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# Regular Council Meeting



## Agenda

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**6:00 PM May 28, 2026**

**Teri Murphy, Mayor**

**Council Members:**

**Ora Allen..... At-Large**  
**Branden Delph..... At-Large**  
**Mike Daugherty..... Ward 1**  
**Dave Miller..... Ward 2**  
**Shirley Whitt..... Ward 3**  
**Jeanette Marcus..... Ward 4**

**Michael Davis, City Manager**  
**Martina Dillon, Law Director**

**Moraine Municipal Building • 4200 Dryden Rd, Moraine, OH 45439**

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**I. Regular Meeting Call to Order**

- A. Roll Call
- B. Pledge of Allegiance
- C. Approval of Minutes
  - 1. Regular City Council Meeting Minutes - May 14, 2026
- D. Oath of Office - Firefighter/EMT Zachary Searles

**II. Public Hearing**

- A. Case No. R-02-2026: A Zoning District Change Request at 2955 Springboro West Road from B-1 to B-2
  - 1. Open Public Hearing
  - 2. Staff Report
  - 3. Opponents/Proponents
  - 4. Close Public Hearing - R-02-2026: A Zoning District Change Request at 2955 Springboro West Road from B-1 to B-2

**III. Reports from the Following**

- A. Finance Committee
- B. Finance Director
  - 1. April 2026 Finance Director Report
- C. Committee of the Whole
- D. City Manager
  - 1. City Manager's Report — May 28, 2026
- E. Law Director
- F. Mayor

**IV. Guest Speakers - None**

**V. Business**

(Anyone wishing to raise a question about any piece of legislation listed on this agenda will have three (3) minutes at this time. All other topics to be addressed to Council will be heard later in this meeting.)

**Ordinances**

- 2234-26            An Ordinance to make supplemental appropriations for current expenses and other expenditures of the City of Moraine, State of Ohio for the period January 1, 2026, to December 31, 2026, and declaring an emergency.
- 2235-26            An Ordinance adopting the recommendation of the Planning Commission to deny a Zoning District change for City Lot Numbers 2157, 2158, 5057, and 5275 and located at 3351 Main Street within the City of Moraine from R-2 (Single Family

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Residence District) to B-1 (Neighborhood Business District).

**Resolutions**

8238-26                    A Resolution of the City of Moraine, Ohio, supporting the Ohio Commission for the United States Semi-quicentennial (America 250-OH).

**Voice Vote**

**VI.    Persons Appearing Before Council**

**VII.   Any Other Business**

**VIII.   Executive Session**

**IX.    Adjournment**

# RECORD OF PROCEEDINGS

Minutes of City Council

Held May 14, 2026

## Regular Meeting Call to Order

Meeting called to order at 6:00 PM.

## Roll Call

Teri Murphy	Mayor	Present
Branden Delph	At-Large	Present
Ora Allen	At-Large	Present
Mike Daugherty	Ward 1	Present
Dave Miller	Ward 2	Absent
Shirley Whitt	Ward 3	Present
Jeanette Marcus	Ward 4	Present

## Staff Attendance:

City Manager Michael Davis	Law Director Martina Dillon
Police Chief Craig Richardson	Deputy Fire Chief Michael Guadagno
Finance Director Annetta Williams	Comm. Dev. Director Libby Schroeder
Build. Maint. Superintendent Rocky Bangert	City Engineer Lauren Alvarado
Parks and Recreation Director Brent Shane	Public Information Officer Aaron Vietor
Build. & Zoning Admin. Brent Carpenter	Clerk of Council Karen Powell

Mrs. Whitt moved to excuse Mr. Miller's absence.

**RESULT:** Passed (*Yes 6, No 0, Abstained 0*)

**MOVER:** Shirley Whitt

**AYES:** Teri Murphy, Ora Allen, Mike Daugherty, Shirley Whitt, Jeanette Marcus, Branden Delph

**NAYS:** None

**ABSTAIN:** Non

## Pledge of Allegiance

Mayor Murphy led the Pledge of Allegiance.

## Approval of Minutes

### Regular City Council Meeting Minutes - April 23, 2026

Mayor Murphy asked if there were any changes or corrections to the April 23, 2026, Regular Council meeting minutes. Hearing none, the minutes were approved as submitted.

### Special Presentations - None

## Public Hearing

**Case No. R-01-2026: Zoning District Change of City Lots 2157, 2158, 5057, and 5275 from R-2 to B-1**

## Open Public Hearing

Law Director Martina Dillon notified Council that Mr. Delph will be recusing himself from the

# RECORD OF PROCEEDINGS

Minutes of City Council

Held May 14, 2026

Public Hearing and discussion on this matter. Mr. Delph left the room.

Mayor Murphy opened the Public Hearing at 6:02 PM.

Mrs. Dillon administered the testimony oath to those present to speak on this item.

## Staff Report

Building and Zoning Administrator Brent Carpenter presented the Staff Report. He said this report was created by former City Engineer Nick Sorice. Mr. Carpenter stated that this formality is brought before the City Council today after a 30-day legal notice period for a public hearing, and all legal notices were issued per Moraine Codified Ordinances (MCO) Chapter 1127. He reported that the applicant, Harjeet Singh, is applying for a Zoning District Change for the four (4) remaining residential-zoned (R-2) lots identified as City lots 2157, 2158, 5057, and 5275, at the premises of 3351 Main Street from R-2 to B-1. Mr. Carpenter noted that the property encompasses nine (9) lots total with five (5) lots at the B-1 Zoning District, which are the lots that contain the existing structure on the property. He said the current R-2 lots are comprised of 0.3903 acres +/- of the 1.1029 acre +/- property per Montgomery County Auditor records and consist of 35.39% of R-2 lots currently. He also noted that the B-1 lots consist of 0.7126 acres +/- of the property. He informed Council that the proposed use for this Zoning District Change per Application R-01-2026 is for the addition of a gas canopy with three (3) double-sided pumps. He mentioned that the architect, Craig E. Dillon, AIA Architects, informed staff that the fueling station would be a Marathon franchise with choices of unleaded, premium, and diesel available. Mr. Carpenter said the fueling station hours would be from 5 AM – 12 AM and would not be a 24/7 fueling station. He reviewed the site plans through a PowerPoint presentation. He said Site Plan 1 includes variances, and Site Plan 2 shows no variances. Mr. Carpenter reported that the Technical Review Committee met on March 11, 2026, to review this application and documentation; and it was agreed that Site Plan Option 1 provides better flow for traffic and larger vehicles to maneuver with the canopy as the current structure will continue to house a drive-thru inside. He mentioned that parking spots 1-10 would be an issue if a variance allowed the Main Street entrance to remain. Mr. Carpenter noted that the reason why the Main Street entrance would be closed off for this is in the packets under MCO 1185.17 which reads: (A) due to the new use on the property of a fueling station having an entrance on the same side of the street that is within 200' of the First Freedom Baptist Church property, the parking spots in front of the entrance would not allow enough clearance if a larger vehicle or public safety vehicle had to maneuver within that area. A buffer will need to be included as well with the Residential zoned church property to the east. He stated that the landscape requirements can be found in MCO Chapter 1187. Mr. Carpenter reminded Council that these site plans are only preliminary ideas to provide a visual to City Council and can change as this is contingent upon this Zoning District change case. He noted that this case was not recommended by Planning Commission to proceed due to a voting board of 4 consisting of one recusal, one no, and two ayes.

Mayor Murphy invited the applicant to speak.

Mr. Dillon spoke on Mr. Singh's behalf. He reported that if the variance is granted, the owners will be good neighbors, and they plan to improve the convenience store by adding windows and giving the building a face lift. He said the owners are willing to work with any of the neighbors, including putting up fencing if necessary. He did note that if the owners were not approved for the zoning change, then no changes can be made to the structure.

## Opponents/Proponents

Mayor Murphy asked if any opponents or proponents would like to speak regarding the Zoning District change.

# RECORD OF PROCEEDINGS

Minutes of City Council

Held May 14, 2026

Seeing none, Mayor Murphy asked if any Council members would like to ask questions of City staff or the applicants.

## **Close Public Hearing - Case No. R-01-2026: Zoning District Change of City Lots 2157, 2158, 5057, and 5275 from R-2 to B-1**

Mayor Murphy closed the Public Hearing at 6:10 PM.

Mr. Delph joined Council at the dais.

### **Reports from the Following**

#### **Finance Committee**

No report.

#### **Finance Director**

No report.

#### **Committee of the Whole**

Ms. Marcus noted the last Committee of the Whole meeting was on April 9, 2026. She reported there would be a meeting this evening.

#### **City Manager**

No report beyond the written report.

#### **City Manager's Report - May 14, 2026**

#### **Law Director**

Mrs. Dillon requested to add a Resolution to the agenda which will repeal Resolution No. 8164-25 adopted on June 26, 2025. She noted that the resolution adopted in 2025 authorized the City to enter into a contract with Buck Pavement Restoration, LLC, for the 2025 Crack Sealing Program. She said it is her understanding that the project was delayed, and by the time the City was ready to engage Buck Pavement for the work, the City learned recently that Buck Pavement had gone out of business. She remarked that the City had received confirmation in writing. She said in order to clean up the paper trail, she suggested to the City Manager that it would be appropriate for Council to consider a resolution repealing the prior resolution authorizing Buck Pavement to conduct the 2025 crack sealing work.

Ms. Marcus moved to approve the addition of a resolution to the agenda to repeal Resolution No. 8164-25.

**RESULT:** Passed (*Yes 6, No 0, Abstained 0*)

**MOVER:** Jeanette Marcus

**AYES:** Teri Murphy, Ora Allen, Mike Daugherty, Shirley Whitt, Jeanette Marcus, Branden Delph

**NAYS:** None

**ABSTAIN:** None

#### **Mayor**

No report.

# RECORD OF PROCEEDINGS

Minutes of City Council

Held May 14, 2026

## Guest Speakers - None

## Business

## Ordinances

### **2232-26 An Ordinance approving amendment(s) to Section 6.3 of the City of Moraine Personnel Policy Manual.**

Mr. Delph noted that this legislation amends Section 6.3 of the PPM as shown in Exhibit A and this is the second reading of the Ordinance. Mr. Delph moved to approve.

**RESULT:** Passed (*Yes 6, No 0, Abstained 0*)

**MOVER:** Branden Delph

**AYES:** Teri Murphy, Ora Allen, Mike Daugherty, Shirley Whitt, Jeanette Marcus, Branden Delph

**NAYS:** None

**ABSTAIN:** None

### **2233-26 An Ordinance approving amendment(s) to Section 6.16 of the City of Moraine Personnel Policy Manual.**

Mrs. Allen reported that this is the second reading of the legislation which amends Section 6.16 of the PPM as shown in Exhibit A. Mrs. Allen moved to approve.

**RESULT:** Passed (*Yes 6, No 0, Abstained 0*)

**MOVER:** Ora Allen

**AYES:** Teri Murphy, Ora Allen, Mike Daugherty, Shirley Whitt, Jeanette Marcus, Branden Delph

**NAYS:** None

**ABSTAIN:** None

## Resolutions

### **8236-26 A Resolution declaring the items listed on the attached 2026 list to be surplus and no longer needed for municipal purposes and authorizing the City Manager to dispose of such items through GovDeals Auction or donation to a non-profit organization or through a trade-in program.**

Mr. Daugherty explained that this Resolution authorizes the disposal of listed items which are no longer of value or useful to the City. Mr. Daugherty moved to approve.

**RESULT:** Passed (*Yes 6, No 0, Abstained 0*)

**MOVER:** Mike Daugherty

**AYES:** Teri Murphy, Ora Allen, Mike Daugherty, Shirley Whitt, Jeanette Marcus, Branden Delph

**NAYS:** None

**ABSTAIN:** None

## To Be Added By Law Director

### **8237-26 A Resolution repealing Resolution No. 8164-25 adopted on June 26, 2025.**

# RECORD OF PROCEEDINGS

Minutes of City Council

Held May 14, 2026

Mrs. Whitt remarked that this legislation repeals Resolution No. 8164-25 awarding Buck Pavement Restoration LLC the 2025 Crack Sealing Project as the company is no longer in business. Mrs. Whitt moved to approve.

**RESULT:** Passed (*Yes 6, No 0, Abstained 0*)

**MOVER:** Shirley Whitt

**AYES:** Teri Murphy, Ora Allen, Mike Daugherty, Shirley Whitt, Jeanette Marcus, Branden Delph

**NAYS:** None

**ABSTAIN:** None

**Voice Vote - None**

**Persons Appearing Before Council - None**

**Any Other Business**

Mr. Shane reminded all that the flooring project at the Civic Center began this week and is moving very fast. He said he will work with Mr. Bangert to make a game plan in moving forward. He said they are trying to get the Senior Club back in the building by Wednesday.

Mr. Vietor reminded Council of the Memorial Day presentation on May 25, 2026, at 11:00 AM.

Mrs. Whitt expressed her condolences to Mr. Davis on the passing of his grandmother, her pastor on the passing of his step-father, her neighbor on the passing of his wife this morning, and Todd Wallace who lost his brother this morning. She wished Ms. Powell a safe trip to the IIMC Conference.

Mr. Daugherty mentioned his daughter is finishing up MLS Go tonight. He said he feels this has been good for her, and it is nice the City has this program for the kids. He shouted out to Mr. Shane, Mr. Woodcock, and the Parks and Recreation Division. He said several members of Council were able to attend the MVRPC Spring Dinner and mingle with other city officials. He discussed movie night at Wax Park where Zootopia will be shown.

Mayor Murphy expressed her condolences to Mr. Davis and Mr. Wallace. She said she attended the MVRPC Spring Dinner and had a good time. She said it is nice to get out and see what is going on in other cities.

**Executive Session - None**

**Adjournment**

Mayor Murphy thanked the Miami Valley Communications Council for broadcasting this meeting live and for any future rebroadcasts.

The meeting adjourned at 6:22 PM.



**PLANNING COMMISSION  
LEGAL NOTICE  
R-02-2026**

An application for a Zoning District Change in accordance with Moraine Codified Ordinances (MCO) Chapter 1127 was submitted through the Community Development Department.

A Planning Commission Meeting regarding a Zoning District Change Application will be held on **Tuesday, April 21, 2026, at 6 p.m.** The meeting will be located at the **City of Moraine Municipal Building: 4200 Dryden Rd. Moraine, OH 45439**

The agenda for this Zoning District Change consists of a request submitted by Stellar Development & Property Holdings for the premises located at 2955 Springboro West Road (Lot 3365), that is currently a B-1 District (Neighborhood Business District), for a proposal change to a B-2 District (General Business District).

Any person interested in or affected by this public hearing may appear and be heard at said public hearing.

Additional information regarding this proposal may be obtained by visiting the Community Development Department or by contacting Nick Sorice, City Planner, at 937-535-1037. Additional contact can be made by email at [nsorice@moraineohio.gov](mailto:nsorice@moraineohio.gov)

# City of Moraine Planning Commission

## Application for Zoning District Change

Revised 11/2021

### Office Use (This Section only)

Date Received: \_\_\_\_\_ Application No.: \_\_\_\_\_ - \_\_\_\_\_ Fee: \_\_\_\_\_ \$200

Proposed Zoning Dist.: \_\_\_\_\_ PUD District?  PUD Site Plan?

### Location Information -

**General** City Lot Number(s): J44 04107 0014,22" Area in Acres: .4448

Site Address: 2955 Springboro W , Moraine Oh 45439

### Applicant(s) – Please include additional owners, applicants, or developers on back of application

Name of Owner: Stellar Development & Property Holdings

Address: 1550 Soldiers Home - West Carrollton Rd City: Dayton State: Ohio

Contact Phone: 937-266-1204 Email: ptrb379@aol.com

### Zoning Data

Present Use: Vacant

Present Zoning Dist.: B1 Proposed Zoning Change: B2

Proposed Use(s): Used Car Sales Lot

### Supporting Information

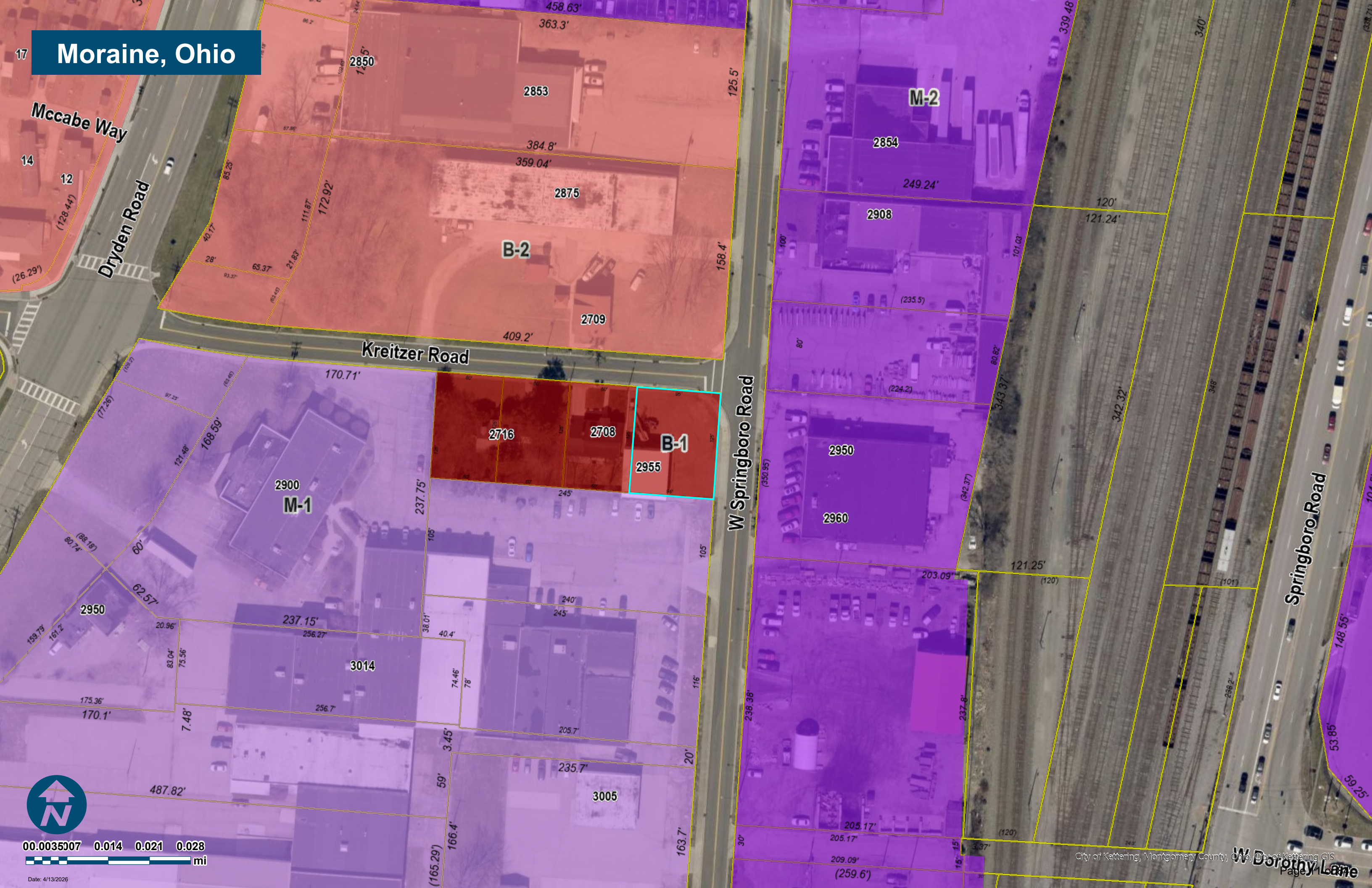
Your Application must include the following information. This information should be provided as an attachment to this application at the time of its filing. Failure to provide such information may delay the processing of your application.

- Vicinity Map, showing property lines, streets, existing and proposed zoning
- List of owners for all property within 200 feet of any property included in this application. This includes properties immediately contiguous, across any streets, or properties that are non-adjacent but within the 200 foot radius.
- If applying for PUD approval, include all materials and information required by MCO Chapters 1155.05(c) and/or 1155.06(d), as applicable.

Rodney Pack  
Applicant Signature

2/27/26  
Date

# Moraine, Ohio



17

14

12

(128.44)

(26.29)

2850

2853

M-2

2854

B-2

2875

2908

2709

Kreitzer Road

W Springboro Road

B-1

2716

2708

2955

M-1

2900

2950

2960

2950

3014

3005



00.0035007 0.014 0.021 0.028  
mi

Date: 4/13/2026

Received on 03/07/2026

*Mike Sain*

Stellar Development  
1550 Soldiers Home-West  
Carrollton Rd, Dayton, Ohio  
45417

To: Moraine City Zoning Board

My name is Rodney Pack, we are submitting this application for a zoning change from B1 to B2 for the following located at 2955 Springboro West. Parcel # J44 04107 0014,22

This property was the old Jimbo's carryout along with the house located at 2708 Kreitzer Rd both properties have been remodeled and updated with major changes to the inside & outside looks and condition of the structures the house has been rented since completion in 2025 we have just finished the 2955 Springboro W building and have it out for lease we have had a few car companies ask about it plus a few others everyone loved the new building and the area but the majority are needing a B2 zoning so we feel with these properties sandwiched between M1 & M2 & B2 we would ask for a zoning change. We feel that it will attract a better business for this area and give the city a new business in the area

I look forward to your decision.

Thank you

X *Rodney Pack*  
Rodney Pack

**1550 Soldiers Home-West Carrollton Rd.  
Dayton, OH 45417**

Received on 04/15/2026

*Nick Sain*

To Zoning board

Stellar development wants to notify the zoning board the parking lot located at 2955 Springboro W will be resurfaced and parking lines applied before a new tenant will take possession.

X *Rodney Pack*  
Rodney Pack

Property owners within 200' of 2955 Springboro W Moraine Oh – Property

2908 Springboro W Rd – Guijosa Ryan & Jose Lopez-Ornate

2950 & 2960 Springboro W Rd – Fickert Devco INC

Also located at:

FICKERT DEVCO INC

P O BOX 751414

DAYTON OH 45475

2980 Springboro W Rd – Jarco Investments LLC

Also located at:

JARCO INVESTMENTS LLC

3151 SUNNY CREST LN

DAYTON OH 45419

2985 Springboro W Rd – Double Wright LLC

2716 Kreitzer Rd – Jeni L Hodapp

2708 Kreitzer Rd – Stymco Construction Co

JAMISON FRANCES W TRUSTEE

2355 LANTERN HILL RD

DAYTON OH 45459

for

2853 Springboro West Rd.

2900 Dryden Rd. - Tenant

UNIVAR USA INC

3075 HIGHLAND PKWY STE 200

DOWNERS GROVE IL 60515

for

2854 Springboro West Rd. – Tenant



**PLANNING COMMISSION  
LEGAL NOTICE  
R-02-2026**

As a property owner who is within 200 feet of a property applying for a Zoning District Change, you are being notified of the information pertaining to the legal notice.

An application for a Zoning District Change in accordance with Moraine Codified Ordinances (MCO) Chapter 1127 was submitted through the Community Development Department.

A Planning Commission Meeting regarding a Zoning District Change Application will be held on **Tuesday, April 21, 2026, at 6 p.m.** The meeting will be located at the **City of Moraine Municipal Building: 4200 Dryden Rd. Moraine, OH 45439**

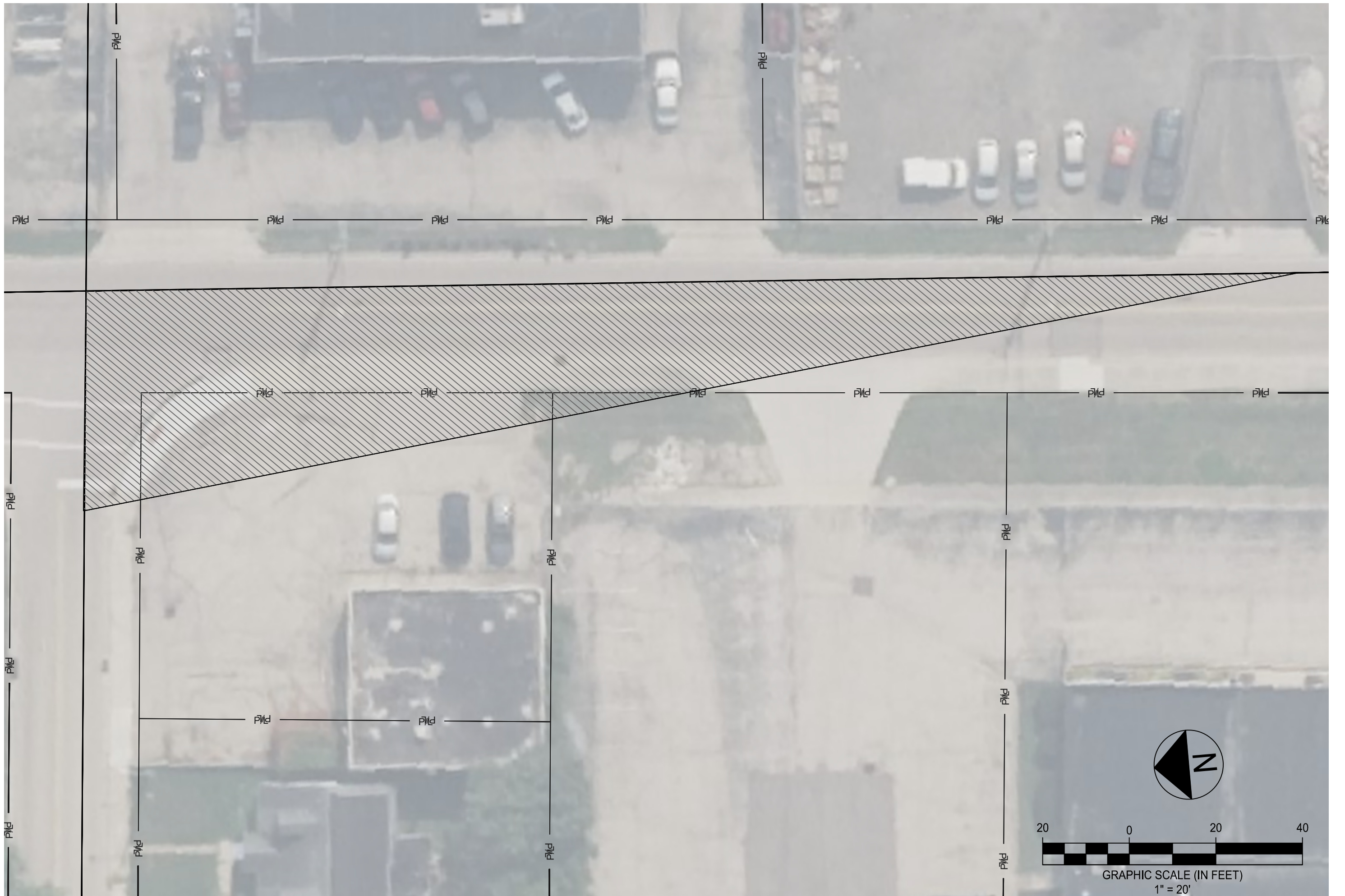
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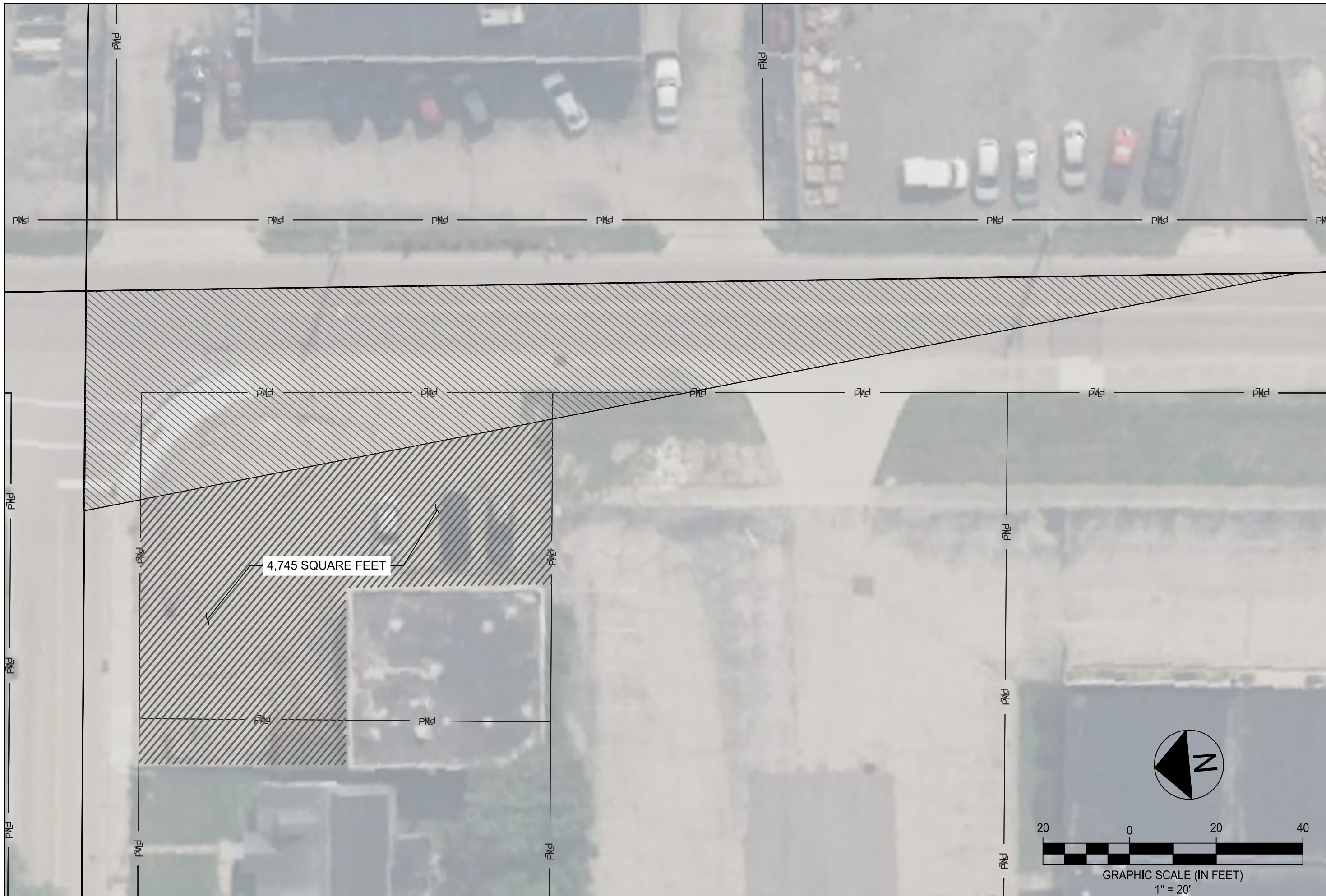
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Thank you,

Nick Sorice  
City Planner  
City of Moraine





DATE	REVISION	BY

ENGINEERING DEPARTMENT  
4200 DRYDEN ROAD  
MORaine, OH 45439  
PHONE (937) 535-1031

.\CoM Logo.jpg

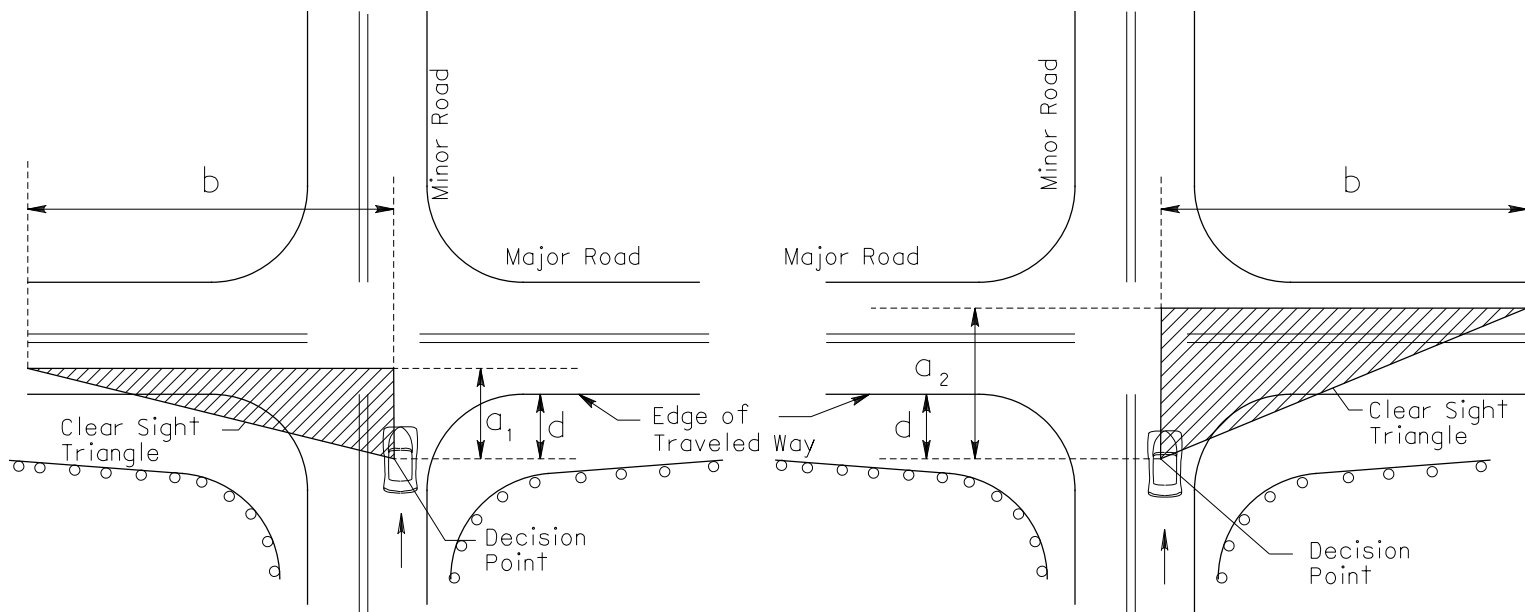
SHEET NUMBER

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# INTERSECTION SIGHT TRIANGLES

## 201-4

REFERENCE SECTION  
201.3.1 & 201.3.3



Sight Triangle for Viewing  
Traffic Approaching from the Left

Sight Triangle for Viewing  
Traffic Approaching from the Right

DIAGRAM A - SIGHT TRIANGLES

- $a_1$  = The distance, along the minor road, from the decision point to 1/2 the lane width of the approaching vehicle on the major road.
- $a_2$  = The distance, along the minor road, from the decision point to 1 1/2 the lane width of the approaching vehicle on the major road.
- $b$  = Intersection Sight Distance
- $d$  = The distance from the edge of the traveled way of the major road to the decision point. The distance should be a minimum of 14.5' and 18.0' preferred.

