CALL TO ORDER
1. Chair Comments  Opening Remarks
2. Roll Call     Clerk Calls the Roll

OLD BUSINESS

NEW BUSINESS
4. Resolution PC 1-17  A Resolution nominating and electing the Planning Commission Chairperson and the Vice Chairperson for the 2017 calendar year

5. Resolution PC 2-17  A Resolution recommending the Planning Commission appointment to the Board of Zoning Appeals for the 2017 calendar year

6. Resolution PC 3-17  A Resolution recommending the Planning Commission Appointment to the Housing Council for the 2017 calendar year

7. Resolution PC 4-17  A Resolution to consider the Vacation of a portion of platted public right of way known as an alley located north of South Street and west of College Street

ADJOURNMENT
CALL TO ORDER

1. Chair Comments Opening Remarks
   Chairman Oda outlined the meeting procedures that will be followed by the Planning Commission.

2. Roll Call Clerk Calls the Roll
   Present: Mr. Oda, Mr. Koenig, Mr. Shear, Mrs. Pearson, Mr. Spoltman
   Absent: None

OLD BUSINESS

3. Meeting Minutes October 11, 2016 Meeting Minutes

Motion to approve minutes as stated.
Motion: Mr. Spoltman
Second: Mr. Shear
Voice Vote: 5-0
The minutes were approved.

NEW BUSINESS

4. Resolution PC 19-16 A Resolution authorizing a change in the Zoning Designation of Parcel N-44-039840, 608 Weber Street from R-1 (One-Family Residential) District to B (General Business) District
Staff Comments:

Mr. Schmiesing provided an overview of the request for the Change in Zoning Designation for 600 Weber Street.

Amy Mosley, applicant, came forward and provided a brief overview of their plans to reopen the business as a Drive Thru, which it was previously a number of years ago.

Mr. Oda stated the previous drive thru has been closed for a number of years now.

Motion: Mr. Spoltman
Second: Mrs. Pearson
Roll Call Vote: 5-0

Aye - Oda, Pearson, Shear, Spoltman, and Koenig

A motion to recommend the adoption of PC-19-16 was approved by a 5-0 unanimous vote.

5. Resolution PC 20-16

A Resolution authorizing a Special Use in B (General Business) Dist for an Automotive Repair Garage 1c at 538 McKinley Avenue

Staff Comments:

Mr. Schmiesing provided an overview of the request for the Special Use Designation for 538 McKinley. It was previously a Drive Thru and the applicant would like to change the use to an Automotive Repair Garage.

Rusty and Natalie Young, Applicants, came forward and provided a brief overview of their plans for the Automotive Repair Garage.

Board Members asked several questions concerning the type of repairs being done, security of the premises, parking areas, and how the fluids will be disposed of. The applicant answered all of the questions.
Motion: Mrs. Pearson
Second: Mr. Shear
Roll call vote: 5-0

Motion to recommend the adoption of PC 20-16 was approved by a unanimous 5-0 vote.

6. Resolution PC 21-16

A Resolution authorizing a Special Use in B (General Business) District an Veterinary Facility located at 1830 W. High Street

_Staff Comments:_

Mr. Schmiesing provided an overview of the request for the Special Use Designation for 1830 W. High Street. It was previously used as office space catering business. The applicant would like to change the use to a Veterinary Facility at this time.

The Planning Office received one question from a neighbor, if there would be outside kennels and boarding at the facility.

Lisa Nadasl, DVM, Applicant, came forward and provided a brief overview of her plans for the Veterinary facility.

Board Members asked several questions concerning the kennels, number of dogs at the facility at one time, and the hours of operation. The applicant answered all questions.

Motion: Mr. Shear
Second: Mrs. Pearson
Roll call vote: 5-0

Motion to recommend the adoption of PC 21-16 was approved by a unanimous 5-0 vote.
OTHER BUSINESS

Driveway Widths

Mr. Schmiesing provided a brief overview of the current driveway standard width. The current driveway width is 24' and there are quite a few new homes going up that are putting in 3 car garages, and would like to have the driveways wider to accommodate the new garage size. Several of the other neighboring cities have adjusted their standards to accommodate the new driveway widths, stated Mr. Schmiesing. The City of Piqua standards are not well defined and he is looking for some direction from the Planning Commission to move forward with changes to the Code.

