



CITY OF
PICKERINGTON

**PLANNING & ZONING COMMISSION
CITY HALL, 100 LOCKVILLE ROAD
TUESDAY, OCTOBER 13, 2026**

FINAL AGENDA

**REGULAR MEETING
7:30 P.M.**

1. ROLL CALL
2. APPROVAL OF MINUTES OF SEPTEMBER 8, 2026, REGULAR MEETING
3. SWEARING IN OF APPLICANTS
4. COMMUNITY COMMENTS
5. SCHEDULED MATTERS
 - A. Review and request for a motion to consider a Nonresidential Design Standards Certificate of Appropriateness for a Site Plan, Architecture, and Lighting for Hamburger Inn located at 51 E. Columbus Street
 - B. Review and request for a motion to consider a Nonresidential Design Standards Certificate of Appropriateness for a Site Plan and Architecture for Fourteen & Ember American Kitchen located at 14 E. Columbus Street
6. REPORTS
 - A. Planning & Zoning Director
 1. BZA Report
 2. FCRPC

7. OTHER BUSINESS

8. ADJOURNMENT

SUBJECT:

APPROVAL OF MINUTES OF SEPTEMBER 8, 2026, REGULAR MEETING

Attachments

Draft P&Z Minutes 9-8-26

DRAFT



CITY OF
PICKERINGTON

**PLANNING AND ZONING COMMISSION
CITY HALL, 100 LOCKVILLE ROAD
TUESDAY, SEPTEMBER 8, 2026**

**REGULAR MEETING MINUTES
7:30 P.M.**

1. ROLL CALL

Mr. Blake called the Planning and Zoning meeting to order at 7:32 P.M.

Present: Mr. Blake, Mr. Hayes, Mr. Bushman, Mr. Hughes, Mrs. Marshall
Mr. McCracken arrived at 7:34 P.M., after roll call and approval of minutes.

Others Clem Chukwu, Greg Butcher, Debbie Kopinsky, Laura Helminski, Tony Howard,
Present: Jennifer Dort, Todd Anderson, Judith Holmes, Nathan Painter

2. APPROVAL OF MINUTES OF JUNE 9, 2026, REGULAR MEETING

Moved by Mrs. Marshall to approve, seconded by Mr. Hughes

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

3. SWEARING IN OF APPLICANTS

Laura Helminski, Tony Howard, Jennifer Dort, Todd Anderson, Nathan Painter were sworn in.

4. COMMUNITY COMMENTS

There were no community comments.

5. SCHEDULED MATTERS

Mr. Blake stated that he is not going to follow the agenda items in the order listed; he will follow the order as listed on the individual submittals as follows:

Item D, Item E, Item A, Item B, Item C.

- A. A public hearing and review and request for a motion to consider a Final Plat for The Retreat at Hickory Lakes Section1 Part B located south of Retreat at Hickory Lakes Section 1 Part A

Mr. Blake opened the public hearing at 8:05 P.M. There were no comments. He closed the public hearing at 8:05 P.M.

Mr. Chukwu stated that this site was annexed into the City and the agreement stated that the Commission is responsible for approving the final plat. He further stated that being considered tonight is the Final Plat for Hickory Lakes, Section 1 Part B, which consists of 41 single family homes. He went on to say that the setback requirements are listed in the staff report and vary depending on the size of the lot. He continued that the code requires specific buffering which he will look at when the applicant submits their Zoning Certificate. He added that the mulch bed would need to be 2.5 times the lot width. He stated that the applicant provided open space which is consistent with the code requirements and each individual single family home needs to meet the design standards, which is a minimum of 50% natural materials on the front facade. He further stated that the roads will be public and will require sidewalks and a tree lawn area which meets the requirements.