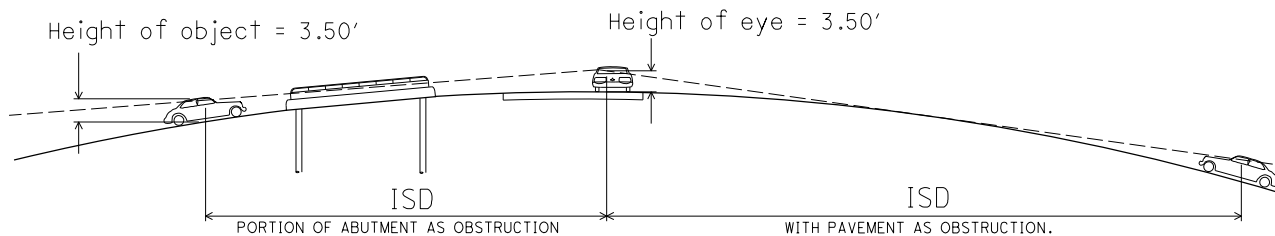


DIAGRAM B - VERTICAL COMPONENTS (Sec. 201.3.3)

# INTERSECTION SIGHT DISTANCE

# 201-5

REFERENCE SECTION  
201.3, 201.3.1,  
201.3.2 & 201.3.3

(See Following Page for Additional Figures & Notes)

HEIGHT OF EYE 3.50'      HEIGHT OF OBJECT 3.50'

DESIGN SPEED (mph)	Passenger Cars Completing a Left Turn from a Stop (assuming a $t_g$ of 7.5 sec.)		Passenger Cars Completing a Right Turn from a Stop or Crossing Maneuver (assuming a $t_g$ of 6.5 sec.)	
	ISD (ft.)	K-CREST VERT. CURVE	ISD (ft.)	K-CREST VERT. CURVE
15	170	10	145	8
20	225	18	195	14
25	280	28	240	21
30	335	40	290	30
35	390	54	335	40
40	445	71	385	53
45	500	89	430	66
50	555	110	480	82
55	610	133	530	100
60	665	158	575	118
65	720	185	625	140
70	775	214	670	160

If ISD cannot be provided due to environmental or R/W constraints, then as a minimum, the SSD for vehicles on the major road should be provided.

$$ISD = 1.47 \times V_{\text{major}} \times t_g$$

ISD = intersection sight distance (ft.)

$V_{\text{major}}$  = design speed of major road (mph)

$t_g$  = time gap for minor road vehicle to enter the major road (sec.)

Using: S = Intersection Sight Distance

L = Length of Crest Vertical Curve

A = Algebraic Difference in Grades (%), Absolute Value

K = Rate of Vertical Curvature

- For a given design speed and an "A" value, the calculated length "L" =  $K \times A$

- To determine "S" with a given "L" and "A", use the following:

For  $S < L$ :  $S = 52.92\sqrt{K}$ , where  $K = L/A$

For  $S > L$ :  $S = 1400/A + L/2$

<b>INTERSECTION SIGHT DISTANCE</b>	<b>201-5</b>
	<b>REFERENCE SECTION 201.3, 201.3.1, 201.3.2 &amp; 201.3.3</b>

(Continued Figures & Notes)

Time Gaps		
	Design Vehicle	Time gap(s) at design speed of major road ( $t_g$ )
(A)	Left Turn from a Stop	Passenger car
		Single-unit truck
		Combination truck
(B)	Right Turn from a Stop or Crossing Manuever	Passenger car
		Single-unit truck
		Combination truck

A. Note: The ISD & time gaps shown in the above tables are for a stopped vehicle to turn left onto a two-lane highway with no median and grades of 3% or less. For other conditions, the time gap must be adjusted as follows:

For multilane highways:

For left turns onto two-way highways with more than two lanes, add 0.5 seconds for passenger cars or 0.7 seconds for trucks for each additional lane, from the left, in excess of one, to be crossed by the turning vehicle.

For minor road approach grades:

If the approach grade is an upgrade that exceeds 3%, add 0.2 seconds for each % grade for left turns.

B. Note: The ISD & time gaps shown in the above tables are for a stopped vehicle to turn right onto a two-lane highway with no median and grades of 3% or less. For other conditions, the time gap must be adjusted as follows:

For multilane highways:

For crossing a major road with more than two lanes, add 0.5 seconds for passenger cars or 0.7 seconds for trucks for each additional lane to be crossed and for narrow medians that cannot store the design vehicle.

For minor road approach grades:

If the approach grade is an upgrade that exceeds 3%, add 0.1 seconds for each % grade.

NOTICE: New Construction, Remodeling, Electrical, Mechanical, Fire Suppression, Fire Alarm, Gas Piping, HVAC, Digital Billboards Tents, Sheds (over 120 SF) Demolition, Change of Building Use, etc. ALL REQUIRE A SEPARATE APPLICATION TO BE SUBMITTED AND WILL BE ISSUED A SEPARATE PERMIT NUMBER. All sections of this application must be completed upon submittal, or your application will not be accepted. If you have not assigned a contractor/subcontractor to date, please enter TBD in the Contractor Section.

CONTRACTORS AND SUBCONTRACTORS are required to complete a contractor registration that will be good for one (1) year. If your registration has expired, it will need to be renewed at the time of permit application submittal. Please visit <https://ci.moraine.oh.us/building-zoning/> to obtain the contractor/subcontractor registration form.

Completed application, construction plans including a site plan and your contractor registration can be emailed to [bwaters@moraincoh.org](mailto:bwaters@moraincoh.org). Contractor registration and permit fees can be paid with MC/Visa by calling 937-535-1039 after submittal or with checks made payable to City of Moraine.

Applicant Name:	JACK KAMMER	Email:	JACK@FGA-1.COM	Phone:	937.224.3344
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(Yes, I have read everything contained in this NOTICE Section and acknowledge what is needed to submit application for permit)

<b>Building Use &amp; Occupancy Classification</b> <i>(see 2021 Ohio Building Code) Please Check One</i>					Const. Type	HVAC Permits	Property Address/Location: 2955 SPRINGRO WEST RD
Assembly	A-1	A-2	A-3	A-4			A-5
Business	<b>B</b>					IB	Structural Only (Roof, HVAC, Electric separate)
Educational	E					IIA	
Factory/Industrial	F-1	F-2				IIIB	
High Hazard	II-1	II-2	II-3	II-4	II-5	IIIA	
Institutional	I-1	I-2	I-3			IIIB	
Mercantile	M					IV	
Residential	R-1	R-2	R-3	R-4		VA	
Storage	S-1	S-2				VB	
Utility/Alac.	U						

MORAINÉ PROPERTY /SITE OWNER		TENANT	
Contact Name		Contact Name	
Business Name	STELLAR DEVELOPMENT AND PROPERTY HOLDING	Business Name	
Phone #		Phone #	
Complete Address	1550 SOLDIERS HOME - WEST CARROLL RD DAYTON, OH 45417	Complete Address	
Email		Email	
GENERAL CONTRACTOR		SUB-CONTRACTOR	
Contact Name	Self	Contact Name	
Business Name		Business Name	
Phone #		Phone #	
Complete Address		Complete Address	
Email		Email	
Moraine Registration #		Moraine Registration #	

\*\*\* OFFICE USE ONLY-DO NOT COMPLETE \*\*\*

City Lot #	3365	Zoning District	B-1	Variance	-	Zoning Approval	Yes	NIC/AD	10/31/2024
Date Cost	\$ 111.00	Sq Ft. Change Plan Review	\$ 72.15	Application #	BLD24-00179	Subtotal	\$ 183.15	Application Processed By	
Application Date	9-13-24	Permit #	BLD24-00179	Permit Closed		State Surcharge	\$ 5.49	Date Paid	11/19/24
Permit Date	11-4-24	Emailed Applicant	11/19/24	APPLICATION SCANNED	Y	TOTAL PERMIT FEES	\$ 6544	Receipt #	Y
Emailed NIC-DATE				PERMIT PICKED UP BY		DATE			

Permit Number: **BLD24-00179**

Date Issued: **11/04/2024**

## BUILDING PERMIT

### Applicant Information

JACK KAMMER  
MORAIN, OH

JACK@FGA-1.COM

### Job Site Address

2955 SPRINGBORO WEST, MORAIN, OH 45439-

### Contractor Information

REG-000000

PROPERTY OWNER/SELF

### Description of Work

REMODEL VACANT BUILDING-STRUCTURAL ONLY

### Property Owner

STELLAR DEVELOPMENT AND PROPERTY  
HOLDING  
1550 SOLDIERS HOME-WEST CARROLLTON  
RD

### Parcel Number

J44 04107 0022

### Lot Number

3365

Valuation: **15,000.00**

Total Fees: **188.64**

Issued per Moraine Codified Ordinances (MCO 1123.03) and as applicable to the Ohio Building Code (OAC 4101:2-1-16) Moraine Dwelling Code (MCO 1303) or the Ohio Residential Code.



Andrew Dickerson  
Building Official

1. This permit **DOES NOT** include any electrical work. Electrical permits are applied for/issued at/by the City of Moraine. Plumbing Permits/Inspections, Combined Health Services of Montgomery County, (937) 225-4421
2. If your Liability Insurance or Workers Compensation expires before your Annual Contractor Registration, you will need to submit revised certificates before any permits will be issued or inspections finalized.
3. The applicant warrants the truthfulness of the information in the application, and that if any of the information provided is incorrect, the permit may be revoked. If the permit is issued wrongfully, whether based on misinformation or an improper application of the code, the permit may be revoked. This permit shall become invalid unless the work authorized shall have been commenced within 365 days after its issuance or if the work authorized is suspended or abandoned for 120 days.
4. Any code requirements omitted from these plans by the author or the reviewer, does not exempt them from code compliance during construction.
5. **Ohio law requires that you call 800-362-2764 or 8-1-1 and/or submit a dig notification request through OHIO811 at least 48 hours (not including weekends and holidays) and no more than ten working days before you plan to dig.**

FOR INSPECTIONS & SPECIAL CONDITIONS, SEE FOLLOWING PAGE

**INSPECTIONS FOR PERMIT # BLD24-00179**

<b>GENERAL BUILDING/REMODELING PERMIT INSPECTIONS:</b>		
	FOOTING	<i>Lot lines properly marked, forms &amp; rebar in place &amp; properly supported before placing concrete.</i>
	FOUNDATION WALL	
	FLOOR SLAB	<i>Compacted and vapor barrier &amp; mesh installed where required before placing concrete.</i>
X	FRAMING	<i>Rough plumbing inspections from Montgomery County (before siding is installed) Rough electric can be inspected at the same time.</i>
	CRAWL SPACE	<i>Before sub-flooring is installed.</i>
X	INSULATION	
X	ABOVE CEILING	<i>Before ceiling pads are installed.</i>
	MASONRY FIREPLACE	<i>Firebox and smoke chamber.</i>
	MANUFACTURED FIREPLACE	<i>Provide manufacturers installation instructions. When in new dwelling unit, will be inspected with the rough HVAC</i>
	MASONRY VENEER	<i>Brick ties, flashings, and vapor barrier.</i>
	EGRESS LIGHT	<i>Scheduled when dark.</i>
X	FINAL BUILDING	<i>All final Plumbing inspections completed by Montgomery County; final Electrical inspections completed by National Inspection Corporation.</i>
	OTHER	
<b>GAS PIPING PERMIT INSPECTIONS</b>		
	TRENCH	
	PRESSURE TEST	<i>Two inch &amp; larger, underground, or over 200 feet requires a 24-hour gas clock. All others require a digital or Kuhlman gauge</i>
<b>HEATING AND AIR PERMIT INSPECTIONS:</b>		
	ROUGH/ABOVE CEILING	<i>Have all ducts installed &amp; exhaust fans vented outside before insulating.</i>
	EXHAUST DUCTS	<i>Before insulation or wrap.</i>
	WELD TEST FOR GREASE DUCT	<i>Smoke test for duct detectors not tied to a fire alarm</i>
	FINAL	<i>Have all gas or electrical connections.</i>
	OTHER	
<b>FIRE ALARM PERMIT INSPECTIONS:</b>		
	ROUGH VISUAL	
	ACTIVATION of all DEVICES/FINAL	<i>To include smoke test for duct detector when fire alarm is installed</i>
	FINAL	
<b>SPRINKLER SYSTEM PERMIT INSPECTIONS:</b>		
	UNDERGROUND VISUAL	
	FLUSH	<i>Burlap bag required to perform test.</i>
	HYDROSTATIC	<i>Above/below ground.</i>
	FIRE PUMP	
	KITCHEN HOOD	
	THRUST BLOCKS	
	AIR TEST FOR DRY SYSTEM	
	TRIP TEST FOR DRY SYSTEM	
	OTHER	
<b>MISC INSPECTIONS</b>		
	DEMOLITION OPEN HOLE	<i>Before backfill</i>
	DEMOLITION FINAL	<i>After hole is closed, graded, and seeded</i>
	SIGN FOOTER	
	SIGN FINAL	<i>After footer and final electric inspections completed by National Inspection Corporation if applicable.</i>
	SWIMMING POOL FINAL	<i>After the electrical final</i>
	ZONING FINAL	<i>After signs, fence or shed (under 200 sf) is complete</i>
	OTHER	

1. Approved plans are required to be on site for every inspection.
2. Additional permits/inspections may be required.
3. **INSPECTIONS REQUIRE 24 HOUR NOTICE AND ARE REQUESTED BY EMAILING [bwaters@moraineoh.org](mailto:bwaters@moraineoh.org) PLEASE PUT INSPECTION REQUEST in the subject line.**

When requesting an inspection, PLEASE USE THE FOLLOWING FORMAT in your email request:

- Inspection Type
- Permit Number
- Brief Permit Description
- Address for Inspection
- Contact Name/Phone Number
- Requested Inspection Date

You will receive confirmation by email that your inspection has been scheduled. **If you have not received confirmation, your inspection has not been scheduled. You will need to follow up on your email.**

## PLAN REVIEWER'S COMMENTS

DATE: 10-25-24

PROJECT NAME: New front wall to an existing building

ADDRESS: 2955 Springboro West Road

SUITE #:

CITY: Moraine, OH

THIS SET OF PLANS HAS BEEN REVIEWED FOR COMPLIANCE WITH THE 2024 OBC. THE FOLLOWING IS RECOMMENDED TO THE BUILDING OFFICIAL FOR APPROVAL OR DISAPPROVAL.

BUILDING APPROVE: X

---

OBC use group: B

OBC construction type: VB

Building or

tenant space area: 1,786 s. f.

Occupant load: 12

Suppression: no

---

Special conditions or any notes specific to the project:

[BLD24-00179] Separate permit for HVAC and roof. and electrical.

*William L. Spurling*

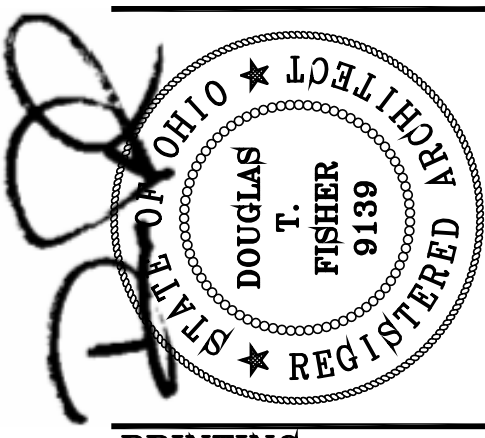
William L. Spurling, P. E.

Plans Examiner

**Any Plumbing or Zoning pages attached are not part of this plan review. This project application for plan approval is invalid after 6 months of inactivity. New application and construction documents are required for review to continue the project.**

# 2955 SPRINGBORO WEST RD BLDG.

DOUG FISHER: 9139  
EXPIRATION DATE: 12/31/2025



2955 SPRINGBORO WEST RD.  
GENERAL NOTES

BUILDING CODE REVIEW

MORaine, OH 45439  
SHEET INDEX

### ARCHITECTURAL GENERAL NOTES

- THIS PROJECT HAS BEEN DESIGNED IN ACCORDANCE WITH THE REQUIREMENTS AND PROVISIONS OF THE "2024 OHIO BUILDING CODE", AND ALL WORK SHALL COMPLY WITH SAME, AS WELL AS ALL APPLICABLE CODES, ORDINANCES, LAWS, SAFETY ORDERS, AND DIRECTIVES OF THE STATE, COUNTY AND CITY.
- THE "GENERAL CONDITIONS OF THE CONTRACT FOR CONSTRUCTION", AIA DOCUMENT A201/CMA, SHALL CONSTITUTE A PART OF THE CONTRACT DOCUMENTS.
- EACH CONTRACTOR SHALL BE RESPONSIBLE FOR ALL PERMITS, FEES, CERTIFICATES OF INSPECTION AND APPROVAL, ETC., UNLESS OTHERWISE NOTED BY OWNER.
- THE SUBMISSION OF A BID BY ANY SUBCONTRACTOR SHALL INDICATE SAID CONTRACTOR HAS BECOME FAMILIAR WITH THE CONSTRUCTION DOCUMENTS, AND UNDERSTANDS THE LABOR AND MATERIALS REQUIRED TO COMPLETE THE PROJECT AND OBTAIN ALL NECESSARY APPROVALS.
- PRIOR TO CONSTRUCTION, EACH CONTRACTOR AND SUBCONTRACTOR SHALL VISIT THE STRUCTURE AND VERIFY ALL DIMENSIONS AND APPLICABLE SETBACKS. ANY DISCREPANCIES SHALL BE REPORTED TO THE ARCHITECT PRIOR TO BEGINNING CONSTRUCTION.
- IN THE CASE OF DISCREPANCIES OR INCONSISTENCIES APPEARING IN THE CONSTRUCTION DOCUMENTS, SPECIFICATIONS OR FIELD CONDITIONS, THE ARCHITECT SHALL BE NOTIFIED IN WRITING FOR PROPER ADJUSTMENT. IN NO CASE SHALL WORK PROCEED IN UNCERTAINTY OR WITH INSUFFICIENT DATA.
- ALL WORK, APPARATUS, FIXTURES AND THE STRUCTURE SHALL BE PROTECTED IN ALL RESPECTS FROM WEATHER. ALL BUILDING HAZARDS, FIRE, UNNECESSARY INTRUSIONS, DUST, DIRT OR DEBRIS.
- EACH SUBCONTRACTOR SHALL PROVIDE, INSTALL AND MAINTAIN, FOR THE DURATION OF CONSTRUCTION, ALL REQUIRED SCAFFOLDS, TARPULIN'S, WARNING SIGNS, FENCES, AND OTHER TEMPORARY CONSTRUCTION ITEMS FOR THE PROPER AND SAFE COMPLETION OF THE WORK, AND FOR COMPLIANCE WITH ALL APPLICABLE REGULATIONS.
- THE CONTRACT STRUCTURAL DRAWINGS AND SPECIFICATIONS REPRESENT THE FINISH STRUCTURE. THEY DO NOT INDICATE THE METHOD OF CONSTRUCTION. THE CONTRACTOR SHALL DETERMINE CONSTRUCTION PROCEDURES AND SEQUENCES, AND ENSURE THE SAFETY OF THE STRUCTURE AND ITS COMPONENTS DURING CONSTRUCTION. SAFETY MEASURES SHALL INCLUDE, BUT NOT BE LIMITED TO, BRACING, SHORING FOR LOADS DUE TO CONSTRUCTION EQUIPMENT, ETC. OBSERVATION VISITS TO THE SITE BY THE ARCHITECT SHALL NOT INCLUDE INSPECTION OF THE ABOVE ITEMS.
- ALL CONSTRUCTION MATERIALS, IF PLACED ON FRAMED FLOORS OR ROOFS, SHALL BE SPREAD OUT TO ADEQUATELY DISTRIBUTE THE LOAD ON THE STRUCTURE. THE COMBINED LOAD OF CONSTRUCTION MATERIALS SHALL NOT EXCEED THE DESIGN LIVE LOAD PER SQUARE FOOT PER THE STRUCTURAL DRAWINGS. EACH SUBCONTRACTOR SHALL PROVIDE ADEQUATE SHORING AND/OR BRACING WHERE THE STRUCTURE HAS NOT ATTAINED DESIGN STRENGTH.
- ALL MATERIALS, FABRICATION, AND/OR INSTALLATION SHALL COMPLY WITH ALL TECHNICAL AND INDUSTRY STANDARDS AND SPECIFICATIONS FOR EACH DIVISION OF WORK.
- EACH SUBCONTRACTOR, JUST PRIOR TO OCCUPANCY, SHALL PROVIDE FINAL NORMAL CLEANING INCLUDING, BUT NOT LIMITED TO: REMOVAL OF ALL ACCUMULATED TRASH AND DEBRIS; CLEAN ALL WINDOWS, DOORS, HARDWARE AND FIXTURES; VACUUM, CLEAN OR SCRUB AND POLISH ALL FLOORS, REMOVING ALL STAINS OR DIRT. THE GROUNDS ABOUT OR ADJACENT TO THE SITE SHALL BE LEFT RARE CLEAN.

### PLUMBING GENERAL NOTES

- THE PLUMBING CONTRACTOR SHALL ENGINEER AND PREPARE REQUIRED INFORMATION PERTAINING TO HIS PORTION OF WORK FOR REVIEW OF THE OWNER. THE PLUMBING CONTRACTOR SHALL OBTAIN REQUIRED PERMITS, AND INSPECTIONS FROM LOCAL BUILDING INSPECTION DEPARTMENT. THE PLUMBING CONTRACTOR SHALL BE RESPONSIBLE FOR NECESSARY INSURANCE AND BONDING AS REQUIRED BY THE LOCAL BUILDING INSPECTION DEPARTMENT.
- PLUMBING WORK SHALL BE INSTALLED BY LICENSED CONTRACTORS, O.E. AND WORK SHALL COMPLY WITH OHIO PLUMBING CODE, AND LOCAL CODES AND ORDINANCES.
- THE PLUMBING CONTRACTOR SHALL COORDINATE WITH THE GENERAL CONTRACTOR ANY FLOOR, WALL OR ROOF PENETRATIONS REQUIRED. THE PLUMBING CONTRACTOR SHALL PROVIDE DETAIL AND FIXTURE CUT SHEETS FOR THE OWNER'S APPROVAL.
- THE PLUMBING CONTRACTOR SHALL COORDINATE HIS PORTION OF WORK WITH THAT OF THE MECHANICAL, ELECTRICAL AND GENERAL CONTRACTORS.

### MECHANICAL GENERAL NOTES

- THE MECHANICAL CONTRACTOR SHALL ENGINEER AND PREPARE REQUIRED INFORMATION PERTAINING TO HIS PORTION OF WORK FOR REVIEW OF THE LANDLORD. THE MECHANICAL CONTRACTOR SHALL OBTAIN REQUIRED PERMITS, AND INSPECTIONS FROM LOCAL BUILDING INSPECTION DEPARTMENT. THE MECHANICAL CONTRACTOR SHALL BE RESPONSIBLE FOR ALL NECESSARY INSURANCE AND BONDING AS REQUIRED BY THE LOCAL BUILDING DEPARTMENT.
- MECHANICAL WORK SHALL BE INSTALLED BY LICENSED CONTRACTORS, AND WORK SHALL COMPLY WITH OHIO MECHANICAL CODE AND LOCAL CODES AND ORDINANCES.
- THE MECHANICAL CONTRACTOR SHALL BE RESPONSIBLE FOR BALANCING EXISTING EQUIPMENT TO CONFORM WITH OWNER'S REQUIREMENTS.
- THE MECHANICAL CONTRACTOR SHALL COORDINATE HIS PORTION OF WORK WITH THAT OF THE PLUMBING AND ELECTRICAL CONTRACTORS.

### ELECTRICAL GENERAL NOTES

- THE ELECTRICAL CONTRACTOR SHALL ENGINEER AND PREPARE REQUIRED INFORMATION PERTAINING TO HIS PORTION OF THE WORK FOR REVIEW BY THE LANDLORD. THE ELECTRICAL CONTRACTOR SHALL OBTAIN REQUIRED PERMITS AND INSPECTIONS FROM LOCAL BUILDING INSPECTION DEPARTMENT. THE ELECTRICAL CONTRACTOR SHALL BE RESPONSIBLE FOR NECESSARY INSURANCE AND BONDING AS REQUIRED BY THE LOCAL BUILDING INSPECTION DEPARTMENT.
- ELECTRICAL WORK SHALL BE INSTALLED BY LICENSED ELECTRICIANS, AND WORK SHALL COMPLY WITH NATIONAL ELECTRICAL CODE; AND LOCAL CODES AND ORDINANCES.
- ALL WIRING SHALL BE IN CONDUIT. FLEXIBLE CONDUIT MAY BE USED FOR FIXTURE AND EQUIPMENT CONNECTION ONLY. ALL INTERIOR CONDUIT SHALL BE EMT OR MC. ALL WIRE SHALL BE COPPER, MINIMUM SIZE #12.
- THE ELECTRICAL CONTRACTOR SHALL COORDINATE HIS PORTION OF WORK WITH THAT OF THE PLUMBING AND MECHANICAL CONTRACTORS.

BUILDING CODE: 2024 OHIO BUILDING CODE (OBC)  
 PLUMBING CODE: 2024 OHIO PLUMBING CODE (OPC)  
 MECHANICAL CODE: 2024 OHIO MECHANICAL CODE (OMC)  
 EXISTING BUILDING CODE: 2024 OHIO EXISTING BUILDING CODE (OEB)  
 ELECTRIC CODE: 2023 NATIONAL ELECTRIC CODE, NFPA 70 (NEC)  
 ENERGY CODE: 2021 INTERNATIONAL ENERGY CONSERVATION CODE  
 ACCESSIBILITY CODE: 2017 ICC/ANSI A117.1 ACCESSIBILITY (NEW CONSTRUCTION & ADDITIONS - 2017) (CHANGE OF OCCUPANCY & ALTERATIONS - 2009)

USE GROUP: B  
 PREVIOUS USE GROUP: B

TYPE OF CONSTRUCTION: V-B

AREA OF WORK: 1,786 S.F.