The Planning Commission members were all in agreement to expand the driveway width to 30' and to move forward with the changes. Mr. Schmiesing stated he would make changes, and bring it back to the Planning Commission for final approval.

Medical Marijuana Program

Mr. Schmiesing stated this is a follow up of the additional information that he previously provided to the Planning Commission on the rules and regulations set by the State of Ohio on cultivating and processing of Medical Marijuana in Ohio. The current moratorium is in effect until February 2, 2017.

Board members discussed several ideas and their thoughts on the cultivating and processing of marijuana in the City of Piqua.

All Board members were in agreement to extend the moratorium for another six months if possible.

Mr. Schmiesing stated he will continue to look into the situation and will come back to the Planning Commission with further information.

ADJOURNMENT

The meeting was adjourned at 7:05 P.M.
RESOLUTION No. PC 01-17

PURSUANT TO, article B-1.1 of the Planning Commission Procedures, Rules, and Regulations as originally adopted February 5, 2002, the Planning Commission Chairman and Vice-Chairman shall be elected annually; and,

WHEREAS, article B-1.1 of the Planning Commission Procedures, Rules, and Regulations states the Planning Commission shall appoint chairman and vice-chairman by a majority vote in the month of January, or at the first regularly scheduled meeting held during the calendar year; and,

WHEREAS, the Planning Commission has nominated _________ as the chairman and _________ as the vice-chairman and both have agreed to serve in this capacity during the 2017 calendar year if appointed by the Planning Commission;

NOW THEREFORE BE IT RESOLVED, board member ________ hereby moves to ________ the request made, as described by this resolution, the testimony provided, and the documents attached hereto, the motion is seconded by board member ________, and the voting record on this motion is herby recorded as follows.

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PROCEDURES FOR APPOINTING A CHAIR AND VICE-CHAIR

Step One - Determination of interest in being nominated.
The chair will ask the secretary to call the role. When your name is called and you are asked if you are interested in serving in the chair or vice-chair position during the upcoming calendar year, respond by stating YES if you are interested, NO if you are not interested. The secretary will first ask if you are interested in serving as chairperson, you will respond; then the secretary will ask if you are interested in the serving as vice-chairperson, and you will respond again.

Declaration of candidacy.

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<thead>
<tr>
<th>Board Member</th>
<th>Chair</th>
<th>Vice-Chair</th>
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Step Two - Nomination of Chair and Vice-Chair.
The chair will open the floor for nominations. Board members interested in making a nomination will choose from the eligible candidates identified in the previous step and nominate the individual for each position that they feel is best suited to serve in that capacity. The chair will close the floor only after each board member interested in nominating a chair and vice-chair has had an opportunity to do so.

Chairperson

Vice-Chairperson

Step Three - Motion to accept nominated persons.
The chair will accept a motion to appoint a chair and vice-chair. Said nominees to be appointed are to be identified in the motion, and upon the motion receiving a second the chair will ask the secretary to call the role. Motions without a second will die. Seconded motions that fail to secure a majority vote (at least 3 supportive votes) will be considered defeated. The chair will accept a new motion and repeat the process until a majority vote is cast in support of a motion.
RESOLUTION No. PC 02-17

PURSUANT TO, article 154.142(A)(2) of the City of Piqua Code of Ordinances, the Planning Commission is to provide a recommendation concerning the Planning Commission representative to be appointed to the Board of Zoning Appeals to serve for the 2017 calendar year; and,

WHEREAS, __________ has been nominated by the Planning Commission and agreed to serve in this capacity if appointed by the City Commission;

NOW THEREFORE BE IT RESOLVED, board member __________ hereby moves to ______ the request made, as described by this resolution, the testimony provided, and the documents attached hereto, the motion is seconded by board member __________, and the voting record on this motion is hereby recorded as follows.

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RESOLUTION No. PC 03-17

The Planning Commission is to provide a recommendation concerning the Planning Commission representative to be appointed to the Housing Council to serve for the 2017 calendar year; and,

WHEREAS, ________ has been nominated by the Planning Commission and agreed to serve in this capacity if appointed by the City Commission;

NOW THEREFORE BE IT RESOLVED, board member ________ hereby moves to ________ the request made, as described by this resolution, the testimony provided, and the documents attached hereto, the motion is seconded by board member ________, and the voting record on this motion is hereby recorded as follows.

