

**PLANNING COMMISSION  
FEBRUARY 3, 2021  
MOTION SUMMARY**

ITEM 1. Roll Call

Chairman Simpson called the meeting to order at 6:34 p.m.

Members Present Virtually: Sara Anderson, Tajudeen Bakare, Dean Prall, Andy Volenik, Mayor Carolyn Kay Riggle, Vice-Chairman George Mantzoros (arrived 6:36 pm) 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 January 6, 2021, as recorded and transcribed.

**Motion:** Mr. Prall motioned to approve the Motion Summary for the Planning Commission meeting held on January 6, 2021, as recorded and transcribed, seconded by Mayor Riggle. Motion approved with a 6-0 vote.

Vice-Chairman Mantzoros arrived at 6:36 p.m.

ITEM 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

Mr. Schultz reviewed the property location and zoning. 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 for occasional leashed/supervised outdoor exercise. This proposal will not qualify as an outdoor run or kennel under code. He reviewed the road and access and site plans and configuration.

b. Applicant Presentation

**APPLICANT:**

Dr. James Reynolds  
3383 N. 3BKs Road  
Sunbury, Ohio

Dr. Reynolds clarified that animals will not remain outside unsupervised but may be supervised on a leash to be walked.

c. Public comment (public hearing)

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

d. Commission Action

**Motion:** Mr. Prall motioned to approve 2021-0121, along with all staff recommendations and conditions, seconded by Mayor Riggle. Motion approved by a 7-0 vote.

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

Mr. Schultz reviewed the proposed site plan and property location. He discussed the existing 500 square foot bank building will be renovated and is proposed to have an approximate 2,170 square foot addition. The existing three drive-through lanes on the building's east side will remain and will be upgraded. Existing traffic circulation pattern will be maintained, and customers will enter and exit 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. He discussed the request for a rezoning from B3 to B2.

Mr. Efland discussed that the applicant had received approval from the Historic Preservation Commission, who has jurisdiction on the design of the exterior of the building.

The Commission questioned the right out only and how that will be managed. Ms. Fortman discussed engineering's commitment to work with the developer to get proper signage. Mr. Efland addressed concerns relating to the drive thru not funneling into one lane and that the configuration has no changes from the previous use as a bank and that staff does not expect an issue. Mr. Efland did inform the Commission that he received concern regarding potential storm water run off. Mr. Efland discussed that engineering will address this concern and that there is slightly more greenspace with the new plan and there will be no additional permeable pavement.

b. Applicant Presentation

APPLICANT:

Michael R. Shade  
Shade and Shade, LLC  
236 West Central Avenue  
Delaware, Ohio

Zach Price  
Triad Architects  
328 North Liberty Street  
Delaware, Ohio

Jevon Reile  
9901 County Highway 42  
Upper Sandusky, Ohio

Mr. Reile discussed the walk-up teller window east of the door and that with the recent pandemic there has been a resurgence of walk-up windows to give customers an access to the building that are not comfortable coming in.

Mr. Price discussed that there are no changes to the existing drive thru lanes and that the banking industry has changed with less use of a building related to increase use of online banking.

c. Public comment (public hearing)

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

d. Commission Action

**Motion:** Mr. Volenik motioned to approve 2021-0118, along with all staff recommendations and conditions, seconded by Mr. Bakare. Motion approved by a 7-0 vote.

**Motion:** Mr. Volenik motioned to approve 2021-0119, along with all staff recommendations and conditions, seconded by Ms. Anderson. Motion approved by a 7-0 vote.

ITEM 4. PLANNING DIRECTOR REPORT

Mr. Efland informed the Commission that the Homeport project was approved by Council and that the applicant is starting to move forward with the grant application. He discussed the plans to review the draft Delaware Together Comprehensive Plan with a work session on either March 17 or April 21.

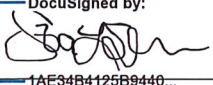
ITEM 5. COMMISSION MEMBER COMMENTS AND DISCUSSION

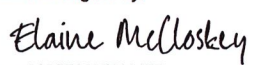
Mr. Prall discussed the growth of development at Terra Alta.

ITEM 6. NEXT REGULAR MEETING: March 3, 2021

ITEM 7. ADJOURNMENT:

**Motion:** Chairman Simpson moved for the Planning Commission meeting to adjourn. The meeting adjourned at 7:27 p.m.

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Chairperson

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Elaine McCloskey, Clerk