

CITY OF LEBANON PLANNING COMMISSION MINUTES

DATE: JULY 17, 2018

TIME: 7:00 p.m.

Members present were Mayor Amy Brewer, Richard Fair, Kevin Glardon and Bernie Uchtman. Also present was Meredith Snyder, City Planner.

The meeting was called to order by Mr. Fair. Role was called and four members were present with one absent.

Consideration of Minutes

The meeting minutes for the June 19, 2018 meeting and June 19, 2018 Special Meeting were motioned for approval by Mr. Glardon and Seconded by Mr. Uchtman. Roll was called and the motion was approved.

Certificate of Appropriateness – Exterior Alteration –22 North High Street

The first item of business was proposed major exterior modifications to a property located within the Architectural Review Overlay District. The request is for the replacement of all Storm Windows and replacement of the basement windows with glass block. Ms. Snyder presented an overview of the proposed modification and recommended approval of the request with three conditions:

1. Any variation from the approved plans will require additional review and approval by Planning Commission prior to any work being conducted at the site.
2. All required City and County permits shall be approved prior to beginning work on the structure.
3. The property owner is required to contact the Department of Planning and Development and discuss any future improvements, renovations, and/or refurbishment to the structure prior to beginning any related work.

Mr. Fair asked what type of window the applicant was requesting.

Ms. Celeste Stark, the applicant, stated that they were going with Clinton and Town and Country.

There was additional discussion on which windows were being replaced.

Mayor Brewer motioned to approve the proposed exterior modification subject to staffs recommended conditions. Mr. Glardon seconded. Upon calling the roll, the motion passed unanimously. The motion was approved with the recommended conditions.

Certificate of Appropriateness – Site Plan –27 South Broadway Street

The second item of business was a proposed major modifications to a property located within the Architectural Review Overlay District, for a site plan approval for an addition to the Black Horse Tavern on the Southern side of the existing building and a Final Subdivision Plat Approval to combine two lots.

Ms. Snyder presented an overview of the proposed major site plan, Certificate of Appropriateness and subdivision plat and recommended approval of the requests with the following conditions:

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1. All plan corrections as required in the City Planner's memo dated June 20, 2018 shall be provided on revised plans for final staff approval prior to the commercial zoning permit being issued for the project.
2. All applicable permits shall be issued by the City of Lebanon and the Warren County Building Department prior to the start of construction.
3. Any variation from the approved plans will require additional review and approval by the Department of Planning and Development and/or Planning Commission prior to any work being conducted at the site.
4. The replat shall be recorded within sixty (60) days from the date of approval by Lebanon City Council, as listed in Section 1117.04 (a)(4) of the Subdivision Regulations.
5. A reproducible Mylar of the recorded plat shall be provided to the City of Lebanon.
6. The property owner is required to contact the Department of Planning and Development and discuss any future improvements, renovations, and/or refurbishment to the structure prior to beginning any related work.
7. All required City permits shall be approved prior to beginning work on the structure.
8. Any variation from the approved plans will require additional review and approval by Planning Commission prior to any work being conducted at the site.
9. The applicant shall have one year to perform the modification under an approved certificate of appropriateness or the certificate shall expire and be deemed null and void, unless an extension of time is applied for and approved by the Planning Commission. Upon expiration of the certificate of appropriateness the applicant shall then be required to submit a new application per section 1132.08.

Mayor Brewer stated that she was in favor of the addition.

Mr. Fair discussed what building material was being used.

Mayor Brewer motioned to approve the proposed exterior modification, site plan and subdivision plat subject to staffs recommended conditions. Mr. Uchtman seconded. Upon calling the roll, the motion passed unanimously. The motion was approved with the recommended conditions.

Site Plan –160 Miller Road – Pubic Hearing

The third item of business was a request for a site plan review for the renovation/demolition of an existing School Facility and site for a new Board of Education Office at 160 Miller Road.

Ms. Snyder presented an overview of the proposed major site plan and recommended approval of the request with three conditions:

1. All plan corrections as required in the City Planner's memo dated July 13, 2018 shall be provided on revised plans for final staff approval prior to the commercial zoning permit being issued for the project.

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2. All applicable permits shall be issued by the City of Lebanon and the Warren County Building Department prior to the start of construction.
3. Any variation from the approved plans will require additional review and approval by the Department of Planning and Development and/or Planning Commission prior to any work being conducted at the site.

Mr. Fair and Mayor Brewer commented on the excitement surrounding the demolition.

Mayor Brewer motioned to approve the proposed site plan and demolition subject to staffs recommended conditions. Mr. Glardon seconded. Upon calling the roll, the motion passed unanimously. The motion was approved with the recommended conditions.

Site Plan –1111 West Main Street – Chrysler Dealership

The fourth item of business was the Chrysler Dealership Redevelopment Site plan and Plat, which is tabled at the applicants request and is rescheduled for August 21, 2018.

Zoning Amendment – Text Amendment

The fifth item of business was a proposal to amend the Zoning Ordinance in order to better define and regulate Short Term/Vacation Rental Uses, specifically Sections 1133.00 Zoning Districts and Regulations, 1137.00 Parking, and 1142.00 Definitions.

Ms. Snyder presented an overview of the proposed text amendment and recommended a favorable recommendation to City Council for the proposed text amendments to chapters 1137.00 and 1142.00 of the Official Zoning Code as presented.

There was discussion on language of the amended text and reasons for the necessity of the text.

Mr. Glardon motioned to recommend approval of the proposed text amendment to City Council. Mr. Uchtman seconded. Upon calling the roll, the motion passed unanimously. The motion was approved with the recommended conditions.

Other Business

Ms. Snyder stated that August meeting will have 1111 West Main Street and the West Main Street Area plan for review.

There being no further business, Mr. Uchtman motioned to adjourn and Mayor Brewer seconded the motion. The motion passed unanimously and the meeting was adjourned.



SECRETARY – PLANNING COMMISSION



CHAIRMAN – PLANNING COMMISSION