

**PLANNING COMMISSION AGENDA  
CITY OF PIQUA, OHIO  
6:00 PM – TUESDAY, JUNE 10, 2025  
MUNICIPAL GOVERNMENT COMPLEX  
COMMISSION CHAMBERS – 201 W. WATER STREET**

**CALL TO ORDER**

Chair Comments – Opening Remarks

ROLL CALL – Clerk Calls the Roll

Meeting Minutes – May 13, 2025

**OLD BUSINESS**

1. RESOLUTION 13-25  
A resolution to propose amendments to the zoning ordinance text.

**NEW BUSINESS**

1. RESOLUTION PC 14-25  
A resolution to approve a special use at 522 W. Greene Street.

**OTHER BUSINESS/ADJOURNMENT**

**PLANNING COMMISSION MINUTES  
CITY OF PIQUA, OHIO  
6:00 P.M. – TUESDAY, MAY 13, 2025  
COMMISSION CHAMBERS – 201 W. WATER STREET**

**CALL TO ORDER**

Vice Chairman Mr. Eddie Harvey called the meeting to order at 6:00PM. Mr. Harvey outlined the order of business and procedures that will be followed by the Planning Commission.

**ROLL CALL**

Members Present: Terry Wright, Micah Underwood, Eddie Harvey

Absent: Brad Bubp, Adam Seas

A motion was made by Mr. Harvey and seconded by Mr. Wright to excuse Mr. Seas and Mr. Bubp. All in favor, motion passed.

**APPROVAL OF MINUTES**

A motion for approval of the April 8, 2025 Planning Commission Meeting with minor corrections was made by Mr. Wright and seconded by Mr. Underwood. All ayes, motion passed.

**NEW BUSINESS**

**Resolution PC 11-25 – A resolution to recommend a replat of inlots 8698-8705 in Indian Ridge, Section #6.**

Mr. Chad Henry, City Planner, gave the staff report. He noted the intent of the request is to replat the existing lots into five larger single lots. These lots were originally meant for duplexes but are being replatted into larger lots intended for single family construction. He noted the surrounding similar land uses and recommended approval of the resolution.

Douglas Smith, 3200 Cherokee Drive, noted his appreciation for being notified about the meeting. He stated he was originally concerned, but based on the discussion at the meeting was supportive of the request.

There was no additional public comment.

Mr. Underwood made a motion to approve the resolution. Mr. Wright seconded the motion. The motion was approved 3-0. This case will be recommended for approval to the City Commission, which will hear the recommendation at their next regularly scheduled meeting.

**Resolution PC 12-25 – A resolution to recommend a Planning Commission member to serve a one-year term on the Board of Zoning Appeals**

Mr. Henry noted that annually the Planning Commission appoints a member to serve on the Board of Zoning Appeals. Mr. Wright motioned to appoint Mr. Seas and Mr. Underwood seconded. All ayes, the motion passed. Mr. Seas will serve as the Planning Commission representative on the Board of Zoning Appeals through March, 2026.

#### **Resolution PC 13-25 – A resolution to propose amendments to the Zoning Ordinance Text**

Mr. Kyle Hinkelman, Community Services Director, spoke about the proposed changes to the Development Code. He noted that the intention of the discussion is to walk through the proposed language and then look for additional discussion and potential approval in the following month. He detailed the proposed creation of the planned development district language, which would create two new zoning districts – Planned Residential District (PD-R) and Planned Mixed-Use District (PD-MUD) under Section 2.10. He continued to detail the process associated with these districts as well as each potential section within the code and the language associated.

Mr. Wright asked if this replaced any existing districts or codes. Mr. Hinkelman responded that these would be new districts and not replace any existing districts. He continued that this language would not require anyone in the community to be forced into either of these zoning districts but would allow future developers to request a zoning map amendment to utilize these districts to provide flexibility on their site.

Mr. Underwood asked if this would help solve the problem that occurred at the previous meeting with Sunset meats. Mr. Hinkelman noted that it could potentially be utilized in that scenario, but it would be more likely at a larger scale, similar to the Home Depot area, or where a developer has a larger property with mixed-uses. He continued that although the city doesn't have a developer who is requesting either zoning district at this time, he anticipates that there will be developers who will request to place their properties within the new districts to provide them additional flexibility.

Mr. Wright asked if other communities have similar code language and Mr. Hinkelman noted that there were very few communities who didn't have similar language already in their code. He reiterated that this would provide more flexibility for developers to choose to enter into the district and go through the approval process.

Mr. Underwood made a motion to table the resolution to the June meeting and Mr. Wright seconded the motion. All ayes, the motion to table to the June meeting passed.

#### **OTHER BUSINESS**

None.

#### **ADJOURNMENT**

With no other questions, comments, or business before the Planning Commission, a motion was made by Mr. Wright to adjourn the meeting seconded by Mr. Harvey to adjourn the meeting. With all those present in support of the motion, the meeting was adjourned at approximately 6:29 PM.

## RESOLUTION No. PC 13-25

WHEREAS, the City of Piqua Planning Commission has reviewed an amendment to "Title XV – Development Code" to the Development Code of the City of Piqua as shown in Exhibit A, attached; and

WHEREAS, the Planning Commission has studied the request, conducted a public hearing on the matter, and has established findings that indicate the proposed code amendment:

- ☐ Will not threaten the general health, safety, and welfare of the community; and
- ☐ Conforms to all applicable plans and policies of the city.

NOW THEREFORE BE IT RESOLVED, board member \_\_\_\_\_ hereby moves to recommend \_\_\_\_\_ of 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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|                     | AYE                      | NAY                      | ABSTAIN                  | ABSENT                   |
|---------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| Mr. Bradley Bubp    | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Mr. Eddie Harvey    | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Mr. Terry Wright    | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Mr. Adam Seas       | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Mr. Micah Underwood | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Adopted this \_\_\_\_ day of \_\_\_\_\_, 2025.

Chairman, Planning Commission

Clerk, Planning Commission

\_\_\_\_\_  
Bradley C. Bubp

\_\_\_\_\_  
Emily McCulla

## **EXHIBIT A: Development Code Changes**

### §2.1. Districts Established

Add to Special Districts – “PD-R” Planned Residential District and “PD-MUD” Planned Mixed-Use District.

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## **§2.10. Planned Development Districts**

### §2.10.1. Purpose

This Section is intended to describe the procedures for placement of parcels into a Planned Development, simultaneously adopting regulations that will apply only to that Planned Development, and the standards by which these districts must adhere. Such districts are to be permitted as amendments to the Zoning Map, on application and approval of specific and detailed plans where tracts suitable in location and character for the uses and structures proposed are to be planned and developed as units. Regulations set forth herein are adapted to unified planning and development in such districts. Applications for Planned Development rezoning will be granted only when the plan for the project is such that the public health, safety and morals will not be jeopardized by a departure from the restrictions on corresponding uses in the standard zoning district. The Planned Development shall further the purpose of promoting the general public welfare.

### **§2.10.2. Planned Development General Development Standards**

#### A. Application of Standards

All Planned Developments shall require adherence to quality landscaping, lighting, parking and other general standards of the City of Piqua while providing flexibility to encourage innovation in the planning and building of developments.

In addition to the listed development standards and provisions for the applicable Planned Development District, each Final Development Plan shall adhere to the general standards of §4 Development Standards.

The City Commission may waive specific elements of an individual standard, and such a waiver shall be documented either through the approval of a specific alternative standard or a clearly approved plan noting any such approved deviations from the standards of each Chapter listed above.

It is also recognized that individual Final Development Plans may meet certain criteria through cross guarantees and approval of adjacent Final Development Plans that are part of the same overall Preliminary Development Plan and such approval of an individual plan on this basis shall be documented and noted in the standards and requirements for each respective Final Development Plan.

B. Planned Developments

The City Commission may, upon application of the property owners, establish a new Planned Development and simultaneously adopt regulations that will apply only to the new Planned Development.

1. Planned Developments adopted under these procedures shall be listed below and/or in appendix to this Ordinance by case number along with the respective adopted planned development regulations for that case, until such time as the applicable tract of land is zoned into another zoning designation.
2. In each case, the architectural, landscaping, lighting, and other development standards of this Ordinance shall be utilized as a basis for development of the Planned Development standards but may be modified as approved under the final PD standards for each project.

C. Types of Planned Development

1. "PD-R" Planned Residential District
2. PD-MUD" Planned Mixed-Use District

D. Findings of Fact for Planned Development

In each specific case, the Planning Commission shall not recommend approval of, and the City Commission shall not approve, an application for a Preliminary Development Plan, or a Final Development Plan if no preliminary plan was approved under §2.10.2.F or §2.10.2.H, unless it shall make specific findings of fact directly based upon the particular evidence presented to it, which supports conclusions that:

1. The site will be accessible from public roads that are adequate to carry the traffic that will be imposed upon them by the proposed development standards where only the proposed uses and development standards are to be adopted and provides pedestrian accessibility and connectivity throughout the design.
2. The proposed development and or development standards adequately address issues related to compatibility with adjacent uses, environmental issues, and overall design compatibility, including lighting and landscaping and do so in a manner that improves upon what would be achieved under the non-planned development zoning standards.
3. The proposed development and or development standards are intended to produce a superior design and construction than what would normally

occur under the non-planned development zoning standards and will not cause an undue burden on public services and facilities including, but not limited to, water, sewer, power, and fire and police protection.

