

# City of Findlay City Planning Commission

Thursday, September 13, 2018 – 9:00 AM

## 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:** Dan Clinger  
Jackie Schroeder  
Brian Thomas

**STAFF ATTENDING:** Todd Richard, Zoning Inspector  
Jeremy Kalb, Engineering Project Manager  
Matt Cordonnier, HRPC Director  
Leah Fox, HRPC Staff  
Jodi Mathias, Zoning Inspector

**GUESTS:** Tom Shindledecker, Tony Scanlon, Lou Wilin, Ryan  
Sendelbach, Dan Stone, Brett Gies, Jim Koehler, Greg  
Burks, Jonathon Wilkins

### CALL TO ORDER

### ROLL CALL

The following members were present:

Dan Clinger  
Jackie Schroeder  
Brian Thomas

### SWEARING IN

All those planning to give testimony were sworn in by Matt Cordonnier.

### APPROVAL OF MINUTES

Dan Clinger made a motion to approve the minutes of August 9, 2018. Jackie Schroeder seconded. Motion carried 3-0-0.

**NEW ITEMS**

Matt Cordonnier noted that item 6 has been withdrawn from the agenda. If the ordinance were to go forward, it would need to go back to City Council and start anew.

**1. APPLICATION FOR FINAL PLAT #FP-06-2018 filed for Glenmar Subdivision Second Addition Plat 2.**

**General Information**

This request is located on the west side of CR 140 north of CR 95 in Liberty Township. It is zoned R-1 One Family. All surrounding parcels are also zoned R-1. It is not located within the 100-year flood plain. The City of Findlay Land Use Map designates the area as Single Family Large Lot.

**Parcel History**

The Preliminary Plat for this phase of the Subdivision was reviewed and approved by FCPC on March 8, 2018 and by HRPC on July 27, 2018.

**Staff Analysis**

This phase consists of 8 single family lots. Smokies Way is extended west and will curve south. A stub of Glenmar Parkway comes off of Smokies Way.

The Subdivision is zoned R-1 One Family in Liberty Township. All lots meet and exceed the minimum size required in their zoning resolution. The subdivision is served by City of Findlay water and sewer.

The layout is consistent with the approved Preliminary Plat.

**Staff Recommendation**

HRPC Staff recommends approval of **APPLICATION FOR FINAL PLAT #FP-06-2018 filed for Glenmar Subdivision Second Addition Plat 2.**

**ENGINEERING**

No Comment

**FIRE PREVENTION**

No Comment

**STAFF RECOMMENDATION**

Staff recommends approval of **APPLICATION FOR FINAL PLAT #FP-06-2018 filed for Glenmar Subdivision Second Addition Plat 2.**

## **DISCUSSION**

Dan Clinger asked about a timeframe that Tony Scanlon would foresee for Glenmar Parkway to be connected to another a submission. Mr. Scanlon said hopefully that wouldn't be too long from now. He said it would be a pretty simple phase and that several lots have already potentially been spoken for. One factor that plays into the second phase is installing a second bridge. Mr. Clinger asked if the lots have already been preliminarily platted for the next phase. Mr. Scanlon said yes. He said it's pretty much just an extension to connect the two pieces.

## **MOTION**

Dan Clinger made a motion to **approve APPLICATION FOR FINAL PLAT #FP-06-2018 filed for Glenmar Subdivision Second Addition Plat 2.**

2<sup>nd</sup>: Jackie Schroeder

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

## **2. APPLICATION FOR FINAL PLAT #FP-07-2018 filed for Woods at Hillcrest 9<sup>th</sup> Addition.**

### **HRPC**

#### **General Information**

This request is located off the east side of CR 140 in Allen Township. Allen Township is not zoned. All surrounding land is also in Allen Township and not zoned. It is not located within the 100-year flood plain. The City of Findlay Land Use Map designates the area as Single Family Large Lot.

#### **Parcel History**

The Preliminary Plat of Woods at Hillcrest 9<sup>th</sup> – 11<sup>th</sup> was reviewed and approved by FCPC on June 14, 2018 and by HRPC on May 16, 2018.

#### **Staff Analysis**

This phase consists of 20 residential lots and the extensions of Bushwillow and Bearcat Way and a new street labelled as Down by the Seaside Drive.

