

Reynoldsburg

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Planning & Zoning Board

7232 East Main Street
Reynoldsburg, OH 43068
www.reynoldsburg.gov

Eric Meyer, Development Director
Phoenix Buathier, Planning & Zoning Administrator

Thursday, June 18, 2026

6:00 PM

Council Chambers

A. CALL TO ORDER

1. ROLL CALL
2. APPROVAL OF AGENDA
3. SWEARING IN OF SPEAKERS

B. PUBLIC COMMENT

C. UNFINISHED BUSINESS

D. NEW BUSINESS

1. App# 2026-0052; 6320 E. Main Street, Trent Mayberry for Ridgecrest Reynoldsburg I LLC; Variance
2. App# 2026-0051; 6320 E. Main Street, Trent Mayberry for Ridgecrest Reynoldsburg I LLC; Conditional Use
3. App# 2026-0139; 2220 Reynoldsburg-Baltimore Road; Rebecca Green of Blair Image fro Reynoldsburg Dutchess, LLC; Variance
4. 776 Clark Drive; Lazar and Nelli Mangayan; Appeal to Zoning Certificate App# 2026-0256

E. OTHER BUSINESS

F. ADJOURNMENT

ADJOURNMENT

May 13th, 2026

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

RE: Trent Mayberry for Ridgecrest Reynoldsburg, LLC, 6320 E. Main Street: Variance

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 6320 E. Main Street. The subject parcel 060-008388 is 1.983 acres with one building on site. The existing building is approximately 14,668 square feet according to the Franklin County Auditor's website. The subject site was previously a Walgreens, which has been closed for more than a year, and has lost all legal non-conforming status. The subject site is zoned BMD, Brice and Main District.
- b. **Surrounding Zoning:** The surrounding zoning of the subject site is BMD, Brice and Main District on all sides. The surrounding land uses consist of Food Service – Quick Serve/Fast Food and a vacant parcel to the south, Retail - Convenience Store with Gasoline Station and Vehicular Care Services to the west, and Vehicular Care Services to the North and East.
- c. **Applicant's Request:** The applicant intends to decrease the size of the existing building from 14,668 square feet to 10,000 square feet, along with constructing a new 1,025 square foot building with a drive-thru. The applicant is also proposing to subdivide the parcel into two parcels. When a parcel is subdivided, Section 1111.03 requires both parcels to be in compliance with all zoning code, subdivision and platting regulations, prior to staff approving the proposed subdivision. The applicant intends for the existing building to be a Medical – Clinic, and the new building to operate as a Food Service – Quick Serve/Fast Food with Drive-Thru. Each building is intended to be located on their own parcel. The applicant is requesting the following 4 variances:
 - i. **VARIANCE 1: Section 1105.01.G.iii**
 1. To not provide parking lot screening, as required by the code for parking lots containing more than 10 parking spaces when located within 50 feet of a dwelling, school, hospital, or other institution for human care.
 - ii. **VARIANCE 2: Section 1103.15.III.Front Yard Setback (Max. Ft.)**
 1. To increase the front building setback for the already existing building on the site from the maximum 45-foot front building setback requirement to a maximum of 96.8-foot front building setback for an increase in 51.8 feet.
 - iii. **VARIANCE 3: Section 1105.21.C.i**

1. To not have a primary façade and functional entrance oriented towards the primary public street for the Dutch Bro’s new building.
- iv. **VARIANCE 4: Section 1105.01.G.vi**
 1. To reduce the minimum drive aisle width for an existing driveway near the eastern parcel line from the minimum 22-foot two-way drive aisle width requirement to a minimum of 17.5-foot two-way drive aisle width requirement for a reduction of 4.5 feet.
- v. **VARIANCE 5: Section 1103.15.III.Front Yard Setback (Max. Ft.)**
 1. To increase the front building setback for the Dutch Bro’s building from Brice Road from the maximum 45-foot front building setback requirement to a maximum of 50.7-foot front building setback for an increase in 5.7 feet.
- d. **Statement of Hardship:**
 - i. Applicant statement on Variance 1 (Parking Lot Screening):
 1. Due to this shared circulation configuration, it is not feasible to provide screening between the two uses without obstructing access, impairing vehicular circulation, and creating safety concerns. In addition, the coffee shop site is impacted by the planned Brice Road realignment, which includes anticipated future property acquisition. Installation of permanent screening improvements in this location would conflict with the planned roadway project and would likely require removal upon implementation.
 - ii. Applicant statement on Variance 2 (Maximum Front Yard Setback - Dentist):
 1. Strict application of the front yard setback requirement would deprive the property of beneficial use rather than result in a mere loss in value. Without the requested variance, the applicant would be unable to subdivide the lot and reuse the existing building as a dental clinic, rendering the structure functionally obsolete. The existing building setback is a legal nonconforming condition that exists today. The proposed project does not increase or expand this nonconformity and will not apply to other portions of the site. The Dutch Bros Coffee development on the remainder of the property complies with all applicable building setback requirements along both street frontages.
 - iii. Applicant statement on Variance 3 (Primary Façade and Functional Entrance Oriented Towards a Public Street):
 1. The subject property is a proposed Dutch Bros coffee location. Due to the unique operational model of Dutch Bros—which utilizes a drive-thru and walk-up service only—the building does not contain a public interior lobby. Consequently, a traditional street-facing pedestrian entrance is functionally incompatible with the site and business.
 - iv. Applicant statement on Variance 4 (Minimum Drive Aisle Width):



1. Strict application of the Code results in a deprivation of the beneficial use of the land rather than a mere loss in value. Without the requested variance, the existing and functional shared access configuration serving both parcels would be rendered noncompliant despite its limited dimensional deficiency. The nonconformity is directly related to a recorded driveway easement agreement benefiting both parcels. While the southerly approximately twenty-five (25) feet of the driveway does not meet the current minimum width requirement, the remaining approximately two hundred seventy-five (275) feet of the driveway meets or exceeds the Code-required minimum, and the easement provides a twenty-four (24) foot wide ingress and egress corridor.
- v. Applicant statement on Variance 5 (Maximum Front Yard Setback – Dutch Bro’s):
 1. This variance is necessary to accommodate the proposed realignment of Brice Road which received federal funding in February 2026. The Brice Road realignment project is anticipated to occur in the next 2-3 years. The variance is necessary in the before (current) condition. In the after condition when the additional right of way is acquired to complete the Brice Road realignment project, the building setback will come into compliance with 45 feet maximum setback, and a setback of approximately 26 feet will be provided from Brice Road.
- e. **Comprehensive Plan:** The 2018 Comprehensive Plan, upon which the current zoning code is based, recommends for Brice and Main District “Attractive streetscapes and walkability should be emphasized to encourage pedestrian and transit activity along the corridors, and to create cohesive character amongst neighboring development. Sidewalk cafes, awnings, and landscaping are encouraged to help define the character of the development.” The Comprehensive Plan also recommends infill development on current vacant parcels as a priority.

2. Project Review

- a. 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. Applicant statement on VARIANCE 1: The variance is consistent with the intent of the Code. Because both the coffee shop and dental office are proposed uses, the site has been intentionally designed with shared access and circulation. Requiring screening along a shared drive aisle would create safety conflicts and undermine the intended coordinated site design.
 2. Applicant statement on VARIANCE 2: The front yard building setback of 96.8’ exists today so it is not injurious to the public. The BMD and Insight Districts encourage a mix of uses, walkways connecting streets to buildings, on-site facilities for pedestrian,

bike, and vehicular travel, all of which this project provides.

Insight Districts call for more leniency on nonconforming buildings in the case of adaptive reuse such as this. The front yard building setback variance request is only for the dentist lot so this nonconformity will be reduced from what exists today.

3. Applicant statement on VARIANCE 3: The variance for the primary entry is in accord with the general intent of the Code. While the Code seeks to promote active frontages, Dutch Bros achieves this through high-quality architectural standards, including extensive glazing, brick, canopies, an outdoor patio, pedestrian pick-up window, and landscaping, to ensure the site is aesthetically pleasing. Granting this variance will not be detrimental to the public welfare as the building remains a high-quality commercial improvement that ensures a safe and efficient flow of vehicular, bicycle and pedestrian-oriented traffic while serving the needs of the community.
4. Applicant statement on VARIANCE 4: The variance for the drive aisle is in accord with the general intent of the Code. The purpose of the minimum drive aisle width standard is to ensure safe and efficient vehicular circulation. This intent is satisfied because the vast majority of the shared driveway meets or exceeds Code requirements, and the reduced-width segment is limited in length and has operated safely under existing conditions.
5. Applicant statement on VARIANCE 5: This variance is necessary to accommodate the proposed realignment of Brice Road which received federal funding in February 2026. The Brice Road realignment project is anticipated to occur in the next 2-3 years.
 - i. Staff is of the opinion that the variance requested for the maximum building setback for the dentist would not be detrimental to the public welfare, due the building already existing at this setback. Staff also believes that due to the Brice Road realignment, the variance for the Dutch Bro's front building setback is necessary and not detrimental to public welfare. Furthermore, staff believes that granting the requested variance to the commercial design standards for this building to not have a public entrance along the front façade would not be detrimental since the building is not intending to have a public entrance. That staff did not contemplate a commercial building not having a public entrance when creating the commercial design standards. Staff feels that granting the variance for the existing drive aisle would not be detrimental to the public welfare if permitted, due to its current existence and continued use. Finally, the variance requested for the parking lot screening is not detrimental to public welfare either.
 - 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. Applicant statement on VARIANCE 1: The request does not seek an unpermitted use. Both the proposed coffee shop and proposed dental office are permitted uses within the zoning district. The variance is limited solely to a screening standard.
 2. Applicant statement on VARIANCE 2: The proposed dental clinic is a permitted use within the BMD zoning district. Granting this variance for the front setback will not permit the establishment of any use that is not otherwise allowed or conditionally permitted under the Code.
 3. Applicant statement on VARIANCE 3: The variance for the primary entry does not seek to establish an unpermitted use. A drive-thru coffee establishment is a permitted use within the district. The request is strictly limited to a design standard regarding the orientation of an entry that, by the nature of the business model, does not exist for public use.
 4. Applicant statement on VARIANCE 4: The variance for the drive aisle does not seek to establish any use that is not otherwise permitted or conditionally permitted in the zoning district. The request relates solely to an existing access condition serving permitted uses on the subject parcels.
 5. Applicant statement on VARIANCE 5: The proposed Dutch Bros coffee shop is a permitted use within the BMD zoning district as a Food Service – Quick Serve/Fast Food with Drive-Thru land use. Granting this variance will not permit the establishment of any use that is not otherwise allowed or conditionally permitted under the Code.
 - i. Staff is of the opinion that granting the requested variances would not permit any land use that are not listed as permitted or conditional in the BMD zoning district. That the land use of Medical – Clinic is a permitted use and the land use of Food Service – Quick Serve/Fast Food with Drive-Thru is a conditional use, which they have applied for.
- 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. Applicant statement on VARIANCE 1: A special circumstance exists due to the shared drive aisle between two proposed developments and the planned Brice Road realignment. Strict application of the Code would require screening in a location that does not function as a parking edge but as a shared circulation

corridor

2. Applicant statement on VARIANCE 2: Special circumstances exist that are unique to this property, including the presence of an existing commercial building with a front yard setback that exceeds current code standards. The applicant's proposal is limited to the renovation and reuse of this existing structure, a condition that does not apply generally to other properties in the area.
3. Applicant statement on VARIANCE 3: A special circumstance exists due to the unique operational model of Dutch Bros, which excludes public interior access.
 - i. **The Conflict:** Strict application of the Code would require the installation of a "false door" or an entry leading to a secure employee area or the back of fixtures or equipment.
 - ii. **The Deprivation:** Requiring a "false" door or an entry that leads to a restricted employee area creates a security risk and a confusing architectural element. Strict adherence would deprive the owner of the reasonable use of a standardized, efficient building prototype that is essential to their specific service model.
4. Applicant statement on VARIANCE 4: A special circumstance exists due to the presence of a long-standing, recorded driveway easement agreement governing shared access between the properties at 6340 and 6350 E. Main Street.
 - i. **The Conflict:** Strict application of the Code would require widening or reconfiguring a short segment of the existing driveway that is constrained by recorded easement geometry and existing site conditions outside of the landowner's control.
 - ii. **The Deprivation:** Strict adherence would deprive the property owners of the reasonable and continued use of a shared access drive that otherwise meets Code standards for the vast majority of its length and has functioned safely as designed.
5. Applicant statement on VARIANCE 5: Special circumstances exist that are unique to this property because of the proposed realignment of Brice Road. The permitted use and redevelopment of the property is a reasonable use within the zoning district.
 - i. Staff finds that due to the existing building being utilized and the parcel being split to meet the zoning code standards, there are special circumstances that exist to this parcel's redevelopment.
 - ii. Staff finds that in order to utilize the current building, the front setback is necessary for the reasonable use of the land since it currently exists, and the applicant is not increasing the non-conformity. That the strict application of the code would require the existing building to be moved or



- demolished, which staff believes would deprive the property owner of the use of the existing structure.
- iii. Staff does find that the unique business model of Dutch Bros, by not having a public lobby/entrance, was not considered when creating the commercial design standards.
 - iv. Staff also finds that there exist special circumstances with the existing easement for the existing drive aisle, and not granting the variance would deprive other surrounding parcels reasonable use of their land.
 - v. Staff finds that due to the Brice and Main realignment, there are special circumstances making the setback for the Dutch Bro's necessary.
- 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. Applicant statement on VARIANCE 1: Strict enforcement would impair the ability to reasonably develop the property by restricting shared access and installing improvements within an anticipated future right-of-way.
 2. Applicant statement on VARIANCE 2: Strict application of the front yard setback requirement would deprive the property of beneficial use rather than result in a mere loss in value. Without the requested variance, the applicant would be unable to subdivide the lot and reuse the existing building as a dental clinic, rendering the structure functionally obsolete.
 3. Applicant statement on VARIANCE 3: The strict application of the Code results in a deprivation of the beneficial use of the land rather than a mere loss in value. Because the interior is a secure, employee-only food preparation area, the requirement for a public street-facing entrance is a literal impossibility for this business model. Without this variance, the land cannot be beneficially used for its intended service-only purpose.
 4. Applicant statement on VARIANCE 4: Strict application of the Code results in a deprivation of the beneficial use of the land rather than a mere loss in value. Without the requested variance, the existing and functional shared access configuration serving both parcels would be rendered noncompliant despite its limited dimensional deficiency.
 5. Applicant statement on VARIANCE 5: Strict application of the front yard setback requirement would deprive the property of beneficial use rather than result in a mere loss in value. Without the requested variance, the City of Reynoldsburg would be unable to realign Brice Road without significant compensation to the landowner to allow for the right of way taking.
 - i. Staff believes that due to the existing location of the building, the taking of right of way, and the limited space remaining for the development and redevelopment of the



- site, the strict application of the code restricts the reasonable development of the site, and restricts their ability to provide the parking lot screening.
- ii. Staff is of the opinion that that requiring the existing building to come into compliance with the front building setback would deprive the property owner of the beneficial use of the exiting structure.
 - iii. Staff does agree with the applicant that a building having a public entrance, that does not have any public areas within the building would be burdensome on the applicant.
 - iv. Staff also agrees that without the variance, the beneficial use of land and surrounding parcels that are a part of this easement would be deprived of the beneficial use of land.
 - v. Staff believes that due to the Brice Road realignment, the variance for the setback for the Dutch Bro's is necessary for the beneficial use of land. Once the taking of right of way has been completed, the building will be approximately 24 feet from the right of way, coming into compliance with the current zoning code standard.
- 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. Applicant statement on VARIANCE 1: The difficulty is not self-created. The Code's broad reference to 'other institution for human care' does not account for coordinated commercial developments with shared access and future roadway impacts.
 2. Applicant statement on VARIANCE 2: The applicant faces a practical difficulty created by the strict application of the Code. The hardship is not economic in nature and is not self-created, but results from the existing placement of the building relative to the right-of-way. The hardship is inherent to the property and arises directly from the application of current setback standards to an existing structure.
 3. Applicant statement on VARIANCE 3: The applicant faces a practical difficulty created by the strict application of the Code. This difficulty is not self-created but arises from the evolution of modern, contactless service models that the current Code did not anticipate. This is not an economic request, but an operational necessity to maintain the security and integrity of the "employee-only" interior.
 4. Applicant statement on VARIANCE 4: The applicant faces a practical difficulty created by the strict application of current

dimensional standards to an existing driveway configuration. This difficulty is not self-created and is not economic in nature, but instead results from the constraints of recorded easement rights and existing development patterns.

5. Applicant statement on VARIANCE 5: The applicant faces a practical difficulty created by the strict application of the Code. The hardship is not economic in nature and is not self-created, but results from the City of Reynoldsburg's proposed Brice Road realignment project. The hardship is inherent to the property and arises directly from the application of current setback standards.
 - i. Staff believes that there is reasonable practical difficulty with utilizing the existing building and redeveloping the rest of the site with circulation, that parking lot screening is not possible in this case.
 - ii. Staff is of the opinion that there is a reasonable practical difficulty with the applicant wanting to use the existing building that has a non-conforming setback.
 - iii. Staff agrees with the applicant that the code has not contemplated this modernized form of service. That the strict application of the code would create the practical difficulty.
 - iv. Staff agrees with the applicant that there is practical difficulty created from the strict application of the code with the recorded easement agreement, and the existing driveway/aisle that exists for other neighboring parcels to use.
 - v. Staff believes that the difficulty of the Dutch Bro's setback is created from the Brice Road realignment.
- 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. Applicant statement on VARIANCE 1: The requested variance represents the minimum relief necessary to allow reasonable use of the property.
 2. Applicant statement on VARIANCE 2: The requested variance represents the minimum relief necessary to allow reasonable use of the property. The variance applies only to the existing front yard setback of the dental clinic building and does not increase or expand the existing nonconformity. The nonconformity will be entirely removed from the Dutch Bros lot.
 3. Applicant statement on VARIANCE 3: The requested variance is the minimum necessary to allow the business to operate. The applicant remains committed to other site design requirements, including building materials, windows, building height, landscaping, bicycle parking and vehicle parking, and crosswalks, ensuring the building remains an asset to the Reynoldsburg

streetscape.

4. Applicant statement on VARIANCE 4: The requested variance represents the minimum necessary relief. The variance applies only to the southerly approximately twenty-five (25) feet of the driveway and does not affect the remaining portion of the drive aisle, which meets or exceeds Code requirements.
5. Applicant statement on VARIANCE 5: The requested variance represents the minimum relief necessary to allow reasonable use of the property. The variance applies only to the front yard setback of Parcel A, adjacent to Brice Road. The nonconformity will be temporary until the right of way acquisition along the western portion of Parcel A for the Brice Road realignment.
 - i. Staff is of the opinion that based on the applicant's request, the variances requested are the minimum variances necessary to accomplish their purpose of redevelopment. That the applicant is not requesting more variances than what is necessary, based on the site plan provided for all variances.
- 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. Applicant statement on VARIANCE 1: Approval will maintain clear sightlines and safe circulation and will not negatively affect surrounding property values.
 2. Applicant statement on VARIANCE 2: This nonconforming setback exists today and the building is being reduced from 15,000 SF to 10,000 SF so the conditions of adequate supply of light and air to adjacent property will be improved. Redevelopment of the vacant pharmacy into a new mixed-use project will benefit neighboring property values. The nonconformity will be entirely removed from half of the existing property and only apply to the lot for the dentist.
 3. Applicant statement on VARIANCE 3: The variance will not increase congestion or endanger public safety. By removing the requirement for a street-facing public door, the site actually enhances safety by clearly directing pedestrian and vehicular traffic to intended areas (like the walk-up window and outdoor patio area), thereby reducing potential points of conflict between cars and pedestrians on the primary frontages.
 4. Applicant statement on VARIANCE 4: The variance will not increase congestion or endanger public safety. The shared driveway has operated safely under existing conditions, and the limited reduced-width segment connects directly to a code-compliant drive aisle. Approval of the variance will not diminish surrounding property values.

5. Applicant statement on VARIANCE 5: This variance will increase safety by aligning the three lanes of traffic on Brice Road north of Main Street with the existing the land of traffic south of Main Street. The Brice Road capital improvement project to realign the roadway and the redevelopment of the vacant pharmacy into a new mixed-use project will benefit neighboring property values.
 - i. Staff is of the opinion these factors have been met by the applicant for the variances 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. Applicant statement on VARIANCE 1: This variance does not confer a special privilege but recognizes site-specific development constraints.
 2. Applicant statement on VARIANCE 2: The variance will not confer a special privilege that is denied to other properties in the same zoning district. The request is based solely on an existing and unique site condition and would apply equally to other properties with similar existing nonconforming setbacks.
 3. Applicant statement on VARIANCE 3: This variance does not confer a special privilege. It provides a necessary adjustment for any “service-only” business model that does not permit public entry, ensuring they are not forced to install non-functional architectural elements.
 4. Applicant statement on VARIANCE 4: This variance does not confer a special privilege. It provides relief based solely on a unique and existing access condition related to a recorded easement arrangement specific to the subject parcels.
 5. Applicant statement on VARIANCE 5: The variance will not confer a special privilege that is denied to other properties in the same zoning district. The request is based solely on a unique site condition and would apply equally to other properties impacted by right of way taking to realign a public road right of way.
 - a. Staff is of the opinion that granting variance 1 would not confer special privileges as the parking lot screening is not possible with the existing building and the reasonable development of the other building. Both sites require circulation throughout the site for both sites to be utilized, so there is a limit of space available for this standard.
 - b. Staff is of the opinion that granting variances 2 and 4 will not confer special privileges due to existing and unique circumstances of both the building and the driveway being existing. That due to the subdivision of the lot, both would have to come into compliance which would deprive the property owner of the beneficial use of land.
 - c. Staff is of the opinion that variance 3 would not confer the



- property owner special privileges, because the commercial design standards did not address a building that did not have a public entrance/public area within the building when creating the commercial design standards, due to it being a “service only” building.
- d. Staff is of the opinion that variance 5 would not confer special privileges as the development is being impacted by the Brice Road realignment.
- 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. Applicant statement for VARIANCE 1: The request is based solely on the conditions of the proposed development and future roadway improvements.
 2. The applicant states for VARIANCES 2-5 that this request is based solely on the merits of the subject property and its operational requirements. That no nonconforming uses of neighboring land or structures in other districts have been considered as grounds for this approval.
 3. Staff is of the opinion that the variances requested are not based off of neighboring properties based on the applicant’s response.
- x. The variance is not a matter of convenience when other remedies are available within the provisions of this Code.
1. Applicant statement on VARIANCE 1: This request is not based on convenience. The breadth of the term ‘institution for human care’ raises questions about applicability to similar service uses, and strict application results in an impractical outcome.
 2. Applicant statement on VARIANCE 2: This variance request is not a matter of convenience. No alternative remedy exists within the strict provisions of the Code that would allow the reasonable reuse of the existing building. The variance is necessary to enable renovation and continued productive use of the structure.
 3. Applicant statement on VARIANCE 3: This is not a matter of convenience; no other remedy exists within the Code to address a building without a public interior. A variance is the only method to reconcile the operational reality of the business with the City's zoning requirements.
 4. Applicant statement on VARIANCE 4: This request is not a matter of convenience. No reasonable alternative exists within the strict provisions of the Code to correct the dimensional deficiency without eliminating or substantially altering the existing shared access drive.
 5. Applicant statement on VARIANCE 5: This variance request is not a matter of convenience. No alternative remedy exists within the strict provisions of the Code that would allow the reasonable use of the property for redevelopment. The variance is necessary to



construct the realignment of Brice Road by the City of Reynoldsburg in the next 2-3 years.

- a. Staff is of the opinion that the requested variances for parking lot screening, maximum building setback, primary public entry, and drive aisle are necessary and not a matter of convenience due to unique and existing circumstances, the Brice Road realignment, and the commercial design standards not addressing a “service only” building with no public interior space. Staff has also worked with the applicant going over multiple reviews of the site layout to ensure all zoning code requirements could be met and were able to eliminate at least one variance prior to coming before the board. Staff believes that the applicant has provided the best possible layout with the least number of variances. The variances requested are not a matter of convenience but are necessary for the reasonable development of the site.

3. Recommendation

Staff does agree that the variances requested for the parking lot screening, existing building setback and the Dutch Bros setback, a public entrance on the front façade and the granting the existing drive-aisle width as necessary. That these are not a matter of convenience, but necessary for the reasonable use of land and structure on the site.

Staff believes that in regards to the parking lot screening variances, the use of the existing building, along with the requires shared circulation on the site for both parcels, the realignment of Brice Road with the future taking of right of way, and the limited ability of the redevelopment of the entire project, that this variance is necessary due to unique and limiting factors not generally found on other parcels within the city.

Staff believes that in regards to the maximum setback variances, that the variance for the existing building is necessary due to the reuse of the building and that it is existing and not a matter of convenience. That the variance requested for the building setback for the Dutch Bros is necessary due to the Brice Road realignment and once the realignment is done, the building will be approximately 24 feet from the right of way, which falls in the permitted building setback. This is only due to the unique circumstances of wanting to develop the site prior to the realignment that this variance is necessary.

Staff believes that in regards to the variance for the existing drive aisle width for multiple sites to the East and the North of the site, that this variance is necessary to continue to allow the existing easements for multiple landlocked parcels to access their site. It is due to the subdividing of this parcel that the variance is necessary.

Staff believes with regards to the public entrance on the front façade of the building, that staff did not contemplate a commercial building that did not have an indoor public area within the building. That the commercial design standard should not be applicable if there is no public

entrance into the building, and providing one could be a safety issue for the workers in the building.

Based on all of the information provided above, staff would recommend that the Planning and Zoning Board approve all five requested variances.





Engineers, Surveyors, Planners, Scientists

MEMO

Date: May 12, 2026
To: Phoenix Buathier, Development Assistant
From: Mitchell Yake, City Engineer
Subject: 6320 East Main Street Variance Request – Staff Report
Copies: Eric Meyer, Director of Development

On behalf of the City of Reynoldsburg, EMH&T conducted a preliminary engineering review of the Site Plan for the 6320 East Main Street (lot split and redevelopment) proposed project on an existing 1.98-acre lot. The Variance Request for this project has been submitted and is currently under review. The property is located at the northeast corner of the East Main Street and Brice Road intersection and is zoned BMD. The applicant intends to split the existing lot into two (2) parcels (Parcel A the west, Parcel B the east). Parcel A would be for a proposed Dutch Brother's Coffee shop (1,025 SF) with a drive-through. Parcel B would remodel the existing building, formerly a Walgreens Pharmacy (10,000 SF), and be utilized as a dentist office and includes the private driveway to 6340 E Main St. Any Variance Request for the project is detailed in a section of this report. The following summarizes our findings and recommendations with respect to this project.

ROADWAY ACCESS AND PARKING

1. There are two existing access points that allow patrons to access both Parcel A (proposed coffee shop) and Parcel B (proposed dental office). One is located on the east side of Brice Road (30 ft wide) and one on the north side of East Main Street (30 ft wide). Both access points provide two-way traffic into and out of the site.
2. A third access point exists on East Main Street on Parcel B serving as the driveway to 6340 and 6350 East Main Street. This driveway is to remain as is.
3. Internal two-way access drives are located on the north side of Parcels A and B, as well as the east side of Parcel B and a shared access drive between the two parcels to the west of Parcel B. The widths range from 30 ft to 22 ft starting at Brice Rd access point and heading east and then south on the east side of Parcel B. Parcel B also has a two-way access drive on the south side of the building (24 ft wide) that connects to the north-south access drive between the two properties (minimum width 22 ft). The Site Plan indicates that customers of both businesses may use either access point to enter or exit the parcels.
4. The drive-through lane width is 12 ft wide at the entrance and the exit. There is one short segment of the drive-through lane (before the pick-up window) that narrows to 10 ft and then opens back up to a 12 ft width. The drive-through lane has an adjacent escape lane to the right, and the escape lane is 12 ft in width as well. Both lanes collectively, have a minimum width of 24 ft until both lanes merge into one exit lane (12 ft width) at the south end of Parcel A.

5. The Trip Generation Statement and Drive-Through Analysis Memo is proposing to block off the shared access drive (between the proposed coffee shop and the dental clinic) at the north side of the two-way access drive during peak times for the coffee shop. As it is understood, it would make this access drive a one-way access exclusively for the coffee shop's peak period duration. All customers for the coffee shop would be required (during peak period) to access the drive-through lane from the south side of proposed dental clinic, onto the proposed temporary one-way access. Although it is not completely clear, the applicant has proposed this rerouting of customer traffic to two one-way lanes to allow "11 vehicles of double-lane stacking between the Dutch Bros Coffee Shop and dental office building during peak periods. There is no indication there would be an escape lane on the shared used access drive between the coffee shop and the dental clinic during this time. However, a comment has been made on the Site Plan to clarify the peak hour proposal, and to include a Site Plan for the peak period showing wayfinding signage, traffic flow, and to clarify if the intent is to have an escape lane in this area during peak hours.
6. There is a proposed sign to be posted at the south entrance of the shared drive access (presumably anticipating peak period traffic flow) which states; "LINE FULL PLEASE USE WALK-UP". A comment was made in the site plan to describe how a customer would navigate a turn in this area during peak hours and then reroute to a parking space on Parcel A. This general area is where the drive-through exit converges with the entrance of the shared use drive between the buildings.
7. Parking facilities include 14 spaces (with 1 ADA space) on Parcel A and 45 spaces (with 2 ADA spaces and 1 EV charging space) on Parcel B. All parking stalls are 9 ft by 18 ft. Based on Zoning Code requirements, the proposed parking count and layout are adequate.
8. Traffic impacts based on the submitted Trip Generation Statement and Drive-Through Analysis indicate that the redevelopment is expected to generate fewer than 50 new external trips per hour. Therefore, a traffic study is not anticipated to be required.
9. Per Code Requirements, a Landscape Plan was not included. A comment has been made to include on the Site Plan for both proposed projects.

UTILITIES

10. Per City records, there are two existing 8-inch water mains (built in 1954), one runs north and south on Brice Road and the second water main runs east and west on East Main Street. It is unsure which water main currently or will service the project since it was not included on the submitted Site Plan. A comment was made to show all existing utilities, the location of the tie-ins and all proposed service lines for the project.
11. Per City records, the existing 8-inch sanitary sewer (built in 1978) is located above the northwest corner of the project. The existing building service connects to that 8-inch sewer. However, neither the existing nor proposed utility service lines were included on the Site Plan, so it is unclear if the existing service will be utilized. A comment was made to show all existing utilities, the location of the tie-ins and all proposed service lines for the project.

STORMWATER

12. Per City records, stormwater from the existing site is collected by catch basins throughout the parking lot and conveyed to the 24-inch storm sewer on East Main Street. The plans do not indicate where the proposed building's stormwater services will tie in. A comment was provided requesting that the

applicant show all existing stormwater infrastructure, identify tie-in locations, and depict all proposed stormwater service lines on the Site Plan.

13. Because the site is currently almost entirely impervious, the proposed redevelopment is expected to have minimal impact on overall stormwater quantity, and therefore quantity control will not be required. However, the project site encompasses 1.983 acres and may involve more than one acre of earth disturbance. If confirmed, this would trigger stormwater quality treatment requirements under applicable regulations. A comment was made requesting that the applicant provide the anticipated total disturbed area to determine whether stormwater quality measures will be required.

VARIANCES

14. The project requests a Variance from Section 1105.01.G.iii for Parking Lot Screening, due to shared traffic circulation configuration between the two parcels.
15. The project requests a Variance from Section 1103.15(III) to allow an existing Front Yard Building Setback (Parcel B) of approximately 96.8 feet from the public right-of-way, where a maximum front yard setback of 45 feet is otherwise permitted.
16. The project requests a Variance from Section 1105.21.C.i, which requires the primary entry of a structure to face the primary street frontage for Parcel A, Dutch Brother's Coffee.
17. The project requests a Variance from Section 1105.01(G)(vi) of the Reynoldsburg Zoning Code, to maintain an existing nonconforming drive aisle segment of 17.5 feet on the east end of site serving 6340 and 6350 East Main Street. Code requires a minimum width of 22 feet.

OTHER

18. The proposed site improvements fall within the anticipated influence area of the City's planned Brice Road and East Main Street improvement project. As currently configured, aspects of the site layout—particularly the drive through aisle of Dutch Bro's Coffee may conflict with or become infeasible due to future roadway modifications. It is recommended that the applicant review the Site Plan and Site Grading to demonstrate a layout that will remain functional and compliant once the City's intersection project is constructed. This includes adjusting access locations, internal circulation patterns, and site features to ensure safe and efficient operation within the future right-of-way and traffic environment. The City anticipates construction of the Brice Road and East Main Street intersection project in 2028, with design scheduled to begin in July 2026. The City has already secured over \$6 million in funding for this effort, which will realign the intersection to improve safety and efficiency for motorists and pedestrians.

GEORGE NIKKI L TR
UNASSIGNED ADDRESS
ZONING: BRICE &
MAIN DISTRICT

G. Fickles
Comments
5/7/26

Include all existing utilities that service the project and show all newly proposed service lines on the site plan. Provide pipe diameters, slopes, lengths, utility structures, catch basins, etc.

SCHIRTZINGER A
KATHRYN TR
1255 BRICE RD
ZONING: BRICE &
MAIN DISTRICT

EMRO MARKETING CO
6312 E MAIN ST
ZONING: BRICE &
MAIN DISTRICT

The site layout is still very tight relative to the proposed Brice Road intersection improvements, providing minimal flexibility for adjustments or construction variances. The concern is that this conceptual design is based on GIS information and NOT SURVEY. The City would have more comfort and flexibility with more space between the 2 improvements.

Show the existing storm and water main utilities, include diameter and GIS record number. Include where the utility tie-ins are/will be located on Major Site Plan

Show the existing sanitary sewer and include diameter and GIS record number and where the existing project ties into

Clearly show the proposed traffic flow during peak hours when this two way street is blocked off at the north end peak hours (per the Trip Generation Statement, Analysis "Memo"). Is an escape lane proposed in this area if it is allowed to double stack?
Provide a separate Site Plan (include proposed wayfinding signage) for the proposed traffic flow for the entire proposed project during peak hours as it is described in the Memo.

The previous submission showed an area of 9,900 SF. Was that a typo?

Provide an existing site plan
Provide a Landscape Plan per City Zoning Code requirements on Major Site Plan

Include (Parcel A and B" in description
Include "Parcel B" in description
Include "Parcel A" in description
Include "Parcel C" in description

Provide a loading zone area per Zoning Code requirements

Will this parking area not have any improvements to it? Aerial shows pavement now, so will it just be striped? Is the parking intent to be exclusively used for the dental clinic?

