

1. Agenda - Planning And Zoning Commission, February 2, 2026

Documents:

[PLANNING AND ZONING AGENDA - FEBRUARY 2, 2026 \(1\).PDF](#)

2. 2026 Rules And Regulations - Planning And Zoning Commission

Documents:

[2026 P AND ZC RULES.PDF](#)

3. Major Commercial Site Plan - 142 E Granville Street

Documents:

[APPLICATION - 142 E GRANVILLE STREET COMMERCIAL SITE PLAN \(1\).PDF](#)

[SITE PLAN - 142 E GRANVILLE STREET COMMERCIAL SITE PLAN.PDF](#)

[LANDSCAPE RENDERINGS - 142 E GRANVILLE STREET COMMERCIAL SITE PLAN.PDF](#)

[ELEVATIONS - 142 E GRANVILLE STREET COMMERCIAL SITE PLAN.PDF](#)

[PARKING ANALYSIS - 142 E GRANVILLE STREET COMMERCIAL SITE PLAN.PDF](#)

[LEGAL DESCRIPTION - 142 E GRANVILLE STREET COMMERCIAL SITE PLAN.PDF](#)

[STAFF REPORT - 142 E GRANVILLE STREET, MAJOR COMMERCIAL SITE PLAN \(1\).PDF](#)

4. Rezoning - Bluestone STP, Peacock Drive And Sunbury Meadows (CONT)

Documents:

[SITE CONCEPT RENDERINGS WITH BUFFER CALLOUTS - REZONING, BLUESTONE STP.PDF](#)

[SECTION - REZONING, BLUESTONE STP.PDF](#)

[PCD DEVELOPMENT CONDITIONS - REZONING, BLUESTONE STP \(1\).PDF](#)

[STAFF REPORT - BLUESTONE STP REZONING JANUARY 2026 \(1\).PDF](#)

5. Minutes - December 22, 2026

Documents:

[MEETING MINUTES - DECEMBER 22ND, 2025 \(1\).PDF](#)

6. Zoning Report - January 2026

Documents:

[ZONING REPORT - JANUARY 2026 \(1\).PDF](#)



AGENDA

Planning and Zoning Commission

February 2, 2026 at 6:30 p.m.

Third Floor, Town Hall – Council Chambers

Silent Prayer and Pledge of Allegiance

Roll Call: Joe St. John, Debra Miller, Jason Staderman, Marc Long, Keith Palma, and Shannon Stark

1. Oath of Office

- i. Keith Palma
- ii. Shannon Stark

2. Approval of 2026 Planning and Zoning Commission Rules and Regulations

- i. Anticipated Process
 1. Commission Questions and Discussion
 2. Commission Action

3. Major Commercial Site Plan – Jared Fodor, Major Commercial Site Plan

- i. The presenter is requesting feedback on a preliminary site plan at 142 E Granville Street that includes the renovation of and addition to an existing building.
 1. Anticipated Process
 - a. Applicant Presentation
 - b. Staff Report
 - c. Commission Discussion
 - d. Commission Action

4. Rezoning, Planned District – Bluestone STP, Parcel #41741201017003

- i. The applicant is requesting a rezoning of the parcel listed above from Agricultural District (A-1) to Planned Commercial District (PCD) and the approval of the associated planned development plan.
 1. Anticipated Process
 - a. Commission Action (Application Tabled)
 - b. Applicant Presentation
 - c. Staff Report
 - d. Commission Discussion
 - e. Commission Action

City of Sunbury Ohio

9 E Granville Street P.O. Box 508

Sunbury, Ohio 43074

Ph. (740) 965-2684

Sunburyohio.org



-
- 5. Visitors**
 - 6. Approval of Minutes**
 - a. December 22, 2025
 - 7. Zoning Report**
 - 8. Discussion / New Business**
 - 9. Next Meeting Date: February 23, 2026**
 - 10. Adjournment**

CITY OF SUNBURY
RULES OF PLANNING AND ZONING COMMISSION 2026

| | | Page |
|--------------|--|------|
| I. | Membership, Powers, Authorities, and Duties ----- | 1 |
| II. | Scheduling Meetings and Public Hearings; Notice----- | 2 |
| III. | Election of Officers ----- | 2 |
| IV. | Officers Powers and Duties ----- | 2 |
| V. | Quorum and Voting----- | 3 |
| VI. | Advance Notification of Member Absence----- | 3 |
| VII. | Order of Business----- | 3 |
| VIII. | Robert’s Rules of Parliamentary Procedure----- | 3 |

I. MEMBERSHIP, POWERS, AUTHORITIES AND DUTIES

- A. The Planning and Zoning Commission (hereinafter, “PZC”) is created under the authorities and powers granted by the Ohio Constitution, the Ohio Revised Code, the City of Sunbury Charter (hereinafter, “Sunbury Charter”) and the City of Sunbury Zoning Ordinance (hereinafter, “Zoning Ordinance”).
- B. The PZC shall consist of six voting members who are electors of the Municipality. The Mayor shall be an automatic and permanent member of the Commission. In addition to the Mayor, the Council shall appoint one of its members to be a member of the Planning and Zoning Commission who shall serve at the pleasure of Council and shall be subject to such term on the Planning and Zoning Commission as specified by the Council but not exceeding the remainder of that Council member’s term on the Council. The Council shall appoint the other four members of the Planning and Zoning Commission to serve overlapping three-year terms, provided that these citizen members shall not hold any other office or employment with the Municipality. Upon adoption of this Charter, the Council shall initially appoint some members to shorter terms in order to accomplish the intended staggered terms or it may carry over existing members and terms of the Planning and Zoning Commission for such purpose.
- C. Any school district with territory that overlaps the territory of the Municipality may appoint a representative of such school district to the Planning and Zoning Commission who shall be permitted to participate in the meetings of such Commission without having a vote on any matter before such Commission.
- D. The PZC shall have the power and duty to hear applications for land use, zoning classifications, or districts and, as merited, to submit written recommendations for legislative action or to render final determinations for administrative action; to initiate, review, and recommend legislation, rules, and regulations on all matters of municipal planning, land use, and zoning classification; and to exercise such other powers, duties and functions as provided by the Council.
- E. The PZC has authority to and may make, alter, amend, and adopt rules from time to time as may be necessary for the safe, effective and efficient conducting of its meetings and public hearings.
- F. The PZC shall have no other powers, authorities or duties other than as prescribed under the Sunbury Charter, the Zoning Ordinance, as provided by law, or as provided by Sunbury Council.
- G. These Rules are created under an express grant of authority to the PZC by Sunbury Council. These Rules, and any amendments hereto, are not legislation and do not replace, amend or in any manner modify the Sunbury Charter or the Zoning Ordinance. Inconsistencies between these Rules, as may be amended, and the Sunbury Charter and/or the Zoning Ordinance shall and must be construed in favor of the Sunbury Charter and/or the Zoning Ordinance.

II. SCHEDULING MEETINGS AND PUBLIC HEARINGS; NOTICE

Meetings and public hearings of the PZC shall be held in the Sunbury Council Chambers or other alternate location at a date and time set by Council and/or the PZC within the timelines established within the Zoning Ordinance. Notice shall be given of the date, time and location of all PZC meetings and public hearings in the manner as provided within the Zoning Ordinance. Meeting agendas (may be in “draft” form) and available documentation shall be posted on the Municipal website the Friday before the PZC meeting by 6:00 pm, however, failure to make such posting shall not affect PZC actions otherwise validly taken.

Any meeting or public hearing of the PZC may be adjourned, continued, or recessed to another time, date, or location in compliance with the Zoning Ordinance and applicable law. By agreement of the PZC and the Applicant a decision on an application or appeal may be extended beyond the date applicable in The Zoning Ordinance.

III. ELECTION OF OFFICERS

At the first meeting of the PZC each calendar year, or at such other date selected by the PZC and/or Council, the PZC shall select its officers who shall serve in such positions until the election of new officers at the first meeting of the next calendar year. PZC officers shall consist of a Chairperson and a Vice-Chairperson. The officer selection process shall require an affirmative vote of at least four members of the PZC by election upon such terms as may be determined by the PZC.

IV. OFFICERS POWER AND DUTIES

The Chairperson shall conduct all meetings and public hearings and shall preserve decorum and decide all questions of order. If any member transgresses these Rules, the Chairperson shall, or any member may, call him or her to order and in the latter instance the Chairperson shall render a decision as to the point of order. The Chairperson shall call for all votes and seconds and shall declare the vote after the clerk has announced the number of votes on each side. The Chairperson shall have the authority to vote on each matter as does each member of the PZC.

The Vice-Chairperson shall assume the powers and duties of Chairperson at any meeting where the Chairperson is not present.

V. QUORUM AND VOTING

A quorum of the PZC membership shall be four members. The PZC may only conduct business and vote if a quorum of its membership is present and in attendance at a Meeting or Public hearing. All votes shall be made by roll call vote in an open meeting or hearing and the Chairperson shall call for all votes and seconds and shall declare the vote after the clerk has announced the number of votes on each side. Each member shall have the authority to cast one vote on each matter, which votes shall consist of only, “aye,” “nay,” or “abstain.” A vote shall only pass upon affirmative vote of at least four of the PZC members or as otherwise specifically authorized in the Sunbury Charter and/or Zoning Ordinance (*see Article VII. B. for specific procedure for approval of meeting minutes*). The Chairperson shall have the authority to vote on each matter in the same manner as each other member.

VI. ADVANCE NOTIFICATION OF MEMBER ABSENCE

Email or phone notice shall be provided to the clerk, alternate clerk, or Chairperson at least 48 hours in advance of a meeting or as soon as possible should it be of an emergency situation. This will enable appropriate meeting cancellation notifications to be issued should a quorum not be present.

VII. ORDER OF BUSINESS

- A. Roll Call, to determine presence of quorum.
- B. Approval of the preceding meeting's minutes. A formal reading of the meeting minutes is and shall be waived unless any member requests the minutes be read, at which instance the Chairperson shall read the minutes aloud in their entirety or that portion requested to be read if less than the entirety. The Chairperson shall then call for any corrections of the minutes which may be offered by any member then present regardless of whether the member was present at the meeting in which the minutes were taken. Accepted corrections shall be noted and recorded in the meeting minutes. The Chairperson shall call for a motion and second to approve the minutes (as corrected, when applicable) and shall declare the vote after the clerk has announced the number of votes on each side. For purposes of votes on meeting minutes only, any vote of “abstain” or a nonvote of any member shall be recorded as an abstention but shall be counted as an affirmative vote of approval of the meeting minutes.
- C. Other Agenda items (Agenda may be amended during meeting upon motion, duly seconded, and affirmative vote of at least four members).

VIII. ROBERTS RULES OF PARLIAMENTARY PROCEDURE

Roberts Rules of Parliamentary Procedure will generally govern all meetings, procedures, such as motions, decorum, emergencies, etc.

**Major Commercial / Industrial Site
Plan Application**

MSP-25-10

Submitted On: Dec 31, 2025

Applicant

 Jared Fodor
 7409653433
 jared@suresigns1.com

Primary Location

142 E GRANVILLE ST
SUNBURY, null 43074

General Information

Is the applicant the property owner?

No

Are you using an architect?

Yes

If you need to please to go to Delaware County Auditor GIS (<https://auditor.delco-gis.org/>) to find the information below.

Total Acreage of Parcel(s)

1.41

Do you have a contractor?

No

Are you using an engineer?

Yes

Parcel Number(s)

417-411-09-021-000

Subdivision(s)

3700399

Current Zoning

Commercial District (C-2)

Property Owner Information

Company Name

NMO Properties LLC

Property Owner Last Name

Fodor

Property Owner City

Centerburg

Property Owner Zip Code

43011

Property Owner Email Address

scott17@suresigns1.com

Property Owner First Name

Scott

Property Owner Street Address

6927 Hall Road

Property Owner State

Ohio

Property Owner Phone Number

614-832-9960

Architect Information

Architect Company Name

Design Tek Architecture

Architect Contact Last Name

Schluetz

Architect City

Delaware

Architect Contact First Name

J Mark

Architect Street Address

445 N Sandusky St

Architect State

Ohio

Architect Zip Code

43015

Architect Phone Number

614-679-2598

Architect Email Address

mark43015@yahoo.com

Engineer Information**Engineer Company Name**

Halmbacher Engineering

Engineer First Name

Glenn

Engineer Last Name

Halmbacher

Engineer Street Address

Engineer City

Ashley

Engineer State

Ohio

Engineer Zip Code

43003

Engineer Phone Number

614-595-4656

Engineer Email Address

glenhalm@aol.com

Project Information**Property Type**

Commercial

Proposed Use of Property

499 -Other commercial structures

Type of Project

Addition

Is this a rezoning request?

