



AGENDA

BOARD OF ZONING AND BUILDING APPEALS THURSDAY, JULY 19, 2018 7:00 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 – April 5, 2018
 1. Board of Zoning and Building Appeals – Regular Meeting – June 21, 2018
3. APPROVAL OF AGENDA
4. SWEARING IN OF SPEAKERS

B. PUBLIC COMMENT

C. NEW BUSINESS

1. 1401 Haft Dr.; Application #2018-6; Applicant Lok Poudel; Special Exception Use Permit
2. 1624 Brice Rd.; Application #2018-7; Applicant Jeanne Cabral; Special Exception Use Permit
3. 1421 Davidson Dr.; Application #2018-8; Applicant City of Reynoldsburg; Special Exception Use Permit

D. OTHER BUSINESS

E. ADJOURNMENT



MINUTES

BOARD OF ZONING AND BUILDING APPEALS THURSDAY, JUNE 21, 2018 6:30 PM

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

A. CALL TO ORDER

PRESENT: Rettke, Linder, Donovan, Darling, Armstead
ABSENT:

2. APPROVAL OF MINUTES
3. APPROVAL OF AGENDA
4. SWEARING IN OF SPEAKERS

B. PUBLIC COMMENT

Mr. Rettke: Can we please have the presentation?

Ms. Wheeler: The property in this case, 2051 Birchview Dr. S. This is approximately a .7 acre site consisting of a single 4600 square foot building. The applicant is requesting the board review and approve a special exception use permit for a new business going into the existing building. They would like to operate a child care and after school care center. You have an applicant statement included in your packet that details the staff required and some of the activities they will offer. Also, the age of the children and hours of operation. We have also included the standard conditions of approval for special exceptions. We are happy to answer any questions. Staff doesn't find any adverse impact to adjacent properties, which are primarily multi family. Primarily AR2 to the North and South.

Mr. Rettke: Anybody wishing to speak or ask questions, please come forward. State your name and address for the record.

Mr. Amparbeng: My address is 2709 Northwald Rd. Columbus, OH. 43231.

Mr. Rettke: Any questions, concerns, comments, or suggestions from the board?

Mr. Armstead: Was this a special exception previously since it was a daycare before?

Unknown: Personally, this is I think the fourth of fifth time I've seen it.

Mr. Bowsher: It was built as a day care previously. Why we are requiring this now is - When they bought the property, the special exception doesn't follow the new ownership. So, it lapsed when they bought the property. Now they are coming back to ask for the new owners.

Mr. Donovan: When do you plan on opening this school?

Mr. Amparbeng: This coming school year, if that is possible.

Mr. Donovan: Are you talking about August?

Mr. Amparbeng: Yes.

C. NEW BUSINESS

1. 2051 Birchview Dr. S.; Application # 2018-05; Applicant Kiliana & Kweisi Amparbeng; Special Exception Use Permit

Mr. Rettke: Can we please have the presentation?

Ms. Wheeler: The property in this case, 2051 Birchview Dr. S. This is approximately a .7 acre site consisting of a single 4600 square foot building. The applicant is requesting the board review and approve a special exception use permit for a new business going into the existing building. They would like to operate a child care and after school care center. You have an applicant statement included in your packet that details the staff required and some of the activities they will offer. Also, the age of the children and hours of operation. We have also included the standard conditions of approval for special exceptions. We are happy to answer any questions. Staff doesn't find any adverse impact to adjacent properties, which are primarily multi family. Primarily AR2 to the North and South.

Mr. Rettke: Anybody wishing to speak or ask questions, please come forward. State your name and address for the record.

Mr. Amparbeng: My address is 2709 Northwald Rd. Columbus, OH. 43231.

Mr. Rettke: Any questions, concerns, comments, or suggestions from the board?

Mr. Armstead: Was this a special exception previously since it was a daycare before?

Unknown: Personally, this is I think the fourth of fifth time I've seen it.

Mr. Bowsher: It was built as a day care previously. Why we are requiring this now is - When they bought the property, the special exception doesn't follow the new ownership. So, it lapsed when they bought the property. Now they are coming back to ask for the new owners.

Mr. Donovan: When do you plan on opening this school?

Mr. Amparbeng: This coming school year, if that is possible.

Mr. Donovan: Are you talking about August?

Mr. Amparbeng: Yes.

Unknown: I know with this one we have seen a variety of hours. What is your core hours going to be?

Mr. Amparbeng: It's actually going to be the hours on the forms that we presented to you, which is...

