



## AGENDA

### BOARD OF ZONING AND BUILDING APPEALS THURSDAY, MARCH 16, 2017 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 – February 16, 2017

3. APPROVAL OF AGENDA
4. SWEARING IN OF SPEAKERS

#### B. PUBLIC COMMENT

#### C. UNFINISHED BUSINESS

1. 7578 E. Main St.; Application #176211; Applicant: Evans Capital Investments, Ltd.; Business: Reynoldsburg DG, LLC; Variance from Section 1193.12(C)(1,3) of the Zoning Code to Allow Signage that Exceeds the Area Requirements of that Section.

#### D. NEW BUSINESS

1. 1914 Brice Rd.; Application #176412; Applicant: Darrel DeBerry; Business: God's Greater Moves Ministry; Special Exception Use Permit.
2. 1481 Lancaster Ave.; Application #176417; Applicant: Steven Hicks; Variance from Section 1171.06(A)(3) of the Zoning Code of the City of Reynoldsburg, to Allow an Accessory Building to be Constructed on a Side Lotline.
3. 8301 E. Broad St.; Application #176438; Applicant: Kailen Akers; Business: Aldi, Inc.; Variance from Section 1175.05 of the Zoning Code of the City of Reynoldsburg, and Ordinance 45-06 of the City of Reynoldsburg, to Allow a Building Addition with a 10FT Rear Setback, and 13 Additional Parking Spaces Within a Parking Setback.
4. 6541 E. Main St.; Application # 176441; Applicant: Votem Ventures, Inc.; Special Exception Use Permit - Eating and Drinking Establishment.

5. 955 Lancaster Ave.; Application #176520; Applicant: Chuck Kirk; Business: Summer Rays, Inc.; Variance from Section 1179.03 and Table 1179 of the Zoning Code of the City of Reynoldsburg, to Allow Removal of a Required Enclosed Parking Space.
6. 1024 Tiffany Dr.; Application #176558; Applicants: Dennis Cole and Kimberly Cole; Variance from Section 1175.03 of the Zoning Code of the City of Reynoldsburg to Allow a Building Addition with a 6FT Setback from a Side Lotline.

E. OTHER BUSINESS

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

F. ADJOURNMENT

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## MINUTES

### BOARD OF ZONING AND BUILDING APPEALS THURSDAY, FEBRUARY 16, 2017 6:30 PM

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

#### A. CALL TO ORDER

PRESENT: Rettke (6:33 PM), Linder, Donovan, Darling, Armstead  
ABSENT:

#### 2. APPROVAL OF MINUTES

1. Board of Zoning and Building Appeals – Regular Meeting – January 19, 2017

Minutes stand approved.

#### 3. APPROVAL OF AGENDA

Agenda stands approved.

Mr. Snowden: Under Unfinished Business, Item 1., the applicant failed to submit their information, so I will recommend the Board table that item.

#### 4. SWEARING IN OF SPEAKERS

Chairman Rettke: Do we have any speakers wishing to speak before the Board, if so, please stand and raise your right hand. Do you swear or affirm that the testimony you will give in front of the Board will be truthful? If so, say "I do." (*Multiple "I do's heard."*) Please state your name and address for the record before speaking.

#### B. PUBLIC COMMENT

No public comment.

#### C. UNFINISHED BUSINESS

1. **7578 E. Main St.; Application #176211; Applicant: Evans Capital Investments, Ltd.; Business: Reynoldsburg DG, LLC; Variance from Section 1193.12(C)(1,3) of the Zoning Code to Allow Signage that Exceeds the Area Requirements of that Section.**

Mr. Snowden: Mr. Chairman and other Members of the Board, this application is for a variance to the allowable signage and size. The applicant has still failed to submit the required sign drawings in order for Staff to review and state that the signage is warranted. Those came in earlier this week after the packets and agendas had already gone out to the Board. I am going to recommend that the Board table this item to the next meeting, and the applications will be distributed as part of the normal process. With that, I recommend the

Minutes Acceptance: Minutes of Feb 16, 2017 6:30 PM (APPROVAL OF MINUTES)

Board make a motion to table it, and if such a motion was made, voting in the affirmative would be a vote to table to the next regular meeting of the Board, which would be March the 16th.

Mr. Donovan: I make a motion that we table Application #176211 until the next meeting.

Pastor Linder: I second.

Chairman Rettke: I have a question, is there a statute?

Mr. Snowden: There is. It is 60 days from the original hearing. We are still within that time and, at the applicant's request, the application can be extended as long as is reasonable. That is a new addition that I put in the Code last year. So, the applicant is tabling, so either way, we are completely in the clear.

Chairman Rettke: Thank you.

|                  |                                            |                                |
|------------------|--------------------------------------------|--------------------------------|
| <b>RESULT:</b>   | <b>TABLED [UNANIMOUS]</b>                  | <b>Next: 3/16/2017 6:30 PM</b> |
| <b>MOVER:</b>    | Richard Donovan, Vice Chairman             |                                |
| <b>SECONDER:</b> | Robert Linder, Board Member                |                                |
| <b>AYES:</b>     | Rettke, Linder, Donovan, Darling, Armstead |                                |

#### D. NEW BUSINESS

- 1051 S. Waggoner Rd.; Application #175748; Applicant John A. Eberts, Architect; Business: St. Pius X Catholic Parish; Variance from Section 1175.05 and Section 1180.10(B)(1) of the Reynoldsburg Zoning Code, to Allow a Building with a 6FT Side Setback and Site Development with Reduced Landscaping Standards.**

Mr. Snowden: 1051 Waggoner Road - St. Pius X Catholic Church and School - Variance. Application: #175748 - Variance. Location: Property is located on the west side of Waggoner Road north of E. Main Street. Existing Zoning: S-1 Special District. Request is for a variance from Sections 1175.05 and 1180.10(b)(1) of the Zoning Code. Current Use: Church and School Campus. It is a semi-public use per our code. Applicant: John A. Eberts. Proposal - The applicant is requesting the Board review and approve a variance from Sections 1175.05 and 1180.10(b)(1) of the Zoning Code, to allow a building with a 6FT side setback and site development with reduced development standards for landscaping. Site Context - The site is an existing church and school campus with associated parking and accessory buildings. To the south, the property abuts an apartment complex (multi-family dwellings) in the AR-2 zoning district. To the north and east, the property is adjacent to large-lot style single family dwellings in the R-1 and R-2 zoning districts. To the west, across French Run, the property abuts single family dwellings in the R-3 zoning district. You will see under *Considerations* the standards for a variance for which the Board will be reviewing. Let me state as a reminder, to our folks that are new to the Board that the standards for a variance are the items that the Board is ultimately allowed to consider when they approve or disapprove a variance. We don't review it and say no based on the something we dislike, we do it based on the Standards. This site is developed with an existing church campus that has been periodically expanded to accommodate a growing congregation. Various related structures include a separate office build, detached preschool building and play area, a baseball field, several small maintenance buildings, a fellowship hall, an a large surface parking field. The church is undergoing a significant capital

campaign to refurbish and expand their facilities and as part of that process, have designed a conceptual master plan. Upon review of that plan, Staff and the applicant determined that these two variances would be required before the applicant could submit a major site plan application for review by the Planning Commission. Regulation Intent - Variances are requested from two separate but related sections of the Zoning Code. Section 1175.05 and its referenced table, Table 1175.05, prescribe the setbacks and lot coverage requirements for the various zoning districts. These are commonly referred to as bulk controls, because they limit the size and massing of a building on its respective lot. The intent of these regulations is to maintain adequate separation between buildings to prevent dangerous or unattractive conditions. Section 1180.10(b)(1-10) prescribes specific buffering requirements between residential districts and various uses that could abut residential uses. The intent is that such uses will be screened in order to prevent a degradation of the character of the adjacent residential use and improve the aesthetics of the City. The applicant proposes to extend the existing fellowship building along the existing plane of the façade that is closest to the property line. Staff's concerns are minimal. The existing structure does not conform to the zoning regulations and may have been termed an accessory structure when it was constructed, which would probably be the reason the setback was allowed. At one time there were different regulations for accessory structures and they were inconsistent based on the type of accessory structure. You have a very short setback here. One portion the setback is only four feet from the property line. Staff is satisfied that the applicant will not reasonably be able to expand the existing building without relief from this section, because they are proposing to extend the Fellowship Building along what we would call the same facade plane as what is existing. Some zoning codes have language which allow applicants which have an existing non-conforming building to extend that building on the same plane. Our Zoning Code has no such language and therefore a variance is required. The entire property will still need to conform to the lot coverage requirements for the Zoning Code for buildings and impervious surface. Simply because we are granting this variance to extend the building, does not allow them to build a massive structure. They are still under the overall lot coverage regulation, 70% for structure and impervious surface. Given the ball field and the flood plain, there is no way they are going to exceed that regulation. The applicant's claim of hardship with regard to 1180.10, is based upon the terrain of the property. 1180.10(1) and subsection 3, require a 15FT buffer between this property and the adjacent single family property. Basically, their claim is, and based on Staff's visits to the site this is accurate, is that the slope in this location limits their ability to install the landscaping that is required by the Code. The reality of the situation is that with this creek here, the slopes, and conditions you have back here, you are never going to have a condition where you are going to have structures too close to one another. You have some flood plain considerations as well. As I stated in the report, the existing mature trees, the wooded creek bed, and everything that is existing along the property line and on the property to the north, exceed the requirements of the code for screening. In order to meet the intent of the Code, the applicant has offered to enter into an agreement with the adjacent property owner, to install some additional landscaping on their property, and have a permanent agreement in place. Due to those circumstances, I believe they are meeting the standards for a hardship, and that the Board should consider granting the variance from those regulations. I agree with their statement, that it is not possible for them to meet that regulation. With that, I recommend the Board apply the standards for review of variances contained in Section 1147.05 of the Zoning Code

and determine if the requested variance comply with those standards. Staff recommends approval of the application on the following condition: 1. That the applicant provide staff with copies of their plan and any recorded agreements for plantings on adjacent properties, and install the plantings to the satisfaction of the Planning & Zoning Administrator, and that is based upon the Board's power to require specific maintenance in order to grant a variance. I would be happy to answer any questions, and I will turn things back over to our Chairman.

Chairman Rettke: Please introduce yourself.

Mr Eberts: John Eberts, Architect, on behalf of St. Pius Catholic Church. One item I might add to Eric's comments is that this ravine and creek are such a beautiful and natural setting that if we put in and mounded dirt, or put shrubbery, or even a fence, it would be very out of character for what is there naturally. Our thought was to plant some Canadian hemlocks that would be indigenous to that area and survive under the canopy properly. That would lend itself to a year around screen. In the summer and spring it is heavily wooded. In the winter you can see glimpses here and there depending on where you are standing. The hemlocks, over time, would grow up anywhere from 30-50FT tall and be a nice screen all the way across there. We do have an agreement with the property owner here that we can actually plant some of those plants over the property line and we will maintain and take care of, for I believe five years, to make sure they have rooted well and are surviving.

Mr. Snowden: If you look on the screen in front of you to our new Reynoldsburg GIS, you can see the contour lines there are at two foot intervals. So, that gives you an idea of the terrain that is back there.

Mr. Eberts: Along with planting the trees, the project would progress. Any overhead lines with trees, those poles would come down and the lines would be out of the way also.

Chairman Rettke: We are not seeing this as a Major Site Plan.

Mr. Snowden: Per the Code, the Planning Commission reviews the Major Site Plan. But, the process has really not changed from when you were reviewing it. A landscape plan would still be reviewed by Planning Commission. If you recall back to the conversations and what I was discussing when those modifications to the Code were made, that typically in most cities, the Planning Commission is what reviews the Major Site Plans, and that is why I advocated for that code change.

Mr. Armstead: So there are two power poles?

Mr. Eberts: Correct. One actually feeds the hall and the other to the office building.

Mr. Snowden: Mr Eberts, it may be of interest to the Board if you briefly explained what those various were used for, since that is truly not the content of my report.

Mr. Eberts: In a nutshell, we have studied this probably at least three years, and on my part,

even longer. The parish growth is not the key here, but the activity of some 60 committees that are very active in the community and the parish. They have been tripping over each other from using the PAC room. I think the last improvement was in the early 80's when they put the gymnasium on the front, along with their PAC room. Basically for lack of space. This is a thriving community here that we feel that #1, a parish center where after mass people can gather for different events. That is #1 on the site plan, accompanied by some accessory restrooms, a kitchen, a small meeting room, dry food and frozen food storage. The parish center is a community center that will hold 299 people. It can be divided into three sections for smaller groups and meetings, ranging from the Knights of Columbus to ministry groups that are growing rapidly. Second, we have a 1400SF addition to the existing parish offices. The reason is to recover the residential aspect for the priests that are there so that the office can be independent from the residential structure. Third, is a 1300SF addition to the narthex of the church, which is very small with people after mass setting up different sign ups and things like that, they do have a lot of room for gathering after mass. That will give us ADA compliant restrooms, a room for the choir and their gowns, a mechanical systems area, and a bride room for getting ready for weddings. Finally, there is a one or two story addition that would be brand new kindergartens and would relocate the main office area of the school to a new main entry. This would provide better logistics for the staff with one entrance that could be controlled from the main office. By doing this, space upstairs would be freed up for a remodeled science lab, art labs, and things of that nature. None of these have been instituted because of more students or parishioners, it is basically to accommodate the existing parish members.

Mr. Snowden: If, in my report, I stated specifically that it was because of growth, I apologize. What I was trying to convey to the Board was how it has grown over the years with the various additions and in the 1950's, when the site was originally set up, the congregation was smaller. If I have one overarching thing that I wanted to convey to the Board is that what they have done here is embarked on a campaign to master plan the entire site and have it all make sense with parking to accommodate their uses. And, to get that approved in one swoop with the variances from BZBA and the Site Plan approval.

Mr. Eberts: We went through the most recent calculations for parking and we are required to have 229 spaces and we currently have with our parking lot expansion two years ago, we have 375 spaces to accommodate school and church. A big part of that is that as we studied and planned for this site, we worked with your predecessor, Luke Hair. At that time, we thought about having a parish center off Waggoner Road that you could see north of the church. But, as we studied this, the void there, and not to infringe on the street frontage, we put in behind the church so it would be a better overall feel for the campus.

Mr. Donovan: What is your guesstimate for a completion date?

Mr. Eberts: We would like to start the renovation and addition in early Spring, pending approvals and submittal of building permits.

Mr. Armstead: With the addition to Homer Hall, what type of lighting would you plan to add to the rear of the building, and would that be illuminating.

Mr. Eberts: I think in your packet, you have the lighting. My engineers first comment was that it was really not adequate enough. But it does a good job and for our neighbors, it does not push any glare into their areas. We have the existing light poles in the parking lot. Everything else are wall packs or floods off of the existing buildings. There are very few lights in front of the buildings.

Mr. Armstead: My biggest concern would be at the rear of the building, onto their property line.

Mr. Eberts: The only openings along the back are in the center, right where the angle is, and that is basically an exit door out of both of those so they would have small wall mount that would shoot down right at the exit. We are not planning to use flood lights onto the property because it will not be an in or out, it will be strictly emergency.

Mr. Snowden: The Code has a requirement in Chapter 1182 for site lighting, which the applicant is still going to have to comply with. Off the top of my head, I seem to remember .05FT candles at the edge of the property and I do not have their photometric in front of me because it was not in the BZBA packet, but it is in the packet that is going to Planning Commission and that will be something we will review for compliance. Just because we are granting the variance to allow the building to be closer to the lotline than it would permit, does not grant him the ability to have outdoor lighting that would exceed the requirement. That is a very astute observation.

Ms Darling: Mr. Eberts, besides the landscaping agreement, was the property owner fully on board with this.

Mr. Eberts: Yes, we have letters in the packet there. Steven and Mary are sitting here. Terry and Karen have included a letter that they are on board. We actually brought them over to campus and walked them through our plans.

Mr. Armstead: Both agreed to a five year landscaping.

Mr. Snowden: If that did not make it into the packet, I have that agreement in my office. It is a copy. It is not a recorded agreement. My understanding is that the applicant was intending to record that.

Mr. Eberts: I have a notarized document to be recorded.

Mr. Snowden: Great. So they will provide me with a copy, which I will retain in the file in case we need to follow up on those requirements in the future.

Pastor Linder: Is there expectation that they will make the meeting space open to outside groups, either for rental or for use?

Mr. Eberts: I think there are guidelines in the Columbus Diocese that that is very limited.

Pastor Linder: Will there be wedding receptions held in the hall pretty regularly?

Mr. Eberts: For parishioners, yes.

Pastor Linder: Is there a noise abatement for the neighbors? It looks like it would not be a problem but was there any discussion?

Mr. Eberts: I think the placement of our structure will lessen any noise transfer. I would say not.

Pastor Linder: Thank you.

Mr. Snowden: There is a small entry feature, but I did not see an outdoor living type of attachment.

Mr. Eberts: It is all inside. All three structures have to be concrete blocks so sound escaping the structure would be minimal if any at all.