No

Is this an amendment to an already approved plan?

No

Total Square Footage

3048

Total Height of Building in Feet

17

Total Number of Parking Spaces

14

Total Project Cost

150000

Number of Loading Docks

0

Date of Project to Begin

02/01/2026

Scope of Work

36' x 42' addition to existing building / remodel of existing 32' x 48' building

Signature

I hereby certify that the proposed work is authorized by the owner of record and that I have been authorized by the owner to make this application as his/her authorized agent. We agree to

Signature

true

conform to the regulation and applicable codes and laws of the State of Ohio, Delaware County and the City of Sunbury.

Please note that on the next page you will be required to submit any documents that are required.

LANDSCAPING RENDERINGS



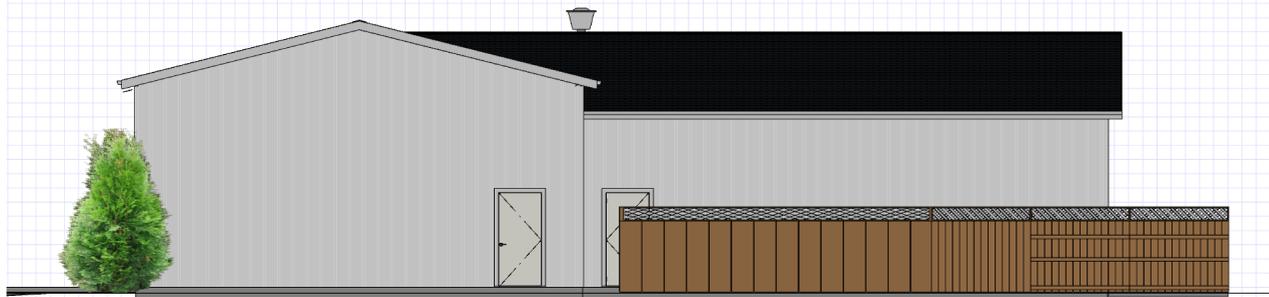
- MATURE EXISTING TREES TO REMAIN
- SMALL BOXWOOD AND EVERGREENS ALONG NORTH AND EAST SIDE
- SMALL BOXWOOD LINING DRIVEWAY
- REGRADE AND RESEED HILLSIDE
- TALL ARBORVITAEAS TO SCREEN WEST ELEVATION
- FENCE BY DCPP (NOT IN SCOPE OF THIS PROJECT)



EAST (FRONT) ELEVATION



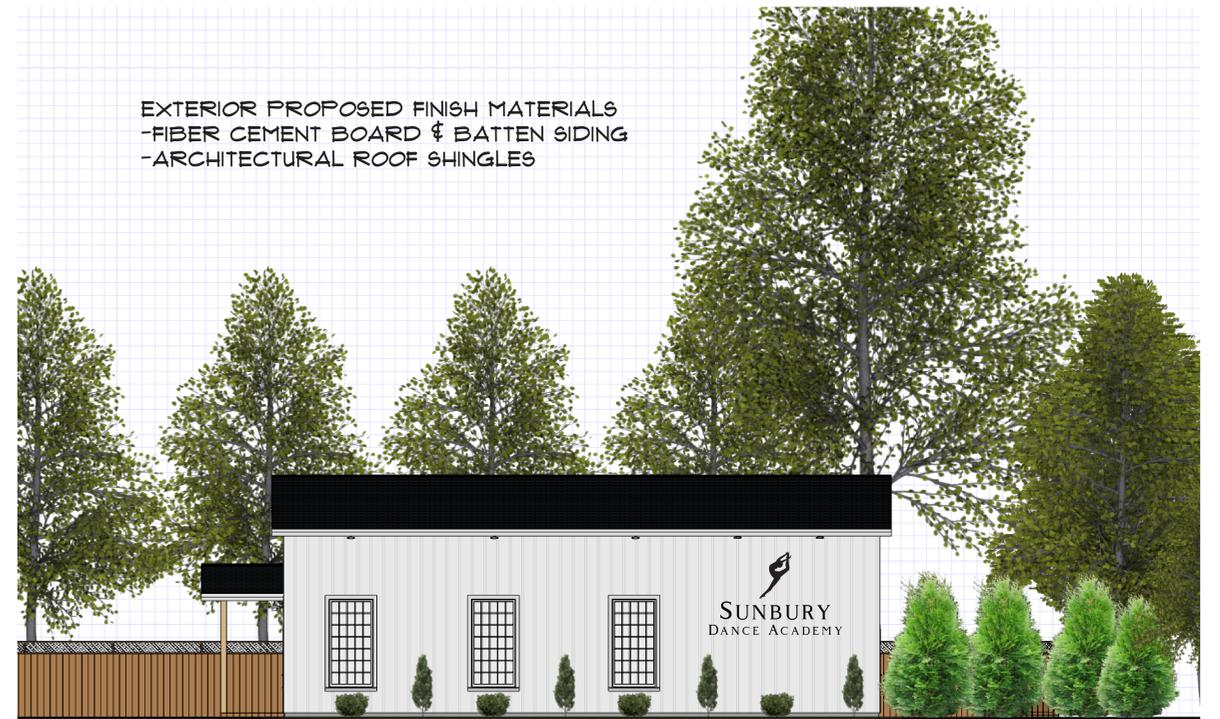
SOUTH ELEVATION



FENCE BY DCPP (NOT SCOPE OF THIS PROJECT)

WEST ELEVATION (IN FRONT OF EXISTING TREELINE)

EXTERIOR PROPOSED FINISH MATERIALS
 -FIBER CEMENT BOARD & BATTEN SIDING
 -ARCHITECTURAL ROOF SHINGLES



NORTH ELEVATION



WEST ELEVATION (FROM E GRANVILLE ST)

142 E Granville St Parking Analysis

Proposed use as Sunbury Dance Academy

CHAPTER S81.16 GENERAL DEVELOPMENT STANDARDS

g) - School, Trade/Business or Cultural Arts: 2 spaces per classroom, plus 1 space for every 2 students at design capacity. **(Page 200 of Zoning Code)**

Design capacity is subjective for the proposed use and varies based on the style of dance being done. Ballet, jazz, and acro type dances require more floor space per student. The Center for Educator Development in Fine Arts proposes “100 square feet per student”.

The proposed building will have 2 studios, one with a 1200 sq ft dance floor and one with a 576 sq ft dance floor, for an approximate total of 1800 sq ft of dance floor between two studios.

Assuming 100 sq ft per student, that would require 9 parking spaces to meet the requirement of “1 space for every 2 students at design capacity”. Four (4) additional spaces would be required to meet the “2 spaces per classroom” requirement, **bringing the zoning standards required parking to 13 spaces**. The proposed site plan includes space for 13 standard parking spots and 1 ADA parking spot.

From observation at Sunbury Dance Academy’s current location, 90-95% of visitors are only in the parking lot long enough to pick up or drop off their student. Based on this observation and the zoning code requirements for parking spaces of this type of building, we believe the proposed parking spaces to be of adequate quantity.

Delaware County
The Grantor Has Complied With
Section 319.202 Of The R.C.
DATE 10/8/2019 Transfer Tax Paid 0
~~TRANSFERRED OR TRANSFER NOT NECESSARY~~
Delaware County Auditor By TRH



Doc ID: 013081050005 Type: OFF
Kind: DEED
Recorded: 10/08/2019 at 11:59:56 AM
Fee Amt: \$52.00 Page 1 of 5
Workflow# 0000192421-0001
Delaware County, OH
Melissa Jordan County Recorder
File# 2019-00028110

BK **1669** PG **2579-2583**

CRITCHFIELD CRITCHFIELD &
JOHNSTON
PO BOX 469
MT. VERNON, OH 43050

WARRANTY DEED

Scott A. Fodor and Theresa L. Fodor, husband and wife (the "Grantors"), for valuable consideration paid, grant, with general warranty covenants, to **NMO Properties, LLC**, an Ohio limited liability company, whose tax mailing address is 6927 Hall Road, Centerburg, Ohio 43011 (the "Grantee"), the real property described on Exhibit A attached hereto (the "Real Property").

Prior Instrument Reference: Official Record Book 1380, Page 2086
Parcel No: 417-41-09-021-00

The Real Property is conveyed subject to, and there are excepted from the general warranty covenants, the following:

1. All easements, leases, covenants, conditions and restrictions of record;
2. All legal highways;
3. Zoning, building and other laws, ordinances and regulations;
4. Real estate taxes and assessments not yet due and payable;
5. Rights of tenants in possession; and
6. Discrepancies, conflicts in boundary lines, shortage in area, encroachments, or any other facts which a correct survey would disclose, and which are not shown by public records.

Executed this 7th day of October, 2019.

Scott A. Fodor

Theresa L. Fodor

**STATE OF OHIO
KNOX COUNTY**

The foregoing instrument was acknowledged before me this 7th day of October, 2019, by Scott A. Fodor and Theresa L. Fodor.

Notary Public

This Instrument Prepared by:
Zachary DiMarco, Attorney at Law
Critchfield, Critchfield & Johnston
10 S. Gay Street, P.O. Box 469
Mount Vernon, Ohio 43050
Phone: 740-397-4040
Fax: 740-397-6775



ZACHARY H. DIMARCO
ATTORNEY AT LAW
NOTARY PUBLIC, STATE OF OHIO
My commission has no expiration date.
Section 147.03 R.C.

Exhibit A

TRACT I

Situated in the Village of Sunbury, County of Delaware, State of Ohio, being part of Farm Lot 10 in Section 4, Township 4, Range 17 of the United States Military Lands and being more particularly described as follows:

Beginning at a P.K. Nail found in the centerline of State Route 37 (Granville Street), being on the north line of the old Conrail Railroad right of way), said point also being the southeasterly corner of a 0.89 acre tract now or formerly owned by Ellis Brothers, as described in Deed Book 450, page 552;

Thence North 55 degrees 25' 23" East, along the east line of the said 0.89 acre tract, a distance of 47.40 feet to an iron pipe found;

Thence South 38 degrees 42' 13" East, along a southeasterly line of the said 0.89 acre tract, a distance of 16.54 feet to an iron pipe found;

Thence North 55 degrees 25' 23" East, along the said east line of the 0.89 acre tract, a distance of 288.63 feet to an iron pipe found;

Thence South 34 degrees 34' 37" East, a distance of 66.00 feet to an iron pipe set, being on the north line of a 0.68 acre tract now or formerly owned by James and Kathy Wood, as described in Deed Book 420, page 629, all iron pipes set are set with a plastic cap marked "SLSS RS 6612";

Thence South 55 degrees 25' 23" West, along the said north line of the 0.68 acre tract, and along the north line of a 0.24 acre tract now or formerly owned by Kimberly Edwards, as described in Deed Book 456, page 120, a distance of 331.15 feet to a P.K. Nail found, being the southwest corner of the said 0.24 acre tract, also being in the said centerline of State Route 37;

Thence North 38 degrees 47' 00" West, along the said centerline of State Route 37, a distance of 82.72 feet to the POINT OF BEGINNING.

Containing 0.523 acres, more or less, being part of an original 1.869 acre tract as described in Deed Book 510, page 177;

Subject to all easements, restrictions and rights of way, if any, of record. Surveyed by Frank Celio, Surveyor, Registration Number 6612 on February 12, 1990. Basis of Bearings is Deed Book 510, page 177.

TRACT II

Situated in the Village of Sunbury, in the County of Delaware and in the State of Ohio: Being a part of Farm Lot 10 in Section 4, Township 4, Range 17, U.S.M. Military Lands, bounded by beginning at a point where the south line of Cherry Street intersects the west line of right of way of the Pennsylvania R.R. Co. (formerly C.A. & C. Railroad Co); thence South 54 degrees 40' West with said right of way line (33 feet distant from the main tract) 949.1 feet to a post; thence North 35 degrees 20' West 201 feet, more or less, to an iron pin at the northeast corner of the George Walker tract; thence North 54 degrees 40' East parallel with the right of way of said Railroad Co and 201 feet distance therefrom 490.2 feet; thence South 86 degrees 42' East 270.05 feet; thence North 54 degrees 06' East 210.6 feet; thence South 85 degrees 46' East 48.5 feet along the south line of Cherry Street, to the place of beginning.

