

GENERAL INFORMATION

Subject

- Request - Major Site Plan Review for a New Parking Lot
- Location - 3815 W. Sylvania Avenue
- Applicant / Owner - Jeff Nowalk, Director of Facilities
Lucas County Commissioners
One Government Center, Suite 800
Toledo, OH 43604
- Civil Engineer - Seth Transue
Civil & Environmental Consultants, Inc.
250 W. Old Wilson Bridge Road, Suite 250
Worthington, OH 43085

Site Description

- Zoning - RM36 – Multi-Family Residential & RS6 – Single Dwelling Residential (CO – Office Commercial Pending)
- Area - ± 2.23 acres
- Frontage - ± 300' along Sylvania Avenue
± 330' along Woodley Road
- Existing Use - Funeral Home
- Proposed Use - Parking

Area Description

- North - RM36 / Apartments
- South - CO / Medical Offices
- East - RM36, RS9 / Lucas County Shared Services Bldg.
- West - CO, RM36, RS9 / Medical Offices, Multi-Unit Dwellings

Parcel History

- T-177-61 - Lot Split of the westerly three hundred feet (300') of the original parcel. (Administratively approved 6/21/24)

GENERAL INFORMATION (cont'd)

Applicable Plans and Regulations

- Toledo Municipal Code Part Eleven: Planning and Zoning
- Forward Toledo Comprehensive Land Use Plan

STAFF ANALYSIS

The applicant is requesting a Major Site Plan Review for a new parking lot at 3815 W Sylvania Avenue. The ± 2.23 acre site is zoned RM36 (Multi-Family Residential) & RS6 (Single Family Residential). The applicant has applied for a companion case, Z-8001-24, to rezone the parcel to CO (Office Commercial). The proposed parking lot is intended to serve the adjacent Lucas County Shared Services Building, which is an administrative office use. Since the parking lot will be accessory to the adjacent administrative office use – and administrative offices are permitted in CO (Office Commercial) districts – the parking lot is a permitted use in the proposed zoning district. Approval of this major site plan review will be contingent on the approval of companion case Z-8001-24. To ensure the site remains accessory to the Lucas County Shared Services Building, approval will also be contingent on the combination of the subject parcel with the adjacent parcel containing the primary use. To the north are apartments, to the south are medical offices, to the east is the Lucas County Shared Services Building, and to the west are medical offices and multi-unit dwellings.

Parking and Circulation

This proposed parking lot provides 140 off-street parking spaces. Since the parking lot will be accessory to the Lucas County Shared Services Building, it will count towards the site's overall parking. TMC§1107.0302 *Maximums* caps the number of off-street parking spaces to 150 percent of the minimum required by TMC§1107.030 *Off-Street Parking Schedule "A"*. Per approved site plan SPR-13-21, the Lucas County Shared Services Main and Annex Buildings require a minimum of 591 parking spaces. Therefore, the maximum number of off-street parking spaces 887. The 140 off-street parking spaces combined with the site's current off-street parking equals 779. This is compliant with TMC§1107.0302 *Maximums*.

Accessible parking spaces must be provided according to TMC§1107.1700 *Accessible Parking for Physically Disabled Persons*. The proposed site plan meets this requirement both if calculated alone or if calculated together with the adjacent parcel. Required spaces for persons with disabilities must be identified with signs and pavement markings identifying them as reserved for persons with disabilities. Signs must be posted directly in front of the parking space at a height of no less than 60 inches and no more than 72 inches above pavement level.

A minimum of one (1) bicycle parking space per ten (10) automobile parking spaces is required pursuant to TMC§1107.0300 *Off-Street Parking Schedule "A"*. The proposed site plan meets this requirement both if calculated alone or if calculated together with the adjacent parcel. Bicycle parking proposed by this site plan is provided in the breezeway/overhang of the Lucas County Shared Services Building.

STAFF ANALYSIS (cont'd)

Parking and Circulation (cont'd)

Woodley Road adjacent to this parcel does not have a sidewalk on the parcel's side of the road. TMC§1107.1300 requires sidewalks to be constructed along all public streets, at the time of development, of any parcel in any Commercial District. As such, the site plan proposes a new sidewalk along Woodley Road.