Chairman Rettke: Any other discussion? So, to summarize 1175.05, given the characteristics of the creek and since the adjoining owners are in agreement with 1180.10, landscaping, I'm glad you did work with them on hemlocks, I think that satisfies that requirement, they have done a pretty good job in conforming to the rules. There is no plausible development between them and the creek, so we have rules but this is one that is not necessary. As a Board, we do not want to set a precedent, and we look at each characteristic of each property, and I think we have done a good job, so I would move for approval with the condition that the applicant provide Staff with copies of the plan and any recorded agreements for the plantings on any adjacent properties, and install the plantings to the satisfaction of the Planning and Zoning Administrator, as well as the adjoining property owners.

*(VOTE)*

Mr. Snowden: Mr. Eberts, I know you and I have talked at length, but I will provide the "Next Steps" to you in writing, as well as a written document of the variances and a Certificate of Variance approval. I look forward to working with you and seeing you at the Planning Commission march meeting.

|                  |                                            |
|------------------|--------------------------------------------|
| <b>RESULT:</b>   | <b>APPROVED [UNANIMOUS]</b>                |
| <b>MOVER:</b>    | Anthony Rettke, Chairman                   |
| <b>SECONDER:</b> | Richard Donovan, Vice Chairman             |
| <b>AYES:</b>     | Rettke, Linder, Donovan, Darling, Armstead |

2. **6475 E. Main St.; Application # 176265; Applicant: Jason Daniel; Business: Capital City Strength, LLC; Special Exception Use Permit - Commercial Recreation Facility**

Mr. Snowden: 6475 E. Main Street - Capital City Strength, LLC - Special Exception Use Permit. Application: #176265 - Special Exception Use Permit. The property is located on the south side of E. Main Street between Beeler Drive and Crest Street. Existing Zoning: RI Restricted Industry District / CCO Community Commercial Overlay District. The request is for a special exception use permit for a new commercial recreation facility. Current Use: Vacant. Applicant: Jason Daniel. The request of the applicant is for a special exception use permit for a new commercial recreation facility within an existing flex warehouse-office building. This proposed recreation facility will be operated as an exercise gym. Site Context - The site is developed with an existing flex office-warehouse style commercial building which with a variety of tenants. All neighboring properties are zoned CC and within the Community Commercial Overlay District. To the north, the property is abuts single story office buildings across E. Main Street. You can see that there are some R-3 and AR-2 that are adjacent, but this is at the rear of the site and is screened by the terrain. Under considerations, you will see the standards and requirements for all Special Exceptions. This is the exact same concept as with the variances, only these standards are different. The conditions of approval are conditions that the Board can require as a condition of any particular approval. The existing site hosts a variety of commercial uses, include small offices, workshop space, and contractors offices and storage (business services). A church also occupies one of the tenant spaces. Buildings like this are commonly known as flex-office-warehouse space, and are configured to provide as much flexibility of use as possible. In this building, you have entrances from the front. Around the outside is used for deliveries. Many of the tenant spaces have roll-able garage doors that vehicles can enter or items can be brought in and out depending on the exact configuration and how the interior is constructed. I have reviewed this site extensively. As I have noted in the past, I can not find the written evidence, but the manner in which this site is constructed, indicates to me that a parking variance was granted. Even if the entire site was configured for the lowest use within the RI, it would be under parked. So, that indicates a parking variance. Flex space like this, where you have a lot of different users, is not necessarily a terrible thing because the different users have very different requirements. The parking requirements for business services and contractor storage are different than requirements for a church use of even this applicant's use. I just want to note on the record that I can not find the written evidence, but the site is under parked and indicates a parking variance. The information required by the applicant, indicates that their hours of operation will not conflict with normal daytime business hours for the other tenants. These hours are typical of gym facilities of this type. The majority of the businesses are not open at the time that the applicant is proposing to be open. The applicant should clarify what hours they will operate on Sunday, if any, to avoid any conflicts with the church tenant, which is the only other tenant that whose use involves patrons assembling at the site. If you recall, and I reviewed the minutes from the Board's meeting several years ago where the church use Special Excpection permit was approved. In that case, the Board's position, and Staff's position was that these business are closed on Sunday, so essentially the entire site is available for parking for Sunday services. We just want to make sure that we have not created a conflict between those two particular uses because those are the only uses where you are involving an assembly of people at the site. 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 exception use permit application

as submitted. With that, I will turn things back over to our Chairman and I am here to answer any of your questions.

Chairman Rettke: First, we will start with your name and address for the record please.

Mr. Morgan: David Morgan with Kirschman and Wakefield Commercial Real Estate, 1407 Doten Ave. So, just to clarify, this would be a cross fit gym, so it is on a class basis. So, members of the gym come to a class that is scheduled. It is not a 24 hour fitness club where you come and go as you please. There are only scheduled classes and they are taught by instructors, so it is very different than a place with 24 hour access of 6am to 10pm sort of thing. There are no classes scheduled for Sundays, that is a rest day typically amongst most gyms. And on the weekends, I do not know if hours have been determined, but typically it is an 8 to noon situation where there may be two classes on Saturday morning.

Chairman Rettke: Can you clarify where in the structure you are located?

Mr. Morgan: If you look at the overhead, or on your screen, it is near the closed end of the building where the parked car is that would be on the west side of the structure. We met with the owner to discuss hours of operation, parking, and noise, and since this is a class based system where you are instructed through the work out, if there is music played, it is at a level where the attendees can still hear the instruction, so it is not a loud cycle studio where we are pulsing music through the space.

Chairman Rettke: What size of classes are you anticipating?

Mr. Morgan: Roughly 8 to 10.

Chairman Rettke: Is there a cap?

Mr. Morgan: I don't believe at his time there is a cap.

Ms. Darling: How many classes will you have at a time?

Mr. Morgan: One.

Mr. Armstead: I am pretty familiar with Cross Fit and this type of gym, you could possible have that garage door raised. Is that correct?

Mr. Morgan: That is fair to say.

Mr. Armstead: And you will possible have a tire out there. Is that correct? No tires? Ok. With that garage raised and music being played...

Mr. Morgan: I certainly understand the point. My only comment would be again that the music being played, if it is being played is at a level that the folks that are in the class can still hear the instructor who is not mic'd. The whole point of the class based system is that it

is almost one on instruction. It is not come in and throw weights around and leave kind of thing. It is a very regimented process.

Mr. Snowden: Unfortunately, I had a camera malfunction for my site visit so I do not have a proper picture to show you. This is immediately to the west where you have an existing single story apartment complex. This is the screening with evergreens and some mature trees. There is also some fencing further down along the apartment complexes property. There is some screening between the residential and this industrial. If you really want my opinion, this is a case where I support what the applicant is saying here. This is a case where I feel there is a poor mix of uses in general. This is multi-family, and this is industrial. If you built this today, whomever built second would be required to build at least a 15FT landscape buffer with a 6FT fence, or permanent hedging. When this was built, that was probably not required by the Zoning Code. Unfortunately, one of our challenges is to deal with existing buildings and how you mitigate the concerns. All Special Exceptions are reviewed by Staff at 6 months from when the permit is issued. That is a time where I can look to see if we have had any complaints to Planning and Zoning or Code Compliance. There have been times when noise is a consideration where I will check with the police and make sure there have not been any complaints. If folks are not in compliance, or there have been a lot of complaints, at a 6 month review the Board can elect to revoke the permit. Again, I not suggesting you do that hear, I am simply explaining the process. So, simply because we are granting the permit does not mean the applicant has cart blanc to make as much noise as they would like. Just letting you know we still have some controls in place.

Mr. Eberts: If I may add, there is an existing mixed use. The owner has spoken with them already and it is not a competing use. It is a similar use as far as noise that could be generated, and to my knowledge there is no issue with their use.

Mr. Donovan: Do any of the other businesses have signs placed stating that the parking is only for their business?

Mr. Eberts. No. It is open parking. The only designated spots are handicap accessible.

Mr. Snowden: This is a case where the property owner would be hurting themselves if they were attempting to do that because they have so little overall parking here, given the use. The code prescribes the parking. I have never seen a property owner give themselves too little parking. It is pretty rare. In this case, the only reason that the property owner is not having a parking problem already, is the variety of uses.

Mr. Eberts: We have done our due diligence in terms of parking in the morning and evening. It is not a competing use in terms of parking spaces.

Ms. Darling: Is 8:00 the latest you will be open?

Mr. Eberts: I believe so.

Mr. Daniel: Jason Daniel, Dennison Ave., Columbus, OH. I do not see 8:00 as the latest. I

am thinking earlier, 7:00 or 7:15. It is a cross fit. Not too many people want to get home from the gym at 9:00 at night.

Chairman Rettke: It is not an ideal design facility, as Eric has pointed out. I do see a significant difference between Ohio Combat Sports Academy and its proximity to the apartments. I once lived close to a studio where we were often awakened by noise, so I do think that is a valid concern. I would not open that door if it can be avoided. I think it will draw problems. If we hear about it, I would have to consider shutting you down. There has to be some sort of screening and this site does not really have that. I think you have to be diligent in watching that. Like I said, the karate place did get out of hand and I was a lot away and at the time it was tree covered and you could hear it clearly in our living room. That would be my only concern. There are a lot of residents near. I am fine with it because of the use. But, they have to take that upon themselves to police and we do have recourses.

Mr. Snowden: You do not intend to have any speakers or artificial noise maker outside on the building, do you?

Mr. Daniel: Certainly not.

Mr. Snowden: This is my opinion, I think from a true use and site configuration and compatible use, the only concern I really have here is noise. That is one of the beauties of having these meetings is that we get to talk about it. And, we get to meet the applicant and their team. At the end of the day, this is a case where the applicant just has to be a good neighbor. No Zoning Code or regulations can ever prevent every detail, and as I tell folks all the time, it is possible to be in compliance with all of our city regulations, and still not be a nice person. I think in this case, Mr. Daniels just has to be sensitive to exactly where he is in the site. If my office starts to get inundated with complaints, the first thing I am going to do is make contact with you to attempt to work it out. The only other recommendation I can make is that I do not think we should make this a condition of the approval, but talk to the management at the apartment complex because what could happen is you could have people complain to the management. So, let them know you are there so that you can be sensitive to any complaints. With that, I would support it and we can re-visit in 6 months and make sure we do not have any outstanding complaints. I think the Board has done their due diligence in this review.

Chairman Rettke: If you were four units up, there would be very little concern. So, just be conscientious if you would. Any other discussion or comments? Hearing none, I will move for approval.

*(Vote)*

Mr. Snowden: This will be forwarded to City Council and a record of the "Next Steps" will be mailed to the address on the application. If City Council elects to hold a hearing, that hearing will probably be March 13th. If they elect to not hold a hearing on march the 13th, I will be able to sign off and issue a permit to you. Then you can apply for building occupancy and do the rest of what you need to do.

Mr. Eberts: And my understanding is that if they do hold a hearing, I will be given advanced notice of the hearing?

Mr. Snowden: The Clerk's office should contact you a minimum of 7 days prior to. You are welcome to give me a call if you have any questions between now and then.

Chairman Rettke: Something I would like to clarify with the newer members, usually Special Exceptions are a one time deal. They stay with the owner and they run with the property. The owner can't take that exception to another property and another owner can not take over that business without coming back to us. There are a lot of Special Exceptions that come through, and a lot of times they are repeated, they are transferring owners, or an LLC gets changed, it can not transfer without coming back to us.

Mr. Snowden: One thing I would like to do with the Board is more training. When you are comfortable on the Board, you feel like you are doing more for the Community.

|                  |                                            |                                |
|------------------|--------------------------------------------|--------------------------------|
| <b>RESULT:</b>   | <b>REFERRED TO COUNCIL [UNANIMOUS]</b>     | <b>Next: 3/13/2017 7:30 PM</b> |
| <b>MOVER:</b>    | Anthony Rettke, Chairman                   |                                |
| <b>SECONDER:</b> | Robert Linder, Board Member                |                                |
| <b>AYES:</b>     | Rettke, Linder, Donovan, Darling, Armstead |                                |

#### E. OTHER BUSINESS

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

Mr. Snowden: As you recall, neither our Planning Commission or BZBA had functioning rules for a long time. In my clean out of the archives in my office, I did locate a copy of the BZBA Rules which we used as a basis to get the PC and BZBA Rules updated and in order. Two items from the Rules need to be updated. One is, as of last November, my title here is officially Planning and Zoning Administrator, so references to that were updated within the Rules. Secondly, Dr. McKenzie, the Chairman of the Planning Commission, brought to my attention, an omission in the election section which said that elections would be held for Chairman and Vice Chairman, when it should have said Chairman, Vice Chairman, and Secretary because the Charter requires that we elect those three, and we do not have the power to override the Charter. The Charter is like the City's Constitution. So, I updated the language and if you need an additional copy, let me know. I will get it emailed out tomorrow folks, and if you approve of it, you can vote on it at the next meeting. Also, we will post these on the website so they can be viewed there.

Chairman Rettke: Any other business? I would like to welcome the new members. I will be out some the next couple of months. As some of you know, I coach high school baseball.

Mr. Snowden: Mr. Donovan is our Vice Chairman and he is ready to go if we need him.

**RESULT:**           **TABLED [UNANIMOUS]****Next: 3/16/2017 6:30 PM****AYES:**           Rettke, Linder, Donovan, Darling, Armstead

## F. ADJOURNMENT

---

Chairman

---

Planning and Zoning Administrator

Minutes Acceptance: Minutes of Feb 16, 2017 6:30 PM (APPROVAL OF MINUTES)



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

Section 1139  
BOARD OF ZONING & BUILDING APPEALS  
APPLICATION

Application #: 176211  
Permit #:  
Date Submitted: 12/19/16  
Fee Amount: \$0

☒ Paid: On other App

|                                                                                                                                                                                                                                                                                                 |                                                                        |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------|
| <b>I. PROPERTY INFORMATION</b>                                                                                                                                                                                                                                                                  |                                                                        |
| Property Address:<br><b>7578 E. Main St. Reynoldsburg, OH</b>                                                                                                                                                                                                                                   |                                                                        |
| <b>II. PROPERTY OWNER OF RECORD</b>                                                                                                                                                                                                                                                             |                                                                        |
| Property Owner Name(s):<br><b>Evans Capital Investments, Ltd.</b>                                                                                                                                                                                                                               |                                                                        |
| Contact Email:<br><b>tschueler@evansadhesive.com</b>                                                                                                                                                                                                                                            | Contact Phone Number:<br><b>614-553-7013 Tammy Schueler, President</b> |
| <b>III. BUSINESS INFORMATION (IF APPLICABLE)</b>                                                                                                                                                                                                                                                |                                                                        |
| Business Name:<br><b>Reynoldsburg (E. Main) DG, LLC</b>                                                                                                                                                                                                                                         | Contact Name:<br><b>Mark Bush</b>                                      |
| Contact Phone Number:<br><b>205-263-4584</b>                                                                                                                                                                                                                                                    | Contact Email:<br><b>mbush@cgpre.com</b>                               |
| Description of Use:<br><b>7,500 sqft Dollar General Store</b>                                                                                                                                                                                                                                   |                                                                        |
| <b>IV. APPLICANT INFORMATION</b>                                                                                                                                                                                                                                                                |                                                                        |
| Applicant Name:<br><b>Evans Capital Investments, Ltd.</b>                                                                                                                                                                                                                                       | Applicant Address:<br><b>925 Old Henderson Rd. Columbus, OH 43220</b>  |
| Applicant Phone Number:<br><b>614-553-7013 or 614-451-2665</b>                                                                                                                                                                                                                                  | Applicant Email:<br><b>tschueler@evansadhesive.com</b>                 |
| <input checked="" type="checkbox"/> Property Owner <input type="checkbox"/> Business Owner <input type="checkbox"/> Contractor <input type="checkbox"/> Architect                                                                                                                               |                                                                        |
| <b>PROJECT INFORMATION</b>                                                                                                                                                                                                                                                                      |                                                                        |
| CHECK AND DESCRIBE IF APPLY:<br>Variance ( <input checked="" type="checkbox"/> Non-Residential (\$450) / <input type="checkbox"/> Residential (\$100): <u>See attached document summarizing variance requests from Section 1193.12 (c) (1, 3) - (Per 2016 Revised Reynoldsburg Zoning Code)</u> |                                                                        |
| <input type="checkbox"/> Special Exception Use (\$350): _____<br><input type="checkbox"/> Major Site Plan Review (\$500): _____<br><input type="checkbox"/> 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: Evans Capital Investments, Ltd. By: [Signature] President Date: 12/16/16

|                                                                                        |                                                                                                                                                                                                                         |                                                                                                                                                                                                                                    |
|----------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Additional Notes:                                                                      | <b>**OFFICE USE ONLY**</b>                                                                                                                                                                                              |                                                                                                                                                                                                                                    |
|                                                                                        | <b>Zoning Information</b><br>Zoning District: <u>CC</u><br><input type="checkbox"/> Historic District<br><input checked="" type="checkbox"/> CC Overlay                                                                 |                                                                                                                                                                                                                                    |
|                                                                                        | <b>Other Board Approval</b><br><input type="checkbox"/> DRB                                                                                                                                                             |                                                                                                                                                                                                                                    |
|                                                                                        | <b>BZBA Meeting</b><br>Date: <u>12/19/16</u><br><input type="checkbox"/> Approved as Submitted<br><input type="checkbox"/> Approved w/ Conditions<br><input type="checkbox"/> Tabled<br><input type="checkbox"/> Denied | <b>City Council Meeting</b><br>Date: _____<br><input type="checkbox"/> No Action Taken<br><input type="checkbox"/> Approved (w/ Conditions)<br><input type="checkbox"/> Introduced As Ordinance<br><input type="checkbox"/> Denied |
| Clerk of Council<br>Initials: _____ Date: _____<br>Planner Initials: _____ Date: _____ |                                                                                                                                                                                                                         |                                                                                                                                                                                                                                    |

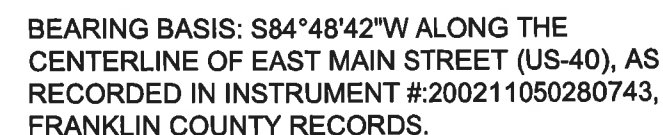
Reynoldsburg, OH – Variance Application Summary

Reynoldsburg (E. Main), OH DG, LLC

December 15, 2016

## Description of Variance Requests/Statements of Hardship:

*Requesting a variance from Section 1193.12 (c) (1,3), in reference to maximum areas of business identification signs permitted. We are requesting to increase the proposed ground and wall sign areas from the current maximum allowable of 18/20 square feet to 50 square feet and 50 square feet, respectively. Increased signage area will enhance store visibility and recognition from roadway. Signage will be sized and positioned on site so as not to distract or impede motorists and/or pedestrians.*



Packet Pg. 18

Attachment: Application #176211 (1635 : 7578 E. Main St.: Applicant: Evans Capital Investments, Ltd.)

