

City of Springboro
320 West Central Avenue, Springboro, Ohio 45066
Planning Commission Meeting
Wednesday, January 13, 2021

I. Call to Order

Chairperson Becky Iverson called the Springboro Planning Commission Meeting to order at 6:00 p.m. by video conference. She welcomed Mr. Mike Thompson, the newly appointed Planning Commission member, who gave a brief summary of his time in Springboro and volunteer work.

Present: Becky Iverson, Chair, Chris Pearson, Vice-Chair, Mark Davis, Robert Dimmitt, Steve Harding, Mike Thompson, and John Sillies.

Staff: Dan Boron, City Planner; Elmer Dudas, Development Director; Ann Burns, Planning Commission Secretary. Also present were John Wertheimer and Christian Stone with Cincinnati Commercial Contracting, and Jonathon Evan from Evans Engineering.

II. Appointment of Planning Commission Chair, Vice Chair for 2020

Mr. Harding made a motion to appoint Becky Iverson as Planning Commission Chair and Chris Pearson as Vice-chair for 2021. Mr. Davis seconded the motion.

Vote: Thompson, yes; Pearson, yes; Dimmitt, yes; Sillies, yes; Davis, yes; Harding, yes; Iverson, yes (7-0)

III. Approval of Minutes

A. December 9, 2020 Planning Commission Minutes

Ms. Iverson asked for corrections or additions to the minutes.

There were none.

Mr. Pearson motioned to approve the December 9, 2020 Planning Commission minutes as submitted. Mr. Harding seconded the motion.

Vote: Harding, yes; Davis, yes; Sillies, yes; Dimmitt, yes; Iverson, yes; Pearson, yes; Thompson, Abstain (6-0)

IV. Agenda Items

A. Final Approval

Final Development Plan, Advanced Drive PUD, Planned Unit Development, commercial building

Background Information

This agenda item is a request for final development plan approval for an undeveloped site located at the southern terminus of Advanced Drive in the Stolz Industrial Park. The application was filed by Cincinnati Commercial Contracting, property owner and developer.

The applicant is proposing to construct a one-story, 10,000-square foot flexible space commercial building for a future user. The plan for the site provides for a 10,000-square foot addition at a future date. This final development plan approval only addresses the proposed 10,000-square foot building; the additional will require approval at a future date. No address has been assigned for the property at this point in time; addresses are typically not assigned by the Engineering Department until further into the site development process.

The subject property has frontage on Advanced Drive. Adjacent land includes other properties in the Stoltz Industrial Park are occupied by the following businesses: Advanced Engineering to the northeast at 240-250 Advanced Drive, Coruexx, LLC, to the west at 245 Advanced Drive, and A-1 Mechanical to the northwest at 235 Advanced Drive. Immediately to the south is the City of Springboro's Clearcreek Park.

The subject property is zoned PUD, Planned Unit Development, and is part of the Advanced Drive PUD that coincides with the Stolz Industrial Park. That zoning designation permits the use of the property for office and light industrial development. Clearcreek Park to the south is zoned R-1, Estate-Type Rural Residence District.

This item was reviewed at the December 9, 2020 Planning Commission meeting on a preliminary basis. No City Council action is required on this agenda item.

Staff Recommendation

City staff recommends APPROVAL of the final development plan under this application subject to the following conditions:

1. When an end user is identified for the use, a Certificate of Zoning Compliance will be needed from the Zoning Inspector.
2. Indicate expected building population at maximum shift for the determination of off-street parking requirements.
3. For compliance with Chapter 1280 of the Planning & Zoning Code, Landscaping, indicate all existing trees to be retained on the parcel 4 inches DBH or greater for credit against landscaping requirements for buffer yards and site.
4. Sanitary sewer lateral connection not correct as shown. Details to be worked out with the City Engineer.
5. Show the existing 12-inch water main and 4-inch sewer force main along the west property line.

6. Connect the proposed water service lateral into the existing 12" water main located along the west property line. Provide copper service to curb box. Remaining water service may be plastic, due to length of run, and shall be continuous to the building. Couplers will not be accepted.
7. Provide details for the replacement of the lift station access drive due to sanitary sewer lateral connection to existing sanitary sewer main. Provide 8" of concrete with 6" (item 304) aggregate base.
8. Verify the sanitary sewer lateral invert at the connection to the existing sewer main.
9. Detention design currently under review. Revisions, if any, will be coordinated with the City Engineer.
10. Sheet C-3 – Replace "light duty asphalt pavement" to read "medium duty asphalt pavement" in order to match detail on sheet C-1.1.
11. Provide revise drawings incorporating all staff comments along with signature of the owner or duly authorized officer.
12. An "As Built" drawing showing as built location and elevations of all improvements shall be submitted prior to the issuance of an occupancy permit.
13. Approval applies to proposed 10,000-square foot building. Addition will require approval at a future date.
14. The Clearcreek Fire District has no comments at this time.

Discussion:

Mr. Boron reported that this agenda items was discussed at the preliminary stage at the December 9, 2020 meeting. At that time, several issues were addressed and most were resolved. The applicant agreed to work on landscape elements as well as other requirements as noted in the staff comments.

