CITY OF PICKERINGTON

PLANNING & ZONING COMMISSION
CITY HALL, 100 LOCKVILLE ROAD
TUESDAY, NOVEMBER 11, 2025

FINAL AGENDA

REGULAR MEETING
7:30 P.M.

1. ROLL CALL

2. APPROVAL OF MINUTES OF OCTOBER 14, 2025, REGULAR MEETING

3. SWEARING IN OF APPLICANTS

4. COMMUNITY COMMENTS

5. SCHEDULED MATTERS

   A. Review and request for a motion to amend Nonresidential Design Standards Certificate of Appropriateness for Site Plan, Architecture, Landscape, and Site Lighting for Pickerington Methodist Hospital addition to the ED building located at 1010 Refugee Road

6. REPORTS

   A. Planning & Zoning Director

      1. BZA Report

      2. FCRPC

7. OTHER BUSINESS

8. ADJOURNMENT

SUBJECT:

APPROVAL OF MINUTES OF OCTOBER 14, 2025, REGULAR MEETING

Attachments

Draft P&Z Minutes 10-14-25

D R A F T

CITY OF PICKERINGTON

PLANNING AND ZONING COMMISSION
CITY HALL, 100 LOCKVILLE ROAD
TUESDAY, OCTOBER 14, 2025

REGULAR MEETING MINUTES
7:30 P.M.

1. ROLL CALL

Mr. Blake called the Planning and Zoning Commission meeting to order at 7:30 P.M.

Present:	Mr. McCracken; Mr. Blake; Mr. Hayes; Mr. Bushman; Mrs. Marshall
Absent:	Mr. Hughes
Others Present:	Clem Chukwu; Debbie Kopinsky; Anthony Severyn; Jim Clark; BJ Vanaman; Trevor Swanson; Bob Long; Jim McFarland

2. APPROVAL OF MINUTES OF SEPTEMBER 9, 2025, REGULAR MEETING

Moved by Mr. McCracken **to approve**, **seconded by** Mr. Bushman

Yes: Mrs. Marshall, Mr. Bushman, Mr. Hayes, Mr. McCracken, Mr. Blake
5 - 0 Passed

3. SWEARING IN OF APPLICANTS

Jim Clark, BJ Vanaman, Trevor Swanson, Bob Long, and Jim McFarland were sworn in.

4. COMMUNITY COMMENTS

There were no community comments.

5. SCHEDULED MATTERS

A. A public hearing and review and request for a motion to consider Final Plat for Sycamore Creek Section 13 located on the southwest corner of Fairfield Drive and Hill Road South

Mr. Blake opened the public hearing at 7:32 P.M. There were no comments. Mr. Blake closed the public hearing at 7.32 P.M. Mr. Chukwu reviewed the location map and staff report with the Planning and Zoning Commission. He stated that a few years ago this site was replatted for 22 single-family lots. He continued that the lot density is a maximum of two units per acre, the lot width is 70 feet, the lot depth is 130 feet, the lot coverage is 40 percent, and minimum building square footage is 1,400 square feet.

Mr. Chukwu stated that the Pickerington Zoning Code supports Planning and Zoning Commission consideration of this Final Plat for Sycamore Creek Section 13 that complies with the minimum zoning code requirements and the following conditions:

1. **That a dedicated plat and legal description shall be prepared for the City to accept.**
2. **That ground mounted private utility boxes shall comply with the zoning code requirements.**
3. **That all downspouts shall terminate at the street side of the curb or directly connected to the storm sewer.**
4. **That the Homeowner's Association shall be responsible for maintaining any and all private easements associated with Sycamore Creek Section 13.**

Mr. Chukwu clarified that condition two means that the City does not allow pedestals to be located in front of each lot and have to be located in the rear or side of the lot. Mr. Blake asked the applicant to step forward. Bob Long stated that he represents Sycamore Creek Partnership. Mr. Blake asked Mr. Long of he has any questions, comments, or concerns about the four staff recommendations. Mr. Long stated no.

