

**Planning Commission
September 23rd, 2020
Meeting Minutes**

Meeting called to order:

Chairman McGory called the meeting to order at 4:31pm. The meeting took place virtually. The following members were present: Jade Castile, Jim Jackson, Conor Whelan. David Miller and Mike Meinzer were not present. Greg Voltz and Tom Horsman represented the Planning Department.

Approval of minutes from the August 26th, 2020 meeting:

Mr. Jackson made a motion to approve the minutes as submitted and Mr. McGory seconded the motion. All voting members present were in favor of the motion.

New Business:

Mr. McGory explained that the first application on the agenda is for an adjudication hearing for application submitted for a digital message board sign at 503 Columbus Avenue (Conditional Use Permit).

Mr. Horsman briefly introduces himself and then requests that the chairman swear in those that will speak in respect to this application as it is an adjudication hearing.

Mr. McGory asks anyone who plans to speak in regards to this application to raise their right hand and swear to tell the truth. All those wishing to speak do so.

Mr. Horsman explained that this is an application for a Conditional Use Permit for a digital message board sign at 503 Columbus Avenue, which is Zion Evangelical Lutheran Church. It is explained that the applicant looks to change the orientation of the sign to be oriented perpendicular to the road to give more visible to the sign. The sign size is about 25 SF. Staff recommends approval with the follow conditions; 1. The minimum display time shall be 10 seconds. 2. Brightness shall not impose hard to pedestrians or vehicular traffic, nor a nuisance to surrounding properties. 3. No animations, videos, or illumination with flashing lights.

Mr. Brady speaks on behalf of the application explaining that the sign has an auto dimming feature which limits the light output at night.

Mr. McGory requests if there are any questions for the applicant and asks if anyone cares to make a motion.

Mr. Zuilhof makes a motion to approve the Conditional Use Permit Subject to staff conditions. Mr. Jackson seconded the motion.

With no further discussion, all members voted in favor of the application and the motion passed.

Mr. McGory explained that the next application is for site plan approval for a new building at 2620 W. Monroe Street.

Mr. Voltz briefly explains the site context, the site zoning and surrounding zoning, existing site, and proposed site plan.

The site will not be paved at the time and the applicant is requesting a waiver to pave the parking surface this time.

Mentions that the City Engineer did request that there are some future requirements during construction approval.

Staff recommends approval with the following conditions; 1. All applicable permits are obtained through the Building Department, Engineering Department, and any other applicable agency. 2. All documents requested by the Engineering Department are provided and approved. 3. Planning Commission waives parking requirements for this expansion due to the new building being used for storage and parking will be provided internally. 4. Planning Commission waives paving requirements for a period of 2 years or until the second building is constructed, whichever occurs first. 5. New lighting is fully shielded and dark sky compliant.

Mr. McGory asks about the potential second building shown on the plan and requests more information.

Mr. Voltz speaks that the timeline for the second building is within a couple of years.

Mr. Zuilhof asks about site coverage and if we should also condition approval on a lot combination as it seems like the new building may cover too much property where it wouldn't provide appropriate amount of space for parking.

Mr. Voltz does mention that the applicant does not want the parcels combined and believes they have enough space for future parking uses.

Mr. Zuilhof further explains that he is concerned and asks if staff believes they are comfortable with this approval. Mr. Voltz explains that staff is comfortable with the proposed site plan and the parking concern mostly due to there being an access easement and adequate amount of space. Mr. Zuilhof explains he wants to ensure staff is satisfied they have enough space. Mr. Voltz says that staff is satisfied. Mr. McGory asks Mr. Feick about a potential lot combination. Mr. Feick explains that the new building is completely on the eastern parcel and it needs to be kept separate because this will be office for the business and could also include future storage uses. Mr. Zuilhof makes a motion to approve the site plan subject to staff conditions. Mr. Jackson seconded the motion. With no further discussion, all members voted in favor of the application and the motion passed.

Mr. McGory explained that the next application is for site plan approval for a new building at 2124 Cleveland Road. Mr. Voltz briefly explains the site context, the site zoning and surrounding zoning, existing site, and proposed site plan. The new site is an expanded footprint for the site and will be used for storage. There is explanation about the parking program for the site as the building is meant to be drive through so there is locations inside for parking. Staff recommends approval with the following conditions; 1. All applicable permits are obtained through the Building Department, Engineering Department, and any other applicable agency. 2. Proposed wall mounted exterior lighting be dark sky friendly and shielded from residential property. 3. Planning Commission waives parking requirements for this expansion due to the new building being used for storage. Mr. McGory asks if the applicant would like to add anything. Mr. Opfer mentions that they need more space and that they look to make the building very appealing from Remington Avenue and they just need the space to grow the business. Mr. Castile makes a motion to approve the site plan application subject to staff conditions. Mr. Whelan seconded the motion. With no further discussion, all members voted in favor of the application and the motion passed.

Old Business:

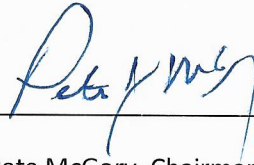
Mr. McGory mentions old business about proposed zoning changes between 1st, 2nd, and 3rd Streets near the Cedar Point dormitories. Mr. Voltz explained that staff has not been able to accomplish what they had wished for in regards to outreach and discussion for the proposed rezoning in this area but does intend to visit the neighborhood prior to the September meeting and offer recommendations at that time. Mr. McGory mentioned the tabled items and asks if they should remained tabled. Mr. Voltz explained that the tabled items will be discussed along with the staff recommendations at next months meeting.

Meeting Adjourned: Mr. Zuilhof made a motion to adjourn and Mr. Jackson seconded the motion. The meeting was adjourned at 5:00pm.

Approved:

A handwritten signature in blue ink, appearing to be 'Greg Voltz', written over a horizontal line.

Greg Voltz, Planner.

A handwritten signature in blue ink, appearing to be 'Pete McGory', written over a horizontal line.

Pete McGory, Chairman