

FINDLAY CITY PLANNING COMMISSION



STAFF REPORT March 14, 2024

CITY PLANNING COMMISSION MEMBERS

Mayor Christina Muryn, Chairman
Rob Martin, Service-Safety Director
Jackie Schroeder
Kerry Trombley
Dan Clinger

Matt Cordonnier, HRPC Director
Jacob Mercer, HRPC Staff
Kevin Shenise, Fire Inspector
Jeremy Kalb, P.E., City Engineer
Don Rasmussen, Law Director
Erik Adkins, Flood Plain/Zoning Supervisor

City of Findlay
City Planning Commission
City Council Chambers, 1st floor of Municipal Building
March 14, 2024 – 9:00 AM

AGENDA

CALL TO ORDER

ROLL CALL

SWEARING IN

APPROVAL OF MINUTES

TABLED ITEMS

NEW ITEMS

1. **APPLICATION FOR ALLEY VACATION #AV-03-2024** filed by Stephanie Parsons on behalf of the YMCA to vacate the north-south alley between lots 568-569 of the S&P Carlins Addition and the east-west alley between lots 565-568 & 587-590 of the S&P Carlins Addition.
2. **APPLICATION FOR ZONING AMENDMENT #ZA-01-2024** filed by the Women's Resource Center of Hancock County, to rezone 116 Laquineo Street from R-3 Small Lot Residential to O-1 Office & Institution.
3. **APPLICATION FOR ZONING AMENDMENT #ZA-02-2024** filed by Sheetz Distribution Services for an initial zoning request of I-1 Light Industrial for their property to be located at the northwest corner of the intersection of County Road 212 and Township Road 230.
4. **APPLICATION FOR CONDITIONAL USE #CU-01-2024** filed by ProTech Rental Properties to establish a triplex at 321 W. Front Street.
5. **APPLICATION FOR FINAL PLAT #FP-03-2024** filed by Rusk OP to replat Lots 25-27 of the Deer Meadows Subdivision.
6. **APPLICATION FOR FINAL PLAT #FP-04-2024** filed by Mardic Investments, Inc. for a final plat for a commercial subdivision and creation of public roadway. This would create a 9.713 acre lot with a roadway connection from County Road 99 south to Midwest Court.
7. **APPLICATION FOR SITE PLAN REVIEW #SP-05-2024** filed by CJ's K9 Properties LLC to establish an animal daycare facility at 900 E. Bigelow Avenue.
8. **APPLICATION FOR SITE PLAN REVIEW #SP-06-2024** filed by Ron Siferd/Siferd Farms for a 94-unit condo development at the east end of Silver Creek Drive in Allen Township.

ADMINISTRATIVE APPROVALS

ADJOURNMENT

City of Findlay
City Planning Commission
City Council Chambers, 1st floor of Municipal Building
Thursday, March 14, 2024– 9:00 a.m.

COMMENTS

NEW ITEMS

1. **APPLICATION FOR ALLEY VACATION #AV-03-2024 filed by Stephanie Parsons on behalf of the YMCA to vacate the north-south alley between lots 568-569 of the S&P Carlins Addition and the east-west alley between lots 565-568 & 587-590 of the S&P Carlins Addition.**

CPC STAFF

General Information

This request is located on the south side of E. Hardin Street, west of Grand Avenue. It is a sixteen-foot (16') wide right-of-way that measures 216 feet south from E. Hardin Street, and 216 west from Grand Avenue. It is not located within the 100-year flood plain.

Staff Analysis

The YMCA has indicated that they would like to vacate this alley. They are the only abutting property owner along both alleyways. Every alleyway in this block has already been vacated previously in 2014. Staff had no concerns about the request.

Staff Recommendation

CPC Staff recommends **approval of APPLICATION FOR ALLEY VACATION #AV-03-2024 filed by Stephanie Parsons on behalf of the YMCA to vacate the north-south alley between lots 568-569 of the S&P Carlins Addition and the east-west alley between lots 565-568 & 587-590 of the S&P Carlins Addition.**

ENGINEERING

No Comment

FIRE PREVENTION

No Comment

RECOMMENDATION

Staff recommends CPC recommend **approval of APPLICATION FOR ALLEY VACATION #AV-03-2024 filed by Stephanie Parsons on behalf of the YMCA to vacate the north-south alley between lots 568-569 of the S&P Carlins Addition and the east-west alley between lots 565-568 & 587-590 of the S&P Carlins Addition.**

AV-03-2024

APPLICATION FOR
ALLEY VACATION
filed by Stephanie Parsons
on behalf of the YMCA to
vacate the north-south alley
between lots 568-569 of the
S&P Carlins Addition and the
east-west alley between lots
565-568 & 587-590 of the
S&P Carlins Addition.

Legend



YMCAvacation



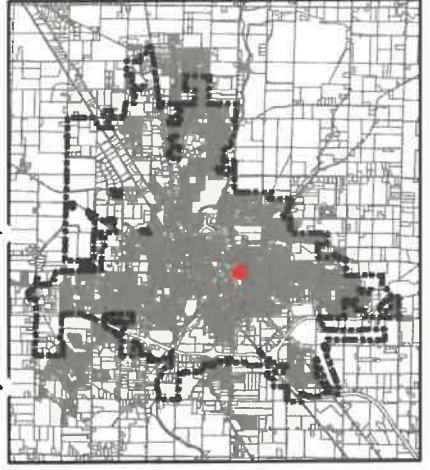
Parcels



Road Centerline



Findlay Locator Map



2. APPLICATION FOR ZONING AMENDMENT #ZA-01-2024 filed by the Women’s Resource Center of Hancock County, to rezone 116 Laquineo Street from R-3 Small Lot Residential to O-1 Office & Institution.

