



Alex Furst, Chair  
Keith Benner, Vice-Chair  
Teresa Alabi  
Amy Barnhart  
Norman Brusk  
Toni Kleckley  
Anita Ward

## Planning & Zoning Board

7232 East Main Street  
Reynoldsburg, OH 43068  
[www.reynoldsburg.gov](http://www.reynoldsburg.gov)

Eric Meyer, Development Director  
Melissa Butler, Administrative  
Assistant

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**Thursday, April 18, 2024**

**6:00 PM**

**Council Chambers**

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### **A. CALL TO ORDER**

1. ROLL CALL
2. APPROVAL OF MINUTES
  1. Planning & Zoning Board - Regular Meeting - 3/21/2024
3. APPROVAL OF AGENDA
4. SWEARING IN OF SPEAKERS

### **B. PUBLIC COMMENT**

### **C. UNFINISHED BUSINESS**

### **D. NEW BUSINESS**

1. App# 2024 - 0154; 7311 E. Main Street; Jim Tate for Governors Cigar Lounge East; Certificate of Appropriateness
2. App# 2024 - 0174; 1612 Lancaster Avenue; Katie Wieber for Autumn Behavioral Health; Conditional Use
3. App# 2024 - 0176; 1604B Lancaster Avenue; Katie Wieber for Jyothi Puram; Conditional Use

### **E. OTHER BUSINESS**

1. Planning and Zoning Board Training

### **F. ADJOURNMENT**

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ADJOURNMENT



**MINUTES REGULAR MEETING  
REYNOLDSBURG PLANNING & ZONING BOARD  
March 21, 2024**

**CALL TO ORDER**

**ROLL CALL**

PRESENT: Alabi, Brusk, Ward, Kleckley, Furst

ABSENT: Barnhart, Benner

**APPROVAL OF MINUTES**

**Planning & Zoning Board - Regular Meeting - 03/07/2024**

Minutes stand approved.

**APPROVAL OF AGENDA**

Agenda stands approved

**SWEARING IN OF SPEAKERS**

Speakers for the evening sworn in by Mr. Furst.

**PUBLIC COMMENT**

None

**UNFINISHED BUSINESS**

**App# 2024-0052; 2220 Baltimore- Reynoldsburg Road; Kessler Sign Co.;  
Variance**

Ms. Buathier read the staff report into the record.

Mr. Kessler explained that they went back to the drawing board after the last meeting and made it all one continuous sign, which in their opinion, doesn't look good. Mr. Kessler explained that their undue hardship is the way the building is built. They attempted to make the sign contiguous, but the building wouldn't allow

it. They want the sign to look nice while keeping with the branding and the only way to do this is by asking for the variance.

Mr. Brusk is worried about setting a precedent for the area and other tenants that have awnings. Mr. Brusk personally likes the way it is presented now as opposed to before.

Mr. Furst thanked the applicant for making a good faith effort to comply with the law. Mr. Furst shares the concern of the precedent. They have denied applications previously based on branding, so they don't want to make this decision based on branding. However, in his opinion, they have been sympathetic to unique structures. Mr. Furst asked the applicant to describe in a little more detail the buildings' uniqueness.

Mr. Kessler explained that when this was built, the awning was placed there as one piece to protect customers from slipping on the snow, ice and rain. They built it for safety reasons. As the sign company, they have made their best effort to make this one piece aesthetically pleasing.

Mr. Brusk asked if the awning was solid. Mr. Kessler said it was solid.

Mr. Brusk asked staff that since the overhang is solid could you count it as the wall, therefore one wall sign? Ms. Buathier explained that you can't consider a wall sign as the same square footage as the canopy sign. These are individual signs. Mr. Meyer expressed that staff's interpretation is this is two signs.

Mr. Furst reminded the applicant that they will need four votes for an affirmative and we have two board members missing. He did give the applicant the opportunity to table the application if they would prefer to have more votes.

Mr. Furst: I certainly understand that you're trying to make it look as nice as possible. And frankly, I do think that what you propose does look esthetically pleasing. You know, I still have the same objections that I voiced previously that, I'm just not certain how there's deprivation of beneficial use just by not having the canopy signage. I think certainly, if we were depriving of the use to put the Duchess signage there. But, just speaking for myself, I'm quite aware of the products that are sold in convenience stores, and I would venture to guess that most of the patrons would be familiar with them. So, you know, I'm not sure how that would have any impact on the convenience stores business.

Mr. Kessler explained that this is from a marketing and branding standpoint. They are trying to keep up with the times and keep the brand fresh for existing and new customers.

Mr. Furst: Thank you. Unfortunately, there is no room in the code for us to consider those factors, in that manner. There's no weight given to esthetics as far as variances are concerned. At least from my perspective. I am not satisfied that multiple factors have been met. Namely that, 1109.13D, subsection three, the special circumstances or conditions. I'm not convinced that those fully exist on this site. I am also not particularly convinced, subsection four, that there's proof of hardship, nor subsection five that the variance is necessary for the reasonable use of the land or building. At least in my view, the structure and the site is virtually identical to any other gas station in the current district. I do also have the concern of establishing precedent. Especially understand this in a busy commercial district that that may be detrimental. Any other questions? Comments from the board? Well, seeing as how we have duly considered the variance factors listed in section 1109.13D, of our code. I do move that we deny this variance application.

Ms. Kleckley: Second.

|                  |                                     |
|------------------|-------------------------------------|
| <b>RESULT:</b>   | Denied                              |
| <b>MOVER:</b>    | Furst                               |
| <b>SECONDER:</b> | Kleckley                            |
| <b>AYES:</b>     | Alabi, Brusk, Kleckley, Ward, Furst |

**App# 2023-5486; 7305 E. Main Street; Richard Holmes; Variance**

Ms. Buathier read the staff report into the record.

Mr. Furst asked Ms. Buathier to state the four variances they are requesting.  
Ms. Buathier: They are requesting additional signage, so it's to have three signs instead of the permitted two signs. They are requesting internal illumination for one of the north signs, and one of the signs in the rear. They are requesting to allow one of the materials of the projecting sign to be glass, which is not listed, and then they are requesting a specific type of front lit external lighting, which is not listed as the type of external lighting permitted in the code. It recommends external lighting, but it does not specifically call out that type.

Mr. McCash asked that, due to not having a full board, that the application be tabled as they prefer to have a full board present. He did want to clarify that they are not asking for internal illumination on any Main Street signs. The only internal illumination is the barber pole.

Ms Buathier explained that internal illumination is not permitted in the ORDC district, so it is still a big request.

Mr. Meyer asked Mr. Shook to verify that as staff we can't commit to a full quorum at any meeting. Mr. Shook agreed and asked if we have any indication as to any board members absent at the next scheduled meeting. Ms. Buathier said, not that they are aware of.

Mr. Furst: At the applicants' request, I am moving that we table the application until out next regularly scheduled meeting.

Mr. Brusk talked with local barbershops about external barber poles and expressed his concern for poles getting damaged, destroyed or stolen at a tremendous rate. He explained a lot of shops put their poles inside to prevent damage and explained that they may want to talk to their client regarding this. Mr. McCash explained they can address that as part of their presentation.

Ms. Alabi: I second.

|                  |                                     |
|------------------|-------------------------------------|
| <b>RESULT:</b>   | Tabled                              |
| <b>MOVER:</b>    | Furst                               |
| <b>SECONDER:</b> | Alabi                               |
| <b>AYES:</b>     | Alabi, Brusk, Kleckley, Ward, Furst |

App# 2023-5487; 7305 E. Main Street; Richard Holmes; Certificate of Appropriateness

Mr. Furst asked if the applicant would also like to table the conditional use. Mr. McCash said, yes.

Mr. Furst: I understand the applicant would like to table this item. I do so move.

Mr. Brusk: I'll second.

|                  |                                     |
|------------------|-------------------------------------|
| <b>RESULT:</b>   | Tabled                              |
| <b>MOVER:</b>    | Furst                               |
| <b>SECONDER:</b> | Brusk                               |
| <b>AYES:</b>     | Alabi, Brusk, Kleckley, Ward, Furst |

## NEW BUSINESS

App# 2024-0116; 7372 E. Main Street; Dino Herbert; Variance

Ms. Buathier read the staff report into the record.

Mr. Herbert is the architect for the applicant. He explained that they are requesting quite a few variances, but they are all due to where this particular parcel is located and the situation that arose in 1907 when the property was sold.

The building placement is the first. Then off street parking and loading are the next five. The last two are interior lot landscaping. The owner wanted to utilize the existing office building, but the building was not structurally sound. They would also have to rebuild the whole building to meet the Ohio building code. Based on these factors, the decision was made to demolish the existing building and attempt to use this parcel.

Mr. Brusk asked if the board should look at these as a whole or individually. Mr. Furst explained they could do it either way, but asked the board to speak about them individually, if that is the path the board chooses to go.

Mr. Herbert explained that this is one of several steps that need to be taken due to the vicinity of the flood plain and the tiny parcel. After this, a major site plan will be submitted that will show the first floor elevation in relation to the base flood elevation, as well as, as part of that process, they will go through the Certificate of Appropriateness to address the exterior, materials and percentage of fenestration, the slopes, etc. That will be a separate process that will come back to the board.

Mr. Meyer wanted to address the hydrology report because it is not something that typically comes up. Our Chief Building Official, who is also our Floodplain Administrator, will review these documents as part of the building permit process.

Mr. Brusk asked for clarification of the parcel in question. Mr. Furst pointed out there is no Main Street frontage for this structure.

Mr. Brusk asked about the parking and Mr. Herbert explained the three spaces would be in the striped area on the plans. The building will be south of the orange piece. The southern part of the building is actually right about, elevation 864. If you look at the site plan on the right-hand side, just north of where the three trash receptacles are shown, you see the number 864. That is kind of where the existing contour line is. As I understand from the FEMA format, I believe base flood elevation is at 863, which is where I think the finished floor elevation will be, but that will be determined further down the road. So, those three parking spaces are, indeed, within that floodway. It is not part of this variance, but I know there are several other buildings that are on that floodway and the flood administrators typically will allow parking on a floodway where there is more of a hesitancy to allow buildings to be within that jurisdiction.

Mr. Brusk asked if the city had planned to put parking back behind the building. Mr. Meyer explained that these parcels extend into the creek and the parcels are privately owned. The city has been meeting with property owners to have them sign over areas back there, but right now the city is not planning on getting to that until 2025. There is a lot to that project with multiple owners, design work and budgeting. The city would like to do that in the future, but we cannot say for sure that this will happen. Mr. Herbert explained that currently the alleyway is an informal access for all those parcel owners between the Trivium development and the public alleyway, which lines up with Jackson.

Mr. Furst understands that when the property was purchased, there was a structure that had to

be demolished for safety reasons. He asked the applicant what other avenues the property owner consider when rebuilding, as the proposed structure seems to be about the same size. Mr. Herbert explained it is about the same footprint as the existing building.

Mr. Furst asked if the property would still be developed if the board were not able to grant the variance, or would there essentially not be much use.

Mr. Herbert says they have complied with everything else in the zoning code and, because of the location, it is boxed in on the Main Street side. He does not think they could develop anything else here because of a lot of challenges.

Mr. Furst is not aware of any other parcel in this district that has even a few of these challenges. Certainly the lack of Main Street Frontage and the proximity to other parcels.

Mr. Brusk asked if the area to the north could be used for parking. Mr. Herbert explained that the parking shown butts up to the private roadway, and then it drops into the creek, so they cannot go any further back.

Ms. Alabi asked if the only access was through the private road. They confirm that is correct.

She then asked if cars would be required to drive forward and reverse on the private drive.

Mr. Herbert: Because we are 30ft wide. In order to have two-way traffic onto the parcel, we would have to, at least be 38ft. That is tight with an 18-foot-long space with a 20-foot aisle. That is two way. That is all we could do in order to have two way traffic, to be able to park and then back out, to go back out in a forward motion. That is the reason for that particular request.

Ms. Alabi asked if the intent of this build was to be both residential and commercial. Mr. Herbert confirmed, yes, it is a mixed-use building. Ms. Alabi asked if many people will be visiting this commercial space or if it is intended for only a few people. Mr. Herbert said they originally planned for it to be an office space for a single company. The zoning code does allow it to be retail space, but the parking will only be for the people that work there.

Ms. Buathier explained the drivers would back out onto the drive and then continue forward.

Ms. Alabi confirmed that the requested setbacks are from the lot line.

Mr. Furst: I don't have any concerns. This clearly means that the variance factors according to how I read them. Based on the materials that you presented here, in addition, I cannot think of any parcel that even comes close in the historical district that presents a number of these challenges like this.

Mr. Brusk: It looks like you have covered everything that you can. I haven't seen anything that I would say you could do better, or you could find an alternative to, or that it's better not to do this. I think this is a good use of this particular property. I think, though, that whoever moves in both into residential and the commercial needs to know what their limitations will be. Parking is the thing that is a killer for this particular lot. Is there walking distance to a parking lot?

Mr. Herbert thanked Mr. Brusk for bringing that up. There is a parking lot at Lancaster and Main with about 40 spots. Also, the Trivium development is also required to have some public parking as part of its development. Both of these are in walking distance.

Ms. Kleckley asked why they took out the ADA options. Mr. Herbert said they didn't meet the width. It would have to be 13ft as opposed to 12ft. In addition, the owner is currently not ADA required person and asked for the ADA space to be removed. Even if they labeled it as ADA, it

is not quite compliant with what the code says.

