks	LibertyBR	21	2	9%	0	3	3	3	0	0	1	0
South St.	Grant St.	to Walnut St.	SouthGW	13	4	29%	0	3	4	4	4	4	0	0
	Walnut St.	to Market St.	SouthWM	14	7	53%	1	6	4	6	13	8	12	0
	Market St.	to Buckeye St.	SouthMB	14	6	46%	1	6	11	3	7	5	3	13
	Buckeye St.	to Bever St.	SouthBuBe	21	8	38%	0	9	10	10	4	7	4	0
	Bever St.	to RR Tracks	SouthBeRe	27	2	7%	0	4	1	1	2	1	3	4
Henry St.	Grant St.	to Walnut St.	HenryGW	12	2	17%	0	1	4	3	1	1	3	3
	Walnut St.	to Market St.	HenryWM	13	9	69%	1	7	13	10	8	7	7	6
	Market St.	to Buckeye St.	HenryMB	5	4	84%	1	2	5	4	5	5	2	3
	Buckeye St.	to Bever St.	HenryBB	7	2	31%	0	3	1	3	2	2	2	2
Grant St.	Larwill St.	to North St.	GrantLN	0	-	-	-	-	-	-	-	-	-	-
	North St.	to Liberty St.	GrantNL	0	-	-	-	-	-	-	-	-	-	-
	Liberty St.	to South St.	GrantLS	6	3	47%	0	3	3	3	3	2	3	3
	South St.	to Henry St.	GrantSH	13	3	23%	0	3	5	3	2	2	6	7
Walnut St.	Larwill St.	to North St.	WalnutLN	13	2	14%	0	2	0	3	0	4	1	1
	North St.	to Liberty St.	WalnutNL	18	13	73%	1	14	10	14	12	16	13	0
	Liberty St.	to South St.	WalnutLS	23	9	40%	0	10	11	8	12	5	10	1
	South St.	to Henry St.	WalnutSH	11	5	44%	1	4	10	5	3	2	1	1
Market St.	Larwill St.	to North St.	MarketLN	16	2	10%	0	1	0	0	5	2	1	10
	North St.	to Liberty St.	MarketNL	9	4	42%	0	1	4	5	2	7	5	0
	Liberty St.	to South St.	MarketLS	11	4	35%	0	4	0	8	0	7	6	3
	South St.	to Henry St.	MarketSH	21	3	15%	0	5	5	1	0	5	5	3
Buckeye St.	Larwill St.	to North St.	BuckeyeLN	10	5	52%	0	4	5	6	6	5	0	6
	North St.	to Liberty St.	BuckeyeNL	19	8	41%	0	8	7	7	10	7	4	6
	Liberty St.	to South St.	BuckeyeLS	18	9	52%	0	9	8	10	10	10	9	0
	South St.	to Henry St.	BuckeyeSH	6	5	83%	0	5	5	5	5	5	5	0
Bever St.	Larwill St.	to North St.	BeverLN	0	-	-	-	-	-	-	-	-	-	-
	North St.	to Liberty St.	BeverNL	9	5	51%	0	5	6	3	5	4	4	0
	Liberty St.	to South St.	BeverLS	0	-	-	-	-	-	-	-	-	-	-
	South St.	to Henry St.	BeverSH	0	-	-	-	-	-	-	-	-	-	-
Spink St.	North St.	to Liberty St.	Spink	0	-	-	-	-	-	-	-	-	-	-
Merchants Block Lot			MerchantsLot	54	29	53%	0	32	29	30	25	28	15	3
Square NE Lot			SquareNELot	17	10	56%	0	8	6	7	14	13	12	0
Square SE Lot			SquareSELot	16	5	30%	1	2	8	6	4	4	16	2
Square SW Lot			SquareSWLot	14	8	60%	1	7	7	12	10	6	8	1
South Market Lot			SMarketLot	46	18	39%	0	16	20	22	19	13	5	9
North Buckeye Lot			NBuckeyeLot	98	65	66%	0	63	65	56	75	65	29	27
South Buckeye Lot			SBuckeyeLot	98	45	46%	0	46	48	45	44	44	14	43
North Street Lot			NorthStLot	14	4	30%	0	1	1	5	8	6	3	0
E. Liberty/RR Tracks Lot			ELibertyLot	42	18	43%	0	15	19	24	20	12	0	0
Totals				1011	424	42%	12	392	454	423	436	412	275	223

Table 3 – Parking Survey, Mid-Day (12pm to 2 pm)

