



**Planning and Zoning - Minutes
Wednesday, March 07, 2012**

CITY OF CIRCLEVILLE
PLANNING AND ZONING COMMISSION
104 EAST FRANKLIN STREET
CIRCLEVILLE, OH 43113
(740) 477-8224

Wednesday, March 7, 2012
City Hall Council Chambers

MEETING MINUTES

MEMBERS PRESENT

Bill Mosher
Don McIlroy
Mike Combs
Terry Leasure
John Ankrom
David Moss
Al Sedlak
Valerie Goeller, Clerk

Kirk McMahon

VISITORS PRESENT

David Crawford
Louis McFarland
Dorcas Morrow
Tim Tener
Gayle Fosnaugh
Crystal Hammond
Dale Taylor
Richard Gerhardt
Becky Staresina
Todd Brady
Jeffrey Sackenheim

Bill Mosher opened the meeting at 7:00 p.m.

The first item on the agenda was approval of the February 2012 Meeting Minutes. Don McIlroy motioned to approve the minutes as submitted, seconded by Terry Leasure. All in favor, motion carried.

The next item on the agenda was the review of the City of Circleville and Circleville City Schools Preliminary Plat Application and the School's Zoning Classification.

Jeffrey Sackenheim, Architect and Vice President of SHP Leading Design was sworn in and

spoke about the proposed plans for the educational facilities and proposed Special Use District. He has been working with the School District, the City and Pickaway County for about a year or so on the design and development of the property. They plan to build three new schools: elementary, middle and high school. Two existing buildings will stay operational for the next 18-20 months. During that time, the elementary school and high school will be constructed. After the new schools are occupied, the two existing schools will be torn down. The middle school will then be constructed. Last week they opened bids on an early site package. Developing property, mass excavation and underground utilities, will be started in 45-60 days if all goes well. Dedication is scheduled on April 4, 2012 at 1 P.M. and will be the ceremonial groundbreaking before the big earthwork package starts.

Other pieces tied to the development of this property that go along with the school campuses include parking lots, access drives and delivery areas for all three buildings. Onsite athletic improvements to both the existing football field and track will be included. New baseball and softball diamonds, which would be located in the upper east side of property, are also included. The property is about 115-120 acres and we will touch about 80% of it with development of the three buildings. Between the three buildings, it is about 330,000 – 340,000 square feet. The Board Office will be constructed concurrent with the High School. It attaches to the high school off to the right.

The site has been developed with Chief Tener's input relative to emergency access around the properties and into some of the competition fields.

John Ankrom asked Jeffrey Sackenheim to speak about the road layout. Once onto the school campus, there is a planned extension that the city is doing, which is coming down Clark Drive. Improvements are coming down Clark Drive including the new roundabout at the end. On the western edge as you come in, there will be a drive that goes off to the left if you are coming from Nicholas Drive and loops around the back of middle school and high school. This drive will serve as access to parents and visitors to the middle school. There will be a dedicated visitor and staff parking lot at the front door of the middle school. It is a one-way loop that allows for stacking for parents dropping off kids or showing up early to pick children up. Buses and deliveries will occur in back of the facility. Deliveries for both middle school and high school will share a common loading and delivery area. Buses in the morning and afternoon will pick-up and drop off students through the back door of the dining hall.

There is an emergency access drive which links the middle school parking lot and comes along the front of the entire structure all the way over to the high school. If traveling down Clark Drive, you make your way around the roundabout and head up the new private drive. There is a dedicated parking lot out front for students and staff. Visitors and parents dropping off or picking up have the ability to continue north up the drive and come in along the front of the building in a one-way loop. There are also a number of visitor parking spaces, which are located in front for activities during normal business hours. If you continue north along this drive, right in the middle of the plan and with access to the football field is the overflow student parking area. This will accommodate student drivers in the event of over capacity at the first lot. There is a sidewalk that connects them to the high school. This parking lot is also intended to provide parking to access the football field. The football field access for people coming is actually getting reoriented. We will be putting in some new ticket booths and a formal entry to come into the football field from east side.

The existing cell phone tower, located immediately north of the football field stays. In the eastern quadrant of campus are all of the proposed athletic improvements such as six new competition tennis courts, two competition softball fields, two competition baseball fields

and a couple of practice multipurpose fields.

