CITY OF MANSFIELD, OHIO
PLANNING COMMISSION MEETING MINUTES

Meeting Date: November 10, 2026

1. CALL TO ORDER

Time: __3:31 pm_____

Chair: __Mayor Perry_

Commissioners: Present Absent

☒	☐	Mayor Jodie Perry
☒	☐	Dir. Keith Porch
☒	☐	Chad Owens
☒	☐	William Salas
☒	☐	Jeff Schultheis
☒	☐	Jotika Shetty
☒	☐	Matthew Stanfield
☒	☐	Lindsay Zimmer

Staff Present: Adam Gongwer, Marc Milliron, Robert Bianchi, David Madden

Other Attendees, sworn in during their agenda item and/or public comment portion of the meeting: Crystal Page, Tamala Solomon, David Teufel, Joe Goerndt, Mike Bier, Jeff Wright

2. APPROVAL OF AGENDA

☒ Approved

☐ Approved with Modifications

☐ Table Agenda

3. APPROVAL OF PREVIOUS MEETING MINUTES

Date of Previous Meeting: October 27, 2026

☐ Approved

☒ Approved with Corrections – Correct the spelling of Dr. Phillip Rosmarin

Swearing in Adam Gongwer

WITHDRAWAL

ITEM 1: (Withdrawn from meeting)

Project Name: Zoning Appeal on Handicap Ramp Variance

Property Address: 489 Dyas Dr.

Current Zoning: R2

Summary of Staff Report: Mr. Gongwer stated that due to certain issues, the applicant has chosen to withdraw the request for the ramp as it is no longer needed at this residence.

4. OLD BUSINESS

ITEM 2:

Project Name: Status Update on Demo Appeal / Caleb Mobley

Property Address: 152 & 156 W. Third St.

Current Zoning: CB Central Business

Summary of Staff Report: Mr. Gongwer indicated that this property was purchased 2 months ago and Mr. Mobley was unable to attend the meeting due to work but sent in a letter as an update. Mr. Mobley is unable to start interior repairs until he shores up the foundation. A new roof is almost complete and he has contractors looking at the extent of the structural repairs. Mr. Mobley has cashflow (personal money) but has not signed a mortgage yet. Mr. Gongwer went on to state that no permits are on file yet but does have a bond on file. No further discussion was necessary on this check-in; No motion is required.

ITEM 3:

Project Name: Demo Appeal / Jamell Coffee

Property Address: 217 Coul St.

Current Zoning: MF Multi-Family Residential

Summary of Staff Report: Mr. Gongwer stated that the permits had expired due to inactivity and no work has been performed except a new porch that was installed last week. Mr. Gongwer went on to indicate that there is a bond on file, submitted in the past couple of weeks, however it does not match the owner and the appeal is set to expire 11/25/2026.

Discussion/Comments: Ms. Page began by stating that last year she was told by Tim Brinley about needing a bond and further stated that when she came to the Codes office, she was told not to do anything until permits approved and told to proceed. When she consulted with Mr. Gongwer recently, she thought that the permits were ok, so Mr. Coffee proceeded with the work only to receive a Stop Work Order shortly thereafter. Mayor Perry indicated that it is now into the 11th month of a 12-month appeal and a long way from completion to which Mr. Madden echoed that with the bond not being in the name of the owner, it doesn't satisfy the terms of the appeal which gives the Commission the right to revoke the appeal. Ms. Shetty questioned Mr. Madden that if the bond had not been received within the first 10 days, the appeal would not be in effect, which Mr. Madden agreed. Ms. Shetty went on to state that the 30-day appeal window has already passed and therefore the Commission is not able to do anything, with Mayor Perry stating that this information should just be noted into the record. Mr. Madden agreed, stating the acknowledgement of the appeal failing should be noted into the minutes. Ms. Page then stated she has another bond from this year, which Mayor Perry suggested that she, or Calvo, appeal with the Court of Common Pleas at this stage.

Motion: As suggested by the Law Director in regard to 217 Coul; Failure of the appellant to file a satisfactory bond in the required time period should be noted in the record.