4. The proposal is in accordance with the goals and policies of the Comprehensive Plan.
5. If the project is proposed to contain non-residential uses, the conditions imposed mitigate any potential significant impacts associated with the proposal, including maintaining required setbacks for specific uses within the planned development.

E. Submission of Application

The following procedure shall be followed in placing land in one of the planned Development Districts.

1. The owner(s) or lessee(s) of a tract of land may request that the Zoning Map be amended to include such tract in one of the Planned Development Districts. Such amendment shall be processed, noticed and heard in the manner prescribed herein.
2. The applicant is encouraged to engage in informal consultations with the City of Piqua Community Services Staff prior to preparing final plans; however, no statement or representation by members of staff shall be binding upon the Planning Commission.
3. An application for a Planned Development may be processed, noticed, and heard by the Planning Commission concurrently with an application for a proposed subdivision of the same property pursuant to the subdivision regulations of the City of Piqua.
4. The following options are available at the applicant's discretion:
  - a. Submission of a Preliminary Development Plan, processed in the manner described in §7.2.2 for Zoning Map Amendments, and the subsequent submission of a Final Development Plan for any portion of the approved Preliminary Development plan the applicant wishes to develop. Final Development Plans submitted according to this option shall be processed in the manner described in subsection §2.10.2.G.
  - b. Submission of a Final Development Plan without a Preliminary Development Plan, pursuant to §2.10.2.H. A Final Development Plan so submitted shall be processed in the manner described in §7.2.2 for Zoning Map Amendments.
5. No Zoning Permit shall be issued for any property for which Planned Development classification is requested and no construction shall begin until an approved Final Development plan is in effect for that phase or property, whichever of the above options is chosen by the applicant.

F. Submission of a Preliminary Development Plan

Specific application materials or data requirements may be waived by the Community Services Director or his/her designee as not applicable to a specific case, but the Planning Commission or City Commission may require such data upon review of the application. Unless waived, one (1) full-sized copy drawn to a standard scale of the Preliminary development Plan and one (1) digital set of drawings that are to scale, shall be submitted and shall include in text and map form:

1. Requirements

- a. A survey of the tract that is to be developed showing existing features of the property including streets, alleys, easements, utility lines, existing land use, general topography and physical features.
- b. A preliminary site plan showing the approximate areas and arrangement of the proposed uses, proposed development plan phasing, required and proposed yard setbacks and landscape buffers, the relationship of abutting land uses and zoning districts, proposed lots and blocks, if any, and proposed public or common open space, if any, including parks, playgrounds, school sites and recreational facilities. Proposed building layouts, footprints, and general locations may be shown on the preliminary site plan.
- c. Development Standards shall be provided that include, but are not limited to:
  - i. A list of permitted uses and locations of approval of those uses.
  - ii. Proposed setback and buffer requirements. Building envelope requirements in lieu of setback requirements are permitted.
  - iii. General building material standards with a priority given to utilization of durable and long-lasting materials like brick, stone, high-quality metal, and concrete board siding.
  - iv. Separate Open Space Plan. This should show where open spaces, private or public are located, proposed tree locations, and types of species of trees.
  - v. Separate Lighting Plan. This should include the type and location of light poles, bollards, and other lighting. As part of the Final Development Plan process a site-wide lighting plan that details light levels by foot candle is required.
  - vi. A schedule of development related to the entire project and any individual phase
  - vii. Any deviations or exceptions from the standard requirements as written in the City of Piqua Development Code at the time of application.
  - viii. Standards shall be balanced to create a more flexible and unique development. This is intended to mean that if a standard is waived or reduced, another standard should be improved or expanded. An example would be if a setback requirement is reduced that a landscape screening requirement is expanded.

- d. Evidence that the applicant has sufficient control over the tract to effect the proposed plan, including a statement of all ownership and beneficial interests in the tract of land and the proposed development.
- e. The proposed density to which the development shall be limited for residential uses.
- f. For PD-MUD requests, a statement identifying the principal types of office, business, and/or light industrial uses that are to be included in the proposed development.
- g. Any other information required by the Community Services Department to be provided in text or map format to permit verification of compliance with the planned development standards and to document the proposed standards to be utilized for the specific planned development.

2. Actions of the Planning Commission

The City of Piqua Planning Commission shall hold a public hearing on the Preliminary Development Plan as provided by §7.2.2.C of this Ordinance.

Such public hearing shall consider all aspects of the Preliminary Development plan including all proposed stages and/or units of development. Within thirty (30) days after the last public hearing on such plan the Planning Commission shall prepare and transmit to the City Commission and to the applicant specific findings of fact with respect to the extent to which the preliminary Development plan complies with the standards set within this Article and the district in which the property is located, together with its recommendations to the City Commission with respect to the action to be taken on the Preliminary Development Plan. The Commission may recommend disapproval, approval, or approval with amendments, conditions or restrictions. Copies of the findings and recommendations of the Commission shall be made available to any other interested persons.

3. Action of the City Commission

The Piqua City Commission shall hold a public hearing on the Preliminary Development Plan as provided by §7.2.2.C of this Ordinance for Zoning Map Amendments. If the application is granted, the area of land involved shall be re-designated as a “PD-R” or “PD-MUD” District by resolution and such resolution shall incorporate the Planned Development Regulations, Standards, and Preliminary Plan, including any maps, drawings, exhibits, and conditions or restrictions that may be imposed by the City Commission.

G. Submission of a Final Development in Accordance with an Approved Preliminary Plan

- 1. A Final Development Plan may be filed for any portion of an approved Preliminary Development Plan the applicant wishes to develop and it shall

conform substantially to the approved Preliminary Development Plan. The filing fee shall be the same as that required for a change in zoning district. Specific application materials or data requirements may be waived by the Community Services Director or his/her designee as not applicable to a specific case, but the Planning Commission or City Commission may require such data upon review of the application. Unless waived, one (1) full-sized copy drawn to a standard scale of the Final Development Plan, and one digital set of drawings that are to scale, shall be submitted and shall include in text and map form:

- a. Any changes necessary to the survey described in §2.10.2.F.1.i.
- b. A site plan showing the location and arrangement of all existing and proposed structures including retaining walls and fences, a proposed final grading and stormwater plan as appropriate, the proposed traffic circulation pattern within the development, the areas to be developed for parking, the points of ingress and egress including access streets where required, the relationship of abutting land uses and zoning districts, proposed lots and blocks, if any, and proposed public or common open space, if any, including parks, playgrounds, school sites and recreational facilities. Ownership and control of any designated permanent open space shall be clearly documented and shall be subject to recording and other memorialization requirements as required by the City Commission.
- c. A statement of the proposed total gross floor area, and the percentage of the development which is to be occupied by structures.
- d. Elevation drawings of the proposed structures, a landscaping and lighting plan, including notes to identify the type of materials and percentage of natural materials to be utilized on exterior surfaces.
- e. Perspective drawings including roofline drawings that confirm that no rooftop mechanicals are visible from any roadway and provide a clear understanding of the grade changes on the site including the impact of the building height on neighboring properties.
- f. When a Planned Development is to be constructed in stages or units, a schedule for the development of such stages or units shall be submitted. When a Planned Development provides common open space, the total area of common open space provided at any stage of development shall, at a minimum, bear the same relationship to the total open space to be provided in the entire Planned Development as the stages or units complete or under development bear to the entire Planned Development.
- g. Evidence that the applicant has sufficient control over the tract to effect the proposed plan, including a statement of all the ownership and beneficial interests in the tract of land and the proposed development.
- h. In the case of a mixed-use development, a statement identifying the principal types of uses that are to be included in the proposed development.

- i. When a Planned Development includes provisions for common open space or recreation facilities, a statement describing the provision that is to be made for the care and maintenance of such open space or recreational facilities.
- j. Copies of any restrictive covenants that are to be recorded with respect to property included in the Planned Development District.
- k. Any other information required by the Community Services Department to be provided in text or map format to permit verification or compliance with the planned development standards.

2. Actions of the Planning Commission

The City Planning Commission shall evaluate the Final Development Plan at a regular public meeting. The applicant shall give the City Planner at least ten (10) days written notice of his intent to submit the Final Development Plan, at the same time submitting the names and addresses of property owners appearing on the Miami County, Ohio auditor's current tax list at the time the application is submitted with lot lines contiguous to the area within such Plan. Such owners shall be given written notice per §7.2.1.D. The failure of delivery of that notice shall not invalidate any such final development plan.

The Planning Commission shall hold a public hearing on the Final Development Plan, considering all aspects of the Final Development Plan. Within thirty (30) days after the last public hearing on such Final Development Plan the Planning Commission shall prepare and transmit to the City Commission and to the applicant its findings with respect to the extent to which the Final Development Plan conforms to the approved Preliminary Development Plan and maintains compliance with the standards set out in this Article and the district in which the property is located, together with its recommendations to the City Commission with respect to the action to be taken on the Final Development Plan. The Planning Commission may recommend disapproval, approval, or approval with amendments, conditions or restrictions. Copies of the findings and recommendations of the Planning Commission shall be made available to any other interested persons.

3. Action of the City Commission

The Piqua City Commission shall hold a public hearing on the Final Development Plan within thirty (30) days of receipt of the Planning Commission recommendation. Notice shall be provided per §7.2.1.D. The failure of delivery of that notice shall not invalidate any such final development plans. The City Commission shall, within twenty (20) days after the final public hearing disapprove, approve, or approve the Final Development Plan with amendments, conditions or restrictions. Upon approval by the City Commission, the Final Development plan will go into immediate effect.

