

CITY OF DELAWARE PLANNING COMMISSION AGENDA

MEETING TO BE HELD VIRTUALLY VIA CISCO Webex **
6:30 P.M.

REGULAR MEETING

February 3, 2021

1. ROLL CALL
2. APPROVAL of the Motion Summary of the Planning Commission meeting held on January 6, 2021, as recorded and transcribed.
3. REGULAR BUSINESS

- A. 2021-0121: A request by Central Ohio Mobile Veterinary Surgical Services, LLC. for approval of a Conditional Use Permit for a veterinary hospital at 585 Sunbury Road in the Delaware Commerce Park and zoned B-3 (Community Business District).

Anticipated Process

- a. Staff Presentation
- b. Applicant Presentation
- c. Public comment (public hearing)

PUBLIC HEARING COMMENT OPTIONS:

- o **JOIN VIRTUAL MEETING:** To provide live public comment please email emccloskey@delawareohio.net or call 740-203-1013 to sign up by 3 p.m. the date of the meeting. **Name and address are required for public comment.** Comments are limited to 3 minutes.
- o **EMAIL, LETTER, PETITION:** written public comment, maximum of 500 words, is to be received by 3 p.m. the date of the meeting to be presented to the Commission for submission and read into the record. **Name and address are required.**
- o **FACEBOOK:** Comments received on Facebook will not be presented during the meeting and will be addressed by staff subsequent to the meeting as appropriate.

- d. Commission Action

- B. First Citizens National Bank

- (1) 2021-0118: A request by Triad Architects LLC., for a Rezoning Amendment for First Citizens National Bank at 33 West William Street from B-3 (Community Business District) to B-2 (Central Business District) on approximately 0.324 acres.

- (2) 2021-0119: A request by Triad Architects LLC., for a Combined Preliminary and Final Development Plan for First Citizens National Bank for a building renovation and expansion at 33 West William Street on property zoned B-2 (Central Business District) on approximately 0.324 acres.

Anticipated Process

- a. Staff Presentation
- b. Applicant Presentation
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o FACEBOOK: Comments received on Facebook will not be presented during the meeting and will be addressed by staff subsequent to the meeting as appropriate.

- d. Commission Action

- 4. PLANNING DIRECTOR'S REPORT
- 5. COMMISSION MEMBER COMMENTS AND DISCUSSION
- 6. NEXT REGULAR MEETING: March 3, 2021
- 7. ADJOURNMENT

** This meeting will be a virtual meeting. Residents are encouraged to view online through the City of Delaware Facebook page. To comply with the CDC recommendation prohibiting group meetings, no in person attendance by Council, staff, or the public will be available.

PLANNING COMMISSION
January 6, 2021
MOTION SUMMARY

ITEM 1. Roll Call

Chairman Simpson called the meeting to order at 6:31 p.m.

Members Present Virtually: Sara Anderson, Tajudeen Bakare, Dean Prall, Andy Volenik, Mayor Carolyn Kay Riggle, Vice-Chairman George Mantzoros and Chairman Stacy Simpson

Staff Present Virtually: Carrie Fortman, Project Engineer, Lance Schultz, Zoning Administrator and Dave Efland, Planning and Community Development Director

ITEM 2. APPROVAL of the Motion Summary of the Planning Commission meeting held December 2, 2020, as recorded and transcribed.

Motion: Mr. Prall motioned to approve the Motion Summary for the Planning Commission meeting held on December 2, 2020, as recorded and transcribed, seconded by Mr. Volenik. Motion approved with a 7-0 vote.

ITEM 3. REGULAR BUSINESS

- (1) 2020-2918: A request by Grden LLC., for approval of an extension until January 31, 2023 to the approved Final Development Plan for Winterbrook Place Phase 1 consisting of 66 single-family lots on 30.452 acres zoned R-3 PMU (One Family District with a Planned Mixed Use Overlay District) and located on Winterbourne Drive, Sienna Glenn Drive, Mahogany Drive, Gardenia Lane and Silver Pine Lane.
- (2) 2020-2919: A request by Grden LLC., for approval of an extension until January 31, 2023 to the approved Final Subdivision Plat for Winterbrook Place Phase 1 consisting of 66 single-family lots on 30.452 acres zoned R-3 PMU (One Family District with a Planned Mixed Use Overlay District) and located on Winterbourne Drive, Sienna Glenn Drive, Mahogany Drive, Gardenia Lane and Silver Pine Lane.

Anticipated Process

a. Staff Presentation

Mr. Schultz reviewed the previously approved Final Development Plan and Subdivision Plat for Phase 1. He discussed that the applicant is requesting a two-year extension to the Final Development Plan and Final Subdivision Plat for Phase 1 per Section 1129 and 1111. The extension is relating to the impact of the COVID-19 and development impediments of the site and the current economic conditions.

b. Applicant Presentation

APPLICANT:

Bob Grden
10590 Wellington Blvd.
Powell, Ohio

Mr. Grden discussed the delay in construction and moving forward with the plans related to COVID-19.

c. Public comment (not a public hearing)

The Clerk informed the Commission that there were no requests for public comment received.

d. Commission Action

Motion: Mr. Prall motioned to approve 2020-2918, along with all staff conditions and recommendations, seconded by Mr. Volenik. Motion approved by a 7-0 vote.

Motion: Mr. Prall motioned to approve 2020-2919, along with all staff conditions and recommendations, seconded by Mr. Bakare. Motion approved by a 7-0 vote.

ITEM 4. PLANNING DIRECTOR REPORT

ITEM 5. COMMISSION MEMBER COMMENTS AND DISCUSSION

Mr. Prall discussed the progress of the Coughlin's Crossing development.

Mayor Riggle discussed the opening of the new Del-Mor Dwellings building on Curtis Street and praised all involved in the project.

ITEM 6. NEXT REGULAR MEETING: February 3, 2021

ITEM 7. ADJOURNMENT:

Motion: Chairman Simpson moved for the Planning Commission meeting to adjourn. The meeting adjourned at 6:57 p.m.

Chairperson

Elaine McCloskey, Clerk

APPLICANT/OWNER

Central Ohio Mobile Veterinary Surgical Services
585 Sunbury Road
Delaware, Ohio 43015

REQUEST

2021-0121: A request by Central Ohio Mobile Veterinary Surgical Services, LLC. for approval of a Conditional Use Permit for a veterinary hospital at 585 Sunbury Road in the Delaware Commerce Park and zoned B-3 (Community Business District).

PROPERTY LOCATION & DESCRIPTION

The existing building is located at 585 Sunbury Road in the Delaware Commerce Park. The subject property is zoned B-3 (Community Business District) as are the properties to the east and west. The property to the north is zoned R-6 (Multi-Family Residential District) and the properties to the south are zoned B-4 (General Business District) across Sunbury Road.

BACKGROUND

The commerce park was constructed in 1990 per the Delaware County Auditor's Office and consists of six buildings on approximately 7.1 acres containing commercial and office uses. The applicant is proposing a veterinary care hospital for referral surgical and emergency care for pets and would be open 24/7 at this location. All pets would be housed indoors only with minimal need to leave the building except occasional leashed/supervised outdoor exercise / rehab for certain animals and situations but this would not qualify as an outdoor run or kennel under code. There would not be any boarding of healthy pets at this location. There would be no alterations to the site plan or exterior renovations to the building.