Mr. Rettke: So it's 5am to 7pm?

Mr. Amparbeng: Yes sir.

Mr. Rettke: This one about four or five years ago was supposed to be a 24 hour facility, I think.

Unknown: Yes, but they stopped that.

Mr. Bowsher: Are you planning to do any exterior modifications to the building on the outside?

Mr. Amparbeng: No, not necessarily. We want to update the (inaudible) systems, downspout's and things like that.

Mr. Bowsher: Ok

Mr. Donovan: What about the playground? Are you going to do anything to upgrade that or improve that? It was pretty wore out.

Mr. Amparbeng: Yes, we intend to improve the playground. Actually, put some fence in the front, to protect the kids.

Mr. Donovan: You want to put a fence in the front? You might have to get a permit for that.

Mr. Amparbeng: Yes. Werer thinking about doing that but just want to know if it is possible to do that.

Mr. Donovan: You'll have to look into that one. That's another one of those processes you'll have to go through with the city.

Mr. Amparbeng: We don't intend to do that right now, but when it comes to the time, we will come to the city and apply for it.

Mr. Donovan: It's nice that you have ambitions about improving it, that's a good thing.

Mr. Rettke: Mr. Amparbeng, do you have any video or security, or do you plan to add some?

Mr. Amparbeng: Yes we do have a company we are working with. They came in yesterday to do some inspections to put a system in. There is a system in there right now, but... there is a new system that is more upgraded and we intend to go that route.

Mr. Donovan: That's interior and Exterior cameras?

Mr. Amparbeng: Yes sir.

Unknown: I'll say what I stated before, this was built as a day care, solely as a day care. I've never had a problem with it in the past. Some of the upkeep, yes, but not necessarily the use.

Mr. Donovan: That is my concern, the repairs of the property, it is kind of run down. It's going to take some improvement to bring it back tot he way it use to be.

Mr. Amparbeng: We have contacted some contractors. Some of them have come to inspect it and given us some estimates. We are just waiting on the city to give us approval to go ahead to do the job.

Mr. Rettke: This is more of a question to staff. Is there any relief for future property owners on this? There is two or three of these that were exclusively built for a day care. They all fall under a special exception, so.

Mr. Bowsher: Going into the future, after we get our comprehensive plan done. We are doing a complete zoning code rewrite. A lot of these will automatically be grand fathered in as properties, acting as such could be potentially rolled in so we look at some of those spaces. So we are not continuously bringin the same property to the board over and over again.

Mr. Donovan: I don't mind doing it, I just.. It gets a little dangerous is different mind set comes in to play. Then you have a property that was built as a day care and can't be.

Mr. Rettke: Any other discussion, questions, comments, or concerns?

Unknown: I move that we approved item C1, special exception application number 2018-05.

Mr. Donovan: I'll second it.

Mr. Rettke: Any additional discussion? Can we please have the vote?

Adopted

Mr. Rettke: Anything additional from staff?

Mr. Bowsher: We just ask that if you were to put up a fence or do other exterior modifications that you get with staff and we will walk you through the next steps and the permit process for those.

RESULT:	APPROVED [UNANIMOUS]
AYES:	Rettke, Linder, Donovan, Darling, Armstead

D. ADJOURNMENT

Chairman

Planning and Zoning Administrator

Minutes Acceptance: Minutes of Jun 21, 2018 6:30 PM (APPROVAL OF MINUTES)

Board of Zoning and Building Appeals**Andrew Bowsher****7232 E. Main Street****Reynoldsburg OHIO 43068****614-322-6831 Phone****MOTION REQUEST**

DATE: July 19, 2018**TO: Board of Zoning and Building Appeals****RE: 1401 Haft Dr.; Application #2018-6; Applicant Lok Poudel;
Special Exception Use Permit**

Approval:

Brad McCloud	Jed Hood	Stephen Cicak
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See attached documentation.



