

**CITY OF CIRCLEVILLE
PLANNING AND ZONING COMMISSION
104 EAST FRANKLIN STREET
CIRCLEVILLE, OH 43113
(740) 477-8224**

Wednesday, January 9, 2019
City Hall Council Chambers

MEETING MINUTES

Members Present

Al Sedlak
Don Sherman
Dorcas Morrow
Terry Leasure
Marsha Griebel Graham
Mike Combs
Brenda Short, Clerk

Visitors Present

Mitchell Powell
Phillip Norpoth
Brian Carruthers
Todd Tisko

Chairman Al Sedlak called the meeting to order at 6:05 p.m.

The first item on agenda is to approve the December 2018 meeting minutes. Terry Leasure made a motion to approve the minutes, seconded by Dorcas Morrow. Motion carried.

Brenda Short, Clerk, stated there was one item of correspondence. There was a letter re-appointing Al Sedlak to the Planning and Zoning Commission with his term expiring 12/31/2025. This letter will be filed with the minutes.

VARIANCE #10-18 as requested by Circle City Home Improvements, 304 E. Mound Street, Circleville, OH to vary the height of fence along Washington Street from 4' to 6' and setback from 3' to 0'.

Brian Carruthers from Circle Home Improvements on behalf of Phillip Norpoth was sworn in.

Mr. Carruthers stated they want to install fence on the Washington Street side. It would go from the garage to the center of the new room addition. It would be 11' out from the addition, 38' back to driveway and 16' to the garage. There is a 5' sidewalk on the Washington Street side of property with a concrete retaining wall. They want to put the fence against the retaining wall. The other properties on Washington Street are currently in similar situation (301 E. Mound, 239 E. Franklin and 204 E. Mound). The fence would be 6' tall.

Marshal Griebel Graham inquired if the retaining wall is there already.

Mr. Carruthers stated yes, it is. All of the properties are corner properties.

Mr. Sherman stated that with a corner lot you have two front yard and you cannot have a fence above 4' in the front yard.

No one in the audience had comments.

Marsha Griebel Graham made a motion to approve Variance 10-18, seconded by Terry Leasure. 6 Yeas and 0 Nays. Motion carried.

VARIANCE 11-18 as requested by CRS Companies for signage at 131 W. Harrison St., Circleville, Ohio 43113 to vary sign square footage from 50 sf to 576 sf, height from 10' to 24', number of signs from two to ten, and setback from 10' to 6'.

Mitchell Powell from CRS Companies was sworn in.

Mr. Powell stated he had visited the Zoning Office in reference to updating some signs at the site located on 131 W. Harrison Street, which is a Sunoco gas station and mini market. It turned out to be a more complicated process than first thought. He was told that there were no sign permits on file for any of the signs they have at the site. The previous signage was put in place in the late 1990's. It was suggested that he file a new application and apply for a variance to include all signs. There are currently several cigarette signs on the site that will be removed. The LED price display would only display the gas price, no flashing or scrolling. To his knowledge, there has not been any complaints in reference to signage since they have been there for the last 20 years.

Mr. Sedlak asked if they were just updating and cleaning up.

Mr. Powell stated yes.

Mr. Sherman stated they did find permits for the building but no sign permit was found. This was pre-dating his position and not sure what might have happened. Mr. Sherman stated doing the permit and variance, then all of the signs are now on record. They are actually reducing the signage as a whole. Technically the canopy sign only has signage "Sunoco" on two sides and the other sides are blank. He stated again we are trying to clean up and get them all on file. The total square footage of 576.7" would technically be a little bit less due to this. He explained they do not have to get a variance again if they wish to do a face change on the sign later.

Mr. Powell stated the canopy will be about 17' to the top of the canopy.

Mr. Powell stated the nearest residents are a little way down the street and some apartments behind the station that are a good distance away.

Mr. Sedlak stated there were several variances, but did not feel the need to vote on each variance separately.

Mr. Sherman stated that we are finding similar instances with other places and at this point we are trying to get these recorded correctly.

Don Sherman motioned to approve Variance 11-18 and Terry Leasure seconded the motion. 6 Yeas and 0 Nays. Motion carried.