E MAIN STREET, 80' R/W
(PRINCIPAL ARTERIAL OTHER)

CHRISTIAN AND
MISSIONARY
ALLIANCE
6321 E MAIN ST
ZONING: BRICE &
MAIN DISTRICT

40 E MAIN LLC
40 E MAIN ST
ZONING: BRICE &
AIN DISTRICT

6340 E MAIN LLC
6340 E MAIN ST
ZONING: BRICE &
MAIN DISTRICT

Show the construction limits

6350 E MAIN LLC
6350 E MAIN ST
ZONING: BRICE &
MAIN DISTRICT

Include (Parcel A and B" in description
Include "Parcel B" in description
Include "Parcel A" in description
Include "Parcel C" in description

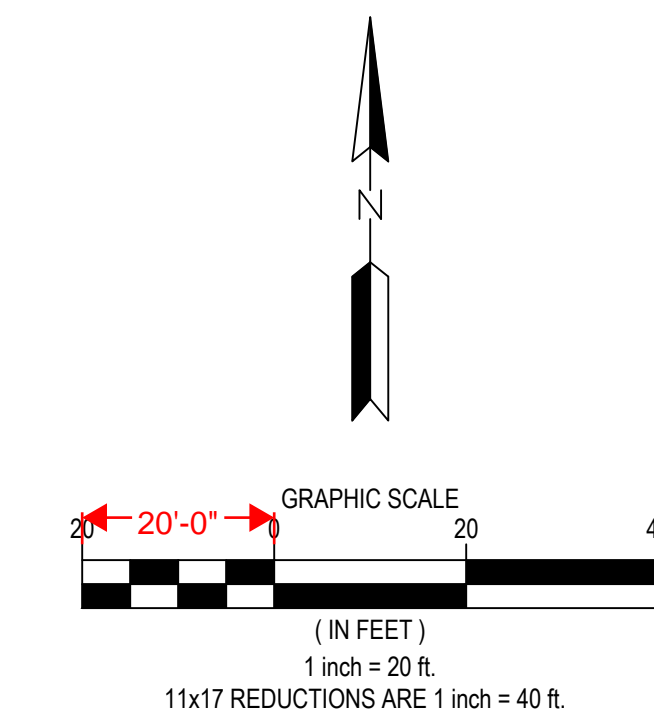
WARNING:

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OHIO811 BEFORE YOU DIG

DIAL 811
TOLL FREE: 800-362-2764



LEGEND

- PROPERTY BOUNDARY
LOT LINE
EASEMENT LINE
SETBACK LINE
RIGHT OF WAY LINE
EXISTING PROPERTY LINE
CURB
CONSTRUCTION LIMITS
BITUMINOUS PAVEMENT
CONCRETE SIDEWALK
CONCRETE PAVEMENT
GRASS / LANDSCAPING
PROPOSED PARKING COUNT

NOTES

- 1. SEE SHEET G-002 FOR ADDITIONAL PROJECT NOTES.
2. DIMENSIONS ARE SHOWN TO FACE OF CURB, UNLESS NOTED OTHERWISE.
3. DESIGNED BY OTHERS ITEMS SHOWN FOR REFERENCE ONLY. EXACT LOCATION, DETAIL, AND DESIGN ARE BY OTHERS. COORDINATE WITH PROJECT PARTNERS TO OBTAIN RELATED CONSTRUCTION DOCUMENTS/ DRAWINGS.
4. VARIANCE DESCRIPTIONS:
VARIANCE #1: SECTION 1105.01.G.iii (PARKING LOT SCREENING)
VARIANCE #2: SECTION 1103.15.ii (FRONT YARD BUILDING SETBACK)
VARIANCE #3: SECTION 1105.21.C.i (PRIMARY STREET FRONTAGE ENTRY)
VARIANCE #4: SECTION 1105.01.G.vi (MINIMUM AISLE WIDTH)
VARIANCE #5: SECTION 1103.15.iii (FRONT YARD BUILDING SETBACK - PARCEL A)
5. NO WATERBODIES LOCATED WITHIN 150' OF THE PROJECT PARCEL.

KEYNOTES

- 1. STANTEC DESIGN ITEMS
1.1. MATCH AND MATCH EXISTING
1.2. CONCRETE SIDEWALK - SEE DETAIL 2/C-802
1.3. CONCRETE PAVEMENT - SEE DETAIL 4/C-802
1.4. CURB - SEE DETAIL R-3/C-801
1.5. ACCESSIBLE PARKING STALL WITH ACCESS AISLE AND SIGN - SEE DETAIL 5/C-801
1.6. ADA ACCESS AISLE - SEE DETAILS 5/C-801
1.7. BOLLARD (TYP.) - SEE DETAILS 1/C-803
1.8. PAVEMENT STRIPE (TYP.) - SEE DETAILS 5/C-802
1.9. PAINTED PAVEMENT MARKINGS - SEE DETAILS 5/C-802
1.10. PUBLIC CONCRETE SIDEWALK - SEE DETAILS R-9/C-801
1.11. CURB RAMPS - SEE DETAILS R-10B/C-803
1.12. BIKE PARKING
1.13. ASPHALT PAVEMENT - SEE DETAILS 3/C-802
1.14. STOP SIGN AND STOP BAR - SEE DETAILS 5.6/C-802
1.15. 'DO NOT ENTER ONE WAY' SIGN - SEE DETAIL 6/C-802
2. ITEMS DESIGNED BY OTHERS
2.1. DOOR
2.2. CANOPY/BUILDING OVERHANG
2.3. MENU BOARD
2.4. MENU/ORDERING BOARD
2.5. TRASH ENCLOSURE AND CONCRETE PAD
2.6. NEW SIGN PANELS ON EXISTING MONUMENT SIGN
2.7. MONUMENT SIGN
2.8. INSTALL SALVAGED TRANSFORMER ON NEW PAD
2.9. WALK-UP SERVICE WINDOW
2.10. DRIVE-THRU SERVICE WINDOW

Provide details of enclosure for both parcels to show it meets Zoning Code



1500 LAKE SHORE DRIVE
SUITE 100
COLUMBUS, OH 43204
WWW.STANTEC.COM

CLIENT:
RIDGECREST REYNOLDSBURG I LLC
3700 74TH STREET
BROOKLYN PARK, MN 55443

6320 E MAIN ST
REDEVELOPMENT
REYNOLDSBURG, OHIO

Table with columns: PROJECT TITLE, ISSUE NO., and a grid of cells.

If calling out sheets for reference, please include the sheets (typ)

Table with columns: DESCRIPTION, DATE, and a grid of cells.

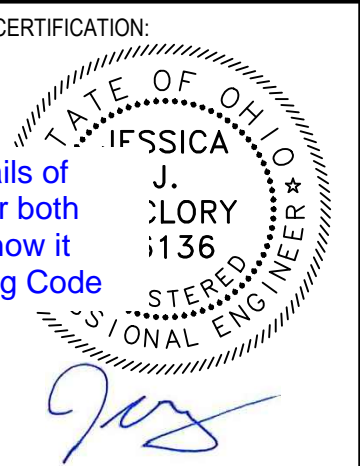


Table with columns: PROJECT NO., DWN BY, CHKD BY, APPD BY, ISSUE DATE, ISSUE NO., SHEET TITLE, SHEET NO., and values: 190300623, MED, LDC, JJM, 02/26/2026, #1, SITE PLAN, C-101

SITE ANALYSIS TABLE	
SITE INFORMATION	
LEGAL DESCRIPTION	MAIN STREET R21 T12 S13
ADDRESS	6320 MAIN ST
SUBJECT PROPERTY TOTAL AREA	1.983 ACRES
EXISTING ZONING	BRICE & MAIN DISTRICT
PROPOSED USE	FOOD SERVICE - QUICK SERVE/FAST FOOD WITH DRIVE THRU & MEDICAL - CLINIC
WATER BODIES	NO WATER BODIES LOCATED WITH IN 150' OF THE PROPOSED DEVELOPMENT
SETBACK SUMMARY	
SETBACK	DISTANCE (FT.)
FRONT YARD (MIN./MAX.)	MIN. 5', MAX. 20' FROM ROW
MAX. FRONT SETBACK WHEN SUBJECT TO MUNICIPAL LANDSCAPE EASEMENT	MAX. 45' FROM ROW
SIDE YARD	10' FROM LOT
REAR YARD	10' FROM LOT
PARKING SUMMARY	
REDUCED PARKING REQUIREMENT TOTAL: (5.4 + 45 STALLS = 50.4)	51 STALLS
PROPOSED SHARED PARKING TOTAL: (14 + 45 STALLS)	59 STALLS

Provide anticipated total earth disturbed area.

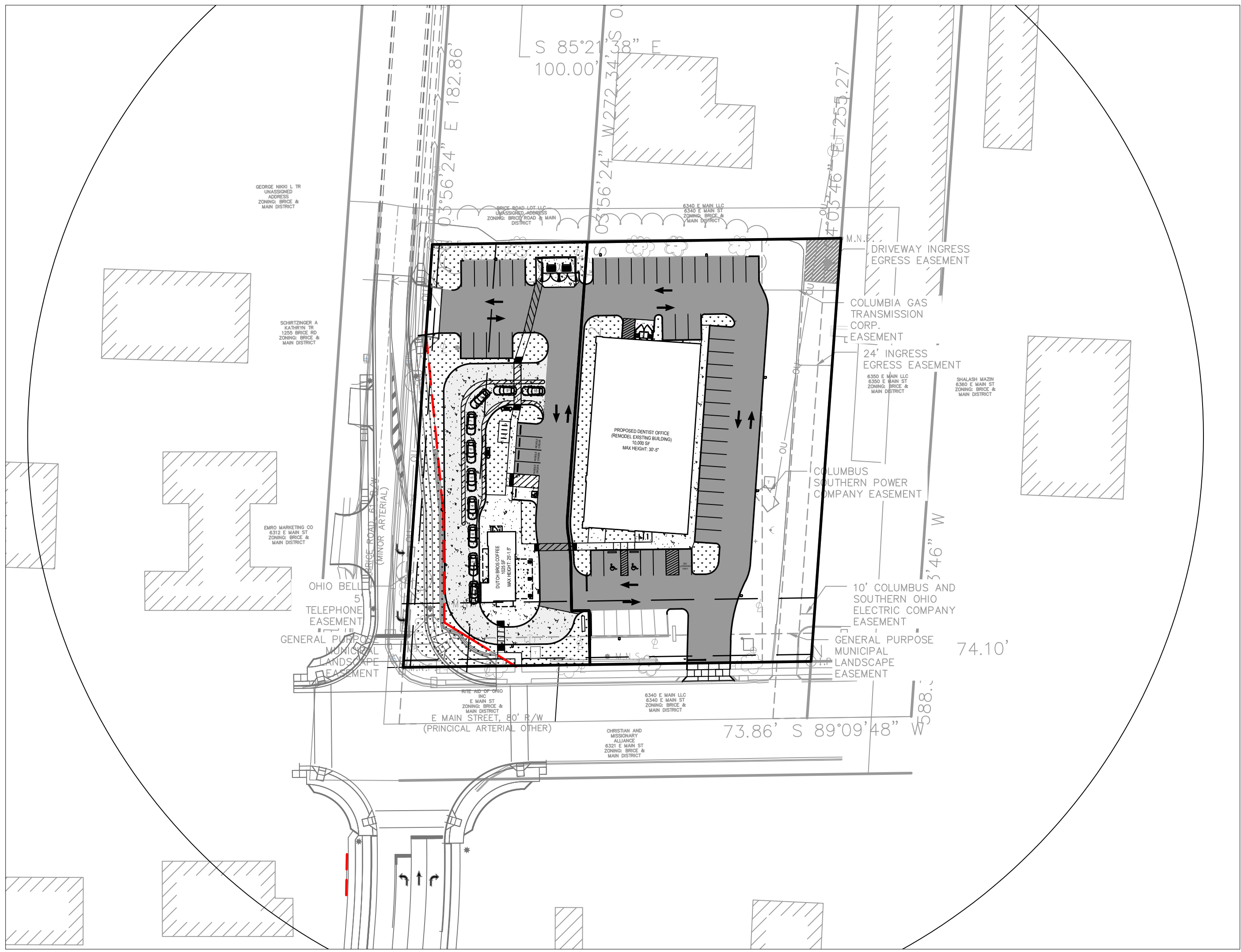
PARCEL A SITE ANALYSIS TABLE	
SITE INFORMATION	
PARCEL A AREA	33,736 SF = 0.77 ACRES
EXISTING ZONING	BRICE & MAIN DISTRICT
PROPOSED USE	FOOD SERVICE - QUICK SERVE/FAST FOOD WITH DRIVE THRU
BUILDING HEIGHT	MIN. 22'/MAX. 25'-1.5"
PARKING SUMMARY	
CODE REQUIREMENT	PROPOSED
FOOD SERVICE W/DRIVE THRU	1 STALL FOR EACH 200 S.F. FLOOR AREA 1025 S.F./200 = 5 STALLS
ACCESSIBLE PARKING	N/A
REDUCED PARKING REQUIREMENT	6 STALLS - 10% = 5.4 STALLS
PARCEL A PROVIDED PARKING	14 STALLS
QUEUE / STACKING	N/A
IMPERVIOUS AREA	23,914 SF = 0.55 ACRES
PERVIOUS AREA	9,822 SF = 0.22 ACRES
OPEN SPACE (20% MIN./30% MAX.)	9,822 SF/33,736 SF = 29%

Include ADA required parking calculation per City's Zoning Code

10 vehicles in drive-thru are shown on plans and the Memo states there are more queue stacking spaces than 19

PARCEL B SITE ANALYSIS TABLE	
SITE INFORMATION	
PARCEL B AREA	52,611 SF = 1.21 ACRES
EXISTING ZONING	BRICE & MAIN DISTRICT
PROPOSED USE	MEDICAL - CLINIC
BUILDING HEIGHT	MIN. 25'-5"/MAX. 30'-5"
PARKING SUMMARY	
CODE REQUIREMENT	PROPOSED
MEDICAL CLINIC	1 STALL FOR EACH 200 S.F. FLOOR AREA 10,000 S.F./200 = 50 STALLS
ACCESSIBLE PARKING	N/A
EV PARKING	1 EV SUPPLY SYSTEM EQUIPMENT (EVSE) INSTALLED FOR 20 OR MORE PARKING SPACES
REDUCED PARKING REQUIREMENT	50 STALLS - 5 (10% PUBLIC TRANSIT REDUCTION) = 45 STALLS
PARCEL B PROVIDED PARKING	45 STALLS
IMPERVIOUS AREA	39,437 SF = 0.91 ACRES
PERVIOUS AREA	13,174 SF = 0.30 ACRES
OPEN SPACE (20% MIN./30% MAX.)	13,174 SF/52,611 SF = 25%

Include ADA required parking calculation per City's Zoning Code



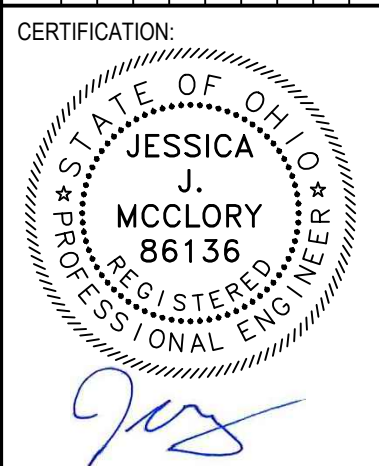
1500 LAKE SHORE DRIVE
SUITE 100
COLUMBUS, OH 43204
WWW.STANTEC.COM

CLIENT:
RIDGECREST REYNOLDSBURG I LLC
3700 74TH STREET
BROOKLYN PARK, MN 55443

6320 E MAIN ST REDEVELOPMENT

REYNOLDSBURG, OHIO

PROJECT TITLE	
ISSUE NO.	1
DESCRIPTION	SITE PLAN - CLIENT REVIEW
DATE	01/28/2026

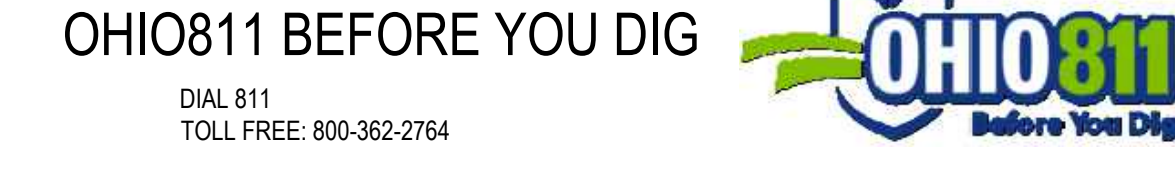


PROJECT NO.	190300623
DWN BY:	MED
CHKD BY:	LDC
APPD BY:	JJM
ISSUE DATE:	02/26/2026
ISSUE NO.:	#1
SHEET TITLE:	OVERALL SITE PLAN
SHEET NO.:	C-100

WARNING:
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CALL BEFORE YOU DIG



DIAL 811
TOLL FREE: 800-362-2764

*All submissions must include a physical and digital copy. The physical copy may be dropped off or mailed to the address above. The digital copy can be submitted to the Building Department at: permit@reynoldsburg.gov

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

PLANNING AND ZONING BOARD VARIANCE AND CONDITIONAL USE APPLICATION

Property Address:	Parcel ID#(s):
-------------------	----------------

I. PROPERTY OWNER OF RECORD

Property Owner Name(s):	
Contact Email:	Contact Phone Number:

II. BUSINESS/TENANT INFORMATION (IF APPLICABLE)

Business Name:	Contact Name:
Contact Email:	Contact Phone Number:
Description of Use:	

III. APPLICANT INFORMATION

Applicant Name:	Applicant Address:
Applicant Phone Number:	Applicant Email:
<input type="checkbox"/> Property Owner <input type="checkbox"/> Business Owner/Tenant <input type="checkbox"/> Contractor <input type="checkbox"/> Architect/Engineer <input type="checkbox"/> Owner's Consent Attached.	

PROJECT INFORMATION

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

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

Description of Project: _____

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: _____
*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

* Revised 2026

Additional Notes:

Zoning District: _____

Additional Approval Required

Major/Minor Site Plan

Other: _____

PZB Meeting	
Date:	_____
<input type="checkbox"/> Approved as Submitted	
<input type="checkbox"/> Approved w/ Conditions	
<input type="checkbox"/> Tabled	
<input type="checkbox"/> Denied	
<input type="checkbox"/> Withdrawn	

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 a regularly scheduled meeting of the Planning and Zoning Board (PZB) according to the published meeting Calendar.

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

Along with a completed application form, please submit three (3) hardcopy packets of all required items. Please also submit one (1) electronic copy, a PDF 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 zoning district and existing uses of adjacent lots;
- A statement of the conditional use for which the application is submitted;
- Including a description of the activities proposed on the subject property, the goods and services sold or provided, hours of operation, anticipated number of employees, nature and volume of delivery activity, and other information which will assist the PZB with understanding the nature of the proposed use and its potential impacts;
- A plan of the proposed site and improvements showing the proposed location of all structures, parking and loading areas, streets and traffic accesses, open spaces, refuse and service areas, utilities, signs, yards, landscaping, and other relevant features;
- A narrative statement describing the compatibility of the proposed use with the existing uses of adjacent lots and with the Land Use Plan, including an evaluation of the effects on adjoining lots of such elements as traffic circulation, noise, glare, odor, fumes, vibration, and storm water, and any measures proposed to mitigate such effects;

- A narrative addressing each of the applicable criteria set forth in section 1109.13.D (see next page);
- Such other information as the PZB deems necessary to make a determination of the compliance of the proposed use with the applicable standards and regulations. Such additional information may include, but shall not be limited to:
 - Traffic impact analysis;
 - Storm water impact analysis; and/or
 - 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 use requests

Conditional Uses may be subject to additional engineering review and multiple reviews may require additional engineering fees.

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 Zoning Board Meeting.

Who may I call if I have questions?

Contact the Planning & Zoning Administrator at 614-322-6850

OR Visit our website at:

<https://www.reynoldsburg.gov/166/Development-Department>

Section 1109.13.D

STANDARDS FOR ALL CONDITIONAL USES

Upon reviewing an application for a conditional use, the Planning and Zoning Administrator or the Planning and Zoning Board (PZB), as applicable, shall consider whether the application provides adequate evidence that the proposed conditional use is consistent with the following standards:

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

In approving a conditional use, the Planning and Zoning Administrator or the PZB, as applicable, may impose such conditions as deemed necessary to protect the public welfare, preserve the purpose and intent of this Code, to protect the character of the surrounding properties and neighborhood affected by the proposed use, and to mitigate the special impacts of the use. Such conditions may include, but shall not be limited to:

- 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, if temporary operation is determined to be a typical characteristic of the proposed use or otherwise appropriate given unique circumstances of the proposed 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 (PZB) according to the published meeting Calendar.

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;
- A description of the nature of the variance requested and a statement demonstrating the extent to which the requested variance conforms to the standards for variance in this Code (see Section 1109.11.D on next page);
- Statement of the hardship; and
- 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 three (3) hard copy packets of all required items. Please also submit a PDF 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 has been deemed complete, it will be reviewed and placed on the next PZB agenda at the discretion of the Planning and Zoning Administrator. The PZB can hold the application but a decision must be reached by the Board within sixty (60) days of the PZB hearing.

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.

Variations may be subject to additional engineering review and multiple reviews may require additional engineering fees.

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 614-322-6850

OR Visit our website at:

<https://www.reynoldsburg.gov/166/Development-Department>

Section 1109.11.D

STANDARDS FOR VARIANCE

No variance in the strict application of the provisions of this Code shall be granted unless the Planning and Zoning Board makes specific findings of fact, based on the evidence presented to it, which supports conclusions that the variance conforms to the following standards:

- 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 conditional use in the zone or district in which the subject property is situated.
- 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 is 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.

Date: **May 13, 2026**

To: **City of Reynoldsburg Planning and Zoning Board**
From: **Trent Mayberry**

RE: **Dutch Bros Coffee Variance Request for Section 1105.01.G.iii**
(Parking Lot Screening)

Project Address: **6320 Main Street**
PID: **060-008388**

Nature of Variance Requested

This application requests a variance from Section 1105.01.G.iii, which requires screening for parking lots containing more than ten (10) parking spaces when located within fifty feet (50') of a dwelling, school, hospital, or other institution for human care.

The proposed development consists of a coffee shop located adjacent to a proposed dental office. Both uses are proposed and neither site is currently developed. The two developments are designed with a shared drive aisle consisting of a 22-foot drive lane on the coffee shop site and a 2-foot drive lane on the dental office site, providing a combined 24-foot shared drive aisle.

Due to this shared circulation configuration, it is not feasible to provide screening between the two uses without obstructing access, impairing vehicular circulation, and creating safety concerns. In addition, the coffee shop site is impacted by the planned Brice Road realignment, which includes anticipated future property acquisition. Installation of permanent screening improvements in this location would conflict with the planned roadway project and would likely require removal upon implementation.

Section 1101.01.G.iii STANDARDS FOR VARIANCE

Findings of Fact

1. Intent and Public Welfare

The variance is consistent with the intent of the Code. Because both the coffee shop and dental office are proposed uses, the site has been intentionally designed with shared access and circulation. Requiring screening along a shared drive aisle would create safety conflicts and undermine the intended coordinated site design.

2. Permitted Use

The request does not seek an unpermitted use. Both the proposed coffee shop and proposed dental office are permitted uses within the zoning district. The variance is limited solely to a screening standard.

3. Special Circumstances and Reasonable Use

A special circumstance exists due to the shared drive aisle between two proposed developments and the planned Brice Road realignment. Strict application of the Code would require screening in a location that does not function as a parking edge but as a shared circulation corridor.

4. Deprivation of Beneficial Use

Strict enforcement would impair the ability to reasonably develop the property by restricting shared access and installing improvements within an anticipated future right-of-way.

5. Practical Difficulty

The difficulty is not self-created. The Code's broad reference to 'other institution for human care' does not account for coordinated commercial developments with shared access and future roadway impacts.

6. Minimum Variance

The requested variance represents the minimum relief necessary to allow reasonable use of the property.

7. Public Safety and Property Values

Approval will maintain clear sightlines and safe circulation and will not negatively affect surrounding property values.

8. No Special Privilege

This variance does not confer a special privilege but recognizes site-specific development constraints.

9. No Nonconforming Grounds

The request is based solely on the conditions of the proposed development and future roadway improvements.

10. Not a Matter of Convenience

This request is not based on convenience. The breadth of the term 'institution for human care' raises questions about applicability to similar service uses, and strict application results in an impractical outcome.

Conclusion

The proposed variance satisfies all standards set forth in Section 1109.11.D of the Zoning Code and represents the minimum relief necessary. Approval of this variance is respectfully requested.

Date: **May 13, 2026**

To: **City of Reynoldsburg Planning and Zoning Board**
From: **Trent Mayberry**

RE: **Dental Building Variance Request for Section 1103.15 III (Front Yard Building Setback)**

Project Address: **6320 Main Street**
PID: **060-008388**

Nature of Variance Requested

This applicant requests a variance from Section 1103.15.III of the Reynoldsburg Zoning Code to allow an existing front yard building setback of approximately 96.8 feet from the public right-of-way, where a maximum front yard setback of 45 feet is otherwise permitted. The variance applies solely to the portion of the site containing the existing former pharmacy building, which is proposed to be renovated and reused as a dental clinic.

The existing building setback is a legal nonconforming condition that exists today. The proposed project does not increase or expand this nonconformity and will not apply to other portions of the site. The Dutch Bros Coffee development on the remainder of the property complies with all applicable building setback requirements along both street frontages.

Section 1109.11.D STANDARDS FOR VARIANCE

Findings of Fact

1. Intent and Public Welfare

The front yard building setback of 96.8' exists today so it is not injurious to the public. The BMD and Insight Districts encourage a mix of uses, walkways connecting streets to buildings, on-site facilities for pedestrian, bike, and vehicular travel, all of which this project provides. Insight Districts call for more leniency on nonconforming buildings in the case of adaptive reuse such as this. The front yard building setback variance request is only for the dentist lot so this nonconformity will be reduced from what exists today.

2. Permitted Use

The proposed dental clinic is a permitted use within the BMD zoning district. Granting this variance will not permit the establishment of any use that is not otherwise allowed or conditionally permitted under the Code.

3. Special Circumstances and Reasonable Use

Special circumstances exist that are unique to this property, including the presence of an existing commercial building with a front yard setback that exceeds current code standards. The applicant's proposal is limited to the renovation and reuse of this existing structure, a condition that does not apply generally to other properties in the area.

4. Deprivation of Beneficial Use

Strict application of the front yard setback requirement would deprive the property of beneficial use rather than result in a mere loss in value. Without the requested variance, the applicant would be unable to subdivide the lot and reuse the existing building as a dental clinic, rendering the structure functionally obsolete.

5. Practical Difficulty

The applicant faces a practical difficulty created by the strict application of the Code. The hardship is not economic in nature and is not self-created, but results from the existing placement of the building relative to the right-of-way. The hardship is inherent to the property and arises directly from the application of current setback standards to an existing structure.

6. Minimum Variance

The requested variance represents the minimum relief necessary to allow reasonable use of the property. The variance applies only to the existing front yard setback of the dental clinic building and does not increase or expand the existing nonconformity. The nonconformity will be entirely removed from the Dutch Bros lot.

7. Public Safety and Property Values

This nonconforming setback exists today and the building is being reduced from 15,000 SF to 10,000 SF so the conditions of adequate supply of light and air to adjacent property will be improved. Redevelopment of the vacant pharmacy into a new mixed-use project will benefit neighboring property values. The nonconformity

will be entirely removed from half of the existing property and only apply to the lot for the dentist.

8. No Special Privilege

The variance will not confer a special privilege that is denied to other properties in the same zoning district. The request is based solely on an existing and unique site condition and would apply equally to other properties with similar existing nonconforming setbacks.

9. No Nonconforming Grounds

This request is based solely on the merits of the subject property and its existing condition. No nonconforming uses of neighboring land or structures in other districts have been considered as grounds for this approval.

10. Not a Matter of Convenience

This variance request is not a matter of convenience. No alternative remedy exists within the strict provisions of the Code that would allow the reasonable reuse of the existing building. The variance is necessary to enable renovation and continued productive use of the structure.

Conclusion

The proposed variance satisfies all standards set forth in Section 1109.11.D of the Reynoldsburg Zoning Code. The request is justified by the presence of an existing nonconforming building setback, represents the minimum relief necessary, and allows for the beneficial reuse of an existing structure without increasing impacts to the surrounding area.

Additionally, the existing nonconforming front yard building setback that exists today will be reduced. Applicant's new building for Dutch Bros Coffee and the new lot meets code for all building setbacks.

The applicant respectfully requests approval of this variance.

Date: **May 13, 2026**

To: **City of Reynoldsburg Planning and Zoning Board**
From: **Trent Mayberry**

RE: **Dutch Bros Coffee Variance Request for Section 1105.21.C.i
(Primary Street Frontage Entry)**

Project Address: **6320 Main Street**
PID: **060-008388**

Nature of the Variance Requested

This application requests a variance from Section 1105.21.C.i, which requires the primary entry of a structure to face the primary street frontage. The subject property is a proposed **Dutch Bros** coffee location. Due to the unique operational model of Dutch Bros—which utilizes a drive-thru and walk-up service only—the building does not contain a public interior lobby. Consequently, a traditional street-facing pedestrian entrance is functionally incompatible with the site and business.

Section 1109.11.D STANDARDS FOR VARIANCE

Findings of Fact

1. Intent and Public Welfare

The variance is in accord with the general intent of the Code. While the Code seeks to promote active frontages, Dutch Bros achieves this through high-quality architectural standards, including extensive glazing, brick, canopies, an outdoor patio, pedestrian pick-up window, and landscaping, to ensure the site is aesthetically pleasing. Granting this variance will not be detrimental to the public welfare as the building remains a high-quality commercial improvement that ensures a safe and efficient flow of vehicular, bicycle and pedestrian-oriented traffic while serving the needs of the community.

2. Permitted Use

The variance does not seek to establish an unpermitted use. A drive-thru coffee establishment is a permitted use within the district. The request is strictly limited to a design standard regarding the orientation of an entry that, by the nature of the business model, does not exist for public use.

3. Special Circumstances and Reasonable Use

A special circumstance exists due to the unique operational model of Dutch Bros, which excludes public interior access.

- **The Conflict:** Strict application of the Code would require the installation of a “false door” or an entry leading to a secure employee area or the back of fixtures or equipment.
- **The Deprivation:** Requiring a “false” door or an entry that leads to a restricted employee area creates a security risk and a confusing architectural element. Strict adherence would deprive the owner of the reasonable use of a standardized, efficient building prototype that is essential to their specific service model.

4. Deprivation of Beneficial Use

The strict application of the Code results in a deprivation of the beneficial use of the land rather than a mere loss in value. Because the interior is a secure, employee-only food preparation area, the requirement for a public street-facing entrance is a literal impossibility for this business model. Without this variance, the land cannot be beneficially used for its intended service-only purpose.

5. Practical Difficulty

The applicant faces a practical difficulty created by the strict application of the Code. This difficulty is not self-created but arises from the evolution of modern, contactless service models that the current Code did not anticipate. This is not an economic request, but an operational necessity to maintain the security and integrity of the “employee-only” interior.

6. Minimum Variance

The requested variance is the minimum necessary to allow the business to operate. The applicant remains committed to other site design requirements, including building materials, windows, building height, landscaping, bicycle parking and vehicle parking, and crosswalks, ensuring the building remains an asset to the Reynoldsburg streetscape.

7. Public Safety and Property Values

The variance will not increase congestion or endanger public safety. By removing the requirement for a street-facing public door, the site actually enhances safety by clearly directing pedestrian and vehicular traffic to intended areas (like the walk-up window and

outdoor patio area), thereby reducing potential points of conflict between cars and pedestrians on the primary frontages.

8. No Special Privilege

This variance does not confer a special privilege. It provides a necessary adjustment for any “service-only” business model that does not permit public entry, ensuring they are not forced to install non-functional architectural elements.

9. No Nonconforming Grounds

This request is based solely on the merits of the subject property and its operational requirements. No nonconforming uses of neighboring land or structures in other districts have been considered as grounds for this approval.

10. Not a Matter of Convenience

This is not a matter of convenience; no other remedy exists within the Code to address a building without a public interior. A variance is the only method to reconcile the operational reality of the business with the City's zoning requirements.

Conclusion

The proposed variance satisfies all standards set forth in Section 1109.11.D of the Reynoldsburg Zoning Code. The request is justified by unique operational characteristics, represents the minimum relief necessary, and maintains public safety, functionality, and compatibility with the surrounding area. We respectfully request that the Board approve this variance.

Date: **May 13, 2026**

To: **City of Reynoldsburg Planning and Zoning Board**
From: **Trent Mayberry**

RE: **Dutch Bros Coffee Variance Request for Section 1105.01.G.vi
(Minimum Drive Aisle Width)**

Project Address: **6320 Main Street**
PID: **060-008388**

Nature of Variance Requested

This application requests a variance from Section 1105.01(G)(vi) of the Reynoldsburg Zoning Code, which requires a minimum drive aisle width of twenty-two (22) feet. The request seeks approval to maintain an existing nonconforming drive aisle segment that measures approximately seventeen and one-half (17.5) feet in width for a limited portion of a shared driveway serving the properties located at 6340 and 6350 E. Main Street.

The nonconformity is directly related to a recorded driveway easement agreement benefiting both parcels. While the southerly approximately twenty-five (25) feet of the driveway does not meet the current minimum width requirement, the remaining approximately two hundred seventy-five (275) feet of the driveway meets or exceeds the Code-required minimum, and the easement provides a twenty-four (24) foot wide ingress and egress corridor.

Section 1109.11.D STANDARDS FOR VARIANCE

Findings of Fact

1. Intent and Public Welfare

The variance is in accord with the general intent of the Code. The purpose of the minimum drive aisle width standard is to ensure safe and efficient vehicular circulation. This intent is satisfied because the vast majority of the shared driveway meets or exceeds Code requirements, and the reduced-width segment is limited in length and has operated safely under existing conditions.

2. Permitted Use

The variance does not seek to establish any use that is not otherwise permitted or conditionally permitted in the zoning district. The request relates solely to an existing access condition serving permitted uses on the subject parcels.

3. Special Circumstances and Reasonable Use

A special circumstance exists due to the presence of a long-standing, recorded driveway easement agreement governing shared access between the properties at 6340 and 6350 E. Main Street.

- **The Conflict:** Strict application of the Code would require widening or reconfiguring a short segment of the existing driveway that is constrained by recorded easement geometry and existing site conditions outside of the landowner's control.
- **The Deprivation:** Strict adherence would deprive the property owners of the reasonable and continued use of a shared access drive that otherwise meets Code standards for the vast majority of its length and has functioned safely as designed.

4. Deprivation of Beneficial Use

Strict application of the Code results in a deprivation of the beneficial use of the land rather than a mere loss in value. Without the requested variance, the existing and functional shared access configuration serving both parcels would be rendered noncompliant despite its limited dimensional deficiency.

5. Practical Difficulty

The applicant faces a practical difficulty created by the strict application of current dimensional standards to an existing driveway configuration. This difficulty is not self-created and is not economic in nature, but instead results from the constraints of recorded easement rights and existing development patterns.