STAFF ANALYSIS

- **ZONING:** As previously mentioned, the subject property is zoned B-3 (Commercial Business District) which allows a veterinary hospital with Conditional Use Permit approval by the Planning Commission and City Council.
- **GENERAL ENGINEERING:** The applicant would not be required to submit engineering drawings because the improvements are only interior renovations within an existing building with no site improvements.
- **BUILDING:** The veterinary hospital would have to achieve compliance with all building code requirements and the applicant needs to obtain a building permit before starting construction.
- **ROADS AND ACCESS:** The access to the commerce park would not change with primary access from the existing curb cut on Sunbury Road and secondary access from two curb cuts from Bowtown Road.
- **SITE CONFIGURATION:** The approximate 6,000 square foot building is the western most building in the six-building commerce park. There would be no site improvements and no exterior changes to the building proposed. The subject building has 37 parking spaces allocated and the proposed use would only require 30 parking spaces which achieves compliance with the zoning code.
- **LANDSCAPING & SCREENING:** No additional landscaping would be required with the veterinary hospital.
- **SIGNAGE:** The applicant is not proposing specific building signage in this application, but any signage would have to achieve compliance with the base zoning code.
- **LIGHTING:** The applicant is not proposing any new exterior lighting. Any such exterior lighting, if desired, would have to achieve compliance with the minimum zoning requirements and would have to be approved by the City.

- **CONDITIONAL USE PERMIT:** A veterinary hospital shall comply with the general review criteria and the supplemental regulations for specific uses set forth in Chapter 1148. More specifically, in order to minimize any effects of the above per Chapter 1148.05 Supplemental Regulations for Specific Uses, staff suggests that an outdoor kennel or the like shall not be permitted because of the proximity to residentially zoned land to the north. Otherwise, the proposal appears to achieve compliance with the general review criteria and supplemental regulations to allow for a Conditional Use Permit for the proposed use.

STAFF RECOMMENDATION (2021-0121 – CONDITIONAL USE PERMIT)

Staff recommends approval of a request by Central Ohio Mobile Veterinary Surgical Services, LLC. for a Conditional Use Permit for a veterinary hospital at 585 Sunbury Road in the Delaware Commerce Pak and zoned B-3 (Community Business District), with the following conditions that:

1. No outdoor kennel or the like shall be permitted for the proposed veterinary hospital.
2. Any signage shall achieve compliance with the zoning code.

GENERAL REVIEW CRITERIA FOR ALL CONDITIONAL USE PERMITS

1. Will be designed, constructed, operated and maintained so as to be harmonious and appropriate in appearance with the existing or intended character of the general vicinity, and that such use will not essentially change the character of the same area.
2. Will not be detrimental to property values in the immediate vicinity.
3. Will not restrict or adversely affect the existing use of the adjacent property owners.
4. Will be designed and constructed so that all access drives, access points to public streets, driveways, parking and service areas shall be in compliance with the regulations set forth in Chapter 1161.
5. Will be properly landscaped in accordance with Chapter 1166.
6. That the establishment, maintenance or operation of the conditional use will not be detrimental to or endanger the public health, safety or general welfare.
7. That the establishment of the conditional use in the proposed location will not impede the normal and orderly development and improvement of the surrounding property for uses permitted in the district.
8. That adequate utilities, access roads, drainage and/or necessary facilities have been or are being provided.
9. That adequate measures have been or will be taken to provide ingress and egress designed to minimize traffic congestion on the surrounding public streets and to maximize public safety.
10. That the establishment of the conditional use will not be detrimental to the economic welfare of the community by creating excessive additional requirements or public cost for public facilities such as police, fire and schools.
11. That there is minimal potential for future hardship on the conditional uses that could result from the proposed use being surrounded by uses permitted by right that may be incompatible.

SUPPLEMENTAL REGULATIONS FOR SPECIFIC USES

- (ii) Veterinarian hospital (with associated runs and kennels).
 - (1) Outdoor areas devoted to kennel operations shall be:
 - A. Located in the rear yard and shall comply with the building setback requirements for the district in which the use is located.
 - B. A minimum of two hundred (200) feet from any residential district.
 - C. A maximum of twenty-five percent (25%) of the total floor area.
 - (2) Odor and noise shall be adequately controlled to ensure that animals do not create a nuisance.

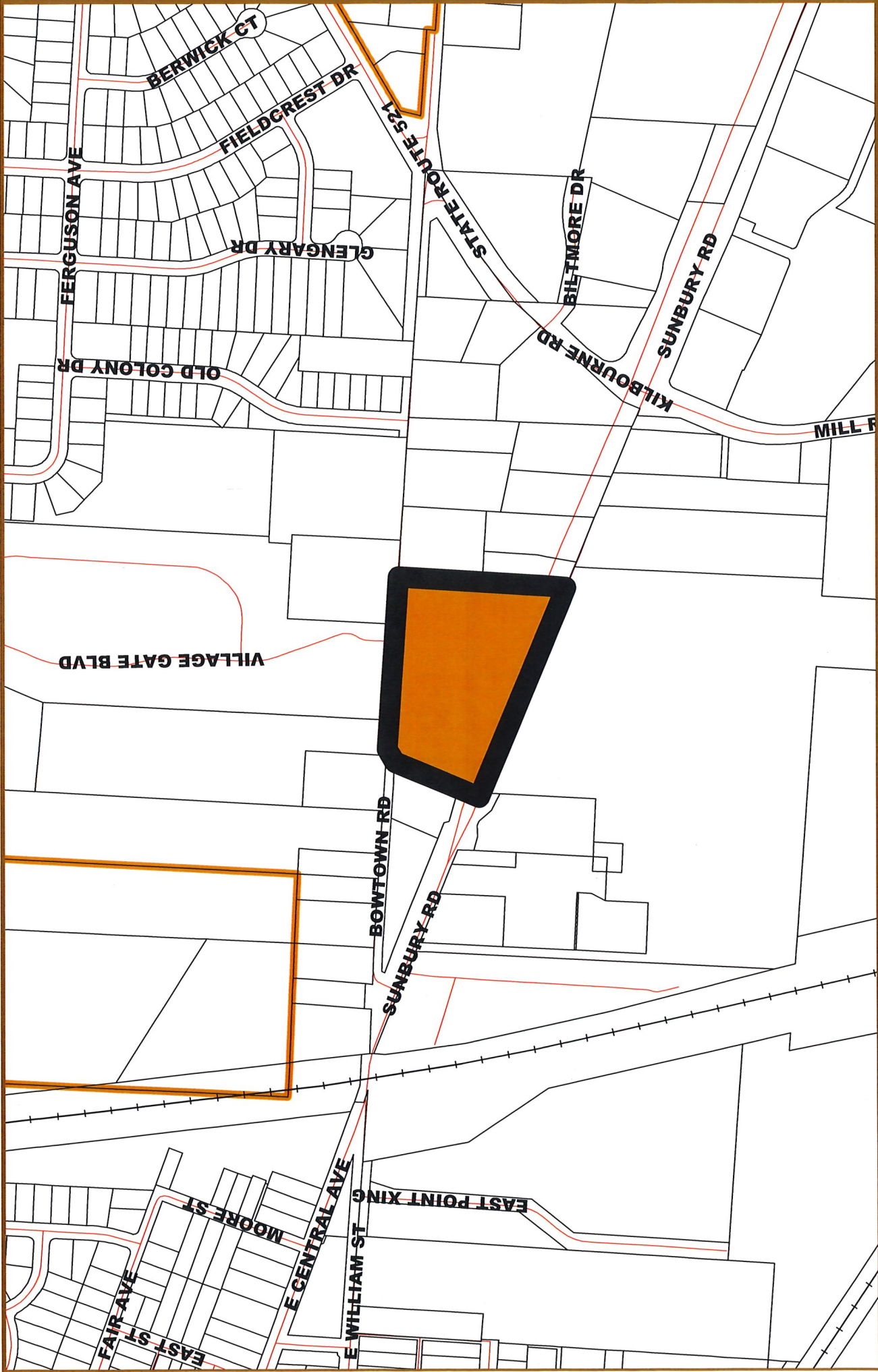
- (3) The boarding of animals shall be restricted to overnight lodging only as necessary for animals receiving medical attention.