H. Submission of a Final Development Plan without an approved Preliminary Development Plan

1. The applicant need not file a Preliminary Development Plan if he files a Final Development Plan for the entire site incorporating all requirements of both the Preliminary and Final Development Plans as described in this Section. The Final Development Plan shall be processed, noticed and heard in the manner prescribed in §7.2.2 for Zoning Map Amendments. Specific application materials or data requirements may be waived by the Community Services Director or his/her designee as not applicable to a specific case, but the Planning Commission or City Commission may require such data upon review of the application. Unless waived, one (1) full-sized copy drawn to a standard scale of the Final Development Plan, and one digital set of drawings that are to scale shall be submitted and shall include in text and map form:
  - a. A survey of the tract that is to be developed showing existing features of the property, including streets, alley, easements, utility lines, existing land use, general topography and physical features.
  - b. A site plan showing the location and arrangement of all existing and proposed structures including retaining walls and fences, a proposed final grading and stormwater plan as appropriate, the proposed traffic circulation pattern within the development, the areas to be developed for parking, the points of ingress and egress including access streets where required, the relationship of abutting land uses and zoning districts, proposed lots and blocks, if any, and proposed public or common open space, if any, including parks, playgrounds, school sites and recreational facilities. Ownership and control of any designated permanent open space shall be clearly documented and shall be subject to recording and other memorialization requirements as required by the City Commission.
  - c. A statement of the proposed total gross floor area, and the percentage of the development which is to be occupied by structures.
  - d. Elevation drawings of the proposed structures, a landscaping and lighting plan, including notes to identify the type of materials and percentage of natural materials to be utilized on exterior surfaces.
  - e. Perspective drawings including roofline drawings that confirm that no rooftop mechanicals are visible from any roadway and provide a clear understanding of the grade changes on the site including the impact of the building height on neighboring properties.
  - f. When a Planned Development is to be constructed in stages or units, a schedule for the development of such stages or units shall be submitted. When a Planned Development provides common open space, the total area of common open space provided at any stage of development shall, at a minimum, bear the same relationship to the total open space to be provided in the entire Planned Development as

the stages or units complete or under development bear to the entire Planned Development.

- g. Evidence that the applicant has sufficient control over the tract to effect the proposed plan, including a statement of all the ownership and beneficial interests in the tract of land and the proposed development.
- h. In the case of a mixed-use development, a statement identifying the principal types of uses that are to be included in the proposed development.
- i. When a Planned Development includes provisions for common open space or recreation facilities, a statement describing the provision that is to be made for the care and maintenance of such open space or recreational facilities.
- j. Copies of any restrictive covenants that are to be recorded with respect to property included in the Planned Development District.
- k. Any other information required by the Community Services Department to be provided in text or map format to permit verification or compliance with the planned development standards.

2. Actions of the Planning Commission

The City Planning Commission shall hold a public hearing on the Final Development Plan as provided by §7.2.2. Such public hearing shall consider all aspects of the Final Development Plan including any proposed stages and/or units of development. Within thirty (30) days after the last public hearing on such Final Development Plan the Planning Commission shall prepare and transmit to the City Commission and to the applicant its findings with respect to the extent to which the Final Development Plan conforms to the approved Preliminary Development Plan and maintains compliance with the standards set out in this Article and the district in which the property is located, together with its recommendations to the City Commission with respect to the action to be taken on the Final Development Plan. The Planning Commission may recommend disapproval, approval, or approval with amendments, conditions or restrictions. Copies of the findings and recommendations of the Planning Commission shall be made available to any other interested persons.

3. Action of the City Commission

The Piqua City Commission shall hold a public hearing on the Final Development Plan as provided by §7.2.2 of this Ordinance. If the application is granted, the area of land involved shall be re-designated as a "PD-R" or "PD-MUD" District by resolution and such resolution shall incorporate the Planned Development Regulations, Standards, and Preliminary Plan, including any maps, drawings, exhibits, and conditions or restrictions that may be imposed by the City Commission.

I. Subdivision Plat Required

A Zoning Permit may be issued for a structure in a Planned Development prior to the approval of the final subdivision plat, if one is required for that portion by the property planning authority, but such zoning permit shall become null and void and no further construction or development shall take place unless the final subdivision plat for that portion has been approved by the proper planning authority and recorded within 90 days of the issuance of such zoning permit.

J. Expiration Date for Development Plan Approval and Extensions

1. Preliminary Development Plans, but not the underlying planned development standards, shall become null and void and the City Commission may initiate proceedings to rezone the land to its former zoning classification or another classification as provided by law, unless within three (3) years of the date of approval of the Preliminary plan all of the following have been completed:
  - a. A Final Development plan or Zoning Permit for buildings within the first phase of the development have been approved in accordance with the provisions of this Ordinance.
  - b. The final subdivision plat, when applicable, has been recorded in the records of the Miami County Recorder.
2. Single Stage Final Development Plans.

The approval of the Final Development Plan shall become null and void unless within twelve (12) months the subdivision plat shall have been recorded in the records of the Miami County Recorder, if such platting is required by city code and if no construction of major project elements have been commenced. The Planning Commission or City Commission may, however, at their discretion, initiate action to reclassify the subject property to its former zoning district or another classification as provided by law using the procedure provided in §7.2.2 of this Ordinance.
3. Multi-Stage Final Development Plans.

When the recording of the Subdivision Plat for the successive stages falls more than one (1) year behind the schedule submitted under §2.10.2.E, the Final Development Plan shall become null and void for that portion of the tract for which no subdivision plat shall have been recorded; and that portion of the tract shall revert to the approved Preliminary Development Plan.
4. Extensions of Time Limits.
  - a. An extension of the time limits and expiration dates of Preliminary and Final Development Plans may be approved for up to one (1) year at a time by the Planning Commission. Such approval shall be based upon a finding of the purpose and necessity for such extension, compatibility with the then current City of Piqua Comprehensive Plan, and evidence of a reasonable effort toward the accomplishment of the Preliminary or

Final Development Plan, but the Planning Commission has no obligation to grant such an extension and the Planning Commission may grant another extension upon a similar finding prior to the expiration of the first or subsequent extensions.

- b. The applicant shall first submit an updated application (with a new associated fee) to the Planning Commission clearly stating the new timeline for construction. The Planning Commission shall either approve or deny the request. Such approval shall be based upon a finding of the purpose and necessity for such extension, compatibility with the then current City of Piqua Comprehensive Plan, and evidence of a reasonable effort toward the accomplishment of the Preliminary or Final Development Plan.

K. Modifications

In order to provide flexibility and efficiency in the planning and development process, while protecting the public safety and welfare of adjoining property owners, an approved Preliminary or Final Development Plan may be amended based upon the following criteria.

Modifications may be initiated by one or more of the property owners within a Planned Development District. A completed application and plan following the standards and requirements for a Preliminary or Final Planned Development Plan application respectively, together with any applicable fees, shall be submitted.

1. Administrative Minor Modifications

- a. Minor modifications to an approved Preliminary or Final Planned Development plan which become necessary due to field conditions, detailed engineering data, fire and or other life safety requirements, utility conflicts, topography, general changes requested by one or more of the owners, or critical design criteria may be authorized by the Community Services Director and/or his/her designee (Staff).
- b. Minor Modifications are characterized as minor adjustments to approved features and buildings that comply with the standards of the particular planned development in which they are located. Minor adjustments include but are not limited to the following features:
  - i. Driveway Locations (not including the addition or removal of driveways)
  - ii. Curb Cuts
  - iii. Pedestrian walkways
  - iv. Retaining Walls
  - v. Utilities and related equipment or storage
  - vi. Storm water systems
  - vii. Lighting
  - viii. Swimming pools or other recreational features
  - ix. Fences

- x. Building placement or configuration and configuration of architectural elements
  - xi. Parking area locations
  - xii. Landscaping placement and design
  - xiii. Placement of bike racks and street furniture
  - xiv. Small (less than 200 square feet) accessory structures that can be placed or screened in such a manner as to have negligible impact upon the overall site design and adjoining property owners and other similar projects.
- c. Minor modifications shall be guided by the following standards, shall not alter the general intent or character of the approved planned development and shall not:
- i. Modify an element that is described as a Major Modification or an Amendment to the Planned Development Regulations
  - ii. Increase the density of residential units
  - iii. Modify the overall street layout beyond minor adjustments in alignment due to field conditions or safety requirements.
  - iv. Generally decrease the amount of landscaping provided, without appropriate substitutions based upon either the approved landscape plan and standards or the standards of §4.3 or reduce required landscape buffers between uses and adjoining residentially zoned districts.
  - v. Modify signage standards in a manner that would violate the general spirit and intent of the sign regulations of §4.7 and provided sign standards are adjusted as part of a comprehensive sign package for a building or site. Sign packages shall emphasize low profile signage that complements the architectural style of a site or building and promotes a pedestrian friendly environment but may vary from the standards of §4.7 in order to accommodate the particular layout of a development. Modifications to sign standards shall be based upon the placement, manner, duration, and area of sign displays rather than the content of proposed signage; however, staff may specify the ability to display commercial versus non-commercial messages on specific types of signage. Staff may also require that a more comprehensive set of buildings or standards be included as part of any sign modification request in order to provide consistency throughout the planned development. The sign standards of §4.7 and any adopted standards that are part of an approved preliminary or final development plan shall continue to apply, except as specifically modified through this process.
- d. Staff may require such substitutions or adjustments in other site elements as necessary to mitigate an proposed modifications. All approved modifications shall be reported to the Planning Commission within sixty (60) days. A completed application form and such other information s required by the City of Piqua shall accompany all applications.