SAVE AND EXCEPT

The following real estate, situate in Farm Lot 10, Section 4, Township 4, Range 17, U.S. Military Lands, Village of Sunbury, Delaware County, Ohio, and being described as follows: Beginning at an iron pin set at the northeast corner of Lot 482 of the Walker Addition to the Village of Sunbury, on the south line of Cherry Street; thence South 86 deg. 31' 00" East, along the south line of Cherry Street, a distance of 47.86 feet to an iron pin set on the northwesterly line of the Conrail R/W (66'); thence South 54 deg. 40' 00" West, parallel and 33' northwest of the centerline of said R/W, a distance of 794.72 feet to an iron pin set; thence North 52 deg. 10' 25" West a distance of 90.71 feet to an iron pin set; thence South 66

DESCRIPTION APPROVED FOR TRANSFER. COURT. 10/19

deg. 59' 35" West a distance of 131.99 feet to an iron pin set; thence North 35 deg. 45' 10" West a distance of 86.00 feet to an iron pin set; thence North 54 deg. 47' 20" East a distance of 490.20 feet to an iron pipe found on the south line of Lot 476 of Walker Addition; thence South 86 deg. 31' 00" East, along the South line of the Walker Addition, a distance of 271.10 feet to an iron pin set at a southeast corner of said Walker Addition, on the south line of Lot 481; thence North 54 deg. 40' 00" East, along a southeast line of said Walker Addition, parallel and 30 feet northwest of the northwesterly line of the Conrail R/W, a distance of 211.86 feet to the point of beginning, containing 2.645 acres, more or less, as surveyed in November 1983 and July 1985 by Barnes & Tracy, Surveyors, Mount Vernon, Ohio, Thomas M. Tracy, Surveyor #6399, Ohio. North based on Deed Volume 450, Page 552.

TRACT III

Situated in the Village of Sunbury, in the County of Delaware and in the State of Ohio: Being a part of Farm Lot 10 in Section 4, Township 4, Range 17, U.S.M. Military Lands, beginning at an iron pin at point "B" on a plat of resurvey of drive of The Sunbury Manufacturing Co., by C.G. Anderson, April 11, 1942, and of record in Volume 11, page 33, of the Records of Surveys in the Office of the Delaware County Surveyor, said point "B" being South 35 degrees 20' East 86 feet from the northeast corner of the lands of George Walker, the same being point "A" on said plat; thence South 35 degrees 20' East 31.1 feet to point "E" on said Plat; thence South 70 degrees 04' West 201.4 feet to the center line of the Johnstown Road; passing over an iron pin at point "D" 169.4 feet; thence North 40 degrees 28' West with the center line of said road 31.9 feet; thence North 70 degrees 04' East 203.8 feet to an iron pin; point "B" the place of beginning, passing over an iron pin at 32 feet, point "C", reserving to the grantor, for himself, his heirs, and assigns forever, the right of ingress or egress over the lands hereby conveyed.

TRACT IV

Situated in the County of Delaware in the State of Ohio and in the Village of Sunbury and bounded and described as follows:

Beginning at an iron pin (Point "A" on a survey recorded in the Delaware County Engineer's Office in Vol. 11, page 33) and running thence South 35 degrees 54' East 86.0 feet to an iron pin, thence with the same bearing 31.1 feet to a point, which point is the starting point for the hereafter described tract;

Thence South 35 degrees 54' E. 86.4 feet to a point on the Northwest right of way line of the Penna. R.R.; thence South 58 degrees 49' W. 153.03 feet along the Northwest Right of Way line of the Penn. R.R. to a point, thence N. 35 degrees 11' West 16.54 feet to a point; thence South 58 degrees 49' West 47.37 feet to a point in the center line of the Johnstown Road; thence North 35 degrees 11' West 110.27 feet along the centerline of Johnstown Road to a point; thence North 70 degrees 04' East 206.04 feet to the place of beginning and containing 0.472 acres, more or less.

From a survey and description by Floyd Ellis, Surveyor Cert. #1483, on March 18, 1968. The Grantor also conveys a mutual use with himself and his successors to The Sunbury Manufacturing Company over the following described right of way:

Being part of Farm Lot No. 10, Sec. 4, Twp. 4, Range 17, USM Lands, bounded and described as follows:

Beginning at an iron pin at point "B" on a plat of a resurvey of drive of the Sunbury Manufacturing Company made by C.G. Anderson, April 11, 1942, and of record in Vol. 11, page 33, of the Records of Surveys in the office of the Delaware County Surveyor, said point "B" being S. 35 deg. 20' E. 86 feet from the northeast corner of the lands of George Walker, the same being point "A" on said plat; thence S. 35 deg. 20' E. 21.1 feet to point "E" on said plat; thence S. 70 deg. 04' W. 201.4 feet to the center line of the Johnstown Road, passing over an iron pin at point "D", 169.4 feet; thence N. 40 degrees 28' W. with the center line of said road 31.9 feet; thence N. 70 deg. 04' E. 203.8 feet to an iron pin, point "B", the place of beginning, passing over an iron pin at 32 feet, point "C".

Said easement recorded in Deed Book 201, page 378 in the official records of Delaware County, Ohio.

Subject to zoning restrictions, leases, easements, covenants, and restrictions of record.

Parcel Number: 417-411-09-021-000.

Prior Instrument Reference: Official Record Book 1380, Page 2086, Delaware County Deed Records.

4843-3281-0325, v. 1

Exhibit ATRACT I

Situated in the Village of Sunbury, County of Delaware, State of Ohio, being part of Farm Lot 10 in Section 4, Township 4, Range 17 of the United States Military Lands and being more particularly described as follows:

Beginning at a P.K. Nail found in the centerline of State Route 37 (Granville Street), being on the north line of the old Conrail Railroad right of way), said point also being the southeasterly corner of a 0.89 acre tract now or formerly owned by Ellis Brothers, as described in Deed Book 450, page 552;

Thence North 55 degrees 25' 23" East, along the east line of the said 0.89 acre tract, a distance of 47.40 feet to an iron pipe found;

Thence South 38 degrees 42' 13" East, along a southeasterly line of the said 0.89 acre tract, a distance of 16.54 feet to an iron pipe found;

Thence North 55 degrees 25' 23" East, along the said east line of the 0.89 acre tract, a distance of 288.63 feet to an iron pipe found;

Thence South 34 degrees 34' 37" East, a distance of 66.00 feet to an iron pipe set, being on the north line of a 0.68 acre tract now or formerly owned by James and Kathy Wood, as described in Deed Book 420, page 629, all iron pipes set are set with a plastic cap marked "SLSS RS 6612";

Thence South 55 degrees 25' 23" West, along the said north line of the 0.68 acre tract, and along the north line of a 0.24 acre tract now or formerly owned by Kimberly Edwards, as described in Deed Book 456, page 120, a distance of 331.15 feet to a P.K. Nail found, being the southwest corner of the said 0.24 acre tract, also being in the said centerline of State Route 37;

Thence North 38 degrees 47' 00" West, along the said centerline of State Route 37, a distance of 82.72 feet to the POINT OF BEGINNING.

Containing 0.523 acres, more or less, being part of an original 1.869 acre tract as described in Deed Book 510, page 177;

Subject to all easements, restrictions and rights of way, if any, of record. Surveyed by Frank Celio, Surveyor, Registration Number 6612 on February 12, 1990. Basis of Bearings is Deed Book 510, page 177.

TRACT II

Situated in the Village of Sunbury, in the County of Delaware and in the State of Ohio: Being a part of Farm Lot 10 in Section 4, Township 4, Range 17, U.S.M. Military Lands, bounded by beginning at a point where the south line of Cherry Street intersects the west line of right of way of the Pennsylvania R.R. Co. (formerly C.A. & C. Railroad Co); thence South 54 degrees 40' West with said right of way line (33 feet distant from the main tract) 949.1 feet to a post; thence North 35 degrees 20' West 201 feet, more or less, to an iron pin at the northeast corner of the George Walker tract; thence North 54 degrees 40' East parallel with the right of way of said Railroad Co and 201 feet distance therefrom 490.2 feet; thence South 86 degrees 42' East 270.05 feet; thence North 54 degrees 06' East 210.6 feet; thence South 85 degrees 46' East 48.5 feet along the south line of Cherry Street, to the place of beginning.

SAVE AND EXCEPT

The following real estate, situate in Farm Lot 10, Section 4, Township 4, Range 17, U.S. Military Lands, Village of Sunbury, Delaware County, Ohio, and being described as follows: Beginning at an iron pin set at the northeast corner of Lot 482 of the Walker Addition to the Village of Sunbury, on the south line of Cherry Street; thence South 86 deg. 31' 00" East, along the south line of Cherry Street, a distance of 47.86 feet to an iron pin set on the northwesterly line of the Conrail R/W (66'); thence South 54 deg. 40' 00" West, parallel and 33' northwest of the centerline of said R/W, a distance of 794.72 feet to an iron pin set; thence North 52 deg. 10' 25" West a distance of 90.71 feet to an iron pin set; thence South 66

Exhibit A, 1 of 3 pgs.

| | |
|------------------------------|---|
| DESCRIPTION FOR CLOSING ONLY | |
| <input type="checkbox"/> | RPC Approval Required 11/17/17 |
| <input type="checkbox"/> | Municipal Approval Required |
| | Delaware County Engineer <i>(Signature)</i> |



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.

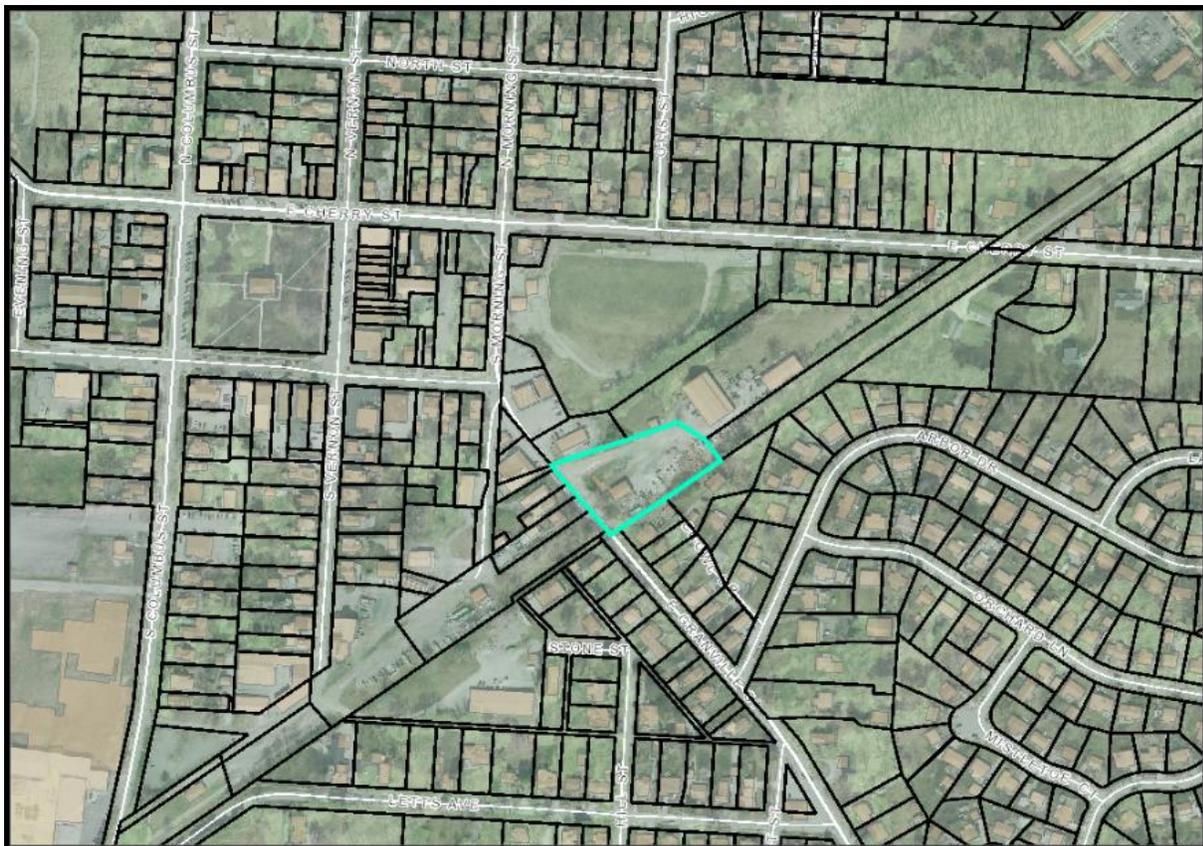


Figure 1: Property Location



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.