CPC STAFF

General Information

This request is located on the north side of Laquineo Street, just east of the intersection with N. Main Street. It is zoned R-3 Small Lot Residential, but is also within the University Overlay District. To the north and west, it is zoned Office. To the south and east, it is zoned R-3 Small Lot Residential. It is not located within the 100-year flood plain. The City of Findlay Land Use Plan designates the area as Single Family-Small Lot.

Parcel History

The site was previously a residential dwelling. The Women’s Resource Center purchased the building in August 2021 and got a conditional use to operate an office within the University Overlay District.

Staff Analysis

The applicant has indicated they would like to add signage to the building. As part of the Women’s Resource Center request back in 2021, they were granted a conditional use with the conditions of vacating the north/south alleyway between 116 Laquineo Street and 1011 N. Main Street and combining the parcels containing 116 Laquineo Street and 1011 N. Main Street. They are working on the lot combination; however, the parcel would remain multi-zoned. 116 Laquineo Street would remain R-3 Small Lot Residential, while 1011 N. Main Street would remain O-1 Office/Institution. This request will make it so the entire parcel is zoned O-1 Office/Institution. Staff had no concerns about the request.

Staff Recommendation

CPC Staff recommends **approval of FOR ZONING AMENDMENT #ZA-01-2024 filed by the Women’s Resource Center of Hancock County, to rezone 116 Laquineo Street from R-3 Small Lot Residential to O-1 Office & Institution.**

ENGINEERING

No Comment

FIRE PREVENTION

No Comment

RECOMMENDATION

Staff recommends **CPC recommend approval of APPLICATION FOR ZONING AMENDMENT #ZA-01-2024 filed by the Women’s Resource Center of Hancock County, to rezone 116 Laquineo Street from R-3 Small Lot Residential to O-1 Office & Institution.**

3. APPLICATION FOR ZONING AMENDMENT #ZA-02-2024 filed by Sheetz Distribution Services for an initial zoning request of I-1 Light Industrial for their property to be located at the northwest corner of the intersection of County Road 212 and Township Road 230.

CPC STAFF

General Information

This request is located at the northwest corner of the intersection of County Road 212 and Township Road 230 in Allen Township. This site is currently vacant. Inside the city limit on the south side of CR 212, it is zoned I-1 Light Industrial and O-1 Office Institution. The City of Findlay Land Use Plan designates the property as Industrial.

Parcel History

This is currently vacant. It previously was heard as a Final Plat in August 2022, and had Site Plan review in February 2024.

Staff Analysis

During the Site Plan review process, staff understood that the applicant was working through the annexation process. Knowing that, staff reviewed the proposed site plan against the Findlay I-1 Light Industrial District standards. Given that the proposed use for the site, and the applicant's request, staff did not have concerns recommending I-1 Light Industrial for the zoning upon annexation into the City of Findlay.

Staff Recommendation

CPC Staff recommends **approval of APPLICATION FOR ZONING AMENDMENT #ZA-02-2024 filed by Sheetz Distribution Services for an initial zoning request of I-1 Light Industrial for their property to be located at the northwest corner of the intersection of County Road 212 and Township Road 230.**

ENGINEERING

No Comment

FIRE PREVENTION

No Comment

RECOMMENDATION

Staff recommends **approval of APPLICATION FOR ZONING AMENDMENT #ZA-02-2024 filed by Sheetz Distribution Services for an initial zoning request of I-1 Light Industrial for their property to be located at the northwest corner of the intersection of County Road 212 and Township Road 230.**