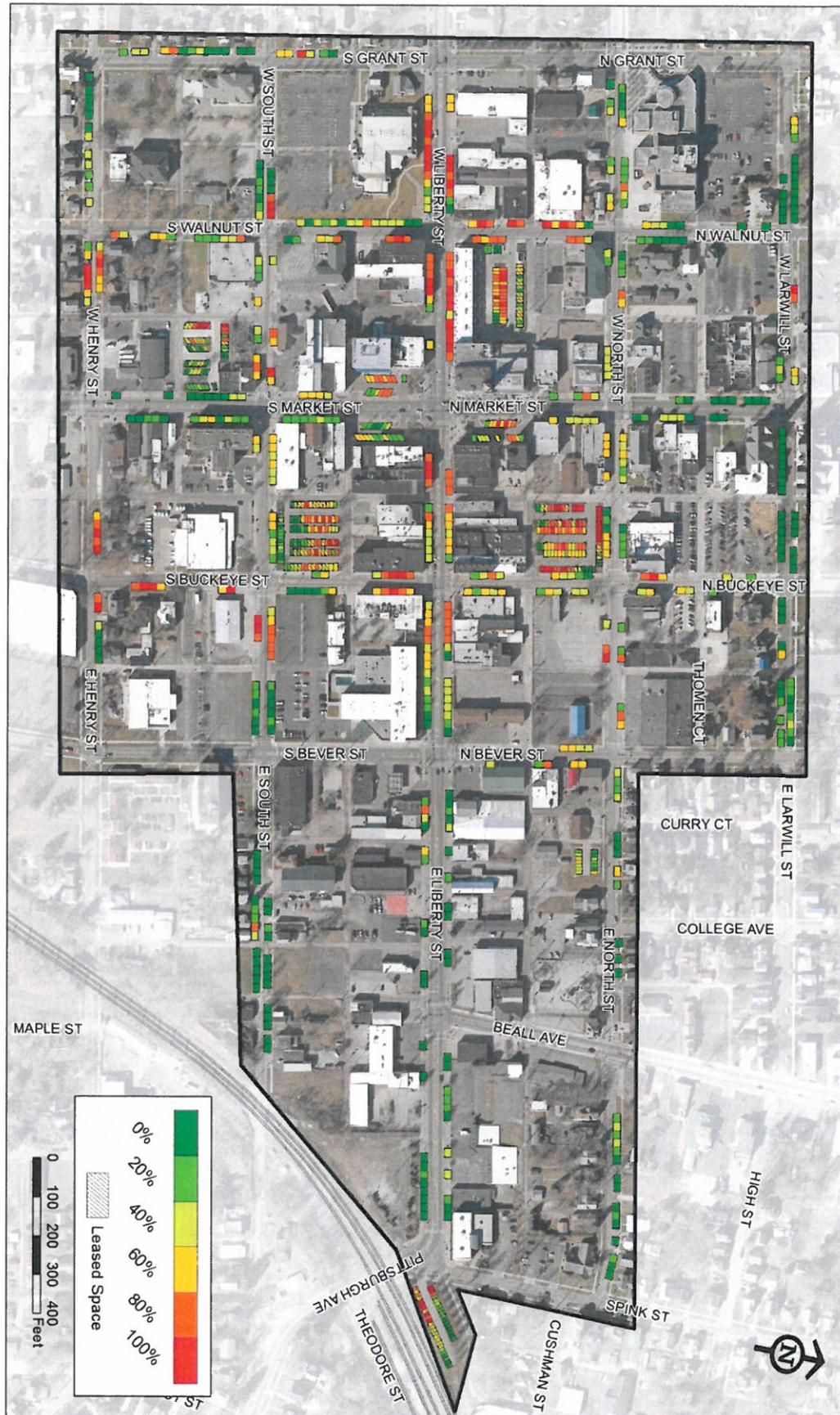
Street or Lot	Street Section		LocationID	Capacity	Avg.	Avg.% Full	Counts 85% Full or Higher	Daily Parking Counts						
								M	T	W	Th	F	Sa	Su
Larwill St.	Grant St. to Walnut St.	LarwillGW	16	1	8%	0	0	1	1	1	1	1	1	
	Walnut St. to Market St.	LarwillWM	7	3	37%	0	3	2	2	3	3	0	1	
	Market St. to Buckeye St.	LarwillMB	20	0	1%	0	1	0	0	0	0	1	0	
	Buckeye St. to Bever St.	LarwillBB	19	2	12%	0	2	2	2	3	2	2	5	
North St.	Grant St. to Walnut St.	NorthGW	18	9	49%	0	9	9	8	11	7	5	9	
	Walnut St. to Market St.	NorthWM	11	5	45%	0	2	5	5	6	7	3	0	
	Market St. to Buckeye St.	NorthMB	20	8	42%	1	10	4	14	7	7	17	0	
	Buckeye St. to Bever St.	NorthBuBe	9	6	69%	1	6	6	8	4	7	0	0	
	Bever St. to Beall Ave.	NorthBeBe	12	2	18%	0	2	2	1	2	4	2	3	
	Beall Ave. to Spink St.	NorthBS	15	2	15%	0	1	3	2	3	2	2	3	
Liberty St.	Grant St. to Walnut St.	LibertyGW	23	14	61%	1	15	11	5	21	18	17	13	
	Walnut St. to Market St.	LibertyWM	21	18	88%	6	21	14	20	19	18	20	20	
	Market St. to Buckeye St.	LibertyMB	21	18	85%	4	20	18	20	15	16	18	14	
	Buckeye St. to Bever St.	LibertyBuBe	29	10	34%	0	6	11	7	15	10	11	0	
	Bever St. to Beall Ave.	LibertyBeBe	21	7	32%	0	3	8	6	7	10	9	3	
	Beall Ave. to RR Tracks	LibertyBR	21	1	7%	0	2	2	1	2	0	0	0	
South St.	Grant St. to Walnut St.	SouthGW	13	5	35%	0	4	6	4	5	4	0	0	
	Walnut St. to Market St.	SouthWM	14	6	41%	0	4	1	6	9	9	1	2	
	Market St. to Buckeye St.	SouthMB	14	8	56%	0	3	10	8	7	11	4	1	
	Buckeye St. to Bever St.	SouthBuBe	21	8	39%	0	10	10	7	5	9	3	0	
	Bever St. to RR Tracks	SouthBeRe	27	2	9%	0	4	2	3	1	2	3	5	
Henry St.	Grant St. to Walnut St.	HenryGW	12	2	20%	0	1	3	1	3	4	2	1	
	Walnut St. to Market St.	HenryWM	13	8	65%	1	8	12	9	8	5	6	5	
	Market St. to Buckeye St.	HenryMB	5	4	84%	2	3	4	4	5	5	2	3	
	Buckeye St. to Bever St.	HenryBB	7	2	23%	0	1	1	2	2	2	2	1	
Grant St.	Larwill St. to North St.	GrantLN	0	-	-	-	-	-	-	-	-	-	-	
	North St. to Liberty St.	GrantNL	0	-	-	-	-	-	-	-	-	-	-	
	Liberty St. to South St.	GrantLS	6	3	50%	1	4	2	3	3	3	5	3	
	South St. to Henry St.	GrantSH	13	4	32%	0	3	5	4	4	5	6	7	
Walnut St.	Larwill St. to North St.	WalnutLN	13	5	37%	0	5	4	7	5	3	2	0	
	North St. to Liberty St.	WalnutNL	18	12	69%	2	13	7	17	14	11	15	4	
	Liberty St. to South St.	WalnutLS	23	14	62%	1	12	9	21	16	13	18	17	
	South St. to Henry St.	WalnutSH	11	5	47%	0	3	9	7	4	3	1	1	
Market St.	Larwill St. to North St.	MarketLN	16	1	6%	0	2	1	0	1	1	0	0	
	North St. to Liberty St.	MarketNL	9	4	42%	0	5	3	4	3	4	0	1	
	Liberty St. to South St.	MarketLS	11	4	33%	0	5	2	8	0	3	8	3	
	South St. to Henry St.	MarketSH	21	5	26%	0	7	8	6	0	6	10	1	
Buckeye St.	Larwill St. to North St.	BuckeyeLN	10	4	36%	0	2	3	2	5	6	6	2	
	North St. to Liberty St.	BuckeyeNL	19	10	54%	0	10	7	8	14	12	12	2	
	Liberty St. to South St.	BuckeyeLS	18	8	46%	0	6	12	3	9	11	7	1	
	South St. to Henry St.	BuckeyeSH	6	4	60%	2	4	3	4	5	2	5	0	
Bever St.	Larwill St. to North St.	BeverLN	0	-	-	-	-	-	-	-	-	-	-	
	North St. to Liberty St.	BeverNL	9	5	58%	1	6	1	7	8	4	7	0	
	Liberty St. to South St.	BeverLS	0	-	-	-	-	-	-	-	-	-	-	
	South St. to Henry St.	BeverSH	0	-	-	-	-	-	-	-	-	-	-	
Spink St.	North St. to Liberty St.	Spink	0	-	-	-	-	-	-	-	-	-	-	
Merchants Block Lot		MerchantsLot	54	34	63%	0	36	31	37	37	29	24	8	
Square NE Lot		SquareNELot	17	9	55%	0	7	10	9	10	11	9	5	
Square SE Lot		SquareSELot	16	8	53%	1	11	6	9	2	14	16	9	
Square SW Lot		SquareSWLot	14	11	79%	1	7	11	14	12	11	14	8	
South Market Lot		SMarketLot	46	15	33%	0	16	13	20	16	10	6	5	
North Buckeye Lot		NBuckeyeLot	98	63	65%	0	62	59	72	71	53	42	17	
South Buckeye Lot		SBuckeyeLot	98	54	55%	0	48	58	50	52	60	31	21	
North Street Lot		NorthStLot	14	1	4%	0	0	0	2	0	1	0	0	
E. Liberty/RR Tracks Lot		ELibertyLot	42	18	42%	0	21	21	15	17	15	0	0	
Totals			1011	454	45%	25	436	432	475	472	454	375	205	

Table 4 – Parking Survey, Early Evening (4pm to 6pm)

