

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

**Minutes**

**MEMBERS:**

Mayor Muryn  
Rob Martin  
Kerry Trombley  
Jackie Schroeder  
Dan Clinger

**STAFF ATTENDING:**

Matt Cordonnier, HRPC Director  
Jacob Mercer, HRPC Staff  
Jeremy Kalb, City Engineer  
Kevin Shenise, Fire Prevention  
Erik Adkins, Zoning Administrator & Flood Administrator

**GUESTS:**

Richard Binner, Jennifer Hammer, Tony Scanlon

**CALL TO ORDER**

**ROLL CALL**

The following members were present:

Mayor Muryn  
Rob Martin  
Kerry Trombley  
Jackie Schroeder

**SWEARING IN**

All those planning to give testimony were sworn in by Jacob Mercer.

**APPROVAL OF MINUTES**

Rob Martin motioned to approve the minutes for the April 11, 2024 meeting. Rob Martin seconded. Motion approved 4-0-0.

**NEW ITEMS**

- 1. APPLICATION FOR FINAL PLAT #FP-05-2024 filed by G&H Enterprises, LLC, for the Third Addition to Glenmar Subdivision. This addition is an extension of Glenmar Parkway from Andrew Jackson Lane to Smokies Way.**

## **CPC STAFF**

### **General Information**

This request is located between the Andrew Jackson Way and Smokies Way in the Glenmar Subdivision in Liberty Township. It 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. The Preliminary Plat received approval from the City Planning Commission in March 2023.

### **Staff Analysis**

The proposed plat would subdivide this area into nine parcels. At the east end of the site, there is an extension of the existing stub street, Glenmar Parkway. This would connect Andrew Jackson Lane to Smokies Way. This phase is in keeping with the overall development plan for the Glenmar subdivision.

### **Staff Recommendation**

CPC Staff recommends **approval of APPLICATION FOR FINAL PLAT #FP-05-2024 filed by G&H Enterprises, LLC, for the Third Addition to Glenmar Subdivision. This addition is an extension of Glenmar Parkway from Andrew Jackson Lane to Smokies Way.**

## **ENGINEERING**

No Comment on the final plat

- There are only a couple of minor comments on the Construction plans that will be worked out with the consultant prior to construction.
- 

## **FIRE PREVENTION**

No Comment

## **RECOMMENDATION**

Staff recommends **approval of APPLICATION FOR FINAL PLAT #FP-05-2024 filed by G&H Enterprises, LLC, for the Third Addition to Glenmar Subdivision. This addition is an extension of Glenmar Parkway from Andrew Jackson Lane to Smokies Way.**

**DISCUSSION**

Mr. Kalb was not able to attend the meeting, but noted beforehand that he had a couple of minor comments on the construction plan, and that he would work those out with the consultant prior to construction fire prevention.

Tony Scanlon explained that Mr. Kalb requested a couple water valves be added to the site. Mr. Scanlon claimed that had now been taken care of.

Jackie Schroeder asked if roadway names and numbers had been discussed. Jacob Mercer said his office handles addressing and that he would take care of it with the applicant.

After approval, Matt Cordonnier reminded Tony Scanlon the proposal will eventually have to go to Hancock Regional Planning Commission once the county approves the construction drawing. Mr. Scanlon replied that he had been working with Assistant County Engineer Kyle Parker, who had only minor concerns.

**MOTION**

Mayor Muryn made motion for **CPC to recommend approval of APPLICATION FOR FINAL PLAT #FP-05-2024 filed by G&H Enterprises, LLC, for the Third Addition to Glenmar Subdivision.**

**2<sup>nd</sup>: Kerry Trombley**

**VOTE: Yay (4) Nay (0) Abstain (0)**

- 2. APPLICATION FOR CONDITIONAL USE #CU-05-2024 filed by Jennifer Hammer for a dog grooming home business at 429 Swing Avenue.**

**CPC STAFF**

**General Information**

This request is located on the south side of Swing Avenue between Bolton Street and Morey Avenue. This parcel is located in a neighborhood of R-3 Small Lot Residential. This location is partially located within the 100-year floodplain. The City of Findlay Land Use Plan designates the area as Single-Family Small Lot.

**Parcel History**

The site is a residential home, where the applicant has lived since 2001.

**Staff Analysis**

The applicant has indicated they would like to operate a dog grooming business as a home occupation. She has been doing dog grooming for several years and wanted a space of her own to conduct her business. She wished to convert some of her front room into a grooming space.

The applicant also noted that there can be two cars in the driveway, one for the resident and one for a client. While it appears, there is room for parking, the City may require additional parking provided off-street if it becomes a concern.

Staff would add that Conditional Use permits are revocable if there are any issues with this use in the future.

