

September 3, 2024

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**\*\*\* MEETING NOTICE \*\*\***

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Please be advised that the Planning Commission meeting will be conducted on **Tuesday, September 10, 2024 at 6:00 PM** at 201 W. Water St. in the Commission Chambers.

Residents and others with interest in the agenda topics may attend the meeting or submit public comment on an item until noon on the day of the meeting by emailing [piquapermits@piquaoh.gov](mailto:piquapermits@piquaoh.gov) . Public comments submitted by the date/time noted will be presented to the Planning Commission at the public hearing proceedings.

The full agenda packet may be accessed by visiting the City's website using this link <https://piquaoh.gov/AgendaCenter>

Please contact this office if you have any questions pertaining to this notice.



Chad Henry  
City Planner

**PLANNING COMMISSION AGENDA  
CITY OF PIQUA, OHIO  
6:00 PM – TUESDAY, AUGUST 13, 2024  
MUNICIPAL GOVERNMENT COMPLEX  
COMMISSION CHAMBERS – 201 W. WATER STREET**

**CALL TO ORDER**

Chair Comments – Opening Remarks

ROLL CALL – Clerk Calls the Roll

Meeting Minutes – July 9, 2024

**OLD BUSINESS**

1. RESOLUTION PC 18-24  
A resolution to consider a zoning designation request at 716 W. Water Street.

**NEW BUSINESS**

1. RESOLUTION PC 19-24  
A resolution requesting a recommendation for amendments to Zoning Code §4.7.5, “Signs Not Requiring a Permit”.

**OTHER BUSINESS/ADJOURNMENT**

**PLANNING COMMISSION MINUTES  
CITY OF PIQUA, OHIO  
6:00 P.M. – TUESDAY, AUGUST 13, 2024  
COMMISSION CHAMBERS – 201 W. WATER STREET**

**CALL TO ORDER**

At 6:00 pm Chairman Bubp called the meeting to order and welcomed all in attendance. Mr. Bubp outlined the order of business and procedures that will be followed by the Planning Commission.

**ROLL CALL**

Members Present: Brad Bubp, Eddie Harvey, Adam Seas, Terry Wright, Micah Underwood

**APPROVAL OF MINUTES**

The minutes of July 9, 2024, Planning Commission Meeting were discussed and reviewed. Mr. Wright presented City Planner Chad Henry with revisions concerning codes referenced during that meeting. Mr. Harvey made a motion to revise the minutes, seconded by Mr. Wright. All members voted in favor of revising the July minutes. Mr. Seas then made a motion to approve the revised minutes, seconded by Mr. Wright. Motion passed 5-0.

**OLD BUSINESS**

**Resolution PC 18-24**

A resolution to consider a zoning designation request at 716 W. Water Street.

Mr. Wright made a motion to remove this from the table, seconded by Mr. Harvey. All voted in favor.

City Planner Henry offered that plans that were requested by Planning Commission previously had not been submitted, and the items available to them were submitted earlier that day.

Jeff Grimes, 1512 Margene Drive, was present to speak to the application. He stated that he had discussed multiple options with US Bank, but has not received any confirmation. He stated that he was not going to wait any longer, and is wishing to move forward with an aquaponics/hydroponics storage trailer and organic farming setup. He would like to have a worm farm as well as keep bees at this address.

Mr. Bubp asked Henry if Grimes would be able to do, and Henry replied that it would need to be submitted in full to review by the deadline at next month's meeting. Bubp agreed it would be irresponsible to act without review. Community Services Director Kyle Hinkelman offered that 8/23/24 is the deadline for next month's Planning Commission meeting. Grimes stated he would have something submitted.

Mr. Underwood motioned to re-table the resolution, seconded by Mr. Wright. All voted in favor.

## **NEW BUSINESS**

### **Resolution PC 19-24**

A resolution requesting a recommendation for amendments to Zoning Code §4.7.5, "Signs Not Requiring a Permit".