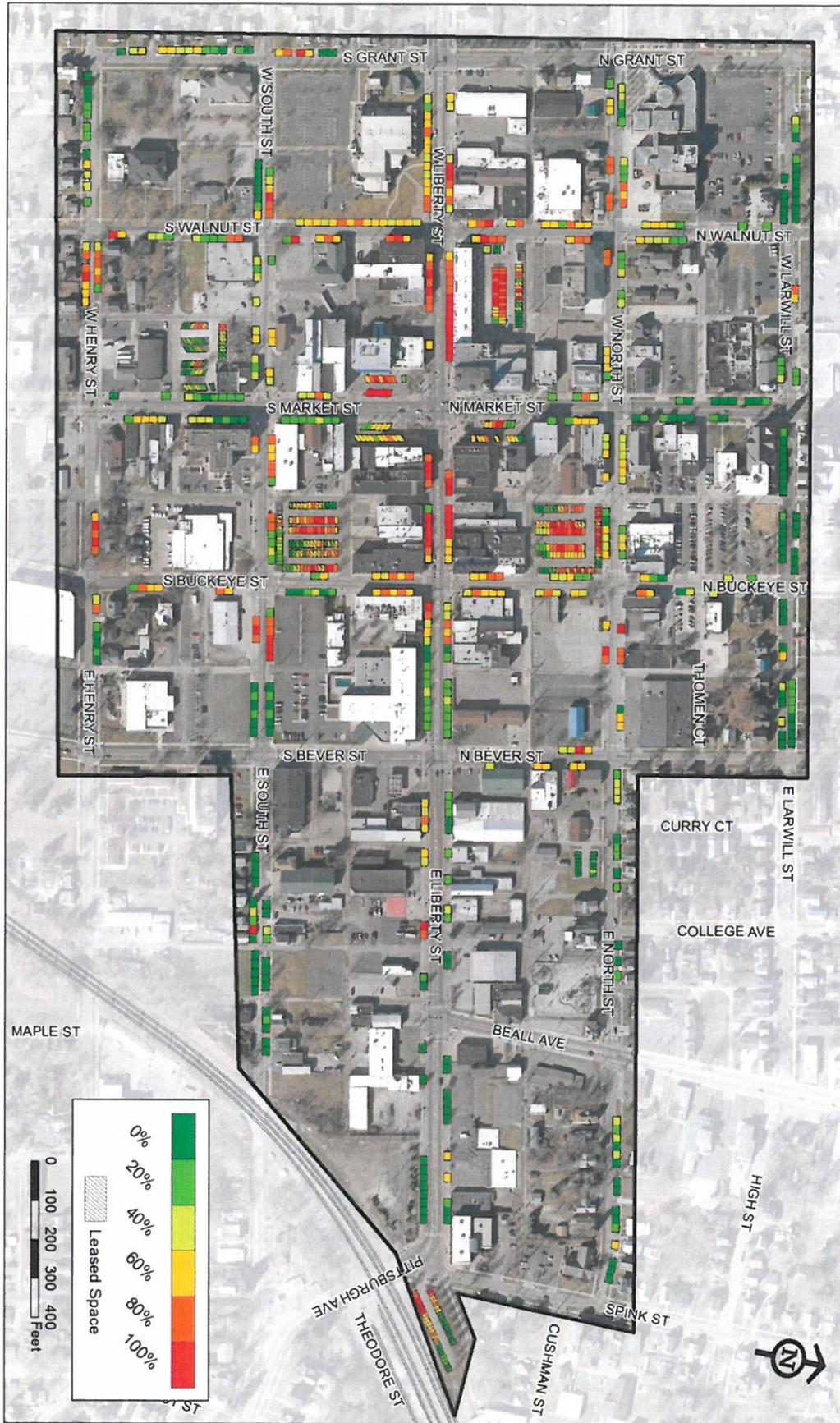
Street or Lot	Street Section	LocationID	Capacity	Avg.	Avg.% Full	Counts 85% Full or Higher	Daily Parking Counts						
							M	T	W	Th	F	Sa	Su
Larwill St.	Grant St. to Walnut St.	LarwillGW	16	1.4	9%	0	1	1	1	1	1	1	1
	Walnut St. to Market St.	LarwillWM	7	3	43%	0	4	2	5	3	1	0	0
	Market St. to Buckeye St.	LarwillMB	20	0	0%	0	0	0	0	0	0	0	0
	Buckeye St. to Bever St.	LarwillBB	19	3	16%	0	2	3	3	2	5	2	3
North St.	Grant St. to Walnut St.	NorthGW	18	4.4	24%	0	3	8	3	4	4	3	4
	Walnut St. to Market St.	NorthWM	11	1.2	11%	0	2	2	0	2	0	2	0
	Market St. to Buckeye St.	NorthMB	20	0.6	3%	0	0	0	1	0	2	0	0
	Buckeye St. to Bever St.	NorthBuBe	9	2.8	31%	0	4	2	4	4	0	0	0
	Bever St. to Beall Ave.	NorthBeBe	12	1	8%	0	0	2	1	1	1	4	2
Beall Ave. to Spink St.	NorthBS	15	2	13%	0	2	1	3	2	2	3	2	
Liberty St.	Grant St. to Walnut St.	LibertyGW	23	4.2	18%	0	6	5	2	2	6	1	1
	Walnut St. to Market St.	LibertyWM	21	12	57%	1	12	11	7	15	15	21	8
	Market St. to Buckeye St.	LibertyMB	21	13.2	63%	1	11	13	14	15	13	18	16
	Buckeye St. to Bever St.	LibertyBuBe	29	9.2	32%	0	13	7	7	11	8	2	13
	Bever St. to Beall Ave.	LibertyBeBe	21	4	19%	0	1	1	5	4	9	6	0
Beall Ave. to RR Tracks	LibertyBR	21	0.2	1%	0	0	0	1	0	0	0	0	
South St.	Grant St. to Walnut St.	SouthGW	13	1.4	11%	0	1	0	3	1	2	0	0
	Walnut St. to Market St.	SouthWM	14	4.4	31%	0	5	1	3	10	3	0	5
	Market St. to Buckeye St.	SouthMB	14	3	21%	0	0	1	4	5	5	4	2
	Buckeye St. to Bever St.	SouthBuBe	21	2.6	12%	0	2	1	2	4	4	0	0
	Bever St. to RR Tracks	SouthBeRe	27	3	11%	0	3	5	1	4	2	4	4
Henry St.	Grant St. to Walnut St.	HenryGW	12	2	17%	0	2	2	3	1	2	3	2
	Walnut St. to Market St.	HenryWM	13	8.6	66%	0	9	10	9	7	8	7	7
	Market St. to Buckeye St.	HenryMB	5	2.8	56%	0	4	3	2	3	2	1	2
	Buckeye St. to Bever St.	HenryBB	7	1	14%	0	1	1	1	1	1	1	1
Grant St.	Larwill St. to North St.	GrantLN	0	-	-	-	-	-	-	-	-	-	-
	North St. to Liberty St.	GrantNL	0	-	-	-	-	-	-	-	-	-	-
	Liberty St. to South St.	GrantLS	6	2.4	40%	0	2	1	4	2	3	3	4
	South St. to Henry St.	GrantSH	13	3.4	26%	0	3	2	3	3	6	4	4
Walnut St.	Larwill St. to North St.	WalnutLN	13	4.4	34%	1	5	8	2	6	1	12	1
	North St. to Liberty St.	WalnutNL	18	5	28%	0	6	6	2	2	9	2	0
	Liberty St. to South St.	WalnutLS	23	7.2	31%	0	4	10	9	8	5	4	5
	South St. to Henry St.	WalnutSH	11	1.8	16%	0	2	2	3	1	1	1	1
Market St.	Larwill St. to North St.	MarketLN	16	0	0%	0	0	0	0	0	0	0	0
	North St. to Liberty St.	MarketNL	9	0.4	4%	0	1	0	0	1	0	0	0
	Liberty St. to South St.	MarketLS	11	7.4	67%	1	8	7	11	3	8	8	7
	South St. to Henry St.	MarketSH	21	5.6	27%	0	3	7	9	1	8	14	2
Buckeye St.	Larwill St. to North St.	BuckeyeLN	10	1	10%	0	0	1	0	1	3	1	1
	North St. to Liberty St.	BuckeyeNL	19	11.6	61%	1	8	10	10	12	18	10	7
	Liberty St. to South St.	BuckeyeLS	18	4.4	24%	0	2	3	3	13	1	4	0
	South St. to Henry St.	BuckeyeSH	6	1.2	20%	0	1	2	1	2	0	1	0
Bever St.	Larwill St. to North St.	BeverLN	0	-	-	-	-	-	-	-	-	-	-
	North St. to Liberty St.	BeverNL	9	5.2	58%	1	8	2	5	7	4	5	2
	Liberty St. to South St.	BeverLS	0	-	-	-	-	-	-	-	-	-	-
	South St. to Henry St.	BeverSH	0	-	-	-	-	-	-	-	-	-	-
Spink St.	North St. to Liberty St.	Spink	0	-	-	-	-	-	-	-	-	-	-
Merchants Block Lot		MerchantsLot	54	8.6	16%	0	14	7	8	4	10	10	10
Square NE Lot		SquareNELot	17	5.6	33%	0	7	10	2	2	7	7	4
Square SE Lot		SquareSELot	16	11	69%	1	4	9	13	16	13	12	12
Square SW Lot		SquareSWLot	14	6.4	46%	1	13	3	2	6	8	8	4
South Market Lot		SMarketLot	46	8.4	18%	0	5	5	15	10	7	4	6
North Buckeye Lot		NBuckeyeLot	98	47.8	49%	0	31	50	49	57	52	33	26
South Buckeye Lot		SBuckeyeLot	98	39.8	41%	0	31	36	41	43	48	46	40
North Street Lot		NorthStLot	14	1	7%	0	0	0	0	4	1	0	0
E. Liberty/RR Tracks Lot		ELibertyLot	42	6.8	16%	0	9	13	1	9	2	0	0
Totals			1011	287.4	28%	8	255	276	278	315	311	272	209

APPENDIX B – PARKING MAPS

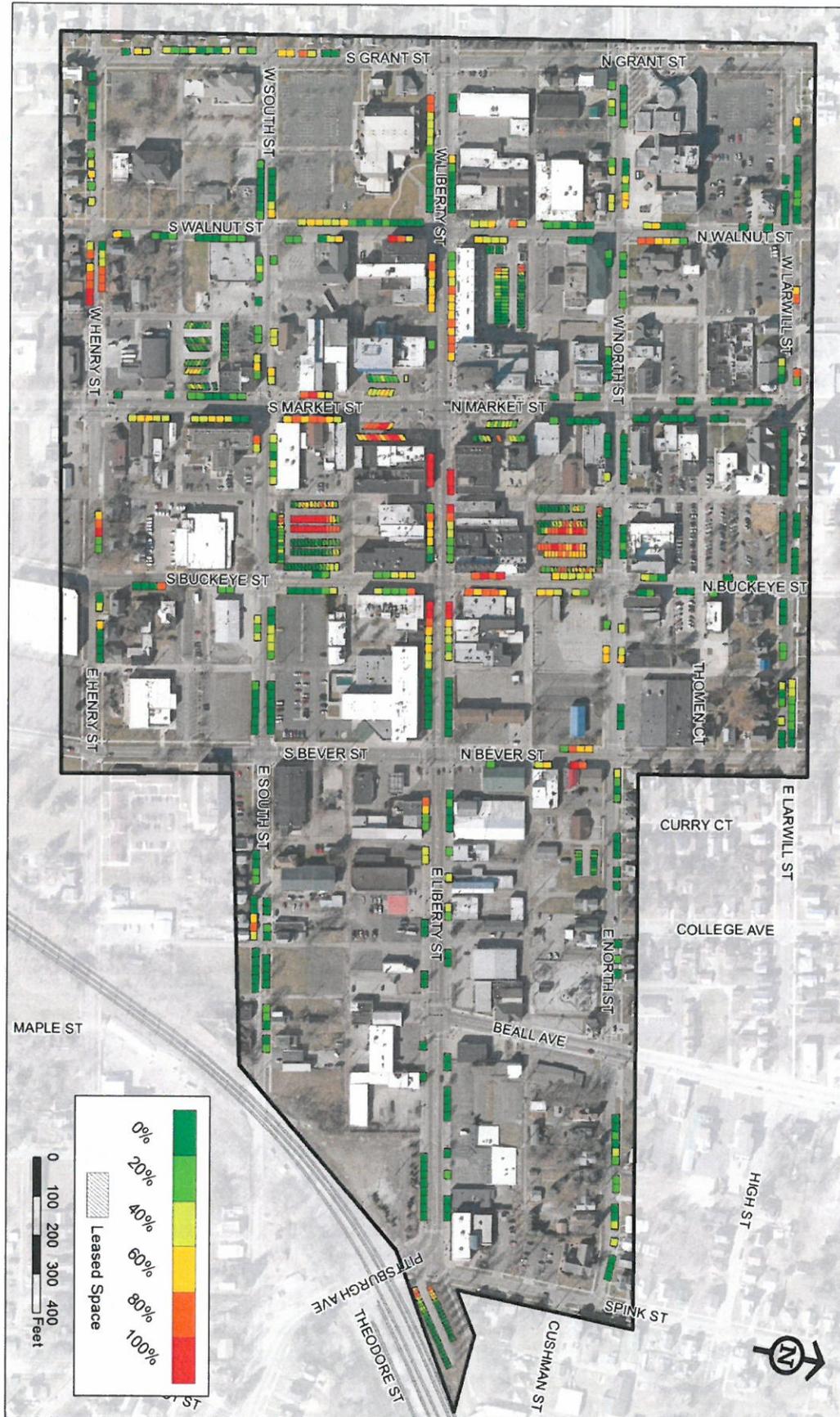
Map 5 – Weekday Morning Average Occupancy



