

Oakwood, Ohio

June 2, 2021

The Planning Commission of the city of Oakwood met in regular session at 4:30 p.m. in the council chambers of the city of Oakwood, 30 Park Avenue, Oakwood, Ohio 45419.

The Chair, Mr. Andy Aidt, presided and the Clerk, Ms. Lori Stacel, recorded.

Upon call of the roll, the following members responded to their names:

- MR. ANDREW AIDTPRESENT
- MRS. HARRISON GOWDYPRESENT
- MRS. E. HEALY JACKSON.....ABSENT
- MR. GREG LAUTERBACHPRESENT
- MR. STEVE BYINGTON.....PRESENT

Officers of the city present were the following:

- Mr. Norbert S. Klopsch, City Manager
- Mr. Robert F. Jacques, City Attorney
- Mrs. Jennifer S. Wilder, Personnel and Properties Director
- Mr. Ethan M. Kroger, Code Enforcement Officer

The following visitors were present:

- Mrs. Natalie Dunlevey, National Processing Solutions (NPS)
- Mr. Bob Dunlevey, 1317 Raleigh Road

Mr. Aidt called the meeting to order at 4:30 p.m. He shared that Mrs. Jackson was unable to attend the meeting and asked to be excused. It was then moved by Mrs. Gowdy and seconded by Mr. Lauterbach that the absence of Mrs. Jackson be excused; the motion was approved by viva voce vote.

Mr. Aidt then conducted a brief organizational meeting to select the chair and vice chair for 2021. Mrs. Gowdy moved to retain Mr. Aidt as chair, seconded by Mr. Lauterbach. Upon a viva voce vote on the question, the motion passed unanimously and it was so ordered. Mr. Byington moved to retain Mrs. Gowdy as vice chair, seconded by Mr. Lauterbach. Upon a viva voce vote on the question, the motion passed unanimously and it was so ordered.

Mr. Aidt asked if there were any questions or concerns with the minutes from the June 3, 2020 meeting. There being none, it was moved by Mrs. Gowdy and seconded by Mr. Lauterbach that the minutes be approved as submitted and the reading thereof be dispensed with at this session. Upon a viva voce vote on the question of the motion, the same passed unanimously and it was so ordered.

Mr. Aidt provided an overview of the meeting agenda and reviewed the meeting procedure with all in attendance. He opened the public hearing for Application #21-1, and invited city staff to present the staff report.

Mr. Kroger referenced a PowerPoint presentation and presented an application that was filed by Natalie Dunlevey with National Processing Solutions (NPS) to amend the current Sugar Camp/Pointe Oakwood Master Plan to change the use of an existing building located at 10 Sugar Camp Circle (Gatehouse).

The application will follow a two-step process. The Planning Commission will make a recommendation to City Council to approve or deny the request to amend the current Sugar Camp/Pointe Oakwood Master Plan. City Council will then hold a public hearing, and by a

majority vote approve, deny, or approve with conditions the request to change the current use of the Gatehouse (delicatessen) to professional office/business space.

Mr. Kroger reviewed the history of the Sugar Camp Master Plan. The original Sugar Camp Master Plan was approved on April 23, 2007. The Plan has been amended a number of times, sometimes to accommodate market demands and sometimes to shift the location of approved uses within the development. The Gatehouse building has been vacant since before the original master plan approval, and no one has stepped forward with a plan to operate it as a deli, or any other type of food service establishment. Other ideas have been floated over the years, but to date, nothing concrete has been proposed and the master plan has never been amended with respect to the Gatehouse.

He then reviewed the current proposal to change the approved use from "delicatessen" to "professional office space/business." While this represents a change in the approved use for this building, it is not a new use within the Sugar Camp development, much of which is already approved for professional office space. The applicant has invested significant time and funds in repairing and restoring the current building. The proposed landscaping will be compatible with the surrounding development and exterior finishes will be compatible with the surrounding neighborhood. The applicant is proposing the addition of a 10.5 square foot wall sign that will be bronze in color to complement the current building colors.

Mr. Kroger displayed renderings of the proposed landscaping plan and the proposed signage.

National Processing Solutions is currently located at 400 Sugar Camp Circle, and pending approval, will move to the Gatehouse building. The location change should result in no change to the existing traffic patterns at Sugar Camp. The business will utilize existing parking spaces located behind the Gatehouse; no new parking will be constructed. NPS is not generally open to the public. The Gatehouse building will be a work environment for NPS employees only. There are currently two (2) NPS employees who will work onsite and the applicant has indicated she has no plans for expansion, which minimizes the demand and impact on parking.

