



---

PLANNING AND ZONING

---

Kyrsten French  
201 West Water Street • Piqua, Ohio 45356  
(937) 778-2049  
E-Mail: [kfrench@piquaoh.org](mailto:kfrench@piquaoh.org)

December 30<sup>th</sup>, 2021

---

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

---

Please be advised that the Planning Commission meeting will be conducted on Tuesday, **January 11<sup>th</sup>, 2021 at 6:00 PM** both in person at 201 W. Water St. in the Commission Chambers, and virtually on Zoom. A Zoom invitation with links to the meeting will be provided upon request.

Residents and others with interest in the agenda topics may also submit public comment on an item until noon on the day of the meeting by emailing Bethany Harp at [bharp@piquaoh.org](mailto:bharp@piquaoh.org). 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 at <http://piquaoh.org/city-government/boards-and-committees/planning-commission/>

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

A handwritten signature in black ink that reads "Kyrsten French".

Kyrsten French  
City Planner

Enc.

**PLANNING COMMISSION AGENDA  
CITY OF PIQUA, OHIO  
6:00 P.M. – TUESDAY, JANUARY 11, 2021  
MUNICIPAL GOVERNMENT COMPLEX  
COMMISSION CHAMBERS – 201 W. WATER STREET**

**CALL TO ORDER**

- |                    |                      |
|--------------------|----------------------|
| 1. Chair Comments  | Opening Remarks      |
| 2. Roll Call       | Clerk Calls the Roll |
| 3. Meeting Minutes | December 14, 2021    |

**OLD BUSINESS**

**NEW BUSINESS**

**OTHER BUSINESS**

Code Piqua

**ADJOURNMENT**

PLANNING COMMISSION MINUTES  
CITY OF PIQUA, OHIO  
6:00 P.M. – TUESDAY, DECEMBER 14, 2021  
ADMINISTRATIVE CONFERENCE ROOM – 201 W. WATER STREET

**CALL TO ORDER**

At 6:00pm Chairman Koenig called the meeting to order and welcomed all in attendance. Mr. Koenig outlined the order of business and procedures that will be followed by the Planning Commission. It was noted that Mr. Joe Wilson would be excused from this meeting.

**ROLL CALL**

Members Present: Gary Koenig, Eddie Harvey, Shannon Brandon, Brad Bubp

Members Absent: Joe Wilson

**MEETING MINUTES**

The minutes of the October 12, 2021 Planning Commission Meeting were approved by voice vote. Mr. Koenig abstained from the minutes due to his excused absence.

**NEW BUSINESS**

**Resolution PC 40-21**

A resolution to recommend vacation of unimproved alley right of way and a portion of unimproved Scudder Street

Kyrsten French, City Planner, gave the staff report. She went over the considerations involved for a vacation of right of way. Staff recommends that the Planning and City Commissions approve the vacation request. Kyrsten noted that the applicant, Jeri Sweitzer is present and available for questions.

Geri Sweitzer, 613 Lindsey St – Piqua, came forward to speak as the applicant. She discussed the purpose of the request. Her hope is to build a driveway access from Scudder St for mailbox purposes. Ms. Sweitzer also requested that the dead end sign be removed once the vacation is finalized. It was discussed that she is working with a licensed surveyor to finalize a plat.

Paul Perkins, 534 Riverside Dr – Piqua, asked the board for clarification on what would happen with the right of way land once it is vacated.

The board deliberated and asked for clarification on location, property lines and viewed photos included in the packet. They explained that the land would go to the adjacent property owners. Potential stormwater issues were discussed. It was discussed that this body can only recommend or advise against the vacation of right of way. Once approved, the item would then move to the City Commission for final approval. If the City Commission approves this item, the driveway plans will be reviewed by City staff to address any concerns.

No one else came forward to speak on the item.

Eddie Harvey motioned to approve Resolution PC 40-21 and Shannon Brandon seconded. Resolution PC 40-21 was approved by a 4-0 roll call vote.