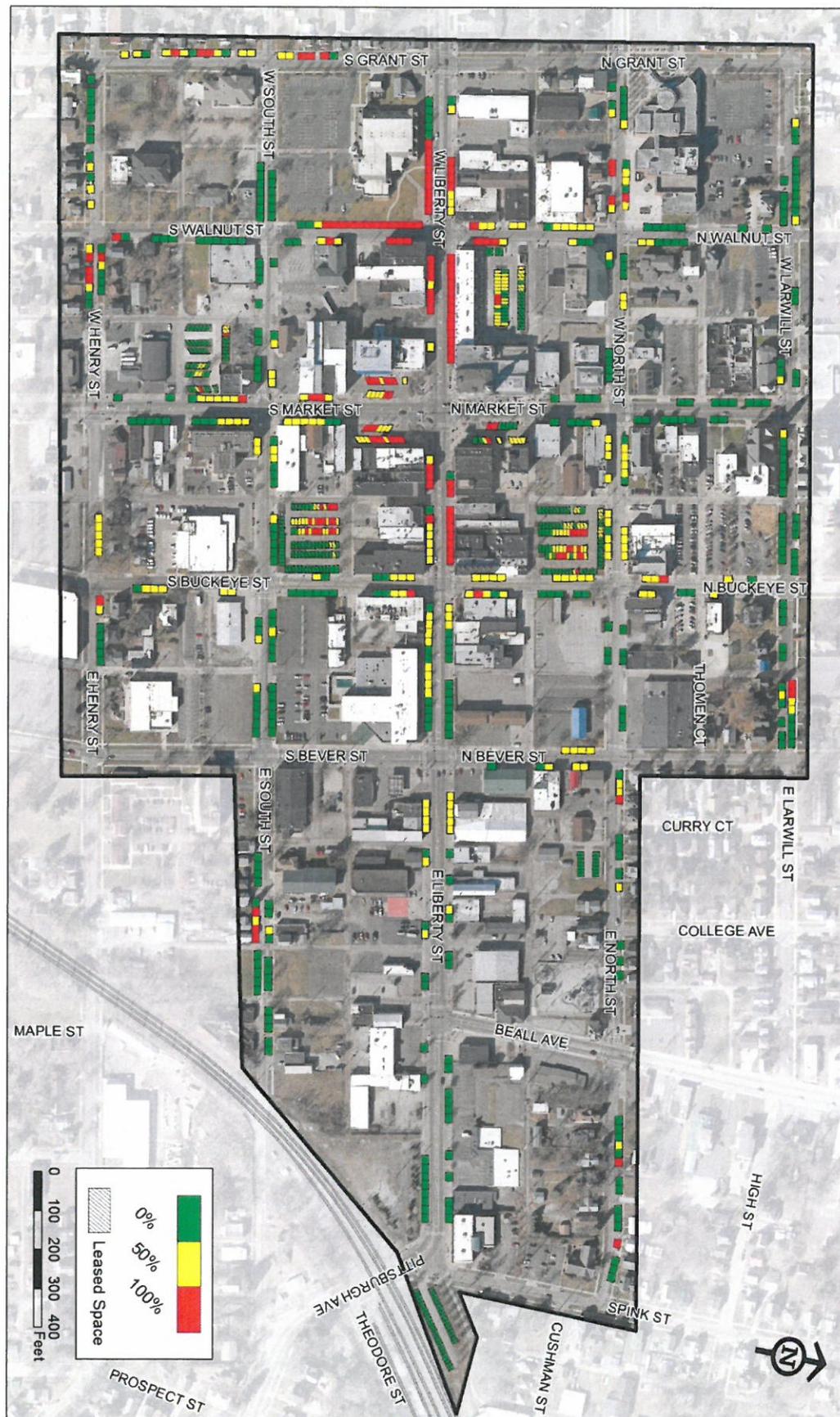
Map 6 – Weekday Mid-Day Average Occupancy



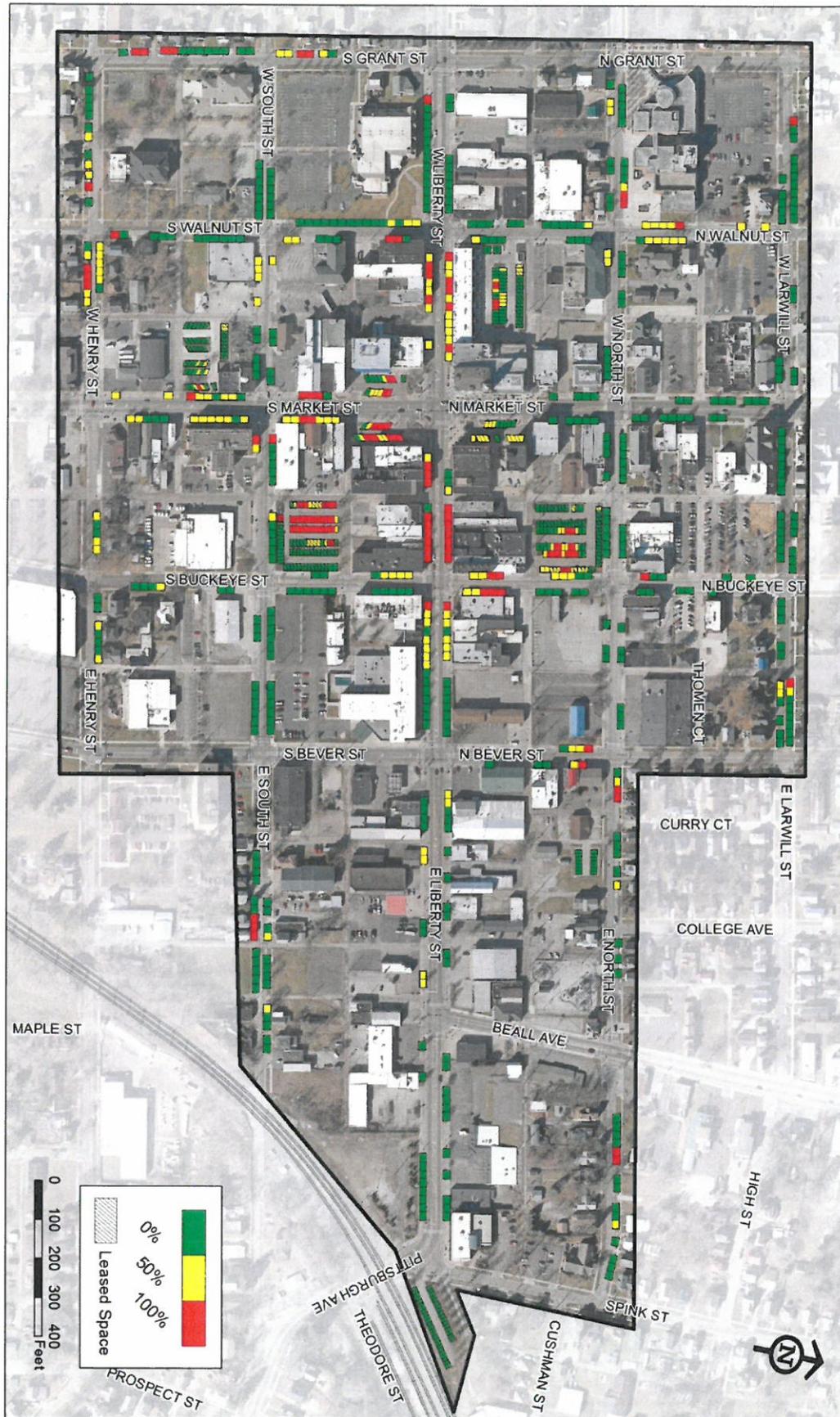
Map 7 – Weekday Evening Average Occupancy



Map 9 – Weekend Mid-Day Average Occupancy



Map 10 – Weekend Evening Average Occupancy



**Request for Agenda Item
Non-Capital**

Division **Meeting Date Requested**

Project Name **Approved for Agenda**

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

Matt Long of Critchfield, Critchfield & Johnston Ltd. representing Jackie and Cynthia Welch is requesting approval from City Council for a zoning map amendment to designate 0.651 acres at 1039 Perkins Avenue with Parcel Numbers 56-00135.000, 56-00137.00 and 56-00139.00 to an R-2 (Single Family Residential) zoning district upon annexation into the City of Wooster.