Ms. Ward asked if the tenants of the building would be using the alleyway to Main Street to access that property. That is part of the parcel that fronts Main Street, and currently they park a vehicle there to keep people from coming and going. There is no easement and the owner of our parcel has no rights to cross that parcel at that location.

Ms. Ward asked if there is anything about trash or emergency vehicles as part of the Major Site Plan. Ms. Bauthier said the fire department will be notified and have the chance to review. Mr. Herbert said fire did review, and he did not have any issues with this particular situation.

Anne Rouault is the property owner of 7370 East Main that sits directly in front of this parcel. She has concern with the 15-foot easement in place with access to her property. She is concerned with a 1000 sq ft commercial and two residential units with only three parking spaces. She is also concerned with the dumpsters because it is commercial, not bins, so her concern is with who will pick these up.

Mr. Shook explained that the city doesn't have the authority to enforce a private deed restriction, and he can't give them legal advice regarding enforcement of that deed restriction. Last year, sometimes, the trash receptacle code was amended, and he believes that this square footage may require a dumpster, but that will come up in the building review.

Ms. Ward asked the applicant if they has considered a smaller project than the one they proposed.

Mr. Herbert said they couldn't access the upper floor if they were to put that building in the middle. They believe they are meeting the intent of the zoning code by adding mixed-use properties. They believe they are doing the best they can regarding this parcel. Ms. Ward suggested a smaller retail space and maybe one unit on top, and then they would have the parking. Mr. Herbert said they could not get any more parking. He is not aware of the 15-foot easement the neighbor was talking about, but this building's footprint is no larger than what was previously there.

Mr. Herbert is not sure how trash is picked up currently, but they will address that through the building process.

Mr. Herbert: Once upon a time, when this parcel was first sold to Reynoldsburg, they had written in there to actually leave a ten-foot driveway, but that kind of fell away over the years, and it no longer got recorded. I think they intended for it to have access to Main Street, but it just fell away. The person that bought it from the Kennedys bought it in 1915. By the time he passed away in 37, it was no longer being recorded with this parcel. That I think stopped in the early 70s for the southern parcel.

Mr. Furst noted that this lot split predates the existence of any zoning code, let alone zoning in this city.

Mr. Furst: Having considered the variance factors laid out in section 1109.13D of our code. I do move that we accept the application and grant all the variances based on staff's recommendation with all of the attendant conditions they identified. Do I have a second?

Mr. Brusk: I second.

Ms. Buathier told the applicant that they will need four out of five votes and if it is denied, there is a-year waiting period.

Mr. Furst offered to withdraw the motion if the applicant wished to table the application until there are more board members.

Mr. Herbert thinks they have done all they can do given the constraints of this parcel and wishes to proceed.

Mr. Furst: My motion is acceptance of the application granting the variances with any conditions listed in the staff report.

|                  |                               |
|------------------|-------------------------------|
| <b>RESULT:</b>   | <b>Application was denied</b> |
| <b>MOVER:</b>    | Furst                         |
| <b>SECONDER:</b> | None                          |
| <b>AYES:</b>     | Brusk, Furst                  |
| <b>NAYS:</b>     | Alabi, Klackley, Ward         |

## **OTHER BUSINESS**

### **Future Training Dates**

Staff asked the board members to coordinate with staff to identify what meetings they would be available to stay after for training.

## **ADJOURNMENT**

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Planning and Zoning Administrator

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Chairman

April 11, 2024

Mr. Eric Meyer  
Development Director  
City of Reynoldsburg  
7232 E. Main Street  
Reynoldsburg, OH 43068

RE: 7311 East Main Street:  
Certificate of Appropriateness Request  
Signage Permit

Mr. Meyer:

Enclosed is our review of materials for the above referenced application:

### ***1. Project Summary***

- a. The site is located at 7311 E. Main Street; Franklin County Parcel # 060-000227-00, a 0.12+/- acre property located in the Olde Reynoldsburg Commercial District (ORD-C). The existing business located at the site is the Governor's Cigar Lounge.
- b. The proposed project involves improvements to the front pedestrian access to the establishment to provide ADA compliant ramp, patio space, associated decorative steel railings, and a retaining wall and steps to interface with the recently completed City of Reynoldsburg East Main Street improvements, and striping for an ADA compliant parking space in the rear parking area.
- c. The applicant is also requesting approval of two wall signs on the front elevation of the building.
  - i. One sign is already installed on the elevation but did not receive a sign permit prior to installation. It is circular 38" diameter, 1/2" thick "HDF board with ponded polymer printed face", 7.868 sq.ft. For the purposes of this review, "HDF" is understood to mean "High Density Fiberboard".
  - ii. The other is a proposed wall sign, 2'-0" tall x 2'-9" wide, 5.5 sq.ft, 3/8" thick aluminum composite with cut-out letters, with a bronze-color field and white letters. This sign is a re-use of a panel from the site's existing monument sign, which required removal due to the City's East Main Street improvements.
  - iii. Both signs are un-lit.

### ***2. Project Review: Certificate of Appropriateness***

- a. Because the site and building are in the ORD-C, a Certificate of Appropriateness is required to be issued "prior to commencing new construction or any exterior remodeling, reconstruction or other exterior building modifications of non-residential structures located within the Olde Reynoldsburg District(s)." The signs must also comply with Section 1105.03, C, ii, Signs for the ORD-C.
- b. The application is required to satisfy the following criteria established in Section 1109.19, Certificate of Appropriateness - Olde Reynoldsburg Districts:
  - i. Enhances the attractiveness and desirability of the district.
  - ii. Encourages the orderly and harmonious development in a manner in keeping with the overall character of the district.



- iii. Improves residential amenities in any adjoining residential neighborhood.
  - iv. Enhances and protects the public and private investment in the value of all land and improvements within the district.
  - v. Satisfies the applicable guidelines set forth under Chapter 1103; and
  - vi. Overall effects of the project or development on the appearance and environment of the district
- c. Section 1103. 13 VIV. Design Guidelines for Olde Reynoldsburg specifies required design and material characteristics for improvements of buildings and sites within the district:
- i. Section D.1.vii prohibits the use of exposed concrete masonry units. The application proposes a retaining wall of Versa-lok segmental concrete units along the Main Street frontage and above the existing stone veneer wall from the East Main Street improvement. The proposed material is integrally colored concrete with a rough-textured face.
    - 1. With intent to better meet the purposes of the design guidelines as outlined in Section VIV. A (1)-(5), it is recommended that the concrete-masonry-unit wall material, be revised to a stone wall, similar to the recently installed walls in the East Main Street improvements, or private improvements at the Cotner Funeral Home property.

### ***3. Project Review: Signage Application***

- a. The site is permitted 1 wall sign on the wall of the building which most nearly parallels as street, parking lot, or service drive. The total permitted area for the wall sign is 2 sq.ft per lineal feet of building façade. The building has 28.5 l.f. of building frontage and is permitted up to 57 sq.ft. of sign area. Wall signs shall be made of wood or metal frames with a face of wood, metal, or polycarbonate materials.
  - i. The circular sign already installed on the building is 7.868 sq.ft. The material is indicated as HDF. HDF – High Density Fiberboard is not expected to be a long-lasting exterior product and is recommended to be replaced with a more durable material. While HDF is made from wood fiber and glue, it is not interpreted as the intent of the code specification for “wood” as sign material.
  - ii. The rectangular wall sign proposed is 5.5 sq.ft. The material is aluminum composite. This sign was the existing monument sign but was removed due to conflict with the City’s East Main Street improvements and is proposed to be repurposed as a wall sign. This sign, along with the circular wall sign, will not exceed the total permitted wall sign area.



#### **4. Recommendations**

- a. Certificate of Appropriateness: Approve the application with the following conditions:
  - i. That the proposed concrete unit retaining wall be revised to a stone wall consistent with the walls in the East Main Street streetscape improvements, or similar private improvements such as at the Cotner Funeral Home property.
- b. Signage Application: Approve the application for 2 wall signs with the following condition:
  - i. That the circular wall sign be replaced with a higher-quality, exterior grade and permitted material.

If you have any questions or comment, please feel free to contact us.  
Very truly yours,

Rick Fay, PLA, ASLA  
Landscape Architect/Project Manager

# Reynoldsburg

Department of Development  
Planning & Zoning Division  
7232 East Main Street  
Reynoldsburg, Ohio

App./Case#: \_\_\_\_\_

Date Submitted: \_\_\_\_\_

Fee Amount: \_\_\_\_\_

☐ Paid: \_\_\_\_\_

## PLANNING AND ZONING BOARD CERTIFICATE OF APPROPRIATENESS

|                                                           |                                 |
|-----------------------------------------------------------|---------------------------------|
| Property Address:<br>7311 East Main St Reynoldsburg, Ohio | Parcel ID#(s):<br>060-000227-00 |
|-----------------------------------------------------------|---------------------------------|

### II. PROPERTY OWNER OF RECORD

|                                                   |                                       |
|---------------------------------------------------|---------------------------------------|
| Property Owner Name(s):<br>Ring Gauge Holding LTD |                                       |
| Contact Email:<br>govenorscigarlounge@gmail.com   | Contact Phone Number:<br>614-207-4965 |

### III. BUSINESS/TENANT INFORMATION (IF APPLICABLE)

|                                                 |                                       |
|-------------------------------------------------|---------------------------------------|
| Business Name:<br>Govenors Cigar Lounge East    | Contact Name:<br>Curtis McKenzie      |
| Contact Email:<br>govenorscigarlounge@gmail.com | Contact Phone Number:<br>614-207-4965 |

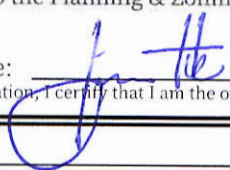
### IV. APPLICANT INFORMATION

|                                                                                                                                                                                                                                      |                                                                     |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------|
| Applicant Name:<br>Jim Tate                                                                                                                                                                                                          | Applicant Address:<br>101 East Broadway Ave Westerville, Ohio 43081 |
| Applicant Phone Number:<br>614-975-9377                                                                                                                                                                                              | Applicant Email:<br>jtatearch53@gmail.com                           |
| <input type="checkbox"/> Property Owner <input type="checkbox"/> Business Owner/Tenant <input type="checkbox"/> Contractor <input checked="" type="checkbox"/> Architect/Engineer <input type="checkbox"/> Owner's Consent Attached. |                                                                     |

### PROJECT INFORMATION

|                                                                                                                 |                                                                                 |                                                          |                                         |
|-----------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------|----------------------------------------------------------|-----------------------------------------|
| <input type="checkbox"/> New Main Building (\$400)                                                              | <input type="checkbox"/> Exterior Modifications/ New Accessory Building (\$200) | <input type="checkbox"/> Comprehensive Sign Plan (\$150) | <input type="checkbox"/> Signage (\$75) |
| Description of Project: _____ Interior renovation including new patio and exterior ramp and two new wall signs. |                                                                                 |                                                          |                                         |
| _____                                                                                                           |                                                                                 |                                                          |                                         |
| _____                                                                                                           |                                                                                 |                                                          |                                         |

Please review the attached checklist and note the items you are responsible for submitting with this application. All required items must be submitted to the Planning & Zoning Administrator.

Applicant Signature: 

Date: 3/28/24

\*By signing this application, I certify that I am the owner of the property or the owner's agent, and that the work is authorized with the full knowledge of the owner. \*

### \*\*OFFICE USE ONLY\*\*

|                   |
|-------------------|
| Additional Notes: |
|                   |
|                   |
|                   |