### **Staff Recommendation**

CPC Staff recommends approval of **APPLICATION FOR CONDITIONAL USE #CU-05-2024 filed by Jennifer Hammer for a dog grooming home business at 429 Swing Avenue with the following conditions:**

- Schedule appointments with gaps in between, so parking does not become an issue
- Hours of operation between 9am – 6pm

### **ENGINEERING**

No Comment

### **FIRE PREVENTION**

- Be sure to get all of the proper permits needed to start this business

### **RECOMMENDATION**

Staff recommends **approval of APPLICATION FOR CONDITIONAL USE #CU-05-2024 filed by Jennifer Hammer for a dog grooming home business at 429 Swing Avenue with the following conditions:**

- Schedule appointments with gaps in between, so parking does not become an issue
- Hours of operation between 9am – 6pm

### **DISCUSSION**

Mayor Muryn recommended a fence around the backyard of this business. Jennifer Hammer claimed she had previous interest in a fence and will continue to look into it. Ms. Hammer also requested the condition that would set hours of operation between 9am and 6pm be adjusted to 8am and 6pm. Mayor Muryn approved this alteration.

Rob Martin voiced a concern over the number of dogs on the premise at any given time as well as whether these dogs would be let outside. Jennifer Hammer estimated there would never be more than three visiting dogs on site at a given moment and that dogs would only be let outside when

they show a need. Hammer also disclosed that she owns two dogs who will be at the house permanently. Mayor Muryn proposed a maximum of six dogs on site, including Hammer's pets.

Erik Adkins voiced optimism for the project and its possible disturbances to neighbors, citing another local grooming business that supposedly has no history of accidents or escapes.

**MOTION**

Kerry Trombley made a motion **for approval of APPLICATION FOR CONDITIONAL USE #CU-05-2024 filed by Jennifer Hammer for a dog grooming home business at 429 Swing Avenue with the following conditions:**

- **Hours of operation from 8 am to 6 pm**
- **Schedule appointments with gaps in between so parking does not become an issue**
- **Maximum number of dogs in the house is 6**

**2<sup>nd</sup>: Mayor Muryn**

**VOTE:** Yay (4) Nay (0) Abstain (0)

- 3. APPLICATION FOR CONDITIONAL USE #CU-07-2024 filed by Richard Binner to split the parcel at 515 Prospect Street and create 2 duplexes.**

**CPC STAFF**

**General Information**

This request is located on the east side of Prospect Street, stretching east to N. Blanchard Street. This parcel is zoned R-3 Small Lot Residential. It is in a neighborhood of R-3 Small Lot Residential. This location is partially located within the 100-year floodplain.

**Parcel History**

The site is vacant. Mr. Binner purchased this lot from the City in April 2024.

**Staff Analysis**

The applicant has indicated they intend to split the parcel at 515 Prospect to create two lots, with a duplex on each new lot. This would create two lots measuring 43.90'x 98.37' in size. They have provided a drawing to show they can get a 75'x 26' duplex on site. That would provide for 2 units measuring 975 square feet in size, which is above the minimum floor space required. The structures would meet the lot coverage requirement as it is under 50%.

Parking would be provided along the alleyway, but they have accounted for four 10'x 22' off-street parking spaces.

Since the proposed duplex is in the floodplain, we will need the applicant to work with the City Floodplain Administrator, Erik Adkins, to receive the proper permits.

**Staff Recommendation**

CPC Staff recommends **approval of APPLICATION FOR CONDITIONAL USE #CU-07-2024 filed by Richard Binner to split the parcel at 515 Prospect Street and create 2 duplexes with the following condition:**

- **Receive floodplain approval from the City Floodplain Administrator**

**ENGINEERING**

No Comment

**FIRE PREVENTION**

No Comment

**RECOMMENDATION**

**Staff recommends approval of APPLICATION FOR CONDITIONAL USE #CU-07-2024 filed by Richard Binner to split the parcel at 515 Prospect Street and create 2 duplexes with the following condition:**

- **Receive floodplain approval from the City Floodplain Administrator**

**DISCUSSION**

Mayor Muryn raised a concern about parking alongside the alleyway, fearing side swiping if the spots are too tight. Richard Binner claimed he is working with Dave Hans to get the alley widened to the south.

Kerry Trombley asked whether the alley would be paved with curbs, to which Binner answered no as to stay consistent with the features of Prospect Street.

Jackie Schroeder wondered if he planned to construct a fence along the north side of the property. Mr. Binner responded that he had not planned on it due to the presence of a fence owned by the site's northern neighbors which already spanned just under half the length of the parcel.

Erik Adkins claimed that Richard Binner would need an elevation certificate from Dan Stone due to being partially inside the 100-year floodplain.

Mayor Muryn was excited by the plan, citing a need for housing and that the proposed area made sense for development.

**MOTION**

Mayor Muryn made a motion to **approve APPLICATION FOR CONDITIONAL USE #CU-07-2024 filed by Richard Binner to split the parcel at 515 Prospect Street and create 2 duplexes with the following condition:**

- **Receive floodplain approval from the City Floodplain Administrator**

**2nd: Rob Martin**

**VOTE:** Yay (4) Nay (0) Abstain (0)

With there being no further business, Mayor Murn adjourned the meeting.