Zoning Amendment applications require a recommendation from the Planning Commission prior to City Council's review. At the December 28th, 2016 meeting of the City of Wooster Planning Commission, a motion was made to forward an approval recommendation from the Planning Commission to City Council for the Zoning Amendment application (#ZC-268) with the condition that the three subject properties shall be combined into one single property. The motion was approved unanimously by the eight present Planning Commission Members.

The application requires a public hearing before City Council per the notification requirements of Section 1119.09 of the City of Wooster Codified Ordinances.

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

Manager Requesting

Date

Approved for Agenda



Zoning Map Amendment #ZC-268 Perkins Avenue Zoning Designation

Property Owners: Jackie and Cynthia Welch
Applicant: Matt Long of Critchfield, Critchfield & Johnston Ltd.
Location: 1039 Perkins Avenue
Proposed Zoning: R-2 (Single Family Residential)
Request: An approval recommendation from the Planning Commission to City Council for a Zoning Map Amendment to designate 0.651 acres to an R-2 (Single Family Residential) zoning district upon annexation into the City of Wooster

LOCATION AND SURROUNDING USES

The site consists of three properties composed of 0.547 acres of private property and 0.104 acres of right of way located on Perkins Avenue. All adjacent properties contain single family residential uses. Properties to the east are located within the city and zoned R-2. All other surrounding properties are located outside of the City of Wooster.



PROPOSED APPLICATION

The applicant is requesting annexation into the City of Wooster and is currently progressing through annexation procedures. The applicant is requesting a zoning of R-2 for the subject properties upon their annexation into the City.



ZONING DISTRICT INTENT

The intent of the R-2 zoning district is as follows, per Section 1133.01(h)(2):

The R-2 Single-Family District is established to promote, preserve and protect medium-low density predominantly single-family neighborhoods in the City. Two-family dwellings are restricted to locations where they are designed and located in a manner that is compatible with the existing or proposed residential neighborhood.

PERMITTED USES

Table 1133.02 includes a list of all Permitted (P), Conditional (C), Accessory (A), and Prohibited (-- or not included in the table) uses in the R-2 zoning district:

	R-2 District
(1) Residential	
A. Single-family detached dwelling	P
B. Single-family attached dwelling	--
C. Two-family dwelling – new construction	C
D. Two-family dwelling conversion from SF dwelling	C
E. Cluster Residential Development (CRD) in	P
F. Bed and breakfast establishment	--
G. Adult care facility for 3-5 persons	P
H. Residential facility for 5 or fewer persons	P
I. Residential facility for 6-8 persons	P
J. Flag lots	--
(2) Community Facilities	
A. Place of worship/church	C
B. Cemetery	--
C. Day care facility, child and/or adult	C
D. Library, cultural institution	C
E. Public safety, health or utility facility	C
F. Utility substation/distribution facility, indoor	C
G. School (public/private) elementary/secondary	C
(3) Open Space/Recreation	
A. Golf course, except miniature golf	C
B. Community recreation facility	C
C. Public park, public playground	P
(4) Other Uses	
A. Wireless telecommunication facility	See Chapter 1173
B. Family Day Care Home, Type B	A
A. Temporary sales/leasing office or model unit ¹	P



COMPREHENSIVE PLAN

Land Use Action 7.3 of the Comprehensive Plan addressed annexations as follows:

Ensure new annexations can be served by city utilities. If and when land is annexed into the City the impacts to the local infrastructure network should be considered. Specific impact studies should be completed (e.g. traffic, sewer, water) to examine the cost of outward of an outward development pattern. These costs should be considered carefully so as to not 'tax' the existing infrastructure network.

No other sections of the Comprehensive Plan apply as the site is currently developed.

PROPERTY CONFIGURATION

As noted, the site consists of three separate properties. The existing home is located on two separate lots and two of the three existing lots do not have frontage on a public right of way. These conditions do not meet the current code and would result in nonconformities upon annexation. The combination of the lots into a single property would address the existing nonconforming conditions.

UTILITY AVAILABILITY

Public water and sanitary sewer services are currently available along Perkins Avenue.

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 Zoning Amendment #ZC-268 to designate 0.651 acres to an R-2 (Single Family Residential) zoning district upon annexation into the City of Wooster with the condition that the applicant shall combine the three existing lots into one single lot.

Application Number: 2016-2910

Zoning Amendment Number: ZC-268



CITY OF WOOSTER DEVELOPMENT DEPARTMENT
PLANNING AND ZONING DIVISION
538 North Market Street
Wooster, OH 44691
Phone: 330-263-5238 Fax: 330-263-5274

ZONING AMENDMENT APPLICATION TO THE PLANNING COMMISSION

Property Location: 1039 Perkins Avenue. Wooster, Ohio 44691

Property Owner: Name: Jackie E. and Cynthia G. Welch
Address: 1039 Perkins Avenue, Wooster, Ohio 44691
Phone: 330-601-0803 Email: jjwelch@sssnet.com

Applicant: Name: Matthew A. Long
(If different than Address: 225 North Market Street
Property Owner) Phone: 330-264-4444 Email: long@ccj.com

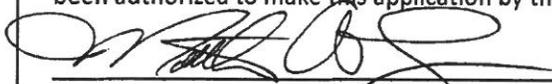
Zoning Amendment Type: Zoning Code Amendment (\$150 fee) Zoning Map Amendment (\$150 fee)

Parcel ID Number (if applicable): See Attached Property Acreage (if applicable): 0.651

Current Zoning (if applicable): n/a Proposed Zoning (if applicable): R-2

Request (Use a separate sheet if necessary): This Application is related to the Annexation of the subject property. The request zoning is consistent with adjacent zoning and existing use of the subject property as single-family residential.

Submittal Requirements: The reverse side of this form indicates the required items to be submitted in order for an application to be heard by the Planning Commission.

Authorized Signature: I hereby certify that the information contained in this application is accurate to the best of my knowledge and I am authorized to make this application as the property owner of record or I have been authorized to make this application by the property owner of record.

Signature of Property Owner or Authorized Applicant
11/21/16
Date

DO NOT WRITE BELOW THIS LINE - FOR OFFICIAL USE ONLY

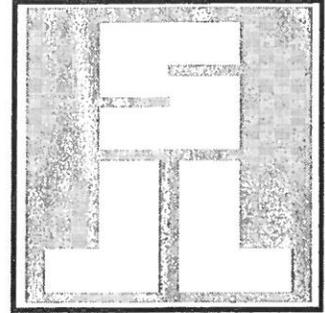
Application Filed: 11/21/16 Fee Paid: 11/21/16 Hearing: 12/21/16

Decision: Granted Denied (See Permit for Conditions)

ATTACHMENT

Parcel ID Number: 56-00135.000
56-00137.000
56-00139.000

**SHAFFER, JOHNSTON, LICHTENWALTER
& ASSOCIATES, INC.
ENGINEERS & SURVEYORS**



Boundary description of a 0.651 acre parcel Job No. SW 5677

Situated in the Township of Wooster, County of Wayne, State of Ohio;

Known as being a part of the Southwest Quarter of Section 10, T-15N; R-13W and further bounded and described as follows:

Commencing at the northeast corner of the N. Pt. of Lot 1758 as recorded in the Funks Addition in Volume 1; Page 230 of Wayne County Plat Records, also being on the westerly right of way line of Perkins Drive;

Thence S 00° 39' 40" E, 117.00 feet along the easterly line of said N. Pt. Lot of 1758 and the westerly right of way line of Perkins Drive to a point and the principal place of beginning of the parcel herein described:

THENCE WITH THE FOLLOWING SIX (6) COURSES:

- 1) N 89° 20' 20" E, 35.00 feet to a point on the Wooster City corporation line and the easterly right of way of Perkins Drive;
- 2) S 00° 39' 40" E, 129.45 feet along the Wooster City corporation line and the easterly right of way of Perkins Drive to a point;
- 3) S 89° 20' 20" W, 35.00 feet to a point on the westerly right of way of Perkins Drive;
- 4) S 89° 43' 36" W, 180.79 feet to a point;
- 5) N 03° 39' 36" E, 142.06 feet, passing through the southeast corner of Lot 1761 in the aforesaid Funks Addition 8.02 feet, continuing along the easterly line of said Lot 1761 to a point at the southwest corner of the N. Pt. of Lot 1760 in said Funks Addition;

Continued on Page 2

Page 2 (Description of 0.651 ac.)

- 6) **S 86° 08' 37" E, 170.61** feet along the southerly line of the N. Pt. of Lot 1760, the southerly line of the N. Pt. of Lot 1759, and the southerly line of the N. Pt. of Lot 1758 to the principal place of beginning and containing within said bounds 0.651 acre of land of which 0.104 acre is within the Perkins Drive right of way and 0.547 acre is contained in lands titled to Jackie E. and Cynthia G. Welch in Volume 678; Page 320 of Wayne County Deed Records, more or less, and subject to all legal highways and easements of record.

This description was prepared from a survey made by Mark E. Purdy, P.S. #7307 of Shaffer, Johnston, Lichtenwalter & Associates, Inc. in October of 2016.

Basis of bearing: THE BEARINGS AS SHOWN HEREON ARE RELATIVE TO GRID NORTH OF THE OHIO STATE PLANE COORDINATE SYSTEM, NAD 83 DATUM.

See Wayne County Survey Records Volume ____; Page ____ for survey.