CONTINUATION OF NON CONFORMING PERMIT #1, as requested by Trillium Staffing for business at 640 South Court Street, Circleville, OH 43113 for staffing agency and to allow 4 signs measuring 45 sf in an area zoned R4 District.

Todd Tisko was sworn in.

Mr. Tisko explained Trillium Staffing has had an office in Circleville for over 20 years and is looking to relocate to 640 South Court Street address, contingent on approval of the Non-Conforming Use and the signage.

For the Non-Conforming Use, Jeff Spires, owner of the building, indicates that there have been businesses in there previously.

Mr. Sedlak inquired about the signs. He stated one sign will be a portable sign and this is in an R4 district. Our code states portable signs are not allowed to be displayed more than 30 days consecutively.

Mr. Sherman stated a perpendicular sign on the front is only allowed in the right of way in a DB District. The front of the building is the right of way for that particular building. The perpendicular sign and the portable sign are two issues that Mr. Sherman stated he had concerns with.

Mr. Tisko stated the main reason for their move is for exposure and without the signage they may be unnoticed at their new location. He understands the rules for the R4 District, but was hoping that going along with the Non-Conforming Use, it would be approved. All of the signs are pictured and they are tasteful and not flashing, since that is a main intersection.

Mr. Sherman stated with the uniqueness of the building and if it was set back like other businesses in that area, then it would not be an issue with the signage.

Mr. Sedlak stated the sign is a 3' x 2', so it is not a huge sign.

Mr. Sherman stated the sidewalk is only 5' wide. He would suggest that if the sign is approved that it only be permissible to be placed in the grassy area to the side.

GE District is across the street where Dairy Queen is and SU actually runs behind the building.

Terry Leasure motion to approve Continuation of Non-Conforming Use and the sign permits and Marshal Griebel Graham seconded the motion. 6 Yeas and 0 Nays. Motion carried.

PRELIMINARY PLOT, as submitted by Harral and Stevenson, to build on property between the end of Northfield Drive and Dunkle Road, Circleville, Ohio.

No one was present from Harral and Stevenson to speak.

Don Sherman stated he would explain what he knows about this. There will be two phases. Phase one would be 14 lots. They are only planning to do Phase 1 at this time. He stated he reviewed the drawings and had a few issues that he wants changed.

Mr. Sherman stated that water and sewer were ok. South Central Power will go down the east side of street and they are requiring a 15' utility easement in the front yard. Spectrum has not gotten back with their plan yet and there was no determination from Columbia Gas. Don stated he would request a 15' utility easement on both sides of the street with storm water easement in the back. He also stated he would like them to do a temporary cul-de-sac at the end of Phase 1 so that it will be easier for trash truck and school buses. If they do not, then buses will be backing down the street and out onto Dunkle Road. We can't plow the street properly and cannot pick up leaves properly. The area is zoned R2 District.

Marshal Griebel Graham stated she had seen somewhere they were going to have a Home Owners Association.

Terry Leasure asked if there were woods all the way through there.

Mr. Sherman stated that was correct. He stated there is a wetland there also. He also stated there is no ditch for positive drainage. They will need to sheet drain from the site. He stated he reviewed the plans and would like to discuss the proposed corrections now so they can move forward.

Marsha Griebel Graham inquired about sidewalks.

Mr. Sherman stated they would put sidewalks in but then when Phase 2 starts, they would be ripping some of those out. He explained this is typical.

Mr. Sedlak inquired if we should table the Preliminary Plot until next month when a representative is here for more discussion.

Mr. Sherman stated that would be a good idea. Then he can discuss with Harral & Stevenson. He will request the sketches be updated to include the discussed items and then be present at next month's meeting.

Don Sherman made a motion to table the Preliminary Plot item until next month and he will discuss the proposed changes with Harral & Stevenson to correct and present at the next meeting. Marshal Griebel Graham seconded the motion. All in favor. Motion carried.

Adjournment: Terry Leasure made a motion to adjourn and Mike Combs seconded. Motion carried. Meeting was adjourned at 7:17 pm

Submitted by Brenda Short