Moved by Mrs. Marshall **to approve with staff conditions**, **seconded by** Mr. McCracken

Yes: Mr. McCracken, Mr. Blake, Mr. Bushman, Mrs. Marshall, Mr. Hayes

5 - 0 Passed

B. Review and request for a motion to amend a Certificate of Appropriateness for Site Plan and Architecture for Pickerington Baptist Temple Church located at 521 N Center Street

Mr. Chukwu reviewed the location map and staff report with the Planning and Zoning Commission. He stated that the applicant is requesting to add a 3,136 square foot addition to the existing church. He continued that the total height from grade to the highest point is 40 feet, including the steeple. He added that the parking required for the proposed addition, in addition to the existing seating area would require 97 parking spaces. He clarified that the applicant is showing 93 parking spaces, and he is okay with the 93 spaces. Trevor Swanson, with TRIAD Architects, stated that they did the architectural review for this project. He continued that the proposal meets the nonresidential architecture standards with one waiver. He clarified that the proposed addition has a shed style roof and the applicant is proposing to use a metal seam roof on the backside. He continued that the City's standards state that shed roofs would have to be asphalt shingles, slate, or dimensional shingles. He stated that on this application, the existing building has a metal seam roof, so with the ethos of the standards stating that any addition to a primary structure should match the characteristics, the addition should be allowed to employ the metal seam. He continued that, in his opinion, that metal seam is not going to be visible from the street and would only be visible if someone is twenty feet in the air and really far back. He added that he feels comfortable allowing this. He stated that the second item noted in his report is more of a conditional item and needs the applicant to confirm where the mechanical equipment is going to be located. He clarified that it cannot be visible, so if the applicant decides to put it on top of the addition, it would be visible from the street, which is

not allowed per the code and needs to be screened. He continued that there are other options, such as for the equipment to be inside the building or on the ground. He added that he just needs the applicant to confirm that the equipment will not be on the roof, and then, if it is not, the project meets the standards with the waiver. Mr. Chukwu clarified that regarding the metal roof, a couple of years ago, Grace Fellowship on Refugee Road had a similar proposal where the existing church had a metal roof, so the addition was approved with a metal roof because it matched the existing building. He continued that even if the applicant does not know where they are going to put the mechanical equipment at this time, he is comfortable working with them to make sure that if they decide to put it on the roof, that appropriate screening will be provided.

Mr. Chukwu stated that the Zoning Code would support Planning and Zoning Commission consideration for a Certificate of Appropriateness application for Architecture and Site that complies with the minimum zoning code requirements.

Mr. Swanson clarified that one condition is for the applicant to confirm that there will be no roof mounted equipment on the proposed addition and that all ground equipment will be screened from view. He continued that the waiver is to waive the requirement that all nonresidential structures permitted roof materials must be slate, synthetic slate, or dimensional asphalt shingles. Mr. Blake asked the applicant or representative of the applicant to step forward. Jim Clark stated that he is the architect. Mr. Blake asked Mr. Clark if he has any questions or concerns with staff recommendations. Mr. Clark stated that he does not. Mr. Blake stated that he is okay with letting staff and the applicant work out the placement of the mechanicals as long as it meets the City's requirements Mr. Chukwu stated that he is comfortable with that. Mr. Blake asked Mr. Severyn if that needs to be added in. Mr. Severyn stated no. He suggested voting on the waiver first and it requires a two-third majority, which would be four out of five. Mr. Blake asked the Deputy City Clerk to read the waiver. Mr. Swanson clarified that the wrong report was attached to the staff report, and he drafted a new one after the original was submitted. The Deputy City Clerk read the waiver into the record as follows: We recommend waiving the requirement that all nonresidential structures permitted roof material must be slate, synthetic slate or dimensional asphalt shingles.

Moved by Mr. McCracken **to approve**, **seconded by** Mr. Hayes

Yes: Mr. Blake, Mr. Bushman, Mr. Hayes, Mr. McCracken, Mrs. Marshall

5 - 0 Passed

Mr. Blake read the condition into the record as follows: The rooftop mounted equipment shall be properly screened unless waived by two-thirds vote of the Planning and Zoning Commission.

