

**MINUTES
CITY OF WOOSTER PLANNING COMMISSION**

September 26, 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, Grant Mason, Jackie Middleton, Gil Ning, Mike Steiner, and Mark Weaver were present at the meeting. Commission member Sheree Brownson was absent. Andrew Dutton, Planning and Zoning Manager, was present representing the City of Wooster.

II. APPROVAL OF THE MINUTES

Mike Steiner moved to approve the minutes of August 22, 2018 meeting of the Planning Commission. Jackie Middleton seconded the motion. The motion carried unanimously, 6-0.

III. PLANNING COMMISSION ADMINISTRATIVE UPDATE

Andrew Dutton stated that the recent update of the Planning and Zoning Code reduced the membership of the Planning Commission from 9 members to 7 members. Mr. Dutton continued that the reduction would be triggered when either a person resigned from the Commission or a Commissioner's term ended. Mr. Dutton noted that Ron Rehm resigned from the Planning Commission after over 20 years of service, which reduced the Commission to 7 members. Mr. Dutton explained that a motion would require 4 affirmative votes to pass, rather than the previous 5 votes.

IV. APPLICATIONS

PC-18-21

Kelly Silva requested revised Final Development Plan approval for a hotel and parking alterations at 50 Riffel Road in a C-2 (Community Commercial) District.

Kyle Adams recused himself from the application.

Kelly Silva, 6354 Rice Hill Road, Burbank, stated the proposed site plan reduced parking, however, it included more parking spaces than what was required. Mrs. Silva stated that there were 10 spaces removed facing the entrance of the building near to the carport and where the fountain was located. Mrs. Silva explained that the carport was used for entering and exiting vehicles, photographs, and as a meeting place. She noted that Certified Angus Beef had an agreement that the conference center could use 155 parking spaces at that facility after hours, when construction on the hotel began. Mrs. Silva stated that she had contacted Wayne Towne Enterprises, owner of the Elder Beerman building, and was working on an agreement to use parking at the location. Mrs. Silva stated that an extension of the existing outdoor patio on the east side of the Greenbriar was also proposed.

Mike Steiner moved to approve the application as presented with the following staff recommendations:

1. Approval Condition #5 of Development Plan PC-18-15 shall be revised to read as follows:
All indicated deferred parking and associated landscaping, lighting, stormwater structures, and other

required items shall be constructed on the proposed 7.28 acre conference center site no later than June 15, 2019. Prior to the construction of the deferred parking spaces, the conference center shall only be occupied:

- a. When all existing spaces on the current 9.2 acre property are available for conference center parking or
 - b. When no less than 303 onsite and offsite parking spaces are available for guests and employees, as proposed.
2. All other plans, documents and approval conditions of PC-18-15 shall remain unchanged and in full effect.

Jackie Middleton seconded the motion. The motion carried unanimously, 5-0.

Kyle Adams rejoined the Planning Commission.

PC-18-23

John Long requested Final Plat approval for the subdivision of a 2.3 acre lot into 4 lots at Parcel 71-00121.119 on Firethorn Lane in an R-2 (Single Family Residential) District.

John Long, 3577 Commerce Parkway, stated that he represented Deal Land Company and MD Custom Builders, which were in the process of purchasing the land from Alan Ratliff. Mr. Long explained that the property was a back lot surrounded by developed lots on Firethorn Lane in the Summerlin Subdivision. Mr. Long continued that MD Custom Builders wanted to pursue single family dwellings on the lot and would divide the property into 4 lots with access from a common drive off of Firethorn Lane. Mr. Long stated that public utilities would be supplied within easements owned and maintained by the City. Mr. Long explained that he was in agreement with staff recommendations and intended to comply.

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

1. Building setbacks shall be shown on the signed plat.
2. Landscaping shall be installed as proposed along Firethorn lane and existing landscaping shall be maintained along Melrose Drive or street trees shall be installed per Section 1112.04.

Mark Weaver seconded the motion. The motion carried unanimously, 6-0.

PC-18-22

Matt Martin requested Final Development Plan approval for an event center and agricultural building at 199 Vanover Drive, the Wayne County Fairgrounds, in a CF (Community Facilitates) District.

Steve Starr, 3586 Triway Lane, stated that the proposal was to remove five existing buildings and build a new event center and agricultural building at the Wayne County Fairgrounds. Mr. Starr explained that several issues needed to be finalized including provisions for additional parking spaces, a traffic study and screening at Vanover Street.

Patrick Herron, 428 West Liberty Street, stated that existing screening would provide privacy from the lights and the activity. He noted that the Wayne County Administration had no objection to the screening. Mr. Herron explained that event parking would mostly be on the weekends and after hours. Mr. Herron stated that, during the fair, the Vanover Street lot was open for handicap parking and any special events on the weekends.

Mark Weaver moved to approve the application as presented with the following conditions:

1. The building shall meet the minimum setback requirements of Table 1115-4.
2. The property shall meet the principal use requirements of Table 1109-1.
3. Off street parking shall meet the minimum requirements of Table 1125-2.
4. Traffic impact information shall be provided to the City Engineer per Section 1125.08(c) and any required improvements determined necessary by the City Engineer shall be installed by the applicant.
5. Frontage landscaping per Section 1123.05(a), interior parking lot landscaping for new parking areas per Section 1123.05(b), and screening of the loading area from the right of way per Section 1123.07 shall be provided.
6. A lighting detail shall be provided indicating full cut off fixtures per Section 1117.03.
7. In lieu of meeting any of the stated conditions, the applicant shall receive a variance from the Board of Building and Zoning Appeals.

Mike Steiner seconded the motion. The motion carried unanimously, 6-0.

PC-18-24

William Anfang requested Final Development Plan approval for a detached storage building at 877 West Old Lincoln Way in an I-2 (General Industrial) District.

William Anfang, 434 North Market Street, stated that the Carter Building sitting on the fairgrounds would be relocated to the proposed site. Mr. Anfang continued that the building fit with the museum property at 877 West Old Lincoln Way. Mr. Anfang stated that the Board of Building and Zoning Appeals approved a variance to allow the building to be located within setback requirements. Mr. Anfang stated that the pole building would be used for the storage of museum items, fair ticket booths and benches.

Mike Steiner moved to approve the application as presented. Kyle Adams seconded the motion. The motion carried unanimously, 6-0.

V. ADJOURNMENT

Mike Steiner made a motion to adjourn the meeting. Jackie Middleton seconded the motion. The motion carried 6-0.

Gil Ning, Chairman

Carla Jessie, Administrative Assistant