COMMISSION NOTES:

MOTION: _____ 1st _____ 2nd approved denied tabled _____

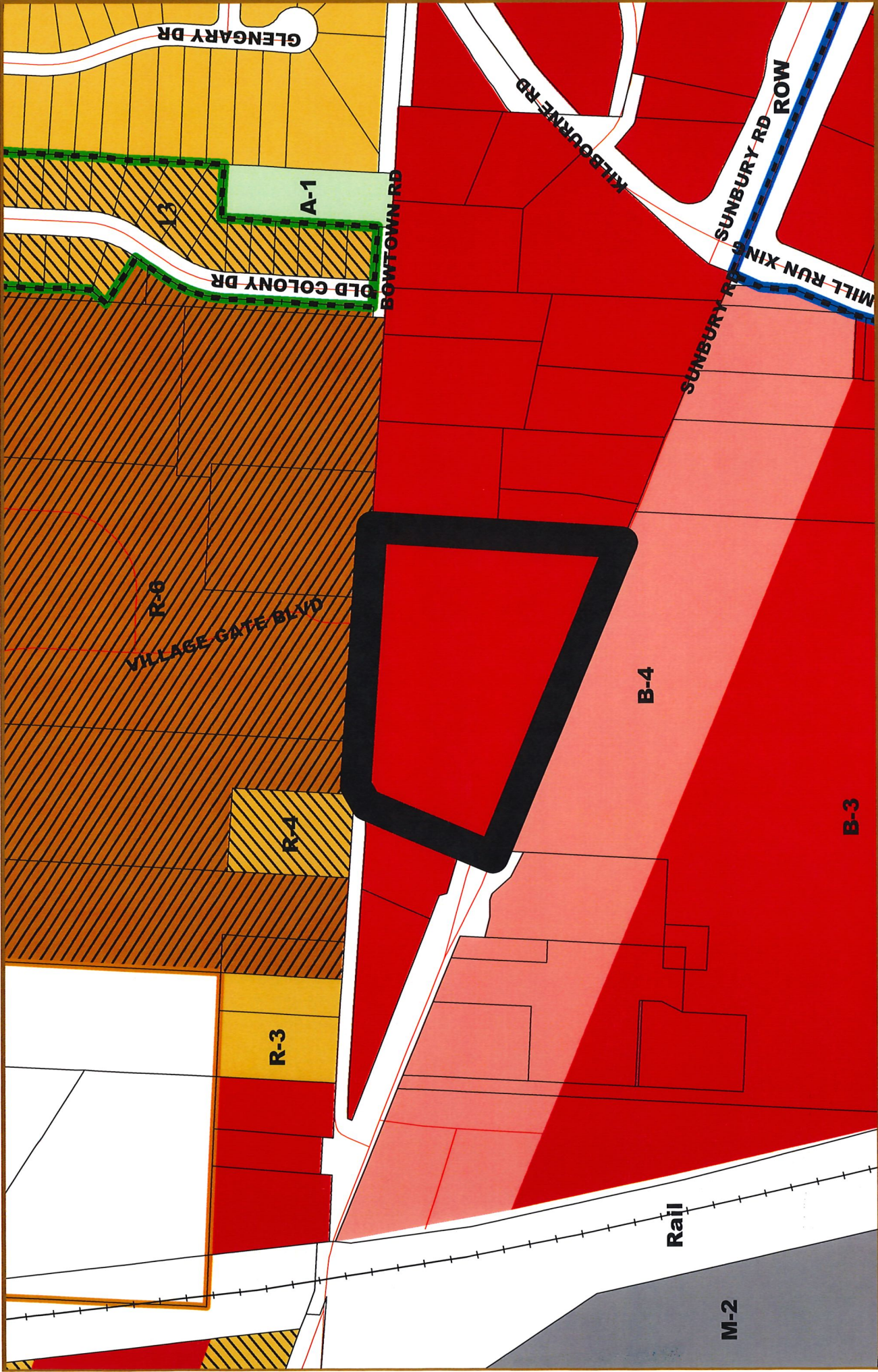
CONDITIONS/MISCELLANEOUS:

FILE:
ORIGINAL: 1/26/21
REVISED:



2021-0121
Conditional Use Permit
Central Ohio Mobile Veterinary Surgical Services - 585 Sunbury Road
Location Map

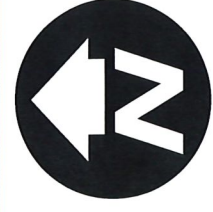




2021-0121
 Conditional Use Permit
 Central Ohio Mobile Veterinary Surgical Services - 585 Sunbury Road
 Zoning Map



BOWTOWN RD

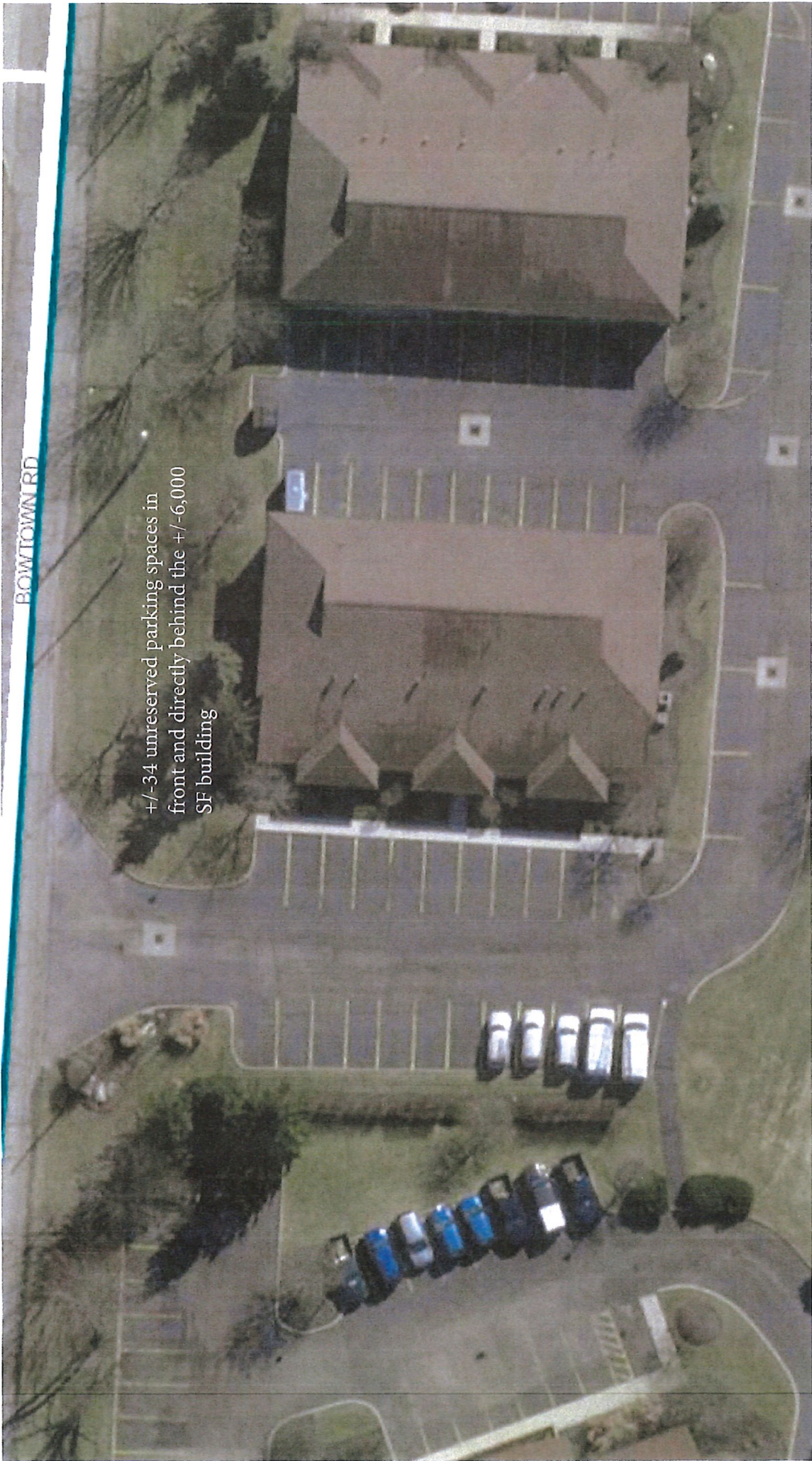


2021-0121
Conditional Use Permit
Central Ohio Mobile Veterinary Surgical Services - 585 Sunbury Road
Aerial (2019) Map