SURVEY DESCRIPTION

Part of Half Section No. 8 in Section 7,  
Township 16 North, Range 20 West, Refugee Lands,  
City of Reynoldsburg, County of Franklin, State of Ohio

LOCATED IN THE STATE OF OHIO, COUNTY OF FRANKLIN, CITY OF REYNOLDSBURG, PART OF HALF SECTION NO. 8 IN SECTION 7, TOWNSHIP 16 NORTH, RANGE 20 WEST, REFUGEE LANDS, AND BEING A PART OF THE LAND CONVEYED TO EVANS CAPITAL INVESTMENTS, LTD AS RECORDED IN INSTRUMENT #: 200211050280743, FRANKLIN COUNTY RECORDS, MORE FULLY DESCRIBED AS:

COMMENCING AT A POINT AT THE CENTERLINE INTERSECTION OF EAST MAIN STREET (US-40) (80' PUBLIC/ASPHALT) & WAGGONER ROAD (80' PUBLIC/ASPHALT);

THENCE S84°48'42"W ALONG THE CENTERLINE OF EAST MAIN STREET A DISTANCE OF 469.93 FEET TO A SET MAG NAIL ON THE WEST LINE OF SAID LAND CONVEYED TO EVANS CAPITAL INVESTMENTS, LTD;

THENCE N5°11'18"W ALONG SAID WEST LINE A DISTANCE OF 40.00 FEET TO A FOUND 3/4" PIPE ON THE NORTHERLY RIGHT OF WAY OF EAST MAIN STREET AND THE POINT OF BEGINNING;

THENCE CONTINUING N5°11'18"W ALONG SAID WEST LINE A DISTANCE OF 160.00 FEET TO A SET 5/8-INCH REBAR WITH 'S-8066' CAP;

THENCE N25°30'00"W ALONG SAID WEST LINE A DISTANCE OF 120.00 FEET TO A FOUND 3/4" PIPE;

THENCE N41°48'47"W ALONG SAID WEST LINE A DISTANCE OF 87.91 FEET TO A FOUND 3/4" PIPE;

THENCE N6°37'05"E ALONG SAID WEST LINE A DISTANCE OF 100.00 FEET TO THE NORTH LINE OF SAID LAND AND A FOUND 3/4" PIPE, BEING THE SOUTH LINE OF A PARCEL OWNED BY CAROLYN EISELE;

THENCE S83°22'55"E ALONG SAID NORTH LINE AND THE SOUTH LINE OF LAND OWNED BY JANET COCHRAN A DISTANCE OF 209.44 FEET TO A SET 5/8-INCH REBAR WITH 'S-8066' CAP;

THENCE S4°13'32"E A DISTANCE OF 398.18 FEET TO A SET 5/8-INCH REBAR WITH 'S-8066' CAP AND THE NORTHERLY RIGHT OF WAY OF EAST MAIN STREET;

THENCE S84°48'42"W ALONG THE NORTHERLY RIGHT OF WAY OF EAST MAIN STREET A DISTANCE OF 124.68 FEET TO THE POINT OF BEGINNING.

CONTAINS 67,549 SQUARE FEET OR 1.551 ACRES.

BEARING BASIS: S84°48'42"W ALONG THE CENTERLINE OF EAST MAIN STREET (US-40), AS RECORDED IN INSTRUMENT #:200211050280743, FRANKLIN COUNTY RECORDS.

This description was made in accordance with a survey conducted under my direct supervision on November 6, 2016. To the best of my knowledge and belief, said survey was executed in accordance with Ohio Administrative Code Chapter 4733-37, Standards for Boundary Surveys.

Matthew T. Mokanyk, P.S., P.E.  
Ohio P.S. No. S-8066

Date

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

Received

JAN 27 2017

Reynoldsburg Building Division

Section 1139

BOARD OF ZONING & BUILDING APPEALS  
APPLICATION

Application #: 176412  
 Permit #:  
 Date Submitted: 1/27/17  
 Fee Amount: \$350.00  
☒ Paid: OK #1559

**I. PROPERTY INFORMATION**

Property Address:

1914 Brice Rd.

**II. PROPERTY OWNER OF RECORD**

Property Owner Name(s):

Dimo Kuzmanovski

Contact Email:

lose in time@aol.com

Contact Phone Number:

614 440-4624

**III. BUSINESS INFORMATION (IF APPLICABLE)**

Business Name:

Gods Greater Moves Ministry

Contact Name:

DARREL DeBERRY

Contact Phone Number:

(614) 886-5044

Contact Email:

ddeberry@netzero.net

Description of Use:

Church Assembly

**IV. APPLICANT INFORMATION**

Applicant Name:

Darrel DeBerry

Applicant Address:

1914 Brice Rd

Applicant Phone Number:

Applicant Email:

☐ 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): Church Assembly Semi-public Use  
☐ 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: *Darrel DeBerry*

Date: 1-26-17

\*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☐ DRB**BZBA Meeting**

Date: 3/16/17

☐ 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: \_\_\_\_\_

reynoldsburg letter  
CITY OF REYNOLDSBURG

- \*Existing use of lot: The building has no tenant currently.  
It was previously the Reynoldsburg Touchdown Club  
Bingo Hall.
- \*Use of activities: Property will be used as a church. Services will be  
10:00 A.M. on Sundays with possible Sunday evening  
services at 6:00 P.M. and Wednesday Bible Study @ 6:00.  
Employees would consist myself, my wife and 3 daughters  
There are no schedule deliveries. We are currently pur-  
chasing seating for 50-100 members.

\*Proposed site and improvements are shown in drawings

- \* Restaurants and stores on the adjacent lot would be able  
to capitalize on the presence of our being there!  
No traffic problems should arise(see parking lot specs)

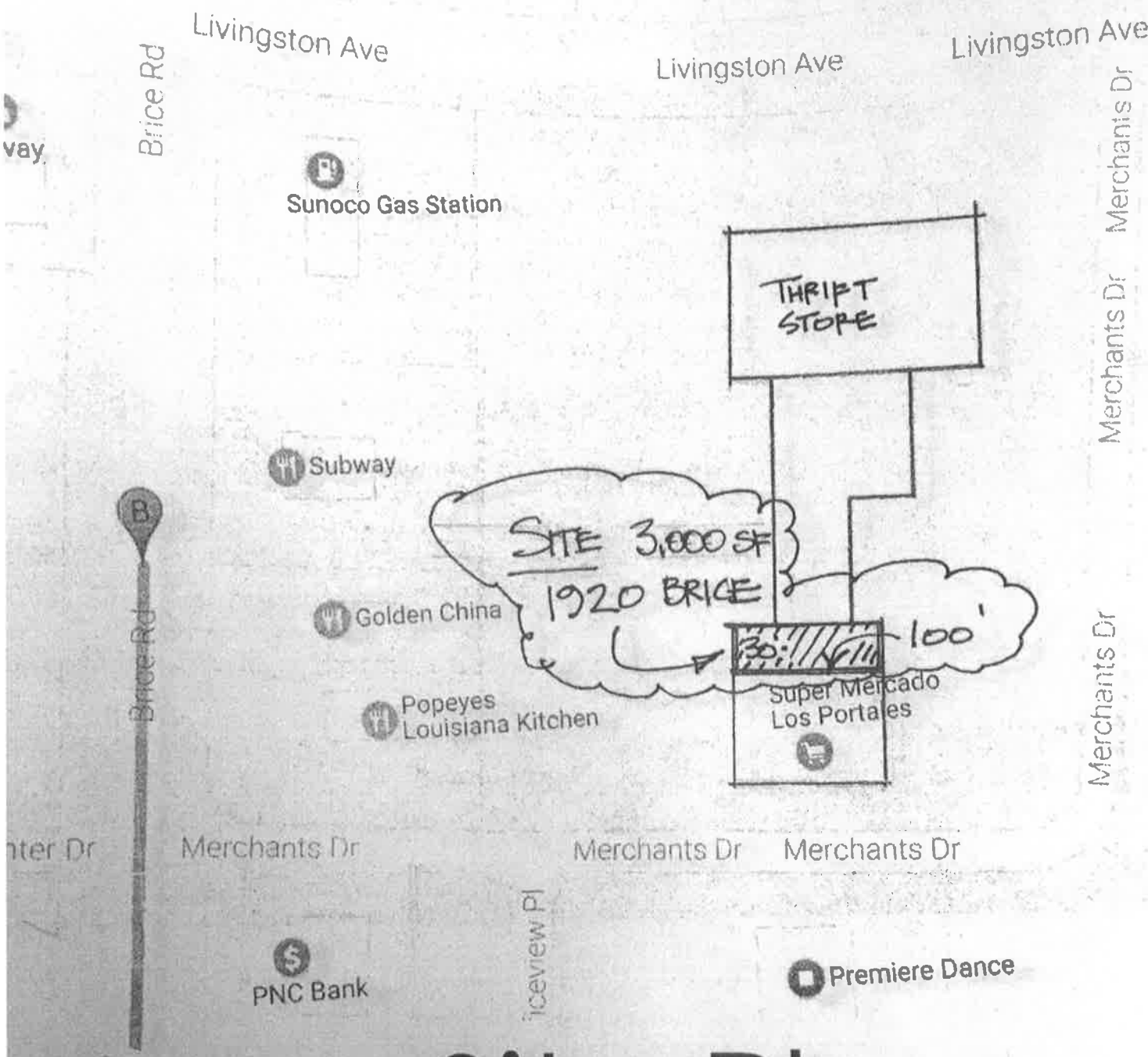
Section 1145.09

- \* Our plan is to be a community involved church linking  
with local schools to help with youth development in choirs,  
performing arts, and after school tutoring!  
Chris Skidmore has given me the name of Dan Akers to contact  
once we get started because he is currently involved with  
some of the schools we plan on working with.

Thank you Zoning Commission

Sincerely, Darrel DeBerry (Pastor)

Attachment: Application #176412 (1692 : 1914 Brice Rd.; Applicant: Darrel DeBerry)



# Site Plan

no scale

REPAIR WALL W/ 8" CMU

Attachment: Application #176412 (1692 : 1914 Brice Rd.; Application #176412; Applicant: Darrel DeBerry)



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

Section 1139  
**BOARD OF ZONING & BUILDING APPEALS**  
**APPLICATION**

Application #: 176417  
Permit #:  
Date Submitted: 1/31/17  
Fee Amount: \$100.00  
☒ Paid: 168

**I. PROPERTY INFORMATION**

Property Address:

1481 Lancaster Ave

**II. PROPERTY OWNER OF RECORD**

Property Owner Name(s):

Steven + Grace Hicks

Contact Email:

shicks@trepluscommunities.com

Contact Phone Number:

740-817-0072

**III. BUSINESS INFORMATION (IF APPLICABLE)**

Business Name:

Contact Name:

Contact Phone Number:

Contact Email:

Description of Use:

**IV. APPLICANT INFORMATION**

Applicant Name:

Steven Hicks

Applicant Address

1481 Lancaster Ave

Applicant Phone Number:

740-817-0072

Applicant Email:

shicks@trepluscommunities.com

☒ Property Owner

☐ Business Owner/Tenant

☐ Contractor

☐ Architect/Engineer

**PROJECT INFORMATION**

CHECK AND DESCRIBE IF APPLY:

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

Setback variance for  
a storage shed. Request for a variance from Section  
1171.06(a)(3) of the Zoning Code, to permit an  
accessory structure with a 6FT setback from a side

☐ Special Exception Use Permit (\$350): lot line.

☐ 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: [Signature]

Date: 12/29/16

\*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: R-3

☒ Historic District

☒ CC Overlay

Add'l Approvals Req'd

☐ Planning Commission

☐ DRB

BZBA Meeting

Date: 3/16/17

☐ Approved as Submitted

☐ Approved w/ Conditions

☐ Tabled

☐ Denied

City Council Meeting

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

☐ No Action Taken

☐ Approved as Submitted

☐ Approved w/ Conditions

☐ Denied

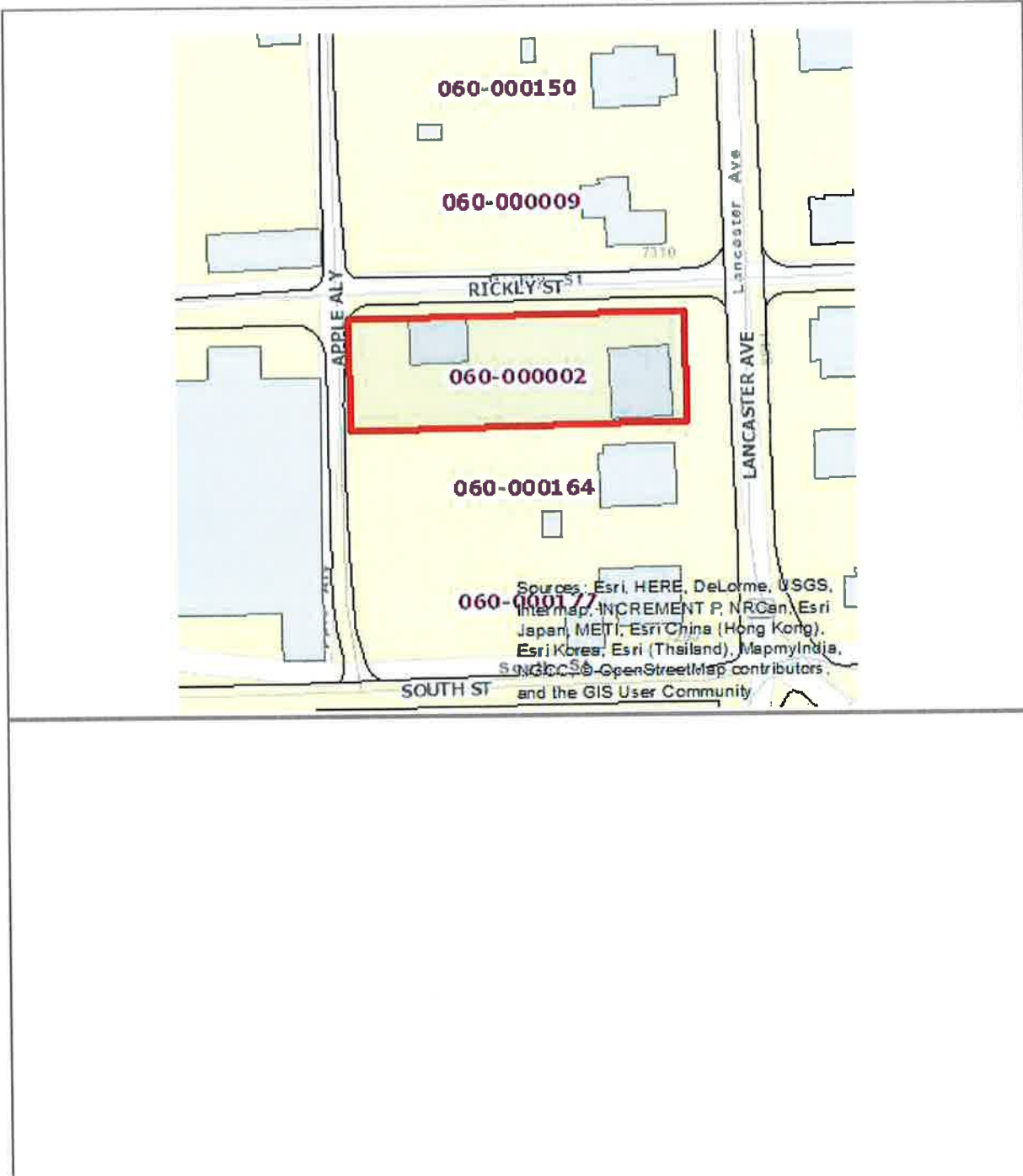
Planning Admin.: \_\_\_\_\_ Date: \_\_\_\_\_

Clerk of Council: \_\_\_\_\_ Date: \_\_\_\_\_

Attachment: Application #176417 (1693 : 1481 Lancaster Ave.; Application #176417; Applicant: Steven Hicks)

ParcelID: 060-000002-00  
HICKS STEVEN W

Map-Rt: 060-N080 -047-00  
1481 LANCASTER AV



**Description of the Nature of Variance Request:**

Steven Hicks as the applicant hereby requests a zoning variance to allow the placement of a storage shed within the required 3' setback area from an adjacent property line. Applicant proposes placement of one side of a storage shed on the southern property line shared with 1489 Lancaster Ave.

