

PLANNING, ZONING & BUILDING COMMISSION

CITY HALL

March 11 19

The City of Cortland Planning, Zoning & Building Commission met on Monday, March 11, 2019 at 6:50 P.M. at the City Administration Building, 400 N. High Street, Cortland, Ohio. In attendance were the following board members: Chairman Curt Moll, Vice Chairman Sally Lane, Don Bell, and Donald Fatobene. Also present were Mayor Jim Woofter, Law Director Patrick Wilson, Service Director Donald Wittman and the following individuals:

Josh Rouse	125 N Bank St.	Cortland
Dan Jaros	Cortland Fire Dept.	Cortland

Curt Moll: We are going to call this public hearing to order, it's 6:50. 07-19 Public Hearing for Use Permitted Upon Review – 125 N Bank St. – The purpose of the hearing is to consider a Use Permitted Upon Review within the S-1 Service District to use the property as a church. Come up and explain what you are going to do, what's your plan. Then we will ask people to speak against it or for it.

Josh Rouse: My name is Josh Rouse, I am a pastor on staff at Rock Of Grace. We have a campus up in Kinsman right now and we are looking to expand the rural Kinsman area and have a second campus going here in Cortland. We believe in Trumbull County and we believe in this city and we are trying to expand a little bit. We found the property there at 125 and are finishing up on our renovations hopefully within the next couple of weeks. We are pretty excited about everything going on there.

Curt Moll: Is anyone here to speak in favor of the church? Any comments, questions? Is there anyone here to speak against the church?

Don Wittman: Just for the record Chairman, this is for use of a church within a Service District zoning dedication and requires a public hearing and use permitted upon review. That is the purpose of this hearing.

Curt Moll: We are not picking on you, this is required no matter what zone you are in, right?

Don Wittman: Correct.

Curt Moll: Do we have any questions? I have one question. There was some discussion about you getting an agreement with Cortland Bank to use their parking lot. Have you been able to do that yet?

Josh Rouse: Yes, I unfortunately don't have anything in writing yet. I've had a difficult time working my way up the food chain, so to speak, to get ahold of the right people. Recently, within the last week, I got ahold of a guy named Tim Karney, he told me that if our insurance will cover it, he's pretty positive that we'll be able to work something out. I got ahold of my insurance and they are willing to cover it. I just haven't been able to get a hold of him again, I've called a couple of times since then to try and get something in writing.

Curt Moll: It's just a concern that I have, and just about everyone that deals with downtown.

Josh Rouse: It's something that I have a concern about as well.

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Curt Moll: We had a church there and we really didn't have problems with parking down there; relating to Cornerstone Baptist.

Don Wittman: No.

Curt Moll: I didn't think so. It hasn't come up but, depending on how successful you are, it could come up.

Josh Rouse: If I remember correctly, the last time that I was here, you guys said something about – anybody who's not using their property for the full day, their parking becomes public or something?

Curt Moll: No.

Josh Rouse: I swear I heard that before from you guys.

Patrick Wilson: No.

Curt Moll: No, not from me.

Josh Rouse: Okay but, either way..

Curt Moll: Certainly the bank won't be using the property on a weekend.

Don't park at the fire department. (laughter)

Don Wittman: Typically we have not been stringent on parking requirements for the downtown businesses because there is not a lack of surface parking lots with some of those building as well as the on-street parking is underutilized at this point. It would be good to have a parking problem downtown but we haven't been faced with that. There is parking on N Bank Street; two handicap spaces in front of the building that were installed when it was Scope and the other ones along the bank building.

Josh Rouse: There are six there.

Curt Moll: The other property; along the railroad, down on Erie Street is also available for parking. We have an agreement with the railroad to do that. It's not very nice.

Josh Rouse: It's okay, we have a small building.

Patrick Wilson: I think that you are on the right track if you stick with getting something in writing with Cortland Bank.

Josh Rouse: Yes I think that we are going to fairly quickly here.

Curt Moll: I don't know of any functions that happen downtown on Sunday. The Street Fair is Thursday, Friday, Saturday so it shouldn't interfere.

Josh Rouse: If anything, we will be right alongside serving in some sort of way.