Mr. Kroger closed his report by displaying images of the existing Gatehouse.

The Planning Commission did not have any questions for city staff at this time, so Mr. Aidt opened the public hearing.

Mrs. Dunlevey, the applicant with National Processing Solutions (NPS), shared that all of the restoration and construction work that has been done to the Gatehouse has been done with the intent to remain as true to the building as possible.

There being no further public testimony offered, the public hearing was closed.

Mr. Byington commented that the "professional office space/business" use seems to be a better fit for the Sugar Camp area.

Mr. Aidt agreed.

The Planning Commission did not have any further questions for city staff or the applicant.

It was then moved by Mrs. Gowdy and seconded by Mr. Lauterbach to recommend Council approval of Application 21-1 for an amendment to the Sugar Camp/Pointe Oakwood Master Plan, to wit: special use permit for 10 Sugar Camp Circle, Application 21-1, changing approved use from "delicatessen" to "professional office/business".

SPECIAL USE STANDARDS

- A. The proposed use at the specified location is consistent with the Comprehensive Plan.

PRELIMINARY STAFF FINDINGS:

- The proposed use is consistent with the recommendations in the 2004 Comprehensive Plan that corporate offices and general tenant office space would be an appropriate use for the Sugar Camp campus. Moreover, the building has been in existence for many years, and use as professional office/business purposes will not adversely impact the existing residential neighborhood located on West Schantz Avenue.

- B. The proposed building or use will not adversely affect or change the character of the area in which it is located.

PRELIMINARY STAFF FINDINGS:

- The use of the Gatehouse building for professional office/business purposes is consistent with the business uses of the 12+ acre Sugar Camp site that have existed since 155,000+ square feet of office/training space was constructed in the late 1960's.

As noted above, the proposed use should result in no change to the existing traffic patterns at Sugar Camp, and requires minimal parking. Ingress and egress to the building will continue to be from the existing signalized intersection at W. Schantz and Kramer Road. As NPS is already a tenant of the Sugar Camp development, there is no reason to believe that moving the office space across the development will impact the adjoining neighborhood streets.

As stated above, aside from proposed signage, the exterior of the building will not materially change. Therefore, there is no reason to believe that the character of the surrounding neighborhoods will be impacted.

- C. That the establishment, maintenance or operation of the special use will not be detrimental to or endanger the public health, safety, morals, comfort, convenience or general welfare.

PRELIMINARY STAFF FINDINGS:

- There is nothing to suggest that public health, safety, morals, comfort, convenience or general welfare will be at risk since the proposed use of the Gatehouse is consistent with the business uses that have existed on the site for decades.

- D. That the proposed use will not be injurious to the reasonable use and enjoyment of other property in the immediate vicinity for the purposes already permitted, or substantially diminish and impair property values within the neighborhood.

PRELIMINARY STAFF FINDINGS:

- With just two (2) employees expected to work in the building, which generally will not be open to the public, the applicant anticipates that on most days there will be little to no visitors to the building.

- E. The proposed use at the specified location will not significantly adversely affect the use and development of adjacent and nearby properties in accordance with the regulations of the district in which they are located. The location, size and height of proposed buildings and other structures, and the operation of the use will not significantly adversely affect the use and development or hinder the appropriate development of adjacent and nearby properties.

PRELIMINARY STAFF FINDINGS:

- As of last year, NPS was located at 400 Sugar Camp Circle, occupying approximately 1500 square feet of office space. The move across the parking lot to 10 Sugar Camp Circle will not increase the amount of daily vehicular traffic.
- As mentioned above, the exterior of the building will not change except for the proposed signage, a 10.5 square foot wall-mounted sign facing W. Schantz Avenue. The sign colors will match the existing building, and the proposed design and size is complimentary to the development.

F. That the exterior architectural appeal and functional plan of any proposed structure will not be so at variance with either the exterior architectural appeal and functional plan of the structures already constructed or in the course of construction in the immediate neighborhood, or the character of the applicable district as to cause a substantial depreciation in the property values within the neighborhood.

PRELIMINARY STAFF FINDINGS:

- The Comprehensive Plan suggests that architecture and landscaping treatments should be compatible with the surrounding existing development. As already mentioned, the existing Gatehouse building will not materially change in appearance. The applicant has also gone to great lengths to preserve and restore the building and includes in her application a plan to enhance the existing landscape.

G. That adequate utilities, access roads, off-street parking and loading facilities, drainage and/or other necessary facilities, have been or are being provided at the applicant's cost.