If you continue north along the private drive leading to the proposed elementary school, a one-way loop is provided, that comes back down to staff parking. They will park in the middle of the oval driveway loop. Parents will be able to stack along the entire edge of the loop allowing for free flow traffic on the inside. Visitor parking will be right out in front of the school.

There is a separate securable bus parking/bus drop-off area for the elementary school. After hours, the area will be gated off and secured so that area doubles as a hard surface play area. That can also double as special event parking. It will be striped for both buses and vehicular traffic.

For the most part, we are staying out of the edge of the 100-year flood plain. There will be some excavation that happens in that area, but want to be clear that we are increasing storm water capacity in that area, not reducing it. We will enhance the volume of water that the 100 year flood plain can hold.

John Ankrom asked Sackenheim to finish his discussion with information about the connection to US 22. If traveling down Clark Drive at the proposed roundabout and peeling off to the right there is a drive that will eventually connect to US 22 in alignment with existing Brookhill Lane. The improvements along Clark Drive and down to US 22 are part of the City's scope of work. We have some shared improvements we are doing with the City. For example, there are some sanitary components coming across the property and there is some shared storm water infrastructure that will go down adjacent to the extension to US 22. The City hired M.E. Clark and Associates to design the Clark Drive/Brookhill Lane Improvements some of the proposed improvements are included in the School's Early Site Package Bid. As we are making improvements within our Early Site Package, some of the overlapping infrastructure components will be performed through the Schools selected Contractor and the construction cost will be appropriately pro-rated between the School and the City.

Bill Mosher asked if construction would be started in the spring and what the timeline looked like. Sackenheim indicated the first construction would be the high school. All earthwork activities and underground utilities activities are heavily prioritized for anything south of the cell phone tower. Their first major milestone date is the first week of June for the high school building site prep so that building activity can start. 80% of workforce will be in the area of the proposed High School.

Mosher asked Sackenheim to clarify if the 50 feet from the existing high school is from the physical building or the property. Sackenheim indicated that from the eastern most edge of the existing high school, there is about a 50 foot buffer before you hit the western most edge of the new high school. They will be constructing on what is currently the baseball diamond and softball area. We've worked with Lend Lease, the construction manager that is ultimately hired by the state of Ohio, Ohio School's Commission, which is a partner of Circleville City Schools. Lend Lease will have onsite personnel and they have taken great lengths to set-up site logistics and phasing and a security plan to make sure we limit interruptions with the kids. There will be a construction fence just off the paved area to the east of the high school. That is the limit to what construction workers can come up to. Otherwise it is a secured site. We can limit kids from going onto the property or contractors coming off the site.

Mosher asked if contractors will use Clark Drive. Sackenheim indicated they have an ODOT

permit approval for a construction drive that will come off US 22 that will follow the proposed Brookhill Lane alignment. That will serve as their construction drive for roughly the first year. Probably the year following, the city will come in to finish that section of road way. For about the first year, it will be a gravel drive for construction traffic. All construction traffic is to be directed off of US 22 so there should not be any construction traffic using Clark Drive.

Mosher asked for pictures of the buildings which Sackenheim shared. Larger boards with the images will go up at the time of the dedication. He shared an aerial shot and front door shot of the high school. Buildings are predominantly masonry, brick and block. There are two academic wings orientated east-west with good exposure for north-south daylight for the academic spaces. All three buildings will use the same materials. The academic areas will be traditional with gabled roofs. The community focused and after hours spaces are more contemporary in appearance.

John Ankrom asked about the overall height of the buildings. The height of a typical two-story building like this to the ridge line is 32-33 feet. The gymnasium is about 25-26 feet high and the single story areas such as the administrative area and the kitchen areas are about 15'4" – 18 feet.

Mosher asked about the highest projection on the high school structure. Sackenheim said that would be the fly space for the auditorium and it is probably 46 – 50 feet high. Moser also asked about music rooms. Sackenheim said each building has its own music spaces. The high school has a 2100 SF space which includes practice rooms and instrument storage.

Mosher asked about the junior high gymnasium and auditorium space. Sackenheim confirmed it will have a gymnasium, but would not have a separate auditorium space. The gymnasium will have an opening in the gymnasium with a stage. People attending an event at the school would either sit on the gymnasium floor or on the bleachers. The stage is about 2 feet off the basketball court.

