

## **BOARD OF ZONING AND BUILDING APPEALS 2026 RULES OF PROCEDURE**

No provision of these rules which conflicts with the Constitution of the United States, the Constitution of the State of Ohio, or the Charter of the City of Whitehall shall have any effect.

**OFFICERS:** The Board of Zoning and Building Appeals will, of its own initiative, select a Chairperson, Vice-Chairperson, Secretary, and such other officers and committees as may be required.

The Chairperson shall preside over all meetings of the Board.

The Vice-Chairperson shall serve as the Chairperson of the Board when the Chairperson is absent. They shall have the same duties as the regular Chairperson.

The Secretary shall serve as Chairperson in the absence of both the Chairperson and Vice-Chairperson.

**CLERK:** The Board shall be provided with a clerk by the City of Whitehall to handle all administrative functions of the Board. The clerk or a substitute will attend all meetings of the board.

The clerk shall record the proceedings of all Board meetings and hearings; a summary of these records shall be termed "Minutes." The clerk shall keep a recording of each meeting for a period of not less than three (3) years.

The clerk shall prepare and distribute to each Board member, and other designated individuals, a copy of the Minutes of each meeting or hearing in a timely manner.

The clerk shall prepare an Agenda, as requested by the Chairperson, for each Board member and distribute it as noted in Section 4(D) hereof.

In the absence of the clerk or substitute, the Chairperson shall appoint a recorder to serve in the clerk or substitute's absence.

**MEETINGS:** To comply with Ohio Revised Code Section 121.11(f) for meeting notifications, the Clerk of Council will publish and post in City Hall, 360 South Yearling Road, a monthly calendar of the time and place of all meetings of this Board. The Clerk of this Board shall notify the Clerk of Council of all meetings with time, place, and purpose.

Meetings and hearings of the Board will be held in the Municipal Building of the City of Whitehall. The Board shall tentatively schedule meetings for the Second Monday of every

## **BOARD OF ZONING AND BUILDING APPEALS 2026 RULES OF PROCEDURE**

month. In the event that there are no cases or other business to be heard by the Board, no meeting will be held. Special meetings may be scheduled to supplement regularly scheduled meetings as the need arises.

Board members shall be given no less than five (5) days' notice of each meeting date, and such notice shall be required of meeting dates which are set and announced at a meeting of the Board.

A Board member who must be absent from a meeting is required to contact a City staff member or the Clerk.

Board member notices of meetings shall include the basic agenda for the meeting. When a meeting date is established and announced at a meeting of the Board, the agenda will then be presented to the members at the time said meetings are called to order.

All meetings of this Board are declared to be public meetings, open to the public at all times. The Minutes shall be promptly recorded and open to public inspection at all reasonable times.

**DEFINITIONS:** At a meeting of less than five (5) members, no motion is lost without three (3) dissenting or abstaining votes and may be reconsidered at another meeting.

**QUORUM** -- A simple majority (3) of the Board members.

**MAJORITY** -- Three (3) members of the Board form a quorum, and three (3) affirmative votes are required to approve an issue.

**MOTIONS:** Any member of the Board may propose for consideration of the Board a motion. A motion once made which does not receive a second shall be considered lost and the Chairperson will announce same.

Motions for action of the Board will be considered out of order during the period of a hearing and will be proper only during the business portion of the Board meeting. The Chairperson will direct all to the motion made and seconded.

All persons testifying or presenting evidence before the Board shall be sworn and placed under oath.

If an original motion referring to an applicant's request has been defeated, it can be revised to a lesser degree and can be voted on by the Board at the same meeting or at a continued meeting. The motion to lessen the original request must be agreeable to the applicant.

**BOARD OF ZONING AND BUILDING APPEALS  
2026 RULES OF PROCEDURE**

**VOTING:** Voting on all motions shall be oral. The Clerk will call roll as directed by the Chairperson and shall record the response (yes, no, or abstain) of each Board member by same. The Clerk shall report to the Chairperson, and the Chairperson will announce the status of the motion.

**AMENDMENT:** These rules may be amended, altered, or new rules adopted by a majority vote of the Board members.

**ROBERT'S RULES OF ORDER:** In the absence of any rule upon a matter of business, the Board shall be governed by "Robert's Rules of Order," newly revised.

**SUBMITTED BY:**

-----  
BZBA Clerk

-----  
Date

**APPROVED BY:**

-----  
BZBA Chairperson

-----  
Date



**BOARD OF ZONING AND BUILDING APPEALS**  
**ORGANIZATIONAL AGENDA - JANUARY 12<sup>th</sup>, 2026**

**CALL TO ORDER:**

6:30 P.M.

**ADMINISTRATION OF OATH OF OFFICE TO MEMBER:**

N/A

**ROLL CALL AND VALIDATION OF TERMS OF OFFICE:**

<u>Michael Arends</u>	<u>2025 - 2029</u>
<u>Micole Spicer</u>	<u>2023 - 2027</u>
<u>Tafese Kahassai</u>	<u>2024 - 2028</u>
<u>Catrena Cannon</u>	<u>2024 - 2028</u>
<u>Lori Watson</u>	<u>2024 - 2028</u>

**EXCUSE ABSENT MEMBERS:**

**ELECTION OF CHAIRMAN FOR 2026:**

**ELECTION OF VICE-CHAIRMAN FOR 2026:**

**ELECTION OF SECRETARY FOR 2026:**

**ACCEPTANCE OF CLERK FOR 2026:**

Natia Hinton

**APPROVAL OF MINUTES:**

December 8, 2025

**ADOPT RULES AND REGULATIONS:**

2026 Rules and Regulations

**CASE(S) FOR CONSIDERATION:**

CASE BA-26-01: 558 Collingwood Ave, Whitehall, OH 43213, parcel number 090-000855-00, is seeking variances from Whitehall Code Sections 1103.02(c)(1) for front yard setback requirement, 903.09(a) for driveway construction material, and 903.12(a) for driveway width.

CASE BA-26-02: 5186 East Main Street, Whitehall, OH 43213, parcel number 090-001578-00, is seeking variances from Whitehall Code Sections 1112.13(b) for free-standing sign height and 1112.12 (b) for free-standing sign size.



CASE BA-26-03: 44 Woodcliff Drive, Whitehall, OH 43213, parcel 090-008428-00, is seeking variance from Whitehall Code Sections 1112.15(c)(3) for temporary sign area allowed on each lot and 1112.15(d)(1) for maximum sign area for large yard sign.

**OTHER BUSINESS:**

**POLL PUBLIC:**

**POLL BOARD MEMBERS:**

**ADJOURN:**

**PUBLIC NOTICE**

must take place within 30 days of confirmation of sale. A 5% Buyer's Premium shall apply. The auction is subject to postponement and cancellation. Purchaser shall be responsible for those costs, allowances, and taxes that the proceeds of the sale are insufficient.  
Beth Rose, Private Selling Officer, beth@bethroseauction.com, (419) 534-6223  
December 14, 21, 28  
Publish: Madison Messenger  
Date: December 14, 21 and 28, 2025  
4110760

The Madison County London City Health District Board regular meeting will be held Thursday, January 8, 2026 at 5:00 pm. The meeting will be held at Madison County Public Health, 306 Lafayette Street Suite B, London, OH 43140.  
Publish: Madison Messenger  
Date: December 28, 2025  
4134530

STATE OF INDIANA COUNTY OF ELKHART SS:  
IN THE ELKHART COUNTY SUPERIOR COURT  
CAUSE NO. 20D06-2510-MI-000461  
DORIS LUCINDA REYES ORELLANA, Petitioner,  
and  
GIL ARMANDO GONZALES GUEVARA, Respondent.

SUMMONS BY PUBLICATION  
The State of Indiana to the defendants above named, and any other person who may be concerned.

You are notified that you have been sued in the Court above named.

The nature of the suit against you is:  
Verified Petition for Registration and Domestication of Foreign Order.

This summons by publication is specifically directed to the following named defendant(s) whose addresses are:  
Gil Armando Gonzales Guevara, address Unknown  
And to the following defendant(s) whose whereabouts are unknown:  
In addition to the above-named defendants being served by this summons there may be other defendants who have an interest in this lawsuit.

If you have a claim for relief against the plaintiff arising from the same transaction or occurrence, you must assert it in your written answer. You must

**PUBLIC NOTICE**

answer the Complaint in writing, by you or your attorney, on or before the day of (the same being within thirty (30) days after the Third Notice of Suit), and if you fail to do so a judgement will be entered against you for what the plaintiff has demanded.

ATTEST:  
Clerk of the Elkhart Court  
Katie Rosenberger,  
#30830-49

**GET NOTICED IN PRINT AND ONLINE**

**PUBLIC NOTICE**

Attorney for Plaintiff VILLARRUBIA & ROSENBERGER, P.C. 6349 S. East St. Indianapolis, IN 46227  
Publish: Madison Messenger  
Date: December 28, 2025, January 4 and 11, 2026  
4139560

What makes your offer a good deal? Is it a secret? Then put it in your ad. Ads with a price ALWAYS generate more qualified calls.

**Public Notices**

**SELL IT BUY IT FIND IT**

Place your classified ad today!

The Classifieds Work Like **MAGIC**

**Public Notices**

Classified shoppers are smart consumers. The ones with money call the good ads first.

Get first shot at the best prospects! Give them a reason to call you first.

Do you want first shot at the qualified buyers, or the last chance? Description brings results!

**Public Notices**

**PUBLIC NOTICE PUBLIC NOTICE**

**NOTICE OF LEGISLATION PASSED BY THE COUNCIL OF THE CITY OF LONDON, OHIO**  
December 18, 2025

Notice is hereby given to the passage of the following ordinances or resolutions of the London City Council. The complete text of each ordinance or resolution may be obtained or viewed at the offices of the City Law Director or the City Auditor at 20 South Walnut Street, London, Ohio, or online at the London City website: [www.londonohio.gov](http://www.londonohio.gov)  
**RESOLUTION 189-25** Sponsored by: Shannon Treynor A RESOLUTION AUTHORIZING THE AUDITOR TO OPEN A BANK ACCOUNT FOR THE TAX DEPARTMENT  
**RESOLUTION 193-25** Sponsored by: Rich Hayes A RESOLUTION ADOPTING THE MADISON COUNTY MULTI-JURISDICTIONAL HAZARD MITIGATION 5-YEAR PLAN UPDATE  
**RESOLUTION 194-25** Sponsored by: Greg Eades A RESOLUTION INCREASING APPROPRIATIONS. The Police Department is in need of a new cruiser  
**RESOLUTION 195-25** Sponsored by: Andrew Hitt A RESOLUTION TRANSFERRING APPROPRIATIONS. The Police Department needs to replace the computers in all of the cruisers  
Matthew Edgington  
London City Council Clerk  
Publish: Madison Messenger  
Date: December 28, 2025 and January 4, 2026  
4153050

**IN THE COURT OF COMMON PLEAS MADISON COUNTY, OHIO**  
Lakeview Loan Servicing, LLC

Plaintiff,  
vs.  
Unknown Heirs, Legatees, Devisees, Executors, Administrators and Assigns and their Spouses, if any, of Payton D Anderson, et al.  
Defendants.

Case Number: CV 20250317  
Judge: Eamon P. Costello  
**LEGAL NOTICE**

The Defendants, Unknown Heirs, Legatees, Devisees, Executors, Administrators and Assigns and their Spouses, if any, of Payton D Anderson and Unknown Spouse of Payton D Anderson, if any, whose current addresses are unknown, will take notice that on November 17, 2025, the Plaintiff, Lakeview Loan Servicing, LLC, filed its Complaint in Case No. CV 20250317, in the Court of Common Pleas of Madison County, Ohio, seeking a foreclosure of its mortgage interest in the real property located at 100 W N St, Sedalia, OH 43151, Permanent Parcel No. 22-00172.000, 22-00173.000, ("Real Estate"), and alleged that the Defendants have or may have an interest in this Real Estate.

The Defendants, Unknown Heirs, Legatees, Devisees, Executors, Administrators and Assigns and their Spouses, if any, of Payton D Anderson and Unknown Spouse of Payton D Anderson, if any are required to answer the Plaintiff's Complaint within twenty-eight (28) days after the last date of publication of this notice. In the event that the Defendants, Unknown Heirs, Legatees, Devisees, Executors, Administrators and Assigns and their Spouses, if any, of Payton D Anderson, if any failed to respond in the allotted time, judgment by default can be entered against them for the relief requested in the Plaintiff's Complaint.

Carrie L. Davis (0083281)  
Michael R. Brinkman (0040079)  
Christopher M. Polito (1044009)  
Attorney for Plaintiff  
Ohio  
3962 Red Bank Road  
Cincinnati, OH 45227  
voice: 1-513-322-7000  
facsimile: 513-322-7099  
Publish: Madison Messenger  
Date: December 28, 2025, January 4 and 11, 2026  
4141270

This box could be your next big break!

Classified shoppers aren't desperate... just smart consumers that like to save money.

**NOTICE OF PUBLIC HEARING**

A Public Hearing will be held by the Whitehall Board of Zoning and Building Appeals at regular scheduled meeting on, or after, Monday, January 12, 2025, at 6:30 p.m. in the Courtroom of City Hall, 360 South Yearling Road, to consider the following:

Case BA-26-01: 558 Collingwood Ave, Whitehall, OH 43213, parcel number 090-000855-00, is seeking variances from Whitehall Code Sections 1103.02(c) (1) for front yard setback requirement, 903.09(a) for driveway construction material, and 903.12(a) for driveway width.