Hinkelman presented an amendment to the current sign ordinance of only allowing two residential flags to be displayed. He stated this was never an issue with censorship, as the code is content neutral, but that a situation has been presented where City Commission believes limiting flags is infringing upon freedoms. Hinkelman asked for a favorable recommendation to remove the present limit of two (2) residential flags.

Bubp asked for clarification between current commercial and residential rules. Commercial will remain limited, but residential will not, per Henry. Bubp questioned how many were too many? Hinkelman stated that in the meantime, it is just the administrative decision to not regulate it.

Mr. Harvey motioned to recommend the resolution, seconded by Mr. Seas. All voted in favor.

## **OTHER BUSINESS**

None.

## **ADJOURNMENT**

With no other questions, comments, or business before the Planning Commission, a motion was made Mr. Seas to adjourn, seconded by Mr. Underwood to adjourn the meeting. With all those present in support of the motion, the meeting was adjourned at approximately 7:10 P.M.

The meeting minutes provided herein were prepared by Chad Henry, City Planner, City of Piqua. Comments requesting corrections, additions, or deletions to the content of this record should be directed to Mr. Henry at [chenry@piquaoh.gov](mailto:chenry@piquaoh.gov)

*paid  
160.00  
Cash  
5/17/24/2024*

**HOW TO APPLY FOR A ZONING DESIGNATION REQUEST**

- To have an item placed on the agenda, site plans and application materials may be submitted to [piquapermits@piquaoh.gov](mailto:piquapermits@piquaoh.gov) no later than 5:00 P.M. four weeks prior to the scheduled meeting date. Please include the following:
  - Completed application form with the name of person or persons requesting the Zoning Change, stating their legal interest in the property and names of all interested persons;
  - Site plan of the lot showing proposed use, drawn to accurate scale, showing all pertinent information pertaining to the Zoning Change;
  - \$100.00 Application Fee to be paid at time of submittal.
- Piqua Planning Commission will conduct a public hearing; and take final action at its regularly scheduled meeting, the second Tuesday of each month.
- All items must be received in the Planning & Zoning office no later than 5:00 P.M. four weeks prior to the scheduled meeting date.

**SUBMITTAL REQUIREMENT CHECKLIST**

<input checked="" type="checkbox"/> Application	<input checked="" type="checkbox"/> Lot Plan (Show existing and proposed zoning)	<input type="checkbox"/> \$100 Fee (Cash or Check)
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<b>APPLICANT INFORMATION</b>	<input type="checkbox"/> Primary Contact	<input type="checkbox"/> Billing Contact
First Last Name: <i>JEFFREY GRIMES</i>		
Contact Person First Last Name: <i>JEFFREY / GRIMES / JEFFREY</i>		
Mailing Address: <i>1512 MARGENE DR</i>		
Phone Number: <i>937 541 9574</i>	Email: <i>JGRIMES0014@icloud.com</i>	
Type of legal interest held by applicant: <i>owner</i>		
<b>OWNER INFORMATION</b>		
First Last Name: <i>JEFFREY GRIMES</i>		
Mailing Address: <i>1512 MARGENE DR</i>		
Phone Number: <i>937 541 9574</i>	Email: <i>JGRIMES0014@icloud.com</i>	

<b>LOCATION DETAILS</b>	
Street Address: <u>716 WATER</u>	Parcel ID Number: <u>N44-041520</u>
Existing Zoning District: <u>T-RL</u>	Proposed Zoning District: <u>NX</u>

<b>PROJECT INFORMATION - Attach additional page(s) if necessary.</b>
Briefly describe the reason for the requested zoning change: <u>WOULD LIKE TO HAVE MORE OPTIONS FOR USE OF VACANT Lot.</u>

<b>ACKNOWLEDGMENT AND AUTHORIZATION</b>	
The undersigned acknowledges that the information provided herein is accurate to the fullest extent of their knowledge.	
<u>JEFFREY GRIMES</u>	<u>5-24-24</u>
Applicant Name	Date
<u>[Signature]</u>	<u>5-24-24</u>
Applicant Signature	Title