#### Zoning Information

Zoning District: \_\_\_\_\_

☐ Olde Reynoldsburg District

#### Additional Approval Required

☐ PZB

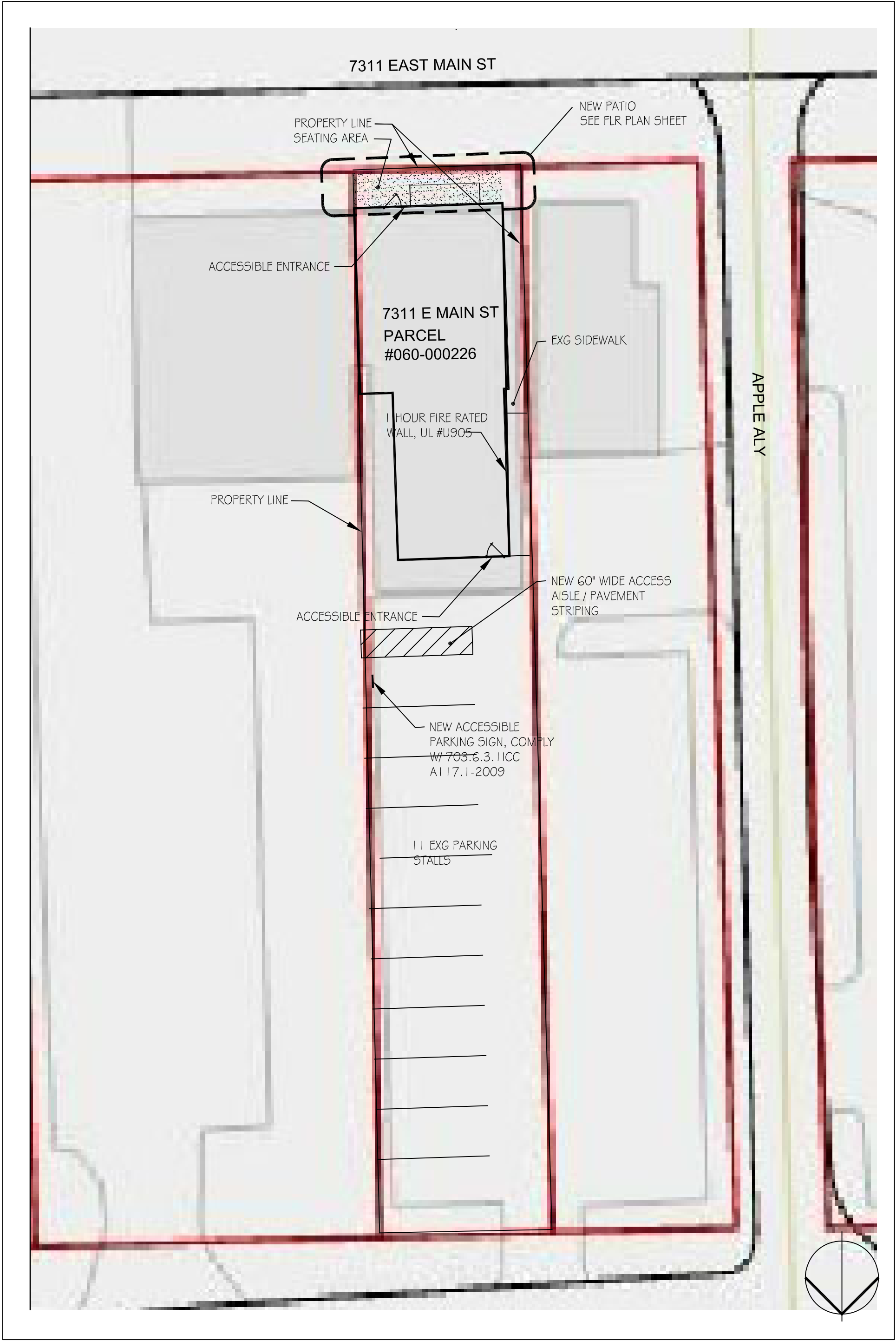
Meeting Date: \_\_\_\_\_

#### Meeting Results

☐ Approved as Submitted   ☐ Tabled

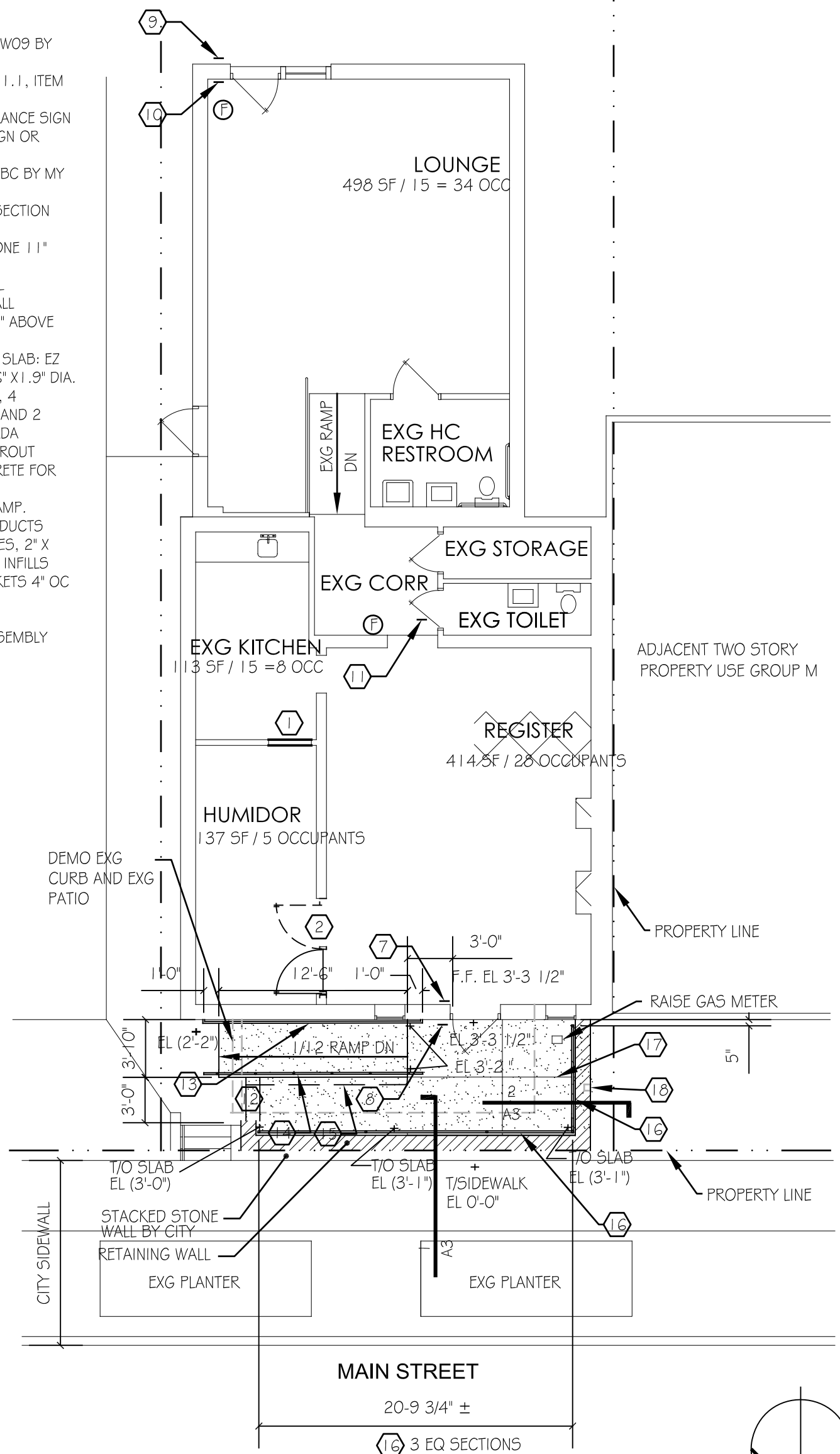
☐ Approved w/ Conditions   ☐ Denied

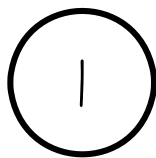
P&Z Admin.: \_\_\_\_\_ Date: \_\_\_\_\_



## CODED NOTES

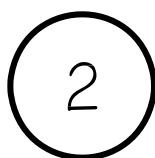
1. FILL EXISTING DOOR OPENING WITH 2 X 4 STUDS AND 1/2" GYP WALLBOARD BOTH SIDES.
2. REMOVE DOUBLE DOORS, PROVIDE WOOD DOOR AND FRAME W/ FULL GLASS (TEMP) LIGHT. PROVIDE PASSAGE SET, 3 HINGES, 1 FLOOR STOP. REPAIR WALL TO MATCH EXG CONSTRUCTION.
3. EXISTING LIGHT FIXTURES TO REMAIN IN THIS ROOM.
4. NEW 2 X 4 LED LIGHT FIXTURE. USE EXG LIGHT CIRCUIT.
5. NEW CEILING FAN WITH LIGHT KIT. USE EXG LIGHT CIRCUIT.
6. EXG EXIT LIGHTS TO REMAIN.
7. NEW EXIT SIGN W/BRILLE 9"X6" #5E-1980 / 9W09 BY MY DOOR SIGN OR EQUAL.
8. NEW 9"X6" ENTRANCE SIGN PER SECTION 1111.1, ITEM 5 OBC BY MY SIGN OR EQUAL.
9. NEW 9"X6" HANDICAP ACCESSIBLE ONLY ENTRANCE SIGN PER SECTION 1111.2, ITEM 1 OBC BY MY SIGN OR EQUAL.
10. NEW 9"X6" EXIT SIGN PER 1111.2, ITEM 5 OBC BY MY SIGN OR EQUAL.
11. NEW 9" X 6" INACCESSIBLE TOILET SIGN PER SECTION 1111.2, ITEM 2 OBC BY MY SIGN OR EQUAL.
12. CAST IN PLACE CONC STAIR: 2 RISERS AND ONE 11" DEEP TREAD.
13. WALL MOUNTED HANDRAIL: 1.9" ALUM EZ RAIL DISTRIBUTED BY HOMEDEPOT. PROVIDE 4 WALL BRACKETS AND 2 WALL RETURNS, MOUNT 36" ABOVE CONC SLAB, BLACK FINISH.
14. POST MOUNTED HANDRAIL 36" ABOVE CONC SLAB: EZ RAIL DISTRIBUTED BY HOMEDEPOT WITH 2-96" X 1.9" DIA. ALUM RAIL, 5 - 34" POSTS W/O BASE PLATES, 4 ADJUSTABLE CONNECTORS, 1 SPLICE PLATE, AND 2 EZA325 ADA END LOOPS WITH 2 EZA555-X ADA ADJUSTBLE ANGLE. CORE DRILL AND EPOXY GROUT SCHEDULE 40 PVC 16" SLEEVES INTO CONCRETE FOR POST SUPPORT.
15. TURN DOWN SLAB TO MATCH BOTTOM OF RAMP.
16. STEEL GUARD RAIL: FORTRESS BUILDING PRODUCTS DECK RAILING SYSTEM, DISTRIBUTED BY LOWES, 2" X 39.5" POSTS AND 40" HIGH VERTICAL PICKET INFILLS W/TOP RAIL AT 42" ABOVE FIN SLAB AND PICKETS 4" OC MAX, MFR'S BLACK PAINTED FINISH.
17. CONTROL JOINT.
18. EXISTING SIGN AND POST. REMOVE POST ASSEMBLY AND INSTALL SIGN ON EXTERIOR WALL.