The ability to share resources, especially the kitchen and dining hall was a big designing turning point. The cafeteria may have the ability to support concession activity for football and track events. The dining hall can also support all sorts of activities. The open courtyard also offers a nice backdrop to the space.

Mosher asked if anyone had any questions. Ankrom asked Sackenheim to go back to the site plan and share the design layout and placement of the elementary school relative to the rest of the buildings. The elementary school is placed in the most remote area of campus for several reasons. Generally the most vehicular traffic is associated with an elementary school because the vast majority of parents are picking up or dropping of their children. Therefore, we have to account for a lot of people driving, parking and waiting. From a simple stacking arrangement, being the most remote made the most sense. They recommend having the younger kids the most remote from any major traffic activity such as the high school drivers. Their location provides a lot of remote play space away from vehicular traffic. The traffic from the high school and the middle school will not bleed that far north.

Mosher asked the audience if they had any questions. He asked if anyone representing the project or school had anything to add. Kirk McMahon, Superintendent of Schools was sworn in. He wanted to go on record that the project has been a total collaborative effort with the help of Louis (McFarland), Chief Tim Tener, Mayor McIlroy, John Ankrom and everyone that has been community focused on this whole project. Everyone has looked at the project as an economic driver for the community and something we are all going to benefit from.

This has been 22 months in planning. The Mayor was part of the bond issue campaign which passed in May 2010. It's been a two-year planning process, but once we start moving dirt it will move quickly. We have some target dates we have to hit. He has confidence in Lend Lease, architects and whoever bids for the general trade work. He expressed appreciation for everyone working quickly and collaboratively.

The Annexation process is almost complete. It has to go to a vote of City Council, but has been passed by the County Commissioners. Ankrom also indicated that annexation legislation has made it through the Long Range Planning Committee with a recommendation for passage. The pending annexation and zoning legislation proposes annexation of the unincorporated project areas into the City as a Special Use District.

Mosher asked if anyone had any further questions and thanked Jeffrey Sackenheim for his presentation.

The next item on the agenda is a Conditional Use Permit #1-12 as requested by Jeffrey Sackenheim of SHP Leading Design, 4805 Montgomery Road, Cincinnati, for Circleville City Schools to operate educational facilities at 388 Clark Drive, in an area zoned and proposed for a Special Use District. Any time annexation occurs and it is designed as Special Use, the Conditional Use Permit is required. Mosher asked if anyone had any questions or concerns about approving a Conditional Use Permit for this project. Al Sedlak stated that since the property is not yet in the City of Circleville that we should make our action contingent upon final approval of the annexation agreement. Mosher reiterated that it is a requirement of our zoning code.

Al Sedlak motioned to approve immediately upon approval by City Council of the Annexation Petition of the area in question that we approve Conditional Use Permit #1-12. Terry Leasure seconded. All in favor, motion carried. VOTE ON MOTION: BILL MOSHER, YEA; DON MCILROY, YEA; MIKE COMBS, YEA; TERRY LEASURE, YEA; JOHN ANKROM, YEA; DAVID MOSS, YEA; AL SEDLAK, YEA. 7 YEAS, 0 NAYS. MOTION CARRIED.

John Ankrom added that part of the submission is the Preliminary Plat/Development Plan that we are looking at right now and I think we need a motion to approve the Development Plan/Preliminary. Mosher stated that the Preliminary Plat has been discussed at previous meetings. We discussed it as presented tonight in as much detail or more. In regard to the Preliminary Plat, we have expressed a little bit of concern because we expected some concern from our safety forces in regard to our elementary school and the singular drive back to the school. Mosher asked Chief Tim Tener have some input into that. He presented a letter from Chief Tener with his findings. (Please see attachment for details). Tener's two main points were that an additional road for entrance and egress from Douglas Drive would be an asset for the department, but it is not considered essential and needed to be mandated at this time. His second point is the additional road should be considered in the future to help aid in emergency operations and the development of the properties in the area. This was the one concern raised in past discussions. Mosher asked if there were any other concerns about Preliminary Plat.