**Statement of Hardship:**

The property is located within the Historic District of the City. The existing zoning code was drafted many years after the Historic District was developed. There are many conditions on the subject property and within the immediate neighborhood that do not meet modern zoning regulations. These conditions include building and accessory structures that are set on property lines. There is an existing concrete slab on the south-western corner of the property. There was at one time a dilapidated storage shed on the concrete slab. The shed was removed because it was a safety hazard. The applicant proposes constructing a new shed on the same concrete slab. The shed would be set on the southern property line and 6' from the western property line.

Within the immediate area there is already precedence of buildings located on property lines. The barn located at 1481 Lancaster Ave is set on a property line. There are two other structures at the intersection of Rickley Street and Apple Alley that are also set on (or over) the property line.

Applicant proposes using the storage shed for the potential storage of an automobile. Therefore, the applicant needs the entire length of the concrete slab to have enough room for storage of the automobile. See attached Site Plan EXHIBIT A.

The neighboring property to the south is owned by Jeffrey Plank. Mr. Plank supports the variance in the attached letter. EXHIBIT B

**Legal Description**

Situated in the County of Franklin, State of Ohio and in the City of Reynoldsburg: Being Lot Number Thirty Four (34) of the Village of Reynoldsburg, as the same is numbered and delineated upon the recorded plat thereof, of record in Plat Book 3, Page 159, Recorder's Office, Franklin County, Ohio.

Street Address: 1481 Lancaster Ave; Reynoldsburg, OH 43068  
Parcel Number: 060-000002  
Prior Instrument Reference: Instrument # 201209070131438

This Instrument Prepared by:  
T & R Properties, Inc.  
3895 Stoneridge Lane  
Dublin, OH 43017  
614-923-4000

Attachment: Application #176417 (1693 : 1481 Lancaster Ave.; Application #176417; Applicant: Steven Hicks)

**EXHIBIT B**

To Whom It May Concern,

My name is Jeffrey Plank, and I am the owner of the property located at 1489 Lancaster Ave;  
Reynoldsburg, OH 43068.

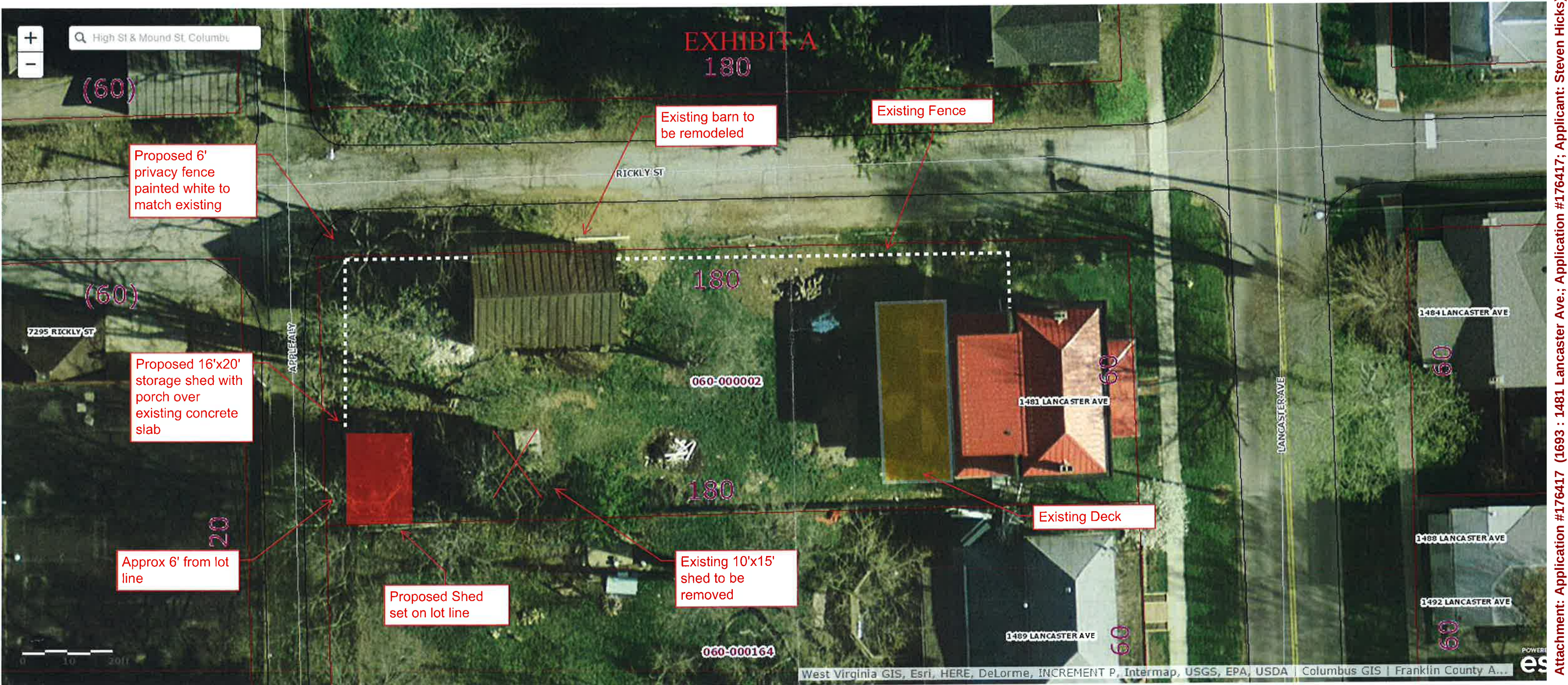
I have reviewed the variance proposal as prepared by Steven Hicks to locate a storage shed on his side  
of the property line between our parcels.

I hereby support approval of the variance request.

Thank You,

A handwritten signature in cursive script that reads "Jeffrey Plank, Jan 20<sup>th</sup> 2017". The signature is written in dark ink and is positioned above the printed name.

Jeffrey Plank



Attachment: Application #176417 (1693 : 1481 Lancaster Ave.; Application #176417; Applicant: Steven Hicks)



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

Section 1139  
**BOARD OF ZONING & BUILDING APPEALS**  
**APPLICATION**

Application #: 176 438  
Permit #:  
Date Submitted: 2/2/17 (M)  
Fee Amount: \$450.00  
☒ Paid: 024685

**I. PROPERTY INFORMATION**

Property Address:

8301 E Broad Street, Reynoldsburg, OH 43068

**II. PROPERTY OWNER OF RECORD**

Property Owner Name(s):

Aldi, Inc. - Springfield Division c/o Russ White

Contact Email:

russ.white@aldi.us

Contact Phone Number:

937-323-5500

**III. BUSINESS INFORMATION (IF APPLICABLE)**

Business Name:

Aldi, Inc.

Contact Name:

Russ White

Contact Phone Number:

937-323-5500

Contact Email:

russ.white@aldi.us

Description of Use:

Grocery Store

**IV. APPLICANT INFORMATION**

Applicant Name:

Kailen Akers

Applicant Address

2221 Schrock Road, Columbus, OH 43229

Applicant Phone Number:

614-898-7100

Applicant Email:

kakers@msconsultants.com

☐ Property Owner

☐ Business Owner/Tenant

☐ Contractor

☒ Architect/Engineer

**PROJECT INFORMATION**

CHECK AND DESCRIBE IF APPLY:

Variance ( ☒ Non-Residential (\$450) / ☐ Residential (\$100)): Aldi is proposing to expand a portion of the rear of the

building, facing Lowe's. This expansion will project into the 30' rear yard setback but will remain 10' or

more from the property line at all points. Additionally, Aldi is proposing the addition of 13 parking spaces at

the eastern edge of the lot. This addition will extend into the parking setback. Please see attached for further explanation.

☐ Special Exception Use Permit (\$350):

☐ 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:

*Kailen Akers*

Date:

02/09/17

\*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:

1175.05 + Ord. 45-06

Zoning Information

Zoning District:

☐ Historic District

☐ CC Overlay

Add'l Approvals Req'd

☐ Planning Commission

☐ DRB

**BZBA Meeting**

Date:

☐ 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:

**ms consultants, inc.**  
engineers, architects, planners

2221 Schrock Road  
Columbus, Ohio 43229-1547  
p 614.898.7100  
f 614.898.7570  
www.msconsultants.com

**Appendix A**

The building expansion will extend into the existing 30' rear yard setback. It will remain 10' or more from the property line at all points. Adjacent to the proposed expansion is a detention pond which will not be affected or encroached upon by the expansion.

This expansion is necessary to increase the sales floor area sq. ft. to their current prototype size. Aldi needs this larger sales floor due to the growing line of products they carry. This store is approximately 3,000 sq. ft. smaller than the current stores they are building. The expansion to the South results in the least impact on the neighboring properties and community.

Aldi cannot expand the building out into the parking lot to the north or west as it would result in a significant loss of parking spaces. The current zoning code has a requirement of 1 space per 250 square feet of building area. With the expansion, Aldi will be required to provide 73 spaces, which the site will have post building expansion. This requirement however does not align with Aldi's national standard for parking which is 95 spots preferred and 85 spots as a minimum for new stores. Any expansion into the parking lot would reduce the parking provided further below Aldi's desired number and also result in a violation of the zoning code. Additionally, there are existing storm and sanitary service pipes near the building that would need to be relocated if the building were to expand into the parking lot.

Expanding to the east would violate the building setback along that property line. An expansion here would also impact the existing landscape buffer between Aldi and the neighboring property.

**ms consultants, inc.**

# LEGAL DESCRIPTION:

D.3.a

(As shown in Instrument Number 200801110005845 and  
Title Commitment No. CW-200801-6)

## EXHIBIT "C"

### SURVEY OF ACREAGE PARCEL 2.275 ACRES

Situate in the State of Ohio, County of Franklin, City of Reynoldsburg, lying in Quarter Township 4,  
Township 1, Range 16, United States Military Lands and being part of that 51.225 acre tract as conveyed to One  
Reynoldsburg Company, LLC by deed of record in Instrument Number 200701230013868 (all references refer  
to the records of the Recorder's Office, Franklin County, Ohio), and described as follows:

Beginning, for reference, at the centerline intersection of East Broad Street and Waggoner Road, being  
Franklin County Geodetic Survey Monument Number 5011;

thence North 81° 49' 10" East, with the centerline of said East Broad Street, a distance of 2638.72 feet  
to a point;

thence South 08° 10' 50" East, across the right-of-way of East Broad Street, across Parcel 50WD as  
conveyed to State of Ohio by deed of record in Official Record 16572A10, a distance of 70.00 feet to an iron pin  
set in the northerly line of said 51.225 acre tract, the southerly right-of-way line of Broad Street, the southerly  
line of said Parcel 50WD, being the TRUE POINT OF BEGINNING;

thence North 81° 49' 10" East, with said southerly right-of-way line, the common line to said Parcel  
50WD and 51.225 acre tract, a distance of 264.16 feet to an iron pin set in the northwesterly corner of that  
193.242 acre tract as conveyed to Distribution Land Corp. by deed of record in Official Record 23688G01;

thence South 01° 36' 44" West, with the westerly line of said 193.242 acre tract, a distance of 413.90  
feet to an iron pin set;

thence across said 51.225 acre tract, the following courses and distances:

North 86° 21' 38" West, a distance of 217.79 feet to an iron pin set at a point of curvature to the right;

with the arc of said curve, having a central angle of 90° 00' 00", a radius of 43.00 feet, an arc length of  
67.54 feet, a chord bearing and distance of North 41° 21' 38" West, 60.81 feet to an iron pin set at a point of  
tangency;

North 03° 38' 22" East, a distance of 177.10 feet to an iron pin set at a point of curvature to the left;

with the arc of said curve, having a central angle of 11° 49' 12", a radius of 425.00 feet, an arc length of  
87.68 feet, a chord bearing and distance of North 02° 16' 14" West, 87.52 feet to an iron pin set at a point of  
tangency;

North 08° 10' 50" West, a distance of 27.84 feet to an iron pin set at a point of curvature to the right;

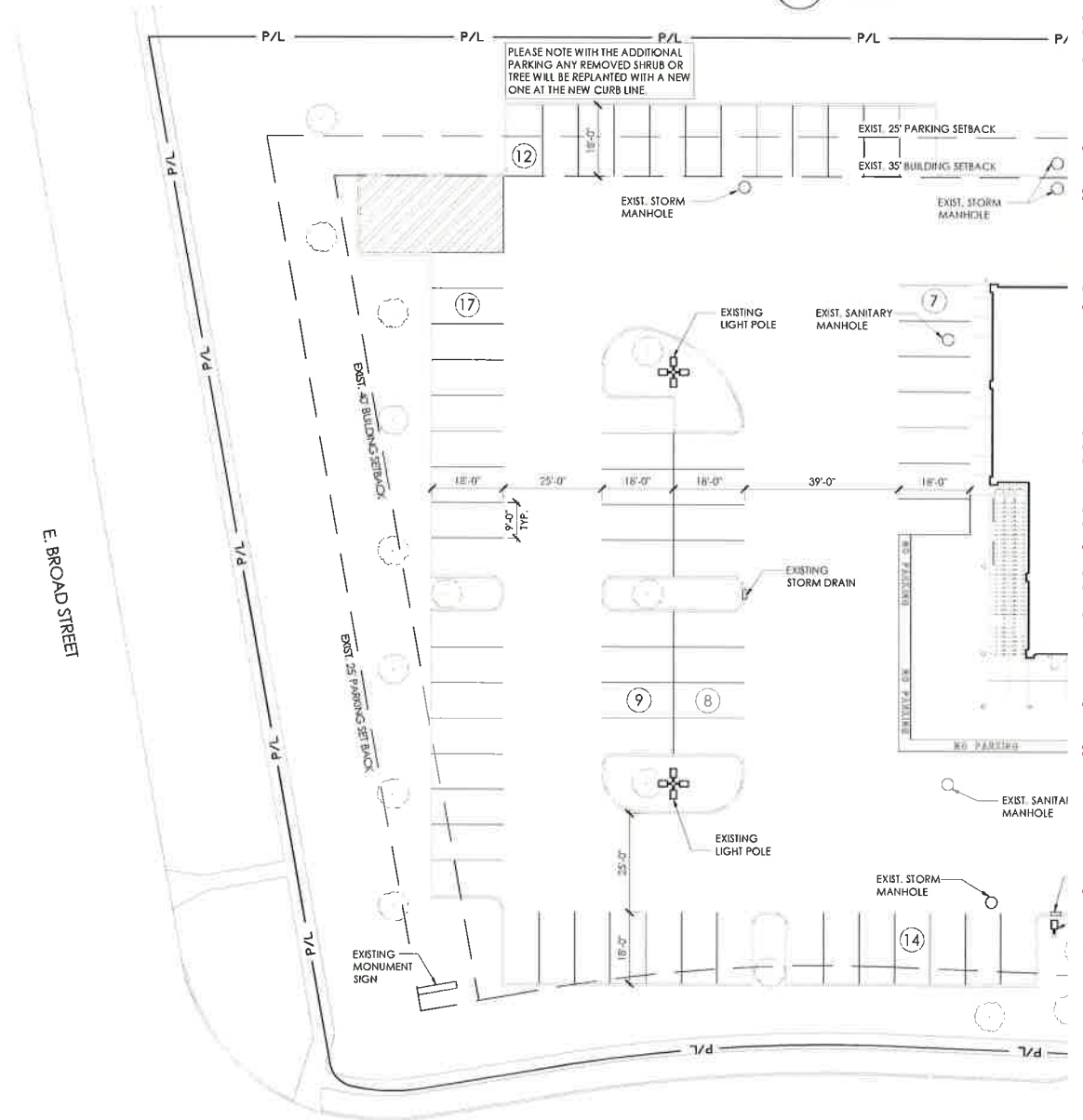
with the arc of said curve, having a central angle of 34° 07' 09", a radius of 43.00 feet, an arc length of  
25.61 feet, a chord bearing and distance of North 08° 52' 44" East, 25.23 feet to the TRUE POINT OF  
BEGINNING and containing 2.275 acres of land, more or less, being out Auditor's Parcel Number 067-000069

Subject, however, to all legal rights-of-way and/or easements, if any, of previous record.

Iron pins set, where indicated, are iron pipes, thirteen sixteenths (13/16) inch inside diameter, thirty (30)  
inches long with a plastic plug placed in the top bearing the initials EMHT INC.

The bearings in the above description are based on the Ohio State Plane Coordinate System per NAD83,  
South Zone (1986 Adjustment). Control for bearings was from coordinates of monuments FCGS 5011 & FCGS  
4409, having a bearing of South 09° 48' 44" West, as established by the Franklin County Engineering  
Department.