OCCUPANCY LOAD: BUSINESS: 1,786 SF/ 150 SF = 12

AUTOMATIC FIRE SUPPRESSION SYSTEM: NONE

T1.0	TITLE SHEET/ CODE NOTES
ST2.1	SITE PLAN
A3.1	FLOOR PLAN/ DOOR SCHEDULE/ ROOM FINISH SCHEDULE ENLARGED REST ROOM PLAN / REST ROOM ELEVATIONS
A4.1	EXTERIOR ELEVATIONS/ TYP. WALL SECTION/ REFLECTED CEILING PLAN

PRINTING  
09/13/24

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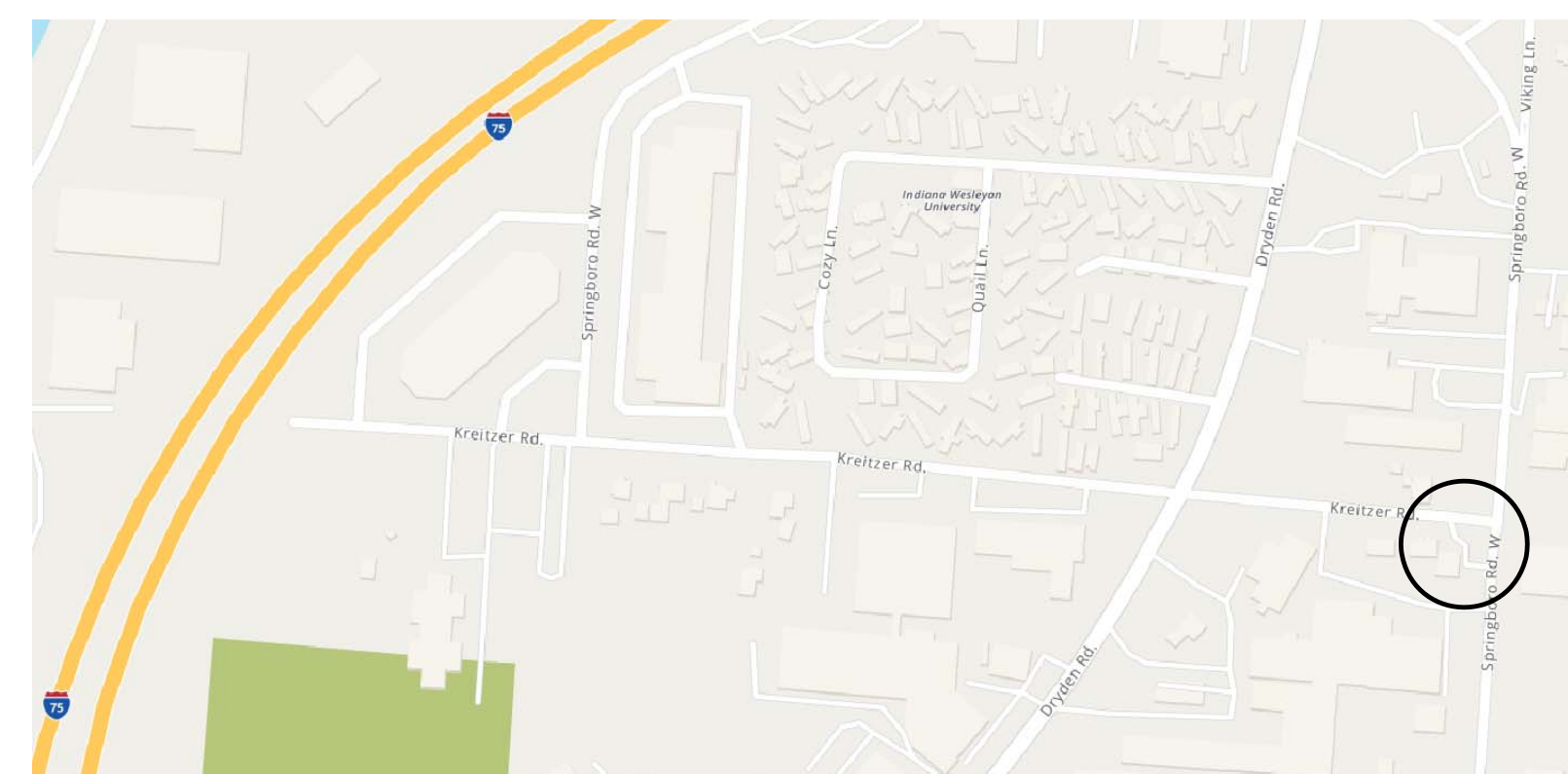
CLIENT:  
**SPRINGBORO WEST RD. BUILDING**  
 2955 SPRINGBORO WEST RD.  
 MORaine, OH 45439  
 MONTGOMERY COUNTY

ARCHITECT  
**FISHER GROUP ARCHITECTS, INC.**  
 2280 US 68 SOUTH  
 XENIA, OHIO 45385  
 v.(937) 224-3344  
 fga@fga-i.com

### SYMBOL LEGEND

	KEY NOTE
	ROOM NUMBER
	DOOR NUMBER
	WINDOW KEY
	NORTH ARROW
	ELEVATION SYMBOL
	SECTION SYMBOL
	ELEVATION KEY

### VICINITY MAP



### PROJECT TEAM

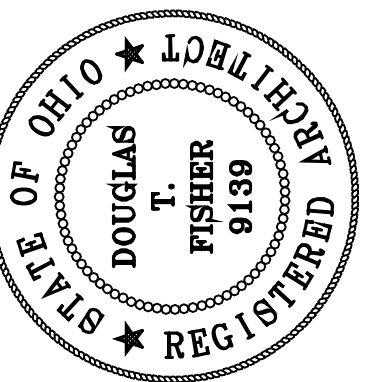
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 2280 US 68 SOUTH  
 XENIA, OHIO 45385

**BUILDING DEPARTMENT**  
 APPROVED AS NOTED  
 Date: 10/31/2024  
 Reviewer: NIC/AD

Any code requirements omitted from these plans by the author or the reviewer, does not exempt them from code compliance during construction.  
 Inspections are REQUIRED to be called in for as shown in the Certificate of Plan Approval documentation. The permit must be posted on site with visible address.  
 Approved plans are REQUIRED to be on-site for ALL inspections.

DATE  
09/13/24  
 DRAWN BY  
J.G.K.  
 CHECKED BY  
D.T.F.  
 PROJECT NO.  
24-2160

T1.0



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09/13/24

REVISIONS

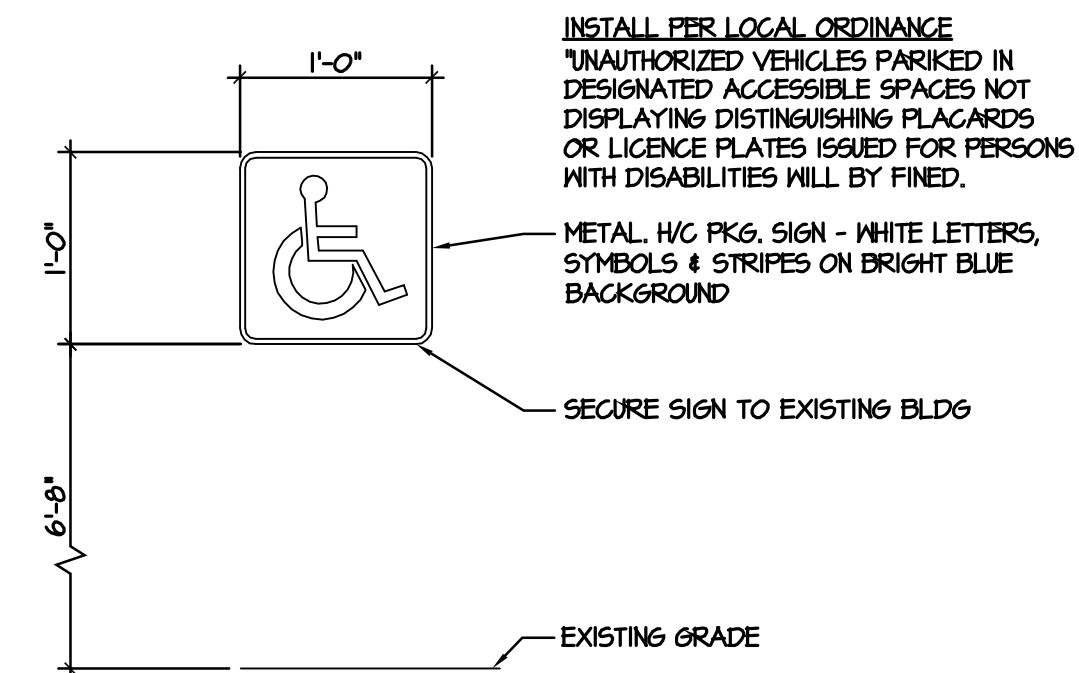
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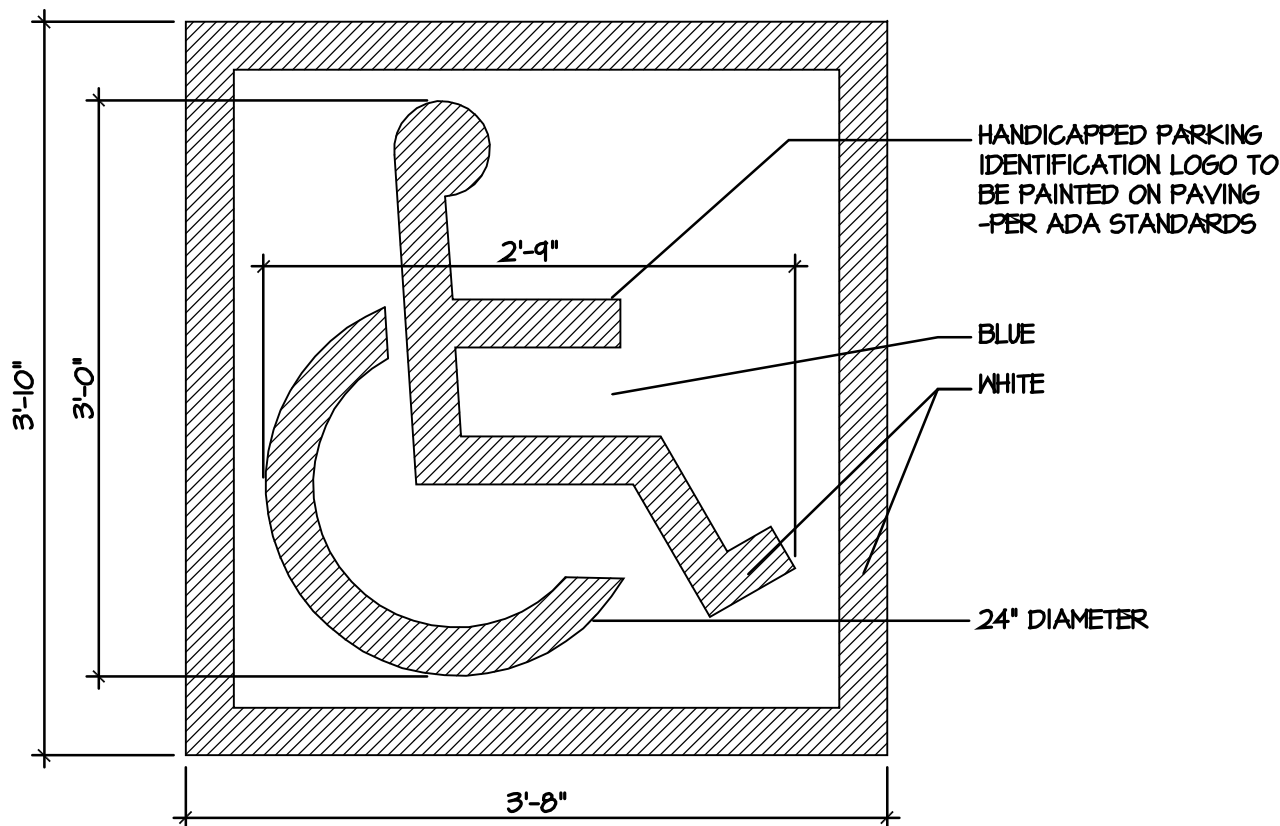
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fga@fga-1.com

DATE  
09/13/24  
DRAWN BY  
J.G.K.  
CHECKED BY  
D.T.F.  
PROJECT NO.  
24-2160

ST2.1



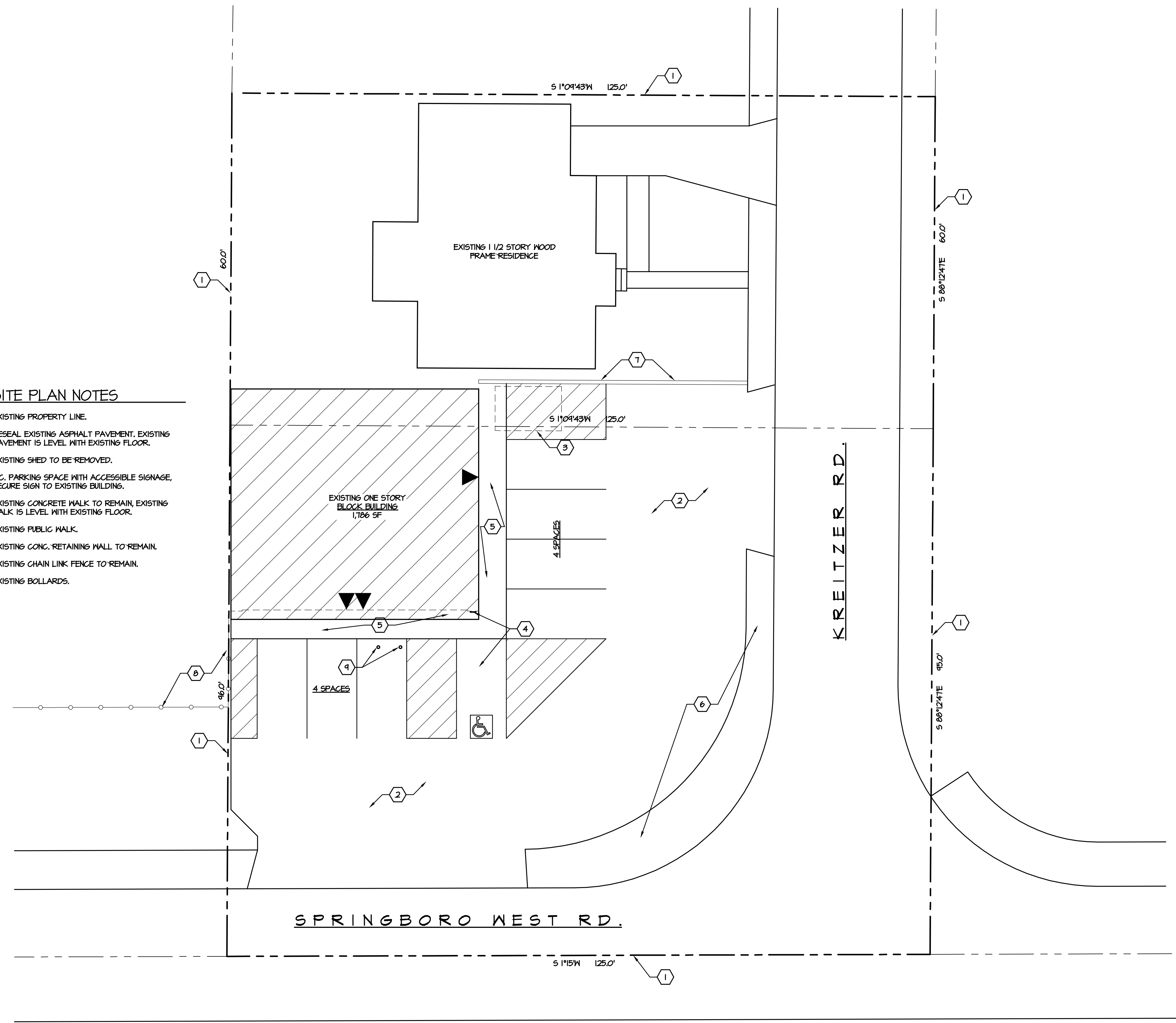
1 HC SIGN DETAIL  
SCALE: 1" = 1'-0"



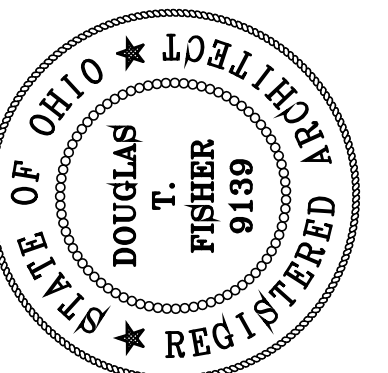
2 HC SYMBOL DETAIL  
SCALE: 1" = 1'-0"

1 SITE PLAN NOTES

1. EXISTING PROPERTY LINE.
2. RESEAL EXISTING ASPHALT PAVEMENT. EXISTING PAVEMENT IS LEVEL WITH EXISTING FLOOR.
3. EXISTING SHED TO BE REMOVED.
4. H.C. PARKING SPACE WITH ACCESSIBLE SIGNAGE. SECURE SIGN TO EXISTING BUILDING.
5. EXISTING CONCRETE WALK TO REMAIN. EXISTING WALK IS LEVEL WITH EXISTING FLOOR.
6. EXISTING PUBLIC WALK.
7. EXISTING CONC. RETAINING WALL TO REMAIN.
8. EXISTING CHAIN LINK FENCE TO REMAIN.
9. EXISTING BOLLARDS.



ARCH. SITE PLAN  
SCALE: 1" = 10'-0"



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DATE  
09/13/24  
DRAWN BY  
J.G.K.  
CHECKED BY  
D.T.F.  
PROJECT NO.  
24-2160

A3.1

ROOM FINISH SCHEDULE										
ROOM NO.	ROOM NAME	FLR.	BASE	WALLS NORTH	WALLS SOUTH	WALLS EAST	WALLS WEST	CEILG. MAT.	CEILG. HT.	REMARKS
101	OPEN BUSINESS AREA	CONC	RB	PT	PT	PT	PT	SAP	9'-6"	I
102	UTILITY ROOM	CONC	RB	FRP	PT	PT	PT	SAP	8'-0"	I
103	REST ROOM	CONC	RB	FRP	FRP	FRP	FRP	OPEN	-	I

**RM. FINISH LEGEND**

**WALLS**  
PT = 6" GYPSUM BOARD PAINTED  
WALLS COLOR SELECTED BY OWNER

**CEILING**  
SAP = SUSPENDED ACOUSTICAL PANELS

EX = EXISTING

**FLOOR**  
CONC = EXIST CONC. FLOOR

**BASE**  
RB = RUBBER

**RM. FIN. SCHED. NOTES**

1. VERIFY ALL FINISHES WITH OWNER.

**OBC**

INTERIOR FINISH REQUIREMENTS:  
CORRIDORS AND EXITS-TYPE II  
ROOMS-TYPE III  
FLOOR FINISH COMPLY WITH DOC FF-1 "PILL TEST"

**DOOR AND FRAME SCHEDULE**

DOOR NO.	DOOR SIZE	THICK.	MAT.	TYPE	FRAME MAT.	WALL THICK.	HWDR. SET	REMARKS
101A	PR 3'-0" x 7'-0"	1 3/4"	ALUM	1	ALUM	7 5/8"	H1	2
101B	3'-0" x 7'-0"	1 3/4"	HM	3	HM	7 5/8"	H4	3, 4
102	3'-0" x 6'-8"	1 3/4"	SCM	2	HM	4 1/2"	H3	1, 3
104	3'-0" x 6'-8"	1 3/4"	SCM	2	HM	4 1/2"	H2	1, 3

**REMARKS**

- PROVIDE WOOD BLOCKING FOR DOOR STOPS.
- CLOSER TO BE MOUNTED ON DOOR, NOT FRAME. CLOSER TYPE TO BE 90 DEGREE OPENING.
- FRAME TO BE PAINTED.
- EXTERIOR TO BE PAINTED TO MATCH EXISTING FINISHES.
- VERIFY EXISTING DOOR AND HARDWARE ARE IN GOOD WORKING CONDITION. HARDWARE TO BE SIMILAR TO H4

**GENERAL NOTES**

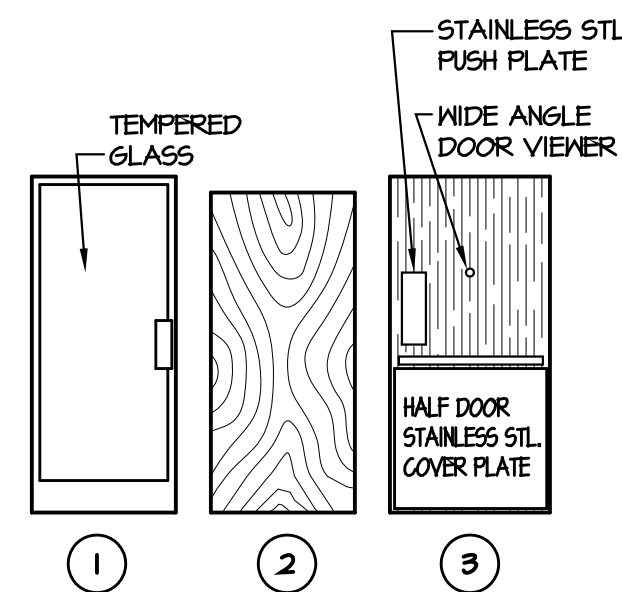
- PROVIDE WOOD BLOCKING FOR DOOR STOPS.
- ALL HARDWARE TO MEET ADA STANDARDS.
- PROVIDE CAULKING AT ALL DOOR FRAMES.
- ALL FRAMES TO RECEIVE SILENCERS.
- KEYING SCHEDULE TO BE APPROVED BY OWNER.
- ALL GLASS TO BE TEMPERED UNLESS OTHERWISE NOTED.

**HARDWARE SET**

- H1** - PUSH/PULL SET KEYED LOCK (EXTERIOR)  
- ADA LATCH PADDLE LOCK (INTERIOR)  
- 3 PAIR BUTT HINGES  
- H.C. CLOSER  
- H.C. THRESHOLD (HALF SADDLE TYPE)  
- WEATHER STRIPPING
- H2** - PRIVACY LOCKSET (LEVER HANDLE)  
- 1 1/2 PAIR BUTT HINGES  
- OVERHEAD CLOSER  
- DOOR STOP
- H3** - OFFICE LOCKSET (LEVER HANDLE)  
- 1 1/2 PR HINGES  
- DOOR STOP
- H4** - PANIC HARDWARE  
- TOP PIVOT HINGE, WITH (3) 4" MORTISED HINGES  
- THRESHOLD  
- WEATHER STRIPPING  
- WIDE ANGLE PEEP HOLE  
- GROUND MOUNTED RUBBER DOOR STOP LOCATED OUTSIDE OF TRAFFIC PATH  
- STAINLESS STL. HALF DOOR COVER PLATE & STAINLESS STL. PUSH PLATE (INTERIOR)

**NOTE**

A. COORDINATE LOCKSETS WITH OWNER PRIOR TO PURCHASING.

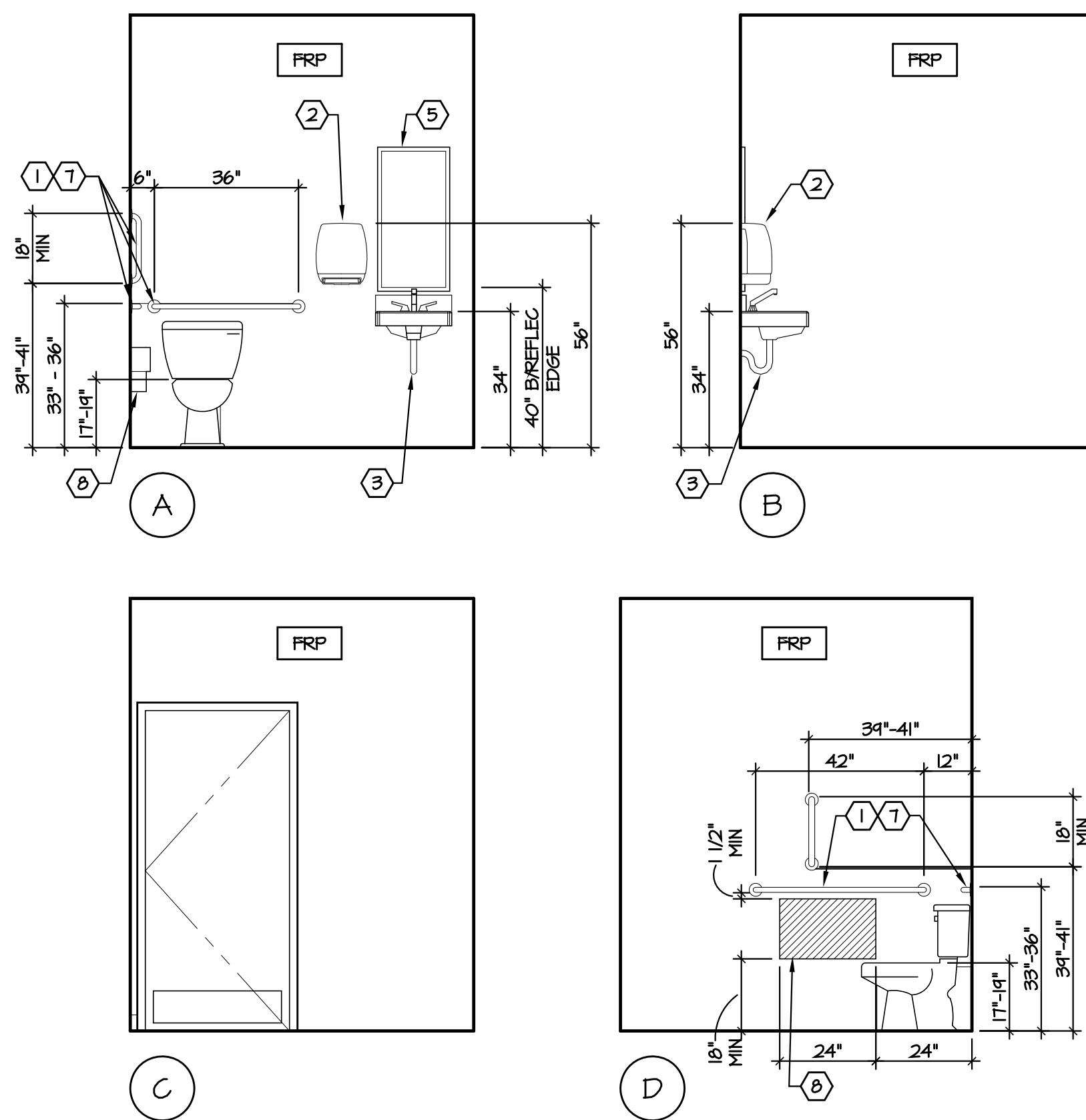


**DOOR TYPES**

SCALE: 1/4" = 1'-0"

**REST RM CODED NOTES**

- CONTRACTOR TO INSTALL ALL REQUIRED BLOCKING FOR TOILET ROOM ACCESSORIES.
- AUTO-ROLL PAPER TOWEL DISPENSER.
- TRAP NEAP. ALL PIPING & VALVES TO BE COVERED UNDERNEATH LAVATORY.
- ADA TOILET ROOM SIGNAGE.
- MIRROR.
- DIMENSIONED FROM FACE OF FINISH MATERIAL.
- GRAB BAR.
- SURFACE MOUNTED MULTI-ROLL TOILET TISSUE DISPENSER, MOUNT WITHIN HATCHED AREA.

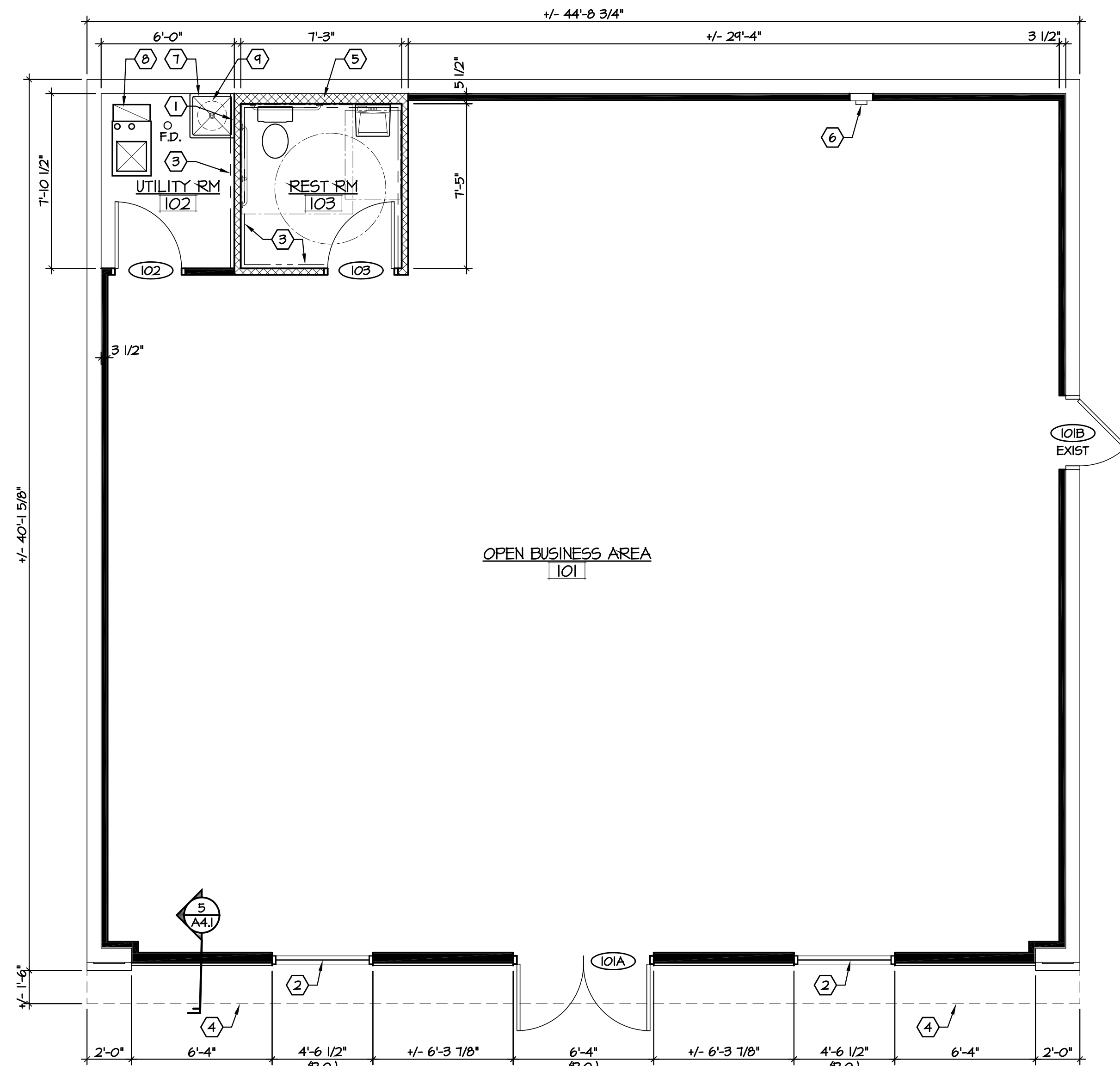


**ENLARGED RESTROOM PLAN**

SCALE: 3/8" = 1'-0"

**REST ROOM ELEVATIONS**

SCALE: 3/8" = 1'-0"



**FLOOR PLAN**

SCALE: 1/4" = 1'-0"

**WALL TYPES LEGEND**

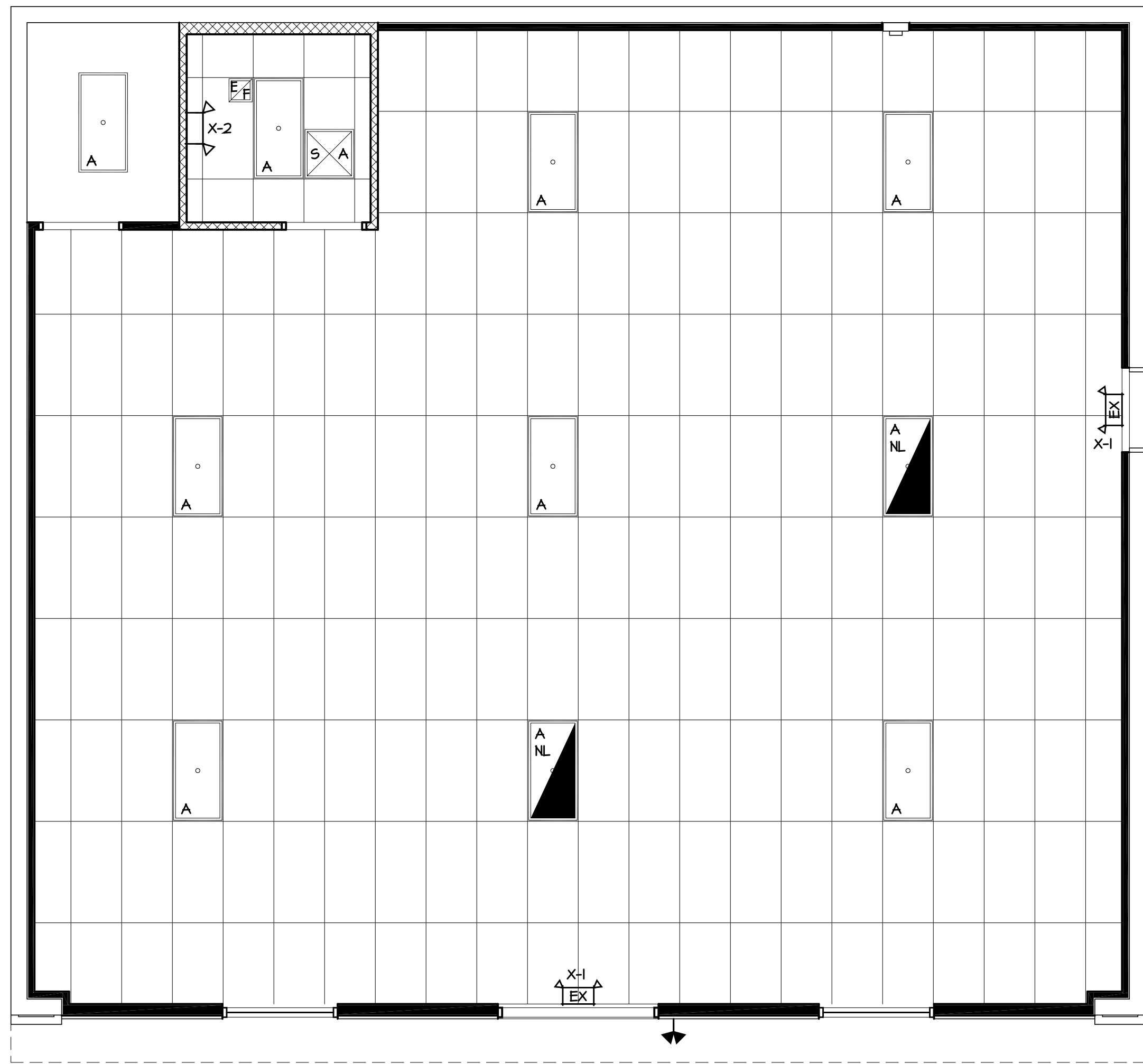
- EXISTING EXTERIOR WALL: EXISTING EXTERIOR BLOCK WALL, 2x4 WOOD FURRING @ 1'-4" O.C. FULL HEIGHT WITH 4" BATT INSUL AND ONE LAYER OF 5/8" GYPSUM BOARD TO 6" ABOVE CEILING HEIGHT.
- INTERIOR WALL: 2x4 OR 2x6 WOOD STUDS (SEE PLAN) AT 1'-4" O.C. TO 6" ABOVE CEILING, WITH ONE LAYER 5/8" GYPSUM BOARD TO 6" ABOVE FINISH CEILING HEIGHT ON BOTH SIDES (AS REQUIRED).
- INTERIOR WALL: (LAVATORY) 2x4 OR 2x6 WOOD STUDS (SEE PLAN) FULL HEIGHT AT 1'-4" O.C. WITH 3 1/2" SOUND BATT TO 6" ABOVE CEILING, WITH ONE LAYER 5/8" GREEN / NET GYPSUM BOARD (LAVATORY SIDE) AND ONE LAYER 5/8" GYPSUM BOARD (OTER SIDE) TO 6" ABOVE FINISH CEILING HEIGHT.
- FRONT EXTERIOR WALL: 2x6 WOOD STUDS @ 1'-4" O.C. FULL HEIGHT WITH 6" BATT INSUL AND ONE LAYER OF 5/8" GYPSUM BOARD TO 6" ABOVE CEILING HEIGHT (INTERIOR) 1/2" WOOD SHEATHING, DRAINABLE BUILDING WRAP AND 1" LAYER OF EIFS.