Because there is no zoning, there are no minimum lot sizes required by the Township. The lots are consistent with the previous phases of the subdivision. The subdivision is served by City of Findlay water and sewer.

The layout is consistent with the approved Preliminary Plat.

#### **Staff Recommendation**

HRPC Staff recommends **approval of APPLICATION FOR FINAL PLAT #FP-07-2018 filed for Woods at Hillcrest 9<sup>th</sup> Addition.**

**ENGINEERING**

No Comment

**FIRE PREVENTION**

No Comment

**STAFF RECOMMENDATION**

Staff recommends **approval of APPLICATION FOR FINAL PLAT #FP-07-2018 filed for Woods at Hillcrest 9<sup>th</sup> Addition.**

**DISCUSSION**

Mr. Clinger mentioned that based on what he could tell, there's enough space to do another similar layout near CR 99, but asked if they would take Bush Willow off of CR 99. Dan Stone said they wouldn't be taking it off CR 99. He said the road would be extended up CR 99 to Bearcat Way. Bearcat Way will be extended up north to CR 99. Mr. Clinger asked if all the detention was taken into account previously. Mr. Stone said yes, there are two ponds at the bottom of the drawing that were constructed as part of the cul-de-sac that handles that development.

Mr. Clinger asked what the extension is for Bearcat Way to the south and asked if there was anything there. Mr. Stone said there is currently nothing there. He pointed out where Bearcat Way would go and where it would cross the ditch to serve the development to the south. Jim Koehler said there is about 40 acres there to develop to the south. Mr. Stone said it would all tie into the other Woods at Hillcrest to the east.

**MOTION**

Jackie Schroeder made a motion to **approve APPLICATION FOR FINAL PLAT #FP-07-2018 filed for Woods at Hillcrest 9<sup>th</sup> Addition.**

2<sup>nd</sup>: Dan Clinger

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

**3. APPLICATION FOR CONDITIONAL USE CU-06-2018 filed by Kathie Hamilton, 2140 Blanchard Avenue to establish a retail operation run by the owner and family for crafts, second hand items and bait & tackle in a detached garage on the premises.**

**HRPC**

**General Information**

This parcel is located on the north side of Blanchard Avenue and is zoned R-2 Single Family Medium Density. Land to the north, east and west is also zoned R-2. To the south is zoned B-3 General Business in Marion Township. It is not within the 100-year flood plain. The City of Findlay Land Use Plan designates the area as Single Family Medium Lot.

### **Parcel History**

This is the site of a single family home.

### **Staff Analysis**

The applicant wishes to operate a Home Business out of a detached garage at the north end of the property. The application states that they wish to sell bait and tackle, craft wood items, miscellaneous second-hand items and have a painting art gallery. A Home Business, according to the City of Findlay Zoning Ordinance, is defined as: Any occupational activity carried on exclusively by a member of an immediate family residing on the premises and conducted entirely on the premises. No commodity shall be sold on the premises except that which is produced thereon, nor mechanical equipment used in fabrication or alteration of product, tools, gear, etc. from which external effects may adversely affect adjacent property. Home Businesses shall be clearly incidental and secondary to the use of the premises for dwelling purposes, and shall not change the structural character thereof.

On a visit to the site, we found large “tent-like” structures in the east side of the driveway and on the west side of the garage. A neighbor had stated that there are outdoor sales conducted on the property at least every other week. It appears that the property has already taken on a commercial type character.

A key point in this assessment is conducting this much business out of a garage and keeping that business “incidental and secondary” to the residential character of the property. Outdoor storage or sales are not permitted for a Home Business. No signs are permitted for Home Occupations. The opinion is that they should not have signs in order to maintain the character of the residential neighborhood. A neighbor or anyone driving by should not be able to tell there is a business being conducted on the premises.

According to the Auditor’s website, the garage is 24’ x 30’ in size. That is 720 square feet. Parking for commercial business is one space per 375 square feet. In this instance, only two (2) parking spaces would be required. There is another garage attached to the house to provide two (2) additional parking spaces for the residence itself. Parking is not permitted in front yards in residential areas and any commercial operation is required to have parking areas paved. There is no indication on the application as to how much traffic they may anticipate or if they will maintain any regular hours of operation.