## EXISTING NORTH ELEVATION

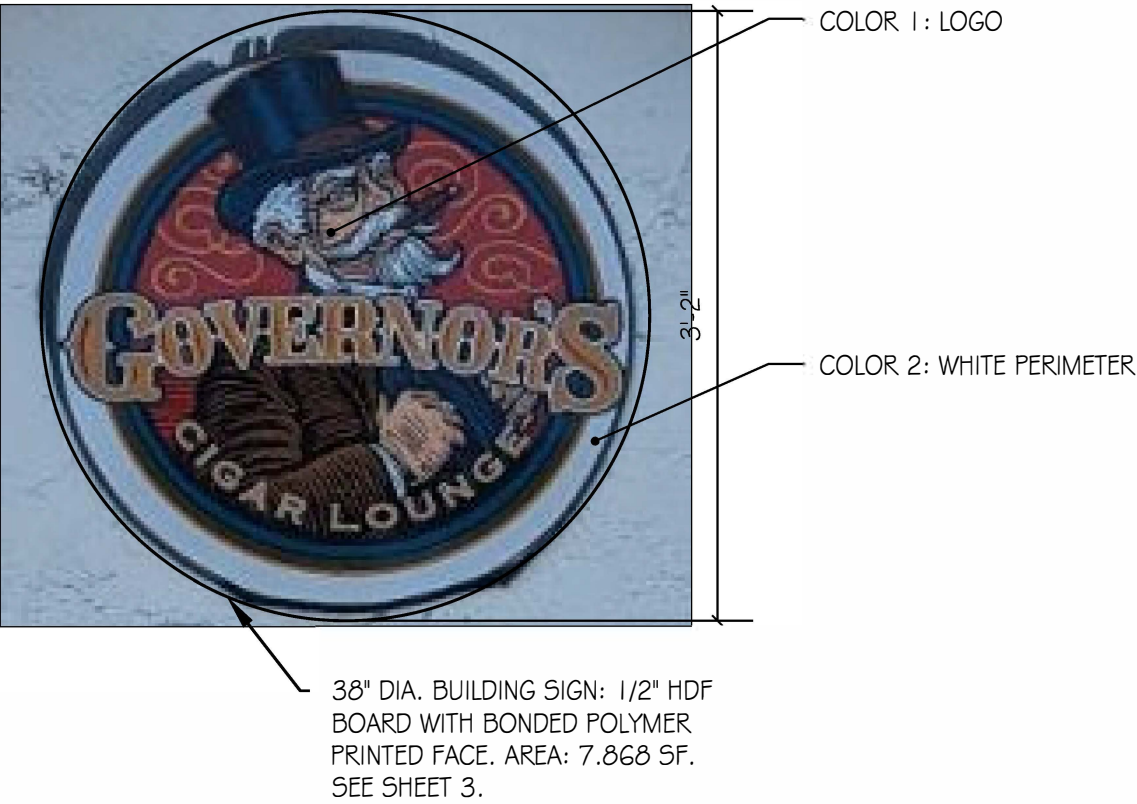
NONE



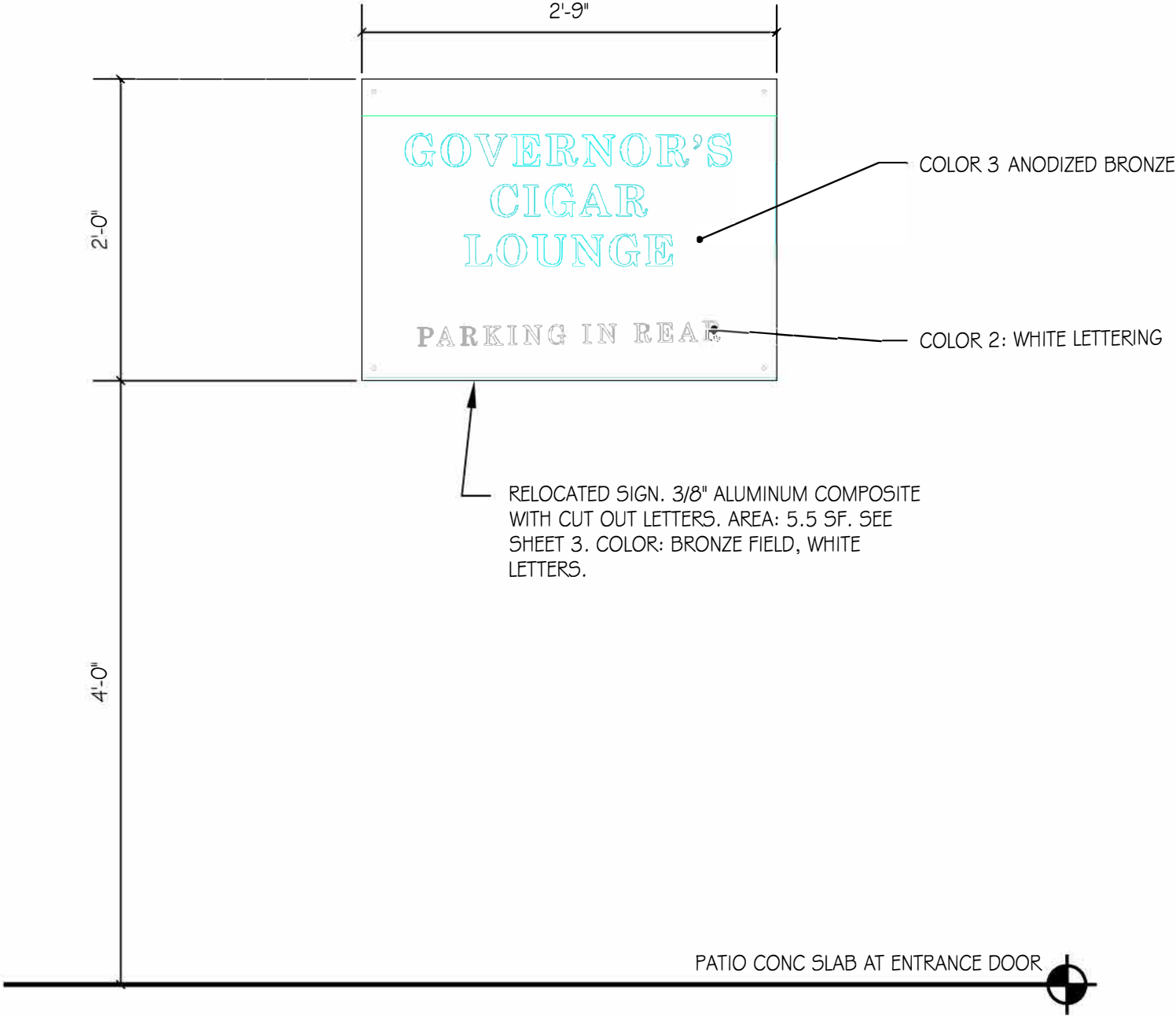
## NORTH ELEVATION

3/16"=1'=0"

BUILDING FRONTAGE: 28.5'  
ALLOWABLE SIGN AREA: 28.5 X 2 SF = 57 SF.  
PROPOSED SIGN AREA: 5.5' + 7.868 = 13.368 SF

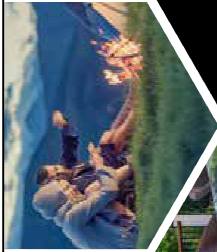


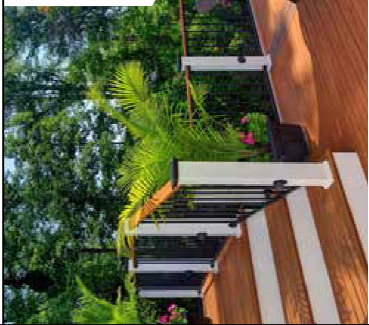
1 WALL SIGN ELEVATION  
1"=1'-0"