Mr. Dudas stated the he has discussed the engineering comments issues with the engineer and is confident any questions have been addressed.

Mr. Evans agreed that all issues can be resolved.

Mr. Boron noted that the storm water plan is still under review but feels confident this issue can also be resolved.

Mr. Harding referred to staff comment # 1, clarifying that there has not been a tenant identified, but a Certificate of Zoning Compliance will be submitted when a tenant is identified.

Mr. Boron confirmed that is correct, and this same process is followed if an existing building is re-used by a new tenant.

Mr. Harding referred to comment #7, confirming that the access to the lift station in being taken into consideration.

Mr. Dudas stated they are aware of this and will take it into consideration.

Ms. Iverson asked for a motion for approval of the Final Development Plan, Advanced Drive PUD, Planned Unit Development, commercial building

Mr. Davis motioned to approve. Mr. Sillies seconded the motion.

Vote: Davis, yes; Sillies, yes; Dimmitt, yes; Iverson, yes; Pearson, yes; Thompson, yes; Harding, yes; (7-0)

V. Guest Comments

There were no guest comments.

VI. Planning Commission and Staff Comments

Mr. Boron stated that next meeting is scheduled for February 10, 2020 and he does expect to have one agenda item as well discussion of the sign code.

He reported that there was a master plan meeting held on December 21, 2020 where they reviewed results of the survey. There was good feedback and over 400 comments were received.

Adjournment

Ms. Harding motioned to adjourn the January 13, 2021 Planning Commission Regular Meeting at 6:18 p.m. Mr. Thompson seconded the motion.

Vote: Sillies, yes; Dimmitt, yes; Iverson, yes; Pearson, yes; Harding, yes; Thompson, yes; Davis, yes. (7-0)


Becky Iverson, Planning Commission Chairperson


Dan Boron, Planning Consultant


Ann Burns, Planning Commission Secretary

City of Springboro
320 West Central Avenue, Springboro, Ohio 45066
Planning Commission Meeting
Wednesday, February 10, 2021

I. Call to Order

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

Present: Becky Iverson, Chair, Chris Pearson, Vice-Chair, Mark Davis, Robert Dimmitt, Steve Harding, Mike Thompson, and John Sillies.

Staff: Dan Boron, City Planner; Elmer Dudas, Development Director; Chad Dixon, City Engineer, Dan Fitzpatrick, Building/Zoning Inspector, Jerry McDonald, City Attorney and Ann Burns, Planning Commission Secretary.

Also present were Aaron Blue, Onyx Creative, and Wendy Moeller with Compass Point Planning.

II. Approval of Minutes

A. January 12, 2021 Planning Commission Minutes

Ms. Iverson asked for corrections or additions to the minutes.

There were none.

Mr. Harding motioned to approve the January 12, 2021 Planning Commission minutes as submitted. Mr. Pearson seconded the motion.

Vote: Harding, yes; Davis, yes; Sillies, yes; Dimmitt, yes; Iverson, yes; Pearson, yes; Thompson, yes (7-0)

III. Agenda Items

A. Final Approval - Site Plan Review, 505 West Central Avenue (SR 73), Tractor Supply Company, greenhouse addition

Background Information

This agenda item is a request for site plan review approval for the addition of a 4,200-square foot greenhouse to the Tractor Supply Company's retail store located at 505 West Central Avenue (SR 73). The application was filed by Onyx Creative, architects, on behalf of the property owner.

The applicant is proposing to construct a 35-foot by 120-foot greenhouse enclosure on the east side of the existing 20,800-square foot Tractor Supply building. The greenhouse is proposed to be located within a fenced outdoor sales area on existing pavement.

The greenhouse project is part of a larger plan for improvements to the interior of the building that are not subject to Planning Commission review.

The subject property is zoned HBD, Highway Business District, a zoning category that permits the proposed structure on the site. The subject property has frontage on West Central Avenue with access provided by the signal located at the intersection of West Central Avenue and Clearcreek-Franklin Road. Though interconnected private drives the property is also accessible from South Pioneer Drive.

Adjacent land uses include farmland to the east; to the south industrial (Sunnex) and a regional detention pond; retail (LCNB, Papa John's, and Four Seasons Car Wash) and public (Springboro Post Office) to the west; office (Remax) to the northwest; and undeveloped to the northeast. Existing zoning for the vicinity of the site is O, Office to the east and northeast; HBD to the west and northwest; and ED, Employment Center District to the south.

Given that this request represents a relatively minor change to the site, no net increase in the volume of impermeable surface, City staff recommends final approval of the site plan subject to complying with staff comments. No City Council action is required on this agenda item.

Staff Recommendation

City staff recommends APPROVAL of the site plan for 505 West Central Avenue under this application subject to the following conditions:

1. Notes on sheet AS1.0 reference the possible installation of landscaping and site lighting. Applicant to coordinate with City staff on changes to landscaping (Chapter 1280) and lighting (Chapter 1273) for compliance with code requirements.
2. Provide dimensioning on sheet AS1.0 for proposed structure.
3. Please indicate plans for outdoor storage and display on the site.
4. Provide revise drawings incorporating all staff comments along with signature of the owner or duly authorized officer.
5. An "As Built" drawing showing as built location and elevations of all improvements shall be
6. The Clearcreek Fire District has no comments at this time.

