

City of Findlay City Planning Commission

Thursday, July 14, 2016 - 9:00 AM
Municipal Building, Council Chambers

Minutes

(Staff Report Comments from the meeting are incorporated into the minutes in lighter text. Actual minutes begin with the DISCUSSION Section for each item)

MEMBERS PRESENT:

Paul Schmelzer
Lydia Mihalik
Dan Clinger

STAFF ATTENDING:

Judy Scrimshaw, HRPC Staff
Matt Cordonnier, HRPC Director
Matt Pickett
Don Rasmussen
Brian Thomas
Todd Richard

GUESTS:

Todd Jenkins, Lou Wilin, Brett Gies, Tom Shindledecker

CALL TO ORDER

ROLL CALL

The following members were present:

Paul Schmelzer
Lydia Mihalik
Dan Clinger

SWEARING IN

All those planning to give testimony were sworn in by Judy Scrimshaw.

APPROVAL OF MINUTES

Paul Schmelzer made a motion to approve the minutes of the June 16, 2016 meeting. Dan Clinger seconded. Motion to accept carried 3-0.

ITEMS TABLE AT THE JUNE 9, 2016 MEETING

ALLEY/STREET VACATION PETITION #AV-03-2016 filed to vacate an unimproved right-of-way of Connell Avenue running east from Fishlock Drive.

Mayor Mihalik asked Judy Scrimshaw if she had received any new information for this item. Ms. Scrimshaw asked if anyone was here for the Connell Avenue vacation petition. No one replied.

ALLEY/STREET VACATION PETITION #AV-03-2016 remains tabled.

NEW ITEMS

1. PETITION FOR ZONING AMENDMENT #ZA-07-2016 filed by The Hancock County Agricultural Society to rezone the Hancock County Fairgrounds located at 1017 E. Sandusky Street from R-2 Single Family Medium Lot to PO Park & Open Space District.

HRPC

General Information

The land in this request is located off the south side of E. Sandusky Street and contains multiple parcels. It is currently zoned R-2 Single Family Medium Lot and the majority of the surrounding parcels are also zoned R-2. Some of the lots to the north are zoned R-1 Single Family Large Lot. The majority of the land is in the 100 year flood plain. The City of Findlay Land Use Plan designates the area as PRD Planned Residential Development.

Parcel History

This is currently the site of the Hancock County Fairgrounds.

Staff Analysis

The applicant is proposing to change the zoning to PO Parks and Open Space district.

The PO District was added to the zoning code when it was updated. The district was meant to be used for everything from open space areas in subdivisions to public parks and community recreation areas.

The Fairgrounds complex is a good fit for this newer zoning classification. When the zoning map is updated later this year, this classification will be added to City parks as well as private park areas in some of our subdivisions.

ENGINEERING

None

FIRE PREVENTION

None

STAFF RECOMMENDATION

Staff recommends that FCPC recommend approval to Findlay City Council of PETITION FOR ZONING AMENDMENT #ZA-07-2016 to rezone the Hancock County Fairgrounds located at 1017 E. Sandusky Street from R-2 Single Family Medium Lot to PO Park & Open Space District.

DISCUSSION

Mr. Clinger asked if there are any residential properties in the area to rezone. He indicated some lots in the southernmost part in particular. Ms. Scrimshaw said she did not think so. Mr. Clinger then asked if there was a street in that area that appears to be a void in the outline of the zoning boundary. Ms. Scrimshaw said that it does appear to be some existing right-of-way. Mr. Schmelzer said it is in line with 1st Street so it's probably a remnant of that. There are also a couple of alleys. These could be vacated if requested.

MOTION

Paul Schmelzer made a motion for FCPC to recommend approval to Findlay City Council of **ALLEY/STREET VACATION PETITION #AV-03-2016 filed to vacate an unimproved right-of-way of Connell Avenue running east from Fishlock Drive.**

2nd: Dan Clinger

VOTE: Yay (3) Nay (0) Abstain (0)

2. APPLICATION FOR SITE PLAN REVIEW #SP-17-2016 filed by Findlay Elks Lodge, 900 W. Melrose Avenue, Findlay for a proposed additional building, parking lot and greenspace at 900 W. Melrose Avenue, Findlay.

HRPC

General Information

This request is located off the north side of E. Melrose Avenue west of I-75. It is zoned C-2 General Commercial. To the north is zoned M-2 Multiple Family. To the south is RM-1 Multiple Family in Liberty Township and to the west is R-1 One Family in the Township. It is not located within the 100 year flood plain. The City Land Use Plan designates the site as Multi-Family.

Parcel History

The site has historically been a private swimming/tennis club and rental hall business. The Elks Lodge purchased it in October, 2013, relocated their lodge to the site and maintain the swim/tennis club and rental hall business.

Staff Analysis

The applicant is proposing to remove the existing asphalt parking lot on the west side of the parcel as well as 2 of the tennis courts, and 2 existing garage structures to make room for an approximately 6,935 square foot clubhouse building and new parking lot.

There are two existing accesses to the parcel and both will remain with some modifications being made to the western one.