Case BA-26-02: 5186 East Main Street, Whitehall, OH 43213, parcel number 090-001578-00, is seeking variances from Whitehall Code Sections 1112.13(b) for free-standing sign height and 1112.12(b) for free-standing sign size.

Case BA-26-03: 44 Woodcliff Drive, Whitehall OH 43213, parcel 090-008428-00, is seeking variance from Whitehall Code Section 1112.15(c)(3) for temporary sign area allowed on each lot and 1112.15(d)(1) for maximum sign area for large yard sign.

Copies of the exhibits are on file in the Public Service Department and may be examined by anyone interested Monday through Friday, during regular business hours. For further meeting details you may reference our online calendar at <https://www.whitehall-oh.us/calendar>.

**Notice of Voluntary Dissolution of**

The Human Service Chamber of Franklin County

To all Creditors and Claimants of The Human Service Chamber of Franklin County:

Pursuant to Ohio Revised Code Section 1702.48, notice is hereby given that The Human Service Chamber of Franklin County, an Ohio nonprofit corporation, whose principal office is located at 966 South High St., Columbus, OH 43206, has elected by virtue of a resolution adopted by the Directors, to dissolve and completely wind up its affairs. A Certificate of Dissolution was filed with the Secretary of State of Ohio, to be effective as of December 8, 2025.

**LEGAL NOTICE**

The following storage units at **Wall to Wall Storage** 1800 State Route 56 SW, London, OH 43140 Will be sold at Auction. The Auction will be online at [storagetreasures.com](http://storagetreasures.com) The Auction will end on 1-4-26. Units Paid prior to the end of auction, will be removed.

- 1) Mary Hundley, D13, London, OH - Tables, saws, lots of boxes, chairs.
- 2) Jenny Ward, D31, London, OH - Household, furniture, totes, misc.
- 3) Patsy Boyd, D33, London, OH - Boxes, amps, totes, board games.
- 4) Kayla Campbell, A9, Mechanicsburg, OH - Bed, table/ chairs, W/d.
- 5) Elizabeth Barnett, P1, A44, Boxes, totes, clothing, units full.
- 6) Christa Blythe, B11, London, OH - Totes, furniture, misc, household.
- 7) Pam Lane, B29, Galloway, OH - Stuffed full, boxes, CD's, completely full.
- 8) Della Bolin, J40/43, London, OH - Totes, chest, dolly, table, window A/C, metal chairs.
- 9) Thomas Cunningham, J44, London, OH - Tires, table, chairs, tools, clothing, boxes.



December 24, 2025

Jacob Rehl  
558 Collingwood Ave  
Whitehall, OH 43213

**CASE BA-26-01: 558 COLLINGWOOD AVE, WHITEHALL, OH 43213, PARCEL NUMBER 090-000855-00, IS SEEKING VARIANCES FROM WHITEHALL CODE SECTIONS 1103.02(C)(1) FOR FRONT YARD SETBACK REQUIREMENT, 903.09(A) FOR DRIVEWAY CONSTRUCTION MATERIAL, AND 903.12(A) FOR DRIVEWAY WIDTH.**

Dear Applicant,

Please be advised that the Board of Zoning and Building Appeals will meet on **Monday, January 12, 2026, @ 6:30 p.m.** at City Hall, 360 South Yearling Road, Whitehall, OH 43213. The purpose of this meeting is to consider the above-referenced case and address.

You or a designated representative must attend this public hearing to present your case to the Board. The meeting will be held in the City Courtroom. Please enter through the front doors.

**If you require the assistance of an interpreter at the hearing, please notify our office immediately so that arrangements can be made.**

Respectfully,

**Lara Jones**  
Economic Development Specialist



December 24, 2025

Moses Realty  
5186 E Main St  
Whitehall, OH 43213

**CASE BA-26-02: 5186 EAST MAIN STREET, WHITEHALL, OH 43213, PARCEL NUMBER 090-001578-00, IS SEEKING VARIANCES FROM WHITEHALL CODE SECTIONS 1112.13(B) FOR FREE-STANDING SIGN HEIGHT AND 1112.12 (B) FOR FREE-STANDING SIGN SIZE.**

Dear Applicant,

Please be advised that the Board of Zoning and Building Appeals will meet on **Monday, January 12, 2026, @ 6:30 p.m.** at City Hall, 360 South Yearling Road, Whitehall, OH 43213. The purpose of this meeting is to consider the above-referenced case and address.

You or a designated representative must attend this public hearing to present your case to the Board. The meeting will be held in the City Courtroom. Please enter through the front doors.

**If you require the assistance of an interpreter at the hearing, please notify our office immediately so that arrangements can be made.**

Respectfully,

**Lara Jones**  
Economic Development Specialist



December 23, 2025

Whitehall Economic Development Director  
360 S Yearling Rd  
Whitehall, OH 43213

**CASE BA-26-03: 44 WOODCLIFF DRIVE, WHITEHALL, OH 43213, PARCEL 090-008428-00, IS SEEKING VARIANCE FROM WHITEHALL CODE SECTIONS 1112.15(C)(3) FOR TEMPORARY SIGN AREA ALLOWED ON EACH LOT AND 1112.15(D)(1) FOR MAXIMUM SIGN AREA FOR LARGE YARD SIGN.**

Dear Applicant,

Please be advised that the Board of Zoning and Building Appeals will meet on **Monday, January 12, 2026, @ 6:30 p.m.** at City Hall, 360 South Yearling Road, Whitehall, OH 43213. The purpose of this meeting is to consider the above-referenced case and address.

You or a designated representative must attend this public hearing to present your case to the Board. The meeting will be held in the City Courtroom. Please enter through the front doors.

**If you require the assistance of an interpreter at the hearing, please notify our office immediately so that arrangements can be made.**

Respectfully,

**Lara Jones**  
Economic Development Specialist



12/24/2025

**Notice of Whitehall Board of Zoning and Building Appeals Meeting**

RE: CASE BA-26-01

Dear Nearby Property Owner,

The Board of Zoning and Building Appeals of the City of Whitehall, Ohio, will consider the application of 558 Collingwood Ave property owner's request for front yard setback, driveway construction material, and driveway width variances as it related to their lot split case.

The Board will hold a public hearing on 01/12/2025<sup>26</sup> at 6:30 pm at City Hall, located at 360 South Yearling Road, Whitehall Ohio 43213 in the City Courtroom. If you wish to attend, please enter through the front doors.

Copies of the application and supporting documents are on file in the Service Department office at City Hall and are available for review. If you would like to examine these documents, please call 614.246.7413 or email [lara.jones@whitehall-oh.us](mailto:lara.jones@whitehall-oh.us) to make your request.

Respectfully,

Lara Jones  
Economic Development Specialist

BA-26-61 250' mailing list

taxid	ownername1	owneraddress1	address2	STATE	zipcode
090-001069-00	AMUNDSON ALEXANDER R	545 ROBINWOOD AVE	COLUMBUS	OH	43213
090-000531-00	BAMER JOYCE M	590 COLLINGWOOD AVE	COLUMBUS	OH	43213
090-004282-00	BRICKEY LENORA J	551 COLLINGWOOD AVE	WHITEHALL	OH	43213-1799
090-007604-00	BRINKLEY OKEY R	PO BOX 50721	MIDLAND	TX	79710
090-000090-00	CALES CONSTANCE JOY	584 COLLINGWOOD AVE	COLUMBUS	OH	43213
090-000856-00	CALES JAMES D	578 COLLINGWOOD AVE	COLUMBUS	OH	43213-1742
090-002481-00	CLEMENS ROBERT L JR	4112 ELBERN AVE	WHITEHALL	OH	43213-2331
090-000859-00	DASSING DANIEL R	597 ROBINWOOD AVE	COLUMBUS	OH	43213
090-000950-00,					
090-000549-00	DAYTON WILLIAM	3744 WASHBURN ST	COLUMBUS	OH	43213
090-005158-00	DILDINE LINDA LOU TR	615 ROBINWOOD AV	COLUMBUS	OH	43213
090-000846-00	DRW INVESTMENT INC	297 WOODLAND AV	COLUMBUS	OH	43203
090-000154-00	EGY HOLDINGS LLC	8095 BREEZWOOD CT	WESTERVILLE	OH	43081
090-004307-00	EIFEL DENNIS A	557 COLLINGWOOD AVE	COLUMBUS	OH	43213-1799
090-000612-00	FRAME HEATHER B TTEE	4786 GLENGATE DR	COLUMBUS	OH	43232
090-000033-00	GILMORE LINDA P	546 COLLINGWOOD AVE	COLUMBUS	OH	43213
090-001068-00	HARDYMON MINDA	539 ROBINWOOD AVE	COLUMBUS	OH	43213-1753
090-001112-00	HERRERA SANCHEZ VENTURA TR	523 ROBINWOOD AVE	COLUMBUS	OH	43213
090-000897-00	HESS JOHN J	585 COLLINGWOOD AVE	COLUMBUS	OH	43213-1799
090-000155-00	HUNTER UNA T	4076 E MAIN ST	COLUMBUS	OH	43213
090-000893-00	KENNEDY CORY R	3750 WASHBURN ST	COLUMBUS	OH	43213
090-005347-00	KUZEVSKI TOMCE	479 COLLINGWOOD AVE	COLUMBUS	OH	43213
090-005169-00	MARTIN DEAN R	573 ROBINWOOD AVE	COLUMBUS	OH	43213
090-001067-00	MCCLAIN TIMOTHY L	512 COLLINGWOOD AVE	COLUMBUS	OH	43213-1742
090-001982-00	MOCK CATHY	541 COLLINGWOOD AVE	COLUMBUS	OH	43213
090-000159-00	PLOWCHA STEPHEN	535 ROBINWOOD AVE	COLUMBUS	OH	43213
090-000844-00	POWELL ROBIN E	519 COLLINGWOOD AVE	COLUMBUS	OH	43213-1799
090-001071-00	PRATT WILLIAM MICHAL	7957 BROOKFIELD PLACE NW	CANAL WINCHESTER	OH	43110
090-001061-00	PRATT WILLIAM MICHAL	561 ROBINWOOD AVE	COLUMBUS	OH	43213-1753
090-001979-00,					
090-004399-00	ROWLAND RICHARD M	281 CHATHAM DR	KETTERING	OH	45429
090-000669-00	ROZZELLE RAYNES E JR	576 COLLINGWOOD AVE	COLUMBUS	OH	43213
090-001983-00	RUSSELL SHANNON	620 GARRARD ST	COVINGTON	KY	41011
090-001072-00	SATTLER CLAIRE L	3827 ELBERN AVE	COLUMBUS	OH	43213
090-005900-00	SCARVILLE IVAN A II	518 COLLINGWOOD AVE	COLUMBUS	OH	43213
090-007502-00	SCHUYLER NICHOLAS V	569 COLLINGWOOD AVE	COLUMBUS	OH	43213
090-005466-00	SCURLOCK LARRY D	607 ROBINWOOD AVE	COLUMBUS	OH	43213-1756
090-004353-00	SMITH JOHN E	599 ROBINWOOD AVE	COLUMBUS	OH	43213
090-000670-00,					
090-001070-00	SPEER CLIFFORD	549 ROBINWOOD AVE	COLUMBUS	OH	43213
090-001062-00	ST JOHN AMY M	581 COLLINGWOOD AVE	COLUMBUS	OH	43213
090-000085-00	VERNON GARY W	540 COLLINGWOOD AVE	COLUMBUS	OH	43213-1742
090-007559-00	WILLIAMS ADAM	570 COLLINGWOOD AVE	COLUMBUS	OH	43213



12/24/2025

**Notice of Whitehall Board of Zoning and Building Appeals Meeting**

RE: CASE BA-26-02

Dear Nearby Property Owner,

The Board of Zoning and Building Appeals of the City of Whitehall, Ohio, will consider the application of 5186 E Main St property owner's request for free-standing sign size and height variances as it relates to replacing their current sign on site.

The Board will hold a public hearing on 01/12/20<sup>26</sup>~~25~~ at 6:30 pm at City Hall, located at 360 South Yearling Road, Whitehall Ohio 43213 in the City Courtroom. If you wish to attend, please enter through the front doors.

Copies of the application and supporting documents are on file in the Service Department office at City Hall and are available for review. If you would like to examine these documents, please call 614.246.7413 or email [lara.jones@whitehall-oh.us](mailto:lara.jones@whitehall-oh.us) to make your request.