6. Minimum Variance

The requested variance represents the minimum necessary relief. The variance applies only to the southerly approximately twenty-five (25) feet of the driveway and does not affect the remaining portion of the drive aisle, which meets or exceeds Code requirements.

7. Public Safety and Property Values

The variance will not increase congestion or endanger public safety. The shared driveway has operated safely under existing conditions, and the limited reduced-width segment connects directly to a code-compliant drive aisle. Approval of the variance will not diminish surrounding property values.

8. No Special Privilege

This variance does not confer a special privilege. It provides relief based solely on a unique and existing access condition related to a recorded easement arrangement specific to the subject parcels.

9. No Nonconforming Grounds

This request is based solely on the merits of the subject properties and their existing access configuration. No nonconforming uses of neighboring land or structures have been considered as grounds for this approval.

10. Not a Matter of Convenience

This request is not a matter of convenience. No reasonable alternative exists within the strict provisions of the Code to correct the dimensional deficiency without eliminating or substantially altering the existing shared access drive.

Conclusion

Based on the evidence provided, the strict application of Section 1105.01(G)(vi) creates a practical difficulty that prevents the reasonable use of the shared driveway serving the subject parcels. The applicant respectfully requests that the Board approve Variance #4 to allow continued safe and functional access for 6340 and 6350 E. Main Street.

Date: **May 13, 2026**

To: **City of Reynoldsburg Planning and Zoning Board**
From: **Trent Mayberry**

RE: **Food Service – Quick Serve/Fast Food with Drive-Thru
Variance Request for Section 1103.15 III (Front Yard Building
Setback – Parcel A)**

Project Address: **6320 Main Street**
PID: **060-008388**

Nature of Variance Requested

This applicant requests a variance from Section 1103.15.III of the Reynoldsburg Zoning Code to allow a proposed front yard building setback of approximately 50.7 feet from the public right-of-way of Brice Road, where a maximum front yard setback of 45 feet is otherwise permitted.

This variance is necessary to accommodate the proposed realignment of Brice Road which received federal funding in February 2026. The Brice Road realignment project is anticipated to occur in the next 2-3 years.

The variance is necessary in the before (current) condition. In the after condition when the additional right of way is acquired to complete the Brice Road realignment project, the building setback will come into compliance with 45 feet maximum setback, and a setback of approximately 26 feet will be provided from Brice Road.

Section 1109.11.D STANDARDS FOR VARIANCE

Findings of Fact

1. Intent and Public Welfare

This variance is necessary to accommodate the proposed realignment of Brice Road which received federal funding in February 2026. The Brice Road realignment project is anticipated to occur in the next 2-3 years.

2. Permitted Use

The proposed Dutch Bros coffee shop is a permitted use within the BMD zoning district as a Food Service – Quick Serve/Fast Food with Drive-Thru land use. Granting this variance will not permit the establishment of any use that is not otherwise allowed or conditionally permitted under the Code.

3. Special Circumstances and Reasonable Use

Special circumstances exist that are unique to this property because of the proposed realignment of Brice Road. The permitted use and redevelopment of the property is a reasonable use within the zoning district.

4. Deprivation of Beneficial Use

Strict application of the front yard setback requirement would deprive the property of beneficial use rather than result in a mere loss in value. Without the requested variance, the City of Reynoldsburg would be unable to realign Brice Road without significant compensation to the landowner to allow for the right of way taking.

5. Practical Difficulty

The applicant faces a practical difficulty created by the strict application of the Code. The hardship is not economic in nature and is not self-created, but results from the City of Reynoldsburg's proposed Brice Road realignment project. The hardship is inherent to the property and arises directly from the application of current setback standards.

6. Minimum Variance

The requested variance represents the minimum relief necessary to allow reasonable use of the property. The variance applies only to the front yard setback of Parcel A, adjacent to Brice Road. The nonconformity will be temporary until the right of way acquisition along the western portion of Parcel A for the Brice Road realignment.

7. Public Safety and Property Values

This variance will increase safety by aligning the three lanes of traffic on Brice Road north of Main Street with the existing the land of traffic south of Main Street.

The Brice Road capital improvement project to realign the roadway and the redevelopment of the vacant pharmacy into a new mixed-use project will benefit neighboring property values.

8. No Special Privilege

The variance will not confer a special privilege that is denied to other properties in the same zoning district. The request is based solely on a unique site condition and would apply equally to other properties impacted by right of way taking to realign a public road right of way.

9. No Nonconforming Grounds

This request is based solely on the merits of the subject property and its existing condition. No nonconforming uses of neighboring land or structures in other districts have been considered as grounds for this approval.

10. Not a Matter of Convenience

This variance request is not a matter of convenience. No alternative remedy exists within the strict provisions of the Code that would allow the reasonable use of the property for redevelopment. The variance is necessary to construct the realignment of Brice Road by the City of Reynoldsburg in the next 2-3 years.

Conclusion

The proposed variance satisfies all standards set forth in Section 1109.11.D of the Reynoldsburg Zoning Code. The request is justified by the proposed right of way acquisition for Brice Road, represents the minimum relief necessary, and allows for the beneficial use of property and proposed Brice Road realignment project.

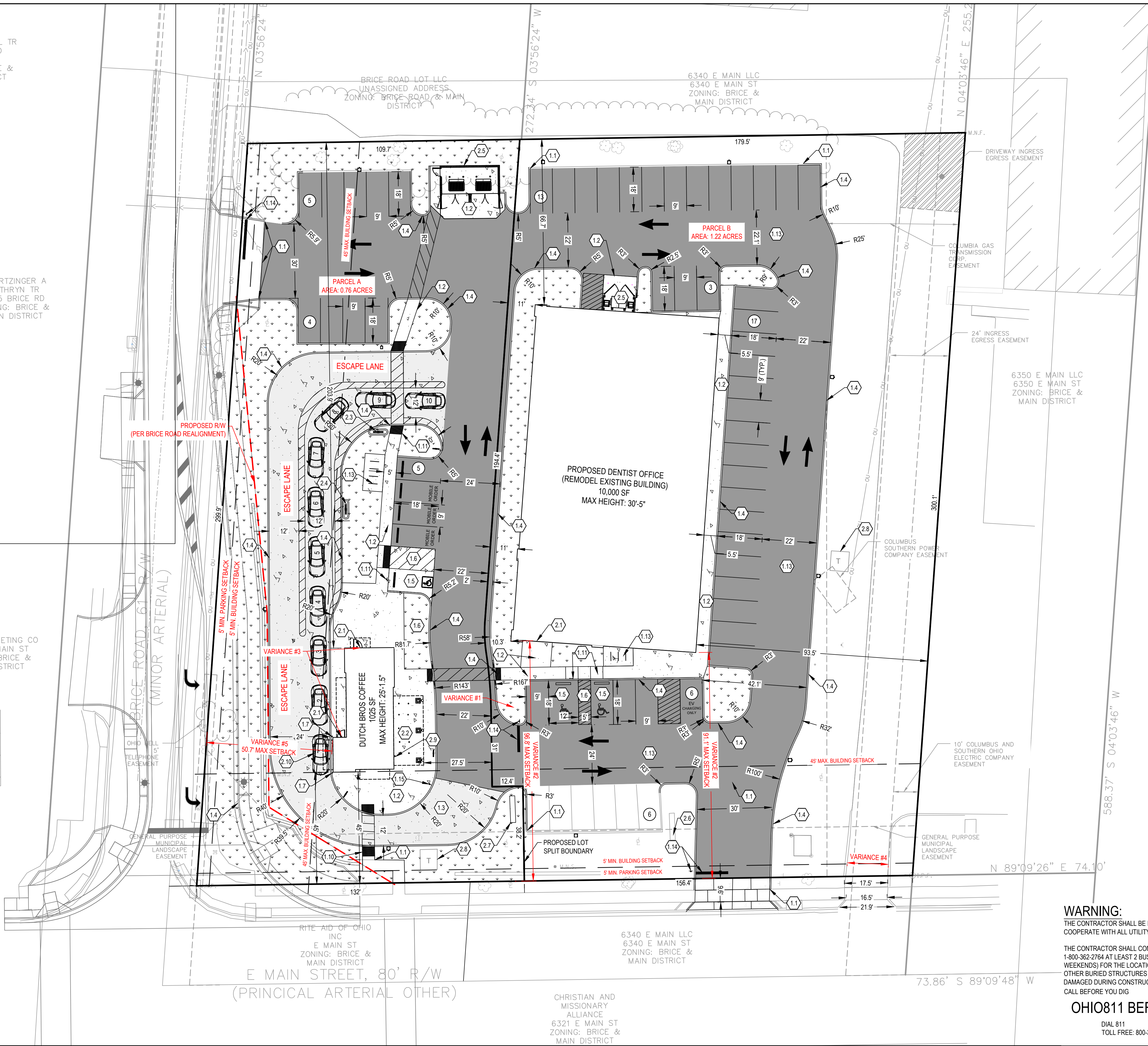
Additionally, the nonconforming front yard building setback will be temporary until the completion of the Brice Road realignment project.

The applicant respectfully requests approval of this variance.

GEORGE NIKKI L TR
UNASSIGNED ADDRESS
ZONING: BRICE &
MAIN DISTRICT

SCHIRTZINGER A
KATHRYN TR
1255 BRICE RD
ZONING: BRICE &
MAIN DISTRICT

EMRO MARKETING CO
6312 E MAIN ST
ZONING: BRICE &
MAIN DISTRICT



E MAIN STREET, 80' R/W
(PRINCIPAL ARTERIAL OTHER)

CHRISTIAN AND
MISSIONARY
ALLIANCE
6321 E MAIN ST
ZONING: BRICE &
MAIN DISTRICT

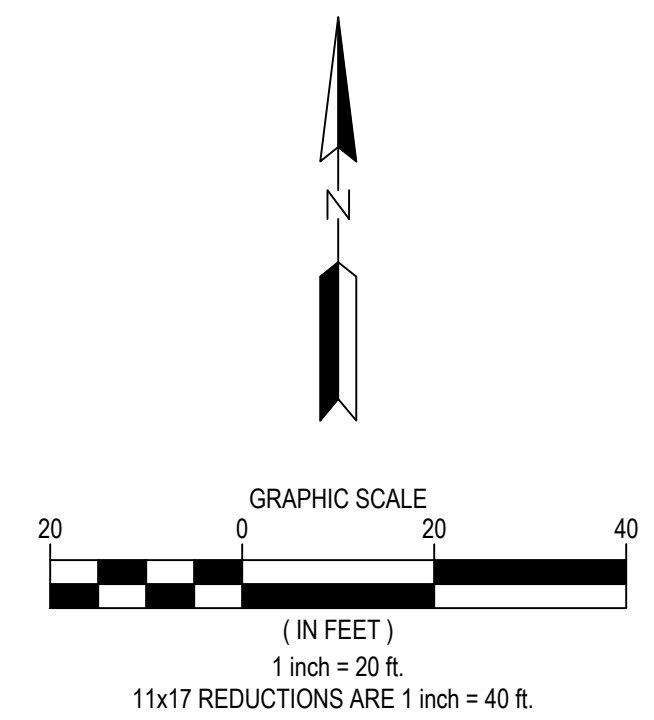
WARNING:

THE CONTRACTOR SHALL BE RESPONSIBLE FOR CALLING FOR LOCATIONS OF ALL EXISTING UTILITIES. THEY SHALL COOPERATE WITH ALL UTILITY COMPANIES IN MAINTAINING THEIR SERVICE AND/OR RELOCATION OF LINES.

THE CONTRACTOR SHALL CONTACT OHIO UTILITIES PROTECTION SERVICE (OUPS) BEFORE YOU DIG AT 811 OR 1-800-362-2764 AT LEAST 2 BUSINESS DAYS IN ADVANCE (EXCLUDING THE DAY OF THE REQUEST, HOLIDAYS AND WEEKENDS) FOR THE LOCATIONS OF ALL UNDERGROUND WIRES, CABLES, CONDUITS, PIPES, MANHOLES, VALVES OR OTHER BURIED STRUCTURES BEFORE DIGGING. THE CONTRACTOR SHALL REPAIR OR REPLACE THE ABOVE WHEN DAMAGED DURING CONSTRUCTION AT NO COST TO THE OWNER.

OHIO811 BEFORE YOU DIG

DIAL 811
TOLL FREE: 800-362-2764



LEGEND

- PROPERTY BOUNDARY
- LOT LINE
- EASEMENT LINE
- SETBACK LINE
- RIGHT OF WAY LINE
- EXISTING PROPERTY LINE
- CURB
- CONSTRUCTION LIMITS
- BITUMINOUS PAVEMENT
- CONCRETE SIDEWALK
- CONCRETE PAVEMENT
- GRASS / LANDSCAPING
- PROPOSED PARKING COUNT

NOTES

1. SEE SHEET G-002 FOR ADDITIONAL PROJECT NOTES.
2. DIMENSIONS ARE SHOWN TO FACE OF CURB, UNLESS NOTED OTHERWISE.
3. DESIGNED BY OTHERS ITEMS SHOWN FOR REFERENCE ONLY. EXACT LOCATION, DETAIL, AND DESIGN ARE BY OTHERS. COORDINATE WITH PROJECT PARTNERS TO OBTAIN RELATED CONSTRUCTION DOCUMENTS/ DRAWINGS.
4. VARIANCE DESCRIPTIONS:
 VARIANCE #1: SECTION 1105.01.G.iii (PARKING LOT SCREENING)
 VARIANCE #2: SECTION 1103.15.ii (FRONT YARD BUILDING SETBACK)
 VARIANCE #3: SECTION 1105.21.C.i (PRIMARY STREET FRONTAGE ENTRY)
 VARIANCE #4: SECTION 1105.01.G.vi (MINIMUM AISLE WIDTH)
 VARIANCE #5: SECTION 1103.15.iii (FRONT YARD BUILDING SETBACK - PARCEL A)
5. NO WATERBODIES LOCATED WITHIN 150' OF THE PROJECT PARCEL.

KEYNOTES

1. STANTEC DESIGN ITEMS
 - 1.1. MATCH AND MATCH EXISTING
 - 1.2. CONCRETE SIDEWALK - SEE DETAIL 2/C-802
 - 1.3. CONCRETE PAVEMENT - SEE DETAIL 4/C-802
 - 1.4. CURB - SEE DETAIL R-8/C-801
 - 1.5. ACCESSIBLE PARKING STALL WITH ACCESS AISLE AND SIGN - SEE DETAIL 5/C-801
 - 1.6. ADA ACCESS AISLE - SEE DETAILS 5/C-801
 - 1.7. BOLLARD (TYP.) - SEE DETAILS 1/C-803
 - 1.8. PAVEMENT STRIPE (TYP.) - SEE DETAILS 5/C-802
 - 1.9. PAINTED PAVEMENT MARKINGS - SEE DETAILS 5/C-802
 - 1.10. PUBLIC CONCRETE SIDEWALK - SEE DETAILS R-9/C-801
 - 1.11. CURB RAMPS - SEE DETAILS R-10B/C-803
 - 1.12. BIKE PARKING
 - 1.13. ASPHALT PAVEMENT - SEE DETAILS 3/C-802
 - 1.14. STOP SIGN AND STOP BAR - SEE DETAILS 5.6/C-802
 - 1.15. "DO NOT ENTER ONE WAY" SIGN - SEE DETAIL 6/C-802
2. ITEMS DESIGNED BY OTHERS
 - 2.1. DOOR
 - 2.2. CANOPY/BUILDING OVERHANG
 - 2.3. MENU BOARD
 - 2.4. MENU/ORDERING BOARD
 - 2.5. TRASH ENCLOSURE AND CONCRETE PAD
 - 2.6. NEW SIGN PANELS ON EXISTING MONUMENT SIGN
 - 2.7. MONUMENT SIGN
 - 2.8. INSTALL SALVAGED TRANSFORMER ON NEW PAD
 - 2.9. WALK-UP SERVICE WINDOW
 - 2.10. DRIVE-THRU SERVICE WINDOW

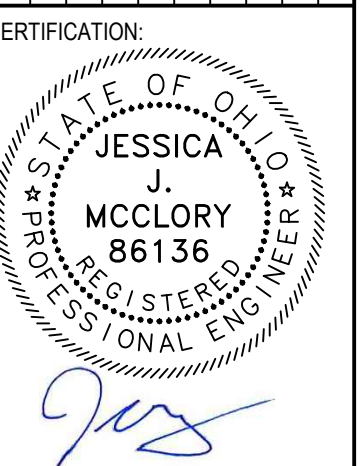


1500 LAKE SHORE DRIVE
SUITE 100
COLUMBUS, OH 43204
WWW.STANTEC.COM

CLIENT:
RIDGECREST REYNOLDSBURG I LLC
3700 74TH STREET
BROOKLYN PARK, MN 55443

**6320 E MAIN ST
REDEVELOPMENT**
REYNOLDSBURG, OHIO

PROJECT TITLE	ISSUE NO.
6320 E MAIN ST REDEVELOPMENT	1



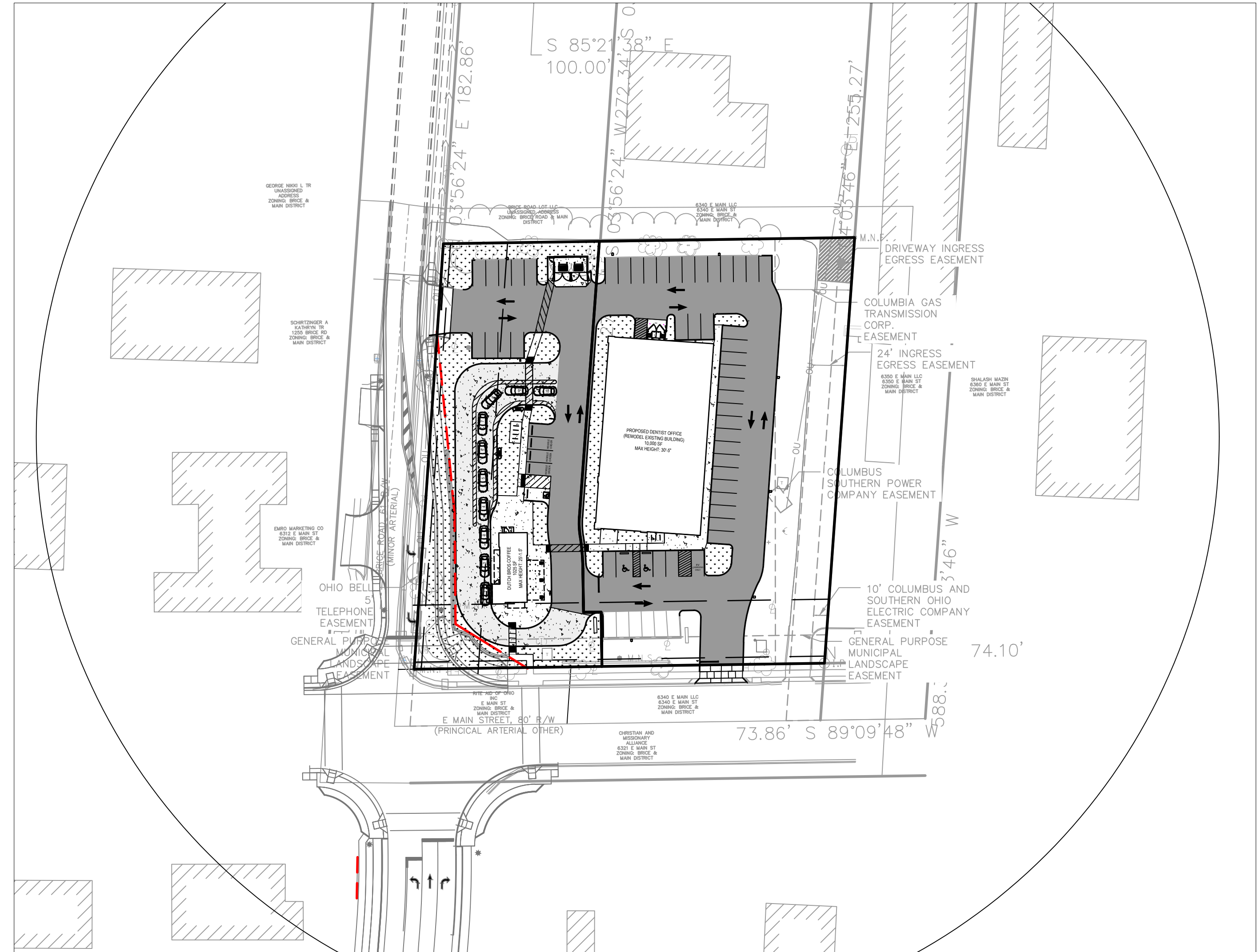
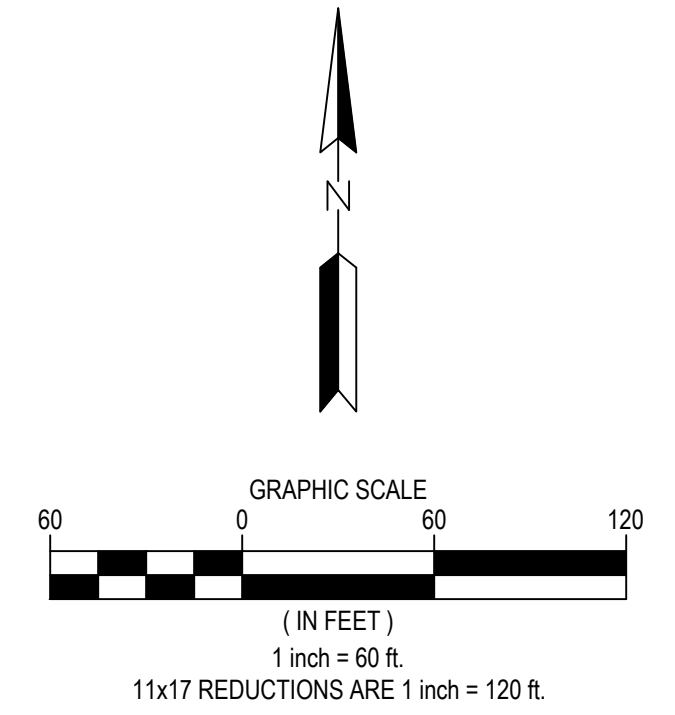
PROJECT NO.:	190300623	
DWN BY:	CHKD BY:	APPD BY:
MED	LDC	JJM
ISSUE DATE:	02/26/2026	
ISSUE NO.:	#1	
SHEET TITLE:	SITE PLAN	
SHEET NO.:	C-101	

4/10/2026 12:05:35 PM

SITE ANALYSIS TABLE	
SITE INFORMATION	
LEGAL DESCRIPTION	MAIN STREET R21 T12 S13
ADDRESS	6320 MAIN ST
SUBJECT PROPERTY TOTAL AREA	1.983 ACRES
EXISTING ZONING	BRICE & MAIN DISTRICT
PROPOSED USE	FOOD SERVICE - QUICK SERVE/FAST FOOD WITH DRIVE THRU & MEDICAL - CLINIC
WATER BODIES	NO WATER BODIES LOCATED WITH IN 150' OF THE PROPOSED DEVELOPMENT
SETBACK SUMMARY	
SETBACK	DISTANCE (FT.)
FRONT YARD (MIN./MAX.)	MIN. 5', MAX. 20' FROM ROW
MAX. FRONT SETBACK WHEN SUBJECT TO MUNICIPAL LANDSCAPE EASEMENT	MAX. 45' FROM ROW
SIDE YARD	10' FROM LOT
REAR YARD	10' FROM LOT
PARKING SUMMARY	
REDUCED PARKING REQUIREMENT TOTAL: (5.4 + 45 STALLS = 50.4)	51 STALLS
PROPOSED SHARED PARKING TOTAL: (14 + 45 STALLS)	59 STALLS

PARCEL A SITE ANALYSIS TABLE	
SITE INFORMATION	
PARCEL A AREA	33,736 SF = 0.77 ACRES
EXISTING ZONING	BRICE & MAIN DISTRICT
PROPOSED USE	FOOD SERVICE - QUICK SERVE/FAST FOOD WITH DRIVE THRU
BUILDING HEIGHT	MIN. 22'/MAX. 25'-1.5"
PARKING SUMMARY	
CODE REQUIREMENT	PROPOSED
FOOD SERVICE W/DRIVE THRU	1 STALL FOR EACH 200 S.F. FLOOR AREA 1025 S.F./200 = 6 STALLS
ACCESSIBLE PARKING	N/A
REDUCED PARKING REQUIREMENT	6 STALLS - 10% = 5.4 STALLS
PARCEL A PROVIDED PARKING	14 STALLS
QUEUE / STACKING	N/A
	19 VEHICLES
IMPERVIOUS AREA	23,914 SF = 0.55 ACRES
PERVIOUS AREA	9,822 SF = 0.22 ACRES
OPEN SPACE (20% MIN./30% MAX.)	9,822 SF/33,736 SF = 29%

PARCEL B SITE ANALYSIS TABLE	
SITE INFORMATION	
PARCEL B AREA	52,611 SF = 1.21 ACRES
EXISTING ZONING	BRICE & MAIN DISTRICT
PROPOSED USE	MEDICAL - CLINIC
BUILDING HEIGHT	MIN. 25'-5"/MAX. 30'-5"
PARKING SUMMARY	
CODE REQUIREMENT	PROPOSED
MEDICAL CLINIC	1 STALL FOR EACH 200 S.F. FLOOR AREA 10,000 S.F./200 = 50 STALLS
ACCESSIBLE PARKING	N/A
EV PARKING	1 EV SUPPLY SYSTEM EQUIPMENT (EVSE) INSTALLED FOR 20 OR MORE PARKING SPACES
REDUCED PARKING REQUIREMENT	50 STALLS - 5 (10% PUBLIC TRANSIT REDUCTION) = 45 STALLS
PARCEL B PROVIDED PARKING	45 STALLS
IMPERVIOUS AREA	39,437 SF = 0.91 ACRES
PERVIOUS AREA	13,174 SF = 0.30 ACRES
OPEN SPACE (20% MIN./30% MAX.)	13,174 SF/52,611 SF = 25%



1500 LAKE SHORE DRIVE
SUITE 100
COLUMBUS, OH 43204
WWW.STANTEC.COM

CLIENT:
RIDGECREST REYNOLDSBURG I LLC
3700 74TH STREET
BROOKLYN PARK, MN 55443

6320 E MAIN ST REDEVELOPMENT

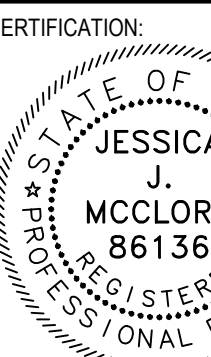
REYNOLDSBURG, OHIO

PROJECT TITLE

ISSUE NO. 1

DESCRIPTION:
SITE PLAN - CLIENT REVIEW

DATE:
01/28/2026



CERTIFICATION:
PROJECT NO.: 190300623

DWN BY: MED CHKD BY: LDC APPD BY: JJM

ISSUE DATE: 02/26/2026

ISSUE NO.: #1

SHEET TITLE:
OVERALL SITE PLAN

SHEET NO.:
C-100

WARNING:

THE CONTRACTOR SHALL BE RESPONSIBLE FOR CALLING FOR LOCATIONS OF ALL EXISTING UTILITIES. THEY SHALL COOPERATE WITH ALL UTILITY COMPANIES IN MAINTAINING THEIR SERVICE AND/OR RELOCATION OF LINES.

THE CONTRACTOR SHALL CONTACT OHIO UTILITIES PROTECTION SERVICE (OUPS) BEFORE YOU DIG AT 811 OR 1-800-362-2764 AT LEAST 2 BUSINESS DAYS IN ADVANCE (EXCLUDING THE DAY OF THE REQUEST, HOLIDAYS AND WEEKENDS) FOR THE LOCATIONS OF ALL UNDERGROUND WIRES, CABLES, CONDUITS, PIPES, MANHOLES, VALVES OR OTHER BURIED STRUCTURES BEFORE DIGGING. THE CONTRACTOR SHALL REPAIR OR REPLACE THE ABOVE WHEN DAMAGED DURING CONSTRUCTION AT NO COST TO THE OWNER.

CALL BEFORE YOU DIG

OHIO811 BEFORE YOU DIG

DIAL 811
TOLL FREE: 800-362-2764



C:\Users\mcclorey\OneDrive\Documents\190300623-Reynoldsburg_Collier_Shop\Project Files\Site Design\CADD\PLANS\REVISIONS\01 SITE PLAN 0623.dwg

June 10, 2026

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

RE: Trent Mayberry for Ridgecrest Reynoldsburg, LLC, 6320 E. Main Street: Conditional Use Application – Food Service – Quick Serve/Fast Food with Drive-Thru

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 located at 6320 E. Main Street. The subject parcel 060-008388 is 1.983 acres with one building on site. The existing building is approximately 14,668 square feet according to the Franklin County Auditor’s website. The subject site was previously a Walgreens, which has been closed for more than a year, and has lost all legal non-conforming status. The subject site is zoned BMD, Brice and Main District.
- b. **Surrounding Zoning:** The surrounding zoning of the subject site is BMD, Brice and Main District on all sides. The surrounding land uses consist of Food Service – Quick Serve/Fast Food and a vacant parcel to the south, Retail - Convenience Store with Gasoline Station and Vehicular Care Services to the west, and Vehicular Care Services to the North and East.
- c. **Applicant’s Request:** The applicant is requesting to use the subject site for a Food Service – Quick Serve/Fast Food with Drive-Thru, which is a conditional use in the BMD, Brice and Main Street zoning district. The applicant intends to develop an approximately 1,025 SF Dutch Bros coffee shop with a drive-thru, and demoing a portion of the existing building to a 10,000 SF dental clinic. Dutch Bros will have 2-5 employees working at any given time depending upon how busy the location is and 200-400 customers per day (75% d/t and 25% other). Dutch Bros Coffee shops typically operate daily from 5:00 AM to 10:00 PM (Sunday–Thursday), with extended hours until 11:00 PM on Friday and Saturday. The dentist anticipates having 40 +/- employees and 90 patients throughout the day at full capacity and the dentist hours are 9-5 Monday to Friday and closed on weekends.
- d. **Applicant’s Compatibility Statement:** The applicant states, “Existing adjacent lots contain automobile and drive-thru oriented businesses including fueling stations, drive-thru bank services, drive-thru fast-food restaurants, and autobody shops. These adjacent developments are mostly single-tenant with off-street parking lots and also zoned BMD.
The proposed Dutch Bros Coffee shop and Dental Clinic share some of these characteristics but also improve upon them. Our project has a mix of uses in a coffee shop and a dental clinic, features pedestrian-friendly site design with cross

walk connections from Main Street and between the buildings, has bike racks available at each building, and accommodates the City's future plans for realignment of Brice Road.

The building facades, outdoor patio for Dutch Bros and Dentist entrance are oriented to Main Street with the majority of parking stalls accessible from the rear or sides of the buildings. There will be wayfinding signage throughout the project to welcome and direct visitors.

The proposed Dutch Bros and Dentist will utilize the two existing access points *which are being modified to become code compliant*. One access point is from Main Street and the second access point is from Brice Road.

There will be a Reciprocal Easement Agreement (REA) in that requires shared parking, access, and circulation between the businesses. This recorded easement ensures efficient traffic circulation and parking for planned and future uses.

The development will have minimal effect on the adjacent lots in terms of noise, glare, odor, fumes, or vibration. Landscaping is provided to meet the requirements of Section 1105.07 which will further shield adjacent uses from the proposed business operations. Lighting provided on the proposed property will be in compliance with Section 1105.09. Stormwater management will be provided in the form of catch basins and pipes to control stormwater runoff. Stormwater detention will not be required as the proposed development will not increase impervious area from prior uses.

- a. **Comprehensive Plan:** The 2018 Comprehensive Plan, upon which the current zoning code is based, recommends for Brice and Main District “Attractive streetscapes and walkability should be emphasized to encourage pedestrian and transit activity along the corridors, and to create cohesive character amongst neighboring development. Sidewalk cafes, awnings, and landscaping are encouraged to help define the character of the development.” The Comprehensive Plan also recommends infill development on current vacant parcels as a priority.

2. Project Review


- a. **Definition:** Food Service - Quick Serve/Fast Food with Drive Thru. An establishment engaged primarily in the business of preparing food and purveying it on a self-serve or semi self-serve basis. Customer orders and/or service may be by means of a walk-up counter or window designed to accommodate vehicular traffic. Consumption may be either on or off the premises.
- b. **Conditional Use Standards:** Conditional Uses are required to meet the general standards found in Section 1109.13.D.i-viii:
 - 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, “The proposed Dutch Bros Coffee shop is designed to be in harmony with the intended commercial character of the Insight Districts. By remodeling the existing building on-site to accommodate a dental clinic and adding a new, high-quality coffee shop, the project enhances the aesthetic and functional utility of the area without changing its essential commercial character. The proposed food service use is consistent with the

purpose and intent of the Zoning Code and will not be injurious to the surrounding area or detrimental to the public welfare. The use supports commercial revitalization by replacing a long-vacant building with an active, customer-serving use.”

