

City of Findlay City Planning Commission

Thursday, June 8, 2017 - 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:

Brian Thomas
Jackie Schroeder
Dan DeArment
Dan Clinger

STAFF ATTENDING:

Judy Scrimshaw, HRPC Staff
Matt Cordonnier, HRPC Director
Jeremy Kalb, Engineering Project Manager
Todd Richard, Zoning Inspector
Don Rasmussen, Law Director

GUESTS:

Lou Wilin, Dan Stone, Todd Jenkins, Cynthia Jaqua, Eric Adkins, Jim Koehler, Ryan Shoemaker, David Whitta

CALL TO ORDER

ROLL CALL

The following members were present:

Brian Thomas
Jackie Schroeder
Dan Clinger
Dan DeArment

SWEARING IN

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

APPROVAL OF MINUTES

Dan Clinger made a motion to approve the minutes of the May 11, 2017 meeting. Dan DeArment seconded. Motion to accept carried 4-0-0.

NEW ITEMS

1. PRELIMINARY PLAT APPLICATION #PP-02-2017 for Findlay Commerce Park North to be located on the northwest corner of CR 99 and TR 142.

HRPC

General Information

This request is located on the northwest corner of CR 99 and TR 142 in Allen Township. Lots to the north, east and west are also in Allen Township and are not zoned. To the south is zoned B-2 General Commercial in the City of Findlay. It is not located within the 100-year flood plain. The City Land Use Plan designates the site as Office.

Parcel History

Vacant land.

Staff Analysis

The applicant is proposing a 5-lot subdivision on 11.404 acres. The lots sizes range from 1.666 to 1.922 acres. All of the lots have frontage on CR 99.

CR 99 and TR 142 are both designated as Major Thoroughfares on the Hancock County Thoroughfare Plan. Major thoroughfares require 120' of proposed right-of-way. This is calculated as 60' from the centerline of the existing road way on both sides. The extra right-of-way was dedicated on the south side of CR 99 when Findlay Commerce Park was platted. The applicant has indicated the extra right-of-way on this plat to increase the CR 99 side to 60' from centerline and TR 142 to 60' from centerline.

The land is located in Allen Township and therefore is not zoned. Because the area will be connected to City water and sewer, lots less than 2 acres are acceptable. Notes on the plat indicate that the intent of the development is for industrial purposes.

Staff Recommendation

HRPC Staff recommends **that FCPC approve PRELIMINARY PLAT APPLICATION #PP-02-2017 for Findlay Commerce Park North to be located on the northwest corner of CR 99 and TR 142.**

ENGINEERING

No comments

FIRE PREVENTION

No Comments

STAFF RECOMMENDATION.

Staff recommends **that FCPC approve PRELIMINARY PLAT APPLICATION #PP-02-2017 for Findlay Commerce Park North to be located on the northwest corner of CR 99 and TR 142.**

DISCUSSION

Dan Clinger asked if there were any issues with AEP concerning the detention pond area. Dan Stone said he had been in contact with AEP. They do have design regulations regarding what you can and cannot do under the high-tension wires. He stated that they want a 40' clear zone from their guy wires. Mr. Stone said they have given a preliminary okay to the design. AEP will still have access to the line from CR 99.

Dan Clinger then asked since the lots were listed as industrial if they were large enough for parking, a potential secondary access, etc. Dan Stone replied that they had laid out a couple of the lots with different concepts. They are designed for smaller industrial users as well as commercial users. He said there are already a couple of people interested. One of the lots will probably be coming before City Planning Commission soon. Mr. Clinger said he thinks the County has regulations requiring spacing between driveways. Ms. Scrimshaw replied yes. She said it would be discussed in the final plat. Mr. Clinger had also questioned why all of the land was outlined when only the five lots were the subdivision. Ms. Scrimshaw replied that you are required to show the entire parcel that the developer owns and show the portion not being used as "excepted" if there are no plans for that portion.

MOTION

Jackie Schroeder made a motion **to approve PRELIMINARY PLAT APPLICATION #PP-02-2017 for Findlay Commerce Park North to be located on the northwest corner of CR 99 and TR 142.**

2nd: Dan Clinger

VOTE: Y
ay (4) Nay (0) Abstain (0)

2. FINAL PLAT APPLICATION #FP-03-2017 for Findlay Commerce Park North to be located on the northwest corner of CR 99 and TR 142.