BOWTOWN RD

+/-34 unreserved parking spaces in front and directly behind the +/-6,000 SF building



167. VETERINARY HOSPITAL. "Veterinary hospital" means a place where animals are given medical treatment and *the boarding of animals occurs only as an incidental use.*

COMVSS LLC plans to provide specialty veterinary care to the Delaware Area and surrounding communities. Our intentions are to occupy the whole building space at 585 Sunbury Road, Delaware, Ohio. The hospital will host referral surgical patients. This is slightly different than a general veterinary practice in that all of our patients have a medical issue needing addressed. Most instances the patient is requiring surgical intervention or critical/emergency care. We will not offer routine wellness exams at this location. All patients would be housed indoor only with minimal need to leave the building. We will not be boarding healthy pets as a service. We will offer emergency care to pets and their owners 24 hours. Some patients will require hospitalization and continued care.

There is no plan to make alterations to the exterior of the existing building. This includes landscaping. The character shall remain the same as adjacent structures.

There is no reason any of the surrounding properties would be adversely affected. There would be no changes made to the access drives, access points to public streets driveways or parking. They shall remain as landlord has currently.

(1) Outdoor areas devoted to kennel operations shall be:

A. Located in the rear yard and shall comply with the building setback requirements for the district in which the use is located.

B. A minimum of two hundred (200) feet from any residential district.

C. A maximum of twenty-five percent (25%) of the total floor area.

There will be no outdoor kennel space. All pets are kept within the building.

(2) Odor and noise shall be adequately controlled to ensure that animals do not create a nuisance.

As a place for gold standard veterinary care, the building will be cleaned multiple times daily. Areas are to be continuously sanitized to provide infection control among patients. All waste products will be disposed of in the appropriate manner.

Our patients will be either extremely ill or under the use of sedatives for surgery therefore do not cause a concern regarding noise.

(3) The boarding of animals shall be restricted to overnight lodging only as necessary for animals receiving medical attention.

Hospitalized pets would need to remain overnight at times. There will not be any boarding services offered.

CASE NUMBERS: 2021-0118-0119

REQUEST: Multiple Requests

PROJECT: First Citizens National Bank

MEETING DATE: February 3, 2021

APPLICANT/OWNER

Triad Architects
172 East State Street
Columbus, Ohio 43215

REQUEST

2021-0118: A request by Triad Architects LLC., for a Rezoning Amendment for First Citizens National Bank at 33 West William Street from B-3 (Community Business District) to B-2 (Central Business District) on approximately 0.324 acres.

2021-0119: A request by Triad Architects LLC., for a Combined Preliminary and Final Development Plan for First Citizens National Bank for a building renovation and expansion at 33 West William Street on property zoned B-2 (Central Business District) on approximately 0.324 acres.

PROPERTY LOCATION & DESCRIPTION

The project site is located at 33 West William Street, on the southeast corner of West William Street and South Franklin Street in the Downtown Historic District Overlay. The zoning of the subject property is B-3 (Community Business District), as are the surrounding properties to the south, east, and west. The properties to the north are zoned B-2 (Central Business District).

BACKGROUND/PROPOSAL

The existing 500 square foot bank building will be renovated, and an approximate 2,170 square foot addition would be constructed on its west side expanding into the entire width of the existing side parking lot area. The existing three drive-through lanes on the building's east side will remain and will be upgraded. The remainder of the parking lot area (providing appropriate handicapped parking), driveway, and drive-through lanes will be repaved. The existing traffic circulation pattern will be maintained. Customers will enter and exit the parking lot from the South Franklin Street curb cut while customers using the drive-through service will enter from the South Franklin Street entrance and exit onto West William Street using the pre-existing right turn only/exit only curb cut. Updated landscaping, lighting, and signage are proposed. The HPC reviewed and approved the building design, materials, and colors at their January 27, 2021 meeting to ensure compliance with the downtown historic standards. As a practical matter this site functions with Downtown Delaware. Most of Downtown is zoned B-2 (Central Business District). The proposal here would help re-build the street wall with building façade as well as allow the continuation of the bank use (long standing) on this property. The most appropriate zoning is therefore B-2 which would better allow the applicant to utilize the property in a fashion more consistent with the Downtown environment than it has been in the past. Finally, combined with the historic district overlay review, this will allow the knitting together of the fabric of Downtown in a more consistent, well designed, and coherent manner.

STAFF ANALYSIS

- **ZONING:** As previously mentioned, the property is zoned B-3 which allows commercial uses including the existing bank and addition. However, the B-3 zoning development requirements (setbacks, parking requirements, etc.) are more restrictive and generally oriented less toward the downtown environment and more toward strip retail than the B-2 district requirements. Also, the B-2 district requirements would allow the building to be in character with the other buildings downtown in location, design, building materials etc. In conclusion the proposed rezoning and extending the B-2 zoning across West William Street appears to be a practical extension of the zoning district for a use that is compatible to the existing downtown uses (most of the downtown core is zoned B-2). This is also consistent with the rezoning recently approved on the property on the northwest corner of W. William St. and Franklin St.
- **GENERAL ENGINEERING:** Per the Engineering Department, the proposed site plan would require minor engineering upgrades (the proposed impervious surface would equal to or less than the current site) with appropriate notes on the building site plan drawings per the City Engineer. A formal set of engineering drawings would not be required.

- **SITE CONFIGURATION:** The access to the existing renovated 500 square foot bank building and the approximate 2,170 square foot addition would remain the same with a full movement curb cut from South Franklin Street (customers will enter and exit at this location) that would extent into a 6 space parking lot and the existing three drive-through lanes on the building's east side would remain (the drive thru will be a right only exit as currently configured). The remainder of the parking lot area (providing appropriate handicapped parking), driveway, and drive-through lanes will be re-paved. The proposed approximate 2,170 square foot addition would be on the western portion of the site extending toward Franklin Street with the main entrance on West William Street and a walk-up window on the rear of the building just west of the drive thru. The existing sidewalks on West William Street and Franklin Street shall be maintained or replaced as needed. Also, the owner indicated they would likely utilize tip cart refuse service instead of a dumpster.
- **BUILDING DESIGN:** As mentioned above, the Historic Preservation Commission approved the building design, materials and colors on January 27, 2021. The proposed design, material and colors of the building are as follows per HPC approval: The north elevation (front) has a cast limestone band with red brick continuing to ground level. A wall sign area is designated above the front entrance portico. The white aluminum clad wood entry doors will be maximum 75% glass with muntins to match the white aluminum clad wood windows. Also, the existing cupula and asphalt shingle gable roof over the existing bank building (the proposed east 'wing') and the asphalt shingle gable roof over the drive-through lanes will be removed and replaced with a flat roof with a white cornice. The entry door of the existing bank building will be replaced with white aluminum clad wood windows to match the existing window style. The bank addition will be primarily red brick with an asphalt shingle hip roof to match material and profiles of adjacent Historic District buildings, such as the Masonic Lodge to its west. The lower, roofed portion to its west (the west 'wing') is designed and scaled to complement the existing bank building (the east wing) in shape, material, and window type to lend an appearance of balance to the building. It will also have a flat roof with a white cornice and will be clad with white horizontal fiber cement lap siding with 4" exposure. The new bank building's front entrance with a portico faces West William St. The west (side) elevation would have cast limestone band with red brick continuing to ground level. The south (rear) elevation would have a cast limestone band with red brick continuing to ground level. The rear white aluminum clad wood entry door will be maximum 75% glass with muntins to match the white aluminum clad wood windows. There would be four windows on this elevation, To provide visual balance, the rear entry door of the new bank building will be flanked by two inset brick window profiles on its left and one white aluminum clad wood window and one inset brick window profile on its right. On the east wing, the existing bank building rear entry door opening will be replaced with a walk-up teller window with a transaction drawer, providing visual balance of the east and west wings. The brick on the south elevation of the existing bank building (the east wing) will be re-clad with white horizontal fiber cement lap siding with 4" exposure. The new bank building's rear entrance with a portico faces the south rear parking lot. The east elevation of the proposed east wing fronts the drive-through lanes. All window openings will remain intact. The two existing multi-paned windows at the front and rear will be replaced with white aluminum clad wood windows with the appearance of true muntins and white window base inset panels. The ATM machine will maintain its position north of the existing drive-up teller window. A night deposit box will be added adjacent to the teller window. The east elevation will be clad with white horizontal fiber cement lap siding with 4" exposure.

