

PLANNING AND ZONING COMMITTEE

DECEMBER 18, 2017

The meeting was called to order at 5:30 p.m. by Chairman Tim McCarthy. Committee members present were Tim McCarthy, Jonathan Smith and Becky Williams. Also present were Karlene Henderson, Law Director, and Brody Walters, Planning and Zoning Administrator.

The Committee went into Executive Session at 5:31 p.m. to discuss appointment of public officials. The Committee returned from Executive Session at 5:54 p.m.

APPOINTMENTS TO PLANNING COMMISSION AND BOARD OF ZONING APPEALS

The Committee agreed 3-0 to recommend approval of the appointment of Craig Pickerel to the Planning Commission for a four year term ending on December 31, 2021.

The Committee agreed 3-0 to recommend approval of the appointment of Brian Elmer to the Board of Zoning Appeals for a three year term ending on December 31, 2020.

SPECIAL APPROVAL USE – DEPARTMENT OF PUBLIC SERVICE

Mr. Walters stated that this project is an accessory building on the north side of the Department of Public Service property on Roachton Road. Originally the cold storage building was proposed to be 4,800 square feet but has been reduced to 4,000 square feet to meet Code requirements. Mr. Walters said that issues with building materials and overall height have been resolved. The Planning Commission recommended approval of the Special Approval Use at their October 26, 2017 meeting, and this request was the subject of a public hearing on December 5, 2017.

Mr. McCarthy said that the report lists an issue of non-compliance with a fence or screen requirement. Mr. Walters stated that when an amendment is done to a final site plan they do a review of the overall site. The Planning Commission acknowledged this issue, but agreed that with the unique function of the building, it is better with the fence there.

The Committee reviewed the seven outstanding issues from the Planning and Zoning Division's Staff Report. The only issue that remains unresolved is the landscape percentage of the parcel. Dave Saneholtz, Poggemeyer Design Group, said that they are adding a hedgerow along the parking lot in lieu of landscape islands, but they don't have room on the site to add additional landscaping. Mr. McCarthy said that it appears they have made the adjustments that they can. The Committee agreed 3-0 to recommend approval of the Special Approval Use for the Department of Public Service.

SPECIAL APPROVAL USE – DEPARTMENT OF PUBLIC UTILITIES

Mr. Walters said that this project is a 6,000 square foot addition to the Department of Public Utilities building at 211 East Boundary Street. There is a compacted gravel area at the rear of the property, and at the Planning Commission meeting, it was agreed that this would be paved in phases over the next several years. There was also a commitment to incorporate additional landscape where we can on the site.

Mr. McCarthy said that this is a difficult site to manage but is a critical location to the City.

There was discussion regarding the pedestrian walkway. Mr. Walters said that the Department of Public Utilities requested that this requirement be waived. The Planning Commission discussed and seemed sympathetic, but did not include waiving it as part of their motion for approval. Mr. McCarthy said that it is a public building, and he sees it as a safety issue if there is any walk up traffic. Mr. Smith asked if the walkway could be striped. Mr. Walters said that it is required to be a different material so when the parking lot gets seal coated, it does not get covered.

Mr. Smith asked about the 4' fence limitation. Mr. Walters said that it is an existing condition, but a fence higher than 4' in a side yard would require Board of Zoning Appeals approval. Mr. Smith said that a 6' fence for this type of use seems warranted. The Committee agreed 3-0 to recommend approval of the Special Approval Use for the Department of Public Utilities, subject to the condition that the pedestrian walkway also be installed.

PROPOSED CODE AMENDMENT CH. 1250.41 STORAGE OF RECREATION EQUIPMENT OF TRAILERS

Mr. McCarthy stated that this proposed code amendment was the subject of a public hearing on December 6, 2017. Mr. Walters explained that the impetus for the proposed amendment is an effort to prevent ruts and weeds growing up around recreation vehicles, especially those that are not operable. The Committee had a lengthy discussion on this topic but ultimately tabled it. Mr. Walters said that he will provide the Committee with photos of what the Planning and Zoning Division has seen. Mr. McCarthy asked that addresses be provided with the photos so they can visit the sites because he has had trouble locating any.

Greg and Nancy Szczublewski and Gayle Duty of the Partridge/Quail area were present to discuss ongoing issues with their neighbor with regard to trailers. Mr. Walters informed them that the owners of the subject property have been given until the end of the month to move their trailers to a rear yard.

PROPOSED CODE AMENDMENT – 1225.08 LAND USE CHART – MASSAGE ESTABLISHMENT

Mr. McCarthy said that he has been in contact with Kyle and Lori Brodie, the applicants on the proposed code amendment. He told them that the Committee would preliminarily discuss the proposed code amendment to add massage establishments as a Special Approval Use in C4 (Highway Commercial) zoning districts. The Planning Commission recommended approval at their December 14, 2017 meeting and it will be the subject of a public hearing before City Council on February 6, 2018. Mr. Walters said that his office recommends adding this use as a Special Approval Use in C3 (Community Shopping) and OS (Office and Services) zoning districts also.

Under the Special Approval Use, if the establishment has state licensed massage therapists they are subject only to the general requirements of the Special Approval Use process and not the specific requirements. There was discussion regarding making this

a permitted use, but it was agreed that the Special Approval Use process is a safety net in case of establishments that do not have state licensed therapists. Mr. McCarthy said if there are no issues at the public hearing, they could vote on this ordinance that night.

SECOND FIRE STATION ANNEXATION AUTHORITY

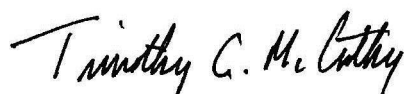
Ms. Henderson stated that she is in the process of filing a municipal annexation for the property that will be the site of the City's second fire station on Fort Meigs Road. She said that with a municipal annexation there are no hearings and no waiting period. The last required piece to complete the annexation is an ordinance granting her the authority to file the petition. Ms. Henderson explained that she would not recommend this type of annexation if it were going to be residential properties because it can result in double taxation, but that is not an issue since it will be used for municipal purposes. Mr. McCarthy asked when the annexation would be effective, and Ms. Henderson said that theoretically it would be effective on Wednesday, once it is filed. The Committee agreed 3-0 to recommend approval of the ordinance.

OTHER BUSINESS

Mr. Walters stated that the CRA Housing Council has representatives appointed by the Planning Commission and City Council. The Planning Commission voted to appoint Seth Hudson as their representative. Mr. Hudson is the current representative but his term expires at the end of the year. City Council's representative is Mr. Walters, who also serves as the City's Housing Officer. His term also expires at the end of the year. Mr. McCarthy said that it makes sense to reappoint Mr. Walters since he works with Glenn Grisdale, our economic development consultant, on monitoring the CRAs. The Committee agreed 3-0 to recommend the reappointments of Mr. Hudson and Mr. Walters to the CRA Housing Council.

At 7:18 p.m. the Committee went into Executive Session to discuss appointment of a public official. At 7:37 p.m. the Committee returned from Executive Session and there being no further business, the meeting adjourned.

Respectfully submitted,

A handwritten signature in black ink that reads "Timothy G. McCarthy". The signature is written in a cursive, flowing style.

Tim McCarthy, Chairman
Planning and Zoning Committee

Next meeting: To be determined.