Respectfully,

Lara Jones  
Economic Development Specialist

BA-26-02 250' Mailing list

taxid	ownername1	address2	City	STATE	zipcode
010-009128-00	CHAY COMPANY OF OHIO LTD	2785 ELAM AVE	COLUMBUS	OH	43209
010-009446-00	5069 MAIN LLC	501 MORRISON RD, SUITE 100	GAHANNA	OH	43230
010-014295-00,					
010-020049-00,					
010-063143-00,					
010-183543-00	ACR-WYANDOTTE LLC	300 AVE OF THE CHAMPIONS, SUITE 140	PALM BEACH	FL	33418
090-001030-00	5180 E MAIN STREET LLC	1720 ZOLLINGER RD	COLUMBUS	OH	43232
090-001578-00	MOSES REALTY LLC	459 STONE SHADOW DR	BLACKLICK	OH	43004
090-003253-00	5059 DIMSON LLC	947 E JOHNSTOWN RD #155	COLUMBUS	OH	43230
090-003254-00	MONTANEZ RACHEL	5065 S DIMSON DR	COLUMBUS	OH	43213
090-003255-00	TYLER FERN E TR	1157 FOREST GLEN RD	WESTERVILLE	OH	43081
090-003256-00	WHITEHALL COMMUNITY IMPROVEMENT CORPORATION	360 S YEARLING RD	WHITEHALL	OH	43213
090-003257-00	R REAL ESTATE INVESTMENTS LLC	PO BOX 22	DUBLIN	OH	43017-0027
090-003258-00	DIETZ PROPERTY INVESTMENTS INC	4719 CLEVELAND AVE	COLUMBUS	OH	43231
090-003608-00	ACR-5156 MAIN LLC	300 AVE OF THE CHAMPIONS, SUITE 140	PALM BEACH	OH	33418
090-005397-00	NEW LIFE TV CMM LLC	3601 W 76TH ST, STE 200	MINNEAPOLIS	MN	55435
090-005416-00,					
090-005436-00	SYLVANIA REALTY LLC	2028 LOCH LOMOND DR	POWELL	OH	43065



12/24/2025

**Notice of Whitehall Board of Zoning and Building Appeals Meeting**

RE: CASE BA-26-03

Dear Nearby Property Owner,

The Board of Zoning and Building Appeals of the City of Whitehall, Ohio, will consider the City's application request for temporary sign total size allowed on a lot and allowed large yard sign size in regards to temporary construction signs for the Rockwell District project.

The Board will hold a public hearing on 01/12/20~~25~~<sup>26</sup> at 6:30 pm at City Hall, located at 360 South Yearling Road, Whitehall Ohio 43213 in the City Courtroom. If you wish to attend, please enter through the front doors.

Copies of the application and supporting documents are on file in the Service Department office at City Hall and are available for review. If you would like to examine these documents, please call 614.246.7413 or email [lara.jones@whitehall-oh.us](mailto:lara.jones@whitehall-oh.us) to make your request.

Respectfully,

Lara Jones  
Economic Development Specialist

BA-26-03 250' Mailing list

taxid	ownername1	address2	City	STATE	zipcode
010-109334-00	COLUMBUS COUNTRY CLUB INC	4831 E BROAD ST	COLUMBUS	OH	43213-1348
090-000010-00	HGI- MIDWEST II LLC	TWO CENTRE PLAZA	CLINTON	TN	37716
090-000027-00	WSC OPERATIONS LLC	4780 E BROAD ST	COLUMBUS	OH	43213
090-000056-00	WIZ OF OZ CORP	1337 WINDTREE CT	NEW ALBANY	OH	43054
090-000078-00	300 N HAMILTON LLC	300 N HAMILTON RD	COLUMBUS	OH	43213-1310
090-000521-00	JEH REALTY INC	6630 TAYLOR RD	BLACKLICK	OH	43004-8661
090-000526-00, 090-007555-00, 090-008399-00	WHITEHALL COMMUNITY IMPROVEMENT CORPORATION	360 S YEARLING RD	WHITEHALL	OH	43213
090-000783-00, 090-008216-00	GILL DAVE PONTIAC INC, GILL DAVID & NANCY	4700 E BROAD ST	COLUMBUS	OH	43213
090-001028-00	300 N HAMILTON LLC	5800 CHANTRY DR, SUITE B	COLUMBUS	OH	43232
090-001568-00	WHITEHALL ASSISTED LIVING LLC	6880 TUSSING RD	REYNOLDSBURG	OH	43068
090-000888-00, 090-001584-00, 090-001807-00, 090-003998-00,					
090-005411-00	CITY OF WHITEHALL	360 S YEARLING RD	WHITEHALL	OH	43213
090-005885-00	EMRO MARKETING CO	16220 N SCOTTSDALE RD, STE 650	SCOTTSDALE	AZ	85254-1806
090-008220-00	UNITY TEMPLE CHURCH OF GOD IN CHRIST INC	4413 BEECH WOOD LOOP	DUBLIN	OH	43016



BOARD OF ZONING AND BUILDING  
APPEALS APPLICATION  
PUBLIC SERVICE & BUILDING DEPARTMENT

CITY OF WHITEHALL  
360 S. Yearling Road  
Whitehall, Ohio 43213  
614-237-8612  
Building-Department@whitehall-oh.us  
www.whitehall-oh.us

Duties of and application requirements for the Board of Zoning and Building Appeals are outlined in Whitehall Codified Ordinances Section 151. Please use this application to apply for:

- Lot splits less than 1 acre
- Similar Use Permit
- Variances from the zoning code
- Appeals

**APPLICATION CHECKLIST**

- Application with all completed attachments must be submitted digitally to [Building-Department@whitehall-oh.us](mailto:Building-Department@whitehall-oh.us). An application must be submitted twenty (20) days prior to the Board of Zoning and Building Appeals Meeting.
- If the project has been previously denied, please provide a copy of the denied Certificate of Zoning and statement of reason for the denial.

**For Similar Use Permit, Variance, and Lot Split Applications:** The Application must include the following:

- A legal description of the property. If this is a metes and bounds description, the applicant must provide, at their own cost, a statement and a plot plan from a duly licensed surveyor or a licensed professional civil engineer verifying the correctness of the description and plot plan.
- The proposed use of the property.
- A statement of the necessity or desirability of the proposed use to the neighborhood or community.
- A statement of the relationship of the proposed use to adjacent property and land use.
- The relationship of the proposed development to the Development Standards of the City as expressed by the Zoning Ordinances and the Master Plan. Please include details to include an evaluation of the effects on adjoining properties of such elements as traffic circulation, noise, glare, odor, fumes and vibration.
- Plot Plan with the following information:
  1. The boundaries and dimensions of the lot or lots involved.
  2. The nature of the special conditions or circumstances giving rise to this application.
  3. The size and location of existing and/or proposed structures.
  4. The proposed use of all parts of the lot and structures, including access ways, walks, off-street parking and loading spaces, and landscaping.
  5. The location of structures on adjacent property.

- Any additional information regarding the property, proposed use, or surrounding area, such as photographs, that would be beneficial in presenting the case.

List any other supporting documents or exhibits which accompany this application (photographs, pamphlets, etc.)


- A Notary Public must attest to Applicant's signatures on the Affidavit Form on Page 7. For Similar Use Applications, Affidavit Form – Certify that the names and addresses, as submitted are current as of the first date of publication of the Public Hearing Notice (Section 105.5, Codified Ordinances). (Check with the Clerk of Council on the date to file Affidavit Form.)

\*Note that the applicant will be responsible for the accuracy of all the information contained in the application.

Request to split 558 Collinwood Ave into 3 lots

This proposal is for the address 588 Collingwood Ave Whitehall Ohio 43213.

The parcel id #090-000855-00

---

The plot plan provided uses the lot dimensions provided on the franklin county auditor's website.

Proposed lot 1:

Would remove back portion of the lot to remain the same size or larger than the existing lots on either side. The existing garage would be removed. The new garage would be moved to the south side of the lot and allow for permanent access to Lots 2 and 3.

Proposed Lot 2:

Lot 2 is to have a 790sf duplex with parking. The Lot would be 140'x205.6 for a total of 28,784SF. Access to the lot will require a permanent access drive by lot 1.

Proposed Lot 3

The existing house will remain on the property and will sit on its own 20,280sf lot

---

I think this project would provide new and attractive real estate in the Whitehall Community. It will encourage the community to beautify their properties.

---

The new lots would all have the same single family/two unit zoning as the rest of the lots in the area.

