



Alex Furst, Chair  
Keith Benner, Vice-Chair  
Amy Barnhart  
Norman Brusk  
Hilary Conley  
Yannick Tuwamo  
Anita Ward

## Planning & Zoning Board

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

Eric Meyer, Development Director

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**Thursday, January 15, 2026**

**6:00 PM**

**Council Chambers**

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**A. CALL TO ORDER**

1. ROLL CALL

- 1. Appoint Chair, Vice Chair and Secretary

2. APPROVAL OF MINUTES

- 1. Planning & Zoning Board - Regular Meeting - 12-18-2025

3. APPROVAL OF AGENDA

4. SWEARING IN OF SPEAKERS

**B. PUBLIC COMMENT**

**C. UNFINISHED BUSINESS**

- 1. App# 2025-0563; 166 Cady Court; James Knox of Suncraft Corporation, Inc. for Richard and Katherine Verhoeven; Variance
- 2. App# 2025 - 0620; 7480 E. Main Street; Krishna Dahal for Comfort Health Care Agency; Certificate of Appropriateness

**D. NEW BUSINESS**

- 1. App# 2025-0650; 6328 E. Livingston Ave; Grace Benson for Grace B Daycare LLC; Conditional Use

**E. OTHER BUSINESS**

- 1. Rules of the Reynoldsburg Planning and Zoning Board
- 2. Housing Council

**F. ADJOURNMENT**

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ADJOURNMENT





**MINUTES REGULAR MEETING  
REYNOLDSBURG PLANNING & ZONING BOARD  
December 18, 2025**

**CALL TO ORDER**

**ROLL CALL**

PRESENT: Alabi, Benner, Brusk, Kleckley, Ward, Furst

ABSENT: Barnhart

**APPROVAL OF MINUTES**

**Planning & Zoning Board - Regular Meeting - 12/04/2025**

Minutes approved as submitted.

**APPROVAL OF AGENDA**

Agenda stands approved.

**SWEARING IN OF SPEAKERS**

Speakers sworn in by Mr. Furst.

**PUBLIC COMMENT**

None.

**UNFINISHED BUSINESS**

**NEW BUSINESS**

**App# 2025 - 0620; 7480 E. Main Street; Krishna Dahal for Comfort Health Care Agency; Certificate of Appropriateness**

Ms. Cepek read the staff report into the record.

Mr. Benner invited the applicant to the podium to speak.

Mr. Meyer stated that staff did not believe the applicant was there.

Mr. Benner asked if there was a reason.

Ms. Cepek stated that the applicant told staff they would be there, and staff had not heard anything since then.

Mr. Meyer asked the board to table the item to later in the meeting.

Mr. Brusk moved to table it to later in the meeting.

Ms. Ward seconded.

**RESULT:** 4-1  
**MOVER:** Brusk  
**SECONDER:** Ward  
**AYES:** Kleckley, Alabi, Ward, Brusk  
**NAYS:** Benner

Mr. Furst states the applicant is not present, and they can either vote on it now or table it, and asks the board for discussion on how to proceed.

Mr. Brusk stated that it is insulting when the applicant does not show up, and he would vote to table it, but he wants to turn it down.

Ms. Buathier clarified that nowhere in the zoning code does it require the applicant to show up, but staff communicates to applicants that it is strongly recommended.

Mr. Brusk said he was fine coming back to it.

Mr. Meyer stated the next meeting is January 15th, 2026.

Mr. Furst moved to table this item to the next meeting on January 15th, 2026.

Mr. Benner seconded.

**RESULT:** 6-0  
**MOVER:** Furst  
**SECONDER:** Benner  
**AYES:** Brusk, Kleckley, Ward, Alabi, Benner, Furst

**App# 2025 - 0610; 1314 Brice Road; Aisha Abdulle for Happy Hearts Learning Academy; Conditional Use**

Ms. Cepek read the staff report into the record.

Mr. Furst invited the applicant to speak at the podium.

Mr. Abdillahi Said stated he was speaking on behalf of his mother, Aisha Abdulle, and their address is 2033 Westbrook Village Drive, Columbus, Ohio, 43228.

Mr. Furst opened the floor for comments from the board.

Mr. Benner asked about if there is an outdoor play area for kids.

Mr. Said stated there is, and staff pulled up an image showing where it is.

Mr. Benner asked if it was grass area or blacktop.

Mr. Said said it is blacktop.

Mr. Benner asked if this was previously a daycare, and staff answered yes.

Ms. Alabi asked how many children they expected, and staff responded their application stated 65-70 children.

Ms. Alabi stated the occupancy said it was 48.

Mr. Said stated there will be 48 per shift, at one time.

Ms. Alabi asked if there would be multiple shifts.

Mr. Said said yes, and stated they are expecting around 65, which would include part-time, and there would be kids there during the week and then on the weekend, so all of the children would not be there at the same time.

Ms. Alabi asked if they had received their license from the state.

Mr. Said stated yes.

Mr. Furst asked for clarification that 60 to 65 would be the total student population, not necessarily that they would be there at one given time.

Mr. Said stated yes, that is the total.

Mr. Furst: Seeing how this application meets all the requirements, I move that we accept it as submitted. Do I have a second?

Ms. Kleckley: Second.

Mr. Furst: Is there any discussion?

Mr. Benner asked if because of the occupancy limit, should they put that as a condition of the conditional use.

Ms. Buathier clarified that if the conditional use is approved, they will need to submit a new business/use zoning certificate, which triggers a building occupancy permit, which the fire marshal and the building code will regulate how many people can be within that building at any one time safely.

Mr. Benner asked if it will be checked on periodically without it being a condition.

Ms. Buathier stated the fire marshal checks the building out at least once a year.

Mr. Benner asked about the Belltree group home, and how staff discovered they were not doing what they were supposed to.

Mr. Meyer stated that is a different case and not related to this case.

Mr. Benner said it is related as far as process and how things are checked up on.

Mr. Meyer explained that the City does not routinely monitor properties after the building permit process is completed. Ongoing enforcement—whether through building, fire, or code enforcement—is generally complaint-driven rather than proactive. Occupancy compliance is typically verified during the building permit process and through fire department review, which in this case falls under Truro Township's authority.

Mr. Benner asked if it would be redundant to put this as a condition.

Mr. Meyer stated yes, because typically zoning pertains to the outside of the building, and the building department and fire marshal handle the inside of the building.

Mr. Benner stated there is a motion in place and asked if there was a second.

Mr. Furst stated there was already a second.

<b>RESULT:</b>	6-0
<b>MOVER:</b>	Furst
<b>SECONDER:</b>	Kleckley
<b>AYES:</b>	Alabi, Ward, Brusk, Benner, Kleckley, Furst

## OTHER BUSINESS

### **Application # 2025-0091; 2213 Belltree Drive; Danielle Kamgang for Danny Residence Care; Notice of Revocation of Conditional Use**

Ms. Buathier provided an overview of the subject site and the conditions under which the conditional use was approved on April 17, 2025. Those conditions required that the appropriate license be obtained and submitted to the City prior to commencing operations; that the site be staffed 24 hours a day; that no commercial activity occur on-site; that no more than five unrelated persons, including staff, reside on the premises; and that individuals with a history of violent crime, sexual offenses, violent behavior, drug trafficking, or robbery be excluded from residency. On May 1, 2025, the City also approved a zoning certificate for a new business and new use at the site. In November, Code Enforcement responded to a complaint unrelated to this use and discovered that the site was not staffed on a 24-hour basis. Following coordination with the City Attorney, staff determined that the required license had not been submitted to the City. Although the license was later provided, the 24-hour staffing requirement remained unmet. As a result, staff issued a notice of revocation for the conditional use on December 11, 2025, which under the zoning code also revoked the associated zoning certificate. The applicant was notified on that date and advised of the 14-day appeal period. While the applicant has contacted staff, no formal written appeal has been submitted to date.

Mr. Meyer added that staff has consulted with the City Attorney, who reviewed the license submitted by the applicant and confirmed that it is a valid and official license. Code Enforcement will be returning to the site to determine whether the operation is currently active. The next step will be continued coordination with the City Attorney over the coming week to assess compliance. The applicant has until Christmas to file an appeal; if an appeal is submitted, the matter would return to the

Board for consideration. This is the first instance of this specific procedural situation, and staff is required to formally notify the Board when a conditional use has been revoked. At this time, no action is required by the Board and no vote is needed. The case may return in the future depending on whether an appeal is filed.

Mr. Benner asked if it was a code enforcement officer who went out.

Mr. Meyer explained that Code Enforcement conducted an on-site inspection in response to a complaint. During that inspection, it was determined—based on information provided at the time—that the facility was not meeting the 24-hour staffing requirement. Although the applicant has since submitted a copy of the required license, the 24-hour staffing issue has not yet been resolved. Therefore, based on the conditions at the time the notice was issued, staff determined that the zoning certificate and conditional use were properly revoked.

Mr. Benner asked if they are to cease operation.

Mr. Meyer stated yes, and that this is a new situation for staff, which is why they are working closely with the city attorney.

Ms. Alabi asked for clarification that they failed to submit the city a license before operation, but the board is still hearing an appeal.

Mr. Meyer stated that under the zoning code, if an appeal were submitted, the Board would be required to hear it; there is no discretion to deny an appeal. However, since no appeal has been filed, no action is before the Board. He also noted that a follow-up site visit indicates the property still does not appear to have 24-hour staffing. While the licensing issue has been resolved, compliance with the staffing requirement remains unclear.

Ms. Alabi stated they have a license now, but did not before.

Mr. Meyer said that is correct. They did not meet the conditions, which is why staff revoked their approval. They have the option to appeal, but they have not yet.

Mr. Brusk asked if they had their license before operation.

Mr. Meyer said staff did not know at that time, as it is in their emails.

Mr. Brusk asked if that should be available.

Mr. Meyer clarified that staff has the license and when it was issued, but staff does not know the exact date of when they started operating.

Mr. Brusk asked if they are running now.

Mr. Meyer explained that code enforcement will conduct a follow-up site inspection. He emphasized that once a conditional use approval and the associated zoning certificate have been revoked, the property no longer has authorization to operate under that use. At that point, continued operation would be treated the same as any other cease-and-desist situation enforced by code enforcement, meaning the use must stop until proper approvals are reinstated.

Mr. Brusk asked if they have ceased.

Mr. Meyer reiterated that code enforcement will be conducting a follow-up inspection, noting that enforcement in this case is more challenging because the property is a house within a residential neighborhood, rather than a clearly identifiable commercial operation. He stated that the City has coordinated a plan with the City Attorney on how to verify compliance, but declined to go into further detail since this is a new process and has already been discussed with legal counsel.

Mr. Brusk stated this should be revisited by the board in the future to decide what direction to go in.

Mr. Meyer stated there is no direction to go in since there is no appeal.

Mr. Brusk clarified he is talking about in general, the policy, and how it is handled when conditions are not met.

Mr. Meyer stated this conversation would involve many different departments, and he would want City Attorney Shook to be there, and they can revisit it in the new year. He stated that if an appeal is filed, the board would see it on their agenda.

### **Planning and Zoning Board Members**

Mr. Meyer thanks Ms. Alabi and Ms. Kleckley for their service to the community.

Ms. Alabi formally resigns from the Planning and Zoning Board.

Ms. Kleckley formally resigns from the Planning and Zoning Board.