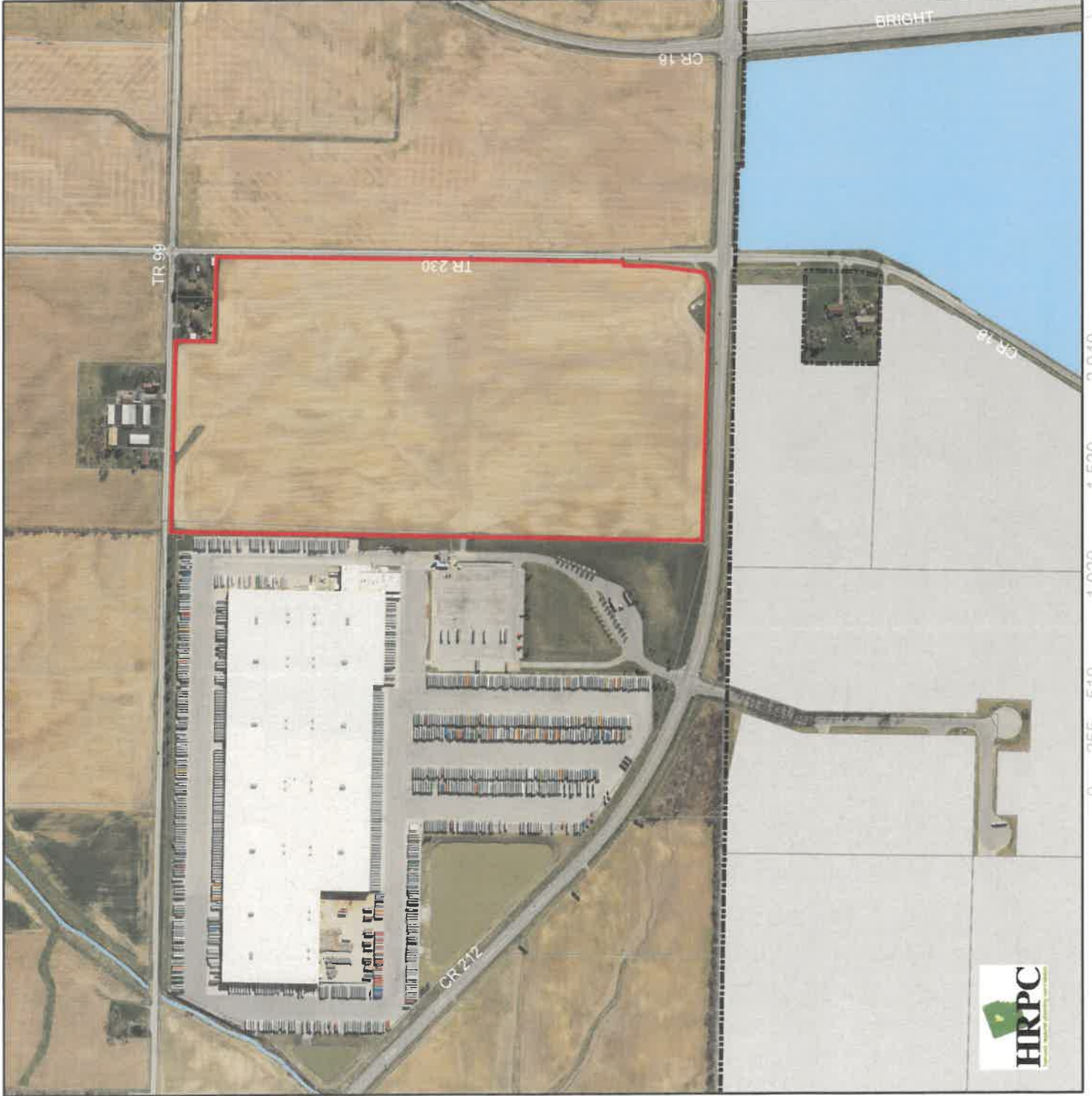
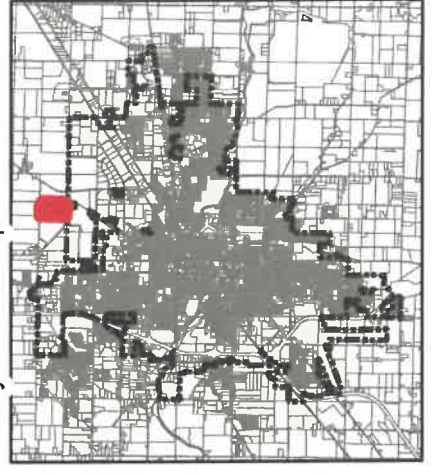
ZA-02-2024

APPLICATION FOR
ZONING AMENDMENT
filed by Sheetz Distribution
Services for an initial zoning
request of I-1 Light Industrial
for their property to be located
at the northwest corner of the
intersection of
County Road 212 and
Township Road 230.

Legend

ZA-02-2024	Parcel
Road Centerline	Light Lot Residential, R-1
Large Lot Residential, R-2	Medium Lot Residential, R-3
Small Lot Residential, R-4	Duplex/Triplex, R-4
Local Commercial, C-1	General Commercial, C-2
Downtown Commercial, C-3	Office/Institution, O-1
Light Industrial, I-1	Heavy Industrial, I-2
Condominium, CD	Multi-Family, Low Density, M-1
Multi-Family, High Density, M-2	Parks and Open Space, PO
Mobile Home, MH	Multizoned Parcels
call other values	ZONING_NEW
MC	R2
R3	R4

Findlay Locator Map



4. APPLICATION FOR CONDITIONAL USE #CU-01-2024 filed by ProTech Rental Properties to establish a triplex at 321 W. Front Street.

CPC STAFF

General Information

This request is located on the south side of W. Front Street between Liberty Street and S. West Street. The south side of W. Front Street in this block is zoned C-3 Downtown Commercial. On the north side of the street, it is zoned R-3 Small Lot Residential. This location is located within the 100-year floodplain. The City of Findlay Land Use Plan designates the area as Downtown.

Parcel History

This parcel has a single-family home on site, which ProTech Rental Properties acquired in December 2023.

Staff Analysis

The applicant has requested to convert the property into a triplex. This area of downtown, does have an abundance of residential and multi-family properties, so staff does not have concerns about fit with the surrounding area.

In the rear of the site is a large established parking area, that measures roughly 38'x 90'. This would easily accommodate enough parking for six tenant vehicles.

Staff Recommendation

CPC Staff recommends approval of **APPLICATION FOR CONDITIONAL USE #CU-01-2024 filed by ProTech Rental Properties to establish a triplex at 321 W. Front Street.**

ENGINEERING

No Comment

FIRE PREVENTION

No Comment

RECOMMENDATION

Staff recommends **approval of APPLICATION FOR CONDITIONAL USE #CU-01-2024 filed by ProTech Rental Properties to establish a triplex at 321 W. Front Street.**

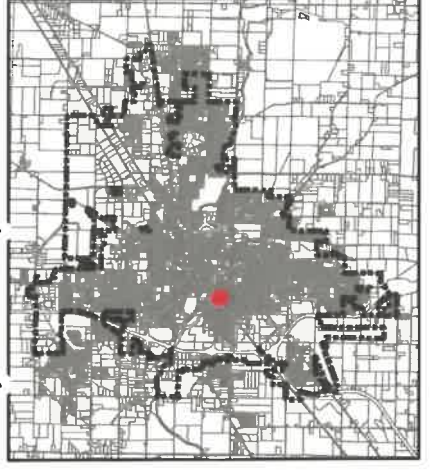
CU-01-2024

APPLICATION FOR
CONDITIONAL USE
filed by ProTech Rental
Properties to establish a
triplex at 321 W. Front Street.