File Name: N:\624020148-REYNOLDSBURG, OH #38IDOCSCAD\AS\101 - ARCHITECTURAL SITE PLAN.DWG Author: CALLOS, ABIGAIL Plot Date: 2/10/2017



2 Aerial  
SCALE: NIS

1 Architectural Site  
SCALE: 1:20

Attachment: Application #176438 (1695 : 8301 E. Broad St.; Application #176438; Applicant: Kailen Akers)

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

Section 1139  
**BOARD OF ZONING & BUILDING APPEALS**  
**APPLICATION**

Application #: 176441  
 Permit #:  
 Date Submitted: 2/2/17  
 Fee Amount: \$350.00  
☒ Paid: check

|                                                                                                                                                                                   |                                                         |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------|
| <b>I. PROPERTY INFORMATION</b>                                                                                                                                                    |                                                         |
| Property Address: <u>6541 East Main St, Reynoldsburg, OH 43068</u>                                                                                                                |                                                         |
| <b>II. PROPERTY OWNER OF RECORD</b>                                                                                                                                               |                                                         |
| Property Owner Name(s): <u>VOTEM VENTURES Inc</u>                                                                                                                                 |                                                         |
| Contact Email: <u>main@machisa.com</u>                                                                                                                                            | Contact Phone Number: <u>614.500.7345/740.417.5117</u>  |
| <b>III. BUSINESS INFORMATION (IF APPLICABLE)</b>                                                                                                                                  |                                                         |
| Business Name:                                                                                                                                                                    | Contact Name:                                           |
| Contact Phone Number:                                                                                                                                                             | Contact Email:                                          |
| Description of Use:                                                                                                                                                               |                                                         |
| <b>IV. APPLICANT INFORMATION</b>                                                                                                                                                  |                                                         |
| Applicant Name: <u>VOTEM VENTURES Inc</u>                                                                                                                                         | Applicant Address: <u>6541 E. Main St, Rey OH 43068</u> |
| Applicant Phone Number: <u>614.500.7345/740.417.5117</u>                                                                                                                          | Applicant Email: <u>main@machisa.com</u>                |
| <input checked="" type="checkbox"/> Property Owner <input type="checkbox"/> Business Owner/Tenant <input type="checkbox"/> Contractor <input type="checkbox"/> Architect/Engineer |                                                         |
| <b>PROJECT INFORMATION</b>                                                                                                                                                        |                                                         |
| CHECK AND DESCRIBE IF APPLY:                                                                                                                                                      |                                                         |
| Variance ( <input type="checkbox"/> Non-Residential (\$450) / <input type="checkbox"/> Residential (\$100)):                                                                      |                                                         |
| <input checked="" type="checkbox"/> Special Exception Use Permit (\$350): <u>BANQUET HALL Eating and Drinking Establishmen</u><br><input type="checkbox"/> 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: [Signature] Date: 1/20/2017  
 \*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: | <b>**OFFICE USE ONLY**</b>                                                                                                                                                                                             |                                                                                                                                                                                                                                |
|                   | <b>Zoning Information</b>                                                                                                                                                                                              |                                                                                                                                                                                                                                |
|                   | Zoning District: <u>CC</u>                                                                                                                                                                                             |                                                                                                                                                                                                                                |
|                   | <input type="checkbox"/> Historic District<br><input checked="" type="checkbox"/> CC Overlay<br>Add'l Approvals Req'd<br><input type="checkbox"/> Planning Commission<br><input type="checkbox"/> DRB                  |                                                                                                                                                                                                                                |
|                   | <b>BZBA Meeting</b><br>Date: <u>3/16/17</u><br><input type="checkbox"/> Approved as Submitted<br><input type="checkbox"/> Approved w/ Conditions<br><input type="checkbox"/> Tabled<br><input type="checkbox"/> Denied | <b>City Council Meeting</b><br>Date: _____<br><input type="checkbox"/> No Action Taken<br><input type="checkbox"/> Approved as Submitted<br><input type="checkbox"/> Approved w/ Conditions<br><input type="checkbox"/> Denied |
|                   | Planning Admin.: _____ Date: _____                                                                                                                                                                                     | Clerk of Council: _____ Date: _____                                                                                                                                                                                            |

VOTEM Ventures, Inc. † 6543 East Main Street † Reynoldsburg, Ohio 43068

The Reynoldsburg City  
Board of Zoning and Building Appeal  
7232 East Main Street  
Reynoldsburg, Ohio 43068

Monday, January 30, 2017

Re: 6541 & 6543 East Main Street, Reynoldsburg, Ohio 43068 - 060-000311-00

The Reynoldsburg Board of Zoning and Building Appeal:

I write to request that you consider our application for Special Exception Uses as per Table 1175.01 of The City of Reynoldsburg Code of Planning and Zoning. This request will permit the property a special use classification under Semi-public uses. It is to be noted that this same application was approved by this Board and recorded on March 19, 2015, see attached.

The property in question is the former Cattle Club Restaurant facility located at 6541 & 6543 East Main Street, Reynoldsburg, Ohio 43068. Built in 1972, the building sat vacant and in a bad condition for a long time until 2004 when it was purchased.

At the time of the purchase the property it had about the largest banquet facility in the area and a big restaurant in this 12,516 square feet building on approximately 2 acres of land located about 400 feet away from the main street thoroughfare. It is boarded to the North, West and South by properties zoned CC and to the immediate East is a zoned MHP-Mobile homes. This request will not be injurious to the area or otherwise detrimental to the public welfare.

The building has two addresses, 6541 and 6543 East Main Street. 6543 portion has business offices; we will continue to use this side (6543) for professional business activities that caters to the general public. 6541 portion of the building will be constituted closer to its original use (Assembly). It is proposed to be used for assembly. This portion of the building served as the banquet center when the building was originally envisioned and constructed, there has not been any other activity housed in this portion of the building since inception.

Now therefore; current use of lot and adjacencies described above and historic narrative that followed, it is not anticipated that there will be compatibility issues with existing adjacent lots, nor issues with such elements as traffic circulation, noise, glare, odor, fumes, vibration, and storm water.

[votem@machisa.com](mailto:votem@machisa.com)

VOTEM Ventures, Inc. † 6543 East Main Street † Reynoldsburg, Ohio 43068

We recognize as per 1161.04 Commercial Districts; a definition for Offices and Institutions District “CO” is a better and appropriate zoning for referenced property in keeping with its original vision and location away from the main thoroughfare.

There exists special circumstance applicable to the property for which the Special Exceptions Use is sought. Recent history of the property, its original history, isolated location away from the main thoroughfare and the continuity created by properties adjacent to the main street will support our request. Special Exception use for Semi-public use is necessary for the reasonable and beneficial use of the property.

There is practical difficulty evident in the strict application of the existing zoning, although CC-Community Commerce District is a recent wide area change made by the City, the property’s isolated location sets it apart. There is obvious deprivation of beneficial use of the land by the current zoning.

The special exceptions being requested will not impair adequate supply of light and air to adjacent property; neither would it increase congestion in the public streets, nor increase the danger of fire, endanger the public safety, nor diminish or impair property values of the adjacent area neither would it confer on the property owner any special privilege unduly denied to other properties in the same district.

Our application is independent of all other conditions with regard to nonconforming use of neighboring property or in other districts.

The proposed use for the property shall be for a semi-public use of normal offices and assembly hall. This and other code compliance issues will be addressed when the property comes in for building approval for renovation to meet the very specific needs of the program that will house our assembly activities, as in prayer sessions, seminars, parties, and educational activities. It is anticipated that our hours of operations will be Monday – Sunday 6am – 2am.

Sincerely,  
VOTEM Venture, Inc.

*Benedicta O. Udeagbala, DO*  
*President*

APPLICATION FOR SPECIAL EXCEPTION USE:

- (a) Correct legal description of the lot INCLUDED AS Exhibit "A";
- (b) The names and addresses of the owners of lot(s) contiguous or directly across the street from the subject lot(s) obtained from Franklin County Recorder Office and attached;
- (c) Existing topography with contour intervals of the subject lot(s) and extending at least three hundred feet (300') outside of the proposed lot, including lot lines, easements, street rights-of-way, existing structures, trees and landscaping features thereon obtained from Franklin County Recorder Office and attached;
- (d) Vehicular and pedestrian traffic patterns remain unchanged;
- (e) Location of all existing structures remain unchanged, new structures are not proposed;
- (f) Proposed assignment of use shall be mixed use under "CO" Offices and Institutions - Professional offices and Institutions within Special Exceptions of "CO";
- (g) Preliminary plans of all structure types are not provided at this time;
- (h) Deed restrictions and protective covenants included and attached;
- (i) A schedule for construction is not required at this time;
- (j) Traffic impact study: This particular zoning change will not affect the transportation network in the community;
- (k) Utilities impact study: This particular zoning change will not affect the utility net work of the community;
- (l) Drainage impact study: This particular zoning change will not affect the drainage pattern of the community;
- (m) Such other relevant information as City Council may require in determining the propriety of initiating the ordinance for zoning district change, narrative provided and attached.
- (n) Fees as established by this Code, required fees provided.
- (o) March 19, 2015 Reynoldsburg Board Resolution approving our application for same.

Exhibit "A"  
Legal Description  
For File: 52107085

Situated in the State of Ohio, County of Franklin, City of Reynoldsburg, being in Half Section 20, Section 13, Township 12, Range 21, Refugee Lands, containing 1.856 acres of land, more or less, said 1.856 acres being part of Tract 1 and all of Tract 2 as both are designated and described in a deed to James J. Joseph of record in Deed Book 3650, page 48, Recorder's Office, Franklin County, Ohio, said 1.856 acres being more particularly described as follows:

Beginning at a P.K. Nail set in the centerline of East Main Street (National Road) as said centerline is shown and delineated upon The State of Ohio Department of Highways Plans for highway improvement FRA-40-22.42, at the northwesterly corner of said Tract 1, the same being the northeasterly corner of that tract of land, designated as PARCEL I and described in a Certificate of Transfer to Mabel C. Howard of record in Deed Book 2923, page 676, Recorder's Office, Franklin County, Ohio;

Thence N 84° 48' 40" E, with the centerline of said East Main Street and with the northerly line of said Tract 1, a distance of 30.03 feet to a P.K. Nail set;

Thence S 0° 02' 26" W, parallel with and 29.50 feet easterly from, as measured at right angles, the westerly line of said Tract 1, passing a railroad spike set at 50.21 feet, a total distance of 197.97 feet to a P.K. Nail found;

Thence N 85° 22' 15" E, with the westerly extension of a northerly line of said Tract 1 and with a northerly line of said Tract 1, passing a P.K. Nail found at a distance of 100.00 feet, a total distance of 200.00 feet to a 3/4-inch (I.D.) iron pipe found at a northeasterly corner of said Tract 1, said iron pipe being in an easterly line of that tract of land as described in a deed to Owen E. Adams and Lillian E. Adams of record in Deed Book 2805 page 647, Recorder's Office, Franklin County, Ohio;

Thence S 0° 06' 40" W, with an easterly line of said Tract 1 and with the easterly line of said Tract 2, a distance of 326.12 feet to a 3/4-inch (I.D.) iron pipe found at the southeasterly corner of said Tract 2;

Thence S 84° 49' 49" W, with the southerly line of said Tract 2, a distance of 229.79 feet to a 3/4-inch (I.D.) iron pipe found at the southwesterly corner of said Tract 2 and in the easterly line of said PARCEL I;

Thence N 0° 02' 26" E, with the westerly lines of said Tract 2 and said Tract 1 and with the easterly line of said PARCEL I, passing a 3/4-inch (I.D.) iron pipe set at a distance of 475.72 feet, a total distance of 525.53 feet to the point of beginning and containing 1.856 acres of land, more or less.

Subject to all rights-of-ways, easements and restrictions, if any, of previous record. Also subject to all legal highways.

Parcel No.: 060-000311  
Known As: 6541E. Main Street, Reynoldsburg, OH 43068

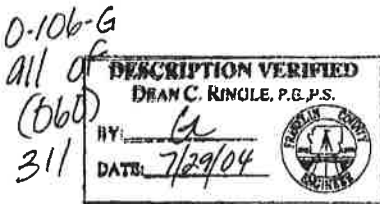


EXHIBIT "A"

Situated in the State of Ohio, County of Franklin, City of Reynoldsburg, being in Half Section 20, Section 13, Township 12, Range 21, Refugee Lands, containing 1.856 acres of land, more or less, said 1.856 acres being part of Tract 1 and all of Tract 2 as both are designated and described in a deed to James J. Joseph of record in Deed Book 3650, page 48, Recorder's Office, Franklin County, Ohio, said 1.856 acres being more particularly described as follows:

Beginning at a P.K. Nail set in the centerline of East Main Street (National Road) as said centerline is shown and delineated upon The State of Ohio Department of Highways Plans for highway improvement FRA-40-22.42, at the northwesterly corner of said Tract 1, the same being the northeasterly corner of that tract of land, designated as PARCEL I and described in a Certificate of Transfer to Mabel C. Howard of record in Deed Book 2923, page 676, Recorder's Office, Franklin County, Ohio;

Thence N 84° 48' 40" E, with the centerline of said East Main Street and with the northerly line of said Tract 1, a distance of 30.03 feet to a P.K. Nail set;

Thence S 0° 02' 26" W, parallel with and 29.50 feet easterly from, as measured at right angles, the westerly line of said Tract 1, passing a railroad spike set at 50.21 feet, a total distance of 197.97 feet to a P.K. Nail found;

Thence N 85° 22' 15" E, with the westerly extension of a northerly line of said Tract 1 and with a northerly line of said Tract 1, passing a P.K. Nail found at a distance of 100.00 feet, a total distance of 200.00 feet to a 3/4-inch (I.D.) iron pipe found at a northeasterly corner of said Tract 1, said iron pipe being in an easterly line of that tract of land as described in a deed to Owen E. Adams and Lillian E. Adams of record in Deed Book 2805, page 647, Recorder's Office, Franklin County, Ohio;

Thence S 0° 06' 40" W, with an easterly line of said Tract 1 and with the easterly line of said Tract 2, a distance of 326.12 feet to a 3/4-inch (I.D.) iron pipe found at the southeasterly corner of said Tract 2;

Thence S 84° 49' 49" W, with the southerly line of said Tract 2, a distance of 229.79 feet to a 3/4-inch (I.D.) iron pipe found at the southwesterly corner of said Tract 2 and in the easterly line of said PARCEL I;

Thence N 0° 02' 26" E, with the westerly lines of said Tract 2 and said Tract 1 and with the easterly line of said PARCEL 1, passing a 3/4-inch (I.D.) iron pipe set at a distance of 475.72 feet, a total distance of 525.53 feet to the point of beginning and containing 1.856 acres of land, more or less.

TOGETHER WITH those certain easement rights for ingress/egress and utility purposes as contained in General Warranty Deed of record in Official Record 33227, Page E11, Recorder's Office, Franklin County, Ohio.

Attachment: Application #176441 (1696 : 6541 E. Main St.; Application # 176441; Applicant: Votem Ventures, Inc.)