HRPC

General Information

This request is located on the northwest corner of CR 99 and TR 142 in Allen Township. Lots to the north, east and west are also in Allen Township and are not zoned. To the south is zoned B-2 General Commercial in the City of Findlay. It is not located within the 100-year flood plain. The City Land Use Plan designates the site as Office.

Parcel History

The Preliminary Plat for Findlay Commerce Park North was reviewed in the previous item.

Staff Analysis

The applicant is proposing a 5-lot subdivision on 11.404 acres. The lots sizes range from 1.666 to 1.922 acres. All of the lots have frontage on CR 99.

CR 99 and TR 142 are both designated as Major Thoroughfares on the Hancock County Thoroughfare Plan. Major thoroughfares require 120' of proposed right-of-way. This is calculated as 60' from the centerline of the existing roadway on both sides. The extra right-of-way was dedicated on the south side of CR 99 when Findlay Commerce Park was platted. The applicant has indicated the extra right-of-way on this plat to increase the CR 99 side to 60' from centerline and TR 142 to 60' from centerline. The plat must be submitted to Hancock County for acceptance of the additional right-of-way.

The land is located in Allen Township and therefore is not zoned. Because the area will be connected to City water and sewer, lots less than 2 acres are acceptable. The Declarations of Restrictions submitted with the plat state that Lots 1 and 2 are to be used for commercial purposes and Lots 3 and 4 are to be used for industrial purposes. Lot 5 will not be developed and will only serve as the detention facility. We understand that the plat will be proposed for annexation to the City. Appropriate zoning designations will need to be addressed with the annexation.

The Declarations also stated that individual accesses for each parcel are preferred. Because this is a Major Thoroughfare, it is not likely that individual drives will be granted. Either a Marginal Access roadway paralleling CR 99 or some shared access points will be more likely. As long as the roads are in the County, driveways must be 495' apart and they may need to apply for a variance on any drive locations.

Staff Recommendation

HRPC Staff recommends **approval of FINAL PLAT APPLICATION #FP-03-2017 for Findlay Commerce Park North to be located on the northwest corner of CR 99 and TR 142.**

ENGINEERING

Access – It is our understanding that the property included in the plat is going to be annexed. If site plans are submitted for any of the lots prior to the annexation, the access to the sites will need to comply with the Hancock County Access Management Regulations. If site plans are submitted for any of the lots after the annexation, the access to the sites will be reviewed by the City of Findlay Planning Commission to determine if individual access or shared accesses will be allowed.

Sanitary Sewer - We have not received the construction drawings for the sanitary sewer to review. The construction drawings will need to be submitted and approved prior to us signing the plat.

FIRE PREVENTION

No Comments

STAFF RECOMMENDATION

Staff recommends approval of **FINAL PLAT APPLICATION #FP-03-2017 for Findlay Commerce Park North to be located on the northwest corner of CR 99 and TR 142 subject to the following conditions:**

- **Submittal of construction drawings for sanitary sewer (ENG)**

DISCUSSION

Dan Clinger stated that the Land Use Plan calls for this to be commercial. Judy Scrimshaw commented that it had been designated as office on the plan probably because when the portion south of this was developed, it was planned as a business/office park.

Mr. Clinger commented that if the other portion of the property were developed it would probably have to access from TR 142.

MOTION

Dan Clinger made a **motion to approve FINAL PLAT APPLICATION #FP-03-2017 for Findlay Commerce Park North to be located on the northwest corner of CR 99 and TR 142.**

2nd: Dan DeArment

VOTE: Yay (4) Nay (0) Abstain (0)

3. SITE PLAN APPLICATION #SP-09-2017 filed by Blanchard Valley Regional Health Center for a parking lot at 1920 S. Main Street.

HRPC

General Information

This request is located at the northwest corner of S. Main Street and Highland Avenue. It is zoned O-1 Institutions and Offices and is within the Hospital Overlay District. Parcels to the north, east and west are also O-1 Institutions and Offices with the Hospital Overlay District. To the south is a home zoned R-1 Single Family Low Density. It is not within the 100 year flood plain. The City of Findlay Land Use Plan designates the area as Medical.