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Curt Moll: Be careful with that, as not to get into competition with the street fair.

Josh Rouse: Absolutely not.

Mayor Woofter: They haven't contracted with any rides this year. I don't think that they are going to. They haven't been able to find a company.

Curt Moll: If there is nothing else, I will ask for a motion to adjourn the public hearing.

A motion was made to close the public hearing by **Don Bell** and seconded by **Don Fatobene**.

The City of Cortland Planning, Zoning & Building Commission met on Monday, March 11, 2019 at 7:00 P. M. at the City Administration Building, 400 N. High Street, Cortland, Ohio. In attendance were the following board members: Chairman Curt Moll, Vice Chairman Sally Lane, Don Bell, and Don Fatobene. Also present were Service Director Don Wittman, Law Director Patrick Wilson, Mayor Woofter and the following individuals:

Randy Caldwell	120 Stonewood Dr.	Cortland
Josh Rouse	125 N Bank St.	Cortland
Dan Jaros	Cortland Fire Dept.	Cortland

Curt Moll: Roll call please.

Roll Call: Jim Bradley, absent; Sally Lane, here; Curt Moll, here; Don Bell, here; Donald Fatobene, here.

Curt Moll: The first item is for a moment of silence for Aiden Elder. It also would be nice to think about George Gessner who was involved in the city for so long.

A motion to approve **Commission Minutes from the February 11, 2019** meeting was made by **Donald Fatobene** and seconded by **Don Bell**. **Roll Call**: Donald Fatobene, yes; Sally Lane, yes; Curt Moll, yes; Don Bell, yes. **MOTION APPROVED.**

A motion was read by Curt Moll **08--19 Use Permitted Upon Review – 125 N Bank St.** The request is for a Use Permitted Upon Review within the S-1 Service District to use the property as a church.

Motion made by **Don Bell** and seconded by **Sally Lane**.

Curt Moll: We had a public hearing for this, there was no one here to speak against the church. We ask that you describe it for us again with your name and address.

Josh Rouse: My name is Josh Rouse and I work for Rock of Grace Family Ministries and we are hoping to launch our second campus at 125 N Bank Street in Cortland. We are looking forward to partnering with the city.

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Curt Moll: Any questions? We discussed parking in the public hearing, that shouldn't present a problem.

Don Wittman: Just for the record, along with the use permitted upon review, there is also an architectural drawing of the improvements that will be conducted on the inside. We have a representative from the fire department here. They have complied with the requirements of the building code or are in the process.

Dan Jaros: They are. They are in the middle of construction, I went over once before and looked at the plans. Everything has been approved by the county as well. They have a Knox Box for that aspect of the building. Once they are finished up with their construction, I'll go over and do an inspection to make sure that everything is set.

Curt Moll: Thank you, very good. You are closing off a number of windows over there?

Josh Rouse: We are.

Mayor Woofter: Your new entrance will be off of Lattin.

Josh Rouse: Correct. We replaced all of the windows that we aren't sealing in.

Don Wittman: There is no change to the roof structure; it falls outside of any review by Zoning.

Patrick Wilson: At the public hearing, there was no opposition.

Roll Call: Sally Lane, yes; Donald Fatobene, yes; Curt Moll, yes; Don Bell, yes.
MOTION PASSED.

09-19 Wall sign – 125 N Bank St. – overall letters are 1'4" x 16' - no lighting was read. It was motioned for by **Don Bell**, seconded by **Donald Fatobene**.

Curt Moll: Explain what it is and how you are going to do that.

Josh Rouse: It is a vertical sign. I have to hope that I am following all directions. My architect didn't realize that we even needed a permit. Because he thought since it was mounted on the wall, it didn't count as a sign. We got it to you late notice, it was very rushed. Hopefully we are following everything as well as we can here. It's a vertical sign mounted to the wall. It goes up a little beyond our building and we placed the letters on the wall. It's metal siding, it looks pretty cool.

Curt Moll: It will also face Lattin Street?

Josh Rouse: Yes, it's going to be right next to the front doors.

Curt Moll: I see the pictures. Anyone have any questions about the sign? It meets all of our restrictions, Mr. Wittman?

Don Wittman: Yes, it does.