# CLARENCE E MINGO II FRANKLIN COUNTY AUDITOR

MAP ID: D      DATE: 2/1/17



Disclaimer

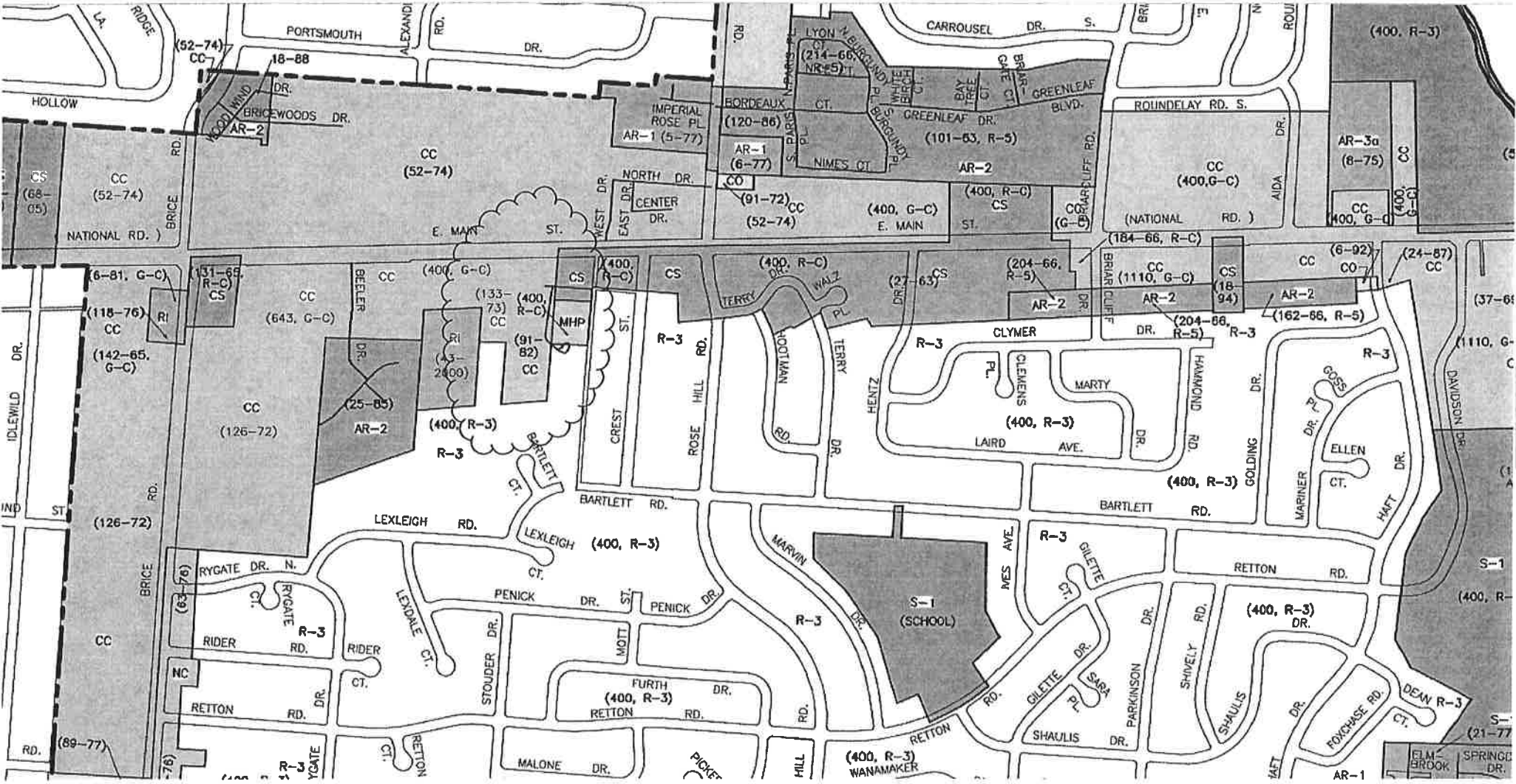
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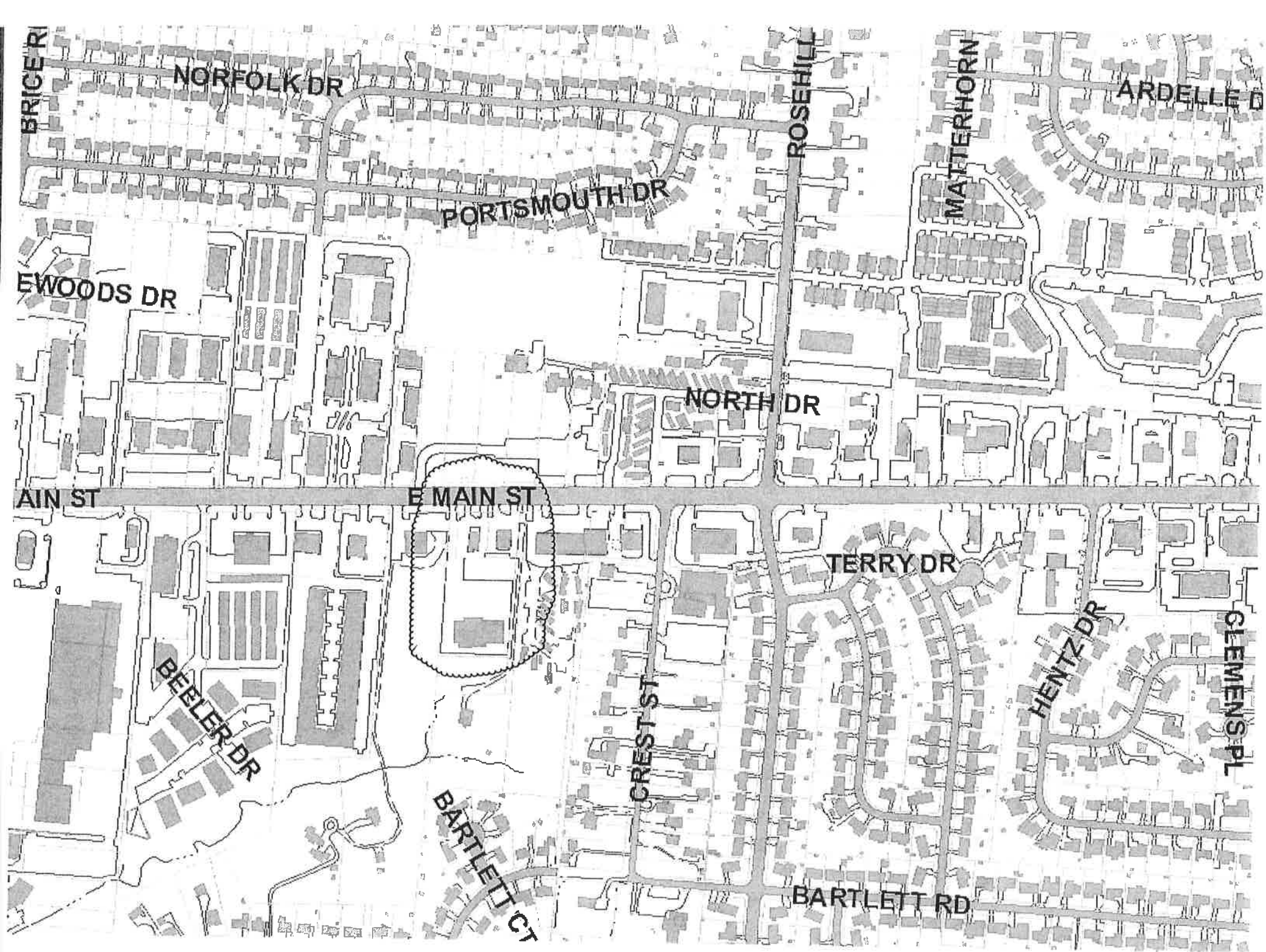


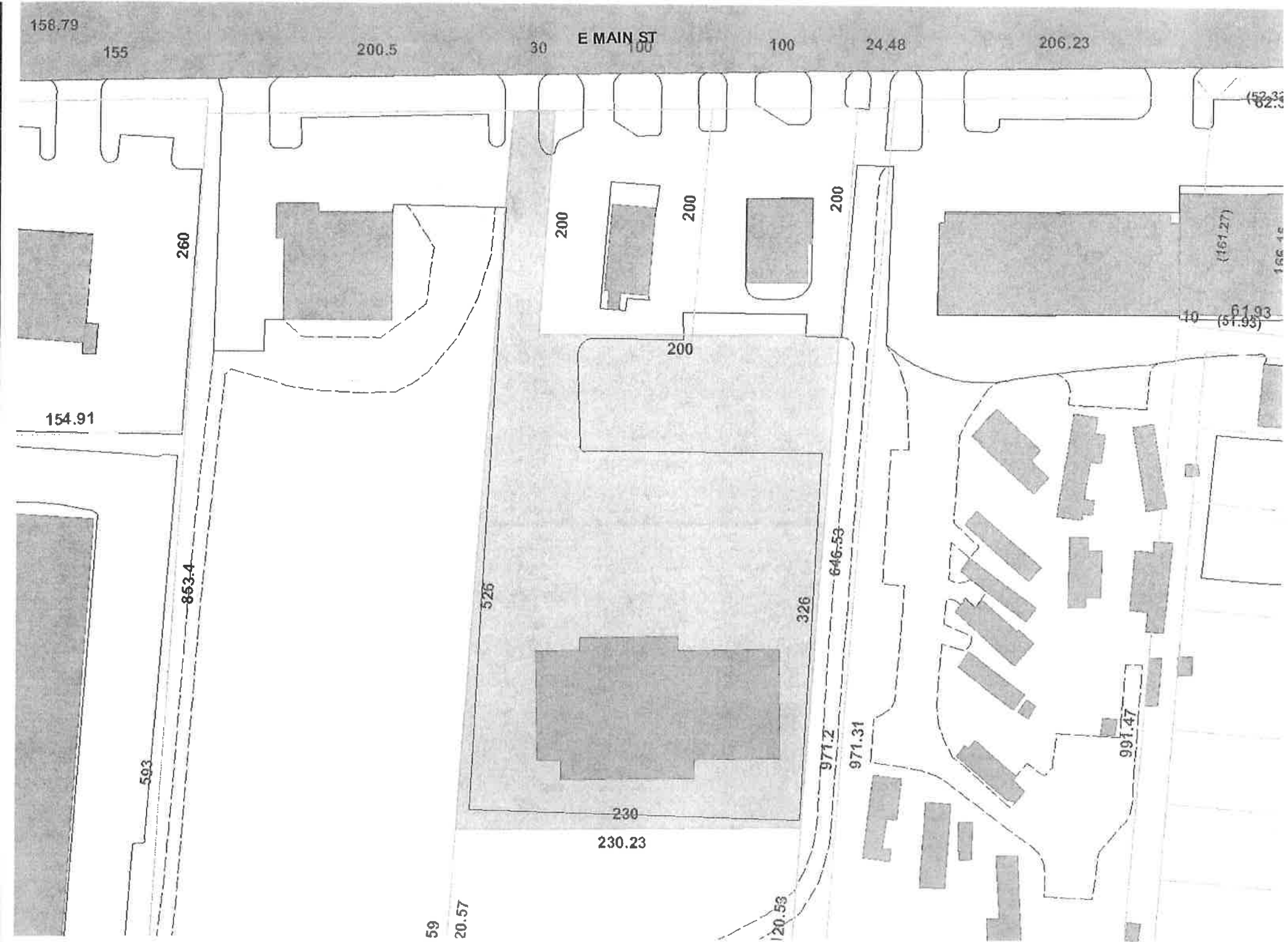
This map is prepared for the real property inventory within this county. It is compiled from recorded deeds, survey plats, and other public records and data. Users of this map are notified that the public primary information sources should be consulted for verification of the information contained on this map. The county and the mapping companies assume no legal responsibilities for the information contained on this map. Please notify the Franklin County GIS Division of any discrepancies.

Real Estate / GIS Department

Attachment: Application #176441 (1696 : 6541 E. Main St.; Applicant: Votem Ventures, Inc.)









**MACHISA DESIGN SERVICES**

**ARCHITECTURAL DESIGN SERVICE**  
*Architecture, Planning, Interior Design*  
6543 EAST MAIN STREET SUITE #B

6543 EAST MAIN STREET SUITE #B

66543 EAST MAIN STREET  
COLUMBUS, OHIO 43068

Phone: (614) 774-1237

Fax (614) 322-1240

Fax (614) 322-1240

**VOTEM BUILDING**  
6543 E. MAIN ST. - REYNOLDSBURG, OH

**VOTEM BUILDING**  
6543 E. MAIN ST. - REYNOLDSBURG, OH

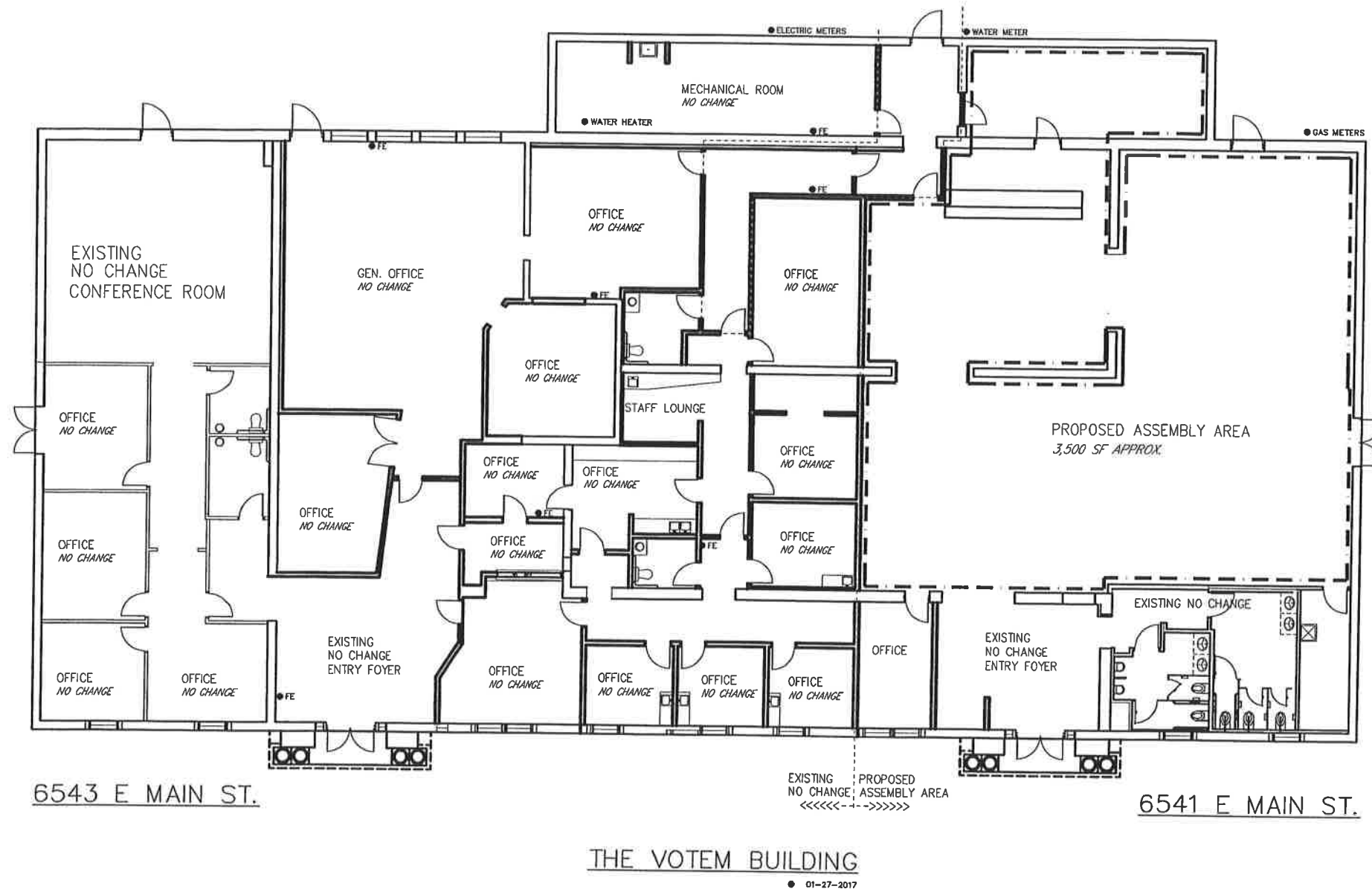
## EXISTING SITE PLAN

**-NO CHANGE-**

02/24/2015

project no.  
VTM-6543A2  
drawing scale  
AS NOTED

**S100**





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

Application #: 176520  
Permit #:  
Date Submitted: 2/16/17  
Fee Amount: \$100.00  
☒ Paid: 5796

Section 1139  
BOARD OF ZONING & BUILDING APPEALS  
APPLICATION

|                                                                                                                                                                                                                                                                                |                                                                                                                                                                                                                        |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>I. PROPERTY INFORMATION</b>                                                                                                                                                                                                                                                 |                                                                                                                                                                                                                        |
| Property Address: <u>955 Lancaster Ave, Reynoldsburg, OH 43068</u>                                                                                                                                                                                                             |                                                                                                                                                                                                                        |
| <b>II. PROPERTY OWNER OF RECORD</b>                                                                                                                                                                                                                                            |                                                                                                                                                                                                                        |
| Property Owner Name(s): <u>Summer Rays, Inc. / Chuck Kirk</u>                                                                                                                                                                                                                  |                                                                                                                                                                                                                        |
| Contact Email: <u>chuck-kirk@sbglobal.net</u>                                                                                                                                                                                                                                  | Contact Phone Number: <u>614-806-9006</u>                                                                                                                                                                              |
| <b>III. BUSINESS INFORMATION (IF APPLICABLE)</b>                                                                                                                                                                                                                               |                                                                                                                                                                                                                        |
| Business Name: <u>Summer Rays, Inc.</u>                                                                                                                                                                                                                                        | Contact Name: <u>Chuck Kirk</u>                                                                                                                                                                                        |
| Contact Phone Number: <u>614-806-9006</u>                                                                                                                                                                                                                                      | Contact Email: <u>chuck-kirk@sbglobal.net</u>                                                                                                                                                                          |
| Description of Use: <u>Extended Livable Space</u>                                                                                                                                                                                                                              |                                                                                                                                                                                                                        |
| <b>IV. APPLICANT INFORMATION</b>                                                                                                                                                                                                                                               |                                                                                                                                                                                                                        |
| Applicant Name: <u>Chuck Kirk</u>                                                                                                                                                                                                                                              | Applicant Address: <u>7480 E. main St, Rays, OH</u>                                                                                                                                                                    |
| Applicant Phone Number: <u>614-806-9006</u>                                                                                                                                                                                                                                    | Applicant Email: <u>chuck-kirk@sbglobal.net</u>                                                                                                                                                                        |
| <input checked="" type="checkbox"/> Property Owner                                                                                                                                                                                                                             | <input checked="" type="checkbox"/> Business Owner/Tenant                                                                                                                                                              |
| <input type="checkbox"/> Contractor                                                                                                                                                                                                                                            | <input type="checkbox"/> Architect/Engineer                                                                                                                                                                            |
| <b>PROJECT INFORMATION</b>                                                                                                                                                                                                                                                     |                                                                                                                                                                                                                        |
| CHECK AND DESCRIBE IF APPLY:<br>Variance ( <input type="checkbox"/> Non-Residential (\$450) / <input checked="" type="checkbox"/> Residential (\$100)): <u>opportunity to further organization mission by extending current heated garage to a more enclosed livable area.</u> |                                                                                                                                                                                                                        |
| <input type="checkbox"/> Special Exception Use Permit (\$350):                                                                                                                                                                                                                 |                                                                                                                                                                                                                        |
| <input type="checkbox"/> Other:                                                                                                                                                                                                                                                |                                                                                                                                                                                                                        |
| Applicant shall submit <b>ten (10)</b> 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: <u>[Signature]</u> Date: <u>2/9/17</u>                                                                                                                                                                                                                    |                                                                                                                                                                                                                        |
| *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.*                                                                                                       |                                                                                                                                                                                                                        |
| <b>Additional Notes:</b>                                                                                                                                                                                                                                                       | <b>**OFFICE USE ONLY**</b>                                                                                                                                                                                             |
|                                                                                                                                                                                                                                                                                | <b>Zoning Information</b><br>Zoning District: <u>R-3</u><br><input type="checkbox"/> Historic District<br><input type="checkbox"/> CC Overlay                                                                          |
|                                                                                                                                                                                                                                                                                | <b>Add'l Approvals Req'd</b><br><input type="checkbox"/> Planning Commission<br><input type="checkbox"/> DRB                                                                                                           |
|                                                                                                                                                                                                                                                                                | <b>BZBA Meeting</b><br>Date: <u>3/16/17</u><br><input type="checkbox"/> Approved as Submitted<br><input type="checkbox"/> Approved w/ Conditions<br><input type="checkbox"/> Tabled<br><input type="checkbox"/> Denied |
| <b>City Council Meeting</b><br>Date: _____<br><input type="checkbox"/> No Action Taken<br><input type="checkbox"/> Approved as Submitted<br><input type="checkbox"/> Approved w/ Conditions<br><input type="checkbox"/> Denied                                                 |                                                                                                                                                                                                                        |
| Planning Admin.: _____ Date: _____                                                                                                                                                                                                                                             |                                                                                                                                                                                                                        |
| Clerk of Council: _____ Date: _____                                                                                                                                                                                                                                            |                                                                                                                                                                                                                        |

