

City of Sunbury
Planning and Zoning Commission
December 22, 2025

Call to order – Mayor Joe St. John called the Sunbury Planning and Zoning meeting to order at 6:30 p.m. on Monday, December 22, 2025. The meeting started with a moment of silent prayer and the pledge of allegiance.

Roll Call- Those answering roll call: Mayor Joe St. John, Debra Miller, John Grumney, Nancy Crawford, Jason Staderman, and Marc Long. Also present Solicitor Vic Whitney, City Administrator Daryl Hennessy, City Planner Alyssa Graziano, and Zoning Officer Alex Nelisse-Blankenship.

Rezoning, Planned District – Bluestone STP, Parcel #41741201017003

Mayor Joe St. John explained that the applicant is requesting a rezoning of the subject parcel from A-1 Agricultural to Planned Commercial District (PCD), along with approval of the associated planned development plan. Mr. Alex Nelisse-Blankenship noted that the applicant had requested the item be tabled at this time and clarified that if the item were not tabled, the Commission would be required to take action due to the 60-day statutory review period, which would expire prior to the January meeting.

In response to questions, Mr. Nelisse-Blankenship stated that there were no additional items submitted beyond the applicant’s most recent email requesting the tabling of the agenda item, which was included in the meeting packet.

Mr. Hennessy further advised that there had been ongoing communication between staff and the applicant since the previous Planning and Zoning Commission meeting and the applicant is actively working to address issues and concerns raised by both the Commission and the public. Staff summarized that the applicant intends to return in January and is continuing to refine the proposal to respond to comments received.

A motion was made by **St. John** to table this agenda item, seconded by **Crawford**. Upon roll, the motion passed 6-0.

Major Commercial Site Plan – United Dairy Farmers, 303 W Granville Street

Mayor St. John explained that the applicant sought approval of a commercial site plan for redevelopment at 303 W Granville Street. The proposal included construction of a new United Dairy Farmers gas station utilizing the company’s current building design, replacing the existing development and improving site circulation and functionality.

Mr. John Lucas of K4 Architecture reviewed the project with the Commission, noting that the redevelopment would accommodate expanded food service offerings and improve vehicle circulation, particularly around fuel dispensers. He explained proposed access changes, including a right-in/right-out driveway on Granville Street with mountable curbing to accommodate fuel delivery trucks. Mr. Lucas also reviewed the dumpster enclosure design, stating it would be screened with architectural walls and landscaping.

Mr. Nelisse-Blankenship reviewed the zoning staff report with the Commission, noting that while certain setback requirements were not fully met, the proposal was consistent with the planned industrial district and surrounding development. He stated that building materials were architectural grade, screening requirements were satisfied, and the dumpster enclosure would be fully screened from State Route 3. Mr. Nelisse-Blankenship explained that the plan showed 30 parking spaces, while zoning calculations indicated up to 36 spaces may be required depending on employee count. He noted that the comprehensive plan did not provide specific guidance for this site and that the proposed use was

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consistent with the existing use. Staff recommended approval contingent upon final engineering, legal review, and stormwater approval.

Commission members discussed parking requirements, expressing concern that zoning standards may require excessive parking. Mr. Tim Clay, Director of Real Estate for United Dairy Farmers, stated that additional parking was desired due to increased food service, patio seating, and longer customer visits. The Commission generally agreed that the proposed parking layout improved circulation compared to existing conditions and appeared reasonable for the site.

The Commission discussed access and traffic circulation, particularly the proximity of the proposed right-in/right-out driveway to the intersection of Granville Street and State Route 3. Mr. Nelisse-Blankenship stated that Mrs. Carla Odebralski, the City Engineer, was reviewing access, truck movements, and safety considerations, and that approval could be conditioned upon her final engineering review.

Discussion also included landscaping and tree replacement. Commissioners requested that staff and the applicant review the landscape plan to determine whether an additional tree could be added along Granville Street if space allowed. The applicant agreed to review the plan and attempt to add a tree if feasible.

