

City of Springboro
320 West Central Avenue, Springboro, Ohio 45066
Planning Commission Work Session
Wednesday, July 8, 2020, 6:00 p.m.

I. Call to Order

Chairperson Becky Iverson called the Springboro Planning Commission Work Session to order at 6:00 p.m. by video conference.

Present: Chris Pearson, Robert Dimmitt, John Sillies, Steven Harding, Becky Iverson, Becky Hartle, and Mark Davis.

Staff: Dan Boron, City Planner; Elmer Dudas, Development Director; Chad Dixon, City Engineer; and Ann Burns, Planning Commission Secretary.

II. Agenda Items

A. Final Development Plan

Advanced Drive PUD, Planned Unit Development, proposed commercial building

Background Information

This agenda item is an application for final development plan approval for a site located in the Stolz Industrial Park located on Advance Drive near the intersection of Advance Drive and Sharts Road. The proposed building site, located at the north end of the industrial park, immediately south of the Wood Group building (formerly Kelchner Construction) is part of a larger, 18.89-acre site owned by Cincinnati Commercial Contracting. The owner proposes to build a 10,000-square foot flexible space commercial building for a future user that will be subdivided from the larger parcel. The building/site can accommodate expansion for an additional 10,000 square feet of buildable space as shown in the submitted plans. No address has been assigned for the property at this point in time.

The subject property has frontage on Advanced Drive. Adjacent land includes other properties in the Stoltz Industrial Park: CBT on the east side of Advance Drive, and Hanover Products immediately to the south, and the aforementioned Wood Group immediately to the north. To the west is undeveloped property located in Franklin Township.

The subject property is zoned PUD, Planned Unit Development, and is part of the Advanced Drive PUD. That zoning designation also includes the CBT, Hanover Products, and the remainder of the Cincinnati Commercial Contracting property to the south. The Advanced Drive PUD was created in 1997 to accommodate light industrial development of the area in collaboration with the Stolz estate. The Wood Group site is zoned ED, Employment Center District. The property to the west is zoned Franklin Township R-1, Rural Residence District.

Staff Comments

City staff identified the following comments for this agenda item at this time:

1. Provide a color rendition of proposed building elevations.
2. Indicate proposed exterior materials for proposed dumpster enclosure.
3. Indicate number employees at maximum shift for the purposes of determining the off-street parking requirement for the building/site.
4. Following preliminary review at July 8th work session, prepare a lighting plan for the site consistent with Chapter 1273 (Exterior Lighting) of the Planning & Zoning Code.
5. Following preliminary review at the July 8th work session, prepare a landscaping plan for the site consistent with Chapter 1280 (Landscaping) of the Planning & Zoning Code. Applicant is advised to take credit for existing trees in excess of 4 inches dbh for landscaping requirements.
6. Provide lot line information in vicinity of improvements.
7. Provide additional storm sewer details such as catch basin type.
8. Is curb being placed along parking lot/drive aisle? Please clarify on plans and make any storm sewer adjustments accordingly.
9. Water main to have 54" cover, and sanitary lateral to have minimum 2% slope. Adjust sheet notes on C-3.1 accordingly.
10. Water meter to be located inside of building.
11. Provide spot elevations throughout parking lot.
12. Revise sheet C-5 to include dandy bags on all storm sewer structures.
13. Provide detention calculations for review.
14. Change title block from Franklin Township to Clearcreek Township.
15. Revise plat according to Warren County review comments, if any.
16. The Clearcreek Fire District has no comments at this time.

Discussion

John Westheimer and Dalton Witham, both with Cincinnati Commercial Contracting, owner and developer, and Jonathan Evans, Evans Engineering, were present for this agenda item.

Ms. Iverson asked City staff to provide background on this agenda item.

Mr. Boron briefly reviewed the background on the project, noting that the owner proposes to build a 10,000-square foot flexible space light industrial building, with a possible expansion up to 20,000 square feet. He added that these plans were consistent with all zoning requirements for the site.

Mr. Westheimer stated they were prepared to move ahead with this project as soon as possible following the Planning Commission's review.

Mr. Boron stated that the applicant is requesting this item be on the Council agenda for formal adoption at the July 29th meeting, which is acceptable, providing they meet the deadline for submissions. That would include additional details on lighting, landscaping, and additional work on storm water details.

