



AGENDA

BOARD OF ZONING AND BUILDING APPEALS THURSDAY, SEPTEMBER 15, 2016 6:30 PM

PLACE: COUNCIL CHAMBERS
7232 E. MAIN ST, REYNOLDSBURG, OH 43068

A. CALL TO ORDER

1. ROLL CALL
2. APPROVAL OF MINUTES

1. Board of Zoning and Building Appeals – Regular Meeting – August 18, 2016

3. APPROVAL OF AGENDA
4. SWEARING IN OF SPEAKERS

B. PUBLIC COMMENT

C. UNFINISHED BUSINESS

1. **1806 Brice Rd.; Application #174233; Applicant: Khalid Al-Ghazawi; A&A Speedway Tires, LLC; Special Exception Use Permit - Auto Services**

D. NEW BUSINESS

1. **2051 Birchview Dr. South; Application #174668; Applicant: Crystal Turner; Business: Success 4 Kidz II, LLC; Child Care Center**

E. OTHER BUSINESS

F. ADJOURNMENT

MINUTES

BOARD OF ZONING AND BUILDING APPEALS THURSDAY, AUGUST 18, 2016 6:30 PM

**PLACE: COUNCIL CHAMBERS
7232 E. MAIN ST, REYNOLDSBURG, OH 43068**

A. CALL TO ORDER

PRESENT: Rettke, Linder, Donovan, Enfinger
ABSENT:

2. APPROVAL OF MINUTES

1. Board of Zoning and Building Appeals – Regular Meeting – July 21, 2016

Minutes stand approved.

3. APPROVAL OF AGENDA

Chairman Rettke: Any changes to the Agenda?

Mr. Snowden: Mr. Chairman, for the sake of being efficient with our applicants time, could we move Unfinished Business, Proposed Revisions to the Rules of the Board of Zoning and Building Appeals to after New Business?

Chairman Rettke: We will approve the Agenda with the change and move C to after D.

4. SWEARING IN OF SPEAKERS

Chairman Rettke: Would everyone who will be speaking before us tonight please stand to be sworn in? Do you affirm that the testimony you will be giving in front of the Board will be truthful? If so, please say, "I do." (*Audible "I do's."*) I will remind you to sign in, if you have not already.

B. PUBLIC COMMENT

C. NEW BUSINESS

1. **1806 Brice Rd.; Application #174233; Applicant: Khalid Al-Ghazawi; A&A Speedway Tires, LLC; Special Exception Use Permit - Auto Services**

Chairman Rettke: May we please have the presentation?

Mr. Snowden: 1806 Brice Road - A&A Speedway Tires - Special Exception Use Permit. Application #174233. The property is located on the east side of Brice Road, just north of Livingston Ave. Existing Zoning: CC - Community Commerce District. The request for a special exception use permit for an auto services use to operate a tire shop. Current Use: Vacant. Applicant: Khalid Al-Ghazawi. The request of the applicant is for a

Minutes Acceptance: Minutes of Aug 18, 2016 6:30 PM (APPROVAL OF MINUTES)

special exception use permit for auto service use, in order to convert an existing commercial building into a tire shop and operate it at such. The site is developed with an existing commercial building and related improvements, including parking. Neighboring uses include other commercial businesses in the CC District, such as a car wash, retail sales, business offices, and a pawn shop. The request of the applicant is for a special exception use permit for auto service use, in order to convert an existing commercial building into a tire shop and operate it at such. The site is developed with an existing commercial building and related improvements, including parking. Neighboring uses include other commercial businesses in the CC District, such as a car wash, retail sales, business offices, and a pawn shop. The area is primarily auto-oriented in nature. The structure fronts to Brice Road which is designated as a major arterial street by the Thoroughfare Plan. To the north, an SEUP for a car wash was issued by the Board in 2014. The applicant proposes to perform work on vehicles at the rear of the property, which is partially screened from the public street by the Board. Under Outdoor Storage, I made a note, and assuming the SEUP is approved, Staff advised the applicant that outdoor storage of tires for display purposes is not permitted unless and no work may be performed on vehicles within 25FT of the public ROW per Section 1196.05(c) of the Zoning Code. Staff would like the applicant to clarify where they will perform the installation of tires on vehicles. Again, they have told me verbally that their goal is to go to the rear of the property, but obviously I prefer to have that indicated on the plans. That is the type of thing that is hard to determine when the applicant does not attend the meeting of the Board. You can see from the aerial that there is an extension of the building in the back, and this is where they would like to install garage doors to perform limited work there. Like I said, this was an existing home that has been along Brice Road for many years. It has had a variety of retail sales uses. It was a Christmas shop, a gift shop, a shop that sold fireplaces, and other commercial businesses. Over the last two years, Staff has been contacted a dozen times, if not more, looking to do one of the following uses, either child care or auto sales. The auto sales folks are running into the outdoor use limitation of 1196.05(c). Once they find out about that limitation, they are not particularly keen on the site. This is the only person who has elected to make the application to the Board, to get a permit for one of those uses. With that, I recommend the Board apply the standards for review of special exceptions contained in Section 1145.09 of the Zoning Code and determine if the proposed special exception complies with those standards. I am recommending approval although I would like some clarifications from the applicant, at least on the location of where the vehicles will be worked on. My parting statement would be that a tire shop, day care, and sales have been the only folks he last several years that have taken an interest in this location. If the Board is not willing to accept this use, are they willing to accept one of those two uses? I would be happy to answer any questions and will turn things back over to our Chairman.

Chairman Rettke: Any discussion?

Mr. Enfinger: What are they recommending, or what have they talked about as far as enclosures for storage area and tires that they have removed? How will they dispose of it all?

Mr. Snowden: They did not indicate any of that in their narrative statement. You have the original house and the additions that have been made over the years. My understanding, based on verbal conversations is that the applicant plans to install one or two garage door

type systems to allow access to the building, and then utilize this area as storage space. As I indicated in my Staff Report, those things require Design Review Board approval because we are changing the building architecture, but they are certainly feasible if the applicant completed the process and added appropriate materials and colors to the building.

Mr. Enfinger: The standards of 1145.09 ask about the character and speaks to that. It makes a big impact on the character of the area. I realize it has to go through DRB, but before we can even make a decision on that, I think we need some types of elevation, plans, plots, and showing what they are anticipating to do. Where they are going to house their merchandise, where they are going to put the old tires...

Mr. Snowden: Mr. Enfinger, and other Members of the Board, my question to you gentlemen would be, hypothetically speaking, if the applicant were to do all of the work in terms of installation, storage of tires within the building, would that make the Board feel that it was within the character of the district? Verses if the applicant was proposing to have an outdoor installation area and they might be looking to leave items out at the rear of the structure. My feeling is that if it happens in the interior, that is superior to having those materials outside.

Mr. Enfinger: All the equipment, everything would need to be inside. As far as machinery that he spoke about in his narrative, all of that machinery needs to be inside. That will help with the noise level, they are pretty loud pieces of equipment. They just look so cluttered because of all the different tires and things laying about. If they had an enclosure in the back, maybe just during the day they had it on a nice rack in front. And the old tires they are getting rid of, go into some type of dumpster enclosure, or something along those lines in the back, I would be ok with that. Knowing that they are willing to do that would certainly be part of the approval

Mr. Snowden: The only direction that I could give the Board is that if there are a list of things that the Board is willing to approve, based upon knowing those things, the Board could elect to approve based on those condition, which means Staff is not going to issue a zoning certificate until those things are completed, and those will be part of their zoning approval. The Board can restrict those, if they so choose.

Mr. Hudson: They are not allowed to put anything in front of that building?