Legend

-  321 W. Front Street
-  Parcels
-  Road Centerline

Findlay Locator Map

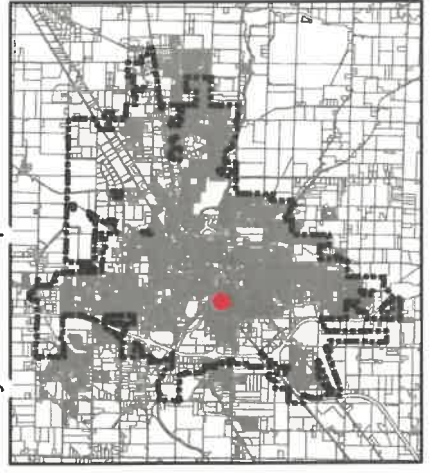


CU-01-2024

APPLICATION FOR
CONDITIONAL USE
filed by ProTech Rental
Properties to establish a
triplex at 321 W. Front Street.

	321 W. Front Street
	Parcels
	Road Centerline
	Large Lot Residential, R-1
	Medium Lot Residential, R-2
	Small Lot Residential, R-3
	Duplex/Triplex, R-4
	Local Commercial, C-1
	General Commercial, C-2
	Downtown Commercial, C-3
	Office/Institution, O-1
	Light Industrial, I-1
	Heavy Industrial, I-2
	Condominium, CD
	Multi-Family, Low Density, M-1
	Multi-Family, High Density, M-2
	Perks and Open Space, PO
	Mobile Home, MH
	Multizoned Parcels
	<all other values>
	ZONING_NEW
	M2
	R3
	R4

Findlay Locator Map



5. APPLICATION FOR FINAL PLAT #FP-03-2024 filed by Rusk OP to replat Lots 25-27 of the Deer Meadows Subdivision.

CPC STAFF

General Information

This request is located at the southwest corner of the intersection of Romick Parkway and Keith Parkway. The City of Findlay Land Use Plan designates the property as Industrial.

Parcel History

The site is currently a parking lot, which was approved by City Planning Commission in November 2019. Rusk OP also received CPC approval for a building expansion for Everdry Findlay in May 2020.

Staff Analysis

One of the conditions for approval of the site plan in 2020 was to redraw the lot lines to get the parking lot onto the same parcel as the Rusk OP site. This final plat allows for that to be accomplished. The remainder of the lots will be combined into one lot to allow for future development. Staff did not have any concerns with the request.

Staff Recommendation

CPC Staff recommends **approval of APPLICATION FOR FINAL PLAT #FP-03-2024 filed by Rusk OP to replat Lots 25-27 of the Deer Meadows Subdivision.**

ENGINEERING

No Comment

FIRE PREVENTION

No Comment

RECOMMENDATION

Staff recommends **approval of APPLICATION FOR FINAL PLAT #FP-03-2024 filed by Rusk OP to replat Lots 25-27 of the Deer Meadows Subdivision.**

FP-03-2024

APPLICATION FOR
FINAL PLAT
filed by Rusk OP to
replat Lots 25-27 of
the Deer Meadows Subdivision.

Legend



New Parcel A



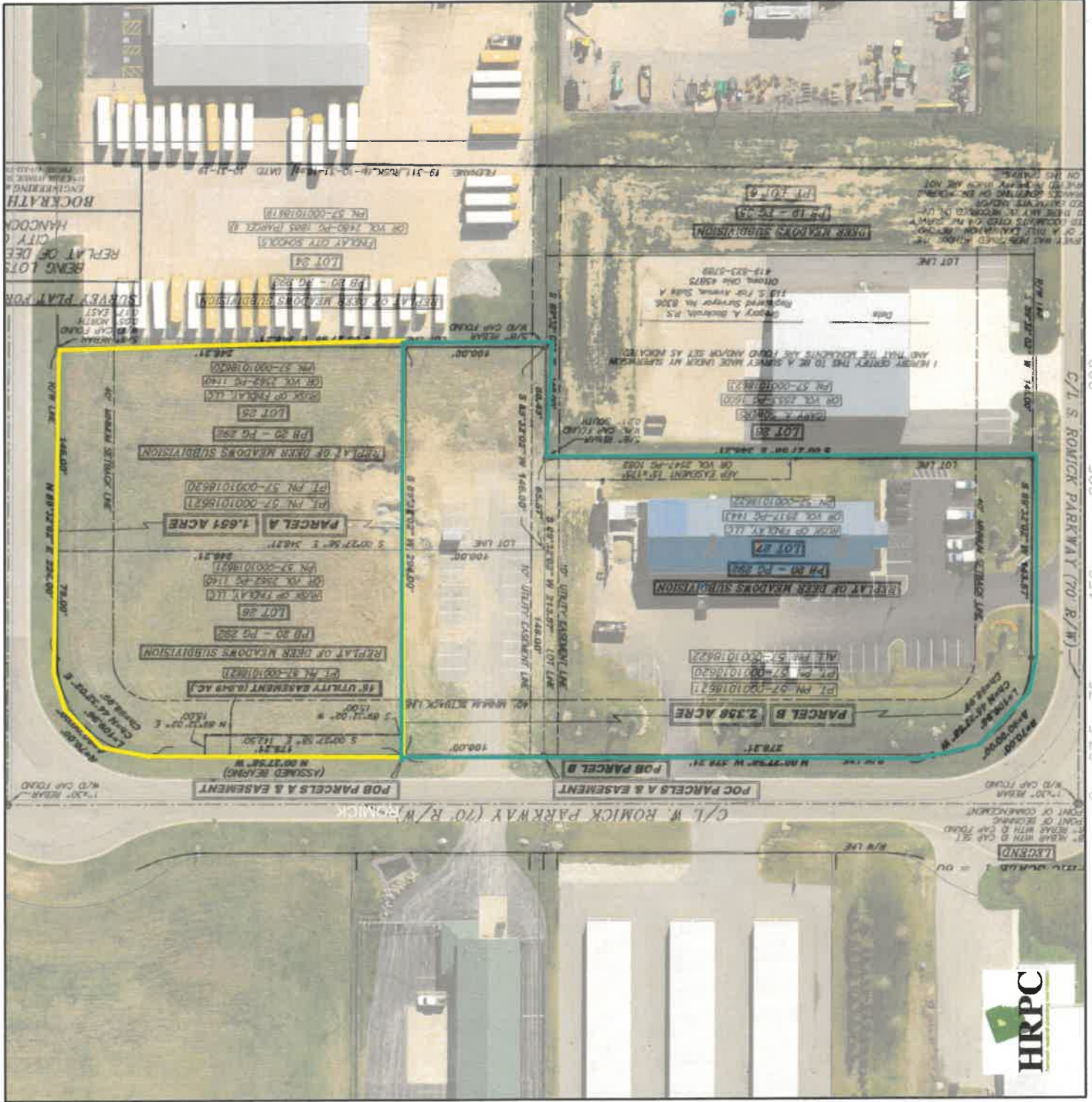
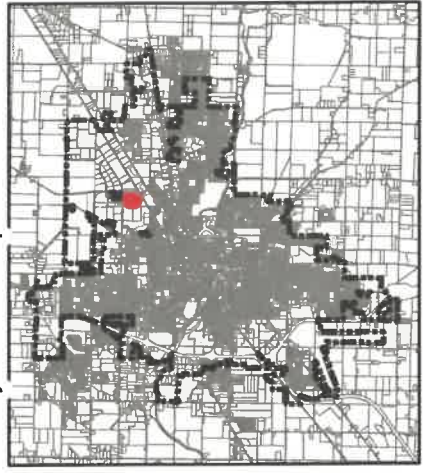
New Parcel B



