

WHITEHALL PLANNING COMMISSION MINUTES AUGUST 4, 2016

The Whitehall Planning Commission meeting of August 4th, 2016 was called to order by Chairman Terry Anderson 6:30 PM.

Chairman Anderson asked for a roll call.

Terry Anderson—Present
Mike Brown—Present
Zach Woodruff- Absent
Paul Jordan-Present
Denny Roberge—Present
Barb Blake-Present
James Lee-Absent

Chairman Anderson asked for a motion to excuse the absent members. Ms. Blake motioned and Mr. Roberge seconded. Motion approved.

Chairman Anderson asked for a motion to approve minutes from July 7, 2016.

Mr. Roberge motioned to approve and Mr. Jordan seconded. Voting went as follows. Anderson-Yes; Blake-Yes; Brown-Yes; Jordan-Yes; Roberge-Yes. The July minutes were approved.

Chairman Anderson introduced Case #712- Ordinance 077-2016- Special Permit for an Adult Day Care, 1123.10(c)(34)- Empire Square, LLC on property located at 4371 E. Broad St. and owned by Board of Library Trustees.

Mr. Bruce Faris was called up to introduce the case. Mr. Faris is the architect for the project. He presented the drawings of the proposed structure enhancements to the property. He explained the new fence will be 4ft tall and the landscaping will remain and be added to for aesthetics. Mr. Jordan asked what the need for the fence is.

Mr. Joe Ryan, the City's Economic Development Specialist noted that the fence is not a State code required by Ohio, however it is a City code

required by Whitehall for child and adult daycare. He went on to note that the City recommends this outdoor fence to meet the City Code requirements.

Chairman Anderson asked if any of the clients would be using the fenced in area.

Mr. Faris and Ms. Linna Morgan mentioned that in the past they have only had one client ever go outside to use outdoor space, so it is unlikely that the fenced area will be used. There is no requirement for outdoor time from the state for adult daycare.

Chairman Anderson asked if there would be any seating in the fenced area.

Mr. Faris said there will be a bench toward the south side of the building near the entrance.

Mr. Anderson suggested adding some landscaping to the east side of the building near the flagpole. He suggested this will add softness and a buffer for the building.

Mr. Ryan made a suggestion to shorten the fence to the door frame on the east side of the building. Ms. Blake agreed with this suggestion and noted that this will make the area safer for clients should they go out the east side door.

Mr. Roberge asked Mr. Faris about the dead tree near the corner of the property and if they would agree to trim the dead branches. Mr. Faris agreed to trim the dead branches to keep the area safe.

Mr. Faris agreed to adding the fence changes, the additional landscaping, and the tree trimming to the contingencies for approval.

More details about the fence length and location were discussed by the applicant and commission.

Ms. Blake confirmed with Mr. Faris that the location of the entrance would remain the same. Ms. Blake also confirmed with Mr. Faris that the door inside the fence would be controlled from the inside.

Mr. Brown asked if many of the clients are in wheel chairs. Ms. Morgan stated that only one client is in a wheelchair and he does not use the outdoor spaces.

Chairperson Anderson asked the current location of the business, which is located at 4040 E. Broad St.

Mr. Jordan asked how many clients they have at any given time. Ms. Morgan stated that they have 25 enrolled, and the maximum is 30. They will be vacating their current location and moving into the new building at 4371 E. Broad St.

Vice Chairman Brown asked if there is any work being performed inside the building. Mr. Faris explained that a few renovations will be made, including the addition of 3 new handicap accessible bathrooms, a new conference room and a new doorway into the serving area.

Ms. Morgan noted that they do not do any prepared meals; they bring food into the center from an outside company and only have a microwave and refrigerator on site for snacks.

Mr. Roberge asked if the drop off area and parking will remain the same. Mr. Faris confirmed it will remain.

Mr. Brown asked if there will be a nurse on site. Ms. Morgan confirmed that she is the nurse on site.

Chairman Anderson asked if there is any means of security. Ms. Morgan said they do have cameras to make sure that none of the clients leave. They are also planning on putting up a few more cameras.

Ms. Blake asked if there will be a pharmacy. Ms. Morgan said there will not be a pharmacy.

Mr. Anderson asked what the hours of operation are. The hours are Monday through Friday 9am to 5pm.

There is no key-card entries required, as the ratio of client to nurse is 1 to 6 and clients will always be attended to.

Ms. Blake noted that there is plenty of parking for both clients and staff.

Mr. Ryan noted that in the staff report, because of the nature of the business, it falls within code limits.

Ms. Morgan notes that they have a van and a 14 passenger bus, which will be parked in designated spots.

Mr. Anderson asked the applicants if they have plans for any additional signage. Ms. Morgan said they are in the process of getting a

new monument sign to replace the old library sign. No signs will be added to the sides of the building.

Mr. Brown asked if the clients are provided beds, in case they would like to take a nap. Ms. Morgan noted that taking naps is not the idea of the daycare, as they are more focused on activities for the clients. Some clients may fall asleep on the couches when watching television, however, should the clients need a nap, they will be taken home.

Joe Ryan presented the staff report to the commission, in which the City is in favor. He reiterated to the commission suggestions for extra landscaping, shortened fence area and trimming of the dead tree. The commission and applicant discussed options for landscaping.

Mr. Anderson set the motion for a favorable recommendation for Empire Square, contingent the addressed stipulations. Mr. Roberge motioned and Ms. Blake seconded.

The vote was unanimous to approve Case #712.

Chairman Anderson asked for a motion to adjourn. Mr. Roberge motioned and Mr. Brown seconded.

The meeting was adjourned at 6:56 PM.

APPROVED _____, **2016** Respectfully submitted,

Terry Anderson, Chairman

CASEY THOMAS, SECRETARY