Mr. Chukwu stated that the Pickerington Zoning Code would support Planning and Zoning consideration for Retreat at Hickory Lakes Section 1 Part B with the following conditions:

- 1. That a dedicated plat and legal description shall be prepared for the City to accept.**
- 2. That the ground mounted private utility boxes such as electrical, telephone, and cable services shall not be placed in the front yard.** He clarified that in some subdivisions the utility boxes are in the front of each lot and this is something the City does not want. He added that the boxes can be on the side of the lot or at the rear of the property.
- 3. That the detention/retention basins shall meet Chapter 1258.23 requirements.** He clarified that maintenance will be the responsibility of the Homeowners Association.
- 4. That all downspouts shall meet the requirements of Chapter 1258.10.** He clarified that some developers daylight the downspouts and this is something the City does not want. He added that the downspouts can be run to the catch basin or run to the curb.
- 5. That all comments of the Fairfield County Utilities shall be addressed.**

Mr. Blake stated that all the City's setback requirements, depending on the lot width are met, and asked Mr. Chukwu if that is correct. Mr. Chukwu states yes, with the plat they are met. Nathan Painter stated that he is here on behalf of the applicant. He continued that they are okay with all the conditions recommended by staff. He clarified that he had a discussion with his client this evening about the utility boxes being placed in the backyard and that is being addressed. Mr. Blake stated that there have been issues in the past with downspouts and asked Mr. Chukwu if that has been addressed. Mr. Chukwu stated that he and the City Engineer are working together to make sure that the applicant provides the necessary infrastructure for the rear downspouts, in particular, because this is where the issues were. Todd Anderson stated that unbeknownst to him, Mayor Gray and the developer named a street in Hickory Lakes after his mom and thanked them for the great gift to his mom.

Mr. Blake asked for a motion and a second to approve with staff conditions.

Moved by Mr. McCracken to approve with staff conditions, seconded by Mr. Bushman

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

6 - 0 Passed

- B. A public hearing and review and request for a motion to consider a Final Plat for The Retreat at Hickory Lakes Section 2 Part A located south of Retreat at Hickory Lakes Section 1 Part A

Mr. Blake opened the public hearing at 8:16 P.M. There were no comments. He closed the public hearing at 8:16 P.M.

Mr. Chukwu stated that this item is the Final Plat for Hickory Lakes, Section 2 Part A, which consists of 34 single family homes and has the same lot size and same setbacks as Section 1 Part B.

Mr. Chukwu stated that the Pickerington Zoning Code would support Planning and Zoning consideration for Retreat at Hickory Lakes Section 2 Part A with the following conditions:

1. That a dedicated plat and legal description shall be prepared for the City to accept.
2. That the ground mounted private utility boxes such as electrical, telephone, and cable services shall not be placed in the front yard.
3. That the detention/retention basins shall meet Chapter 1258.23 requirements.
4. That all downspouts shall meet the requirements of Chapter 1258.10.
5. That all comments of the Fairfield County Utilities shall be addressed.

Mr. Blake asked Mr. Painter if he is fine with the staff conditions. Mr. Painter stated yes.

Mr. Blake asked for a motion and a second to approve with staff conditions.

Moved by Mr. Bushman to approve with staff conditions, seconded by Mrs. Marshall
Yes: Mr. McCracken, Mr. Hughes, Mr. Blake, Mr. Bushman, Mrs. Marshall, Mr. Hayes
6 - 0 Passed

- C. A public hearing and review and request for a motion to consider a Final Plat for The Retreat at Hickory Lakes Section 2 Part B located south of Retreat at Hickory Lakes Section 2 Part A

Mr. Blake opened the public hearing at 8:17 P.M. There were no comments. He closed the public hearing at 8:17 P.M.

Mr. Chukwu stated that this item is the Final Plat for Hickory Lakes Section 2 Part B, which consists of 51 single family homes and has the same lot size and same setbacks as Section 1 Part B and Section 2 Part A.

Mr. Chukwu stated that the Pickerington Zoning Code would support Planning and Zoning consideration for Retreat at Hickory Lakes Section 2 Part B with the following conditions:

1. That a dedicated plat and legal description shall be prepared for the City to accept.
2. That the ground mounted private utility boxes such as electrical, telephone, and cable services shall not be placed in the front yard.
3. That the detention/retention basins shall meet Chapter 1258.23 requirements.
4. That all downspouts shall meet the requirements of Chapter 1258.10.
5. That all comments of the Fairfield County Utilities shall be addressed.