### **Staff Recommendation**

**HRPC Staff recommends denial of APPLICATION FOR CONDITIONAL USE CU-06-2018 for a retail operation for crafts, second hand items and bait & tackle in a detached garage on the premises at 2140 Blanchard Avenue because it does not seem to fall into the intent and character of a Home Business as permitted in residential areas.**

### **ENGINEERING**

No Comment

### **FIRE PREVENTION**

No Comment

**STAFF RECOMMENDATION**

Staff recommends **denial of APPLICATION FOR CONDITIONAL USE CU-06-2018 for a retail operation for crafts, second hand items and bait & tackle in a detached garage on the premises at 2140 Blanchard Avenue because it does not appear to fall into the intent and character of a Home Business as permitted in residential areas.**

**DISCUSSION**

Mr. Clinger said because there is no representative here to speak about this item, we should go ahead and go with HRPC's recommendation of denial and also see to it that the tent structures are removed based upon zoning requirements.

**MOTION**

Dan Clinger made a motion to **deny APPLICATION FOR CONDITIONAL USE CU-06-2018 filed by Kathie Hamilton, 2140 Blanchard Avenue to establish a retail operation run by the owner and family for crafts, second hand items and bait & tackle in a detached garage on the premises.**

2<sup>nd</sup>: Brian Thomas

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

**4. APPLICATION FOR SITE PLAN REVIEW #SP-15-2018 filed by Judson Palmer House, 2911 N. Main Street, Findlay for a 17,511 square foot building addition.**

**HRPC**

**General Information**

This request is located at the corner of N Main Street and Bell Avenue. It is zoned O-1 Institutions and Offices. To the north, south, and east is zoned R-1 Single Family Low Density. To the west across Main Street is zoned R-2 Single Family Medium Density and M-2 Multiple Family. It is not located within the 100-year flood plain. The City of Findlay Land Use Plan designates the area as Civic.

**Parcel History**

This is the site of an existing assisted living facility for women.

### **Staff Analysis**

The applicant is proposing to construct a 17,511 square foot addition on the north side of the existing building. The addition will provide new living quarters, kitchen, dining, activity center and lounge area.

Access to the site will not be changed. Traffic currently enters from the Bell Avenue side. A new parking lot will be added to the front (west side) of the building providing an additional 18 spaces. The existing parking lot at the rear (east side) will remain and will be milled and repaved. The rear lot will be designated for staff parking and service/delivery vehicles. Parking for an assisted living facility is based on one space per each employee on the largest shift and one space per every three (3) rooms. The second floor of the existing building shows some rooms, but the architect has said that all clients will be moved to the 16 rooms in the new addition and those rooms will then be converted for storage. The assisted living calculations would only require 16 spaces. On the plans, they used the retirement community calculations, which work out to 28 spaces, which is the exact number shown.

There is an existing garage on the east side of the parking lot that will remain. A dumpster will be placed south of the garage. The architect stated that this would be enclosed with a 6' tall vinyl fence.

A gazebo on the north end of the site will be moved to make way for the building addition. It will be relocated east toward the rear of the site.

All required building setbacks are exceeded with the location of the new addition.

The photometric plan submitted shows that the foot candle levels are at zero in most areas and only go as high as .1 in spots. This is well below the maximum permitted.

A new sign is proposed about midway between the front sidewalk and the north property line. This will replace the existing sign currently south of the sidewalk area which is in disrepair. It will be double sided and mimic the design of the old sign. The architect did not have designed details yet. He also stated that they no longer will replicate any signage at the corner of N Main Street and Bell Avenue. There is a directional sign indicated on the Bell Avenue side where the driveway splits. The design for that is not yet available either, but the locations appear to meet standards. The signs are on a separate permit and the details will have to be submitted to the Zoning office and approved.

The site has many mature trees that create a park-like setting. A few will be removed for construction purposes, but the majority will remain. The landscape plan submitted shows shrubs and trees along the west (front) side of the parking lot. Island areas in the new parking lot have trees and plantings. The new addition will be lined with foundation plantings. There are proposed rose garden areas indicated on the east side and new plantings will be added around the gazebo when it is relocated. A walkway will connect the gazebo area with another proposed garden/seating area.