### **ADJOURNMENT**

Meeting adjourned at 6:28PM.

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Planning and Zoning Administrator

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Chairman

November 19<sup>th</sup>, 2025

Planning and Zoning Board  
City of Reynoldsburg  
7232 E. Main Street  
Reynoldsburg, OH 43068

RE: Richard and Katherine Verhoeven: Variance Application

Planning and Zoning Board:

Below is the staff review of the above referenced Variance Application.

## 1. Project Summary

- a. **Site Summary:** The subject site is located at 166 Cady Court. The 0.23 acre single-family lot is zoned SR, Suburban Residential.
- b. **Surrounding Zoning:** The surrounding zoning consists of SR, Suburban Residential to the North, East, West and South. The surrounding land uses consist of Dwelling – Detached Single Family.
- c. **Applicants Request:** The applicant is requesting a variance to allow for a 4’ encroachment into the 30’ rear yard setback to allow the addition of a 12’x14’ covered porch, for a total set back of 26’ instead of the required 30’. They are also proposing a detached deck next to the covered porch, but detached decks only require a 3-foot setback from property lines, therefore the covered porch is the only one that requires a variance.
- d. **Statement of Hardship:** The applicant’s statement of hardship states that the irregular shape of the lot causes hardship because it does not allow enough space to add a covered porch without a variance. That the lot is situated on a cul-de-sac and that the front property line is curved which pushes the existing house deep into the lot. That the rear property line is angled, and that these lot characteristics reduce the size of the useable rear yard. That there are several neighboring properties that have covered porches that encroach into the 30’ rear setback.
- e. **Comprehensive Plan:** The 2018 Comprehensive Plan, upon which the current zoning code is based, states that the SR, Suburban Residential district “...should largely consist of single-family homes situated on medium-sized lots.”

## 2. Project Review

- a. The applicant is seeking a variance to Section 1103.17.III, “Development Standards; SETBACKS; REAR YARD SETBACK (MIN. FT.);”
  - i. The applicant is proposing an attached 12’x14’ covered porch alongside a 14’x14’ detached deck. The detached deck is a permitted accessory structure with a 3-foot setback requirement. The applicant is requesting a 4-foot variance for the attached covered porch to encroach into the required rear yard setback of 30 feet.
- b. The following variance factors are considered below:
  - i. The variance is in accord with the general purpose and intent of the regulations imposed by this Code in the district in which it is located, and

shall not be injurious to the area or otherwise detrimental to the public welfare.

1. The applicant states this variance is in accord with the general purpose and intent of the regulations imposed by this Code in the district in which is it located, and is not injurious to the area or otherwise detrimental to the public welfare.
  2. Staff is of the opinion that granting the variance would not be detrimental to the public welfare.
- ii. The variance will not permit the establishment of any use which is not otherwise listed as a permitted use or a conditional use in the zone or district in which the subject property is situated.
1. The applicant states this variance will not permit the establishment of any use which is not otherwise listed as a permitted use or a special exemption in the district, or which is expressly or by implication prohibited by this Code.
  2. Staff is of the opinion that granting this variance would not permit the establishment of any use which is not permitted. This variance is for a covered porch for a Dwelling – Detached Single Family land use, which is permitted in SR, Suburban Residential zoning district.
- iii. There exist special circumstances or conditions, fully described in the findings, applicable to the land or structures for which the variance is sought, which are peculiar to such land or structures and which do not apply generally to land or structures in the area, and which are such that the strict application of the provisions of this Code would deprive the property owner of the reasonable use of such land or structures.
1. The applicant states the lot is odd shaped and the house is pushed closer to the rear property line reducing the size of the rear yard. That additionally, the rear property line is angled which reduces the size of the rear yard. That these special circumstances and conditions are applicable to this land for which the variance is sought and are peculiar and do not apply generally to land in the area. That the strict application of the provisions of this Code would deprive the property owners of the reasonable use of their land and structures.
  2. Staff is of the opinion that the house as it currently exists meets Zoning Code requirements, along with the existing rear patio. The proposed rear covered porch will encroach into the rear setback. Although the lot is not a typical shape, the lots to the North, East, and South have similar shaped lots. The owner would not be deprived of the reasonable use of land or structures, due to the land use of Dwelling- Detached Single Family being a permitted and current land use on the site.
- iv. There must be a deprivation of the beneficial use of land, as opposed to mere loss in value as justification for the variance.
1. The applicant states that there is a deprivation of beneficial use of

- land because the lot is an odd shape. That because of this, the buildable area is drastically less than rectangular neighboring properties. That the shape of the street pushes the house closer to the rear property line. That the rear property line is angled further reducing the buildable rear yard and ability to add a covered porch without a variance.
2. Staff is of the opinion that the land use for this parcel is Dwelling – Detached Single Family and meets all Zoning Code requirements as it currently exists. The required rear setback does not deprive the applicant of the ability to use the property for its intended land use.
- v. There is proof of hardship or practical difficulty created by the strict application of this Code, beyond simply a showing that greater profit will result if the variance is granted. Economic hardship is not grounds for the variance. Furthermore, the hardship complained of is not self-created nor is it established on this basis by one who purchased with or without knowledge of the restrictions. The hardship results from the application of this Code and is suffered directly by the property in question.
1. The applicant states that there is proof of hardship created by the strict application of this Code. That the lot is irregular shape and located on a cul-de-sac. That the curved front build line pushes the house deep into the property. That the angled rear property line and 30' setback compromise the area to add a covered porch.
  2. Staff is of the opinion that while the lot has an irregular shape, it is not unique, as several surrounding lots share similar configurations. The property currently complies with all applicable Zoning Code requirements, and the applicants are choosing to pursue an encroachment into the required rear yard setback. The applicant has also not demonstrated why a covered porch is necessary for the reasonable use of the property, given that it is not required for the Dwelling – Detached Single Family land use.
- vi. The variance is necessary for the reasonable use of the land or building, and the variance as granted is the minimum variance that will accomplish this purpose.
1. The applicant states that the variance is necessary for the reasonable use of the land. That the variance requested is the minimum variance that will accomplish this purpose.
  2. Staff is of the opinion that the applicant is using the property for the intended land use of Dwelling – Detached Single Family. The applicant has requested the minimum variance.
- vii. The variance will not impair an adequate supply of light and air to adjacent property, substantially increase the congestion in the public streets, increase the danger of fire, endanger the public safety, or substantially diminish or impair property values of the adjacent area.
1. The applicant states that granting this variance will not impair an adequate supply of light and air to adjacent properties,

- substantially increase the congestion in the public streets, increase the danger of fire, endanger the public safety, or substantially diminish or impair property values of the adjacent area.
2. Staff is of the opinion that granting the variance would not impair the surrounding properties in any manner. The fire department does not have concerns regarding the variance requested.
- viii. The variance will not confer on the property owner any special privilege that is unduly denied by this Code to other land, structures, or buildings in the same district.
1. The applicant states that granting this variance will not confer on the property owner any special privilege that is unduly denied by the Code to other land, structures, or buildings in the same district.
  2. Staff is of the opinion that granting the variance will confer the property owner special privileges and will set a precedent for all Dwelling – Detached Single Family land uses that want to encroach into the rear setback.
- ix. No nonconforming use of neighboring land or structures in the same district and no permitted or nonconforming use of land or structures in other districts are considered as grounds for approval of the variance.
1. The applicant states that no nonconforming use of neighboring land or structures in the same district and no permitted or nonconforming use of land or structures in other districts are considered as grounds for approval of this variance.
  2. A covered porch is not a principal land use or structure; it is a modification to the existing dwelling. Granting the variance would not cause the property's land use to become legal-nonconforming, since the principle land use of the site is a dwelling, which is permitted.
- x. The variance is not a matter of convenience when other remedies are available within the provisions of this Code.
1. The applicant states that the variance request is not a matter of convenience. That there are no other remedies available within the provisions of this code.
  2. Staff is of the opinion that the applicant has not identified any alternative remedies pursued to avoid the need for a variance. The applicant has not demonstrated why the proposed covered porch is necessary for the reasonable use of the property, rather than a matter of personal convenience. This conclusion is supported by Franklin County Auditor records indicating that a concrete patio, installed in 2002, already exists on the property and complies with current Zoning Code requirements.

### 3. Recommendations

- a. Staff recommends denial of the requested variance. The request appears to be driven primarily by convenience, and there is no demonstrated deprivation of property use, as the site is currently being used as intended for a Dwelling – Detached Single Family. The lot is similar in size and shape to surrounding

properties and does not exhibit unique physical characteristics that would justify a variance. Both the home and existing patio comply with the Zoning Code as built, and the applicant is choosing to pursue an encroachment into the required rear setback. The applicant has also not demonstrated why a covered porch is necessary for the reasonable use of the property. The applicant has not provided staff with any alternate design options that wouldn't require a variance, and as a result staff is not able to evaluate the impacts the code has on this project. Additionally, granting the variance would confer a special privilege to the applicant and could establish an undesirable precedent for similar requests in the future.





Building/Zoning Department  
7232 East Main Street  
Reynoldsburg, Ohio 43068

\*All submissions must include a physical and digital copy. The digital portion of the application can be submitted to the Building Department at: permit@reynoldsburg.gov

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

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

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

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

# PLANNING AND ZONING BOARD VARIANCE AND CONDITIONAL USE APPLICATION

Paid: \_\_\_\_\_

Property Address: 166 Cady Ct., Blacklick, OH 43004	Parcel ID#(s): 068-000198
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## I. PROPERTY OWNER OF RECORD

Property Owner Name(s): Verhoeven, Richard and Katherine	
Contact Email: Jim@suncraftdesignbuild.com	Contact Phone Number: (614) 475-0000

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

Business Name: Suncraft Corporation, Inc.	Contact Name: James Knox
Contact Email: Jim@suncraftdesignbuild.com	Contact Phone Number: (614) 475-0000
Description of Use:	

## III. APPLICANT INFORMATION

Applicant Name: Suncraft Corporation, Inc. - James Knox	Applicant Address: 122 W. Johnstown Rd., Columbus OH 43230
Applicant Phone Number: (614) 475-0000	Applicant Email: Jim@suncraftdesignbuild.com

Property Owner  
  Business Owner/Tenant  
  Contractor  
  Architect/Engineer  
  Owner's Consent Attached.

### PROJECT INFORMATION

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

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

Add 12' x 14' open porch with 14' x 14' detached deck to rear of house.

Variance is required due to 30' rear yard setback - the porch will encroach approximately 4' into setback.

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

Suncraft Corp. Inc. by [Signature] Date: 11/12/2025

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

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

Additional Notes:

Zoning Information    Additional Approval Required

Zoning District: \_\_\_\_\_     Major/Minor Site Plan

Olde Reynoldsburg District     Other: \_\_\_\_\_

### PZB Meeting

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

Approved as Submitted  
 Approved w/ Conditions  
 Tabled  
 Denied

P&Z Administrator: \_\_\_\_\_ Date: \_\_\_\_\_

## Section 1109.11 VARIANCES

### Initiating a Variance Request

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

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

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

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

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

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

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

### Why might you request a Variance?

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

### How much will a Variance cost?

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

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

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

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

Contact the Planning & Zoning Administrator at

614-322-6829.