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RESOLUTION No. PC 4-17

WHEREAS, John Burkhardt, Burkhardt Engineering Co. agent for the Applicant True North Energy, LLC owner of the property located at 600 South Street, has submitted a request to vacate a portion of platted public right of way known as an alley located north of South Street and west of College Street as shown in the attached information, and,

WHEREAS, the City of Piqua City Commission has declared their intent to consider the vacation of the subject right of way and referred the item to the Planning Commission for study and a recommendation; and,

WHEREAS, section 98 of the Piqua Charter provides the procedure for considering a right of way vacation request; and,

WHEREAS, the Planning Commission has studied the request, conducted a public hearing on the matter, and has established as fact that the portion of public right of way proposed for vacation:

☐ Is unimproved and does not provide essential access to surrounding properties
☐ Is unoccupied by public utilities or other uses commonly located within public right of way
☐ Is not identified on any transportation plan indicating the right of way is or will be necessary
☐ Is not essential to any existing or future development or use of the surrounding properties

NOW THEREFORE BE IT RESOLVED, board member ______ hereby moves to ______ the request, as described by this resolution, the testimony provided, and the documents attached hereto, the motion is seconded by board member ______, and the voting record on this motion is hereby recorded as follows.

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RESOLUTION NO. R-140-16

A RESOLUTION OF INTENT TO VACATE
PUBLIC RIGHT-OF-WAY

WHEREAS, pursuant to Piqua Charter Section 98, this Commission must adopt a resolution expressing its intention to vacate platted right-of-way located prior to such action being considered; and,

WHEREAS, a petition requesting the vacation of a portion of platted public right of way known as an alley located north of South Street and west of College Street, as shown in Exhibit “A” attached hereto, has been filed with the Clerk of Commission;

NOW, THEREFORE, BE IT RESOLVED by the Commission of the City of Piqua, Miami County, Ohio, the majority of all members elected thereto concurring, that:

SEC. 1: This Commission hereby intends to vacate a portion of platted public right of way known as an alley located north of South Street and west of College Street, as shown on Exhibit “A” attached hereto. The City Manager or his duly authorized representative is hereby directed to cause notice of this Resolution to be served by certified mail upon all persons whose property abuts said tract. Said notice shall state the time and place at which objections can be heard by the Planning Commission.

SEC. 2: This Resolution shall take effect and be in force from and after the earliest period allowed by law.

KATHRYN B. HINDS, MAYOR

PASSED: Dated: 20 July 2016

ATTEST: REBECCA J. COOL
CLERK OF COMMISSION
ALLEY VACATION
CITY OF PIQUA, OHIO

BY: RGK

SCALE: 1" = 30'
<table>
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<tr>
<th>MEETING DATE</th>
<th>December 20, 2016</th>
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<tr>
<td>REPORT TITLE</td>
<td>A RESOLUTION OF INTENT TO VACATE PUBLIC RIGHT-OF-WAY</td>
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</table>
| SUBMITTED BY       | Name & Title: Chris Schmiesing, City Planner  
Department: Development Department |
| AGENDA CLASSIFICATION | ☒ Resolution  
☐ Consent  
☐ Ordinance  
☐ Regular |
| APPROVALS/REVIEWS  | ☒ City Manager  
☐ Asst. City Manager/Finance  
☐ Asst. City Manager/Development  
☐ Law Director  
☐ Department Director;  
☒ City Planner |
| BACKGROUND         | A petition requesting the vacation of a portion of platted public right of way known as an alley located north of South Street and west of College Street, has been submitted for consideration. The first step in facilitating the request is for the City Commission to declare their "intent to vacate" and refer the item to the Planning Commission for a public hearing and recommendation. |
| BUDGETING AND      | Budgeted $: 0  
Expenditure $: 0  
Source of Funds: N/A  
Narrative: The subject property is currently maintained by the petitioner. |
FINANCIAL IMPACT    | (Includes project costs and funding sources) |
| OPTIONS            | 1. Adopt the resolution to authorize the public right of way request for consideration.  
2. Defeat the resolution to reject the public right of way request for consideration. |
| PROJECT TIMELINE   | December 2016 – City Commission; Intent to vacate  
January 2017 – Planning Commission; Public hearing  
February 2017 – City Commission; Vacation ordinance |
| STAFF RECOMMENDATION | Approve resolution |
| REASON FOR SELECTING CONSULTANT/COMPANY | N/A |
| ATTACHMENTS        | Petition documents; Cover letter, application, vacation plat drawing |
LETTER OF TRANSMITTAL FROM
BURKHARDT ENGINEERING COMPANY
28 NORTH CHERRY STREET
GERMANTOWN, OHIO 45327
PHONE: 937 388-0060 FAX: 937 716-2309
EMAIL: JTBURKHARDT@BURKHARDTINC.COM

