



**City of Monroe Planning Commission Minutes
July 20, 2021 – 6:00 pm
233 South Main Street, Monroe, Ohio**

Call to Order

Mr. Kirkpatrick called the meeting to order at 6:02 pm.

Roll Call

Members present: Matthew Frye, David Kirkpatrick, Lindsey Pyron, Christina McElfresh, and Benjamin Wagner

Staff members present: Kameryn Jones, Planner; and Alaina Hagenseker, Planning & Zoning Specialist

Approval of the Minutes

Mr. Wagner moved to approve the minutes from the June 15th, 2021 meeting; seconded by Mr. Pyron. Voice vote. Motion carried.

Business

I. Case No. 2021-6-10— Consideration of a site plan for G&W Machinery

Ms. Jones stated that Apex Engineering, on behalf of the owner, has submitted an application for site plan review for an expansion to the G&W Machinery facility located at 4315 Salzman Road. The existing building is approximately 4,400 square feet and is proposed to expand to add 3,960 square feet of building space to accommodate their machine sales and storage operations. The parking area would also be expanded from 8 stalls to 23 stalls. The site is approximately 1 acre and is zoned L-1 Light Industrial. The applicant anticipates an August start date and November completion date.

Mr. Pyron moved to approve Case No. 2021-7-11— Consideration of a site plan application for G&W Machinery with the following conditions:

- The public sidewalk along Salzman Road be approved as proposed. However, because the Code requirement states these walks are to be installed to full length of the site's frontage, if the City deems the sidewalk connection necessary at a future date, it will be the responsibility and cost of the property owner to install.



- The applicant will revise the landscape plan to address staff comments regarding parking islands and associated landscaping, parking row screening, and screening of the service door on the north side of the building.
- Approval to waive the east side parking island to accommodate parking.
- The applicant will supply elevation drawings of the dumpster enclosure to meet code.
- The applicant will revise architectural drawings to meet code standards as outlined in the staff report.
- The applicant will revise the photometric plan to show lighting to the property line.
- As a reminder, minimum size and species requirements related to landscaping must be met.
- As a reminder, if ground-mounted or rooftop equipment becomes necessary in the future, screening will be required.
- All other Staff comments to be met and any future Engineering review requirements.
- A GIS compatible file of finalized plans be submitted.

; seconded by Mrs. McElfresh. Voice Vote. Motion carried.

Mr. Lyles asked for landscaping relief for the parking island due to parking constraints. Mrs. McElfresh asked about screening for the area. Ms. Jones stated that screening provides shading, and that staff would be okay if the island was eliminated for another parking space since the overall island space is already exceeding the 135 square foot minimum. She stated that the dock door also needed to be screened.

Mr. Pyron removed the last motion. Mrs. McElfresh removed her second.

A discussion was held about the landscaping to approve the waiver.

Mr. Pyron moved to approve Case No. 2021-7-11— Consideration of a site plan application for G&W Machinery again with the following conditions:

- The public sidewalk along Salzman Road be approved as proposed. However, because the Code requirement states these walks are to be installed to full length of the site's frontage, if the City deems the sidewalk connection necessary at a future date, it will be the responsibility and cost of the property owner to install.
- The applicant will revise the landscape plan to address staff comments regarding parking islands and associated landscaping, parking row screening, and screening of the service door on the north side of the building.
- Approval to waive the east side parking island to accommodate parking.
- The applicant will supply elevation drawings of the dumpster enclosure to meet code.
- The applicant will revise architectural drawings to meet code standards as outlined in the staff report.
- The applicant will revise the photometric plan to show lighting to the property line.
- As a reminder, minimum size and species requirements related to landscaping must be met.
- As a reminder, if ground-mounted or rooftop equipment becomes necessary in the future, screening will be required.
- All other Staff comments to be met and any future Engineering review requirements.
- A GIS compatible file of finalized plans be submitted.



; seconded by Mr. Wagner. Voice Vote. Motion carried.

II. Case No. 2021-7-12— Consideration of a Final Plat for Monroe Crossings Section 5 Block A

Ms. Jones stated that Monroe Crossings II, LLC has submitted an application for final plat for Section 5 Block A of the Monroe Crossings development. This plat will include the construction of 58 single-family residential lots and 1 open space lot. This phase will is approximately 28.63 acres of 105.6 total acres for Section 5. The average lot size is 16,351 square feet and the average lot width is 98.1 feet. The proposed density is 1.73 units per acre. Ms. Jones also explained what formal and informal open space was.

Mrs. McElfresh asked about connectivity on Hankins Road. Ms. Jones stated that the sidewalk requirement has been waived.

Mr. Frye asked if the L-1 property is owned. Ms. Jones stated that it does not currently have plans to be developed.

Mr. Wagner motioned to give a favorable recommendation to Council with the following conditions:

- The applicant will provide an updated record plat with width of cul-de-sac lots as measured at the building setback line in addition to at the right-of-way line.
- Open Space lot #6254 will be formalized for usage and protection standards (via conservation easement language) prior to City Council approval.
- All other staff comments be addressed.
- Digital files compatible with City GIS be submitted.

; seconded by Mr. Pyron, Voice vote. Motion carried.

III. Case No. 2021-7-13— Consideration of a Final Plat for Trails of Todhunter Section 2 Block A

Ms. Jones stated that Trails of Todhunter LLC has submitted an application for final plat for Section 2 Block A of the Trails of Todhunter conservation subdivision. This plat will include the construction of 24 single-family residential lots and 3 open space lot. This phase will is approximately 14 acres of 60 total acres. The average lot size is 10,126 square feet and the average lot width is 65 feet. The proposed density is 1.71 units per acre. She stated that the preliminary plat was approved March 2018.

Mrs. McElfresh asked about connectivity. Ms. Jones stated that there is connectivity to the South which will maybe connect East to West. She also discussed buffers and noise screenings. Ms. McElfresh asked if there are sidewalks throughout. Ms. Jones stated that there are sidewalks.



Mr. Kirkpatrick motioned to give a favorable recommendation to Council with the following conditions:

- All playground and formal open space must be installed as approved by Staff by the end of construction of the second phase of the subdivision. Such approval includes the type and size of playground equipment proposed as well as plans for the remainder of the entire lot area regarding formal open space requirements.
- Conservation easement agreement language must be approved, signed, and recorded.
- All other staff comments be addressed.
- Digital files compatible with City GIS be submitted.

; second by Ben Wagner. Voice vote. Motion carried.

Mr. Pyron moved to adjourn the meeting. Seconded by Mr. Kirkpatrick. Voice vote. Motion carried.

The Planning Commission meeting adjourned at 7:15 PM.

Respectfully submitted,

Alaina Hagenseker
Planning and Zoning Specialist
hagensekera@monroeohio.org