- i. Staff finds that the proposed use is in harmony with the existing character of Brice and Main Street District, and that the land use of Food Service - Quick Serve/Fast Food with Drive Thru will not change the essential character of the zoning district.
- ii. The proposed use shall not adversely affect the use of adjacent property;
 1. The applicant states, “The subject property is located within a corridor characterized by commercial, drive-thru restaurants, and automotive-oriented uses. The proposed quick-service/fast food with drive-thru use will not adversely affect the use of adjacent properties which include an autobody shop, roofing company, auto parts store, gas station and fast-food operation. The site plan includes dedicated refuse areas, professional landscaping, more than adequate stacking for the drive-thru, and parking that meets or exceeds Code to ensure that operations remain self-contained and compatible with the neighboring uses.”
 - i. 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, “The project is designed to protect the health, safety, and welfare of those residing or working in the neighborhood. The inclusion of bike racks, crosswalk connections, wayfinding signage, adequate parking and stacking, and a walk-up window for pedestrian service ensures that the site is accessible and safe for both vehicular and non-vehicular traffic.”
 - i. Staff finds that the proposed use would not adversely affect the health, safety, morals or welfare of persons residing or working within the neighboring area.
- 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, “The site will be adequately served by all necessary public facilities, including roads, police and fire protection, water, and sanitary sewer. The project is a redevelopment of an existing site, utilizing established infrastructure.”
 - i. Staff finds that the subject site is adequately serviced by public facilities and services. The Fire Department and City Engineer do not have concerns.
- 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, “The proposed coffee shop will not impose a traffic impact significantly different from that anticipated for permitted uses in BMD and Insight Districts. The drive-thru and site circulation have been engineered to manage volume efficiently within the property boundaries. Dutch Bros utilizes various staff members (line busters, drink runners, and traffic controllers) to help reduce queues during peak periods. The additional staff members allow orders to be placed with iPads to expedite the ordering process. Parking meets or exceeds code for both vehicles and bicycles and there will be a Reciprocal Easement Agreement (REA) between the properties to afford greater flexibility with parking and access today and in the future.”
 - i. Staff and Engineering do not have concerns with regards to traffic or impacts on the area. Engineering does mention the future roadway modifications, however as the site is designed now, it meets this requirement and the applicant has taken steps to address this in their site plan.
- 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, “The use is in accord with the general and specific objectives of the Reynoldsburg Zoning Code and Land Use Plan. It promotes economic development on a primary corridor (Main Street) in a manner consistent with modern commercial standards. In addition, the project includes transit supportive development standards such as pedestrian walkways connecting streets to buildings and on-site facilities for pedestrian, bike, and vehicular travel. The adaptive reuse of a portion of the former pharmacy for the dental building also checks the priority of infill and suburban retrofit.”
 - i. Staff finds that the proposed use meets the general purpose and intent of the Zoning Code and complies with applicable specific provisions of the Code, and meets the intentions of the BMD, Brice and Main Street District.
- vii. The proposed use complies with the applicable specific provisions and standards of this Code;
 1. The applicant states, “The proposed Dutch Bros complies or will comply (bldg. setback to Brice Road post realignment) with applicable specific provisions and standards of the City Code except for public entrances into the building which is for employees only. Dutch Bros building, trash enclosure, parking areas, landscaping, bicycle racks, lighting, patio area, pedestrian connections, and service areas have been situated to meet or exceed Code requirements.”
 2. The applicant has requested the following variances:

- 
- i. VARIANCE 1: Section 1105.01.G.iii
 - a. To not provide parking lot screening, as required by the code for parking lots containing more than 10 parking spaces when located within 50 feet of a dwelling, school, hospital, or other institution for human care.
 - ii. VARIANCE 2: Section 1103.15.III.Front Yard Setback (Max. Ft.)
 - a. To increase the front building setback for the already existing building on the site from the maximum 45-foot front building setback requirement to a maximum of 96.8 foot front building setback for an increase in 51.8 feet.
 - iii. VARIANCE 3: Section 1105.21.C.i
 - a. To not have a primary façade and functional entrance oriented towards the primary public street for the Dutch Bro's new building.
 - iv. VARIANCE 4: Section 1105.01.G.vi
 - a. To reduce the minimum drive aisle width for an existing driveway near the eastern parcel line from the minimum 22-foot two-way drive aisle width requirement to a minimum of 17.5-foot two-way drive aisle width requirement for a reduction of 4.5 feet.
 - v. VARIANCE 5: Section 1103.15.III.Front Yard Setback (Max. Ft.)
 - a. To increase the front building setback for the Dutch Bro's building from Brice Road from the maximum 45-foot front building setback requirement to a maximum of 50.7 foot front building setback for an increase in 5.7 feet.
3. The commercial design standards that may not be met due to a lack of information (There is a possibility variances, but not certain):
- i. Section 1105.21.D: Ground floor façades along primary streets must have a minimum of 20% transparency (clear, non-reflective glass).
 - a. Staff finds the percentage along the west and south elevations have not been identified, and if it does not meet this requirement, a variance would be needed. However, the applicant could meet this requirement. Staff is not certain.
 - ii. Section 1105.21.H: Material Requirements
 - a. Staff finds the window, door, and gray base below the drive thru materials have not been identified, and if they are not a permitted material, a variance would be needed. However, the applicant could

meet this requirement. Staff is not certain.

4. Staff finds that all variances requested are required, based on the current site plan provided. That all variances would have to be granted to for the applicant to meet the provisions and standards of the code based on what has been provided.
- 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, “The proposed use meets the definition and intent of "Food Service - Quick Serve/Fast Food with Drive-Thru," which is specifically listed as a conditional use for the BMD district.”
 - i. Staff finds that the proposed use meets the definition and intent of a Vehicular Care Services – Minor with drive-thru as it is listed as a conditional use for the EMD, East Main Street District.
- c. **Supplementary Use Conditions for Drive Thru:** The following Supplementary Use Conditions for drive thru are outlined in Section 1105.13.L:
- i. Loudspeakers shall be located and designed, with volume and hours of operation controlled, in a manner to minimize noise impacts on nearby residential uses.
 1. The applicant states, “This parcel is not adjacent to or in the near vicinity of any residential uses. The drive-thru loudspeaker will have volume controls that can be adjusted and will not impact nearby residential uses.”
 - i. Staff finds this condition to be met. The site is not located near residential parcels.
 - ii. Lanes required for vehicle access to and waiting for use of a drive-thru facility shall be designed to have sufficient length to accommodate the peak number of vehicles projected to use the facility at any one (1) time, to provide escape/abort lanes for vehicles desiring to leave the stacking lanes or to avoid disabled vehicles, and to minimize impacts on the use of other required parking or drives or on the use of abutting streets and hazards to pedestrians. The Planning and Zoning Administrator or Planning and Zoning Board, as applicable, may require a traffic study which documents the projected vehicular use of the proposed facilities and evidence of compliance with the provisions of this Zoning Code.
 1. The applicant states, “The drive-thru lane for Dutch Brothers Coffee provides stacking for 10 cars with an escape lane. This is more than adequate stacking according to the traffic study attached hereto and applicant’s own experience developing multiple coffee shops including d/t only facilities. Applicant’s prior coffee shop developments have typically included stacking for 7-10 cars often times without escape lanes.”

“A variance is being requested due to the hardships noted within the variance application related to providing an escape / abort lane



for the entire length of the drive-thru”

2. The applicant is no longer requested a variance for the designated drive thru escape lane, since they have worked with staff to provide one. However, the statement appears as though a variance request has been made, even though it is not needed or requested in the submitted variance packet for this site. Staff recommends that the applicant provided an updated conditional use statement, remove the second paragraph identified in #1 from their conditional use statement.

The applicant has stated that 7-10 cars generally use the drive-thru at one time and this is consistent with the their Trip Generation Statement and Queueing Analysis document that states a maximum of 10 stacking spaces would needed 95% of the time. Therefore staff and engineering feel that the stacking spaces provided are sufficient and meets the supplemental use condition of providing the peek number of stacking spaces at any one time.

- iii. The Planning and Zoning Administrator or Planning and Zoning Board, as applicable, may impose restrictions on the hours of operation in order to reduce inappropriate impacts on abutting uses and on street traffic and to ensure compatibility with normal vehicular activity in the district.

1. The applicant states, “Noted. There is a Reciprocal Easement Agreement (REA) in place that requires shared parking, access, and circulation between the businesses. This ensures efficient traffic circulation and parking for planned and future uses.”

- i. Staff agrees that a REA should be in place for shared parking, access and circulation between the sites. Staff recommends that his easement be provided to staff, approved and officially recorded prior to the PGU being signed off.

- iv. The applicant shall so design the site plan or otherwise provide assurances as to reduce the impacts of lighting, litter, noise, and exhaust resulting from the facility, especially impacts on nearby residential uses.

1. “Noted. Site lighting has been designed in conformance to Section 1105.09. Enclosed trash receptacles will be provided for Dutch Bros customers and covered dumpsters are provided in separate trash enclosures for Dutch Bros and the dental clinic to minimize the potential for litter. This parcel is not adjacent to or in the near vicinity of any residential uses that may be impacted by noise or exhaust related to the proposed uses.”

- i. Staff finds that the applicant has acknowledged all of the above standards.

3. Recommendation

- a. Based on staff’s review, the applicant appears to have met all Conditional Use Standards and Supplemental Use Conditions for a Drive -Thru. Based on these reasons and the reasons listed in the Project Review above, staff recommends

approval of the Conditional Use of a Food Service - Quick Serve/Fast Food with Drive Thru With the following conditions:

- i. That all required variances for the subject site be approved by the Planning and Zoning Board, prior to the Conditional Use application being approved.
- ii. That the applicant provides an updated Conditional Use narrative removing the last paragraph on page 3 prior to zoning staff signing off on the Major Site Plan (MSP).
- iii. That the applicant provide staff a copy of the signed and recorded Reciprocal Easement Agreement (REA) that requires shared parking, access, and circulation between the businesses prior to zoning staff signing off on the Plot Grade Utility Plan (PGU), to staff's satisfaction.





Engineers, Surveyors, Planners, Scientists

MEMO

Date: June 10, 2026
To: Phoenix Buathier, Development Assistant
From: Mitchell Yake, City Engineer
Subject: 6320 East Main Street Conditional Use – Staff Report
Copies: Eric Meyer, Director of Development

On behalf of the City of Reynoldsburg, EMH&T completed a preliminary engineering review of the Conditional Use application for redevelopment of 6320 East Main Street. The 1.98-acre site, at the northeast corner of East Main Street and Brice Road, is zoned BMD and is proposed to be split into two parcels. Parcel A is proposed for a 1,025-square-foot Dutch Bros Coffee shop with a drive-through. Parcel B includes renovation of the existing 10,000-square-foot former Walgreens building for a dental office and retains the private driveway to 6340 E Main St. The following summarizes our findings and recommendations.

ROADWAY ACCESS AND PARKING

1. The site has two existing full-access points: one on Brice Road and one on East Main Street, both 30 feet wide and serving Parcels A and B.
2. A third East Main Street access on Parcel B serves 6340 and 6350 East Main Street and will remain.
3. Internal two-way drives serve both parcels, with widths ranging from 22 to 30 feet. Parcel B also includes a 24-foot-wide drive along the south side of the building. The Site Plan indicates both businesses may use either access point.
4. The drive-through lane is generally 12 feet wide, with one short 10-foot section before the pick-up window. An adjacent 12-foot escape lane is provided, and the lanes merge into a single 12-foot exit lane at the south end of Parcel A.
5. Parking includes 14 spaces on Parcel A, including 1 ADA space, and 45 spaces on Parcel B, including 2 ADA spaces and 1 EV charging space. Based on the Zoning Code, the parking count and layout are adequate.
6. Based on the submitted Trip Generation Statement and Drive-Through Analysis, the redevelopment is expected to generate fewer than 50 new external trips per hour; therefore, a traffic study is not anticipated.

UTILITIES

7. City records show two existing 8-inch water mains, both built in 1954, along Brice Road and East Main Street. Because the Site Plan does not identify the serving main, staff requested that all existing utilities, tie-in locations, and proposed service lines be shown.

8. City records show an existing 8-inch sanitary sewer, built in 1978, near the northwest corner of the site. The Site Plan does not show existing or proposed service lines, so staff requested that all utilities, tie-in locations, and proposed service lines be identified.

STORMWATER

9. City records show stormwater from the site is collected by parking lot catch basins and conveyed to the 24-inch storm sewer on East Main Street. Because the plans do not identify the proposed tie-in, staff requested that all existing storm infrastructure, tie-in points, and proposed storm service lines be shown on the Site Plan.
10. Because the site is already nearly fully impervious, the redevelopment is expected to have minimal impact on stormwater quantity, and quantity control will likely not be required. However, if earth disturbance exceeds one acre, stormwater quality treatment requirements may apply. Staff requested the total disturbed area to confirm whether quality measures will be required.

CONDITIONAL USE

11. A Conditional Use Application has been submitted for Food Service – Quick Service/Fast Food with Drive-Through under Section 1109.13 of the Reynoldsburg Zoning Code. This applies only to Parcel A, the proposed Dutch Bros Coffee.

OTHER

12. The proposed site improvements fall within the anticipated influence area of the City's planned Brice Road and East Main Street improvement project. As currently configured, the site—particularly the Dutch Bros drive-through aisle—may conflict with future roadway modifications. Staff recommends revising the Site Plan and Site Grading Plan to demonstrate a layout that will remain functional and compliant after the intersection project is constructed, including any needed changes to access, circulation, and site features. Construction is anticipated in 2028, with design beginning in July 2026. More than \$6 million has been secured for the project.

*All submissions must include a physical and digital copy. The physical copy may be dropped off or mailed to the address above. The digital copy can be submitted to the Building Department at: permit@reynoldsburg.gov

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

PLANNING AND ZONING BOARD VARIANCE AND CONDITIONAL USE APPLICATION

Property Address: 6320 Main Street	Parcel ID#(s): 060-008388-00
--	--

I. PROPERTY OWNER OF RECORD

Property Owner Name(s): RIDGECREST REYNOLDSBURG I LLC	
Contact Email: tmayberry@toldmn.com	Contact Phone Number: 612-812-4533

II. BUSINESS/TENANT INFORMATION (IF APPLICABLE)

Business Name:	Contact Name:
Contact Email:	Contact Phone Number:
Description of Use:	

III. APPLICANT INFORMATION

Applicant Name: Trent Mayberry	Applicant Address: 2277 Highway 36 W, Roseville, MN 55113
Applicant Phone Number: 612-812-4533	Applicant Email: tmayberry@toldmn.com
<input checked="" type="checkbox"/> Property Owner <input type="checkbox"/> Business Owner/Tenant <input type="checkbox"/> Contractor <input type="checkbox"/> Architect/Engineer <input type="checkbox"/> Owner's Consent Attached.	

PROJECT INFORMATION

CHECK AND DESCRIBE IF APPLICABLE: Variance Conditional Use Variance or Conditional Use Extension (\$50)
 Residential (single-family residential only)(\$200) Non-Residential (all residential except single-family residential)(\$450) Engineering Report (\$750 [min])

Description of Project: This application is to request a CUP for Food Service - Quick Service/Fast Food with Drive-Through pursuant to Section 1109.13 of the Reynoldsburg zoning code to coincide with the construction of an approximately 1,025 square foot Dutch Bros Coffee Shop. Dutch Bros is a limited-menu beverage service use without table service or traditional sit-down dining area. The proposed development includes a drive-thru service window, a walk-up window for pedestrian service, an outdoor patio, dedicated vehicular and bicycle parking, pedestrian/vehicle accessways, and a dedicated trash enclosure.

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: **Trent Mayberry** Digitally signed by Trent Mayberry Date: 2026.02.25 13:44:04 -05'00' Date: 2/25/26
 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 Districts: BMD

Additional Approval Required

- Major/Minor Site Plan
 Other: _____

P&Z Administrator: _____ Date: _____

PZB Meeting	
Date:	_____
<input type="checkbox"/>	Approved as Submitted
<input type="checkbox"/>	Approved w/ Conditions
<input type="checkbox"/>	Tabled
<input type="checkbox"/>	Denied
<input type="checkbox"/>	Withdrawn

Section 1109.11.D

STANDARDS FOR VARIANCE

No variance in the strict application of the provisions of this Code shall be granted unless the Planning and Zoning Board makes specific findings of fact, based on the evidence presented to it, which supports conclusions that the variance conforms to the following standards:

- 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 conditional use in the zone or district in which the subject property is situated.
- 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 is 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.

Section 1109.13.D

STANDARDS FOR ALL CONDITIONAL USES

Upon reviewing an application for a conditional use, the Planning and Zoning Administrator or the Planning and Zoning Board (PZB), as applicable, shall consider whether the application provides adequate evidence that the proposed conditional use is consistent with the following standards:

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

In approving a conditional use, the Planning and Zoning Administrator or the PZB, as applicable, may impose such conditions as deemed necessary to protect the public welfare, preserve the purpose and intent of this Code, to protect the character of the surrounding properties and neighborhood affected by the proposed use, and to mitigate the special impacts of the use. Such conditions may include, but shall not be limited to:

- 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, if temporary operation is determined to be a typical characteristic of the proposed use or otherwise appropriate given unique circumstances of the proposed use.

Date: **June 1, 2026**

To: **City of Reynoldsburg Planning and Zoning Board**
From: **Trent Mayberry**

RE: **Dutch Bros Coffee Conditional Use Request for Food Service – Quick Serve/Fast Food with Drive-Thru**

Project Address: **6320 Main Street**
PID: **060-008388**

Statement of Intent

This application is submitted to request a conditional use permit for **Food Service – Quick Service/Fast Food with Drive-Through** pursuant to Section 1109.13 of the Reynoldsburg zoning Code to coincide with the construction of an approximately 1,025 square foot Dutch Bros Coffee shop. Dutch Bros is a limited-menu beverage service use without table service or a traditional sit-down dining area. The proposed development includes a drive-thru, a walk-up window for pedestrian service, an outdoor patio, dedicated vehicular and bicycle parking, pedestrian/vehicle accessways, and a dedicated trash enclosure.

Narrative as it pertains to Section 1109.13.

i. **Description of the zoning district and existing uses of adjacent lots:**

Zoning is Brice & Main District (BMD) which can be found in Section 1103.15 of the Reynoldsburg Zoning Code. The existing lot is a vacant Walgreens Pharmacy with a drive-thru. Adjacent uses include Buckeye Roofing & Exteriors to the North, Dodds Bodyworks and NAPA Auto Parts to the East, Speedway Gas Station to the West, and McDonald’s with drive-thru to the South.

ii. **A statement of the conditional use for which the application is submitted:**

Applicant is requesting a conditional use permit for **Food Service – Quick Service/Fast Food with Drive-Through** pursuant to Section 1109.13.

iii. **Description of the activities proposed on the subject property:**

The property shall be used for an approximately 1,000 SF Dutch Bros coffee shop with drive-thru service and a 10,000 SF dental clinic. Dutch Bros will have 2-5 employees working at any given time depending upon how busy the location is and an estimated 200-250 customers per day (75% d/t and 25% other). Dutch Bros Coffee shops typically operate daily from 5:00 AM to 10:00 PM (Sunday–

Thursday), with extended hours until 11:00 PM on Friday and Saturday. The dentist anticipates having 40 +/- employees and 90 patients throughout the day at full capacity and. The dentist hours are 9-5 Monday to Friday and closed on weekends.

- iv. **Site Plan:** (See attached)
- v. **A narrative statement describing the compatibility of the proposed use with the existing uses of adjacent lots and with the Land Use Plan, 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:**

Existing adjacent lots contain automobile and drive-thru oriented businesses including fueling stations, drive-thru bank services, drive-thru fast-food restaurants, and autobody shops. These adjacent developments are mostly single-tenant with off-street parking lots and also zoned BMD.

The proposed Dutch Bros Coffee shop and Dental Clinic share some of these characteristics but also improve upon them. Our project has a mix of uses in a coffee shop and a dental clinic, features pedestrian-friendly site design with cross walk connections from Main Street and between the buildings, has bike racks available at each building, and accommodates the City's future plans for realignment of Brice Road.

The building facades, outdoor patio for Dutch Bros and Dentist entrance are oriented to Main Street with the majority of parking stalls accessible from the rear or sides of the buildings. There will be wayfinding signage throughout the project to welcome and direct visitors.

The proposed Dutch Bros and Dentist will utilize the two existing access points ***which are being modified to become code compliant***. One access point is from Main Street and the second access point is from Brice Road.

There will be a Reciprocal Easement Agreement (REA) in that requires shared parking, access, and circulation between the businesses. This recorded easement ensures efficient traffic circulation and parking for planned and future uses.

The development will have minimal effect on the adjacent lots in terms of noise, glare, odor, fumes, or vibration. Landscaping is provided to meet the requirements of Section 1105.07 which will further shield adjacent uses from the proposed business operations. Lighting provided on the proposed property will be in compliance with Section 1105.09. Stormwater management will be provided

in the form of catch basins and pipes to control stormwater runoff. Stormwater detention will not be required as the proposed development will not increase impervious area from prior uses.

vi. **Narrative as it pertains to Section 1109.13.D:**

(See Attached Letter)

vii. **Narrative as it pertains to Section 1105.13.L:**

L. **Drive-Thru Service. The following regulations shall apply to the approval and operation of drive-thru establishments:**

- i. **Loudspeakers shall be located and designed, with volume and hours of operation controlled, in a manner to minimize noise impacts on nearby residential uses.**

This parcel is not adjacent to or in the near vicinity of any residential uses. The drive-thru loudspeaker will have volume controls that can be adjusted and will not impact nearby residential uses.

- ii. **Lanes required for vehicle access to and waiting for use of a drive-thru facility shall be designed to have sufficient length to accommodate the peak number of vehicles projected to use the facility at any one (1) time, to provide escape/abort lanes for vehicles desiring to leave the stacking lanes or to avoid disabled vehicles, and to minimize impacts on the use of other required parking or drives or on the use of abutting streets and hazards to pedestrians. The Planning and Zoning Administrator or Planning and Zoning Board, as applicable, may require a traffic study which documents the projected vehicular use of the proposed facilities and evidence of compliance with the provisions of this Zoning Code.**

The drive-thru lane for Dutch Brothers Coffee provides stacking for 10 cars with an escape lane. This is more than adequate stacking according to the traffic study attached hereto and applicant's own experience developing multiple coffee shops including d/t only facilities. Applicant's prior coffee shop developments have typically included stacking for 7-10 cars often times without escape lanes.

A variance is being requested due to the hardships noted within the variance application related to providing an escape / abort lane for the entire length of the drive-thru.

- iii. **The Planning and Zoning Administrator or Planning and Zoning Board, as applicable, may impose restrictions on the hours of operation in order to reduce inappropriate impacts on abutting uses and on street traffic and to ensure compatibility with normal vehicular activity in the district.**

Noted. There is a Reciprocal Easement Agreement (REA) in place that requires shared parking, access, and circulation between the businesses. This ensures efficient traffic circulation and parking for planned and future uses.

- iv. **The applicant shall so design the site plan or otherwise provide assurances as to reduce the impacts of lighting, litter, noise, and exhaust resulting from the facility, especially impacts on nearby residential uses.**

Noted. Site lighting has been designed in conformance to Section 1105.09. Enclosed trash receptacles will be provided for Dutch Bros customers and covered dumpsters are provided in separate trash enclosures for Dutch Bros and the dental clinic to minimize the potential for litter. This parcel is not adjacent to or in the near vicinity of any residential uses that may be impacted by noise or exhaust related to the proposed uses.

Standards for Conditional Use (Section 1109.13.D)

Upon review of the application, the following findings of fact are presented to demonstrate consistency with the City of Reynoldsburg standards:

1. Harmony with Existing Character The proposed Dutch Bros Coffee shop is designed to be in harmony with the intended commercial character of the Insight Districts. By remodeling the existing building on-site to accommodate a dental clinic and adding a new, high-quality coffee shop, the project enhances the aesthetic and functional utility of the area without changing its essential commercial character. The proposed food service use is consistent with the purpose and intent of the Zoning Code and will not be injurious to the surrounding area or detrimental to the public welfare. The use supports commercial revitalization by replacing a long-vacant building with an active, customer-serving use.

2. Impact on Adjacent Property The subject property is located within a corridor characterized by commercial, drive-thru restaurants, and automotive-oriented uses. The proposed quick-service/fast food with drive-thru use will not adversely affect the use of adjacent properties which include an autobody shop, roofing company, autoparts store, gas station and fast-food operation. The site plan includes dedicated refuse areas, professional landscaping, more than adequate stacking for the drive-thru, and parking that meets or exceeds Code to ensure that operations remain self-contained and compatible with the neighboring uses.

3. Health, Safety, Morals, and Welfare The project is designed to protect the health, safety, and welfare of those residing or working in the neighborhood. The inclusion of bike racks, crosswalk connections, wayfinding signage, adequate parking and stacking, and a walk-up window for pedestrian service ensures that the site is accessible and safe for both vehicular and non-vehicular traffic.

4. Public Facilities and Services The site will be adequately served by all necessary public facilities, including roads, police and fire protection, water, and sanitary sewer. The project is a redevelopment of an existing site, utilizing established infrastructure.

5. Traffic Impact The proposed coffee shop will not impose a traffic impact significantly different from that anticipated for permitted uses in BMD and Insight Districts. The drive-thru and site circulation have been engineered to manage volume efficiently within the property boundaries. Dutch Bros utilizes various staff members (line busters, drink runners, and traffic controllers) to help reduce queues during peak periods. The additional staff members allow orders to be placed with iPads to expedite the ordering process. Parking meets or exceeds code for both vehicles and bicycles and there will be a Reciprocal Easement Agreement (REA) between the properties to afford greater flexibility with parking and access today and in the future.

6. Accordance with City Plans The use is in accord with the general and specific objectives of the Reynoldsburg Zoning Code and Land Use Plan. It promotes economic

development on a primary corridor (Main Street) in a manner consistent with modern commercial standards. In addition, the project includes transit supportive development standards such as pedestrian walkways connecting streets to buildings and on-site facilities for pedestrian, bike, and vehicular travel. The adaptive reuse of a portion of the former pharmacy for the dental building also checks the priority of infill and suburban retrofit.

7. Compliance with Code Provisions The proposed Dutch Bros complies or will comply (bldg. setback to Brice Road post realignment) with applicable specific provisions and standards of the City Code except for public entrances into the building which is for employees only. Dutch Bros building, trash enclosure, parking areas, landscaping, bicycle racks, lighting, patio area, pedestrian connections, and service areas have been situated to meet or exceed Code requirements.

8. Definition and Intent of Use The proposed use meets the definition and intent of "Food Service - Quick Serve/Fast Food with Drive-Thru," which is specifically listed as a conditional use for the BMD district.

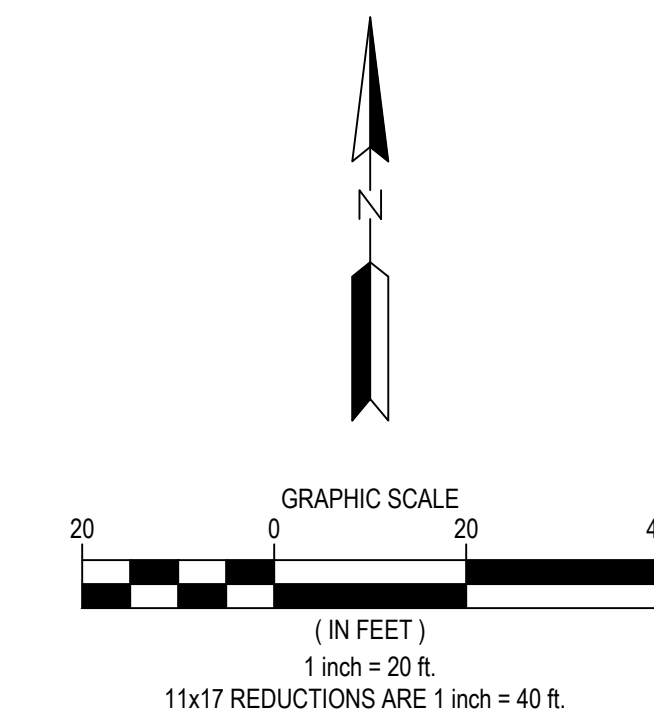
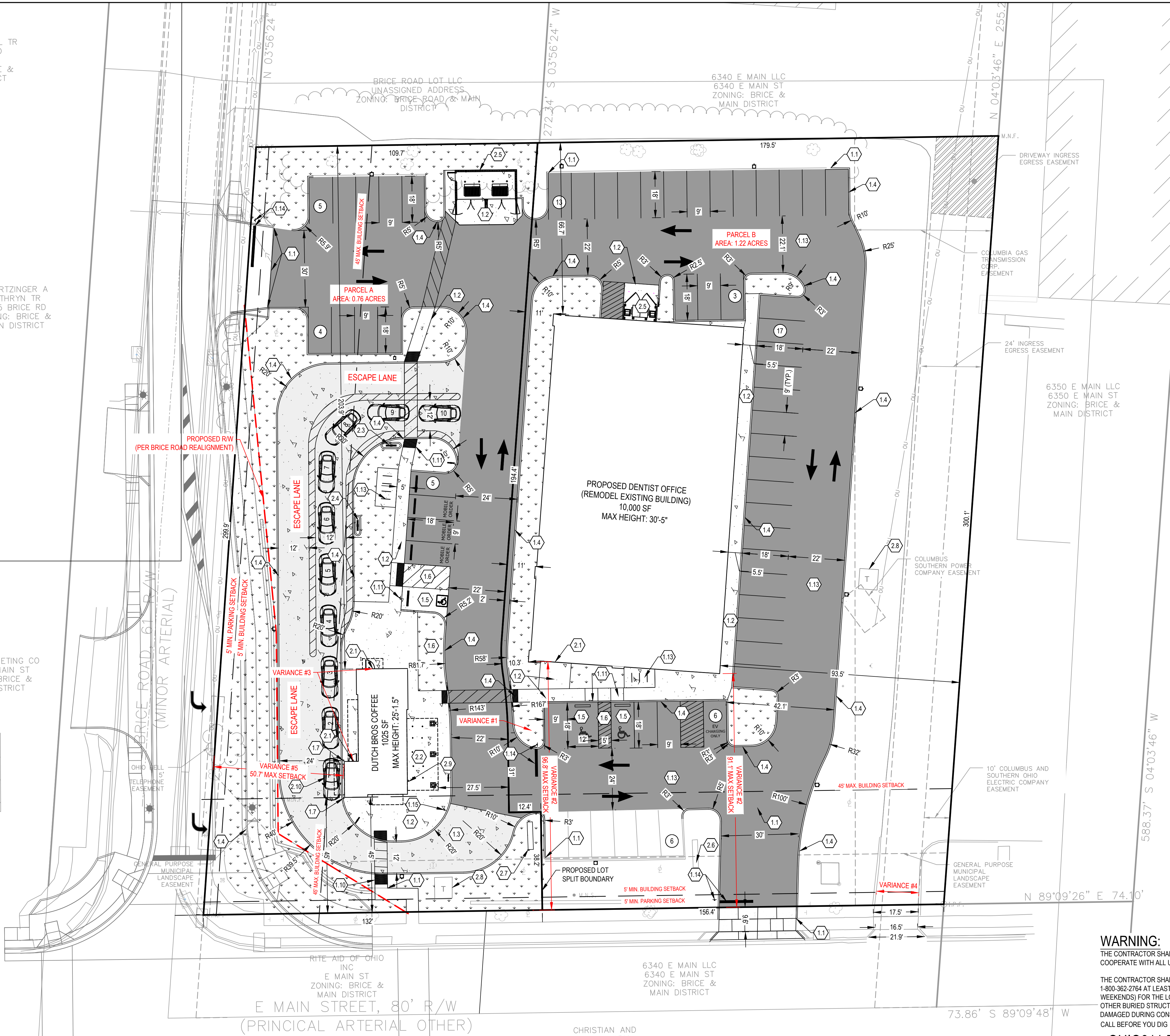
Conclusion

Based on the evidence provided, the standards set forth in Section 1109.13.D for Food service – Quick Service/Fast Food with Drive-Through are satisfied. We respectfully request that the Board approve this Conditional Use Permit to allow for operation of a Dutch Bros Coffee Shop with drive-through that offers a "people-first" drive-thru coffee model, focusing on speed, convenience, and energetic customer service to build community connections and deliver customizable beverages to the City of Reynoldsburg.

GEORGE NIKKI L TR
UNASSIGNED ADDRESS
ZONING: BRICE &
MAIN DISTRICT

SCHIRTZINGER A
KATHRYN TR
1255 BRICE RD
ZONING: BRICE &
MAIN DISTRICT

EMRO MARKETING CO
6312 E MAIN ST
ZONING: BRICE &
MAIN DISTRICT



LEGEND

- PROPERTY BOUNDARY
- LOT LINE
- EASEMENT LINE
- SETBACK LINE
- RIGHT OF WAY LINE
- EXISTING PROPERTY LINE
- CURB
- CONSTRUCTION LIMITS
- BITUMINOUS PAVEMENT
- CONCRETE SIDEWALK
- CONCRETE PAVEMENT
- GRASS / LANDSCAPING
- PROPOSED PARKING COUNT

NOTES

1. SEE SHEET G-002 FOR ADDITIONAL PROJECT NOTES.
2. DIMENSIONS ARE SHOWN TO FACE OF CURB, UNLESS NOTED OTHERWISE.
3. DESIGNED BY OTHERS ITEMS SHOWN FOR REFERENCE ONLY. EXACT LOCATION, DETAIL, AND DESIGN ARE BY OTHERS. COORDINATE WITH PROJECT PARTNERS TO OBTAIN RELATED CONSTRUCTION DOCUMENTS/ DRAWINGS.
4. VARIANCE DESCRIPTIONS:
 VARIANCE #1: SECTION 1105.01.G.iii (PARKING LOT SCREENING)
 VARIANCE #2: SECTION 1103.15.ii (BUILDING SETBACK)
 VARIANCE #3: SECTION 1105.21.C.i (PRIMARY STREET FRONTAGE ENTRY)
 VARIANCE #4: SECTION 1105.01.G.vi (MINIMUM AISLE WIDTH)
5. NO WATERBODIES LOCATED WITHIN 150' OF THE PROJECT PARCEL.

KEYNOTES

1. STANTEC DESIGN ITEMS
 - 1.1. MATCH AND MATCH EXISTING
 - 1.2. CONCRETE SIDEWALK - SEE DETAIL 2/C-802
 - 1.3. CONCRETE PAVEMENT - SEE DETAIL 4/C-802
 - 1.4. CURB - SEE DETAIL R-8/C-801
 - 1.5. ACCESSIBLE PARKING STALL WITH ACCESS AISLE AND SIGN - SEE DETAIL 5/C-801
 - 1.6. ADA ACCESS AISLE - SEE DETAILS 5/C-801
 - 1.7. BOLLARD (TYP) - SEE DETAILS 1/C-803
 - 1.8. PAVEMENT STRIPE (TYP) - SEE DETAILS 5/C-802
 - 1.9. PAINTED PAVEMENT MARKINGS - SEE DETAILS 5/C-802
 - 1.10. PUBLIC CONCRETE SIDEWALK - SEE DETAILS R-9/C-801
 - 1.11. CURB RAMPS - SEE DETAILS R-10B/C-803
 - 1.12. BIKE PARKING
 - 1.13. ASPHALT PAVEMENT - SEE DETAILS 3/C-802
 - 1.14. STOP SIGN AND STOP BAR - SEE DETAILS 5.6/C-802
 - 1.15. 'DO NOT ENTER ONE WAY' SIGN - SEE DETAIL 6/C-802
2. ITEMS DESIGNED BY OTHERS
 - 2.1. DOOR
 - 2.2. CANOPY/BUILDING OVERHANG
 - 2.3. MENU BOARD
 - 2.4. MENU/ORDERING BOARD
 - 2.5. TRASH ENCLOSURE AND CONCRETE PAD
 - 2.6. NEW SIGN PANELS ON EXISTING MONUMENT SIGN
 - 2.7. MONUMENT SIGN
 - 2.8. INSTALL SALVAGED TRANSFORMER ON NEW PAD
 - 2.9. WALK-UP SERVICE WINDOW
 - 2.10. DRIVE-THRU SERVICE WINDOW

WARNING:

THE CONTRACTOR SHALL BE RESPONSIBLE FOR CALLING FOR LOCATIONS OF ALL EXISTING UTILITIES. THEY SHALL COOPERATE WITH ALL UTILITY COMPANIES IN MAINTAINING THEIR SERVICE AND/OR RELOCATION OF LINES.

THE CONTRACTOR SHALL CONTACT OHIO UTILITIES PROTECTION SERVICE (OUPS) BEFORE YOU DIG AT 811 OR 1-800-362-2764 AT LEAST 2 BUSINESS DAYS IN ADVANCE (EXCLUDING THE DAY OF THE REQUEST, HOLIDAYS AND WEEKENDS) FOR THE LOCATIONS OF ALL UNDERGROUND WIRES, CABLES, CONDUITS, PIPES, MANHOLES, VALVES OR OTHER BURIED STRUCTURES BEFORE DIGGING. THE CONTRACTOR SHALL REPAIR OR REPLACE THE ABOVE WHEN DAMAGED DURING CONSTRUCTION AT NO COST TO THE OWNER.