2 RELOCATED WALL SIGN ELEVATION  
1"=1'-0"



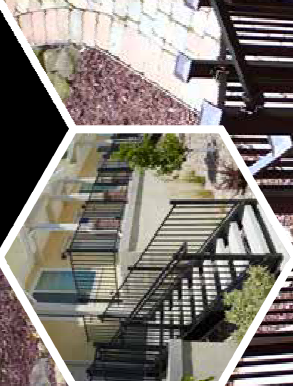




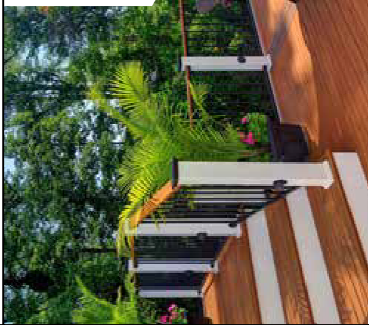








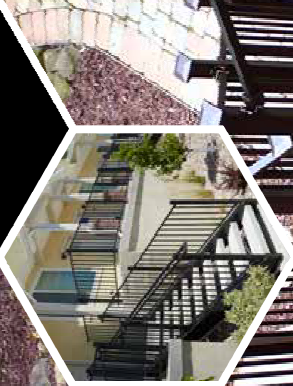




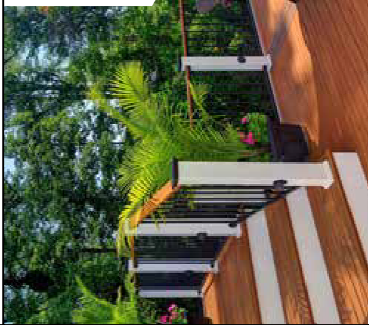








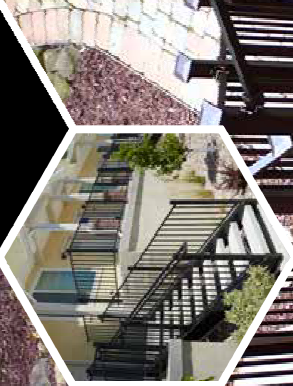




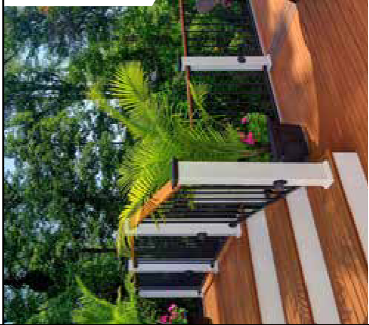








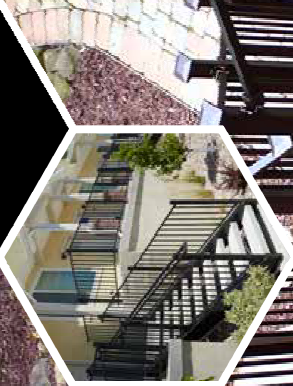




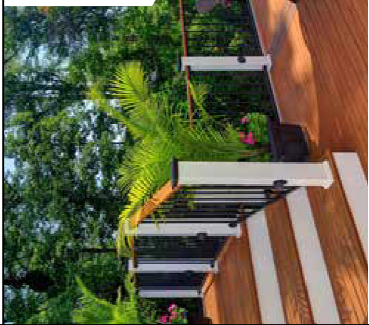








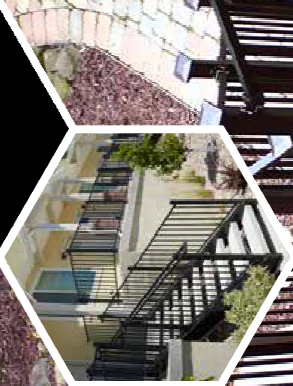




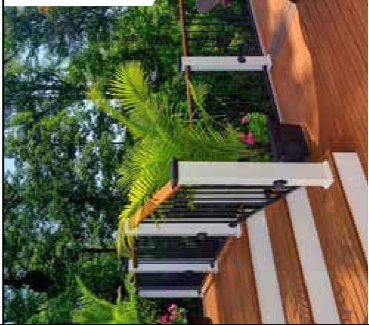








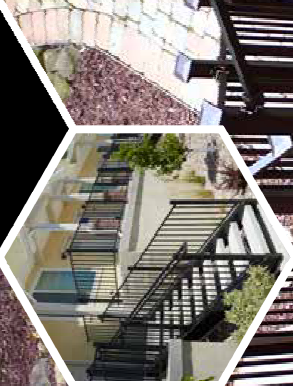




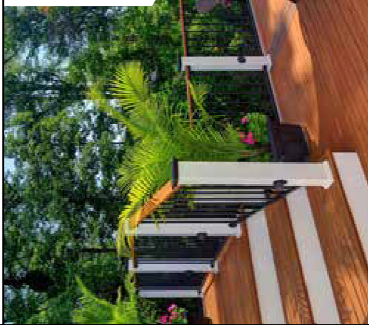








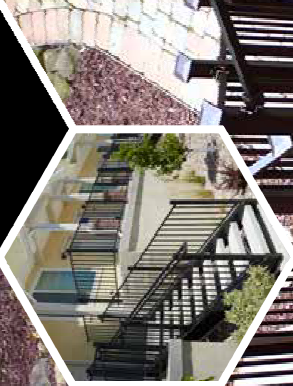




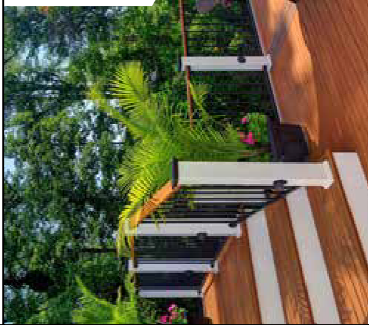








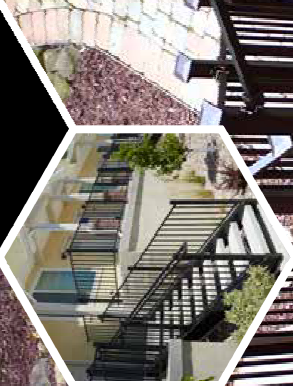




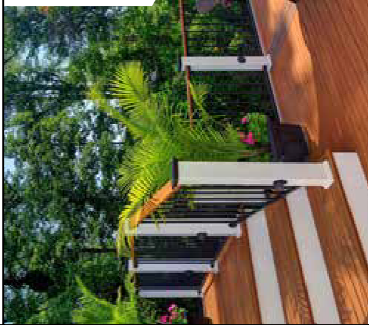








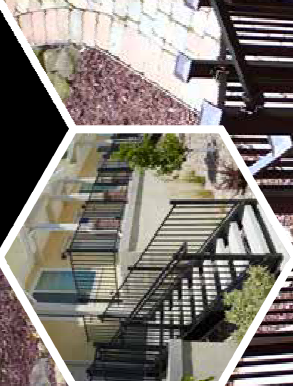




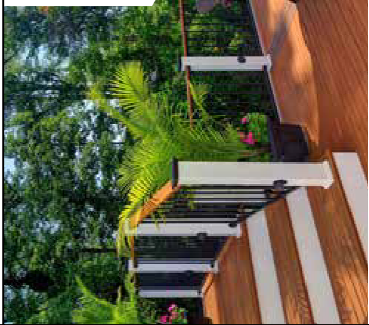








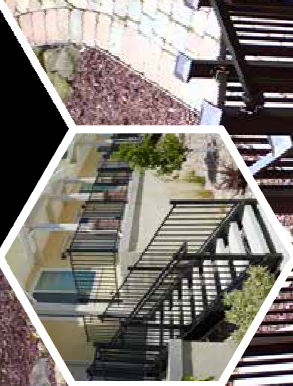




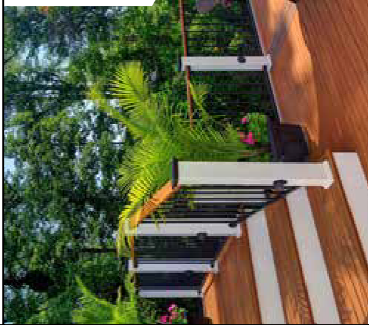








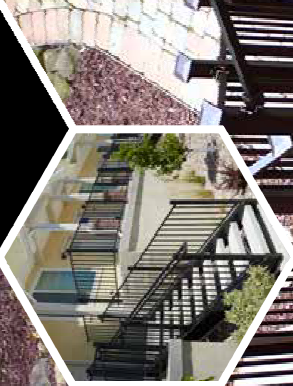




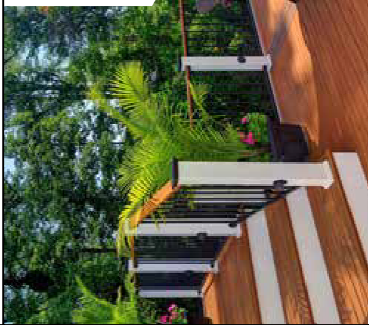








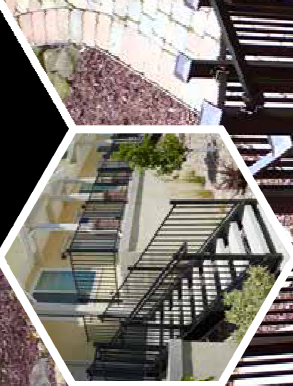




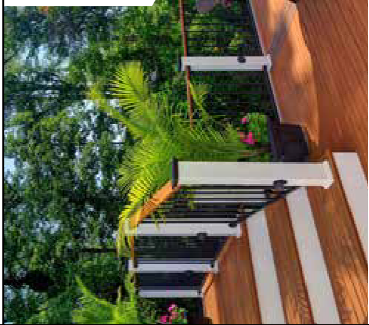








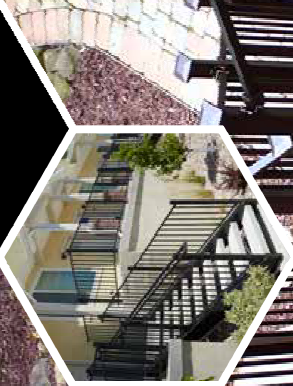




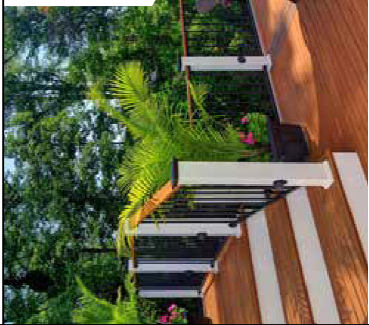








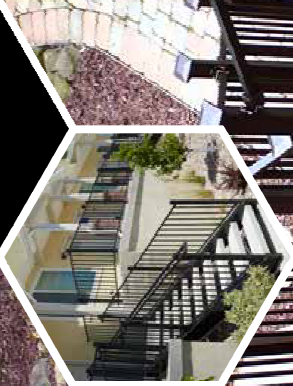




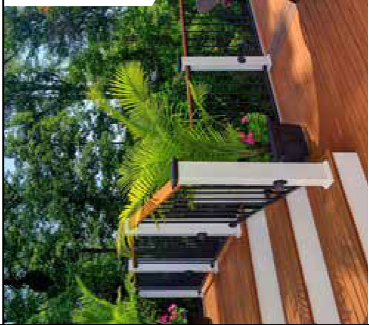








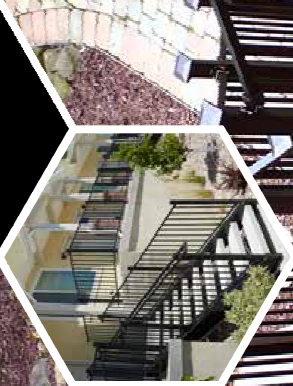




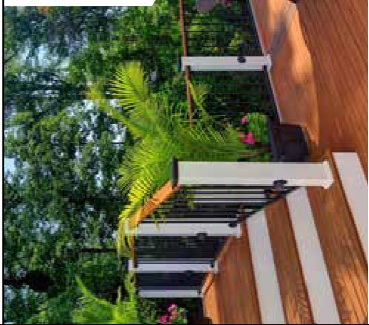








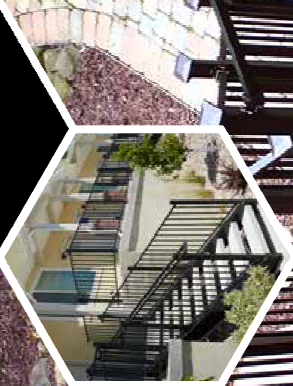




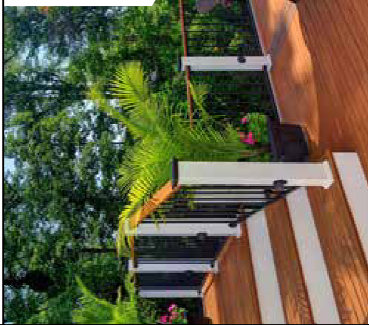








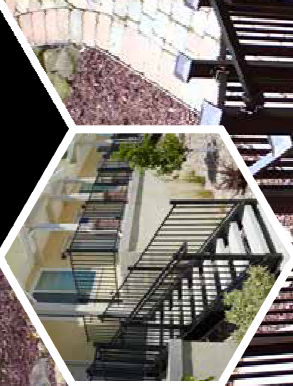




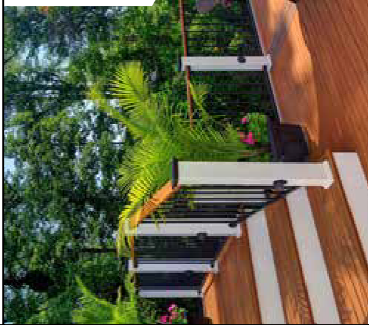








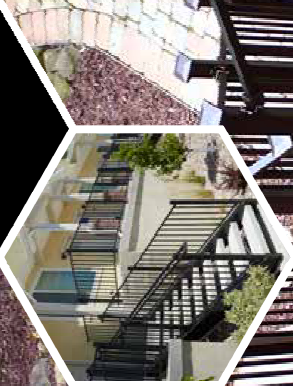




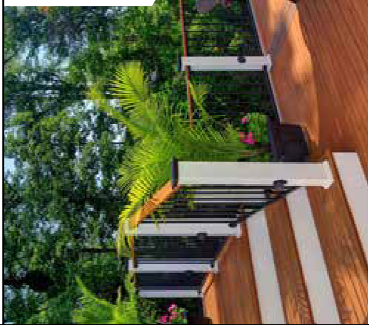








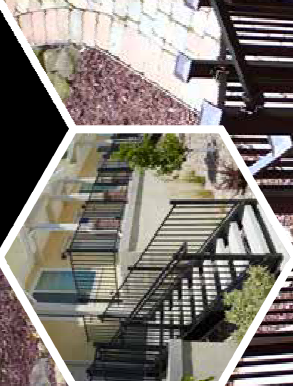




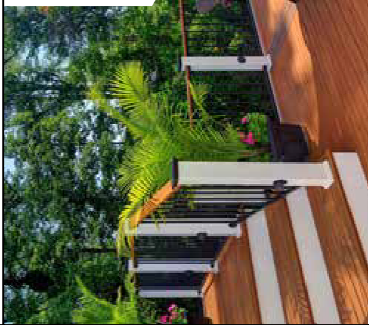








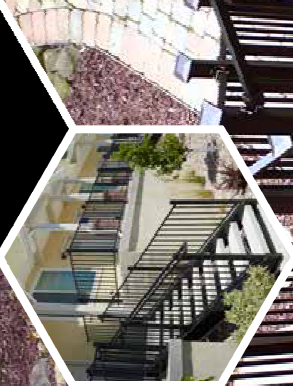




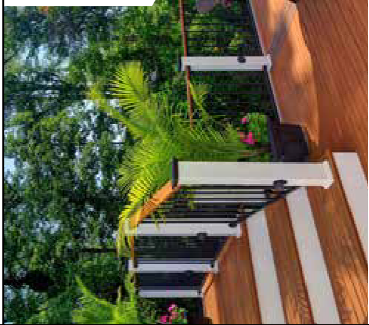








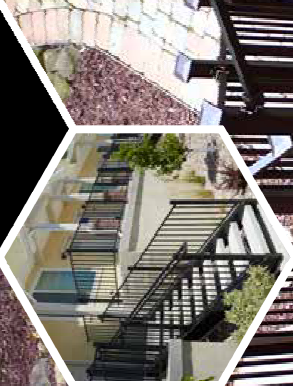




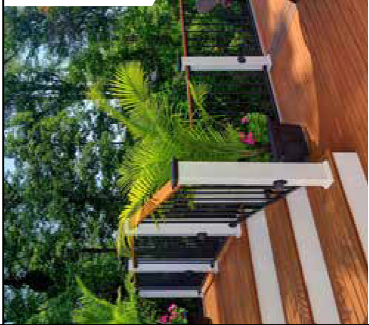








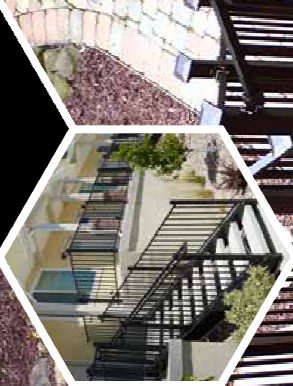




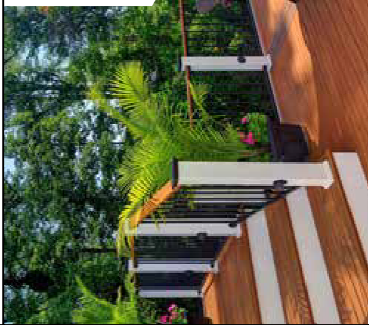








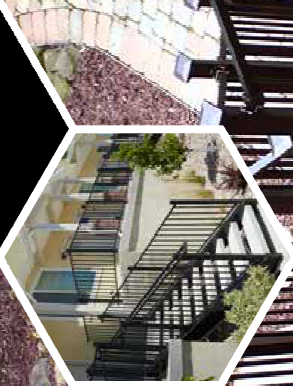




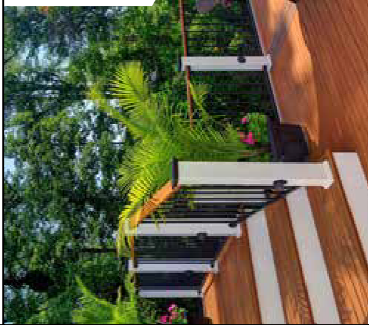








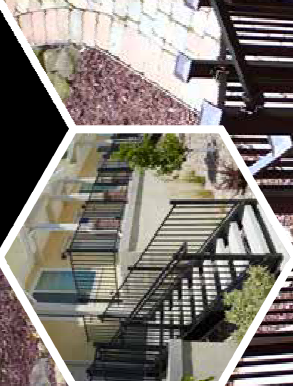




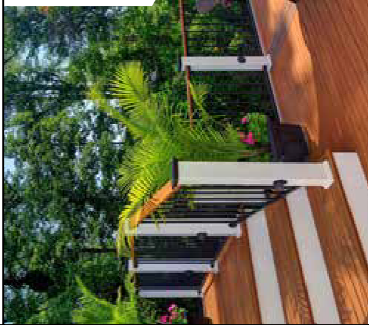








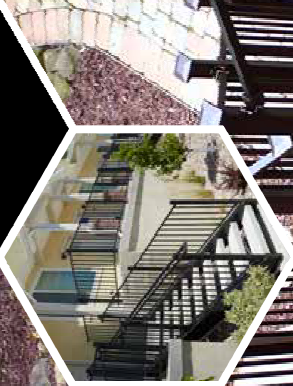




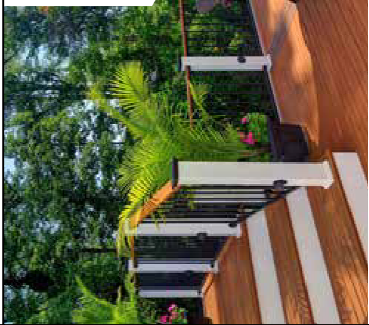








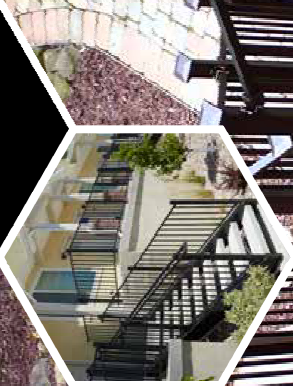




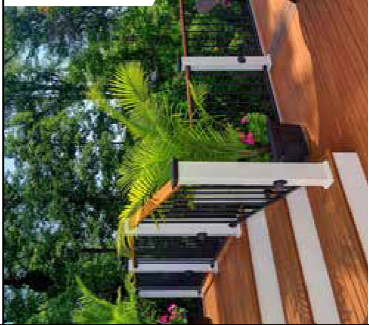








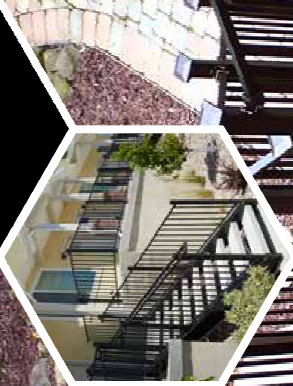




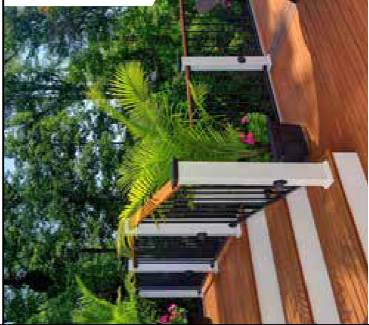








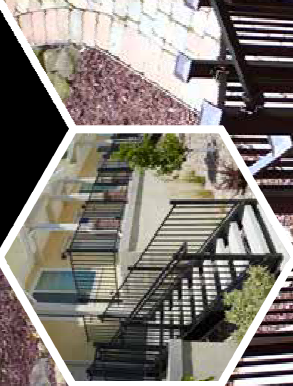




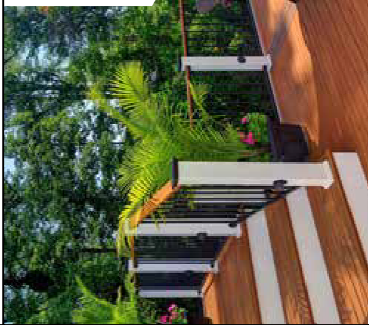








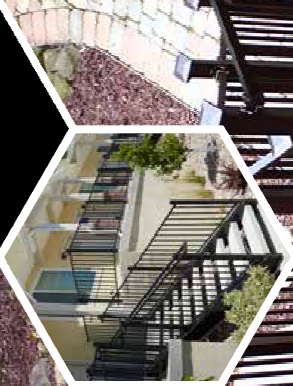




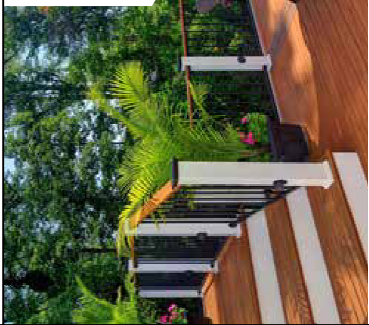








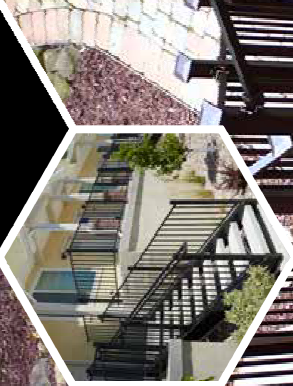




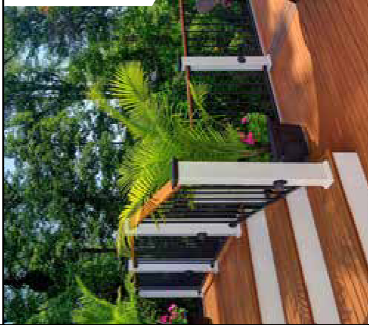








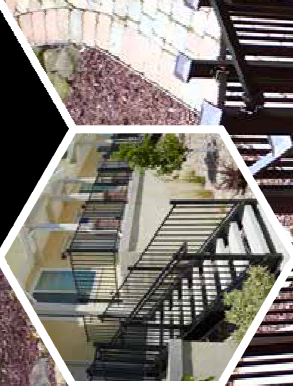




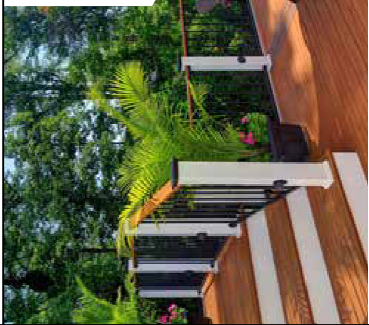


















April 11, 2024

Mr. Eric Meyer  
Development Director  
City of Reynoldsburg  
7232 E. Main Street  
Reynoldsburg, OH 43068

RE: 1612 Lancaster Avenue - Conditional Use

Mr. Meyer:

Enclosed is our review of the application material for the above referenced plans.