The elevation drawing shows that the new addition will be designed to blend in with the existing architecture. The pillars, window styles and trim details will mimic the old building.

**Staff Recommendation**

HRPC Staff recommends **approval of APPLICATION FOR SITE PLAN REVIEW #SP-15-2018 filed by Judson Palmer House at 2911 N. Main Street.**

**ENGINEERING**

*Access –*

Will be using the existing drive off of Bell Avenue.

*Sanitary Sewer –*

The sanitary sewer on site is all private. The sanitary sewer on site is proposed as a gravity sewer being drained into a lift station that will be pumped to the City Sewer at the SE corner of the property. The Engineering Department would like to see information on the lift station prior to approval.

*Waterline –*

An existing 4-inch WL is located on the south side of the site. Will the new building be using the existing WL or will a new service be needed?

*Stormwater Management –*

Stormwater will be contained by the proposed onsite detention pond. Detention calculations were submitted with the construction drawings. All onsite water will be routed to the detention pond and the outlet to the existing storm sewer on Main Street.

*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 & Sediment Control Ordinance.

*Recommendations:*

- Conditional Approval of the Site Plan
  - Submit Additional Lift Station information
  - Will a new WL service be needed.

Following Permits are Needed Before Construction Can Start:

Storm Sewer Permit-	1 total
Sanitary Sewer Permit-	1 total
Sidewalk Permit-	1 total
Drive/ Curb Cut Permit-	1 total
Possible WL Reconnect-	1 total

**FIRE PREVENTION**

Plans do not show the location of the UG fire line for the new addition.  
Apply for all necessary permits with Wood County Building Department.



### **STAFF RECOMMENDATION**

**Staff recommends approval of APPLICATION FOR SITE PLAN REVIEW #SP-15-2018 filed by Judson Palmer House at 2911 N. Main Street subject to the following conditions:**

- Submit Additional Lift Station information (ENG)
- Will a new WL service be needed? (ENG)
- Plans do not show the location of the UG fire line for the new addition. (FIRE)
- Apply for all necessary permits with Wood County Building Department. (FIRE)

### **DISCUSSION**

Jeremy Kalb asked if there were going to be utilizing the existing water line or if a new service would be needed. Greg Burks said they are going to use a 4 inch spire.

Jackie Schroeder asked if the detention pond would maintain a water level. Mr. Burks said it would be a dry basin. Brett Gies said that they are proposing wetland and wildflower seeding for the bottom of the detention area.

Jonathan Wilkins, a resident at a neighboring property on the corner of Bell and Main St., mentioned that the streets are very narrow there and he's had construction vehicles park in front of his driveway which makes it hard to get in and out of the driveway. Mr. Gies asked Mr. Wilkins which property he was in, and Mr. Wilkins replied that he's on the corner of Bell and Main. Mr. Gies stated that all construction equipment must be on-site. It does depend on the order of operations but they will have to do a lot with the storm water grading and drainage first to dig out the pond but they should have adequate space in the rear of the site to store a lot of the construction equipment and construction materials. Mr. Wilkins asked if there were specific hours of operation and stated he was just curious because he has four children. Mr. Gies said that hours of construction are typically during the day, on weekends as needed, but they're so early in the process that they don't have a contractor under contract at this time so that will be worked out once they have that settled.

### **MOTION**

Dan Clinger made a motion to **approve APPLICATION FOR SITE PLAN REVIEW #SP-15-2018 filed by Judson Palmer House, 2911 N. Main Street, Findlay for a 17,511 square foot building addition subject to the following conditions:**

- **Submit Additional Lift Station information (ENG)**
- **Water line service (ENG)**
- **Plans do not show the location of the UG fire line for the new addition. (FIRE)**
- **Apply for all necessary permits with Wood County Building Department. (FIRE)**

**2<sup>nd</sup>:** Jackie Schroeder

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

**5. APPLICATION FOR SITE PLAN REVIEW #SP-16-2018 filed by Terrapin Acquisitions, 320 S. Main Street, for a proposed 6,000 square foot retail building to be located at 233 Stanford Pkwy.**

### **HRPC**

#### **General Information**

This request is located on the east side of a private drive running off Stanford Parkway. It is zoned I-1 Light Industrial. To the north, south, and west is also zoned I-1. To the east is Interstate 75. It is not located within the 100-year flood plain. The City of Findlay Land Use Plan designates the area as Industrial.