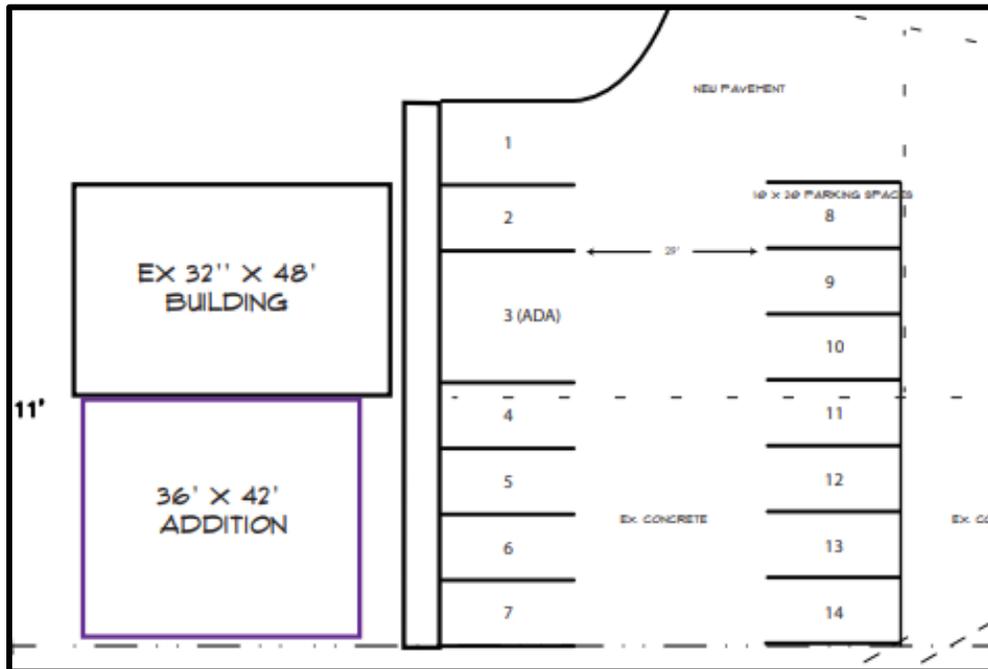


Figure 2: Building Site Plan and Parking Lot

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 arborvitae 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:

- Completed application
- Legal description of the property
- Proposed Site Plan
- Landscape Renderings and Site Elevations
- 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 arborvitae 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](#)



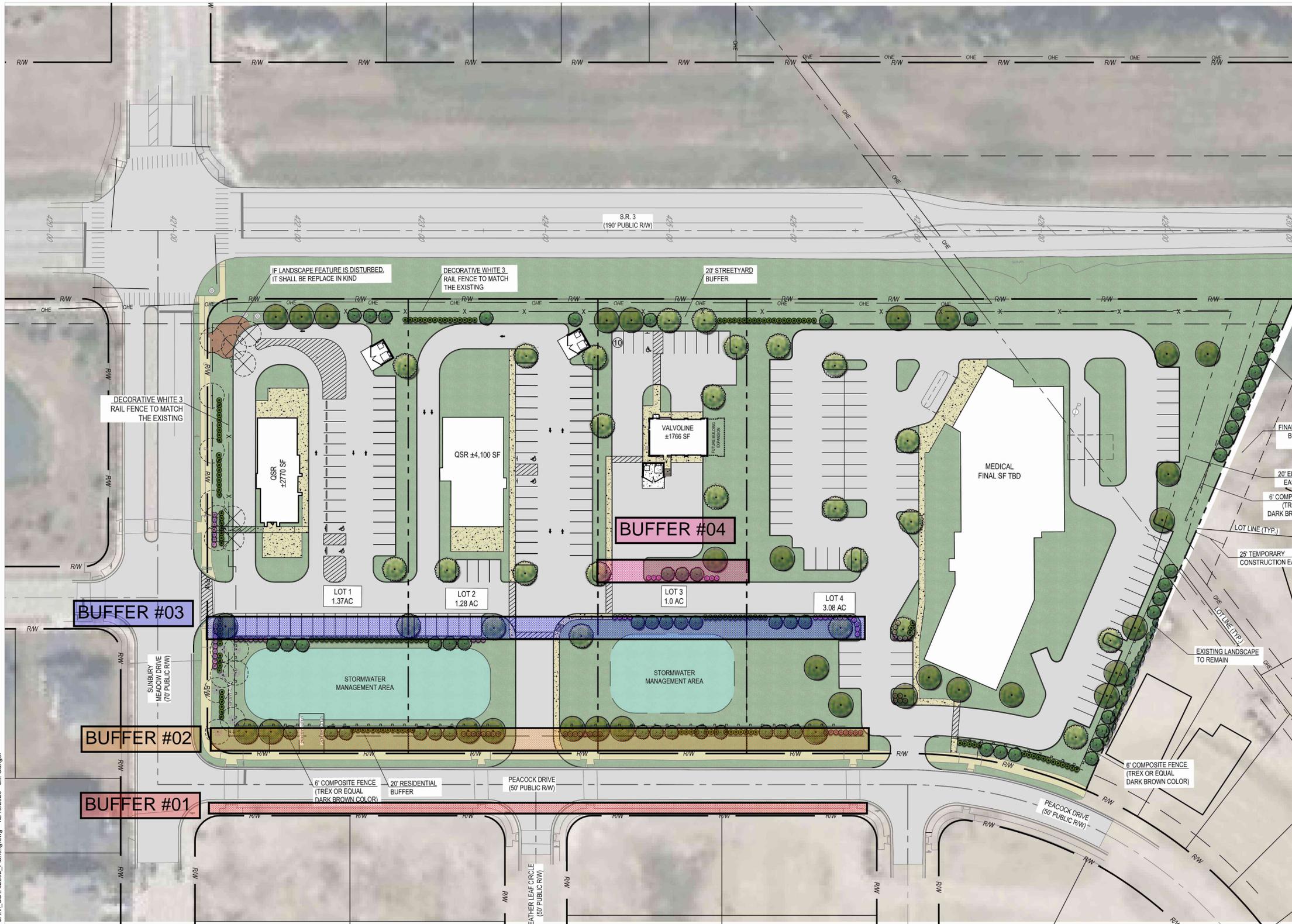
CESO
WWW.CESOINC.COM

3601 Rigby Road Suite 300
Mansfield, OH
Phone: 937.435.8584 Fax: 888.208.4826

BLUESTONE SINGLE TENANT PROPERTIES

SUNBURY MEADOWS

STATE ROUTE 3 & SUNBURY MEADOWS DRIVE
SUNBURY, OHIO 43074



FINAL GRADING OF AREA TO BE DETERMINED DURING FINAL ENGINEERING

20' ELECTRIC EASEMENT

6' COMPOSITE FENCE (TREX OR EQUAL DARK BROWN COLOR)

LOT LINE (TYP.)

25' TEMPORARY CONSTRUCTION EASEMENT

EXISTING LANDSCAPE TO REMAIN

LOT LINE (TYP.)

6' COMPOSITE FENCE (TREX OR EQUAL DARK BROWN COLOR)



6' COMPOSITE TREX FENCE FOR REFERENCE

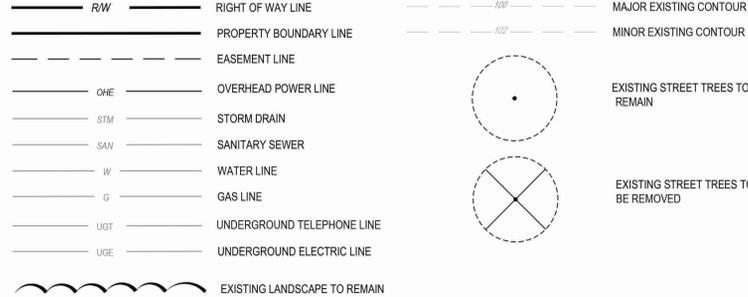


DECORATIVE 3 RAIL FENCE FOR REFERENCE

PLANT SCHEDULE

| SYMBOL | QTY | BOTANICAL / COMMON NAME | SIZE |
|---------------|-----|--------------------------------|------|
| TREES | | | |
| | 26 | CANOPY TREE A - 30' MATURE HT | 1" |
| | 31 | CANOPY TREE B - 30' MATURE HT | 1" |
| | 60 | EVERGREEN TREE - 12' MATURE HT | 1" |
| SHRUBS | | | |
| | 84 | DECIDUOUS SHRUB | 1" |
| | 160 | EVERGREEN SHRUB | 1" |

LEGEND



LANDSCAPE REQUIREMENTS

BUFFERS

US 3 HWY:
REQUIRED SCREENING MAY CONSIST OF A COMBINATION OF SHRUBS, EVERGREEN AND DECIDUOUS TREES

SUNBURY MEADOWS DRIVE:
REQUIRED SCREENING MAY CONSIST OF A COMBINATION OF SHRUBS, EVERGREEN AND DECIDUOUS TREES

ADJACENT TO RESIDENTIAL HOMES:
REQUIRED SCREENING MAY CONSIST OF A COMBINATION OF SHRUBS, EVERGREEN AND DECIDUOUS TREES

INTERIOR LANDSCAPING

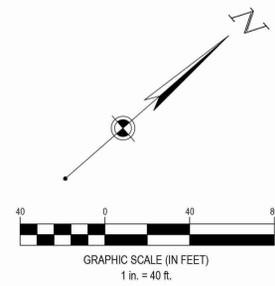
REQUIRED TREES: 26 (1 TREE PER LANDSCAPE ISLAND)
PROPOSED TREES: 26

TREE REQUIREMENTS

TOTAL IMPERVIOUS AREA: 163,350 SF
REQUIRED CANOPY TREES: 33 TREES (1 CANOPY TREE PER 5,000 SF OF GROUND COVERAGE- BUILDINGS & VUA)
PROPOSED CANOPY TREES: 62 TREES (44 PROPOSED TREES AND 18 EXISTING TREES)

GENERAL NOTES:

- PARKING LOT TREES ARE SHOWN FOR REFERENCE, FINAL LOCATION AND QUANTITY TO BE DETERMINED DURING FINAL ENGINEERING
- TRASH ENCLOSURE SHALL BE SCREENED WITH WALLS, FENCING, OR SHRUBBERY THAT IS A MINIMUM OF 6' TALL. WALL MATERIAL SHALL BE COMPLIMENTARY TO THE BUILDING MATERIALS. FENCING MATERIAL SHALL BE OPAQUE.
- MONUMENT SIGNS SHALL BE LANDSCAPED IN ACCORDANCE WITH CITY OF SUNBURY ZONING REQUIREMENTS.



