

Planning Commission
February 28, 2018
Meeting Minutes

The Chairman called the meeting to order at 4:30PM. The following members were present: Mr. David Miller, Mr. Pete McGory, Chairman Michael Zuilhof, Mr. Joe Galea, Mr. Conor Whelan and Mr. David Waddington. Ms. Casey Sparks, Mr. Greg Voltz and Ms. Angela Byington represented the Planning Department; Mr. Trevor Hayberger represented the Law Department; and Debi Eversole, Clerk from the Community Development Department. Mr. Jackson was absent. There were 6 voting members present.

Mr. Miller moved to approve the minutes from the 12/5/18 meeting as written. Mr. McGory seconded the motion, which carried with a unanimous vote. The minutes from the 2/8/18 meeting were not available for approval.

Chairman Zuilhof opened the Public Hearing. Mr. Hayberger swore in staff and audience members who wished to speak on the agenda item.

Mr. Voltz presented that Brady Sign Co, on behalf of Ned Hoelzer had applied for a Conditional Use permit for a digital message board sign at 433 W. Perkins Avenue. The property is zoned General Business and the proposed sign will replace the existing, slightly larger, changeable message board sign. The existing business is Kentucky Fried Chicken. Section 1143.06 states that electronic message board signs are prohibited unless approved through a conditional use permit.

Planning Staff recommended approval of the conditional use permit, however, staff recommended that due to the size of the total existing signage being greater than permitted, a condition of approval would be that a variance must be granted to exceed the total allowable sign area.

Mr. McGory questioned if all of the signage exceeded the permitted size or if it was just the proposed sign. Mr. Voltz stated that the proposed sign is slightly smaller than what is currently there, and that it is the total of all signage that exceeds the allowed amount.

It was noted that there was an additional page inserted in the Staff Report (page 5) that should be disregarded and the Engineering comments on page 4 refer to W. Perkins Avenue.

Nathan Glass, representative for the applicant stated that the owners are trying to clean up the overall look of the signage.

Mr. McGory asked if the motion would be conditional to an approval from Board of Zoning Appeals. Ms. Byington stated that the Board of Zoning Appeals would have to approve the variance of the overall size of the signage.

Chairman Zuilhof stated that in the past, approval was subject to any ODOT requirements. He added that the sign should not change more than every 10 seconds to avoid a nuisance or safety issue.

Mr. McGory moved to allow the conditional use permit subject to the variance being granted through the Board of Zoning Appeals and also subject to the 10 second rule that Chairman Zuilhof suggested. Mr. Waddington seconded the motion. Mr. Miller noted that along with the change to page 4 to refer to Perkins Avenue, page 4 should also reference Kentucky Fried Chicken instead of a gas station. Chairman Zuilhof request the changes be reflected on the record. With no further discussion, the motion carried with a unanimous vote. Chairman Zuilhof closed the Public Hearing portion of the meeting.

Mr. Voltz presented that Andrea Scheingross had submitted an application for shared parking at the business located at 534 Columbus Avenue. The property is zoned Local Business and is used currently as a medical office. The applicant requested approval for shared parking with Sts. Peter & Paul Parish as the applicant looked to expand the current office into storage space. The increase in office space would require additional parking that is not available on site. Section 1149.06 states that Planning Commission is able to approve shared parking agreements. The applicant had supplied a written letter from Sts Peter and Paul Parish for use of this lot.

Planning Staff recommended approval of the shared parking agreement with the condition that if at any time the parking agreement that is established with the local church became null and void, the applicant must find an alternative solution that may be approved by Planning Staff.

Mr. Galea questioned if the agreement became null and void, would there be a timeframe in which they would need to find alternative arrangements. Ms. Byington stated that in prior agreements, she had not seen the approval set with a time limit. She added that if Staff became aware of an agreement that became void, Staff would work with the applicant while seeking out a new agreement. In this case, the applicant would have the 30 day process to go through Planning Commission and 30 days to come into compliance. If the applicant does not make Staff aware of a void agreement, the applicant would be in violation and therefore have 30 days to come into compliance.

Mr. McGory asked how the applicant knew that he needed a parking arrangement. Mr. Voltz replied that the applicant intends to take ownership of the building and came to the Planning Department to see what would be required.

Mr. Galea moved to approve the application subject to the conditions within the staff report. Mr. Waddington seconded the motion. Mr. Miller clarified that there is another church on the same block. He stated that it seemed that the churches have a cooperative relationship in sharing the parking lot. He stated that on Sundays, the lots are shared between the churches and any other time it's not as high of demand for parking. With no further discussion, the motion carried with a unanimous vote.