#### **Parcel History**

This is a vacant lot. The applicant came before City Planning Commission in August 2018 with a request for Conditional Use in order to construct a retail business in the Industrial zoning. The request was granted at the August 9 meeting.

#### **Staff Analysis**

The applicant is proposing to construct a 60' x 100' (6000 square foot) building. The location of the lot meets the required setbacks for the I-1 District.

One access point is proposed from the private drive. This will lead to the parking lot at the front of the building. The plan indicates 17 parking spaces. The requirement for 6000 square feet of building is 16 spaces.

There is no proposed accessory signage. Wall signage is not regulated if the owners wish to mount something on the building itself.

There are no parking lot light poles. The only lighting will be mounted on the building and they have indicated that it will not shine off the property. There are no requirements for photometrics in the Industrial areas unless it would abut residential.

There are foundation plantings shown on the front of the building. Because it is one of the last lots in an industrial area on a private drive, Staff does not see good reason to spend a lot on landscaping around a parking lot. None of the other parcels were required to do so.

The elevation drawings show split face block and metal siding construction. The front will have a heavy timber entry structure over the doorway. There are no architectural standards for the Industrial zoning.

#### **Staff Recommendation**

**HRPC Staff recommends approval of APPLICATION FOR SITE PLAN REVIEW #SP-16-2018 for a proposed 6,000 square foot retail building to be located at 233 Stanford Pkwy.**

## **ENGINEERING**

### *Access –*

Will be from a new drive off the private street that is located in front of the property.

### *Sanitary Sewer –*

The sanitary sewer lateral is proposed to come out of the south side of the building, and connect to the existing lateral on the southwest corner of the property.

### *Waterline –*

A new 1-inch waterline is proposed to come out of the south side of the building and connect to the existing waterline service at the southwest side of the private street.

### *Stormwater Management –*

A detention pond is proposed on the east side of the site. Detention calculations were submitted as part of the plans. The detention calculations show that the site drainage area is 0.82 Acres, but the whole property is 1.448 acres. Will need to verify the drainage.

As part of the project the contractor/ consultant will need to make sure that the area just west of the parking lot is all graded to the proposed swale.

### *MS4 Requirements –*

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

### *Recommendations:*

- Conditional Approval of the Site Plan
  - Finalize the detention calculations

Following Permits are Needed Before Construction Can Start:

Sanitary Sewer Reconnect- 1 total

Waterline Reconnect- 1 total

## **FIRE PREVENTION**

Apply for all necessary permits with Wood County Building Department.

## **STAFF RECOMMENDATION**

**Staff recommends approval of APPLICATION FOR SITE PLAN REVIEW #SP-16-2018 for a proposed 6,000 square foot retail building to be located at 233 Stanford Pkwy subject to the following conditions:**

- Finalize the detention calculations (ENG)
- Apply for all necessary permits with Wood County Building Department. (FIRE)

## **DISCUSSION**

Mr. Clinger said he assumed that the detention is going to be dry. Dan Stone said that is correct. Mr. Clinger said there's no pole lighting just lighting on the building but he's assuming that there's no lighting on the north, south or east sides of the building which could interfere with traffic on the interstate. Mr. Stone said if there is anything back there, it will be so low voltage and low foot candles that it shouldn't have an impact. Ms. Schroeder asked if the owner was planning for any signage on the building. Mr. Stone said he assumes if they do, they'll likely have to back through with permits through the City. He said right now, they are only talking about building signage.

## **MOTION**

Dan Clinger made a motion to **approve APPLICATION FOR SITE PLAN REVIEW #SP-16-2018 filed by Terrapin Acquisitions, 320 S. Main Street, for a proposed 6,000 square foot retail building to be located at 233 Stanford Pkwy subject to the following conditions:**

- **Finalize the detention calculations (ENG)**
- **Apply for all necessary permits with Wood County Building Department. (FIRE)**

**2<sup>nd</sup>:** Jackie Schroeder

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

## **ADJOURNMENT**

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Lydia L. Mihalik  
Mayor

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Brian Thomas, P.E., P.S.  
Service Director