Moved by Mrs. Marshall **to approve**, **seconded by** Mr. McCracken

Yes: Mrs. Marshall, Mr. Hayes, Mr. McCracken, Mr. Blake, Mr. Bushman

5 - 0 Passed

C. Review and request for a motion to consider a Comprehensive Sign Plan for wall and ground signage for Sheetz, located at 1164-1188 Hill Road North

Mr. Chukwu reviewed the location map and staff report with the Planning and Zoning Commission. He stated that this item is for Comprehensive Sign Plan (CSP) for four wall signs and one ground sign for Sheetz. He continued that the M.T.O sign exceeds the maximum wall sign size allowed, which is 16 square feet, and the applicant is proposing 22 square feet. He added that the ground sign is going to be on the corner of Hill Road and Birchwood Street. He stated that for a single tenant ground sign, he asked that the sign be reduced from 12 feet to 10 feet. He clarified that, unfortunately, he did not put this in the staff report, but is typical of what he asks for single tenants. He stated that the code requires ground signs to have a brick or stone base with columns extending a minimum 75 percent up each side of the sign.

Mr. Chukwu stated that the Pickerington Zoning Code will support the Comprehensive Sign Plan for Sheetz with the following conditions:

1. **That the wall, ground, and canopy signs shall have matte finish.**
2. **That the M.T.O. wall sign size shall be increased from 16 sq-ft to 22.80 sq-ft.**

Mr. Blake stated that Mr. Chukwu requested a reduction from 12 feet to 10 feet for the ground sign but does not see it listed as a condition. Mr. Chukwu clarified that he did not add the condition and realized that he needed to request that this condition be included. Mr. Blake asked Mr. Chukwu if he wants to add a third condition. Mr. Chukwu stated yes, that the height of the ground sign shall be reduced from 12 to 10 feet. Mr. Blake asked the applicant to step forward. Jim McFarland stated that he is from Zoning Resources. Mr. Blake asked Mr. McFarland is okay with the three conditions. Mr. McFarland stated yes. Mr. Blake asked for a motion and a second on staff conditions one and two with the addition of a third condition that the ground sign height will be reduced to 10 feet tall in lieu of 12 feet tall as submitted.

Moved by Mr. McCracken **to approve**, **seconded by** Mr. Hayes

Yes: Mrs. Marshall, Mr. McCracken, Mr. Bushman, Mr. Hayes, Mr. Blake

5 - 0 Passed

6. REPORTS

A. Planning & Zoning Director

1. BZA Report

Mr. Chukwu stated that he has nothing to report.

2. FCRPC

Mr. Chukwu stated that he has nothing to report.

7. OTHER BUSINESS

Mr. Blake stated there is a piece of property that has been utilized by Keller Farms, and in his personal opinion, that is against every code the City has, including a sign that has not been approved. He continued that there is heavy equipment, trucks, at least three containers, lumber, concrete, and junk on the property. He added that this is at the entrance to our City and asked Mr. Chukwu what is going on? Mr. Chukwu stated that the City has tried to talk to the owner of the property and it has been very difficult to get a response. He continued that the site is zoned

MU PUD which has a specific development text attached to it that specifies what type of use is permitted on that site, and what the property owner is doing is not permitted. Mr. Blake requested that Mr. Chukwu takes this concern to the City Manager. He stated that he knows that the property owner raised that elevation at least four feet. Mr. Hayes asked if the property owner is planning on building on the site. Mr. Chukwu clarified that a few years ago the property owner proposed things such as an office building and a brewery. Mr. Blake stated that he thinks it is being used to store his Keller Farms equipment. He asked Mr. McCracken to take the concerns to City Council. Mr. Chukwu stated that the City has a Tree Ordinance and asked the Law Director, Anthony Severyn, if the property owner could cut the trees on his property down without doing a proper tree survey. Mr. Severyn stated that if that area is subject to the code, then no; it should be subject to the Ordinance, just like any other property.

8. ADJOURNMENT

Moved by Mr. Blake **to adjourn**, **seconded by** Mr. Hayes

Yes: Mr. McCracken, Mr. Blake, Mr. Hayes, Mr. Bushman, Mrs. Marshall

5 - 0 Passed

The Planning and Zoning Commission meeting adjourned at 8:03 P.M.

RESPECTFULLY SUBMITTED:

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Debbie Kopinsky, Deputy City Clerk