Curt Moll: Good, so with that, I'd like to ask for a roll call.

Roll Call: Curt Moll, yes; Don Bell, yes; Sally Lane, yes; Donald Fatobene, yes.
Motion Approved.

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Patrick Wilson: We need a motion and a second for the Use Permitted Upon Review. I'd like to clean up the minutes.

Motion made by **Don Bell** and seconded by **Sally Lane**.

Curt Moll: Thank you (to Josh), your sign has been approved.

10-19 Commercial Building – 192 S High St. – site plan review – 7,000 sq. ft. was read and moved for by **Don Bell** and seconded by **Sally Lane**.

Mayor Woofter: There is nobody here but I hope that we can proceed on.

Curt Moll: Maybe Don can lead us through this process.

Don Wittman: We have the drawing built upon the original submission for the variances voted upon from last meeting. I did get ahold of Mr. Caldwell, he was not aware that he had to be here, he is on his way. At this time, this submission is for two of the potential seven building unit. Patrick, I'm presuming that if we approve the site plan for all seven and were to grant approval for that, then he wouldn't have to come back to the board for any of the additional units; so long as he complies with this plan.

Patrick Wilson: Yes, I'm satisfied with that.

Curt Moll: Meaning, if he doesn't plant the grass where he says that he's going to, then make him come back.

Patrick Wilson: We can cite him back for it, yes.

Don Wittman: It could be as simple as not issuing any of the zoning permits until he came back for further review.

Patrick Wilson: Don controls that, so he will have a say in the matter.

Curt Moll: He's pretty much compliant with all of the variances that we gave him. This is the drawing of the two buildings.

Mayor Woofter: Right, the first, initial two.

Curt Moll: Question Don, the drainage for this property, parking lot, etc., does it just go down to the creek?

Don Wittman: Correct, the drainage would just be sheet flow across the parking lot to that vegetative, grassy area along the back. There wouldn't be any collection of storm water per se.

Curt Moll: Is he going to do anything to protect that hill side? It seems that you could easily get some ravines running down through there.

Don Wittman: He's not really changing any of the existing conditions as it is now.

Don Bell: We wouldn't have to worry about erosion or anything?

Don Wittman: No. If you look at the site plan, there is an 18 inch storm drain that goes across the property. (explains where to find that on the drawing)

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Curt Moll: I see it. It's not the same because he is going to be directing a lot of storm water off of these roofs into a specific area. Unless he protects the hill side, it will wash out. You are isolating the drainage in one location.

Don Wittman: There was some discussion, as far as that grassy area, whether we would require storm water collection. You can see that there are 2; the 18", which may have been abandoned and also the 40" corrugated metal pipe in the southeast corner of the properties.

(Randy Caldwell arrives.)

Mayor Woofter: Randy, come on up to the podium. We are talking about your property now.

Curt Moll: I was expressing concern. If you had any concentration run-off, that you would do something to make sure that you don't wind up with rivers running back through your parking lot and wash out that hill in the back.

Randy Caldwell: Right. My thought is that we are only going to add a little more pavement than what is already there.

Curt Moll: I understand. The part that I was more concerned with was the water coming off the roofs and whether that was going to fall directly into one place or spread out. If it's all directed to one place, you will have to make some kind of provision.

Randy Caldwell: Right, my thought is that you'll have front and back but I don't know what they have done (inaudible).

Curt Moll: I understand, it's just a caution, there's nothing you can do about it. It would wash out your parking lot.

Randy Caldwell: We'll make sure that we don't do that, too expensive.

Don Wittman: By looking at that and responding to the Chairman's concerns, it looks like there is an old 18" pipe as well as that 40" pipe. If there was an issue, and Soil and Water wants to see some sort of storm water retention control, we could do something along that vegetative swell to where you collect the sheet flow into an area to address if there is any erosion. Then you could utilize that corrugated pipe that's already discharging to the creek via the hill.

Curt Moll: The 40 " is a city storm sewer right?