Staff and the Commission had no objections to moving forward.

B. Site Plan Review

Southeast Corner Edwards Drive and Tahlequah Trail, commercial building for Thaler Machine

Background Information

This agenda item is a request for site plan review approval for the construction of a 14,000-square foot building for Thaler Machine Company on a site located at the southeast corner of Edwards Drive and Tahlequah Trail. The site is located immediately to the south of Thaler Machine's existing 69,472-square foot building located on the north side of Edwards Drive. The proposed site of the 14,000 square foot building is zoned HBD, Highway Business District.

As indicated in the submitted plans, the proposed warehouse would have double frontage on both Edwards Drive and Tahlequah Trail, with vehicular access from Edwards Drive to align with the loading docks on the existing Thaler Machining building to the north. Off-street parking for the building would be provided on the main Thaler Machining site to the north.

In addition to the existing Thaler Machine operation to the north, adjacent land uses in the vicinity include the Cascade Car Wash to the east, located at the corner of Edwards Drive and Hiawatha Trail, multi-tenant commercial buildings to the south and south west on the east and west sides of Tahlequah Trail, and Integrity Interiors general contractors to the northwest. Properties to the northwest and north are zoned ED, Employment Center District, while lands to the east, south and west are all zoned HBD District.

Staff Comments

City staff identified the following comments for this agenda item at this time:

1. Following preliminary review at July 8th work session, prepare a lighting plan for the site consistent with Chapter 1273 (Exterior Lighting) of the Planning & Zoning Code.
2. Following preliminary review at the July 8th work session, prepare a landscaping plan for the site consistent with Chapter 1280 (Landscaping) of the Planning & Zoning Code. Applicant is advised to take credit for existing trees in excess of 4 inches dbh for landscaping requirements.
3. Sanitary lateral to have minimum 2% slope.
4. Obtain easement from adjacent property owner for storm sewer connection.
5. Water meter to be set inside of building.
6. The Clearcreek Fire District has no comments at this time.

Discussion

John Roll of Roll & Associates, project architect, and Kurt Ziessler, Burkhart Engineering, project civil engineer, was present for this agenda item.

Ms. Iverson asked City staff to provide background information on this agenda item.

Mr. Boron reported that City staff has been working with Mr. Roll and his team on this request for some time, a proposals to construct of a 14,000-square foot building for Thaler Machine Company on a site located at the southeast corner of Edwards Drive and Tahlequah Trail.

Thaler's main operation is on the north side of Edwards Drive. He noted that this property is zoned HBD, Highway Business District, a zoning category that permits the proposed use.

Mr. Roll stated that the original plan was for 10,500-square foot building, but the owner recently decided to increase the size to 14,000 square feet. The company is in need of this expansion, and they agree to work out all issues mentioned in the staff comments.

Mr. Ziessler noted they will also be working on resolving the issues regarding the storm water easement related to the nearby car wash.

Mr. Davis asked if there was any additional parking needed, or just the proposed loading docks.

Mr. Roll confirmed the existing parking was sufficient.

Mr. Boron added that Thaler is a significant employer to the City who works with aerospace and military production. This building will replace several storage trailers that are currently being used to store bulk materials for their customers.

Mr. Boron stated that this applicant is also requesting this item be on the Council agenda for formal adoption at the July 29th meeting, which if acceptable, providing they meet the submission deadline.

Staff and the Commission had no objections to moving forward.

C. Discussion **Planning & Zoning Code Text Amendment, combined meetings**

Background Information & Staff Recommendation

This agenda item is picking up on a discussion that was last addressed at the May 13th work session, text amendments that would result in the consolidation of the Planning Commission meeting into a single meeting each month. Following a review of the Planning & Zoning Code by City staff, and discussions with the Law Director Jerry McDonald, City staff is recommending a proposal that is largely similar to the one proposed where things left off in May.

To begin, in May staff recommended amending three sections of the Site Plan Review Code, Sections 1284.04 (Submission of a Site Plan), 1284.05 (Site Plan Contents), and 1284.08 (Site Plan Review Criteria Applicable to All Land Uses), to eliminate references to a work session of Planning Commission and replacing it with a reference to a preliminary review. These are the only instances where a work session is mentioned, again as discussed back in May, this is largely due to the fact that this chapter was the focus of a lot of attention during the 2015 Planning & Zoning Code Update. Site plan review represents a large portion of Planning Commission's caseload and that was the cause for the changes to Chapter 1284.