Mr. Snowden: They are not allowed to do any outdoor storage of anything, whether it is cars, storage, or any operations, within 25FT. Throughout the city there are tire shops who have elected to do that. Some of them have been issued zoning notices. It is a little bit of a mixed bag. My few is that if they are all confined to a rack that it is appropriate. When they are all lying around, that is not appropriate, but there are some enforcement issues with that. You could interpret from the code that they are not allowed to do any outdoor storage unless the Board specifically allows it.

Mr. Enfinger: I am fine with limiting that, and that will keep them in the right frame of mine to keep the area looking nice and neat. They have windows across the front, and they could

certainly put their displays in the windows like you see at an NTB. That is completely non offensive. I think they do a really nice job and I do not have a problem with that.

Pastor Linder: I am comfortable with what we are describing as long as we make some conditions, but the thing that does stand out to me is that they indicate that they would like to work closely with the city. They are not here tonight, so do you find that they are working closely with the City, and is this just an exception to their normal routine.

Mr. Snowden: The gentleman that made the application is from another country and he may have had a travel commitment to that country. He informed me that he was not going to be able to be here due to that trip being scheduled. He did reach out to Staff to have a several pre application meetings. He brought in a real estate agent to help aid both in the drawings in front of you and for communication before Staff and myself. I think that the potential is there. Again, applicants are advised that they should attend the meeting, and ultimately I do not have control over that. These are the challenges that are presented by that. What I am hearing from the Board is if the Board wanted to approve this with conditions, I'm hearing that one of the conditions will be that there is no outdoor storage. And, the Board would prefer that there is no work performed outside the structure. It is the responsibility of the tenant to construct, following the process with DRB and the Building Department, an area in which to perform this work inside the structure.

Mr. Enfinger: So, the work not only are the wheels removed, not like some pump jacks on the outside where they remove the tires and take the tires inside and do the work there, the vehicles and everything need to be inside while that is being worked on.

Mr. Snowden: Correct.

Mr. Enfinger: I think that is an important distinction to make too. Is there any way we could table this. Will he be back next month? Is that advisable? I do not want to turn him down if he could maybe speak to us.

Mr. Snowden: What the Code says is that the Board needs to make a decision within sixty days of the original hearing. So, the point of that is to, unless the applicant requests additional information. So, we could push it back to another meeting if we needed to.

Mr. Donovan: That is my preference.

Mr. Rettke: That would be my preference.

Mr. Enfinger: And you can take our discussions back to him and say that he should come with a good plan because we are leaning his direction.

Mr. Snowden: If it is acceptable, I will share those two items that the Board has given consensus that they are willing to approve based on these conditions and getting the remaining questions answered. I will share these two items with the applicant, and I will inform them of the new meeting date. That will push them back to September the 21st. And,

I can reach out to them. I know this week Rochelle tried to contact them several times, via both email and phone, and there were issues with getting a hold of them. I am saying that just simply to say that the City is doing their due diligence in communication. I think the applicant wants to do the right thing. I think they are not totally familiar with this process. I know that the applicant owns two to three other stores. Some of them in other states, so they do have experience in this one off tire industry. They may just not have experience in securing permits.

Mr. Rettke: I agree and of course I would like some sort of map showing how he plans on staging that. There is no way he is going to get a lift in there. There are other concerns, tire storage, a lot of these one off shops have assemblies sitting there and they just toss them back in the semi. The semi comes in once a week, hooks up to that trailer and takes it out. I don't want a trailer sitting back there. We definitely don't want tires outside, there will be mosquitoes. There are a lot of things he needs to clarify before I would consider it. So, that is where I stand.

Mr. Havener: I think one of the items I heard mentioned was the fact that they need to address the waste issue. Whether there is going to be a dumpster in the back, if so, it will have to be screened, of course. We just need to clarify that issue.

Mr. Rettke: There are a lot of little things. I think he needs to come with a good plan on what exactly he is going to do. Where the office is going to be is kind of important too.

Mr. Snowden: One of the challenges of the Special Exception Use permitting process is that each one of the uses has unique challenges, and learning that is a challenge for Staff, the applicant, and the Board. So, what I am hearing from the Board is that Staff is that you would like to table this. Staff will return to the applicant, provide him with the information and concerns the Board has relayed, and that those things will need to be clarified before the permit can be approved.

RESULT:	TABLED [UNANIMOUS]	Next: 9/15/2016 6:30 PM
MOVER:	Aaron Enfinger	
SECONDER:	Anthony Rettke, Chairman	
AYES:	Rettke, Linder, Donovan, Enfinger	

2. 2225 Taylor Park Dr.; Application #174471; Applicant Stanley W. Young, III; Business: Wesley Ridge Retirement Center; Comprehensive Sign Plan

Mr. Snowden: Thank you Mr. Chairman, and other Members of the Board. This is an application for a Comprehensive Sign Plan. 2225 Taylor Park Drive - Wesley Ridge Retirement Community - Comprehensive Sign Plan. Application: #174471 - Comprehensive Sign Plan. Location: Property is located on north side of Taylor Park Drive, just west of Baltimore-Reynoldsburg Road. Existing Zoning: AR-3 Multi-family Residence District. The request for approval of a comprehensive sign plan. Current Use: Residential Care Facility. Applicant: Stanley W. Young, III, Trinity Signs. The applicant is requesting the Board review and approve a comprehensive sign plan for a new ground mounted sign.

The site is developed with an existing residential care facility and various related structures. They have their main building and several service structures, they have patio homes, all on the same site within the AR-3 District. To the south, north, and east, the property abuts various commercial businesses in the CS Community Services District, including retail sales, eating or drinking establishments, and a gasoline station. It is a pretty intense commercial use. To the west, the property abuts Blacklick Metro Park, and the property is screened along the west side from when it was originally constructed. So basically, the applicant has to come for a Comp Sign Plan because this is a family residence district rather than a commercial residence district, and the code says they have to get a comprehensive sign plan approved. This is what they are doing. You can see here the existing sign. The applicant proposed to replace their existing wooden post and panel style sign, which is an externally illuminated panel sign suspended between two brick columns. The total area of the sign cabinet is about 40SF. The overall sign size is 68SF, that includes the entire sign apparatus. The comprehensive sign plan process allows the Board to approve any size signage deemed appropriate to the site. I have gone into what these Comp Sign Plans are, they are a little weird given how we normally operate. But basically it says the Board can approve what it wants in terms of signage, given the context at the site. The neighboring commercial businesses are restricted to 50SF of signage given the same setback from the public street. The sign panel contains three (3) colors, which match the existing onsite directional signage. The brick supports are consistent with the materials used on building structure. The history of this site is there was another sort of facility back here. There was some sort of private facility, so this was a private drive. There is a long sliver of land here that allows Wesley Ridge access to State Route 256 for the signage that they own. And, that is in the same zoning district that they are. Normally in this case, the signage would be directly in front of your building. So, that is what makes it unique. Years later, as the area developed, Taylor Park Drive was constructed as a public street here, and it has left a small sliver of land that is owned by Wesley Ridge, in order to give them access.

Mr. Donovan: On the columns, this looks like it is awfully close to the right-of-way.

Mr. Snowden: I believe this is the City traffic controls. The setback here was 22FT from the public right-of-way as indicated on the one drawing. Mr. Young can clarify. I think the overall footprint of the new proposed signage is a little bit wider than the existing proposed signage. He is not going to be allowed to construct in a public right-of-way.

Mr. Donovan: That is what I am concerned about, that they are getting too close to that.