- e. An Administrative Review for minor modifications may be appealed to the City Commission. An applicant may also choose to apply for review under the procedures for a major modification in lieu of an administrative review and upon payment of all applicable fees for a major modification. All decisions of the staff may also be appealed to the Board of Zoning Appeals following the procedures for an Appeal under §7.2.9.
  - f. Applications for minor modifications may be reviewed concurrently as part of an application for Zoning Permit. Fees shall be paid per the fee schedule.
  - g. Administrative Reviews shall occur within fourteen (14) business days of receiving all necessary materials. If such review does not occur within fourteen (14) business day and no further materials have been requested by staff, the applicant may submit the said application to the Planning Commission to be heard at the next regularly scheduled meeting. Staff may extend a review period up to fifteen (15) additional business days upon submittal to the applicant of a written letter detailing the need for such extension, i.e. for additional fire, traffic, or other regulatory review. At the end of the initial fifteen (15) day review period or such permitted extensions, staff shall either approve or deny said application.
2. Modifications to Residential Units within an approved Planned Development
- The Community Services Director and/or his/her designee may approve, upon application for a Zoning Permit, modifications to single family residences within an approved planned development provided such modifications are limited to those which:
- a. Comply with the setback requirements established for the planned development
  - b. Involve the addition or alteration of accessory uses within non-common areas of a single-family residential planned development and comply with the provisions of §3.7 and other such provisions as specified by the final development plan.
  - c. Do not conflict with other provisions of the planned development.

All other modifications shall follow the procedures described for minor or major modifications. Issuance of a Zoning Permit shall suffice as documentation of approval.

3. Major Modifications

It is the intent that a modification be considered a major when the change is of such significance that the health, safety, or general welfare of adjoining property owners outside of the planning development or residential users inside the planned development may be harmed and as

such should receive notification, or the modification represents a significant deviation from the original design or intent of the planned development district:

- a. Major Modifications shall be characterized by the following:
  - i. Modifications that involve the relocation of approved buildings and other large features, beyond minor adjustments, as shown on the preliminary or final site plan(s) in compliance with the overall setback, density, or other similar standards of the development while adhering to the general spirit and intent of the approved preliminary or final development plans;
  - ii. Increasing the size, general location, or placement of detention/retention basins outside of designated retention/detention basin areas or closer to perimeter property lines if no such areas are designated on the approved plans, beyond minor adjustments necessary due to specific field conditions;
  - iii. A change in the number of lots or size of the phasing plan within the planned development, provided such change does not require adjustment of an approved density standard
  - iv. Changes to approved architectural designs beyond minor adjustments to window and door locations or other minor architectural detail modifications, provided such designs fall within the approved architectural design standards. This allowance does not include amendments to approved design standards, such as a series of model home designs.
- b. The items to be provided or shown on the application and plans may be modified by the City of Piqua as noted on the official and current application form for a Major Modification.
- c. Public Hearing and Decision by the Planning Commission
  - i. Upon receipt of a request for a Major Modification to an approved Preliminary or Final Development Plan the Planning Commission shall set a date and time for a public hearing.
  - ii. Written notice of the public hearing shall follow standard notification procedures as noted in §7.2.2.
  - iii. The Planning Commission shall have the authority to render a final decision on Major Modifications.
  - iv. The Planning Commission shall within thirty (30) days following the close of the public hearing either approve, approve with modifications, or deny the Major Modification.
  - v. The approval of a Major Modification does not exempt the owner from obtaining any required new or revised Zoning Permits and such other approvals as may be required by the City of Piqua or other authorities.

#### 4. Planned Development Regulation Amendments

Amendments to the adopted standards of a Planned Development shall be noticed and heard at a public hearing in the manner prescribed for Zoning Map Amendments under §7.2.2 of this Ordinance and upon payment of applicable fees and submission of an application by one or more of the property owners within the affected Planned Development.

- a. Planned Development Regulation Amendments shall be characterized by:
  - i. A change in the use of land beyond the permitted land uses described in the approved development plan standards or shown on an approved preliminary or final development plan, including expansion of exterior storage of items previously prohibited or into areas generally not permitted for exterior storage
  - ii. A change to or adoption of new or revised development standards and any modifications impacting an otherwise required, prohibited or restricted feature of the development plan; such as, but not limited to, a setback standard, prohibited use, required site elements, restricted hours of operation, or other general standards, except as permitted for signage standards under §2.10.2.K.1.iii.e above.
  - iii. A reduction in the amount of public open space, pedestrian amenities, or other public amenities that are specifically required as part of an approved plan.
- b. Relationship to Preliminary and Final Development Plan:
  - i. Upon approval of an amendment to the standards for a specific Planned Development, the applicable Preliminary, Final, or Master Planned Development Plan (if no preliminary plan was approved) may be updated to reflect any appropriate changes to any listed standards, if so, listed on the plan, without any additional approvals required.
  - ii. Changes that require showing new building locations, roadways, or other geographic changes to the plans shall still require submission of a subsequent modification to the Preliminary or Final Development Plan.
  - iii. A Preliminary or Final Development Plan (if no preliminary plan was approved) may be modified in conjunction with an amendment to the planned development regulations, provided the notice and hearing procedures for Zoning Map Amendment are following.
  - iv. A Preliminary or Final Development Plan (if no preliminary plan was approved) approved in conjunction with an amendment to the Planned Development Regulations shall not become effective until the effective date of such amendment.

L. Planned Development District Boundaries

For the purpose of these regulations, the boundary of a planned development district shall be the area covered by a particular preliminary plan or final development plan if no preliminary plan was required pursuant to Section 3108.

#### M. Planned Development Plan

### **§2.10.3. Planned Residential District (PD-R)**

#### A. Principal Permitted Uses

1. Residential uses developed in a unified manner in accordance with the approved Final Development Plan, and generally noted in the Primary Use Table §3.2.
2. Other uses may be permitted if specifically approved as part of the Plan, provided that the areas and structure occupied shall be so located and designed as to protect the character of the surrounding property, and provided further that convenience establishments shall be subject to additional requirements as herein specified:
  - a. Retail Establishments
    - i. Such establishments and their parking areas shall not occupy more than five (5) percent of the total area of the development.
    - ii. Such establishments shall generally be limited to those permitted in the under §3.5.11 and §3.5.13.
    - iii. Such establishments shall be so located, designed and operated as to serve primarily the needs of persons within the Development Plan area and not persons residing elsewhere.
    - iv. Off-street parking and loading requirements shall be appropriate to the particular case based upon the types of personal service and retail establishments permitted and the anticipated proportion of walk-in trade. Multiple use of off-street parking and service areas and access ways for proposed establishments may be permitted, if such multiple use will not lead to congestion or the creation of hazards to pedestrian or vehicular traffic.
  - b. Interim Housing in accordance with an approved Final Development Plan, provided:
    - i. No sign is displayed other than one customary to an apartment complex.
    - ii. Less than 15% of the units are used for that purpose.
    - iii. Less than 50% of the units in any one building are used for that purpose.

#### B. Development Standards

The Final Development Plan must comply with the Development Standards adopted as part of the Preliminary Development Plan approval process (§2.10.2.F) or must have Development Standards adopted under the standards

defined in §2.10.2.G. Additionally, the following shall be followed for the PD-R District:

1. Site Planning.

The Site Plan, Landscaping Plan, and Lighting Plan shall provide, among other things, for:

- a. The physical character of the site shall be suitable for development in the manner proposed without hazards to person or property on or off the site from probability of flooding, erosion, subsidence, or slipping of the soil or other dangers, annoyances, or inconveniences.
- b. The site shall provide access to streets that are of adequate size to handle the proposed traffic from the development. Where possible or as required for the provision of emergency services, the site design should provide multiple connection points to more evenly distribute traffic into and outside of the proposed development area. It must either be so located in relation to utilities and public facilities existing or to be developed so that no additional public expense will be involved.
- c. Efficient, safe, convenient, and harmonious grouping of structures, uses and facilities to protect existing natural features and to screen more intense uses.
- d. Location of common open space, existing and protected trees, and other similar site amenities.
- e. Protection of pedestrian and traffic visibility.
- f. Screening of off-street parking areas, and service areas for loading and unloading vehicles, and areas for storage and collection of trash and garbage.
- g. Where Planned Residential District abuts another Residential District a permanent open space at least twenty-five (25) feet wide shall be provided along the property lines. A patio enclosure or similar type addition to an existing single-family detached residence may extend ten (10) feet into this open space, subject to approval as a major Modification. A ten (10) foot depth along the property lines shall be maintained in landscaping and no driveway or off-street parking shall be permitted in such area.
- h. Location of light poles, bollards, and other fixtures that emit light.

2. Parking and Loading.

Off-street parking and loading spaces shall be required as set forth under §4.2. These standards may be modified as part of the approved development standards where alternative transportation, shared parking, or other means to reduce these requirements are justified.

#### **§2.10.4. Planned Mixed-Use District (PD-MUD)**

A. Principal Permitted Uses

Mixed-uses developed in a unified manner in accordance with the approved Final Development Plan, generally noted in the Primary Use Table §3.2.