**GENERAL NOTES**

- CONTRACTOR SHALL VERIFY SIZES AND HEIGHTS OF ALL STOREFRONTS PRIOR TO FABRICATING WINDOWS.
- ALL ANGLED WALLS ARE @ 45 DEG. UNLESS DIMENSIONED OTHERWISE.
- ALL DIMENSIONS ARE FROM FACE TO FACE OF STUDS AT NEW CONSTRUCTION, FACE OF FINISH MATERIAL AT EXISTING CONSTRUCTION.
- CONTRACTOR TO PROVIDE WOOD BLOCKING FOR ALL EQUIPMENT. ALL WOOD BLOCKING TO BE FIRE TREATED.

**CONSTRUCTION NOTES**

- MOP SINK TO HAVE A ONE PIECE STAINLESS STEEL FLASHING, 4'-0" HIGH, BOTTOM TO BE "Z" SHAPED AND COVER THE LIP OF THE MOP SINK.
- NEW ALUMINUM STOREFRONT GLAZING SYSTEM.
- INDICATES FR.P. PANELS, REST ROOM WALLS, TYP.
- LINE OF CANTILEVER ROOF ABOVE.
- PLUMBING WALL, WOOD STUDS, 5 1/2" DEEP.
- EXISTING ELECTRICAL METER.
- 24"x24" MOP SINK.
- NEW FURNACE.
- 6 GAL. ELEC. WATER HEATER ON SHELF ABOVE MOP SINK.



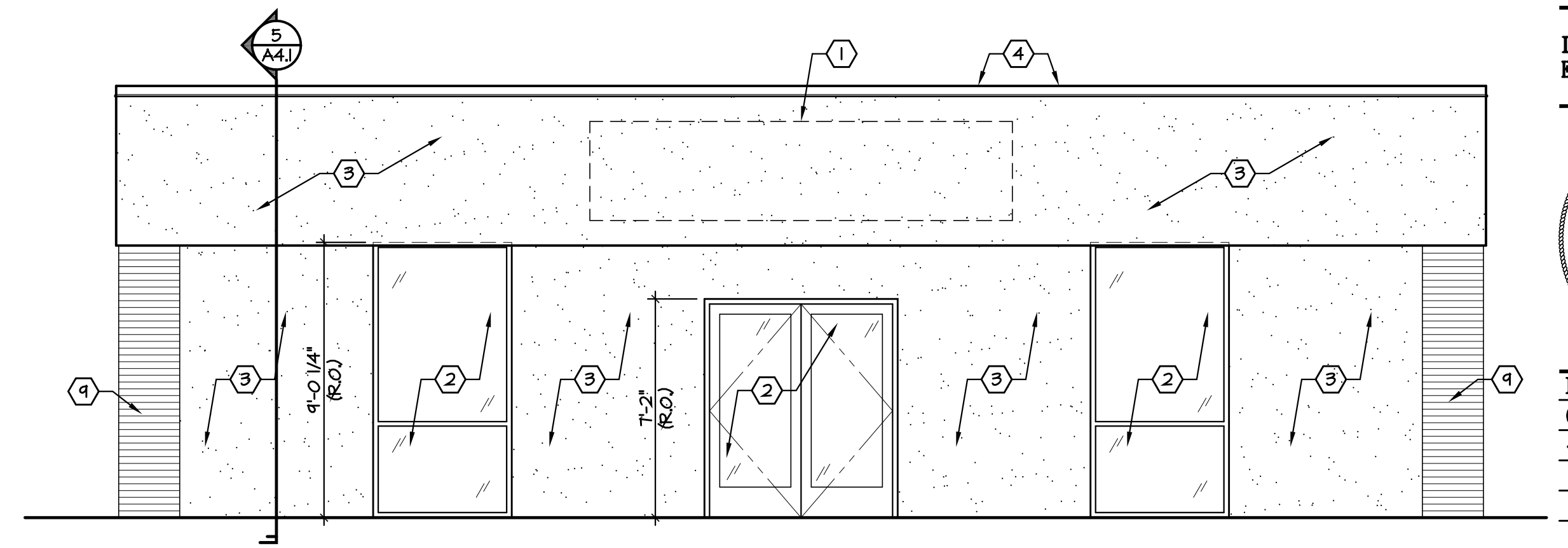
**REFLECTED CEILING PLAN**  
SCALE: 1/4" = 1'-0"

**SYMBOL LEGEND**

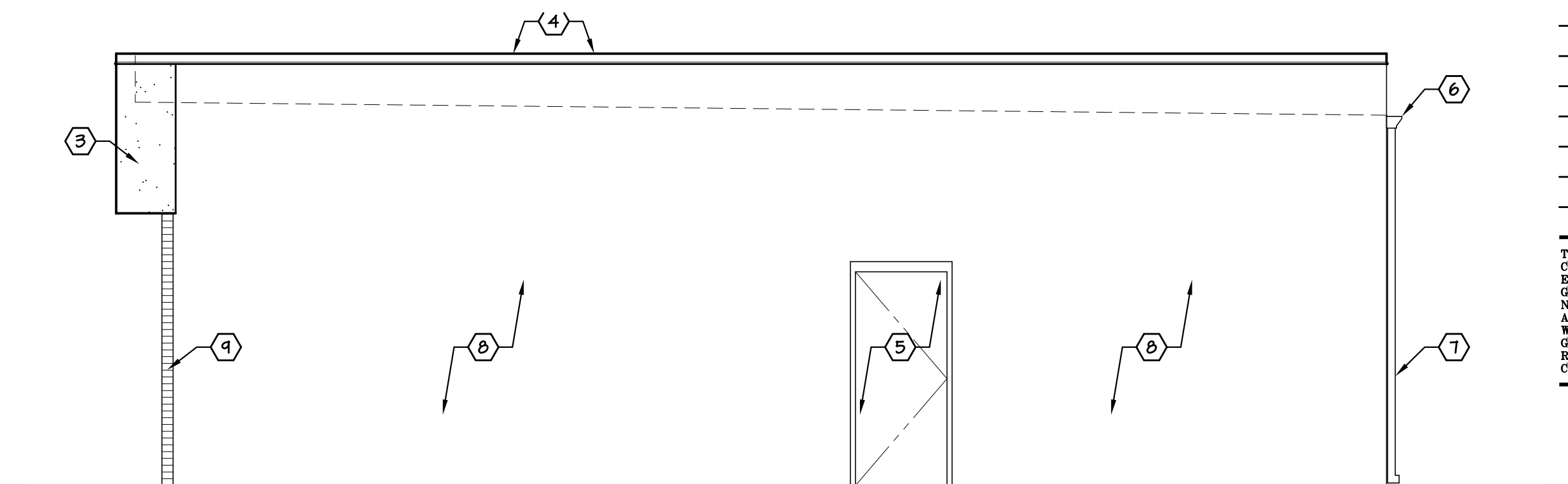
- A ○ RECESSED LED LIGHT FIXTURE
- B REAR DOOR SECURITY LIGHT
- ↑ EX X-1 EMERGENCY EXIT LIGHT
- ↑ EX X-2 EMERGENCY LIGHT
- ↑ RI / R2 EMERGENCY REMOTE LIGHT
- ⊠ EF-2 EXHAUST FAN (EF-2)
- ⊠ R A RETURN AIR DIFFUSER
- ⊠ S A SUPPLY AIR DIFFUSER

**ELEVATION NOTES**

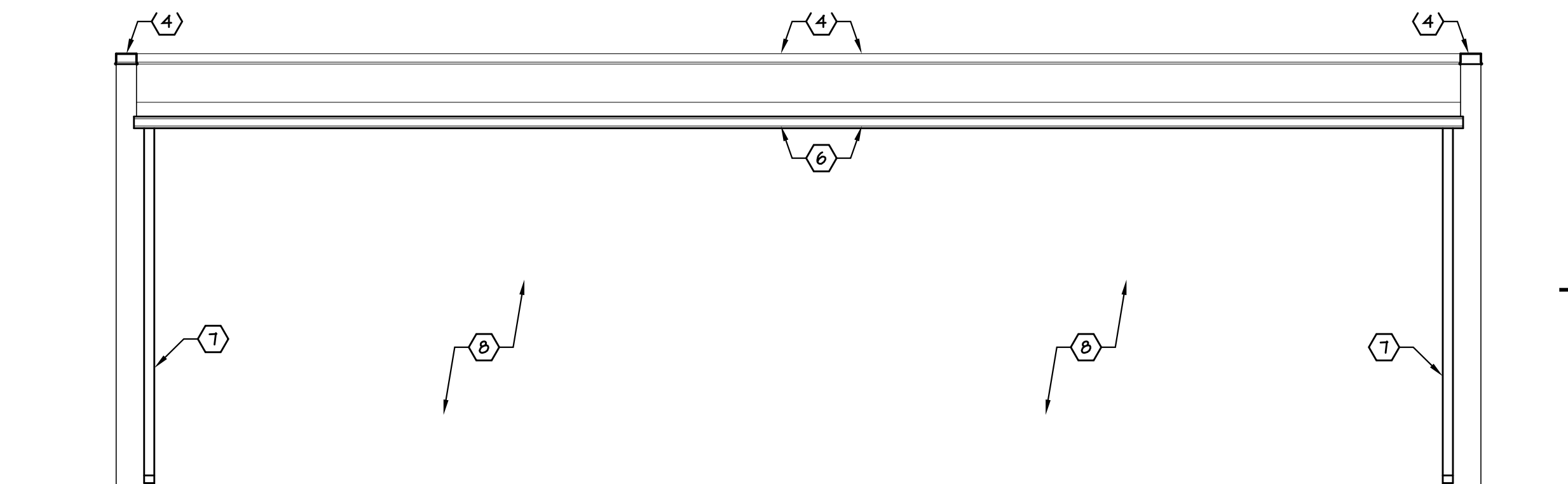
1. AREA OF PROPOSED SIGNAGE. SIGNAGE WILL BE SUPPLIED, INSTALLED, AND PERMITTED BY SIGN MANUFACTURER.
2. NEW ALUM. STOREFRONT SYSTEM.
3. NEW 1" LAYER OF E.I.F.S, VERIFY WITH OWNER STYLE AND COLOR OF E.I.F.S.
4. NEW ALUM. COPING.
5. EXISTING REAR DOOR, PAINT DOOR AND FRAME TO MATCH NEW FINISHES.
6. NEW 6" ALUM. GUTTER.
7. NEW ALUM. DOWNSPOUT.
8. EXISTING CMU TO BE PAINTED.
9. EXISTING BRICK TO REMAIN.
10. 6" DIA BOLLARD FILLED WITH CONC. AT PICK-UP WINDOW, VERIFY IF REQUIRED.
11. CLEARANCE BAR OR POLE, VERIFY LOCATION IF REQUIRED.



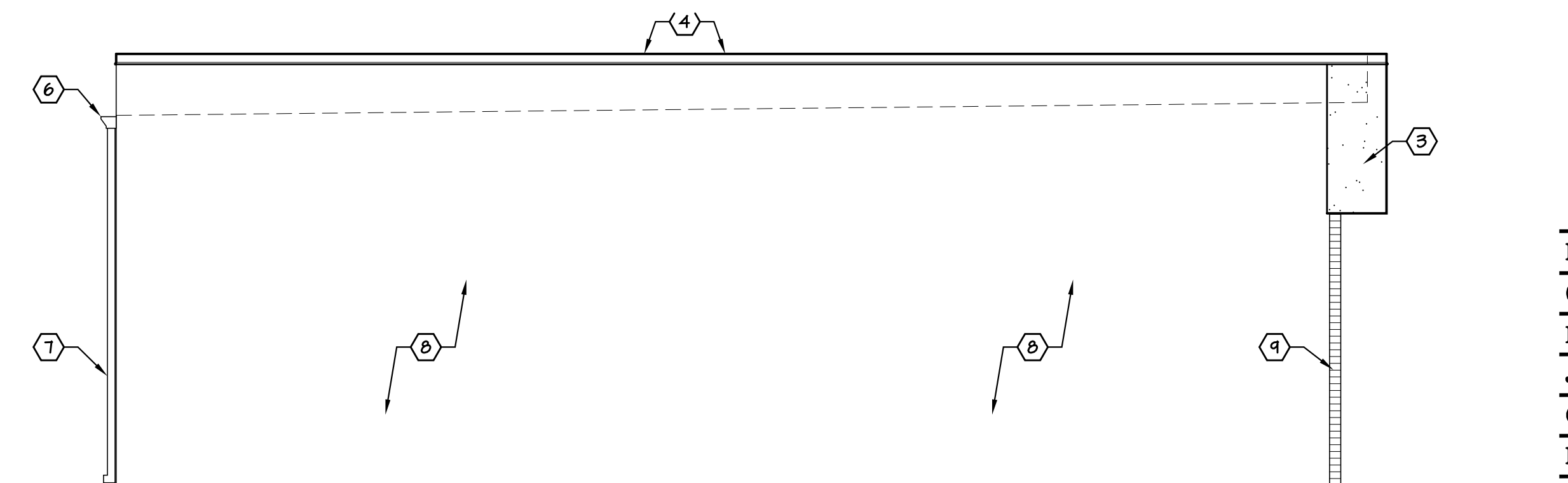
**1 EAST ELEVATION**  
SCALE: 1/4" = 1'-0"



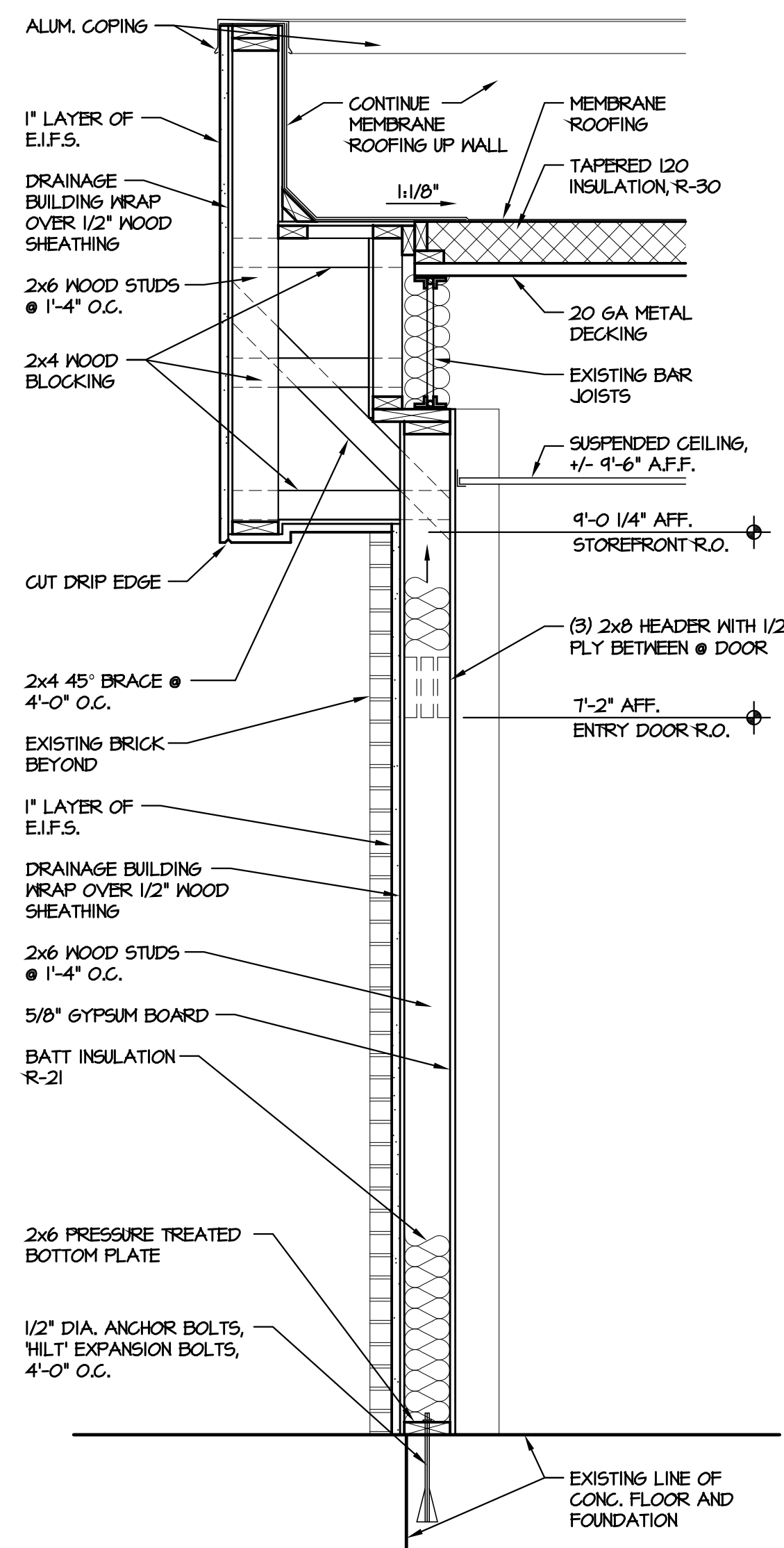
**2 NORTH ELEVATION**  
SCALE: 1/4" = 1'-0"



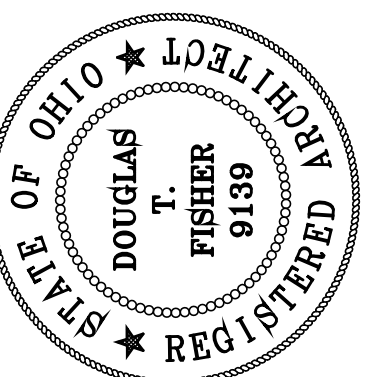
**3 WEST ELEVATION**  
SCALE: 1/4" = 1'-0"



**4 SOUTH ELEVATION**  
SCALE: 1/4" = 1'-0"



**5 TYP. SECTION @ FRONT WALL**  
SCALE: 3/4" = 1'-0"



**REVISIONS**

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DRAWN BY  
J.G.K.  
CHECKED BY  
D.T.F.  
PROJECT NO.  
24-2160

CHAPTER 1151

B-1 Neighborhood Business District

1151.01 Purpose.

1151.02 Uses.

1151.03 Site development regulations.

CROSS REFERENCES

Definitions - see P. & Z. Ch. 1115

Accessory buildings and uses - see P. & Z. 1181.02, 1181.05

Supplemental regulations - see P. & Z. Ch. 1185

1151.01 PURPOSE.

The B-1 Neighborhood Business District is intended to provide for relatively small business and service establishments in suitable locations primarily to serve the daily staple needs of residents. (Ord. 1203-97. Passed 7-10-97.)

1151.02 USES.

(a) Permitted Uses.

- (1) Minor B-1 District which is entirely surrounded by R Districts and which district, including the streets, contains less than five acres.
  - A. Any use permitted and as regulated in the R-4 District;
  - B. Retail sales and services including any local convenience retail and for service uses including: grocery, fruit or vegetable store, meat market, drug store, shoe repair shop, hardware and paint stores, barber and beauty shops, dry cleaning and laundry pickup stations, laundromats;
  - C. Business and professional offices, supplying commodities or performing services primarily for residents of the neighborhood;
  - D. Restaurant, cafe, not including dancing or live entertainment;
  - E. Automobile service station, minor repair and storage garages; and
  - F. Commercial parking lots for passenger vehicles except as otherwise provided in the Zoning Code;
  - G. Accessory building incidental to the principal use. Regulations governing accessory facilities and uses are specified in Chapter 1181.
- (2) Major B-1 District. The following uses are allowed, provided no such use shall be permitted in a minor B-1 District.
  - A. Any local retail business or service establishment such as an electrical appliance shop, plumbing and heating shop, printing shop, furniture shop, interior decorating shop, and upholstery shop including automobile, boat and like upholstery;
  - B. Theaters, not including drive-ins;
  - C. Hotel; and
  - D. Garage for general automobile repair; but not including major body and fender work, overall painting and steam cleaning;
  - E. Accessory buildings incidental to the principal use. Regulations governing accessory facilities and uses are specified in Chapter 1181.

(b) Special Uses. The following special uses are subject to review in accordance with Chapter 1117.

- (1) Micro Antenna or wireless communication antenna attached to a pole located in the right-of-way provided the antenna does not exceed more than twenty feet above the highest point of the separate antenna structure and the transmission and receiving equipment is limited to five cubic feet and located in an underground vault and positioned parallel to the road, and is situated on the non-road way side of the pole. Also provided that said facilities meet all standards as set in Chapter 1117 for "Telecommunications: Commercial Mobile Radio, Television and Radio Service Facilities". (Ord. 1203-97. Passed 7-10-97.)

1151.03 SITE DEVELOPMENT REGULATIONS.

(a) Lot Requirements.

- (1) Minimum lot area           5,000 square feet
- (2) Minimum lot frontage       60 feet

(b) Yard Requirements.

- (1) Minimum front yard depth.
  - A. Dwellings: Same as permitted in R-4 District.
  - B. Permitted Uses:       40 feet\*
- (2) Minimum rear yard depth.
  - A. Dwellings: Same as permitted in R-4 District.
  - B. Permitted Uses:       40 feet

- (3) Minimum side Yard width.
  - A. Dwellings: Same as permitted in R-4 District.
  - B. Permitted Uses: None required except adjoining any R-District in which case, not less than 10 feet.

(c) Structural Requirements.

- (1) Maximum building height shall be forty (40) feet.
  - (d) Parking and Loading Requirements.
    - (1) See Chapter 1187 for off-street parking and loading requirements.
  - (e) Signs.
    - (1) See Chapter 1189 for size and location of permitted signs.
  - (f) Supplementary Regulations.
    - (1) All permitted businesses, services or processing shall be conducted wholly within a completely enclosed building except for the sale of automotive fuel, lubricants and fluids at service stations and except for off-street automobile parking and loading.
    - (2) Within a major B-1 District all principal permitted buildings shall be located at least fifty (50) feet from any lot in any R District.
    - (3) In any B-1 District fronting directly across the street from any R-2 or R-3 District, the parking and loading facilities shall be distant at least twenty-five (25) feet from the established right-of-way line, and the buildings or the structures at least seventy-five (75) feet from the established right of way.
    - (4) Goods shall consist primarily of new merchandise.
    - (5) Processes and equipment employed and goods processed or sold shall be limited to those which are not objectionable by reason of odor, dust, smoke, cinders, gas fumes, noise, vibration, refuse matter or water-carried waste.
  - (g) See Chapter 1185 for additional provisions for commercial facilities.
  - (h) Special uses shall comply with all pertinent development standards contained in Chapter 1117.
- \*The front yard depth shall be measured from the established right-of-way line as shown on the Official Thoroughfare Plan.  
(Ord. 1203-97. Passed 7-10-97.)

## CHAPTER 1153

### B-2 General Business District

#### 1153.01 Purpose.

#### 1153.02 Uses.

#### 1153.03 Site development regulations.

#### CROSS REFERENCES

Definitions - see P. & Z. Ch. 1115

Accessory buildings and uses - see P. & Z. 1181.02, 1181.05

Supplemental regulations - see P. & Z. Ch. 1185

#### 1153.01 PURPOSE.

The B-2 General Business District is intended to provide for a variety of retail, service and administrative establishments required to satisfy the needs of the overall community. This District is also intended to accommodate retail trade establishments in the community which cannot be practically provided for in a neighborhood commercial district development.

(Ord. 1203-97. Passed 7-10-97.)

#### 1153.02 USES.

##### (a) Permitted Uses.

- (1) All permitted uses as provided within the B-1 Neighborhood Business District.
- (2) Department stores;
- (3) Establishments engaged in the retail trade of: drugs, book and stationery stores, apparel stores, jewelry stores, optical goods stores, furniture, home furnishings, cameras-photo supplies, hardware, hobby shops, music, musical instruments, pet sales and supplies, radio and television sales and service, sporting goods, newsstands and similar retail activities, bakery shops, dry cleaning and laundry pick-up station, laundromats, etc.;
- (4) Office equipment and office supply stores;
- (5) Establishments engaged primarily in the fields of finance, insurance and real estate such as banks, credit agencies, investment firms, real estate and insurance offices;
- (6) Miscellaneous business services such as advertising, news syndicates, employment agencies, travel bureaus and ticket offices;
- (7) Engineering and architectural services, legal services, accounting, auditing and bookkeeping services;
- (8) Nonprofit, professional, service, charitable and labor organizations;
- (9) Business schools or private schools operated for a profit;
- (10) Theaters, not including drive-ins;
- (11) Restaurants, including drive-in or fast food;
- (12) Post office and governmental office buildings;
- (13) Automobile service stations;
- (14) Auto and truck rental; new and used car, truck, bicycle or motorcycle sales and services; boat and marine equipment sales, rental and service; trailer sales and rentals; tire sales and repair;
- (15) Cultural institutions including public libraries, public art galleries and public museums;
- (16) Bowling alleys, indoor skating rinks and similar recreational uses;
- (17) Building supplies, garden supplies; commercial greenhouses;
- (18) Commercial baseball fields; swimming pools; golf driving ranges, or similar open air recreational uses and facilities;
- (19) Carpenter, sheet metal and sign painting shops;
- (20) Medical and dental offices, clinics, health centers and hospitals;
- (21) Wholesale sales, warehouses and distribution firms; and

(Ord. 1203-97. Passed 7-10-97.)

- (22) Retail tobacco stores, provided that such stores are located in freestanding structures, and including:

##### A. Smoking establishments provided that:

1. The parcel on which a smoking establishment is to be located is more than 125 feet from any parcel in a residential district, and
2. Access to the smoking establishment is restricted to persons eighteen years of age or older.

- (23) Accessory buildings and uses incidental to the principal use and as regulated in the B-1 District, except of a type which is prohibited in the M-1 District as a principal use. (Ord. 1901-14. Passed 1-8-15.)

##### (b) Special Uses. The following special uses are subject to review in accordance with Chapter 1117. (Ord. 1203-97. Passed 7-10-97.)

- (1) Sexually oriented businesses, as defined in Chapter 1115;  
(Ord. 1538-04. Passed 7-22-04.)
- (2) Animal hospitals and/or indoor kennels;  
(Ord. 1790-11. Passed 1-27-11.)
- (3) Body Shop;
- (4) Manufactured/mobile home parks;
- (5) Night clubs, discotheques, etc;
- (6) Temporary and/or outdoor sales of plants and garden supplies; and
- (7) Micro Antenna or wireless communication antenna attached to a pole located in the right-of-way provided the antenna does not exceed more than twenty feet above the highest point of the separate antenna structure and the transmission and receiving equipment is limited to five cubic feet and located in an underground vault and positioned parallel to the road, and is situated on the non-road way side of the pole. Also provided that said facilities meet all standards as

set in Chapter 1117 for "Telecommunications: Commercial Mobile Radio, Television and Radio Service Facilities". (Ord. 1203-97. Passed 7-10-97.)

**1153.03 SITE DEVELOPMENT REGULATIONS.**

(a) Lot Requirement.

- (1) Minimum lot area 10,000 square feet
- (2) Minimum lot frontage 80 feet

(b) Yard Requirements.

(1) Minimum front yard depth.

- A. Dwellings: Same as permitted in R-4 District.
- B. Permitted Uses: 40 feet\*

(2) Minimum rear yard depth.

- A. Dwelling: Same as permitted in R-4 District.
- B. Other Permitted Uses: 40 feet

(3) Minimum side yard width.

- A. Dwelling: Same as permitted in R-4 District.
- B. Other Permitted Uses:

None except adjacent to an R District in which case not less than 20 feet.

(c) Structural Requirements.

- (1) Maximum building height 40 feet (3 stories)

(d) Parking and Loading Requirements.

- (1) See Chapter 1187 for off-street parking and loading requirements.

(e) Signs.

- (1) See Chapter 1189 for size and location of permitted signs.

(f) Supplementary Regulations.

- (1) A request to rezone land to B-2 General Business District shall be substantiated with evidence that:

- A. Such a use shall not conflict with the intended function of a major street to carry traffic; and
- B. That the capacity of the street(s) shall not be materially reduced by the additional commercial facilities.

Where necessary to achieve these conditions, the developer may be requested to provide special thoroughfare improvements such as dedication of right-of-way and/or easement.

- (2) All merchandise, new and used, with the exception of boat, automobile, truck or farm implements and plants and garden supplies when approved as special uses, shall be stored within a completely enclosed building. Open storage may be permitted if located behind the principal structure and if visually screened from the street and adjacent properties by a landscaped screen, fence or wall as defined in Chapter 1185.

(g) See Chapter 1185 for additional provisions for commercial facilities.

(h) Special uses shall comply with all pertinent development standards contained in Chapter 1117.

\* The front yard depth shall be measured from the established right-of-way lines as shown on the Official Thoroughfare Plan.

(Ord. 1203-97. Passed 7-10-97.)

