

**MINUTES**  
**CITY OF WOOSTER PLANNING COMMISSION**

March 28, 2018

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

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

**II. APPROVAL OF THE MINUTES**

Jackie Middleton moved to approve the minutes of February 28, 2018 meeting of the Planning Commission. Ron Rehm seconded the motion. The motion carried unanimously, 7-0.

**III. APPLICATIONS**

***PC-18-06.***

James Neville of RDL Architects requested Final Development Plan approval for the expansion of an office facility at 2845 Benden Drive in an M-1 (Office/Limited Manufacturing) District.

James Neville, 16102 Chagrin Blvd, Cleveland stated that the project received General Development Plan approval from the Planning Commission at a previous meeting and a variance from the Board of Building and Zoning Appeals. Mr. Neville stated that the application conformed with all landscaping, parking and setbacks requirements. Mr. Neville continued that trash would be handled from the common service drive that separated the two buildings. Mr. Neville explained that the plans included a pad behind the existing building which would have small dumpsters. He continued that the trash would principally be picked up from the raised dock on the existing west building.

Mark Weaver asked staff to explain the staff recommendation indicating the construction of 56 parking spaces to the south of the building. Mr. Dutton stated that, according to the plans, there was an expected expansion to the third floor of the existing building. Mr. Dutton explained that the parking was required to be completed before the construction of the new building.

Mr. Neville stated that the process of constructing the parking would be commencing shortly and the build out of the third floor of the existing building was estimated to be completed by August. Mr. Neville explained that the parking lot had to be done by August to accommodate added employees. Mr. Ning asked how many employees would be on the site when the building was completed. Mr. Neville stated the number of parking spaces needed was over 270.

Jackie Middleton moved to approve the application as presented contingent upon the fulfillment of the following staff recommendations:

1. Construction of the indicated 56 parking spaces to the south of the existing parking area shall be completed prior to the occupancy of the proposed office facility.

2. The deferred construction of required parking spaces per Section 1169.18 shall be contingent upon the construction of all, or a portion of, parking required by Section 1169.04 if at anytime city staff determines that providing such deferred parking is necessary. Areas of deferred parking spaces indicated on plans shall remain undeveloped unless a revised plan is submitted to the Planning Commission incorporating an alternate location of such deferred parking spaces.

Mark Weaver seconded the motion. The motion carried unanimously, 7-0.

***PC-18-07.***

Greg Earnst of AODK Inc. requested Conditional Use approval for a bank drive-thru at 350 East Liberty Street in the C-4 (Central Business) Zoning District.

Greg Earnst, 17306 Madison Avenue, Lakewood, stated that the proposal was for a new bank on East Liberty Street. Mr. Earnst explained that the conditional use application was for three drive-thru lanes attached to the building. Mr. Earnst stated that the drive-thru lanes would exit out on to an alley in the back of the property.

Mr. Ning asked if anyone from the public would like to address the Commission regarding the application.

Lynn Sinclair, 7216 Fulton Road, Sterling, stated that he had a concern with the alley usage for the drive-thru lanes. Mr. Sinclair explained that he owned an apartment building at 418 East Liberty Street where the Napa Store was located. Mr. Sinclair stated that he was in favor of the project and thought it would be a great improvement for that end of Liberty Street.

Mr. Ning asked where the employees would park for the bank. Mr. Earnst stated that 15 parking spaces were located on the site for employees and customers. Mrs. Middleton asked how many employees the bank anticipated at the location.

Brett Gallion, 84 Critchfield Street, Millersburg stated that the location would employ 5 on a daily basis and 1 or 2 more in the beginning stages. Mr. Gallion explained that if more parking spaces were needed, the bank would lease parking spaces from the city. Mr. Gallion stated that 15 spaces would be sufficient for the location. Mr. Dutton noted that the site was in the parking exempt district, so the business was not obligated to provide parking.

Jackie Middleton asked about the staff recommendations regarding parking setback requirements and variances before the Board of Building and Zoning Appeals. Mr. Earnst stated that an application was submitted to the Board of Building and Zoning Appeals.