CALL BEFORE YOU DIG

OHIO811 BEFORE YOU DIG



DIAL 811
TOLL FREE: 800-362-2764



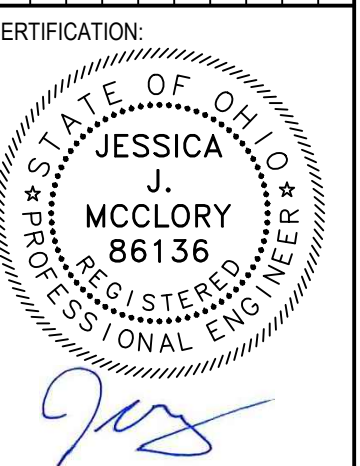
1500 LAKE SHORE DRIVE
SUITE 100
COLUMBUS, OH 43204
WWW.STANTEC.COM

CLIENT:
RIDGECREST REYNOLDSBURG I LLC
3700 74TH STREET
BROOKLYN PARK, MN 55443

6320 E MAIN ST REDEVELOPMENT

REYNOLDSBURG, OHIO

PROJECT TITLE	ISSUE NO.
6320 E MAIN ST REDEVELOPMENT	1

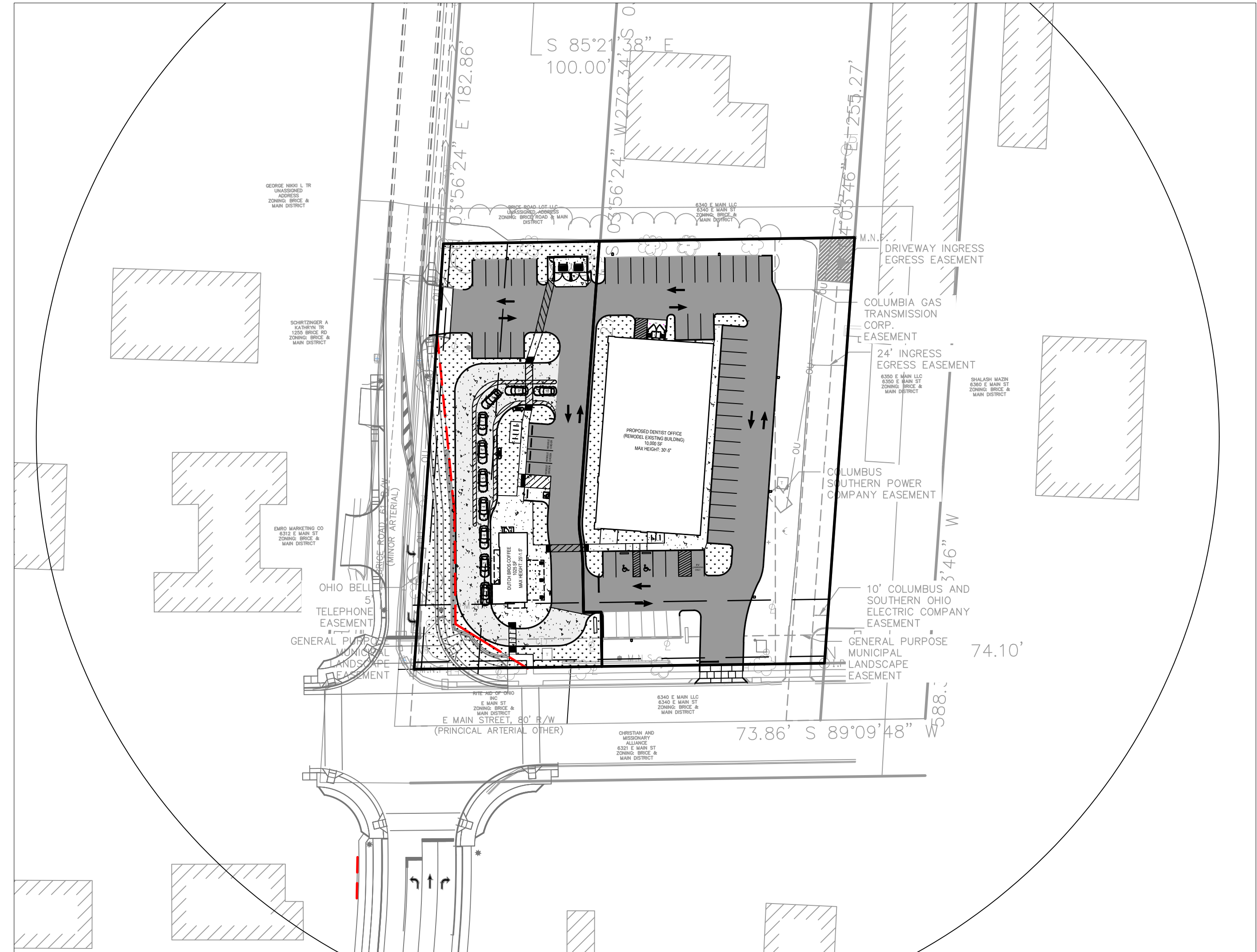
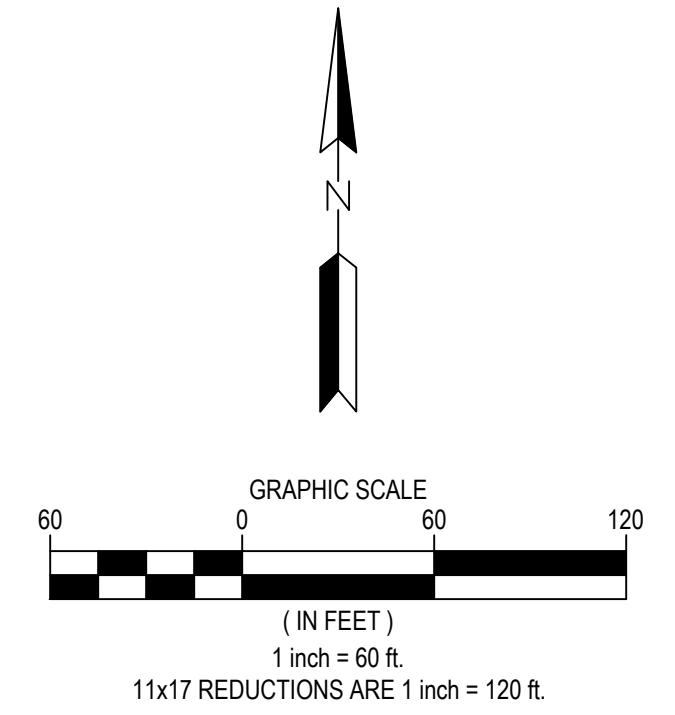


PROJECT NO.:	190300623	
DWN BY:	CHKD BY:	APPD BY:
MED	LDC	JJM
ISSUE DATE:	02/26/2026	
ISSUE NO.:	#1	
SHEET TITLE:	SITE PLAN	
SHEET NO.:	C-101	

SITE ANALYSIS TABLE	
SITE INFORMATION	
LEGAL DESCRIPTION	MAIN STREET R21 T12 S13
ADDRESS	6320 MAIN ST
SUBJECT PROPERTY TOTAL AREA	1.983 ACRES
EXISTING ZONING	BRICE & MAIN DISTRICT
PROPOSED USE	FOOD SERVICE - QUICK SERVE/FAST FOOD WITH DRIVE THRU & MEDICAL - CLINIC
WATER BODIES	NO WATER BODIES LOCATED WITH IN 150' OF THE PROPOSED DEVELOPMENT
SETBACK SUMMARY	
SETBACK	DISTANCE (FT.)
FRONT YARD (MIN./MAX.)	MIN. 5', MAX. 20' FROM ROW
MAX. FRONT SETBACK WHEN SUBJECT TO MUNICIPAL LANDSCAPE EASEMENT	MAX. 45' FROM ROW
SIDE YARD	10' FROM LOT
REAR YARD	10' FROM LOT
PARKING SUMMARY	
REDUCED PARKING REQUIREMENT TOTAL: (5.4 + 45 STALLS = 50.4)	51 STALLS
PROPOSED SHARED PARKING TOTAL: (14 + 45 STALLS)	59 STALLS

PARCEL A SITE ANALYSIS TABLE	
SITE INFORMATION	
PARCEL A AREA	33,736 SF = 0.77 ACRES
EXISTING ZONING	BRICE & MAIN DISTRICT
PROPOSED USE	FOOD SERVICE - QUICK SERVE/FAST FOOD WITH DRIVE THRU
BUILDING HEIGHT	MIN. 22'/MAX. 25'-1.5"
PARKING SUMMARY	
CODE REQUIREMENT	PROPOSED
FOOD SERVICE W/DRIVE THRU	1 STALL FOR EACH 200 S.F. FLOOR AREA 1025 S.F./200 = 6 STALLS
ACCESSIBLE PARKING	N/A
REDUCED PARKING REQUIREMENT	6 STALLS - 10% = 5.4 STALLS
PARCEL A PROVIDED PARKING	14 STALLS
QUEUE / STACKING	N/A
	10 VEHICLES
IMPERVIOUS AREA	23,914 SF = 0.55 ACRES
PERVIOUS AREA	9,822 SF = 0.22 ACRES
OPEN SPACE (20% MIN./30% MAX.)	9,822 SF/33,736 SF = 29%

PARCEL B SITE ANALYSIS TABLE	
SITE INFORMATION	
PARCEL B AREA	52,611 SF = 1.21 ACRES
EXISTING ZONING	BRICE & MAIN DISTRICT
PROPOSED USE	MEDICAL - CLINIC
BUILDING HEIGHT	MIN. 25'-5"/MAX. 30'-5"
PARKING SUMMARY	
CODE REQUIREMENT	PROPOSED
MEDICAL CLINIC	1 STALL FOR EACH 200 S.F. FLOOR AREA 10,000 S.F./200 = 50 STALLS
ACCESSIBLE PARKING	N/A
EV PARKING	1 EV SUPPLY SYSTEM EQUIPMENT (EVSE) INSTALLED FOR 20 OR MORE PARKING SPACES
REDUCED PARKING REQUIREMENT	50 STALLS - 5 (10% PUBLIC TRANSIT REDUCTION) = 45 STALLS
PARCEL B PROVIDED PARKING	45 STALLS
IMPERVIOUS AREA	39,437 SF = 0.91 ACRES
PERVIOUS AREA	13,174 SF = 0.30 ACRES
OPEN SPACE (20% MIN./30% MAX.)	13,174 SF/52,611 SF = 25%



1500 LAKE SHORE DRIVE
SUITE 100
COLUMBUS, OH 43204
WWW.STANTEC.COM

CLIENT:
RIDGECREST REYNOLDSBURG I LLC
3700 74TH STREET
BROOKLYN PARK, MN 55443

6320 E MAIN ST REDEVELOPMENT

REYNOLDSBURG, OHIO

PROJECT TITLE

ISSUE NO. 1

DESCRIPTION:
SITE PLAN - CLIENT REVIEW

DATE:
01/28/2026



CERTIFICATION:
PROJECT NO.: 190300623

DWN BY: MED CHKD BY: LDC APPD BY: JJM

ISSUE DATE: 02/26/2026

ISSUE NO.: #1

SHEET TITLE:
OVERALL SITE PLAN

SHEET NO.:
C-100

WARNING:

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CALL BEFORE YOU DIG

OHIO811 BEFORE YOU DIG

DIAL 811
TOLL FREE: 800-362-2764



To: City of Reynoldsburg
Review Staff
File: 190300623

From: Matt Crim, P.E., PTOE
Stantec Consulting Services Inc
Date: May 21, 2026

**Reference: 6320 E Main Street Redevelopment
Trip Generation Statement and Drive-Through Queueing Analysis**

The petitioner proposes to redevelop the property at 6320 E Main Street in Reynoldsburg, Ohio. There is currently a vacant Walgreens on the property with a primary access point to E Main Street and a secondary access point to Brice Road. The project location is shown in **Figure 1**.



Figure 1: Project Location

The property will be redeveloped to include a 10,000 square-foot dental office and a 1,025 square-foot Dutch Bros Coffee Shop with a single drive-through lane and a full escape lane. No changes to the driveway connections are proposed. A site plan is provided in **Attachment A**.

**Reference: 6320 E Main Street Redevelopment
Trip Generation Statement and Drive-Through Queueing Analysis**

Trip Generation

Daily, AM peak-hour of generator, AM peak-hour of adjacent street traffic, PM peak-hour of generator, and PM peak-hour of adjacent street traffic for the redevelopment was estimated using the Institute of Transportation Engineers (ITE), *Trip Generation Manual – the 12th Edition (2025)*. Land Use Code 720 (Medical-Dental Office Building) and Land Use Code 938 (Coffee/Donut Shop with Drive-Through Window and No Indoor Seating) were used for the trip generation estimates. To account for the interaction between land uses, internal capture was estimated based on information contained in the ITE *Trip Generation Handbook, 3rd Edition*. Internal capture percentages between mixed-use land uses were obtained from Table 6.1 and Table 6.2 on pages 57 and 58 of the ITE *Trip Generation Handbook*. The pass-by capture for the coffee shop was estimated from the ITE *Trip Generation Manual 12th Edition*. **Table 1** summarizes the trip generation. The detailed trip generation, internal capture, and pass-by capture calculations are provided in **Attachment B**. As shown in **Table 1**, the redevelopment is estimated to generate less than 50 hourly new external trips.

Table 1: Trip Generation

Time Period	ITE Land Use Code	Development Size	Gross Trip Generation			Internal Capture %	Pass-by %	New External Trips		
			Total	Enter	Exit			Total	Enter	Exit
Daily	Medical-Dental Office Building - 720	10,000 SF	331	166	165	--	0%	331	166	165
	Coffee/Donut Shop with Drive-Through Window and No Indoor Seating - 938	1 Drive-Through Lane	179	90	89	--	82%	32	16	16
	TOTAL			510	256	254	--	29%	363	182
AM Peak-Hour of Generator	Medical-Dental Office Building - 720	10,000 SF	42	23	19	19%	0%	34	20	14
	Coffee/Donut Shop with Drive-Through Window and No Indoor Seating - 938	1 Drive-Through Lane	46	23	23	17%	90%	4	2	2
	TOTAL			88	46	42	18%	39%	38	22
AM Peak-Hour of Adjacent Street Traffic	Medical-Dental Office Building - 720	10,000 SF	30	23	7	23%	0%	23	20	3
	Coffee/Donut Shop with Drive-Through Window and No Indoor Seating - 938	1 Drive-Through Lane	40	20	20	18%	90%	3	1	2
	TOTAL			70	43	27	20%	42%	26	21
PM Peak-Hour of Generator	Medical-Dental Office Building - 720	10,000 SF	46	18	28	0%	0%	46	18	28
	Coffee/Donut Shop with Drive-Through Window and No Indoor Seating - 938	1 Drive-Through Lane	17	9	8	0%	98%	0	0	0
	TOTAL			63	27	36	0%	26%	46	18
PM Peak-Hour of Adjacent Street Traffic	Medical-Dental Office Building - 720	10,000 SF	31	9	22	0%	0%	31	9	22
	Coffee/Donut Shop with Drive-Through Window and No Indoor Seating - 938	1 Drive-Through Lane	15	8	7	0%	98%	0	0	0
	TOTAL			46	17	29	0%	32%	31	9

Reference: 6320 E Main Street Redevelopment
Trip Generation Statement and Drive-Through Queueing Analysis

Drive-Through Queue Analysis

As shown on the site plan in **Attachment A**, 10 vehicles will be able to queue in the drive-through lane for the Dutch Bros Coffee Shop. In addition, a full escape lane is provided. The 10 vehicle drive-through stacking is the typical configuration for Dutch Bros Coffee Shops. To demonstrate that the 10 vehicle drive-through stacking will be appropriate, an M/M/s queueing model was run to estimate the drive-through lane queue. The M/M/s queueing model represents the queue length where arrivals are generated according to a Poisson process with an exponential distribution of the interarrival times and service times using a single server. An average arrival rate (λ) of 23 vehicles per hour was used. This is based on the peak gross trip generation (AM peak-hour of generator) estimated by ITE. To be conservative, all 23 vehicles were assumed to use the drive-through lane and not park to use the mobile order option. An average service rate (μ) of 30 vehicles per hour was used. This is based on the typical average service time of two minutes that Dutch Bros takes to process an order.

The M/M/s queueing model demonstrates that there is expected to be approximately three (3) to four (4) vehicles in the drive-through lane. Additionally, there is a 95% probability that no more than 10 vehicles will be in the drive-through lane. The queueing analysis is provided in **Attachment C**. Dutch Bros Inc. has a contingency plan for each of their coffee shops to ensure drive-through queues do not stack beyond the drive-through lane and onto the adjacent public streets during peak periods of operation or special events. This is accomplished by placing various staff members (line busters, drink runners, and traffic controllers) to help reduce queues during peak periods. The additional staff members allow orders to be placed with iPads to expedite the ordering process.

In the unlikely event that more than 10 vehicles are queued for the drive-through, there is +/-150 feet of onsite stacking prior to queued vehicles reaching the access point on Brice Road and +/-300 feet of onsite stacking prior to queued vehicles reaching the access point on E Main Street. This will allow for six (6) more vehicles (150 feet / 25 feet per vehicle) to queue onsite back to the Brice Road access point and 12 more vehicles (300 feet / 25 feet per vehicle) to queue onsite back to the E Main Street access point. Therefore, the proposed drive-through configuration is not anticipated to create queues that stack onto the adjacent public streets.

Sincerely,

Stantec Consulting Services Inc.



Matthew Crim, P.E., PTOE

Senior Associate

Ph: 513-842-8229

matt.crim@stantec.com

Attachments: A: Site Plan
B: Detailed Trip Generation, Internal Capture, and Pass-By Capture Calculations
C: Queueing Analysis

ATTACHMENT A

SITE PLAN

ATTACHMENT B

DETAILED TRIP GENERATION, INTERNAL CAPTURE, AND PASS-BY CAPTURE CALCULATIONS

6320 E MAIN STREET REDEVELOPMENT TRIP GENERATION

Time Period	ITE Land Use Code	Variable	Size	Trip Rate/Equation	Enter Split	Exit Split	Gross Trip Generation			Internal Capture %	Internal Capture Trips			Pass-by % ¹	Pass-by Capture Trips			New External Trips		
							Total	Enter	Exit		Total	Enter	Exit		Total	Enter	Exit	Total	Enter	Exit
Daily	Medical-Dental Office Building - 720	Per 1,000 SF	10,000	$T = 40.60(x) - 75.15$	50%	50%	331	166	165	--	--	--	--	0%	0	0	0	331	166	165
	Coffee/Donut Shop with Drive-Through Window and No Indoor Seating - 938	Per Drive-Through Lane	1	$T = 179.00(x)$	50%	50%	179	90	89	--	--	--	--	82%	147	74	73	32	16	16
	TOTAL							510	256	254	--	--	--	--	29%	147	74	73	363	182
AM Peak-Hour of Generator	Medical-Dental Office Building - 720	Per 1,000 SF	10,000	$T = 4.17(x) + 0.70$	55%	45%	42	23	19	19%	8	3	5	0%	0	0	0	34	20	14
	Coffee/Donut Shop with Drive-Through Window and No Indoor Seating - 938	Per Drive-Through Lane	1	$T = 45.71(x)$	50%	50%	46	23	23	17%	8	5	3	90%	34	16	18	4	2	2
	TOTAL							88	46	42	18%	16	8	8	39%	34	16	18	38	22
AM Peak-Hour of Adjacent Street Traffic	Medical-Dental Office Building - 720	Per 1,000 SF	10,000	$\ln(T) = 0.90\ln(x) + 1.33$	78%	22%	30	23	7	23%	7	3	4	0%	0	0	0	23	20	3
	Coffee/Donut Shop with Drive-Through Window and No Indoor Seating - 938	Per Drive-Through Lane	1	$T = 39.81(x)$	50%	50%	40	20	20	18%	7	4	3	90%	30	15	15	3	1	2
	TOTAL							70	43	27	20%	14	7	7	42%	30	15	15	26	21
PM Peak-Hour of Generator	Medical-Dental Office Building - 720	Per 1,000 SF	10,000	$T = 5.40(x) - 8.32$	40%	60%	46	18	28	0%	0	0	0	0%	0	0	0	46	18	28
	Coffee/Donut Shop with Drive-Through Window and No Indoor Seating - 938	Per Drive-Through Lane	1	$T = 17.15(x)$	50%	50%	17	9	8	0%	0	0	0	98%	17	9	8	0	0	0
	TOTAL							63	27	36	0%	0	0	0	26%	17	9	8	46	18
PM Peak-Hour of Adjacent Street Traffic	Medical-Dental Office Building - 720	Per 1,000 SF	10,000	$T = 3.70(x) - 5.75$	30%	70%	31	9	22	0%	0	0	0	0%	0	0	0	31	9	22
	Coffee/Donut Shop with Drive-Through Window and No Indoor Seating - 938	Per Drive-Through Lane	1	$T = 15.08(x)$	50%	50%	15	8	7	0%	0	0	0	98%	15	8	7	0	0	0
	TOTAL							46	17	29	0%	0	0	0	32%	15	8	7	31	9

1. Daily pass-by capture is not available for LUC 938. Daily pass-by capture from LUC 937 was used.

NCHRP 684 Internal Trip Capture Estimation Tool			
Project Name:	6320 E Main St Redevelopment	Organization:	
Project Location:	Reynoldsburg, OH	Performed By:	
Scenario Description:	Buildout	Date:	
Analysis Year:	2028	Checked By:	
Analysis Period:	AM Peak Hour of Generator	Date:	

Table 1-A: Base Vehicle-Trip Generation Estimates (Single-Use Site Estimate)						
Land Use	Development Data (For Information Only)			Estimated Vehicle-Trips ³		
	ITE LUCs ¹	Quantity	Units	Total	Entering	Exiting
Office	720	10,000	sf	42	23	19
Retail				0		
Restaurant	938	1	Drive-Thru Lanes	46	23	23
Cinema/Entertainment				0		
Residential				0		
Hotel				0		
All Other Land Uses ²				0		
				88	46	42

Table 2-A: Mode Split and Vehicle Occupancy Estimates						
Land Use	Entering Trips			Exiting Trips		
	Veh. Occ. ⁴	% Transit	% Non-Motorized	Veh. Occ. ⁴	% Transit	% Non-Motorized
Office						
Retail	1.00	0%	0%	1.00	0%	0%
Restaurant	1.00	0%	0%	1.00	0%	0%
Cinema/Entertainment						
Residential						
Hotel						
All Other Land Uses ²	1.00	0%	0%	1.00	0%	0%

Table 3-A: Average Land Use Interchange Distances (Feet Walking Distance)						
Origin (From)	Destination (To)					
	Office	Retail	Restaurant	Cinema/Entertainment	Residential	Hotel
Office						
Retail						
Restaurant						
Cinema/Entertainment						
Residential						
Hotel						

Table 4-A: Internal Person-Trip Origin-Destination Matrix*						
Origin (From)	Destination (To)					
	Office	Retail	Restaurant	Cinema/Entertainment	Residential	Hotel
Office						
Retail	0					
Restaurant	3	0				
Cinema/Entertainment	0	0	0			
Residential	0	0	0	0		
Hotel	0	0	0	0	0	

Table 5-A: Computations Summary			
	Total	Entering	Exiting
All Person-Trips	88	46	42
Internal Capture Percentage	18%	17%	19%
External Vehicle-Trips ⁵	72	38	34
External Transit-Trips ⁶	0	0	0
External Non-Motorized Trips ⁶	0	0	0

Table 6-A: Internal Trip Capture Percentages by Land Use		
Land Use	Entering Trips	Exiting Trips
Office	13%	26%
Retail	N/A	N/A
Restaurant	22%	13%
Cinema/Entertainment	N/A	N/A
Residential	N/A	N/A
Hotel	N/A	N/A

¹Land Use Codes (LUCs) from *Trip Generation Manual*, published by the Institute of Transportation Engineers.

²Total estimate for all other land uses at mixed-use development site is not subject to internal trip capture computations in this estimator.

³Enter trips assuming no transit or non-motorized trips (as assumed in ITE *Trip Generation Manual*).

⁴Enter vehicle occupancy assumed in Table 1-A vehicle trips. If vehicle occupancy changes for proposed mixed-use project, manual adjustments must be made to Tables 5-A, 9-A (O and D). Enter transit, non-motorized percentages that will result with proposed mixed-use project complete.

⁵Vehicle-trips computed using the mode split and vehicle occupancy values provided in Table 2-A.

⁶Person-Trips

*Indicates computation that has been rounded to the nearest whole number.

Estimation Tool Developed by the Texas A&M Transportation Institute - Version 2013.1

NCHRP 684 Internal Trip Capture Estimation Tool			
Project Name:	6320 E Main St Redevelopment	Organization:	
Project Location:	Reynoldsburg, OH	Performed By:	
Scenario Description:	Buildout	Date:	
Analysis Year:	2028	Checked By:	
Analysis Period:	AM Peak Hour of Adjacent Street Traffic	Date:	

Table 1-A: Base Vehicle-Trip Generation Estimates (Single-Use Site Estimate)						
Land Use	Development Data (For Information Only)			Estimated Vehicle-Trips ³		
	ITE LUCs ¹	Quantity	Units	Total	Entering	Exiting
Office	720	10,000	sf	30	23	7
Retail				0		
Restaurant	938	1	Drive-Thru Lanes	40	20	20
Cinema/Entertainment				0		
Residential				0		
Hotel				0		
All Other Land Uses ²				0		
				70	43	27

Table 2-A: Mode Split and Vehicle Occupancy Estimates						
Land Use	Entering Trips			Exiting Trips		
	Veh. Occ. ⁴	% Transit	% Non-Motorized	Veh. Occ. ⁴	% Transit	% Non-Motorized
Office						
Retail	1.00	0%	0%	1.00	0%	0%
Restaurant	1.00	0%	0%	1.00	0%	0%
Cinema/Entertainment						
Residential						
Hotel						
All Other Land Uses ²	1.00	0%	0%	1.00	0%	0%

Table 3-A: Average Land Use Interchange Distances (Feet Walking Distance)						
Origin (From)	Destination (To)					
	Office	Retail	Restaurant	Cinema/Entertainment	Residential	Hotel
Office						
Retail						
Restaurant						
Cinema/Entertainment						
Residential						
Hotel						

Table 4-A: Internal Person-Trip Origin-Destination Matrix*						
Origin (From)	Destination (To)					
	Office	Retail	Restaurant	Cinema/Entertainment	Residential	Hotel
Office						
Retail	0					
Restaurant	3	0				
Cinema/Entertainment	0	0	0			
Residential	0	0	0	0		
Hotel	0	0	0	0	0	

Table 5-A: Computations Summary			
	Total	Entering	Exiting
All Person-Trips	70	43	27
Internal Capture Percentage	20%	16%	26%
External Vehicle-Trips ⁵	56	36	20
External Transit-Trips ⁶	0	0	0
External Non-Motorized Trips ⁶	0	0	0

Table 6-A: Internal Trip Capture Percentages by Land Use		
Land Use	Entering Trips	Exiting Trips
Office	13%	57%
Retail	N/A	N/A
Restaurant	20%	15%
Cinema/Entertainment	N/A	N/A
Residential	N/A	N/A
Hotel	N/A	N/A

¹Land Use Codes (LUCs) from *Trip Generation Manual*, published by the Institute of Transportation Engineers.

²Total estimate for all other land uses at mixed-use development site is not subject to internal trip capture computations in this estimator.

³Enter trips assuming no transit or non-motorized trips (as assumed in ITE *Trip Generation Manual*).

⁴Enter vehicle occupancy assumed in Table 1-A vehicle trips. If vehicle occupancy changes for proposed mixed-use project, manual adjustments must be made to Tables 5-A, 9-A (O and D). Enter transit, non-motorized percentages that will result with proposed mixed-use project complete.

⁵Vehicle-trips computed using the mode split and vehicle occupancy values provided in Table 2-A.

⁶Person-Trips

*Indicates computation that has been rounded to the nearest whole number.

Estimation Tool Developed by the Texas A&M Transportation Institute - Version 2013.1

NCHRP 684 Internal Trip Capture Estimation Tool			
Project Name:	6320 E Main St Redevelopment	Organization:	
Project Location:	Reynoldsburg, OH	Performed By:	
Scenario Description:	Buildout	Date:	
Analysis Year:	2028	Checked By:	
Analysis Period:	PM Peak Hour of Generator	Date:	

Table 1-P: Base Vehicle-Trip Generation Estimates (Single-Use Site Estimate)						
Land Use	Development Data (For Information Only)			Estimated Vehicle-Trips ³		
	ITE LUCs ¹	Quantity	Units	Total	Entering	Exiting
Office	720	10,000	sf	46	18	28
Retail				0		
Restaurant	938	1	Drive-Thru Lanes	17	9	8
Cinema/Entertainment				0		
Residential				0		
Hotel				0		
All Other Land Uses ²				0		
				63	27	36

Table 2-P: Mode Split and Vehicle Occupancy Estimates						
Land Use	Entering Trips			Exiting Trips		
	Veh. Occ. ⁴	% Transit	% Non-Motorized	Veh. Occ. ⁴	% Transit	% Non-Motorized
Office						
Retail	1.00	0%	0%	1.00	0%	0%
Restaurant	1.00	0%	0%	1.00	0%	0%
Cinema/Entertainment						
Residential						
Hotel						
All Other Land Uses ²	1.00	0%	0%	1.00	0%	0%

Table 3-P: Average Land Use Interchange Distances (Feet Walking Distance)						
Origin (From)	Destination (To)					
	Office	Retail	Restaurant	Cinema/Entertainment	Residential	Hotel
Office						
Retail						
Restaurant						
Cinema/Entertainment						
Residential						
Hotel						

Table 4-P: Internal Person-Trip Origin-Destination Matrix*						
Origin (From)	Destination (To)					
	Office	Retail	Restaurant	Cinema/Entertainment	Residential	Hotel
Office		0	0	0	0	0
Retail	0		0	0	0	0
Restaurant	0	0		0	0	0
Cinema/Entertainment	0	0	0		0	0
Residential	0	0	0	0		0
Hotel	0	0	0	0	0	

Table 5-P: Computations Summary			
	Total	Entering	Exiting
All Person-Trips	63	27	36
Internal Capture Percentage	0%	0%	0%
External Vehicle-Trips ⁵	63	27	36
External Transit-Trips ⁶	0	0	0
External Non-Motorized Trips ⁶	0	0	0

Table 6-P: Internal Trip Capture Percentages by Land Use		
Land Use	Entering Trips	Exiting Trips
Office	0%	0%
Retail	N/A	N/A
Restaurant	0%	0%
Cinema/Entertainment	N/A	N/A
Residential	N/A	N/A
Hotel	N/A	N/A

¹Land Use Codes (LUCs) from *Trip Generation Manual*, published by the Institute of Transportation Engineers.

²Total estimate for all other land uses at mixed-use development site is not subject to internal trip capture computations in this estimator.

³Enter trips assuming no transit or non-motorized trips (as assumed in ITE *Trip Generation Manual*).

⁴Enter vehicle occupancy assumed in Table 1-P vehicle trips. If vehicle occupancy changes for proposed mixed-use project, manual adjustments must be made.

⁵Vehicle-trips computed using the mode split and vehicle occupancy values provided in Table 2-P.

⁶Person-Trips

*Indicates computation that has been rounded to the nearest whole number.

Estimation Tool Developed by the Texas A&M Transportation Institute - Version 2013.1

NCHRP 684 Internal Trip Capture Estimation Tool			
Project Name:	6320 E Main St Redevelopment	Organization:	
Project Location:	Reynoldsburg, OH	Performed By:	
Scenario Description:	Buildout	Date:	
Analysis Year:	2028	Checked By:	
Analysis Period:	PM Peak Hour of Adjacent Street Traffic	Date:	

Land Use	Development Data (For Information Only)			Estimated Vehicle-Trips ³		
	ITE LUCs ¹	Quantity	Units	Total	Entering	Exiting
Office	720	10,000	sf	31	9	22
Retail				0		
Restaurant	938	1	Drive-Thru Lanes	15	8	7
Cinema/Entertainment				0		
Residential				0		
Hotel				0		
All Other Land Uses ²				0		
				46	17	29

Land Use	Entering Trips			Exiting Trips		
	Veh. Occ. ⁴	% Transit	% Non-Motorized	Veh. Occ. ⁴	% Transit	% Non-Motorized
Office						
Retail	1.00	0%	0%	1.00	0%	0%
Restaurant	1.00	0%	0%	1.00	0%	0%
Cinema/Entertainment						
Residential						
Hotel						
All Other Land Uses ²	1.00	0%	0%	1.00	0%	0%

Origin (From)	Destination (To)					
	Office	Retail	Restaurant	Cinema/Entertainment	Residential	Hotel
Office						
Retail						
Restaurant						
Cinema/Entertainment						
Residential						
Hotel						

Origin (From)	Destination (To)					
	Office	Retail	Restaurant	Cinema/Entertainment	Residential	Hotel
Office						
Retail	0					
Restaurant	0	0				
Cinema/Entertainment	0	0	0			
Residential	0	0	0	0		
Hotel	0	0	0	0	0	

	Total	Entering	Exiting
All Person-Trips	46	17	29
Internal Capture Percentage	0%	0%	0%
External Vehicle-Trips ⁵	46	17	29
External Transit-Trips ⁶	0	0	0
External Non-Motorized Trips ⁶	0	0	0

Land Use	Entering Trips	Exiting Trips
Office	0%	0%
Retail	N/A	N/A
Restaurant	0%	0%
Cinema/Entertainment	N/A	N/A
Residential	N/A	N/A
Hotel	N/A	N/A

¹Land Use Codes (LUCs) from *Trip Generation Manual*, published by the Institute of Transportation Engineers.

²Total estimate for all other land uses at mixed-use development site is not subject to internal trip capture computations in this estimator.

³Enter trips assuming no transit or non-motorized trips (as assumed in ITE *Trip Generation Manual*).

⁴Enter vehicle occupancy assumed in Table 1-P vehicle trips. If vehicle occupancy changes for proposed mixed-use project, manual adjustments must be made.

⁵Vehicle-trips computed using the mode split and vehicle occupancy values provided in Table 2-P.

⁶Person-Trips

*Indicates computation that has been rounded to the nearest whole number.