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

Application/Case#:

2018-06

Date Submitted:

6-1-18

Fee Amount:

\$350

Section 1139

BOARD OF ZONING & BUILDING APPEALS
APPLICATION

☒ Paid: \$350

I. PROPERTY INFORMATION

Property Address:

1401 Haft Drive, Reynoldsburg, Oh
43068

Parcel ID#(s):

060-002111

II. PROPERTY OWNER OF RECORD

Property Owner Name(s):

Few Daniel T, Few Pamela L

Contact Email:

Contact Phone Number:

III. BUSINESS/TENANT INFORMATION (IF APPLICABLE)

Business Name:

Contact Name:

Lok poude

Contact Phone Number:

614-316-1657

Contact Email:

Lokpoude12012@gmail.com

Description of Use:

IV. APPLICANT INFORMATION

Applicant Name:

Lok poude

Applicant Address:

Applicant Phone Number:

614-316-1657

Applicant Email:

Lokpoude12012@gmail.com



Property Owner



Business Owner/Tenant



Contractor



Architect/Engineer

PROJECT INFORMATION

CHECK AND DESCRIBE IF APPLICABLE:

Variance (☐ Non-Residential (\$450) / ☐ Residential (\$100)):
☒ Special Exception Use Permit (\$350):

Coffee, Breakfast, some fast food.

☐ Other:

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:

06/01/18

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:

☐ Historic District

☐ CC Overlay

Add'l Approvals Req'd

☐ Planning Commission

☐ Other:

BZBA Meeting

Date: 6-21-18

☐ Approved as Submitted

☐ Approved w/ Conditions

☐ Tabled

☐ Denied

City Council Meeting

Date:

☐ No Action Taken

☐ Approved as Submitted

☐ Approved w/ Conditions

☐ Denied

P&Z Admin.:

AB

Date: 6-1-18

Clerk of Council:

Date:

Dipson & Esha Corp.

C.1.a

Business Name: BELDANGI MOMO HOUSE
* 1401 Haft Dr, Reynoldsburg OH- 43068.

We Dipson & Esha Corp planning to run the above mentioned property as Small kitchen where we sell momo (Dumpling) which is famous among all kind of peoples who loves steamed and healthy dishes.

As this property is separate and ^{have} enough parking lots for kitchen where half dozen people can serve at a time and do carry over, we planned to run as small kitchen.

Literally we shall have two people working in side the kitchen as one cook and another one waiter.

The above mentioned property is good enough to run kitchen from every angles, so we shall operate it as a small restaurant where we typically sell Nepali and indian flavor food stuffs like Dumpling, Chowmein, Salad and Lassi.

So, we ^{are} requesting planning & zoning administrator to come see and give consent for it.

Note: The short description of the existing property.

- It was a office space.
- The adjacent lots are apartments and groceries
- The proposed site need the kitchen improvements
- It has the road (Haft drive) ~~at~~ in the front side and ~~has~~ ^{is} accesses, open space, traffic signs and all basic utilities.

Attachment: 1401 Haft Dr. Application #2018-06 (App# 2018-6, 1401 Haft Dr., Poudel)

momo (dumpling)

- steamed dumpling which is famous ~~pe~~ among all kind of people who love both veg & non veg.

chowmein

- lightly fried noodles comes both in veg & non veg

• Chatpate (mixture snacks)

- Mixed of some spice with puffed Rice, onion, boiled potato which is completely veg.

• chai (Tea)

- Traditionally prepared tea in Nepali & Indian style

Fried Rice

- Comes in both veg & non veg.

Hours of operation

10 AM - 10 PM

Break 2-4

Opens 7 days

No Liquor Served

Come In & Take Out

Prop. Class	C - Commercial
Land Use	470 - DWELLING CONVERTED TO OFFICE
Tax District	060 - CITY OF REYNOLDSBURG
Sch. District	2509 - REYNOLDSBURG CSD
App Nbrhd	X6203
Tax Lein	No
CAUV Property	No
Owner Occ. Credit	2017: No 2018: No
Homestead Credit	2017: No 2018: No
Rental Registration	No
Board of Revision	No
Zip Code	43068
Annual Taxes	4,154.08
Taxes Paid	4,154.08
Calculated Acreage	.22
Legal Acreage	.00

Board of Zoning and Building Appeals

Andrew Bowsher
7232 E. Main Street
Reynoldsburg OHIO 43068
614-322-6831 Phone

MOTION REQUEST

DATE: July 19, 2018
TO: Board of Zoning and Building Appeals
RE: 1624 Brice Rd.; Application #2018-7; Applicant Jeanne Cabral;
Special Exception Use Permit

Approval:

Brad McCloud	Jed Hood	Stephen Cicak
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See attached documentation.