Revisions / Submissions

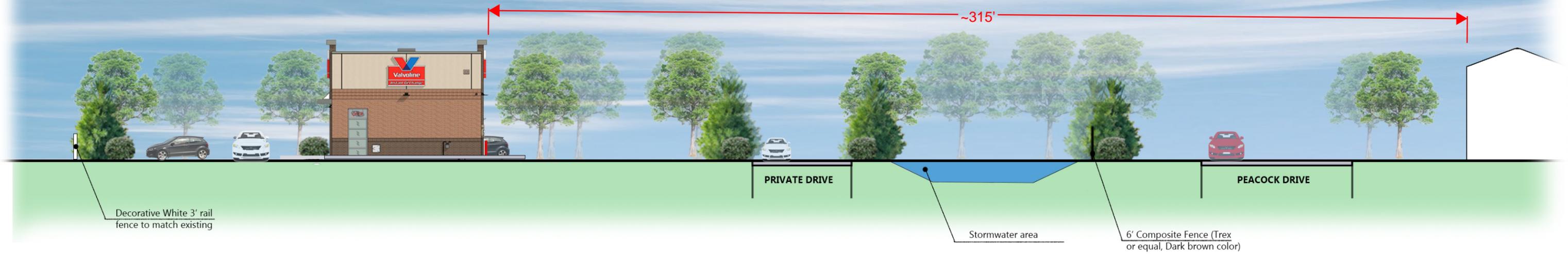
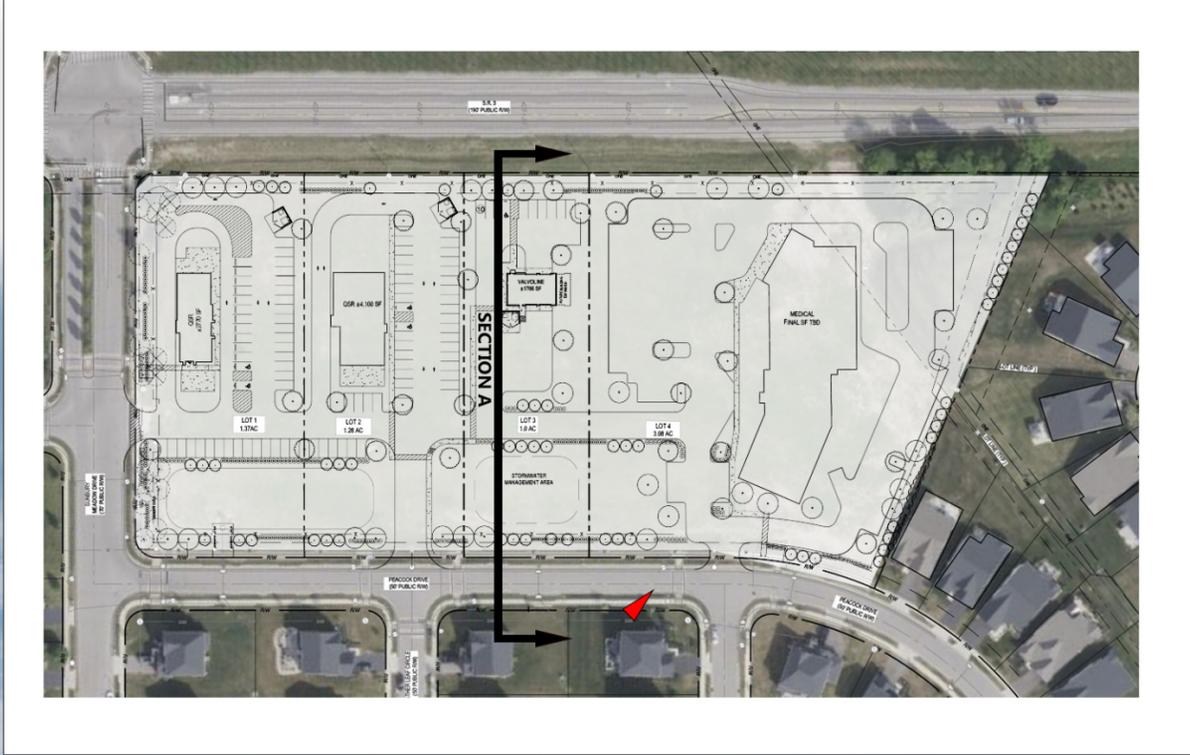
| ID | Description | Date |
|----|-------------|------|
| | | |

© 2025 CESO, INC.
Project Number: 762892
Scale: 1"=40'
Drawn By: EG
Checked By: EAB
Date: 12/17/2025
Issue: CONCEPT

Overall Landscape Concept Plan

L1.0

C:\DCC\Drawings\CESO\Bluestone Sunbury OH\Project Files\CESO\06-LA_PLAN_CD\762892_Planting.dwg - 12/19/2025 - Eflf Gungor



**SUNBURY MEADOWS COMMERCIAL DEVELOPMENT
PLANNED COMMERCIAL DISTRICT (PCD)
DEVELOPMENT TEXT**

Background and Introduction:

This Development Text relates to and is an integral part of a Planned Commercial District (PCD) Application for a Zoning Amendment (the above referenced Application together with all supporting materials filed in connection therewith is referred to herein as the “Application”) filed by BSTP Sunbury, LLC (the “Applicant”), pertaining to approximately 6.729± acres located in the City of Sunbury, Delaware County, Ohio at the northeast corner of State Route 3 and Sunbury Meadows Drive (the “Property”), to be developed as a mixed use development consisting of a 17,500 sq. ft. medical facility as “**Sub Area A**” in the Application and approximately 10,000 sq. ft. of commercial, restaurant and retail buildings as “**Sub Area B**” in the Application (collectively, the “Development”).

The intent of this PCD submittal is to (i) approve an Overall Development Plan Set for the Property, and (ii) to include the general development standards for each Sub Area and the allowable uses.

Please note, that the Property was previously zoned PCD as part of the 2005 Development Plan/East of SR 3 as “Subarea C”, a copy of which is included in this application for reference. The Applicant believes that the PCD conditions outlined herein are consistent with the previously approved PCD conditions from 2005.

The Applicant is the current fee owner of the Property. The Application is being filed pursuant to Section S81.15.11 of the Sunbury Revised Zoning Ordinance of 2018, as amended to date – Planned Commercial District (PCD), as in effect on October 15, 2025 (the “Zoning Ordinance”). The rezoning is governed and controlled by the Zoning Ordinance as in effect on October 15, 2025. All references herein to ZC Sections or ZC Articles refer to applicable Sections or Articles of the Zoning Ordinance.

This Development Text relates to the Application filed by the Applicant and is an integral part of the Application required by ZC Section 81.15.11.5(b) and constitutes the text required thereby. To the extent a matter required by ZC Section 81.15.11.5(b) is required to be stated in textual form, is not otherwise stated herein, but is otherwise contained in other text or drawings contained in the Application, such text shall be deemed incorporated herein by this reference.

As contemplated by ZC Section 81.15.11.1, the Application proposes rezoning the Property into a well-organized commercial area to provide employment, goods and services to area residents as well as to provide a balanced economy within the municipality. Commercial and medical establishments are permitted uses in the PCD District (ZC District 81.15.11(3)).

Relationship to and Compliance with Comprehensive Plan:

The Application is in keeping with the spirit and intent of the Village of Sunbury Comprehensive Plan approved November 2, 2016 as Ordinance 2016-27 (the “Comp Plan”) and the recently adopted Sunbury Parkway Master Plan (the “Parkway Plan”) for the following reasons:

1. The Future Land Use Map included as part of Comp Plan labels the Property as a proposed Planned

Commercial District.

2. While the Parkway Plan is related to the City's new interchange with I-71, the Parkway Plan includes the most recent community engagement feedback and the most recent population growth and census information for the City. The Parkway Plan states that Sunbury's market can support 1 million square feet of additional commercial services, 1.4 million square feet of additional medical services and 640,000 square feet of additional retail services and lists the follow uses as Top Needs in Sunbury:
 - Hospital Services
 - Offices of Physicians
 - Outpatient Care Centers
 - Motor Vehicle Parts
 - Restaurants
3. Executive Summary Page iii states a Key Component of the Comp Plan is to "Develop a marketing effort to generate increased interest in and bring visitors to the Village Square". This mixed use development, in close proximity to the Village Square, will assist the City in achieving this goal.
4. Section 4 Infrastructure page 60-63, the Development is adjacent to State Route 3 with a functional class identified as Major Arterial. It is common for mixed use and commercial developments to be directly adjacent to major thoroughfares such as State Route 3.
5. Section 4 Infrastructure page 67, states "Consideration should be given to traditional neighborhood designs that [are] designed to be convenient for walking and biking with mixed commercial and service uses can reduce auto trips to as little as four trips per home per day". The Development is directly adjacent to the Sunbury Meadows residential community (among others) and will connect into the communities' sidewalks, promoting walk up visits. The Development will be an added amenity to the surrounding communities.
6. Section 5 Economic Conditions page 83, states that City should use its commercially-zoned land wisely to attract business that pay significant property tax and income tax.
7. Section 6 Community Character page 95, under Future Development Patterns, the Comp Plan states that commercial development should group buildings to share parking and access drives.
8. Section 7 Implementation page 101, states the City should encourage commercial and light industrial development in planned districts to broaden the jobs and tax base, and to prevent taxes from rising faster than the growth in the City.
9. Section 7 Implementation page 106-107 specifically identifies the Property as part of "Sub Area 4a" and notes that this is a "key development site for the City". Sub Area 4 includes provisions for commercial outlots along the State Route 3 frontage.
10. Rezoning the Property back to its Planned Commercial Development classification is in keeping with the letter and spirit of the Comp Plan and will provide for uses contemplated by the Comp Plan.

Section S81.15.11 - PLANNED COMMERCIAL DISTRICT (PCD)

(NOTE THAT ALL BLACK TEXT IN THIS SECTION IS TEXT FROM SECTION S81.15.11 AND ALL RED TEXT IS APPLICANT RESPONSES AND COMMITMENTS)

1. PURPOSE. The municipality recognizing, that with increased urbanization and population growth comes increased demands for well-organized commercial areas to provide employment, goods and services to area residents as well as to provide a balanced economy within the municipality, thereby provides for the Planned Commercial District, intending hereby to promote the variety and flexibility of land development for commercial purposes that are necessary to meet these demands while still preserving and enhancing the health, safety and general welfare of the

inhabitants of the municipality.

The Application supports and conforms to these purposes. Note that this rezoning will return the permitted uses of the Property back to the previously established Planned Commercial District which has been contemplated in this location for approximately 20 years.

2. APPLICATION. This provision of the Zoning Ordinance shall apply to all lands within the municipality which are to be used for commercial purposes and which are not regulated by the Commercial District as hereinbefore set forth in S81.15.09 of this Ordinance.

The Application complies.

3. PERMITTED USES. Within the Planned Commercial District (PCD) the following uses, developed in strict compliance with the approved development plan and standards, shall be permitted.

a) Commercial and Office Establishments of all types developed and maintained within an organized development of associated commercial activities in accordance with the approved development plan.

b) Community Facilities such as libraries, offices or educational facilities operated by a public agency or government.

e) Commercial Establishments normally associated with and intended to service the traveling public with motels, ~~gasoline/auto service stations, convenience stores which sell gasoline, restaurants, travel trailer parks for overnight parking or any other allied activity.~~ Please note that the Applicant has met with community leaders several times regarding the intensity of this Development and its proximity to residential. Based on feedback from the community, the references to gasoline/auto service stations and convenience stores shall be struck from the list of permitted uses within this Development.

d) Other Commercial ventures not prohibited by this or other sections of this Ordinance, of like or similar nature.

e) Apartments or residences in areas over or above the commercial storerooms or office facilities provided that each single story dwelling hereafter erected in this district shall have a ground floor area of not less than One Thousand square feet. All such living areas shall be exclusive of basements, porches or garages. All apartments or other multi-family structures constructed within this district shall contain the following minimum floor space, to-wit:

One (1) bedroom unit850 sq. ft.

Two (2) bedroom unit1020 sq. ft.

For each additional bedroom ...120 sq.ft. per bedroom and shall otherwise be developed in accordance with S81.15.05 or S81.15.06.

In addition to the above described uses, the PCD shall specifically include those uses shown on the included Overall Development Plan which depicts a four (4) lot subdivision with the following use categories and square footages:

- Lot 1: ~2,800 sf coffee shop with drive through;
- Lot 2: ~4,100 sf quick service restaurant with drive through;
- Lot 3: ~1,900 sf instant oil change facility with three bays¹

¹ Please note that at the time of application, the Applicant has signed a lease with Valvoline Instant Oil Change for proposed Lot 3. Valvoline plans to construct an ~1,500 sf facility with two (2) service bays but reserves the right to expand their building by one (1) service bay to ~1,900 sf. The expansion of the facility will be submitted to the City for approval.

- Lot 4: ~17,500 sf medical facility².

4. CONDITIONAL USES. Provisions for conditional uses are unnecessary under the article because, in effect, each application for plan approval is a conditional use granted by the Planning and Zoning Commission and/or the Sunbury Council.
5. PROCEDURE. In addition to any other procedure set out in this resolution, all applications for amendments to the zoning map to rezone lands to this district shall follow the procedures hereinafter set forth:

a) Application. The owner or owners of lots within the municipality may request that the zoning map be amended to include such tracts in the Planned Commercial Development District in accordance with the provisions of this Ordinance. **See Application.**

- 1) The applicant is encouraged to engage in informal consultations with the Sunbury Planning and Zoning Commission prior to formal submission of a Development Plan and request for an amendment to the zoning map, it being understood that no statement by officials of the municipality shall be binding upon either.