The proposed building is shown well within the required setbacks of C-2. There is an area shown as "future development" that would connect the existing banquet hall with the new clubhouse building. This is speculative and we would ask that it be submitted for review when it is actually planned to be constructed. We do not consider it an approval on today's agenda.

The new parking area shows 69 spaces. There are 12 existing spots near the old clubhouse building and about 27 in the right of way of W. Melrose. Staff does not consider the general C-2 parking requirements to suit the uses here. After discussion with the zoning inspector we decided to use the recreation classification for this mixed use development. The standards for parking are one space per 300 square feet of enclosed space and one space per 250 square feet of water surface of non-competition pools. We calculated roughly 13,900 square feet of building (not including future proposed expansion) which translates to 47 spaces and the pool is approximately 2475 square feet requiring an additional 10 spaces. With the 69 new spaces and the 12 around the old clubhouse, there will be 81 spots which exceeds the 57 required.

I have a request in to the Township in regard to their stance on the 27 spaces currently in the right-of-way. Doug Cade from the County Engineer's office has stated that parking in a public right-of-way cannot be solely designated for a specific entity's use unless a specific permit is granted by the Trustees. The actual pavement of Melrose Avenue in this area is only 20' wide. That is 3'-4' less than normal standards. Cars are pulling in and backing directly onto the street. The pavement is not centered on the right-of-way but is pushed to the south. If any road improvements would ever take place they would more than likely have to go to the north. We acknowledge that the street dead ends into I-75, but it has a fair amount of traffic with 8 residential driveways directly across the street and an 80-unit apartment complex that uses it as it's only means of ingress/egress. For those reasons, we see the current parking situation as undesirable and would prefer that it was eliminated. If not removed, the applicants must at least provide documentation from the Township that they are approved to keep it as such.

Due to the parking lot reconfiguration and the abutting residential lots, we feel that a privacy fence along with landscaping is needed. Cars will be parking head in to these properties. For the best protection from headlights, the fence is preferable.

A lighting plan shows the foot candle readings below .5 at the property line. The light plans call out a 25' round pole and show a base 2'-3" in height. Does this mean that the total height is 27'-3"? The maximum total height permitted in C-2 is 25'.

Architectural plans show a building with stone veneers, vinyl siding and vinyl shakes. The total height at the peak is approximately 35 ½ feet. This is well below the maximum permitted of 60 feet.

The plan shows the existing sign being removed. It is currently located in the right-of-way and is extremely difficult to see around when exiting the site. We could not find any new sign location indicated. If a sign is desired, the applicants will need to file for that permit with the zoning inspector.

Staff Recommendation

HRPC Staff recommends approval to FCPC of **APPLICATION FOR SITE PLAN REVIEW #SP-17-2016 for a proposed additional building, parking lot and greenspace for the Findlay Elks Lodge at 900 W. Melrose Avenue, Findlay subject to the following conditions:**

- **Clarification of the status of the parking spaces in the right-of-way of TR 94 (HRPC)**
- **Addition of a privacy fence along the residential property lines (HRPC)**
- **Clarification of light height and adjustment to 25' or less if over (HRPC)**

ENGINEERING

Access – The applicant is not proposing any changes to the existing access to the site.

Water & Sanitary Sewer – The applicant was planning on bringing the water and sewer from the existing building. City regulations require that separate buildings have their own water service. The plumbing designer has also determined that it will not be possible to use the old services. The consultant for the applicant will be submitting revised drawings to Engineering for review and approval that show a new domestic water service, a new fire line and a new sanitary service for the proposed building.

Stormwater Management – Detention for the site is being provided in chambers that will be placed under the parking lot.

MS4 Requirements – The applicant will be disturbing more than one (1) acre, so the project will be required to comply with the City of Findlay's Erosion and Sediment Control Ordinance. A Stormwater Pollution Prevention Plan (SWPPP) will need to be submitted and approved prior to the beginning of construction.

Sidewalks – There are no existing sidewalks on West Melrose Avenue.

Recommendations: Conditional approval of the site plan subject to the following conditions:

- The consultant submit revised drawings to Engineering for review and approval that shows the size and location of the proposed services.

The following permits may be required prior to construction:

- Storm Tap Permit
- Sanitary Tap Permit
- Water Tap Permit x 2

FIRE PREVENTION

- A fire hydrant shall be located within 100' of the Fire Department Connection (FDC)
- Location of the FDC shall be determined by FFD. The area in front of the FDC shall be kept clear of parking, landscaping, etc. The FDC shall be a 5" Storz with a 30-degree elbow.
- If a hydrant is installed on the fire line, the water line shall be 8" (due to being over 300 feet and a dead end). A suggestion would be to install the FDC toward the south end of the building facing west. The existing hydrant located at the drive entrance would be sufficiently located for this purpose and no additional hydrant would be necessary.
- This structure will require a Knox box.