A motion was made by **Miller** to approve the United Dairy Farmers redevelopment, contingent upon final engineering review and coordination between staff and the applicant regarding potential addition of a tree, seconded by **Crawford**. Upon roll, the motion passed 6-0.

Preliminary Presentation – Jared Fodor, Major Commercial Site Plan

Mayor St. John explained that the applicant is requesting a preliminary presentation regarding a proposed site plan for redevelopment of an existing parcel. The applicant, Mr. Jared Fodor, stated that rezoning for the property had already been approved and that the purpose of the presentation was to seek Commission feedback prior to submitting a formal site plan application. The proposal included an addition to the existing building, interior remodeling, updated parking layout, and revised building elevations.

Mr. Fodor reviewed the site plan, floor plans, and elevations with the Commission, explaining that the existing building was not large enough to accommodate the proposed use and that the addition would be finished to match the remodeled structure.

Commission members asked questions regarding a proposed fence shown on the plans. Mr. Fodor explained that the fence would be installed by Preservation Parks of Delaware County as part of a previously approved trail easement and was intended to prevent access between the trail and the parking lot. The applicant noted that the fence design was not part of the current request and was included for reference only.

Discussion followed regarding building orientation and visibility from the roadway. Mr. Marc Long expressed concern about the lack of landscaping along the west elevation, which is visible from the street. The applicant clarified which portions of the building were existing and which were proposed as part of the addition and confirmed that all exterior finishes would be consistent. The applicant also noted that proposed materials were revised to meet zoning requirements, including the use of cement board or similar architectural materials.

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Mr. Nelisse-Blankenship responded to questions regarding zoning requirements related to building materials and landscaping, noting that architectural standards would apply and that final review would occur with the formal site plan submission. He stated that landscaping requirements would depend on adjacency and visibility, and that staff would ensure compliance with code during the site plan review.

Commission members discussed the potential addition of landscaping along the west elevation. While not required at this stage, the Commission recommended that the applicant consider adding trees or landscaping along the building to improve aesthetics and address visibility from the roadway. The applicant acknowledged the recommendation.

The Commission also discussed existing pavement conditions, including a mix of gravel and concrete parking areas. Mr. Nelisse-Blankenship stated that staff were reviewing zoning code requirements related to paved parking and would provide clarification to the applicant prior to formal site plan submission.

The Commission thanked the applicant for the presentation and encouraged the applicant to return with a complete site plan application after incorporating feedback.

Visitors

There were no visitors who wished to speak.

Minutes

Motion made on the November 24, 2025, minutes by **St. John**, seconded by **Grumney**. Upon roll, the motion passed 6-0.

Zoning Report

Mr. Nelisse-Blankenship presented the monthly zoning and planning report to the Commission. He reported that six (6) zoning certificates and twelve (12) occupancy permits were issued during the month, all related to new construction. He noted that December activity was slower than average, which is typical for the end of the year.

Mr. Nelisse-Blankenship stated that the city recorded 124 new residential builds for the year, with total unit development reaching 271 units, including 117 single-family and 154 multi-family units. He noted that Eagle Creek, Eagle Creek Highlands, Kintner Crossing, and Woodland Lake subdivisions are currently at zero percent buildout, with development activity expected to begin on some of these projects in the coming year.

A Commissioner asked about tracking development activity in Berkshire Township. Mr. Nelisse-Blankenship stated that staff does not currently track township data but would explore available county-level resources and potential coordination with other jurisdictions.

New Business

Mayor St. John thanked Mr. Long and Mrs. Crawford for their service on the Planning and Zoning Commission and congratulated them on their upcoming election to City Council. Mr. Keith Palma and Mrs. Shannon Stark were introduced as the new Planning and Zoning Commission members starting in January. No other new business was raised.

Adjournment

Motion to adjourn by **St. John**, seconded by **Miller**. Upon roll, 6-0, meeting adjourned.