Parcels

Road Centerline

Findlay Locator Map



- 6. APPLICATION FOR FINAL PLAT #FP-04-2024 filed by Mardic Investments, Inc. for a final plat for a commercial subdivision and creation of public roadway. This would create a 9.713-acre lot with a roadway connection from County Road 99 south to Midwest Court.**

CPC STAFF

General Information

This request is located on the south side of County Road 99, east of Technology Drive. The area is a mix of C-2 General Commercial and M-2 Multi-Family, High Density. It is not located within the 100-year flood plain. The City of Findlay Land Use Plan designated the parcel as Regional Commercial.

Parcel History

The site is currently vacant land. The Preliminary Plat for this proposal went to CPC on September 14, 2023 (PP-02-2023).

Staff Analysis

At the September 2023 CPC meeting, the applicant indicated that the 9.713-acre parcel was intended to be sold for development as either a hotel or retail development. The road dedication is shown only to the southern edge of the proposed parcel. From the southern edge of the parcel to the future extension of Midwest Court, it only shows a roadway and utility easement. Staff has concerns that the entire roadway needs to be dedicated from Mardic Drive to Midwest Court to allow for future development.

Staff Recommendation

CPC Staff recommends **approval of APPLICATION FOR FINAL PLAT #FP-04-2024 filed by Mardic Investments, Inc. for a final plat for a commercial subdivision and creation of public roadway. This would create a 9.713-acre lot with a roadway connection from County Road 99 south to Midwest Court**

- **Dedicate the entire roadway from Mardic Drive to Midwest Court.**

ENGINEERING

- As part of this plat, I would like to see the public roadway wrapped around to Midwest Court. If the whole roadway is not construction all at once, who will be responsible for the remaining sections. This would potential would have the roadway pieced together before it is finished.

FIRE PREVENTION

No Comment

RECOMMENDATION

Staff recommends **approval of APPLICATION FOR FINAL PLAT #FP-04-2024 filed by Mardic Investments, Inc. for a final plat for a commercial subdivision and creation of public roadway. This would create a 9.713-acre lot with a roadway connection from County Road 99 south to Midwest Court with the following condition:**

- **Dedicate the entire roadway from Mardic Drive to Midwest Court**

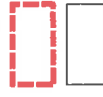
FP-04-2024

APPLICATION FOR FINAL PLAT

filed by Mardic Investments, Inc.
for a final plat for a commercial
subdivision and creation of
public roadway.

This would create a 9.713 acre
lot with a roadway
connection from
County Road 99 south to
Midwest Court.

Legend



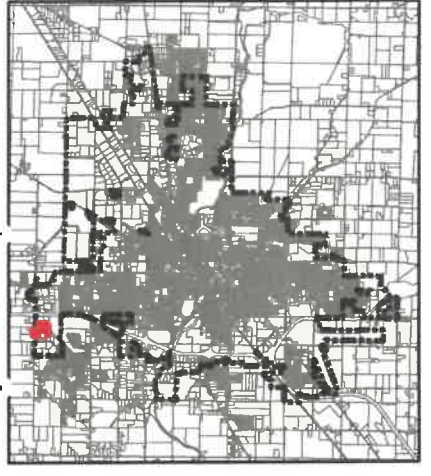
New Dale Park Lot

Parcels

Road Centerline



Findlay Locator Map



7. APPLICATION FOR SITE PLAN REVIEW #SP-05-2024 filed by CJ's K9 Properties LLC to establish an animal daycare facility at 900 E. Bigelow Avenue.

CPC STAFF

General Information

This request is located along the north side of E. Bigelow Avenue. It is in an area zoned I-1 Light Industrial. The north side of the street is zoned I-1 Light Industrial. Across the street to the south in Marion Township, it is zoned B-3 General Commercial, M-1 Restricted Industrial, and R-2 Two Family Residential. It is not located within the 100-year floodplain. The City of Findlay Land Use Plan designates the property as Industrial.

Parcel History

The site is previously Jaqua's Fine Guns.