Map: Microsoft | Eni Community Maps Contributors | OpenStreetMap, Microsoft, Eni, TomTom, Garmin, SatGraph, GeoTechnologies, Inc. | NEMA, USGS, EPA, NOAA | Powered by Eni

Rezone 716 W WATER ST

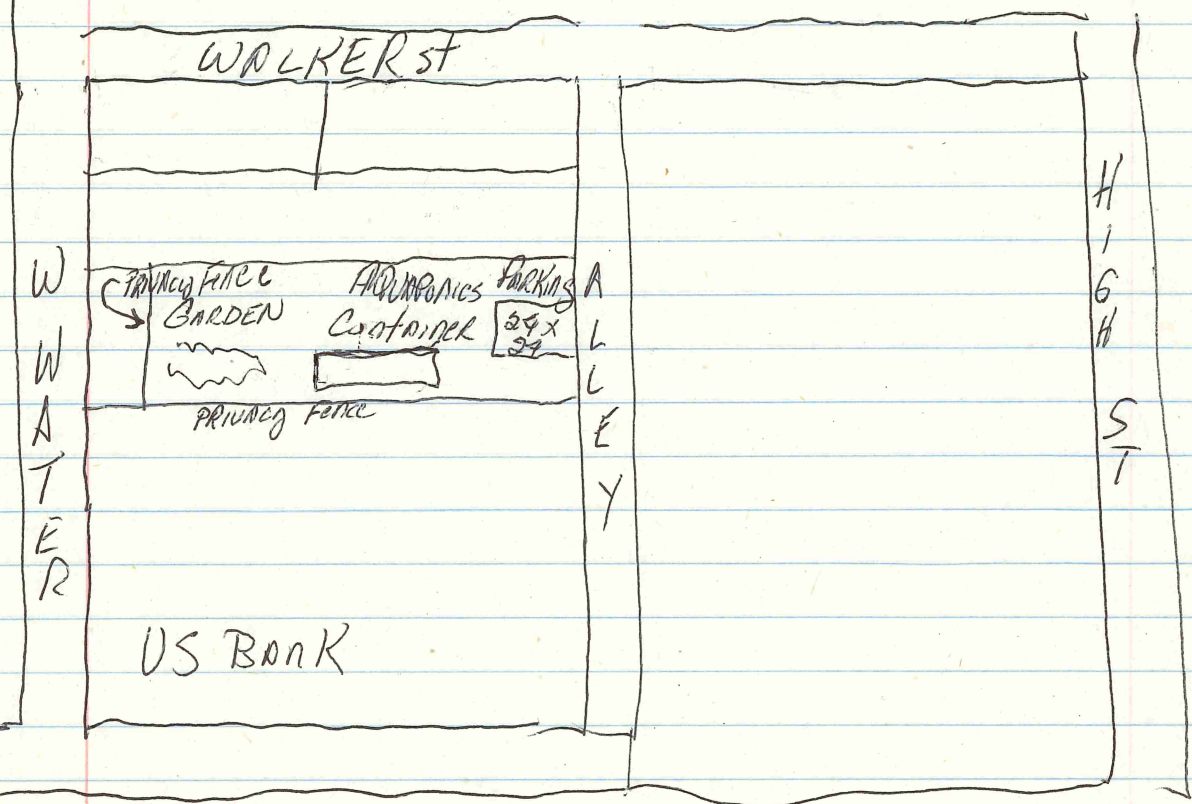
WOULD LIKE TO REZONE FROM RESIDENTIAL TO MIX /  
LOW-IMPACT INDUSTRIAL USE. THE NON PERMANENT TRAILER  
WOULD BE PLACED IN THE REAR OF THE PROPERTY ON  
THE NORTHEAST CORNER OF THE LOT. THE REST OF THE PROPERTY  
WOULD BE USED AS A GARDEN OR GREEN SPACE.

Thank you

JEFF GRIMES



# 716 W WATER REZONING APPLICATION





## Chad Henry

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**From:** Josh Blackshire <josh@sherrydevelopment.com>  
**Sent:** Wednesday, July 3, 2024 2:44 PM  
**To:** Piqua Permits  
**Subject:** Public Comment on RESOLUTION PC 18-24

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

Good afternoon!