Applicant has met with City of Sunbury staff on several occasions to discuss the Development and has made modifications and adjustments to its proposal based in part on recommendations from the Sunbury Planning and Zoning Commission. It should also be noted that the Applicant has engaged in several meetings with the adjacent community to discuss the proposed tenant mix of the Development.

b) Development Plan. Fifteen (15) copies of the development plan shall be submitted with the application, which plan shall include in the text and map form:

15 Copies of all required materials set forth below have been submitted.

1. The proposed size and location of the Planned Commercial District.

The proposed Planned Commercial District is located at the NEC of State Route 3 and Sunbury Meadows Drive and is approximately 6.729 acres. Please also see the Overall Development included with the Application.

2. The general development character of the tract including the limitations of controls to be placed on commercial uses, operations, locations or types of tenants with probable lot sizes, minimum setback requirements, and other development features including landscaping.

See Overall Development Plan Set, Divergences and this Development Text

3. Architectural design criteria for all structures and criteria for proposed signs with proposed control procedures.

See Architectural Elevations and Signage Elevations included.

4. The proposed provisions for water, fire hydrants, sanitary sewer, industrial waste disposal and surface drainage with engineering feasibility studies or other evidence of reasonableness.

See Utility Plan.

5. The proposed traffic patterns showing public and private streets and other transportation facilities, including their relationship to existing conditions, topographically and otherwise.

² Please note that at the time of application, the Applicant is in discussions to sell proposed Lot 4 to a health care provider. Based on discussions with the health care provider and the City, the PCD text has been written to include a total maximum allowable square footage for the medical use of 17,500 sf. However, the health care provider, as the future owner of Lot 4, reserves the right to construct the medical facility in phases and will present each phase to the City for approval.

See Traffic Study and Overall Development Plan Set.

6. The relationship of the proposed development to existing and probable uses of surrounding areas during the development timetable.

See Overall Development Plan Set and ALTA Survey.

7. Location of parks and other public facility sites, if any.

Not Applicable

8. The proposed time schedule for development of the site, including streets, transportation facilities, buildings, utilities and other facilities.

- Proposed Lot 3 will begin final design and engineering immediately after approval of the PCD.
- Proposed Lot 4 is expected to begin final design and engineering in Q2 of 2026, with construction and development to follow.
- The Applicant will develop Lot 1 and Lot 2 at such time as users are identified.

9. If the proposed timetable for development includes developing the land in phases, in all phases to be developed after the first, which in no event shall be less than five (5) acres or the whole tract (whichever is smaller), shall be fully described in textual form in a manner calculated to give Sunbury Officials definitive guidelines for approval of future phases.

The Application complies.

10. The ability of the applicant to carry forth its plan by control of the land and the engineering feasibility of the plan.

The Applicant owns the entire Development and has the economic wherewithal to proceed and has provided in the Application engineering feasibility.

11. Specific statements of divergence from the development standards in S81.15.08, S81.15.09, S81.16.01 and S81.15.11 and the justification therefore.

See "Divergences" below.

12. Evidence of the applicant's ability to post a bond, if the plan is approved, assuring completion of public service facilities to be constructed within the project by the applicant.

The Applicant has the capability to post all required bonds.

- c) Criteria for Approval. In approving an application for a Planned Commercial District the reviewing authorities shall determine:

- 1) If the proposed development is consistent in all respects with the purpose, intent and applicable standards of this Zoning Ordinance.
- 2) If the proposed development is in conformity with the comprehensive plan or portion thereof as it may apply.
- 3) If the proposed development advances the general welfare of the Village and the immediate vicinity.

- d) Effect and Approval. The Development Plan as approved by the Sunbury Council shall constitute an amendment to the Zoning Ordinance as it applies to the lands included in the approved amendment. The approval shall be for a period of three (3) years to allow the preparation of plats required by the Subdivision Regulations of Sunbury, Ohio. Where the land is to be developed in phases, plans for phases subsequent to the first phase shall be

submitted in accordance with the timetable in the approved development plan. Unless the required plats are properly recorded and work on said development commenced within three (3) years the approval shall be voided and the land shall automatically revert to prior district designation unless the application for time extension is timely submitted and approved.

- e) Extension of Time. An extension of the time limit of the approved development plan may be approved by the Sunbury Council. Such approval shall be given only upon a finding of the purpose and necessity for such extension and evidence of reasonable effort toward the accomplishment of the original development plan, and that such extension is not in conflict with the general health, welfare and safety of the public or development standards of the district. No extension of time shall be granted except on application filed with the Zoning Inspector not later than ninety (90) days before the expiration of the three (3) year period prescribed in S81.15.11(5)d as hereinbefore set forth.
- f) Modification of Approved Development Plan. A modification of the approved development plan shall be filed with the Zoning Inspector, and reviewed by Planning and Zoning Commission. Planning and Zoning Commission's recommendation shall then be considered by Sunbury Council. Approval shall be given only upon a finding of the purpose and necessity for such modification, and a determination that it is not in conflict with the general health, welfare and safety of the public or development standards of the district.
- g) Plat Required. In the Planned Commercial District (PCD), no use shall be established or changed and no structure shall be constructed or altered until the required subdivision plat has been prepared and recorded in accordance with the Subdivision Regulations for Sunbury, Ohio and these regulations. The subdivision plat shall be in accord with the approved development plan and shall include:
 - 1. Site arrangement, including building setback lines and space to be built upon or within the site; water, fire hydrants, sewer, and underground public utility installations, including sanitary sewers, surface drainage and waste disposal facilities; easements, access points to public rights-of-way, parking areas and pedestrian ways; and land reserved for non-highway service use with indication of the nature of such use.
 - 2. Deed restrictions, covenants, easements and encumbrances to be used to control the use, development and maintenance of the land, the improvements thereon, and the activities of tenants, including those applicable to areas within the tract to be developed for residential uses.
 - 3. In the event that any public service facilities not to be otherwise guaranteed by a public utility have not been constructed prior to recordation of the plat, the owner of the project shall post a performance bond in favor of the Village of Sunbury in a satisfactory amount assuring expeditious completion of said facilities within one year after the recording of said plat. In no event, however, shall any zoning certificate be issued for any building until such time as the facilities for the phase in which the building is located are completed.

Applicant is currently preparing a Covenants, Conditions and Restrictions (CC&R) document that outlines common drainage facilities, access easements, signage easements, maintenance obligations and initial construction obligations, among others, which will be recorded against the property at the same time the Plat is recorded.
- h) Administrative Review. All plats, construction drawings, restrictive covenants and other necessary documents shall be submitted to the Zoning Inspector, the Planning and Zoning Commission and the Sunbury Council or their designated technical advisors for administrative review and approval to insure substantial compliance with the development plan as approved.

- i) Appended with the required plat and filed accordingly shall be the following: site arrangement, including building setback lines and space to be built upon within the site; water, fire hydrants, sewer, all underground public utility installations, including sanitary sewers, surface drainage and waste disposal facilities; easements, access points to public rights-of-way, parking areas and pedestrian ways; and land reserved for non-highway service use with indication of the nature of such use.

6. DEVELOPMENT STANDARDS. In addition to any other provisions of this Ordinance the following standards for arrangement and development of lands and buildings are required in the Planned Commercial District.

- a) Screening - A use allowed in this district shall entirely enclose its operation within a structure or behind screening. Open storage, service areas and loading docks shall be screened by walls, fences or shrubbery at least six (6) feet but not more than twelve (12) feet in height. These walls, fences or shrubbery shall be of a design so as to effectively screen such storage, production or service areas and loading facilities from adjoining streets or other zoning districts. All such shrubbery shall be properly trimmed and all screening shall be maintained in a neat and tidy manner. Landscape materials shall be in strict compliance with Sections 81.16.01(3), 81.16.01(11), 81.16.01(19), 81.16.01(20) and 81.16.01(21) of this Ordinance.

Each Sub Area of the Development, as developed and constructed, will comply with the foregoing Standard.

- b) Lot Size - The minimum lot size shall be 20,000 square feet.

Each Lot of the Development complies with required Lot Size.

- c) Building Set Back - No building, service or storage area shall be constructed closer than fifty (50) feet to the right-of-way line or one hundred (100) feet of the center line of any public road, whichever is closer.

See "Divergences" below.

- d) Side Yard - For main and accessory structures, including open storage, processing, servicing or loading areas, the side yard shall be equal to one-third (1/3) of the sum of the height and depth of the structure but in no case shall side yards adjacent to the residential districts, be less than one hundred (100) feet.

See "Divergences" below.

- e) Rear Yards - For main and accessory structures, including open storage, processing servicing or loading areas, the rear yard shall be equal to one-third (1/3) of the sum of the height and width of the structure but in no case shall rear yards adjacent to the residential districts be less than one hundred (100) feet.

See "Divergences" below.

- f) Building Height - No building within this district shall exceed two (2) stories or thirty-five (35) feet in height.

Each Sub Area of the Development, as developed and constructed, will comply with the foregoing Standard.

- g) Landscaping - All yards, front, rear and side, shall be landscaped. Such landscape plan shall be submitted with the Subdivision Plat and shall be subject to approval in the same manner required of the Subdivision Plat. All landscaping used for screening purposes shall be non- deciduous. Landscaping standards shall be in strict compliance with Section 81.16.01(3), 81.16.01(11), 81.16.01(19), 81.16.01(20) and 81.16.01(21) of this Ordinance.

Development will comply and will provide all required landscaping plans at the time of submission of Final Development Plan for each Sub Area. Minimum landscaping commitments are included at the end of this narrative.

- h) Parking – Off-street parking shall be provided, at the time of construction of the main structure or building, with adequate provisions for ingress and egress. Parking standards shall be in strict compliance with Section 81.16.01(2) and 81.16.01.(3) of this Ordinance.

Development will comply.

- i) Lighting - The light from the exterior lighting shall be so shaded, shielded or directed that the light intensity or brightness shall not be objectionable to surrounding areas. Lighting standards shall be in strict compliance with Section 81.16.01(2) of this Ordinance.

Development will comply.

- j) Freight Loading Areas - When any use within this district requires the pickup or delivery of merchandise or supplies, an adequate loading area for such activity shall be provided on the lot occupied by the use. No such loading area shall be located on any public street or alley. Such loading area, as provided shall be adequate in size to accommodate tractor-trailer (semi) units with adequate room to permit entry to such loading area without interfering with traffic on adjacent streets or highways. Freight loading standards shall be in strict compliance of Section 81.16.01(4) and 81.16.01(5) of this Ordinance.

All lots within the Development will comply.

- k) Additional Conditions - The Sunbury Council upon recommendation of the Sunbury Planning and Zoning Commission may impose special additional conditions relating the development with regard to type and extent of public improvements to be installed; landscaping, development, improvement and maintenance of common open space; and any other pertinent development characteristics.

- l) Lot Width – The Minimum lot width shall be 80’.

All lots within the Development will comply.

- m) Multi-Use Trails – Multi-Use Trails shall be included within the design and layout of all developments in accordance with S81.16.25.

All lots within the Development will comply.

Divergences: The following Divergences are requested from the requirements of ZC S81.16 and Sections S81.15.08, S81.15.09 and S81.15.11:

ZC S81.16 Divergences

- 02 – Design Standards for Off-Street Parking:
 - ZC S81.16.01(2)(d) requires parking lots to be no nearer than ten (10’) feet to the side or rear line. Applicant requests a divergence from this provision to allow for the configuration shown on the included Overall Development Plan Set. As shown, fifteen (15’) is anticipated between parking areas on adjacent lots (example between Lot 1 and Lot 2). This allows ample room for grade transition, landscaping and lighting and causes no detrimental affect to the development. In addition, while lots acreages are traditional for outparcel development the lots are significantly narrower than is typical, requiring the divergence.

ZC S81.15.11 Divergences

- 6 – Development Standards:
 - The requirements of ZC S81.15.11.6(c), (d) and (e) require certain building, side and rear yard setbacks for commercial developments.
 - As it relates to Building Setbacks (ZC S81.15.11.6(c)), the Applicant requests divergence from the fifty (50') foot requirement for the proposed Lot 1 building adjacent to Sunbury Meadows Drive to thirty-five (35') feet. All buildings will meet the fifty (50') foot building setback as it relates to State Route 3 and the requested thirty-five (35') foot building setback adjacent to Sunbury Meadows Drive is consistent with the approved 2005 PUD.
 - As it relates to Side Yard Setbacks (ZC S81.15.11.6(d)), the Applicant requests divergence from the one hundred (100') foot requirement. The justification for this Divergence is contemporary planning principles and the previously approved 2005 PUD. Applicant requests the side yard setbacks be in accordance with the included Overall Development Plan Set.
 - As it relates to Rear Yard Setbacks (ZC S81.15.11.6(e)), the Applicant requests divergence from the one hundred (100') foot requirement. The justification for this Divergence is contemporary planning principles and the previously approved 2005 PUD. Applicant requests the rear yard setbacks be in accordance with the included Overall Development Plan Set.