OR Visit our website at:

<http://www.reynoldsburg.gov>

## Section 1109.11.D STANDARDS FOR VARIANCE

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

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

## VARIANCE REQUEST

**Katherine and Richard Verhoeven**  
166 Cady Court Blacklick, OH 43004  
Katherine: 614-989-2001 Richard: 614-989-6596

**Owners Agent: SUNCRAFT CORPORATION, INC. by Jim Knox 614-475-0000**

Legal description: CADY COURT  
KINGSWOOD FARM SEC 2. LOT 99  
Tax district: 068  
Parcel number: 000198

We hereby request a variance from Zoning Code 1103.17.III to encroach 4' into the 30' rear yard setback to allow construction of a 12'x14' covered porch. We will also be adding a 14'x14' free-standing deck which does not require a variance.

**Statement of hardship:** The irregular shape of the lot causes a hardship because it does not allow enough space to add a covered porch without a variance. The lot is situated on a cul-de-sac. The front property line is curved which pushes the existing house deep into the lot. The rear property line is angled. These lot characteristics reduce the size of the useable rear yard. There are several neighboring properties that have covered porches that encroach into the 30' rear setback.

### **Section 1109.11.D STANDARDS FOR VARIANCE**

1. This variance is in accord with the general purpose and intent of the regulations imposed by this Code in the district in which it is located, and is not injurious to the area or otherwise detrimental to the public welfare.
2. This variance will not permit the establishment of any use which is not otherwise listed as a permitted use or a special exemption in the district, or which is expressly or by implication prohibited by this Code.
3. The lot is odd shaped and the house is pushed closer to the rear property line reducing the size of the rear yard. Additionally, the rear property line is angled which reduces the size of the rear yard. These special circumstance and conditions are applicable to this land for which the variance is sought and are peculiar and do not apply generally to land in the area. The strict application of the provisions of this Code would deprive the property owners of the reasonable use of their land and structures.
4. There is a deprivation of beneficial use of land because the lot is an odd shape. Because of this, the buildable area is drastically less than rectangular neighboring properties. The shape of the street pushes the house closer to the rear property line. The rear property line is angled further reducing the buildable rear yard and ability to add a covered porch without a variance.
5. There is proof of hardship created by the strict application of this Code. The lot is irregular shape and located on a cul-de-sac. The curved front build line pushes the house deep into the property. The angled rear property line and 30' setback compromise the area to add a covered porch.
6. This variance is necessary for the reasonable use of the land. The variance requested is the minimum variance that will accomplish this purpose.
7. Granting this variance will not impair an adequate supply of light and air to adjacent properties, substantially increase the congestion in the public streets, increase the danger of fire, endanger the public safety, or substantially diminish or impair property values of the adjacent area.
8. Granting the variance will not confer on the property owner any special privilege that is unduly denied by they Code to other land, structures, or buildings in the same district.
9. No nonconforming use of neighboring land or structures in the same district and no permitted or nonconforming use of land or structures in other districts are considered as grounds for approval of this variance.
10. This variance request is not a matter of convenience. There are no other remedies available within the provisions of this Code.

November 11, 2025

A site plan with dimensions is attached with this request.

Submitted by:

**James Knox, Permit Coordinator**

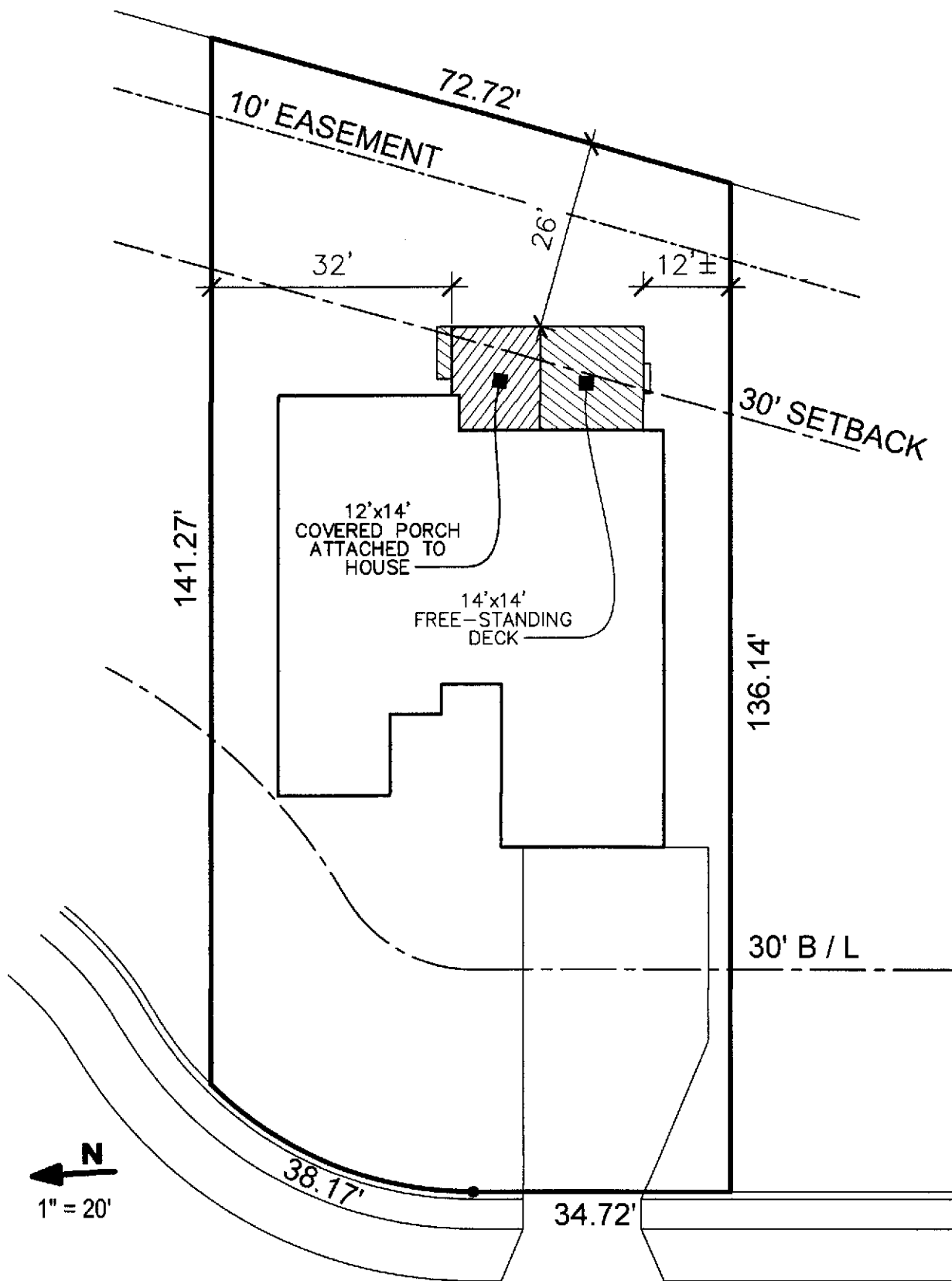
**Suncraft Corporation, Inc.**

122 West Johnstown Road

Columbus, OH 43230

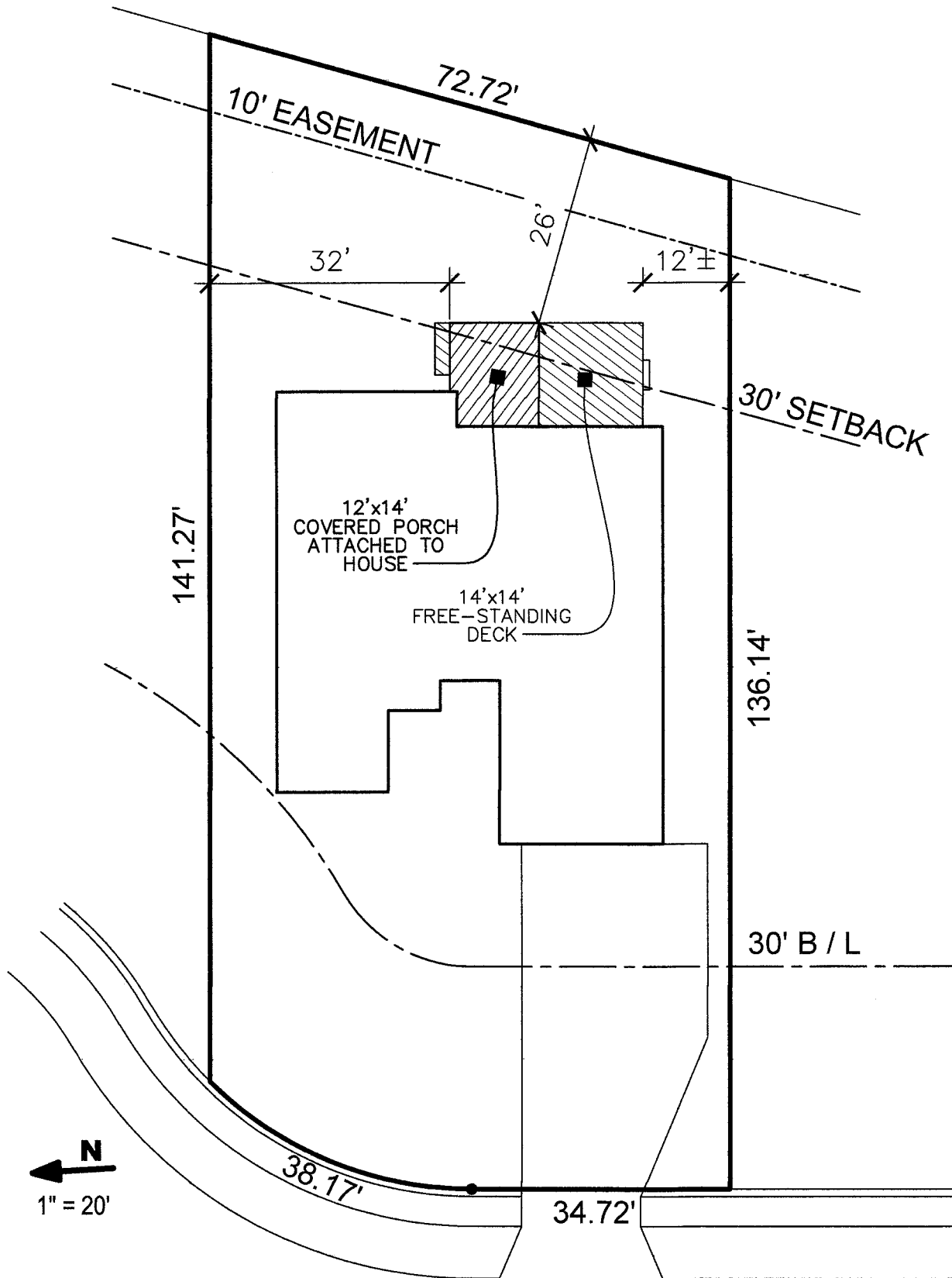
614-475-0000

[jim@suncraftdesignbuild.com](mailto:jim@suncraftdesignbuild.com)