## 1187.07 NUMBER OF PARKING SPACES REQUIRED.

### (a) Residential Uses.

- (1) Single-family or two-family residential detached and semi-detached, two (2) off-street parking spaces (a garage may be counted for one (1) of these spaces), two-family, single-family attached and multi-family: two (2) spaces per dwelling unit.
- (2) Apartments: two (2) spaces per dwelling unit.

### (b) Special Residential Uses.

- (1) Dormitories, convents and monasteries: one (1) space per six (6) residents plus one (1) space per employee.
- (2) Corporate guest houses: one (1) space per two (2) bedrooms, plus one (1) space per employee.
- (3) Residential social service facilities: one (1) space per four (4) residents plus one (1) space per employee.
- (4) Retirement villages and senior citizen housing: three-fourths (3/4) space per dwelling unit, plus one (1) space per employee.

### (c) Institutional and Recreational Uses.

- (1) Cemeteries: one (1) space per employee, plus one (1) space per four (4) seats in any chapel.
- (2) Community centers, libraries, museums, art galleries, botanical gardens and other establishments of historical, education and cultural interest: one (1) space per two hundred fifty (250) square feet of gross floor area, plus one (1) space per employee on the largest work shift.
- (3) Day care centers and nursery schools: one (1) space per employee, plus one (1) space per five (5) children at capacity, plus a drop-off area consistent with the provisions of Section 1187.12.
- (4) Elementary and junior high schools: one (1) space per employee, plus one (1) space per two (2) classrooms.
- (5) High schools: one (1) space per employee, plus one (1) space per six (6) students at capacity.
- (6) Hospitals and medical centers: one (1) space for every two (2) beds, plus one (1) space for every staff and employee on the largest work shift.
- (7) Junior colleges, colleges and universities: one (1) space for every three (3) student classroom seats, plus one (1) space per employee.
- (8) Places of worship: one (1) space per four (4) seats at maximum capacity.
- (9) Public offices and buildings: one (1) space for every two hundred fifty (250) square feet of gross floor area.
- (10) Nursing and personal care facilities, including nursing homes, extended care facilities, rest homes and convalescent homes: one (1) space per six (6) beds, plus one (1) space for each staff and employee on the largest work shift.
- (11) Recreational uses, indoor and outdoor: all such uses shall provide the total number of spaces required for the specific combination of recreation facilities provided, based on the following:
  - A. Auditoriums, arenas, stadiums, gymnasiums, and playing fields with stands: one (1) space for every four (4) seats at capacity.
  - B. Golf courses: ten (10) spaces per hole, plus fifty percent (50%) of the spaces otherwise required for any accessory uses (e.g., bars, restaurants, pro shops).
  - C. Parks, playgrounds, nature areas and other open space: one (1) space for every five (5) users at maximum capacity, except that the Zoning Enforcement Officer may waive the parking requirements for neighborhood parks under five (5) acres in size.
  - D. Recreation centers: one (1) space for every two hundred fifty (250) square feet of floor area, except those designed for use exclusively by senior citizens or youth under age sixteen (16), in which case there shall be one (1) space for every seven hundred fifty (750) square feet.
  - E. Skating rinks: one (1) space per three hundred (300) square feet of gross floor area.
  - F. Swimming pools: one (1) space for every seventy-five (75) square feet of water surface area.
  - G. Tennis, racquetball and handball courts: indoor - four (4) spaces for each playing court; outdoor tennis courts - two (2) spaces for each court. In addition to the above requirements, all recreational uses shall provide one (1) space for every two (2) employees on the largest work shift.

### (d) Business and Professional Offices.

- (1) Business and professional offices and associations: one (1) space per three hundred (300) square feet of gross floor area, but not less than two (2) spaces per office.
- (2) Medical offices and clinics: three (3) spaces per treatment or examination room or chair, plus one (1) space per staff and employee, but not less than five (5) spaces per practitioner.

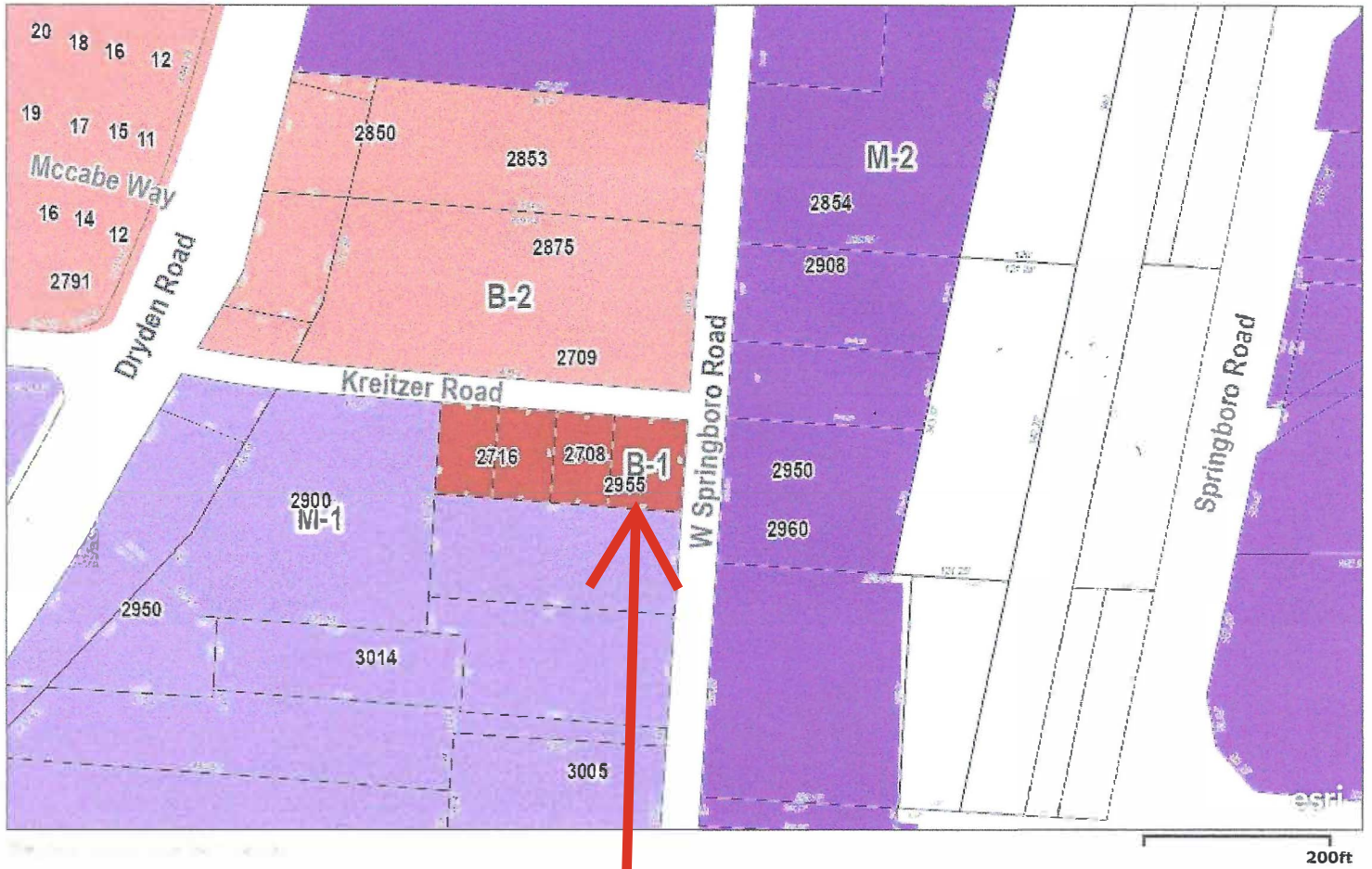
### (e) Retail Commercial and Service Uses.

- (1) Animal hospitals and veterinary clinics: three (3) spaces for each treatment area, plus one (1) space for each staff and employee, except that pet stores shall provide parking pursuant to subsection (i) below.
- (2) Commercial schools and studios: one (1) space for every three (3) students at capacity and one (1) space for each employee.
- (3) Financial establishments, banks and savings and loan associations: one (1) space per two hundred (200) square feet of gross floor area, plus one (1) space per employee on the largest work shift, plus five (5) off-street waiting spaces per drive-in window or drive-through teller machine.
- (4) Funeral homes and mortuaries: one (1) space for every fifty (50) square feet of public floor area, plus one (1) space for each employee, plus one (1) space for each business vehicle.
- (5) General merchandise stores and supermarkets: one (1) space for each one hundred fifty (150) square feet of gross floor area used for sales and display and one (1) space for every two hundred fifty (250) square feet of storage, warehouse and office area.
- (6) Home furnishings, home improvements and equipment stores: one (1) space for each four hundred (400) square feet of indoor and outdoor sales and display area and one (1) space for each eight hundred (800) square feet of office, storage and warehouse area.
- (7) Nurseries and garden supply stores: one (1) space for each employee on the largest shift, one (1) space for each two hundred (200) square feet of gross floor area of inside sales or display and one (1) space for each one thousand (1,000) square feet of exterior sales and display area.
- (8) Restaurant, standard: one (1) space per one hundred (100) square feet of gross floor area, plus one (1) space per employee on the

largest work shift.

- (9) Specialty retail commercial, specialty food stores, personal services and commercial centers: one (1) space for every two hundred (200) square feet of gross floor area less than two thousand (2,000) and one (1) space for every two hundred fifty (250) square feet of gross floor area greater than two thousand (2,000) square feet, except that commercial entertainment uses in commercial centers shall provide additional parking as required in the following pertinent provisions, and no use shall have less than five (5) spaces.
  - (10) Business and cleaning services: one (1) space for every three hundred (300) square feet of sales and office area, plus one (1) space for every employee on the largest work shift, plus one (1) space for every company or service vehicle regularly stored on the premises.
  - (11) Automobile accessories sale and installation: two (2) spaces for every service bay, plus one (1) space for each employee, plus one (1) space for every four hundred (400) square feet of sales area.
  - (12) Automobile service stations and auto repair, painting and body shops: two (2) spaces for each service bay, plus one (1) space for each employee and service vehicle, with a minimum of six (6) spaces.
  - (13) Automobile washing facilities: six (6) waiting spaces and two (2) storage spaces for each car washing device or stall; or ten (10) off-street waiting spaces for an assembly line type washing establishment where vehicles await entrance to the washing process. Two (2) employee parking spaces for every three (3) employees. Two (2) parking spaces at the exit end of each washing bay for drying and hand finishing of vehicles.
  - (14) Dance halls, bingo halls, assembly and exhibition halls: one (1) space for every fifty (50) square feet of floor area.
  - (15) Drive-in theatre: one (1) space for each automobile station, plus one (1) space per employee.
  - (16) Game rooms and pool halls: one (1) space for every two (2) patrons at maximum capacity, plus one (1) space for every two (2) employees on the largest work shift.
  - (17) Golf driving range: one (1) space per tee, plus one (1) space per employee on the largest work shift.
  - (18) Miniature golf: one and one-half (1/2) spaces per hole, plus one (1) space per employee on the largest work shift.
  - (19) Other outdoor commercial entertainment: one (1) space for every four (4) patrons at maximum capacity, plus one (1) space for every two (2) employees on the largest work shift.
  - (20) Theaters, concert halls and meeting and banquet halls: one (1) space for every two and one-half (2-1/2) seats at capacity.
  - (21) Convenience food stores, mini-markets and carry-outs: one and one-half (1- 1/2) spaces for every two hundred (200) square feet of floor area, plus one (1) space for each employee.
  - (22) Drive-through stores, including photo kiosks and freestanding automatic teller machines: one (1) space for each employee, plus off-street stacking space for five (5) vehicles, plus one (1) space for each two hundred (200) square feet of sales area open to the public.
  - (23) Fraternal and social associations and private clubs: one (1) space for every fifty (50) square feet of floor area in assembly or meeting rooms, plus one (1) space for every two hundred (200) square feet of other floor area.
  - (24) Hotels and motels: one (1) space per room or suite, plus one (1) space for every three (3) employees on the largest work shift, plus one (1) space per three (3) persons to the maximum capacity of each public meeting and/or banquet room, plus fifty percent (50%) of the spaces otherwise required for accessory uses (e.g., restaurants and bars).
  - (25) Restaurants, fast food: one (1) space per fifty (50) gross square feet of floor area, plus one (1) space per employee on the largest shift with a minimum of twenty-five (25) total spaces and with off-street stacking space for eight (8) vehicles for each drive-in window, with such stacking spaces to be located behind the point where a drive-in order is placed.
  - (26) Taverns, bars and nightclubs: one (1) space for every fifty (50) square feet of gross floor area, plus one (1) space for each employee on the largest work shift.
  - (27) Vehicle sales and service: one (1) parking space for each eight hundred (800) square feet of floor area, plus one (1) space for each three thousand (3,000) square feet of open lot area devoted to the sale and display of motor vehicles.
- (f) Light Industrial Uses.
- (1) Construction trades and contractor offices and industrial craft shops: one (1) space for every three hundred (300) square feet of floor area, plus one (1) space for every business vehicle.
  - (2) Lumberyards and building materials sales: one (1) parking space for eight hundred (800) square feet of floor area, plus one (1) space for every three thousand (3,000) square feet of lot area devoted to the storage and display of building materials.
  - (3) Manufacturing, printing and publishing establishments and laundry and dry cleaning plants: one (1) space for each employee on the largest work shift, plus one (1) visitor parking space for every ten thousand (10,000) square feet of floor area, plus one (1) space for every company vehicle regularly stored on the premises.
  - (4) Recycling centers: one (1) space for each employee or volunteer on the largest work shift, plus one (1) parking space for each collection vehicle and two (2) drop-off spaces for each bay and/or collection vehicle and container.
  - (5) Warehouses and mini-warehouses: one (1) space for every four thousand (4,000) square feet of gross floor area, plus one (1) space per employee on the largest work shift.
  - (6) Wholesaling facilities: one (1) space for every three hundred (300) square feet of office and sales area, plus one (1) space for every four thousand (4,000) square feet of warehouse and storage area, plus one (1) space per employee on the largest work shift.
- (g) Heavy Industrial Transportation and Utility Uses.
- (1) Heavy equipment rental, sales and storage: one (1) space for every eight hundred (800) square feet of floor area, plus one (1) space for every three thousand (3,000) square feet of lot area devoted to the sale and display of vehicles.
  - (2) Heavy industry: one (1) space for each employee on the large work shift, plus one (1) space for each company vehicle normally stored on the premises, plus one (1) space for every ten thousand (10,000) square feet of lot area and floor area in industrial use.
  - (3) Public service yards and garages: one (1) space for each employee on the largest work shift, plus one (1) space for each business vehicle.

- (4) Public transit stations: one (1) space per employee, plus one (1) space per three (3) patrons to capacity.
- (5) Public utilities: one (1) space for every two hundred fifty (250) square feet of floor area, plus one (1) for each business vehicle, where applicable, with a minimum of two (2) spaces.
- (6) Transportation terminals: one (1) space for every five (5) seats in the waiting area, plus one (1) space for every employee on the largest shift, plus one (1) space for every company vehicle normally parked on the premises. (Ord. 1069-94. Passed 4-28-94.)



2955 Springboro W is zoned B1 I would like to rezone to B2 as you can see on the map it's surrounded by B2 & M1 & M2

2955 Springboro W before



2955 Springboro W after



2708 Kreitzer Rd before



2708 Kreitzer Rd after



# RECORD OF PROCEEDINGS

Minutes of **Planning Commission**

Held **April 21, 2026**

## Call to Order

Meeting called to order at 6:00 PM.

Kevin Howard	Chair	Absent
Tom Watts	Member	Present
Gina Delph	Member	Present
Stephen Noel	Vice Chair	Present
Jacqueline Long	Member	Present

Mr. Watts moved to excuse Mr. Howard's absence; Mr. Noel seconded the motion.

**RESULT:** Passed (*Yes 4, No 0, Abstained 0*)

**MOVER:** Tom Watts

**AYES:** Stephen Noel, Tom Watts, Gina Delph, Jacqueline Long

**NAYS:** None

**ABSTAIN:** None

## Approval of Minutes

### Planning Commission Meeting Minutes - March 19, 2026 - Draft

Mr. Noel asked if there were any changes or corrections to the March 19, 2026, Planning Commission meeting minutes. Hearing none, the minutes were approved as submitted.

### Public Hearing - R-02-2026: A Zoning District Change Request at 2955 Springboro West Road from B-1 to B-2

Mr. Noel opened the Public Hearing at 6:01 PM.

Clerk of Council Karen Powell administered the Oath to those who would be providing testimony in this meeting.

## Staff Report

Building and Zoning Administrator Brent Carpenter provided the City staff report. He said all legal notices of the public hearing were issued per Moraine Codified Ordinances Chapter 1127. Mr. Carpenter indicated that the Technical Review Committee met on April 15, 2026, to review the application and documentation. He reported that the applicant, Stellar Development & Property Holdings, is applying for a Zoning District change at the premises of 2955 Springboro West Road from B-1 to B-2. He stated that the City Lot Number that this property sits on is 3365. He noted that the structure on the lot was the former Jimbo's building and that was rehabbed by Stellar Development & Property Holdings in 2025. He stated that the neighboring house, also owned by Stellar Development & Property Holdings, was remodeled in addition to the Jimbo's structure. Mr. Carpenter explained that the proposed use for this Zoning District change per Application R-02-2026 is to allow used car sales on the property, which requires a B-2 Zoning District. He said the property is currently surrounded by a B-1 District and M-1 District, across the street on Kreitzer is a B-2 District, and the property across the street on Springboro West Road contains M-2 District parcels. Mr. Carpenter said included in the distributed packet is a zoning letter submitted by the applicant along with a before and after photo of the structure. He remarked that also in the packet, the board will find the listed B-1 and B-2 uses from the Moraine Codified Ordinances. He said that Stellar Development also provided a letter indicating that the parking lot will be resurfaced and marked as per the approved site plan from BLD24-00179, regarding the building remodel.

# RECORD OF PROCEEDINGS

Minutes of **Planning Commission**

Held **April 21, 2026**

Mr. Noel asked the applicant, Rodney Pack, to provide a report.

Mr. Pack of 2955 Springboro Road West informed the board that he is unsure if the rezoning will be for a car lot or not, but he felt that B-2 zoning was better for a business in that location.

Mrs. Delph asked Mr. Pack if someone is lined up to place a business on the property?

Mr. Pack replied no. He said some people were interested, but they backed out.

Mr. Watts questioned if Mr. Pack knows if an auto sales lot will be placed on the property.

Mr. Pack answered that he is not sure. He commented that he owns multiple dealerships, but he does not plan on putting one of his dealerships on the property.

Mr. Watts asked Mr. Pack how long he has owned the property.

Mr. Pack replied that he has owned the property approximately one and a half years. He said the property has been vacant a long time, and his company completely renovated the building and the Kreitzer house. He said both properties are turn-key, and both are on one deed. He noted that he has been trying to obtain the house next door in order to rehab the building, but he has not been successful.

## **Opponents/Proponents**

Mr. Noel asked if anyone present would like to speak on behalf of the zoning district change?

Seeing none, Mr. Noel asked if anyone present would like to speak against the zoning district change?

Mr. Noel asked the commission members if they have any questions for Mr. Carpenter or Mr. Pack?

Mr. Watts asked Mr. Carpenter if there is a plan to combine the lots?

Mr. Carpenter replied that there is no plan to combine the lots.

Mr. Watts stated if the lots are not combined, then rezoning the individual lots to B-2 decreases what type of business can be placed in that area.

Mr. Noel asked what are the business options for a lot that small?

Mr. Watts explained that not much can be placed on the lots.

Mr. Watts confirmed with Mr. Carpenter that if a car lot went into the location, the building could not be used as a commercial garage.

Mr. Noel asked Mr. Pack if in the future he would come back to try to make all three lots into one lot?

Mr. Pack replied that a lot of money was spent renovating the house, so it would be quite a while before he would think about tearing the house down to join the lots.

## **Close Public Hearing**

Mr. Noel closed the Public Hearing for Case No. R-02-2026 at 6:15 PM.

# RECORD OF PROCEEDINGS

Minutes of **Planning Commission**

Held **April 21, 2026**

## **Business**

### **Decision - R-02-2026**

Mr. Watts said he does not have an issue currently changing this property to B-2. He said it is difficult to zone it B-2 with a residence next door, but that residence is zoned B-1 already. He said knowing the applicant has invested a large amount of money into the house and knowing that the lot size is going to determine what type of B-2 business goes in that location, he has no objection. Mr. Watts mentioned that he would like the commission at some point to revisit some of the uses of B-2 and lot sizes so they are more familiar with information.

Mrs. Delph said she has no objection, and her question of anyone that has an objection is what are they afraid of?

Mr. Noel said for him the hard part is if this is turned into B-2, the other two lots remain B-1. He said in approving the change, they might be a step ahead, but talking about combining the lots and zoning the lots B-2 makes sense from a use standpoint.

Mrs. Delph said this would be a step ahead and not a step backwards.

Mr. Watts said the area around this property almost dictates rezoning to B-2.

Mr. Noel said if the used car sales lot is not the intention right now, there is time to put the pieces together at another time. He said right now the zoning is just being changed and there will probably need to be another meeting down the road. He explained that the applicant admitted that he has to wait to recoup money from the renovations before being able to come back and go through multiple steps. Mr. Noel said he is not negative toward the rezoning, he just wants to be considerate of the applicant's steps.

Mr. Pack said he understands, but it will be a long time down the road before he comes back, and the application money does not bother him. He said he has an empty building that he thinks he will be able to get better businesses interested in now.

Ms. Powell instructed the commission if they want to continue the conversation with the applicant, the hearing will need to be reopened.

Mr. Noel said if that is the desire, he is not trying to stand in anyone's way.

Mrs. Delph made a motion to approve Case No. R-02-2026 zoning district request at 2955 Springboro West Road from B-1 to B-2; Mrs. Long seconded the motion.

**RESULT:** Passed (*Yes 4, No 0, Abstained 0*)

**MOVER:** Gina Delph

**AYES:** Stephen Noel, Tom Watts, Gina Delph, Jacqueline Long

**NAYS:** None

**ABSTAIN:** None

**Other Business - None**

# RECORD OF PROCEEDINGS

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Minutes of <b>Planning Commission</b>	Held <b>April 21, 2026</b>
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## **Adjournment**

Meeting adjourned at 6:23 PM.



### **Technical Review Committee**

Michael Davis, City Manager  
Libby Schroeder, Community Development Director  
Nick Sorice, City Planner  
Doug Hatcher, Fire Inspector  
Lauren Alvarado, City Engineer  
Brent Carpenter, Building & Zoning Administrator  
Beth Waters, Community Development Secretary

### **Planning Commission R-02-2026 Staff Report**

**Applicant:** Stellar Development & Property Holdings  
**Location:** 2955 Springboro West Rd. Moraine, OH 45439  
**Lot Number:** 3365  
**Current Zoning District:** B-1  
**Proposed Zoning District:** B-2

This formality is brought before the Planning Commission today prior to a 30-day legal notice for a public hearing to be brought before City Council. All legal notices were issued per Moraine Codified Ordinances Chapter 1127.

**Description:** The Technical Review Committee met on April 15, 2026, to review this application and documentation

The applicant, Stellar Development & Property Holdings, is applying for a Zoning District Change at the premises of 2955 Springboro West Moraine, OH 45439 from B-1 to B-2. The City Lot Number that this property sits on is 3365. The structure on the lot was the former Jimbo's building that was rehabbed by Stellar Development & Property Holdings in 2025. The neighboring house was also remodeled in addition to the Jimbo's structure as they are both owned by Stellar Development & Property Holdings.

The proposed use for this Zoning District Change per Application R-02-2026 is to allow used car sales on the property, which requires a B-2 Zoning District. The property is currently surrounded by a B-1 District and M-1 District. Across the street on Kreitzer is a B-2 District, and across the street on Springboro West Road contains M-2 District parcels.

In your packets, you will see a Zoning Letter submitted by the applicant, along with a before and after photo of the structure. A Zoning Map showing the current surrounding districts are in the packet. You will also find the B-1 and B-2 uses from the Moraine Codified Ordinances.

Stellar Development also provided an additional letter indicating that the parking lot will be resurfaced and marked, prior to a tenant going into the location, as per the approved site plan from BLD24-00179, regarding the building remodel. This site plan is also provided in your packets for reference.

If there are any questions regarding the Technical Review Committee's report after our review of this zoning district change proposal, please feel free to ask at this time.

Thank you,

Nick Sorice  
City Planner

# City of Moraine

Finance Department



**To:** Mayor & City Council

**From:** Annetta Williams, Finance Director

**Date:** May 21, 2026

**Subject:** March 2026 Finance Director Report

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## Summary

April is our busiest month of the year for income tax collections. We are still working on the month of April getting all the documents entered in the income tax software and audited. The City is doing well with adding to our fund balances and continuing to start projects that have been planned for the year. For April, we have increased our fund balances by \$2,503,700. For the year, we have increased our fund balances by \$4,130,600. Income tax revenues are up 8.6% over 2025 year to date. Other major revenues are slightly above the budget at 42%. Expenses are at 20%. We are continuing to roll out projects and large equipment purchases and should start to see increases in capital expenditures.

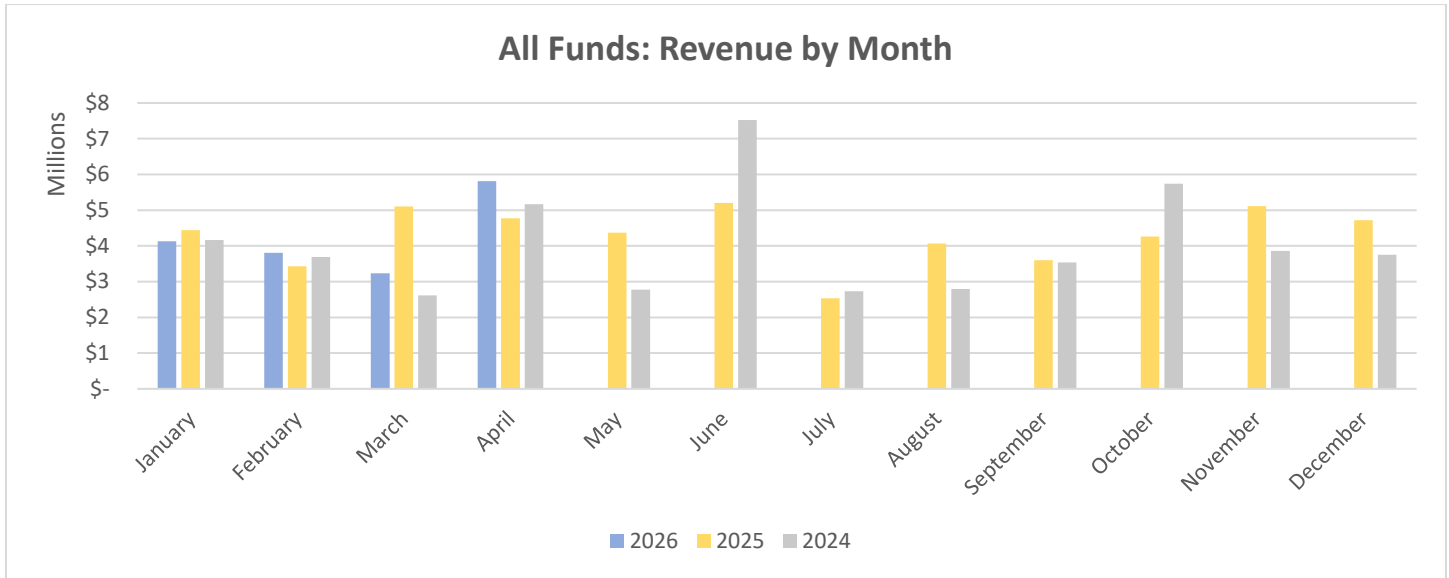
## Finance Department Notes

The audit is continuing and should be completed mid-to-late June. The basic financial statements will be done and filed with the State by the end of May and the Annual Comprehensive Financial Report will be done and filed with Government Finance Officer's Association by the end of June.

# ALL FUNDS

April 2026

## MONTHLY REVENUE COLLECTIONS VS. BUDGET



REVENUES BY CATEGORY (GROSS)	CURRENT MONTH	YEAR TO DATE	COLLECTED		
			2026 BUDGET	UNDER / (OVER)	COLLECTED
Local Taxes	\$ 715,813	\$ 720,023	\$ 1,371,041	\$ 651,018	53%
Income Taxes	3,165,245	10,329,677	26,444,375	16,114,698	39%
State Shared Taxes & Fees	74,807	340,256	965,112	624,856	35%
Special Assessments	32,860	32,860	592,700	559,840	6%
Intergovernmental Aid	58,891	173,266	4,704,831	4,531,565	4%
Charges for Services	86,372	236,433	507,000	270,567	47%
Civic Center	1,078	5,624	30,000	24,376	19%
Payne Recreation Center	8,145	44,902	75,750	30,848	59%
Fines & Forfeitures	5,553	93,839	327,350	233,511	29%
Miscellaneous Receipts	666,832	2,026,032	6,244,627	4,218,595	32%
Interfund Transfers	1,000,000	2,978,083	14,308,960	11,330,877	21%
<b>Total</b>	<b>\$ 5,815,598</b>	<b>\$ 16,980,996</b>	<b>\$ 55,571,746</b>	<b>\$ 38,590,750</b>	<b>31%</b>

### REVENUE COLLECTIONS – ALL CITY FUNDS

**Gross Revenues:** Through April, our gross revenue collections for the year are at 31%. Year to date income tax revenue is up 8.6% over last year and is at 39% of the current year estimated budget.

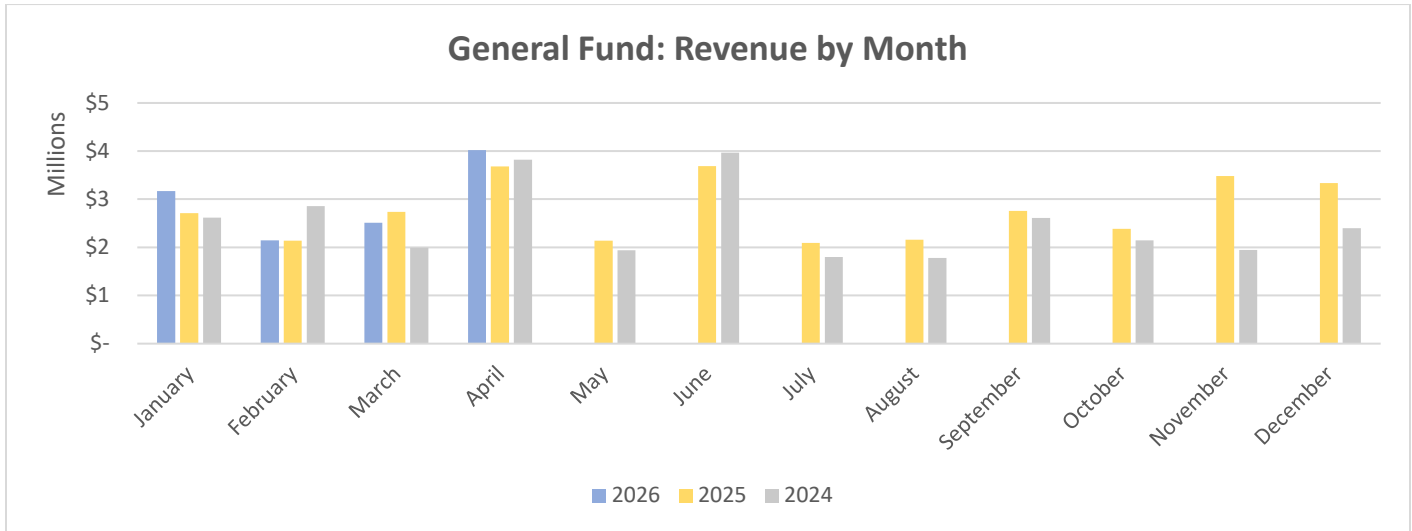
**Net Revenue:** After removing interfund transfers, net revenue for the month of April was \$4,512,343 and is 34.7% of the net revenue budget

**Interfund Transfers:** Transfers for this month are lower than budgeted. Year to date transfers for the year are at 21% as we only transfer what is needed to maintain a sufficient balance in the receiving funds. As Capital projects are started, transfers will increase.