Ms. Sparks presented that Dr. John Davenport had submitted for an application for shared parking for his facility at 805 Wayne Street. In April 2017, a Use Variance was approved to allow a music studio and listening room at 805 Wayne Street. In January, the Board of Zoning Appeals approved an amendment to allow occupancy of 175 people for periodic concert events. The applicant has since received parking agreements with both Gundlach Sheet Metal and Imagine Baking to allow for shared parking. There is also a public parking lot located 775 ft.

away that contains 12 spaces. Section 1149.05 requires one space per four seats; as such the applicant would need to provide 44 parking spaces.

Planning Staff recommended approval of the shared parking agreement with the following conditions:

1. If any time the parking agreements become null and void the applicant will find an alternative solution.
2. The proposed use shall follow all federal, state, and local regulations.

Dr. Davenport stated that he had suggested parking on his website. He had spoken with the neighbors and had the arranged shared parking agreements. He stated with all the efforts that he had put forth, he still cannot guarantee where people will park. He added that if you were in a larger city, it would be likely that you may walk several blocks to your venue.

Chairman Zuilhof suggested that if parking became a nuisance, perhaps the permit can be revoked. Dr. Davenport stated that he had met with 3 city officers. He had held a small event that the neighbors didn't realize was happening. For larger events, he has a group that will go door to door to inform neighbors what will be going on prior to the event. The large events may only take place 2 times per month.

Mr. McGory asked what the requirements were when the facility was a church. Ms. Sparks stated that when the facility was a church, there were no parking requirements. She stated that she had no knowledge of parking problems when it was a church several years ago.

Chairman Zuilhof asked for clarification of what the Planning Commission was asked to approve. Ms. Byington stated that Planning Commission is being asked to approve the use of a shared parking agreement in lieu of off street parking. She added that as a condition of the use variance that was approved at a previous date, the applicant had to meet all local, state and federal regulations. If the applicant is cited for a nuisance or noise violation, this could be a condition to revoke the use variance.

Mr. McGory moved to approve the application subject to Staff's conditions. Mr. Miller seconded the motion which carried with a unanimous vote.

In other business, Ms. Byington presented that the Transit Administrator Tim Bergeman had suggested adding a transit hub within the downtown area. The current hub is on Sandusky Mall Blvd which is on private property. It is also not the safest place because there is no pull-off and the passengers sometimes have to navigate around traffic. This is also outside the city limits.

It is proposed to utilize an existing stop within the city. There is a stop at the Social Security office where 3 buses currently stop. There is only one marked parking spot there. What staff intends to do is to block the whole area off to be a transit hub where the routes can converge. This will shorten the wait time for transfers and serve as a pick-up and drop-off point. Mr. Bergeman was able to speak to some of the surrounding business and received support from the Social Security office and Bill Pollard at Robert Zelvy and Associates. It is anticipated that he will speak to more of the surrounding businesses to ensure they are in favor. Ms. Byington stated that the Mr. Bergeman listed several positive reasons that this would be a good transfer hub:

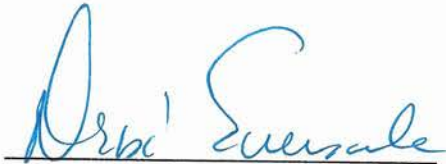
- Takes advantage of underutilized parking spaces
- Provides full cement sidewalks for safe wheelchair lift operation
- Provides good proximity to the downtown district
- Will not trigger a full service redesign since this is already a stop
- Allows passengers to transfer safely and not around vehicles

Chairman Zuilhof stated that it appears that it will not conflict with existing parking. Ms. Byington stated that the current routes will not be changed and this will not affect day to day operations. All service areas will still be in place but there may be some timing changes. She added that this was for information only and would not require a vote.

In other business, Ms. Byington stated that staff is looking into modifying the zoning code in regards to electronic message boards. She stated that there should be standards rather than just matching ODOT regulations. She and Ms. Sparks have worked on this topic in other cities and added that if standards are set, applications could be treated like other signs and possibly approved at staff level rather than applying for conditional use permits. There was no vote needed as this was brought as informational use only.

In other business, Ms. Byington stated that staff is working on a proposed transient rental overlay district. The zoning code was amended to allow for an overlay district and it is proposed in the Cove district. There will be a stakeholder and public meeting in March to show where proposed boundaries will be and also to present statistical data that staff had collected regarding the topic and proposed district. Once a plan is put in place, it will come before Planning and City Commissions for approval. No vote is necessary at this time.

Mr. McGory moved to adjourn the meeting. Mr. Waddington seconded the motion. The meeting adjourned at 5:20PM.



Debi Eversole, Clerk



Michael Zuilhof, Chairman