Don Wittman: Correct. I believe that is drainage from S High Street. I want to comment on a few notes that I have on the site plan here. The buffer requirement was addressed by the variance of 5-19. The side set back along the northern property line was addressed through the variance 4-19. I think there were 44 parking spaces made available. Between the 2 buildings, there would be approximately 9100 square feet of gross area. One space for every 200 square feet; that would be 46 spaces. I call that the maximum/minimum. Most of the time when you have a sales establishment, it's 1 space for every 200 feet of sales space. Of that 7,000 square feet in that building, a portion of that is going to be converted towards storage, restrooms and things of that nature.

Curt Moll: If it were all retail, it would be a different requirement.

Don Wittman: Correct. Assuming 6400 square feet of sales space; looking at the restaurant, there's a provision of 12 spaces which requires 1 space for every three seats, but that could go up to a maximum of 36 seats. I'm thinking that's the most parking that

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can be provided. Any future tenants, when they come in for review, we would have to look at if they are going to over tax that parking.

Curt Moll: Yes, we'll keep track of what the building use is. You have a base amount that comes off for the restaurant and the rest of it is dedicated to that other building. It's just a matter of lining up the parking with the other tenants as they come in. I don't see that as being a big problem. If it gets to be a big problem; it would be more of a problem for you getting tenants because they wouldn't have enough room to park.

Don Wittman: For this first phase, for these first two units, plenty of parking. Do you want to discuss the grassy area, buffer area? Those are some comments that I referred to the architect. I wanted to make sure that he is aware of the green area. A minimum 10 foot set back from the right-of-way line and it needs to be green space.

Curt Moll: And any other landscaping would certainly be appreciated to help the appearance of South High Street.

Randy Caldwell: Right.

Mayor Woofter: Just as a side note, do you have anything scheduled for the demolition of the building?

Randy Caldwell: Not yet. I'm trying to get everything with this and then we'll go back and start putting all this together. I'm sure that it can't be soon enough. We want to get it done.

Don Wittman: We are utilizing some of the existing drives, making some modifications to some of the curb cuts that are out there. It looks like there is going to be a new driveway on the south side of the property for egress from the drive thru. That curbing will be saw cut?

Randy Caldwell: Yes, it would have to be. I don't want to disturb too much, it's easier to cut it in place.

Don Wittman: You'll leave the drop curb where you're removing the driveway and plant that area with grass?

Randy Caldwell: Probably. Again, we're not disturbing, especially curb... (Inaudible)

Curt Moll: You really only have 1 entrance and the rest are exits? You have 4 curb cuts, three of those show out and one shows in.

Randy Caldwell: I'm not sure (looking at drawings). They'll end up coming in that left side.

Don Wittman: My concern, where you are doing a modified drive, the sidewalk thickness might not be the 8". Do you have plans to address those when you pour the approaches? Are they going to be asphalt or concrete?

Randy Caldwell: I'll have to get back to you on that. I'd rather have it in concrete because it's going to hold up better. If not, I'm going to be tearing it up and fixing it.

Don Wittman: That's some concern, taking construction vehicles over that... if it doesn't hold up, then it would have to be replaced.

Randy Caldwell: Right, we would have to fix it.

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Don Wittman: An 8” sidewalk may be more for trucks in a commercial driveway, 6” is what we spec on residential driveways. That’s something that we can develop with the construction plan down the line, when you come into my office for review. The sanitary sewer provisions, the storm sewer and the water line.

Curt Moll: It looks like you are using better materials on the outside as well, we appreciate that.

Randy Caldwell: A decorative block, split faced. It makes it look nicer.

Don Wittman: Randy, before you came in, just for the record, so you know; the zoning permit will be for those 2 units. Any subsequent units, so long as you don’t depart from this initial plan, we’ll just have a zoning permit issued for those and you won’t have to come back to this board for review.

Randy Caldwell: Okay.

Roll Call: Curt Moll, yes; Donald Fatobene, yes; Sally Lane, yes; Don Bell, yes.
MOTION APPROVED.

Curt Moll: Is there anything else to come before the board? No? Motion to adjourn.

A motion to adjourn was made by **Don Bell** and seconded by **Sally Lane**.

Roll Call: Sally Lane, yes; Don Bell, yes; Donald Fatobene, yes; Curt Moll, yes.
MOTION APPROVED.

Meeting Adjourned: 7:23 pm.

Chairman

Date

Secretary