Mr. Snowden: It looks like there is 10FT here, 10FT would be the minimum. Again, remember, this sign was here before this public street was constructed. That is what makes it such a challenge. You can even see the public sidewalk is going around it. Normally you would have sidewalk in this area, and signage back here. It is definitely a mixed bag, given the history of the location. You can see they have some flags and things displayed there. Their directional signage is the same color scheme. They have done some master planning for their whole site. They are utilizing some of the same materials throughout the whole site.

and that is positive. With that, I recommend the Board apply the standards for design review and determine if the proposed signage enhances the characteristics of this commercial corridor and that the request is reasonable. Staff's recommendation is it that the Board approve the application for comprehensive sign plan review as submitted. I will turn things back over to our Chairman.

Chairman Rettke: Any concerns, questions, comments? Please come on up and give your name and address for the record.

Mr. Young: Stanley W. Young, III., Hardestry Drive.

Chairman Rettke: The only question I have, is there anything wrong with that sign, or are you just looking to get something illuminated?

Mr. Young: Well, I do have a pass out if I may.

Mr. Snowden: Just to clarify, that proposed signage there, where it says indirect illumination, that means lights will be directed up. You have like a halogen lighting system.

Mr. Young: Correct, Mr. Snowden. On your very first page you will actually see the fixture. I will say in the neighborhood of about 150 watts. The reason I passed this out is I wanted you to see up close the existing sign which is a sand blasted either redwood or cedar, supported by a couple of six-by-six pressure treated pine posts. This kind of sign is nice to look at when it is new, but it is very labor intensive to maintain. As you know, paint and things wear, they chip, they dull. What we would like to do is completely remove that, in favor of a all new aluminum sign, supported by a couple of brick bases, as Mr. Snowden has indicated. The graphics on this sign would be a half inch thick pvc, computer cut letters that would be attached directly to the face of the sign. That would be the logo and address. In that area down below will be green board.

Mr. Snowden: Pardon me got the interruption, are those pvc letters raised at all from the sign face?

Mr. Young: Yes, they are half inch.

Mr. Snowden: So, very minimal.

Mr. Young: yeah, very minimal, but they do give the sign a little dimension, and a little character.

Mr. Snowden: Just out of curiosity, I assume that is a cost upgrade for you, and the property owner, rather than just a standard vinyl sign.

Mr. Young: It is a little bit more, not a whole lot when you consider the whole project. But really, from a visual perspective does give it a little more dimension and makes it more pleasing to look at. It is not as inexpensive as vinyl letters on a piece of aluminum. You are right, the setbacks can be maintained, and will be about the same. I do not see it going any closer. And of course, when the old sign comes out, prior to the new sign going in, we always call the utilities to make sure we are clear to dig.

Mr. Snowden: Looking at your plan, I didn't see indicated on that site plan, which was an engineered drawing, that there were any easements over where that signage was.

Mr. Young: I did not see any easements. I got on a couple of different websites to look for

that very thing.

Mr. Snowden: Members of the Board, just for context, on the screen in front of you is the main entrance sign that is at the drive as you enter the complex. As you can see, they are being consistent with materials. It is nice to see the consistency throughout the whole site. That is the main thing Staff is looking for when they review signage.

Mr. Enfinger: So the new sign is going to be 13FT across. What are the dimensions of the existing sign? Do we have that number?

Mr. Young: Mr. Enfinger, I actually do not. My guess is that it is 8-9FT wide, opposed to this new sign.

Mr. Snowden: I can attempt to measure it. It will be somewhat imprecise, but I will use the feature to measure to give us an idea.

Mr. Enfinger: If we are keeping the same setback, we are going to get really close to that sidewalk. It is a little bit bigger, so it is good to know what the size is.

Mr. Young: We would maintain the same setback. We would not go any closer.

Mr. Snowden: The point is, you would be going back towards the sidewalk, with possibility to expand or reduce the bed, if needed.

Mr. Young: I am glad you brought that up because landscaping is not part of this proposal. Landscaping will be instituted and maintained by the client, which is Wesley Ridge.

Mr. Snowden: It is telling me about 9.5, given the imprecision of this sort of thing, I would say about 9FT is probably the width of this thing.

Mr. Enfinger: So we are going an additional 4FT. It is going to be pretty close to the sidewalk.

Chairman Rettke: Did you check that out then? Will the 13FT fit?

Mr. Young: It should fit, yes.

Mr. Snowden: If Mr. Young placed it directly on top of this, let's say you center this 9FT, with the 13FT, and so you are only adding a couple of feet on each side. He indicated the setback at 22FT on that engineered drawing. The minimum setback on the signage is 10FT. So he is still meeting his minimum setback. I do not think we are going to be butting up against any city regulations that would prevent it from being installed if he did center to center.

Chairman Rettke: Do you have the Fairfield County GIS?

Mr. Snowden: I can get it, or I can get our GIS.

Chairman Rettke: It concerns me that there could be utilities there. And, let's see what that right-of-way looks like.

Mr. Young: As a matter of discussion, if we need to move the sign one way or the other, even to the south a little bit, if we see there is a utility, and you should maintain at least 18IN away from a utility to be on the safe side. That is not an exact science. You can be assured we would meet any minimum setback.

Chairman Rettke: I just wondered, when they plotted or dedicated Taylor, what does that look like? What restrictions?

Mr. Snowden: The minimum from the standpoint of the City for signage, is 10 FT, without a variance. I do not have anything that indicates this has had a variance when it was installed. And that is mainly for visual clearance. That is the point of that.

Chairman Rettke: I would be hard pressed to go any more than 10, on an intersection like that. So they did not do a flare out, or anything funky with the intersection.

Mr. Snowden: Mr. Rettke, if you look here, I am going to walk this back, and because it is a relatively new street, watch what happens. At one point, this was a private drive, and here is their sign for their private drive to enter their property. And fast forward to today, and you have a public street. It is definitely unique. I would not call it bizarre. They did not do any sort of corner bump out here. It looks like it goes straight in. In fact, this right-of-way does not even look like the sidewalk is in the right-of-way.

Chairman Rettke: What would the setback from Taylor be?

Mr. Snowden: it is 10 for both. So here is the thing, if you look back to where that was their private drive, it was a street and then we built the public street, so we would call that existing non-conforming. As long as he is not moving that closer to Taylor Park, he is fine, even though that may not meet 10. If you look here, that distance is probably more like 8, but given the fact that it was existing at the time that the road was installed, he does not have to meet the ten unless he just can't go any less.

Chairman Rettke: Yes, but that is the face of the brick being at ten.

Mr. Snowden: Correct.

Chairman Rettke: You got that, Mr. Young?

Mr. Young: Yes, sir.

Mr. Snowden: You are absolutely correct. In this case, whatever this distance is. No part of the sign can go any closer to Taylor than it is.

Chairman Rettke: I am not super worried about the utilities. I thought they might have cut that corner off, and then that 10 would be from a diagonal standpoint and you could get into some trouble if you tried putting it in there and had to conform. That answers most of my questions.

Mr. Snowden: We always get the interesting ones here, don't we? Go back to 2007 and it is a private drive so it does not matter what the setback is here, cause it is a private drive and it is all their land.

Mr. Donovan: It is almost like a dead end.

Chairman Rettke: I am glad they did it. It is a lot easier getting out of there because you do not have that quick turn there at Taylor Sq.

Mr. Donovan: Speaking of Taylor, when are they going to open up that again.

Mr. Snowden: I will ask our Service Director and let you know.

(Vote)

Mr. Snowden: Very well. Mr. Young, I will provide you the written statement. You will be going for a zoning sign permit and building sign permit for the actual structure. My goal will be to have that go out to you tomorrow.

Chairman Rettke: How long does that take for you to install.