---

See the attached plot plan

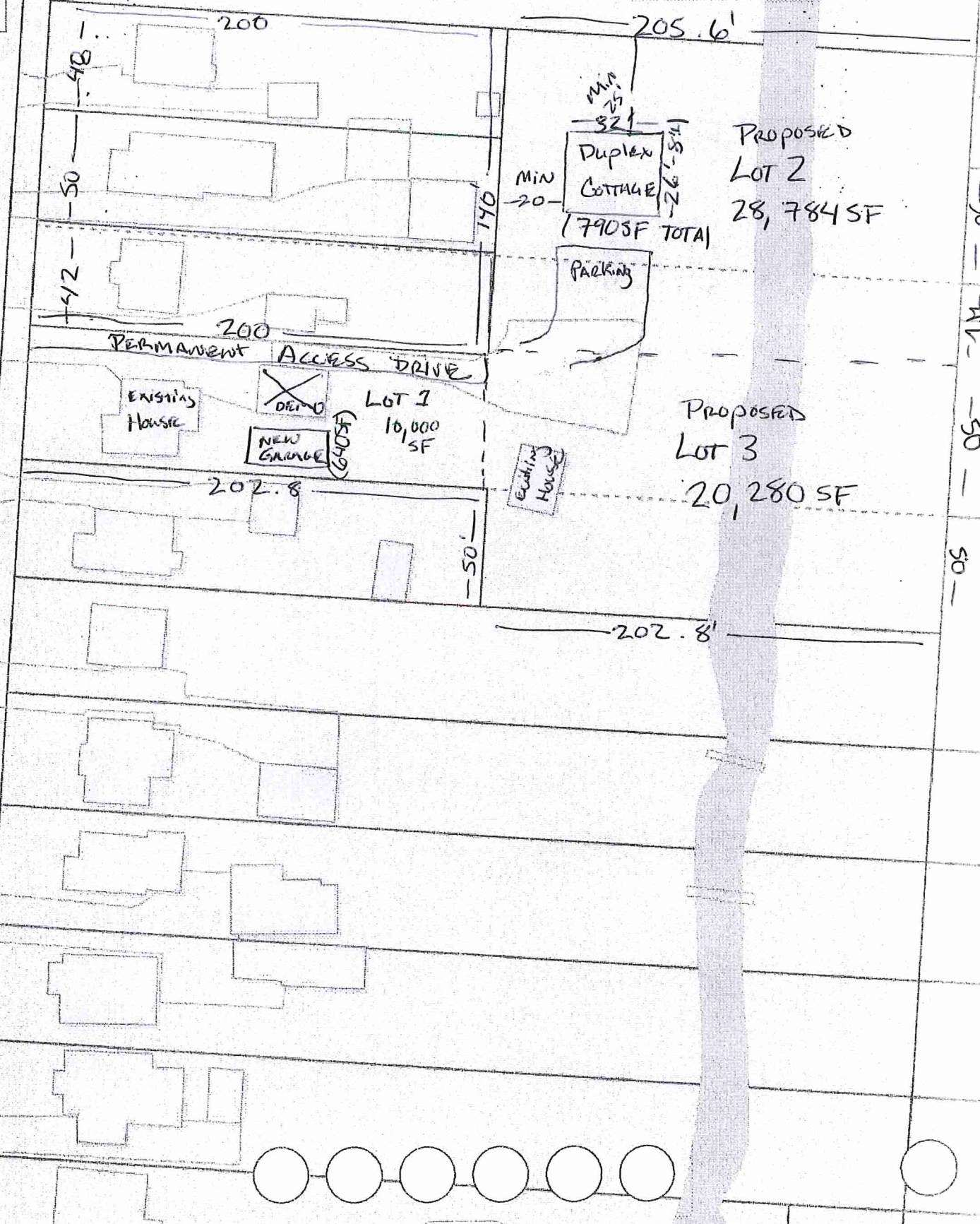


City of Whitehall

558 collingwood

Search result

Collingwood Ave



PERMANENT ACCESS DRIVE

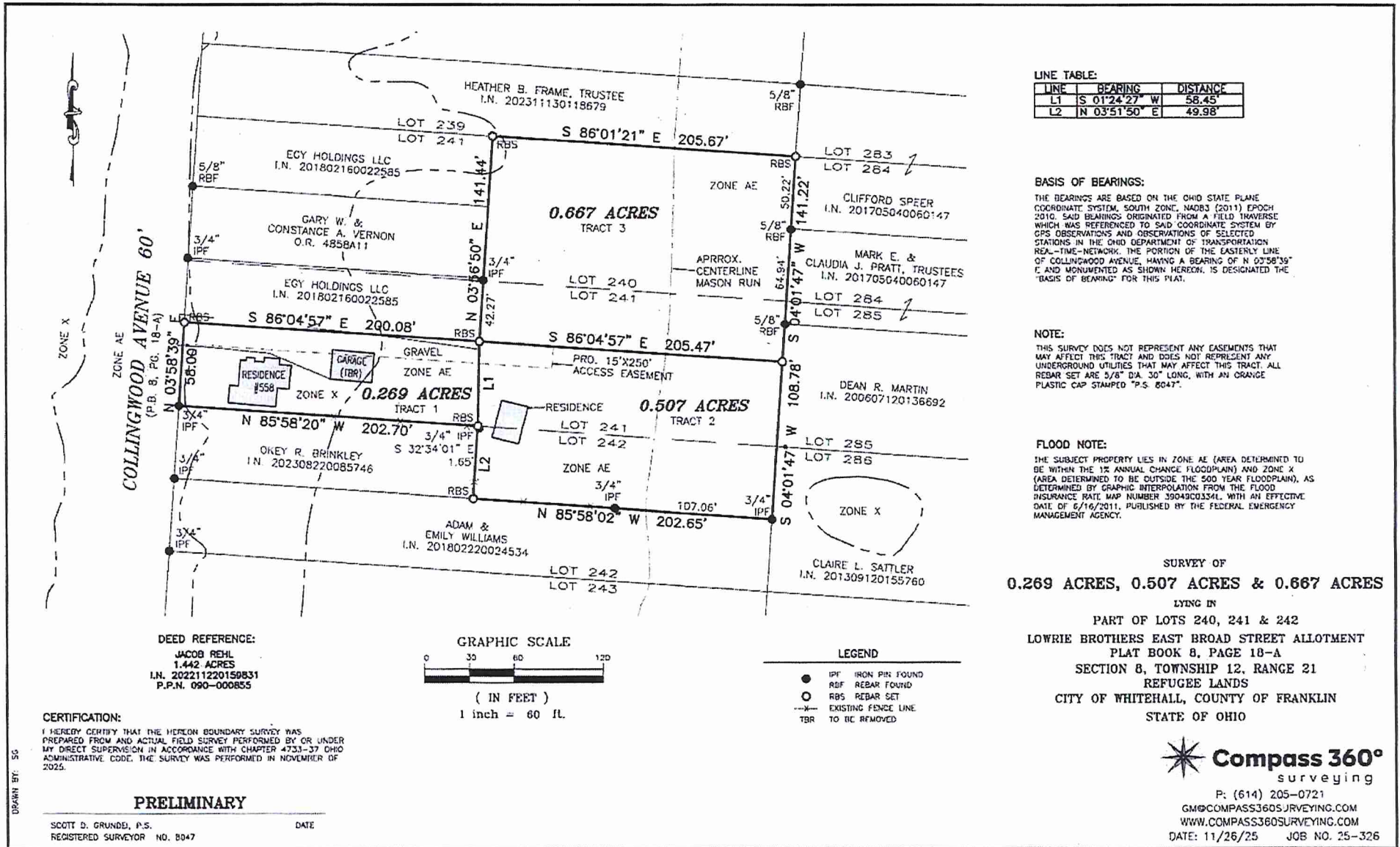
Duplex Cottage  
(7905 SF TOTAL)

PROPOSED LOT 2  
28,784 SF

EXISTING HOUSE  
NEW GARAGE (640 SF)  
LOT 1  
10,000 SF

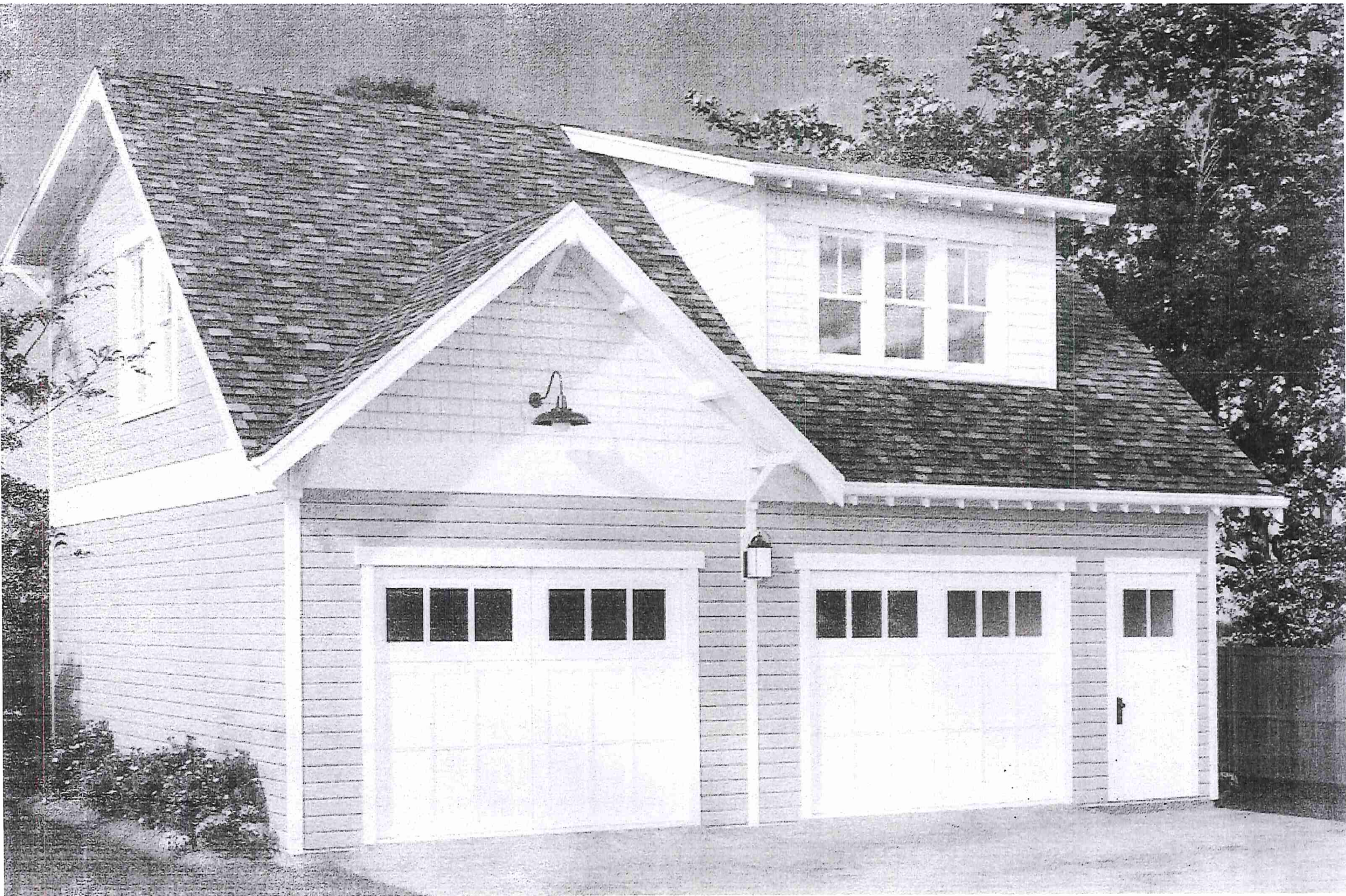
PROPOSED LOT 3  
20,280 SF

12/1/25 @ 1:23pm  
558 Collingwood Ave

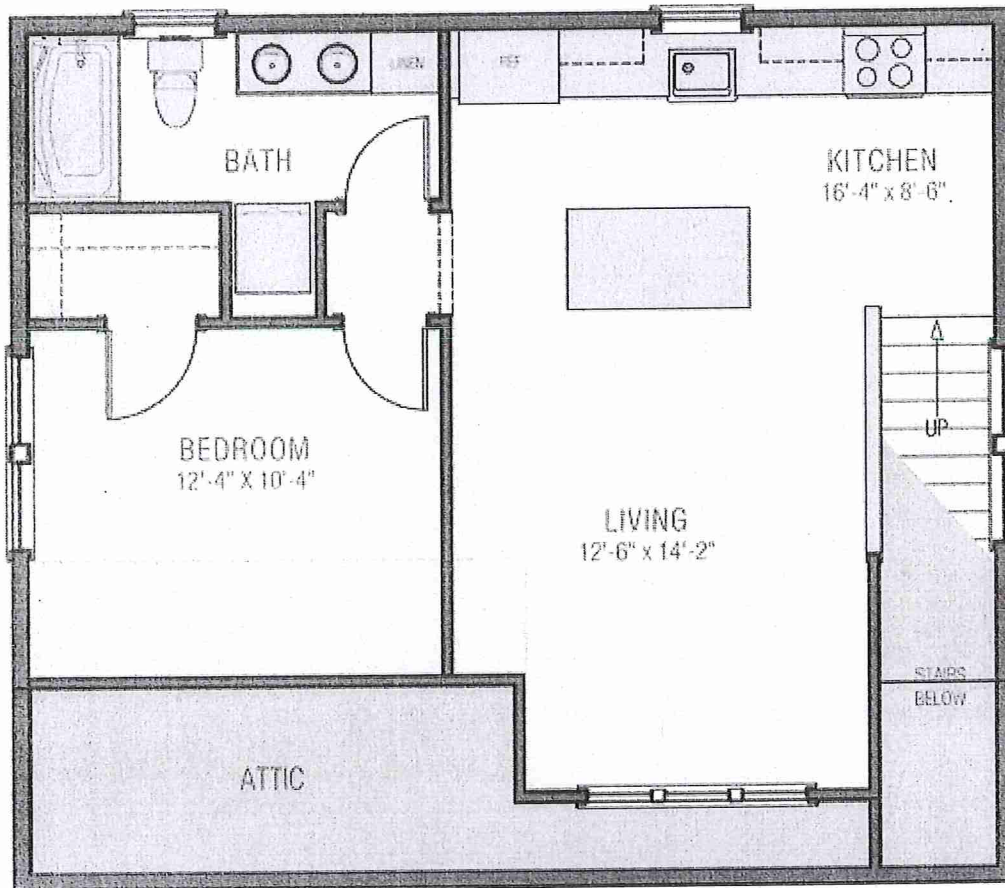


NEW GARAGE FOR HOUSE





# NEW GARAGE



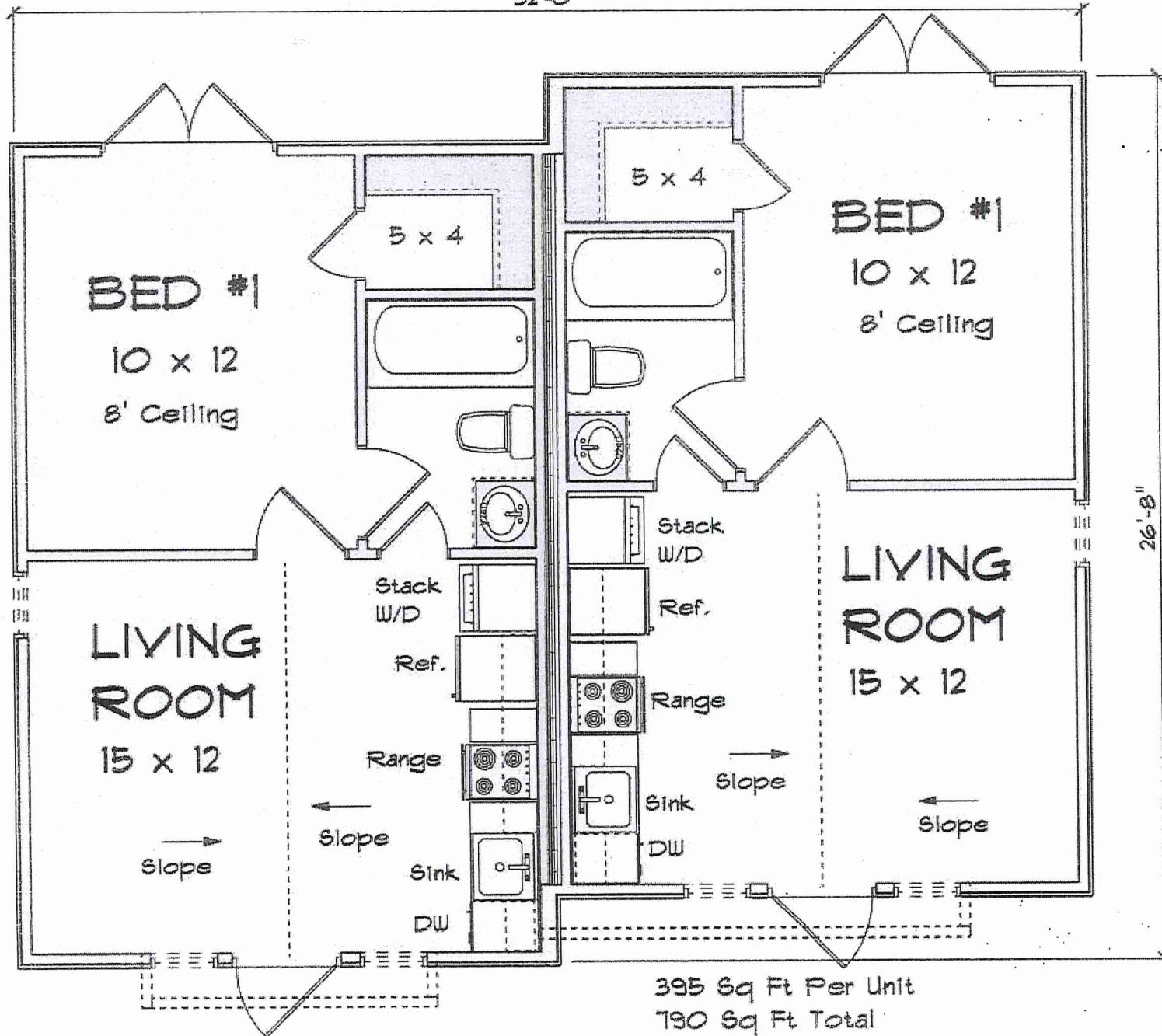
LIVING AREA  
640 SQ FT





# COTTAGE Duplex

32'-0"



## FLOOR PLAN

## TIMELINE

STEP 1: **Applications must be submitted digitally to [Building-Department@whitehall-oh.us](mailto:Building-Department@whitehall-oh.us) twenty days prior to the BZBA meeting.** If the project has been previously denied, the application must be filed with the Chairman of the Board of Zoning and Building Appeals not more than twenty (20) days from the date such denial of the Certificate of Zoning is issued. The office files applications between the hours of 8:30 AM and 4:30 PM on weekdays. At the time the application is filed, there shall be deposited a fee based on the following scale. Fees can be paid by check or over the phone with a credit card. (Service fees do apply.)

