



**Planning Commission Minutes
January 18, 2022 - 6:00 p.m.
233 South Main Street, Monroe, Ohio**

Call to Order

Mr. Kirkpatrick, Chair, called the meeting to order at 6:02 p.m.

Roll Call

Planning Commission members present: David Kirkpatrick, Christina McElfresh, Lyndsey Pyron, and Brian Richards.

Staff members present: William J. Brock, City Manager; Kameryn Jones, Assistant Director of Development; and Angela S. Wasson, Assistant to the City Manager/Clerk of Council

Appointment of Officers

Mr. Pyron moved to nominate Mr. Kirkpatrick as Chair; seconded by Mrs. McElfresh. Voice vote. Motion carried.

Mr. Kirkpatrick moved to nominate Mr. Pyron as Vice Chair; seconded by Mrs. McElfresh. Voice vote. Motion carried.

Mr. Pyron nominated Mrs. McElfresh as Secretary; seconded by Mr. Richards. Voice vote. Motion carried.

Approval of the Minutes

Mrs. McElfresh moved to table the approval of the October 28, 2021 until the next Planning Commission meeting; seconded by Mr. Kirkpatrick. Voice vote. Motion carried.

Mr. Pyron requested that any changes to the minutes are highlighted.

Old Business

Case No. 2021-1-1. Consideration of Site Plan Application for Thornton's. Tabled 4/20/21

Mr. Kirkpatrick moved to remove Case No. 2021-1-1, Consideration of Site Plan Application for Thornton's, from the table; seconded by Mr. Pyron. Voice vote. Motion carried.



Mrs. Jones reported that Thornton's is proposing a refuel center, convenience store, and 10 auto enforced diesel pumps. The site is currently located on approximately six acres currently zoned C-2 General Commercial. The site will be split off leaving remaining acreage for future development to the south on Gateway Boulevard.

Since this was first presented to Planning Commission the access sites have changed. The building elevations have changed so they meet our Code requirements.

Our Code allows for a 14 foot height elevation canopy for the diesel refuel canopy; however, Thornton's was granted a variance by the Board of Zoning Appeals for a 17.6 foot high canopy.

The new access drives need at least one canopy tree for every 50 linear feet.

Mrs. Jones pointed out that 25% of the wall area visible from a right-of-way/public road must contain windows. The site has visibility from multiple points on Gateway Boulevard and State Route 63, but the south side shows 21% window area and is still noncompliant.

The Fire Department will comment during plan review and the Police Department did not have any comments. The Public Works Department did have a listing of comments and staff recommends that approval be made contingent on satisfying the engineering comments.

Mrs. Jones confirmed Mrs. McElfresh's understanding that the parking was addressed as far as the size of spaces and there will not be semi parking.

Mr. Kirkpatrick commented that it has been over a year going back and forth with these plans and was disappointed that we continue to see some of the same comments on this site plan.

Hillary Hubbard, with Thornton's, agreed with the same comments going back and forth. At one point we were unclear of the process in getting a variances and the comments that are still outstanding she is happy to address those. They have been trying to work in good faith with the City in getting everything resolved.

Lenny Robinson, with Corridor 75, stated that they are excited Thornton's is going to be a neighbor and they are trying to address some of the Planning Commission's concerns. Related to the truck traffic he spoke to a group that expressed concern about this traffic and they were concerned with the truck traffic between I-75 and State Route 4 and not the location where Thornton's will be located.



Mr. Pyron moved to approve Case No. 2021-1-1, consideration of a site plan application for Thornton's, with the following conditions:

1. All ground mounted and rooftop equipment must be appropriately screened as approved by staff;
2. The landscaping plan be revised to address the staff report comments;
3. All landscaping must meet all minimum species and size requirements and detailed appropriately on the plan;
4. All engineering review comments be addressed;
5. The applicant is responsible for maintenance (mowing, etc.) of the right-of-way adjacent to the site once improvements are complete;
6. Digital files of final plans compatible with the City GIS must be submitted; and all other staff comments be met;

seconded by Mrs. McElfresh. Voice vote. Motion carried.

New Business

Case No. 2022-1-1. Consideration of Site Plan Application for O'Reilly's Auto Parts .

Mrs. Jones reported that Jake Tuckerman, on behalf of O'Reilly Auto, submitted an application for a single tenant retail building located at 301 North Main Street, which is just north of the City cemetery property. The applicant is requesting 7,626 square feet of auto part sales and a parking lot. The site total is just under three acres zoned C-2 General Commercial. The developer is proposing to develop 1.95 acres of that property and proposes to split off the rear portion of the lot as they will not be utilizing it.

In previous conversations with the City, the developer expressed an interest in combining the remainder of this parcel to the City cemetery property. Since the City does not permit landlocked parcels, this lot split cannot occur unless it is combined with the commercial property to the south or the City cemetery property.

Street trees are required every 40 feet on center in the tree lawn. Seven street trees are required and six street trees are proposed; however, they have agreed to place another one elsewhere. One of the shrub species must be 36 inches tall and they have agreed to correct that. 20% of the front yard needs to be landscaped, which would be 10 feet back by the frontage of the property and that gives you a certain number of square footage. It doesn't all have to be directly against the right-of-way, but we do require a six foot landscape bed directly against the right-of-way.