PETITION FOR ANNEXATION

To the Board of Commissioners of Wayne County, State of Ohio

The undersigned, being a majority of the owners of real estate in the following described territory within the County of Wayne and adjacent to the City of Wooster, Ohio, petitions the Board of Commissioners of Wayne County, Ohio, to annex the territory described below to the City of Wooster.

The territory to be annexed is fully described as follows:

See attached Exhibit A.

The Tax Account Numbers are: 56-00135.000, 56-00137.000, and 56-00139.000.

The three parcels described herein for annexation consist of 0.547 acres.

An accurate map of this territory is attached hereto and incorporated herein as a part of this Petition as Exhibit B.

Matthew A. Long, 225 North Market Street, Wooster, Ohio, is hereby appointed and authorized to act as agent for the undersigned petitioners in securing such annexation with full power and authority hereby granted to said agent to amend, alter, change, correct, withdraw, refile, substitute, compromise, increase or delete the area; to substitute an agent; to do any and all things essential thereto and to take any action necessary for obtaining the granting of this petition. Said amendment, alteration, change, correction, withdrawal, refiling, substituting, compromise, increase or deletion, or other actions for granting of this petition shall be made in the petition, description and/or plat by said agent without further expressed consent of petitioners.

The total number of owners of real estate in the above-described territory is two (2). Pursuant to Ohio Revised Code Section 709.02(E), the City of Wooster is not considered an "owner" and has not been included in the total number of owners necessary to file this petition.

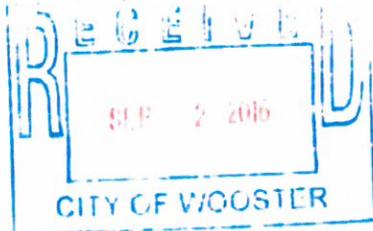
Jackie E. Welch
Jackie E. Welch
Date: August 17, 2016

Cynthia G. Welch
Cynthia G. Welch
Date: August 17, 2016

NOTICE OF FILING OF ANNEXATION PETITION

TO: Clerk, Wooster City Council
FROM: Matthew A. Long, Agent for Petitioners
RE: Annexation of 0.599 Acres
DATE: September 2, 2016

Please take notice that an Annexation Petition, a copy of which is attached hereto as *Exhibit A*, was filed with the Wayne County Commissioners on August 23, 2016 at 10:11 a.m. The Wayne County Commissioners have set the hearing to consider this Petition for **October 26, 2016 at 9:15 a.m.** The hearing shall be held at the Wayne County Administration Building, 428 W. Liberty Street, Wooster, Ohio, in the Commissioners' Meeting Room.



RECEIPT

The undersigned hereby acknowledges receipt of this Notice of Filing.

Clerk, Wooster City Council

Date: _____, 2016

**SHAFFER, JOHNSTON, LICHTENWALTER
& ASSOCIATES, INC.
ENGINEERS & SURVEYORS**

Boundary description of a 0.599 acre parcel Job No. SW 5677

Situated in the Township of Wooster, County of Wayne, State of Ohio;

Known as being a part of the Southwest Quarter of Section 10, T-15N; R-13W and further bounded and described as follows:

Commencing at the northeast corner of the N. Pt. of Lot 1758 as recorded in the Funks Addition in Volume 1; Page 230 of Wayne County Plat Records, also being on the westerly right of way line of Perkins Drive;

Thence S 00° 39' 40" E, 117.00 feet along the easterly line of said N. Pt. Lot of 1758 and the westerly right of way line of Perkins Drive to a point and the principal place of beginning of the parcel herein described:

THENCE WITH THE FOLLOWING FIVE (5) COURSES:

- 1) S 86° 08' 37" E, 17.55 feet to a point on the Wooster City corporation line and the centerline of Perkins Drive right of way;
- 2) S 00° 39' 40" E, 128.18 feet along the Wooster City corporation line and the centerline of Perkins Drive right of way to a point;
- 3) S 89° 43' 36" W, 198.29 feet, passing through the northeast corner of Lot 1 in the Replat & Renumber of Samuel K. Funk Allotment as recorded in Volume 5; Page 151 of Wayne County Plat Records at 17.50 feet, continuing along said Lot 1 to a point;
- 4) N 03° 39' 36" E, 142.06 feet, passing through the southeast corner of Lot 1761 in the aforesaid Funks Addition 8.02 feet, continuing along the easterly line of said Lot 1761 to a point at the southwest corner of the N. Pt. of Lot 1760 in said Funks Addition;
- 5) S 86° 08' 37" E, 170.61 feet along the southerly line of the N. Pt. of Lot 1760, the southerly line of the N. Pt. of Lot 1759, and the southerly line of the N. Pt. of Lot 1758 to the principal place of beginning and containing within said bounds 0.599 acre of land, more or less, and subject to all legal highways and easements of record.

Continued on Page 2

3477 Commerce Parkway, Suite C □ Wooster, Ohio 44691
Ph. (330) 345-6377 □ Fax (330) 345-6725 □ Email: sjl@sjl-inc.com



Page 2 (Description of 0.599 ac.)

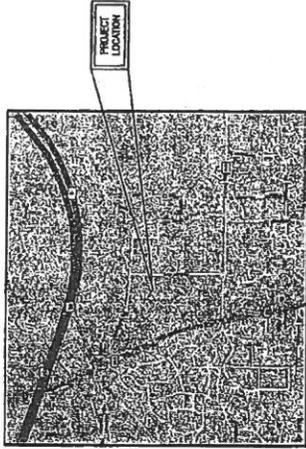
This description was prepared from a survey made by Mark E. Purdy, P.S. #7307 of Shaffer, Johnston, Lichtenwalter & Associates, Inc. in August of 2016.
Basis of bearing: THE BEARINGS AS SHOWN HEREON ARE RELATIVE TO GRID NORTH OF THE OHIO STATE PLANE COORDINATE SYSTEM, NAD 83 DATUM.
See Wayne County Survey Records Volume ____; Page ____ for survey.

4841-0057-6822, v. 1

3477 Commerce Parkway, Suite C □ Wooster, Ohio 44691
Ph. (330) 345-6377 □ Fax (330) 345-6725 □ Email: sjl@sjl-inc.com

ANNEXATION PLAT

FOR A 0.651 ACRES
TO THE CITY OF WOOSTER
S.W. QTR. OF SEC. 10
T-15N - R-13W
WOOSTER TOWNSHIP
WAYNE COUNTY, OHIO



Certified by Wayne County Commissioners:
this ___ day of ___ 20__

Resolution No. _____

SCOTT S. WIGGAM ANNI M. OBERECHT

Approved: this ___ day of ___ 20__

(Sign)
Wooster City Council
(Print)

Ordinance No. _____

Approved for Recording:
this ___ day of ___ 20__

(Sign)
Wayne County Tax Map Office
DOUGLAS K. GREEN

Transferred: this ___ day of ___ 20__

(Sign)
Wayne County Auditor's Office
Filed for record in Wayne Co., Ohio

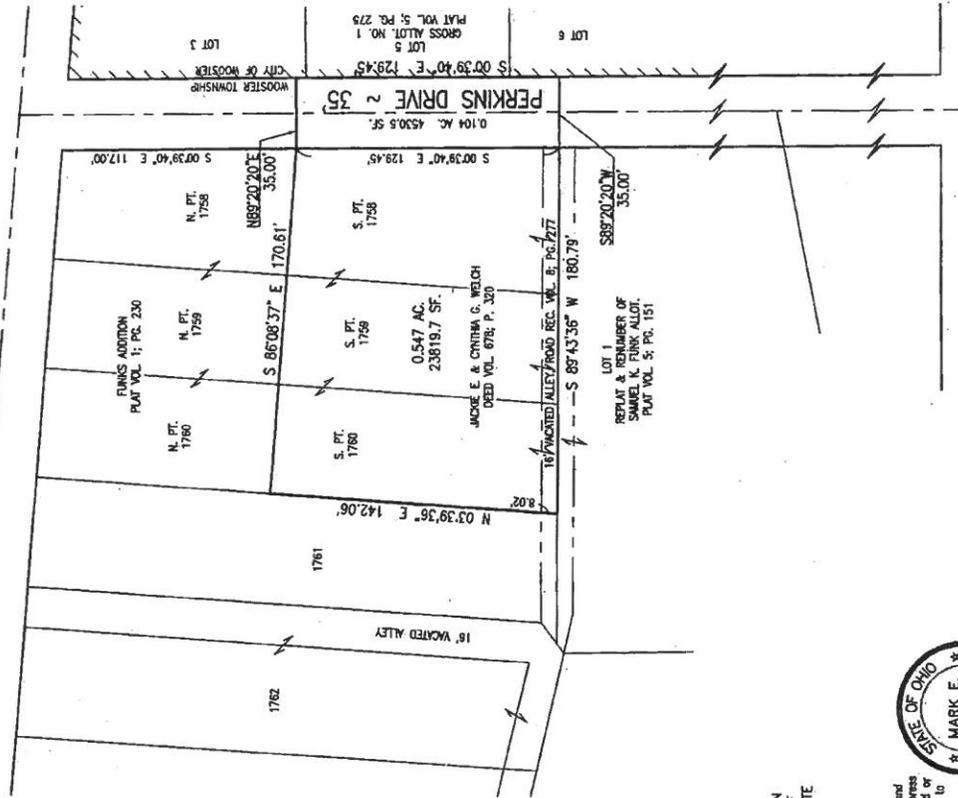
JANE GARMICHAEL RECORDER

AUDITOR:	DATE
RECORDER:	INSTRUMENT #
TOTAL:	PLAT VOL.
	FEE \$

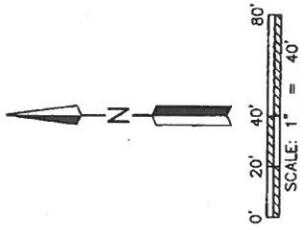
SHAFFER, JOHNSTON, LICHTENWALTER
& ASSOCIATES, INC.
Consulting Engineers & Surveyors
3477 Commerce Parkway, Suite C
TOLLEDO, OHIO 44887 FAX (419) 344-0933 EMAIL sj@shai.com