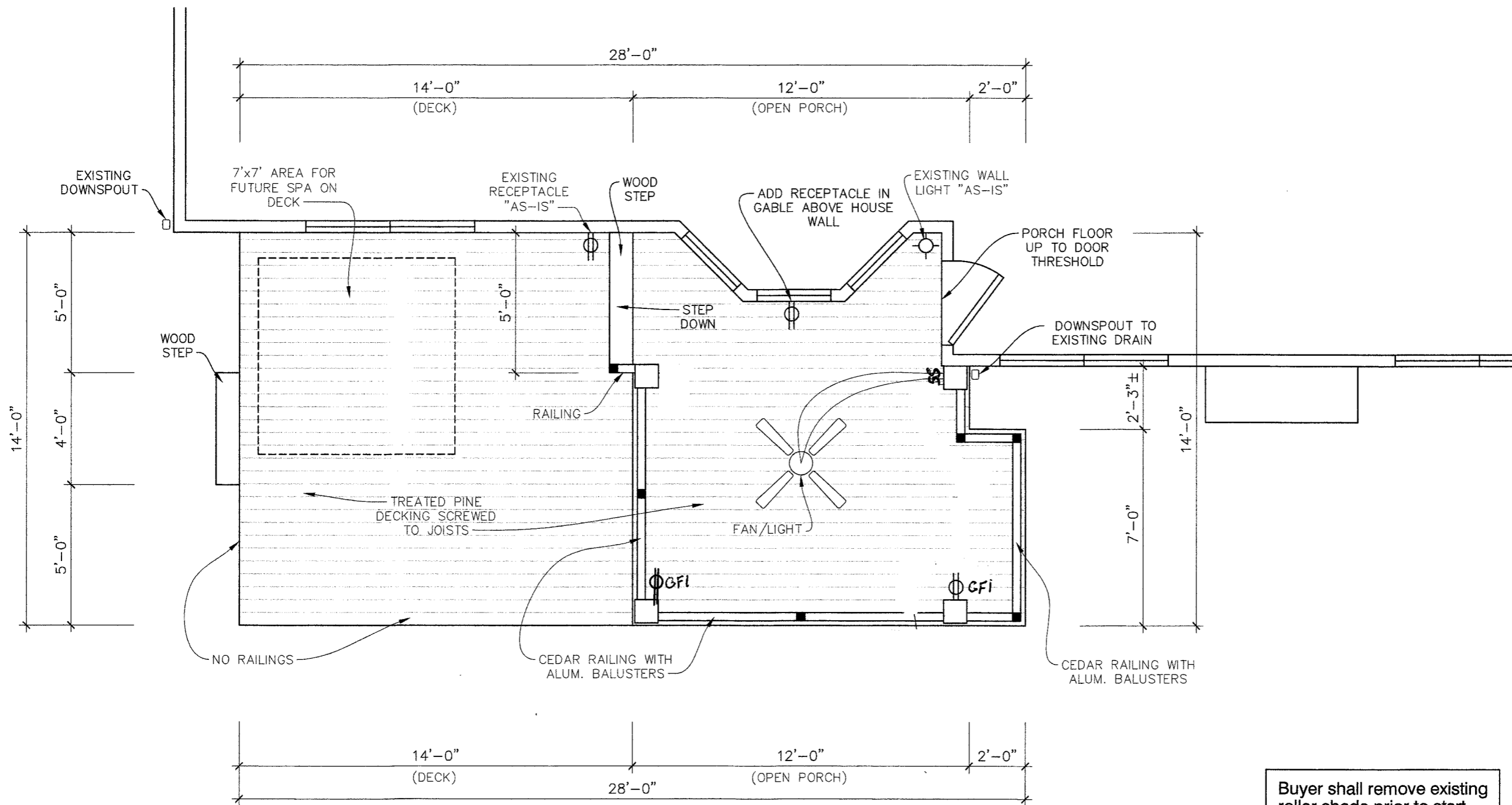
VERHOEVEN, KATHERINE / RICHARD  
 166 CADY COURT  
 BLACKLICK, OH 43004  
 PARCEL# 068 - 000198

**CADY COURT**



VERHOEVEN, KATHERINE / RICHARD  
 166 CADY COURT  
 BLACKLICK, OH 43004  
 PARCEL# 068 - 000198

**CADY COURT**



# PLAN VIEW

Buyer shall remove existing roller shade prior to start of work.

No interior or exterior painting, staining, caulking, or nail hole filling included.

\_\_\_\_ Buyer Acknowledgement  
 \_\_\_\_\_ Buyer Acknowledgement

DESIGNER	ZB
SCALE	1/4" = 1'-0"
DATE	8/12/25
CHECKED	
REVISED	

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Suncraft Corporation, Inc.  
 122 West Johnstown Road  
 Columbus, OH 43230  
 Phone: (614) 475-0000  
 Fax: (614) 475-0986

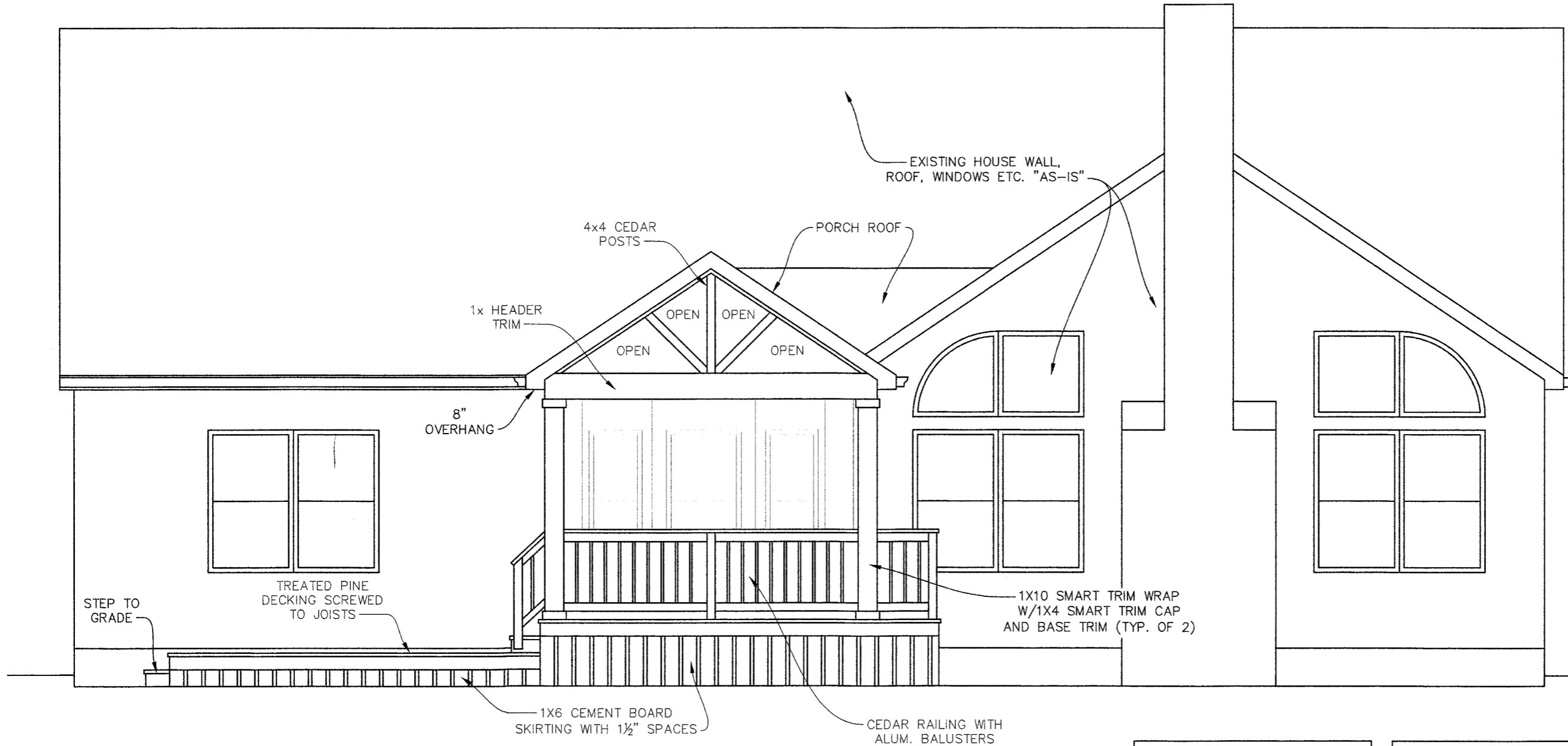
**SUNCRAFT**  
 DESIGNED RIGHT. BUILT RIGHT.

VERHOEVEN, KATHERINE / RICHARD  
 166 CADY COURT, BLACKLICK 43004

- PRELIMINARY
- PERMIT
- CONSTRUCTION

CONTRACT - PLAN #	SHEET #
25091	1/3

APPROVED	DATE
APPROVED	DATE



# REAR ELEVATION

Buyer shall remove existing roller shade prior to start of work.

No interior or exterior painting, staining, caulking, or nail hole filling included.

\_\_\_\_ Buyer Acknowledgement  
 \_\_\_\_ Buyer Acknowledgement

DESIGNER	ZB
SCALE	1/4" = 1'-0"
DATE	8/12/25
CHECKED	
REVISED	

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APPROVED \_\_\_\_\_ DATE \_\_\_\_\_  
 APPROVED \_\_\_\_\_ DATE \_\_\_\_\_

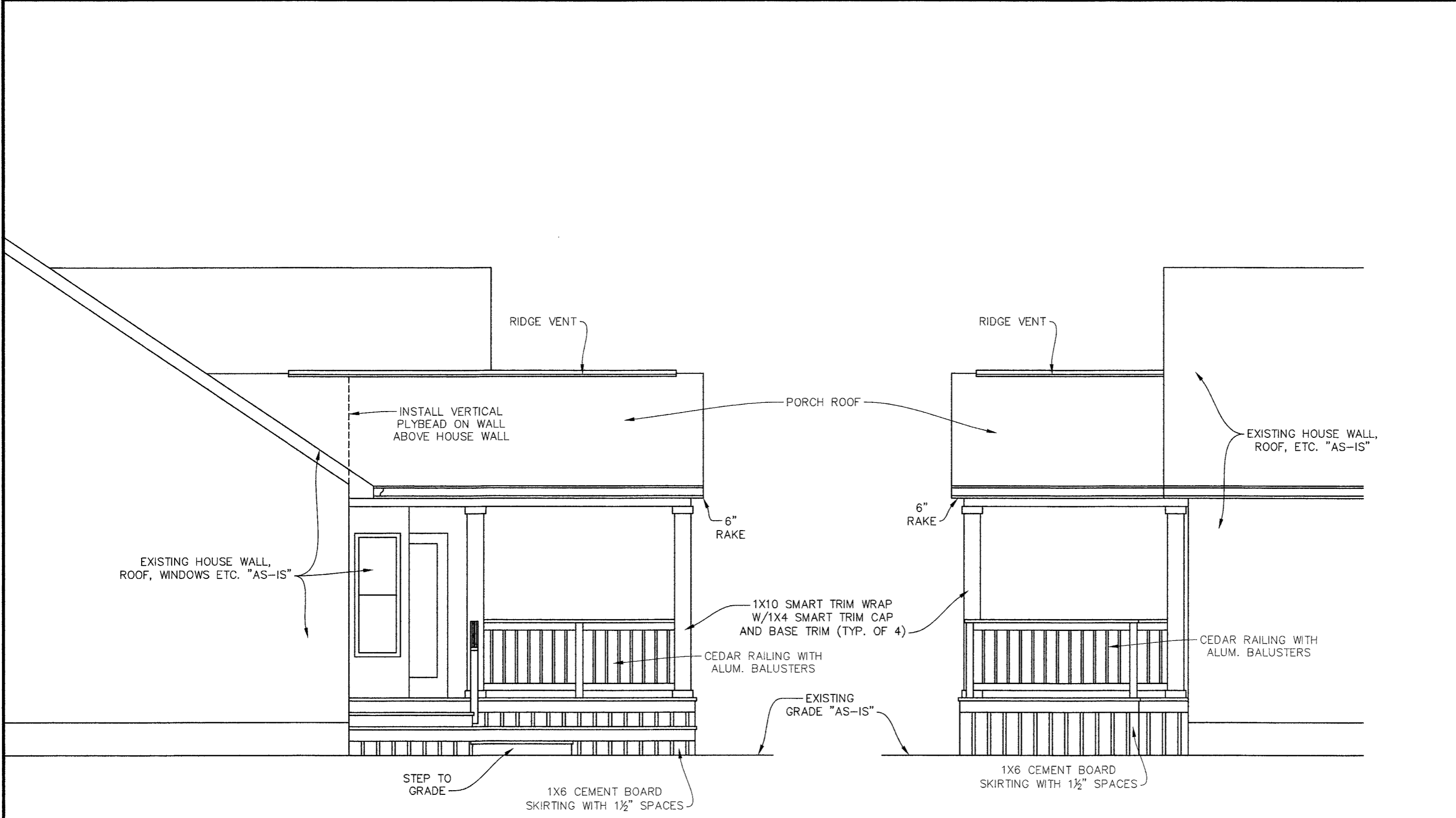
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 Phone: (614) 475-0000  
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VERHOEVEN, KATHERINE / RICHARD  
 166 CADY COURT, BLACKLICK 43004