Mr. Young: I would say about eight weeks. We do not do anything until we have approved permits for Mr. Snowden. That protects us and the customer, so once we have that in hand, we order the material and fabricate and install it.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Anthony Rettke, Chairman
SECONDER:	Aaron Enfinger
AYES:	Rettke, Linder, Donovan, Enfinger

D. UNFINISHED BUSINESS

1. Proposed Revisions to the Rules of the Board of Zoning and Building Appeals

Mr. Snowden: Did everyone receive the copies of this that I sent out? Did anyone have any additional questions? We talked about this at the last meeting. As I said, I have been trying to standardize all of our procedures as much as I can. The main change that was recommended by Planning Commission is that you have a 30 day period for any Rules changes. The idea being that you don't want to go into any meeting and apply the Rules changes in that meeting. So, if any changes came from Staff, or any of the Board Members for Rules, at the next meeting of the Board, those would be eligible for adoption and take effect. With that, there were a couple of minor language changes, just to be consistent with Planning changes. I do not want it to seem like I am letting Planning Commission dictate what BZBA Rules are going to be, but these are very minor language changes that don't really change our operations. As I have told both the Planning Commission and the Board, I need them to be as similar as possible, unless there is a Charter or Code reason that they need to be different. And there are a couple of places where that is true for Planning Commission. I need them to be the same so that I can remember the procedures, get people the right information, and make sure that we are operating properly. With that I would just request your adoption of the changes as proposed, and if you so chose to adopt those, I will forward a copy to our chairman and vice chairman at the next meeting to sign off on.

Chairman Rettke: Are you done with all the other rules then?

Mr. Snowden: With regard to Planning Commission?

Chairman Rettke: Planning Commission and the other committees.

Mr. Snowden: The history of this is, I did not have copies of any Commission, Board, op rules, I had nothing. In the course of some reorganization in the office, and going through the archives, I found BZBA Rules from the early 2000's. I used those as the basis for Planning Commission Rules, because Planning Commission had none and I have been trying to reorganize Planning Commission to be functional. So, I used that as a basis for Planning Commission, and I had BZBA readopt the Rules at an earlier meeting. Planning Commission operated from those, they looked at them, and then they said that in a special meeting that they may need to discuss items to the Board. It is not just discuss, they may act. Our City Attorney says they may do any of their normal business in a special meeting. So, to make

sure there is no confusion, we changed to "act upon any normal business of the Commission, and or Board." I recently discovered Design Review Board Rules are the same, but I have been holding off with DRB because there has been discussion about rolling DRB's role into that of the Planning Commission. I have not taken a lot of time with that, just given that that thought is still out there. If you have an opinion on that or would like to know more, feel free to stop by and I can discuss the whole philosophical reason as to why that is. And, it is not because DRB is doing a bad job, it is just that there are some efficiencies that can be achieved by those two bodies being one.

Chairman Rettke: Any other discussion?

Mr. Snowden: Very well, those Rules have been adopted and I will send them out shortly to be signed.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Anthony Rettke, Chairman
SECONDER:	Aaron Enfinger
AYES:	Rettke, Linder, Donovan, Enfinger

E. OTHER BUSINESS

F. ADJOURNMENT

Chairman

Planning Administrator

Minutes Acceptance: Minutes of Aug 18, 2016 6:30 PM (APPROVAL OF MINUTES)



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

Application #: 174233
Permit #:
Date Submitted: 6/27/16
Fee Amount: \$350.00
☒ Paid: 141

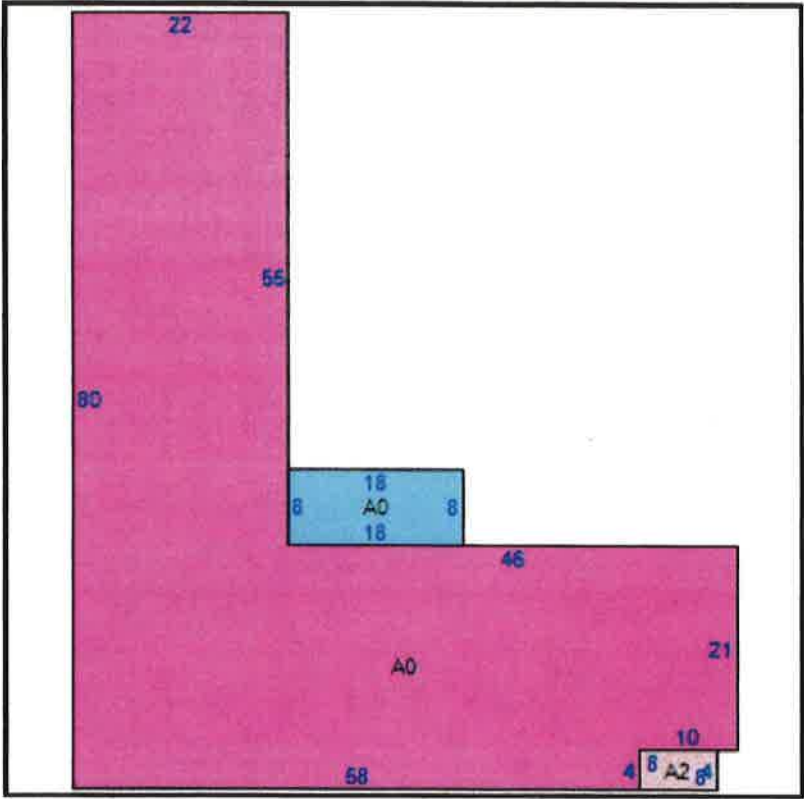
Section 1139
BOARD OF ZONING & BUILDING APPEALS
APPLICATION

I. PROPERTY INFORMATION	
Property Address: 1806 Brice Rd Reynoldsburg, OH 43068	
II. PROPERTY OWNER OF RECORD	
Property Owner Name(s): ALtrration German Village, LLC	
Contact Email: ALEXfishen@Gmail.Com	Contact Phone Number: 614-209-7833
III. BUSINESS INFORMATION (IF APPLICABLE)	
Business Name: A & A Speed Way	Contact Name: Tires LLC (614) 446-2625
Contact Phone Number:	Contact Email: ALghazawi66@Gmail.Com
Description of Use: -Tire Shop-	
IV. APPLICANT INFORMATION	
Applicant Name: Khalid AL-ghazawi	Applicant Address: 3348 Crossing Hillway Columbus OH 43219
Applicant Phone Number:	Applicant Email: ALghazawi@Gmail.Com
☐ Property Owner ☒ Business Owner/Tenant ☐ Contractor ☐ Architect/Engineer	
PROJECT INFORMATION	
CHECK AND DESCRIBE IF APPLY:	
Variance (☐ Non-Residential (\$450) / ☐ Residential (\$100)):	
☒ Special Exception Use Permit (\$350): Auto Services	
☐ Major Site Plan (\$500):	
☐ Other:	

Applicant shall submit **nine (9) copies** of application and materials to the Planning Administrator. Please review the attached sections of the Zoning Code and note the items you are responsible for submitting with this application.

Applicant Signature: Date: 4-30-16
*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. *

Additional Notes:	**OFFICE USE ONLY**	
	Zoning Information	
	Zoning District: CC	
	☐ Historic District ☐ CC Overlay	
	Other Board Approval	
	☐ DRB	
	BZBA Meeting	City Council Meeting
	Date: 8/18/16 ☐ Approved as Submitted ☐ Approved w/ Conditions ☐ Tabled ☐ Denied	Date: _____ ☐ No Action Taken ☐ Approved as Submitted ☐ Approved w/ Conditions ☐ Denied
Planner Initials: _____ Date: _____		
Clerk of Council Initials: _____ Date: _____		



6

Google Maps 1806 Brice Rd



Imagery ©2016 Google, Map data ©2016 Google 20 ft



1806 Brice Rd
Reynoldsburg, OH 43068



SPECIAL EXCEPTION USE
CITY OF REYNOLDSBURG
1806 BRICE ROAD

EXISTING USE:

The property owners have worked in good faith with Reynoldsburg Economic Development representatives and are appreciative of all efforts and assistance in locating tenants for the center. Currently however, 1806 Brice Road is vacant. The applicant seeks a Special Exception Use to allow a tire shop to operate in the located tenant spaces, spaces which lend themselves to the proposed use due to existing conditions both within and outside of the space.