# GENERAL FUND

April 2026

## MONTHLY REVENUE COLLECTIONS VS. BUDGET



REVENUES BY CATEGORY (GROSS)	CURRENT MONTH	YEAR TO DATE	COLLECTED		
			2026 BUDGET	UNDER / (OVER)	COLLECTED
Local Taxes	\$ 392,691	\$ 395,961	\$ 729,945	\$ 333,984	54%
Income Taxes	3,165,245	10,329,677	26,444,375	16,114,698	39%
State Shared Taxes & Fees	20,483	70,356	176,424	106,068	40%
Special Assessments	23,639	23,639	11,700	(11,939)	202%
Intergovernmental Aid	810	2,685	3,000	315	90%
Charges for Services	86,372	234,583	505,000	270,417	46%
Fines & Forfeitures	5,553	93,839	327,350	233,511	29%
Miscellaneous Receipts	326,768	693,025	1,662,970	969,945	42%
<b>Total</b>	<b>\$ 4,021,563</b>	<b>\$ 11,843,766</b>	<b>\$ 29,860,764</b>	<b>\$ 18,016,998</b>	<b>40%</b>

### REVENUE COLLECTIONS – GENERAL FUND

**State Shared Taxes:** This category is at 40% of the budget due to 911 shared revenue.

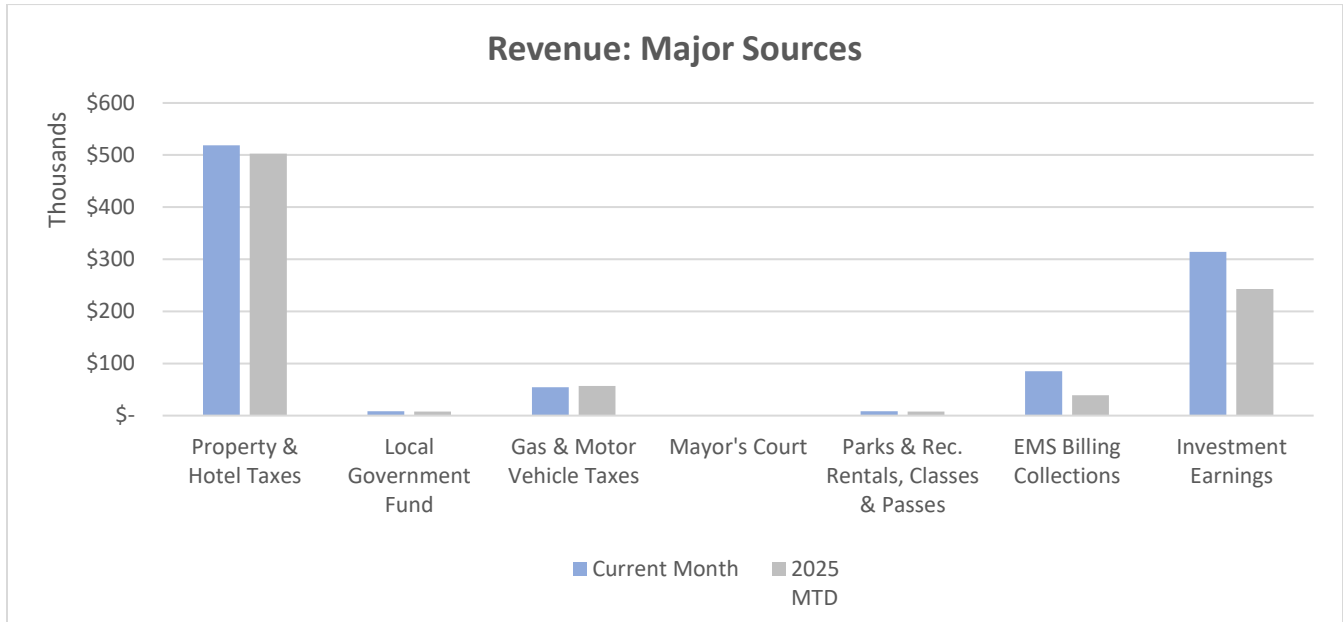
**Intergovernmental Aid:** This category is at 90% of its budget but at a budget of \$3,000 it is not a significant percentage of the entire budget. We received \$2,685 that was not part of the estimated budget for the Southern Ohio Safe Streets Task Force grant (SOSSTF). More of this funding is expected in 2026 which may warrant an increase to the revenue estimate.

**Charges for Services:** This category is primarily EMS billing receipts from Fire Department runs that can be billed to insurance which is at 46% of the budget. We will look at increasing the revenue estimate to reflect revenue expected from the fee increase that was effective in March. This along with the property tax and the income tax revenues contributes the majority of the 40% actual-to- budget overall in the general fund revenues.

# MAJOR SOURCES

April 2026

## MONTHLY REVENUE COLLECTIONS VS. BUDGET



REVENUES BY TYPE	CURRENT MONTH	YEAR TO DATE	2026 BUDGET	COLLECTED UNDER / (OVER)	COLLECTED
Property & Hotel Taxes	\$ 518,771	\$ 522,040	\$ 1,000,087	\$ 478,047	52%
Local Government Fund	8,448	43,587	130,924	87,337	33%
Gas & Motor Vehicle Taxes	54,324	223,925	748,688	524,763	30%
Mayor's Court	-	43,091	180,000	136,909	24%
Parks Rentals, Classes & Passes	8,468	45,746	84,000	38,254	54%
EMS Billing Collections	85,427	231,648	500,000	268,352	46%
Investment Earnings	314,172	651,708	1,594,800	943,092	41%
<b>Total</b>	<b>\$ 989,610</b>	<b>\$ 1,761,745</b>	<b>\$ 4,238,499</b>	<b>\$ 2,476,754</b>	<b>42%</b>

### REVENUE COLLECTIONS – MAJOR SOURCES

**Property Taxes:** This revenue is paid to the City twice per year, typically, in April and October. Collections are at 52% because the first half distribution was received in April.

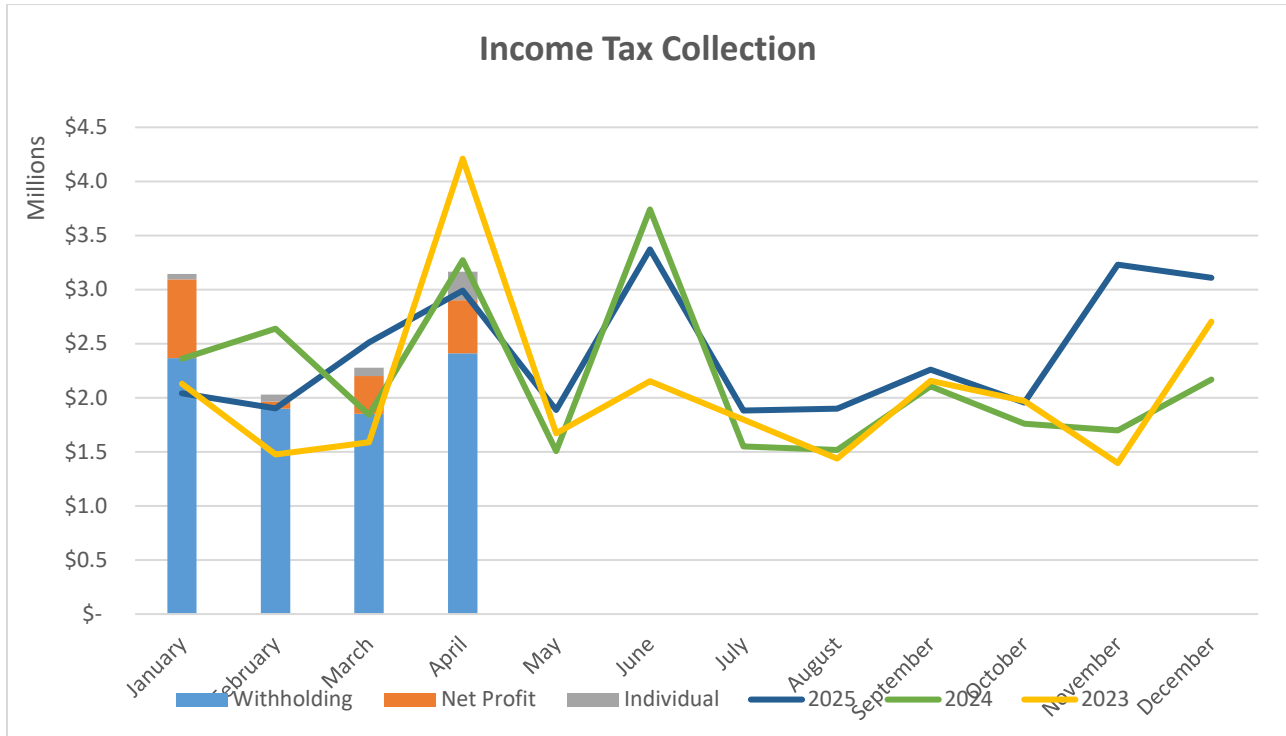
**Parks Rentals & Season passes:** These revenues are higher than expected at 54% of the budget primarily due to rentals and season passes.

**Investment Earnings:** The interest earnings revenue received is above target at 41%. The City received interest revenue of \$314,000 in April.

# INCOME TAX

April 2026

## MONTHLY REVENUE COLLECTIONS VS. BUDGET



REVENUES BY TYPE	CURRENT MONTH	YEAR TO DATE	2026 BUDGET	COLLECTED UNDER / (OVER)	COLLECTED
Electric Co. Income Tax	\$ -	\$ 14	\$ 1,000	\$ 986	1%
Income Tax Refunds	-	(143,057)	(714,000)	(570,943)	20%
Income Taxes	3,165,245	10,472,721	27,157,375	16,684,654	39%
<b>Total</b>	<b>\$ 3,165,245</b>	<b>\$ 10,329,677</b>	<b>\$ 26,444,375</b>	<b>\$ 16,114,698</b>	<b>39%</b>

### REVENUE COLLECTIONS – INCOME TAX

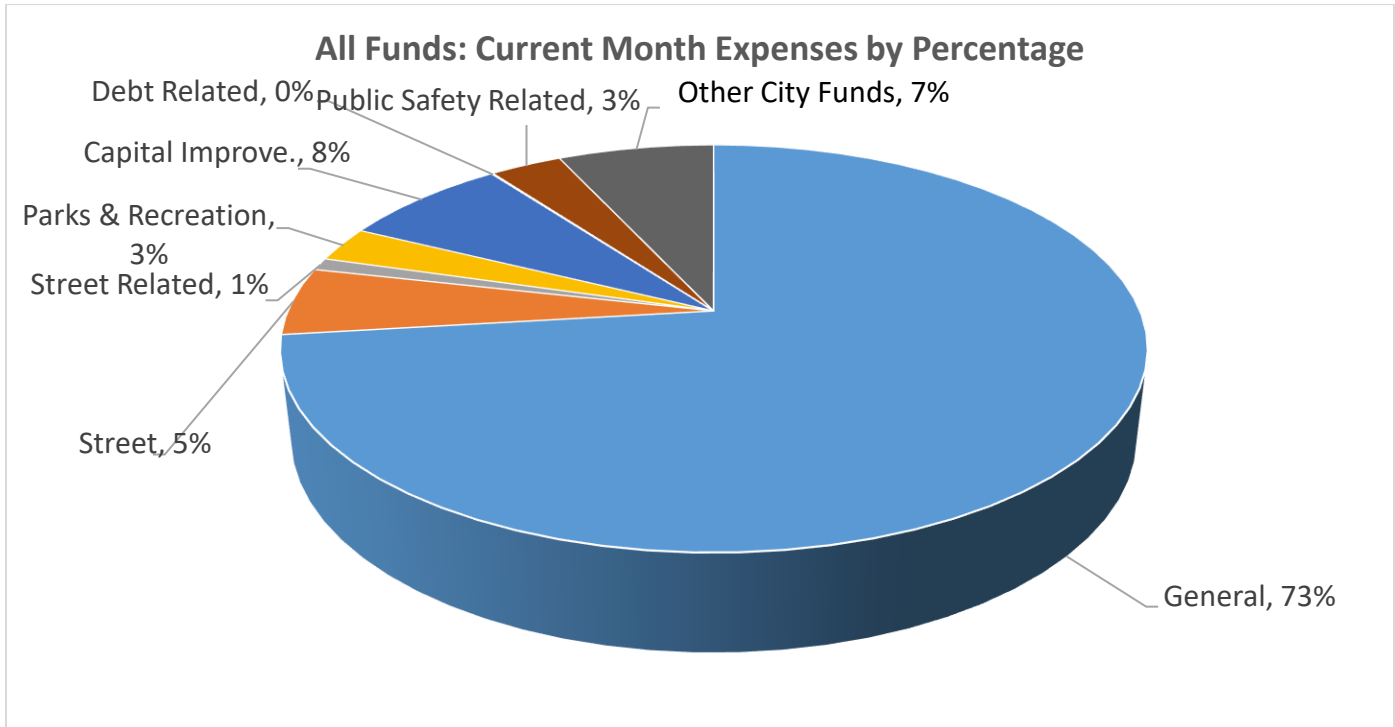
**2026 Collections:** We are at 39% of the total revenue budget for the year. We have collected \$10,329,677 of the budget. We are up 5.8% from April 2025 and up 8.6% YTD cumulatively over 2025 YTD.

**Net Profit:** In April, we collected \$493,111 in net profit receipts. Net profits are down 7.6% compared to April MTD last year but up 13% over 2025 year to date. Net profit accounts for approximately 23.6% of total gross collections. We are at 25% of the \$6,409,140 expected budget.

**Withholding:** In April, we collected \$2,409,563. Withholdings are up 8% over 2025. Withholdings account for approximately 73.7% of total gross collections. We are at 42% of the total \$20,014,985 expected withholdings for the year.

**Individual:** In April, we collected \$262,571. We are down 12.6% over April 2025 and 3.9% over 2025 year-to-date. Individual receipts account for approximately 2.7% of total gross collections. We are at 59% of the total \$733,249 expected Individual receipts for the year.

**Refunds:** We have processed \$143,057 in refunds. We received revenue in error in January that belonged to a different jurisdiction which we refunded in January.



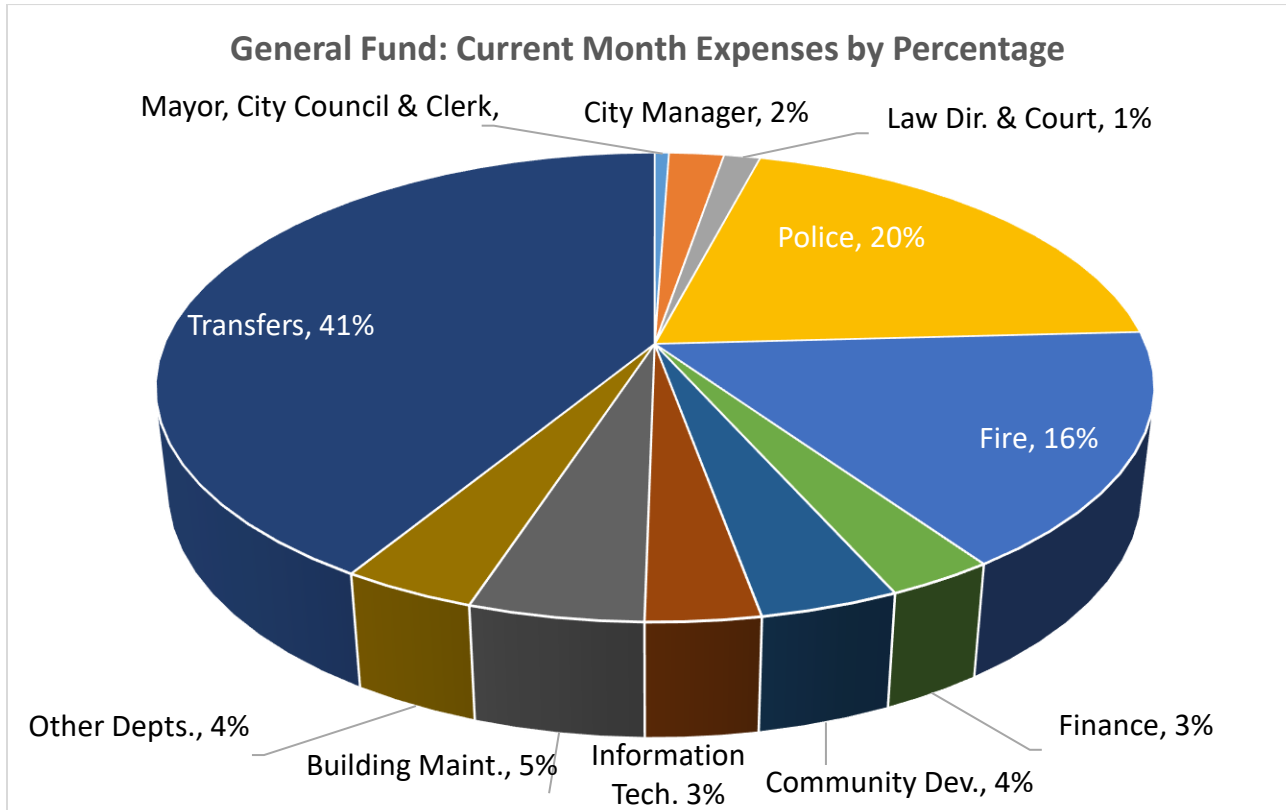
EXPENSES BY FUND/TYPE	CURRENT MONTH	YEAR TO DATE	2026 BUDGET	AVAILABLE BALANCE	% EXPENSES TO BUDGET
General Fund	\$ 2,421,828	\$ 8,991,430	\$ 35,721,818	\$ 23,914,262	25%
Street Fund	178,452	817,913	3,042,676	1,923,498	27%
Street Related Funds	32,486	168,429	769,168	486,730	22%
Parks & Recreation Fund	92,291	445,180	1,677,065	968,371	27%
Capital Improvement Fund	248,034	768,984	16,500,841	10,491,380	5%
Debt Related Funds	2,379	2,379	1,009,250	9,621	0%
Public Safety Related Funds	106,225	521,115	1,614,475	1,066,472	32%
Other City Funds	230,223	1,134,998	5,307,868	3,262,282	21%
<b>Total</b>	<b>\$ 3,311,917</b>	<b>\$ 12,850,427</b>	<b>\$ 65,643,162</b>	<b>\$ 42,122,617</b>	<b>20%</b>

**EXPENSES – ALL FUNDS**

**Net Expenses:** After interfund transfers, our Net Expenses for April were \$2,421,828 and 20% of the budget year to date, well under the 33% expected through the month of April.

**Large Expenses:** In April, we paid \$74,700 deposit for the portable restrooms and processed the final 100% grant reimbursement payment for the SR741/Dorothy Lane Signal.

It’s early in the year and we will continue to evaluate current year budget needs. So far, we are under budget by 13% overall.



EXPENSES BY DEPARTMENT	CURRENT MONTH	YEAR TO DATE	2026 BUDGET	AVAILABLE BALANCE	% EXPENSES TO BUDGET
Mayor, City Council & Clerk	\$ 13,344	\$ 61,369	\$ 229,381	\$ 143,288	27%
City Manager & Info. Center	51,504	180,770	703,446	455,180	26%
Law Director & Clerk of Courts	33,982	123,160	481,063	312,617	26%
Police	486,219	2,186,052	7,105,212	4,313,522	31%
Fire	393,232	1,685,214	5,268,976	3,309,169	32%
Finance	71,287	327,160	1,099,364	641,572	30%
Community & Economic Dev.	92,144	302,296	1,225,665	755,101	25%
Information Technology	75,728	269,999	1,243,520	528,997	22%
Building Maintenance	115,419	462,608	1,871,757	1,086,337	25%
Other Departments	88,970	414,719	2,184,474	1,037,601	19%
Transfers	1,000,000	2,978,083	14,308,960	11,330,877	21%
<b>Total</b>	<b>\$ 2,421,828</b>	<b>\$ 8,991,430</b>	<b>\$ 35,721,818</b>	<b>\$ 23,914,262</b>	<b>25%</b>

**EXPENSES – GENERAL FUND**

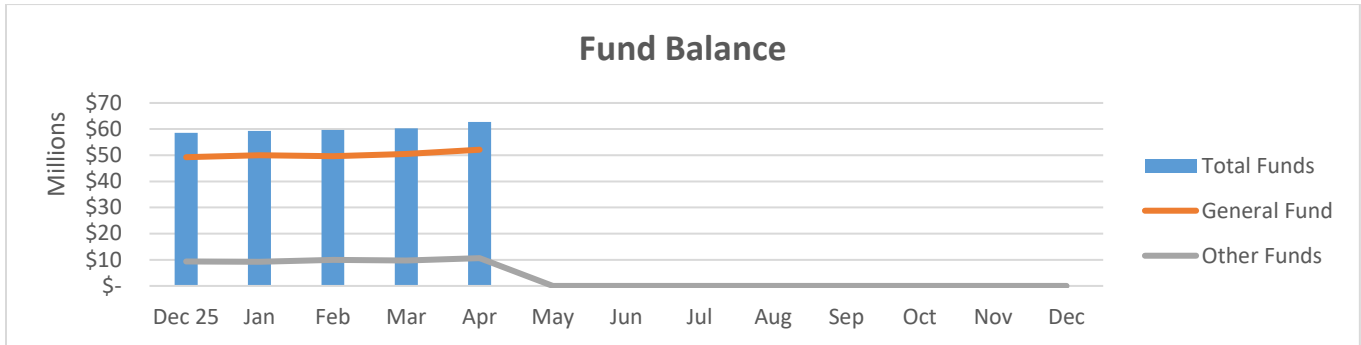
**Budget Status:** The General Fund is at 25% of the budget, just under the 33% expense target. All departments spending is at or below the year-to-date target. Overtime usage in the Fire Department is at 51.74% of the budget due to leave requiring backfills and staff shortages.

**Transfers:** Transfers are below budget. However, as significant budgeted capital improvement fund projects begin, money will be transferred as those projects are encumbered and spent.

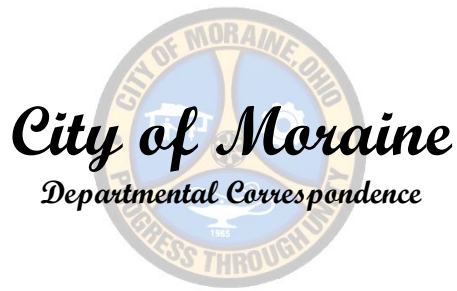
# FUND BALANCES & CASH FLOW

April 2026

## MONTH END BALANCES BY FUND



FUND	YEAR BEGIN BALANCE	MONTH BEGIN BALANCE	MONTH CHANGE BALANCE	MONTH END BALANCE	YEAR TO DATE CHANGE
General	\$ 49,257,578	\$ 50,510,179	\$ 1,599,736	\$ 52,109,914	\$ 2,852,336
Street	402,040	341,618	46,787	388,404	(13,636)
State Highway	382,729	369,375	1,922	371,297	(11,432)
Parks & Recreation	278,407	231,750	43,156	274,905	(3,502)
Cemetery	90,547	92,613	740	93,353	2,806
Motor Vehicle License Tax	36,299	33,536	2,049	35,585	(714)
Enforcement & Education	76,120	76,620	404	77,025	905
Mayor's Court Computer	73,497	50,921	-	50,921	(22,576)
Clerk of Court Computer	48,997	33,946	-	33,946	(15,051)
Economic Development	366,266	479,707	-	479,707	113,441
Special Energy Improvement Pr	-	-	9,175	9,175	9,175
Capital Improvement	3,639,626	4,011,676	510,047	4,521,723	882,096
Vance Darroch Project	57,381	57,381	-	57,381	-
Debt Service	189,794	190,886	1,008	191,894	2,100
Tax Increment Financing	59,066	59,405	194,976	254,381	195,316
Home Improvement Loan	723,286	727,447	3,840	731,287	8,001
City Garage	317,557	259,660	(28,441)	231,220	(86,337)
Miscellaneous Trust	44,926	45,826	(1,234)	44,592	(334)
Police Pension	101,054	116,125	16,082	132,207	31,153
Fire Pension	74,075	132,525	5,085	137,610	63,535
Insurance Reserve	1,478,135	1,484,388	11,362	1,495,750	17,615
Health Insurance	615,689	646,246	89,314	735,560	119,870
Federal Law Enforcement	43,661	43,912	232	44,144	483
State Law Enforcement Training	54,309	53,929	285	54,214	(95)
Drug Law Enforcement Trust	45,358	45,619	241	45,860	502
OneOhio Opioid Settlement	153,477	141,473	(3,084)	138,389	(15,088)
<b>Total</b>	<b>\$ 58,609,874</b>	<b>\$ 60,236,762</b>	<b>\$ 2,503,681</b>	<b>\$ 62,740,443</b>	<b>\$ 4,130,569</b>



**TO:** Mayor  
City Council

**FROM:** Michael Davis, City Manager

**DATE:** May 26, 2026

**SUBJECT:** City Manager's Report

1) City Manager

- a) On May 15, 2026, attended the annual community ambassador awards meeting at Boonshoft.
- b) Community Development Director Libby Schroeder and I met with a couple of our businesses on May 19, 2026, to discuss growth opportunities.
- c) Attended the Dayton Regional ESID (Energy Special Improvement District) Board meeting on May 26, 2026. Discussion was on special energy improvement projects.
- d) Will be holding interviews for the City Planner position over the coming week.

2) Building & Zoning

- a) Property maintenance, mowing and debris continue to be a focus for staff during this spring season.

3) Engineer

- a) Several road infrastructure projects are underway for spring and summer.

4) Parks

- a) The Moraine Civic Center has been closed for the past two weeks for the new flooring project. Staff have worked hard to prepare the facility for its reopening on Tuesday, May 26, 2026. Director Brent Shane reported that the new floor looks great, and they are excited to show it off to patrons.
- b) A meeting was held to discuss the old pump house and the possibility of remodeling it into an amphitheater.
- c) Staff are working to prepare America250 programs for this summer.
- d) Summer camp leader training began this week, and summer camp counselor training will begin next week.

5) Police

- a) May 8: Detectives investigated a child abuse complaint. A suspect was arrested and charged with felony offenses.
- b) May 9: Officers responded to a subject passed out in a vehicle in front of Ziggy's. The individual was arrested for felony drug possession and other related offenses.

- c) May 10: An officer sustained a minor injury after being assaulted by an arrested subject. The suspect was charged with assault on a police officer.
  - d) May 11: Officers responded to a fight between two females in the Flying Ace parking lot. One subject was arrested and issued a summons.
  - e) May 13: A vehicle stolen from Moraine in 2024 was recovered in Dayton after having been set on fire. The investigation remains ongoing.
  - f) The end-of-school-year cookout at the Intermediate School was a success.
  - g) Over the past two weeks, there were 14 calls for service at Walmart, 5 calls at Red Roof, 7 calls at Speedway, 5 calls at Kroger, 8 calls at Dmax, 6 calls at Red Horse, and 51 calls for service on I-75.
- 6) Street Division
- a) Performed sign maintenance Citywide.
  - b) Completed maintenance in parks, ballfields, flowerbeds and at Ellerton Cemetery.
  - c) Staff patched potholes and cleaned up storm debris following the storm.
  - d) Seasonal mowing maintenance was performed, including the use of a reach-arm mower on routes and mowing operations using a batwing mower.
  - e) Staff leveled dirt at the Moraine Recreation Center.
  - f) New electric stands for the festival were built.

## Bi-Monthly Report

**To:** Michael Davis, City Manager  
**From:** Traci Kuzminski, Fire Chief   
**Date:** May 20<sup>th</sup> 2026  
**Subject:** Activity Report

The Fire Division responded to a total of 124 Incidents from May 3<sup>rd</sup> 2026 - May 16<sup>th</sup> 2026.

### EMS/ Fire & Rescue –

- Division Responded to 3 Motor Vehicle Incidents
- Division responded to 85 EMS Incidents
- Division responded to 9 Fire Alarms/Detector Activations
- Division Responded to 27 other calls

### Long-term projects/issues:

- New Medic ordered. Still Waiting
- Order of new ladder E-One Metro Quint Fire Truck through Vogelpohl Fire.
- Receiving quotes for a new medic unit for delivery in 2029

### Full time hiring/promotions:

- We have 2 people in the FT Process
- FT Firefighter/Paramedic Caleb Godin started 4/20/2026
- FT Firefighter/EMT Zachry Searles-Butz started 4/28/2026
- FT FF Michael Harris Retirement
- Preparing for FF Mark Erby Retirement

### Part time hiring:

- We have 4 part time personnel currently on the roster
- 3 conditional offers sent out

### Short-term projects/issues:

- Multiple large industrial size fans installed in station bays.
- Biannual Fire Hydrant Testing- Complete

### Number of Inspections/Re-Inspections:

- 75 Inspections

### Meetings:

- Council Meeting 5/14

### Other:

- 1 car seat checked for safety
- 12 SAFE Classes at WCMS 216 Students
- Cinco de Mayo Celebrations @ CB 5/5
- Auto Extrication Training with WCFD 5/7

- Lt. Sagraves attended Annual Image Trend Conference
- Lt. Cahill attended GMVEMS Resuscitation Training Course 5/12
- Cook-out and kickball with West Carrollton Intermediate School 5/15

# **An Ordinance to make supplemental appropriations for current expenses and other expenditures of the City of Moraine, State of Ohio for the period January 1, 2026, to December 31, 2026, and declaring an emergency.**

---

**Department:** Community Development

**Request:** Action Item

## **Item Background and Purpose:**

The 2025 Crack Sealing Program was awarded to Buck Pavement last year and had originally been scheduled for construction in late 2025. Due to the extreme weather we had last summer, Buck Pavement was delayed on their early summer projects so much that they needed to cancel or postpone 3 projects, including ours. We worked out an agreement where Buck Pavement would perform our project first for the 2026 season with an estimated start date of April 20th. As April came, I began reaching out but received no response. After some digging, we discovered that Buck Pavement had closed their business. We had many discussions and have come to the conclusion to repeal the 2025 awarding legislation and to seek a supplemental appropriation to add those 2025 project funds to the 2026 Crack Sealing Program.

The 2025 Crack Sealing Program has a budget of \$80,000 and was awarded for \$69,600. With the 10% contingency of \$6,960, the purchase order encumbered a total of \$76,560. The 2026 Crack Sealing Program has a budget of \$80,000 and has not yet been advertised this year. I recommend having legislation prepared for supplemental appropriation to add \$80,000 to the 2026 Crack Sealing Program.