Made by: Director Porch

Second: Jeff Schultheis

☒ Approved

☐ Approved with Conditions

☐ Denied

☐ Table for Additional Information

Conditions (if applicable):

Vote Results:

Yea	Nay	Abstain	Absent	
☐	☐	☐	☐	Mayor Jodie Perry
☒	☐	☐	☐	Director Keith Porch
☒	☐	☐	☐	Jotika Shetty
☒	☐	☐	☐	Jeff Schultheis
☒	☐	☐	☐	Matthew Stanfield
☒	☐	☐	☐	William Salas
☒	☐	☐	☐	Chad Owens
☒	☐	☐	☐	Lindsay Zimmer

5. NEW BUSINESS

ITEM 4:

Project Name: Zoning Appeal Variance to Fence Height in Front Yard / Tamala Solomon

Property Address: 328 Charles St.

Current Zoning: R-2 Residential

Summary of Staff Report: Mr. Gongwer stated that Ms. Solomon is requesting a 6' tall ornamental wrought iron fence around the entire project for security purposes.

Discussion/Comments: Ms. Solomon stated that after grading the land, they decided the fence would need to be taller and have decided to make the greenhouse a little larger as well, 30 x 60 in size. Mayor Perry inquired about wanting a front yard variance but verified this type of fence would be see-thru which Ms. Solomon agreed that was correct. Director Porch asked about a gate for this fence which Ms. Solomon stated that it would have a gate but for emergency personnel use only. Mr. Stanfield asked about the egress for the public wanting to know if this gate would be open during business hours and only closed after hours with Mayor Perry stating it would operate like Kingwood Center; only open during business hours. Mr. Stanfield also inquired of the location of this fence to which Mr. Gongwer stated the fence would sit back off of the road about 15'.

Motion: Approve the variance for a 6' ornamental fence that is mostly transparent, provided the gate remains open anytime anyone is on the property

Made by: Matthew Stanfield

Second: Keith Porch

☒ Approved

☐ Approved with Conditions

☐ Denied

☐ Table for Additional Information

Conditions (if applicable):

Vote Results:

Yea	Nay	Abstain	Absent	
☐	☐	☐	☐	Mayor Jodie Perry
☒	☐	☐	☐	Director Keith Porch
☒	☐	☐	☐	Jotika Shetty
☒	☐	☐	☐	Jeff Schultheis
☒	☐	☐	☐	Matthew Stanfield
☒	☐	☐	☐	William Salas
☒	☐	☐	☐	Chad Owens
☒	☐	☐	☐	Lindsay Zimmer

ITEM 5:

Project Name: Conditional Use Permit for Senior Housing Complex / David Teufel, CHN Housing Partners, Mosaic Senior Apartments

Property Address: 300 W. 3rd St.

Current Zoning: MF Multi-Family Residential

Summary of Staff Report: Mr. Gongwer stated CHN Housing Partners is seeking to erect a 65-unit Senior Housing Complex, 3 stories high and this project would require 4 different variances: Density allows for 44 units but asking for 65 units; 3-story, 45' height, but only 2-story, 25' in height allowed; Ingress/Egress across from R-1 or R-2 developed lots as no other location is available; Greenbelt missing from the west-side of the property line so request of fences or trees is required.