Other Commitments and Agreements: The following Applicant commitments and agreements apply to the Development and are requirements imposed on Applicant in return for receipt of Planned Commercial District (PCD) zoning for the Property:

1. Because no users have yet been identified for Lot 1 and Lot 2, no architecture beyond building footprints as set forth on the Overall Development Plan is being provided at this time. In lieu of providing architecture, the Applicant states that Lots 1 and 2 shall be consistent with the architectural standards outlined in ZC S81.16.01(23).
2. Developer agrees to continue to work with the city and the neighbors on the development of a landscaping plan over and above the code requirement. Developer believes that a tiered approach to the landscaping will be most effective at screening and noise mitigation. At a minimum, the landscape plan shall include the following (see attached exhibit for reference):

Buffer 1: Existing screening on south side of Peacock. The Developer remains open to adding to the existing buffer on the “private” side of street through discussions with neighbors and/or the City.

Buffer 2: Developer will install a 6' tall fence with evergreen trees (spaced per City and arborist recommendation) facing the residents in the areas shown.

Buffer 3: Developer will install a continuous 3' tall landscape buffer planted with native shrubs.

Buffer 4: Developer to install interior island landscaping consistent with the City of Sunbury Code.



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: REVISED MATERIAL: Rezoning and Development Plan/Text, Bluestone STP,
Commercial Development at the Corner of Sunbury Meadows and Peacock

DATE: January 20th, 2026

Action Being Requested

The applicant is requesting a rezoning from Agriculture District (A-1) to Planned Commercial District (PCD) and the approval of a planned development plan/text at parcel #41741201017003, as shown in Figure #1 below. The Sunbury process provides for a public hearing, as well as a review and recommendation by the Planning and Zoning Commission, with final approval by City Council.

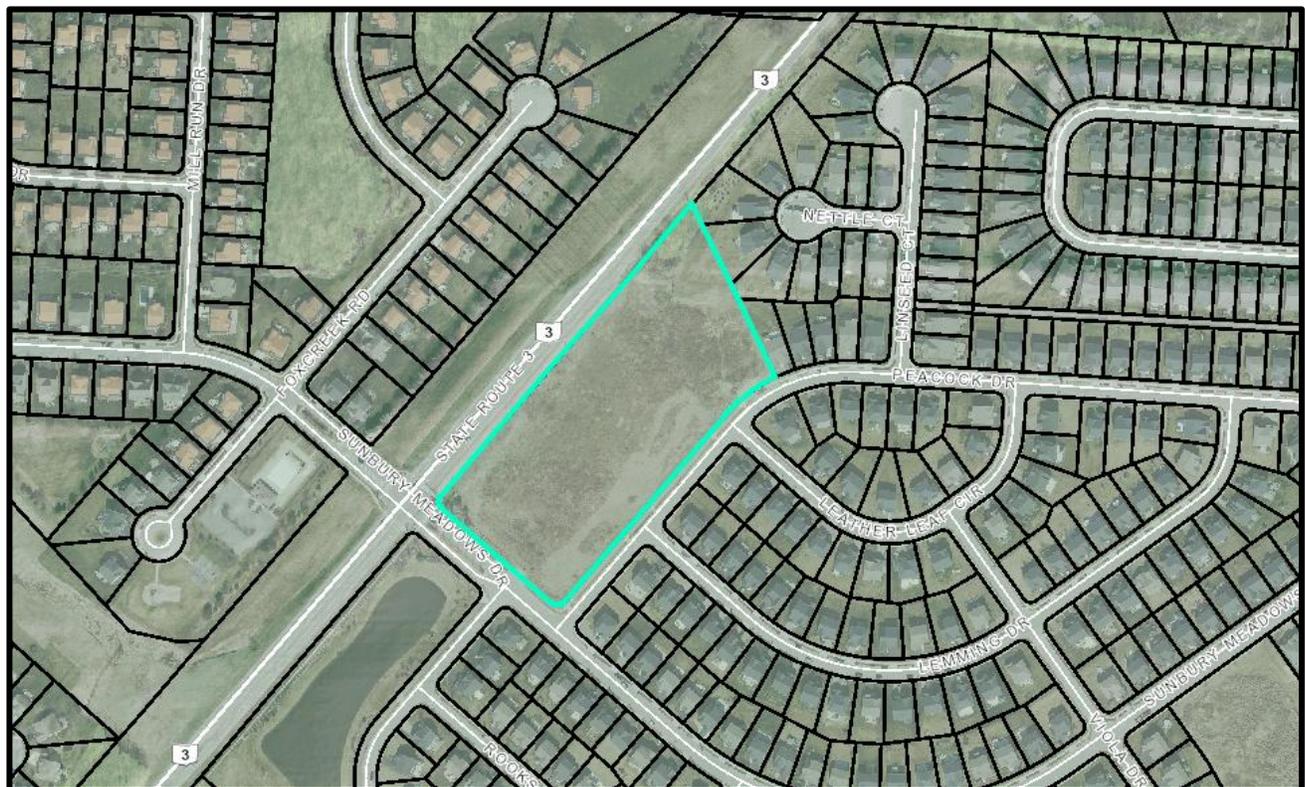


Figure 1: Property Location



Revision Summary

The applicant has submitted an application for the rezoning of parcel #41741201017003. This application was initially heard at the November 2025 Planning and Zoning Commission, where it was not voted on. The applicant requested to table the agenda item at the December 2025 Planning and Zoning Commission meeting to revise the submission based on feedback from the community and the Commission. The applicant has sent revised materials, including:

- An updated site plan, focusing on the landscaping and buffers toward the residential homes on the east side of the development.
- A section exhibit showing the landscaping from a viewpoint to the south of the development. This shows the buffers and landscaping from the residential homes on the east side, to the ornamental fencing on the west side of the development.
- An updated planned development text.
- A letter to the Planning and Zoning Commission and staff listing the proposed modifications to the application based on the feedback received from the community and the Commission.

In these materials, the applicant has pointed out the following changes from the original submittal:

- The applicant is now requesting the approval of the rezoning to Planned Commercial District, and the associated development plan and text. The approval of the infrastructure plan and the preliminary plat that were originally proposed have been removed.
- The applicant has adjusted the access driveway for the medical use lot, aligning it with Leather Leaf Circle.
- The buffering and landscaping on the east side of the development now includes a 6' fence behind the landscaping directly along Peacock drive (Buffer #02), more landscaping along the internal private street in the development and pond areas (Buffer #03), and more landscaping near the entrance of the proposed Valvoline Site (Buffer #04). The applicant has also proposed a potential landscape buffer along the residential side of Peacock Drive (Buffer #01).
- The applicant stated they will be installing additional signage, striping, and lighting at each driveway in the development based on the comments regarding public safety.
- A reduction in divergences from 11 to 4. The 4 requested divergences are listed below.
 - o Revised Submittal Divergences
 - Request to allow parking lots to be closer than 10 feet to the side or rear property line.
 - Request to reduce the building setback along Sunbury Meadows Drive from 50' to 35'.
 - Request to reduce side yard setback from 100' to that shown in the development plan.
 - Request to reduce rear yard setback from 100' to that shown in the development plan.



Staff Comments

1. After the November 2025 meeting, City Staff and the applicant discussed the submittal requirement and the specific approvals being requested as a part of this rezoning. In the original submittal, the applicant requested the approval of the following:
 - a. Rezoning to PCD with the associated development text
 - b. Approval of an Overall Development Plan
 - c. Approval of Phase I Development Improvements
 - d. Approval of Preliminary Plat of Subdivision

After discussion with staff, the applicant removed the “Phase 1 Development Improvements” and the “Approval of the Preliminary Plat” as these are not approved through the Planned District Rezoning process, but through the preliminary plat or lot split process as per the City’s subdivision regulations. The plat process will still need to be completed later in the development process but is not needed with this approval.

2. The applicant updated the landscaping plan to show “Buffer #01” which would buffer on the side of Peacock opposite of the development site. This item cannot be approved or required by the Commission but would have to be discussed between the applicant and the adjacent landowner.

Based on the proposed landscaping in “Buffer #02”, “Buffer #03”, and “Buffer #04”, staff believes landscaping alone would be a sufficient buffer for the development and does not deem the inclusion of the proposed 6’ fence necessary.

3. The removed divergences from our general development standards include open space requirements, off-street parking requirements, tree preservation, and multi-use trails. Of these requests, no divergences were requested that the site would not have already complied with, aside from the off-street parking request. The open space and multi-use trail requirements were met with the greater development area of Sunbury Meadows. The applicant previously submitted a permit for the removal of trees within the right-of-way on the northwest side of the property in association with the relocation of power lines on the site. Staff believe that the proposed trees on the site would more than exceed the required amount based on our code, but a tree survey would not be required as there are no trees being removed in association with this proposed development.

The applicant removed the divergence request for the reduction in parking stall size. This would require the parking spaces to be the 10’ x 20’ requirement per our code.

The applicant removed the divergence for the removal of screening requirements on the food service uses. Screening requirements for these lots will be discussed as a part of the Major Commercial Site Plan process that will be brought to this commission as the site is further developed.



The applicant removed the phasing requirement divergence request, as the phases have been eliminated from the development plan. Staff discussed this with the applicant, as the proposed phases in the initial submission were all projected to start development in a similar time frame, staff and the applicant agreed that phasing the development was unnecessary.

4. Based on the anticipated uses of the Bluestone development, the Traffic Impact Study meets all applicable standards. Access management provisions are also appropriate and acceptable for the proposed development. Should the proposed uses change, updates to the Traffic Impact Study will be required, as necessary, to reflect those changes.
5. The changes proposed by the applicant eliminate unnecessary items that were included in the original submittal, while improving the project based on the comments provided by the community, the commission, and staff. Based on this and the consistency with the Sunbury Comprehensive Plan, staff would recommend this Planned District rezoning, and associated text and plan for approval.

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

City of Sunbury
Planning and Zoning Commission
December 22, 2025

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.

City of Sunbury
Planning and Zoning Commission
December 22, 2025

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.

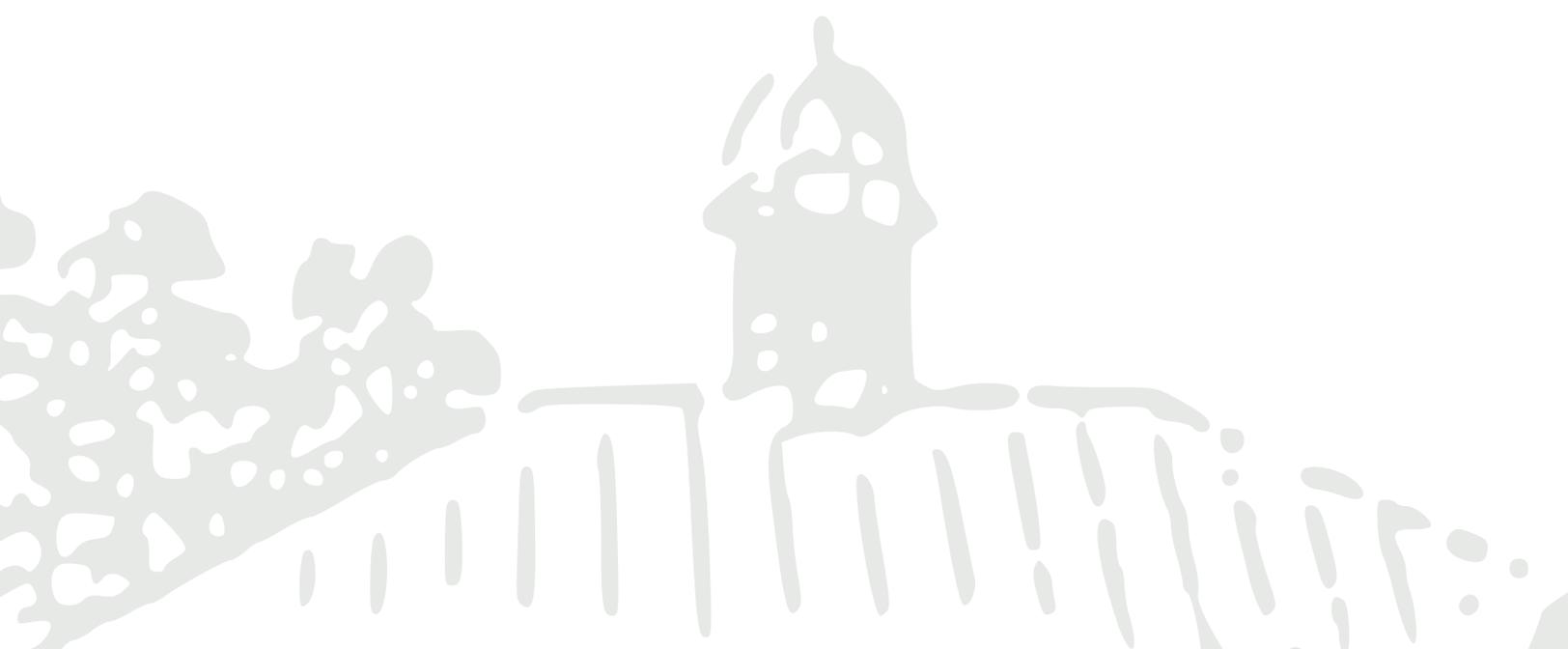
A Commissioner asked about tracking development activity in Berkshire Township. Mr. Nelisse-Blankenship stated that staff does not currently track township data but would explore available county-level resources and potential coordination with other jurisdictions.