---

## **Financial Impact:**

**Is Item Budgeted?:** Yes

**Funding Source:** Engineering Capital

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## **Attachments:**

1. 2025-006 Resolution 8164-25
2. 2025-006 Contract SIGNED
3. Buck Closure Confirmation

# RECORD OF ORDINANCES

Ordinance No. **2234-26**

**AN ORDINANCE TO MAKE SUPPLEMENTAL APPROPRIATIONS FOR CURRENT EXPENSES AND OTHER EXPENDITURES OF THE CITY OF MORAINE, STATE OF OHIO FOR THE PERIOD JANUARY 1, 2026, TO DECEMBER 31, 2026, AND DECLARING AN EMERGENCY.**

**NOW THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF MORAINE, STATE OF OHIO:**

**SECTION 1:** That after due review and consideration, it has been determined that it is in the best interest of the City of Moraine to provide for the following supplemental appropriations as listed:

<b>301 CAPITAL IMPROVEMENT FUND</b>		
<b>Department</b>	<b>Operating Expenses</b>	<b>Appropriation</b>
Engineering - 2026 Crack Sealing Program	\$ 80,000	<b>\$ 80,000</b>
	<b>Supplemental Appropriations</b>	<b>\$ 80,000</b>
	<b>Total Supplemental Appropriations</b>	<b>\$ 80,000</b>

**SECTION 2:** That this Ordinance, being a supplemental appropriation, shall take effect immediately upon passage, pursuant to Section 4.9 of the City of Moraine, Ohio charter.

# RECORD OF RESOLUTIONS

Resolution No. **8164-25**

Passed **June 26, 2025**

**A RESOLUTION ACCEPTING THE BID OF AND AUTHORIZING THE CITY MANAGER TO ENTER INTO A CONTRACT WITH BUCK PAVEMENT RESTORATION, LLC FOR THE 2025 CRACK SEALING PROGRAM FOR THE TOTAL AMOUNT OF \$69,600.00 AND FURTHER AUTHORIZING THE CITY MANAGER TO EXECUTE NEEDED CHANGE ORDER(S), IF ANY, IN SPECIFIED AMOUNT.**

**NOW THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF MORaine, STATE OF OHIO:**

**SECTION 1:** Bids were requested and received for the 2025 Crack Sealing Program and upon review and recommendation by staff, and determination that the bid of Buck Pavement Restoration, LLC in the amount of \$69,600.00 is hereby deemed to be the lowest and best responsive bid submitted by a responsible bidder and same is hereby accepted, and the City Manager is authorized to enter into a contract therewith in accordance with the terms of the bid specifications, said costs to be paid from the Capital Improvement Fund.

**SECTION 2:** That the City Manager is further authorized to expend up to an additional 10% of the bid amount of \$69,600.00 for additional work, if necessary, making the total amount approved to be \$76,560.00.

**SECTION 3:** That the Clerk is hereby directed to forward a certified copy of this Resolution to the City Manager, City Engineer, and Finance Director

**SECTION 4:** That this Resolution shall take effect from and after the date of its passage.

APPROVED:



Mayor Teri Murphy

APPROVED AS TO FORM:



Law Director

ATTEST:



Clerk of Council

I, Karen Powell, Clerk of Council for the City of Moraine, Ohio, do hereby certify that the foregoing Resolution is a true and correct copy of Resolution No. 8164-25 passed by the Moraine City Council on June 26, 2025.

IN TESTIMONY WHEREOF, witness my hand and official seal this June 26, 2025.



Clerk of Council, Karen Powell



## Form of Contract

**THIS AGREEMENT**, entered into this 4<sup>th</sup> day of **December 2025** by and between the *City of Moraine, Ohio* hereinafter called the "Owner", and **BUCK PAVEMENT RESTORATION, LLC** hereinafter called the "Contractor."

**WITNESSETH:** That the said Contractor has agreed and by these presents does agree, with the said Owner for the consideration hereinafter named, to furnish all the materials and do all the work of whatever kind necessary to complete, in a good substantial and workmanlike manner, ready for use, and in strict accordance with the specifications on file in the office of the Project Engineer and subject to all the terms and conditions of said specifications, and to the approval of said Project Engineer, for the construction of the **2025 CRACK SEALING PROGRAM** in strict accordance with the Contract Documents dated **May 14, 2025** for the sum of **SIXTY-NINE THOUSAND, SIX HUNDRED DOLLARS AND ZERO CENTS (\$69,600.00)**.

**TIME FOR COMPLETION:** The work will commence on a date to be specified in a written order of the Owner and shall be completed **BY MAY 31, 2026**, as specified in these Contract Documents.

The Owner agrees to pay, and the Contractor agrees to accept as full compensation, satisfaction, and discharge for all work done and material furnished, and also for all costs and expenses incurred and losses or damages sustained by reason of the action of the elements or because of the nature of the work or because of any unforeseen obstruction or difficulty encountered in the projection of the work, and also for all expenses incurred by or in consequence of the suspension of the work as herein specified and also for well and faithful completion of the work, and the whole thereof, in accordance with the terms, conditions and provisions of this Contract and the instructions, orders and directions of the Engineer there under, and also for maintaining the work in good condition until the final payment is made and for one year after the date of substantial completion, except extra work which shall be paid for as provided in the General Conditions and except as in this Contract otherwise specifically

provided, a sum of money equal to the amount of the actual work and materials furnished, as determined by the Engineer, under each item listed in the Proposal multiplied by the unit price applicable to each such item as set forth in the Proposal attached hereto.

**WITNESSETH**, that in consideration of the sums of money herein specified to be paid by the

**City of Moraine, Ohio**

Kim Wallace  
Witness (Signature)

Michael Davis  
Signature

Kim Wallace  
Witness (Print)

MICHAEL DAVIS  
Print

**Contractor**

Brody R. Beck  
Witness (Signature)

Joann Buck  
Signature

Brody R. Beck  
Witness (Print)

Joann Buck  
Print

Owner  
Title

To whom this may concern,

Due to circumstances out of our control, Buck Pavement Restoration has gone out of business. We are unable to complete the contract for the 2025 crack seal. I apologize for this.

We can, however, refer you to a company that would be able to complete the project.

H.W. Bergman

218 E. 9<sup>th</sup> st.

Genoa, Oh 43430

419-855-4757

Again, I apologize for the inconvenience,

Josie Buck

**An Ordinance adopting the recommendation of the Planning Commission to deny a Zoning District change for City Lot Numbers 2157, 2158, 5057, and 5275 and located at 3351 Main Street within the City of Moraine from R-2 (Single Family Residence District) to B-1 (Neighborhood Business District).**

---

**Department:** Community Development

**Request:** Action Item

**Item Background and Purpose:**

A public hearing for Case No. R-01-2026 is scheduled to be held at the Regular City Council meeting on May 14, 2026. The request is approval of preparation of legislation for the Zoning District Change.

---

**Financial Impact:**

**Is Item Budgeted?:** No

**Funding Source:** N/A

---

**Attachments:**

1. COUNCIL LEGAL NOTICE R-01-2026
2. CITY COUNCIL R-01-2026 Staff Report
3. Reviewed Application R-01-2026
4. PACKET 8x11 Zoning Map with Lot Numbers Listed
5. Harjeet Gas Station Site Plan Option 1
6. Harjeet Gas Station Site Plan Option 2
7. B-1 District MCO Chapter 1151
8. Landscaping Requirements
9. Planning Commission Meeting Minutes - March 19, 2026

# RECORD OF ORDINANCES

Ordinance No. **2235-26**

**AN ORDINANCE ADOPTING THE RECOMMENDATION OF THE PLANNING COMMISSION TO DENY A ZONING DISTRICT CHANGE FOR CITY LOT NUMBERS 2157, 2158, 5057, AND 5275 AND LOCATED AT 3351 MAIN STREET WITHIN THE CITY OF MORaine FROM R-2 (SINGLE FAMILY RESIDENCE DISTRICT) TO B-1 (NEIGHBORHOOD BUSINESS DISTRICT).**

**WHEREAS**, Harjeet Singh, owner of the property located at 3351 Main Street, Lot Numbers 2157, 2158, 5057, and 5275 located within the City of Moraine, filed an application and request to rezone said property from R-2 (Single Family Residence) to B-1 (Neighborhood Business District); and

**WHEREAS**, after public hearing by the Planning Commission on March 19, 2026, notice of which was given as required by law, said request to rezone the aforementioned property from R-2 (Single Family Residence) to B-1 (Neighborhood Business District) was recommended for denial by the Planning Commission; and

**WHEREAS**, a public hearing by City Council on said request occurred on May 14, 2026, notice of which was given as required by law, and

**WHEREAS**, this Ordinance has received two separate readings on May 28, 2026, and June 11, 2026.

**NOW THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF MORaine, STATE OF OHIO:**

**SECTION 1:** That, in consideration of the applicable provisions of Moraine Codified Ordinance Chapter 1127, including Section 1127.01 which states, in relevant part, “Whenever the public necessity, convenience, general welfare or good zoning practice require, Council may, after recommendation thereon by the Planning Commission, and subject to the procedure provided in this section, amend, supplement or change the regulation, district boundaries or classification of property, now or hereafter established by this Zoning Code, or amendments thereto...”; and in further consideration of the applicable provisions of Moraine Codified Ordinance Chapter 1137, including Section 1137.01 which states, in relevant part, “The R-2 Single-Family Residence District is provided to accommodate single family residential development of a moderately low density character within areas of similar development and within areas of similar physical character generally located within the peripheral areas of the City.”; and in further consideration of the applicable provisions of Moraine Codified Ordinance Chapter 1151, including Section 1151.01 which states, in relevant part, “The B-1 Neighborhood Business District is intended to provide for relatively small business and service establishments in suitable locations primarily to serve the daily staple needs of residents.”; the City Council hereby adopts the recommendation of the Planning Commission to deny the rezoning application from R-2 (Single Family Residence) to B-1 (Neighborhood Business District) for property located at 3351 Main Street, Lot Numbers 2157, 2158, 5057, and 5275 located within the City of Moraine.

**SECTION 2:** That any Ordinance in conflict with this Ordinance is hereby repealed.

**SECTION 3:** That this Ordinance shall take effect and be in force thirty (30) days after its second reading and adoption.

**SECTION 4:** That the Clerk is hereby directed to forward a certified copy of this

# RECORD OF ORDINANCES

Ordinance No. **2235-26**

Ordinance to the City Manager, City Planner, and Building and Zoning Inspector.



**CITY COUNCIL  
LEGAL NOTICE  
R-01-2026**

An application for a Zoning District Change in accordance with Moraine Codified Ordinances (MCO) Chapter 1127 was submitted through the Community Development Department.

A Public Hearing will be held on Thursday, May 14, 2026, at the Regular City Council Meeting regarding Zoning District Change Application R-01-2026. This 30-day public hearing period notice is required per MCO Chapter 1127.

A Planning Commission Meeting was held on Thursday, March 19, 2026, and was recommended for the application to be denied.

The agenda for this Zoning District Change is a request submitted by Harjeet Singh for the premises located at 3351 Main Street. The Lot Numbers affected by the Zoning District Change Request are 2157, 2158, 5057, and 5275.

This is a request for a Zoning District Change for the four (4) lots listed from R-2 (Single-Family Residential District) to B-1 (Neighborhood Business District).

Any person interested in or affected by this public hearing may appear and be heard at said public hearing. The meeting convenes at 6 p.m. at the **City of Moraine Municipal Building: 4200 Dryden Rd. Moraine, OH 45439.**

Additional information regarding this proposal may be obtained by visiting the Community Development Department or by contacting Nick Sorice, City Planner, at 937-535-1037. Additional contact can be made by email at [nsorice@moraineohio.gov](mailto:nsorice@moraineohio.gov)



### **Technical Review Committee**

Michael Davis, City Manager  
Nick Sorice, City Planner  
Doug Hatcher, Fire Inspector  
Lauren Alvarado, City Engineer  
Brent Carpenter, Building & Zoning Administrator  
Beth Waters, Community Development Secretary  
Andrew Dickerson, CBO, National Inspection Corporation

### **City Council R-01-2026 Staff Report**

**Applicant:** Harjeet Singh

**Location:** 3351 Main St. Moraine, OH 45439

**Lot Numbers:** 2157, 2158, 5057, 5275

**Current Zoning District:** R-2

**Proposed Zoning District:** B-1

This formality is brought before the City Council today after a 30-day legal notice period for a public hearing. All legal notices were issued per Moraine Codified Ordinances Chapter 1127.

**Description:** The applicant, Harjeet Singh, is applying for a Zoning District Change for the four (4) remaining residential-zoned (R-2) lots at the premises of 3351 Main St. Moraine, OH 45439 from R-2 to B-1. The Lots that are brought before the City Council for a Zoning District Change are 2157, 2158, 5057, and 5275. The property encompasses nine (9) lots total with five (5) lots at the B-1 Zoning District, which are the lots that contain the existing structure on the property. The current R-2 Lots comprise of 0.3903 acres +/- of the 1.1029 acre +/- property per Montgomery County Auditor records. This consists of 35.39% of R-2 lots currently. The B-1 lots consist of 0.7126 acres +/- of the property.

The proposed use for this Zoning District Change per Application R-01-2026 is for the addition of a gas canopy with three (3) double-sided pumps. The architect, Craig E. Dillon, AIA Architects, informed us that this would be a Marathon franchise for the fueling station. Choices of unleaded, premium, and diesel would be available. The fueling station hours would be from 5 am – 12 am. It would not be a 24/7 fueling station.

In your packet, you will see that two (2) preliminary site plans are provided, showing an idea of what the applicant would like to propose with the Zoning District Change, if approved. Site Plan 1 includes variances, if the Zoning District Change were to be approved. Site Plan 2 indicates what the layout would be if there were no variances. This is per the B-1 District requirements in your packet as there are setbacks required for parking and structures due to the location of the property.

The Technical Review Committee met on March 11, 2026, to review this application and documentation. With the review, it was agreed that Site Plan Option 1 provides better flow for traffic and larger vehicles to maneuver with the canopy. As the current structure will continue to house a drive-thru inside. It was mentioned that parking spots 1-10 would be an issue if a variance allowed the Main Street entrance to remain. The reason why the Main Street entrance would be closed off for this is in your packets under MCO 1185.17 (A) due to the new use on the property of a fueling station having an entrance on the same side of the street that is within 200' of the First Freedom Baptist Church property. The parking spots in front of the entrance would not allow enough clearance if a larger vehicle or public safety vehicle had to maneuver within that area. A buffer will need to be included as well with the Residential-Zoned church property to the east. The landscape requirements can be found in MCO Chapter 1187.

However, these site plans are only preliminary ideas to provide a visual to City Council and can change as this is contingent upon this Zoning District Change case.

This case was not recommended by Planning Commission to proceed due to a voting board of 4: consisting of a recusal, 1 no, 2 ayes.

If there are any questions regarding the Technical Review Committee's report after our review of this zoning district change proposal, please feel free to ask at this time.

Thank you,



Nick Sorice  
City Planner



# City of Moraine Planning Commission

## Application for Zoning District Change

Revised 11/2021

### Office Use (This Section only)

Paid: Via Phone on 02/03/2026

Date Received: 02/03/2026

Application No.: R-01-2026

Receipt #: 7342

Fee: \$200

Proposed Zoning Dist.: B-1

PUD District? N/A

PUD Site Plan? N/A

### Location Information - General

City Lot Number(s): 5275, 5057, 2150, 2157 Area in Acres: 1.1 Acres

Site Address: 3351 Main Street, Moraine, OH

Applicant(s) – Please include additional owners, applicants, or developers on back of application

Name of Owner: Harjeet Singh

Address: 2039 Southfork Drive City: Lebanon State: OH

Contact Phone: 513-692-3735 (cell) Email: cstoremoraine@gmail.com

### Zoning Data

Present Use: Existing convenience store & Drive-Thru

Present Zoning Dist.: R-2 Proposed Zoning Change: B-1

Proposed Use(s): Addition of new gas pumps & canopy

### Supporting Information

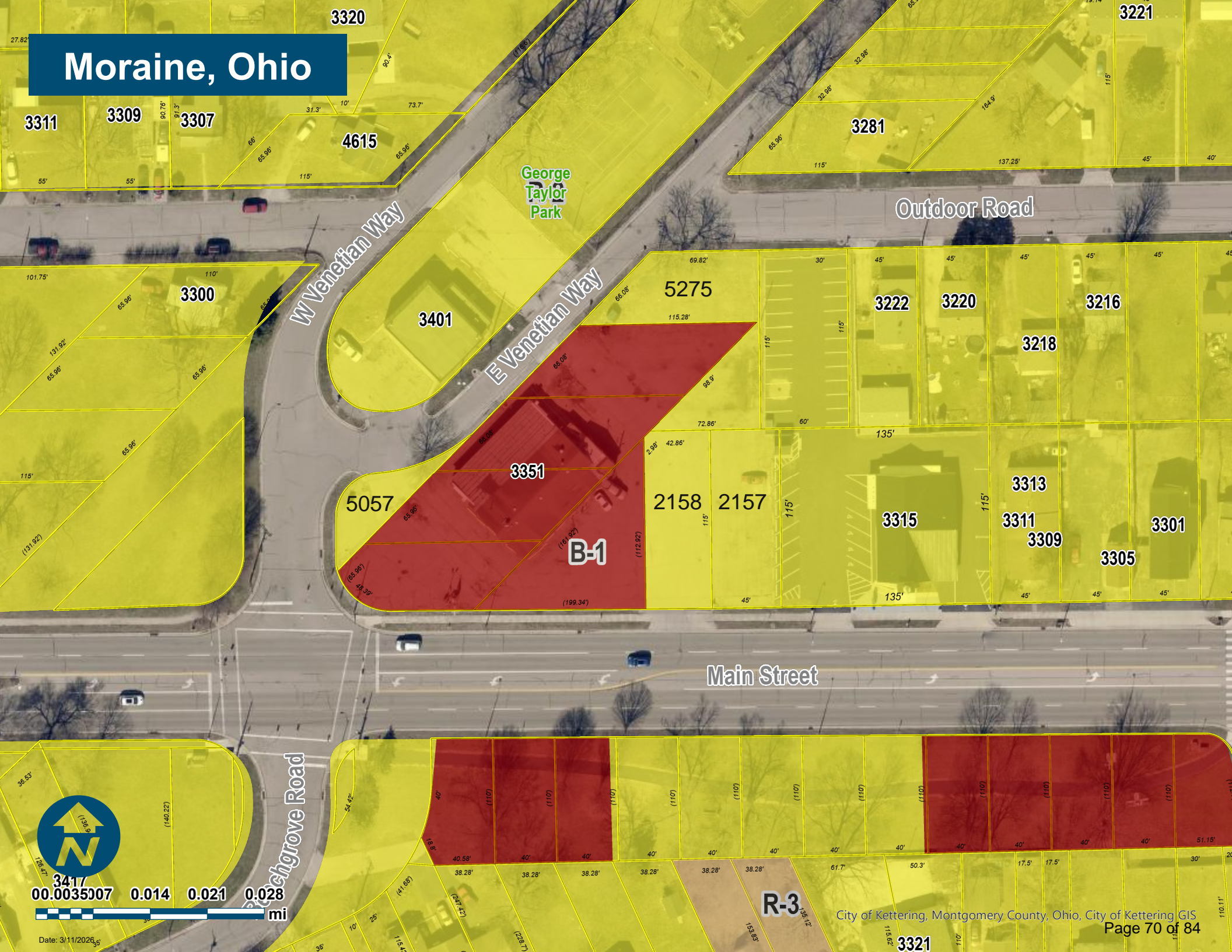
Your Application must include the following information. This information should be provided as an attachment to this application at the time of its filing. Failure to provide such information may delay the processing of your application.

- Vicinity Map, showing property lines, streets, existing and proposed zoning
- List of owners for all property within 200 feet of any property included in this application. This includes properties immediately contiguous, across any streets, or properties that are non-adjacent but within the 200 foot radius.
- If applying for PUD approval, include all materials and information required by MCO Chapters 1155.05(c) and/or 1155.06(d), as applicable.

Harjeet Singh  
Applicant Signature

02/02/2026  
Date

# Moraine, Ohio



3320

3221

3311

3309

3307

4615

3281

George Taylor Park

Outdoor Road

3300

W Venetian Way

3401

E Venetian Way

5275

3222

3220

3216

3218

5057

3351

B-1

2158

2157

3315

3313

3311

3309

3301

3305

Main Street



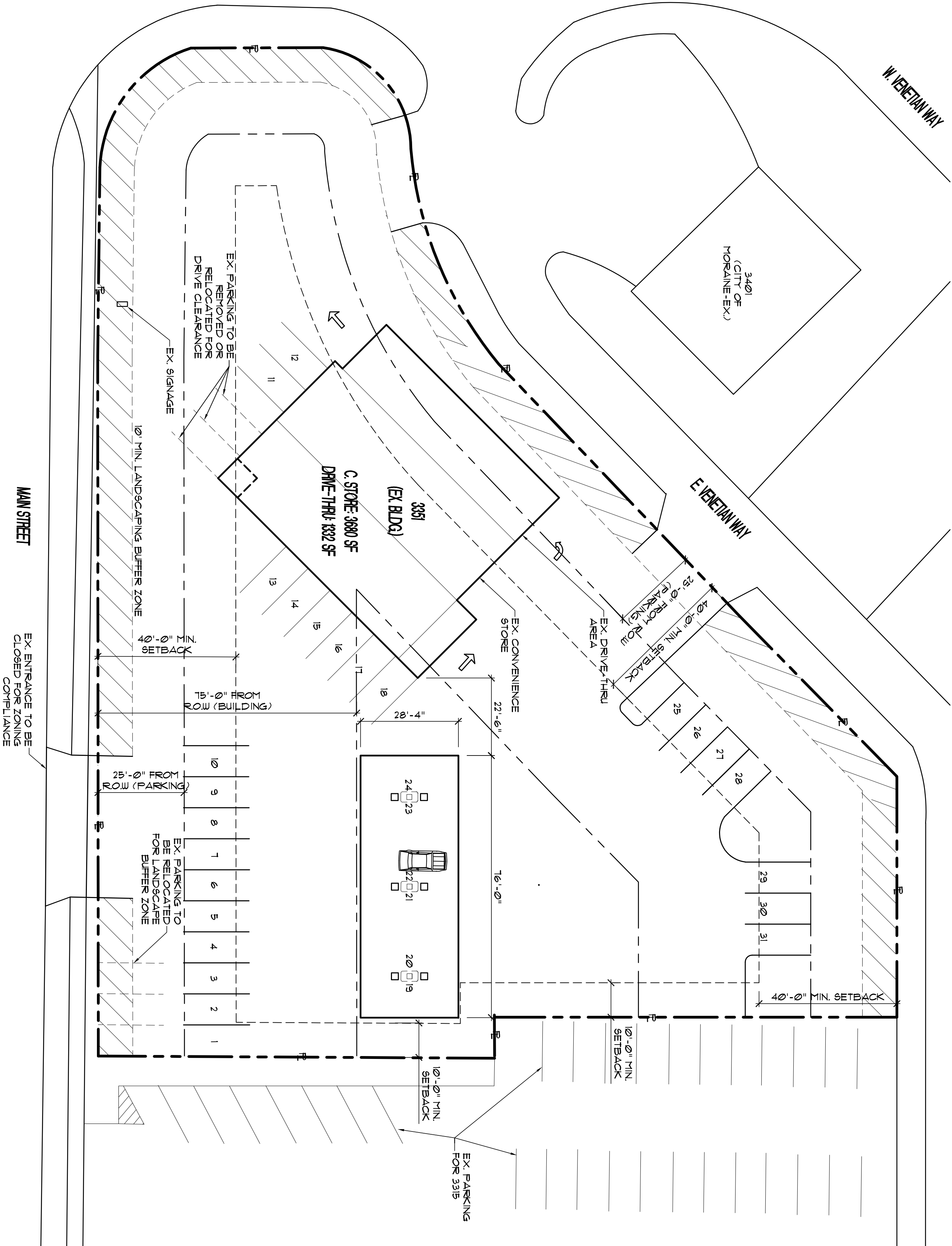
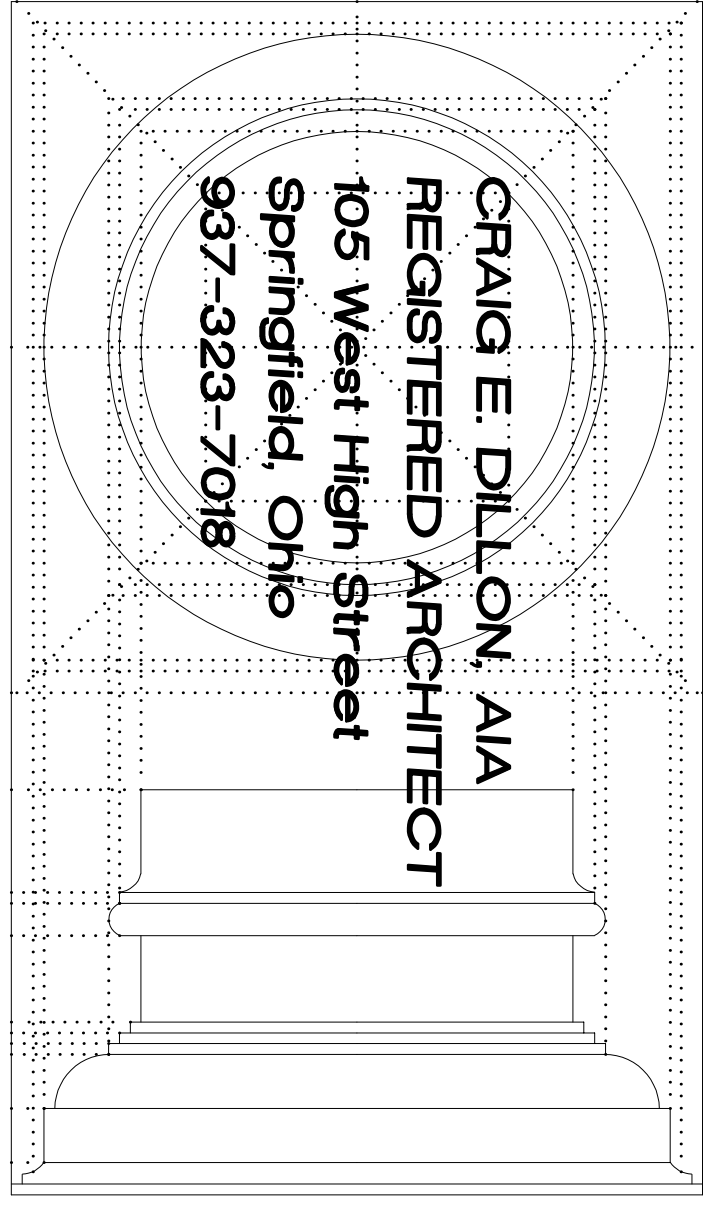
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Date: 3/11/2026

R-3

3321

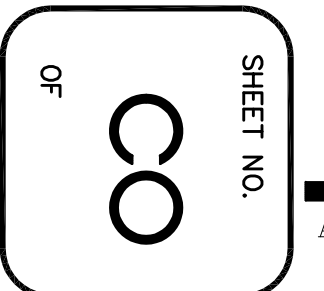
# NEW GAS STATION FOR HARJEET GAS STATION 3351 MAIN STREET MORAINED, OH 45439 28, JANUARY 2026



**SITE PLAN (OPT. 1)**  
SCALE: 1"=20'-0"  
HARJEET GAS STATION

**PARKING REQUIREMENT:**  
PER MCO 181.071 CONVENIENCE FOOD STORES, MINI-MARKETS & GROCERY STORES:  
1-1/2 SPACES FOR EVERY TWO HUNDRED (200) SQUARE FEET OF FLOOR AREA, PLUS ONE (1) SPACE FOR EACH EMPLOYEE.  
APPROX. 3680 SF/200' x 18.4 x 15' = 276  
MIN. 28 SPACES + 3 EMPLOYEES = 31 SPACES TOTAL

PRELIM  
NOT FOR  
CONSTR.  
2/2/2026



**CRAIG E. DILLON AIA, ARCHITECT**  
ARCHITECTS AR 0011102

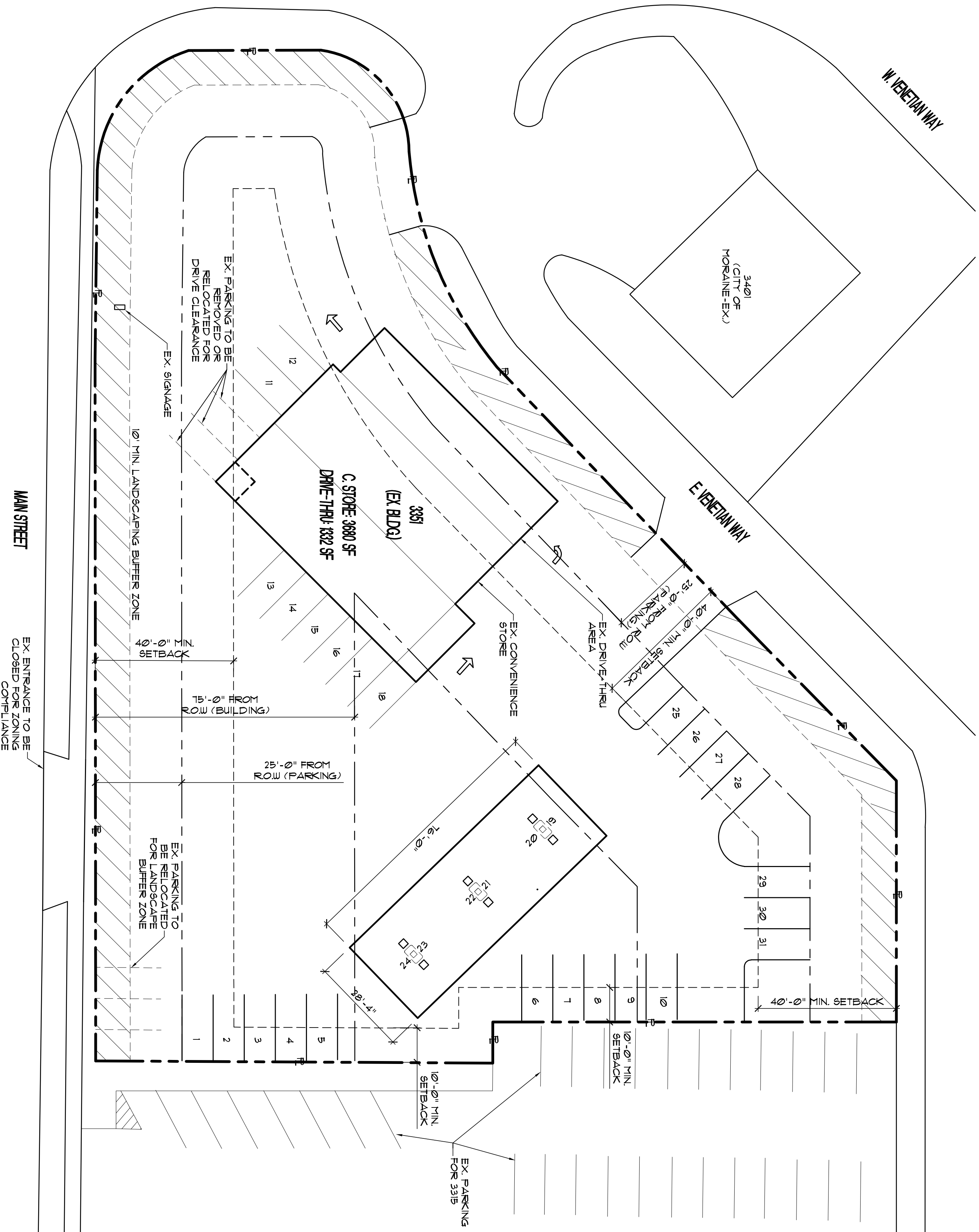
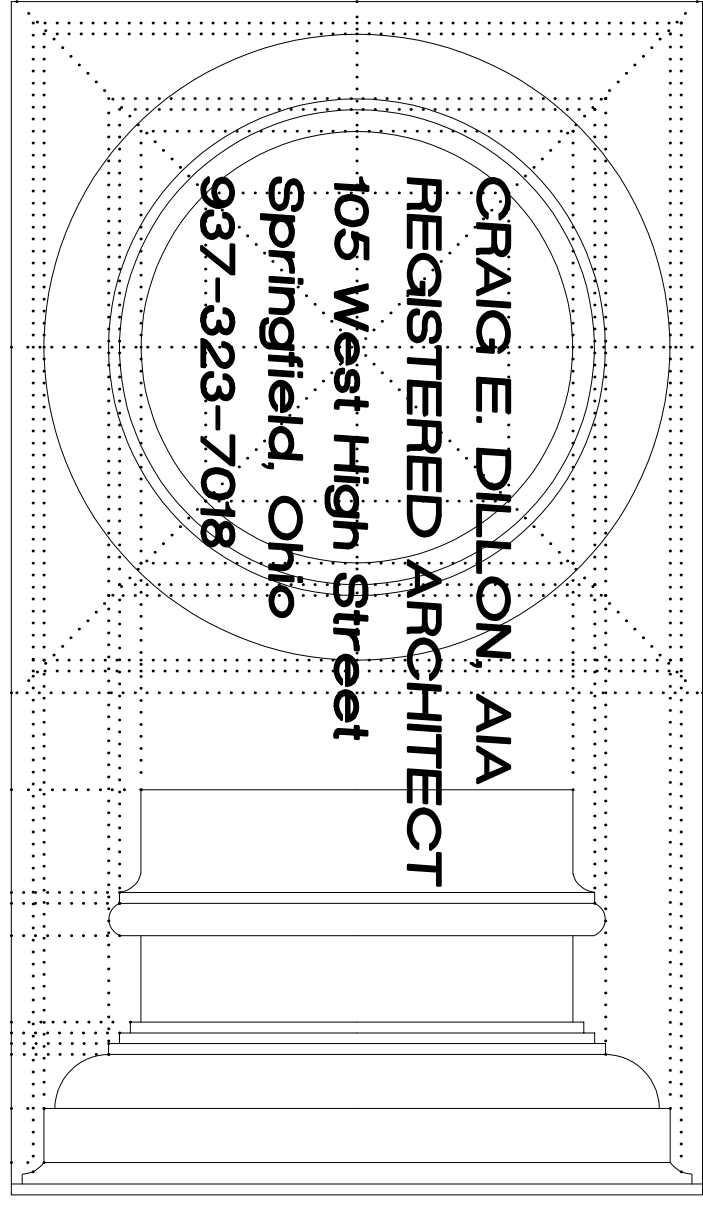
SHEET TITLE:  
**COVER**