### ***1. Project Summary***

- a. The following summarizes the characteristics of the site and the surrounding areas:
  - i. The subject lot on which the proposed use will be located covers approximately 6.93 +/- acres and the proposed use is located within one of two commercial office structures on the lot that share surface parking. The site is zoned ORD-N (Olde Reynoldsburg Neighborhood District). Originally occupied in 1990, the proposed use seems to occupy a portion of a 7,698 +/- square foot building toward the western side of the property off of Lancaster Avenue. Another similar structure east of the subject building contains approximately 6,700 +/- square feet. The remaining portion of the site directly to the east is currently vacant.
  - ii. Except for Reynoldsburg Church of Christ, which is located on the property's eastern boundary, the property is mostly surrounded by single-family residences. A cemetery (Silent Home Cemetery) is located on the northern boundary and single-family residences are located across Lancaster Avenue within Truro Township.
  - iii. The site is accessed by a single curb cut off Lancaster Avenue. Off-street parking is located on the southern portion of the site. The parking lot contains 80 parking spaces, including 6 handicap spaces.
  - iv. A ground sign is located perpendicular to Lancaster Avenue has a measured setback of approximately 5.5 feet (area and height unknown) from the Lancaster Avenue right-of-way.
- b. The applicant is seeking a conditional use permit to allow an Outpatient Behavioral Healthcare facility within an existing structure in the ORD-N district. The hours of operation will be Monday - Friday 8:30am - 5pm. It is anticipated that the use will employ around 7 people.

### ***2. Project Review***

- a. The proposed use most closely resembles a Medical Office use which is listed as a Conditional Use in Table 1103, B, Allowed Land Uses and Permit Requirements. The amount of floor space the use will require is not indicated and would be useful to know in calculating required parking spaces, etc. Otherwise, the use is consistent with the requirements of Section 1109.13, Conditional Uses.
- a. It appears as though no additional signage is provided, unless the existing directory sign will be updated with the new use included.



***3. Zoning Recommendation***

- a.** Recommend approval of Medical Office as a conditional use with the following conditions:
  - i. Provide the additional information pertaining to the number of total square feet that will be occupied by the use.

If you have any questions or comment, please feel free to contact us.

Sincerely yours,

Kim Littleton, AICP  
Senior Planner/Project Manager

# Reynoldsburg

Department of Development  
Planning and Zoning Division  
7232 East Main Street  
Reynoldsburg, Ohio

\*All Applications are submitted in person,  
through mail or to the Building  
Department by email at  
permit@reynoldsburg.gov.

App./Case#: \_\_\_\_\_

Date Submitted: \_\_\_\_\_

\*Please know that an application will not be processed until payment has been received.

Fee Amount: \_\_\_\_\_

☐ Paid: \_\_\_\_\_

## PLANNING AND ZONING BOARD VARIANCE AND CONDITIONAL USE APPLICATION

|                                         |                |
|-----------------------------------------|----------------|
| Property Address:<br>1612 Lancaster Ave | Parcel ID#(s): |
|-----------------------------------------|----------------|

### I. PROPERTY OWNER OF RECORD Reynoldsburg, OH

|                                          |                                           |
|------------------------------------------|-------------------------------------------|
| Property Owner Name(s):<br>Bhim Dulal    |                                           |
| Contact Email:<br>Bhim.dulal42@gmail.com | Contact Phone Number:<br>410 614-603-3582 |

### II. BUSINESS/TENANT INFORMATION (IF APPLICABLE)

|                                                     |                                       |
|-----------------------------------------------------|---------------------------------------|
| Business Name:<br>Autumn Behavioral Health Center   | Contact Name:<br>Kate Wieber          |
| Contact Email:<br>Kwieber@AutumnTreatment.com       | Contact Phone Number:<br>567-343-1966 |
| Description of Use:<br>Outpatient Behavioral Health |                                       |

### III. APPLICANT INFORMATION

|                                                                                                                                                                                                                           |                    |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|
| Applicant Name:<br>Kate Wieber                                                                                                                                                                                            | Applicant Address: |
| Applicant Phone Number:<br>567-343-1966                                                                                                                                                                                   | Applicant Email:   |
| <input type="checkbox"/> Property Owner <input type="checkbox"/> Business Owner/Tenant <input type="checkbox"/> Contractor <input type="checkbox"/> Architect/Engineer <input type="checkbox"/> Owner's Consent Attached. |                    |

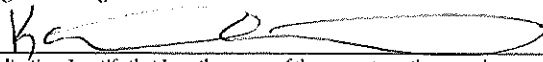
### PROJECT INFORMATION

CHECK AND DESCRIBE IF APPLICABLE: ☐ Variance ☒ Conditional Use ☐ Variance or Conditional Use Extension (\$50)

☐ Residential (single-family residential only)(\$200) ☒ Non-Residential (all residential except single-family residential)(\$450) ☐ Engineering Report (\$750 (min.))

Behavioral Health outpatient office -

Please review the attached checklist and note the items you are responsible for submitting with this application. All required items must be submitted to the Planning & Zoning Administrator.

Applicant Signature:  Date: 3-20-24

\*By signing this application, I certify that I am the owner of the property or the owner's agent, and that the work is authorized with the full knowledge of the owner.\*

### \*\*OFFICE USE ONLY\*\*

|                          |                                                                               |                                                                                         |                                                                                                                                                                                        |
|--------------------------|-------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Additional Notes:        | <b>Zoning Information</b>                                                     | <b>Additional Approval Required</b>                                                     | <b>PZB Meeting</b>                                                                                                                                                                     |
|                          | Zoning District: _____<br><input type="checkbox"/> Olde Reynoldsburg District | <input type="checkbox"/> Major/Minor Site Plan<br><input type="checkbox"/> Other: _____ | Date: _____<br><input type="checkbox"/> Approved as Submitted<br><input type="checkbox"/> Approved w/ Conditions<br><input type="checkbox"/> Tabled<br><input type="checkbox"/> Denied |
| P&Z Administrator: _____ |                                                                               | Date: _____                                                                             |                                                                                                                                                                                        |

## Section 1109.13 CONDITIONAL USES

### Initiating a Conditional Use

A conditional use application shall be submitted to the Planning & Zoning Administrator at least twenty-one (21) days prior to the regularly scheduled meeting of the Planning and Zoning Board. The Board meets on the first and third Thursday of each month (except December).

The Board may determine that additional studies or expert advice are necessary to evaluate a proposed Special Exception relative to the requirements of the Code. *See next page for more details.*

Along with a completed application form, please submit eleven (11) hardcopy packets of all required items. Please also submit one (1) electronic copy, a PDF or similar scan of the completed application and packet.

What information must be provided with a Conditional Use ?

An application for a Conditional Use shall be submitted using the attached form and shall include the following:

- ☐ Description of the existing use of the lot and of adjacent lots
- ☐ A statement of the conditional use for which the application is submitted.
- ☐ The application shall also include a description of the activities proposed on the site, including the goods and services, hours of operation, anticipated number of employees, nature and volume of delivery activity, and other information which will enable the Board to understand the nature of the proposed use and its potential impacts;
- ☐ A plan of the proposed site and improvements showing the proposed location of all structures, parking and loading areas, streets and traffic accesses, open spaces, refuse and service areas, utilities, signs, yards, landscaping, and other relevant features;
- ☐ A narrative statement discussing the compatibility of the proposed use with the existing uses of adjacent lots including an evaluation of the effects on adjoining lots of such elements as traffic circulation, noise, glare, odor, fumes, vibration, and storm water, and any measures proposed to mitigate such effects;

- ☐ A narrative addressing each of the applicable criteria set forth in section 1109.13.D

Such other information as the Board deems necessary to make a determination of the compliance of the proposed use with the applicable standards and regulations may be required. Such additional information may include, but shall not be limited to:

- Traffic impact analysis;
- Storm water impact analysis;
- Utility impact analysis.

How much will a Conditional Use cost?

The fee for a Conditional Use is two hundred dollars (\$200) for a residential conditional use, and four hundred and fifty dollars (\$450) for all other conditional requests.

What is the time frame for review of a Conditional Use Permit?

An application for a Conditional Use Permit will take approximately one to two months. The Planning and Zoning Administrator will review the application and determine if it warrants public review. If it is determined it needs public review, the application will then be placed on the next Planning and Board Meeting.

Who may I call if I have questions?

Contact the Planning & Zoning Administrator at 614-322-6829.

OR Visit our website at:

<http://www.reynoldsburg.gov>

## Section 1109.13.D

### STANDARDS FOR ALL CONDITIONAL USES

In review of a Conditional Use application, the Board shall consider whether the application is complete and whether it provides adequate evidence that the proposed special exception is consistent with the following standards:

- ☐ The proposed use shall be in harmony with the existing or intended character of the district and nearby affected districts and shall not change the essential character of the districts;
- ☐ The proposed use shall not adversely affect the use of adjacent property;
- ☐ The proposed use shall not adversely affect the health, safety, morals, or welfare of persons residing or working in the neighborhood;
- ☐ The proposed use shall be served adequately by public facilities and services such as, but not limited to, roads, police and fire protection, storm water facilities, water, sanitary sewer, and schools;
- ☐ The proposed use shall not impose a traffic impact upon the public right-of-way significantly different from that anticipated from permitted uses of the district;
- ☐ The proposed use shall be in accord with the general and specific objectives, and the purpose and intent of this Zoning Code and the Land Use Plan and any other plans and ordinances of the City;
- ☐ The proposed use complies with the applicable specific provisions and standards of this Code;
- ☐ The proposed use shall be found to meet the definition and intent of a use specifically listed as a special exception in the district in which it is proposed to be located, except as otherwise provided by this Zoning Code.

In approving a Conditional Use, the Planning and Zoning Administrator or the PZB may impose such conditions as deemed necessary to protect the public welfare, preserve the purpose and intent of the Code. Such conditions may include:

- Locations, setbacks, and configurations of structures and of uses of interior and exterior spaces;
- Screening comprised of landscaping, walls, fencing or other materials or construction;
- Access points and traffic management provisions, including those impacting vehicular and pedestrian access and the locations and design of parking facilities;
- Noise control measures, including those regulating loudspeakers or irregular vehicular or equipment noise;
- Other features of construction, including but not limited to paving and parking, signs, and landscaping;
- Hours and method of operation
- Maintenance of the site, structures, landscaping;
- Means of controlling glare, vibration, odors, dust, smoke, hazardous materials, refuse matter, water-carried waste, and storm water; and
- A time limit for operation of the use.

## Section 1109.11 VARIANCES

### Initiating a Variance Request

A variance application shall be submitted to the Planning & Zoning Administrator at least twenty-one (21) days prior to the regularly scheduled meeting of the Planning and Zoning Board. The Board meets on the first and third Thursday of each month (except December).

### What information must be provided for a Variance?

A property owner seeking a Variance shall submit a written request for Variance on forms provided by the Planning & Zoning Administrator. Such request shall include the following:

- ☐ Name, address, and telephone number of the property owner(s) and owner's agent(s);
- ☐ Legal description, address, tax district and parcel number of the property;
- ☐ Description of the nature of the variance requested and a statement address each of the standards for variance in the Code (see section 1109.13);
- ☐ Statement of the hardship;
- ☐ Such other information and exhibits as may be appropriate to establish the facts of the appeal and the grounds for relief.

*\*\*Note: The application must be signed by the property owner for the property which pertains to the variance.*

- ☐ Along with a completed application form, please submit ten (10) hardcopy packets of all required items. Please also submit a PDF or similar scan of the completed application and packet.

### What is the time frame for a variance request?

In general the application process takes 30-45 days. Once a variance application is submitted, it will be placed on the next PZB agenda. The PZB can hold the application but a decision must be reached by the Board within sixty (60) days.