DRAWN BY: [Signature]
C. FILED: [Signature]
DWG. NO.: SW-5677 JOB NO.: SW-5677 SHEET 1 OF 1

ROBINSON ROAD ~ 45'



SECRET ROAD C.R. 359



REFERENCE SURVEY:
T-112
N-87
N-157
P-310
Q-231
T-358
AA-37
JJ-110
ROAD BOOK 8; PG. 277

THE BEARINGS AS SHOWN HEREON
ARE RELATIVE TO THE GRID NORTH OF
THE OHIO STATE PLANE COORDINATE
SYSTEM, NAD 83 DATUM



Distances shown hereon are expressed in feet and decimal parts thereof, bearings are used to express angles only, iron pins or monuments were found or set as indicated hereon. All of which I believe to be correct to the best of my knowledge.

By: [Signature] Mark E. Purdy, P.S. #7307 10-25-16 Date

ANNEXATION FLAT

FOR A 0.508 ACRES
TO THE CITY OF WOOSTER
S.W. QTR. OF SEC. 10
T-15N - R-13W
WOOSTER TOWNSHIP
WAYNE COUNTY, OHIO



Certified by Wayne County Commissioner
this ___ day of _____ 20__

Resolution No. _____

SCOTT S. WOODMAN 20th D. CLERK

this ___ day of _____ 20__

Ordinance No. _____
Approved for Resolution # _____
this ___ day of _____ 20__

Transferred:
this ___ day of _____ 20__

Wayne County Tax Map Office
DOUGLAS K. GREEN
Wayne County Auditor's Office
this ___ day of _____ 20__

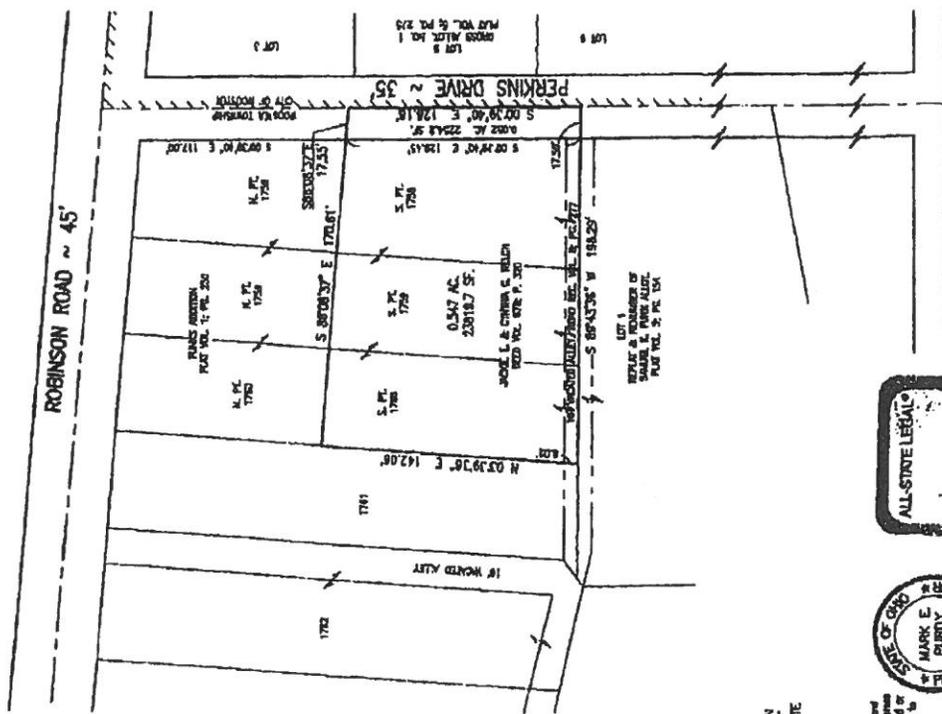
Plot for record in Wayne Co., Ohio

JANE CHANDLER REZORER
MIT: _____
Registration # _____
PLAT NO. _____
PAGE # _____

SHAFFER, JOHANNON, LICHTENWALTER
& ASSOCIATES, INC.
Consulting Engineers & Surveyors
3077 Commerce Parkway, Suite C
Wayne, Ohio 44894
Tel: (440) 344-8277 Fax: (440) 344-8278
E-mail: jlw@shafer.com



DATE: _____ TIME: _____
BY: _____
FILE NO. 35-5077 128 NO. 318-5677 SHEET 1 OF 1



ANNEXATION PLAT

FOR A 0.851 ACRES
TO THE CITY OF WOOSTER
S.W. 1/4, SEC. 10,
T. 15N., R. 13W.,
WOOSTER TOWNSHIP
WAYNE COUNTY, OHIO



Certified by Wayne County Commissioners:
this ___ day of ___ 20__

Resolution No. _____

Approved: SCOTT S. WIGGAM ANN M. OBRECHT
this ___ day of ___ 20__

Ordinance No. _____ (Sign)
Wooster City Council (Print)

Approved for Recording:
this ___ day of ___ 20__

Transferred:
this ___ day of ___ 20__

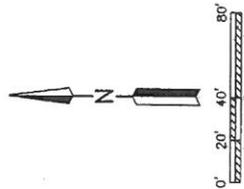
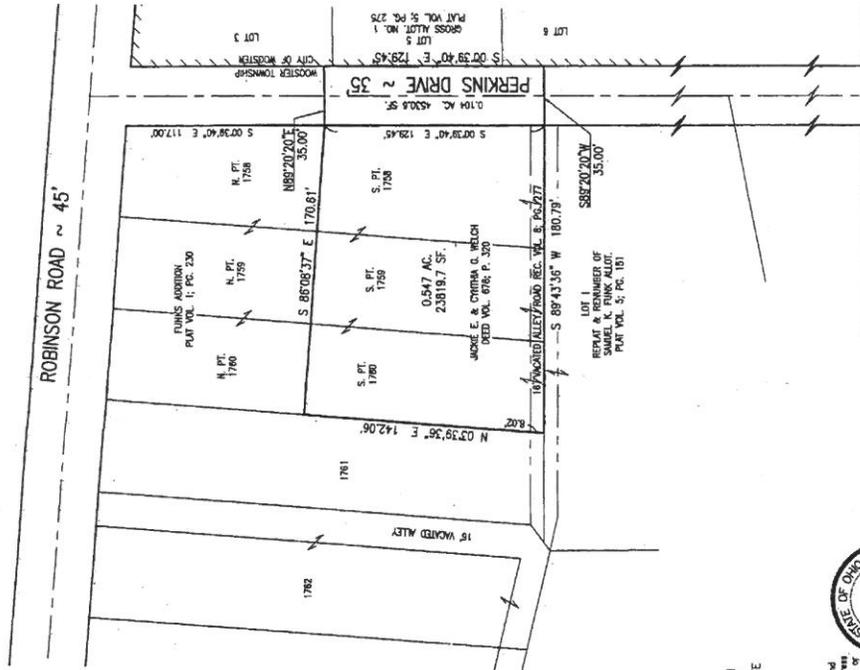
Wayne County Auditor's Office
(Print)
Filed for record in Wayne Co., Ohio

AUDITOR	DATE
RECORDER	INSTRUMENT /
TOTAL	PLAT VOL.
	FEES \$

JANE CARMICHAEL, RECORDER

SHARPER, JOHNSTON, LICHTENWALTER
& ASSOCIATES, INC.
Consulting Engineers & Surveyors
307 West 15th Street
Wooster, Ohio 44691
Tel: (330) 394-0777 Fax: (330) 394-0778 Email: info@sjaw.com

DWG NO. SW-5677 JOB NO. SW-5677 SHEET 1 OF 1
DATE 10/28/16



REFERENCE SURVEY:
L'-112
N'-87
N'-57
P'-310
O'-251
T'-398
AA'-37
ROAD BOOK 8, PG. 277

ROAD BOOK 8, PG. 277

THE BEARINGS AS SHOWN HEREON
ARE BASED UPON THE CENTER OF
THE OHIO STATE PLANE COORDINATE
SYSTEM, NAD 83 DATUM

Distances shown hereon are expressed in feet and
decimal parts thereof; bearings are used to express
direction and are measured clockwise from the
bearing as shown hereon. All of which I believe to
be correct to the best of my knowledge.