PROPOSED SITE ACTIVITIES:

The proposed use is a tire shop facility, which will provide tire services and sell new/used tires. The proposed hours of operation are 9:30 am to 7:30 pm, Monday through Friday. The anticipated number of employees will be 2 and shall provide the above services to approximately 5 to 10 customers per day.

PROPOSED SITE PLAN AND IMPROVEMENTS:

The interior space will primarily be an open floor plan concept, necessary interior improvements are modest, though spaces will be softened and improved as is appropriate.

COMPATIBILITY:

The proposed use will be compatible with the existing uses of adjacent lots. It will not have a significant detrimental effect on adjoining lots by any elements such as noise, glare, odor, fumes, vibration, or storm water. First, noise will not be an issue, as it will be nothing out of the ordinary and the only obvious audible noise will be coming from outside in the parking area, which will be low. Tire shops usually use 4 types of equipment's; 1) Tire changer. 2) Balance machine. 3) Floor jack and 4) Air gun. The first 3 items produce very low noise level to almost no noise at all while the air gun produces moderate to low noise levels that can be heard from a distance of 30 to 50 feet max which is with the property boundaries. Second, glare will not be produced, as there will be nothing out of the ordinary for lighting and nothing to produce extremely bright light. Third, the proposed use will not produce odor and fumes. An onsite dumpster will be used and dumped twice per week, or otherwise as needed. Finally, no proposed activities will produce vibration.

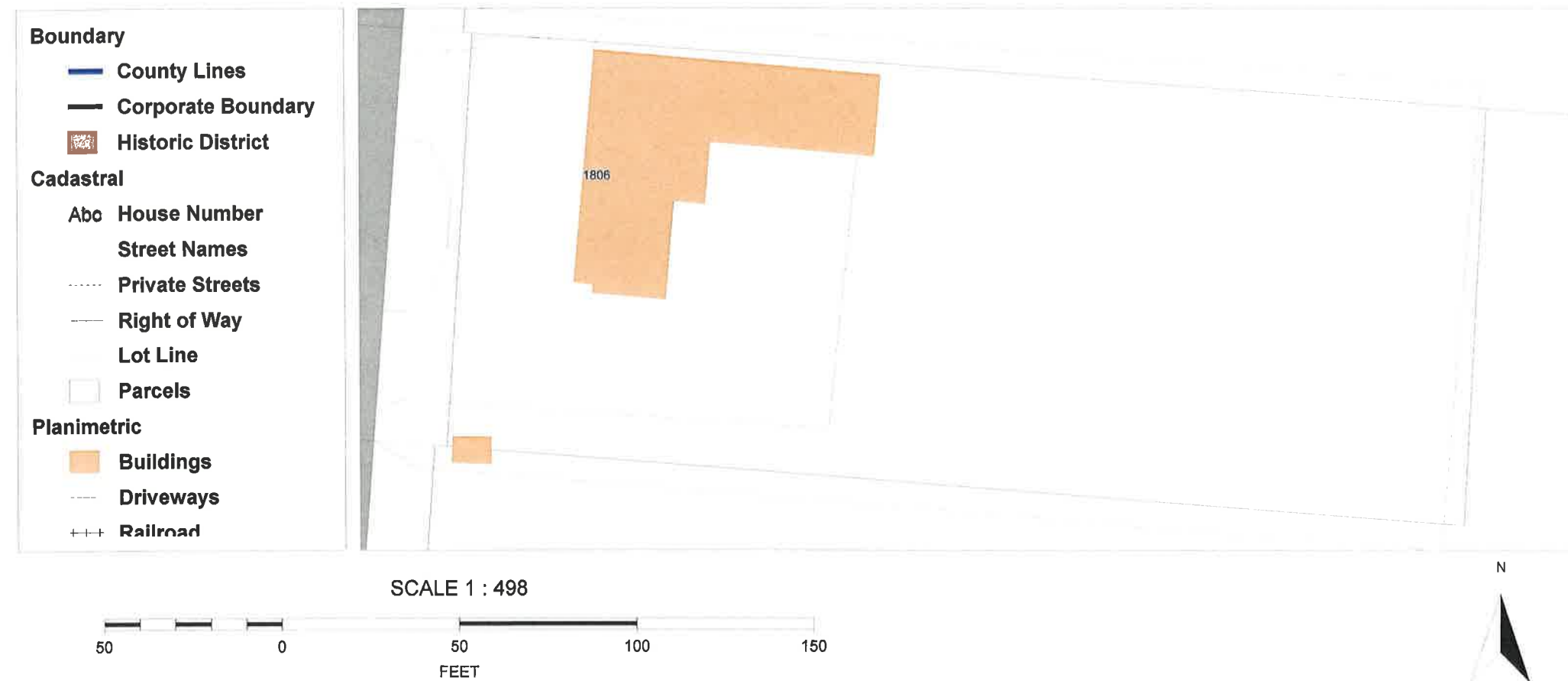
1145.09 CRTTERTA;

The proposed use will be in harmony with the existing character of the district and nearby districts and will not change the essential character of the neighborhood. In particular, the appearance of the proposed use will be in harmony with the current character. The storefront will resemble the other storefronts in the strip center.

In addition, the appearance of the proposed use will be in harmony with the intended character of the district and nearby affected districts. Specifically, the proposed use will aim to satisfy several objectives within the Brice and Livingston Strategic Plan. This will be done through various avenues by having an active site, and an active user within this space, including contributing to better litter control strategies, having a high quality facade, having signage that is attractive and conforms to requirements, and having strong property maintenance. Litter control strategies will be satisfied through having the dumpster dumped twice per week, if necessary, having a trash run in the center, and having adequate disposal containers. Moreover, signage will be appealing and conform to the requirements set out in the Reynoldsburg Development Handbook. Finally, strong property maintenance will be satisfied by working closely with the City of Reynoldsburg to improve the property generally, including maintaining and bettering the area through landscaping, cleaning, and routine maintenance, and possibly larger scale improvements to the Livingston Avenue frontage as above-discussed.

Next, the proposed use will not adversely affect the use of adjacent property, a healthy shopping center, without vacancies, lends itself to an improved neighborhood condition generally. Additionally, the proposed use will not adversely affect the health, safety, morals, or welfare of persons residing or working in the neighborhood. The purpose of a tire shop is to provide services for the residents of the area. The proposed use would only positively affect these factors by enforcing a safe, clean, and cognizant environment. The proposed use does not have a negative perception typically associated with it, as do many other permitted uses within this district. Likewise, creating this type of environment is furthered by aforementioned avenues affiliated with the Brice and Livingston Strategic Plan.

Map1



<http://reygis.emht.com/media/Reynoldsburg.mwf>

Monday, June 27, 2016 1:37 PM



City of Reynoldsburg
Board of Zoning and Building Appeals
STAFF REPORT
August 18, 2016

New Business

1) 1806 Brice Road — A&A Speedway Tires - Special Exception Use Permit

Application: #174233 – Special Exception Use Permit

Location: Property is located on the east side of Brice Road, just north of Livingston Ave.

Existing Zoning: CC – Community Commerce District

Request: Request for a special exception use permit for an auto services use to operate a tire shop.