STAFF RECOMMENDATION

Staff recommends approval to FCPC of APPLICATION FOR SITE PLAN REVIEW #SP-17-2016 for a proposed additional building, parking lot and greenspace for the Findlay Elks Lodge at 900 W. Melrose Avenue, Findlay subject to the following conditions:

- Clarification of the status of the parking spaces in the right-of-way of TR 94 (HRPC)
- Addition of a privacy fence along the residential property lines (HRPC)
- Clarification of light height and adjustment to 25' or less if over (HRPC)
- The consultant submit revised drawings to Engineering for review and approval that shows the size and location of the proposed services. (ENG)

- **A fire hydrant shall be located within 100' of the Fire Department Connection (FDC)**
- **Location of the FDC shall be determined by FFD. The area in front of the FDC shall be kept clear of parking, landscaping, etc. The FDC shall be a 5" Storz with a 30-degree elbow.**
- **If a hydrant is installed on the fire line, the water line shall be 8" (due to being over 300 feet and a dead end). A suggestion would be to install the FDC toward the south end of the building facing west. The existing hydrant located at the drive entrance would be sufficiently located for this purpose and no additional hydrant would be necessary.**
- **This structure will require a Knox box.**

DISCUSSION

Brett Gies commented that the photometrics were run as if the light fixture was at a height of no more than 25 feet. He stated that when it comes time for construction the entire pole and base will be less than the 25-foot maximum.

Mr. Gies also stated that new signage is not a part of this phase. When phase 2 is done it will be in those plans.

Dan Clinger asked if the parking shown will be adequate if the second phase is constructed. Ms. Scrimshaw asked the applicant if the old clubhouse will remain if phase 2 is built. Mr. Jenkins replied that the intent would be to remove that building when that new structure is complete. Ms. Scrimshaw stated that she thought that would probably be the case and that would open up some more area for additional parking. She said she believes they don't quite meet it with the current layout, but that may give them the extra spaces they would need then.

Mr. Clinger stated that there are a couple of catch basins in the area of the retaining wall and parking. He asked if the new drain tile would be connected or just go wherever. Mr. Jenkins replied that a revised plan he submitted to engineering shows it picking up those two (2) catch basins.

Mr. Clinger said that even though the parking is in the Township he would like to see it paved and striped so it is defined as parking. He also said that if it is to be reverse angle they would need to show the traffic coming into the site and driving back out at the east end then backing into the parking. Ms. Scrimshaw said she agrees with the paving of the parking area and that will need to be okayed with the Township.

Paul Schmelzer asked what the distance from edge of pavement to the right-of-way currently is. No one had a scale to measure on hand. Mr. Schmelzer said it looks long. He is not so concerned about the volume of traffic but was wondering if there is room for perpendicular parking. People are not going to want to circulate all the way through the site. Mr. Jenkins said that he does think it is very close to accommodating perpendicular parking. Mr. Jenkins stated that in regard to paving, this is phase one of the project. In phase two they are planning on parking changes. He would like to request that paving that area be put off until phase two. Mr. Clinger asked if they envisioned removing the retaining wall and regrading. Mr. Jenkins said they have been looking at what to do there ultimately. They would like to eliminate the wall if they can, but they haven't gotten that far yet.

Dan Clinger asked if there is any proposed timeline for phase two. The applicant replied that hopefully it would be within three (3) years. Mr. Schmelzer stated that this is the cheapest parking you can get right now. The Township is permitting parking in the right-of-way which would not be his preference. It is a dead end street. Mr. Schmelzer said that he would pave this, put in perpendicular parking and be done with it now if he were them. The only exception he said he could find to that is if you are going to remove the retaining wall, regrade and repave. He said his guess is that if cost is a consideration, you won't be doing that. He said he sees this as them getting a big gift from the Township.

MOTION

Paul Schmelzer moved to approve **APPLICATION FOR SITE PLAN REVIEW #SP-17-2016 for a proposed building, parking lot and greenspace at Findlay Elks Lodge, 900 W. Melrose Avenue subject to the following conditions:**

- **Clarification of the status of the parking spaces in the right-of-way of TR 94 (HRPC)**
- **Addition of a privacy fence along the residential property lines (HRPC)**
- **Clarification of light height and adjustment to 25' or less if over (HRPC)**
- **Paving and striping of the parking within the right-of-way of W. Melrose Avenue and that Engineering work with the Consultants on that configuration**
- **The consultant submit revised drawings to Engineering for review and approval that shows the size and location of the proposed services. (ENG)**
- **A fire hydrant shall be located within 100' of the Fire Department Connection (FDC)**
- **Location of the FDC shall be determined by FFD. The area in front of the FDC shall be kept clear of parking, landscaping, etc. The FDC shall be a 5" Storz with a 30-degree elbow.**
- **If a hydrant is installed on the fire line, the water line shall be 8" (due to being over 300 feet and a dead end). A suggestion would be to install the FDC toward the south end of the building facing west. The existing hydrant located at the drive entrance would be sufficiently located for this purpose and no additional hydrant would be necessary.**
- **This structure will require a Knox box.**

2nd: Dan Clinger

VOTE: Yay (3) Nay (0) Abstain (0)

Lydia L. Mihalik
Mayor

Paul E. Schmelzer, P.E., P.S.
Service-Safety Director