VARIANCE:	\$80.00
SIGN VARIANCE:	\$75.00
FENCE VARIANCE:	\$50.00
LOT SPLIT:	\$50.00
ADMINISTRATIVE APPEAL:	\$80.00

STEP 2: The Board of Zoning and Building Appeals shall study the matter and within a reasonable time (Code Section 151.08 states that any matter referred to the Board of Zoning and Building Appeals shall be considered and final action taken within ninety days from the date of referral unless a longer time is authorized by mutual agreement between the applicant and the Board).

STEP 3: Written notice of the hearing will be published in a newspaper of general circulation in Franklin County, Ohio. For Similar Use Permit Applications, written notice of the hearing must be mailed at least ten (10) days before the date of the Public Hearing to the owners of property within and contiguous to the addresses of such owners, appearing on the County Auditor's current tax list or the Treasurer's Real Estate Tax Mailing list. No notice shall be required if there is filed with the application waivers from the property owners who are entitled to such notice.

STEP 4: The project can proceed with obtaining any required building permits from the Building and Zoning Department in accordance with the recommendations and approvals by the Board of Zoning and Building Appeals. These changes or construction must be fully completed within the period of one (1) year from the date of final approval by the Board of Zoning and Building Appeals, unless an extension of time is approved by the Board.

### GENERAL INFORMATION:

- City Council meets on the first and third Tuesday of every month at 7:30 PM.
- The Board of Zoning and Building Appeals meets on the second Monday of every month at 6:30 PM.
- The entire procedure can be accomplished in 45 - 60 days or, worst case scenario, 90 days.
- Zoning Code Booklets are available from the Clerk of Council at the cost of \$42.00 per copy.

**BOARD OF ZONING AND BUILDING APPEALS APPLICATION**  
PUBLIC SERVICE & BUILDING DEPARTMENT

**PLEASE INDICATE ALL REQUESTS:**

- LOT SPLIT LESS THAN 1 ACRE
- SIMILAR USE PERMIT
- VARIANCE FROM ZONING CODE
- APPEAL FROM ZONING CODE

NUMBER OF VARIANCES REQUESTED:   
NUMBER OF APPEALS REQUESTED:

**APPLICANT INFORMATION**

**APPLICANT:**

Jacob Rehl

ADDRESS: 558 Collinswood Ave CITY: WHITEHALL STATE: OH ZIP: 43213

PHONE: (614) 886-3609 E-MAIL: JAKEREHL@gmail.com

ATTORNEY FOR APPLICANT (IF ANY):

ADDRESS: 558 Collinswood Ave CITY: WHITEHALL STATE: OH ZIP: 43213

PHONE: (614) 886-3609 E-MAIL:

**OWNERSHIP (IF DIFFERENT THAN APPLICANT)**

NAME:	ADDRESS:	PERCENTAGE:

\*If corporation, list names of all stockholders having more than 25% interest in the premises sought to be rezoned.

**PROJECT DETAILS**

**PARCEL ID #:**

PROJECT ADDRESS: 558 Collinswood Ave CITY: WHITEHALL STATE: OH ZIP: 43213

NAME OF SUBDIVISION:   
NUMBER AND TYPE OF BUILDINGS CURRENTLY ON THE PROPERTY (IF NONE, STATE "NONE"): 2 - Single / Double zoning  
CURRENT ZONING:   
(PLEASE PROVIDE CODE SECTION)

DOES THE PROJECT PROPERTY HAVE DEED RESTRICTIONS?  YES  NO

IF YES, PLEASE PROVIDE THE DATE THE DEED RESTRICTIONS HAVE/WILL EXPIRE(D):

PROPOSED USE OF THE PROPERTY IN DETAIL:

[Empty box for property use details]

NARRATIVE STATEMENT DESCRIBING THE WHAT IS BEING REQUESTED AND REASON FOR REQUEST:

[Empty box for narrative statement]

FOR LOT SPLIT

PARCEL ID #: (PLEASE PROVIDE CODE SECTION)

[Empty box for parcel ID]

FOR SIMILAR USE PERMIT

PROPOSED SIMILAR USE: (PLEASE PROVIDE CODE SECTION)

[Empty box for similar use]

FOR VARIANCE(S)

PROPOSED VARIANCE(S): (PLEASE PROVIDE CODE SECTION)

- PROPOSED VARIANCE 1:
- PROPOSED VARIANCE 2:
- PROPOSED VARIANCE 3:
- PROPOSED VARIANCE 4:
- PROPOSED VARIANCE 5:
- PROPOSED VARIANCE 6:
- PROPOSED VARIANCE 7:
- PROPOSED VARIANCE 8:
- PROPOSED VARIANCE 9:
- PROPOSED VARIANCE 10:

↙ 1103.02

For THE YARD SET BACK FOR THE HOUSE IN BACK (FRONT)

Request that the driveway IN BACK BE GRAVEL

903.12 Driveway width greater than 25ft, ↗ 903.09 (a)

\*IF MORE VARIANCES ARE BEING REQUESTED, PLEASE COPY THIS PAGE AS NEEDED.

FOR APPEAL(S)

PROPOSED APPEAL(S): (PLEASE PROVIDE CODE SECTION)

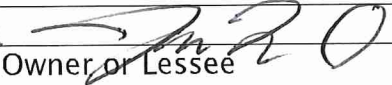
- PROPOSED APPEAL 1:
- PROPOSED APPEAL 2:
- PROPOSED APPEAL 3:
- PROPOSED APPEAL 4:
- PROPOSED APPEAL 5:
- PROPOSED APPEAL 6:
- PROPOSED APPEAL 7:
- PROPOSED APPEAL 8:
- PROPOSED APPEAL 9:
- PROPOSED APPEAL 10:

[Empty grid for appeal details]

\*IF MORE APPEALS ARE BEING REQUESTED, PLEASE COPY THIS PAGE AS NEEDED.

**AUTHORIZATION**

I do swear that the facts as appearing in the above Application for a Similar Use Permit, Appeal, Variance, and/or Lot Split are true and correct.

Jacob Reul   
Owner or Lessee

STATE OF OHIO                    )  
  )    SS.  
FRANKLIN COUNTY                )

Sworn to and subscribed in my presence by LARA K. JONES  
this 14<sup>th</sup> day of December, 2025.

  
Notary Public





**BOARD OF ZONING AND BUILDING  
APPEALS APPLICATION  
BUILDING & PUBLIC SERVICE DEPARTMENT**

CITY OF WHITEHALL  
360 S. Yearling Road  
Whitehall, Ohio 43213  
614-237-8612  
Building-Department@whitehall-oh.us  
www.whitehall-oh.us

**STOP - OFFICE USE ONLY**

APPLICATION NUMBER:	N/A
CASE NUMBER:	BA-26-01
DATE APPLICATION RECEIVED:	12/19/2025
DATE FEE RECEIVED:	N/A waived fee due to misinformation/misunderstanding with applicant during initial process
BZBA DATE:	01/12/2025
BZBA RECOMMENDATION:	<input checked="" type="checkbox"/> FAVORABLE
*Please attach written report with reasons of denial or approval	<input checked="" type="checkbox"/> UNFAVORABLE

*applicant's response to staff's email*

[ EXTERNAL EMAIL ] Re: 558 Collingwood Ave - Variances with BZBA prior to WPC Case

From Jake Rehl <jakerehl@gmail.com>  
Date Fri 12/19/2025 8:21 AM  
To Lara Jones <lara.jones@whitehall-oh.us>  
Cc Jackie Russell <Jackie.Russell@whitehall-oh.us>; Curtis Nutter <curtis.nutter@whitehall-oh.us>

Lara,

I would like to proceed with splitting the lot into three tracts.

1. I will be in this morning to fill out the BZBA form
2. I am willing to revise the driveway plan if needed.
  - a. I would like to request a variance to have a gravel drive at least to the back two houses the back area that is a substantial amount of concrete or asphalt.
3. I would like to split the lot in 3 tracts
4. Yes I am willing to give the new existing house and the new duplex addresses
5. I can provide two mailboxes at the road, one divided for the duplex and one for the house in the back.
6. The plan for connecting water and sewer would be running the main line to the street out front along the edge of the property line by the driveway. We will need a new water tap and sewer tap for the house and duplex.

Jake Rehl  
(614) 886-3609

On Wed, Dec 17, 2025 at 2:29 PM Lara Jones <lara.jones@whitehall-oh.us> wrote:

Good afternoon Jake,

Please note that the Whitehall Development Department was advised by the City Attorney that all BZBA variances should be heard prior to WPC voting on the lot split.

The following is information we flagged for variances.

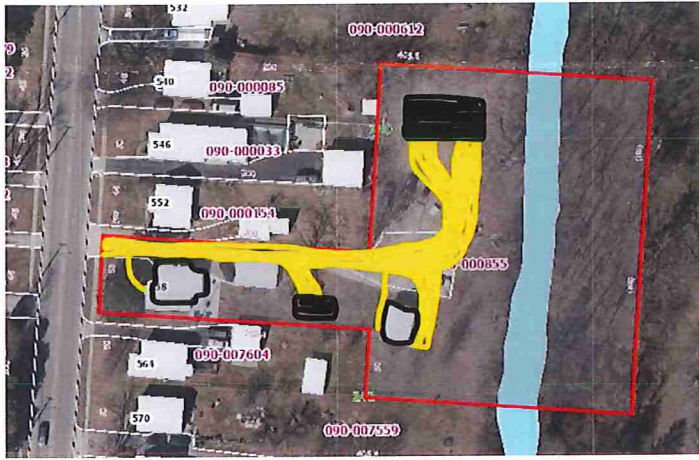
If splitting into three tracts, you will need a variance for the secondary house's front yard setback, as per code section 1103.02 (C) (1).

OR

If splitting into two tracts, you will need a variance for ADU being greater than 50% size of primary house, as per code section 1116.03 (e) (3).

For both cases, you will need a variance for driveway width for northernmost lot, as the driveway is wider than 25' for the duplex to park 4 cars side by side; code section 903.12. Or, you may revise your design so that a variance is not required—similar to crude diagram below.

*Follow up email from staff after answers received from tabling WPC case # 900*



Please note that variances may be able to hear as soon as 01/12/2026 by BZBA, if you file a completed application no later than this Friday at noon. Otherwise, variances will not be heard until 02/09/2026.

We will need the following items/information for BZBA first:

1. BZBA variance application.
2. Will you do a revised driveway design for the duplex? This can be done as a revised sketch of what you originally drew.
  - a. Driveway will have to be paved or request a variance. Please note that historically, variances for driveway materials have not been approved.
3. Will you be seeking lot split into 2 tracts or 3 tracts?
  - a. If it will be for 2 tracts, we will require a revised survey.
4. Willingness to give an address to the secondary existing house, and to the new duplex.
5. Plan for mail delivery on site. Will you place multiple mailboxes out front next to your current one? (Like they do on country roads.)
6. Written plan for connecting water and sewer, with rough diagram.
  - a. Verification that you will be using different service lines from main lines.

If variances are heard on 01/12/2026, then WPC can vote on your lot split on 02/05/2026. If variances are not heard until 02/09/2026, then WPC can vote on your lot split on 03/05/2026.

We will need the following items/information for WPC:

1. Official survey, one copy signed and stamped by surveyor, one copy signed and stamped by Franklin County Engineer's office.
  - a. If you do not have this, then Franklin County cannot process your lot split.
2. Official description of tracts, one copy signed and stamped by surveyor, one copy signed and stamped by Franklin County Engineer's office.
  - a. If you do not have this, then Franklin County cannot process your lot split.
3. Statement of special circumstances or conditions for why the property owner is seeking a lot split.
4. Statement that proposed lot split will not create special circumstances or conditions in which surrounding properties would then need to seek out lot splits.
5. Statement that proposed lot split is necessary to the preservation and enjoyment of substantial property rights.
6. List of abutting addresses with parcel numbers and owner names.

We will need the following items/information at a later date:

- Prior to any demolition or building applications, we will require a Flood Plain Development application and building and civil set plans for review to ensure that you are meeting our requirements for development in the 100-yr floodplain.
- Prior to building application approval or driveway application approval, will need site plan showing exact location and size of driveway.
- Prior to building application approval we will require plan review of civil drawings showing utilities connections.
  - This will go through review process with City Engineer and CBO when submitting excavation application to the Building Department.
- For all other items, follow standard permitting process.