Attachment: Application #176520 (1697 : 955 Lancaster Ave.; Application #176520; Applicant: Chuck Kirk)

QUIT CLAIM DEED

KNOW ALL MEN BY THESE PRESENTS

200812050174811  
Pgs 1 \$28.00 T20080078018  
12/05/2008 2:31PM MLSUMMER RAYS  
Robert G. Montgomery  
Franklin County Recorder

That **Charles E. Kirk, (Married)**, whose post office address is 6790 Tanya Terrace, Reynoldsburg, Ohio 43068, of Franklin County, Ohio for valuable consideration paid, grant(s) to **Summer Rays, Inc.**, whose tax-mailing address is 7480 East Main Street, Reynoldsburg, Ohio 43068 the following real property:

Situated in the State of Ohio, County of Franklin and in the City of Reynoldsburg:

Being located in Section 7, Township 16, Range 20, Refugee Lands, and being 0.501 acre of the Ruth Roshon and Mary Tobin 15.078 acre tract as shown of record in Deed Book 1500, Pages 545 and 546, Recorder's Office, Franklin County, Ohio.

Beginning at a point in the centerline of Lancaster Avenue at the northeasterly corner of a 0.263 acre tract conveyed to the Village of Reynoldsburg, (now City), by deed of record in Deed Book 2219, Page 579, Recorder's Office, Franklin County, Ohio, or the southeasterly corner of the above mentioned Ruth Roshon and Mary Tobin 15.078 acre tract.

Thence along the northerly line of the said Village of Reynoldsburg, (now City), 0.263 acre tract, South 71 degrees 41' West, (passing an iron pin at 20 feet and passing a second iron pin at 192 feet), 229.4 feet to a point in the Blacklick Creek;

Thence along the said Blacklick Creek, North 14 degrees 09' West, 94.45 feet to a point;

Thence North 70 degrees 11' East, (passing an iron pin at \_\_\_ feet and passing a second iron pin at 200 feet), 220.0 feet to a point in the centerline of the said Lancaster Avenue;

Thence along the centerline of the said Lancaster Avenue, South 19 degrees 49' East, 100.0 feet to the place of beginning, containing 0.501 acre, more or less.

Parcel No: 060-001026-00  
Commonly known as: 955 Lancaster Avenue, Reynoldsburg, Ohio 43068

Prior Instrument Reference: 200707030116304

**Marsha L. Kirk**, (wife) of the grantor, releases all rights of dower therein.

Executed this 5th day of December, 2008.

Witness

Witness

STATE OF OHIO  
COUNTY OF FRANKLIN

The foregoing instrument was acknowledged before me this 5th day of

December, 2008 by Charles E. Kirk and Marsha L. Kirk

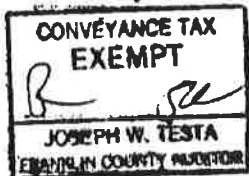
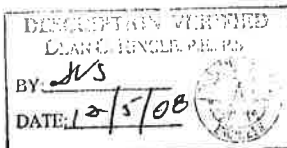
DEC 05 2008

This instrument was prepared by: Summer Rays, Inc.  
JOSEPH W. TESTA  
Auditor's and Recorder's Stamps  
FRANKLIN COUNTY, OHIO

Notary



JOSEPH W. TESTA  
Notary Public, State of Ohio  
My Commission Expires 08-14-2011



0-106-B  
ALL OF  
(060)  
1026

# 3 – Description of the nature...

It would be an actual improvement to the value and neighborhood as of this request since (1) car garages as existing size has less value without a basement due to home is on a slab of concrete; whereas multiple homes on Lancaster Avenue and surrounding have converted garages to livable areas.

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#4 – Statement of hardship

Extended livable square footage would relieve possible tension and allow our residents the luxury of expanded ranch feel and the benefit of a larger home.

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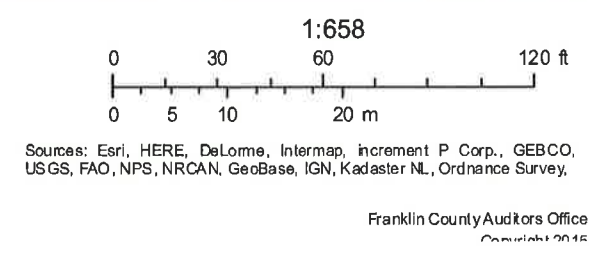
#5 – Other information

The conversion of heated garage to livable space would flow nicely with rear patio for creek view and access which will be enhanced or upgraded as overall property begins to incorporate a larger feel

060O106B 03200



February 10, 2017



Attachment: Application #176520 (1697 : 955 Lancaster Ave.; Application #176520; Applicant: Chuck Kirk)

#2

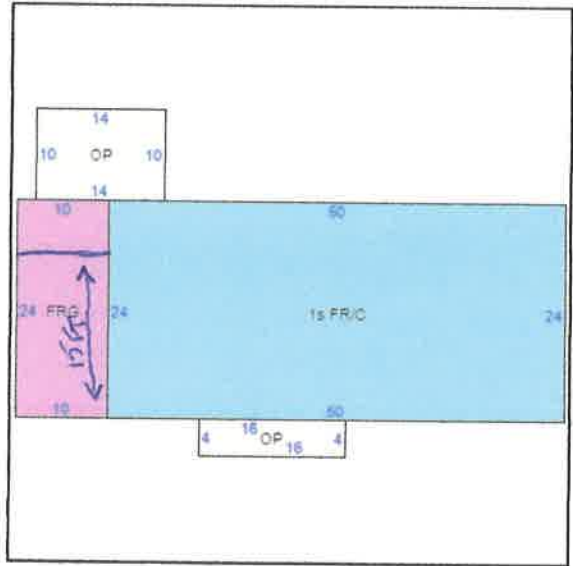
Summary

ParcelID: 060-001026-00  
SUMMER RAYS INC

Map-Rt: 060-01068 -032-00  
955 LANCASTER AV

- Land Profile
- Residential
- Commercial
- Improvements
- Permits
- Mapping
- Sketch
- Photo
- Aerial Photos
- Transfers
- BOR Status
- CAUV Status
- Tax & Payments
- Tax Distribution
- Value History
- Rental Contact
- Quick Links

Construction  
NOTES:



1 of 1  
Return to Search Results

- Actions
- Neighborhood Sales
- Proximity Search
- Printable Version
- Custom Report Builder

- Reports
- Proximity Report
- Map Report
- Parcel Summary
- Parcel Detail
- Go

Social Media Links



Options

| Type     | Line # | Item                     | Area  |
|----------|--------|--------------------------|-------|
| Dwelling | 0      | 1s FR/C                  | 1,200 |
| Dwelling | 1      | FRG - 15:FRAME GARAGE    | 240   |
| Dwelling | 2      | OP - 13:OPEN FRAME PORCH | 140   |
| Dwelling | 3      | OP - 13:OPEN FRAME PORCH | 64    |

Click on an Item to display it independently.

EXTERIOR: CEDAR Shake Entire Front of House AS  
Weather Permits

**Disclaimer:**  
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INTERIOR

- 1) Install 2x4 Treated Bottom plate w/Red Head Brand Anchors w/ 2x4 studs 16" ON CENTER w/ R13 Insulation
- 2) Install New Decorative Vent to Existing HVAC Duct Run
- 3) Existing Electric Remained w/new plug outlets & switches only
- 4) Replace Interior Door w/new interior opening for Esthetics
- 5) Replace & Install New Vinyl window for Door Replacement.

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

**Section 1139**  
**BOARD OF ZONING & BUILDING APPEALS**  
**APPLICATION**

Application #: 176558  
Permit #:  
Date Submitted: 2/14/17  
Fee Amount: \$100.00  
☒ Paid: Cash

**I. PROPERTY INFORMATION**  
Property Address: 1024 Tiffany Drive

**II. PROPERTY OWNER OF RECORD**  
Property Owner Name(s): Dennis A Cole, Kimberley A Cole  
Contact Email: Snowtoday1@hotmail.com Contact Phone Number: 614-501-3118 - Home 614-804-7117 (cell)

**III. BUSINESS INFORMATION (IF APPLICABLE)**  
Business Name: Contact Name:  
Contact Phone Number: Contact Email:  
Description of Use:

**IV. APPLICANT INFORMATION**  
Applicant Name: Dennis A Cole / Kimberley A Cole Applicant Address: 1024 Tiffany Drive  
Applicant Phone Number: 614-501-3118 or 614-804-7117 Applicant Email: Snowtoday1@hotmail.com  
☒ Property Owner ☐ Business Owner/Tenant ☐ Contractor ☐ Architect/Engineer

**PROJECT INFORMATION**  
**CHECK AND DESCRIBE IF APPLY:**  
Variance (☐ Non-Residential (\$450) / ☒ Residential (\$100)): To come within 6' of the property line on the east side for single car garage addition  
Table 1175.03  
☐ Special Exception Use Permit (\$350):  
☐ 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: Dennis A Cole Kimberley A Cole Date: 2/13/17  
\*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: R-3  
☐ Historic District  
☐ CC Overlay  
**Add'l Approvals Req'd**  
☐ Planning Commission  
☐ DRB

**BZBA Meeting**  
Date: 3/16/17  
☐ 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: Application #176558 (1698 : 1024 Tiffany Dr.; Application #176558; Applicants: Dennis Cole and Kimberly Cole)

Franklin County Auditor – Clarence E. Mingo

060-004765-00

|                   |                                          |                     |                                    |
|-------------------|------------------------------------------|---------------------|------------------------------------|
| Owner Name        | COLE DENNIS A<br>COLE KIMBERLY A         | Prop. Class         | R - Residential                    |
| Site Address      | 1024 TIFFANY DR                          | Land Use            | 510 - ONE-FAMILY DWLG ON PLATTED L |
| LegalDescriptions | TIFFANY DR<br>BRIARCLIFF 8<br>LOT 486    | Tax District        | 060 - CITY OF REYNOLDSBURG         |
| Mailing Address   | 1024 TIFFANY DR<br>REYNOLDSBURG OH 43068 | Sch. District       | 2509 - REYNOLDSBURG CSD            |
| Transfer Date     | 03/05/2002                               | App Nbrhd           | 06200                              |
| Transfer Price    | 159,500.00                               | Tax Lein            | No                                 |
| Instrument Type   | SU                                       | CAUV Property       | No                                 |
|                   |                                          | Owner Occ. Credit   | 2015: Yes 2016: Yes                |
|                   |                                          | Homestead Credit    | 2015: No 2016: No                  |
|                   |                                          | Rental Registration | No                                 |
|                   |                                          | Board of Revision   | No                                 |
|                   |                                          | Zip Code            | 43068                              |
|                   |                                          | Annual Taxes        | 3,833.48                           |
|                   |                                          | Taxes Paid          | 1,916.74                           |
|                   |                                          | Calculated Acreage  | .24                                |
|                   |                                          | Legal Acreage       | .00                                |

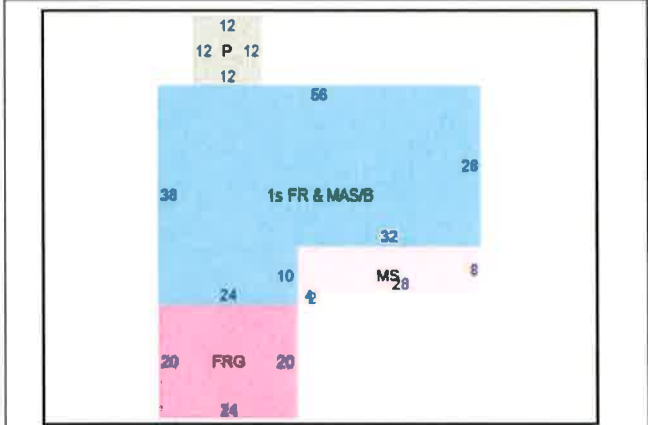
|        | Current Market Value |           |           | Taxable Value |          |          |
|--------|----------------------|-----------|-----------|---------------|----------|----------|
|        | Land                 | Improv    | Total     | Land          | Improv   | Total    |
| Base   | \$26,800             | \$107,400 | \$134,200 | \$9,380       | \$37,590 | \$46,970 |
| TIF    | \$0                  | \$0       | \$0       | \$0           | \$0      | \$0      |
| Exempt | \$0                  | \$0       | \$0       | \$0           | \$0      | \$0      |
| Total  | \$26,800             | \$107,400 | \$134,200 | \$9,380       | \$37,590 | \$46,970 |
| CAUV   | \$0                  |           |           |               |          |          |

Building Data

|               |      |            |   |
|---------------|------|------------|---|
| Year Built    | 1971 | Full Baths | 2 |
| Finished Area | 1808 | Half Bath  |   |
| Rooms         | 7    | Heat/AC    | 2 |
| Bedrms        | 3    | Wood Fire  | / |
| Dining Rooms  | 1    | Stories    | 1 |

Sketch Legend

- 0 1s FR & MAS/B 1808 Sq. Ft.  
1 FRG - 15:FRAME GARAGE 480 Sq. Ft.  
2 P - 40:CONCRETE PATIO 144 Sq. Ft.  
3 MS - 43:MASONRY STOOP 264 Sq. Ft.



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Attachment: Application #176558 (1698 : 1024 Tiffany Dr.; Application #176558; Applicants: Dennis Cole and Kimberly Cole)

February 13<sup>th</sup>, 2017

Dennis A & Kimberley A Cole

1024 Tiffany Drive

Reynoldsburg Ohio 43068

(614) 501-3118

Parcel No. 060-004765-00

Dear Variance Committee Members of the BZBA,

We, Dennis A & Kimberley A Cole live at 1024 Tiffany Drive. We are requesting approval from the BZBA Committee Members for permission to come within 6ft. on the east side of property line as per drawing for the addition of a attached single car garage which will be located on the east side of our home. Our property is located on a curve giving us a somewhat of pie shape lot. The closest point of 6ft to the property line will be at the front of the garage and will widened as it goes back towards the back of property line. \* See attached drawing.

We are the parents of an adult child with special needs who uses a wheelchair and other adaptive equipment.

Our current garage is the main access for transitioning our daughter from the house to our vehicle, and from the vehicle to the house. The current garage is considered a 2 car garage however, in order to have the proper amount of space needed to open the van doors completely to transition her from the vehicle and allowing for the adequate space needed for transitioning her wheelchair, and for the space and clearance to and from the house using her portable ramp – the current garage is only useful for the one vehicle. The remaining space in the garage also houses our daughter's adaptive equipment.