John Ankrom motioned to approve the Development Plan/Preliminary Plat as presented, seconded by Terry Leasure. VOTE ON MOTION: ; DON MCILROY, YEA; MIKE COMBS, YEA; TERRY LEASURE, YEA; JOHN ANKROM, YEA; DAVID MOSS, YEA; AL SEDLAK, YEA BILL MOSHER, YEA. 7 YEAS, 0 NAYS. MOTION CARRIED.

The next item on the agenda was Variance #3-2012, as requested by Jeffrey Sackenheim of

SHP Leading Design, 4805 Montgomery Road, Cincinnati, for Circleville City Schools, to construct educational facilities at 388 Clark Drive; and to vary the minimum width and length for a 75-90 Degree Angle Parking Space from 10' x 20' to 9' x 19' and the number of parking stalls required from 872 to 572, in an area zoned and proposed for a Special Use District.

Mosher indicated that historically the Commission has allowed variances from 10' x 20' to 9' x 19' on a regular basis. It hasn't been a problem that he has been aware of. In regard to the number of parking stalls, it is less than our code requires, but it meets the guidelines of the Ohio School Facilities Commission. Mosher asked how many parking places do you have now and is that number adequate. Kirk McMahon indicated that this year they sold 225 student parking permits and currently they have 290 staff members. All of that is less than the 572 spaces requested. All striped areas are included in the parking numbers. There is probably another 200 parking spaces not striped for parking that would be available.

Ankrom mentioned that while reviewing this request in the Service office, he and Gayle Fosnaugh asked if the number of parking spaces required was cumulative or not. According to the zoning code it is a cumulative thing. You go classroom by classroom, football field, baseball diamond, etc. as if all things were used at the same time. As a practical matter, that probably wouldn't be the case so our office didn't have any objections to it. Mosher said it is historically normal for the Commission to vary downward for that reason. Our code is conservative. He wanted to confirm that analysis had been done. Ankrom said the other thing to remember is a portion of this is being guided by the Ohio Schools Facility Commission. This is inline with their guidance and actually exceeds their recommendation. A lot of care was taken to ensure that the lots and the capacity of each lot more than met the needs of each facility.

Sackenheim also mentioned that all three buildings and the campus as a whole will pursue a LEED sustainable green policy through a third party initiative. The rating is based on things like stormwater systems, energy efficiency, and minimizing more paved surfaces than necessary.

Mosher asked what thought was given to potential future growth and how close to capacity will these buildings be with the current student population. Sackenheim said when they design an educational facility; there are two levels of expansion to consider. Plans can accommodate an actual physical addition at some point down the road. You could add another four classrooms to the west, adding 100-200 students. You can also connect the front wing of the high school and middle school where you could get 8 classrooms. From a physical standpoint, the typical classroom is designed to support 25 kids and 1 teacher. By code, the typical classroom space could accommodate 40 kids and 1 teacher. Moser stated then what you are building will be considered at 65-70% capacity.

Kirk McMahon added that as far as enrollment goes, a study was done looking at live births at Berger Hospital and other statistics; they predicted less than 2,200 students when the buildings were completed. The District argued and they gave them an allowance of an additional 45 students to take them to the threshold of 2,245 students. During the last enrollment on March 1, 2012, enrollment was as 2,198. The estimate was pretty close. New schools might revitalize the community and we might get some growth. If we grow back to 2500 students over 13 grade levels, that's only a few kids per grade level and they do not foresee anything like that being a problem. Depending on the grade level, they run 18-22 students per classroom in elementary school so there is room to grow.

Mosher asked if anyone had any questions. He said they are dealing with two issues, but

both can be handled with one motion.

Al Sedlak mentioned that there was one thing not mentioned today that was talked about during the informal discussion, and that was the area to the north of the high school parking lot, between the lot and the overflow lot. There is a grassy area there with no dedicated use that could be used to expand the parking lot in the future if needed.

Al Sedlak motioned to approve Variance #3-12 as requested, seconded by Terry Leasure. VOTE ON MOTION: MIKE COMBS, YEA; TERRY LEASURE, YEA; JOHN ANKROM, YEA; DAVID MOSS, YEA; AL SEDLAK, YEA; BILL MOSHER, YEA; DON MCILROY, YEA.. 7 YEAS, 0 NAYS. MOTION CARRIED.