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

Section 1139
BOARD OF ZONING & BUILDING APPEALS
APPLICATION

Application #: 2018-01
Permit #:
Date Submitted: 6-25-18
Fee Amount: \$350
☒ Paid: \$350

I. PROPERTY INFORMATION

Property Address: 1624 BRICE RD. REYNOLDSBURG, OH 43068

II. PROPERTY OWNER OF RECORD

Property Owner Name(s):
David Patrick Moraine and Julie Marie Moraine

Contact Email: dave@keytelsystems.com
Contact Phone Number: 614-866-7700

III. BUSINESS INFORMATION (IF APPLICABLE)

Business Name: Hands from Heaven LLC
Contact Name: Maria Mock
Contact Phone Number: 614-668-9338
Contact Email: oneheart614@gmail.com
Description of Use: Adult Job Skills Center

IV. APPLICANT INFORMATION

Applicant Name: Jeanne Cabral, Architect
Applicant Address: 2939 Bexley Park Road Columbus, OH 43209
Applicant Phone Number: 614-239-9484
Applicant Email: jeannecabral@aol.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): Adult Job Skills Center
☐ Other: _____

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

Applicant Signature: Jeanne M Cabral Date: 6-22-18

*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: NC

☐ Historic District
☐ CC Overlay

Add'l Approvals Req'd

☐ Planning Commission
☐ DRB

BZBA Meeting
Date: 7/19/2018
☐ Approved as Submitted
☐ Approved w/ Conditions
☐ Tabled
☐ Denied

City Council Meeting
Date: _____
☐ No Action Taken
☐ Approved as Submitted
☐ Approved w/ Conditions
☐ Denied

P&Z Admin.: _____ Date: _____
Clerk of Council: _____ Date: _____

One story office building (2,093 S.F.) to be converted through the change of use permit process to an adult job skills center.

This facility will be occupied by 16 students and 4 to 6 teachers. Students will be 18 years of age or older.

Hours of operation to be 8 AM to 6 PM Monday through Friday.

Number of employees to be 4. There are currently 5 striped parking spaces. One will be a handicapped space. Three additional new spaces can be created on the rear lot by striping. This gives 8 available spaces. Students will be driven to the school.

Random deliveries may occur on a once a week basis such as paper or office products.

Entry to the building is on the west side of the building. A ramp will be constructed. There is another entrance on the east side of the building.

No preparation of food or catered food service will occur. Students will bring their lunch with them. No physical care, besides general welfare, will be taken of the students. The students are mildly developmentally disabled but all will be self-sufficient and ambulatory.

ACTIVITIES PROPOSED

**HANDS FROM HEAVEN LLC
ADULT JOB SKILLS CENTER
PARCEL 060-002623
1624 BRICE ROAD
REYNOLDSBURG, OH 43068**

6-22-18

Jeanne Cabral Architects
2939 Bexley Park Road
Columbus, OH 43209-2236
614-239-9484
614-537-2654 Cell
614-754-5113 Fax
e-mail: jeannecabral@aol.com

COMPATIBILITY WITH ADJACENT LOTS

Since all activities will occur inside, there will be little, if any, interaction with the adjacent lots. The property is fenced on the shared lot lines.

The building to the north at 1616 Brice Road is a house converted to office and is used as a day care center.

The building to the south at 1634 Brice Road is a house converted to an office and is used as a church.

WORK TO BE DONE

Other than parking lot striping and a front ramp, no other changes will be done to the site. Curb cut from Brice and parking lot paving are existing and will remain.

No exterior changes to building. Inside requires minor work such as emergency lights, exit signs and grab bars in the bathrooms. No interior structural work, plumbing or HVAC work will be done.