B. Development Standards

The Final Development Plan must comply with the Development Standards adopted as part of the Preliminary Development Plan approval process (§2.10.2.F) or must have Development Standards adopted under the standards defined in §2.10.2.G. Additionally, the following shall be followed for the PD-MUD District:

1. Land Occupancy by Buildings

Total land occupancy by all buildings for a Mixed-Use Planned Development shall not exceed eighty (80) percent of the area of the tract, provided, however, that underground parking structures, the highest portions of which are not more than thirty (30) inches above the level of the centerline of the nearest adjacent street, shall not be included in computations of land occupancy by buildings.

2. Open Space Requirements

Open space of at least 20% shall be provided on the site and shall be reflected in the Landscape Plan provided.

a. A consistent landscape buffer shall be provided on any public right-of-way that includes at a minimum a six (6) foot tree lawn.

b. Parking Lot Screening shall be provided with a combination of trees, bushes, and other plants to create a minimum screen height of 36" inches to screen parking lots from public roadways. Earth mounds, decorative masonry walls and dense vegetation can be used in any combination to provide the required screening.

c. Connections to existing bikeways networks should be provided through the site and include dedicated public easements for public access.

d. Bike racks shall be provided per the City of Piqua Development Code.

3. Relation to Major Transportation Facilities

There shall be direct access to at least one major thoroughfare, as established in the Official Thoroughfare Plan for the City of Piqua.

4. Signage.

a. Consistent business signage is necessary for ease of way finding and visual continuity. Low profile monument signs, rather than pole or pylon signs, should be utilized. Prohibited signs include roof signs and billboards.

- b. Shared Entrance signage is permitted to be located on a separate parcel, with an agreement documenting property owner agreement between parties. The size and location of this signage shall be defined within the Development Standards for the PD, but generally should not be larger than 100 square feet and should only be placed at main entrances to the site.
  - c. Wayfinding signage shall be permitted as part of a site-wide Signage Plan that is submitted as part of the Preliminary or Final Development plans.
5. Site Planning
- The Site Plan, Landscaping Plan, and Lighting Plan shall provide, among other things, for:
- e. The physical character of the site shall be suitable for development in the manner proposed without hazards to people or property, on or off the site from probability of flooding, erosion, subsidence, slipping of the soil or other dangers, annoyances, or inconveniences.
  - f. The site must have direct access to a major street without creating traffic on minor residential streets outside the district. It must either be so located in relation to utilities and public facilities existing or to be developed so that no additional public expense will be involved.
  - g. Efficient, safe, convenient, and harmonious grouping of structures, uses, and facilities.
  - h. Appropriate relation of space inside and outside buildings to intended uses and structural features.
  - i. Pedestrian ways and vehicular access to streets.
  - j. Protection of pedestrian and traffic visibility.
  - k. Location of common open space.
  - l. Screening of off-street parking areas, service areas for loading and unloading vehicles, and areas for storage and collection of trash and garbage.

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### **§3.2. Primary Use Table**

Add under Special – “PD-R” and “PD-MUD” the following permitted uses and add “\*PD-R and PD-MUD uses shall be approved as part of a preliminary development plan for each planned development district.”

- PD-R Permitted Uses
  - Residential Uses - ALL
  - Public Uses
    - College / University
    - Library / Museum
    - Place of Worship
    - School
    - Essential Services – ALL

- Recreation & Open Space – ALL
- Commercial Uses
  - Indoor Recreation
  - Outdoor Recreation, except shooting ranges
  - Personal Service
  - Retail
- PD-MUD Permitted Uses
  - Residential Uses - ALL
  - Public Uses - ALL
  - Commercial Uses
    - Day care
    - Hospitality – ALL
    - Indoor Recreation
    - Medical Office, not Hospital or Marijuana dispensary
    - General Office
    - Outdoor Recreation, except shooting ranges
    - Restaurant
    - Retail, except alternative financial services
  - Industrial Uses
    - Warehouse & Distribution

### **§3.7. Accessory Use Table**

Add under Special – “PD-R” and “PD-MUD”

- All uses are permitted with added language to state “PD-R and PD-MUD accessory uses shall be approved as part of a preliminary development plan for each planned development district.”

### **§7.1.1 Summary of Review Authority Table**

Add Planned Development under Legislative Review with Review by Community Services Director, Review by Planning Commission, and Decision by City Commission. Reflect web and mailed as public notice requirements.

### **§7.1.4 Planning Commission**

- A. Review and Recommendation
  - Add 6. Planned Developments

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### **§7.1.5 City Commission**

- A. Decision
    - Add 6. Planned Developments
-

## §4.3 Landscaping, Transitions, Screening

### 4.3.8 Walls and Fencing

#### C. Standards

...

#### 3. Design and Installation

##### a. Material and Color

- i. Walls and fences must be constructed of a durable, low-maintenance material that has a long life expectancy. Wood may be used but must be sealed or regularly kept free from the overgrowth of mildew or other blighting features.
- ii. No wall or fence may be constructed of:
  1. Tires, junk, or other discarded materials.
  2. Chicken wire.
- iii. Walls and fences must be secure and be able to withstand being leaned against or climbed if they are within 5' of a public right-of-way.
- iv. Chain-linked fences in primary street or side street yards must be vinyl-coated in non-residential districts. Chain link fences are not permitted in the primary street or side yards of residential districts. ~~and chain-linked fences taller than 3.5' are not permitted for residential uses.~~
- v. Barbed wire or concertina wire is not allowed in any yard or any district in the city.

## RESOLUTION No. PC 14-25

A RESOLUTION AUTHORIZING A SPECIAL USE PERMIT FOR COUNSELING SERVICES AT 522 W. GREENE STREET, PIQUA, OHIO

WHEREAS, the property located at 522 W. Greene Street, Piqua, Ohio, is zoned under the City of Piqua Development Code; and

WHEREAS, the applicant has requested a Special Use Permit to operate a counseling service at the aforementioned property, to be conducted during normal business hours, Monday through Friday; and

WHEREAS, the proposed use of the property for counseling services is consistent with the goals of the City's zoning regulations to promote compatible land uses that support community well-being; and

WHEREAS, the Piqua Planning Commission has reviewed the application and finds that the proposed use will not adversely impact the surrounding neighborhood, provided that certain conditions are met to ensure compatibility; and

WHEREAS, the operation of counseling services during normal business hours is expected to generate minimal traffic and noise, aligning with the character of the area;

NOW THEREFORE BE IT RESOLVED, board member \_\_\_\_\_ hereby moves to recommend \_\_\_\_\_ of 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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|                     | AYE                      | NAY                      | ABSTAIN                  | ABSENT                   |
|---------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| Mr. Bradley Bubp    | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Mr. Eddie Harvey    | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Mr. Terry Wright    | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Mr. Adam Seas       | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Mr. Micah Underwood | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

**RESOLUTION No. PC 14-25**

Adopted this \_\_\_\_ day of \_\_\_\_\_, 2025.

Chairman, Planning Commission

Clerk, Planning Commission

\_\_\_\_\_  
Bradley C. Bupp

\_\_\_\_\_  
Emily McCulla

# STAFF REPORT

## Planning Commission

Date: June 10, 2025  
Re: PC 14-25 – Special Use - Counselling

Applicant: St. Mary Church  
Contact: Eric Bowman, Pastor

Address: 522 W. Greene Street  
Parcel #: N44-011380

Zoning: T-RM – ‘Traditional Residential Medium Density’

Request: The applicant seeks approval for a Special Use Permit to operate counseling services at 522 W. Greene Street, Piqua, Ohio, with operations limited to normal business hours.

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### Staff Comments and Recommendations:

#### Background:

The property at 522 W. Greene Street is zoned within the City of Piqua Development Code, where counseling services are identified as a permissible special use. The applicant proposes to conduct counseling activities during normal business hours. This request aligns with efforts to support community well-being through compatible land uses in the area.

#### Analysis:

The proposed use for counseling services is deemed appropriate for the location, given its potential to serve the community without significant impact on the surrounding neighborhood. Operating within normal business hours is expected to minimize traffic, noise, and other disturbances, ensuring compatibility with adjacent properties. The application meets the City’s zoning requirements, and staff has reviewed the proposal to confirm compliance with relevant regulations, including professional licensing standards. Any concerns regarding property maintenance or neighborhood effects can be addressed through standard conditions.

# STAFF REPORT

## **Recommendation:**

Staff recommends that the Planning Commission approve the Special Use Permit for counseling services at 522 W. Greene Street, Piqua, Ohio, subject to the following conditions:

- Operations shall be confined to normal business hours
- The applicant shall adhere to all applicable local, state, and federal regulations, including licensing requirements for counseling professionals.
- The property must be maintained in accordance with the City's property maintenance codes to ensure no adverse impact on the neighborhood.

**HOW TO APPLY FOR A SPECIAL USE AUTHORIZATION**

1. To have an item placed on the agenda, site plans and application materials may be submitted to [piquapermits@piquaoh.gov](mailto:piquapermits@piquaoh.gov) no later than 5:00 P.M. four weeks prior to the scheduled meeting date. Please include following:
  - Completed application form with the name of person or persons requesting the Special Use, stating their legal interest in the property and names of all interested persons;
  - Site plan of the lot showing proposed use, drawn to accurate scale, showing all pertinent information pertaining to the Special Use Permit (including proposed date construction will be Completed);
  - \$150.00 Application Fee to be paid at time of submittal.
2. Piqua Planning Commission will conduct a public hearing; and take final action at its regularly scheduled meeting, the second Tuesday of each month.
3. All items must be received in the Planning & Zoning office no later than 5:00 P.M. four weeks prior to the scheduled meeting date.