Current Use: Vacant

Applicant: Khalid Al-Ghazawi

BACKGROUND INFORMATION

Proposal

The request of the applicant is for a special exception use permit for auto service use, in order to convert an existing commercial building into a tire shop and operate it at such.

Site Context

The site is developed with an existing commercial building and related improvements, including parking. Neighboring uses include other commercial businesses in the CC District, such as a car wash, retail sales, business offices, and a pawn shop.

CONSIDERATIONS

1145.09 STANDARDS AND REQUIREMENTS FOR ALL SPECIAL EXCEPTIONS.

In review of a special exception 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:

- (a) 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;*
- (b) The proposed use shall not adversely affect the use of adjacent property;*
- (c) The proposed use shall not adversely affect the health, safety, morals, or welfare of persons residing or working in the neighborhood;*
- (d) 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;*
- (e) 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;*
- (f) 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;*
- (g) The proposed use complies with the applicable specific provisions and standards of this Code;*
- (h) 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.*

1145.06 CONDITIONS OF APPROVAL.

In approving a special exception, the Board may impose such conditions as it deems necessary to protect the public welfare, preserve the purpose and intent of this ordinance, to protect the character of the surrounding properties and neighborhood affected by the proposed use, and to mitigate the special impacts of the use. Such conditions may include, but shall not be limited to:

- (a) Locations, setbacks, and configurations of structures and of uses of interior and exterior space*
- (b) Screening comprised of landscaping, walls, fencing or other materials or construction;*
- (c) Access points and traffic management provisions, including those impacting vehicular and pedestrian access, and the locations and design of parking facilities;*
- (d) Noise control measures, including those regulating loudspeakers or irregular vehicular or equipment noise;*
- (e) Other features of construction, including but not limited to paving and parking, signs, and landscaping;*
- (f) Hours and method of operation;*
- (g) Maintenance of the site, structures, and landscaping;*
- (h) Means of controlling glare, vibration, odors, dust, smoke, hazardous materials, refuse matter, water-carried waste, and storm water;*
- (i) A time limit for operation of the use, if temporary operation is determined to be a typical characteristic of the proposed use or otherwise appropriate given unique circumstances of the proposed use.*

Other Sections of Interest:

STAFF REVIEW*Compatibility*

The area is primarily auto-oriented in nature. The structure fronts to Brice Road which is designated as a major arterial street by the Throughfare Plan. To the north, an SEUP for a car wash was issued by the Board in 2014. The applicant proposes to perform work on vehicles at the rear of the property, which is partially screened from the public street by the Board.

Outdoor Storage

Assuming the SEUP is approved, Staff advises the applicant that outdoor storage of tires for display purposes is not permitted unless and no work may be performed on vehicles within 25FT of the public ROW per Section 1196.05(c) of the Zoning Code. Staff would like the applicant to clarify where they will perform the installation of tires on vehicles.

STAFF RECOMMENDATION

The Board should apply the standards for review of special exceptions contained in Section 1145.09 of the Zoning Code and determine if the proposed special exception complies with those standards. Staff recommends approval of the special expectation use permit as submitted.

NEXT STEPS

Following the meeting, Staff will mail a record of action notice to the applicant at the address provided. Provided the Board approves the application, the next steps are as follows:

1. This application will be forwarded to City Council. The Clerk of Council will contact the applicant when the Council elects to hold additional hearings.
2. The applicant is advised that any changes to signage or to exterior of the building will require approval of the Design Review Board. Please contact the Planning Administrator for more information about this process.
3. The applicant should submit an application for a zoning certificate. Staff cannot issue the certificate until the use is approved by City Council, and any subsequent exterior modifications are approved.
4. Once a zoning certificate is secured, the applicant will need to contact the Building Division at 614-322-6802 to submit building plans, secure permits, and complete the required inspections.

Per section 1145 of the Zoning Code, Staff will review this permit approval in 6 months to confirm compliance and report those findings to the Board. If the applicant has not complied with all conditions of their approval and completed all the required steps to open the business/use, the special exception use permit can be revoked by the Board.

2) 2225 Taylor Park Drive – Wesley Ridge Retirement Community – Comprehensive Sign Plan

Application: #174471 – Comprehensive Sign Plan

Location: Property is located on north side of Taylor Park Drive, just west of Baltimore-Reynoldsburg Road

Existing Zoning: AR-3 Multi-family Residence District

Request: Request for approval of a comprehensive sign plan.

Current Use: Residential Care Facility

Applicant: Stanley W. Young, III

BACKGROUND INFORMATION

Proposal

The applicant is requesting the Board review and approve a comprehensive sign plan for a new ground mounted sign.

Existing Site & Context

The site is developed with an existing residential care facility and various related structures. To the south, north, and east, the property abuts various commercial businesses in the CS Community Services District, including retail sales, eating or drinking establishments, and a gasoline station. To the west, the property abuts Blacklick Metro Park.

CONSIDERATIONS

1103.12 STANDARDS FOR DESIGN REVIEW.

(a) The Design Review Board shall review an application for a certificate of appropriateness to determine if proposed new construction or alteration to an existing commercial or industrial structure promotes, preserves and enhances the overall architectural character and integrity of the Design Review District in which the structure is proposed to be located and to endeavor to assure that the proposed structure or alteration would not be at variance with existing commercial or industrial structures within the Design Review District.

(b) In conducting this review the Board shall examine and consider the design elements of the proposed structure including but not limited to the following:

- (1) Building height.*
- (2) Building massing or the relationship of the building width to its height and depth and its relationship to the viewer's and pedestrian's visual perspective.*
- (3) Fenestration to include the size, shape and materials of individual window or door units and the overall harmonious relationship of window, door or other openings within the building façade.*
- (4) Exterior detail and relationships which shall include all projecting and receding elements of the building exterior including but not limited to the horizontal or vertical expression and composition which is conveyed by these elements.*
- (5) Roof shape which shall include form and material.*

(6) Exterior materials which shall include consideration of material compatibility among various elements of the structure, the texture and color of each material and the visual impact that the materials, when considered as a whole, will have upon the viewer's visual perspective.

(7) Landscape design and plant materials which shall include the site lighting and use of landscaping features such as plant material, mounding, fencing or other details to highlight architectural features or screen and soften undesirable views.

(8) Pedestrian environments which shall include the provision of features which enhance pedestrian movement and environment and which relate to the pedestrian's visual perspective.

(9) Vehicle environment which shall include those provisions which enhance vehicle movement onto, within and off the site and which serve to separate vehicular and pedestrian movement.

(10) Signage and graphics to include building and site graphic displays.

STAFF REVIEW

Ground Sign

The applicant proposed to replace their existing wooden post and panel style sign, which an externally illuminated panel sign suspended between two brick columns. The total area of the sign cabinet is about 40SF. The overall sign size is 68SF. The comprehensive sign plan process allows the Board to approve any size signage deemed appropriate to the site. The neighboring commercial businesses are restricted to 50SF of signage given the same setback from the public street. The sign panel contains three (3) colors, which match the existing onsite directional signage. The brick supports are consistent with the materials used on building structure.

STAFF RECOMMENDATION

The Board should apply the standards for design review and determine if the proposed signage enhances the characteristics of this commercial corridor and that the request is reasonable. Staff's recommendation is it that the Board approve the application for comprehensive sign plan review as submitted.

NEXT STEPS

Following the meeting, Staff will mail a record of action notice to the applicant at the address provided. Provided the Board approves the application, the next steps are as follows:

1. The applicant should then submit a zoning sign permit application for the proposed new sign. Staff will require two copies of plans to confirm compliance with the approved comprehensive sign plan.
2. Once a zoning sign permit is secured, the applicant will need to contact the Building Division at 614-322-6802 to submit building plans for the new sign, secure permits, and complete the required inspections for the signage, any subsequent exterior modifications and any other modifications to the building.