COMMISSION NO.  
PHASE:  
SCALE:  
DRAWN BY: --  
CHECKED BY: CED  
REVIEWED BY: CED  
ISSUE DATE: 00-00-00

MARK	DATE	REVISION

MORAINED 45439  
NEW GAS STATION FOR  
**HARJEET GAS STATION**  
3351 MAIN STREET  
MONTGOMERY COUNTY OH

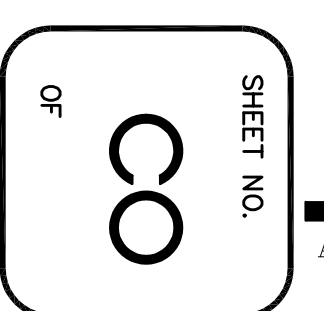
# NEW GAS STATION FOR HARJEET GAS STATION 3351 MAIN STREET MORAINE, OH 45439 28, JANUARY 2026



**SITE PLAN (OPT. 2)**  
SCALE: 1"=120'-0"  
HARJEET GAS STATION

**PARKING REQUIREMENT**  
PER MO 1181.01, CONVENIENCE FOOD STORES, MINI-MARKETS & CARRY-OUTS, 1-1/2 SPACES FOR EVERY TWO HUNDRED (200) SQUARE FEET OF FLOOR AREA, PLUS ONE (1) SPACE FOR EACH EMPLOYEE  
APPROX 3680 SF/2000 = 18.4 X 15 = 276  
MIN. 28 SPACES + 3 EMPLOYEES = 31 SPACES TOTAL

PRELIM  
NOT FOR  
CONSTR.  
2/2/2026



**CRAIG E. DILLON AIA, ARCHITECT**  
ARCHITECTS AR 0011102

SHEET TITLE:  
**COVER**

COMMISSION NO.  
PHASE:  
SCALE:  
DRAWN BY: --  
CHECKED BY: CED  
REVIEWED BY: CED  
ISSUE DATE: 00-00-00

MARK	DATE	REVISION

NEW GAS STATION FOR  
**HARJEET GAS STATION**  
3351 MAIN STREET  
MONTGOMERY COUNTY OH  
MORAINE 45439

CHAPTER 1151

B-1 Neighborhood Business District

1151.01 Purpose.

1151.02 Uses.

1151.03 Site development regulations.

CROSS REFERENCES

Definitions - see P. & Z. Ch. 1115

Accessory buildings and uses - see P. & Z. 1181.02, 1181.05

Supplemental regulations - see P. & Z. Ch. 1185

1151.01 PURPOSE.

The B-1 Neighborhood Business District is intended to provide for relatively small business and service establishments in suitable locations primarily to serve the daily staple needs of residents. (Ord. 1203-97. Passed 7-10-97.)

1151.02 USES.

(a) Permitted Uses.

- (1) Minor B-1 District which is entirely surrounded by R Districts and which district, including the streets, contains less than five acres.
  - A. Any use permitted and as regulated in the R-4 District;
  - B. Retail sales and services including any local convenience retail and for service uses including: grocery, fruit or vegetable store, meat market, drug store, shoe repair shop, hardware and paint stores, barber and beauty shops, dry cleaning and laundry pickup stations, laundromats;
  - C. Business and professional offices, supplying commodities or performing services primarily for residents of the neighborhood;
  - D. Restaurant, cafe, not including dancing or live entertainment;
  - E. Automobile service station, minor repair and storage garages; and
  - F. Commercial parking lots for passenger vehicles except as otherwise provided in the Zoning Code;
  - G. Accessory building incidental to the principal use. Regulations governing accessory facilities and uses are specified in Chapter 1181.
- (2) Major B-1 District. The following uses are allowed, provided no such use shall be permitted in a minor B-1 District.
  - A. Any local retail business or service establishment such as an electrical appliance shop, plumbing and heating shop, printing shop, furniture shop, interior decorating shop, and upholstery shop including automobile, boat and like upholstery;
  - B. Theaters, not including drive-ins;
  - C. Hotel; and
  - D. Garage for general automobile repair; but not including major body and fender work, overall painting and steam cleaning;
  - E. Accessory buildings incidental to the principal use. Regulations governing accessory facilities and uses are specified in Chapter 1181.

(b) Special Uses. The following special uses are subject to review in accordance with Chapter 1117.

- (1) Micro Antenna or wireless communication antenna attached to a pole located in the right-of-way provided the antenna does not exceed more than twenty feet above the highest point of the separate antenna structure and the transmission and receiving equipment is limited to five cubic feet and located in an underground vault and positioned parallel to the road, and is situated on the non-road way side of the pole. Also provided that said facilities meet all standards as set in Chapter 1117 for "Telecommunications: Commercial Mobile Radio, Television and Radio Service Facilities". (Ord. 1203-97. Passed 7-10-97.)

1151.03 SITE DEVELOPMENT REGULATIONS.

(a) Lot Requirements.

- (1) Minimum lot area           5,000 square feet
- (2) Minimum lot frontage       60 feet

(b) Yard Requirements.

- (1) Minimum front yard depth.
  - A. Dwellings: Same as permitted in R-4 District.
  - B. Permitted Uses:       40 feet\*
- (2) Minimum rear yard depth.
  - A. Dwellings: Same as permitted in R-4 District.
  - B. Permitted Uses:       40 feet

- (3) Minimum side Yard width.
  - A. Dwellings: Same as permitted in R-4 District.
  - B. Permitted Uses: None required except adjoining any R-District in which case, not less than 10 feet.

(c) Structural Requirements.

- (1) Maximum building height shall be forty (40) feet.
  - (d) Parking and Loading Requirements.
    - (1) See Chapter 1187 for off-street parking and loading requirements.
  - (e) Signs.
    - (1) See Chapter 1189 for size and location of permitted signs.
  - (f) Supplementary Regulations.
    - (1) All permitted businesses, services or processing shall be conducted wholly within a completely enclosed building except for the sale of automotive fuel, lubricants and fluids at service stations and except for off-street automobile parking and loading.
    - (2) Within a major B-1 District all principal permitted buildings shall be located at least fifty (50) feet from any lot in any R District.
    - (3) In any B-1 District fronting directly across the street from any R-2 or R-3 District, the parking and loading facilities shall be distant at least twenty- five (25) feet from the established right-of-way line, and the buildings or the structures at least seventy-five (75) feet from the established right of way.
    - (4) Goods shall consist primarily of new merchandise.
    - (5) Processes and equipment employed and goods processed or sold shall be limited to those which are not objectionable by reason of odor, dust, smoke, cinders, gas fumes, noise, vibration, refuse matter or water-carried waste.
  - (g) See Chapter 1185 for additional provisions for commercial facilities.
  - (h) Special uses shall comply with all pertinent development standards contained in Chapter 1117.
- \*The front yard depth shall be measured from the established right-of-way line as shown on the Official Thoroughfare Plan.  
(Ord. 1203-97. Passed 7-10-97.)

### 1187.05 OFF-STREET PARKING LANDSCAPING REQUIREMENTS.

The following provisions are to be considered minimum landscaping requirements for the conditions defined herein. In cases in which respective zoning districts require greater yard setbacks, and/or landscaping, those requirements shall prevail.

Wherever in any zoning district off-street facilities are provided for parking or any other vehicular uses as provided in Section 1187.02, such off-street facilities and land shall conform to the minimum landscaping requirements set forth in this section, except, that single and two-family residential uses on individual platted lots and multi-level parking structures shall be exempt from such requirements. All landscaped areas shall be protected from vehicular encroachment by curbs, wheel stops and other similar devices. Existing trees, as defined herein, may be used to meet the requirements of this section.

(a) Plant Material.

(1) Trees. All trees shall be species having an average mature spread or crown of greater than fifteen (15) feet in the Miami Valley area and having trunk(s) which can be maintained in a clean condition over five (5) feet of clear wood. Trees having an average mature spread or crown less than fifteen (15) feet may be substituted by grouping the same so as to create the equivalent of a fifteen (15) foot crown spread. Tree species shall be a minimum of eight (8) feet overall height immediately after planting. Trees of species whose roots are known to cause damage to public roadways or other public works shall not be planted closer than six (6) feet to such public works, unless the tree root system is completely separated by a barrier.

(2) Shrubs and hedges. Shrubs shall be a minimum of two (2) feet in height when measured immediately after planting. Hedges, where required, shall be planted and maintained so as to form a continuous, unbroken, solid visual screen within a maximum of one (1) year after time of planting. Plant spacing will be three (3) feet on center at installation.

(b) Development Standards.

(1) Required landscaping adjacent to public right of way. On any parcel providing an off-street parking area or other vehicular use area in excess of three thousand (3,000) square feet or ten (10) spaces, where such area will not be entirely screened visually by an intervening building or structure from any abutting right of way, excluding alleys, there shall be provided landscaping between such area and such right of way as follows:

- A. A strip of land at least ten (10) feet in depth located between the abutting right of way and the off-street parking area or other vehicular use area which is exposed to an abutting right of way shall be landscaped to include an average of one (1) tree for each fifty (50) linear feet or fraction thereof. Such trees shall be located between the abutting right of way and off-street parking area or other vehicular use area.
- B. In addition, a hedge, wall or other opaque durable landscape barrier of at least two (2) feet in height shall be placed along the entire length of such landscaped area. If such opaque durable barrier is of nonliving material, for each ten (10) feet thereof, an average of one (1) shrub or vine shall be planted abutting such barrier but need not be spaced ten (10) feet apart. Such shrubs or vines shall be planted along the street side of such barrier unless they are of sufficient height at the time of planting to be readily visible over the top of such barrier. The remainder of the required landscaped areas shall be landscaped with grass, ground cover or other landscape treatment.

(2) Required landscaping adjacent to interior property lines. On any parcel providing an off-street parking area or other vehicular use area, there shall be provided landscaping between such area and such property line as follows:

- A. Where such area abuts property zoned or, in fact, used primarily for residential or institutional purposes that portion of such area not entirely screened visually by an intervening structure or existing conforming buffer from an abutting property, there shall be provided a landscaped buffer. Such landscaped buffer shall be located between the common lot line and the off-street parking area or other vehicular use area exposed to the abutting property so that the purpose of screening the off-street parking area or other vehicular use area is accomplished. The vertical requirement for such landscaped buffer area may be reduced to not less than three (3) feet where the only vehicular use area to be screened is a driveway not exceeding ten (10) feet in width.
- B. In addition, an average of one (1) tree shall be provided for each fifty (50) lineal feet of such interior property line or fractional part thereof. Such trees shall be located between the common lot line and the off-street parking area or other vehicular use area. Each such tree shall be planted in at least 150 square feet of planting area with a minimum dimension of at least eight (8) feet. Each such planting shall be landscaped with grass, ground cover or other landscape material excluding paving in addition to the required tree.
- C. Where such area abuts a dedicated alley or property zoned and, in fact, used for office, commercial or industrial purposes and exceeds 3,000 square feet or ten (10) spaces, only the tree provision with its planting area as prescribed in this subsection shall be required.

(3) Required vehicular use area interior landscaping.

- A. Off-street parking areas in excess of 3,000 square feet or ten (10) spaces shall have at least ten (10) square feet of interior landscaping for each parking space excluding those spaces abutting a perimeter for which landscaping is required by other sections thereof.
- B. Each separate landscaped area shall contain a minimum of 150 square feet and shall have a minimum dimension of at least eight (8) feet and shall include at least one (1) tree, with the remaining area adequately landscaped with shrubs, ground cover or other landscaping material. The total number of trees shall not be less than one (1) for each 100 square feet or fraction thereof of required interior landscaping area. Such landscaped areas shall be located in such a manner as to divide and break up the expanse of paving and at strategic points to guide traffic flow and direction.
- C. The front of a vehicle may encroach upon any interior landscaped area or walkway when such area is at least three and one-half (3- 1/2) feet in depth per abutting parking space and protected by motor vehicle stops or curbing. Two (2) feet of such landscaped area or walkway may be part of the required depth of each abutting parking space.

- (4) Sight distance for landscaping adjacent to public rights of way and points of access. When an accessway intersects a public right of way, all landscaping shall provide unobstructed cross-visibility at a level between two and one-half (2-1/2) and six (6) feet within the areas of property on both sides of an accessway formed by the intersection of each side of the accessway and public right-of-way lines with two (2) sides of each triangle being ten (10) feet in length from the point of intersection and the third side being a line connecting the ends of the two (2) other sides; provided that trees having limbs and foliage trimmed in such a manner that no limbs or foliage extend into the cross visibility area shall be allowed, and further provided they are located so as not to create a traffic hazard. Landscaping, except required grass or ground cover, shall not be located closer than three (3) feet from the edge of any accessway pavement.
- (c) Applicability. The provisions of this section shall apply to all new off-street parking or other vehicular use area. At such time as existing off-street parking or other vehicular use areas are enlarged or expanded, such provisions shall apply to the previous existing areas as well as the new area. Any appeal from an administrative determination relating to these regulations shall be to the Board of Zoning Appeals. Prior to issuing occupancy permits for new construction, implementation and completion of landscaping requirements in off-street vehicular facilities shall be required. Where a conflict exists between the strict application of this section and the requirements for number of off-street parking spaces or requirements for off-street loading facilities as found in the schedule of off-street parking and loading requirements, the requirements of this section shall supersede the Schedule.
- (d) Time of Completion. All tree plantings and planting screens required by this Zoning Code shall be installed prior to occupancy or commence of use. Where compliance with the preceding sentence is not possible because of the season of the year, the Zoning Administrator shall grant an appropriate delay, but shall issue no permanent zoning compliance certificate or certificate of occupancy until completion of all required plantings. Any zoning compliance permit or certificate of occupancy may be revoked, after thirty (30) days written notice to the person assessed for taxes on the affected lot and to the occupant, whenever planting screens or required tree plantings are not maintained as required by this Zoning Code. (Ord. 1069-94. Passed 4-28-94.)

# RECORD OF PROCEEDINGS

Minutes of **Planning Commission**

Held **March 19, 2026**

## Call to Order

Meeting called to order at 6:00 PM.

Jacqueline Long was sworn in prior to the beginning of the meeting.

Kevin Howard	Chair	Present
Stephen Noel	Vice Chair	Present
Tom Watts	Member	Present
Gina Delph	Member	Absent
Jacqueline Long	Member	Present

Staff Present: City Planner Nick Sorice; Building and Zoning Administrator Brent Carpenter; Clerk of Council Karen Powell

Mr. Watts moved to excuse Mrs. Delph's absence; Mr. Noel seconded the motion.

**RESULT:** *(Yes 4, No 0, Abstained 0)*

**MOVER:** Tom Watts

**AYES:** Kevin Howard, Tom Watts, Stephen Noel, Jacqueline Long

**NAYS:** None

**ABSTAIN:** None

## Nomination of Officers

Mr. Howard stated as this is the first meeting of the year, officer nominations are needed.

Mr. Watts nominated Mr. Howard to serve as Chair of the Planning Commission; Mr. Noel seconded the motion.

**RESULT:** Passed *(Yes 4, No 0, Abstained 0)*

**MOVER:** Tom Watts

**AYES:** Kevin Howard, Tom Watts, Stephen Noel, Jacqueline Long

**NAYS:** None

**ABSTAIN:** None

Mr. Watts nominated Mr. Noel as Vice Chair of the Planning Commission; Mrs. Long seconded the motion.

**RESULT:** Passed *(Yes 4, No 0, Abstained 0)*

**MOVER:** Tom Watts

**AYES:** Kevin Howard, Tom Watts, Stephen Noel, Jacqueline Long

**NAYS:** None

**ABSTAIN:** None

## Approval of Minutes

### Planning Commission Meeting Minutes - October 21, 2025

Mr. Howard asked if there were any changes or corrections to the October 21, 2025, Planning Commission meeting minutes. Hearing none, the minutes were approved as submitted.

**Public Hearing - Case No. R-01-2026: Zoning District Change of City Lots 2157, 2158, 5057, and 5275 from R-2 to B-1**

# RECORD OF PROCEEDINGS

Minutes of **Planning Commission**

Held **March 19, 2026**

Mr. Watts recused himself from the Public Hearing.

Mr. Howard opened the Public Hearing at 6:03 PM.

Ms. Powell administered the Oath to those in attendance wishing to speak during the Public Hearing.

## **Staff Report**

Mr. Sorice said all legal notices for this hearing were issued per Moraine Codified Ordinances Chapter 1127. He reported that the applicant, Arjeet Singh, is applying for a zoning district change for the four remaining residential lots at the premises of 3351 Main Street, Moraine, Ohio, from R-2, which is a single family residential district to B-1, which is a neighborhood business district. He noted that the lots brought before the Planning Commission are Lots 2157, 2158, 5057, and 5275. He said the property encompasses nine total lots, with five lots zoned B-1 which contain the existing structure on the property. He said the current R-2 lots are comprised of 0.3903 acres of the 1.1029 acre property. Mr. Sorice said the proposed use for the zoning district change is for the addition of a gas canopy on the east side with three double-sided pumps. He said the architect, Mr. Craig Dillon of AIA Architects, informed the Planning Department that the station would be a Marathon franchise with fuel choices of unleaded, premium, and diesel. He noted that the proposed hours of operation are 5:00 AM to 12:00 AM.

He said there are two preliminary site plans in that packet that show a rough idea of what the applicant proposes if the zoning change is approved. Mr. Sorice said Site Plan Option 1 includes variances if the Zoning District Change were to be approved, and Site Plan Option 2 indicates what the layout would be if there were no variances if the zoning district change were to be approved. He said this is per the B1 District requirements. He discussed the required setbacks.

Mr. Sorice informed the board that the Technical Review Committee met on March 11, 2026, to review the application and documentation. He said the committee agreed that Site Plan Option 1 provides a better flow for traffic and larger vehicles to maneuver with the canopy as the current structure will continue to house a drive-through inside. He noted that it was mentioned that parking spots 1-10 on Option 1 may be an issue if a variance is allowed for the Main Street entrance to remain. He said the reason the Main Street entrance would be closed is due to the new use that would be added to the property. He noted, per Moraine Codified Ordinances (MCO) 1185.17(a), since the entrance is within 200 feet of the First Baptist Church property, there cannot be an entrance to a fueling station on the same side of the road. He explained that the parking spots in front of the entrance would not allow enough clearance if a larger vehicle or public safety vehicle had to maneuver within that area, and a buffer will need to be included as well with the residential zoned church property as it is an institutional use per the MCO. He said the Site Plans are only preliminary ideas and can change as they are contingent upon the zoning district change case. Mr. Sorice reported that if the zoning district change were approved by the Planning Commission and City Council, a lot combination will be required as construction cannot occur across lot lines.

## **Opponents / Proponents**

Mr. Howard invited the applicant to provide a report.

Architect Craig Dillon spoke on behalf of the applicants. He stated the intent is to make sure the zoning district change is acceptable to the community before they go any further with plans. He said the plan provided is a preliminary plan to give the commission an idea of changes. He said if the zoning district change is approved, construction of the canopy will begin and the interior and exterior of the convenience store will be renovated, cleaning up the site.

Mr. Howard asked if anyone present would like to speak in favor of the zoning district change.

Seeing none, Mr. Howard asked if anyone present would like to speak in opposition of the

# RECORD OF PROCEEDINGS

Minutes of **Planning Commission**

Held **March 19, 2026**

zoning district change.

Seeing none, Mr. Howard asked if the commission members had any questions for the City Planner or the applicant.

Mr. Howard asked if anyone had talked with the residents to see how they feel about the zoning district change and proposed plans? He said in the case regarding Wawa, residents were concerned about lighting, traffic, and noise. He noted there is a concern with the tanker trucks if the Main Street entrance is blocked off.

Mr. Sorice said the applicant would have to apply for a variance to allow the Main Street entrance to remain.

Mr. Howard asked what updates would be made to the inside and outside of the property?

Mr. Dillon replied that the applicants have not contacted the neighbors. He assured the commission that any additional lighting will be shielded. He said they will make every effort to be a good neighbor.

Mr. Noel asked why there is a five-hour closure time frame. He additionally asked if approved, what is the construction timeline?

Mr. Dillon said if approved, the documentation will begin right away. He noted that the plan submittal process would take approximately six weeks. He said then there would be an approval process. He stated it is the applicants' intention to open as soon as possible.

Mr. Howard confirmed with Mr. Dillon that the drive-through will remain open during and after construction. He asked if any hot food will be offered?

Mr. Dillon said there has been no talk of a menu yet, and that would go through the Montgomery County Health Department.

Mrs. Long said her only concern is the tanker trucks' ability to get in and out of the lot.

Mr. Sorice explained that if approved, a variance will be needed to keep the Main Street access. He did note that the Main Street entrance would allow easier access for tanker trucks. He said that request would go through the Board of Zoning Appeals.

Mr. Noel said there has been discussion in the past about how the lot is funky from a zoning perspective. He asked if the zoning district change would unify the lot.

Mr. Sorice said generally a rezoning happens first so that everything is uniform when the lot combination is requested. He noted that is similar to the case concerning Wawa where the rezoning was approved before combining the lots.

## **Close Public Hearing**

Mr. Howard closed the Public Hearing at 6:18 PM.

## **Business**

### **Decision - Case No. R-01-2026: Zoning District Change of City Lots 2157, 2158, 5057, and 5275 from R-2 to B-1**

The commission discussed pros and cons of the rezoning.

# RECORD OF PROCEEDINGS

Minutes of **Planning Commission**

Held **March 19, 2026**

Mr. Noel said the commission has talked in the past about unifying a lot of the City properties with regard to zoning.

Mr. Howard said his concern is he likes to give the community an opportunity to speak.

Mr. Sorice reported that part of the notification process involves sending letters to residents within a 200-foot radius of the lot lines at 3351 Main Street. He said he received three phone calls which were just inquisitive as to what it meant to rezone the four lots. He said there was no negative feedback. He confirmed for Mr. Noel that 32 letters were sent out regarding the zoning district change.

Mr. Noel moved to approve the zoning district change of City lots 2157, 2158, 5057, and 5275; Mrs. Long seconded the motion.

**RESULT:** Failed (*Yes 2, No 1, Recused 1*)

**MOVER:** Stephen Noel

**AYES:** Stephen Noel, Jacqueline Long

**NAYS:** Kevin Howard

**ABSTAIN:** Tom Watts (Recused)

## **Time Limit Discussion**

Mr. Sorice asked to move that discussion to the Roberts Rules of Order and By-laws discussion.

Mr. Sorice explained to the applicant and commission that the case will go before City Council for review. He said it will move forward as an application to deny, and then City Council can approve the denial or overturn the denial.

## **Roberts Rules of Order and Planning Commission By-laws Review**

Mr. Watts rejoined the commission.

Mr. Sorice reviewed the presentation on Roberts Rules of Order and remarked it is a good resource to review. He said there are copies of Roberts Rules of Order available at the dais and from the Clerk of Council. He mentioned that the Sunshine Laws Manual is also available for review online and is a good resource for information. Mr. Sorice reviewed the Planning Commission By-laws. He noted that the by-laws state in a public hearing, a proponent or opponent has a five-minute time limit to speak which can be altered by a vote at a meeting or may be changed by the commission. He noted that in City Council meetings, speakers are allowed three minutes. He suggested that if the commission would like to alter the by-laws to change the time-limit amount or if there is anything else in the by-laws the commission feels needs revision, that can be done by vote.

Mr. Watts asked if the commission could vote tonight to change the speaker time limit to three minutes to be consistent with City Council meetings?

Mr. Sorice replied yes.

Ms. Powell suggested the commission could review the by-laws to see if any other changes are desired, then the by-laws could be revised all at one time. She remarked that since the commission is familiar with the by-laws and if there are no other changes, then the vote regarding the time limit can be taken this evening, and the revisions will be made for approval at the next Planning Commission. She confirmed for the commission that the by-laws may be changed by the commission members and do not need to be approved by Council.

# RECORD OF PROCEEDINGS

Minutes of **Planning Commission**

Held **March 19, 2026**

Mr. Sorice read the passage regarding amendments to the by-laws.

Mr. Watts moved to change the speaker time limit from 5 minutes to 3 minutes in the Planning Commission By-laws in order to be consistent with City Council; Mr. Noel seconded the motion.

**RESULT:** Passed (*Yes 4, No 0, Abstained 0*)

**MOVER:** Tom Watts

**AYES:** Kevin Howard, Stephen Noel, Tom Watts, Jacqueline Long

**NAYS:** None

**ABSTAIN:** None

## Other Business

Mr. Watts addressed the commission members and explained that he was asked to recuse himself from the Public Hearing and decision because the church he attends is next door to the proposed gas station. He said whether he was for or against the gas station, it was deemed improper for him to be part of the meeting. He reported that he would like it to be on record that he has been asked to remove himself from the board on two different occasions because of the church. He said his house is 207 feet away from the same property, he did not receive a letter, and he was not asked to recuse himself because of the location of his home. He said his church is on Main Street, and he cannot help that. He said this board is not the final judge when it comes to a topic. He said anything voted on goes to Council for final approval. He noted that Council members are equally close to certain areas of the City that get voted on, and they are not asked to recuse themselves. He stated he is highly disappointed, and he is confused as to why, if he is not the final word, he is asked to leave. He also said that if Mrs. Delph were at the meeting this evening, she would have been asked to leave the room also.

Mr. Sorice informed the board that another zoning district change application was received and will be presented to the board in April. He said the application is for 2955 Springboro West Road. He said the applicant wants to change the zoning from B-1 to B-2. He said the next Planning Commission meeting will be the third Tuesday in April which is April 21, 2026. He reminded the commission that today's applicant will go before City Council for a Public Hearing, and Council can decide whether to overturn the denial.

## Adjournment

Meeting adjourned at 6:39 PM.



ATTEST: City Planner, Nick Sorice



ATTEST: Clerk of Council, Karen Powell

# **A Resolution of the City of Moraine, Ohio, supporting the Ohio Commission for the United States Semiquincentennial (America 250-OH).**

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**Department:** Parks and Recreation

**Request:** Action Item

**Item Background and Purpose:**

This request is to approve a Resolution to become part of America 250 community. With this resolution, the City of Moraine will be added in the database for the America 250 celebration, and Parks and Recreation will add all our events that we plan on doing throughout 2026.

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**Financial Impact:**

**Is Item Budgeted?:** No

**Funding Source:** N/A

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**Attachments:**

1. AM 250-OH\_County Resolution Example

# RECORD OF RESOLUTIONS

Resolution No. **8238-26**

**A RESOLUTION OF THE CITY OF MORAINE, OHIO, SUPPORTING THE OHIO COMMISSION FOR THE UNITED STATES SEMIQUINCENTENNIAL (AMERICA 250-OH).**

**WHEREAS**, the Ohio legislature and the Governor created AMERICA250-OH in 2021 to plan, encourage, develop, and coordinate the commemoration of the 250<sup>th</sup> anniversary of the United States and Ohio’s integral role in that event and the role of its people on the nation’s past, present and future; and

**WHEREAS**, AMERICA250-OH hopes to engage ALL 88 counties through their many signature and officially recognized programs, projects, and events over the next several years by inspiring future leaders and celebrating all Ohioans' contributions to the nation over the last 250 years; and

**WHEREAS**, by adoption of this AMERICA250-OH Resolution we hope to educate, preserve, innovate, and celebrate.

**NOW THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF MORAINE, STATE OF OHIO:**

**SECTION 1:** That the City of Moraine, Ohio hereby endorses AMERICA250-OH and their mission to educate, preserve, innovate, and celebrate EVERY Ohioan in EVERY county.

**SECTION 2:** That the Clerk be and is hereby authorized and directed to forward a certified copy of this Resolution to the City Manager.

**SECTION 3:** That the Clerk be and is hereby authorized and directed to forward a certified copy of this Resolution to the Municipal legislative delegation and to the AMERICA250-OH Commission.

**SECTION 4:** That this Resolution shall take effect and be in full force and effect from and after the date of its passage.

**A RESOLUTION OF THE CITY OF MORaine, OF OHIO, SUPPORTING THE OHIO COMMISSION FOR THE UNITED STATES SEMIQUINCENTENNIAL (AMERICA250-OH)**

**WHEREAS, the Ohio legislature and the Governor created AMERICA250-OH in 2021 to plan, encourage, develop and coordinate the commemoration of the 250th anniversary of the United States and Ohio's integral role in that event and the role of its people on the nation's past, present and future; and**

**WHEREAS, AMERICA250-OH hopes to engage ALL Ohioans and ALL 88 counties through their many signature and officially recognized programs, projects and events over the next several years by inspiring future leaders and celebrating all Ohioans contributions to the nation over the last 250 years; and**

**WHEREAS, by adoption of AMERICA250-OH Resolution we hope to educate, preserve, innovate, and celebrate.**

**NOW, THEREFORE, BE IT RESOLVED, AND IT HEREBY RESOLVED, that the City of Moraine hereby endorses AMERICA250-OH and their mission to educate, preserve, innovate and celebrate EVERY Ohioan in EVERY county; and**

**IT IS FURTHER RESOLVED that a copy of this resolution be sent to the Municipal legislative delegation and AMERICA250-OH Commission.**

**ADOPTED by the City of Moraine of the County of Montgomery, the state of Ohio, this**

\_\_\_\_\_ day of \_\_\_\_\_, 2026.

**ATTEST:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_