Parcel History

Former site of a medical office building and parking lot. The building was demolished and returned to grass and the old parking lot pavement remains.

Staff Analysis

The applicant is proposing to remove the old parking lot and construct a new lot on the entire site.

There are drive cuts onto S. Main Street and onto Highland Drive which will be removed. Two new accesses will be installed on the west side of the parcel in the area that is currently an alley. Traffic flow can access from Highland Drive or may also access an existing drive that goes to the north and turns west through other parking areas. The alley to the west and another along the north side of the parcel have been submitted to the City for vacation. The Hospital and the County Commissioners own all the land on both sides of these alleyways and the Commissioners have adopted a resolution of agreement to vacate.

The new lot will contain 108 parking spaces. All of the spaces are laid out as 90 degree parking. Staff has some concern about the northeast and southeast corners of the lot where it may be difficult to maneuver out of the spaces when both are occupied. There is nothing in the code however, that prohibits a layout such as this.

The photometric plan submitted with the application shows the foot-candle readings below .5 at all property lines. The plans state that the light heads are mounted at 25'. The maximum height permitted for the entire lighting structure is 25'. There are no drawings that show the actual set up with any base, pole height etc.

Staff needs to see a better landscaping detail. The plans indicate a number of trees and shrubs along Highland Drive as well as trees to be planted in the parking lot islands. There is no indication of any planting along the Main Street side of the lot.

HRPC Staff recommends that **approval of SITE PLAN APPLICATION #SP-09-2017 filed by Blanchard Valley Regional Health Center for a parking lot at 1920 S. Main Street subject to the following conditions:**

- **Vacation of the alleys on the west and north sides of the parcel**
- **Verification of lighting height**
- **Full landscaping plan submitted and approved.**

ENGINEERING

General – The site plan shows two (2) existing alleys as “To be vacated”. As mentioned by HRPC, the application has been submitted to City Council. Engineer has checked and the City does not have any utilities in the alleys so we will be in favor of the vacation when they appear at the July CPC meeting.

Access – The existing parking lot has two (2) drives on Main Street and two (2) drives on Highland Drive. The applicant is proposing to remove all four (4) of the existing drives and create two (2) new drives that will access the parking lot from their existing drive.

Stormwater Management – Detention for the site will be provided by the proposed detention swale located on the east side of the parking lot. The detention calculations submitted complies with the City of Findlay standards.

MS4 Requirements – The amount of erodible material that will be disturbed will be more than one acre so the site is required to comply with the City of Findlay’s Erosion and Sediment Control Ordinance.

Sidewalks – There are existing sidewalks on Main Street and Highland Drive.

Recommendations: Approval of the site plan

The following permits may be required prior to construction:

- Storm Tap
- Curb Cut/Drive Permits x 4

FIRE PREVENTION

No Comments

STAFF RECOMMENDATION

Staff recommends **approval of SITE PLAN APPLICATION #SP-09-2017 filed by Blanchard Valley Regional Health Center for a parking lot at 1920 S. Main Street subject to the following conditions:**

- **Vacation of the alleys on the west and north sides of the parcel (HRPC)**
- **Verification that the total height of the lighting includes any bases, poles, etc. (HRPC)**
- **Full landscaping plan submitted and approved. (HRPC)**

DISCUSSION

Judy Scrimshaw asked to delete the paragraph stating that landscaping details need to be provided. She was using an old plan when reviewing that did not have those details included. Remove that as a condition of approval also.

MOTION

Dan DeArment made a **motion to approve SITE PLAN APPLICATION #SP-09-2017 filed by Blanchard Valley Regional Health Center for a parking lot at 1920 S. Main Street subject to the following conditions:**

- **Vacation of the alleys on the west and north sides of the parcel (HRPC)**
- **Verification that the total height of the lighting includes any bases, poles, etc. (HRPC)**

2nd: Jackie Schroeder

VOTE: Yay (4) Nay (0) Abstain (0)

4. SITE PLAN APPLICATION #SP-10-2017 filed by The Whittera Company, PO Box 1086, Fostoria, OH for a 63,541 square foot addition to Creative Plastic Concepts located at 2040 Production Drive, Findlay.

HRPC

General Information

This request is located on the corner of Production Drive, Hamlet Drive and Industrial Drive. It is zoned I-1 Light Industrial. All surrounding parcels are also zoned I-1. It is not within the 100-year flood plain. The City Land Use Plan designates the area as Industrial.