In conclusion, the exterior materials and coloration of the existing bank building influence those of the proposed bank building, which comply with the Architectural Standards. They include: (1) Grey asphalt shingle roofing; (2) Red brick; (3) Cast limestone band; (4) White cornice and trim; (5) White smooth finish 5-1/4" horizontal fiber cement lap siding (with 4" exposure); (6) White inset panels under east and west wing windows to match existing; (7) White aluminum clad wood windows with appearance of true muntins. (Including white aluminum clad wood entry doors with maximum 75% glass and muntins to match windows); (8) 3-foot-high black metal historically appropriate fence. The proposed building would be a nice addition and complement the historic downtown.

- **SIGNAGE:** The applicant is proposing building signage that would need to achieve compliance with the historic district standards. The building signage would be located over the main entrance to the building on West William Street and on the rear of the building.
- **LIGHTING:** The applicant indicated they would utilize the existing 4 light poles in the parking lot (some of them would be replaced as required). The lights poles are black and have cut-off fixtures. Also, the building

would have wall lighting per the approved HPC building elevation and building code. A lighting plan that achieves compliance with the zoning code would need to be submitted, reviewed and approved by the City.

- **LANDSCAPING & SCREENING:** The applicant would have to install street trees (as needed), parking lot landscaping and foundation landscaping. The street trees along West William Street achieved compliance with the code but two additional street trees would be required along Franklin Street for a total of three. The existing street trees need to be reviewed by the City Arborist to determine if they need replaced or not. There are two large trees located within the existing landscape islands of the parking lot and the applicant is adding a few more trees in the new landscape islands. The City Arborist would have to review the two existing large trees to determine if they need replaced or not. Also, the applicant is proposing the installation of a 3-foot-high historically appropriate black metal fence along the West William Street frontage and along South Franklin Street, transitioning to landscaping along the building's west facade. Furthermore, all the existing and new trees shall achieve compliance with minimum site distance requirements. Finally, all landscaping shall be approved by the Shade Tree Commission.
- **TREE REMOVAL & REPLACEMENT:** The applicant is not removing any trees on the site that would need to be replaced per Chapter 1168 Tree Preservation Requirements. However, there are trees along the southern property line that would be preserved.

STAFF RECOMMENDATION (2021-0118 – REZONING)

Staff recommends approval of a request by Triad Architects LLC., for a Rezoning Amendment for First Citizens National Bank at 33 West William Street from B-3 (Community Business District) to B-2 (Central Business District) on approximately 0.324 acres, with the following condition:

1. Any change of use and/or new structure(s) shall require achieve compliance with B-2 zoning requirements.

STAFF RECOMMENDATION (2021-0119 – COMBINED PRELIMINARY & FINAL DEVELOPMENT PLAN)

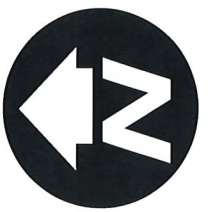
Staff recommends approval of a request by Triad Architects LLC., for a Combined Preliminary and Final Development Plan for First Citizens National Bank for a building renovation and expansion at 33 West William Street on property zoned B-2 (Central Business District) on approximately 0.324 acres, with the following conditions that:

1. A formal set of engineering drawings shall not be required but the development shall meet the minimum design requirements per the City Engineer approval.
2. The drive thru exit curb cut on West William Street shall be a right out only with signage per the City Engineer.
3. The number of on-site parking space on the site shall be 6 parking spaces.
4. The building design, materials and colors shall achieve compliance with the HPC approved plans of January 27, 2021.
5. Two additional street trees would be required along Franklin Street per the zoning code requirements.
6. Any wall signage shall achieve compliance with the Historic District Overlay requirements and the minimum zoning code requirements.
7. The site lighting shall achieve compliance with the minimum zoning code requirements and shall be approved by the City.
8. The sidewalks on West William Street and Franklin Street shall be maintained or replaced as needed and achieve compliance with City Engineering requirements.

COMMISSION NOTES:

MOTION: _____ *1st* _____ *2nd* *approved* *denied* *tabled* _____

CONDITIONS/MISCELLANEOUS:



2021-0118-0119
 Rezoning & Combined Preliminary and Final Development Plan
 First Citizens National Bank - 33 West William Street
 Location Map





2021-0118-0119
 Rezoning & Combined Preliminary and Final Development Plan
 First Citizens National Bank - 33 West William Street
 Zoning Map





W WILLIAM ST

S FRANKLIN ST



2021-0118-0119
Rezoning & Combined Preliminary and Final Development Plan
First Citizens National Bank - 33 West William Street
Aerial (2019) Map





January 19, 2021

First Citizens National Bank of Upper Sandusky
Delaware Branch
33 W. William Street
Delaware, OH 43015

City of Delaware – Planning & Community Development Submission

Narrative

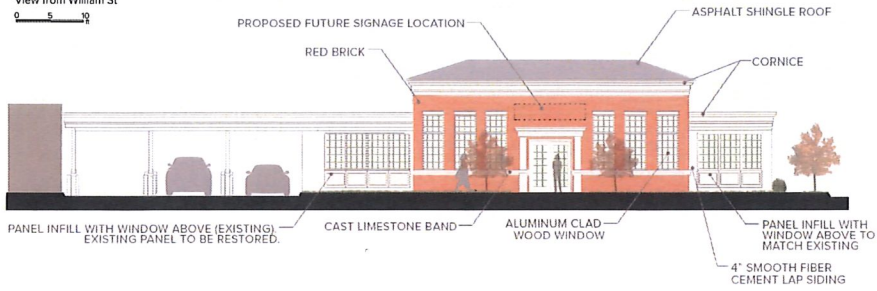
The project site is located at 33 W. William Street on the southeast corner of the intersection of W. William Street and S. Franklin St. The site occupies three parcels with a mini-bank building, drive-through lanes and parking lot. The property is currently owned by Masonic Lodge No. 18. First Citizens National Bank of Upper Sandusky plans to lease the property to use the site as a full-service bank branch location.

The existing 500 SF mini-bank building will be renovated, and a 2,100 SF addition constructed on its west side. The existing three drive-through lanes on the building's east side will remain and will be upgraded. The remainder of the parking lot area, driveway, and drive-through lanes will be repaved. The existing traffic circulation pattern will be maintained. Customers will enter and exit the parking lot from the S. Franklin St. entrance and exit onto W. William St. using the existing Right Turn Only / Exit Only driveway.