**SUBMITTAL REQUIREMENT CHECKLIST**

|                                                 |                                    |                                                                   |                                                                  |
|-------------------------------------------------|------------------------------------|-------------------------------------------------------------------|------------------------------------------------------------------|
| <input checked="" type="checkbox"/> Application | <input type="checkbox"/> Site Plan | <input type="checkbox"/> Construction Drawings<br>(If applicable) | <input checked="" type="checkbox"/> \$150 Fee<br>(Cash or Check) |
|-------------------------------------------------|------------------------------------|-------------------------------------------------------------------|------------------------------------------------------------------|

|                                                                          |  |                                                     |                                          |
|--------------------------------------------------------------------------|--|-----------------------------------------------------|------------------------------------------|
| <b>APPLICANT INFORMATION</b>                                             |  | <input checked="" type="checkbox"/> Primary Contact | <input type="checkbox"/> Billing Contact |
| First Last Name: <i>St. Mary Church</i>                                  |  |                                                     |                                          |
| Contact Person First Last Name: <i>Fr. Eric Bowman, Pastor</i>           |  |                                                     |                                          |
| Mailing Address: <i>528 Broadway St., Piqua, OH 45356</i>                |  |                                                     |                                          |
| Phone Number: <i>937-773-1327</i>                                        |  | Email: <i>stmary@piquaparishes.org</i>              |                                          |
| Type of legal interest held by applicant: <i>Pastor, St. Mary Church</i> |  |                                                     |                                          |
| <b>OWNER INFORMATION</b>                                                 |  |                                                     |                                          |
| First Last Name: <i>St. Mary Church</i>                                  |  |                                                     |                                          |
| Mailing Address: <i>528 Broadway St., Piqua, Ohio 45356</i>              |  |                                                     |                                          |
| Phone Number: <i>937-773-1327</i>                                        |  | Email: <i>stmary@piquaparishes.org</i>              |                                          |

|                                                                  |                               |
|------------------------------------------------------------------|-------------------------------|
| <b>LOCATION DETAILS</b>                                          |                               |
| Street Address: 522 W. Greene St.                                | Parcel ID Number: N 44-011380 |
| Existing Zoning District: Traditional Residential Medium Density | Existing Use: Residential     |
| Proposed Special Use: Professional Services - Counseling         |                               |

|                                                                                                                |
|----------------------------------------------------------------------------------------------------------------|
| <b>PROJECT INFORMATION - Attach additional page(s) if necessary.</b>                                           |
| Briefly describe the reason for the requested special use:<br>Counseling Services during normal business hours |

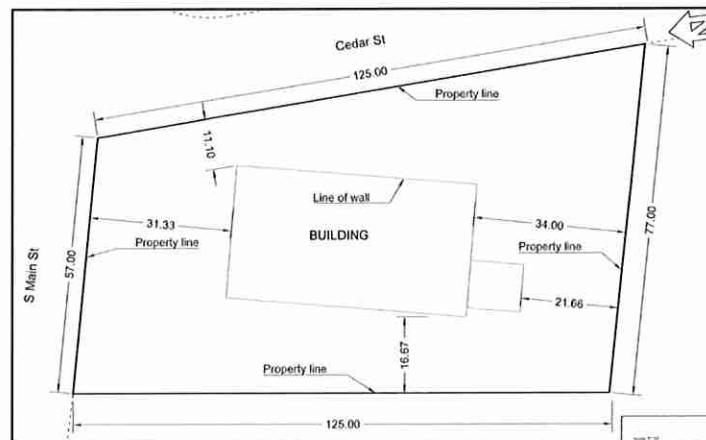
|                                                                                                                         |                          |
|-------------------------------------------------------------------------------------------------------------------------|--------------------------|
| <b>ACKNOWLEDGMENT AND AUTHORIZATION</b>                                                                                 |                          |
| The undersigned acknowledges that the information provided herein is accurate to the fullest extent of their knowledge. |                          |
| Fr. Eric Bowman                                                                                                         | May 7, 2025              |
| Applicant Name                                                                                                          | Date                     |
|                                      | Pastor - St. Mary Church |
| Applicant Signature                                                                                                     | Title                    |

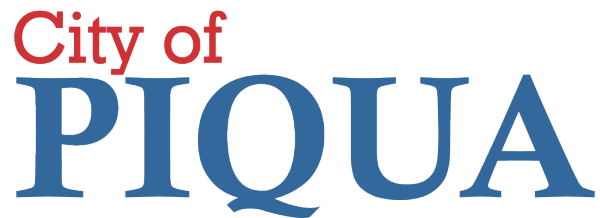
## SITE PLAN REQUIREMENTS

Many activities that require a permit require drawings to be submitted by professional architects, engineers, landscape architects, or surveyors, as necessary.

Some activities are minor in nature and will not require professional drawings. The Development Department will provide guidance on submittal requirements. The following provides a minimum standard for site plan submittal for commercial construction applications that are determined by staff to be minor in nature.

- 8 ½" x 11" Site Plan drawn to identifiable engineer or architect scale
- North arrow
- All property lines
- Adjacent streets, alley and sidewalks
- Exact location of all existing buildings, including attached garages, detached garages, decks, sunrooms, pools and sheds.
- All parking areas and driveways. Indicate surface material.
- The proposed structure (including signs) and the distance the structure will be from all property lines and other structures. "Existing" and "Proposed" structures should be marked as such.





## Development Department

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Chad Henry – City Planner  
201 West Water Street Piqua, Ohio 45356  
chenry@piquaoh.gov  
(937) 778-2049

May 23, 2025

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

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Please be advised that the Planning Commission meeting will be conducted on **Tuesday, June 10, 2025 at 6:00 PM** at 201 W. Water St. in the Commission Chambers.

Residents and others with interest in the agenda topics may attend the meeting or submit public comment on an item until noon on the day of the meeting by emailing [piquapermits@piquaoh.gov](mailto:piquapermits@piquaoh.gov). Public comments submitted by the date/time noted will be presented to the Planning Commission at the public hearing proceedings.

The agenda may be accessed by visiting the City's website using this link <https://piquaoh.gov/1614/Agendas-Minutes>.

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

A handwritten signature in blue ink that reads "Chad Henry".