- PRELIMINARY
- PERMIT
- CONSTRUCTION

CONTRACT - PLAN #	SHEET #
25091	2 / 3



**LEFT ELEVATION**

**RIGHT ELEVATION**

Buyer shall remove existing roller shade prior to start of work.

No interior or exterior painting, staining, caulking, or nail hole filling included.

\_\_\_\_ Buyer Acknowledgement  
 \_\_\_\_ Buyer Acknowledgement

DESIGNER	ZB
SCALE	1/4" = 1'-0"
DATE	8/12/25
CHECKED	
REVISED	

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APPROVED \_\_\_\_\_ DATE \_\_\_\_\_  
 APPROVED \_\_\_\_\_ DATE \_\_\_\_\_

Suncraft Corporation, Inc.  
 122 West Johnstown Road  
 Columbus, OH 43230  
 Phone: (614) 475-0000  
 Fax: (614) 475-0986

**SUNCRAFT**  
**DESIGNED RIGHT. BUILT RIGHT.**

VERHOEVEN, KATHERINE / RICHARD  
 166 CADY COURT, BLACKLICK 43004

- PRELIMINARY
- PERMIT
- CONSTRUCTION

CONTRACT - PLAN #	SHEET #
25091	3 / 3

**From:** [Chad Mast](#)  
**To:** [Phoenikx Buathier](#)  
**Cc:** [Eric Meyer](#); [Emma Cepek](#)  
**Subject:** RE: 166 Cady Court - Variance Application  
**Date:** Tuesday, November 18, 2025 11:18:25 AM

---

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

Good Morning Phoenikx,

I have no issues or cause for concern with this variance.

Thanks,

**Chad Mast, Fire Marshal**

Fire Prevention Bureau  
Jefferson Township Fire  
6767 Havens Corners Road  
Blacklick, Ohio 43004  
Office (614) 626-5160  
Mobile (614) 588-5880

---

**From:** Phoenikx Buathier <pbuathier@reynoldsburg.gov>  
**Sent:** Friday, November 14, 2025 1:37 PM  
**To:** Chad Mast <cmast@jeffersontownship.org>  
**Cc:** Eric Meyer <emeyer@reynoldsburg.gov>; Emma Cepek <ecepek@reynoldsburg.gov>  
**Subject:** 166 Cady Court - Variance Application

**WARNING: This email originated from a source outside of Jefferson Township! DO NOT CLICK links or attachments unless you recognize the sender. Never give out your user ID or password.**

Mr. Mast,

I am sending you 166 Cady Court Variance Application and related items that are scheduled for the December 4<sup>th</sup> Planning and Zoning Board meeting. Our code requires us to send out a staff report at least a week in advance of the meeting. Therefore, I am asking for any comments the Fire Department may have by November 25<sup>th</sup> so that we can incorporate them in the staff report that goes out first thing on November 26<sup>th</sup>.

If you have any questions, please feel free to call or email. Thank you for your help.

Sincerely,

**Phoenikx Buathier**  
PLANNING AND ZONING ADMINISTRATOR

—

City of Reynoldsburg

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

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

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December 4, 2025

Planning and Zoning Board  
City of Reynoldsburg  
7232 E. Main Street  
Reynoldsburg, OH 43068

RE: Krishna Dahal for Comfort Health Care Agency; 7480 E. Main Street: Certificate of Appropriateness for Signage

Planning and Zoning Board:

Below is the staff review of the above reference Certificate of Appropriateness Application.

## 1. Project Summary

- a. **Site Summary:** The subject site is located at 7480 E. Main Street. The 0.31-acre site, addressed 7480 E. Main Street, and is in the ORD-C, Olde Reynoldsburg District. The applicant is requesting a sign reface for a double-sided monument sign outside of the building.
- b. **Surrounding Zoning:** The surrounding zoning consists of ORD-C, Olde Reynoldsburg Commercial District to the north, west, south and east of the site. The surrounding land uses consist of warehousing to the north, a vacant lot to the west, retail – small format to the east, and religious assembly to the south.
- c. **Applicant's Request:** The proposed project involves a sign reface for a double-sided monument sign. The reface will be a 2 foot by 5 foot, non-illuminated, vinyl panel on each side of the monument sign.
- d. **Comprehensive Plan:** The 2018 Comprehensive Plan, upon which the current zoning code is based, recommends the Olde Reynoldsburg Commercial District “Strengthen the historic character of the district, by the preservation and reuse of historically significant structures.” The Comprehensive Plan also identifies the importance of walkability throughout this area and bringing in different types of business and land uses to strengthen the identity of the city.

## 2. Project Review

- a. The site and building are located in the ORD-C, which requires a Certificate of Appropriateness to be issued, “prior to commencing new construction or any remodeling, reconstruction, or other exterior building modifications of non-residential structures located within the Olde Reynoldsburg District(s)” The sign must also comply with Section 1105.03.C.ii, Signs for the ORD-C.
- b. The application appears to meet the following criterial established in Section 1109.19, Certificate of Appropriateness – Olde Reynoldsburg Districts:
  - i. Enhances the attractiveness and desirability of the district.
  - ii. Encourages the orderly and harmonious development in a manner in keeping with the overall character of the district.
  - iii. Improves residential amenities and any adjoining residential neighborhood.
  - iv. Enhances and protects the public and private investment in the value of all

- land and improvements within the district.
- v. Satisfies the applicable guidelines set forth under Chapter 1103; and
- vi. Overall effects of the project or development on the appearance and environment of the district.
- c. Section 1105.03.F states:
  - i. Nonconforming Signs.
    - 1. An existing sign that does not meet the requirements of this chapter shall be deemed a nonconforming sign.
    - 2. A nonconforming sign shall exist and be maintained in accordance with the following:
      - a. The size and shape of the sign structure shall not be altered, except that sign face panels may be replaced.
      - b. If damage occurs to a sign to the extent of sixty percent (60%) or more of either the structure or its replacement cost at the time of destruction, the sign shall be brought into compliance with the provisions of this Zoning Code.
    - 3. A nonconforming sign shall not be structurally relocated or replaced, unless the new sign is in compliance with this chapter.
      - a. The proposed wall sign reface appears to meet all Zoning Code requirements.

### 3. Recommendation

- a. The proposed monument sign face replacement meets the requirements of the Olde Reynoldsburg Commercial District for sign face replacements, along with meeting the 2019 Comprehensive Sign Plan. Based on these reasons, staff recommends approval of the Certificate of Appropriateness for the monument sign face replacement with the following condition:
  - i. That per Section 1105.03.E.ix.1, the applicant also clean and repaint the existing monument sign posts white, to maintain proper maintenance of the legal non-conforming monument sign.
  - ii. That the applicant complete and notify staff within 6 months of Certificate of Appropriateness approval, when the sign maintenance has been completed for staff to check and verify.

\*All submissions must include a physical and digital copy. The digital portion of the application can be submitted to the Building Department at: permit@reynoldsburg.gov

App./Case#: 2025-620  
 Date Submitted: 11/19/25  
 Fee Amount: 75  
 Paid: \$75 CC

RECEIVED  
 NOV 19 2025  
 REYNOLDSBURG BUILDING DEPT

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

## PLANNING AND ZONING BOARD CERTIFICATE OF APPROPRIATENESS

7480 E Main St, Reynoldsburg, OH 43068	
--	--

John Fishner	
	(614) 204-2203

Comfort Health Care Agency	Krishna Dahal
krishna@comforthca.com	(216) 562-9450

Comfort Health Care Agency - Krishna Dahal	7480 E Main St, Reynoldsburg, OH 43068
(216) 562-9450	krishna@comforthca.com

<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Owner's Consent Attached.
--------------------------	-------------------------------------	--------------------------	--------------------------	--



<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
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Floor-mounted double sided signboard. Refacing an old double sided business sign by replacing the face and graphics, while keeping the existing structure.

Sign Material: Vinyl

Krishna 11/18/2025

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

Additional Notes:

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

Olde Reynoldsburg District

Additional Approval Required

PZB

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

**Meeting Results**

<input type="checkbox"/> Approved as Submitted	<input type="checkbox"/> Tabled
<input type="checkbox"/> Approved w/ Conditions	<input type="checkbox"/> Denied

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

## Submission Requirements

### CERTIFICATE OF APPROPRIATENESS

#### I. General Requirements

- A. All applications for a certificate of appropriateness shall be received fourteen (14) days prior to the next meeting.
- B. All exhibits required for the permanent file (noted in the following paragraphs) must be folded into an 8 ½ x 11 sized paper. However, larger mounting boards, material samples, or other exhibits not meeting these criteria may be used for Planning and Zoning Board presentation.
- C. Eleven (11) sets of physical plans and One (1) electronic set of plans should be submitted to the Board through the Planning & Zoning Administrator.
- D. An adequate number of photographs are required to illustrate the site, including buildings and other existing features as well as adjacent properties.

#### II. Building Construction, Exterior Remodeling, and Additions Submittal Requirements

- A. A site plan is required containing the following information:
  1. scale and north arrow
  2. project name and site address
  3. all property and street pavement lines
  4. existing and proposed contours
  5. gross area of tract stated in square feet
- B. Complete elevations are required containing the following information:
  1. scale
  2. all signs to be shown on the elevation
  3. changes in ground elevation
  4. type, color, and texture of all primary materials to be used;
  5. fenestration, doorways, and all other projecting and receding elements
- C. Material samples (required for all exterior materials)

#### III. Free-standing Ground Sign Submittal Requirements

- A. A site plan is required containing the following information:
  1. scale and north arrow;
  2. address of the site;
  3. all property and street pavement lines;
  4. proposed ingress and egress, including on-site parking areas, parking stalls, and adjacent streets;
  5. location and height of all existing and proposed signs on the site, showing required setbacks
- B. Material samples are required for components

#### IV. Wall Sign Submittal Requirements

- A. A scaled drawing of each face of the proposed wall sign is required showing the following information;
  1. all size specifications, including the size of letters and graphics;
  2. description of sign and frame materials and colors;
- B. An elevation drawn to scale of the entire wall of the building to which the sign is to be fixed, correctly locating the sign.
- C. Material samples are required for all components.