Landscaping

The applicant has proposed two (2) bioretention areas within the frontage greenbelt. Bioretention areas are permitted within the frontage greenbelt; however, they may only occupy up to 50% of the actual available green space. The proposed bioretention area along Sylvania Avenue occupies 41.4% of that frontage greenbelt's greenspace (measured from the right-of-way line to the curb). On the other side, Woodley Road's frontage greenbelt is only 29.8% occupied by its proposed bioretention area. The proposed bioretention area locations are acceptable as depicted. Staff will work alongside the Division of Engineering Services to ensure bioretention areas meet the requirements of bioretention areas as outlined in TMC§1108.0206.

The applicant submitted a landscaping plan with their initial application; however, upon reconfiguration of the site's stormwater retention – and passage of Ord. 480-24 – the applicant wishes to pursue a xeriscaping plan in lieu of artificial irrigation. Such a xeriscaping plan will require reassessment of all proposed plantings to ensure they are drought-tolerant enough for their location's soil type and drainage. As such, they will be proposing a revised landscaping plan alongside a xeriscaping plan, subject to the approval of the Plan Director and listed as a condition of approval. Such a revised landscaping plan must meet all requirements of TMC Chapter 1108. It should be noted that minimal changes were needed in the original landscaping plan.

Forward Toledo Comprehensive Land Use Plan

The Forward Toledo Comprehensive Land Use Plan targets this area for Neighborhood Mixed-Use land uses. The intent of the Neighborhood Mixed-Use land use designation is to preserve and promote pedestrian-oriented commercial and mixed-use areas. These are a core component of neighborhoods and provide the highest density of commercial and housing opportunities.

The staff recommends approval of the Major Site Plan Review for a new parking lot at 3815 W Sylvania Avenue, because the plan complies with all standards of the Toledo Municipal Code, Zoning Code, and other adopted City policies, and the proposed use is allowed in the district in which it is located.

STAFF RECOMENDATION

The staff recommends that the Toledo City Plan Commission approve SPR-45-24, a Major Site Plan Review for a new parking lot at 3815 W Sylvania Avenue, for the following two (2) reasons:

STAFF RECOMMENDATION (cont'd)

1. The Site Plan complies with all standards of the Toledo Municipal Code, the Zoning Code, and other adopted City policies (**TMC§1111.0809(A)**); and,
2. The proposed use is allowed in the district in which it is located (**TMC§1111.0809(B)**).

The staff further recommends that the Toledo City Plan Commission approve of SPR-45-24, a Major Site Plan Review for a new parking lot at 3815 W Sylvania Avenue, subject to the following **thirty-three (33)** conditions:

The following conditions are listed by agency of origin. Applicants are encouraged to contact each of the agencies to address compliance with their conditions.

Division of Engineering Services

1. All **proposed** sidewalk, drive approaches, curb, and pedestrian curb ramps within the public right-of-way shall be constructed in accordance with the City of Toledo Construction Standards, Specifications, Toledo Municipal Code, and Americans with Disabilities Act guidelines.
2. All commercial drive approaches, (along with the sidewalk through the drive) shall be constructed with 8” thick concrete per City of Toledo Construction Standards and Specifications. No curb shall be permitted in the right-of-way along either side of a drive approach. **No horizontal curb cutting will be permitted to create a curb drop/opening.** Existing drive approaches, including the curb drop, that will no longer be utilized shall be removed and restored with curb to match the adjacent curb.
3. Required permits for all approved work in the public right-of-way shall be obtained, before work begins, from Ted Rousos, 419-245-1347. The application can be obtained online at Toledo.oh.gov search: Right of Way opening permit.
4. The existing trees between the two existing driveways by Woodley Road need to be removed for the proposed sidewalk. On sheet C100 it does not show that those trees will be removed.
5. The City of Toledo public water system does not appear to be impacted by this project. Refer to comments provided by the Division of Water Distribution regarding private water mains and/or service lines.
6. The stormwater planning is adequate for the site plan phase, but further coordination with the Plan Commission is required to ensure their acceptance of grading of landscape features, upon which stormwater approval is dependent.