Mr. Blake asked Mr. Painter if he is fine with the staff conditions. Mr. Painter stated yes.

Mr. Blake asked for a motion and a second to approve with staff conditions.

Moved by Mr. Bushman to approve with staff conditions, seconded by Mr. Hughes
Yes: Mr. Blake, Mr. Bushman, Mr. Hayes, Mr. Hughes, Mr. McCracken, Mrs. Marshall
6 - 0 Passed

- D. Review and request for motion to consider Nonresidential Design Standards Certificate of Appropriateness for Site Plan, Architectural, Landscaping and Lighting for Pickerington Public Library located at Refugee Road

Mr. Chukwu reviewed the staff report and the location map with the Planning and Zoning Commission. He stated that the proposal is for a new Pickerington Public Library which will be situated on four parcels. He clarified that one of the conditions for this approval is that the four parcels need to be combined into one parcel, and the applicant is aware of this. He continued that the proposed library is a 28,250 square foot building. He further stated that a total of 141 parking spaces is being proposed, and the code requires 120 parking spaces, so the parking space requirement will be met. He continued that to the west of the site, the site plan shows a potential future addition to the library. He added that the site plan shows a pathway all around the site that leads to Springcreek Drive, which is consistent with the requirements of the zoning code. He stated that the main access will be from Springcreek Drive and aligns with the access to the strip center to the east. He continued that this site received a Board of Zoning Appeals variance which established the setback requirements listed in the staff report. He stated that the architectural review from TRIAD Architects is in the staff report and there are two conditions and one waiver. He continued that the two conditions and the waiver are something that the Commission has granted in the past. He clarified that the waiver is where the windows are to grade, such as with OhioHealth. He commended the Pickerington Public Library for giving the City a listening ear and mitigating some items in their design. He stated that the initial landscape plan submitted did not have the typical undulating mounding along Refugee Road and Springcreek Drive, which is three to five feet. He clarified that he informed the applicant that they could provide one to two feet of undulating mounding along Refugee Road and Springcreek Drive. He continued that the next item he discussed with the applicant is to the north, where the site abuts residential. He went on to say that a type "A" buffer is required, such as a privacy fence and landscaping, and the applicant agreed to incorporate that in their landscape plan. He further stated that the proposed interior landscaping for the Vehicular Use Area meets the intent of the zoning code. He stated that a total of 55 light fixtures are being proposed. He continued that the code requires that a typical light post fixture have a gooseneck style arm on a decorative pole and the proposed meets the intent of the zoning code. He further commented that of particular interest to him is to make sure that the foot candle level does not spill over onto the adjacent property. He clarified that the proposed development abuts residential to the north and a maximum illumination of 0.3 foot-candle is required and to the south, east, and west, the maximum is 1.0 foot-candle, and these requirements will be met.

Mr. Chukwu stated that the Zoning Code would support Planning and Zoning Commission consideration for a Certificate of Appropriateness for Site Plan, Architecture, Landscaping, and Site Lighting for Pickerington Public Library that complies with the minimum zoning code requirements and the following conditions:

- 1. That the landscape plan shall be prepared by a licensed landscape architect in the State of Ohio.** He clarified that he did not see a seal from the architect and when the applicant submits their zoning certificate, the landscape plan needs to be sealed or signed by a landscape architect in the State of Ohio.
- 2. That the sight triangle along Springcreek Drive shall be provided.** He clarified that he wants to make sure that the ground sign will not impede the traffic flow along Springcreek Drive.
- 3. That the applicant shall receive a Comprehensive Sign Plan prior to installing any wall or ground sign.**
- 4. That the applicant shall address all concerns of the City Engineer.**
- 5. That the applicant shall address all comments of the City's Architectural Consultant.**
- 6. That the applicant shall address all comments from the Violet Township Fire Department.**
- 7. That the applicant shall address all comments from Fairfield County Utilities.**

He stated that the following conditions and waivers for approval are recommended by the City of