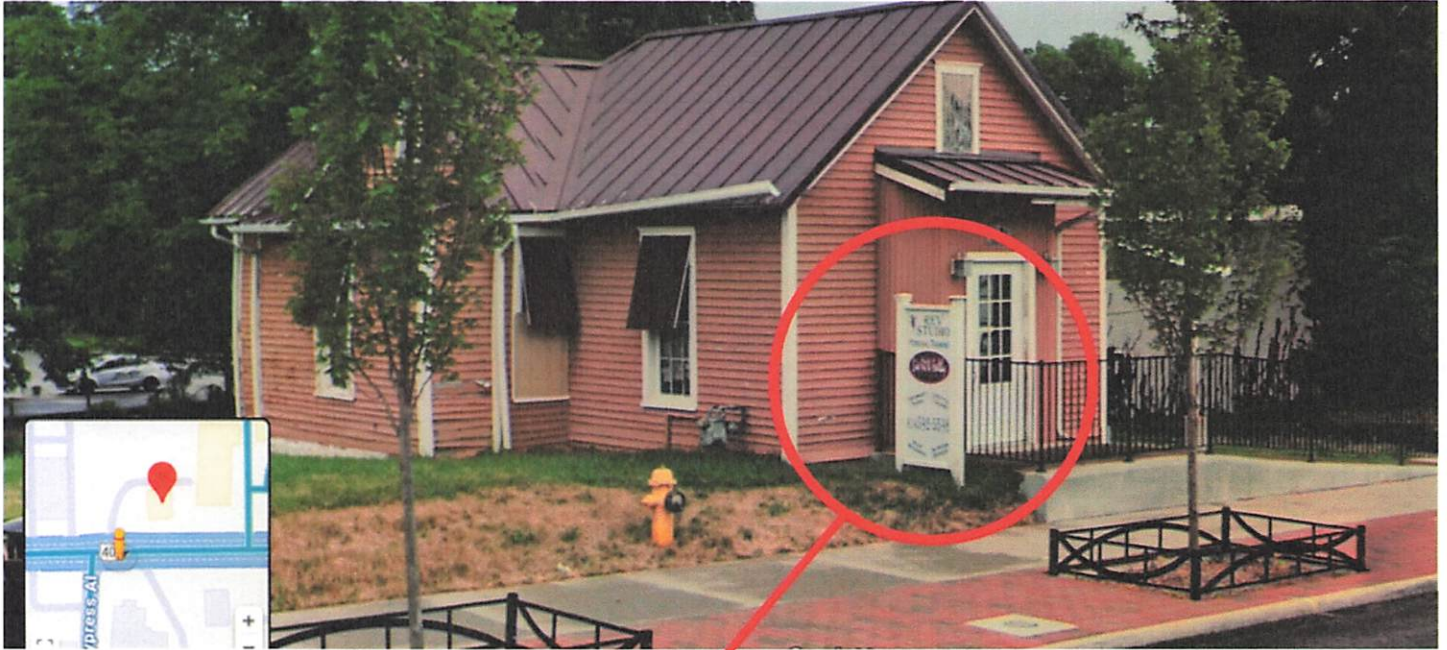
Along with a completed application form, please submit eleven (11) hardcopy packets of all required items. When any items in the packet exceed 11X17, please also submit a PDF or similar scan of the completed application and packet.

## Section 1109.19

### STANDARDS FOR REVIEW

All applications for a certificate of appropriateness shall be reviewed to determine if the proposed construction or alteration to an existing structure promotes, preserves and enhances the overall architectural character and integrity of the design review districts in which the structure is proposed to be located and that the proposed structure or alteration would not be at variance with existing structures. In evaluating the design for each new, renovated or expanded structure, the Planning and Zoning Board shall endeavor to assure that exterior appearance and environment of such buildings shall:

- (a) Enhance the attractiveness and desirability of the City.
- (b) Encourage orderly and harmonious design in a manner keeping with the overall architectural character of the districts.
- (c) Preserve distinctive stylistic features, historic features or examples of skilled craftsmanship which characterize a building.
- (d) Comply with the purpose and intent of any specific design guidelines adopted by the Planning and Zoning Board or City Council.



**Old Business Sign**



**New Business Sign Design**



Refacing an old double sided business sign by replacing the face and graphics, while keeping the existing structure.

January 5<sup>th</sup>, 2025

Planning and Zoning Board  
City of Reynoldsburg  
7232 E. Main Street  
Reynoldsburg, OH 43068

RE: Grace B Daycare, LLC; 6328 E. Livingston Avenue: Conditional Use Application

Planning and Zoning Board:

Below is the staff review of the above referenced Conditional Use Application.

## 1. Project Summary

- a. **Site Summary:** The subject site is a Commercial Center addressed 6336 E. Livingston Avenue, parcel ID number 060-009286, and the subject tenant space is located at 6328 E. Livingston Avenue. The parcel is 3.184 acres with a large building that is divided into multiple tenant spaces at a total of 20,300 square feet in size. The subject site is currently vacant. The subject site is zoned I, Innovation.
- b. **Surrounding Zoning:** The surrounding zoning of the subject site consists of I, Innovation to the west, east, north, and south. The surrounding land uses consist of Commercial Center – Outdoor - Large to the west, Dwelling - Multi-Unit Building Complex to the north, vacant land to the east, Retail – Medium format to the southeast, and Medical – Clinic and Community Facility - Public Health Safety to the south.
- c. **Applicant’s Request:** The applicant is requesting to use the subject tenant space use for a Child Day Care – Center, which is a conditional use for the I, Innovation zoning district. A Child Day Care - Center is defined as “Any place operated by a person, society, agency, corporation, institution, or any other group that is licensed by the state of Ohio wherein twelve (12) or more children under 17 years of age who are not related to the facility operator and whose parents or guardians are not residents in the same house and with such person, society, agency, corporation, or institution responsible for the control and care of children enrolled therein.” The applicant states that the daycare center will offer a variety of activities to support children’s development and provide a nurturing environment, including learning, communication, reading, and writing. That they will also support parents to achieve their daily goals. That the daycare will be managed by a certified individual who meets all requirements set forth by the Ohio Childcare Services. That the site will start with 15 children and 5 staff, including 2 kitchen staff members. That the daycare facility is designed to provide a comfortable learning environment for children, staffed with an experienced and qualified team. That they do not plan to hire volunteers.
- d. **Comprehensive Plan:** The 2018 Comprehensive Plan, upon which the current zoning code is based, states that the Innovation District is intended to “...[I]nclude a mix of industrial and office uses intended to serve as economic centers for Reynoldsburg and surrounding communities. Professional office uses

such as research and development, laboratory, and technology businesses, among others are encouraged”

## 2. Project Review

- a. **Conditional Use Standards (i-viii)**: Conditional Uses are required to meet the general standards found in Section 1109.13.D:
  - i. The proposed use shall be in harmony with the existing or intended character of the zone or district and nearby affected zones and districts and shall not change the essential character of the zones and districts;
    1. The applicant states they shall fully comply.
    2. Staff finds that the proposed use is in harmony with the existing character of the zone and will not change the essential character of the zone/district.
  - ii. The proposed use shall not adversely affect the use of adjacent property;
    1. The applicant states they shall fully comply.
    2. Staff finds that the proposed use will not adversely affect the use of adjacent properties.
  - iii. The proposed use shall not adversely affect the health, safety, morals, or welfare of persons residing or working in the neighborhood;
    1. The applicant states they shall fully comply.
    2. Staff finds that the proposed use will not adversely affect the health, safety, morals, or welfare of persons residing or working in the neighborhood.
  - iv. The proposed use shall be served adequately by public facilities and services such as, but not limited to, roads, police and fire protection, storm water facilities, water, sanitary sewer, and schools;
    1. The applicant states they shall fully comply.
    2. Staff finds that the site is served adequately.
  - v. The proposed use shall not impose a traffic impact upon the public right-of-way significantly different from that anticipated from permitted uses of the zone or district;
    1. The applicant states they shall fully comply.
    2. Staff finds that that applicant will not impose a traffic impact upon the public right-of-way significantly different from the anticipated uses of the zoning district.
  - vi. The proposed use shall be in accord with the general and specific objectives, and the purpose and intent of this Zoning Code and the Land Use Plan and any other plans and ordinances of the City;
    1. The applicant states they shall fully comply with the zoning code and the land use plan and any other plans and ordinances of the city.
    2. Staff finds that the land use of Child Day Care - Center is a conditionally permitted land use and is in the general and specific objectives of the Zoning Code and Land Use Plan.
  - vii. The proposed use complies with the applicable specific provisions and standards of this Code;
    1. Childcare Centers are required to meet the general standards found

in Section 1105.13.H:

- i. No zoning permit or conditional use permit for a childcare center shall be issued for a lot that is within one hundred fifty feet (150FT) of any lot or parcel with an approved gasoline station use, or which is likely to generate noxious fumes or vapor.
  - a. The applicant states that they will abide by the rules and regulations herein.
  - b. Staff finds that the proposed Child Day Care Center is not within 150ft of any lot or parcel with an approved gasoline station use.
- ii. All outdoor play areas shall meet the minimum requirements outlined by the State agency with oversight of childcare centers. No play area shall be located adjacent to a loading space, loading dock or other area where vehicles are likely to idle. No play area shall be constructed in a manner that allows children access to any electrical or telecommunications box/vault.
  - a. The applicant states that they agree to abide by the rules and regulations.
  - b. The applicant provided an interior site plan, which identifies a play area located outside of the building, in the rear that is 30 feet long by 25 feet wide. The applicant provided an aerial overview of the parcel, however there is no site plan showing the location of the outdoor play area that is 30 feet long and 25 feet wide. A site plan showing all improvements, such as the outdoor play area is required based on Section 1109.13.B.iv for Conditional Use applications. Staff also has concerns regarding the outdoor play area's location with regards to the aerial overview area showing this same area as where the outdoor dumpsters are located. Staff also has concerns regarding the location of the outdoor play area and its proximity to a loading area and its proximity to the rear drive aisle area used for circulation throughout the site. The applicant also does not identify the type of fencing proposed, if the play area is in close proximity to a circulation route of the site, how additional safety measures will be provided to ensure the safety of the outdoor play area.
    1. A to scale site plan showing the sites layout, the location of the outdoor play area, its location and proximity to other loading areas, the outdoor dumpster area and the



drive aisles in the rear of the building need to be identified.

- iii. No childcare center shall be permitted to operate between the hours of 7:00 p.m. and 6:00 a.m. the following morning unless specifically approved by the Planning and Zoning Administrator or the Planning and Zoning Board.
  - a. The applicant states that they agree to abide by the rules and regulations.
  - b. Staff finds that this requirement is met, based on the applicant's response.
- viii. The proposed use shall be found to meet the definition and intent of a use specifically listed as a conditional use in the zone or district in which the subject property is situated.
  - 1. The applicant states they shall fully comply.
  - 2. Staff has determined that the intended land use of the site, is Child Day Care - Center. Based on the definition of Child Day Care - Center, which is found earlier in the staff report, the applicant meets this requirement.