Thank you,

Lara Jones  
Economic Development Specialist



P: 614-246-7854

[lara.jones@whitehall-oh.us](mailto:lara.jones@whitehall-oh.us)

[www.whitehall-oh.us](http://www.whitehall-oh.us)

360 S Yearling Rd, Whitehall, OH 43213

**CAUTION:** This email was received from an EXTERNAL source, use caution when clicking links or opening attachments. If you believe this to be a malicious and/or phishing email, please send this email as an attachment to [it@whitehall-oh.us](mailto:it@whitehall-oh.us)



**STAFF REPORT**

Board of Zoning & Building Appeals  
01/12/2026

**Case BA-26-01**

Prepared by: Lara Jones

<b>Applicant:</b>	Jacob Rehl
<b>Owner:</b>	Jacob Rehl
<b>Site:</b>	588 Collingwood Ave; parcel 090-000855-00
<b>Acreage:</b>	Currently 1.443+/- AC; current request with WPC to create three separate lots at 0.269+/- AC, 0.507 +/- AC, and 0.667 +/- AC
<b>Zoning:</b>	Single- and Two-Unit Residential (STUR)
<b>Request:</b>	Applicant is seeking variances from Whitehall code sections 1103.02(c)(1) for front yard setback requirement, 903.09(a) for driveway construction material, and 903.12(a) for driveway width.

**Request and Background**

Jacob Rehl, property owner of 588 Collingwood Ave, went to the Whitehall Planning Commission (WPC) in November to request a lot split for the creation of three lots. The lot split case with WPC was tabled for a later date in order to provide time for staff and the applicant to meet and discuss some of the unknowns about the application. Since then the Whitehall Economic Development Department met with Jacob to go over the missing information and possible scenarios. Staff noted during the review that there were several items which would require variances. Staff recommends that the Board of Zoning & Building Appeals (BZBA) give favorable consideration for the variances to code section 1103.02(c)(1) for the front yard setback of the existing house and code section 903.12(a) for driveway width to be greater than 25 feet wide at the entrance to the garages for the new build duplex; with the condition that the driveway does not exceed 48 feet wide at the widest portion near the duplex’s garages. Staff recommends that the BZBA give unfavorable consideration for the variance to code section 903.09(a) requesting the driveway to be constructed of gravel instead of asphalt or concrete.

**Description of the Location**

The subject parcel 090-000855 is near the middle of the residential block of Collingwood Ave between Etna St and Washburn St. The current parcel is wider than the surrounding parcels both at the street and in the rear. For reference, this lot is about as big as five other lots combined.



### Surrounding Area

Direction	Zoning	Land Use
North	Single-Unit Residential (STUR)	Residential
East	Single-Unit Residential (STUR)	Residential
South	Single-Unit Residential (STUR)	Residential
West	Single-Unit Residential (STUR)	Residential

### Evaluation of Request

Staff is evaluating this request to the “Duncan Factors” as a set of standards which a court or zoning board may use when deciding on a zoning request. The following list provides the Duncan Factors as well as staff’s evaluation of each factor as it relates to this particular case.

#### 1. Whether the property in question will yield a reasonable return and whether there can be any beneficial use of the property without the variance.

The secondary dwelling on the lot was built prior to Accessory Dwelling Structure standards and land use classification which is currently in effect, making it an existing non-conforming structure. This property could yield a reasonable return without variance from code section 1103.02(c)(1) for front yard setback, as long as the applicant was not seeking to split their lot.

The driveway is currently constructed of gravel, making it an existing non-conforming. This property could yield a reasonable return without variance from code section 903.09(a) for driveway material to differ from asphalt or concrete, as long as the applicant was not seeking to split their lot or build a duplex.

This property could yield a reasonable return without variance from code section 903.12(a) for wider driveway, as long as the applicant was not seeking to split their lot and build a duplex.

**2. Whether the variance request is substantial.**

The current front yard setback requirement for houses in the STUR is 10 feet, the applicant is showing approximately an 8+/- foot front yard setback from abutting neighboring lot line. However, this smaller house has been existing since 1936, which is prior to the now primary house. Due to how long the existing structure has already been on site, staff feels that a variance from code section 1103.02(c)(1) to allow for an 8 +/- foot front yard setback is a minimal request.

The applicant is planning to build a duplex on the northeastern portion of the existing property, there will be an increased number of vehicles on site. This is anticipated to increase the usual ruts, potholes, and grooves in a faster timeline than what the current residents are causing. In 1974 the City passed this code section in order to minimize the amount of rural looking gravel driveways and enforce the installation of more urban looking, permanent driveways, in character with a suburb of a major metropolitan area. Due to that, staff feels that a variance from code section 903.09(a) to allow for a gravel driveway is a substantial request.

Twenty to twenty-four feet is ideal for two-car wide parking in driveways, the applicant is asking for this variance to accommodate a two-car wide driveway for each side of the duplex. Due to that, staff feels that a variance from code section 903.12(a) - Maximum Widths for Driveway and Curb Cuts, allowing for a small portion of the driveway to be greater than 25 feet wide, is a minimal request.

**3. Whether the essential character of the area will be substantially altered or whether adjoining properties will suffer interference with their future development and rights as a result of the variance.**

A variance from code section 1103.02(c)(1) to allow for lesser front yard setback of building placement on site, will not affect the character of the area or neighbors' ability to develop their land, due to the house being a part of the neighborhood for 89 years.

In this neighborhood block of Collingwood Ave from Etna St to Washburn St, there are approximately 46 driveways fronting Collingwood Ave, with only six of those being gravel. The driveway in subject is a shared drive between 552 and 558 Collingwood Ave. A variance from code section 903.09(a) is not in character with the majority of the driveways in this neighborhood block.

In this neighborhood block of Collingwood Ave from Etna St to Washburn St, there are approximately 46 driveways fronting Collingwood Ave, with approximately ten of those having sections that are greater than 25 feet wide.

The driveway in subject is currently a shared drive between neighbors 552 and 558 Collingwood Ave. A variance from code section 903.12(a) is not in character with the majority of the driveways in this neighborhood block, however it is comparable with the design of other two car garages in the block.

**4. Whether the variance will adversely affect the delivery of governmental services.**

Granting the variance from code section 1103.02(c)(1) to allow for front yard setback will not adversely affect the delivery of governmental services such as mail, water, sewer, trash, or EMS.

Granting the variance from code section 903.09(a) to allow for a gravel driveway may adversely affect the ability of an EMS to quickly get to the duplex in the rear, due to safe speeds on gravel being lower than asphalt or concrete. However, granting the variance from code section 903.09(b) to allow for the gravel driveway will not adversely affect the delivery of other governmental services such as mail, water, sewer, or trash pick-up.

Granting the variance from code section 903.12(a) to allow for a small portion of the driveway to be wider will not adversely affect the delivery of governmental services such as mail, water, sewer, trash, or EMS.

**5. Whether the property owner purchased the property with knowledge of the zoning restriction.**

It appears that the property owner did not have the knowledge about the zoning requirements when they came to the City to request a lot split based on the conversations staff has had with the applicant about their development plan.

**6. Whether the property owner's predicament can be obviated through some method other than a variance.**

In order to split the property into two or three separate lots, the applicant would have to request at least one variance of some kind as it relates to the secondary, smaller house on site—in this case that is the variance request from code section 1103.02(c)(1) to allow for front yard setback.

The applicant may alter the driveway if they use asphalt, concrete, or another permanent material, instead of requesting a variance from code section 903.09(a) to allow for a gravel driveway.

The applicant may choose to fork the driveways near the duplex's garages, instead of requesting a variance from code section 903.12(a) to allow for a small portion of the driveway to be wider.

**7. Whether the spirit and intent of this zoning decision will be observed in granting the variance.**

In granting the variance to code section 1103.02(c)(1) to allow for front yard setback for the existing smaller house, is in spirit and intent of the current zoning code would be observed since the house impacted by this request has existed on site for 39 years. Additionally, the house is situated over 200 feet from the primary street which is the purpose of the front yard setback.

In granting the variance to code section 903.09(a), to allow for a gravel driveway, the spirit and intent of the current zoning code would not be observed, as in 1974 the City passed that code section in order to minimize the amount of rural looking gravel driveways and enforce the installation of more urban looking, permanent driveways in character with a suburb of a major metropolitan area.

In granting the variance to section 903.12(a), to allow for additional driveway width, the spirit and intent of the current zoning code would be observed, as it is not for the entirety of the driveway, but rather just at the mouth of the garage for the duplex. This variance would allow the driveway to have enough spaced for each dwelling to allow two cars to be parked side by side in the driveway.

**8. Whether the property in question has unique or exceptional circumstances or conditions that do not apply to other properties in the vicinity and within the same district.**

Property 558 Collingwood Avenue had a 468 +/- square foot house built in 1936. In 1944 a larger 1,570 +/- square foot house was built closer to the street; this resulted in the original house becoming a mother-in-law suite. After the 1944 house was built, it became the primary structure on the lot, due to its size, proximity to street, and greater use. This was done prior to any concept of Accessory Dwelling Units in Whitehall's Zoning Code. This was also done prior to the current division of land which has caused the T-shaped geometry of this lot. Due to the long history of the existing buildings on site, and unique site geometry, they are requesting variances from code section 1103.02(c)(1) for the existing house's front yard setback from the neighbor's rear property line.

Property 558 Collingwood Avenue is roughly five lots wide in the eastern portion of the lot. Due to this the applicant is seeking to split their lot as a case with the Whitehall Planning Commission. In seeking to build a duplex on their northeastern portion of their lot, they are also seeking a variance from code



section 909.03(a) in order to extend and expand their current gravel driveway to the entrance of the garages for the new duplex.

Property 558 Collingwood Avenue is twice the size of the other large lots on the block. Due to this the applicant has development opportunities that other lots do not. Therefore, the applicant is seeking to split their lot and build a duplex. To allow the duplex to have a two-car wide driveway joined to another two-car driveway, they are seeking a variance from code section 909.12(a) in order to allow for a small portion of the driveway to be wider than the 25 feet allowed.

### **Recommendation**

Staff recommends that the Board of Zoning & Building Appeals (BZBA) give favorable consideration for variances 1103.02(c)1 for front yard setback of the existing house and 903.12(a) for driveway width to be greater than 25 feet wide at the entrance to the garages for the new build duplex with a condition that the driveway does not exceed 48 feet wide at the widest portion near the duplex's garages. Staff recommends that the BZBA give unfavorable consideration for variance 903.09(a) requesting the driveway to be constructed out of gravel instead of asphalt or concrete.



**BOARD OF ZONING AND BUILDING  
APPEALS APPLICATION**  
PUBLIC SERVICE & BUILDING DEPARTMENT

**CITY OF WHITEHALL**  
360 S. Yearling Road  
Whitehall, Ohio 43213  
614-237-8612  
Building-Department@whitehall-oh.us  
www.whitehall-oh.us

Duties of and application requirements for the Board of Zoning and Building Appeals are outlined in Whitehall Codified Ordinances Section 151. Please use this application to apply for:

- Lot splits less than 1 acre
- Similar Use Permit
- Variances from the zoning code
- Appeals

### APPLICATION CHECKLIST

- Application with all completed attachments must be submitted digitally to [Building-Department@whitehall-oh.us](mailto:Building-Department@whitehall-oh.us). An application must be submitted twenty (20) days prior to the Board of Zoning and Building Appeals Meeting.
- If the project has been previously denied, please provide a copy of the denied Certificate of Zoning and statement of reason for the denial.

**For Similar Use Permit, Variance, and Lot Split Applications:** The Application must include the following:

- A legal description of the property. If this is a metes and bounds description, the applicant must provide, at their own cost, a statement and a plot plan from a duly licensed surveyor or a licensed professional civil engineer verifying the correctness of the description and plot plan.
- The proposed use of the property.
- A statement of the necessity or desirability of the proposed use to the neighborhood or community.
- A statement of the relationship of the proposed use to adjacent property and land use.
- The relationship of the proposed development to the Development Standards of the City as expressed by the Zoning Ordinances and the Master Plan. Please include details to include an evaluation of the effects on adjoining properties of such elements as traffic circulation, noise, glare, odor, fumes and vibration.
- Plot Plan with the following information:
  1. The boundaries and dimensions of the lot or lots involved.
  2. The nature of the special conditions or circumstances giving rise to this application.
  3. The size and location of existing and/or proposed structures.
  4. The proposed use of all parts of the lot and structures, including access ways, walks, off-street parking and loading spaces, and landscaping.
  5. The location of structures on adjacent property.

- Any additional information regarding the property, proposed use, or surrounding area, such as photographs, that would be beneficial in presenting the case.  
List any other supporting documents or exhibits which accompany this application (photographs, pamphlets, etc.)


- A Notary Public must attest to Applicant's signatures on the Affidavit Form on Page 7. For Similar Use Applications, Affidavit Form - Certify that the names and addresses, as submitted are current as of the first date of publication of the Public Hearing Notice (Section 105.5, Codified Ordinances). (Check with the Clerk of Council on the date to file Affidavit Form.)

\*Note that the applicant will be responsible for the accuracy of all the information contained in the application.

## TIMELINE

**STEP 1: Applications must be submitted digitally to Building-Department@whitehall-oh.us twenty days prior to the BZBA meeting.** If the project has been previously denied, the application must be filed with the Chairman of the Board of Zoning and Building Appeals not more than twenty (20) days from the date such denial of the Certificate of Zoning is issued. The office files applications between the hours of 8:30 AM and 4:30 PM on weekdays. At the time the application is filed, there shall be deposited a fee based on the following scale. Fees can be paid by check or over the phone with a credit card. (Service fees do apply.)

