**VILLAGE OF EVENDALE**

**PLANNING COMMISSION MEETING MINUTES**

**SPECIAL MEETING**

**SEPTEMBER 5, 2019**

**EVENDALE MUNICIPAL BUILDING**

A Special Meeting of the Evendale Planning Commission (EPC) was called to order by Chairman Chris Patterson at 12noon on September 5, 2019. Attending were EPC members Catherine Bennett, Beth McDaniel, Jannelle Moore and John Richey. David Elmer, Director of Administrative Services, was also in attendance.

**Old Business:**

Member Catherine Bennett recused herself from the matter due to a potential conflict involving her employer.

Chairman Patterson resumed discussions about a proposed text amendment to the Innovation District PUD regarding height requirements for professional offices located in AeroHub North of Glendale-Milford Rd. He reminded the Commission that this topic was tabled from their August 20, 2019 regular meeting.

Mr. Elmer revisited an August 16, 2019 Memo he issued to the Planning Commission which included seven (7) sample text amendment options that facilitate a minimum two-story requirement for professional offices. Mr. Elmer reminded the Commission that they had already agreed that Options 1, 2 , 4 and 7 were least preferred.

Mr. Elmer further noted that staff and the Evendale Community Improvement Corporation (CIC) Subcommittee, a less-than-majority working group of the full CIC, reviewed the Memo and options at their meeting earlier in the week.

Mr. Patterson reiterated the purpose of having a two-story office requirement on the portion of the PUD on the North side of Glendale-Milford Rd. is to drive an overall denser development helping to achieve the mission, vision, intent of the AeroHub Master Plan while maximizing the value and return of a development area limited in size.

Ms. Moore noted that she thought a text amendment should provide some flexibility, allowing buildings to have some amount of office space on a first floor without having to build two stories.

The Commission reviewed each amendment option in greater detail and examined how lot configurations, building footprints, site designs, building functionality and aesthetics would be impacted by requiring all professional office to be located in a minimum two-story building vs. allowing some office on the first floor. The Commission came to the conclusion that almost every business will need or have some office space as part of their building footprint, even those whose primary use is manufacturing or other primary permitted use.

The Commission reached consensus that a stand-alone professional office would be required to be a minimum two-story; but, a mixed-use building, one that included office and another permitted use, would be permitted to have a limited amount of office space on the building first floor. After discussing different limits and limitation methods, the Commission agreed that office space could not exceed 25% of the first floor. With these in mind, the Commission worked on final draft text amendment language for the purpose of making a recommendation to Council.

A Motion was by Ms. Moore, seconded by Mrs. McDaniel to recommend to Council to amend the Innovation District PUD as follows: Add Section 1256.19(f)(2)(a) “Stand-alone professional offices must be a minimum two functional stories in height. For Advanced Manufacturing, R&D and other permitted uses that include professional offices in their facility, the office use cannot exceed 25% of the first floor.” There was no further discussion. The Motion passed by unanimous vote.

Mr. Elmer noted that he would work with Kathy Ryan, legal counsel, to draft an Ordinance regarding their recommendation for Council consideration at their upcoming September meeting with the stipulation that the recommended text amendment is applicable to AeroHub North only.

A Motion was made by Mr. Richey, seconded by Ms. Moore, to adjourn the meeting. There was no discussion. The motion passed by unanimous vote.

The meeting adjourned at 1:00pm.

Minutes reviewed and approved by:

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Chris Patterson

Chairman, Evendale Planning Commission

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John Richey

Secretary, Evendale Planning Commission

Minutes as prepared by David Elmer, Director of Administrative Services