### 3. Recommendation

Staff has reviewed the application, and based on the information provided, there does not appear to be enough information provided to show that the additional regulation for a Childcare Center found in Section 1105.13.H.ii has been met. Staff has concerns regarding the location of the outdoor play area, in relation to its proximity to other loading areas, that an existing dumpster area for dumpsters is currently located in the proposed playground area, and that it could be located closely to or within the rear circulation area of the site. Based on these reasons, staff recommends denial of the conditional use.

If the board would like to give the applicant more time to provide a to scale site plan, showing dimensions of the site regarding the location of the outdoor play area, its distance from the existing drive aisle, the fence material and the location of all loading areas surrounding the site, staff would be amenable to placing the application on hold until a site plan has been provided by the applicant showing this information. Please know that unless the applicant requests to place the application on hold, a determination would have to be made by the March 5, 2026 meeting.

\*All submissions must include a physical and digital copy. The digital portion of the application can be submitted to the Building Department at: permit@reynoldsburg.gov

App./Case#: 2025-0650  
Date Submitted: 12/2/25  
Fee Amount: \$450.00

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

## PLANNING AND ZONING BOARD VARIANCE AND **COND\*ITIONAL USE APPLICATION**

Paid: CK

Property Address: 6328 East Livingstone Ave	Parcel ID#(s):
<b>RECEIVED</b>	

**DEC 2 2025**

### I. PROPERTY OWNER OF RECORD

Property Owner Name(s): Cindy Yao		REYNOLDSBURG BUILDING DEPT
Contact Email: cindy@nationaleagle.com	Contact Phone Number: 6148287612	

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

Business Name: Grace B Daycare LLC	Contact Name: Grace Benson
Contact Email: micgrason123@gmail.com	Contact Phone Number: 6148068210
Description of Use: This Child daycare center will offer a variety of activities to support children's development and provide a nurturing environment, including learning, communication, reading, and writing.	

### III. APPLICANT INFORMATION

Applicant Name: Grace Benson	Applicant Address: 7521 Hemrich Drive, Canal Winchester, Ohio 43110
Applicant Phone Number: 6148068210	Applicant Email: micgrason123@gmail.com

Property Owner	Business Owner/Tenant	Contract or	Architect/Engineer	Owner's Consent Attached.
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- 

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

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

*Grace Daycare intends to use this facility for a daycare. We will use the available space to host children for nurturing and educational purposes.*

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

Applicant Signature:  Date: 12/02/2025

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

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

Additional Notes:

Zoning Information Additional Approval Required

Zoning District: \_\_\_  Major/Minor Site Plan

Olde Reynoldsburg District  Other: \_\_\_\_\_

PZB Meeting

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

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

P&Z Administrator: \_\_\_\_\_ Date: \_\_\_\_\_

## Section 1109.13

### CONDITIONAL USES

#### Initiating a Conditional Use

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

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

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

What information must be provided with a Conditional Use ?

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

- Description of the existing use of the lot and of adjacent lots
- Answer: Yes, the business only intends to use the existing lot.**
- A statement of the conditional use for which the application is submitted.
- Answer: Yes, it will be used for daycare.**
- The application shall also include a description of the activities proposed on the site, including the goods and services, hours of operation, anticipated number of employees, nature and volume of delivery activity, and other information that will enable the Board to understand the nature of the proposed use and its potential impacts.
- Answer: This Child daycare center will offer a variety of activities to support children's development and provide a nurturing environment, including learning, communication, reading, and writing. Business will also support parents to achieve their daily goals. The daycare will be managed by a certified individual who meets all requirements set forth by the Ohio Childcare Services. The site will start with 15 children and 5 staff, including 2 kitchen staff members. The**

**daycare facility is designed to provide a comfortable learning environment for children, staffed with an experienced and qualified team. We do not intend to hire volunteers.**

- A plan of the proposed site and improvements showing the proposed location of all structures, parking and loading areas, streets and traffic accesses, open spaces, refuse and service areas, utilities, signs, yards, landscaping, and other relevant features;
- Answer: Yes, Grace Daycare shall fully comply.**
- A narrative statement discussing the compatibility of the proposed use with the existing uses of adjacent lots including an evaluation of the effects on adjoining lots of such elements as traffic circulation, noise, glare, odor, fumes, vibration, and storm water, and any measures proposed to mitigate such effects;
- Answer: Yes, Grace Daycare shall fully comply.**

- A narrative addressing each of the applicable criteria outlined in section 1109.13.D
- Answer: Yes, Grace B Daycare LLC shall adhere to all compliance and regulatory requirements listed above.**

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

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

How much will a Conditional Use cost?

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

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

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

Who may I call if I have questions?

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

OR Visit our website at:

<http://www.reynoldsburg.gov>

## Section 1109.13.D

### STANDARDS FOR ALL CONDITIONAL USES

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

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

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

- Locations, setbacks, and configurations of structures and of uses of interior and exterior spaces;
- Screening comprised of landscaping, walls, fencing or other materials or construction;
- Access points and traffic management provisions, including those impacting vehicular and pedestrian access

and the locations and design of parking facilities;

- Noise control measures, including those regulating loudspeakers or irregular vehicular or equipment noise;
- Other features of construction, including but not limited to paving and parking, signs, and landscaping;
- Hours and method of operation
- Maintenance of the site, structures, landscaping;
- Means of controlling glare, vibration, odors, dust, smoke, hazardous materials, refuse matter, water-carried waste, and storm water; and
- A time limit for operation of the use.

## Section 1109.11 VARIANCES

### Initiating a Variance Request

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

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

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

- Name, address, and telephone number of the property owner(s) and owner's agent(s);  
 **Answer:**  
**Name: Cindy Yao**  
**6328 East Livingstone Ave**  
**Tel:6148287612**
- Legal description, address, tax district, and parcel number of the property;  
 **Answer: 6328 East Livingstone Ave**
- Description of the nature of the variance requested and a statement address each of the standards for variance in the Code (see section 1109.13);  
 **Answer: Requesting a permit for conditional use and non-residential property for a daycare facility.**
- Statement of the hardship;  
 **Answer: The presence of the daycare facility in this location will alleviate hardship or difficulties for residents of the area, as parents will see it as a resourceful way to bring their children to the facility without covering long distances, thus maximizing time and efforts.**
- Such other information and exhibits as may be appropriate to establish the facts of the appeal and the grounds for relief.  
 **Answer: Requesting permission for a building and zoning permit to occupy or lease a property for Daycare Business.**

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

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

- Answer: Yes, Grace Daycare shall fully comply.**

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

Why might you request a Variance?

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

How much will a Variance cost?

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

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

Who may I call if I have questions?

Contact the Planning & Zoning Administrator at

614-322-6829.

OR Visit our website at:

<http://www.reynoldsburg.gov>

## Section 1109.11.D

### STANDARDS FOR VARIANCE

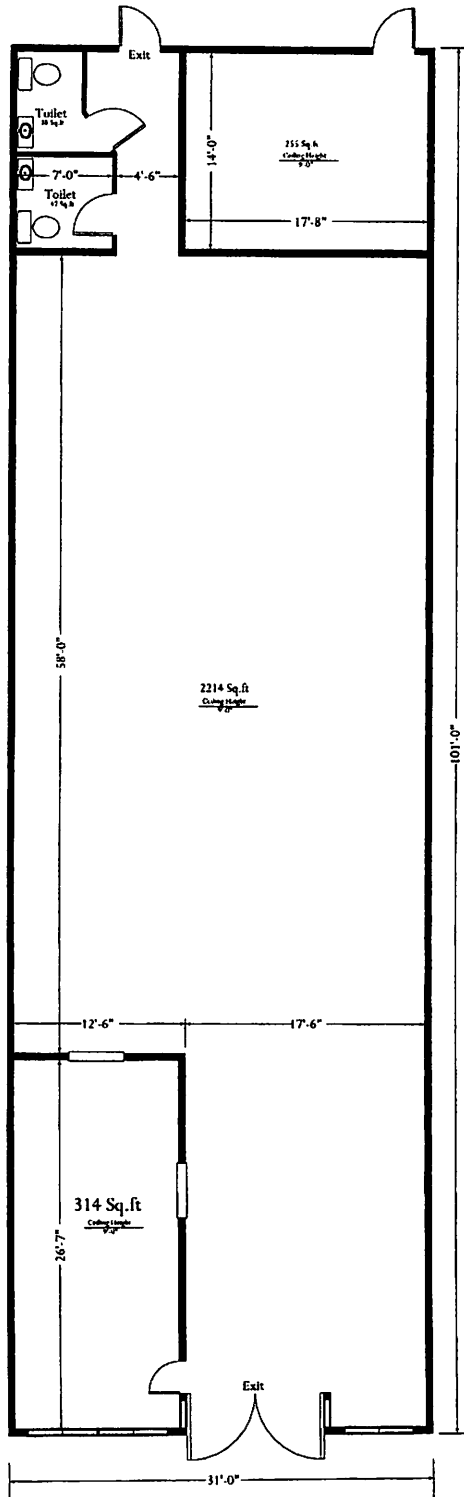
No variance in the strict application of the provisions of this Code shall be granted unless the Board makes specific findings of fact, based on the evidence presented to it, which supports conclusions that the variance conforms to the following standards. Such findings shall be stated for the record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

- The variance is in accord with the general purpose and intent of the regulations imposed by this Code in the district in which it is located, and shall not be injurious to the area or otherwise detrimental to the public welfare.
- Answer: Yes, Grace Daycare shall fully comply.
- The variance will not permit the establishment of any use which is not otherwise listed as a permitted use or a special exception in the district, or which is expressly or by implication prohibited by this Code. (Note: Section 1107 for provisions regarding the replacement of non-conforming uses with other non-conforming uses.)
- Answer: Yes, Grace Daycare shall fully comply.
- There exist special circumstances or conditions, fully described in the findings, applicable to the land or structures for which the variance is sought, which are peculiar to such land or structures and which do not apply generally to land or structures in the area, and which are such that the strict application of the provisions of this Code would deprive the property owner of the reasonable use of such land or structures.
- Answer: Yes, Grace Daycare shall fully comply.
- There must be deprivation of beneficial use of land, as opposed to mere loss in value as justification for the variance.
- Answer: Yes, Grace Daycare shall fully comply.
- There is proof of hardship or practical difficulty created by the strict application of this Code, beyond simply a showing that greater profit will result if the variance is granted. Economic hardship is not grounds for the variance. Furthermore, the hardship complained of is not self-created nor is it established on this basis by one who purchased with or without knowledge of the restrictions. The hardship results from the application of this Code and is suffered directly by the property in question.
- Answer: Yes, Grace Daycare shall fully comply.
- The variance is necessary for the reasonable use of the land or building, and the variance as granted is the minimum variance that will accomplish this purpose.
- Answer: Yes, Grace Daycare shall fully comply.
- The variance will not impair an adequate supply of light and air to adjacent property, substantially increase the congestion in the public streets, increase the danger of fire, endanger the public safety, or substantially diminish or impair property values of the adjacent area.
- Answer: Yes, Grace Daycare shall fully comply.