I just wanted to offer public comment in regards to RESOLUTION PC 18-24 applied for by property owner, Jeff Grimes.

In short, I am aware that Jeff Grimes has been dealing with a number of code compliance issues on this property. From my understanding, much of it was due to some poor judgement on his part using it for what was technically a commercial use while it was zoned for residential which effectively triggered a full-blown code enforcement "audit" on the property. In approving his application, it will allow him more flexibility in how he may use and develop his property, it will increase the value of his property (and hopefully the adjoining properties as well to some degree) and will also help him out with some of the code compliance issues since the development code is a little more lenient for commercial use vs residential use. With his property being adjacent to US Bank and across the street from Rally's, rezoning it to a mixed use makes perfect sense and definitely would be a conforming use in my opinion. Should US Bank ever close their doors or opt to expand, it would also open the door for the owner to look into purchasing his lot and allowing something larger to be placed there.

All in all, I do believe this application makes good sense and I would like to publicly voice my support for approving this resolution.

Thank you,

--



**Josh Blackshire**

Property Manager

Sherry Development, Inc.

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(937) 214-1238

josh@sherrydevelopment.com

www.sherrydevelopment.com

P.O. Box 742, Piqua, OH 45356

## Chad Henry

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**From:** Alan Cathcart <whatever1822@gmail.com> on behalf of Alan Cathcart <nac@woh.rr.com>  
**Sent:** Friday, July 5, 2024 8:35 PM  
**To:** Piqua Permits  
**Subject:** 716 W Water St zoning change. (Parcel #N44-041520)

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

Chad Henry and Piqua Planning Commission,

I would request that this item be tabled or denied until more complete details of the proposed development are presented. I feel the application is way too vague on the intended usage and it appears no plans have been submitted for any development.

Also this lot does not meet the requirements for NX 2.4.1 classification of the Effective-Development-Code. Code requires a 50' minimum lot width and this lot is listed as only 40' wide on Miami County Auditors web site.

Thank you,  
Alan Cathcart  
Cathcart-Morris Partners  
716 W High St.  
223-225 Walker St

**RESOLUTION No. PC 18-24**

WHEREAS, Jeffrey Grimes, has applied for a Zoning Designation Request to authorize Parcel N44-041520 to be rezoned from T-RL Traditional Residential Low Density to NX Neighborhood Mixed Use; and,

WHEREAS, the Development Code Section 7.2.3 provides the procedure for Planning Commission to approve a requested Special Use; and,

WHEREAS, the Planning Commission has studied the request, conducted a public hearing on the matter, and has established findings that indicate the proposed expansion:

- Will be compatible with the intended use of the real property.
- Will not threaten the general health, safety, and welfare of the surrounding properties, and the adjacent property values will not be negatively affected.
- Granting the Special Use does not consume critical land resources that are uniquely suited to facilitate the needs of the community for economic development or other important needs.
- Conforms to all other applicable plans, policies and regulations of the city.

NOW THEREFORE BE IT RESOLVED, board member \_\_\_\_\_ hereby moves to approve the request made, as described by this resolution, the testimony provided, and the documents attached hereto, the motion is seconded by board member \_\_\_\_\_ and the voting record on this motion is hereby recorded as follows.

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	AYE	NAY	ABSTAIN	ABSENT
Mr. Bradley Bubp	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mr. Eddie Harvey	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mr. Terry Wright	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mr. Adam Seas	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mr. Micah Underwood	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**HOW TO APPLY FOR A SPECIAL USE AUTHORIZATION**

1. To have an item placed on the agenda, site plans and application materials may be submitted to [piquapermits@piquaoh.gov](mailto:piquapermits@piquaoh.gov) no later than 5:00 P.M. four weeks prior to the scheduled meeting date. Please include following:
  - Completed application form with the name of person or persons requesting the Special Use, stating their legal interest in the property and names of all interested persons;
  - Site plan of the lot showing proposed use, drawn to accurate scale, showing all pertinent information pertaining to the Special Use Permit (including proposed date construction will be Completed);
  - \$150.00 Application Fee to be paid at time of submittal.
  
