



**CITY OF TALLMADGE
PLANNING & ZONING COMMISSION
MEETING MINUTES**

March 4, 2021

7:00 p.m.

Virtual Meeting

*As permitted by House Bill 197- extended by HB 404, this meeting was held via videoconference and/or teleconference only and was live-streamed
Per the RC-2 Schedule, meeting recording and communications will remain on file in the Planning and Zoning Department*

I. Call to Order

Chair Gerald Taylor called the meeting to order at 7:00 pm.

II. Pledge of Allegiance

III. Roll Call

Commission Members present: Gerald Taylor
 Julie Oliver
 Patrick Larson
 Kevin Heilmeier
 Stephan Ryder

Administration present: Dave Kline, Mayor
 Megan Raber, Law Director
 Helene Hussing, Planning & Zoning Manager
 Matt Springer, Economic Developer

IV. Approval of Minutes

A motion to accept the February 4, 2021 minutes as printed was made by Mrs. Oliver and seconded by Mr. Heilmeier.

All members voted in favor. (5-0)

V. Cases

Items PZ 21-02-01 Conditional Zoning

Emil Putra, applicant/owner

658 Newton St, Parcel 6002172

- For review and recommendation

Mrs. Hussing gave a short summary of the case.

Public Hearing opened at 7:11 pm

The representative for the case, Emil Putra, was sworn in.

Mr. Putra had nothing to add at this time.

Additional questions/comments from the Commission with answers

Q: What's the plan for this building?

A: Storage

Q: Are you in agreement with the Fire Departments requirement to pave the driveway?

A: Yes, but it will probably be concrete.

Q: What are the dimensions between the 2 buildings?

A: About 20 ft.

Q: So you'll pave the whole width between the buildings?

A: Yes.

Q: What is the access going to be used for?

A: The house. No truck traffic will be in there.

- Q: Is that going to a below ground level?
 A: Yes.
 Q: Will the vehicles go to that lower level?
 A: Yes.
 Q: And the other items..?
 A: We'll have to carry them up the steps.
 Q: The Conditional Zoning is just for the church, correct?
 A: Correct.
 Q: That's just 1 parcel, correct?
 A: The church has a separate parcel number.

Received no requests to speak and no communications from residents.

Public Hearing closed at 7:20 pm.

The following motion was made by Mr. Larson and seconded by Mrs. Oliver:

I move for adoption of the following findings, based upon the evidence presented, that the Conditional Zoning Special Non-Residential Development Certificate for Indoor Storage Facility, Case PZ 21-02-01, Applicant-Owner Emil Putra for 658 Newton St, Parcel 6002172:

- (a) Is harmonious and in accordance with the general objectives of this Code;**
- (b) Is designed, constructed, operated and maintained so as to be harmonious and appropriate in appearance with the existing or intended character of the general vicinity and so that such use shall not change the essential character of the same area;**
- (c) Is not hazardous or disturbing to neighboring uses;**
- (d) Is served adequately by essential public facilities and services;**
- (e) Is not detrimental to the economic welfare of the community;**
- (f) Does not involve uses, activities, processes, material, equipment and/or conditions of operation that will be detrimental to any persons, property or the general welfare by reason of excessive production of traffic, noise, smoke, fumes, glare or odors.**
- (g) Does have vehicular approaches to the property which shall be so designed as not to create an interference with traffic on surrounding public streets or roads.**
- (h) Does comply with the City of Tallmadge Thoroughfare Plan. If additional street right-of-way width is required for compliance, the property owner shall dedicate the required land at a time requested by the City at no cost to the property owner.**

All members voted in favor. (5-0)

The following motion was made by Mr. Ryder and seconded by Mr. Heilmeier:

I move to recommend to Council to adopt the Conditional Zoning Certificate for Indoor Storage Facility case PZ 21-02-01, Applicant-Owner Emil Putra for Special Non-Residential Development at 658 Newton St, Parcel 6002172 for indoor storage based on the plans and application submitted to the Planning & Zoning Department on January 19 & 20, 2021 subject to the following conditions, modifications and/or amendments based on the evidence presented:

- The indoor storage use at 658 Newton St is solely for accessory use to the business located at 1034 S Munroe Road;**
- All storage is limited to indoor storage only;**
- Any Public Storage Use is prohibited;**
- Summit County Department of Building Standards approval;**
- Compliance with the Fire Department's directives as enumerated in the Staff Report, dated March 4, 2021;**
- City Engineer approval; and**
- A modification from codified ordinance 1187.02, Section (b) (3) is granted to allow the continuance of the shared drive between 658 and 652 Newton Street.**

- **Hours of operation and use of the drive will be limited to daytime operation hours of 7 am – 7 pm.**

All members voted in favor. (5-0)

Item PZ 21-03-01 Site Plan Review

Wohlwend Properties LLC, applicant

JRS Development, owner

Crystal Parkway, Block E, PN 49-020-00-00-016-039

- For review and approval

Mrs. Hussing gave a short summary of the case.

