

**MINUTES**  
**CITY OF WOOSTER PLANNING COMMISSION**  
**May 4, 2023**

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

Chuck Armbruster, Chairman, called the meeting to order. Commission members Kyle Adams, Phil Apel, Chuck Armbruster, Shawn Starlin, and Mark Weaver were present at the meeting. Commission members Sheree Brownson and Grant Mason were absent. Vincent Marion, Planning and Zoning Manager represented the City of Wooster.

**II. APPROVAL OF THE MINUTES**

Mark Weaver made a motion to approve the minutes of the April 6, 2023, meeting of the Planning Commission. Shawn Starlin seconded the motion. The motion carried unanimously 5-0.

**III. APPLICATIONS**

***PC-23-8.***

J. Douglas Drushal requested Conditional Use and Final Development approval for a parking lot as a principal use on a property located at the southeast corner of University Street and Spink Street with Parcel Number 65-00024.000 in a CF (Community Facilities) zoning district.

Doug Drushal, 225 North Market Street, stated that the Planning Commission approved the application roughly two years ago, and the parking lot was not completed within the required time limit. Mr. Drushal explained that the conditional use portion with conditions was fine and on the agenda for the Board of Building and Zoning Appeals for the variances required for the parking lot. Mr. Drushal continued that the Final Development Plan approval conditions were acceptable. Mr. Drushal stated that the property was existing and used as a parking lot and needed paving and approval. Mr. Drushal explained that the College of Wooster needed the parking lot.

John Long, Shaffer, Johnston, Lichtenwalter & Associates, 3477 Commerce Parkway, Suite C, stated that we were in discussion with the Building Department to make sure three accessible parking spaces to make sure those spaces were located appropriately within the parking lot across the street, were closer to the campus.

Mark Weaver stated that two years ago, the residents brought up tailgating in the parking lot, and the then President of the College of Wooster assured them that the college would not permit tailgating events or other loud events disturbing the neighborhood.

Bo Mastrine, College of Wooster, stated that there had been no complaints of loud, disturbing events at the parking lot in the last two years because the parking lot has been used during sporting events. Mr. Mastrine explained that the College of Wooster was in a

transitional phase with multiple administrative positions, and had not heard of a policy. Mr. Mastrine continued that the college will make a note and continue to monitor campus safety to see that the parking lot is policed and patrolled during significant sporting events. Mr. Mastrine stated that events tend to be located more in the center of campus in respect of the neighbors.

Mr. Drushal stated that except for one property across the alley, the College of Wooster owns everything near the parking area and across Spink Street.

Mr. Armbruster opened the public hearing and asked if anyone from the public would like to address the Commission regarding the application. With no comments, Mr. Armbruster closed the public hearing.

Phil Apel made a motion to approve the conditional use of PC-23-8 as presented with the following conditions:

1. Parking shall meet the required setbacks of Section 1125.03(b), or a variance shall be approved by the Board of Building and Zoning Appeals.
2. Landscaping shall meet the parking lot screening requirements of Section 1123.05(b), buffering requirements of Section 1123.06, and 1123.04(b) street trees. The size and species of landscaping shall be indicated, or a variance shall be approved by the Board of Building and Zoning Appeals.

Shawn Starlin seconded the motion. The motion carried unanimously, 5-0.

Shawn Starlin made a motion to approve the Final Development Plan for application PC-23-8 as presented with the following conditions:

1. Landscaping shall meet the parking lot screening requirements of Section 1123.05(b), buffering requirements of Section 1123.06, and 1123.04(b) street trees. The size and species of landscaping shall be indicated, or a variance shall be approved by the Board of Building and Zoning Appeals.
2. Parking shall meet the required setbacks of Section 1125.03(b) at the Parking Lot Site or a variance shall be approved by the Board of Building and Zoning Appeals.
3. Sidewalks along East University Street and Spink Street adjacent to the Parking Lot Site shall meet current City standards.
4. Three accessible parking spaces are required per Ohio Building Code. On site or other acceptable location.
5. Site development must comply with all provisions of the City's Site Development and Improvement Manual for Storm Water Management, current edition.
6. Developer must use the current City of Wooster Engineering Standards.
7. Developer to obtain all necessary Engineering Permits and storm water guarantees.

Mark Weaver seconded the motion. The motion carried unanimously, 5-0.

***PC-23-10.***

John Long requested Preliminary Subdivision Plat approval for a 72-lot subdivision on parcel number 53-01219.000 fronting Melrose Drive in an R-2 (Single-Family Residential) zoning district. The property is currently being annexed into the City of Wooster.

John Long, Shaffer, Johnston, Lichtenwalter & Associates, 3477 Commerce Parkway, Suite C, stated that the preliminary layout for a subdivision with three lots proposed as open space for a retention basin for stormwater detention and controlled lots for the homeowners association. Mr. Long explained that Schlabach Builders, based out of Millersburg, are experienced, quality builders and developers who will own the subdivision and plan on building the home sites for their construction. Mr. Long continued that they submitted a preliminary landscape plan, which will be finalized when we return for the Final Development Plan and the AEP street lighting plan. Mr. Long said the homeowners association documents would be submitted to the planning department for review. The homeowners associate will also have control over the lots for the retention basin with the upkeep and maintenance of those basins. Mr. Long stated that the traffic study was removed due to conversations with the city engineers and the new reconstruction of Melrose Drive.

Mr. Marion stated that the traffic study is not required for this application.

Mr. Long stated that the house to the south of the driveway was very close to the property line and is requesting that the sidewalk not be installed until they reach the retention basin and install the sidewalk only on one side of the driveway. Mr. Long explained that there were crosswalks four lots to the east, and I wouldn't recommend a crosswalk in the location where the sidewalk ends because of a curve and because it's mid-block.

Mark Weaver made a motion to approve application PC-23-10 as presented with the following conditions:

1. Landscaping plan and financial guarantee meeting code requirements.
2. Street light plan approved by AEP and City Engineer.
3. If applicable, review and acceptance of HOA documents.
4. The temporary dead-end street heading south shall have no parking signs posted to provide a sufficient area for emergency vehicles to turn around.
5. Site development must comply with all provisions of the City's Site Development and Improvement Manual for Storm Water Management, current edition.
6. Developer must use the current City of Wooster Engineering Standards.
7. Developer to obtain all necessary Engineering Permits and storm water guarantees.

Sheree Brownson seconded the motion. The motion carried unanimously, 5-0.

IV. ADJOURNMENT

Sheree Brownson made a motion to adjourn. Shawn Starlin seconded the motion. The motion passed unanimously, 6-0.

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Chuck Armbruster, Chairman

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Carla Jessie, Administrative Assistant