Chad Henry  
City Planner

| Resolution      | Parcel     | Recipient                                   | Address             | City  | State | Zip   |
|-----------------|------------|---------------------------------------------|---------------------|-------|-------|-------|
| <u>PC 14-25</u> | N44-073485 | WILLCOX BRUCE W & HELEN T                   | 428 BROADWAY        | PIQUA | OH    | 45356 |
| <u>PC 14-25</u> | N44-005610 | LMJ RENTALS LLC                             | 512 514 NORTH ST W  | PIQUA | OH    | 45356 |
| <u>PC 14-25</u> | N44-011490 | WORLAND MICHAEL D & KIMBERLY D              | 606 ASH ST W        | PIQUA | OH    | 45356 |
| <u>PC 14-25</u> | N44-008750 | HUTTON ROBERT C & VINNIE L                  | 521 BROADWAY        | PIQUA | OH    | 45356 |
| <u>PC 14-25</u> | N44-011430 | BROWN LORI JILL                             | 531 GREENE ST W     | PIQUA | OH    | 45356 |
| <u>PC 14-25</u> | N44-015140 | CITY OF PIQUA                               | 513 515 WALNUT ST   | PIQUA | OH    | 45356 |
| <u>PC 14-25</u> | N44-010780 | SEELEY JOSEPH                               | 602 W NORTH ST      | PIQUA | OH    | 45356 |
| <u>PC 14-25</u> | N44-011420 | PERRY SHAWN W                               | 415 FRANKLIN ST     | PIQUA | OH    | 45356 |
| <u>PC 14-25</u> | N44-250585 | LEIBOLD PAUL F ARCHBISHOP                   | 528 BROADWAY        | PIQUA | OH    | 45356 |
| <u>PC 14-25</u> | N44-011280 | TAYLOR FRIEDA A                             | 528 FRANKLIN ST     | PIQUA | OH    | 45356 |
| <u>PC 14-25</u> | N44-011590 | WORTMAN DEBRA K                             | 518 ASH ST W        | PIQUA | OH    | 45356 |
| <u>PC 14-25</u> | N44-010790 | GREULICH DEBRA & KARL                       | 604 W NORTH ST      | PIQUA | OH    | 45356 |
| <u>PC 14-25</u> | N44-011290 | SNAGGS LLC                                  | 524 526 FRANKLIN ST | PIQUA | OH    | 45356 |
| <u>PC 14-25</u> | N44-008850 | WARD EMILY & CHRISTOPHER COLBERT            | 412 BROADWAY        | PIQUA | OH    | 45356 |
| <u>PC 14-25</u> | N44-011390 | BOLTON RALPH N & MARIANNE                   | 523 W GREENE        | PIQUA | OH    | 45356 |
| <u>PC 14-25</u> | N44-250422 | PILARCZYK DANIEL E ARCHBISHOP OF CINCINNATI | GREENE ST W         | PIQUA | OH    | 45356 |
| <u>PC 14-25</u> | N44-015410 | KINSELLA DOUGLAS E & CONNIE E               | 615 W NORTH ST      | PIQUA | OH    | 45356 |
| <u>PC 14-25</u> | N44-011540 | BINGHAM BRANDEN S                           | 411 FRANKLIN        | PIQUA | OH    | 45356 |
| <u>PC 14-25</u> | N44-008720 | MAXWELL-ROTH NATASHA R & ROTH WENDY         | 509 BROADWAY        | PIQUA | OH    | 45356 |
| <u>PC 14-25</u> | N44-011495 | MALONE JODY M & ELIZABETH E                 | ASH ST              | PIQUA | OH    | 45356 |
| <u>PC 14-25</u> | N44-010730 | WALTERS JAMES R JR                          | 526 W NORTH ST      | PIQUA | OH    | 45356 |
| <u>PC 14-25</u> | N44-015160 | SULLENBERGER RENTALS LLC                    | 517 WALNUT ST       | PIQUA | OH    | 45356 |
| <u>PC 14-25</u> | N44-008830 | BALTES IRVIN J & KATHLEEN A                 | 418 420 BROADWAY    | PIQUA | OH    | 45356 |
| <u>PC 14-25</u> | N44-005620 | FIVE O'EIGHT LIMITED                        | 602 BROADWAY        | PIQUA | OH    | 45356 |
| <u>PC 14-25</u> | N44-008860 | BOGGS KEVIN W & CONNIE J                    | 516 ASH ST W        | PIQUA | OH    | 45356 |
| <u>PC 14-25</u> | N44-011470 | CATHCART JUDITH E                           | 416 FRANKLIN ST     | PIQUA | OH    | 45356 |
| <u>PC 14-25</u> | N44-011510 | SEBESTYEN GLYNN & LEE LLC                   | 602 ASH ST W        | PIQUA | OH    | 45356 |
| <u>PC 14-25</u> | N44-076715 | SOTO JOSE & CONNIE L                        | 529 BROADWAY        | PIQUA | OH    | 45356 |
| <u>PC 14-25</u> | N44-008740 | STUART TARA                                 | 517 BROADWAY        | PIQUA | OH    | 45356 |
| <u>PC 14-25</u> | N44-008630 | BEASLEY ROBERT W & MELISSA S                | 409 BROADWAY        | PIQUA | OH    | 45356 |
| <u>PC 14-25</u> | N44-011370 | PILARCZYK DANIEL E ST MARY ROMAN CATHOLIC   | 524 GREENE ST W     | PIQUA | OH    | 45356 |
| <u>PC 14-25</u> | N44-015150 | SLOAN MICHAEL W (TR)                        | 620 GREENE ST W     | PIQUA | OH    | 45356 |
| <u>PC 14-25</u> | N44-008690 | TIMMPROPS2 LLC                              | 419-421 BROADWAY    | PIQUA | OH    | 45356 |
| <u>PC 14-25</u> | N44-010740 | MILLER RONNIE L                             | 528 W NORTH ST      | PIQUA | OH    | 45356 |
| <u>PC 14-25</u> | N44-008670 | CITY OF PIQUA                               | 417 17. BROADWAY    | PIQUA | OH    | 45356 |

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| <u>PC 14-25</u> | N44-014860 | STOTLER DALLAS R II & LORI A                   | 616 W ASH ST        | PIQUA | OH | 45356 |
| <u>PC 14-25</u> | N44-011460 | DSI OHIO LLC                                   | 601 603 GREENE ST W | PIQUA | OH | 45356 |
| <u>PC 14-25</u> | N44-005640 | CASEY KEVIN J & MELODIE WYAN-                  | 612 BROADWAY        | PIQUA | OH | 45356 |
| <u>PC 14-25</u> | N44-011580 | KNEPPER ADEN D & RUTH ELIZABETH                | 520 W ASH ST        | PIQUA | OH | 45356 |
| <u>PC 14-25</u> | N44-011300 | HAVAS SALLY JO                                 | 609 NORTH ST W      | PIQUA | OH | 45356 |
| <u>PC 14-25</u> | N44-015110 | COLLINS STEVEN D                               | 625 W GREENE ST     | PIQUA | OH | 45356 |
| <u>PC 14-25</u> | N44-011320 | FORNSHIL VELMA S (TOD)                         | 608 W GREENE ST     | PIQUA | OH | 45356 |
| <u>PC 14-25</u> | N44-250210 | LEIBOLD PAUL F ARCHBISHOP                      | NORTH ST            | PIQUA | OH | 45356 |
| <u>PC 14-25</u> | N44-011388 | EVANS ROBERT & JENNIFER                        | 515 W GREENE ST     | PIQUA | OH | 45356 |
| <u>PC 14-25</u> | N44-008650 | KIEFER THERESA L                               | 415 BROADWAY        | PIQUA | OH | 45356 |
| <u>PC 14-25</u> | N44-008890 | STONE JOSHUA D & TARHA                         | 402 BROADWAY        | PIQUA | OH | 45356 |
| <u>PC 14-25</u> | N44-076717 | HOVENAC BRIAN E                                | 415 W NORTH ST      | PIQUA | OH | 45356 |
| <u>PC 14-25</u> | N44-008880 | BERNARD LINDA A                                | 404 BROADWAY        | PIQUA | OH | 45356 |
| <u>PC 14-25</u> | N44-011570 | LEONARD BRENT T                                | 522 W ASH ST        | PIQUA | OH | 45356 |
| <u>PC 14-25</u> | N44-015380 | SEIPEL NATHAN T                                | 617 NORTH ST W      | PIQUA | OH | 45356 |
| <u>PC 14-25</u> | N44-250212 | LEIBOLD PAUL F ARCHBISHOP                      | 503 W NORTH ST      | PIQUA | OH | 45356 |
| <u>PC 14-25</u> | N44-011340 | CRENSHAW ECKLIN PERRY                          | 610 W GREENE ST     | PIQUA | OH | 45356 |
| <u>PC 14-25</u> | N44-011400 | BAYMAN DIANE & CHARLES                         | 529 W GREENE ST     | PIQUA | OH | 45356 |
| <u>PC 14-25</u> | N44-250421 | PILARCZYK DANIEL E ARCHBISHOP OF CINCINNATI    | 528 BROADWAY        | PIQUA | OH | 45356 |
| <u>PC 14-25</u> | N44-005590 | DEAVOURS SARAH JANE (TOD)                      | 428 W NORTH ST      | PIQUA | OH | 45356 |
| <u>PC 14-25</u> | N44-011560 | TOZZI STEFANO TINUCCI                          | 528 W ASH ST        | PIQUA | OH | 45356 |
| <u>PC 14-25</u> | N44-005670 | BATES JEAN J                                   | 614 BROADWAY        | PIQUA | OH | 45356 |
| <u>PC 14-25</u> | N44-008840 | STACHLER AMANDA L & CODY R                     | 410 BROADWAY        | PIQUA | OH | 45356 |
| <u>PC 14-25</u> | N44-011480 | WILLOUGHBY JASON F & SUZANNE L                 | 609 W GREENE ST     | PIQUA | OH | 45356 |
| <u>PC 14-25</u> | N44-011520 | BUSTAMANTE JAVIER & FRANCISCO J PANTOJA RIVERA | 406 FRANKLIN ST     | PIQUA | OH | 45356 |
| <u>PC 14-25</u> | N44-011550 | MILLER JUDY L                                  | 530 ASH ST W        | PIQUA | OH | 45356 |
| <u>PC 14-25</u> | N44-010760 | LAMOREAUX HARRY A(TOD)                         | 538 W NORTH ST      | PIQUA | OH | 45356 |
| <u>PC 14-25</u> | N44-011350 | ANDERSON KRISTOPHER R                          | 600 W GREENE ST     | PIQUA | OH | 45356 |
| <u>PC 14-25</u> | N44-011450 | PERRY STEVEN W                                 | 419 FRANKLIN ST     | PIQUA | OH | 45356 |
| <u>PC 14-25</u> | N44-005630 | VICKORY ANTHONY V & KATHLEEN R MENKE           | 600 BROADWAY        | PIQUA | OH | 45356 |
| <u>PC 14-25</u> | N44-008700 | JOHNSON DAVID A & ORALIA S GUERRA              | 420 GREENE ST W     | PIQUA | OH | 45356 |
| <u>PC 14-25</u> | N44-005650 | FIERCE MARY LOU & MARK G                       | 608 BROADWAY        | PIQUA | OH | 45356 |
| <u>PC 14-25</u> | N44-008780 | PILARCZYK DANIEL E ARCHBISHOP OF CINCINNATI    | 510 GREENE ST W     | PIQUA | OH | 45356 |
| <u>PC 14-25</u> | N44-011410 | WELLMAN KIMBERLY ANN                           | 525 W GREENE ST     | PIQUA | OH | 45356 |
| <u>PC 14-25</u> | N44-011380 | SCHNURR DENNIS M ARCHBISHOP OF CINCINNATI      | 522 GREENE W        | PIQUA | OH | 45356 |
| <u>PC 14-25</u> | N44-015130 | SK & DD ENTERPRISES LLC                        | 614 GREENE ST W     | PIQUA | OH | 45356 |