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.



CITY OF SUNBURY

ZONING REPORT

JANUARY 2026



THIS MONTH

Zoning Certificates

6

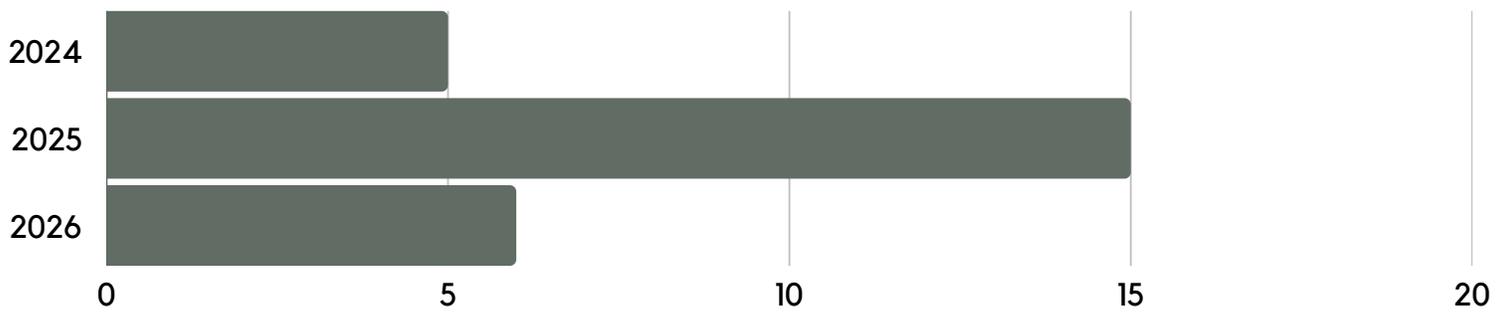
New Builds

4

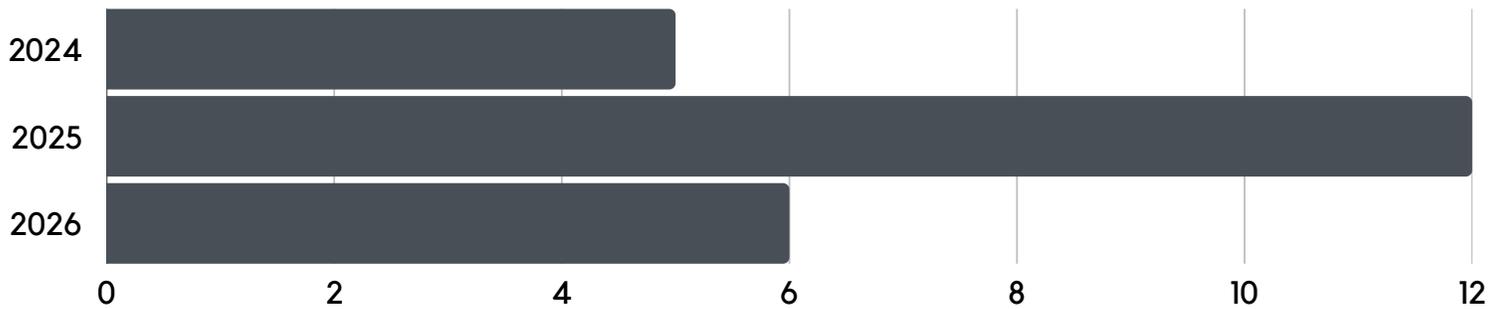
Occupancy Permits

15

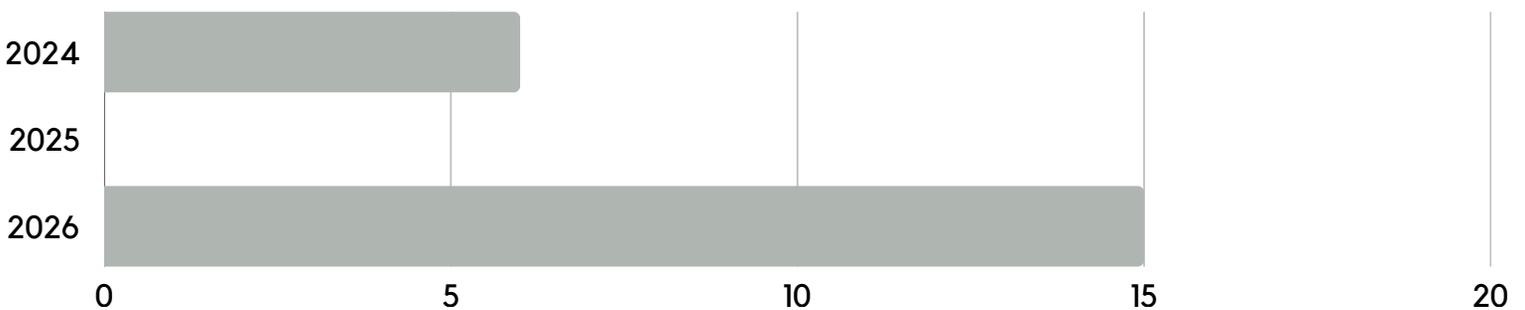
● JANUARY ZONING CERTIFICATES



● JANUARY NEW BUILDS



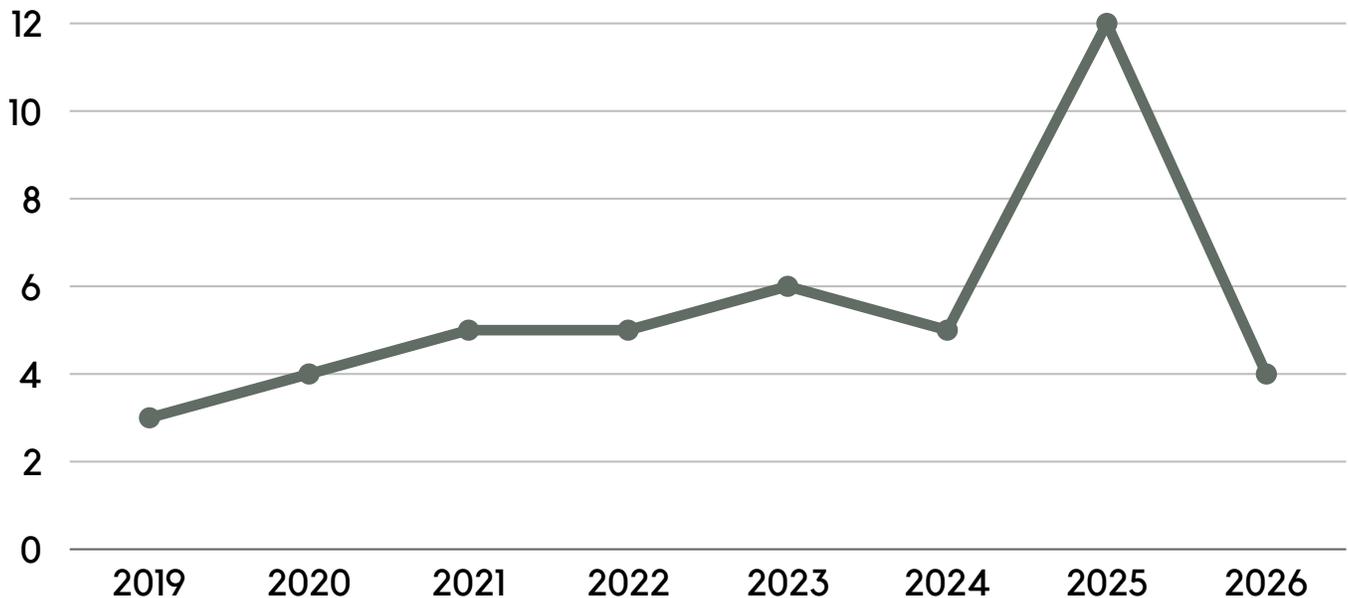
● JANUARY OCCUPANCY PERMITS



NEW BUILDS, HISTORICAL TRENDS

| | 2019 | 2020 | 2021 | 2022 | 2023 | 2024 | 2025 | 2026 |
|----------------|-----------|-----------|-----------|------------|------------|------------|------------|----------|
| JANUARY | 3 | 4 | 5 | 5 | 6 | 5 | 12 | 4 |
| FEBRUARY | 10 | 0 | 7 | 8 | 15 | 14 | 10 | |
| MARCH | 5 | 5 | 3 | 5 | 14 | 25 | 8 | |
| APRIL | 9 | 5 | 2 | 3 | 15 | 15 | 11 | |
| MAY | 9 | 3 | 8 | 12 | 10 | 16 | 11 | |
| JUNE | 7 | 0 | 7 | 12 | 11 | 22 | 9 | |
| JULY | 3 | 4 | 5 | 6 | 35 | 7 | 23 | |
| AUGUST | 7 | 3 | 2 | 23 | 12 | 27 | 5 | |
| SEPTEMBER | 3 | 3 | 6 | 18 | 2 | 16 | 7 | |
| OCTOBER | 1 | 4 | 5 | 13 | 6 | 14 | 5 | |
| NOVEMBER | 2 | 1 | 4 | 15 | 12 | 10 | 17 | |
| DECEMBER | 2 | 2 | 2 | 9 | 17 | 12 | 6 | |
| TO DATE | 61 | 34 | 56 | 129 | 155 | 183 | 124 | 4 |
| TOTAL | 61 | 34 | 56 | 129 | 155 | 183 | 124 | 4 |

● New Build Permits in December



SUBDIVISION BUILDOUT

| SUBDIVISION | ZONING CERTIFICATE (PERMITTED TO BUILD) | OCCUPANCY CERTIFICATE (PERMITTED TO OCCUPY) |
|-------------------------------|--|--|
| ROLLING HILLS | 100% 150/150 UNITS | 100% 150/150 UNITS |
| PRICE PONDS | 58% 193/336 UNITS | 52% 176/336 UNITS |
| MAGNOLIA PARK | 100% 37/37 UNITS | 68% 25/37 UNITS |
| EAGLE CREEK | 41% 94/232 UNITS | 26% 60/232 UNITS |
| RAVINES AT MEADOW | 42% 312/744 UNITS | 42% 312/744 UNITS |
| MEADOWS AT SUNBURY APT | 100% 120/120 UNITS | 25% 30/120 UNITS |
| NORTHPORT PLACE | 100% 154/154 UNITS | 0% 0/154 UNITS |
| EAGLE CREEK HIGHLANDS | 0% 0/239 UNITS | 0% 0/239 UNITS |
| KINTNER CROSSING | 0% 0/188 UNITS | 0% 0/188 UNITS |
| WOODLAND LAKE | 0% 0/451 UNITS | 0% 0/451 UNITS |

UNITS IN DEVELOPMENT

| | January 2026 | Year to Date |
|---------------|--------------|--------------|
| Single Family | 4 | 4 |
| Multi-Family | 0 | 0 |
| Total | 4 | 4 |