

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

Wednesday, February 6, 2019  
City Hall Council Chambers

MEETING MINUTES

Members Present

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

Visitors Present

Deborah Tait  
Ron Hildebrand – HER LLC  
Tom Klitzka  
Craig Stevenson – Harral & Stevenson

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

The first item on agenda is to approve the January 2019 meeting minutes. It has been suggested that we hold the review and approval of the minutes until next month.

**CONDITIONAL USE PERMIT #1** as requested by Debbie Tait, 614 S. Scioto Street, Circleville, OH to operate a home based daycare out of her home located in an R4 District.

Debbie Tait was sworn in.

Mr. Sedlak asked her to explain her plans for a home based business at her place of residence.

Mrs. Tait stated she has done daycare for 25 years. They recently moved from out on SR 56 to town. She stated she understands state licensing and understands you can babysit in your home as a mother living in the home. She is wishing to be able to continue daycare in her home.

Mr. Sedlak explained the home occupation rules and stated he would go over the criteria with her. He inquired if this was her residence and she stated yes, the daycare would be secondary use to that and she replied yes, not more than 20% of the ground floor area will be devoted to the home occupation and she replied yes. She stated there is one room and one bathroom that is devoted just to the daycare but the children do follow her to other rooms and Mr. Sedlak stated that is understandable. He inquired if she had hired staff.

Mrs. Tait stated she has a soon to be 19 year old daughter that lives at home and helps and her mother does come in to assist from time to time but neither are paid a salary. Some of the parents also come in to help with parties.

Mr. Sedlak inquired if the daughter resides with her and she replied yes. He explained the criteria is that not more than one person other than immediate family residing at the residence, shall be employed. He inquired how many children she has a day.

Mrs. Tait explained that she a clientele of 16, but 9 only come in the summer. Some of the children come one day a week, some two days a week. They stair step in and stair step out from 5:00 am.

The third criteria is that it shall not generate greater traffic volume than normal for the neighborhood. She stated with them coming and going a different times there is no traffic issues.

Mr. Sedlak inquired if there were any outside signs and she stated no.

He explained that one of the criteria is that no equipment or process shall be used which creates noise, vibration, glare, fumes, odors or electrical interference detectable to normal senses off the lot. She stated that would not be an issue.

Mr. Sedlak inquired if any of the services would be conducted in any accessory building and she stated no.

He inquired in anyone had any questions. There were no questions or comments.

Dorcas Morrow made a motion to approve Conditional Use #1 and Mike Combs seconded. 5 Yeas and 0 Nays. Motion carried.

**VARIANCE #1-19** as requested by HER, LLC, 1274 N. Court Street, Circleville, OH to vary the allowable maximum sign square footage from 100 sf to 253 sf in a GB District.

Ron Hildebrand was sworn in.

Mr. Hildebrand stated that currently there was no signage on the building itself. There is a monument sign out on North Court Street that faces North and South. They would like a sign on the building so that it becomes more obvious as to where the business is located, not just an advertisement sign on Court Street. It would be put above the roof line where it can be seen above the windows. It is made of channel letters that are illuminated in red.

Mr. Sedlak stated this was pretty straight forward and inquired if there were any questions or comments.

There were none.

Don Sherman made a motion to approve Variance #1-19 and Dorcas Morrow seconded the motion. 5 Yeas and 0 Nays. Motion carried.

**Mr. Sherman made a motion to bring the next item off the table and Mike Combs seconded.**

Mr. Sedlak explained at the last meeting there were discussion of a Subdivision Plat as submitted by Harral and Stevenson. It has now been moved to remove from the table. All were in favor

**PRELIMINARY PLAN** as requested by Harral and Stevenson, 120 W. Main Street, Circleville, OH for a residential development between the end of Northfield Drive and Dunkle Road, Circleville, OH in an R2 District.

Craig Stevenson was sworn in.

Mr. Sedlak explained that at the last meeting they reviewed the plat and had discussions. Mr. Sherman had pointed out some items that he did want to discuss with Harral & Stevenson. He inquired if there was anything further Mr. Stevenson would like to explain.

Mr. Stevenson stated he would like to apologize for missing last month's meeting.

Mr. Stevenson stated there were a couple thing that have been addressed. They have added utility easement along the right of way everywhere except the reserves. The reserves tend to be a general easement. They have added utility easement, which was primarily going to be for the secondary utilities (electric, gas). In the rear of the lot, they have added drainage easements. The grading scheme here because this is a long narrow track; the only way to accomplish the storm water management that is required to meet the EPA's regulations of the City's code so there will have to be some backyard swells and then have collection in the reserves there and do some dry retention ponds there. There will be outlets at each one of those. There are reserves set up for the north section of lots and the south section of lots. He stated they are proposing this in two phases, so the north phase would go first. At that end they have added a temporary hammerhead turn around. That is one of the concerns, when building one phase then everyone has to turn around in the last person's driveway. There is a temporary easement that goes with the temporary turnaround.

Don Sherman stated there was a question about the wetland.

Mr. Stevenson explained they have sometimes dealt with wet sights and went ahead and had a delineation done. The jurisdictional determination is submitted to the Army Corp. The question will only be are they connected or not connected. The Army Corp cannot tell us exactly what connected and not connected means at the moment. The difference being the permitting process could take 6 months if it can be done through OEPA or more like 12-18 months if it has to be done with the Army Corp.

There were no additional questions or concerns.

Mr. Sedlak inquired if Don Sherman was satisfied that all the necessary contents were in place with Section 5.04. He explained this was a several step process and the first step being the Service Director reviews it and after he feels it is right, then it is submitted to the Planning and Zoning Commission. The Commission is required to review and take action within 30 days of submittal. That would be the revised plan and they are well within that time frame requirement.

Mike Combs made a motion to approve Preliminary Plan and Don Sherman seconded. 5 Yeas 0 Nays. Motion carried.

**ADJOURNMENT:** Mike Combs made a motion to adjourn and Dorcas Morrow seconded. Motion carried. Meeting was adjourned at 6:35 p.m.

Submitted by Brenda Short