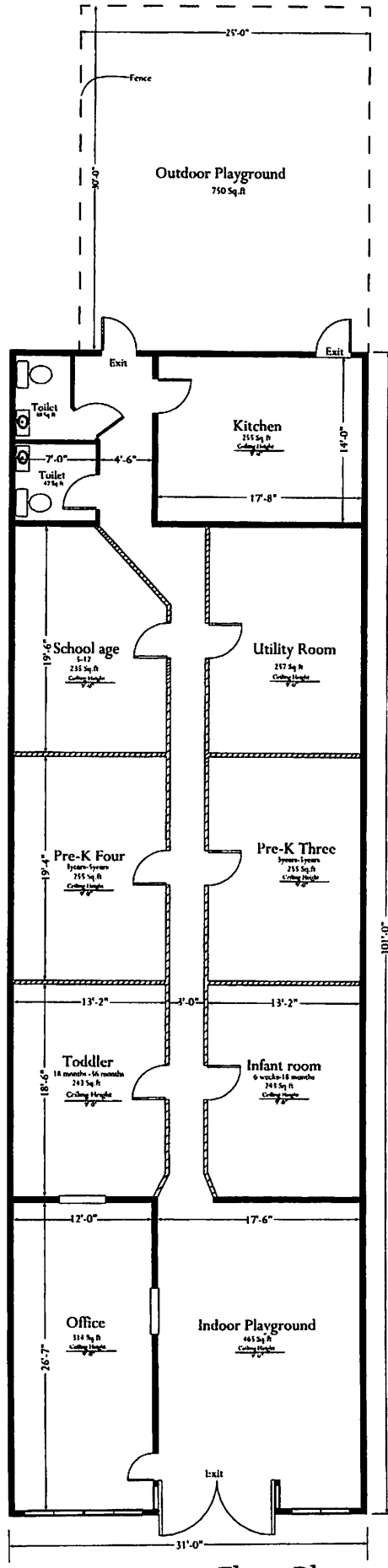
- The variance will not confer on the property owner any special privilege that is unduly denied by this Code to other land, structures, or buildings in the same district.
- Answer: Yes, Grace Daycare shall fully comply.**
- No nonconforming use of neighboring land or structures in the same district and no permitted or nonconforming use of land or structures in other districts are considered as grounds for approval of the variance.
- Answer: Yes, Grace Daycare shall fully comply.**
- The variance is not a matter of convenience when other remedies are available within the provisions of this Code.
- Answer: Yes, Grace Daycare shall fully comply.**

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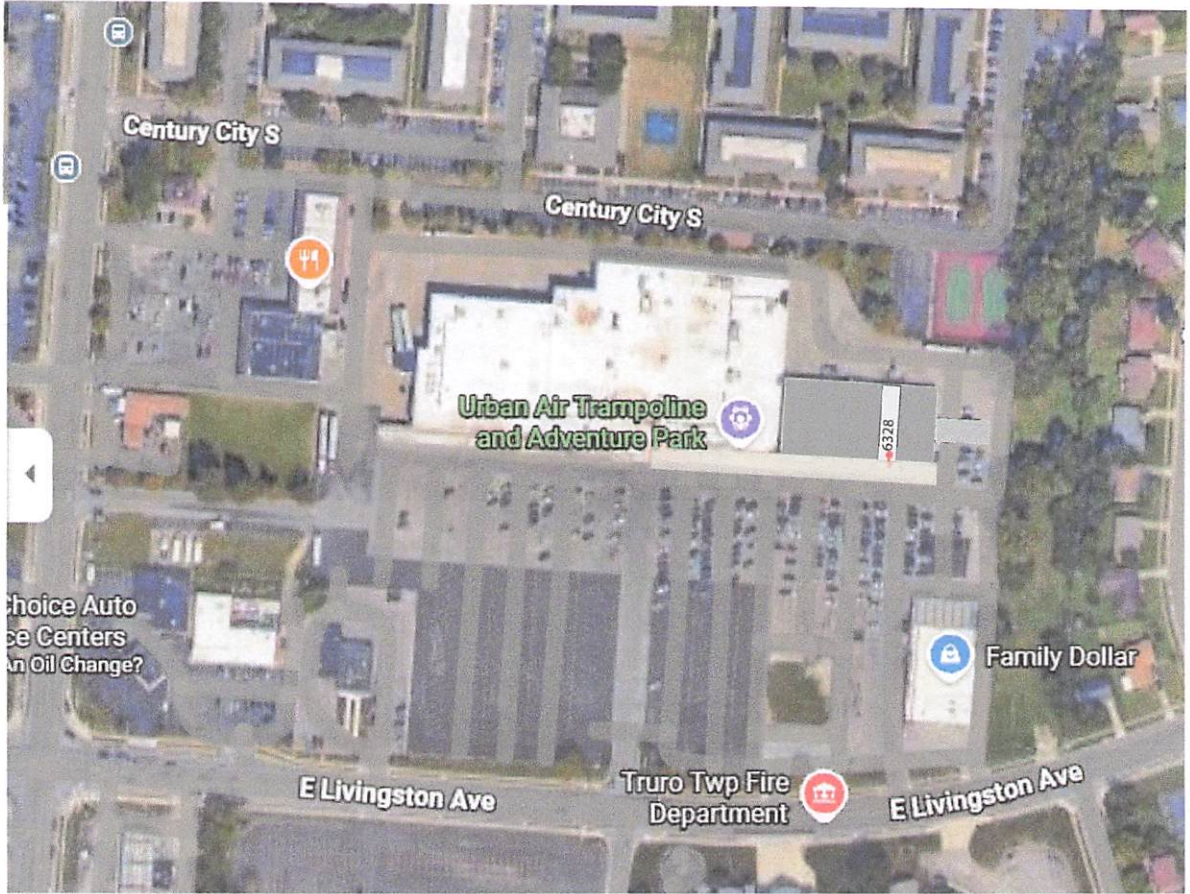
REYNOLDSBURG BUILDING DEPT



Existing Floor Plan  
 Scale: 1/8=1'-0"



Renovations Floor Plan  
 Scale: 1/8=1'-0"



**From:** [Grace Benson](#)  
**To:** [Emma Cepek](#)  
**Subject:** Re: FW: Conditional Use Application 2025-0650 - 6328 E. Livingston  
**Date:** Tuesday, December 16, 2025 1:59:38 PM

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

Hi,

Please see below response.

I am contacting you regarding Permit 2025-0650 for 6328 E. Livingston regarding a Conditional Use and have the following comments:

1. Please provide a statement answering the following Day Care Supplemental Use factors and showing how you meet them:
  - a. Childcare Centers. The following regulations shall apply to conditional use permits for childcare centers:

- i. No zoning permit or conditional use permit for a childcare center shall be issued for a lot that is within one hundred fifty feet (150FT) of any lot or parcel with an approved gasoline station use, or which is likely to generate noxious fumes or vapor.

***Yes, I will abide by the rules and regulations herein.***

- ii. All outdoor play areas shall meet the minimum requirements outlined by the State agency with oversight of childcare centers. No play area shall be located adjacent to a loading space, loading dock or other area where vehicles are likely to idle. No play area shall be constructed in a manner that allows children access to any electrical or telecommunications box/vault.

**Yes, I agree to abide by the rules and regulations.**

- iii. No childcare center shall be permitted to operate between the hours of 7:00 p.m. and 6:00 a.m. the following morning unless specifically approved by the Planning and Zoning Administrator or the Planning and Zoning Board.

**Yes, I agree to abide by the rules and regulations**

Thank you.

Grace Benson

On Tue, Dec 16, 2025 at 1:17 PM Emma Cepek <[ecepek@reynoldsburg.gov](mailto:ecepek@reynoldsburg.gov)> wrote:

**Emma Cepek, MPA**

PLANNER I

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City of Reynoldsburg

7232 East Main Street | Reynoldsburg, OH 43068

**Direct** 614-322-6800. ext. 6720

**Zoning Line** 614-322-6850

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

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**From:** Emma Cepek

**Sent:** Friday, December 12, 2025 2:23 PM

**To:** 'micgrason123@gmail.com' <[micgrason123@gmail.com](mailto:micgrason123@gmail.com)>

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

**Subject:** Conditional Use Application 2025-0650 - 6328 E. Livingston

Hello,

I am contacting you regarding Permit 2025-0650 for 6328 E. Livingston regarding a Conditional Use and have the following comments:

1. Please provide a statement answering the following Day Care Supplemental Use factors and showing how you meet them:
  - a. Childcare Centers. The following regulations shall apply to conditional use permits for childcare centers:
    - i. No zoning permit or conditional use permit for a childcare center shall be issued for a lot that is within one hundred fifty feet (150FT) of any lot or parcel with an approved gasoline station use, or which is likely to generate noxious fumes or vapor.
    - ii. All outdoor play areas shall meet the minimum requirements outlined by the State agency with oversight of childcare centers. No play area shall be located adjacent to a loading space, loading dock or other area where vehicles are likely to idle. No play area shall be constructed in a manner that allows children access to any electrical or telecommunications box/vault.
    - iii. No childcare center shall be permitted to operate between the hours of 7:00 p.m. and 6:00 a.m. the following morning unless specifically approved by the Planning and Zoning Administrator or the Planning and Zoning Board.
2. Please also state how many children you intend on having enrolled and how many employees there will be.

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

Sincerely,

**Emma Cepek, MPA**

PLANNER I

—

City of Reynoldsburg

7232 East Main Street | Reynoldsburg, OH 43068

**Direct** 614-322-6800. ext. 6720

**Zoning Line** 614-322-6850

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

|

## **Rules of the Reynoldsburg Planning and Zoning Board**

The Reynoldsburg Planning and Zoning Board, 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 Planning and Zoning Board is set forth in Article VII, Section 7.01 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 7.01 of the City Charter.

### **ARTICLE III OFFICERS AND THEIR DUTIES**

Section 3.1 Officers – The officers of the Planning and Zoning Board 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. The Chair shall call special meetings of the Board when required. The Chairman may appoint committees or sub-committees comprised of Board Members and others whenever the Chair 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. The Secretary 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

1

*City of Reynoldsburg – Planning and Zoning Board*

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 6:00 P.M., on the first (1st) and third (3<sup>rd</sup>) Thursday of each month, with the exception of the first meetings in January and July, at the discretion of the Board.

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 Planning and Zoning Board who has knowledge of the fact that he or she 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 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 5.5 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 5.6 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 5.7 Conflicts of Interest – Any member of the Board who feels that he or she 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.

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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 – Referral - Matters referred to the Board by the City Council shall be placed on the calendar for consideration and action at the first meeting of the Board after such reference.

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Section 6.3 – Deadline for Application – The deadline for filing applications for placement on the agenda shall be ~~twenty-one~~<sup>fourteen</sup> (21~~4~~<sup>4</sup>) 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 may be filed with the Planning & Zoning Administrator or Secretary by noon on the Thursday of the meeting.

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Section 6.4 – Agenda - The Secretary, under the guidance of the 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.

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## 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 will take effect immediately.

---

CHAIRMAN

---

VICE-CHAIRMAN

---

ADOPTED (Date)

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- 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 will take effect immediately.

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CHAIRMAN

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VICE-CHAIRMAN

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ADOPTED (Date)