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

Section 1139
BOARD OF ZONING & BUILDING APPEALS
APPLICATION

Application #: 174668
Permit #: _____
Date Submitted: 8/12/16
Fee Amount: \$350.00
☒ Paid: 1195

I. PROPERTY INFORMATION

Property Address: 2051 Birchview Dr South
Reynoldsburg, OH 43068

II. PROPERTY OWNER OF RECORD

Property Owner Name(s): Success Kidz Properties LLC

Contact Email: crystal@successkidz24.com Contact Phone Number: 614-893-1008

III. BUSINESS INFORMATION (IF APPLICABLE)

Business Name: Success 4 Kidz II LLC

Contact Name: Crystal Turner

Contact Phone Number: 614-893-1008

Contact Email: crystal@successkidz24.com

Description of Use: Daycare Center

IV. APPLICANT INFORMATION

Applicant Name: Crystal D. Turner

Applicant Address: 6400 Rossmore Ln

Applicant Phone Number: 614-893-1008

Applicant Email: crystal@successkidz24.com

☐ Property Owner ☒ Business Owner/Tenant ☐ Contractor ☐ Architect/Engineer

PROJECT INFORMATION

CHECK AND DESCRIBE IF APPLY:

Variance (☐ Non-Residential (\$450) / ☐ Residential (\$100)): _____

☒ Special Exception Use Permit (\$350): Child care center

☐ Other: _____

Applicant shall submit ten (10) copies of application and materials to the Planning Administrator. Please review the attached sections of the Zoning Code and note the items you are responsible for submitting with this application.

Applicant Signature: Crystal D. Turner

Date: 08/12/16

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: AR-2

- ☐ Historic District
☐ CC Overlay

Add'l Approvals Req'd

- ☐ Planning Commission
☐ DRB

BZBA Meeting

Date: 9/15/16

- ☐ Approved as Submitted
☐ Approved w/ Conditions
☐ Tabled
☐ Denied

City Council Meeting

Date: _____

- ☐ No Action Taken
☐ Approved as Submitted
☐ Approved w/ Conditions
☐ Denied

Planning Admin.: _____ Date: _____

Clerk of Council: _____ Date: _____

Attachment: Application #174668 (1526 : 2051 Birchview Dr. South; Application #174668; Applicant: Crystal Turner)



DATE	DOCUMENT ID	DESCRIPTION	FILING	EXPED	PENALTY	CERT	COPY
08/12/2016	201622403984	LIMITED PARTNERSHIP REGISTRATION (CLP)	99.00	300.00	0.00	0.00	0.00

Receipt

This is not a bill. Please do not remit payment.

SUCCESS4KIDZII LLC
2051 BIRCHVIEW DR S
REYNOLDSBURG, OH 43068

STATE OF OHIO CERTIFICATE

Ohio Secretary of State, Jon Husted
3929429

It is hereby certified that the Secretary of State of Ohio has custody of the business records for

SUCCESS4KIDZ II LIMITED

and, that said business records show the filing and recording of:

Document(s)

LIMITED PARTNERSHIP REGISTRATION

Effective Date: 08/11/2016

Document No(s):

201622403984

United States of America
State of Ohio
Office of the Secretary of State

Witness my hand and the seal of the
Secretary of State at Columbus, Ohio this
12th day of August, A.D. 2016.

Ohio Secretary of State

Attachment: Application #174668 (1526 : 2051 Birchview Dr. South; Application #174668; Applicant: Crystal Turner)

ORIGINAL APPOINTMENT OF AGENT

The undersigned authorized representative(s) of

SUCCESS4KIDZ II LIMITED

Name of Limited Partnership

hereby appoints the following to be Statutory Agent upon whom any process, notice or demand required or permitted by statute to be served upon the limited partnership may be served. The name and address of the agent is

CRYSTAL D. TURNER

Agent Name

6406 ROSSMORE LN

Mailing Address

CANAL WINCHESTER

City

OH

State

43110

ZIP Code

ACCEPTANCE OF APPOINTMENT

The undersigned, named herein as the statutory agent for

SUCCESS4KIDZ II LIMITED

Name of Limited Partnership

hereby acknowledges and accepts the appointment of agent for said limited partnership

CRYSTAL D. TURNER

Individual Agent's Signature / Signature on behalf of Corporate Agent

☒ Please check here to confirm that the agent is an Ohio resident, an Ohio corporation, or a foreign corporation licensed under Ohio law.

IRS Privacy Policy

Your Progress;

1. Identity ✓

2. Authenticate ✓

3. Addresses ✓

4. Details

5. E-IN Confirmation

Congratulations! The EIN has been successfully assigned.

AN Assignee: 81-3530514

Legal Name: Success 4 Kidz II

The confirmation letter will be mailed to the applicant. This letter will be the applicant's official IRS notice and will contain important information regarding the EIN. Allow up to 4 weeks for the letter to

arrive by mail.

We strongly recommend you print this page for your records.

Click "Continue" to get additional information about using the new

Continue

Help Topics

[Can the AN be used before the confirmation letter is received?](#)



[Help](#) | [Apply for New EIN](#) | [Exit](#)

EIN Assistant

Your Progress;