Parcel History

This is the site of an existing industrial use.

Staff Analysis

The applicant wishes to construct an addition on the southeast side of the building at the corner of Industrial Drive and Production Drive.

Setbacks in I-1 are 50' front and 30' sides and rear. The new addition is within the setbacks.

A new access is proposed from Industrial Drive. This will provide access to truck docks on this side of the addition.

There is no additional parking proposed. The plans stated that there will be three (3) new employees added to the eight (8) currently employed. At 1.1 space per employee, only 13 spaces are required. The existing lot has 42 parking spaces.

Elevation drawings of the building show it as a similar exterior design to the existing structure. The peak height is slightly over 30' which is well below the maximum permitted height of 60'.

Staff Recommendation

HRPC Staff recommends **approval of SITE PLAN APPLICATION #SP-10-2017 for a 63,541 square foot addition to Creative Plastic Concepts located at 2040 Production Drive, Findlay.**

ENGINEERING

Access – The applicant is proposing one (1) new drive on Industrial Drive to have access to the proposed truck docks.

Sanitary Sewer – The addition will be served by a proposed six (6) inch sanitary lateral that will connect to the existing ten (10) inch sanitary sewer on the south side of Industrial Drive. Since Industrial Drive is scheduled to be repaved in the next couple of years, we do not object to open cutting the road for installation of the sanitary lateral but the work will need to be done in a manner to ensure that access to the other properties is maintained.

Waterline – The proposed addition will be served by a one (1) inch domestic waterline that will be connected to the existing twenty (20) inch waterline located on the north side of Industrial Drive. The tap will need to be moved to the southwest so that it is in the grass area and not in the drive. The exact location of the tap can be coordinated with Water Distribution in the field.

Stormwater Management – Detention for the site will be provided by the existing regional detention area. This lot was included in the original design of the detention area.

MS4 Requirements – The amount of erodible material that will be disturbed will be more than one acre so the site is required to comply with the City of Findlay's Erosion and Sediment Control Ordinance.

Sidewalks – There are no existing walks on Industrial Drive or Production Drive.

General – The Consultant needs to use the City of Findlay General Notes.

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

- The Contractor coordinate the location of the water tap with Water Distribution so that the tap is in the grass area and not under the proposed drive.
- Add the City of Findlay General Notes to the Site Plan.

The following permits may be required prior to construction:

- Sanitary Tap Permit
- Waterline Tap Permit
- Storm Tap Permit x 3
- Curb cut/Drive Permit

FIRE PREVENTION

Provide fire alarm, sprinkler and fire pump plans to FFD
Apply for all necessary permits with Wood County Building Department

STAFF RECOMMENDATION

Staff recommends **approval of SITE PLAN APPLICATION #SP-10-2017 for a 63,541 square foot addition to Creative Plastic Concepts located at 2040 Production Drive, Findlay subject to the following conditions:**

- **The Contractor coordinate the location of the water tap with Water Distribution so that the tap is in the grass area and not under the proposed drive. (ENG)**
- **Add the City of Findlay General Notes to the Site Plan. (ENG)**
- **Provide fire alarm, sprinkler and fire pump plans to FFD (FIRE)**
- **Apply for all necessary permits with Wood County Building Department (FIRE)**

DISCUSSION

Dan Clinger stated that there is a water tap located in the existing drive. He asked if that was for this building also. Brian Thomas said he believes it serves the adjacent building.

MOTION

Dan Clinger made a motion to **approve SITE PLAN APPLICATION #SP-10-2017 for a 63,541 square foot addition to Creative Plastic Concepts located at 2040 Production Drive, Findlay subject to the following conditions:**

- **The Contractor coordinate the location of the water tap with Water Distribution so that the tap is in the grass area and not under the proposed drive. (ENG)**
- **Add the City of Findlay General Notes to the Site Plan. (ENG)**
- **Provide fire alarm, sprinkler and fire pump plans to FFD (FIRE)**
- **Apply for all necessary permits with Wood County Building Department (FIRE)**

2nd: Dan DeArment

VOTE: Yay (4) Nay (0) Abstain (0)

Lydia L. Mihalik
Mayor

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