STAFF REPORT TO THE PLANNING AND ZONING COMMISSION

FROM: Alex Nelisse-Blankenship, AICP, Senior Planner / Zoning Officer

CC: Vic Whitney, Legal Counsel; Daryl Hennessy, City Manager;
Carla Odebralski, Director of Planning and Engineering

SUBJECT: 142 E Granville Street, Major Commercial Site Plan

DATE: January 20th, 2026

Action Being Requested

The applicant is requesting approval of a major commercial site plan at parcel #41741109021000, as shown in Figure #1 below. The Sunbury process provides for additions and alterations to existing buildings or structures to be approved by the Planning and Zoning Commission, with no action from Sunbury Council required.

Figure 1: Property Location

Project Summary

The applicant has submitted an application for a major commercial site plan located at 142 E Granville Street, parcel #41741201017003. The site plan calls for the renovation of an existing 1,536 square foot building and the construction of a 1,512 square foot addition on the south side of the existing building, as seen below.
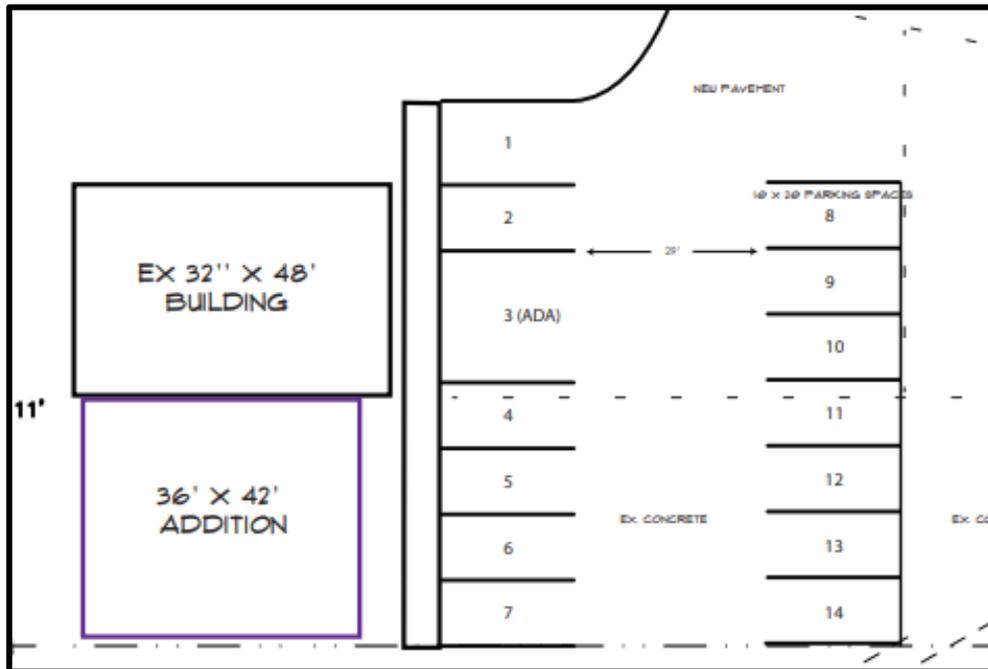

Figure 2: Building Site Plan and Parking Lot

The parking lot is comprised of thirteen (13) parking spaces that are 10' x 20' and one (1) ADA accessible spot that is close to the entrance of the building. As part of this site plan, the applicant would fill grade and reseed the hill to the south of the entry driveway, as well as pave the existing gravel located adjacent to the parking lot. The applicant has proposed boxwoods and evergreens alongside the north and east sides of the building, with boxwoods continuing along the side of the parking lot until the driveway. In addition, the submitted materials show arborvitaes being placed to screen the front side of the building as you approach the site from SR37 traveling south, as shown on the next page.

Figure 3: Elevation of the Proposed Building from the North side

Submitted Materials
The applicant has submitted all necessary items per our zoning ordinances, including:
o Completed application
o Legal description of the property
o Proposed Site Plan
o Landscape Renderings and Site Elevations
o Parking Analysis of the Site

Staff Comments
1. The City of Sunbury 2016 Comprehensive Plan does not have any recommendations for this area, mainly focusing on the residential area to the south, stating the following:
   a. "This area is an exclusively single-family residential area, mostly built in the 1960s. The area is fully developed and zoned for the existing uses. No changes are proposed. If land can be acquired adjacent to Big Walnut Creek, a passive park or preserve area would be appropriate." *Sunbury 2016 Comprehensive Plan, Page 111*

2. The site plan appears to meet most of the development standards required per the City of Sunbury's zoning ordinances. Commercial District (C-2) requires screening when next to residential uses, but with the Ohio to Erie Trail on the southern edge adjacent to this property, the site should be adequately screened with the fence that will be installed next to the trail.

3. Staff agree with the submitted parking analysis provided by the applicant. Based on the expected students and classrooms, and the city's parking requirement for school, trade/business, or cultural art uses, fourteen (14) parking spaces should be adequate for the property.

4. Based on the location of the light fixtures, staff believe that the exterior lighting on the building and in the parking lot lighting should meet the code requirement depending on the specific light being used. If approved, staff will discuss lighting with the applicant to make sure it meets the code requirement.

5. This site plan abuts State Route 37, which is planned to be widened and includes a multi-use trail added near the west side of the proposed building. Staff would recommend delaying the installation of arborvitaes on the west side of the building until the widening project is completed, to avoid the removal of landscaping.

6. With the site plan meeting the standards of the C-2 zoning district and the general development standards listed in the City's zoning ordinance, staff would recommend this site plan for approval contingent on final engineering.

Applicable Zoning Language

Section S81.05.01 Zoning Certificate Required.

- Action by Planning and Zoning Commission
  - o 2. Additions, Alterations to Existing Buildings or Structures Zoning certificate applications in any commercial or industrial district for additions to or alterations of, existing buildings or structures shall come before Sunbury Planning and Zoning Commission for approval or disapproval in conformance with this Ordinance. No action by Sunbury Council is required to additions or alterations herein.

Section S81.15.09 Commercial District (C-2)

Section S81.16.01 Development Standards