2. Piqua Planning Commission will conduct a public hearing; and take final action at its regularly scheduled meeting, the second Tuesday of each month.
  
3. All items must be received in the Planning & Zoning office no later than 5:00 P.M. four weeks prior to the scheduled meeting date.

**SUBMITTAL REQUIREMENT CHECKLIST**

<input type="checkbox"/> <b>Application</b>	<input type="checkbox"/> <b>Site Plan</b>	<input type="checkbox"/> <b>Construction Drawings</b> (If applicable)	<input type="checkbox"/> <b>\$150 Fee</b> (Cash or Check)
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<b>APPLICANT INFORMATION</b>	<input type="checkbox"/> <b>Primary Contact</b>	<input type="checkbox"/> <b>Billing Contact</b>
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**First Last Name:**

**Contact Person First Last Name:**

**Mailing Address:**

<b>Phone Number:</b>	<b>Email:</b>
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**Type of legal interest held by applicant:**

**OWNER INFORMATION**

**First Last Name:**

**Mailing Address:**

<b>Phone Number:</b>	<b>Email:</b>
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LOCATION DETAILS	
Street Address:	Parcel ID Number:
Existing Zoning District:	Existing Use:
Proposed Special Use:	

PROJECT INFORMATION - Attach additional page(s) if necessary.
Briefly describe the reason for the requested special use:

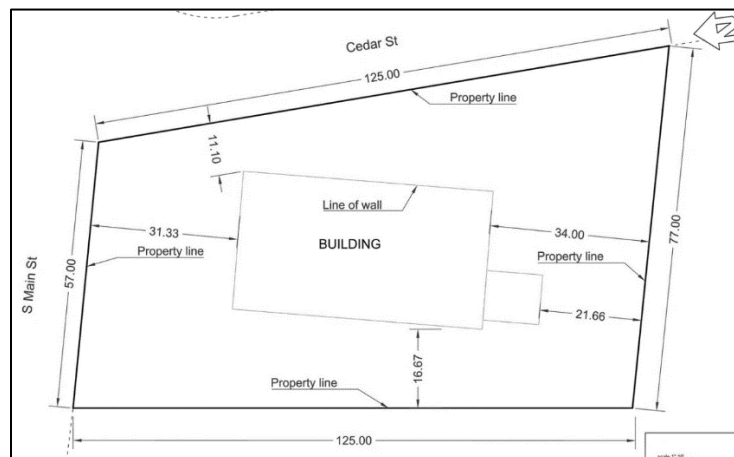
ACKNOWLEDGMENT AND AUTHORIZATION	
The undersigned acknowledges that the information provided herein is accurate to the fullest extent of their knowledge.	
_____	_____
<b>Applicant Name</b>	<b>Date</b>
_____	_____
<b>Applicant Signature</b>	<b>Title</b>

**SITE PLAN REQUIREMENTS**

Many activities that require a permit require drawings to be submitted by professional architects, engineers, landscape architects, or surveyors, as necessary.

Some activities are minor in nature and will not require professional drawings. The Development Department will provide guidance on submittal requirements. The following provides a minimum standard for site plan submittal for commercial construction applications that are determined by staff to be minor in nature.

- 8 ½" x 11" Site Plan drawn to identifiable engineer or architect scale
- North arrow
- All property lines
- Adjacent streets, alley and sidewalks
- Exact location of all existing buildings, including attached garages, detached garages, decks, sunrooms, pools and sheds.
- All parking areas and driveways. Indicate surface material.
- The proposed structure (including signs) and the distance the structure will be from all property lines and other structures. "Existing" and "Proposed" structures should be marked as such.





Zoning & Development - Public Map Viewer



Search result  
Zoom to  
507 N Main St, Piqua, Ohio, 45356

Search  
507 N Main St, Piqua, ...