1. Identity ✓

2. Authenticate ✓

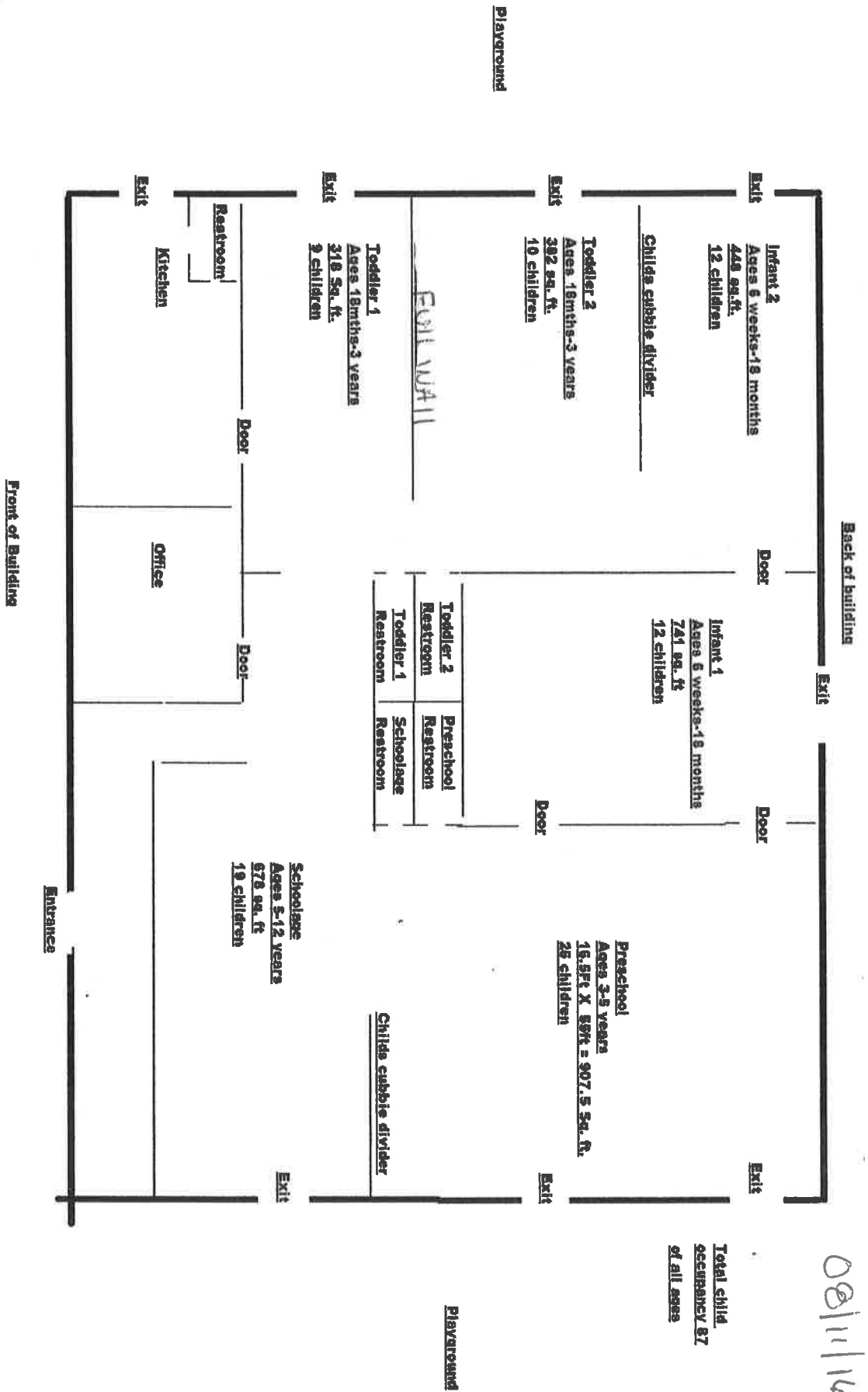
3. Addresses ✓

4. Details

5. EIN Confirmation

08/11/16

Current plan on



SUCCESS 4 KIDZ II LLC



2051 Birchview Drive South
 Reynoldsburg, Ohio 43068
 PH: (614)861-5439 Fax: (614)861-0677
 Email: crystal@successkidz24.com
 Website: www.success4kidz.org

August 11, 2016

RE: Opening of Childcare Center

Sir/Madame,

In 2011 Jenea Harvison proposed to the City of Reynoldsburg to open a 24 hour, Monday through Friday childcare center that would provide around the clock childcare services to children in the community ages 6 weeks through 12 years. Success Kidz East did just that through hiring and developing qualifying teachers, teacher aides, center director, and additional support staff. Success Kidz East was very successful providing daily childcare for anywhere from 55-94 children providing meals, snacks, academic development/social growth. Success Kidz East closed unfortunately July 2, 2015 due to the untimely death of the founder and owner Jenea Harvison's death April 1, 2015. I, Crystal Turner (her mother) purchased the business from her estate in January 2016 and been the process to re-open Success Kidz East a new roof was added in late March 2016. Unfortunately, in May 2016 and just recently Success Kidz East has a break in and vandalism to the building. I have since replaced the damaged windows, paint the interior (exterior will be painted within 2 weeks). I plan to re-open the daycare center to open Sunday through Saturday operating hours as follows: Monday through Friday 5a-7p, Saturday & Sunday 5a-12 midnight based on the feedback of parents inquiring about childcare needs. Success Kidz East will bring between 10-22 new full/part time employees into the Reynoldsburg community. Success Kidz will be governed under the childcare policies and procedures guidelines of ODJFS regarding employment requirements of staff, daily operations, and childcare services rendered. Success 4 Kidz II plans to continue to be an asset in the Reynoldsburg community by continuing to provide quality childcare services to those parents in need of extend hours' childcare services

Sincerely,

Crystal Turner
 Owner

CC: mail copy to file

(see attached documents)
 for ODJFS requirements

Attachment: Application #174668 (1526 : 2051 Birchview Dr. South; Application #174668; Applicant: Crystal Turner)

What ODJFS Regulates

Plant

- Facility has all approvals and adequate square footage, inside and out
- Safety and sanitation requirements
- Equipment and supplies

Program

- Supervision, guidance and care of children
- Nutrition
- Balance of quiet/active play
- Developmentally appropriate activities

People

- Staff/child ratios
- Employee requirements
- Children's paperwork
- Incident reports

Initial Pre-licensing On-site Inspection Checklist

All equipment must be present and set up in the rooms to be used. This includes:

- ☐ Equipment present in all categories for each room and age group
- ☐ Storage area for children's personal belongings
- ☐ Designated quiet area in each room
- ☐ Electrical outlets covered
- ☐ Cots assembled
- ☐ Cribs assembled and arranged at least two feet apart
- ☐ Crib area separated from the play area by a physical barrier
- ☐ Diaper changing areas set up and ready to use
- ☐ Towels and soap by sinks; toilet paper in restrooms
- ☐ Sinks and toilets at proper height or suitable platform in place
- ☐ Appropriate protective ground cover by outdoor play equipment
- ☐ Outdoor play equipment securely anchored, unless portable by nature
- ☐ Outdoor play area usable and fenced, if applicable

Administrator Qualifications

To be a child care center administrator you must have:

- Verification of having completed a high school education AND either
- Two years of college (60 semester/90 quarter hours) with four Child Development (CD) courses (12 semester/18 quarter hours) OR
- 24 months' experience in a licensed child care program and a currently valid Child Development Associate Credential OR
- 24 months' experience in a licensed child care program and four CD courses OR
- Pre-Kindergarten Associate Certificate OR
- an ODJFS Administrator Credential OR
- Montessori Pre-Primary/Early Childhood Credential

(See Rule 5101:2-12-24 for more details.)



Staff Files

- ☒ **Required to be on file for every child care staff member employed with the program**

- Verification of high school education*
- Medical Statement (JFS 01296 – sample form)
- Signed Nonconviction Statement (JFS 01328 – prescribed form)
- Criminal Records Checks (FBI and BCI – results reviewed and approved by the administrator before staff member can be left alone with children)
- Employee Policy Statement (JFS 01246 – prescribed form)
- Copies of any in-service training that staff have completed

* Not required for employees who do not care for children and are not used in the staff/child ratios.



ODJFS Classroom requirements

D.1.a

	Inf	Tod	Pre	S/A
Art		X	●	■
Blocks	◆	X	●	■
Transportation toys	◆	X	●	■
Language arts and auditory equipment and materials	◆	X	●	■
Pretend or dramatic play materials	◆	X	●	■
Gross motor equipment	◆	X	●	■
Music equipment	◆	X	●	■
Science and nature equipment		X	●	■
Sensory motor materials	◆	X	●	
Manipulatives	◆	X	●	■

Required Equipment

- ◆ Inf – Infant (0-18 mo)
- X Tod – Toddler (18-36 mo)
- Pre – Preschooler (3-5 y)
- S/A – School-age Child



ODJFS requirement:

Playground Requirements

Playgrounds must have:

- Appropriate equipment/grounds for daily outdoor play in suitable weather
- 60 square feet of usable space per child using the area at one time
- Well-defined boundaries with a fence or natural barrier
- A provided shaded area
- Grounds that are free of foreign objects and rubbish
- Quarterly inspections (JFS 01281 – prescribed form)
- Equipment that is safe and appropriate for the age range of children using the play area
- Appropriate fall zones under and around equipment
(See Appendix A of Rule 5101:2-12-14)



ODJFS requirement

Required Postings

☒ Required to be posted in at least one location in the center or home:

- Current center or Type A home license
- Licensing inspection/complaint reports for the past two years
- Administrator hours of availability
- Fire and weather drill record
- Food Service License
- No smoking sign
- No weapons sign
- Daily program schedule (for all age groups of children being served)
- Ohio Department of Health Communicable Disease Chart
- Weekly Menus (for all meals and snacks)