Estimation Tool Developed by the Texas A&M Transportation Institute - Version 2013.1

Vehicle Pass-By Rates by Land Use

Source: ITE *Trip Generation Manual*, 12th Edition

Land Use Code	937								
Land Use	Coffee/Donut Shop with Drive-Through Window								
Setting	General Urban/Suburban								
Time Period	Weekday								
# Data Sites	4								
Average Pass-By Rate	82%								
	Pass-By Characteristics for Individual Sites								
						Non-Pass-By Trips			Adj Street Peak
Drive-Through Lanes	State or Province	Survey Year	# Interviews	Pass-By Trip (%)	Primary (%)	Diverted (%)	Total (%)	Hour Volume	Source
1	Florida	2019	510	82	18	—	18	—	18
1	Florida	2019	630	81	19	—	19	—	18
1	Florida	2019	812	78	22	—	22	—	18
1	Florida	2019	729	87	13	—	13	—	18

Vehicle Pass-By Rates by Land Use

Source: ITE *Trip Generation Manual*, 12th Edition

Land Use Code	938								
Land Use	Coffee/Donut Shop with Drive-Through Window and No Indoor Seating								
Setting	General Urban/Suburban								
Time Period	Weekday AM Peak Period								
# Data Sites	3								
Average Pass-By Rate	90%								
	Pass-By Characteristics for Individual Sites								
						Non-Pass-By Trips			Adj Street Peak
Drive-Through Lanes	State or Province	Survey Year	# Interviews	Pass-By Trip (%)	Primary (%)	Diverted (%)	Total (%)	Hour Volume	Source
1	Washington	1997	—	83	—	—	17	—	18
1	Oregon	1998	—	95	—	—	5	—	18
1	Washington	1998	—	92	—	—	8	—	18

Vehicle Pass-By Rates by Land Use

Source: ITE *Trip Generation Manual*, 12th Edition

Land Use Code	938								
Land Use	Coffee/Donut Shop with Drive-Through Window and No Indoor Seating								
Setting	General Urban/Suburban								
Time Period	Weekday PM Peak Period								
# Data Sites	2								
Average Pass-By Rate	98%								
	Pass-By Characteristics for Individual Sites								
						Non-Pass-By Trips			Adj Street Peak
Drive-Through Lanes	State or Province	Survey Year	# Interviews	Pass-By Trip (%)	Primary (%)	Diverted (%)	Total (%)	Hour Volume	Source
1	Washington	1997	—	100	—	—	0	—	18
1	Oregon	1998	—	95	—	—	5	—	18

ATTACHMENT C

QUEUEING ANALYSIS

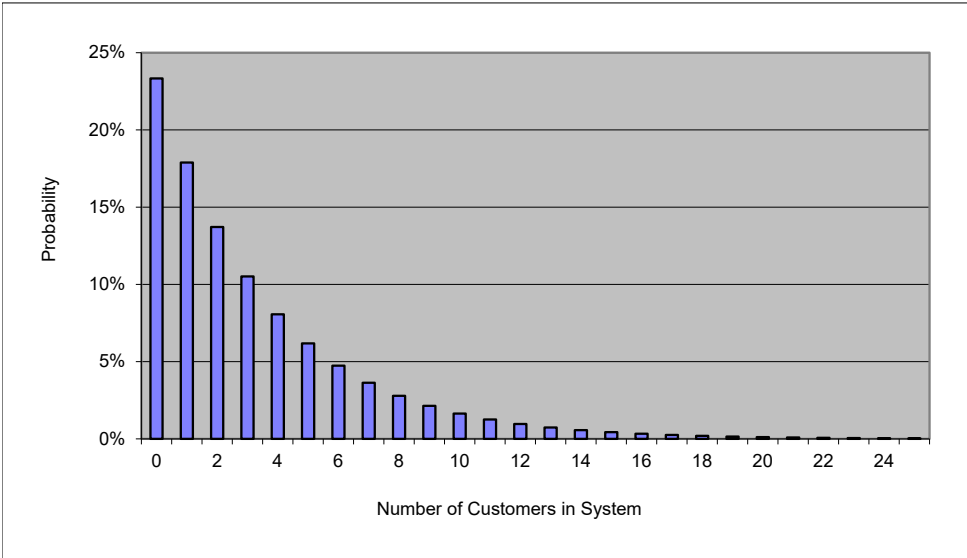
Dutch Bros Coffee Shop Queueing Analysis

Data

$\lambda =$	23	(mean arrival rate)
$\mu =$	30	(mean service rate)
$s =$	1	(# servers)

$\Pr(W > t) =$	0.000912
when $t =$	1

$\text{Prob}(W_q > t) =$	0.000699
when $t =$	1



- L = expected number of customers in queuing system
- L_q = expected queue length (excludes customers being served)
- W = waiting time in system (includes service time) for each individual customer
- W_q = waiting time in system (excludes service time) for each individual customer
- P_n = probability of exactly n number of customers in queuing system

Results

L =	3.28571 veh
L_q =	2.51905 veh
W =	0.14286 hrs = 9 min
W_q =	0.10952 hrs = 7 min
ρ =	0.76667
P_0 =	23.33%
P_1 =	17.89%
P_2 =	13.71%
P_3 =	10.51%
P_4 =	8.06%
P_5 =	6.18%
P_6 =	4.74%
P_7 =	3.63%
P_8 =	2.79%
P_9 =	2.14%
P_{10} =	1.64%
P_{11} =	1.26%
P_{12} =	0.96%
P_{13} =	0.74%
P_{14} =	0.57%
P_{15} =	0.43%
P_{16} =	0.33%
P_{17} =	0.25%
P_{18} =	0.20%
P_{19} =	0.15%
P_{20} =	0.11%
P_{21} =	0.09%
P_{22} =	0.07%
P_{23} =	0.05%
P_{24} =	0.04%
P_{25} =	0.03%
$P_{1 \text{ or less}}$ =	41.22%
$P_{2 \text{ or less}}$ =	54.94%
$P_{3 \text{ or less}}$ =	65.45%
$P_{4 \text{ or less}}$ =	73.51%
$P_{5 \text{ or less}}$ =	79.69%
$P_{6 \text{ or less}}$ =	84.43%
$P_{7 \text{ or less}}$ =	88.06%
$P_{8 \text{ or less}}$ =	90.85%
$P_{9 \text{ or less}}$ =	92.98%
$P_{10 \text{ or less}}$ =	94.62%

From: [Chief Bryan](#)
To: [Emma Cepek](#)
Cc: [Dustin Mogg](#)
Subject: Re: 6320 E. Main Street Conditional Use Application
Date: Tuesday, June 2, 2026 1:24:55 PM

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

TRURO TOWNSHIP INTERNAL EMAIL

This message originated from within Truro Township Fire Department.

Emma,

We have no additions or corrections. Thank you

Chase Bryan, OFE, OFC

Fire Chief

Truro Township Fire Department

6900 E. Main St.

Reynoldsburg, Ohio 43068

614-729-1901

From: Emma Cepek <ecepek@reynoldsburg.gov>
Sent: Monday, June 1, 2026 9:32 AM
To: Chief Bryan <ChiefBryan@trurotwp.org>
Cc: Phoenix Buathier <pbuathier@reynoldsburg.gov>; Adam Wheeler <AWheeler@reynoldsburg.gov>
Subject: 6320 E. Main Street Conditional Use Application

EXTERNAL EMAIL

This email originated outside Truro Township Fire Department. Do not click links, open attachments, or respond with sensitive information unless you recognize the sender and were expecting the message.

Chief Bryan,

I am sending you 6320 E. Main Street Conditional Use Application and supporting items that are scheduled for the June 18th 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 Tuesday June 9th so that we can incorporate them in the staff report that goes out first thing on June 11th.

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

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

E ecepek@reynoldsburg.gov

www.reynoldsburg.gov

June 10, 2026

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

RE: Rebecca Green of Blair Image for Reynoldsburg Dutchess, LLC; 2220 Baltimore-Reynoldsburg Road: Variance Application - Signage

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 2220 Baltimore-Reynoldsburg Road. The 1.62-acre site consists of an existing BP/Dutchess Gas Station and Convenience Store. The site is used as a Retail - Convenience with Gasoline. The subject site is zoned CC, Community Commercial.
- b. **Surrounding Zoning:** The surrounding zoning consists of CC, Community Commercial to the north, south, east, and west of the subject site. The surrounding land uses consist of a Vacant Food Service – Full Service Restaurant to the north, a Commercial Center – Outdoor - Large to the east, a Food Service – Full Service Restaurant to the south, and a Commercial Center – Outdoor - Large to the west.
- c. **Applicant’s Request:** The applicant asks to update their monument sign with a new rectangular cabinet similar in size to that of the current cabinet signage. The current sign is legally nonconforming and does not meet the current zoning code. Replacing the monument sign cabinet requires the monument sign to come into conformance with the current zoning codes sign regulations. The applicant is requesting the following variances from the zoning code:
 - i. **VARIANCE 1 to Section 1105.03.C.vii.4:**
 1. To allow a monument sign to be at a height of 9ft 0.25in. The zoning code allows for a maximum of six feet (6’) in height. Granting the variance would allow this sign to exceed the height maximum by 3 feet 0.25 inches (3’0.25”).
 - ii. **VARIANCE 2 to Section 1105.03.C.vii.4:**
 1. To allow a monument sign at an area of 43.51 square feet. The zoning code permits a monument sign to have a maximum square footage area of twenty-four (24) square feet. Granting the variance would allow the sign to exceed the maximum surface area by 19.51 square feet.
 - iii. **VARIANCE 3 to Section 1105.03.E.iii:**
 1. To allow the monument sign to have 5 colors. The zoning code states that “No sign... shall contain more than four (4) colors, including black and white. Where a corporate logo is used, the logo shall count as one of the four (4) colors. Granting this

variance would allow the sign to have one (1) additional color.

iv. VARIANCE 4 to Section 1105.03.C.vii.4:

1. To allow a monument sign with a setback of 7.988 feet from the property line. The zoning code requires that a monument sign “shall be setback a minimum of ten feet (10’) from the property line or easement line, as applicable.” Granting a variance would allow a reduction in the required setback of 2.012 feet.
- d. **Statement of Hardship:** The applicant’s statement of hardship states, “BP asks to update its ground sign and proposing a new rectangular cabinet that is the exact same size. Staff indicates that replacing the cabinet is not considered refacing, but constitutes a new sign. Since the zoning code has been changed since the sign was installed, BP is no longer allowed the same sized cabinet and is restricted to a lesser height and sign area.”
The applicant is referencing Zoning Code Section 1105.03.F.ii.1 states, “For all signs, except Wall, Projecting and Awning signs: the size and shape of the sign structure shall not be altered, except that sign face panels may be replaced.”
- a. **Comprehensive Plan:** The 2018 Comprehensive Plan, upon which the current zoning code is based, states that the CC, Community Commercial district “...should promote businesses that rely on a larger geographic market area for their consumer base, along with offices and companies with a regionally-based workforce that can access the district from adjacent, heavily-traveled corridors”

2. Project Review

- a. Section 1105.03.C.vii.4 Signs in Commercial and Mixed-Use Zones for Monument signs states:
 - i. “One (1) monument sign with a base constructed of stone, brick, stone veneer or brick veneer may be installed in commercial or mixed-use zones. The monument sign may be a maximum of six feet (6’) in height with a maximum surface area of twenty-four (24) square feet. Any monument sign located in accordance with this subsection shall be setback a minimum of ten feet (10’) from the front property line or easement line, as applicable.”
 1. The applicant is requesting to replace an existing monument sign. The replacement sign will reuse the existing 4-foot-tall brick base replacing the sign cabinet above the base. The applicant is proposing a new sign cabinet that will be 5’ ¼” tall and 8’ 8” wide. The sign cabinet and brick base will have a combined height of 9’ ¼” and the sign face will total 43.51 square feet in area. The monument sign will be located 7.988 feet from the property line.
- b. Section 1105.03.E.iii Generally Applicable Regulations for all Signs, for Sign Colors states:
 - i. “No sign requiring a permit under the provisions of this chapter shall contain more than four (4) colors, including black and white. Where a corporate logo is used, the logo shall count as one of the four (4) colors. Where a multi-tenant sign is present, no individual sign face panel may contain more than four (4) colors.”

1. The applicant has proposed a sign containing three corporate logos, each counting as one color, and two other colors, white and green, for a total of 5 colors.
- c. **Variance Standards (i-ix):** The following variance standards are considered below as outlined in Section 1109.11.D:
- i. The applicant states 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. Section 1105.03.A states “Purpose and Applicability. This section regulates the type, number, design, size, time of display, location, maintenance, and other characteristics of signs in order to: protect the public health, safety, and welfare in all zones and districts; promote clarity in sign communications; promote harmony between and among the physical characteristics of signs and the physical characteristics of surrounding land, structures, and other development features; and to promote attractive and orderly appearance in all districts. The provisions of this section shall apply to all existing signs, to all signs erected or installed after the effective date of this Zoning Code, and to any sign which replaces an existing sign or component thereof.”
 - a. Staff finds that the proposed sign variances are not in accord with the general purpose and intent of the Code. The proposed variance would allow physical characteristics not consistent with the zoning code designed to promote an attractive and orderly appearance. That putting up a new monument sign requires the applicant to come into compliance with the sign code.
 - b. Staff does find that the proposed variance would not be injurious to the area or otherwise detrimental to 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, “The variance will not alter the current use of the property.”
 - a. Staff finds that the requested variances do not permit the establishment of a use otherwise not permitted in this zoning district. The land use of Retail - Convenience with Gasoline is a Conditionally permitted land use in the CC, Community Commercial 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, “This section of Reynoldsburg – Baltimore Rd is crowded with many retail business that appeal to the consumers exiting and entering the interchange at 256 and I-70. The current sign is similar in size as the proposed sign and displays similar information. The same foundation will be used.”
“Gas price is the most significant factor consumers consider when they are choosing a gas station and BP needs to display a gas price that is easily read by possible consumers using Reynoldsburg – Baltimore.”
“Moreover, the current sign is similar in size and height to BP’s closet competitor, Shell, located diagonally across the street. BP’s competitive stance should not be reduced simply because it wants to update the existing sign.”
 - a. Staff is of the opinion that the applicant has not given special and unique circumstances or conditions to that parcel that do not generally apply other structures in the area for all of their variance requested. However, staff does acknowledge that the reuse of the existing brick based, which is identified as 4 feet tall and is 7.988 feet from the property line is a unique circumstance in that they are re-using an existing part of the monument sign. While the applicant does not address why needing 5 colors for one monument sign, it is unique, it is not common to have two different businesses identified, operating as one, without it being two different units within a single building.
- iv. There is a deprivation of the beneficial use of land, as opposed to mere loss in value as justification for the variance.
 1. The applicant states “If BP’s sign is not similar in size and height as the Shell across the street consumers will more likely see Shell’s gas price and chose [sic] Shell, placing BP at a disadvantage. Gas price is the most important factor in consumer decisions-making.”
 - a. Staff finds that no deprivation of the beneficial use of land has been demonstrated by the applicant beyond a mere loss of value due to a reduced ability to compete with the Shell across the street. The subject site is still able to be used as a Retail -Convenience with Gasoline store.
- 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, “If BP’s sign is not similar in size and height as the Shell across the street consumers will more likely see Shell’s

- gas price and chose Shell, placing BP at a disadvantage. Gas price is the most important factor in consumer decision-making. Placing the gas price at a height of less than 6ft makes it less visible to potential consumers. And it makes the traffic surrounding the site, less safe as consumers make last minute decisions on whether to turn into BP or turn to other side of the street into Shell.”
- a. Staff is of the opinion that the applicant is using economic hardship as a reason to grant the variance, which is stated in the factor as a ground not for consideration. Further, the applicant has not addressed how the strict application of the code is a hardship not related to economic reasons.
- 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, “The variance requested is reasonable for a gas station with a gas price on its ground sign. The current sign height and area is the minimum variance that is needed. The proposed sign will be installed on the same foundation.”
 - a. Staff is of the opinion that the variance requested for the monument setback is necessary if the existing base is utilized. Staff does believe that with the applicant using the existing based, the requested setback variance is the minimum variance requested by the applicant. However, the applicant has not provided clear enough reasoning as to why increasing the monument signs square footage, height or number of colors is necessary for the reasonable use of the land. Or shown that a 6-foot tall, 24 square foot monument sign with 4 colors could not be accomplished.
- 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 “The variance will not diminish surround properties or increase congestion. The requested height and area and location is similar to existing conditions.”
 - a. Staff is of the opinion that granting these variances would not impair the adequate supply of light and/or air to the adjacent property, increase congestion on public streets, increase the danger of fire, or endanger public safety.
- 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 “The variance will not confer a special privilege. Shell, across the street has a similar sign.”
 - a. Staff is of the opinion that granting the height, size and

increasing the number of colors would confer the property owner special privileges denied to other properties within the City. While the applicant identifies a similar business across the street, that sign is a legal non-conforming monument sign and would have to come into compliance with the current zoning code if they too were to put up a new monument sign. Staff is of the opinion that granting these variances will set a precedence for future monument signs throughout the city. While the applicant is trying to use the existing base, the re-use of the base is not unique, just that it is in fact within the foot setback due to the placement of the sign prior to the zoning code update.

- 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, “Understood”.
 - a. Staff finds that the applicant repeatedly identifies the nonconforming sign of a property across the street as justification for their variance request. This is not a valid justification for granting a variance.
- x. The variance is not a matter of convenience when other remedies are available within the provisions of this Code.
 - 1. The applicant states, “The requested variances are not a matter of convenience.”
 - a. Staff finds that the variance requests for height and area are a matter of convenience due to the applicant having the option of putting up a smaller sign that is able to convey the same message meeting the zoning code requirements. The applicant has not shown how a monument sign meeting both height and square footage requirements would not be possible.
Staff is of the opinion, that the variance request for and additional color could be a matter of convenience due to the applicant having the option of putting up a sign that is able to convey the same message with one less color. That the applicant has not addressed how colors are necessary. Staff believes the variance to reduce the required setback distance is not a matter of convenience, but rather a matter of practicality for the reuse of the existing sign base.

3. Recommendation

- a. The applicant is asking for 4 Variances. One variance to increase the permitted height of the monument sign from 6 feet to 9.025 feet. The second variance is to increase the permitted square footage area of the sign from 24 square feet to 43.51 square feet. The third variance is to increase the number of permitted colors of the single sign from 4 to 5 colors. The last variance request is to reduce the required

setback of 10 feet to 7.988 feet. The applicant repeatedly sites competitiveness with a similar establishment diagonal of the site as a reason to grant the variance. The variance factors state that economic reasons or nonconforming uses of neighboring land or structures are not reasons for granting a variance. The applicant has also not stated how there are special circumstances or conditions unique their site, not similar to other sites, that would make the requested variance necessary. Staff finds that the applicant has not clearly stated why a taller, larger sign with more colors that are setback closer than what is permitted, is necessary and not a matter of convenience. Finally, staff is concerned, that in granting an increase in height, an increase in the number of colors, an increase in signs area and/or a reduction of setback of square footage of the new monument sign would set a precedent for all future monument signs. Especially since the applicant has not stated why the requested variances are not a matter of convenience or that it would deprive the owner of reasonable use of land.

Based on these reasons listed above and, in the project, review listed in this staff report, staff recommends denial of the following variances:

- i. To Section 1105.03.C.vii.4, to increase the permitted height of the monument sign from 6 feet to 9.025 feet for an increase of 3.025 feet.
- ii. To Section 1105.03.C.vii.4, to increase the permitted square footage area of the sign from 24 square feet to 43.51 square feet, for an increase of 19.51 square feet.
- iii. To Section 1105.03.E.iii, to increase the number of permitted colors of the single sign from 4 to 5 colors, for an increase of 1 color.
- iv. To Section 1105.03.C.vii.4, to reduce the required setback of 10 feet to 7.988 feet, for a reduction of 2.012 feet.



Engineers, Surveyors, Planners, Scientists

MEMO

Date: June 10, 2026
To: Phoenix Buathier, Development Assistant
From: Mitchell Yake, City Engineer
Subject: 2220 Reynoldsburg-Baltimore Road Variance Application – Staff Report
Copies: Eric Meyer, Director of Development

On behalf of the City of Reynoldsburg, EMH&T conducted a preliminary engineering review of the variance application for 2220 Reynoldsburg-Baltimore Road (SR 256). The proposed project is a request for business signage replacement/updating where the proposed signage location and square footage would no longer conform to Reynoldsburg's current variance requirements. The following summarizes our findings and recommendations.

ROADWAY ACCESS

1. The Applicant is Reynoldsburg Duchess LLC, and the proposed project site is located north of I-70 at the signaled intersection on the northeast corner of SR 256 and Taylor Park Drive.
2. There are two points of entry into the Duchess fuel station, one from Taylor Park Drive and the other from SR 256. Application shows that there will be no changes to the existing access.

UTILITIES / STORMWATER

3. Existing utility services will not be impacted as a result of the proposed project.
4. Existing stormwater services will not be impacted as a result of the proposed project.

VARIANCES

5. *Section 1105.03.C.vii.4 – Ground sign has allowance of 6 feet high.* The existing signage for the property is 9'- 1/4" high. The variance request is to allow Applicant's proposed signage to maintain the existing height which would be an additional 3'-1/4" in height.
6. *Section 1105.03.C.vii.4 – Ground sign square footage has allowance of 24 SF.* The existing signage is 43.51 SF, and the variance request is to allow for the additional 19.51 SF to accommodate for the upgraded sign.
7. *Section 1105.03.E.iii – Ground sign has allowance of 4 colors.* The existing signage has 4 colors, and the proposed signage would include one additional color on the sign, for a variance request of 5 colors.
8. *Section 1105.03.C.vii.4 – Ground sign setback has allowance of 10-ft.* The existing signage has a setback of 7.988 feet from the property line, and the variance request is for 2.012 feet to allow for the existing ground sign to remain in the existing location.

OTHER INFORMATION

9. The existing business signage is located at the southwest corner of the property (closest to intersection), and the 43.51 square footage signage cabinet is on a 4-ft high brick base foundation. The proposed upgraded signage cabinet will have the same signage cabinet dimensions on top of the existing 4-ft brick base.
10. No further engineering review is needed for this variance application.

*All submissions must include a physical and digital copy. The physical copy may be dropped off or mailed to the address above. The digital copy can be submitted to the Building Department at: permit@reynoldsburg.gov

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

PLANNING AND ZONING BOARD VARIANCE AND CONDITIONAL USE APPLICATION

Property Address:	Parcel ID#(s):
-------------------	----------------

I. PROPERTY OWNER OF RECORD

Property Owner Name(s):	
Contact Email:	Contact Phone Number:

II. BUSINESS/TENANT INFORMATION (IF APPLICABLE)

Business Name:	Contact Name:
Contact Email:	Contact Phone Number:
Description of Use:	

III. APPLICANT INFORMATION

Applicant Name:	Applicant Address:
Applicant Phone Number:	Applicant Email:
<input type="checkbox"/> Property Owner <input type="checkbox"/> Business Owner/Tenant <input type="checkbox"/> Contractor <input type="checkbox"/> Architect/Engineer <input type="checkbox"/> Owner's Consent Attached.	

PROJECT INFORMATION

CHECK AND DESCRIBE IF APPLICABLE: Variance Conditional Use Variance or Conditional Use Extension (\$50)
 Residential (single-family residential only)(\$200) Non-Residential (all residential except single-family residential)(\$450) Engineering Report (\$750 [min])

Description of Project: _____

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: _____
*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

* Revised 2026

Additional Notes:

Zoning District: _____

Additional Approval Required

Major/Minor Site Plan

Other: _____

PZB Meeting

Date: _____

Approved as Submitted

Approved w/ Conditions

Tabled

Denied

Withdrawn

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 (PZB) according to the published meeting Calendar.

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;
- A description of the nature of the variance requested and a statement demonstrating the extent to which the requested variance conforms to the standards for variance in this Code (see Section 1109.11.D on next page);
- Statement of the hardship; and
- 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 three (3) hard copy packets of all required items. Please also submit a PDF 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 has been deemed complete, it will be reviewed and placed on the next PZB agenda at the discretion of the Planning and Zoning Administrator. The PZB can hold the application but a decision must be reached by the Board within sixty (60) days of the PZB hearing.

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.

Variations may be subject to additional engineering review and multiple reviews may require additional engineering fees.

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 614-322-6850

OR Visit our website at:

<https://www.reynoldsburg.gov/166/Development-Department>

Section 1109.11.D

STANDARDS FOR VARIANCE

No variance in the strict application of the provisions of this Code shall be granted unless the Planning and Zoning Board makes specific findings of fact, based on the evidence presented to it, which supports conclusions that the variance conforms to the following standards:

- 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 conditional use in the zone or district in which the subject property is situated.
- 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 is 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.

BP - 2220 Reynoldsburg Baltimore Rd

Statement in Support

BP asks to update its ground sign and proposing a new rectangular cabinet that is the exact same size. Staff indicates that replacing the cabinet is not considered refacing, but constitutes a new sign. Since the zoning code has been changed since the sign was installed, BP is no longer allowed the same sized cabinet and is restricted to a lesser height and sign area.

The proposed sign will only have green as the illuminated color for the gas price numerals.

The base will remain brick.

Requested Variances

Section 1105.03.C.vii.4 – To allow a ground sign to be at a height of 9ft 0.25in; 6ft is allowed; for a variance of 3ft 0.25in.

Section 1105.03.C.vii.4 – To allow a ground sign at an area of 43.51sf; 24sf is allowed; for a variance of 19.51sf.

Section 1105.03.E.iii – To allow a ground sign to have 5 colors, 4 colors are allowed, for a variance of one color.

Section 1105.03.C.vii.4 – To allow a ground sign with a setback of 7.988ft from the property line, 10ft is allowed, for a variance of 2.012ft.

Criteria of Consideration

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 proposed sign is the same height and area of the existing sign. It will be installed on the same foundation. It will have the same colors. The sign is not injurious to the area or public welfare.

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.

The variance will not alter the current use of the property.

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.

This section of Reynoldsburg – Baltimore Rd is crowded with many retail business that appeal to the consumers exiting and entering the interchange at 256 and I-70. The current sign is similar in size as the proposed sign and displays similar information. The same foundation will be used.

Gas price is the most significant factor consumers consider when they are choosing a gas station and BP needs to display a gas price that is easily read by possible consumers using Reynoldsburg – Baltimore.

Moreover, the current sign is similar in size and height to BP's closet competitor, Shell, located diagonally across the street. BP's competitive stance should not be reduced simply because it wants to update the existing sign.

There is deprivation of beneficial use of land, as opposed to mere loss in value as justification for the variance.

If BP's sign is not similar in size and height as the Shell across the street consumers will more likely see Shell's gas price and chose Shell, placing BP at a disadvantage. Gas price is the most important factor in consumer decision-making.

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.

If BP's sign is not similar in size and height as the Shell across the street consumers will more likely see Shell's gas price and chose Shell, placing BP at a disadvantage. Gas price is the most important factor in consumer decision-making. Placing the gas price at a height of less than 6ft makes it less visible to potential consumers. And it makes the traffic surrounding the site, less safe as consumers make last minute decisions on whether to turn into BP or turn to other side of the street into Shell.

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 requested is reasonable for a gas station with a gas price on its ground sign. The current sign height and area is the minimum variance that is needed. The proposed sign will be installed on the same foundation.

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 diminish surround properties or increase congestion. The requested height and area and location is similar to existing conditions.

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.

The variance will not confer a special privilege. Shell, across the street, has a similar sign.

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.

Understood.

The variance is not a matter of convenience when other remedies are available within the provisions of this Code.

The requested variances are not a matter of convenience.

SCOPE OF WORK

1. Helios to be oriented street-side.
2. New Monument on Existing Foundation.
- * Paint to match Brand Standards

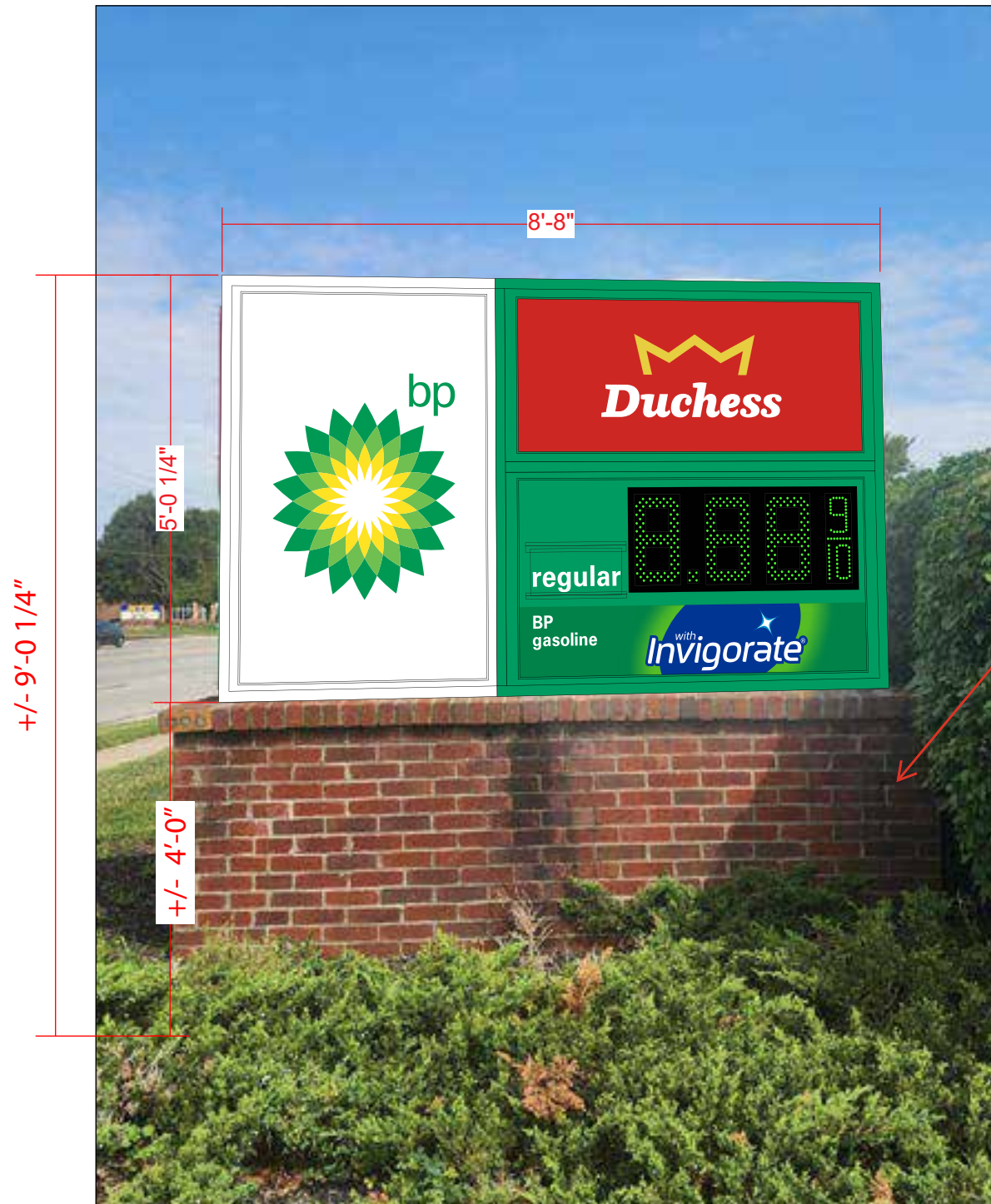
NOTE: SUBJECT TO CHANGE DURING ENGINEER REVIEW

ACTION ITEMS REQUIRED PRIOR TO PRODUCTION

1. Existing Foundation Requested.

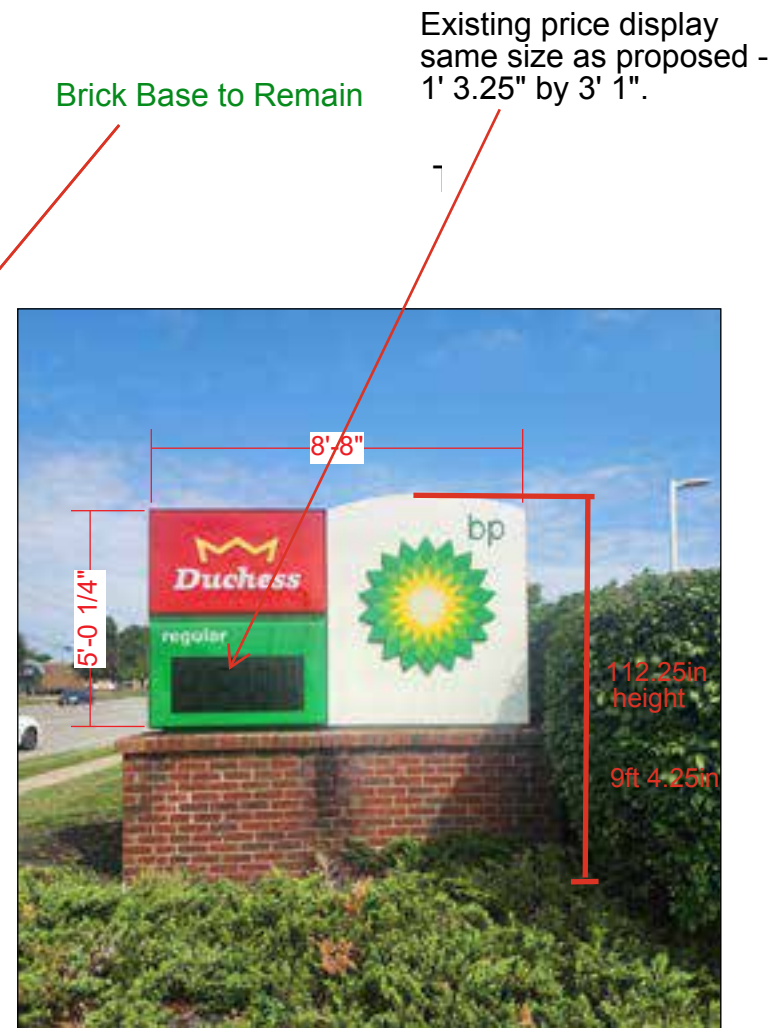
INSTALL SOW

1. Follow all safety protocols per API, BP and Blair standards
2. Remove and Dispose Existing Faces & Retainers
3. Remove and Dispose Existing internal illumination
4. Install S1A LED illumination, Helios Face & Retainer
5. Install S1B LED illumination, Auxillary Face & Retainer
6. Install S1C LED illumination, Pricer/Invigorate Faces, Divider Bar & Retainer
7. Confirm S1D word plate is accurate
8. Install Control System for EPCU3.0 system, connect digits (already on face) and test
9. EPCU install instructions & wiring diagram will ship with sign & will be shared via email prior to install
10. Leave with store price pad, handheld remote and user instructions
11. Before leaving, clean the work area
12. Before leaving, complete warranty activation checklist and text completion photo to Blair PM
13. Within 24 hours of completion, email signed warranty checklist and complete pack of warranty activation photos to Blair PM



PROPOSED SIGNAGE

TOTAL SF: 43.51



EXISTING SIGNAGE

TOTAL SF: 43.51

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BP
2220 Baltimore-Reynoldsburg Rd,
Reynoldsburg, OH 43068

SVB #
8871634

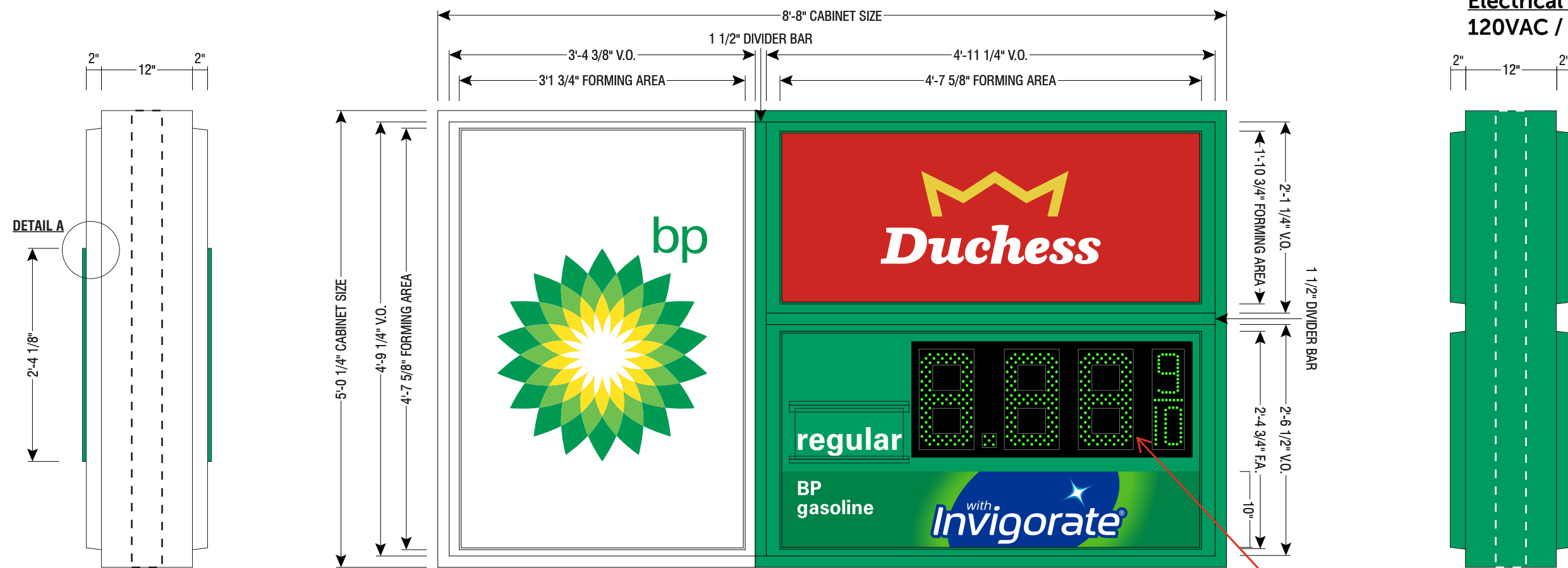
Issue Date: 11/01/24		
Drawn By: AGL		
REV	DATE	DESCRIPTION
0	11-01-24	INITIAL RELEASE

MID - EXISTING / PROPOSED

Rev: 0
Date: 11/01/24
Doc #: AD-BPL-110637-241101-0
Blair Project #: 110637
Blair Sales Order #: 27873

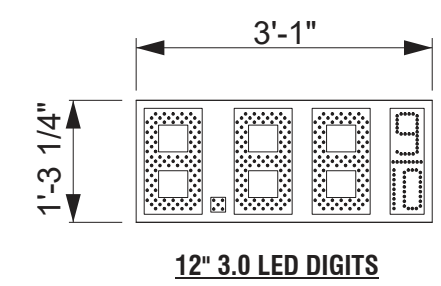
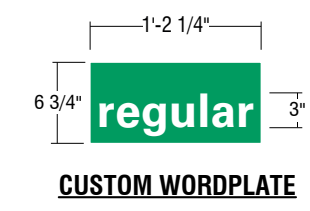
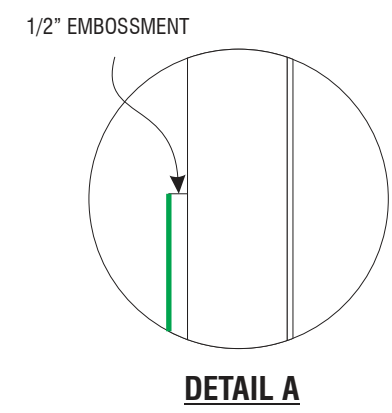
Blair Image Elements
5107 Kissell Avenue
Altoona, PA 16601
P: (814) 949.8287
blairimage.com






Electrical Requirement:
 120VAC / 20A Dedicated Circuit(s)

LED color is green.



