

**CITY OF CIRCLEVILLE  
PLANNING AND ZONING COMMISSION  
104 EAST FRANKLIN STREET  
CIRCLEVILLE, OH 43113  
(740) 477-8224**

Wednesday August 4, 2021  
Mary Virginia Crites Hannan Park

MEETING MINUTES

Members Present

Terry Frazier  
Dorcas Morrow  
Mike Combs  
Dick Liston  
Kim Frericks  
Brenda Short, Clerk

Visitors

Tim & Sandra Carpenter  
Terry Whaley

Terry Frazier called the meeting to order at 6:03 p.m.

Terry introduced Jim Stanley, who currently is the City's Code Enforcer and will assume the duties of Utilities Director on August 23, 2021.

Roll call. Chad Kiser was absent. Don McIlroy was absent.

Mr. Frazier stated the first item on the agenda is to approve the March 2021 Meeting Minutes. Dick Liston made a motion to approve the minutes as recorded and Dorcas Morrow seconded. Motion carried.

Terry Frazier stated the Election of Officers is on the agenda tonight, but due to some absences this evening, we will discuss at our next meeting or wait until the first of the year.

**Accessory Building Permit #9241**, as requested by Timothy Carpenter, 129 E. Mound St., Circleville, Ohio for a 32 x 32 garage, with a total square footage of 1,024 square feet, located in Downtown Business District (DB).

Mr. Frazier explained that this is for an accessory structure in the Downtown Business District and our code states it must be reviewed by the Planning and Zoning Commission for setbacks in a Downtown Business District.

Jim Stanley stated the structure is allowed in other districts as long as the setbacks are met for the zoning district. There are no stated setbacks in the Downtown Business District.

Mr. Stanley stated the applicant is taking down two existing structures and wants to construct a 32 x 32 building that would be 1024 square feet. He explained that if he desires to have a 32 x 32 building, he would also need to apply for a variance and go to BZA for that approval. If he wishes to go with a smaller building, he could come into the Service Department and make a change to his application on the size and square footage of the building.

Mr. Carpenter is requesting a 4' setback on the western alley side and a 3' setback on the southern alley side.

Mr. Stanley stated he did not have any issues with those setbacks.

Dick Liston made a motion to approve the Accessory Building Permit and Mike Combs seconded the motion. The motion carried unanimously.

Mr. Frazier stated that Terry Whaley had requested to be added as an Emergency Agenda Item tonight to discuss the Courtyards at Northridge and changes to the Preliminary Plan.

Mr. Whaley presented his new plan for the emergency entrance/exit plan for Courtyard at Northridge . He then withdrew his new plan and stated he would work with the property owner and move forward with the original plan that was approved.

Dorcas Morrow made a motion to adjourn, seconded by Dick Liston. All in favor.  
Meeting was adjourned at 645 p.m.

Submitted by Brenda Short, Clerk