Informal Discussion

The next item, as requested by Mary E. Stump and Lorena Kane, to open a retail store at 167 Watt Street, the former Leist Mercantile, located on the south west corner of Pickaway and Watt Streets, in an area zoned R-5, Two Family Residential District. Nobody was present to address the issue. The Commission was given a business plan. Valerie Goeller told them they needed to be at the meeting, but she was not in when they dropped off their business plan to reiterate that. She called to remind them today, but was not able to speak directly with them.

Watt Street has businesses on it by Court Street, but it turns into a residential zone about half way down. There is an apartment building there, which is why it was zoned R-5. Location is kind of isolated. Don McIlroy is excited that people want to come into our community to open businesses. The two ways to grow quickly is through small business and new residents. His question to the applicants would have been to find out if they had any discussion about zoning with anyone. In terms of allowing a business in an R-5 district, Mosher indicated that people have wanted to put businesses in buildings very close to downtown, but we've indicated they'd have to rezone to do that. That has not happened because of the cost to rezone. We have some private businesses in residential districts, but this is not considered a home occupation.

Al Sedlak had several questions for the applicants. When was the Non-Conforming Use discontinued and what was there before. Ankrom indicated it was Leist Mercantile and the Red Cross was there. It hasn't been more than two years since it was the Non-Conforming Use was discontinued. We can authorize a substitution of one Non-Conforming Use for another Non-Conforming Use, but if beyond two years, it is more involved. One was for a professional office for insurance and this one is for retail. There is some off-street parking there. Downstairs had a business for 20-30 years.

Sedlak would like to know more about the applicant's plans such as hours of operation, number of employees, foot traffic expected. Sedlak thinks it is pretty doable and they should make a formal application. Terry Leasure also thinks it is a great idea that someone wants to start a business. It is a busy intersection and a block to Main Street.

Mosher said we could advise applicants to apply for a Conditional Use Permit to operate a Retail Business.

The next issue for discussion is a possible abandonment of a reserve located on

Springhollow Road. Nobody is present to speak to the subject. John Ankrom will talk a little bit about it. Valerie Goeller offered that the gentleman was unable to make the meeting tonight. He owns lot 5 next to the reserve and he lives on lot 4. Reserve is between lot 5 & 6. Gentleman wishes to build a garage on the reserve and lot 5. There is some type utility there. Mosher asked why he needs to build on the reserve. Mosher asked what type of garage is he considering. Sedlak looked at the Plat at the Recorder's Office, but you can't tell how deep that reserve is. Garages are not allowed to stand alone on a city lot. Valerie Goeller said person has not spoken to his neighbor yet. Would we consider doing something like an alley vacation and split reserve in half? If so, would neighbor share in expenses or could he have entire reserve if neighbor not interested.

It was designed for a road to continue back there, but they came down and put a cul-de-sac down there so there won't be a road. There appears to be a dedicated 15 foot right-of-way that contains a sidewalk, which allows pedestrian traffic to exit Forestview and come to Spring Hollow. John Ankrom shared the plat of Forestview and the location of the 15 foot sidewalk that cuts through to the hospital. There is also a storm sewer and catch basin.

Sedlak said we are talking about altering a subdivision plat, not vacating a street or an alley. There are two procedures to consider. One is an amendment to a subdivision plat that the municipality handles. Follow same platting condition procedure. Or if altering a subdivision plat, the proponent needs to get a petition signed by 2/3 of people in subdivision and present it to the Common Pleas Court. This is a private legal action if he wants to alter a subdivision plat. He should see counsel. The Law Director referred him to Planning and Zoning Commission.

Mosher said the gentleman needs to understand he cannot build a garage on a city lot without a residence. Part of the redesign is combining the two lots. We need to know the purpose of the garage. Valerie Goeller was told to tell the party to contact his attorney unless they have a proposal to simply build a garage on lot 5 and combine the two lots. The reserve cannot be used since there is a right-away through there.

Mosher asked if there were any discussion topics. He reminded the Commission that the Annual Joint Planning Commission Meeting is scheduled to meet next Monday, March 12, 2012 at 6 P.M. at Circleville Township Hall. Valerie Goeller thought this meeting was for everyone. She will e-mail the Zoning Commission members the details as a reminder. Ankrom said Washington Township Trustees will be there too to discuss overall Land Use Planning between the three entities.

Don McIlroy motioned to adjourn, second by Terry Leasure. All in favor, meeting adjourned.