PLANNING COMMISSION MINUTES  
CITY OF PIQUA, OHIO  
6:00 P.M. – TUESDAY, DECEMBER 14, 2021  
ADMINISTRATIVE CONFERENCE ROOM – 201 W. WATER STREET

**Resolution PC 41-21**

A resolution to amend a Special Use to construct a clubhouse at 1612 S. Main Street

Kyrsten French, City Planner, gave the staff report. She noted that the applicant has requested to expand a Special Use granted to host a wedding venue on a residential property to include a clubhouse feature. This permanent structure will replace an existing tent structure.

It was discussed that the new build serves to upgrade an existing large tent into a permanent structure, so the new build does not represent any intensification of noise to the neighbors. The attachments show the plans for the clubhouse, which will be a high-quality build to match the existing historic residence. Staff recommends approval of the request.

Tim Baker, 1612 S. Main St. – Piqua, came forward to speak as the applicant. He discussed the architectural and structural quality of the buildings that exist and described the materials that will be used on the new permanent structure. The new structure will be of the same quality and will have stucco on the exterior to match what exists.

The board deliberated and agreed that the permanent structure would enhance what currently exists. There were no issues noted with the proposal.

No one else came forward to speak on the item.

Eddie Harvey motioned to approve Resolution PC 41-21 and Brad Bubp seconded. Resolution PC 41-21 was approved by a 4-0 roll call vote.

**Resolution PC 42-21**

A resolution to grant a Special Use for custom manufacturing, coffee roasting and distribution for 124 N. Main Street, located in the CBD-Central Business District

Kyrsten French, City Planner, gave the staff report. She noted that the staff report would cover both PC 42-21 and PC 43-21. The applicant, Winans Chocolates and Coffee, seeks to utilize the former Francis Office Supply/Smithfly building for coffee roasting, gift basket packaging, and employee training.

Along with the proposal to change the interior use, the applicant would like to upgrade the garage doors on the building to bring more transparency and light into the workspaces. Staff recommends approval of the request.

The board deliberated and discussed PC 42-21 and PC 43-21 together. It was noted that the overhead glass was an attractive way to activate the street. The board also noted that the building does not have historic materials or details that would be compromised with this change. Traffic flow was discussed and noted to involve no introduction of negative impacts to the neighbors or downtown.

The board noted that this type of use would source an aroma of coffee beans. It was also noted that any signage request would also return to this board.

No one else came forward to speak on the item.

PLANNING COMMISSION MINUTES  
CITY OF PIQUA, OHIO  
6:00 P.M. – TUESDAY, DECEMBER 14, 2021  
ADMINISTRATIVE CONFERENCE ROOM – 201 W. WATER STREET

Brad Bubp motioned to approve Resolution PC 42-21 and Shannon Brandon seconded. Resolution PC 42-21 was approved by a 4-0 roll call vote.

**Resolution PC 43-21**

A resolution for a Certificate of Appropriateness for exterior façade changes at 124 N. Main Street in the Downtown Historic District

Resolution PC 43-21 was deliberated alongside PC 42-21.

No one else came forward to speak on the item.

Brad Bubp motioned to approve Resolution PC 43-21 and Eddie Harvey seconded. Resolution PC 43-21 was approved by a 4-0 roll call vote.

**OTHER BUSINESS**

Code Piqua Schedule

Kyrsten French spoke to the board about the timeline of Code Piqua. As of now, the full draft is expected on December 23. The Planning Commission will provide feedback before the final draft goes to City Commission. The board discussed each new zoning category and made notes on the general standards section.

Neighbors Helping Neighbors/Neighborlink

Kyrsten provided the board with Neighborlink hand outs and discussed its purpose. She also spoke about Neighbors Helping Neighbors, which is a program led by Joe Wilson of the Planning Commission.

Lock 9 Construction Schedule Update

Kyrsten provided the board with an update on Lock 9 Construction. The west section of the park is fully funded and construction will take place in the Spring. The east section is partially funded at this time.

**ADJOURNMENT**

With no other questions, comments or business before the Planning Commission, a motion was made by Shannon Brandon and seconded by Eddie Harvey to adjourn the meeting. With all those present in support of the motion the meeting was adjourned at approximately 7:32 P.M.

Attending the meeting to prepare the meeting minutes provided herein was Bethany Harp, City of Piqua Development Department. Comments requesting corrections, additions or deletions to the content of this record should be directed to Ms. Harp at [bharp@piquaoh.org](mailto:bharp@piquaoh.org).