The zoning of the property is B-3 (Community Business District), as are the surrounding properties to the south, east, and west. The properties to the north are zoned B-2 (Central Business District). The project site is currently encircled by a band of adjoining commercial, retail, and institutional uses, with residential uses beyond that. The site is essentially incorporated into the downtown business district. To accommodate our proposal for a full-service bank branch facility we are asking that the site be rezoned to B-2 (Central Business District) from the B-3 (Community Business District).

NORTH ELEVATION

View from William St

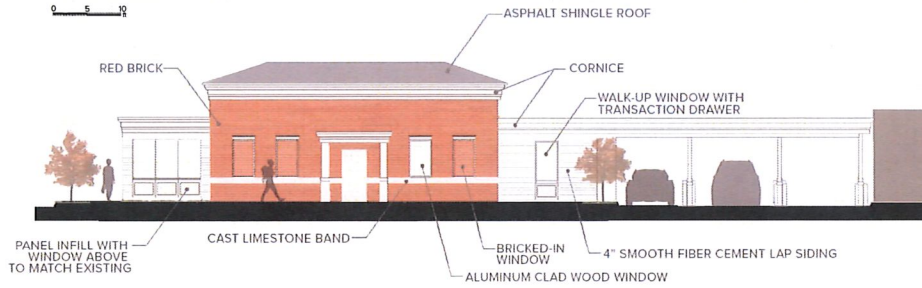


PANEL INFILL WITH WINDOW ABOVE (EXISTING).
EXISTING PANEL TO BE RESTORED.

PANEL INFILL WITH WINDOW ABOVE TO MATCH EXISTING

SOUTH ELEVATION

View from Parking Lot

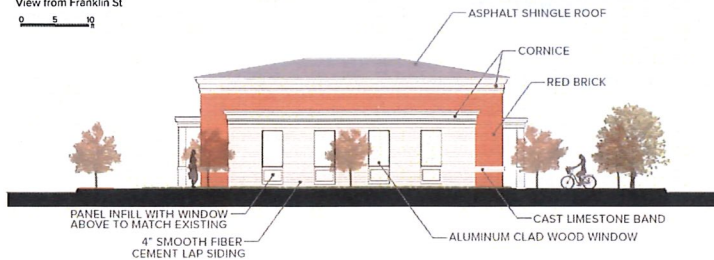


PANEL INFILL WITH WINDOW ABOVE TO MATCH EXISTING

ALUMINUM CLAD WOOD WINDOW

WEST ELEVATION

View from Franklin St



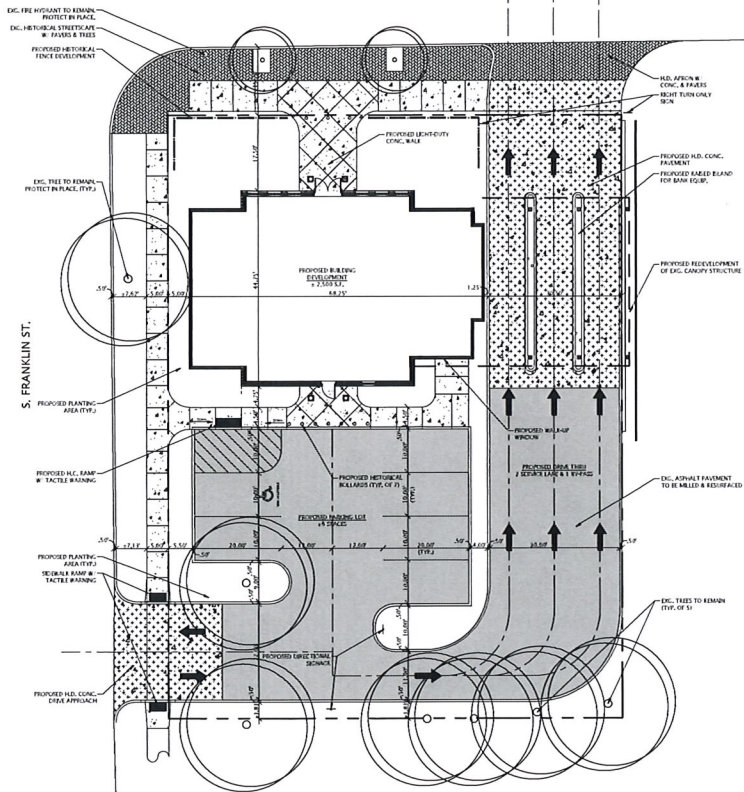
PANEL INFILL WITH WINDOW ABOVE TO MATCH EXISTING

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FIRST CITIZENS NATIONAL BANK
33 W WILLIAM STREET DELAWARE, OHIO



W. WILLIAMS ST.



CONSTRUCTION NOTES:

1. REFER TO CONSTRUCTION NOTES. THE GENERAL CONTRACTOR SHALL LOCATE ALL UTILITIES, UTILITIES SHALL BE PROTECTED BY CONSTRUCTION. THE GENERAL CONTRACTOR SHALL NOTIFY THE ARCHITECT IN WRITING OF ANY UTILITIES, UTILITIES SHALL BE PROTECTED BY CONSTRUCTION.
2. ALL CONSTRUCTION SHALL BE LOCATED AS A LANE WHICH BEHIND THE STATE OF OHIO. UTILITIES SHALL BE PROTECTED BY CONSTRUCTION.
3. ALL UTILITIES, UTILITIES, UTILITIES, ETC. SHALL BE PROTECTED BY CONSTRUCTION. UTILITIES SHALL BE PROTECTED BY CONSTRUCTION.
4. ALL UTILITIES, UTILITIES, UTILITIES, ETC. SHALL BE PROTECTED BY CONSTRUCTION. UTILITIES SHALL BE PROTECTED BY CONSTRUCTION.
5. SLOPE OF ALL NEW SIDEWALKS SHALL NOT EXCEED IN A 4:1 HORIZONTAL CROSS-SECTION OF 1%.
6. CONTRACTOR IS RESPONSIBLE FOR VERIFYING ALL QUANTITIES OF MATERIALS FOR A COMPLETE PROJECT.
7. CONTRACTOR SHALL PROVIDE NECESSARY TRAFFIC SIGNALS, ETC. FOR CONSTRUCTION AND SHALL BE RESPONSIBLE FOR COORDINATING ANY NECESSARY CONSTRUCTION PERMITS WITH ALL LOCAL AUTHORITY JURISDICTIONS.
8. CONSTRUCTION SHALL BE COMPLETED WITHIN THE SPECIFIED CONSTRUCTION PERIOD.
9. CONSTRUCTION SHALL BE COMPLETED WITHIN THE SPECIFIED CONSTRUCTION PERIOD.
10. CONSTRUCTION SHALL BE COMPLETED WITHIN THE SPECIFIED CONSTRUCTION PERIOD.
11. ALL CONSTRUCTION SHALL BE COMPLETED WITHIN THE SPECIFIED CONSTRUCTION PERIOD.
12. OWNER SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS FOR CONSTRUCTION.