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BP
 2220 Baltimore-Reynoldsburg Rd,
 Reynoldsburg, OH 43068

SVB #
8871634

Issue Date: 11/01/24
 Drawn By: AGL

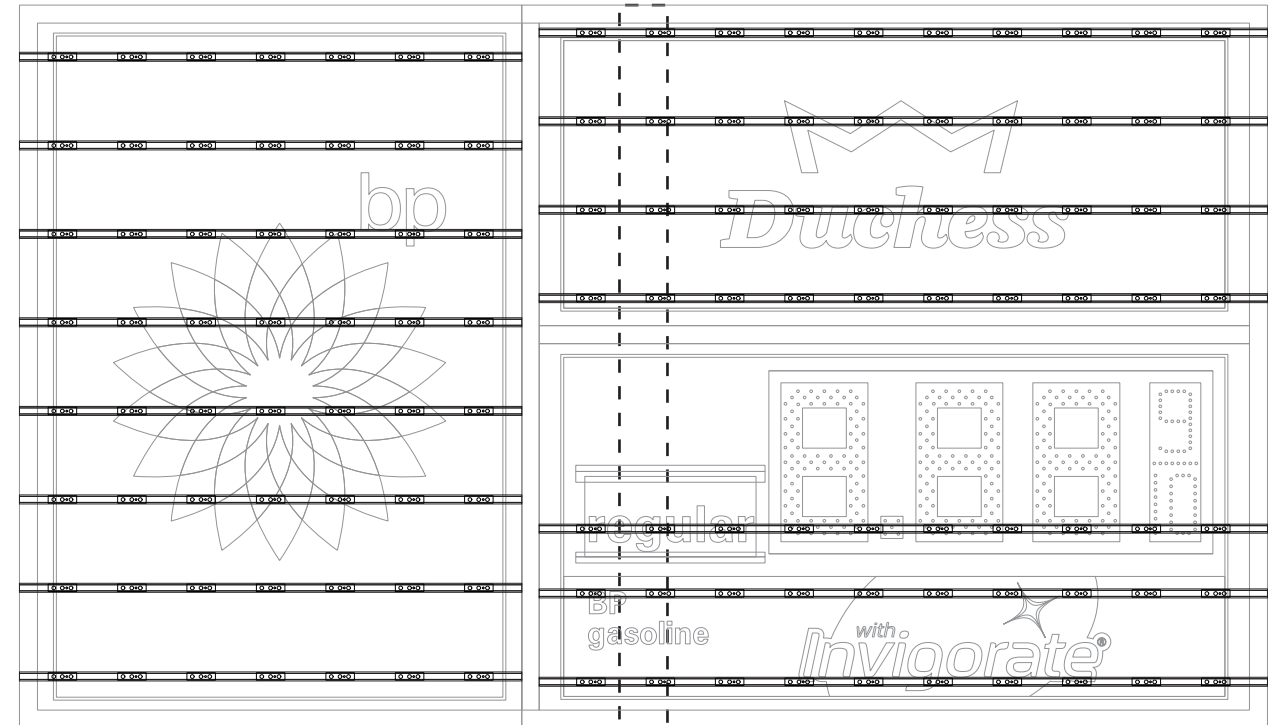
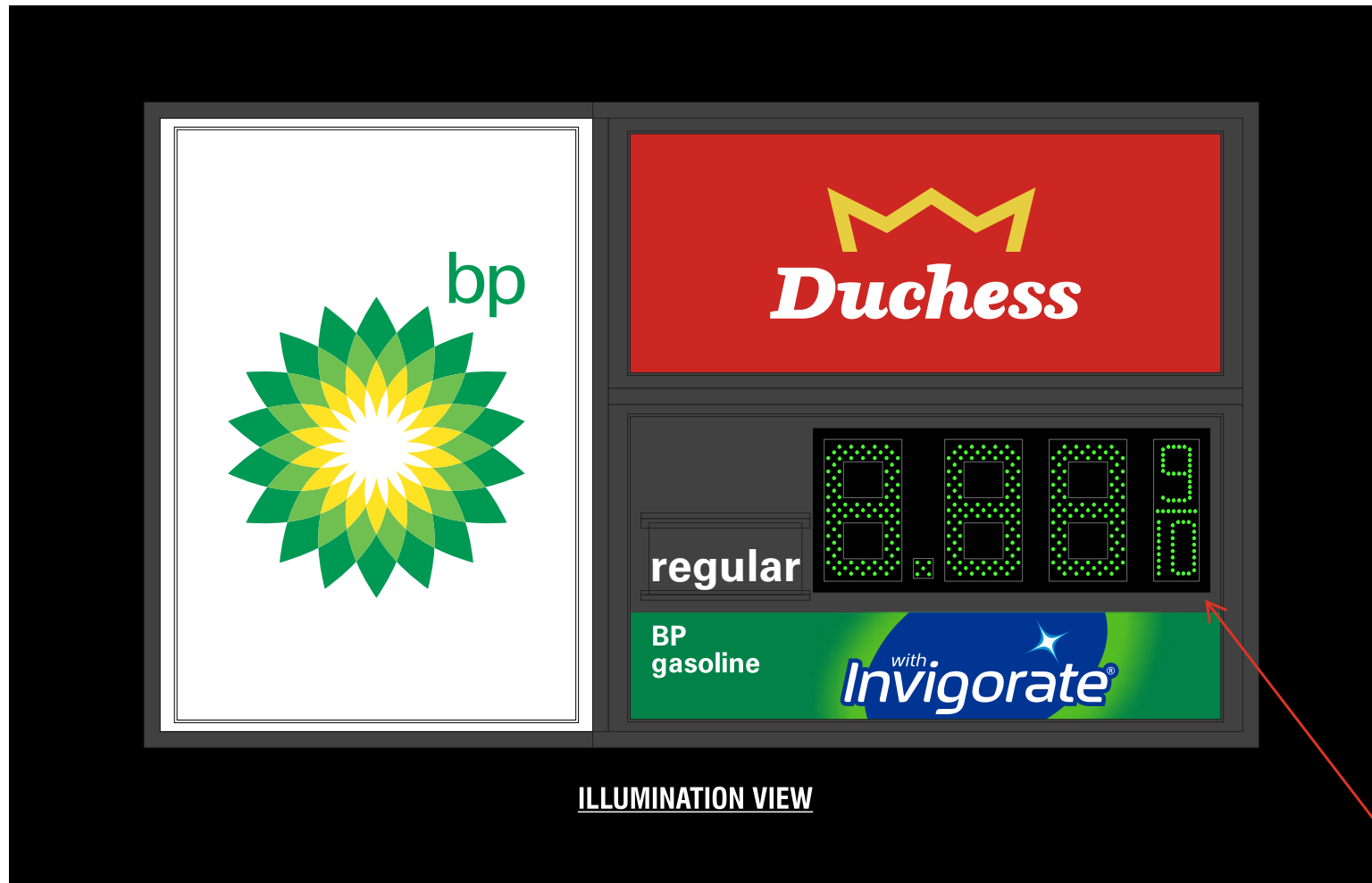
REV	DATE	DESCRIPTION
0	11-01-24	INITIAL RELEASE

S1A - DETAILS
 S1B - DETAILS
 S1C - DETAILS
 S1D - DETAILS
 S1E - DETAILS

Rev: 0
 Date: 11/01/24
 Doc #: AD-BPL-110637-241101-0
 Blair Project #: 110637
 Blair Sales Order #: 27873

Blair Image Elements
 5107 Kissell Avenue
 Altoona, PA 16601
 P: (814) 949.8287
 blairimage.com





LED color is green

Layout for general reference only. Actual layout of illumination may vary after site specific engineering. Refer to lighting layout plan provided with shipment for assembly instructions.

These drawings are not for construction purposes. The information contained herein is intended to express design intent only. This original design is the sole property of Blair Image Elements. It cannot be reproduced, copied or exhibited, in whole or in part, without first obtaining written consent from Blair Image Elements.



BP
2220 Baltimore-Reynoldsburg Rd,
Reynoldsburg, OH 43068

SVB #
8871634

Issue Date: 11/01/24		
Drawn By: AGL		
REV	DATE	DESCRIPTION
0	11-01-24	INITIAL RELEASE

ILLUMINATION - DETAILS

Rev: 0
Date: 11/01/24
Doc #: AD-BPL-110637-241101-0
Blair Project #: 110637
Blair Sales Order #: 27873

Blair Image Elements
5107 Kissell Avenue
Altoona, PA 16601
P: (814) 949.8287
blairimage.com



JOBSITE CODE OF CONDUCT and BASIC EXPECTATIONS

SUBCONTRACTOR recognizes and agrees, that while it is an Independent Contractor from BLAIR and OWNER, SUBCONTRACTOR is an extension of, and representing, the OWNER as perceived by the general public, SUBCONTRACTOR, and any and all Approved Subcontractors, shall abide by the following Code of Conduct while performing WORK for BLAIR to meet the collective professionalism required by SUBCONTRACTOR. BLAIR and OWNER.

- No profanity.
- No offensive clothing.
- No smoking unless in designated area away from the work area.
- No loud music.
- No Horseplay.
- Be respectful and courteous of the location and work site, customers, patrons and the general public,
- Notify location/site manager upon arrival to and departure from site/location_
- Review work and safety plan with location/site Manager .
- Mark off work areas with cones and caution tape.
- Use proper PPE (Personal Protective Equipment).
- Maintain a clean, organized and orderly work site.
- Dispose of trash properly; recycle as able.
- Do not bring pets or animals to work site.

Active site locations are not to be left unbranded at completion of daily work schedules. Temporary Banner(s) are to be installed at designated location(s).

INSTALLATION INSTRUCTIONS

Contact your Blair Image Elements' Project Manager for full product installation instructions.

Installation instructions will also be provided on the product crate upon delivery. They will typically be in a plastic sleeve attached directly to the product crate.

All necessary hardware to be provided by installer.

COMMUNICATION and WORK IN PROCESS and COMPLETION PHOTOGRAPHS

SUBCONTRACTOR and any and all Approved Subcontractors, will at a minimum, provide routine communication to BLAIR Project Manager with respect to WORK at the site/location, including but not limited to:

- confirmation text within 15 minutes of arrival at site/location
- mid-day text providing WORK status
- text within 15 minutes of leaving site providing completed WORK status and related photographs of completed WORK and work in process
- completion photographs of lit branding elements requires either night time photographs or photographs showing illuminated LEDs or bulbs.

This communication is required by OWNER who routinely expects daily updates to WORK progress at any given site/location.

SUBCONTRACTOR and any and all Approved Subcontractors, will not begin WORK at site/location, or leave WORK site/location without first communicating with BLAIR Project Manager.

In the event there are questions, concerns, or additional direction is needed, SUBCONTRACTOR and any and all Approved Subcontractors. while on site/location will contact BLAIR Project Manager over the site/location for assistance

Upon completion of WORK, SUBCONTRACTOR and any and all Approved Subcontractors, will obtain written acceptance of completed WORK from site/location Manager and provide a copy of such to BLAIR.

SAFETY CRITERIA

All installers working for Blair must complete the Blair Safety Certification Program.

All Blair subcontractors working on a petroleum site must have a valid API Certification, follow the established guidelines set forth by API as well as follow any local, state. or federal laws.

- Perform a Pre-Task Job Safety Analysis.
- Understand how and where to obtain First-Aid and medical treatment. including CPR.
- Use the proper level of PPE per the assigned task.
- Only use tools that are unsafe working orderbefore using them.
- Always use tools for their intended purpose and never over their safe working limit.
- Employees operating vehicles must conform to all DOT requirements as well as API regulations.
- Use proper fall arrest equipment.
- Understand the requirements for working at height on a job site.
- Properly barricade the work area from the public in accordance with Section 8 of the API guidelines.
- Only competent and trained people using approved equipment in a manner in accordance with Section 10 of the API guidelines should perform lifting duties.

Examples of Equipment Include: Personal Protective Equipment. Barricade, Crane, Hoist, Bucket Truck, Scissor Lift, Ladder, Vinyl Applicators (Squeegee or Application Liquid). Welder/Torch. and Hand Tools/Power Tools



SERVICE CONTACT

Service Contact: (814)-949-8287
 Service Hours: 8:00 am to 4:40 pm EST, Monday - Friday
 website: www.blairimage.com/support
 email: service@blairimage.com

For Emergency Only - afterhours, weekends, holidays - call 800-563-9598

Blair will not accept overtime calls to assist with EPCU activation and install related issues.

These drawings are not for construction purposes. The information contained herein is intended to express design intent only. This original design is the sole property of Blair Image Elements. It cannot be reproduced, copied or exhibited, in whole or in part, without first obtaining written consent from Blair Image Elements.

 <p>BP 2220 Baltimore-Reynoldsburg Rd, Reynoldsburg, OH 43068</p>	<p>SVB # 8871634</p>	<p>Issue Date: 11/01/24 Drawn By: AGL</p> <table border="1"> <thead> <tr> <th>REV</th> <th>DATE</th> <th>DESCRIPTION</th> </tr> </thead> <tbody> <tr> <td>0</td> <td>11-01-24</td> <td>INITIAL RELEASE</td> </tr> <tr> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>	REV	DATE	DESCRIPTION	0	11-01-24	INITIAL RELEASE							<p>CODE OF CONDUCT/ SAFETY CRITERIA</p> <p>Page 9</p>	<p>Rev: 0 Date: 11/01/24 Doc #: AD-BPL-110637-241101-0 Blair Project #: 110637 Blair Sales Order #: 27873</p>	<p>Blair Image Elements 5107 Kissell Avenue Altoona, PA 16601 P: (814) 949.8287 blairimage.com</p> 
REV	DATE	DESCRIPTION															
0	11-01-24	INITIAL RELEASE															

FEE \$.....

EXEMPT #..... M.....

Jon A. Slater, Jr.
County Auditor, Fairfield County, Ohio

TRANSFERRED

JAN 22 2016

JK

Jon A. Slater, Jr.
County Auditor, Fairfield County, Ohio

201600001083
Filed for Record in
FAIRFIELD COUNTY, OH
GENE WOOD, COUNTY RECORDER
01-22-2016 At 10:43 am.
DEED
OR Book 1701 Page 3442 - 3443

QUIT-CLAIM DEED

F. W. ENGLEFIELD IV, a married man, and BENJAMIN B. ENGLEFIELD, a married man, as Grantors, for valuable consideration paid, grant to REYNOLDSBURG DUCHESS, LLC, an Ohio limited liability company, as Grantee, whose tax mailing address is 447 James Parkway, Heath, Ohio 43056, all of their interest in the following real property ("Property"):

SEE EXHIBIT A ATTACHED HERETO AND INCORPORATED HEREIN BY REFERENCE

Property Address: 2220 Baltimore Reynoldsburg Road, Reynoldsburg, Ohio 43068

Parcel Nos.: 044-03792-00

Subject to taxes and assessments, which are now or may hereafter become liens on said premises and except conditions and restrictions and easements, if any, contained in former deeds of record for said premises, subject to all of which this conveyance is made.

The Property conveyed herein is further subject to those certain Use and Operating Restrictions, Rights of Access and Entry, and all other restrictions and conditions set forth in that Limited Warranty Deed between BP Products North America, Inc. and F.W. Englefield IV and Benjamin B. Englefield dated March 9, 2009, including Exhibit B attached thereto, as recorded in Instrument No. 200900004157 with the Fairfield County, Ohio Recorder.

Prior Instrument Reference: Instrument number 200900004157, Book 1511, Page 688, of the Official Records of Fairfield County, Ohio

KIMBERLY A. ENGLEFIELD, spouse of F. W. ENGLEFIELD IV, and LISA L. ENGLEFIELD, spouse of BENJAMIN B. ENGLEFIELD, each release all rights of dower in the Property.

Executed this 21st day of October, 2015.

[Signature]
F. W. ENGLEFIELD IV

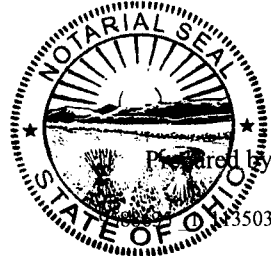
[Signature]
BENJAMIN B. ENGLEFIELD

[Signature]
KIMBERLY A. ENGLEFIELD

[Signature]
LISA L. ENGLEFIELD

STATE OF OHIO :
: SS
COUNTY OF LICKING :

Acknowledged before me this 21st day of October, 2015, by F. W. ENGLEFIELD IV, KIMBERLY A. ENGLEFIELD, BENJAMIN B. ENGLEFIELD, and LISA L. ENGLEFIELD.



TERRY L. SWARTZ
Notary Public, State of Ohio
My Commission Expires 02-16-2017
[Signature]
Notary Public

Prepared by Erika L. Haupt Esq., Roetzel & Andress, 155 E. Broad St., 12th Fl., Columbus, OH 43215.

3503.0005

EXHIBIT A

SITUATE IN THE STATE OF OHIO, COUNTY OF FAIRFIELD, CITY OF REYNOLDSBURG, BEING PART OF SECTION 20, TOWNSHIP 16, RANGE 20, REFUGEE LANDS AND BEING 1.619 ACRES OF LAND OUT OF A CALLED 1.924 ACRES OF THE HANNAH J. ASHTON TRACT; AS GRANTED TO BP EXPLORATION & OIL INC., AN OHIO CORPORATION AND RECORDED IN DEED BOOK 667, PAGES 529-538 AND A CALLED 0.353 ACRES OUT OF THAT TRACT OF LAND AS GRANTED TO BP EXPLORATION & OIL INC., AN OHIO CORPORATION, AS RECORDED IN DEED BOOK 679, PAGES 909-912, RECORDER'S OFFICE, FAIRFIELD COUNTY, OHIO, AND BOUNDED AND DESCRIBED AS FOLLOWS:

BEGINNING FOR REFERENCE AT FRANKLIN COUNTY GEODETIC SURVEY MONUMENT NUMBER 2219 AT THE INTERSECTION OF THE FRANKLIN-FAIRFIELD LICKING COUNTY LINES, AS PER DEED BOOK 1417, PAGES 3221-3243; SAID POINT BEING LOCATED AT THE NORTH-SOUTH 1/2 SECTION LINE OF SAID SECTION 20, TOWNSHIP 16, RANGE 20;

THENCE SOUTH 81°31'40" WEST, A DISTANCE OF 2370.86 FEET TO A SET P-K NAIL AND THE TRUE POINT OF BEGINNING; SAID POINT BEING IN THE EASTERLY RIGHT-OF-WAY LINE OF STATE ROUTE NO. 256, AND ALSO BEING 613.09 FEET, NORTH 19°25'25" WEST AND 36.96 FEET, NORTH 70°34'35" EAST FROM A MONUMENT BOX AT STATION 38+00 IN THE CENTERLINE OF THE SURVEY OF STATE ROUTE NO. 256 BEING MADE IN CONJUNCTION WITH A CENTERLINE OF A SURVEY MADE IN 1964 BY THE OHIO DEPARTMENT OF HIGHWAYS OF INTERSTATE ROUTE NO. 70 AS PER SAID DEED BOOK 679, PG. 909-912;

THENCE ALONG THE EASTERLY RIGHT-OF-WAY LINE OF THE SAID STATE ROUTE NO. 256, NORTH 24° 00' 05" WEST, A DISTANCE OF 87.19 FEET TO A P-K NAIL SET, SAID BEING 30.00 FEET RIGHT OF STATION 45+00 OF THE CENTERLINE SURVEY OF THE SAID STATE ROUTE NO. 256;

THENCE SOUTH 70° 34' 35" WEST, A DISTANCE OF 30.00 FEET TO A P-K NAIL SET IN THE CENTERLINE OF THE SAID STATE ROUTE NO. 256;

THENCE ALONG THE CENTERLINE OF THE SAID STATE ROUTE NO. 256, NORTH 19° 25' 25" WEST, A DISTANCE OF 113.09 FEET TO A P-K NAIL SET;

THENCE NORTH 70°34'35" EAST, A DISTANCE OF 380.00 FEET, (PASSING A FOUND 5/8" IRON PIN AT 261.96 FEET), TO A SET 5/8" IRON PIN AT A POINT OF A NON-TANGENT CURVE TO THE LEFT;

THENCE ALONG SAID CURVE, HAVING A RADIUS OF 569.44 FEET; A CENTRAL ANGLE OF 23°02'30", A CHORD BEARING OF SOUTH 04°42'17" EAST, A CHORD DISTANCE OF 227.46 FEET; (PASSING A SET P-K NAIL AT A CHORD BEARING AND DISTANCE OF SOUTH 02°41'01" EAST, 187.97 FEET) AND A TOTAL ARC DISTANCE OF 229.00 FEET TO A FOUND 5/8" IRON PIN;

THENCE SOUTH 70° 34' 35" WEST, A DISTANCE OF 220.00 FEET TO A SET 5/8" IRON PIN;

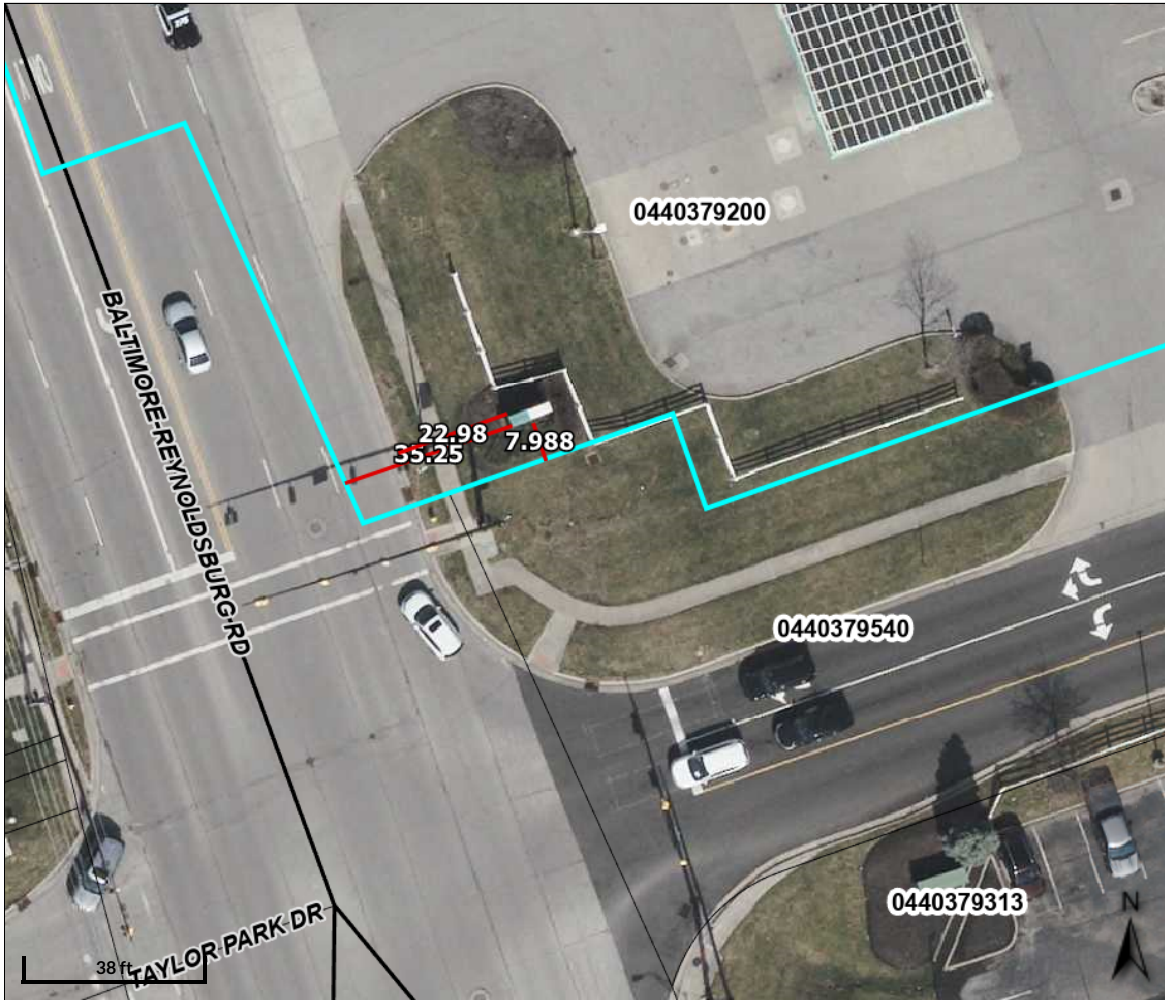
THENCE NORTH 19° 25' 25" WEST, A DISTANCE OF 20.00 FEET TO A SET 5/8" IRON PIN;

THENCE SOUTH 70° 34' 35" WEST, A DISTANCE OF 65.25 FEET TO THE POINT OF BEGINNING, CONTAINING IN ALL 1.619 ACRES, MORE OR LESS, OF WHICH 0.0661 ACRE, MORE OR LESS, LIES WITHIN THE EASTERLY RIGHT-OF-WAY LINE OF THE SAID STATE ROUTE NO. 256, LEAVING A NET USABLE ACREAGE OF 1.5534 ACRES, MORE OR LESS SUBJECT TO ALL LEGAL HIGHWAYS, EASEMENTS, AND RESTRICTIONS WRITTEN OR RECORDED.

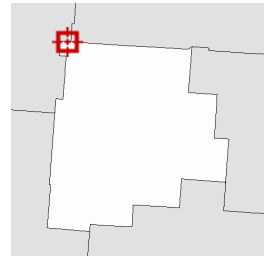
PARCEL NOS. 044-03792-00

DESCRIPTION REVIEWED AND APPROVED
 FOR THE COUNTY OF FAIRFIELD COUNTY
 AUDITOR OF PUBLIC TAX MAPS

BY CLT DATE 1-21-16
044-03792-00



Overview



Legend

- Parcels
- Streets**
- Unaccepted Built Roads
- Unaccepted Roads
- Private
- Private/Dedicated Roads
- Alleys
- Municipal Roads
- Township Roads
- County Roads
- State Routes
- US Routes
- Interstate Routes
- Ramps
- Unknown

Parcel ID	0440379200	Alternate ID	n/a	Owner Address	REYNOLDSBURG DUCHESS LLC
Property Address	2220 BALTIMORE-REYNOLDSBURG RD REYNOLDSBURG	Class	C - COMMERCIAL		447 JAMES PKWY HEATH, OH 43056
District	(044) VI TWP-RY CORP RCSD	Acreage	1.62		
Brief Tax Description	REYNOLDSBURG CORP R 20 T 16 S 20 NW T.I.F. (Note: Not to be used on legal documents)				

Date created: 5/28/2026
 Last Data Uploaded: 5/28/2026 8:00:38 AM

Developed by SCHNEIDER
 GEOSPATIAL

May 20, 2026

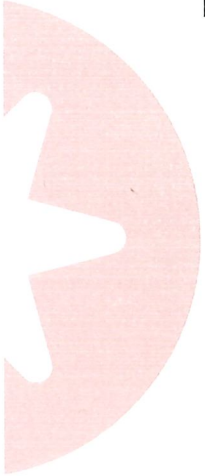
Lazar and Nelli Mangayan
776 Clark Drive
Reynoldsburg, OH 43068

RE: Zoning Certificate Application 2026-0256: Home Occupation – 776 Clark Drive.

Mr. and Mrs. Mangayan,

The information provided for the Zoning Certificate Application 2026-0256 for a Home Occupation states that the applicant is proposing to operate a “non-skilled home health care agency administrative office” at 776 Clark Drive.

All Home Occupations are required to meet Section 1105.13.I of the Zoning Code. Below is the review of this section, based on the information provided by the applicant:

- 
- i. No person who is not a permanent resident of the dwelling shall be employed in the home occupation;
 - a) The applicant states “Only my husband and I, who are permanent residents of the home, will work from this residence. No non-resident employees will work from the home, either regularly or irregularly.” And “Our additional employees will provide care and assistance services at clients’ homes.”
 - b) The applicant has stated that they will have additional employees in the Home Occupation besides the residents of the home. The Home Occupation requirements of Section 1105.13.I.i does not allow for any person(s) who are not a permanent resident to be employed in the Home Occupation therefore, this requirement has not been met due to there being employees who are not permanent residents of the dwelling working in the Home Healthcare Business.
 - ii. The home occupation shall be clearly incidental and subordinate to the dwelling use, with a minimum permitted square footage of three-hundred square feet (300) or no more than thirty percent (30%) of the floor area of the principal building, whichever is greater.
 - a) The applicant has stated “The office for the home occupation will be located in a small bedroom on the second floor of the home. The room is small and occupies less than 30% of the total floor area of the residence.” However, the applicant has not provided the actual dimensions or square footage that the Home Occupation would occupy within the residence.
 - b) Additionally, in the original submittal, the applicant stated “The home occupation will be conducted in a designated office area located in the office room on the first floor of the residence”. So, in two separate submittals the applicant has identified two different floors of the house as the location of the room where the Home Occupation would take place. Given the conflicting information provided to staff

regarding the location of the Home Occupation, it is not clear that this requirement has been met. The applicant has also not provided the dimension of the area in the Home Occupation, and staff can not verify if the square footage has met his requirement.

- iii. The home occupation shall only be conducted in the principal building on the parcel.
 - a) The applicant states that the business operations are administrative in nature, and that the services provided by the business will be provided at the clients home rather than at the residence.
 - b) Based on the applicant's statement, the intended business would not be only conducted in the principle building on the parcel but at client's homes, therefore it would not meet this requirement of a Home Occupation.
- iv. There shall be no change in the outside appearance of the dwelling or lot, or other visible evidence of the conduct of the home occupation. No sign is permitted.
 - a) The applicant states, there will be no significant changes to the outside appearance of the dwelling or lot. That only exterior addition will be a small sign displaying the company name.
 - b) The applicant states no significant changes would happen, however that is not the same as no changes to the outside appearance, which does not clearly state that no changes would be made and that this requirement would not be met. Additionally, the requirement of a Home Occupation explicitly states that no sign is permitted and the applicant is proposing that there will be a sign displaying the company name on the home, which makes it clear that this requirement would not be met.
- v. The home occupation shall not generate traffic in greater volumes than would normally be expected in a residential neighborhood.
 - a) The applicant states "The business will not generate traffic greater than what is normally expected in a residential neighborhood. Business operations are administrative in nature, and services will be provided at clients' homes rather than at the residence."
 - b) The applicant does not however provide any information related to where any employment related interaction would take place with the employees that the applicant states "will provide care and assistance services at clients' homes. This might include, but not be limited to, employment paperwork, training, performance reviews, or any other Human Resource related activities. The applicant has not provided enough information to ensure that this requirement of a Home Occupation would be met.
- vi. No equipment or process shall be used which creates noise, vibration, glare, fumes, odors, or electrical interference detectable to the normal senses off the lot. In the case of electrical interference, no equipment or process shall be used which creates visual or audible interference in any radio or television receivers off the premises, or causes fluctuations in the line voltage off the premises.
 - a) The applicant describes the Home Occupation as "Operation of a non-skilled home

health care agency providing administrative services, caregiver scheduling, client coordination, billing, record keeping, phone communication, and business management.”

