

PLANNING COMMISSION MINUTES  
CITY OF PIQUA, OHIO  
6:00 P.M. – TUESDAY, APRIL 12, 2022  
COMMISSION CHAMBERS – 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.

**ROLL CALL**

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

**MEETING MINUTES**

The minutes of the March 8, 2022 Planning Commission Meeting were approved by voice vote.

**NEW BUSINESS**

**Resolution PC 11-22**

A resolution to grant an easement for an encroachment of an existing building, 400 N. Wayne St. into the Ash Street sidewalk right of way

Kyrsten French, City Planner gave a staff report. She noted that this encroachment has been brought to the Planning Commission because the building encroaches approximately .3 -.7 feet into the right of way. Staff recommends approval of this resolution. It was also noted that the applicant has a signage request that was not included in the packet that could be voted on today if the board chooses.

The board deliberated and discussed the request. The board decided that they would prefer more time to look over the sign request and would move along with the encroachment approval.

No one else came forward to speak on the item.

The board deliberated and discussed the easement request. Joe Wilson made a motion to approve Resolution PC 11-22 and Brad Bubp seconded the motion. Resolution PC 11-22 was approved by a 5-0 roll call vote.

**Resolution PC 12-22**

A resolution to elect a Chair and Vice Chair of the Planning Commission

Kyrsten French, City Planner noted that along with being the regular duties of the Planning Commission, the Chair of the Planning Commission is also responsible for attending 4 CIC planning meetings each year. These meetings span over the course of 4 months. Gary Koenig expressed interest in being the Chair of the Planning Commission and Brad Bubp expressed interest in being the Vice Chair of the Planning Commission.

The Planning Commission nominated Gary Koenig as the Chair and Brad Bubp as the Vice Chair.

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Shannon Brandon moved to approve the request made and Joe Wilson seconded. Gary Koenig is the Planning Commission Chair and Brad Bubp is the Vice Chair until Spring of 2023.

**Resolution PC 13-22**

A resolution to appoint a Planning Commission member to the Housing Council

The duties of the Housing Council were discussed. Gary Koenig expressed interest in representing the Planning Commission on the Housing Council.

Gary Koenig was nominated by the Planning Commission to serve on the Housing Council if appointed by the City Commission. Shannon Brandon moved to approve the request and Brad Bubp seconded.

**Resolution PC 14-22**

A resolution to appoint a Planning Commission member to the Board of Zoning Appeals

Duties of the Board of Zoning Appeals were discussed, as well as noting that the meetings take place on the fourth Tuesday of each month unless cancelled due to lack of business. Shannon Brandon expressed interest in representing the Planning Commission on the Board of Zoning Appeals. The board discussed that the experience on the BZA would be appropriate for all members of the Planning Commission and would be nice to rotate this duty each year.

Shannon Brandon was nominated by the Planning Commission to serve on the Board of Zoning Appeals pending the decision of the City Commission.

Eddie Harvey motioned to approve the request and Joe Wilson seconded.

**OTHER BUSINESS**

Code Piqua Draft Discussion and Passage Timeline

Kyrsten French explained that the updated timeframe for passage is now mid-July. She will be sending additional details of this timeline to the Planning Commissioners via email.

Downtown Design Review Roundtable Scheduling

Kyrsten French explained that the goal is to open up a conversation with local businesses in the downtown regarding the downtown design review process as it relates to facades and signage. At this time, our current standards and review process might be due for an update. The current standards can be viewed on the City's Development Department website at this time - [https://piquaoh.org/download/ddrb\\_standards.pdf](https://piquaoh.org/download/ddrb_standards.pdf).

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Discussion took place regarding Code Piqua changes as it relates to maintaining a Downtown Historic District vs. changing to a landmark-based historic registry. It was noted that Code Piqua will be reviewed on a scheduled basis, potentially every other year.

Lorna Swisher, Director of Main Street, came forward and noted that the current standards were written and the boundaries were chosen to qualify for CDBG grant money in the downtown. Lorna plans to reach out to Heritage Ohio to discuss any grant funding implications that may come with changes to the district and landmarks.

**ADJOURNMENT**

With no other questions, comments or business before the Planning Commission, a motion was made by Brad Bulp and seconded by Eddie Harvey to adjourn the meeting. With all those present in support of the motion the meeting was adjourned at approximately 7:25 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).