STAFF RECOMMENDATION (cont'd)

Division of Engineering Services (cont'd)

7. A full stormwater review for comments requires an engineering submittal of multiple items, listed as items 1.a. – 1.g. on the SWP3 submittal coversheet provided to the applicant's engineer. The cover sheet includes a web link to Toledo's 2014 Infrastructure Requirements document.
8. SWP3 activities and sequencing shall account for demolition, since demolition permitting could occur prior to construction permitting.
9. Following the stormwater review, additional items are needed to receive construction permission:
 - a. As listed on the SWP3 submittal cover sheet, items 2.a. – 2.c.
 - b. Sewer fee and subcontracting for construction by a Toledo Licensed Sewer Contractor.
 - c. Project team shall provide advance copy of sample stormwater permit to bidders and with the contract for construction. It states conditions for precon notifications, field inspection, and permit closure.
 - d. An electronic copy and one full size paper set of the civil drawings as issued for construction. Delivery to the same address as on the provided Sewer Fee form.
10. If there are any existing structures to be demolished at the site, the sanitary services to such structures will be killed by the City of Toledo at the developers cost.
11. Any previous kills that were not done at the right-of-way line shall be re-killed at the right-of-way to eliminate any active pipes on the property.
12. All sanitary sewer manholes in the area shall have solid lids installed on them.

Division of Environmental Services

13. Applicant shall maintain compliance with the City of Toledo's Storm Water regulations as specified in the Toledo Municipal Code. Special attention must be paid to all potential storm water impacts from the modification of the site, including but not limited to long-term operation and maintenance of existing structural and non-structural Best Management Practices.
 - a. Notification shall be made to the Division of Environmental Services (419-936-3015) no later than three days prior to commencement of construction activities.
 - b. Construction BMPs shall be in place prior to the start of construction activities.
 - c. SWP3 inspection reports shall be kept on site with the SWP3 and readily accessible during normal working hours
14. Applicant shall maintain compliance with Ohio EPA's General Storm Water NPDES permit programs.

STAFF RECOMMENDATION (cont'd)

Division of Environmental Services (cont'd)

15. Applicant is strongly encouraged to install permanent inlet filters with oil absorbent pillow in parking lot catch basins to treat stormwater.
16. Applicant is strongly encouraged to include multiple green infra-structure measures to minimize runoff and increase infiltration, and to minimize amount of new and/or additional impervious surface on site.
17. Applicant is strongly encouraged to plant native, low maintenance and non-invasive trees, shrubs and perennials. Information is at <https://ohiodnr.gov/wps/portal/gov/odnr/discover-and-learn/plants-trees/invasive-plants>; a list of invasive plants and alternative species can be downloaded from https://www.oipc.info/uploads/5/8/6/5/58652481/alternatives_to_ohio_invasive_plant_species.pdf
18. Applicant shall maintain compliance with the City of Toledo and the State of Ohio's Air Quality Regulations applicable in the Toledo Municipal Code and the Ohio Administrative Code including, but not limited to the Asbestos and the Anti-Noise Laws.

Division of Transportation

19. Bicycle parking location is required to be clearly shown on drawings per TMC 1107.0900.
20. Ground painted accessible parking signage is required to be inside the parking spot and not in the drive aisle.
21. Property line must be brought into alignment with right-of-way line of Woodley Road and Sylvania Avenue.

Water Distribution

No comments or concerns.

Fire Prevention

No comments or concerns.

Plan Commission

22. Approval of companion case Z-8001-24, a Zone Change from RM36 (Multi-Family Residential) & RS9 (Single-Dwelling Residential) to CO (Office Commercial) at 3815 W Sylvania Avenue.
23. Parcel# 22-16737 shall be combined with Parcel# 22-16735.