Staff Analysis

The applicant is requesting to operate a dog kennel at the location. Kennels are a permitted use in the I-1 Light Industrial District. The operation of the site would include a new building being constructed with a connection between the two existing buildings on site. The proposed building will measure 50'x120' and have multiple enclosed outdoor areas for kennels and kennel runs. The total capacity for the kennel was listed at 35 dogs.

The proposed additions meet the setbacks of the I-1 Light Industrial District. No changes are being made to the landscaping or parking areas, other than restriping. Does the applicant have a plan in place if the nine parking spots are not adequate during peak hours? The fencing for the proposed building was shown as chain link. Is a chain link adequate or should a solid fence be considered?

A signage plan was not submitted with the original packet. Staff would remind the applicant that they need to comply with the low-profile standards and to follow up with Erik Adkins in the Zoning Department regarding any permits.

Staff Recommendation

CPC Staff recommends approval of APPLICATION FOR SITE PLAN REVIEW #SP-05-2024 filed by CJ's K9 Properties LLC to establish an animal daycare facility at 900 E. Bigelow Avenue.

ENGINEERING

Access –

Will be from the existing driveway off of Bigelow Avenue.

Water Service –

Will be extended from the existing building

Sanitary Service –

A new sanitary sewer service will be extended to the proposed building, utilizing the existing sanitary lateral. Only concern is for the sanitary is how the dog waste will be handled.

Stormwater Management –

The plans are proposing a detention pond to be placed on the west side of the site.

MS4 Requirements –

The site will disturb less than one (1) acre so the applicant will not need to comply with the City of Findlay's Erosion & Sediment Control Ordinance. As part of the plans the developer has submitted a SWPPP plan.

Recommendations:

Approval of the Site

The following permits may be required prior to construction:

- Sanitary Sewer Tap Permit x1

FIRE PREVENTION

- Obtain all need permits for the project
- Call for all needed inspections
- Add access road for emergency services to the new building

RECOMMENDATION

Staff recommends approval of **APPLICATION FOR SITE PLAN REVIEW #SP-05-2024** filed by **CJ's K9 Properties LLC** to establish an animal daycare facility at **900 E. Bigelow Avenue** with the following condition:

- **Add access road for emergency services to the new building (FIRE)**

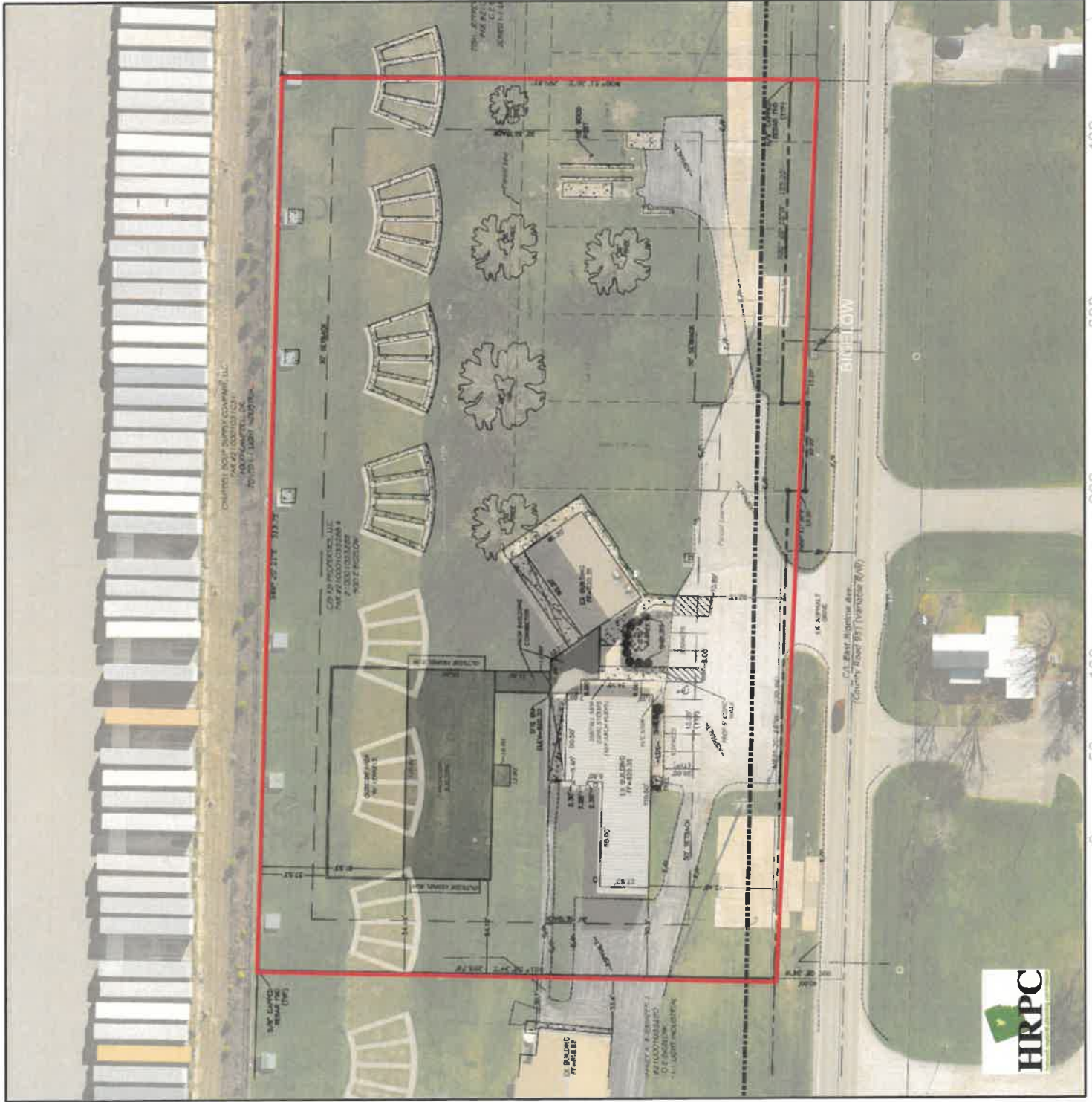
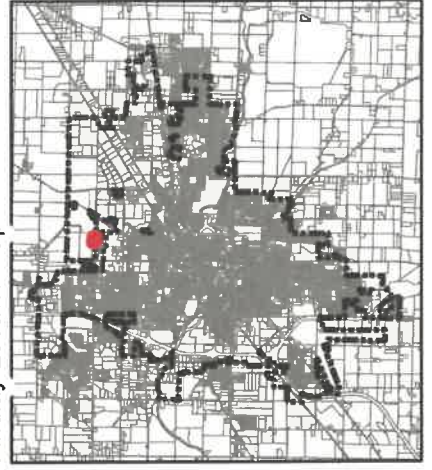
SP-05-2024