The representative for the case, Michael Wohlwend, was sworn in.

Mr. Wohlwend stated that the goal is to build 3 buildings and to market it before building to find tenants. The remaining acreage would be used for future development for similar industrial users. He has no issues with the comments listed on the Staff Report from the Fire Department or the City Engineer.

Additional questions/comments from the Commission with answers

Q: This is for all 3 phases?

A: Correct

Q: Are you planning on building them all at the same time?

A: We're asking for approval for all 3 buildings and then we'll pull individual Zoning Permits as needed

Q: You're going to install paving for the whole site to begin with?

A: No. It will be expanded as phase 2 is started.

Q: Concrete or asphalt?

A: Undecided at this time, but hopefully concrete.

Q: Is it a problem to provide 1 handicap parking space for each building?

A: We will follow the code for that.

Q: The City requires parking to be screened so are you ok with adding screening for those 2 spots?

A: That's fine.

Q: If there are Site Plan changes because of the Fire Department requirements, should we see the changes?

A: The only change would be a fire truck turnaround to the east of the Phase 3 building. The Storm Water Management Basin shown on the current Site Plan is a conceptual size and will go through a formal design and approval process with the City Engineer.

Q: Is it a T turnaround?

A: We will work with the Fire Department as to what exactly they would want to see there.

Q: What about a lighting plan?

A: Photometric lighting plan will be submitted to the City Engineer.

Q: What about dumpster enclosures?

A: There's no dumpster enclosure shown at this time. The intent is that all dumpster and refuse will be kept inside each facility. If needed, we would come back for approval.

Q: What type of users are you intending to have?

A: We are going to market it to electricians, plumbers, landscapers, warehousing etc...

Q: What would you expect for hours of operation?

A: Normal daytime hours similar to any other user within the industrial park.

The following motion was made by Mrs. Oliver and seconded by Mr. Heilmeier:

I move to approve the Site Plan Review Application: Case #PZ 21-03-01, applicant Wohlwend Properties LLC and owner JRS Development LLC for 1.5656 acres on PN 49-020-00-00-016-039

on Crystal Parkway, based upon the application & plans submitted February 18, 2021 to the Planning & Zoning Department subject to the following conditions, modifications and/or amendments based on the evidence presented:

- No outdoor storage;
- No Public Storage Use;
- Parking code compliance;
- Each tenant must have a Use & Compliance Certificate on file in the Zoning Department and meet the commonly used definitions for manufacturing, warehousing and contractor services as detailed in the Staff Report, dated March 4, 2021;
- No lighting shall constitute a nuisance and shall in no way, impair safe movement of traffic on any street or highway;
- All utility plans, connections and inspections subject to City of Tallmadge construction standards by review and approval of Public Service Department;
- Approval by Portage County Soil & Water Conservation District;
- Approval by City Engineer;
- Approval by the Planning & Zoning Department for signage installation;
- Approval by Summit County Department of Building Standards; and
- Compliance with the Fire Department’s directives as enumerated in the Staff Report, dated March 4, 2021 or as agreed and approve by the Fire Marshal.

All members voted in favor. (5-0)

Item PZ 21-03-02 Conditional Zoning

City of Tallmadge, applicant/owner
 735 Eastwood Ave (PN 6000980)
 Parcel 6000982
 599 S Munroe (PN 6003867)
 Parcel 6000495
 583 S Munroe Rd (PN 6003866)
 571 S Munroe Rd (PN 6004640)

- For scheduling of Public Hearing

The following motion was made by Mr. Heilmeyer and seconded by Mr. Ryder:

I move to set the Public Hearing for Item #PZ 21-03-02, City of Tallmadge, applicant and owner, for the property located at 735 Eastwood Ave (PN 6000980), Parcel 6000982, 599 S Munroe (PN 6003867), Parcel 6000495, 583 S Munroe Rd (PN 6003866) and 571 S Munroe Rd (PN 6004640) based on the application submitted to the Planning & Zoning Department on March 1, 2021 for the following month on Thursday, April 1 at 7:01 pm.

All members voted in favor. (5-0)

VI. Adjournment

A motion to adjourn was made by Mr. Larson and seconded by Mrs. Oliver.

All members voted in favor. (5-0)

Meeting adjourned at 8:01 pm

Respectfully submitted,


 Kelli Funk, Secretary


 Gerald Taylor, Chairman