Pickerington Architectural Consultant:

Conditions -

- 1. We recommend approving the conditional approval to allow steel sheet siding to be used to screen roof-mounted mechanical equipment.**
- 2. We recommend conditional approval for allowing the use of Wood look aluminum metal panels as an accent material on primary and secondary facades.**

Waiver -

- 1. We recommend waiving the requirement that windows shall not be permitted to run to grade for the windows adjacent to the sliding glass doors on the East Elevation.**

Tony Howard stated that he is the Director of the Pickerington Public Library and Jennifer Dort with HBM Architects stated that she is the Architect for the Library. Mr. Blake asked Mr. Howard and Ms. Dort if they have any questions, comments or concerns about the seven conditions from staff, the Architectural Consultant conditions, and waivers. Mr. Howard stated that he had a question about the Engineer's condition regarding the additional turn lane. He clarified that he did respond to that and asked some questions last week, specifically because that would add about 200,000 dollars to the Library's overall cost. He continued that his understanding is that the busy time for residents in that area is in the morning at rush hour, when people are leaving the community and the Library will not open until 9:00 AM. He further commented that there is a storm drain where the sidewalk is that it would have to be moved and is not sure what other utilities might be in that line of sight. Mr. Blake asked Mr. Chukwu if he was aware of this turn lane issue. Mr. Chukwu stated that he had a meeting with the Engineer and the turn lane came into question and believes the concern is to avoid traffic along Refugee Road. He suggested going back to the Engineer to find out what his response was to the applicant's questions. Mr. Blake stated that he does not feel comfortable voting yes if the Engineer is asking for a turn lane. Mr. Chukwu clarified that he does not think the Library was asked to provide a traffic impact study, and this area will not be very busy. Mr. McCracken clarified that all of the traffic would be coming off of Springcreek Drive. Mr. Chukwu clarified that the turn lane would be on Springcreek Drive. Mr. Butcher clarified that the City Engineer and Mr. Howard have had some robust conversations about the need for a turn lane and a traffic study is not needed. He read the comments from the City Engineer: *"My recommendation to the City Manager would be to install DO NOT BLOCK DRIVE signs ahead of your entrance and that could be my official stance from tonight's meeting. Moving forward, if we all want to continue discussion and/or bring closure to the topic, let's all get around the table."* Mr. Butcher stated that Mr. Weber, Pickerington City Engineer, is not requiring a turn lane. Mr. Blake asked if what Mr. Weber is asking the applicant to do in lieu of the turn lane is going to be part of the submittal. Mr. Butcher stated that since the packet goes out on Friday, and the email from Mr. Weber was generated today, he suggested reading it into the record, which he just did, and have the Commission consider the statements to be the official position of the City Engineer, which will deviate from what was in the packet. Mr. Howard stated that he is fine with what the City Engineer is asking for. Mr. McCracken stated that if we go without the turn lane and it becomes a problem, how difficult is it to add a turn lane afterward and whose responsibility is it to add one. Mr. Butcher stated that it would be the City's responsibility. He continued that you cannot condition approval on what might happen, so at this time, you can either agree with the City Engineer's revised position or put a new condition on the approval that would conflict with what the City Engineer has gone on record. Mr. Hughes stated that he is glad the Engineer took that position because he does not see cars all backed up at libraries and does not think that the traffic generated is going to be impactful on the roadway. Mrs. Marshall asked if this Library will be used for voting. Mr. Howard stated that it will not be a polling location. Mr. Hayes stated that there will be a considerable number of walk-up by kids and the current Library does quite a big business after school, so the new one will be the same. Mr. Howard agreed. Mr. McCracken stated that there will be sidewalks coming from Pickerington North High School all the way to the library. Mr. Howard stated that is true for the most part. Mr. Butcher

clarified that currently there are gaps in the sidewalks, which is not uncommon. He continued that east of Ebright Lane is within the unincorporated part of Violet Township. Mr. McCracken stated that some of the gap is in Violet Township. Mr. Butcher confirmed. He stated that the County Engineer's office is currently in design for a path and a sidewalk from the corporation limit near Pizza Hut all the way to Tollgate Road. Mr. McCracken asked if the gaps that are in the City limits are part of the Safe Routes to School project. Mr. Butcher stated that they could be, but most of the gaps are within Violet Township.