APPLICATION FOR
SITE PLAN REVIEW
filed by CJ's K9
Properties LLC to
establish an animal
daycare facility at
900 E. Bigelow Avenue.

Legend

- 900 E Bigelow Ave
- Parcels
- Road Centerline

Findlay Locator Map



SP-05-2024

APPLICATION FOR
SITE PLAN REVIEW
filed by CJ's K9
Properties LLC to
establish an animal
daycare facility at
900 E. Bigelow Avenue.

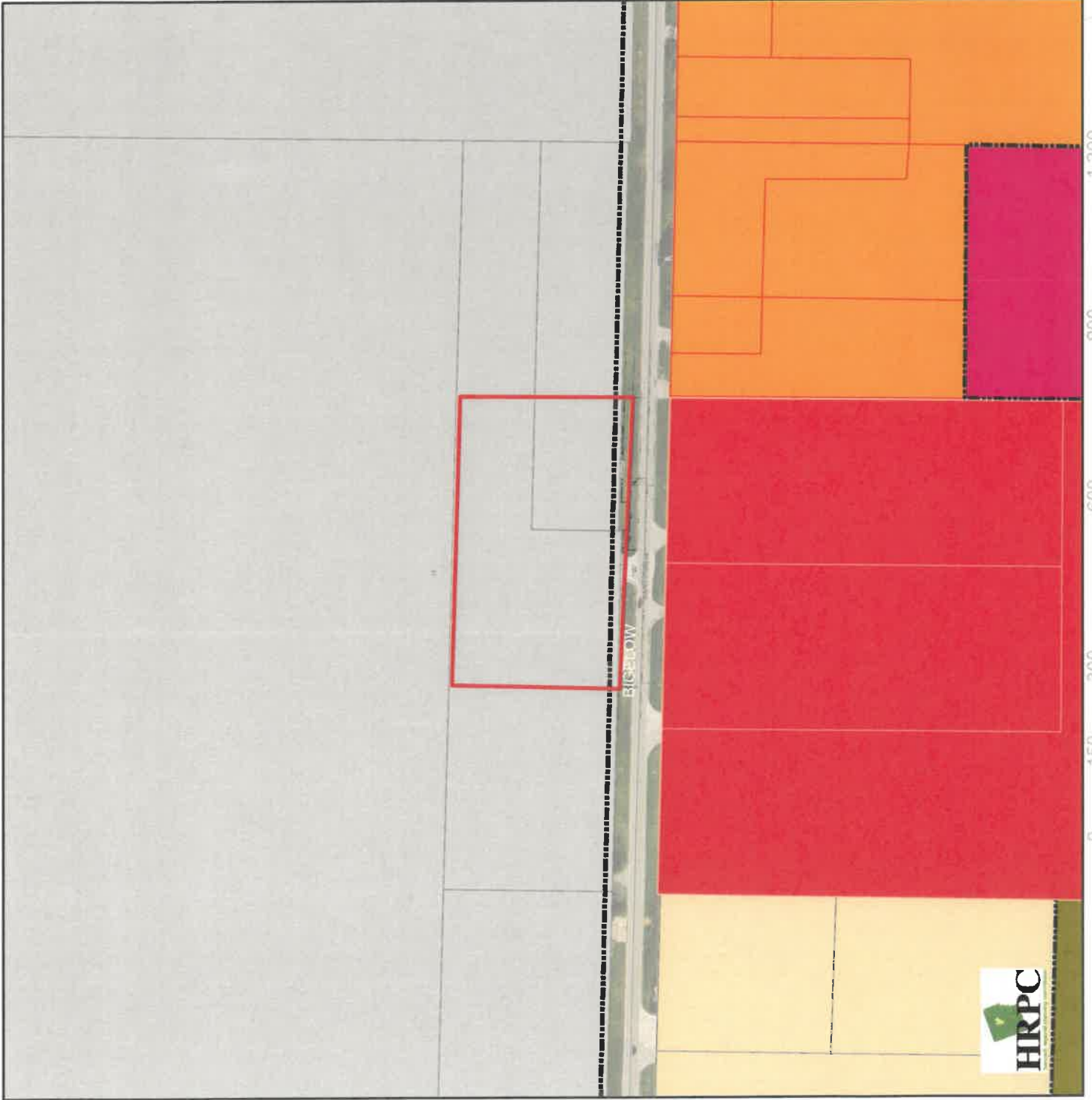
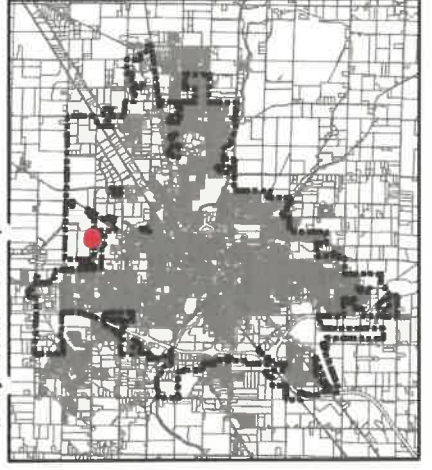
Legend