VARIANCE:	\$80.00
SIGN VARIANCE:	\$75.00
FENCE VARIANCE:	\$50.00
LOT SPLIT:	\$50.00
ADMINISTRATIVE APPEAL:	\$80.00

**STEP 2:** The Board of Zoning and Building Appeals shall study the matter and within a reasonable time (Code Section 151.08 states that any matter referred to the Board of Zoning and Building Appeals shall be considered and final action taken within ninety days from the date of referral unless a longer time is authorized by mutual agreement between the applicant and the Board).

**STEP 3:** Written notice of the hearing will be published in a newspaper of general circulation in Franklin County, Ohio. For Similar Use Permit Applications, written notice of the hearing must be mailed at least ten (10) days before the date of the Public Hearing to the owners of property within and contiguous to the addresses of such owners, appearing on the County Auditor's current tax list or the Treasurer's Real Estate Tax Mailing list. No notice shall be required if there is filed with the application waivers from the property owners who are entitled to such notice.

**STEP 4:** The project can proceed with obtaining any required building permits from the Building and Zoning Department in accordance with the recommendations and approvals by the Board of Zoning and Building Appeals. These changes or construction must be fully completed within the period of one (1) year from the date of final approval by the Board of Zoning and Building Appeals, unless an extension of time is approved by the Board.

## GENERAL INFORMATION:

- City Council meets on the first and third Tuesday of every month at 7:30 PM.
- The Board of Zoning and Building Appeals meets on the second Monday of every month at 6:30 PM.
- The entire procedure can be accomplished in 45 - 60 days or, worst case scenario, 90 days.
- Zoning Code Booklets are available from the Clerk of Council at the cost of \$42.00 per copy.

**BOARD OF ZONING AND BUILDING APPEALS APPLICATION**  
PUBLIC SERVICE & BUILDING DEPARTMENT

**PLEASE INDICATE ALL REQUESTS:**

- LOT SPLIT LESS THAN 1 ACRE
- SIMILAR USE PERMIT
- VARIANCE FROM ZONING CODE
- APPEAL FROM ZONING CODE

NUMBER OF VARIANCES REQUESTED:

NUMBER OF APPEALS REQUESTED:

2
---

**APPLICANT INFORMATION**

**APPLICANT:**

*Fruzzini Alenelon*

ADDRESS: *5186 E Main St* CITY: *Whitchell* STATE: *OH* ZIP: *43213*

PHONE: \_\_\_\_\_ E-MAIL: \_\_\_\_\_

*614 378 5957* *Flavor9166@l.com - CEO*

**ATTORNEY FOR APPLICANT (IF ANY):**

\_\_\_\_\_

ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

\_\_\_\_\_

PHONE: \_\_\_\_\_ E-MAIL: \_\_\_\_\_

\_\_\_\_\_

**OWNERSHIP (IF DIFFERENT THAN APPLICANT)**

NAME: \_\_\_\_\_ ADDRESS: \_\_\_\_\_ PERCENTAGE: \_\_\_\_\_

*Moses Realty LLC* \_\_\_\_\_ *100%*

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\*If corporation, list names of all stockholders having more than 25% interest in the premises sought to be rezoned.

**PROJECT DETAILS**

**PARCEL ID #:**

PROJECT ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

*5186 E Main St* *Whitchell* *OH* *43213*

NAME OF SUBDIVISION: *Moses Center*

NUMBER AND TYPE OF BUILDINGS CURRENTLY ON THE PROPERTY (IF NONE, STATE "NONE"): *Main St*

CURRENT ZONING: \_\_\_\_\_

(PLEASE PROVIDE CODE SECTION)

DOES THE PROJECT PROPERTY HAVE DEED RESTRICTIONS?

YES  NO

IF YES, PLEASE PROVIDE THE DATE THE DEED RESTRICTIONS HAVE/WILL EXPIRE(D):

\_\_\_\_\_

PROPOSED USE OF THE PROPERTY IN DETAIL:

**NARRATIVE STATEMENT DESCRIBING THE WHAT IS BEING REQUESTED AND REASON FOR REQUEST:**

Because of the setback of my building as my sign is on the parking lot I would like to have my sign to be 10x10 on the 2x10 base so you can see it above cars

**FOR LOT SPLIT**

PARCEL ID #:  
(PLEASE PROVIDE CODE SECTION)

**FOR SIMILAR USE PERMIT**

PROPOSED SIMILAR USE:  
(PLEASE PROVIDE CODE SECTION)

**FOR VARIANCE(S)**

PROPOSED VARIANCE(S):  
(PLEASE PROVIDE CODE SECTION)

- PROPOSED VARIANCE 1:
- PROPOSED VARIANCE 2:
- PROPOSED VARIANCE 3:
- PROPOSED VARIANCE 4:
- PROPOSED VARIANCE 5:
- PROPOSED VARIANCE 6:
- PROPOSED VARIANCE 7:
- PROPOSED VARIANCE 8:
- PROPOSED VARIANCE 9:
- PROPOSED VARIANCE 10:

\*IF MORE VARIANCES ARE BEING REQUESTED, PLEASE COPY THIS PAGE AS NEEDED.

**FOR APPEAL(S)**

PROPOSED APPEAL(S):  
(PLEASE PROVIDE CODE SECTION)

- PROPOSED APPEAL 1:
- PROPOSED APPEAL 2:
- PROPOSED APPEAL 3:
- PROPOSED APPEAL 4:
- PROPOSED APPEAL 5:
- PROPOSED APPEAL 6:
- PROPOSED APPEAL 7:
- PROPOSED APPEAL 8:
- PROPOSED APPEAL 9:
- PROPOSED APPEAL 10:

\*IF MORE APPEALS ARE BEING REQUESTED, PLEASE COPY THIS PAGE AS NEEDED.

**AUTHORIZATION**

I do swear that the facts as appearing in the above Application for a Similar Use Permit, Appeal, Variance, and/or Lot Split are true and correct.

Franklin: Alexander [Signature]  
Owner or Lessee

STATE OF OHIO                    )  
  )    SS.  
FRANKLIN COUNTY                )

Sworn to and subscribed in my presence by LARA K JONES  
this 19<sup>th</sup> day of December, 2025.

[Signature]  
Notary Public



LARA K. JONES  
NOTARY PUBLIC - STATE OF OHIO  
Comm. No. 2021-RE-838990  
My Commission Expires Oct. 19, 2026



**BOARD OF ZONING AND BUILDING  
APPEALS APPLICATION  
BUILDING & PUBLIC SERVICE DEPARTMENT**

**CITY OF WHITEHALL**  
360 S. Yearling Road  
Whitehall, Ohio 43213  
614-237-8612  
Building-Department@whitehall-oh.us  
www.whitehall-oh.us

**STOP – OFFICE USE ONLY**

<b>APPLICATION NUMBER:</b>	
<b>CASE NUMBER:</b>	
<b>DATE APPLICATION RECEIVED:</b>	
<b>DATE FEE RECEIVED:</b>	
<b>BZBA DATE:</b>	
<b>BZBA RECOMMENDATION:</b>	<input type="checkbox"/> FAVORABLE
<small>*Please attach written report with reasons of denial or approval</small>	<input type="checkbox"/> UNFAVORABLE

82"

# Moses Center

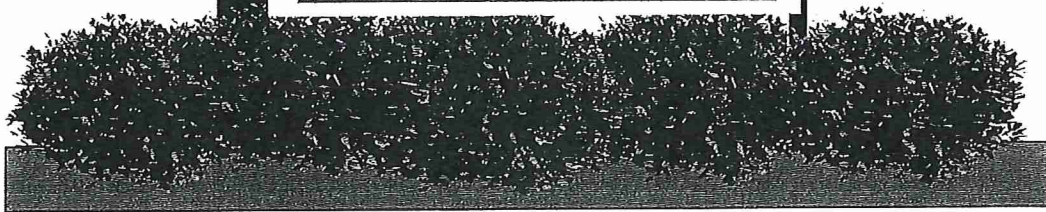
Wintana's Salon & Spa  
Men • Women • Children

*The*  
Beauty Gallery

FLAVOR 91 BISTRO →

MESSAGE BOARD ELECTRONIC  
SPECIALS

120"



09/07/2017  
WFL approval  
Vanessa Sign

103.10 PERMANENT SIGNS PERMITTED BY ZONING DISTRICT.  
 (A) APPLICABILITY.  
 (1) BUILDINGS, DEVELOPMENTS, AND SUBDIVISIONS THAT ARE ONE HUNDRED PERCENT (100%) RESIDENTIAL WITHIN A NON-RESIDENTIAL DISTRICT SHALL BE SUBJECT TO THE PERMANENT SIGN ALLOWANCES FOR SECTION 103.04 - PERMANENT SIGNS PERMITTED FOR RESIDENTIAL PROPERTIES AND RESIDENTIAL SUBDIVISIONS.  
 (2) PERMITTED SIGNS BY ZONING DISTRICT ARE DIVIDED INTO FREESTANDING SIGNS AND BUILDING SIGNS.  
 A. A FREESTANDING SIGN IS A GROUND-MOUNTED MONUMENT SIGN AFFIXED TO A FREESTANDING BASE, THE BASE OF THE SIGN SHALL NOT BE COMPRISED OF ONE OR MORE POLES OR POSTS.  
 B. A BUILDING SIGN COMPRISES ANY SIGN TYPE THAT IS AFFIXED TO A BUILDING AND IS NOT SUPPORTED BY A FREESTANDING BASE.  
 103.11 NUMBER OF SIGNS PERMITTED.  
 (A) BUILDING SIGNS AND BUILDING SIGNS ARE PERMITTED PER UNIT, WHICH INCLUDES INDIVIDUAL STOREFRONTS WITHIN MULTI-UNIT COMMERCIAL BUILDINGS.  
 (B) FREESTANDING SIGNS, WHERE FREESTANDING SIGNS ARE PERMITTED, A PROPERTY MAY HAVE ONE FREESTANDING SIGN PER STREET FRONTAGE.  
 103.12 SIGN AREA.  
 (A) APPLICABILITY. THESE STANDARDS ARE APPLICABLE TO SIGNS PERMITTED IN SECTION 103.10 - PERMANENT SIGN PERMITTED BY ZONING DISTRICT.  
 (B) TOTAL SIGN AREA. THE TOTAL AREA OF ALL SIGNS ERRECTED ON THE LOT AND BUILDING OF ANY SINGLE BUSINESS SHALL BE WITHIN THE ALLOWABLE SQUARE FOOTAGES DESCRIBED IN THE TABLE BELOW.  
 TABLE 103.12 SQUARE FOOTAGE ALLOWANCES  
 FREESTANDING SIGN  
 \* A FREESTANDING SIGN SETBACK TO TO FEET OR LESS FROM A PUBLIC RIGHT-OF-WAY SHALL NOT BE LARGER THAN 40 SQUARE FEET.  
 103.13 PERMITTED SIGN HEIGHT.  
 (A) APPLICABILITY. THESE STANDARDS ARE APPLICABLE TO SIGNS PERMITTED IN SECTION 103.10 - PERMANENT SIGN PERMITTED BY ZONING DISTRICT.  
 (B) FREESTANDING SIGNS. NO FREESTANDING SIGN SHALL EXCEED EIGHT FEET IN HEIGHT.  
 (C) BUILDING SIGNS. A BUILDING SIGN MAY NOT EXTEND ABOVE THE ROOF LINE OF THE BUILDING ON WHICH IT IS ERRECTED, EXCEPT WHERE SPECIFICALLY PERMITTED IN SECTION 103.10 - PERMANENT SIGN PERMITTED BY ZONING DISTRICT.