Mr. Blake asked for a motion and a second on staff condition one through seven.

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

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

6 - 0 Passed

Mr. Blake stated that condition number one from the City's Architectural Consultant states that *We recommend approving the conditional approval to allow steel sheet siding to be used to screen roof-mounted mechanical equipment.*

Moved by Mr. McCracken to approve condition number one, seconded by Mr. Hughes

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

6 - 0 Passed

Mr. Blake stated that condition number two from the City's Architectural Consultant states that *We recommend conditional approval for allowing the use of Wood look aluminum metal panels as an accent material on primary and secondary facades.*

Moved by Mr. Hughes to approve condition number two, seconded by Mr. McCracken

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

6 - 0 passed

Mr. Blake stated that waiver number one from the City's Architectural Consultant states that *We recommend waiving the requirement that windows shall not be permitted to run to grade for the windows adjacent to the sliding glass doors on the East Elevation.*

Moved by Mrs. Marshall to approve waiver number one, seconded by Mr. McCracken

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

6 - 0 passed

- E. Review and request for a motion to consider a Comprehensive Sign Plan for wall and ground signage for Jaggers located at 873 Refugee Road

Mr. Chukwu reviewed the location map and staff report with the Planning and Zoning Commission. He stated that what is before the Commission this evening is the Comprehensive Sign Plan (CSP) for wall and ground signage for Jaggers Restaurant. He clarified that the reason for the CSP is that the code allows a maximum sign area of 16 square feet for any commercial development in the City. He clarified that the applicant is proposing wall signs that are 33.3 square feet and 38 square feet on the front elevation and the east elevation. He stated that the code also requires that signs should be channel letters and this is what is being proposed. He continued that the applicant is proposing a ground sign that is 10 feet tall by 12 feet wide and this is consistent with what was approved for single tenants. He went on to say that the sign face is under 50 square feet which is required in the City. He added that the code requires the ground sign to be either brick or stone with columns on both sides and the proposed meets the intent of the zoning code.

Mr. Chukwu stated that the Pickerington Zoning Code supports Planning and Zoning Commission consideration of the Comprehensive Sign Plan for wall and ground signage for Jaggers Restaurant with the following conditions:

- 1. That the wall sign shall not extend outward more than fourteen inches from the building face.**
- 2. That the wall and ground signs shall have a matte finish.**

Mr. Chukwu clarified that the applicant submitted a zoning certificate application for the drive-thru signage and it was approved administratively.

Laura Helminski stated that she is with GreenbergFarrow, the architecture and engineering firm for this project. Mr. Blake asked Ms. Helminski if she has any questions or comments about the two staff conditions. Ms. Helminski stated that she is fine with them. Mr. McCracken asked Ms. Helminski when construction is starting. Ms. Helminski stated that the building permit is under review at this time and the owner is hoping to break ground in early March.

Mr. Blake asked for a motion and a second to approve with staff conditions.

Moved by Mrs. Marshall to approve with staff conditions, seconded by Mr. McCracken
Yes: Mr. McCracken, Mr. Blake, Mr. Hayes, Mr. Bushman, Mr. Hughes, Mrs. Marshall
6 - 0 Passed

6. REPORTS

A. Planning & Zoning Director

1. BZA Report

Mr. Chukwu stated that there is potentially an item on BZA this month for a variance request on a front yard setback for an enclosed front porch.

2. FCRPC

Mr. Chukwu stated that he has nothing to report.

7. OTHER BUSINESS

No other business was brought forward.

8. ADJOURNMENT

Moved by Mr. Blake to adjourn, seconded by Mr. McCracken
Motion carried.

The Planning and Zoning Commission meeting adjourned at 8:24 P.M.

RESPECTFULLY SUBMITTED:

Debbie Kopinsky, Deputy City Clerk