

**PLANNING COMMISSION
MEETING MINUTES
May 13, 2020**

Commission Secretary John Creech called the regular Sharonville Planning Commission meeting of May 13, 2020 to order at 7:10 p.m.

Roll Call

- ◆ In attendance via Zoom for Roll Call were Planning Commission Members: Mayor Kevin Hardman, Mr. Jim Lukas, Mr. Bill Martin, Mr. Sam Schutte, and Mr. Bill Knight.
- ◆ Councilman Rob Tankersley was in attendance to provide insight on behalf of City Council where applicable.
- ◆ Also in attendance were Community Development staff: Mr. John Creech (Director of Community Development - Commission Secretary), Mrs. Sarah Dircks (City Planner-Presenting), Mrs. Gina Good (Administrative Specialist – Recording Minutes).

Approval of Meeting Minutes Written Summary and Audio Recording

- ◆ The written summary of minutes and audio recording from the regular Planning Commission meeting of March 11, 2020 were approved as written and distributed.

Old Business

- ◆ None

New Business

- ◆ Nancy Tellam of Ryder Vehicle Sales LLC on behalf of property owner Vickie Aloisio is requesting Conditional Use Approval in the Reading Road Northern Gateway Overlay, Industrial Trucking Center (ITC) Reading Road Northern Gateway Overlay Zoned District – 3085 E Crescentville Road – Ryder Vehicle Sales LLC - Sharonville Zoning Ordinance 1137.06.
 - 3085 E Crescentville Road is located in the Reading Road Northern Gateway Overlay, Industrial Trucking Center (ITC) Zoned District. The property is currently used sale of construction trailers/ units. The applicant is requesting a conditional use permit to allow modification of the current use to allow for truck sales on the property.
 - S.C.O 1137.06 (a)(1) & 1137.06(c)(1) state that the Reading Road Gateway North Overlay District, and its regulations were established to improve the general environment of a major entrance into and a major thoroughfare within the City of Sharonville and the Butler County Line. Outdoor yard use is permitted contingent on the area being “totally obscured from public view by a visual barrier of no less than six (6) feet nor more than ten (10) feet in height.”
 - S.C.O 1155.01 (a) states that the “regulations for the continuance, maintenance, repair, restoring, moving and discontinuance of nonconforming buildings, land and uses are established... to permit their continuance but control nonconformity so as to minimize any adverse affect on the adjoining properties and development; and (e) to require

conformity if it is discontinued, to bring about eventual conformity.

- The Planning Commission discussed with the tenant and property owner various amount of landscaping and paving that should be required as conditions as part of the approval.
- The motion for passage by Jim Lukas was seconded by Bill Martin. Mr. Creech proceeded with a Roll Call Vote on passage.
- Motion was unanimously approved with the staff recommendations listed below:
 1. Applicant shall pave driveway area in and out of parking lot area and around the office space. Per 1137.06(c)(2), the area should be delineated by permanent curbing.
 2. Installation of privacy fence screening or installation of shrubbery along the fence line along E. Crescentville Road and Reading/Cincinnati Dayton Road.
 3. The gate along Reading Road should be terminated and made into a fence.
 4. The concrete driveway that leads out to Reading Road shall be demolished and replanted with grass or other landscaping.
 5. Landscaping shall be installed near the E. Crescentville Road driveway entrances to satisfy landscape plan.
 6. The applicant may continue working with the Department of Community Development for approval of their landscaping plan (Items 2, 4, & 5), without reappearing before the Planning Commission for final landscape approval.
 7. The applicant may begin operation of the Conditional Use permit contingent that the Conditions of this approval are met within four months of Planning Commission, by **September 15, 2020**.
 8. All improvements shall be installed and maintained in good repair and replaced as necessary to remain in compliance with the approved Conditional Use.
 9. Planning commission approval is not a building permit. Building code requirements may differ from zoning code standards, the applicant will still be required to work with building and fire code officials to obtain permit approvals as needed.
- ◆ Barry Coates on behalf Colonial Garden's Apartment is requesting a change in Site Plan approval to add a new office building/ fitness room to an apartment development in the multi-family (RM-D) Zoned District – 11414 Lebanon Road - Sharonville Zoning Ordinance 1131.06.
 - Colonial Garden's Apartment located in the multi-family (RM-D) Zoned District is requesting approval to modify an approved site plan of 11414 Lebanon Road to add a new office buildings and fitness room for residents of Colonial Garden Apartments.
 - The motion for passage by Kevin Hardman was seconded by Jim Lukas. Mr. Creech proceeded with a Roll Call Vote on passage.

- Motion was unanimously approved with the staff recommendations listed below:
 1. All improvements and work indicated on construction drawings/documents approved as part of this Site Plan review be installed and maintained in good repair and replaced as necessary to remain in compliance with the approved Site Plan.
 2. Planning commission approval is not a building permit, and the applicant is still required to file for the necessary permitting for remain in compliance. Building codes requirements may differ from zoning code standards, the applicant will still be required to work with building and fire code officials to obtain permit approvals.

- ◆ Lynne Nischwitz PLA, ASLA, on behalf of the City of Sharonville is seeking approval of Resolution 20-02 to recommend for approve the City of Sharonville Downtown Loop Streetscape Master Plan.
 - On July 31, 2019, the City of Sharonville Department of Community Development was awarded a \$25,000 Community Development Block Grant from Hamilton County Planning + Development. The purpose of the grant was to “bridge the gap” between on-going planning efforts and to help the City become “shovel-ready” to implement downtown improvements supported by the Sharonville 2030 Comprehensive Plan goal to “re-define our vision” the Downtown Loop (Theme #5) and improve connectivity (Theme #3). Having an approved streetscape plan ready to move forward with engineering and development will help the City when trying to submit competitive grant applications such as ODOT Safety funds, CEDAP, or other grants which may become available as a result of COVID-19.

 - The Department of Community Development is requesting Planning Commission’s approval of Sharonville Downtown Loop Streetscape and Design Plan and recommendation to City Council for approval.

 - The motion for passage by Jim Lukas was seconded by Sam Schutte. Mr. Creech proceeded with a Roll Call Vote on passage.

 - Motion was unanimously approved.

- ◆ Outdoor dining during COVID-19
 - Outdoor dining will be allowed to assist restaurants re-opening due to COVID-19.

 - Temporary signs will be allowed and fees will be waived for restaurants during COVID-19.

 - The staff recommends the following guidelines:

1. Meet “Responsible ReStartOhio Guidelines” applicable to restaurants and bars published by the Ohio Department of Health. The Guidelines can be found at link below: <https://coronavirus.ohio.gov/static/responsible/Restaurants-and-Bars.pdf>

2. Meet Guidelines of Hamilton County Public Health District as applicable.

3. Meet Guidelines of Ohio Board of Liquor Control as applicable.

4. Apply for Temporary Conditional Use Permit from City of Sharonville Community Development Department – there is no costs for this permit and permit is valid for six (6) months form date of issuance. The Temporary Conditional Use Application can be found at link below:

5. Exterior premises of property may be used to accommodate outdoor seating and dining areas and such areas shall be maintained in good condition for duration of temporary conditional use.

- The motion for passage by Bill Martin was seconded by Sam Schutte. Mr. Creech proceeded with a Roll Call Vote on passage.

- Motion was unanimously approved.

◆ **Adjournment**

- The motion by Jim Lukas to adjourn the meeting was seconded by Sam Schutte. The meeting was adjourned at 8:55 p.m.

Kevin Hardman, Chairperson

John Creech, Secretary