Discussion:

Mr. Boron reviewed the project description and the staff comments noting that the proposed location already has an existing concrete pad and the current zoning structure does permit use of the proposed enclosure.

Aaron Blue, Onyx Creative, stated that he has received and reviewed all comments and have no issues or problems with them.

Mr. Harding stated that the project appears straight forward and he has no objections.

Mr. Pearson referred to the fence line and asked if the propane is being moved.

Mr. Blue explained that the propane will be relocated to the front for easy access.

Mr. Pearson asked if the existing doors out to this area would remain the same.

Mr. Blue noted that they would remain, and plans include the addition of sliding doors.

Ms. Iverson asked for a motion for approval of the Site Plan for 505 W. Central Ave., Tractor Supply greenhouse addition.

Mr. Sillies motioned to approve. Mr. Harding seconded the motion.

Vote: Davis, yes; Sillies, yes; Dimmitt, yes; Iverson, yes; Pearson, yes; Thompson, yes; Harding, yes; (7-0)

B. Discussion
Planning & Zoning Code Text Amendment, Sign Code

City staff have been at work with Wendy Moeller, Compass Point Planning, and Jerry McDonald, City Attorney, on a revision to the City's sign code. This work follows the outline, in the form of a sign code audit, that was discussed at the November 11, 2020 Planning Commission meeting. We are requesting time during the February 10th meeting to review the proposed changes to the sign code in preparation for a formal recommendation to City Council.

Given the large size of the draft amendments and accompanying memorandum, we will be distributing the materials associated with this agenda item in paper form to your home later this week. We will also make digital copies available to members of Planning Commission.

Discussion:

Mr. Boron introduced Wendy Moeller, FAICP, Compass Point Planning, who is serving as consultant on the sign code update, and shared the PowerPoint slides that she will be presenting.

Ms. Moeller explained that the purpose of the update is to revise the sign code to comply with changes in federal law and address ongoing issues with the administration of the current standards. She reviewed the process of the update which began with a sign code audit, the draft sign code being reviewed tonight, and then final adoption. Ms. Moeller explained legal aspects of a code update, provided examples of legal cases regarding the message on signs as well as commercial and noncommercial messages. She clarified the types and sizes of signs allowed in Springboro to accommodate modern practices, noting that it is recommended that the sign district map be replaced with a system based largely on zoning districts. Ms. Moeller reviewed each section of the sign code that was updated. She stated that the entire set of definitions that are now located in chapter 1281 will be consolidated with the rest of the definitions in the zoning code, chapter 1290. These definitions have been updated to define the set of sign types used in the code.

Mr. Boron noted that the City Manager has also been involved in this update and he expressed the importance of this update for the business community. Feedback from several business center owners agree that the update will provide more flexibility.

Mr. Harding agreed this is a positive move for the business community.

Mr. Pearson felt the consultant did a thorough job of streamlining the project.

Mr. Sillies asked if there was currently any limits on the number of flagpoles.

Ms. Moeller explained there are currently no limits and it might be best to address that issue.

Mr. Thomson stated some people may also want to display multiple flags on the same pole, but does understand the need for some limitations.

There was a brief discussion regarding concerns about the variety and sizes of flags and flagpoles and the need for some limitations.

After the discussion, Mr. Boron summarized that the number of flagpoles allowed will be 3 or more and height regulations will be based on district. These revisions will be incorporated in the comments for final approval.

Mr. Boron asked Mr. McDonald to address Section 1281.16 regarding changes to the manner in which variances of the sign code are addressed.

Mr. McDonald outlined this section of the sign code explaining that variances for sign area will now be permitted, and this will now come before the Planning Commission rather than the Board of Zoning Appeals. The BZA standards will continue to hear all other variances with respect to the sign code.

Mr. Boron noted that the planning commission currently hears variances from Planned Unit Developments (PUD) since at least the last update to the Planning & Zoning Code in 2015, so this is not new for the planning commission.

Mr. Boron stated that if everyone is in agreement, the sign code will be on the agenda for the March 10th meeting for formal adoption, followed by the review and approval process of City Council, including a public hearing.

IV. Guest Comments

There were no guest comments.

V. Planning Commission and Staff Comments

Mr. Boron stated that next meeting is scheduled for March 10, 2021, he does expect to have one agenda item as well discussion of the sign code.

Mr. Davis asked if there has been any discussion of future in-person meetings. Mr. Boron stated he is not aware of any discussion since the state of emergency is still in effect.

Adjournment

Ms. Harding motioned to adjourn the February 10, 2021 Planning Commission Regular Meeting at 6:55 p.m. Mr. Thompson seconded the motion.

Vote: Sillies, yes; Dimmitt, yes; Iverson, yes; Pearson, yes; Harding, yes; Thompson, yes; Davis, yes. (7-0)



Becky Iverson, Planning Commission Chairperson



Dan Boron, Planning Consultant



Ann Burns, Planning Commission Secretary