By: Mark E. Purdy, P.E. 10/28/16 Date

SECRET ROAD C.R. 359

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

Division Engineering	Meeting Date Requested January 17, 2017
Project Name Northview Drive W/L Replacement	Approved for Agenda
Estimated Total Funds/Cost \$190,000.00	
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 authorize advertisement and award of a contract to the lowest and best bidder for the replacement of the W/L on Northview Drive. This project involves the replacement of approximately 1,300 linear feet of 6" W/L with a history of breaks. The project includes replacing 32 water services and 3 fire hydrants.	
Justification / Benefits This project will replace an aging waterline with a history of breaks.	
Will This Project Effect the City's Operating Costs This project should lower operation and maintenance costs.	
What Alternatives Exist and What Are The Implications of The Alternatives We could postpone the project, which could result in possible emergency repairs.	
Is This A Sole Source Bid or Non-Bid Situation <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A	
If Yes, Explain The Circumstances	
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 advertise and bid this project as early as possible in order to obtain the best possible bids.	
Division Manager Roger Kobilarcsik	Date January 5, 2017

ORDINANCE NO. 2017-04

AN ORDINANCE LEVYING SPECIAL ASSESSMENTS FOR
THE CONSTRUCTION OF SIDEWALKS AND DRIVEWAY
APPROACHES FOR THE EAST PINE STREET
RECONSTRUCTION PROJECT; AND DECLARING AN
EMERGENCY

WHEREAS, this City Council, in Resolution No. 2015-17, declared the necessity of constructing sidewalks and driveway approaches on portions of East Pine Street for the safety of pedestrian and vehicular traffic in that area; and declared that the cost would be assessed upon the owners of land bounding and abutting the improvements; and

WHEREAS, after issuing written notice to all property owners so situated, the city caused the improvements to be constructed, and such construction is now complete and the final cost has been determined.

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

SECTION 1. The list of estimated assessments of the cost of constructing certain sidewalks and driveway approaches on portions of East Pine St., as described above, and as reported to this Council and now on file with the Clerk of Council, and aggregating \$29,643.34, is adopted and approved.

SECTION 2. The several amounts of the assessments are assessed and levied on the lots and lands bounding and abutting the improvement.

SECTION 3. It is determined that the assessments do not exceed the special benefits resulting from the improvement, and do not exceed any statutory limitation.

SECTION 4. The Clerk of Council is directed to continue on file in her office a list of the assessments and the description of the lots and lands.

SECTION 5. The total assessment against each lot and parcel of land shall be payable in cash at the office of the Finance Director within thirty (30) days after the passage of this ordinance or, at the option of the property owner assessed, in ten (15) annual installments with interest at the rate of six percent (6%). All assessments and installments which have not been paid at the expiration of the thirty-day period shall be certified by the Clerk of Council to the County Auditor, to be placed on the tax duplicate and collected the same as other taxes, as provided by law.

SECTION 6. The Clerk of Council is directed to cause notice of the passage of this ordinance to be published as provided by law.

**Request for Agenda Item
Non-Capital**

Division **Meeting Date Requested**

Project Name **Approved for Agenda**

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

This is a request to levy assessments for the property owner's portion of the improvements related to the East Pine Street Reconstruction Project.

The Resolution of Necessity (Res. 2015-17) was passed by Council on February 2, 2015 and a Resolution to Advertise and award a contract (2015-18) on February 2, 2015.

The project costs paid and estimated at the time of the Res. of Necessity totaled \$440,000.00 with the portion to be assessed at \$37,465.15.

Actual, final expenditures upon project completion totaled \$433,559.04 of which the final assessment amount is \$29,643.34.

A detailed cost summary and funding allocation summary is attached.

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

Manager Requesting

Date

Approved for Agenda

RESOLUTION NO. 2017-03

A RESOLUTION AUTHORIZING THE DIRECTOR OF ADMINISTRATION TO ADVERTISE ACCORDING TO LAW AND ENTER INTO A CONTRACT WITH THE LOWEST AND BEST BIDDER FOR THE REPLACEMENT OF SECTIONS OF THE WATERLINES ON SKYLARK AND CATALINA AVENUE

WHEREAS, it is necessary to replace approximately 2,300 linear feet of the waterline on sections of Skylark and Catalina Avenue., and the costs for such replacement are budgeted for 2017.

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

SECTION 1. That the Director of Administration is authorized to advertise according to law and enter into a contract with the lowest and best bidder for the above-referenced project, which includes the replacement of approximately 2,300 linear feet of a 6" waterline on Skylark Ave., from Montclair Ave. to Imperial St., and on Catalina Avenue, from Impala St. to Monterey Ave., and from Christmas Run Blvd. to Victoria Street in the City of Wooster.

SECTION 2. The cost of the contract 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 law.

SECTION 4. This Resolution shall take effect and be in force from and after the earliest period allowed by law.

Introduced: _____ Passed: _____ Vote: _____

Attest: _____
Clerk of Council President of Council

Approved: _____, 2017 _____
Mayor

Introduced by: Craig Sanders

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

Division Engineering	Meeting Date Requested January 17, 2017
Project Name Skylark Avenue and Catalina Avenue W/L Replacement	Approved for Agenda
Estimated Total Funds/Cost \$400,000.00	
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 authorize advertisement and award of a contract to the lowest and best bidder for the replacement of the W/L on Skylark Avenue from Montclair Avenue to Imperial Street and on Catalina Avenue from Impala Street to Monterey Avenue and Christmas Run Blvd. to Victoria Street. This project involves the replacement of approximately 2,300 linear feet of 6" W/L with a history of breaks. The project includes replacing 30 water services and 6 fire hydrants. Construction of the waterlines will allow for scheduled roadway improvements in the next few years.	
Justification / Benefits This project will replace an aging waterline with a history of breaks.	
Will This Project Effect the City's Operating Costs This project should lower operation and maintenance costs.	
What Alternatives Exist and What Are The Implications of The Alternatives We could postpone the project, which could result in possible emergency repairs.	
Is This A Sole Source Bid or Non-Bid Situation <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A	
If Yes, Explain The Circumstances	
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 advertise and bid this project as early as possible in order to obtain the best possible bids.	
Division Manager Roger Kobilarcsik	Date January 6, 2017

RESOLUTION NO. 2017-04

A RESOLUTION AUTHORIZING THE DIRECTOR OF ADMINISTRATION TO ADVERTISE ACCORDING TO LAW AND ENTER INTO A CONTRACT(S) WITH THE LOWEST AND BEST BIDDER FOR THE PURCHASE OF CERTAIN MATERIALS FOR THE WATER TREATMENT PLANT

BE IT RESOLVED BY THE COUNCIL OF THE CITY OF WOOSTER:

SECTION 1. That in accordance with the estimated needs of the City of Wooster for the proper treatment of water in 2017, the Director of Administration is hereby authorized to advertise according to law and enter into a contract(s) with the lowest and best bidder for the purchase of the following budgeted materials, the specifications for which are now on file in the office of said Director, to-wit: Lime, Sodium Hypochlorite and Soda Ash for the Water Treatment Plant.

SECTION 2. That the cost of said materials shall 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 or its committees, in compliance with law.

SECTION 4. This Resolution shall take effect and be in force from and after the earliest period allowed by law.

Introduced: _____ Passed: _____ Vote: _____

Attest: _____
Clerk of Council President of Council

Approved: _____, 2017 _____
Mayor

Introduced by: Craig Sanders

Request for Agenda Item Non-Capital

Division **Meeting Date Requested**

Project Name **Approved for Agenda**

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

To authorize entering into a contract with lowest and best bidder for purchase and delivery of lime, soda ash and sodium hypochlorite.

These chemicals are necessary to maintain water quality and ensure the safety of drinking water. Lime and soda ash are used in the softening process and sodium hypochlorite is a disinfectant that prevents bacterial growth in the event of distribution system depressurization or line break.

The cost shall not exceed the budgeted amount.

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

No. Chemicals will not be bid until March

Manager Requesting

Date

Approved for Agenda

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

Division Utilities-Distribution/Collectic

Project Name Purchase Replacement Sewer Camera

Requested Meeting Date 1/17/2017

- Approved for Agenda
 Full Amount is Budgeted

If not, how is purchase to be funded?

Description of Purchase

This request is for authorization to purchase a replacement sewer camera. The replacement camera will be retrofit into the sewer inspection vehicle that was originally purchased in 2003. The vehicle is equipped with a camera, recording equipment and computer control system. The original camera has been repaired multiple times, but has been inoperative since March 2016. The existing camera is obsolete and repair is not recommended. The replacement quote is for \$71,165.07.

Justifications / Benefits

The camera is a diagnostic tool used to inspect underground piping and investigate sewage back ups. It serves to discover blockages, water intrusion, grease build up and flow capacities. The Engineering Division uses the camera for capital project planning and to evaluate condition of piping to determine if a damaged pipe is a candidate for relining or replacement. Also, pre-construction video is often shared with contractors to find laterals and connections.

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

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

Televising lines could be completed by private contractors, but emergency response for back ups would be limited and scheduling conflicts may cause delays in preventative maintenance and lining projects.

Sole Source Bid or Non-Bid Situation?

If Yes, explain the circumstances

Multiple quotes have been acquired for the equipment and it has been determined that this camera is the best option to retrofit into the City's existing camera truck and recording system.

Requesting suspension of the rules?

If Yes, explain reasons.

Division Manager Kevin P Givins

Date 1/10/2017