- b) This requirement appears to have been met.
- vii. Prior to establishing a home occupation, the owner or occupant of the dwelling shall apply and receive approval for a zoning certificate from the Planning and Zoning Administrator.
 - a) The applicant has submitted a Zoning Certificate Application for a Home Occupation Permit.
 - b) The requirement for the applicant to apply for a zoning certificate has been met, however the applicant did not sign their application. The applicant will need to sign their Zoning Certificate Application.

Based on the information given by the applicant, 5 of the 7 requirements for a Home Occupation are not met, based on staff analysis above. The applicant is intending to have employees of the business that are not permanent residents of the home, which is not permitted. The applicant may also be intending to make changes to the exterior of the building, which is not permitted, along with putting up a sign, which is also not permitted in a Home Occupation. The applicant also does not clearly state where the Home Occupation will take place within the home, by providing two different locations on their application, along with not giving staff the dimensions or square footage of the area. Therefore, staff cannot ensure that this Home Occupation would meet the minimum square footage requirements showing that it is subordinate in nature to the primary use of the home. The Home Occupation also clearly requires that the business take place only within the Home, and the applicant has clearly stated that it would not, with employees providing care services to their clients, within their client’s home. Finally, the applicant has not clearly addressed where the activities related to the management of non-resident employees would take place, or how traffic would not be increased, due to having a significant portion of the business conducted outside of the home. Based on these reasons and the analysis above, staff is of the opinion that the intended scope of the Home Occupation is beyond that which is permitted for a Home Occupation by the Zoning Code. The applicant does not meet the requirements of a Home Occupation. That the applicant has not clearly demonstrated that all requirements of Section 1105.13.I, specifically i, ii, iii, iv and v; have been met. Therefore, the Zoning Certificate Application 2026-0256 – Home Occupation – is denied.

Please know that Section 1109.23 allows an appeal within 14 days after the day of the decision, notice or order served by the Planning and Zoning Administrator, to appeal the decision to the Planning and Zoning Board in writing.

Section 1109.23 – Appeals states:

- A. Any person directly affected by the decision of the Planning and Zoning Administrator or a notice or order issued under this Zoning Code shall have the

right to appeal to the PZB, provided that a written application for appeal is filed within fourteen (14) days after the day the decision, notice or order was served. An application for appeal shall be based on a claim that the true intent of this code or the rules legally adopted thereunder have been incorrectly interpreted or the provisions of this code do not fully apply.

- B. Unless otherwise provided in this Code, an applicant refused such approval, exception, certificate or variance shall appeal in writing to Council within thirty (30) days of the date of refusal by the PZB. The Council shall set a date for a hearing on the appeal and render a decision on the appeal within thirty (30) days of the receipt of such written request. A resolution stating the decision of Council shall be introduced and passed at the next regular meeting following the hearing.

The Zoning Code can be found on the City of Reynoldsburg Website: Reynoldsburg.gov.

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

Sincerely,



Adam Wheeler

Zoning Assistant

City of Reynoldsburg

7232 E. Main Street

Reynoldsburg, OH 43068

Phone: 614-322-6851

awheeler@reynoldsburg.gov | Reynoldsburg.gov

05/27/2026

Phoenikx Buathier
Planning and Zoning Department
City of Reynoldsburg

RECEIVED
MAY 27 2026
REYNOLDSBURG BUILDING DEPT
AW

Subject: Formal Appeal of Zoning Certificate Application 2026-0256 – Home Occupation

Dear Mr/Ms Buathier,

Response to Zoning Certificate Application 2026-0256 – Home Occupation

Dear Planning and Zoning Administrator,

Thank you for reviewing our Home Occupation application. We respectfully submit the following clarification regarding our proposed non-skilled home health care agency administrative office at 776 Clark Dr, Reynoldsburg, Ohio. 43232.

- 1. The proposed non-skilled home health care agency administrative office will operate solely as a quiet administrative home office.** No person who is not a permanent resident of the dwelling will be employed in the home occupation at the residence. Only permanent residents of the dwelling will perform administrative operations from the residence and hold the roles of Registered Nurse permanent resident (Nelli Mangayan will go to the client’s home) and Manager permanent resident (Lazar Mangayan will make call and billing process). No clients will visit the residence. No patient care services will be provided at the residence. No employees who are not permanent residents will work from the residence, either regularly or irregularly. Care services are provided directly at clients’ homes and not from the residence. Employees providing care services do not report to, work from, or conduct business activities from the residence. The residence will be used exclusively for administrative functions including scheduling, billing, payroll, phone communication, staff coordination, compliance oversight, and record management. If an in-person meeting is necessary, meetings with employees will occur at outside locations and not at the residence. The operation will not generate additional traffic, visitors, noise, signage, deliveries, or exterior business activity beyond normal residential use.

The office only needs to secure documentation and keep HIPPA privacy.

2. The home occupation shall be clearly incidental and subordinate to the dwelling use.

The home occupation will take place exclusively within one designated office area located on the 2 floor of the residence.

Office dimensions: 10 feet by 12 feet.

Office square footage: **120** square feet.

Total home square footage: **2,550** square feet.

The office occupies less than 30% of the total floor area of the residence and remains clearly subordinate and incidental to the residential use of the property.

3. The home occupation shall only be conducted in the principal building on the parcel.

The home occupation conducted at the residence consists solely of administrative operations including scheduling, billing, payroll, caregiver coordination, compliance oversight, phone communication, business administration, and record management.

No patient care services are performed at the residence.

No clients visit the residence.

Any services provided by caregivers occur exclusively at clients' homes and are not part of the home office activities conducted within the residence.

4. There shall be no change in outside appearance.

No changes will be made to the outside appearance of the dwelling or lot.

No sign will be installed. No exterior modifications, displays, business equipment, or visible evidence of business activity will exist.

5. The home occupation shall not generate traffic greater than a residential neighborhood.

The administrative office will not generate traffic beyond what is normally expected in a residential neighborhood.

No clients will visit the residence.

No employees will report to the residence.

No employment paperwork, training, performance reviews, interviews, or employee management meetings will occur at the residence.

Any employment-related meetings, if necessary, will occur off-site.

6. Noise, vibration, glare, fumes, odors, or interference.

The administrative office consists solely of quiet office activities and will not create noise, vibration, glare, fumes, odors, electrical interference, or any impacts detectable outside the property.

7. Zoning Certificate Application.

Applicants will provide any additional information requested and sign the application. We respectfully request reconsideration of our application based upon these clarifications.

Email address; nelliavakian1989@gmail.com phone number : (614)886-9711 Nelli Mangayan and (614) 266-2670 Lazar Mangayan .

Best Regards, Ms and Mr. Mangayan.

A handwritten signature in black ink, appearing to be 'Nelli Mangayan', written in a cursive style.



App./Case#: 2026-256
Date Submitted: 5/1/26
Fee Amount: \$100.00
 Paid: Cc

*All submissions must include a physical and digital copy. The physical copy may be dropped off or mailed to the address above. The digital copy can be submitted to the Building Department at: permit@reynoldsburg.gov

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

ZONING CERTIFICATE APPLICATION

Property Address: 776 Clark Drive, Reynoldsburg, Ohio. 43068	Parcel ID#(s): <div style="text-align: right;">RECEIVED MAY 01 2026</div>
---	--

II. PROPERTY OWNER OF RECORD

Property Owner Name(s): Lazar and Nelli Mangayan		REYNOLDSBURG BUILDING DEPT
Contact Email: nelliavakian1989@gmail.com	Contact Phone Number: Lazar (614)266-2670 Nelli (614) 886-9711	

III. BUSINESS/TENANT INFORMATION(IF APPLICABLE)

Business Name:	Contact Name:
Contact Email:	Contact Phone Number:

ELECTRONIC
SUBMITTAL

IV. APPLICANT APPLICATION

Applicant Name: Lazar and Nelli Mangayan	Applicant Address: 776 Clark Drive , Reynoldsburg, Ohio. 43068
Applicant Phone Number: Lazar (614) 266-2670 Nelli (614)886-9711	Applicant Email:

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

RESIDENTIAL (\$100 each)	NON-RESIDENTIAL (\$150 each)	Project Information (If Applicable)
CHECK IF APPLICABLE: <input type="checkbox"/> Swimming Pool <input type="checkbox"/> New Building (+\$50) <input type="checkbox"/> Patio <input type="checkbox"/> Building Modification <input type="checkbox"/> Deck <input checked="" type="checkbox"/> Home Occupation <input type="checkbox"/> Driveway Modification <input type="checkbox"/> Accessory Structure <input type="checkbox"/> Shed <input type="checkbox"/> Fences (\$50) - All Districts	CHECK IF APPLICABLE: <input type="checkbox"/> New Business/Use <input type="checkbox"/> Accessory Structure <input type="checkbox"/> New Building <input type="checkbox"/> Building/Site Modification <input type="checkbox"/> Zoning Verification Letter (\$50)	Est. Cost of Construction: _____ Total Square Footage: _____ Est. Additional Employees: _____

Description of Project/Use: We are requesting approval for a non- skilled home health care agency administrative office at this residence. This location will be used only for administrative perposes such as scheduling, billing, phone calls, recordkeeping, staff coordination, and managment. No client patients will visit the residence. No hands- on care or medical services will be provided at the home. Caregivers will travel directly to client's residences to provide non- skilled personal care.

Applicant Signature: _____ Date: 04/29/2026

*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

* Revised 2026

Additional Notes:

Zoning District: _____

Additional Approval Required

Planning and Zoning Board

P&Z Administrator: _____ Date: _____

Floodplain Administrator: N/A Date: _____

Additional Requirements
 Building Permit
 PGU
 Variance
 Conditional Use Permit
 Certificate of Appropriateness

Section 1109.09 ZONING CERTIFICATE REQUIREMENTS

No use of land, building or structure and no construction or alteration of an existing use, building or structure shall commence until a zoning certificate is issued by the Planning & Zoning Administrator certifying that the intended use of the premises has been documented, reviewed, and approved in conformance with the provisions of this Zoning Code. A zoning certificate shall only be issued by the Planning & Zoning Administrator subsequent to completion of all procedures and approvals required by this Code. The Planning and Zoning Administrator shall not be required to issue a zoning certificate where the subject property is not in compliance with the Zoning Code, Building Code, or Property Maintenance Code. Except as otherwise provided in this code, a zoning certificate shall be required before:

1. Locating, erecting, constructing, reconstructing, altering or moving any building/structure, including an accessory structure such as a sign or fence;
2. Occupying or using land or a building or changing the use of land or of a building in whole or in part for a different use;
3. Changing a nonconforming use to a different use or extending or expanding a nonconforming use or structure.
4. Where a non-conforming use has been discontinued, meaning that the structure containing the use has remained vacant, unoccupied, unused or has ceased the daily activities or operations which had occurred, for a period of 6 or more continuous months, the non-conforming use shall be permanently terminated. Please refer to Section 1107 for additional information on Non-Conformities.

ADDITIONAL MATERIALS CHECKLIST

The following checklists contain most information needed for each project type; However, each project is unique and you may be contacted to provide more information

This application shall be accompanied by one (1) copy of the plans to scale showing:

New Building:

- All plans shall be signed and sealed by a professional engineer, architect, or landscape architect registered with the State of Ohio.
- Each sheet shall contain a title block including the name of the project and the address of the project location.
- A vicinity map showing the location of the proposed development in relationship to the surrounding area including major thoroughfares
- The dimensions of property lines, parcel dimensions, and adjoining rights-of-way.
- The current zoning of the parcel and all adjacent parcels.
- The location of proposed buildings and structures.
- The location of existing water bodies, streams, drainage ditches, stands of trees and other pertinent features within one hundred fifty feet (150 ft.) of the proposed development.
- Setbacks and building separations shall be noted in accordance with zoning requirements.
- A landscape plan, including approximate location of all new landscape material and plantings.
- A transportation and parking plan, including location and number of all parking and loading spaces and location of all proposed walkways and bike/pedestrian access points.
- An architectural plan, including exterior building materials, colors and lighting features.
- Such other information as the Planning & Zoning Administrator may require so as to carry out the full intent of the Zoning Code.

Building Modification:

- A description of the type of Building Modification intended to be done on the application.
- Site Plan showing the location of the Building Modification:
 - If it is an addition, the dimensions of the proposed addition and setback of the addition to the property lines on the Site Plan.
- Elevations in color showing the building materials, color, roof type, and window locations (all that are applicable.)

Solar:

(Roof mounted/shingles is considered a Building Modification, Freestanding is considered an Accessory Structure)

- Site plan showing the location and height of the panels or panel array
 - For freestanding arrays include setbacks to all property lines and a calculation of the lot coverage
 - For roof mounted solar, and overhead view of the roof showing panel location and any vents, chimneys, etc.
- Identify any ground storage battery and how it will be secured
- Manufacturer cut sheet for the model to be installed

ADDITIONAL MATERIALS CHECKLIST

Home Occupation:

- A description of the intended home occupation.
- A description of where the home occupation will take place within the home
- If anyone other than the homeowner will be employed with the home occupation.
- Intended hours of operation
- A site plan showing the home/property and where the home occupation will take place.

Accessory Structures:

(Detached Garages, gazebos, pergolas, picnic pavilions, boathouses, etc.)

- Identify the type of Accessory Structure on the application.
- Site plan showing the location of the Accessory Structure on the property and all other buildings on the site.
- Dimensions of the Accessory Structure
- The height of the Accessory Structure (max of 15 feet)
- Setback of the Accessory Structure to the side and rear property lines
- Setback of the Accessory Structure to the Main Building and other Accessory Structures

Sheds:

- Site plan showing the location of the Shed on the property and all other buildings on the site.
- Dimensions of the Shed
- The height of the Shed (max of 15 feet)
- Setback of the Shed to the side and rear property lines
- Setback of the Shed to the Main Building and other Accessory Structures

Swimming Pools/Hot Tubs:

(Private for personal use only)

- Type of Pool
 - Above Ground Pool
 - In Ground Pool
- Site Plan showing the location of the Pool/Hot Tub on the property and all other buildings on the site
- Pools dimensions identified on the Site Plan
- Setback of the Pool/Hot Tub to the side and rear property lines
- Setback of the Pool/Hot Tub to the Main Building and other Accessory Structures
- Site Plan showing the location of the fence surrounding the pool/property, minimum 4 feet with a locking gate

Patios:

- Type of Patio Material
- Site Plan showing the location of the Patio on the property and all other buildings on the site
- Setback of the patio to the side and rear property lines

Decks:

- Identify if it is an Attached or Detached Deck to the Home on the application
- Type of Deck Material on the application
- Site Plan showing the location of the Deck on the property and all other buildings on the site
- Dimensions of the Deck
- Setback of the Deck to the side and rear property lines
- Setback of the Deck to other Structures on the property

Driveway Modification:

- Type of Driveway Material – hard surface required (gravel not permitted)
- Site Plan showing the width and length of additional driveway/new driveway
- Setback of Driveway to the property line on the Site Plan – (3 feet minimum required)

ADDITIONAL MATERIALS CHECKLIST

Fences:

- Type of Fencing Material
- Height of Proposed Fence
- Site Plan showing:
 - The Location of the Fence on the property
 - The Length of the Fence identified
- Opacity of Fence if located in front yard
 - 50% maximum opacity of fence permitted
 - For picket fences, the distance between pickets shall be no less than the width of the pickets themselves

New Business/Use:

- Site plan showing the entire parcel that it is located on, including any existing parking on the site.
- A description of the intended business on the site, such as the type of land use, and if there are any incidental land uses on the site
- Hours of Operation
- Number of Employees
- The previous land use/business that was there if known.
 - The date that the previous business ceased operations
- The square footage of the business location/where the business is located.

1. Description of the Intended Home Occupation:

Operation of a non-skilled home health care agency providing administrative services, caregiver scheduling, client coordination, billing, record keeping, phone communication, and business management. Care services will be provided at clients' residences, not at the home location.

2. Description of Where the Home Occupation Will Take Place Within the Home:

The home occupation will be conducted in a designated office area located in the office room on the first floor of the residence. This area will be used only for administrative and office purposes.

3. If Anyone Other Than the Homeowner Will Be Employed With the Home Occupation:

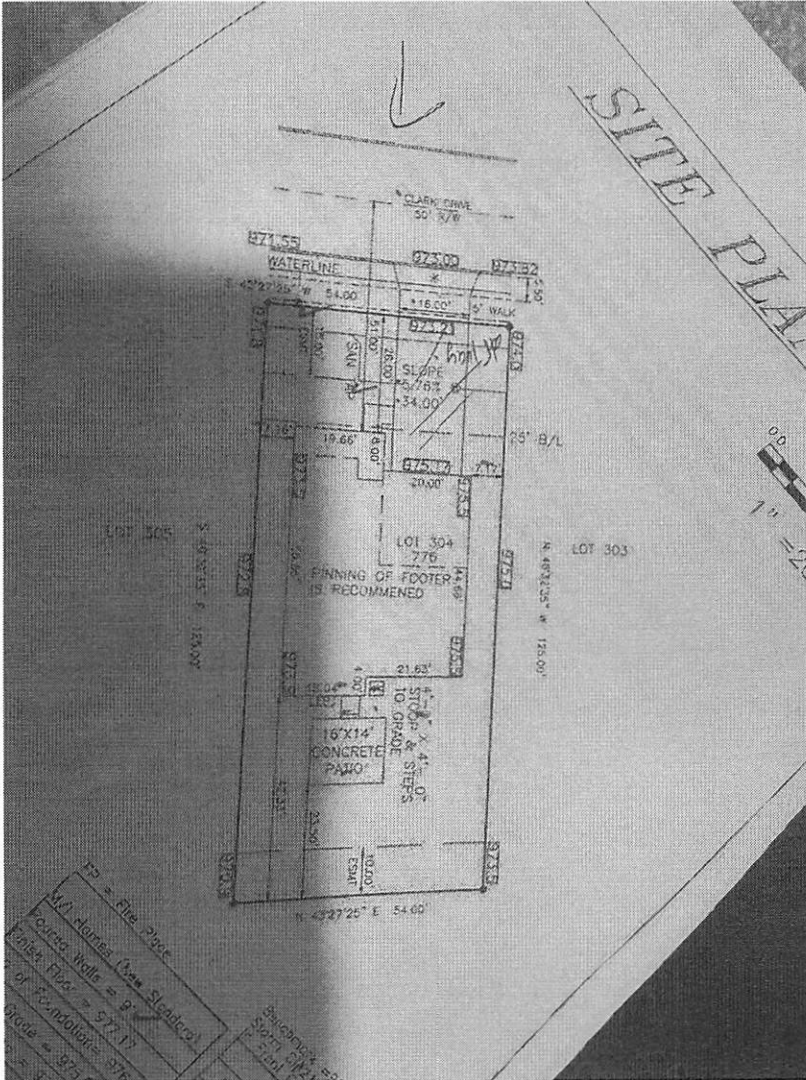
At this time, no employees will regularly work from the residence. Caregivers and staff will report directly to client homes or work remotely as needed.

4. Intended Hours of Operation:

Administrative office hours will be Monday through Friday, 9:00 AM to 5:00 PM. Occasional phone calls or scheduling activities may occur outside these hours.

5. Site Plan Showing the Home/Property and Where the Home Occupation Will Take Place:

Added the plan



From: [Adam Wheeler](#)
To: "Nelli Avakian"
Cc: [Phoenix Buathier](#)
Subject: RE: Zoning Certificate Application 2026-0256: Home Occupation - 776 Clark Drive - Denied
Date: Wednesday, May 20, 2026 9:27:00 AM

Good morning,

The reasons for the denial are provided in the denial letter that was attached to my previous email. Also included in that letter are instructions informing you of your right to appeal the decision in writing within 14 days after the day the decision was served, meaning you have 14 days to submit a written appeal after today.

Sincerely,

Adam Wheeler

Zoning Assistant

–

City of Reynoldsburg

7232 East Main Street | Reynoldsburg, OH 43068

T 614-322-6851 | **F** 614-322-6830

E awheeler@reynoldsburg.gov

www.reynoldsburg.gov

From: Nelli Avakian <nelliavakian1989@gmail.com>
Sent: Wednesday, May 20, 2026 9:21 AM
To: Adam Wheeler <AWheeler@reynoldsburg.gov>
Cc: Phoenix Buathier <pbuathier@reynoldsburg.gov>
Subject: Re: Zoning Certificate Application 2026-0256: Home Occupation - 776 Clark Drive - Denied

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

Good morning Adam ,

The our HAO states is not going to be a problem bc we non providing any procedures in our house . Why you guys denied ?!

On Wed, May 20, 2026 at 9:02 AM Adam Wheeler <AWheeler@reynoldsburg.gov> wrote:

Hello,

The Zoning Certificate Application 2026-0256 for a Home Occupation Permit at 776 Clark Drive has been denied by Zoning. Please see the attached denial letter.

Sincerely,

Adam Wheeler

Zoning Assistant

-

City of Reynoldsburg

7232 East Main Street | Reynoldsburg, OH 43068

T 614-322-6851 | **F** 614-322-6830

E awheeler@reynoldsburg.gov

www.reynoldsburg.gov

From: [Nelli Avakian](#)
To: [Adam Wheeler](#)
Subject: Re: Zoning Certificate Application - 776 Clark Dr - Home Occupation Permit
Date: Monday, May 11, 2026 3:57:57 PM

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

Thank you so much . Have a good week ahead
On Mon, May 11, 2026 at 2:07 PM Adam Wheeler <AWheeler@reynoldsburg.gov> wrote:

Nelli,

I had not received your message email last week. Your responses to my questions have now been received. I will review those responses alongside all previously submitted materials and I will contact you after that review has been completed.

Sincerely,

Adam Wheeler

Zoning Assistant

-

City of Reynoldsburg

7232 East Main Street | Reynoldsburg, OH 43068

T 614-322-6851 | **F** 614-322-6830

E awheeler@reynoldsburg.gov

www.reynoldsburg.gov

From: Nelli Avakian <nellyiavakian1989@gmail.com>
Sent: Monday, May 11, 2026 1:57 PM
To: Adam Wheeler <AWheeler@reynoldsburg.gov>
Subject: Re: Zoning Certificate Application - 776 Clark Dr - Home Occupation Permit

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

Good afternoon Adam ,

We got email from you last week regarding to open home health care agency office in our house. We sent you email with answers for you questions . I just want to make sure you received it , and if anything we have to do ?

Let me know please

Thank you for your time

Regards, Nelli Mangayan

On Thu, May 7, 2026 at 4:15 PM Nelli Avakian <nelliavakian1989@gmail.com> wrote:

Good afternoon Adam

Hello Adam,

Thank you for your email. Please see our responses below regarding the home occupation application for 776 Clark Drive.

1 Only my husband and I, who are permanent residents of the home, will work from this residence. No non-resident employees will work from the home, either regularly or irregularly.

2 Our additional employees will provide care and assistance services at clients' homes. They will not need to come to our residence for work purposes.

3 The office for the home occupation will be located in a small bedroom on the second floor of the home. The room is small and occupies less than 30% of the total floor area of the residence.

4 There will be no significant changes to the outside appearance of the dwelling or lot. The only exterior addition will be a small sign displaying the company name.

5 The business will not generate traffic greater than what is normally expected in a residential neighborhood. Business operations are administrative in nature, and services will be provided at clients' homes rather than at the residence.

Please let us know if any additional information or clarification is needed.

Regards, Nelli

On Thu, May 7, 2026 at 2:38 PM Nelli Avakian <nelliavakian1989@gmail.com> wrote:

----- Forwarded message -----

From: **Adam Wheeler** <AWheeler@reynoldsburg.gov>

Date: Thu, May 7, 2026 at 2:25 PM

Subject: Zoning Certificate Application - 776 Clark Dr - Home Occupation Permit

To: Nelli Avakian <nelliavakian1989@gmail.com>

CC: Phoenix Buathier <pbuathier@reynoldsburg.gov>

Hello,

I am contacting you regarding Permit 2026-0256 for 776 Clark Drive regarding a Home Occupation Permit and have the following comments/questions:

1. Will anyone who is not a permanent resident of the home ever be employed in the home occupation?
 - a. Application states, “At this time, no employees will regularly work from the residence.”
 - i. What is meant by “At this time” will this change at a future time?
 - ii. You state that “no employees will regularly work from the residence”. Will there be employees who work irregularly from the residence?
 - iii. At any time will an employee who is not a resident of the home be present at 776 Clark Drive?
2. What is the square footage of the room where the home occupation will take place?
 - a. Section 1105.13.I.ii states, “The home occupation shall be clearly incidental and subordinate to the dwelling use, with a minimum permitted square footage of three-hundred square feet (300) or no more than thirty percent (30%) of the floor area of the principal building, whichever is greater”
3. Will there be any change to the outside appearance of the dwelling or lot?

4. Please Tell how it will be met that the Home Occupation will not generate traffic in greater volumes than would normally be expected in a residential neighborhood.

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

Sincerely,

Adam Wheeler

Zoning Assistant

-

City of Reynoldsburg

7232 East Main Street | Reynoldsburg, OH 43068

T 614-322-6851 | **F** 614-322-6830

E awheeler@reynoldsburg.gov

www.reynoldsburg.gov

From: [Adam Wheeler](#)
To: [Nelli Avakian](#); [Phoenikx Buathier](#)
Subject: RE: Zoning Certificate Application 2026-0256: Home Occupation - 776 Clark Drive - Denied
Date: Tuesday, May 26, 2026 11:36:42 AM

Ms. and Mr. Mangayan,

Based on Section 1109.23 of the zoning code, to appeal, we need you to formally submit a physical in writing document addressed to Phoenikx Buathier, stating that you are appealing this decision and then sign and date the letter. You can include everything you mentioned below, but we need it formally submitted in a letter form, not email. You can mail this in, or physically drop it off. Please know you also have the right to submit any other additional documentation you would like with your appeal.

Based on when we get the written letter with your signature, we will let you know what meeting you would be going to the Planning and Zoning Board. The deadline to go before the Planning and Zoning Board on June 18th is May 28th. The deadline for the July 16th meeting is June 25th. Please know though, that you have to submit the appeal by June 3rd, to meet the 14 days after the date of denial deadline.

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

Sincerely,

Adam Wheeler
Zoning Assistant

—
City of Reynoldsburg
7232 East Main Street | Reynoldsburg, OH 43068
T 614-322-6851 | F 614-322-6830
E awheeler@reynoldsburg.gov

www.reynoldsburg.gov

From: Nelli Avakian <nelliavakian1989@gmail.com>
Sent: Saturday, May 23, 2026 11:27 AM
To: Phoenikx Buathier <pbuathier@reynoldsburg.gov>
Cc: Adam Wheeler <AWheeler@reynoldsburg.gov>
Subject: Re: Zoning Certificate Application 2026-0256: Home Occupation - 776 Clark Drive - Denied

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

Response to Zoning Certificate Application 2026-0256 – Home Occupation

Dear Planning and Zoning Administrator,

Thank you for reviewing our Home Occupation application. We respectfully submit the following clarification regarding our proposed non-skilled home

health care agency administrative office at 776 Clark Dr, Reynoldsburg, Ohio. 43232.

- 1.
- 2.
3. **The proposed non-skilled home health care agency administrative office will operate solely as a quiet administrative**
4. **home office.** No person who is not a permanent resident of the dwelling will be employed in
5. the home occupation at the residence. Only permanent residents of the dwelling will perform administrative operations from the residence and hold the roles of Registered Nurse
6. permanent
7. resident
8. (Nelli Mangayan will go to the client's home) and Manager permanent
9. resident
10. (Lazar Mangayan will make call and billing process). No clients will visit the residence. No patient care services will be provided at the residence. No employees who are not permanent residents will work from the residence, either regularly or irregularly.Care
11. services are provided directly at clients' homes and not from the residence. Employees providing care services do not report to, work from, or conduct business activities from the residence.The residence will be used exclusively for administrative functions
12. including scheduling, billing, payroll, phone communication, staff coordination, compliance oversight, and record management. If an in-person meeting is necessary, meetings with employees will occur at outside locations and not at the residence.The operation
13. will not generate additional traffic, visitors, noise, signage, deliveries, or exterior business activity beyond normal residential use.
- 14.

The office only needs to secure documentation and keep HIPPA privacy.

2.

3.

4. **The home occupation shall be clearly incidental and subordinate to the dwelling use.**

5.

The home occupation will take place exclusively within one designated office area located on the 2 floor of the residence.

Office dimensions: 10 feet by 12 feet.

Office square footage: **120** square feet.

Total home square footage: **2,550** square feet.

The office occupies less than 30% of the total floor area of the residence and remains clearly subordinate and incidental to the residential use of the property.

3. The home occupation shall only be conducted in the principal building on the parcel.

The home occupation conducted at the residence consists solely of administrative operations including scheduling, billing, payroll, caregiver coordination, compliance oversight, phone communication, business administration, and record management.

No patient care services are performed at the residence.

No clients visit the residence.

Any services provided by caregivers occur exclusively at clients' homes and are not part of the home office activities conducted within the residence.

4. There shall be no change in outside appearance.

No changes will be made to the outside appearance of the dwelling or lot.

No sign will be installed. No exterior modifications, displays, business equipment, or visible evidence of business activity will exist.

5. The home occupation shall not generate traffic greater than a residential neighborhood.

The administrative office will not generate traffic beyond what is normally expected in a residential neighborhood.

No clients will visit the residence.

No employees will report to the residence.

No employment paperwork, training, performance reviews, interviews, or employee management meetings will occur at the residence.

Any employment-related meetings, if necessary, will occur off-site.

6. Noise, vibration, glare, fumes, odors, or interference.

The administrative office consists solely of quiet office activities and will not create noise, vibration, glare, fumes, odors, electrical interference, or any impacts detectable outside the property.

7. Zoning Certificate Application.

Applicants will provide any additional information requested and sign the application. We respectfully request reconsideration of our application based upon these clarifications.

Email address; nelliavakian1989@gmail.com phone number : (614)886-9711 Nelli Mangayan and (614) 266-2670 Lazar Mangayan .

Best Regards, Ms and Mr. Mangayan.

Also I attached pictures of the room where we want to do office.

On Wed, May 20, 2026 at 11:11 AM Nelli Avakian <nelliavakian1989@gmail.com> wrote:

Yes we going to do that . Thank you

On Wed, May 20, 2026 at 10:09 AM Phoenix Buathier <pbuathier@reynoldsburg.gov> wrote:

Mr. Avakian,

The decision on the application has been made by staff. If you would like to appeal staff's decision, please provide in writing, a physical appeal letter to staff within the appeal time frame based on the information provided in the letter.

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

From: Nelli Avakian <nelliavakian1989@gmail.com>
Sent: Wednesday, May 20, 2026 9:31 AM
To: Adam Wheeler <AWheeler@reynoldsburg.gov>
Cc: Phoenikx Buathier <pbuathier@reynoldsburg.gov>
Subject: Re: Zoning Certificate Application 2026-0256: Home Occupation - 776 Clark Drive - Denied

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

Yes I know that I am reading right now and I surprised you states some thing that we never told you , and the second you never ask us to proved measurement of our room ?! And know you just sent us email with denial

On Wed, May 20, 2026 at 9:27 AM Nelli Avakian <nelliavakian1989@gmail.com> wrote:

We going to call you bc on some thing you said we states we never states that

On Wed, May 20, 2026 at 9:21 AM Nelli Avakian <nelliavakian1989@gmail.com> wrote:

Good morning Adam ,
The our HAO states is not going to be a problem bc we non providing any procedures in our house . Why you guys denied ?!

On Wed, May 20, 2026 at 9:02 AM Adam Wheeler

<AWheeler@reynoldsburg.gov> wrote:

Hello,

The Zoning Certificate Application 2026-0256 for a Home Occupation Permit at 776 Clark Drive has been denied by Zoning. Please see the attached denial letter.

Sincerely,

Adam Wheeler

Zoning Assistant

-

City of Reynoldsburg

7232 East Main Street | Reynoldsburg, OH 43068

T 614-322-6851 | F 614-322-6830

E awheeler@reynoldsburg.gov

www.reynoldsburg.gov

From: [Chief Bryan](#)
To: [Emma Cepek](#)
Cc: [Dustin Mogg](#)
Subject: Re: 776 Clark Drive Appeal
Date: Tuesday, June 2, 2026 1:26:14 PM

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

TRURO TOWNSHIP INTERNAL EMAIL

This message originated from within Truro Township Fire Department.

Emma,

No comments or concerns. Thank you

Chase Bryan, OFE, OFC

Fire Chief
Truro Township Fire Department
6900 E. Main St.
Reynoldsburg, Ohio 43068
614-729-1901

From: Emma Cepek <ecepek@reynoldsburg.gov>
Sent: Monday, June 1, 2026 9:30 AM
To: Chief Bryan <ChiefBryan@trurotwp.org>
Cc: Phoenix Buathier <pbuathier@reynoldsburg.gov>; Adam Wheeler <AWheeler@reynoldsburg.gov>
Subject: 776 Clark Drive Appeal

EXTERNAL EMAIL

This email originated outside Truro Township Fire Department. Do not click links, open attachments, or respond with sensitive information unless you recognize the sender and were expecting the message.

Chief Bryan,

I am sending you 776 Clark Drive Appeal for a Home Occupation and supporting items that are scheduled for the June 18th 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 Tuesday June 9th so that we can incorporate them in the staff report that goes out first thing on June 11th.

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

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

E ecepek@reynoldsburg.gov

www.reynoldsburg.gov

From: [William Dorman](#)
To: [Emma Cepek](#)
Cc: [Phoenikx Buathier](#); [Adam Wheeler](#)
Subject: RE: 776 Clark Drive Appeal
Date: Monday, June 1, 2026 9:18:11 AM

Emma,

Public Service has no comments regarding this application.

The only concern moving forward with such facilities would be if they have adequate parking as it is acting as a commercial space within a residential neighborhood. Assuming there will be around the clock care, family, medical staff, etc. a residential driveway may not accommodate the number of vehicles driven by this change of use.

Thank you,

William Dorman
Public Service/Building Director

City of Reynoldsburg
7232 East Main Street | Reynoldsburg, OH 43068
T 614-322-6800
www.reynoldsburg.gov

From: Emma Cepek <ecepek@reynoldsburg.gov>
Sent: Monday, June 1, 2026 9:11 AM
To: William Dorman <wdorman@reynoldsburg.gov>
Cc: Phoenikx Buathier <pbuathier@reynoldsburg.gov>; Adam Wheeler <AWheeler@reynoldsburg.gov>
Subject: 776 Clark Drive Appeal

William,

I am sending you 776 Clark Drive Appeal for a Home Occupation and supporting items that are scheduled for the June 18th 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 Public Service may have by Tuesday June 9th so that we can incorporate them in the staff report that goes out first thing on June 11th.

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

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
E ecepek@reynoldsburg.gov

www.reynoldsburg.gov