DELAWARE BRANCH PH.2

FIRST CITIZENS NATIONAL BANK
33 W. WILLIAM ST.
DELAWARE, OH

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172E STATE ST. SUITE 600
COLUMBUS, OH 43215
PHONE: (614) 442-1000
WWW.FIRSTCITIZENS.COM

DEVELOPMENT MEETING
5/13/2011

REVISIONS:
DATE: 05/13/11 DESCRIPTION:



DESIGNED BY: JAP
CHECKED BY: BJO
PROJECT NUMBER: 43022

AS-100
Site Construction Plan

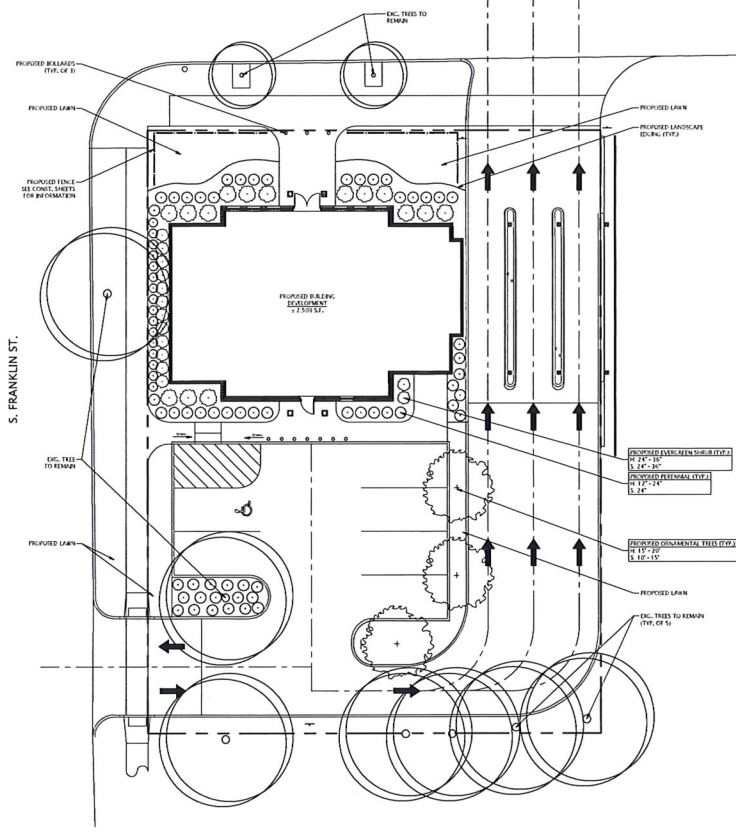
DRAWING: 1000-ARCHITECTS, LTD. 2011

20007 - FIRST CITIZENS NATIONAL BANK

LANDSCAPE PLANTING GENERAL NOTES

1. OWNER SHALL PROVIDE ALL MATERIALS AND LABOR NECESSARY TO COMPLETE THE LANDSCAPE PLANTING AND INSTALLATION WORK. THE LANDSCAPE CONTRACTOR SHALL VERIFY THE QUALITY OF THE MATERIALS AND LABOR PROVIDED BY THE OWNER AND SHALL BE RESPONSIBLE FOR NOTIFYING THE OWNER OF ANY DEFICIENCIES. THE LANDSCAPE CONTRACTOR SHALL NOT BE RESPONSIBLE FOR THE QUALITY OF THE MATERIALS AND LABOR PROVIDED BY THE OWNER.
2. THE LANDSCAPE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FROM THE LOCAL AUTHORITIES. THE LANDSCAPE CONTRACTOR SHALL BE RESPONSIBLE FOR NOTIFYING THE OWNER OF ANY DEFICIENCIES.
3. THE LANDSCAPE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FROM THE LOCAL AUTHORITIES. THE LANDSCAPE CONTRACTOR SHALL BE RESPONSIBLE FOR NOTIFYING THE OWNER OF ANY DEFICIENCIES.
4. ALL PLANTING MATERIALS SHALL BE OF THE QUALITY AND SPECIFICATIONS SET FORTH IN THE LANDSCAPE CONTRACT. THE LANDSCAPE CONTRACTOR SHALL BE RESPONSIBLE FOR NOTIFYING THE OWNER OF ANY DEFICIENCIES.
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W. WILLIAMS ST.



DELAWARE BRANCH PH.2

FIRST CITIZENS NATIONAL BANK
 33 W. WILLIAM ST.
 DELAWARE, OH

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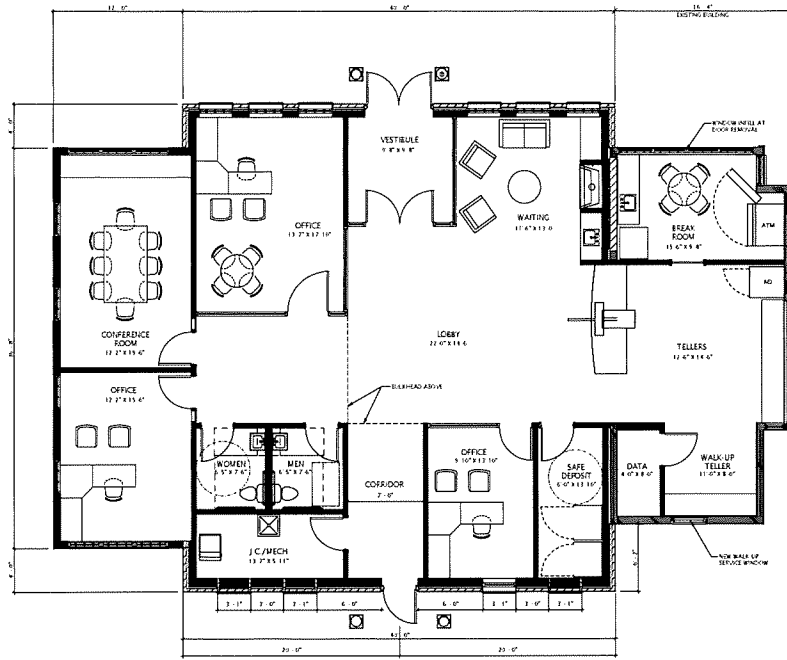
REVIEW MEETING
 5/18/2011
 ATTENDERS:
 J.P. GOSWAMI (CLIENT)

DATE	DESCRIPTION
5/18/2011	REVIEW MEETING

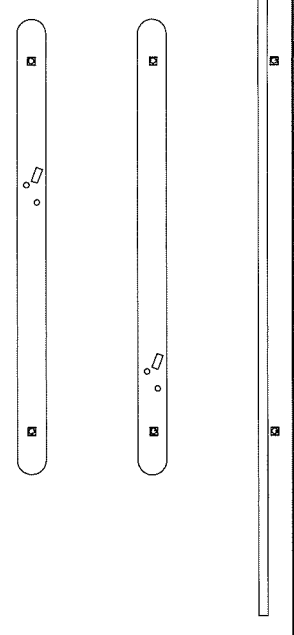


L-100
 Landscape Plan

COMPILED FROM ARCHITECTURE (DATE: 2011)



FIRST FLOOR PLAN
1/4" = 1'-0"



DELAWARE BRANCH
ADDITION & ALTERATIONS

FIRST CITIZENS
NATIONAL BANK

33 W. WILLIAM STREET,
DELAWARE, OH

100 E. BROAD ST. SUITE 400
COLUMBUS, OH 43215
PHONE: 614.444.1111
WWW.FIRSTCITIZENS.COM

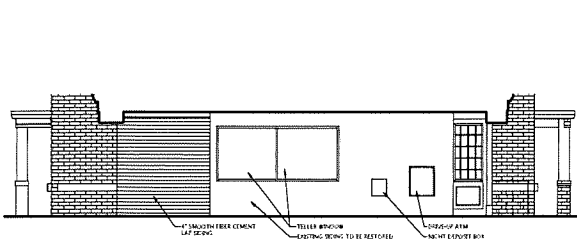
DATE: 10/20/22
BY: [Signature]
CHECKED BY: [Signature]