Leading Stars Realty, LLC - Real Estate Office at 507 N. Main

**\*\*Applicant Information:\*\***

- **\*\*Applicant Name:\*\*** Leading Stars Realty, LLC
- **\*\*Contact Person:\*\*** Tanya Blair
- **\*\*Mailing Address:\*\*** 17579 Kirkwood Road, Sidney, OH 45365
- **\*\*Phone Number:\*\*** (937) 214-0427
- **\*\*Email:\*\*** tanyaleadingstars@gmail.com

**\*\*Property Information:\*\***

- **\*\*Street Address:\*\*** 507 N. Main
- **\*\*Parcel ID Number:\*\*** N44-003230
- **\*\*Existing Zoning District:\*\*** D-SX
- **\*\*Existing Use:\*\*** Appliance Repair / Empty
- **\*\*Proposed Special Use:\*\*** Real Estate Office

**\*\*Reason for Requested Special Use:\*\***

The purpose of this request for a special use authorization is to convert the currently underutilized property at 507 N. Main from its previous use as an appliance repair shop to a real estate office for Leading Stars Realty, LLC. This change is sought to better align with the evolving commercial needs of the downtown district and to enhance the business diversity within the area.

**Justification for Special Use:**

1. **\*\*Economic Revitalization:\*\***

- Establishing a real estate office at this location will contribute to the economic revitalization of the downtown district by filling a currently vacant property with a vibrant, community-serving business.

- Real estate offices typically generate foot traffic from clients, inspectors, appraisers, and other related professionals, thus supporting adjacent businesses and increasing overall commercial activity.

## 2. **Community Service:**

- Leading Stars Realty, LLC will offer essential real estate services to residents and businesses in the area, including property sales, rentals, and property management. This will enhance the accessibility of real estate services in the downtown district.

- The office will serve as a resource for community members looking to buy, sell, or lease properties, contributing to the stability and growth of the local housing market.

## 3. **Compatibility with Surrounding Uses:**

- The proposed real estate office is compatible with the existing commercial character of the surrounding area. There is already a real estate brokerage one block up, demonstrating that such a use is viable and beneficial in this district.

- The office will maintain regular business hours, ensuring that it complements the operating hours of nearby businesses and contributes to a lively and dynamic downtown environment.

## 4. **Minimal Impact on Infrastructure:**

- The transition to a real estate office will have minimal impact on local infrastructure and public services. The property already has the necessary utilities and parking facilities to support the proposed use.

- Any required modifications to the building will be minor and focused on interior renovations, ensuring that the external character of the building and the streetscape remain unchanged.

## 5. **Enhanced Foot Traffic:**

- While concerns about foot traffic have been raised, the presence of another real estate brokerage nearby indicates that such businesses can thrive in this area. The projected foot traffic for the new office, based on comparisons with similar businesses, suggests a positive impact on the commercial vitality of the district. I also will be working with Freddie Mac to be a credit smart coach. This will also bring foot traffic to the area by helping people build their credit. My previous place of business was located at 1121 West Water Which was rezoned residential. So this business already has a presence in the Piqua area and would like to continue.

By granting this special use authorization, the City of Piqua will be supporting a business that contributes to the economic and social fabric of the downtown area, promoting commercial diversity, and utilizing an otherwise underused property. We respectfully request the Planning Commission to approve this application for the benefit of the community and the ongoing development of our downtown district.

**\*\*Submitted by:\*\***

Tanya Blair, Leading Stars Realty, LLC

8/13/2024

Broker/Owner Leading Stars Realty

Tanya Blair



PLANNING COMMISSION, BOARD OF ZONING APPEALS, CITY COMMISSION	
Is this application associated with any past or future action by a board or commission? Some examples - a variance, a Special Use Permit, a recent rezoning, etc. Please describe.	