Legend

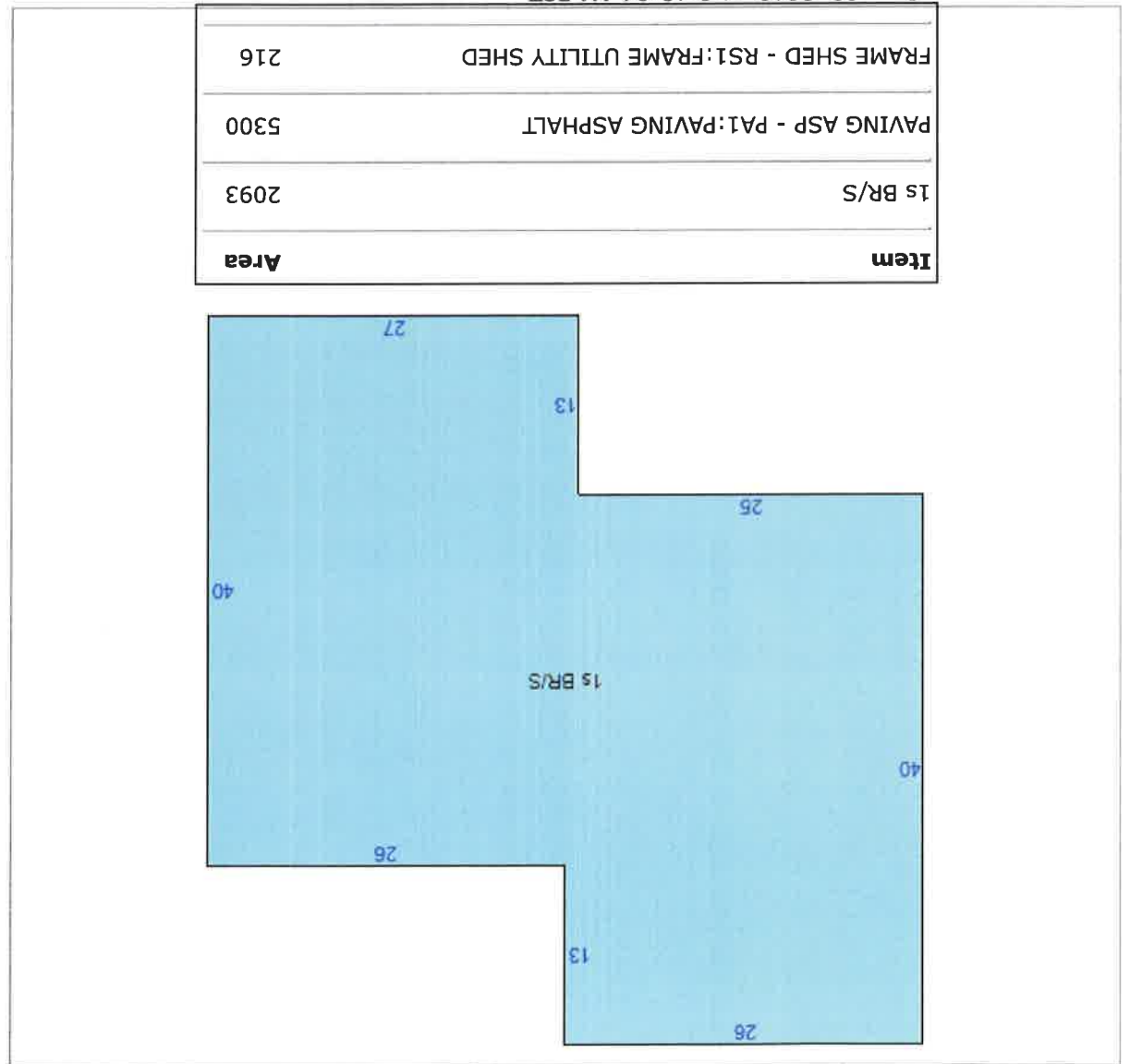
- 1624 Brice Rd
- Church of God of Prophecy
- Frontier Health Care Services LLC

1624 BRICE RD.
Write a description for your map.



Map-Rt: 060-N156E -301-00
1624 BRICE RD

ParcelID: 060-002623-00
MORaine DAVID PATRICK



Printed on Friday, June 22, 2018, at 9:12:04 AM EST

Board of Zoning and Building Appeals

Andrew Bowsher
7232 E. Main Street
Reynoldsburg OHIO 43068
614-322-6831 Phone

MOTION REQUEST

DATE: **July 19, 2018**

TO: **Board of Zoning and Building Appeals**

RE: **1421 Davidson Dr.; Application #2018-8; Applicant City of**
 Reynoldsburg;
 Special Exception Use Permit

Approval:

Brad McCloud	Jed Hood	Stephen Cicak
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See attached documentation.



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

App./Case#: 2018-8
Date Submitted: 7/9/2018
Fee Amount: _____

Section 1139
BOARD OF ZONING & BUILDING APPEALS
APPLICATION

☐ Paid: _____

I. PROPERTY INFORMATION	
Property Address: <u>1421 Davidson Drive</u>	Parcel ID#(s): <u>060-809291-00</u>
II. PROPERTY OWNER OF RECORD	
Property Owner Name(s): <u>City of Reynoldsburg</u>	
Contact Email: <u>abornsher@ci.reynoldsburg.oh.us</u>	Contact Phone Number: <u>614-322-6831</u>
III. BUSINESS/TENANT INFORMATION (IF APPLICABLE)	
Business Name:	Contact Name:
Contact Phone Number:	Contact Email:
Description of Use: <u>Expanded permitted uses to facilitate marketing of city-owned prop.</u>	
IV. APPLICANT INFORMATION	
Applicant Name: <u>City of Reynoldsburg</u>	Applicant Address: <u>7232 E. Main St., Reynoldsburg, OH 43061</u>
Applicant Phone Number: <u>614-322-6831</u>	Applicant Email: <u>abornsher@ci.reynoldsburg.oh.us</u>
☒ Property Owner	☐ Business Owner/Tenant
☐ Contractor	☐ Architect/Engineer