|                 |            |                                             |                        |           |    |       |
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| <u>PC 14-25</u> | N44-008820 | DUNLAVY-YORK VICTORIA L                     | 416 BROADWAY           | PIQUA     | OH | 45356 |
| <u>PC 14-25</u> | N44-011310 | CAVENDER BRIAN J                            | 611 W NORTH ST         | PIQUA     | OH | 45356 |
| <u>PC 14-25</u> | N44-015120 | FISHBACK DAVID M & REBECCA J                | 615 W GREENE ST        | PIQUA     | OH | 45356 |
| <u>PC 14-25</u> | N44-250580 | LEIBOLD PAUL F ARCHBISHOP                   | 528 BROADWAY           | PIQUA     | OH | 45356 |
| <u>PC 14-25</u> | N44-011330 | YINGST BRITTNIE & DERON                     | 604 W GREENE ST        | PIQUA     | OH | 45356 |
| <u>PC 14-25</u> | N44-008710 | BAKER TIMOTHY D & JANELLE                   | 501 BROADWAY           | PIQUA     | OH | 45356 |
| <u>PC 14-25</u> | N44-010720 | FLUTY THOMAS J & AMY M                      | 522 W NORTH ST         | PIQUA     | OH | 45356 |
| <u>PC 14-25</u> | N44-005580 | STEVENS NICHOLE M                           | 422 W NORTH ST         | PIQUA     | OH | 45356 |
| <u>PC 14-25</u> | N44-008790 | PILARCZYK DANIEL E ARCHBISHOP OF CINCINNATI | 514 GREENE ST W        | PIQUA     | OH | 45356 |
| <u>PC 14-25</u> | N44-012200 | AUSTIN EMUNA ESTATE LLC                     | 606 NORTH ST W         | PIQUA     | OH | 45356 |
| <u>PC 14-25</u> | N44-011440 | DSK PORTFOLIO 15 LLC                        | 533 GREENE ST W        | PIQUA     | OH | 45356 |
| <u>PC 14-25</u> | N44-010750 | FERGUSON LUKE                               | 534 W NORTH ST         | PIQUA     | OH | 45356 |
| <u>PC 14-25</u> | N44-008660 | SPERAW CURTIS D                             | 411 BROADWAY           | PIQUA     | OH | 45356 |
| <u>PC 14-25</u> | N44-008695 | TIMMERMAN PROPERTIES LLC                    | 421 GREENE ST W        | PIQUA     | OH | 45356 |
| <u>PC 14-25</u> | N44-008730 | COTTOM NICHOLAS                             | 513 BROADWAY           | PIQUA     | OH | 45356 |
| <u>PC 14-25</u> | N44-006750 | ST MARYS CHURCH TRUSTEES                    | 522 BROADWAY           | PIQUA     | OH | 45356 |
| <u>PC 14-25</u> | N44-008870 | BERNARD LINDA A                             | 404 BROADWAY           | PIQUA     | OH | 45356 |
| <u>PC 14-25</u> | N44-011500 | MALONE JODY M & ELIZABETH E                 | 412 FRANKLIN ST        | PIQUA     | OH | 45356 |
| <u>PC 14-25</u> | N44-010770 | YOUNG BRANDON M                             | 600 W NORTH            | PIQUA     | OH | 45356 |
| <u>PC 14-25</u> | N44-005610 | LMJ RENTALS LLC                             | P.O. BOX 1525          | PIQUA     | OH | 45356 |
| <u>PC 14-25</u> | N44-008750 | HUTTON ROBERT C & VINNIE L                  | 521 BROADWAY           | PIQUA     | OH | 45356 |
| <u>PC 14-25</u> | N44-011430 | BROWN LORI JILL                             | 531 W GREENE ST        | PIQUA     | OH | 45356 |
| <u>PC 14-25</u> | N44-015140 | CITY OF PIQUA                               | 201 W WATER ST         | PIQUA     | OH | 45356 |
| <u>PC 14-25</u> | N44-011420 | PERRY SHAWN W                               | 2626 RONDOWA AVE       | RIVERSIDE | OH | 45404 |
| <u>PC 14-25</u> | N44-011280 | TAYLOR FRIEDA A                             | 3459 PATRON DR         | GROVETOWN | GA | 30813 |
| <u>PC 14-25</u> | N44-011590 | WORTMAN DEBRA K                             | 710 N WAYNE ST         | PIQUA     | OH | 45356 |
| <u>PC 14-25</u> | N44-011290 | SNAGGS LLC                                  | 800 GOVERNORS RD       | TROY      | OH | 45373 |
| <u>PC 14-25</u> | N44-250422 | PILARCZYK DANIEL E ARCHBISHOP OF CINCINNATI | 528 BROADWAY ST        | PIQUA     | OH | 45356 |
| <u>PC 14-25</u> | N44-011495 | MALONE JODY M & ELIZABETH E                 | 412 FRANKLIN ST        | PIQUA     | OH | 45356 |
| <u>PC 14-25</u> | N44-015160 | SULLENBERGER RENTALS LLC                    | 9283 KNOUFF RD         | PIQUA     | OH | 45356 |
| <u>PC 14-25</u> | N44-008830 | BALTES IRVIN J & KATHLEEN A                 | 228 W GREENE ST        | PIQUA     | OH | 45356 |
| <u>PC 14-25</u> | N44-005620 | FIVE O'EIGHT LIMITED                        | 222 W ASH ST           | PIQUA     | OH | 45356 |
| <u>PC 14-25</u> | N44-011510 | SEBESTYEN GLYNN & LEE LLC                   | 600 CALDWELL ST        | PIQUA     | OH | 45356 |
| <u>PC 14-25</u> | N44-011370 | PILARCZYK DANIEL E ST MARY ROMAN CATHOLIC   | 528 BROADWAY           | PIQUA     | OH | 45356 |
| <u>PC 14-25</u> | N44-015150 | SLOAN MICHAEL W (TR)                        | 9525 MECKSTROTH DR     | PIQUA     | OH | 45356 |
| <u>PC 14-25</u> | N44-008690 | TIMMPROPS2 LLC                              | 4457 HORSESHOE BEND RD | TROY      | OH | 45373 |

|                 |            |                                             |                        |              |    |       |
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| <u>PC 14-25</u> | N44-008670 | CITY OF PIQUA                               | 201 W WATER ST         | PIQUA        | OH | 45356 |
| <u>PC 14-25</u> | N44-011460 | DSI OHIO LLC                                | 4596 LEXINGTON AVE     | JACKSONVILLE | FL | 32210 |
| <u>PC 14-25</u> | N44-011300 | HAVAS SALLY JO                              | 904 SHARON ST          | FRAZIER PARK | CA | 93225 |
| <u>PC 14-25</u> | N44-250210 | LEIBOLD PAUL F ARCHBISHOP                   | 528 BROADWAY           | PIQUA        | OH | 45356 |
| <u>PC 14-25</u> | N44-015380 | SEIPEL NATHAN T                             | 101 SECOND ST          | PIQUA        | OH | 45356 |
| <u>PC 14-25</u> | N44-250212 | LEIBOLD PAUL F ARCHBISHOP                   | 528 BROADWAY           | PIQUA        | OH | 45356 |
| <u>PC 14-25</u> | N44-005670 | BATES JEAN J                                | 9 HOPEWOOD DR          | PIQUA        | OH | 45356 |
| <u>PC 14-25</u> | N44-011550 | MILLER JUDY L                               | 1010 ELM ST            | PIQUA        | OH | 45356 |
| <u>PC 14-25</u> | N44-011450 | PERRY STEVEN W                              | 2626 RONDOWA AVE       | RIVERSIDE    | OH | 45404 |
| <u>PC 14-25</u> | N44-008700 | JOHNSON DAVID A & ORALIA S GUERRA           | 420 1/2 W GREENE ST    | PIQUA        | OH | 45356 |
| <u>PC 14-25</u> | N44-005650 | FIERCE MARY LOU & MARK G                    | 19 MARYMONT DR         | PIQUA        | OH | 45356 |
| <u>PC 14-25</u> | N44-008780 | PILARCZYK DANIEL E ARCHBISHOP OF CINCINNATI | 528 BROADWAY           | PIQUA        | OH | 45356 |
| <u>PC 14-25</u> | N44-011380 | SCHNURR DENNIS M ARCHBISHOP OF CINCINNATI   | 528 BROADWAY           | PIQUA        | OH | 45356 |
| <u>PC 14-25</u> | N44-015130 | SK & DD ENTERPRISES LLC                     | 2309 KENSINGTON DR     | SAINT MARYS  | OH | 45885 |
| <u>PC 14-25</u> | N44-008710 | BAKER TIMOTHY D & JANELLE                   | 1612 S MAIN ST         | PIQUA        | OH | 45356 |
| <u>PC 14-25</u> | N44-008790 | PILARCZYK DANIEL E ARCHBISHOP OF CINCINNATI | 528 BROADWAY           | PIQUA        | OH | 45356 |
| <u>PC 14-25</u> | N44-012200 | AUSTIN EMUNA ESTATE LLC                     | 650 S MAIN ST          | PIQUA        | OH | 45356 |
| <u>PC 14-25</u> | N44-011440 | DSK PORTFOLIO 15 LLC                        | 650 S MAIN ST          | PIQUA        | OH | 45356 |
| <u>PC 14-25</u> | N44-008695 | TIMMERMAN PROPERTIES LLC                    | 4457 HORSESHOE BEND RD | TROY         | OH | 45373 |
| <u>PC 14-25</u> | N44-006750 | ST MARYS CHURCH TRUSTEES                    | 528 BROADWAY           | PIQUA        | OH | 45356 |