PRELIMINARY STAFF FINDINGS:

- Utilities, roads, off-street parking, loading facilities and drainage already exist on the property and will not impact any surrounding properties.

H. That adequate measures have been or will be taken at applicant's cost to provide ingress and egress so designed as to minimize traffic congestion in the public streets and avoid hazards to pedestrian traffic.

PRELIMINARY STAFF FINDINGS:

- Ingress and egress to the site will be from the existing signalized W. Schantz and Kramer Road intersection. With the limited vehicular traffic associated with this use, no traffic analysis is needed.

I. That the special use shall, in all other respects, conform to the applicable regulations of the district in which it is located, except as such regulation may, in each instance, be modified by Council pursuant to the recommendations of the Planning Commission.

PRELIMINARY STAFF FINDINGS:

- Throughout the planning process, the applicant and owner of the building has been sensitive to restoring the building to its original condition and aims not to disrupt or impact any of the surrounding neighborhood or businesses.

Upon call of the roll on the question of the motion, the following vote was recorded:

MR. ANDREW AIDT YEA
 MRS. HARRISON GOWDY YEA
 MR. GREG LAUTERBACH YEA
 MR. STEVE BYINGTON YEA

There being four (4) YEA votes, thereon, said motion carried.

Mr. Aidt invited city staff to provide a report on Application #21-2, which is to review a preliminary plat of the 100 blocks of Aberdeen Avenue and Telford Avenue.

Mrs. Gowdy recused herself from the plat review because she resides on Aberdeen Avenue.

Mr. Jacques referenced a PowerPoint presentation and displayed renderings of the existing and adjusted right-of-way lines on the 100 blocks of Telford Avenue and Aberdeen Avenue.

He shared that while reviewing the library renovation project, city staff found that the existing right-of-way line on Telford Avenue was not adjusted when the existing parking spaces were built more than forty years ago.

The proposed plats adjust the public right-of-way on both Telford Avenue and Aberdeen Avenue 15 feet to the north.

The right-of-way adjustment on Aberdeen Avenue would allow for two ADA-accessible parking spaces and two family-friendly parking spaces to be built, increasing accessibility to Wright Library.

The Planning Commission's role is to determine if the adjusted plats conform with the principles, standards and requirements in Section 1171.02(B) of the City's Subdivision Code.

Mr. Aidt asked if there is an electric easement on the 100 block of Telford Avenue, and Mr. Jacques confirmed that there does exist an electric easement in the first block of Telford Avenue.

Mr. Aidt asked for clarification on the plat approval process.

Mr. Jacques explained that the Planning Commission reviews the proposed plat adjustments and upon the Planning Commission's preliminary approval of the plats, they will be sent to the Montgomery County Engineer for final approval and signature. The plats will also need to be signed by the Planning Commission chair and secretary.

Therefore, it was moved by Mr. Aidt and seconded by Mr. Lauterbach to approve Application 21-2, preliminary and final plats to adjust public right-of-way along Aberdeen and Telford Avenues, and to authorize the Planning Commission Chair and Secretary to sign the final mylars, subject to revisions required by Montgomery County Engineer.

Upon call of the roll on the question of the motion, the following vote was recorded:

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|---------------------------|---------|
| MR. ANDREW AIDT | YEA |
| MRS. HARRISON GOWDY | RECUSED |
| MR. GREG LAUTERBACH | YEA |
| MR. STEVE BYINGTON | YEA |

There being three (3) YEA votes, thereon, said motion carried.

Mr. Klopsch noted that parking throughout Oakwood has been a challenge over the years. He mentioned that the parking lot at the Oakwood Community Center (OCC) has been a great asset to the community. At the time the parking lot was being built, there was some push back from the neighbors, but the City has not received a single complaint since it was built.

Mr. Klopsch praised Wright Library Director Krisi Hale for involving the community and neighborhood with the library renovation project. He noted that the library has done a great job on the project and Oakwood City Council fully supports the renovations. Mr. Klopsch mentioned that speed data was collected on Telford Avenue over a seven-day period and the data was very favorable.

Mrs. Gowdy shared her support for Wright Library and their current project, as well as the diagonal parking on Aberdeen Avenue.

Mr. Aidt asked about the Shafor Park Tennis Court repairs.

Mr. Klopsch explained that there were fundamental construction flaws that occurred with the original surfacing of the courts in 2018. The Shafor Park Tennis Facility will be resurfaced under warranty, and at no public expense.

There being no further business, the Planning Commission adjourned. The public meeting concluded at 5:05 p.m.


CHAIR

ATTEST:


CLERK