### Why might you request a Variance?

To allow development of property prohibited by current zoning if such development will not adversely affect the surrounding property or neighborhood and if the PZB is satisfied that it will alleviate some hardship or difficulty.

### How much will a Variance cost?

The fee for a variance is two hundred dollars (\$200) for a residential variance, and four hundred and fifty dollars (\$450) for all other variance requests.

### What are the next steps after a Variance approval?

The approved variance will need to be officially documented through the issuance of a zoning certificate or a zoning sign permit depending on the type of variance. Any action of the PZB granted a variance shall be valid for a period of 12 months.

### Who may I call if I have questions?

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614-322-6829.

OR Visit our website at:

<http://www.reynoldsburg.gov>

## Section 1109.11.D

### STANDARDS FOR VARIANCE

No variance in the strict application of the provisions of this Code shall be granted unless the Board makes specific findings of fact, based on the evidence presented to it, which supports conclusions that the variance conforms to the following standards. Such findings shall be stated for the record and reported in the Board's minutes.

- ☐ The variance is in accord with the general purpose and intent of the regulations imposed by this Code in the district in which it is located, and shall not be injurious to the area or otherwise detrimental to the public welfare.
- ☐ The variance will not permit the establishment of any use which is not otherwise listed as a permitted use or a special exception in the district, or which is expressly or by implication prohibited by this Code. (Note: Section 1107 for provisions regarding the replacement of non-conforming uses with other non-conforming uses.)
- ☐ There exist special circumstances or conditions, fully described in the findings, applicable to the land or structures for which the variance is sought, which are peculiar to such land or structures and which do not apply generally to land or structures in the area, and which are such that the strict application of the provisions of this Code would deprive the property owner of the reasonable use of such land or structures.
- ☐ There must be deprivation of beneficial use of land, as opposed to mere loss in value as justification for the variance.
- ☐ There is proof of hardship or practical difficulty created by the strict application of this Code, beyond simply a showing that greater profit will result if the variance is granted. Economic hardship is not grounds for the variance. Furthermore, the hardship complained of is not self-created nor is it established on this basis by one who purchased with or without knowledge of the restrictions. The hardship results from the application of this Code and is suffered directly by the property in question.
- ☐ The variance is necessary for the reasonable use of the land or building, and the variance as granted is the minimum variance that will accomplish this purpose.
- ☐ The variance will not impair an adequate supply of light and air to adjacent property, substantially increase the congestion in the public streets, increase the danger of fire, endanger the public safety, or substantially diminish or impair property values of the adjacent area.
- ☐ The variance will not confer on the property owner any special privilege that is unduly denied by this Code to other land, structures, or buildings in the same district.
- ☐ No nonconforming use of neighboring land or structures in the same district and no permitted or nonconforming use of land or structures in other districts are considered as grounds for approval of the variance.
- ☐ The variance is not a matter of convenience when other remedies are available within the provisions of this Code.

## Conditional Use Request

March 21, 2024

Autumn Behavioral Health Center

1612 Lancaster Ave. Reynoldsburg, OH

740-300-1380

Please see application for Conditional use request for our 1612 Lancaster Ave. Reynoldsburg, OH location.

This location is for Outpatient Behavioral Healthcare and is located within a strip of suites. The location operates Monday- Friday 8:30-5PM and is anticipated to employ around 7 staff. We provide in person or tele-health behavioral healthcare services.

There are no improvements/changes to the current locations needed and adequate parking for staff and individuals receiving services. There are open suites in the location and adequate signage to identify the professional building within the location.

This location is not impacted nor impacts traffic circulations, noise, glare, odor, fumes, vibrations, and storm water etc.

The location has escape routes posted for staff and client needs to ensure safety.

Autumn Behavioral Health Center

740-300-1380

**From:** [Phoenixx Buathier](#)  
**To:** ["Katie Wieber"](#)  
**Cc:** [Eric Meyer](#)  
**Subject:** RE: Conditional Use Applications for 1612 and 1604B Lancaster Ave  
**Date:** Friday, March 29, 2024 10:00:00 AM

---

Ms. Wieber,

Thank you for the additional information.

1612 Lancaster Ave's land use, based on the email below will be Medical – Clinic.

1604 B Lancaster Ave's land use, based on the email below will be Medical – Office.

If you have any questions, please feel free to email or call.

Sincerely,

**Phoenixx Buathier**  
DEPARTMENT OF DEVELOPMENT  
Planning and Zoning Administrator

—

City of Reynoldsburg  
7232 East Main Street | Reynoldsburg, OH 43068  
T 614-322-6829 | F 614-322-6830

[www.reynoldsburg.gov](http://www.reynoldsburg.gov)

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**From:** Katie Wieber <[kwieber@autumntreatment.com](mailto:kwieber@autumntreatment.com)>  
**Sent:** Thursday, March 28, 2024 2:27 PM  
**To:** Phoenixx Buathier <[pbuathier@reynoldsburg.gov](mailto:pbuathier@reynoldsburg.gov)>  
**Cc:** Eric Meyer <[emeyer@reynoldsburg.gov](mailto:emeyer@reynoldsburg.gov)>  
**Subject:** Re: Conditional Use Applications for 1612 and 1604B Lancaster Ave

[NOTICE: This email originated outside of the City of Reynoldsburg.]

Hi Phoenixx,

On the website, I was able to find the application but it's not allowing me to fill in electronically. I have the printed copies attached and additional information below.

If there is anything else needed, please let me know so we can provide within the deadline today.

**1612 Lancaster Ave**

Business Name: Autumn Behavioral Health Center

Outpatient Behavioral Health Care

Individual psychotherapy, group psychotherapy, Evaluation and Management and

community-based case management services to assist those with mental health or substance use disorders

**1604 B Lancaster Ave**

Business Name : Jyothi Puram

Outpatient Primary Care

Annual Physical exams, Sick visits, outpatient physical healthcare appointments

Thanks,

Katie Wieber, MSW, LISW-S

Autumn Behavioral Health Center

567-343-1966

Confidentiality: The materials in this email are private and may contain Protected Health Information (PHI). This information is protected against use and disclosure under Federal and State Law. If you are not the intended recipient be advised that any unauthorized use, disclosure, copying, distribution or taking of any action in reliance on the contents of this information is strictly prohibited. If you have received this email in error, please immediately notify the sender via email and delete the email. For additional information or to contact Autumn Behavioral Health Center, please visit [autumntreatment.com](http://autumntreatment.com) or call 614-219-9394.

---

**From:** Phoenix Buathier <[pbuathier@reynoldsburg.gov](mailto:pbuathier@reynoldsburg.gov)>

**Sent:** Thursday, March 28, 2024 12:10 PM

**To:** Katie Wieber <[kwieber@autumntreatment.com](mailto:kwieber@autumntreatment.com)>

**Cc:** Eric Meyer <[emeyer@reynoldsburg.gov](mailto:emeyer@reynoldsburg.gov)>

**Subject:** RE: Conditional Use Applications for 1612 and 1604B Lancaster Ave

---

**From:** Phoenix Buathier

**Sent:** Thursday, March 28, 2024 11:51 AM

**To:** 'kwieber@autumntreatment.com' <[kwieber@autumntreatment.com](mailto:kwieber@autumntreatment.com)>; 'bhimdulal42@gmail.com' <[bhimdulal42@gmail.com](mailto:bhimdulal42@gmail.com)>

**Cc:** Eric Meyer <[emeyer@reynoldsburg.gov](mailto:emeyer@reynoldsburg.gov)>

**Subject:** Conditional Use Applications for 1612 and 1604B Lancaster Ave

Ms. Wieber,

Can you please provide me an electronic copy of the each conditional use application and supporting materials? I need an electronic copy for a complete application submittal.

Also both application states that this is an outpatient primary care facility, that provides professional

behavioral healthcare services. Can you please elaborate on what type of professional behavioral healthcare services you provide to patients? I am trying to figure out which land use this request falls under, based on our zoning code classification, and the letter provided does not give very much information to make that determination. The Board that reviews this application, will likely have the same question when you go before them. Having this question answered will help to provide a thorough review of the application.

Both questions/request will need to be answered for the application to be considered complete. Please know that only a complete application will go before the Planning and Zoning Board.

If you have any questions, please feel free to email or call.

Sincerely,

**Phoenix Buathier**

DEPARTMENT OF DEVELOPMENT

Planning and Zoning Administrator

—

City of Reynoldsburg

7232 East Main Street | Reynoldsburg, OH 43068

T 614-322-6829 | F 614-322-6830

[www.reynoldsburg.gov](http://www.reynoldsburg.gov)

April 11, 2024

Mr. Eric Meyer  
Development Director  
City of Reynoldsburg  
7232 E. Main Street  
Reynoldsburg, OH 43068

RE: 1604B Lancaster Avenue - Conditional Use

Mr. Meyer:

Enclosed is our review of the application material for the above referenced plans.

### **1. Project Summary**

- a. The following summarizes the characteristics of the site and the surrounding areas:
  - i. The subject lot on which the proposed use will be located covers approximately 6.93 +/- acres and the proposed use is located within one of two commercial office structures on the lot that share surface parking. The site is zoned ORD-N (Olde Reynoldsburg Neighborhood District). Originally occupied in 1990, the proposed use seems to occupy apportion of a 7,698 +/- square foot building toward the western side of the property off Lancaster Avenue. Another similar accessory structure east of the subject building contains approximately 6,700 +/- square feet. The remaining portion of the site to the east is currently vacant.
  - ii. Except for Reynoldsburg Church of Christ, which is located on the property's eastern boundary, the property is mostly surrounded by single-family residences. A cemetery (Silent Home Cemetery) is located on the northern boundary and single-family residences are located across Lancaster Avenue within Truro Township.
  - iii. The site is accessed by a single curb cut off Lancaster Avenue. Off-street parking is located on the southern portion of the site. The parking lot contains 80 spaces, including 6 handicap spaces.
  - iv. A ground sign is located perpendicular to Lancaster Avenue has a measured setback of approximately 5.5 feet (area and height unknown) from the Lancaster Avenue right-of-way.
- b. The applicant is seeking a conditional use permit to allow Outpatient Primary Care within an existing structure in the ORD-N district. The hours of operation will be Monday - Friday 8:30am - 5pm. It is anticipated that the use will employ around 4 people.

### **2. Project Review**

- a. The proposed use most closely resembles a Medical Office which is listed as a Conditional Use in Table 1103, B, Allowed Land Uses and Permit Requirements. The amount of floor space the use will require is not indicated and would be useful to know in calculating required parking spaces, etc. Otherwise, the use is consistent with the requirements of Section 1109.13, Conditional Uses.
- b. It appears no additional signage is required or provided, unless the existing directory sign will be updated with the new use included.



**3. *Zoning Recommendation***

- a. Recommend approval of Medical Office as a conditional use with the following conditions:
  - i. Provide the additional information pertaining to the number of total square feet that will be occupied by the use.

If you have any questions or comment, please feel free to contact us.

Sincerely yours,

Kim Littleton, AICP  
Senior Planner/Project Manager

# Reynoldsburg

Department of Development  
Planning and Zoning Division  
7232 East Main Street  
Reynoldsburg, Ohio

\*All Applications are submitted in person,  
through mail or to the Building  
Department by email at  
permit@reynoldsburg.gov.

App./Case#: \_\_\_\_\_

Date Submitted: \_\_\_\_\_

\*Please know that an application will not be processed until payment has been received.

Fee Amount: \_\_\_\_\_

## PLANNING AND ZONING BOARD

## VARIANCE AND CONDITIONAL USE APPLICATION

☐ Paid: \_\_\_\_\_

|                                           |                |
|-------------------------------------------|----------------|
| Property Address:<br>1604 B Lancaster Ave | Parcel ID#(s): |
|-------------------------------------------|----------------|

### I. PROPERTY OWNER OF RECORD Reynoldsburg, OH

|                                         |                                       |
|-----------------------------------------|---------------------------------------|
| Property Owner Name(s):<br>Bhim Dulal   |                                       |
| Contact Email:<br>Bhimdulal42@gmail.com | Contact Phone Number:<br>614-603-3582 |

### II. BUSINESS/TENANT INFORMATION (IF APPLICABLE)

|                                                   |                                       |
|---------------------------------------------------|---------------------------------------|
| Business Name:<br>Jyothi Puram                    | Contact Name:<br>Maddy                |
| Contact Email:<br>maddy@clinicallabconsulting.com | Contact Phone Number:<br>614-599-3800 |
| Description of Use:<br>Outpatient Primary care    |                                       |

### III. APPLICANT INFORMATION

|                                                                                                                                                                                                                           |                                                |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------|
| Applicant Name:<br>Katie Weber                                                                                                                                                                                            | Applicant Address:<br>1612 Lancaster Ave       |
| Applicant Phone Number:<br>567-343-1966                                                                                                                                                                                   | Applicant Email:<br>Kweber@Autumntreatment.com |
| <input type="checkbox"/> Property Owner <input type="checkbox"/> Business Owner/Tenant <input type="checkbox"/> Contractor <input type="checkbox"/> Architect/Engineer <input type="checkbox"/> Owner's Consent Attached. |                                                |

### PROJECT INFORMATION

CHECK AND DESCRIBE IF APPLICABLE: ☐ Variance ☒ Conditional Use ☐ Variance or Conditional Use Extension (\$50)

☐ Residential (single-family residential only)(\$200) ☒ Non-Residential (all residential except single-family residential)(\$450) ☐ Engineering Report (\$750 [min.]