TO: CHRIS SCHMIESEING

CITY OF PIQUA
PLANNING & ZONING DEPARTMENT
201 WEST WATER STREET
PIQUA, OH 45356

FROM: JOHN BURKHARDT

SUBJECT: # 16.191 TRUE NORTH ENERGY, LLC / 600 SOUTH STREET / PIQUA, OHIO

DATE: 10 - 25 - 16

Chris,
Enclosed is the application for vacation of the 10’ wide strip of land between the True North Energy site and the College Avenue right-of-way that we discussed.
I have also enclosed the application fee ($100) and a copy of the Vacation Plat for your review. We were not sure about the template for the Vacation Plat that was required, so please let me know if you need something different than the 8 1/2 x 11 copy.
Also, let me know if you need anything else with this submittal to get the vacation process going.

Thanks,
John
**APPLICATION FOR VACATION OF PUBLIC RIGHT-OF-WAY**

1. Applicant's Name: **Burkhardt Engineering Co.** Phone # 937-388-0060  
   Applicant's Address: **28 N. Cherry St., Germantown, OH 45327**

2. Owner's Name: **True North Energy, LLC** Phone # 440-792-4214

3. Type of legal interest held by applicant: **Agent for Owner**

4. Location of Public Right-Of-Way Vacation request: **East Side (10' wide strip) of Property located at 600 South Street & West of College Street Right-of-Way**

5. Describe the reason for the requested Vacation of Public Right-Of-Way: **Land is currently not in use except for a drive approach & landscaping for True North Energy.**

6. Property owners adjacent to Right-Of-Way to be vacated:

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<tr>
<th>NAME</th>
<th>ADDRESS</th>
<th>SIGNATURE</th>
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<tbody>
<tr>
<td><strong>True North Energy (West Side) LLC</strong></td>
<td><strong>10346 Bracksville Rd., Bracksville, OH 44141</strong></td>
<td><strong>Agent for Owner</strong></td>
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<td><strong>East &amp; South Sides are Public Right-of-Way</strong></td>
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Signature of Applicant: **John T. Burkhardt** Date: **10-25-16**

**********************************************************

$100.00 Fee Paid: **___________**  Date Fee Paid: **___________**

Receipt No.: **___________**  Res. No.: **___________**
January 3, 2017

*** MEETING NOTICE ***

Please be advised that the City of Piqua Planning Commission will conduct a Planning Commission meeting at the time and location stated below.

TIME: 6:00PM
DATE: TUESDAY, January 10, 2017
LOCATION: Commission Chambers – 2nd Floor
Municipal Government Complex
201 W. Water Street


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

Christopher W. Schmiesing
City Planner
<table>
<thead>
<tr>
<th>RESOLUTION</th>
<th>NAME</th>
<th>MAILING ADDRESS</th>
<th>CITY STATE ZIP</th>
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<tbody>
<tr>
<td>PC 4-17</td>
<td>Burkardt Engineering Co</td>
<td>28 N. Cherry St.</td>
<td>Germantown, Oh 45327</td>
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<td>PC 4-17</td>
<td>True North Energy, LLC</td>
<td>1041 S. Reynolds Rd.</td>
<td>Toledo Ohio 43615</td>
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<tr>
<td>PC 4-17</td>
<td>Washington Township Miami Co Oh</td>
<td>P. O. Box 232</td>
<td>Piqua, Ohio 45358</td>
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<tr>
<td>PC 4-17</td>
<td>Searborough Family Limited</td>
<td>P. O. Box 5280</td>
<td>Austin, TX 78782</td>
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<td>PC 4-17</td>
<td>Brad Erwin</td>
<td>645 South Street</td>
<td>Piqua, Ohio 45356</td>
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<td>PC-4-17</td>
<td>Liette Realty II LLC</td>
<td>9300 Country Club Road</td>
<td>Piqua, Ohio 45356</td>
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<td>DEAN BURCH</td>
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