PROJECT INFORMATION

CHECK AND DESCRIBE IF APPLICABLE:

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

☒ Special Exception Use Permit (\$350): To allow for 'eating & drinking establishments' and 'commercial recreation facilities'

☐ Other: _____

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: 7/9/2018

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: CC

- ☐ Historic District
☐ CC Overlay

Add'l Approvals Req'd

- ☐ Planning Commission
☐ Other: _____

BZBA Meeting

Date: 7/19/2018

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

City Council Meeting

Date: _____

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

P&Z Admin.: _____ Date: _____

Clerk of Council: _____ Date: _____

Attachment: App# 2018-8 1421 Davidson Dr Special Exception Use (App# 2018-8, 1421 Davidson Dr., Reynoldsburg)

Owner Name CITY OF REYNOLDSBURG

Site Address E MAIN ST

Legal Descriptions NATIONAL PK
R20 T16 S18 1/4S30
1.026 ACRES

Mailing Address 7232 E MAIN ST
REYNOLDSBURG OH 43068

Transfer Date 09/08/2016

Transfer Price .00

Instrument Type LE

Prop. Class C - Commercial
Land Use 499 - OTHER COMMERCIAL STRUCTURE
Tax District 060 - CITY OF REYNOLDSBURG
Sch. District 2509 - REYNOLDSBURG CSD
App Nbrhd X6201
Tax Lien No
CAUV Property No
Owner Occ. Credit 2017: No 2018: No
Homestead Credit 2017: No 2018: No
Rental Registration No
Board of Revision No
Zip Code 43068
Annual Taxes 4,774.00
Taxes Paid 4,774.00
Calculated Acreage 1.04
Legal Acreage 1.03

Current Market Value

	Land	Improv	Total
Base	\$30,800	\$118,600	\$149,400
TIF	\$0	\$0	\$0
Exempt	\$0	\$0	\$0
Total	\$30,800	\$118,600	\$149,400
CAUV	\$0		

Taxable Value

	Land	Improv	Total
Base	\$10,780	\$41,510	\$52,290
TIF	\$0	\$0	\$0
Exempt	\$0	\$0	\$0
Total	\$10,780	\$41,510	\$52,290
CAUV			

Building Data

Year Built	1945	Full Baths	1
Finished Area	1854	Half Bath	
Rooms	4	Heat/AC	1
Bedrms	2	Wood Fire	/
Dining Rooms	0	Stories	1

Sketch Legend



Sorry, no sketch available
for this record



060-009291 03/29/2017





July 10, 2018

Mr. Andrew Bowsher
Development Director
City of Reynoldsburg
7232 E. Main Street
Reynoldsburg, OH 43068

RE: 1421 Davidson Drive - Special Exception #2018-0008 - City of
Reynoldsburg, Ohio Staff Report

Board of Zoning & Building Appeals:

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

1. Project Summary

- a. The property is located at 1421 Davidson Drive. The building is located on property that is +/- 1.04 acres that includes a 5,500 sq. ft. banquet facility, previously the old senior center. Zoned CC Community Commerce District. The site is located within the Community Commercial Overlay District.
- b. The application request is for the a special exception for the additional uses of an eating and drinking establishment, and commercial recreation facility. This coincides with the city's plans for the future space, and the marketability of the site.

2. Zoning Review (Section 1145.05 – Special Exception Use)

- a. The building was previously used as hospitality, and is a like use of the potential future uses. Currently construction is underway of the YMCA Community Center, and these two additional uses, directly correlate, and compliment the future Community Center.
- b. The CC zoning district permits a variety of commercial businesses. The uses in that district that are adjacent to this property, are all consistent to that of this application
- c. Staff has no concerns that the use of the property as a childcare center will impact the provision of utilities to the site or to neighboring lots.
- d. Staff has no reason to believe that the addition of the use would significantly increase the amount of waste generated at the site to a level that would warrant additional dumpsters.
The site has enough existing parking to accommodate the proposed use.

3. 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 finds that the application meets those standards, and recommends approval of the special exception use permit.

Based on the above review of the application to the zoning code, we recommend APPROVAL of the application.

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