Outpatient Primary care

Please review the attached checklist and note the items you are responsible for submitting with this application. All required items must be submitted to the Planning & Zoning Administrator:

Applicant Signature: 

Date: 3-21-24

\*By signing this application, I certify that I am the owner of the property or the owner's agent, and that the work is authorized with the full knowledge of the owner. \*

#### \*\*OFFICE USE ONLY\*\*

|                   |                                                                                           |                                                |                                                 |
|-------------------|-------------------------------------------------------------------------------------------|------------------------------------------------|-------------------------------------------------|
| Additional Notes: | Zoning Information                                                                        | Additional Approval Required                   | PZB Meeting                                     |
|                   | Zoning District: _____                                                                    | <input type="checkbox"/> Major/Minor Site Plan | Date: _____                                     |
|                   | <input type="checkbox"/> Olde Reynoldsburg District <input type="checkbox"/> Other: _____ |                                                | <input type="checkbox"/> Approved as Submitted  |
|                   |                                                                                           |                                                | <input type="checkbox"/> Approved w/ Conditions |
|                   |                                                                                           |                                                | <input type="checkbox"/> Tabled                 |
|                   |                                                                                           |                                                | <input type="checkbox"/> Denied                 |
|                   | P&Z Administrator: _____                                                                  |                                                | Date: _____                                     |

## Section 1109.13

### CONDITIONAL USES

#### Initiating a Conditional Use

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- ☐ The application shall also include a description of the activities proposed on the site, including the goods and services, hours of operation, anticipated number of employees, nature and volume of delivery activity, and other information which will enable the Board to understand the nature of the proposed use and its potential impacts;
- ☐ A plan of the proposed site and improvements showing the proposed location of all structures, parking and loading areas, streets and traffic accesses, open spaces, refuse and service areas, utilities, signs, yards, landscaping, and other relevant features;
- ☐ A narrative statement discussing the compatibility of the proposed use with the existing uses of adjacent lots including an evaluation of the effects on adjoining lots of such elements as traffic circulation, noise, glare, odor, fumes, vibration, and storm water, and any measures proposed to mitigate such effects;

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Such other information as the Board deems necessary to make a determination of the compliance of the proposed use with the applicable standards and regulations may be required. Such additional information may include, but shall not be limited to:

- Traffic impact analysis;
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How much will a Conditional Use cost?

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### STANDARDS FOR ALL CONDITIONAL USES

In review of a Conditional Use application, the Board shall consider whether the application is complete and whether it provides adequate evidence that the proposed special exception is consistent with the following standards:

- ☐ The proposed use shall be in harmony with the existing or intended character of the district and nearby affected districts and shall not change the essential character of the districts;
- ☐ The proposed use shall not adversely affect the use of adjacent property;
- ☐ The proposed use shall not adversely affect the health, safety, morals, or welfare of persons residing or working in the neighborhood;
- ☐ The proposed use shall be served adequately by public facilities and services such as, but not limited to, roads, police and fire protection, storm water facilities, water, sanitary sewer, and schools;
- ☐ The proposed use shall not impose a traffic impact upon the public right-of-way significantly different from that anticipated from permitted uses of the district;
- ☐ The proposed use shall be in accord with the general and specific objectives, and the purpose and intent of this Zoning Code and the Land Use Plan and any other plans and ordinances of the City;
- ☐ The proposed use complies with the applicable specific provisions and standards of this Code;
- ☐ The proposed use shall be found to meet the definition and intent of a use specifically listed as a special exception in the district in which it is proposed to be located, except as otherwise provided by this Zoning Code.

In approving a Conditional Use, the Planning and Zoning Administrator or the PZB may impose such conditions as deemed necessary to protect the public welfare, preserve the purpose and intent of the Code. Such conditions may include:

- Locations, setbacks, and configurations of structures and of uses of interior and exterior spaces;
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- Access points and traffic management provisions, including those impacting vehicular and pedestrian access and the locations and design of parking facilities;
- Noise control measures, including those regulating loudspeakers or irregular vehicular or equipment noise;
- Other features of construction, including but not limited to paving and parking, signs, and landscaping;
- Hours and method of operation
- Maintenance of the site, structures, landscaping;
- Means of controlling glare, vibration, odors, dust, smoke, hazardous materials, refuse matter, water-carried waste, and storm water; and
- A time limit for operation of the use.

## Section 1109.11 VARIANCES

### Initiating a Variance Request

A variance application shall be submitted to the Planning & Zoning Administrator at least twenty-one (21) days prior to the regularly scheduled meeting of the Planning and Zoning Board. The Board meets on the first and third Thursday of each month (except December).

### What information must be provided for a Variance?

A property owner seeking a Variance shall submit a written request for Variance on forms provided by the Planning & Zoning Administrator. Such request shall include the following:

- ☐ Name, address, and telephone number of the property owner(s) and owner's agent(s);
- ☐ Legal description, address, tax district and parcel number of the property;
- ☐ Description of the nature of the variance requested and a statement address each of the standards for variance in the Code (see section 1109.13);
- ☐ Statement of the hardship;
- ☐ Such other information and exhibits as may be appropriate to establish the facts of the appeal and the grounds for relief.

*\*\*Note: The application must be signed by the property owner for the property which pertains to the variance.*

- ☐ Along with a completed application form, please submit ten (10) hardcopy packets of all required items. Please also submit a PDF or similar scan of the completed application and packet.

What is the time frame for a variance request? In general the application process takes 30-45 days. Once a variance application is submitted, it will be placed on the next PZB agenda. The PZB can hold the application but a decision must be reached by the Board within sixty (60) days.

### Why might you request a Variance?

To allow development of property prohibited by current zoning if such development will not adversely affect the surrounding property or neighborhood and if the PZB is satisfied that it will alleviate some hardship or difficulty.

### How much will a Variance cost?

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### What are the next steps after a Variance approval?

The approved variance will need to be officially documented through the issuance of a zoning certificate or a zoning sign permit depending on the type of variance. Any action of the PZB granted a variance shall be valid for a period of 12 months.

### Who may I call if I have questions?

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OR Visit our website at:

<http://www.reynoldsborg.gov>

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### STANDARDS FOR VARIANCE

No variance in the strict application of the provisions of this Code shall be granted unless the Board makes specific findings of fact, based on the evidence presented to it, which supports conclusions that the variance conforms to the following standards. Such findings shall be stated for the record and reported in the Board's minutes.

- ☐ The variance is in accord with the general purpose and intent of the regulations imposed by this Code in the district in which it is located, and shall not be injurious to the area or otherwise detrimental to the public welfare.
- ☐ The variance will not permit the establishment of any use which is not otherwise listed as a permitted use or a special exception in the district, or which is expressly or by implication prohibited by this Code. (Note: Section 1107 for provisions regarding the replacement of non-conforming uses with other non-conforming uses.)
- ☐ There exist special circumstances or conditions, fully described in the findings, applicable to the land or structures for which the variance is sought, which are peculiar to such land or structures and which do not apply generally to land or structures in the area, and which are such that the strict application of the provisions of this Code would deprive the property owner of the reasonable use of such land or structures.
- ☐ There must be deprivation of beneficial use of land, as opposed to mere loss in value as justification for the variance.
- ☐ There is proof of hardship or practical difficulty created by the strict application of this Code, beyond simply a showing that greater profit will result if the variance is granted. Economic hardship is not grounds for the variance. Furthermore, the hardship complained of is not self-created nor is it established on this basis by one who purchased with or without knowledge of the restrictions. The hardship results from the application of this Code and is suffered directly by the property in question.
- ☐ The variance is necessary for the reasonable use of the land or building, and the variance as granted is the minimum variance that will accomplish this purpose.
- ☐ The variance will not impair an adequate supply of light and air to adjacent property, substantially increase the congestion in the public streets, increase the danger of fire, endanger the public safety, or substantially diminish or impair property values of the adjacent area.
- ☐ The variance will not confer on the property owner any special privilege that is unduly denied by this Code to other land, structures, or buildings in the same district.
- ☐ No nonconforming use of neighboring land or structures in the same district and no permitted or nonconforming use of land or structures in other districts are considered as grounds for approval of the variance.
- ☐ The variance is not a matter of convenience when other remedies are available within the provisions of this Code.

## Conditional Use Request

March 21, 2024

Jyothi Puram

1604 B Lancaster Ave. Reynoldsburg, OH

614-599-3800

Please see application for Conditional use request for our 1604 B Reynoldsburg, OH location.

This location is for Outpatient Primary Care and is located within a strip of suites. The location operates Monday- Friday 8:30-5PM and is anticipated to employ around 4 staff. We provide in person or tele-health behavioral healthcare services.

There are no improvements/changes to the current locations needed and adequate parking for staff and individuals receiving services. There are open suites in the location and adequate signage to identify the professional building within the location.

This location is not impacted nor impacts traffic circulations, noise, glare, odor, fumes, vibrations, and storm water etc.

The location has escape routes posted for staff and client needs to ensure safety.

Jyothi Puram

614-599-3800

**From:** [Phoenixx Buathier](#)  
**To:** ["Katie Wieber"](#)  
**Cc:** [Eric Meyer](#)  
**Subject:** RE: Conditional Use Applications for 1612 and 1604B Lancaster Ave  
**Date:** Friday, March 29, 2024 10:00:00 AM

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Ms. Wieber,

Thank you for the additional information.

1612 Lancaster Ave's land use, based on the email below will be Medical – Clinic.

1604 B Lancaster Ave's land use, based on the email below will be Medical – Office.

If you have any questions, please feel free to email or call.

Sincerely,

**Phoenixx Buathier**  
DEPARTMENT OF DEVELOPMENT  
Planning and Zoning Administrator

—

City of Reynoldsburg  
7232 East Main Street | Reynoldsburg, OH 43068  
T 614-322-6829 | F 614-322-6830

[www.reynoldsburg.gov](http://www.reynoldsburg.gov)

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**From:** Katie Wieber <[kwieber@autumntreatment.com](mailto:kwieber@autumntreatment.com)>  
**Sent:** Thursday, March 28, 2024 2:27 PM  
**To:** Phoenixx Buathier <[pbuathier@reynoldsburg.gov](mailto:pbuathier@reynoldsburg.gov)>  
**Cc:** Eric Meyer <[emeyer@reynoldsburg.gov](mailto:emeyer@reynoldsburg.gov)>  
**Subject:** Re: Conditional Use Applications for 1612 and 1604B Lancaster Ave

[NOTICE: This email originated outside of the City of Reynoldsburg.]

Hi Phoenixx,

On the website, I was able to find the application but it's not allowing me to fill in electronically. I have the printed copies attached and additional information below.

If there is anything else needed, please let me know so we can provide within the deadline today.

**1612 Lancaster Ave**

Business Name: Autumn Behavioral Health Center

Outpatient Behavioral Health Care

Individual psychotherapy, group psychotherapy, Evaluation and Management and

community-based case management services to assist those with mental health or substance use disorders

**1604 B Lancaster Ave**

Business Name : Jyothi Puram

Outpatient Primary Care

Annual Physical exams, Sick visits, outpatient physical healthcare appointments

Thanks,

Katie Wieber, MSW, LISW-S

Autumn Behavioral Health Center

567-343-1966

Confidentiality: The materials in this email are private and may contain Protected Health Information (PHI). This information is protected against use and disclosure under Federal and State Law. If you are not the intended recipient be advised that any unauthorized use, disclosure, copying, distribution or taking of any action in reliance on the contents of this information is strictly prohibited. If you have received this email in error, please immediately notify the sender via email and delete the email. For additional information or to contact Autumn Behavioral Health Center, please visit [autumntreatment.com](http://autumntreatment.com) or call 614-219-9394.

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**From:** Phoenix Buathier <[pbuathier@reynoldsburg.gov](mailto:pbuathier@reynoldsburg.gov)>

**Sent:** Thursday, March 28, 2024 12:10 PM

**To:** Katie Wieber <[kwieber@autumntreatment.com](mailto:kwieber@autumntreatment.com)>

**Cc:** Eric Meyer <[emeyer@reynoldsburg.gov](mailto:emeyer@reynoldsburg.gov)>

**Subject:** RE: Conditional Use Applications for 1612 and 1604B Lancaster Ave

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**From:** Phoenix Buathier

**Sent:** Thursday, March 28, 2024 11:51 AM

**To:** 'kwieber@autumntreatment.com' <[kwieber@autumntreatment.com](mailto:kwieber@autumntreatment.com)>; 'bhimdulal42@gmail.com' <[bhimdulal42@gmail.com](mailto:bhimdulal42@gmail.com)>

**Cc:** Eric Meyer <[emeyer@reynoldsburg.gov](mailto:emeyer@reynoldsburg.gov)>

**Subject:** Conditional Use Applications for 1612 and 1604B Lancaster Ave

Ms. Wieber,

Can you please provide me an electronic copy of the each conditional use application and supporting materials? I need an electronic copy for a complete application submittal.

Also both application states that this is an outpatient primary care facility, that provides professional

behavioral healthcare services. Can you please elaborate on what type of professional behavioral healthcare services you provide to patients? I am trying to figure out which land use this request falls under, based on our zoning code classification, and the letter provided does not give very much information to make that determination. The Board that reviews this application, will likely have the same question when you go before them. Having this question answered will help to provide a thorough review of the application.

Both questions/request will need to be answered for the application to be considered complete. Please know that only a complete application will go before the Planning and Zoning Board.

If you have any questions, please feel free to email or call.

Sincerely,

**Phoenikx Buathier**

DEPARTMENT OF DEVELOPMENT

Planning and Zoning Administrator

—

City of Reynoldsburg

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