As borne out by the last three Planning Commission meeting cycles, there is more to the caseload than site plan reviews: Planning Commission also reviews policy plans (for example the Bicycle & Pedestrian Plan), subdivisions (as with the Clearcreek Reserve West project currently going through the review process), final development plans (Advance Drive project

on this agenda) and other parts of the PUD review and approval process, and text and map amendments.

Rather than address all these processes specifically and individually throughout the Planning & Zoning Code, City staff is recommending one additional change to Section 1282.04, Organizations & Responsibilities, Planning Commission, to include the preliminary review being a prerequisite to formal approvals of cases. The text includes "may" so that there is some discretion to allow cases to proceed directly to formal approval. This has happened with the approval of sections of subdivisions through the record plan process.

The recommended text amendments are provided below. Please note that entire sections are provided even in the event text amendments are limited to smaller section of the respective section.

Following discussion of this recommendation at the July 8th work session, a formal recommendation may be made at the July 29th meeting. We can begin the process of planning how we would like to compose future combined Planning Commission meetings— scheduling, deadlines, the meeting agenda format, and more.

Proposed Text Amendments to Accommodate Combined Meetings

Note: existing text to remain appears in plain format, text to be deleted appears in ~~strikeout~~, and proposed text in **bold and underline**.

Section 1284.04, Submission of a Site Plan

- (a) In order to avoid unnecessary expenditures of time and resources, and to ensure a clear understanding of the requirements of this Zoning Code, any developer, builder or owner who is contemplating the filing of a site plan, as required by this Zoning Code, shall confer with the Zoning Inspector, City Engineer, or the City Manager's designee (hereinafter "Planning Director") before developing and filing a site plan.
- (b) Every site plan shall be filed with the City as determined by the Planning Director, an electronic submission may be permitted. Each site plan shall be drawn to a size and scale acceptable to the Planning Director, and a larger scale for all or part of the area may be required by the Planning Director. Narrative attachments shall be included.
- (c) Those elements of a site plan which require special expertise in such fields as surveying, engineering or architecture shall be prepared and certified by an appropriate professional licensed to practice in the State of Ohio.
- (d) Every site plan shall be signed by the owner of the land to which the site plan applies or, if a corporation, by a duly authorized officer of the corporation.
- (e) All site plans must be reviewed **on a preliminary basis** at a ~~work-session~~ meeting of the Planning Commission, unless the Planning Director waives the requirement ~~for a preliminary review for a work-session~~. Each site plan shall be submitted **in compliance with the deadlines established by the Director of Planning** ~~at least 12 days in advance of the Planning Commission work-session~~

meeting at which it will first be considered (see Figure 10 at the end of this chapter). (Ord. 00-16. Passed 2-17-00.)

- (f) Planning Commission may authorize the site plan to be placed on a meeting agenda for formal approval. Each site plan must be submitted in compliance with the deadline established by 19 days prior to the regular Planning Commission meeting unless modified by the Director of Planning Director.

Section 1284.05, Site Plan Contents

Every site plan shall show or provide by written attachments the information identified in the Site Plan Review Checklist of the City, which the City may revise from time to time. The City may require fewer other details for the site plan to be reviewed at the Work Session in the course of its review.

Section 1284.08, Site Plan Review Criteria Applicable to All Land Uses

The Planning Commission shall review the site plan and the reports of City staff at a Work Session meeting on a preliminary basis subject to submission of an application consistent with the deadlines established by the Director of Planning not later than 12 days after the site plan submission deadline (see Table 10 at the end of this chapter). At the Work Session preliminary review, the Planning Commission shall schedule determine if formal review of the site plan is appropriate at its next regular meeting to take place at least 16 days after the Work Session if all of the following requirements are met and/or recommend modifications thereof to the applicant or landowner if any of the following requirements are not met:

- (a) The application shall be fully and accurately completed;
- (b) The substance of the plan shall conform to the provisions of this chapter and any other Municipal ordinance or state or federal law, or provide an explanation of why any nonconformity should be allowed;
- (c) The plan shall provide adequate parking, loading and vehicle stacking facilities, open space, and lighting systems. Permitted parking shall be separated by buildings or properly designed walkways, trees, greenspace or by other comparable techniques;
- (d) The plan shall provide for adequate pedestrian and vehicular circulation within the development and adjacent public right-of-way;
- (e) The plan shall access the public roadway via curb cuts shared with adjacent uses to the maximum extent feasible, consistent with sound traffic engineering standards;
- (f) The plan shall provide adequate utility, waste disposal or sanitary services;
- (g) The plan shall create a satisfactory and harmonious relationship between the development of the site and the existing and prospective development of contiguous land and adjacent neighborhoods;

- (h) The plan shall include all dedications of easements and rights-of-way, and all public improvements, to conform to and implement municipal plans for utilities, streets and open space preservation and development.
- (i) The plan shall include landscaping and screening in conformance with municipal ordinances, administrative standards or other reasonable criteria;
- (j) The plan shall eliminate any existing conditions hazardous to health or safety, shall not create such conditions, and shall not create a nuisance; and
- (k) The plan shall include all design elements and expressly state all operational limitations recommended by the Commission which are reasonably related to the public health, safety and general welfare and which are desirable to serve the premises or minimize the adverse effects of the plan on the neighborhood or community. (Ord. 00-16. Passed 2-17-00.)
- (l) Walkway/bikeways fronting on public roads shall be designed and integrated with the screening and landscaping in a manner conforming to the relevant renderings provided in the City's Bicycle Pedestrian Plan.
- (m) Walkway/bikeway design, landscaping and plant material selection, and screening techniques shall not only relate to the development of the subject site but also coordinate with the existing and prospective development of adjacent sites and public facilities.

Following this preliminary discussion, Table 10 at the conclusion of Chapter 1284 will need to be updated and revised.

Section 1282.04, Organization & Responsibilities, Planning Commission

The Planning Commission shall have such powers and duties as are conferred upon it by the laws of Ohio, this Zoning Code, those powers enacted by resolution or ordinance of City Council, and Section 9.06(b) of the Municipal Charter of the City of Springboro.

In the course of completing the review and approval processes described in this Planning and Zoning Code, the Planning Commission may require the preliminary review of applications prior to formal approval.

Discussion

Mr. Boron explained that the text changes presented today are largely the same as the May 13th work session. Jerry McDonald, Law Director, has thoroughly reviewed these text changes, and they are all outlined above in the staff comments.

Mr. Boron reviewed an additional change to Section 1282.04, Organizations & Responsibilities, Planning Commission, to include the preliminary review being a prerequisite to formal approvals of cases. The text includes "may" so that there is some discretion to allow cases to proceed directly to formal approval. This has happened with the approval of sections of subdivisions through the record plan process. These proposed changes will reduce the number of meetings and allow for flexibility for unforeseen circumstances.

Mr. Pearson asked how it is determined if a submission is preliminary or formal.

Mr. Boron explained that it will be up to the Planning Commission and they can require some items to require a second review. He provided one example that a re-zoning request would require a preliminary review.

Mr. Boron noted that there are still some minor unresolved questions such as which week of the month to hold the meetings, and when to start the new schedule. There was further discussion about these details.

Ms. Iverson pointed out the importance of not delaying the applicants.

Mr. Boron noted that he will work together with the Clerk of Council on coordinating the schedule with City Council on adoption of the text change.

Staff and the Planning Commission had no objections to moving forward and placing this on the agenda for a recommendation to City Council at the July 29th meeting.

II. Guest Comments

There were no guest comments. No comments were received by the deadline for incorporating guest comments.

IV. Planning Commission and Staff Comments

Mr. Boron noted that Preliminary Plan (Stage 2 Approval), 6329 Red Lion Five Points Road, proposed Clearcreek Reserves West residential subdivision will also be on the agenda for the July 29th meeting.

Mr. Boron announced that the Annual Planning & Zoning Workshop in December has been cancelled, with no virtual option proposed. We'll investigate other ongoing training options for Planning Commission.

V. Adjournment

Ms. Iverson adjourned the Wednesday, July 8, 2020 Planning Commission Work Session at 6:36 p.m.



Becky Iverson, Planning Commission Chairperson



Dan Boron, Planning Consultant



Ann Burns, Planning Commission Secretary