- 900 E Bigelow Ave
- Road Centerline
- Large Lot Residential, R-1
- Medium Lot Residential, R-2
- Small Lot Residential, R-3
- Duplex/Triplex, R-4
- Local Commercial, C-1
- General Commercial, C-2
- Downtown Commercial, C-3
- Office/Institution, O-1
- Light Industrial, I-1
- Heavy Industrial, I-2
- Condominium, CD
- Multi-Family, Low Density, M-1
- Multi-Family, High Density, M-2
- Parks and Open Space, PO
- Mobile Home, MH
- Multizoned Parcels
- Parcel selection
- Parcel R-2 Two Family Residential
- Parcel M-1 Restricted Industrial
- Parcel B-3 General Business
- Parcels

ZONING_NEW

- M2
- R3
- R4
- Parcel selection
- Parcel R-2 Two Family Residential
- Parcel M-1 Restricted Industrial
- Parcel B-3 General Business
- Parcels

Findlay Locator Map



8. APPLICATION FOR SITE PLAN REVIEW #SP-06-2024 filed by Ron Siferd/Siferd Farms for a 94-unit condo development at the east end of Silver Creek Drive in Allen Township.

CPC STAFF

General Information

This site is located within Allen Township, but abuts the Findlay corporate boundary to the east. The parcel is not located within the 100-year floodplain. The City of Findlay Land Use Plan designates the area as Single-Family Large Lot.

Parcel History

The site is currently vacant land. This lot went through a similar site plan review back in July 2021 (SP-16-2021). Since this project was reviewed last, it has been determined that the CPC may not put any conditions on properties outside city limits. The CPC may only review and consider items directly related to the water and sanitary sewer connections. The CPC may not apply their standards to any other portion of the project. This includes zoning and drainage standards. If the CPC wishes to apply their standards to properties using their water and sewer, the properties must be annexed into the City of Findlay.

Staff Analysis

The applicant has submitted a site plan that would have a 47 building, 94-unit condo development off a single access on Silver Creek Drive. When they originally went through site plan approval in 2021, they received approval with the following conditions:

- A second point of access into the site is created from CR 99 (HRPC)
- Receive approval from the County Engineer for the access off Silver Creek Drive (HRPC)
- Begin the annexation process with the City of Findlay (HRPC)
- Construction Plans approved by City Engineer's Office (Engineering)
- Allow the northern boundary have a 10-foot setback to allow for the creation of a riparian easement along the south and west boundary, the size of which can be addressed administratively with CPC staff
- Phasing the development from east to west, with access from CR 99 first

Since the original submission in 2021, they have shifted the plans north to avoid the tree line on the south side of the site. They also established a clearing setback on the west and south side.

Regarding access and site plan details, the City Planning Commission has two options:

1. CPC can review the site plan and only comment on the water/sewer connections and give a determination based on that alone.
2. CPC can deny the request until annexation is completed. Upon annexation, the applicant can resubmit and the CPC can review the site based on the City of Findlay Condominium District Standards.

ENGINEERING

Access –

The development will be accessed from a new roadway that will be extended to the east from the existing stub on Silver Creek Drive. Silver Creek Drive will be extended to the east side of the power lines and will then split into Loop Drive. For safety personnel, Engineering would like to see a second drive access to the site.

Water Service –

The proposed plans show an 8” waterline being extended with Silver Creek Drive and Loop Drive. The waterline will be placed on the north side of Silver Creek and on the outside of Loop Drive. With the configuration of the buildings there will be a two water meters installed at each building (one for each condo). The installation will be a TBR through the City of Findlay Engineering Office. There are a couple of comments on the construction plans that Engineering will work out with the Developer/ Engineer before construction starts.

Sanitary Service –

The proposed plans show two separate runs for the sanitary sewer. On Silver Creek Drive there will be an 8-inch sanitary sewer installed on the south side of the roadway, and a separate 8-inch sanitary sewer will run on the inside of Loop Drive. Each of the sanitary sewer mainlines will tap into existing manholes that are within the sanitary easement. Due to the drop distance that are shown in the profile, each of the tie-ins at the existing manholes will require an outside drop. The installation of the sanitary sewer will be a TBR through the City of Findlay Engineering office.

Stormwater Management –

The site is not located within the City of Findlay so any approval for stormwater and detention would need to come from Hancock County Engineers.

MS4 Requirements –

The site is outside of City Limits so the applicant will not need to comply with the City of Findlay’s Erosion & Sediment Control Ordinance. Applicant should contact the Hancock County Engineer’s office for their requirements.

Recommendations:

Conditional Approval of the Site Plan:

- Construction plans are approved by the Engineering Office.
- Second Roadway access for the development

The following permits may be required prior to construction:

- Water Tap Permit x 1
- Water Service Connections x 94
- Sanitary Mainline Tap Permit x 2
- Sewer Service Connections x 47

FIRE PREVENTION

- **Concern with the removal of the CR99 access road for emergency services**

SP-06-2024

APPLICATION FOR
SITE PLAN REVIEW
filed by Ron Siferd/Siferd Farms
for a 94-unit condo development
at the east end of Silver Creek Drive
in Allen Township.

Legend

- Villas at the 9's
- Parcels
- Road Centerline

Findlay Locator Map