Mark Weaver moved to approve the application as presented with the condition that the applicant receive a variance from the Board of Building and Zoning Appeals to Section 1147.07 regarding minimum lot size and width for a property with a drive-thru facility. Ron Rehm seconded the motion. The motion carried unanimously, 7-0.

***PC-18-08.***

Greg Earnst of AODK Inc. requested Final Development Plan approval for the demolition of existing buildings and the construction of a bank at 350 East Liberty Street in the C-4 (Central Business) Zoning District.

Greg Earnst, 17306 Madison Avenue, Lakewood, stated that there would be no dumpsters located on the property and that the trash will be taken care of internally.

Grant Mason moved to approve the application as presented with the following staff recommendations:

1. Parking setback requirements of Section 1141.06(a) shall be met or the applicant shall receive a variance from the Board of Building and Zoning Appeals (BZA).
2. Landscape requirements of Section 1165.04 regarding street trees, Section 1165.06(a) regarding interior parking lot landscaping, and Section 1165.06(b) regarding perimeter parking lot landscaping shall be met or the applicant shall receive the necessary variances from the BZA.

Jackie Middleton seconded the motion. The motion carried unanimously, 7-0.

***PC-18-10.***

Merle Stutzman of Weaver Custom Homes requested Final Plat approval of Crooked Creek Phase 2 for the subdivision of land into 32 single family residential lots on the west side of Settlers Trace (PN: 71-00509.000) in an R-1 (Suburban Single Family Residential) District.

Mr. Dutton stated that the application was a second phase of Crooked Creek for the subdivision of 32 single family residential lots. Mr. Dutton explained that the proposed subdivision was shown as projected on the approved phase 1 of the subdivision phase. Mr. Dutton continued that landscaping on the lots and street trees were required by the code. Mr. Dutton noted that the applicant added additional crosswalks on the request of staff.

Mark Weaver moved to approve the application as presented subject to the condition that the street trees shall be installed per Section 1165.04 and residential landscaping shall be installed per Section 1165.09. Grant Mason seconded the motion. The motion carried 6-1 with Ron Rehm voting no.

***PC-18-09.***

The City of Wooster requested an approval recommendation from the Planning Commission to City Council for comprehensive amendments to Part Eleven of the City of Wooster Codified Ordinances- Planning and Zoning Code and the Official Zoning Map.

Andrew Dutton stated that the city had been working on the Planning and Zoning Code update for more than a year. Mr. Dutton gave a brief overview of the process. Mr. Dutton explained that two public meetings were held and a steering committee was formed to guide the process and review draft chapters. Mr. Dutton stated that the current step was approval from the Commission and the next step would be three readings to City Council, including a public hearing. Mr. Dutton stated the projected adoption of the amendments was May 2018. Mr. Dutton explained that the biggest

change was the reorganization of the entire code, which was reduced by about 70 pages. Mr. Dutton stated that the Planning Commission was reduced from 9 members to 7 members, which was more appropriate and consistent with other Boards and Commissions. Mr. Dutton noted that the sign chapter was significantly changed due to the way signs were regulated. Mr. Dutton stated that changes to the zoning map included corrections to the current map, consolidation of districts, and removal of two districts.

Wendy Moeller, Compass Point Planning, Cincinnati, stated that all the current procedures were maintained including the development plan review. Mrs. Moeller explained that an administrative waiver was added to the Zoning Certificate process. Mrs. Moeller noted that the definitions were at the back of the code and formatted like a glossary.

Mr. Ning asked if anyone from the public would like to address the Commission regarding the application. No one from the public was present to address the application.

Grant Mason made a motion to recommend approval of the comprehensive amendment to the Planning and Zoning Code and the Official Zoning Map. Ron Rehm seconded the motion. The motion carried unanimously, 7-0.

#### IV. ADJOURNMENT

Ron Rehm made a motion to adjourn the meeting. Mark Weaver seconded the motion. The motion carried 7-0.

---

**Gil Ning, Chairman**

---

**Carla Jessie, Administrative Assistant**