Discussion/Comments: Mr. Bier stated that his company has been in business for 45 years, based out of Cleveland and mentioned this is the first opportunity in Richland County. He went on to state this is a proposed 60,000 square foot, 65-unit apartment building for seniors at a development cost of nearly $21 million and has received low-income housing tax credits. Mr. Bier stated it is their intent to complete the financing portion in the Spring of 2027 and complete construction in mid to late 2028. Mr. Teufel then explained the 65-units will be 1-bedroom suites plus amenities and public-facing services and stated residents would be located on all 3 floors with parking spaces for all tenants. He also stated they are proposing trees along 3rd Street, an underground water retention area along Benton Street with entrances into the complex from both 3rd and Benton Streets. Mr. Goerndt then stated that the parking meets all Zoning requirements and reiterated their main concern is the grading of the land but will work with city engineering to make sure all components are in compliance. Mayor Perry then inquired if there will be grass over the underground storage and what type of materials will be used on the building which they stated there will be grass prior to the ribbon cutting and per the drawings, tan brick with fibrous cement with asphalt shingles, hoping for this to last as long as possible. Director Porch questioned the lighting to which Mr. Teufel stated the overhead lighting will be directed downward with no wall packs on the building and no stadium-type lighting and be dark-sky compliant. Mr. Stanfield questioned the site accessibility, stating the slopes are severe down to 3rd and Benton but wondered how residents may get off-site other than in a vehicle to which the developers indicated there will be stairs available to 3rd Street and these will be lighted, however Mr. Stanfield expressed concern regarding residents with mobility challenges who wouldn't be able to use the steps. Mr. Teufel responded that the residents could traverse onto the Benton Street side but offered that if the Commission wishes to have ADA availability, the developers would certainly make that happen, noting again the steep grade, but the possibility of a switch-back ramp could be feasible or they'd be able to walk down the driveway. Mr. Wright of Mosaic Church approached the Commission to recommend this project and show his support as CHN came highly recommended by the Cleveland Food Bank who partners with CHN, and who supplies food to the residents of Richland County and surrounding communities, stating that CHN is highly reputable and agrees there is a need for this type of housing here in Mansfield to improve our community. Mayor Perry indicated there will need to be an approval for a Conditional Use permit plus 4 issues that would need to be in the motion.

Motion: To approve conditional use permit with the density variance, height variance, ingress/egress variance, provide green screen along the west property line and provide accessible access to the site via some sort of ramp/sidewalk along either Benton or 3rd based on the site plan to provide people with mobility challenges access to the site other than through a car.

Made by: Matthew Stanfield

Second: Jeff Schultheis

☒ Approved

☐ Approved with Conditions

☐ Denied

☐ Table for Additional Information

Conditions (if applicable): Mayor Perry noted that no members of the Historical Commission were on hand but stated that once they have the opportunity to review this information, asked CHN if they would be able accommodate any possible changes with their input to which CHN agreed they would consider any additional suggestions.

Vote Results:

Yea	Nay	Abstain	Absent	
☐	☐	☐	☐	Mayor Jodie Perry
☒	☐	☐	☐	Director Keith Porch
☒	☐	☐	☐	Jotika Shetty
☒	☐	☐	☐	Jeff Schultheis
☒	☐	☐	☐	Matthew Stanfield
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☒	☐	☐	☐	Chad Owens
☒	☐	☐	☐	Lindsay Zimmer

6. Other Business

Mr. Gongwer indicated that Amy Yockey and others in Codes and Permits are currently working on an acknowledgement form for demo appeals in order to avoid complications such as what happened this evening regarding 217 Coul St., to where the applicant would sign this form (if the appeal is approved) following a meeting, with a good phone number and email to make them aware that a bond is required within 10 days of the meeting so that we have this form on file in the event that the applicant attempts to argue the requirements set forth by the Commission and Codes. Additionally, Mr. Gongwer inquired of the Commission their desire to cancel the next meeting date of 11/24/2026 due to the

possibility of members being out for the holiday. Mr. Stanfield indicated that if there are currently 5 items on the next meeting agenda, these should not be pushed to the first December meeting, but rather continue with the scheduled 11/24 meeting as planned. Mayor Perry mentioned that 2 of the Commission members will be missing, however a quorum will be met and the meeting can resume as scheduled, with Mr. Stanfield echoing that the meeting should go ahead as planned. Ms. Zimmer requested the meeting on 11/24 go on so that the meeting on 12/8 doesn't last so long. The Commission agreed to keep the meeting date of 11/24/2026 and not have it be cancelled.

7. ADJOURNMENT

Mayor Perry then asked for a motion to adjourn.

Vote Results:

Yea	Nay	Abstain	Absent	
☐	☐	☐	☐	Mayor Jodie Perry
☒	☐	☐	☐	Director Keith Porch
☒	☐	☐	☐	Jotika Shetty
☒	☐	☐	☐	Jeff Schultheis
☒	☐	☐	☐	Matthew Stanfield
☒	☐	☐	☐	William Salas
☒	☐	☐	☐	Chad Owens
☒	☐	☐	☐	Lindsay Zimmer

Time: 4:39 pm
Prepared by: Kathy King

Title: Codes and Permits Clerk

Date: 11/17/2026