

MINUTES

CITY OF WOOSTER PLANNING COMMISSION

November 7, 2024

I. MEETING CALLED TO ORDER AND ROLL CALL

Chuck Armbruster, Chairman, called the meeting to order. Commission members Phil Apel, Chuck Armbruster, Sheree Brownson, Shawn Starlin, and Mark Weaver were present. Commission members Grant Mason and Jacob Sheets were absent. Vincent Marion, Planning and Zoning Manager represented the City of Wooster.

II. APPROVAL OF THE MINUTES

Sheree Brownson made a motion to approve the minutes of the October 3, 2024, meeting of the Planning Commission. Shawn Starlin seconded the motion. The motion carried unanimously 5-0.

III. APPLICATIONS

PC-24-26.

Brandy Zackery with Arnold Consulting Engineering, on behalf of Take 5 Oil Change, has requested Final Development plan approval for an approximately 1,380-square-foot facility with two service bays and associated parking at 3953 Burbank Road, parcel number 67-02851.004, in a C-3 (General Commercial) zoning district.

Ben McDaniel, 1136 South Park Drive, Bowling Green, Kentucky, stated that with the current configuration, we are complying with the zoning requirements. Mr. McDaniel explained that this is a two-bay prototype with approximately three employees on staff and the hours of operation Monday through Saturday, 7 am to 8 pm, with reduced hours on Sunday, 8 am to 5 pm. Mr. McDaniel continued that there is no indoor element for customers to come into a lobby. There is just an office, restroom, and service area. Mr. McDaniel stated that on a perfect day, the business generates 20 to 30 customers daily with 3 to 4 cars per hour, about a 10-minute service. Mr. McDaniel noted that there is enough room to meet the needs for the stacking on the site. Mr. McDaniel explained that they were keeping the current curb cuts. Additional discussion occurred between the Commission and Mr. McDaniel regarding the site and, particularly, the movement of vehicles on site.

Shawn Starlin made a motion to approve application PC-24-26 as presented with the following conditions:

1. Architectural Standards of Chapter 1119 are met, or the Planning Commission approves a modification.
2. Site development must comply with all provisions of the current edition of the City's Site Development and Improvement Manual for Storm Water Management.
3. Developer must use the current City of Wooster Engineering Standards.
4. Developer to obtain all necessary Engineering Permits and Stormwater guarantees.

Mark Weaver seconded the motion. The motion passed 4-1. Shawn Starlin voted no.
PC-24-27.

SJL. Inc. requested Final Plat approval for the subdivision of property into five lots on the east side of McAfee Road (Parcel number 57-00035.000) located within three miles of the City of Wooster.

The applicant asked that PC-24-27 be withdrawn.

Sheree Brownson moved to accept the withdrawal of application PC-24-27. Phil Apel seconded the motion, which passed unanimously, 5-0.

Other Business

Discussion - Sign Notice Language

Mr. Armbruster stated that at the last meeting, there was a discussion on changing the wording on the Planning Commission signs due to ongoing public confusion over a public meeting, thinking that it means an open forum, which it doesn't. Mr. Armbruster explained that we were trying to come up with something for the sign to make it more apparent. Some discussion followed with suggestions and Mr. Armbruster requested if we could all continue to think about it.

IV. ADJOURNMENT

Sheree Brownson made a motion to adjourn. Shawn Starlin seconded the motion. The motion passed unanimously, 5-0.

Chuck Armbruster, Chairman

Carla Jessie, Administrative Assistant