STAFF RECOMMENDATION (cont'd)

Plan Commission (cont'd)

24. Accessible parking spaces must be provided according to TMC§1107.1700. **Acceptable as depicted.**
25. Bicycle parking slots shall be provided pursuant to Off-Street Parking Schedule “A” (TMC§1107.0300). **Acceptable as depicted.**
26. A sidewalk shall be installed along Woodley Road. **Acceptable as depicted.**
27. Off-street parking and loading spaces, parking lots, maneuvering aisles and driveways must be surfaced with concrete, bituminous asphalt, or other dust-free material other than gravel or loose fill, and be graded to drain all surface water towards the interior of the parking lot. **Acceptable as depicted.**
28. Bioretention areas must meet the requirements of bioretention areas as outlined in TMC§1108.0206.
29. A detailed site, fencing and landscaping plan shall be submitted to the Plan Director for review and approval. Such plans shall include:
 - a. An extensively landscaped frontage greenbelt is required along all public rights-of-way. At least one (1) tree must be provided for every thirty feet (30') of lot frontage. The lot has three hundred feet (300') of frontage on Sylvania Avenue and three hundred thirty (330') of frontage on Woodley Road, requiring ten (10) and eleven (11) trees respectively. The frontage greenbelt shall also include a solid evergreen hedge to screen parking in the front of the property and prevent headlights from being seen from the right-of-way.
 - b. A perimeter landscape buffer is required along the southern property line. One (1) canopy tree must be provided for each thirty (30) linear feet. The parking lot abutment along the southern property line is ±300 linear feet, requiring ten (10) canopy trees. Per TMC§1108.0407, existing trees can be credited as more than one tree for the purposes of meeting tree quantity requirements. The applicant must include the tree's caliper on the landscape plan in order to receive appropriate credit.
 - c. A continuous shrub with a minimum height of eighteen inches (18”) is required along the southern property line. A nearly-continuous shrub currently exists along the southern property line on the adjoining property. To ensure a continuous screen, the landscaping plan shall depict evergreen shrub plantings in the gaps. These plantings may be shown on either property, depending on the amenability of the adjoining property owner.

STAFF RECOMMENDATION (cont'd)

Plan Commission (cont'd)

- d. In addition to other landscape requirements for buffer areas and frontage greenbelts, two (2) canopy trees and six (6) shrubs are required for each ten (10) parking spaces. With 140 parking spaces, twenty-eight (28) canopy trees are required. Per TMC§1108.0407, existing trees can be credited as more than one tree for the purposes of meeting tree quantity requirements. The applicant must include the tree's caliper on the landscape plan to receive appropriate credit.
 - e. Topsoil must be back filled to provide positive drainage of the landscape area.
 - f. Landscaped areas may not contain bare soil, aggregated stone or decorative rock. Any ground area must be covered with hardwood mulch, grass or other vegetative ground coverage.
 - g. The location, number, height, diameter and species of any materials to be planted and maintained, as well as the location and number of any existing trees to be retained, trees, shrubs, and landscape materials shall meet the standards included in TMC 1108.0400 *Landscape Materials Standards*.
 - h. Irrigation details shall be provided in compliance with TMC§1108.0406 *Irrigation/Watering*. The applicant has indicated their intent to submit a xeriscaping plan. Such plan shall contain a watering plan during plant establishment (approximately 3 years) and detailed depictions of xeriscaping features and techniques used, including soil type, drainage, topography, and plant cultivars/nativars.
30. Applicant shall obtain appropriate permits for any proposed signage.
31. Minor adjustments to the Site Plan that do not violate the above conditions, or the Toledo Municipal Code, may be reviewed and approved by the Director of the Toledo City Plan Commission.
32. Per TMC§1111.0814, if a building permit is not issued within two (2) years of this approval date then the site plan approval shall become null and void.
33. No permits shall be issued until arrangements satisfactory to the Director of the City of Toledo Plan Commission have been made for compliance with the conditions as set forth above.

MAJOR SITE PLAN REVIEW
TOLEDO CITY PLAN COMMISSION
REF: SPR-45-24
DATE: October 10, 2024
TIME: 2:00 P.M.

AS
Four (4) sketches follow

ZONING & LAND USE

SPR-45-24
ID 78