HISTORICAL RESOURCE INFORMATION		
Does the project contain a designated historic resource or is it located within a designated historic district?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No

PROJECT INFORMATION - Attach additional page(s) if necessary.	
Briefly describe what is changing: <i>we rented to a guy who basically stored TV's. He was going to repair. He has left us with all his crap. so we want to turn it into my</i>	
Estimated Project Cost:	<i>Real Estate Office</i>
Start Date:	<i>7/16/24</i>
End Date:	

ACKNOWLEDGMENT AND AUTHORIZATION	
The undersigned acknowledges that the information provided herein is accurate to the fullest extent of their knowledge.	
<i>[Signature]</i>	<i>7/16/24</i>
Applicant Name	Date
<i>Tanya S. Blair</i>	<i>Owner of Building</i>
Applicant Signature	Title
<i>[Signature]</i>	<i>Leasing Stars</i>
Property Owner Name	Title
<i>Jeremy &amp; Tanya Blair</i>	
Property Owner Signature	Title
<i>[Signature]</i>	

PURPOSE OF A CHANGE OF USE PERMIT		
<p>A Change of Use permit review ensures that new activity in a location in the city complies with applicable law, including the zoning code, and coordinates with any plans of various City departments. Some examples of activities requiring a Change of Use permit: Conversion of a thrift store to a realty office, changing from an attorney's office to a record store, changing from a warehouse to a restaurant, changing from a dentist's office to a daycare, changing from a single family to a duplex.</p>		
SUBMITTAL REQUIREMENT CHECKLIST		
<input type="checkbox"/> Application	<input type="checkbox"/> Site Plan	<input type="checkbox"/> \$75 Review Fee
Application Fee: \$75		

APPLICANT INFORMATION		<input checked="" type="checkbox"/> Primary Contact	<input type="checkbox"/> Billing Contact
Company Name: <u>Leading Stars Realty LLC</u>			
Contact Person First Last Name: <u>Tanya Blair</u>			
Mailing Address: <u>17579 Kirkwood Rd Sidney Ohio 4365</u>		Email: <u>tanya@leadingstarsre.com</u>	
Phone Number: <u>937-214-0427</u>			
PROPERTY OWNER INFORMATION			
First Last Name: <u>Blair Tanya + Jeremy</u>			
Mailing Address: <u>17579 Kirkwood Rd Sidney Ohio 4365</u>		Email:	
Phone Number: <u>937-214-0427</u>		Address Assignment Request <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
PROJECT LOCATION		Parcel ID Number: <u>W44-003230</u>	
Street Address: <u>507 N. Main</u>		Current Use: <u>None</u>	
Zoning District:			

ACTIVE CODE COMPLIANCE CASE		
Is there an active code compliance case on this site?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
If yes, is this application related to the code violation?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No

239720

CITY OF PIQUA - PIQUA, OHIO

DATE

RECEIVED FROM

DOLLARS \$

FOR

CODE

BY

**HOW TO APPLY FOR A SPECIAL USE AUTHORIZATION**

1. To have an item placed on the agenda, site plans and application materials may be submitted to [piquapermits@piquaoh.gov](mailto:piquapermits@piquaoh.gov) no later than 5:00 P.M. four weeks prior to the scheduled meeting date. Please include following:
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  - Site plan of the lot showing proposed use, drawn to accurate scale, showing all pertinent information pertaining to the Special Use Permit (including proposed date construction will be Completed);
  - \$150.00 Application Fee to be paid at time of submittal.
  
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3. All items must be received in the Planning & Zoning office no later than 5:00 P.M. four weeks prior to the scheduled meeting date.

**SUBMITTAL REQUIREMENT CHECKLIST**

<input type="checkbox"/> Application	<input type="checkbox"/> Site Plan	<input type="checkbox"/> Construction Drawings (If applicable)	<input type="checkbox"/> \$150 Fee (Cash or Check)
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<b>APPLICANT INFORMATION</b>		<input type="checkbox"/> Primary Contact	<input type="checkbox"/> Billing Contact
First Last Name: <b>Leading Stars Realty, LLC</b>			
Contact Person First Last Name: <b>Tanya Blair</b>			
Mailing Address: <b>17579 Kirkwood Road, Sidney OH 45365</b>			
Phone Number: <b>(937) 214-0427</b>		Email: <b>tanyaleadingstars@gmail.com</b>	
Type of legal interest held by applicant: <b>Owner</b>			
<b>OWNER INFORMATION</b>			
First Last Name: <b>Same</b>			
Mailing Address:			
Phone Number:		Email:	