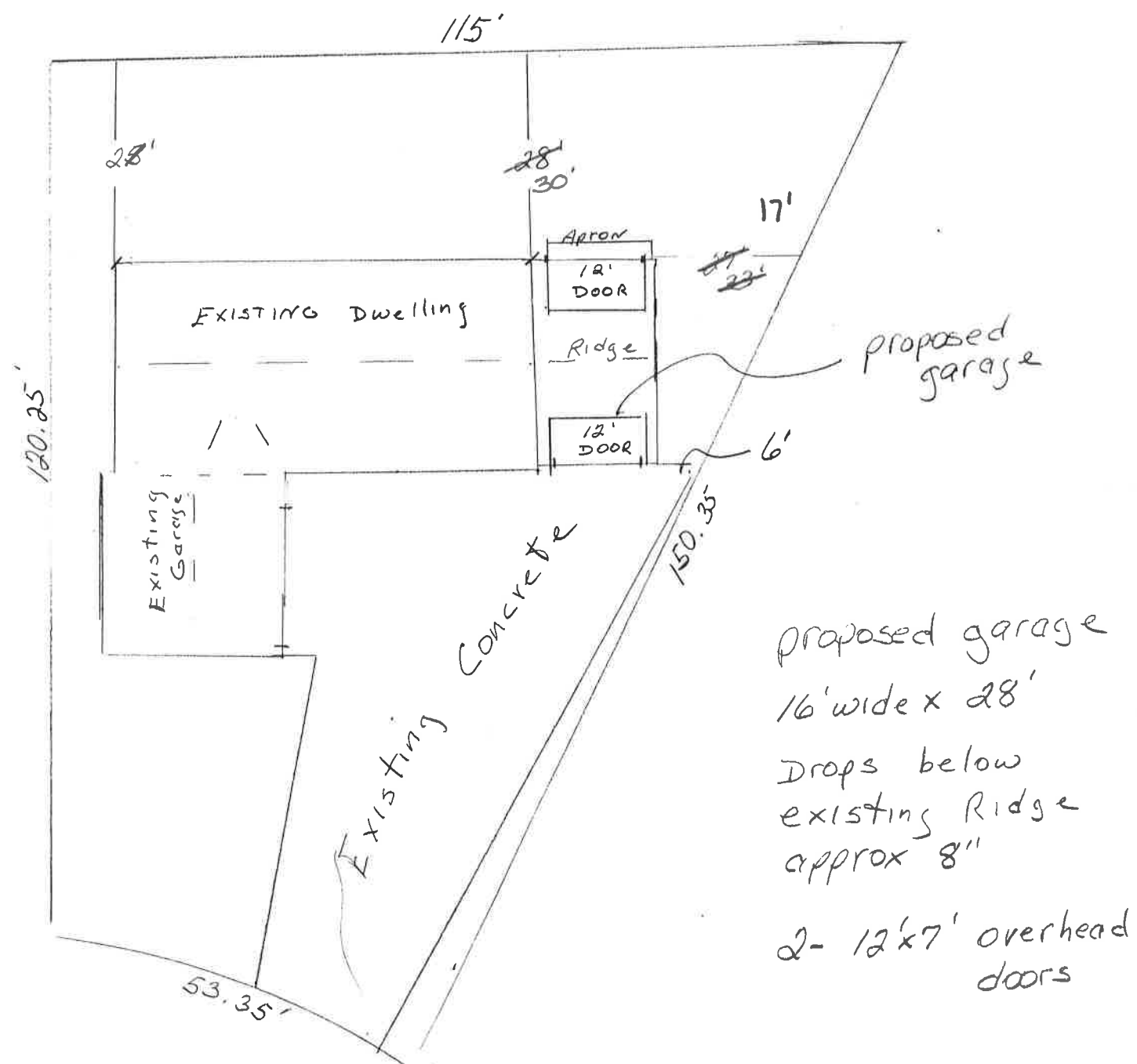
By adding the additional single car garage this will allow us to house our other vehicle and utilize the space for other necessities that a garage allows as being a part of your home.

On September 18<sup>th</sup>, 2014 we had approach the BZBA Committee requesting permission for the exact same request and was approved. (\* see attached copy of letter) After this meeting we contacted the builder we were working with to inform him of the findings at the meeting and it was at this such time the builder informed us he would not be able to keep his commitment to the job.

We are thankful that we currently have a builder who will be able to commit to our need. Which brings us back before the Variance Committee Members of the BZBA and asking the members to grant us the variance needed so that we can once again move forward.

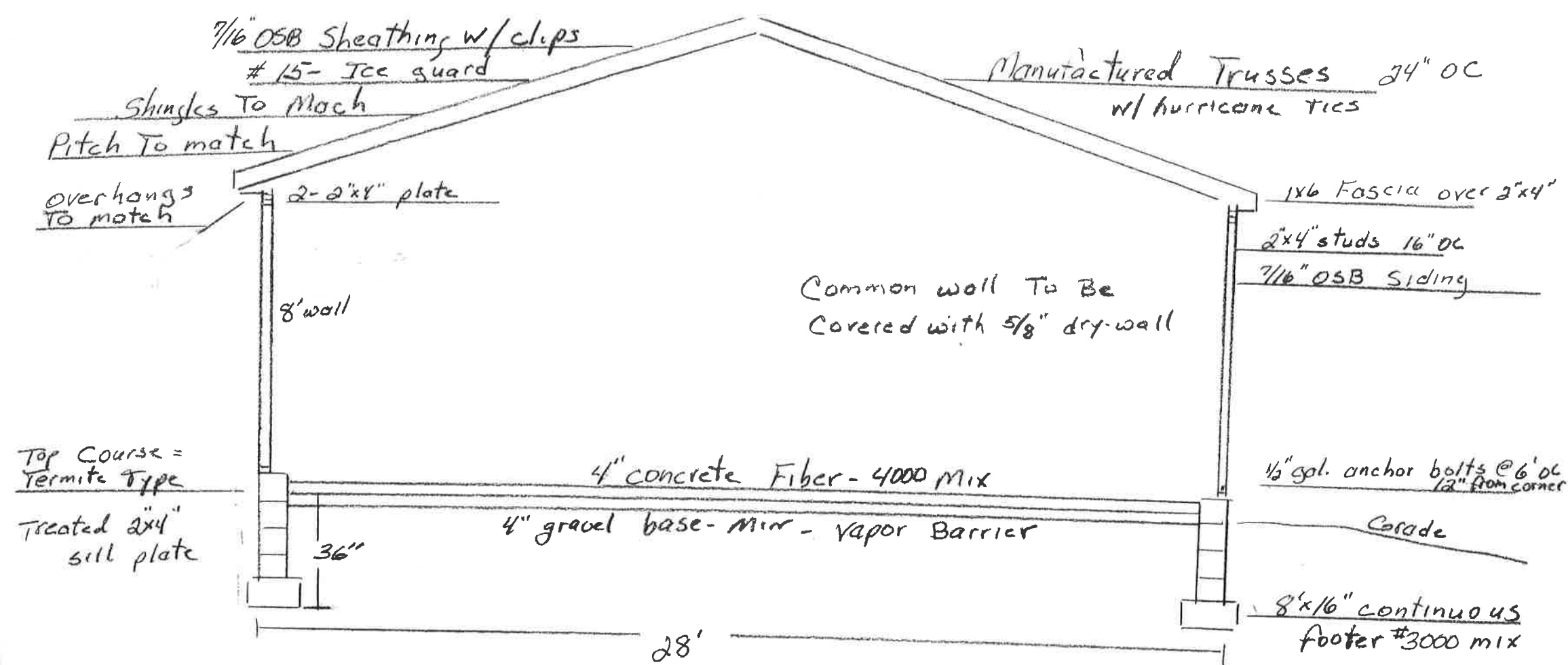
Sincerely,   


Don Woodde11



Lot 486

060 004 765 parcel

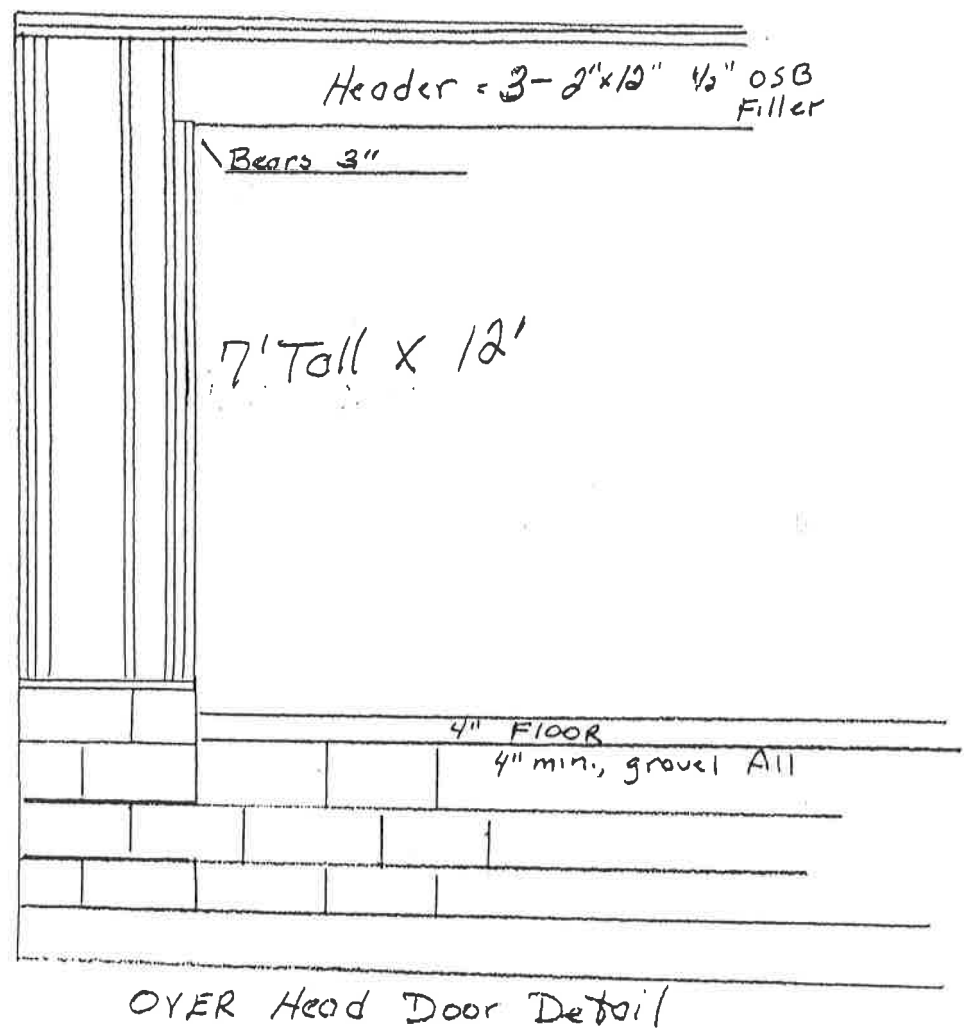


Siding by others

2- 12'x7' Metal  
overhead Doors

Elec by others

Un-Finished = inside



## **Rules of the Reynoldsburg Board of Zoning and Building Appeals**

The Reynoldsburg Board of Zoning and Building Appeals, in order to carry out the general powers conferred upon it by the Ohio Revised Code and the City of Reynoldsburg's Charter and Codified Ordinances, does hereby adopt the following rules to govern its proceedings:

### ARTICLE I    AUTHORIZATION

Section 1.1 - The authorization for the establishment of Reynoldsburg Board of Zoning and Building Appeals is set forth in Article VII, Section 7.02 of the City Charter.

### ARTICLE II    MEMBERSHIP

Section 2.1 - The entire membership shall be the same as that provided for in Article VII, Section 7.02 of the City Charter.

### ARTICLE III    OFFICERS AND THEIR DUTIES

Section 3.1 Officers – The officers of the Board of Zoning and Building Appeals shall consist of a Chairman, a Vice-Chairman, and a Secretary.

Section 3.2 Chairman – The Chairman, shall preside at all meetings of the Board. He shall call special meetings of the Board when required. The Chairman may appoint committees or sub-committees comprised of Board members and others whenever he feels that such committees can further the work of the Board. The Chairman shall act as spokesman for the Board, and shall have such other duties as are normally conferred on such officers by parliamentary procedure. Unless otherwise restricted by the Planning & Zoning Code or Charter, the chairman shall have a vote on all matters before the Board. The Chairman shall sign all documents of the Board and see that all actions are properly carried out.

Section 3.3 Vice-Chairman – The Vice Chairman shall serve as Chairman during the temporary absence or disability of the Chairman, and shall upon those occasions be vested with the full authority attendant to the position of the Chairman.

Section 3.3 Secretary – The Secretary shall be elected by the Board from within or without the membership. A Secretary elected from without the membership of the Board shall not have a vote. The Secretary shall keep the minutes of all meetings of the Board in an appropriate location. The Secretary shall also give or serve all notices required by law or by the rules of the Board and prepare the agenda for all meetings of the Board. He shall be custodian of Board records and shall inform the Board of correspondence relating to business of the Board. The Secretary shall attend to such correspondence as required by the Chairman and handle funds allocated to the Board in accordance with its directives, the law, and City regulations.

### ARTICLE IV    ELECTION OF OFFICERS

Section 4.1 - At an annual organization meeting, which shall be the first regular meeting in January, the Board shall elect a **Chairman, Vice-Chairman, and Secretary**. Nominations shall be made from the floor, and the candidate receiving a majority vote of the voting membership shall be declared elected

and shall take office at the close of the meeting. The officers shall be elected for a period of one (1) year, shall be eligible for re-election, and shall serve until their successors take office. Vacancies in office shall be filled immediately by regular election procedure.

## ARTICLE V MEETINGS

Section 5.1 - Regular meetings shall be held at 6:30 P.M., on the third (3rd) Thursday of each month.

Section 5.2 - Special meetings may be called by the Chairman or Vice-Chairman at the request of three (3) voting members to act on those matters necessary and germane to the duties of the Board, in accordance with the Ohio Revised Code.

Section 5.3 Quorum – A quorum shall be necessary at any regular or special meeting in order for the Board to take official action or carry on its business. A quorum shall consist of a majority of Board members. Each member of the Board of Zoning and Building Appeals who has knowledge of the fact that he will not be able to attend a scheduled meeting shall notify the Planning & Zoning Administrator or Secretary at the Municipal Building at the earliest possible opportunity and, in any event, prior to 5:00 p.m. on the date of the meeting. The Planning & Zoning Administrator or Secretary shall notify the Chairman in the event that the projected absences will produce a lack of quorum.

Section 5.4 - Action of the Board on any application properly brought before it shall be effective only when the matter being considered by the Board receives at least three (3) votes on the prevailing side. Questions on procedure shall be decided by a voice vote in the usual manner.

Section 5.5 Parliamentary Process – Unless otherwise specified herein, Robert’s “Rules of Order”, as filed in the Clerk of Council’s Office, shall govern the proceedings at the meetings of the Board.

Section 5.6 Designation of Voting Order – Votes of the Board will be by verbal vote and the order of voting will rotate in sequential alphabetical order. The Chairman shall always vote last.

Section 5.7 Reconsideration – Reconsideration of any decision of the Board may be had when the interested party for such reconsideration makes a satisfactory showing to the chairman that without fault on the part of such party, essential facts were not brought to the attention of the Board.

Section 5.8 Conflicts of Interest – Any member of the Board who feels that he has a conflict of interest on any matter that is on the Board’s agenda shall voluntarily excuse himself and refrain from discussing and voting on said items as a Board member.

## ARTICLE VI AGENDAS & ADMINISTRATIVE PROCEDURES

Section 6.1 Open Meetings and Records – All proceedings and records of the Board shall be open to the public in accordance with the City Charter, Codified Ordinances and the Ohio Revised Code. All maps, plats, and other matters required by law to be filed with the Board shall be filed in the office of the Planning & Zoning Administrator or Clerk of Council as required by the Planning & Zoning Code.

Section 6.2 – Deadline for Application – The deadline for filing applications for placement on the agenda shall be thirty (30) days prior to any given meeting of the Board unless otherwise stated by the Planning & Zoning Code. Requests for continuance of matters scheduled for a particular agenda shall be filed with the Planning & Zoning Administrator or Secretary by noon on the Thursday prior to the Thursday of the meeting so the printed agenda will reflect the required continuance.

Section 6.3 – Agenda - The Secretary, under the guidance of the Board’s Chairman, and with the assistance of the Vice Chairman, shall prepare the agenda for the regular and special meetings. Agendas for regular meetings shall be prepared at least seven (7) days in advance of each regular meeting. Board members shall be provided an agenda, a copy of each application and all related exhibits and materials, and a report from Staff at least seven (7) days in advance of each regular meeting.

## ARTICLE VII ORDER OF BUSINESS

Section 7.1 Agenda Order – The order of business at the regular meetings of the Board shall be as follows:

- A. Call to Order
  - 1. Roll Call
  - 2. Approval of Minutes
  - 3. Approval of Agenda
  - 4. Public Comment
- B. Unfinished Business
- C. New Business
- D. Other Business
- E. Adjournment

Section 7.2 Presentation Order – The following procedure will normally be observed; however, it may be rearranged by the Chairman for individual items if necessary for the expeditious conduct of business:

- A. Staff presents report and makes recommendation.
- B. Applicants make presentation.
- C. Any opponents make presentations.
- D. Applicant makes rebuttal presentation of any points not previously covered.
- E. Board members ask any remaining questions they may have for the proponents, opponents, or staff, and then take a vote.

ARTICLE VIII AMENDING THE RULES OF THE BOARD

Section 8.1 Changes to these rules may be proposed and discussed at any regular meeting. At the next regular meeting, the proposed amendments will be eligible for adoption. The adopted rules will supersede any and all other rules and take effect immediately.

\_\_\_\_\_  
CHAIRMAN

\_\_\_\_\_  
VICE-CHAIRMAN

\_\_\_\_\_  
ADOPTED (Date)