DRAWN BY: [Signature]
CHECKED BY: [Signature]
PROJECT NUMBER: 2022

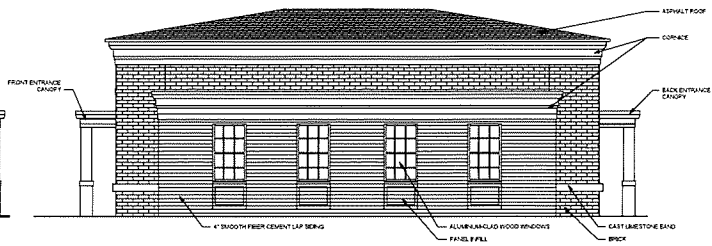
A-100
PROPOSED FLOOR PLAN

10/20/22 11:48 AM C:\Users\johndoe\OneDrive\Documents\Delaware Branch\Delaware_CITNBA_A-100\A-100.dwg johndoe

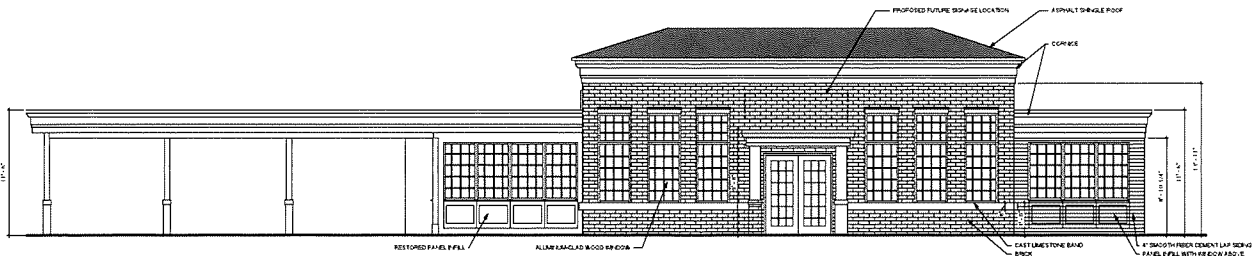
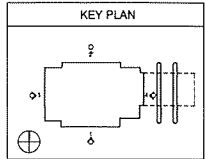
COPYRIGHT 2022 ARCHITECTS LTD 2022 10/20/22 11:48 AM



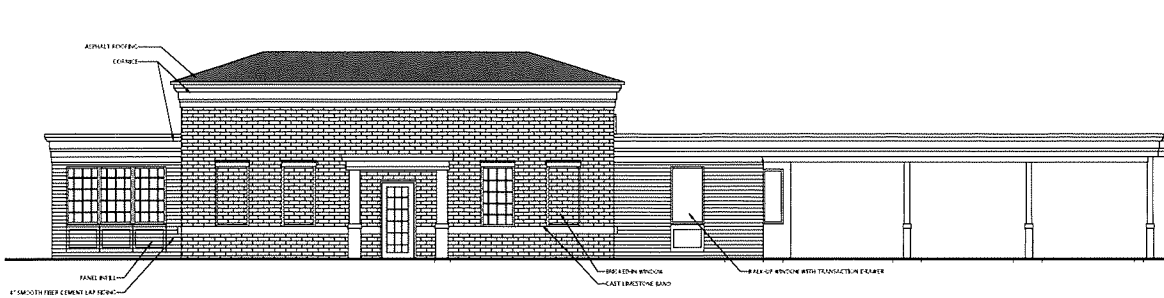
DRIVE-THRU ELEVATION
1/4" = 1'-0"



WEST ELEVATION
1/4" = 1'-0"



NORTH ELEVATION
1/4" = 1'-0"



SOUTH ELEVATION
1/4" = 1'-0"

DELAWARE BRANCH PH. 2

**FIRST CITIZENS
NATIONAL BANK**

33 W. WILLIAM STREET,
DELAWARE, OH

112 S. STATE ST. SUITE 400
COLUMBUS, OH 43215
PHONE: 614.763.1212
WWW.FIRSTCITIZENS.COM

DEVELOPMENT MEETING
14/03/21

REVISIONS:	DATE	DESCRIPTION

DRAWN BY: JMT
CHECKED BY: MMS
PROJECT NUMBER: 2022

A-200
EXTERIOR ELEVATIONS

W:\2022\A-200\A-200_Ext_Elevations\A-200_Ext_Elevations.dwg

COPYRIGHT 2022 ARCHITECTS, INC. 11/20/21 4:13:27 PM PROJECT - FIRST CITIZENS NATIONAL BANK



**CITY OF DELAWARE, OHIO
PLANNING & COMMUNITY DEVELOPMENT
MASTER APPLICATION FORM**



Project # _____

Case # _____

Planning Commission

- | | | |
|---|---|---|
| <input type="checkbox"/> Amended Final Development Plan | <input type="checkbox"/> Final Development Plan Extension | <input type="checkbox"/> Substitution of a Non- Conforming Use |
| <input type="checkbox"/> Amended Final Subdivision Plat | <input type="checkbox"/> Final Subdivision Plat | <input type="checkbox"/> Vacation-Alley |
| <input type="checkbox"/> Amended Preliminary Development Plan | <input type="checkbox"/> Final Subdivision Plat Extension | <input type="checkbox"/> Vacation-Easement |
| <input type="checkbox"/> Amended Preliminary Subdivision Plat | <input type="checkbox"/> Floodplain Permit | <input type="checkbox"/> Vacation-Street |
| <input type="checkbox"/> Annexation Review | <input type="checkbox"/> Lot Split | Board of Zoning Appeals |
| <input checked="" type="checkbox"/> Combined Preliminary & Final Development Plan | <input type="checkbox"/> Pre-annexation Agreement | <input type="checkbox"/> Appeal Administrative Decision or Interpretation |
| <input type="checkbox"/> Comprehensive Plan Amendment | <input type="checkbox"/> Preliminary Development Plan | <input type="checkbox"/> Conditional Use Permit |
| <input type="checkbox"/> Concept Plan | <input type="checkbox"/> Preliminary Dev Plan Extension | <input type="checkbox"/> Substitution of Equal or Less Non-Conforming Use |
| <input type="checkbox"/> Conditional Use Permit | <input type="checkbox"/> Preliminary Sub Plat | <input type="checkbox"/> Variance |
| <input type="checkbox"/> Determination of Similar Use | <input type="checkbox"/> Preliminary Sub Plat Extension | |
| <input type="checkbox"/> Development Plan Exemption | <input checked="" type="checkbox"/> Rezoning | |
| <input type="checkbox"/> Final Development Plan | <input type="checkbox"/> Subdivision Variance | |

Subdivision/Project Name First Citizens National Bank Address 33 W William Street

Acreage 0.324 Square Footage 2,670 Number of Lots 3 Number of Units _____

519-433-01-005-000

Zoning District/Land Use B3 Proposed Zoning/Land Use B2 Parcel # _____

519-433-01-006-000

519-433-01-007-000

Applicant Name TRIAD Architects Contact Person Zach Price

Applicant Address 172 E State Street, Suite 600, Columbus, OH 43215

Phone 614-942-1050 Fax _____ E-mail zprice@triadarchitects.com

Owner Name HIRAM LODGE NO 18 F AND AM Contact Person Jerry Raab

Owner Address 51 W William Street, Delaware, OH 43015

Phone 614-580-1398 Fax _____ E-mail jraab38@columbus.rr.com

Engineer/Architect/Attorney TRIAD Architects Contact Person Zach Price

Address 172 E State Street, Suite 600, Columbus, OH 43215

Phone 614-942-1050 Fax _____ E-mail zprice@triadarchitects.com

The undersigned, do hereby verify the truth and correctness of all facts and information presented with this application and authorize field inspections by City Staff.

Jerry Raab
Owner Signature

Jerry Raab for HIRAM LODGE NO 18 F AND AM

Owner Printed Name

Zach Price
Agent Signature

Zach Price

Agent Printed Name

Sworn to before me and subscribed in my presence this 18th day of January, 2021.



MELISSA PRICE
NOTARY PUBLIC
STATE OF OHIO
COMM. EXPIRES
02-09-2021

Melissa Price
Notary Public