The buffer requirements are still required. The Redbud tree species they had indicated on their planting schedule doesn't quite meet the height requirement and they have agreed to swap that out for something completely different. Staff did make a request to swap out some of the canopy trees for evergreen trees for year-round screening. Any rooftop and ground-mounted equipment must be screened from view.



The Fire Department will reserve comment at the time of building permit submittal. There were no comments from the Police Department.

Mrs. McElfresh questioned the screening required on the cemetery side and not on the other side. Mrs. Jones advised that commercial-to-commercial would not require screening.

In response to Mr. Kirkpatrick's inquiry, Mrs. Jones explained that there are a couple of options for buffering. One allows a four foot or six foot solid fence and it is just a screening measure. The fence needs to be solid and cannot be chain link.

Mr. Kirkpatrick asked if the front and right elevations meet the Code requirements. Mrs. Jones replied that it does meet the requirements.

Eric Emery, with O'Reilly Auto Parts, clarified that it would be a four foot solid fence.

Mr. Pyron moved to approve Case No. 2022-1-1, consideration of a site plan application for O'Reilly Auto Parts, with the following conditions:

1. The landscaping plan be revised to address staff report comments. In particular, if the rear/western undeveloped portion is not combined with the adjacent C-2 property to the south prior to completion of this project, buffering must be installed along the full length of the cemetery property according to Code requirements as approved by staff;
2. All ground mounted and rooftop equipment must be appropriately screened as approved by staff;
3. All landscaping must meet all minimum species and size requirements and detailed appropriately on the plan;
4. All engineering review comments be addressed;
5. The applicant will be responsible for maintenance (mowing, etc.) of the right-of-way adjacent to the developed site once improvements are complete;
6. Digital files of final plans compatible with City GIS be submitted; and
7. All other staff comments be met;

seconded by Mr. Richards. Voice vote. Motion carried.

Case No. 2022-1-2. Consideration of Site Plan Application for CCC- North.

Mrs. Jones reported that Cincinnati Commercial Contracting is proposing a single story office building and spec commercial space to be located on Clarence F. Warner Drive.



The applicant is proposing approximately 6,200 square feet of office and unknown commercial space. The site is approximately 2.4 acres zoned C-2 General Commercial and a March construction start date is anticipated with completion in May. The office space will be occupied by Cincinnati Commercial Contracting acting as a second office from their main office in Cincinnati.

A minimum number of 22 parking spaces are required with no more than 24. The applicant has proposed 27 and staff would like to see that reduced to the maximum number permitted in the Code.

The Code requires a five foot sidewalk along all portions of a parcel that front a public or private street, as well as a sidewalk connection to the building/use. Therefore, a five foot sidewalk would be required along the American Way frontage.

The site plan reflects 13 canopy trees that appear to be placed outside of the public right-of-way. Based on the estimated frontage it would seem that 18 street trees would be required in the tree lawn on American Way and Clarence F. Warner Drive. If there is a line of sight issue we could move those remaining trees elsewhere on the site. 20% of the front yard area is required to be landscaped with a minimum six foot landscape bed adjacent to the right-of-way. This may be used to help fulfill the general landscape requirement. Staff needs to see a calculation that this requirement is met. The applicant needs to include the install height of one of the shrubs they are proposing,

The Fire Department will review when the building permit is submitted and the Police Department had no comments. The Public Works Department did have comments that need addressed. Staff recommends approval of the site plan application with certain conditions.

Mr. Pyron asked if there were any plans for the developing the land between the building and American Way. Mrs. Jones explained that Clarence F. Warner Drive is still a private road. Mr. Kirkpatrick asked if the City had any interest in making this a public roadway. Mr. Brock advised that the road was constructed to City standards and the intent is for the City to accept it as a public road.

Mr. Kirkpatrick moved to approve Case No. 2022-1-2, consideration of a site plan application for CCC North, with the following conditions:

1. All ground mounted and rooftop equipment must be appropriately screened as approved by staff;
2. The landscaping plan be revised to address the staff report comments;
3. All landscaping must meet all minimum species and size requirements and detailed appropriately on the plan;
4. The five foot walk required along American Way be installed as approved by staff;
5. All engineering review comments be addressed;



6. The applicant will be responsible for maintenance (mowing, etc.) of the right-of-way adjacent to the developed site once improvements are complete;
7. Digital files of final plans compatible with City GIS be submitted; and
8. All other staff comments be met;

seconded by Mr. Pyron. Voice vote. Motion carried.

Administrative Reports

Mrs. Jones advised at the meeting next month there will be draft Planned Unit Development language for Planning Commission to consider for multi-family construction in the Monroe Crossings Subdivision. In addition there will be another Cincinnati Commercial Contracting development submission at the next meeting.

Mr. Brock commented that there will be a public hearing before the Planning Commission and City Council for the Planned Unit Development in Monroe Crossings.

Adjournment

Mr. Pyron moved to adjourn; seconded by Mr. Kirkpatrick. Voice vote. Motion carried.

The Planning Commission meeting adjourned at 6:58 p.m.

Respectfully submitted,

Angela S. Wasson, MMC
Clerk of Council