LOCATION DETAILS	
Street Address: 507 N. Main	Parcel ID Number: N44-003230
Existing Zoning District: D-SX	Existing Use: Appliance Repair / Empty
Proposed Special Use: Real Estate Office	

PROJECT INFORMATION - Attach additional page(s) if necessary.
Briefly describe the reason for the requested special use:

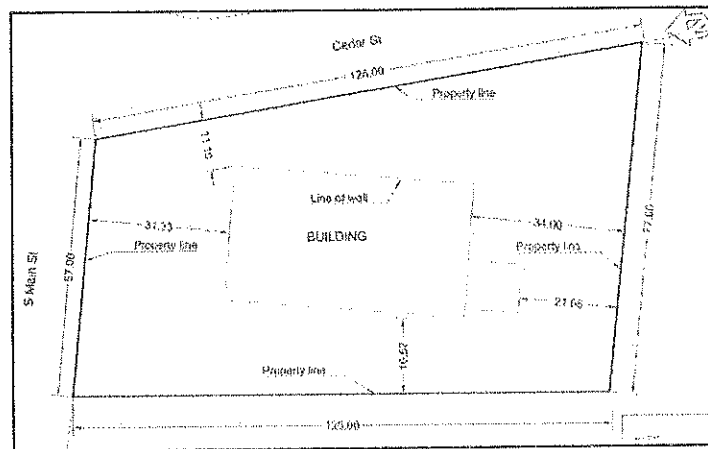
ACKNOWLEDGMENT AND AUTHORIZATION	
The undersigned acknowledges that the information provided herein is accurate to the fullest extent of their knowledge.	
<u>Tanya J Blair</u>	<u>8/13/24</u>
Applicant Name	Date
<u>Tanya Blair</u>	<u>Owner</u>
Applicant Signature	Title

**SITE PLAN REQUIREMENTS**

Many activities that require a permit require drawings to be submitted by professional architects, engineers, landscape architects, or surveyors, as necessary.

Some activities are minor in nature and will not require professional drawings. The Development Department will provide guidance on submittal requirements. The following provides a minimum standard for site plan submittal for commercial construction applications that are determined by staff to be minor in nature.

- 8 ½" x 11" Site Plan drawn to identifiable engineer or architect scale
- North arrow
- All property lines
- Adjacent streets, alley and sidewalks
- Exact location of all existing buildings, including attached garages, detached garages, decks, sunrooms, pools and sheds.
- All parking areas and driveways. Indicate surface material.
- The proposed structure (including signs) and the distance the structure will be from all property lines and other structures. "Existing" and "Proposed" structures should be marked as such.



**RESOLUTION No. PC 20-24**

WHEREAS, Leading Stars Realty, LLC, has applied for a Special Use Authorization to authorize a Special Use for an office to be located at Parcel N44-003230, zoned D-SX Downtown Shopfront Mixed Use; and,

WHEREAS, the Development Code Section 7.2.3 provides the procedure for Planning Commission to approve a requested Special Use; and,

WHEREAS, the Planning Commission has studied the request, conducted a public hearing on the matter, and has established findings that indicate the proposed expansion:

- Will be compatible with the intended use of the real property.
- Will not threaten the general health, safety, and welfare of the surrounding properties, and the adjacent property values will not be negatively affected.
- Granting the Special Use does not consume critical land resources that are uniquely suited to facilitate the needs of the community for economic development or other important needs.
- Conforms to all other applicable plans, policies and regulations of the city.

NOW THEREFORE BE IT RESOLVED, board member \_\_\_\_\_ hereby moves to approve the request made, as described by this resolution, the testimony provided, and the documents attached hereto, the motion is seconded by board member \_\_\_\_\_ and the voting record on this motion is hereby recorded as follows.

---

	AYE	NAY	ABSTAIN	ABSENT
Mr. Bradley Bubp	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mr. Eddie Harvey	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mr. Terry Wright	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mr. Adam Seas	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mr. Micah Underwood	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>