1. MULTIFAMILY APARTMENT SIGN (NEW)  
 GROUND SIGN SHALL NOT EXCEED 30 SF PER 103.04(1)(1)  
 AND SHALL NOT EXCEED 6 FEET IN HEIGHT PER 103.04(1)(2)
2. RETAIL BUILDING SIGN (REVISE EXISTING)  
 FREESTANDING SIGN ALLOWABLE SIZE/ TOTAL AREA  
 THE GREATER OF  
 ONE-HALF SQUARE FOOT PER BUILDING FRONT FOOT  
 3 SF x 12' LF = 64.5 SF  
 OR  
 ONE-FOURTH SQUARE FOOT PER LOT FRONT FOOT  
 20 SF x 205 LF = 5125 SF  
 56 SF IS LESS THAN 64.5 SF ALLOWED



340 N. HAMILTON



5000 E. MAIN STREET



4850 E. MAIN STREET



PROPOSED REWORK OF EXISTING SIGN  
 NOT TO SCALE

70 SF

84.0"

120.0"

24.0"

EXG  
HGT

HERBERT  
ARCHITECTURE  
CONSULTING  
DINO H. HERBERT, AIA  
phone 614-555-9229  
dino@herbertarchitecture.com

MOSES CENTER  
MULTI-FAMILY UNITS  
5186 E MAIN ST  
WHITEHALL, OHIO  
2502.00

EXTERIOR  
SIGNAGE

NTS	SD
	OF

08/21/2023

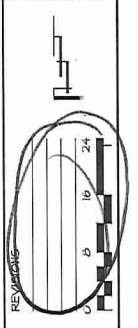
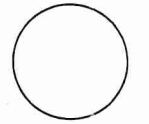
155.10 PERMANENT SIGNS PERMITTED BY ZONING DISTRICT.  
 (A) APPLICABILITY.  
 (1) BUILDING DEVELOPMENTS AND SUBDIVISIONS THAT ARE ONE HUNDRED PERCENT (100%) RESIDENTIAL WITHIN A NON-RESIDENTIAL DISTRICT SHALL BE SUBJECT TO THE PERMANENT SIGN ALLOWANCES FOR SECTION 155.09 - PERMANENT SIGNS PERMITTED FOR RESIDENTIAL PROPERTIES AND RESIDENTIAL SUBDIVISIONS.  
 (2) PERMITTED SIGNS BY ZONING DISTRICT ARE DIVIDED INTO FREE-STANDING SIGNS AND BUILDING SIGNS.  
 A. A FREE-STANDING SIGN IS A GROUND-MOUNTED MONUMENT SIGN ATTACHED TO A FREE-STANDING BASE, THE BASE OF THE SIGN SHALL NOT BE COMPRISED OF ONE OR MORE POLES OR POSTS.  
 B. A BUILDING SIGN COMPRISES ANY SIGN TYPE THAT IS AFFIXED TO A BUILDING AND IS NOT SUPPORTED BY A FREE-STANDING BASE.  
 155.11 NUMBER OF SIGNS PERMITTED.  
 (A) BUILDING SIGNS AND BUILDING SIGNS ARE PERMITTED PER UNIT, WHICH INCLUDES INDIVIDUAL STOREFRONTS WITHIN MULTI-UNIT COMMERCIAL BUILDINGS.  
 (B) FREE-STANDING SIGNS, WHERE FREE-STANDING SIGNS ARE PERMITTED, A PROPERTY MAY HAVE ONE FREE-STANDING SIGN PER STREET FRONTAGE.  
 155.12 SIGN AREA.  
 (A) APPLICABILITY. THESE STANDARDS ARE APPLICABLE TO SIGNS PERMITTED IN SECTION 155.10 - PERMANENT SIGN PERMITTED BY ZONING DISTRICT.  
 (B) TOTAL SIGN AREA. THE TOTAL AREA OF ALL SIGNS ERRECTED ON THE LOT AND BUILDING OF ANY SINGLE BUSINESS SHALL BE WITHIN THE ALLOWABLE SQUARE FOOTAGES DESCRIBED IN THE TABLE BELOW.  
 TABLE 155.12 SQUARE FOOTAGE ALLOWANCES  
 FREE-STANDING SIGN  
 \* A FREE-STANDING SIGN SETBACK TO 10 FEET OR LESS FROM A PUBLIC RIGHT-OF-WAY SHALL NOT BE LARGER THAN 40 SQUARE FEET.  
 155.13 PERMITTED SIGN HEIGHT.  
 (A) APPLICABILITY. THESE STANDARDS ARE APPLICABLE TO SIGNS PERMITTED IN SECTION 155.10 - PERMANENT SIGN PERMITTED BY ZONING DISTRICT.  
 (B) FREE-STANDING SIGNS. NO FREE-STANDING SIGN SHALL EXCEED EIGHT FEET IN HEIGHT.  
 (C) BUILDING SIGNS. A BUILDING SIGN MAY NOT EXTEND ABOVE THE ROOF LINE OF THE BUILDING ON WHICH IT IS ERRECTED, EXCEPT WHERE SPECIFICALLY PERMITTED IN SECTION 155.10 - PERMANENT SIGN PERMITTED BY ZONING DISTRICT.

1. MULTIFAMILY APARTMENT SIGN (NEW)  
 GROUND SIGN SHALL NOT EXCEED 30 SF PER 155.09(A)(1)  
 AND SHALL NOT EXCEED 6 FEET IN HEIGHT PER 155.09(A)(2)
2. RETAIL BUILDING SIGN (REVISE EXISTING)  
 FREESTANDING SIGN ALLOWABLE SIZE/ TOTAL AREA  
 THE GREATER OF  
 ONE-HALF SQUARE FOOT PER BUILDING FRONT FOOT  
 3 SF x 12' LF = 64.5 SF  
 OR  
 ONE-FOURTH SQUARE FOOT PER LOT FRONT FOOT  
 25 SF x 209 LF = 5125 SF  
 56 SF IS LESS THAN 64.5 SF ALLOWED

*2023  
 approved by  
 WPL for  
 variances*



**PROPOSED NEW SIGN**  
 NOT TO SCALE



HERBERT ARCHITECTURE CONSULTING  
 1110 N. UNIVERSITY AVE.  
 OHIO  
 phone 614-355-3229  
 hba@herbertarchitecture.com

MOSES CENTER MULTI-FAMILY UNITS  
 5186 E. MAIN ST  
 WILLETTSVILLE, OHIO  
 2902.00

EXTERIOR SIGNAGE

NTS	SD
	OF

*09/15/2023*

103.10 PERMANENT SIGNS PERMITTED BY ZONING DISTRICT.

(A) APPLICABILITY.

(B) BUILDING, IMPROVEMENTS, AND SUBDIVISIONS THAT ARE ONE HUNDRED PERCENT RESIDENTIAL WITHIN A NON-RESIDENTIAL DISTRICT SHALL BE SUBJECT TO THE PERMANENT SIGN ALLOWANCES FOR SECTION 103.09.

(C) PERMITTED SIGNS BY ZONING DISTRICT ARE DIVIDED INTO FREE-STANDING SIGNS AND BUILDING SIGNS.

(D) PERMITTED SIGNS BY ZONING DISTRICT ARE DIVIDED INTO PERMANENT SIGNS AND PERMANENT SIGNS.

(E) A PERMANENT SIGN IS A SIGN THAT IS AFFIXED TO A BUILDING AND IS NOT SUPPORTED BY A FREE-STANDING BASE.

(F) A BUILDING SIGN COMPREHENDS ANY SIGN TYPE THAT IS AFFIXED TO A BUILDING AND IS NOT SUPPORTED BY A FREE-STANDING BASE.

103.11 NUMBER OF SIGNS PERMITTED.

(A) BUILDING SIGNS, TWO BUILDING SIGNS ARE PERMITTED FOR UNIT WHICH INCLUDES INDIVIDUAL STOREFRONTS WITHIN MULTI-UNIT COMMERCIAL BUILDINGS.

(B) FREE-STANDING SIGNS, MORE FREE-STANDING SIGNS ARE PERMITTED, A PROPERTY MAY HAVE ONE FREE-STANDING SIGN PER STREET FRONTAGE.

103.12 SIGN AREA.

(A) APPLICABILITY, THESE STANDARDS ARE APPLICABLE TO SIGNS PERMITTED IN SECTION 103.10 - PERMANENT SIGN PERMITTED BY ZONING DISTRICT.

(B) TOTAL SIGN AREA, THE TOTAL AREA OF ALL SIGNS ERECTED ON THE LEFT AND BUILDING OF ANY SINGLE ADDRESS SHALL BE WITHIN THE ALLOWABLE SQUARE FOOTAGES DESCRIBED IN THE TABLE BELOW.

TABLE 103.10 SQUARE FOOTAGE ALLOWANCES

PERMANENT SIGN

\* A FREE-STANDING SIGN SETBACK TO 10 FEET OR LESS FROM A PUBLIC RIGHT-OF-WAY SHALL NOT BE LARGER THAN 40 SQUARE FEET.

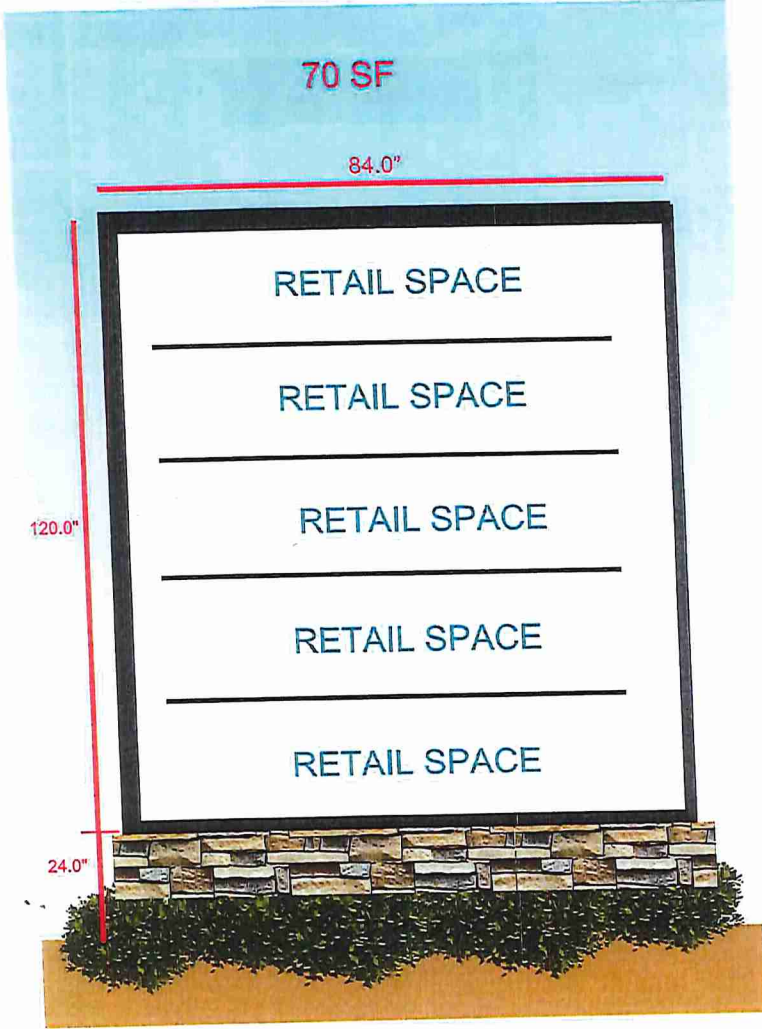
103.13 PERMITTED SIGN HEIGHT.

(A) APPLICABILITY, THESE STANDARDS ARE APPLICABLE TO SIGNS PERMITTED IN SECTION 103.10 - PERMANENT SIGN PERMITTED BY ZONING DISTRICT.

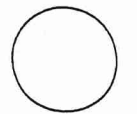
(B) FREE-STANDING SIGNS, NO FREE-STANDING SIGN SHALL EXCEED EIGHT FEET IN HEIGHT.

(C) BUILDING SIGNS, A BUILDING SIGN MAY NOT EXTEND ABOVE THE ROOF LINE OF THE BUILDING ON WHICH IT IS ERECTED, EXCEPT WHERE SPECIFICALLY PERMITTED IN SECTION 103.10 - PERMANENT SIGN PERMITTED BY ZONING DISTRICT.

L. MULTIFAMILY APARTMENT SIGN (NEW)  
 GROUND SIGN SHALL NOT EXCEED 50 SF PER 103.09(1)(2)  
 AND SHALL NOT EXCEED 6 FEET IN HEIGHT PER 103.09(1)(2)



PROPOSED NEW SIGN  
 NOT TO SCALE - EXACT DESIGN TO BE DETERMINED



HERBERT  
 ARCHITECTURE  
 CONSULTING  
 DR. H. HERBERT, AIA  
 PHONE 614-581-2124  
 herbert@herbertaia.com

MOSES CENTER  
 MULTI-FAMILY UNITS  
 5186 E. MAIN ST  
 WHITEHALL, OHIO  
 2302.00

EXTERIOR  
 SIGNAGE

NTS	OF	SD
-----	----	----

11/02/2023  
 WPC approved variances sign

---

Re: [ EXTERNAL EMAIL ]5186 E Main Street - variance drawings

---

From Lara Jones <lara.jones@whitehall-oh.us>  
Date Fri 11/22/2024 3:45 PM  
To Don Day <don.day@whitehall-oh.us>  
Cc Joseph Long <joe.long@whitehall-oh.us>

Don,

Would you mind doing a zoning compliance review on these documents to see if any variances are required which were not already issued?  
This is the one which did have a surveying company out...

Thank you,  
Lara Jones  
Economic Development Specialist



P: 614-338-3100 F: 614-338-3119

---

**From:** Dino Herbert, Architect <dino@herbertarchitecture.com>  
**Sent:** Thursday, November 14, 2024 3:00 PM  
**To:** Joseph Long <joe.long@whitehall-oh.us>; Lara Jones <lara.jones@whitehall-oh.us>  
**Cc:** flavor91bb@gmail.com <flavor91bb@gmail.com>  
**Subject:** [ EXTERNAL EMAIL ]5186 E Main Street - variance drawings

Joe/ Lara,  
As discussed last week, I have included 2 documents:

- Drawings included as part of the original application
- Drawings revised as requested (site plan, exterior elevation, signage)

Please let me know if you have questions.

--

Thanks!

**Dino M. Herbert**, ALA LEEDAP  
Herbert Architectural Consulting  
PO Box 2031



1717 S High St, Columbus, OH 43207

Office: (614) 500-7631

Cell: (614) 432-7132

Email: solutions@gcsohio.com

Web: www.gcsohio.com

## Sign Design

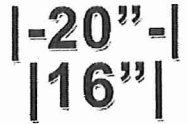
Painted dark gray backed with white PVC 1/2" reading "MOSES CENTER"  
 • 1/8" acrylics with full color laminated printing for each tenant space  
 • Real stacked stone panel features 1"

**MOSES CENTER**  
**5186 E Main St.**  
**Whitehall, OH 43213**

Materials List for Column Foundation (36" round x 46")

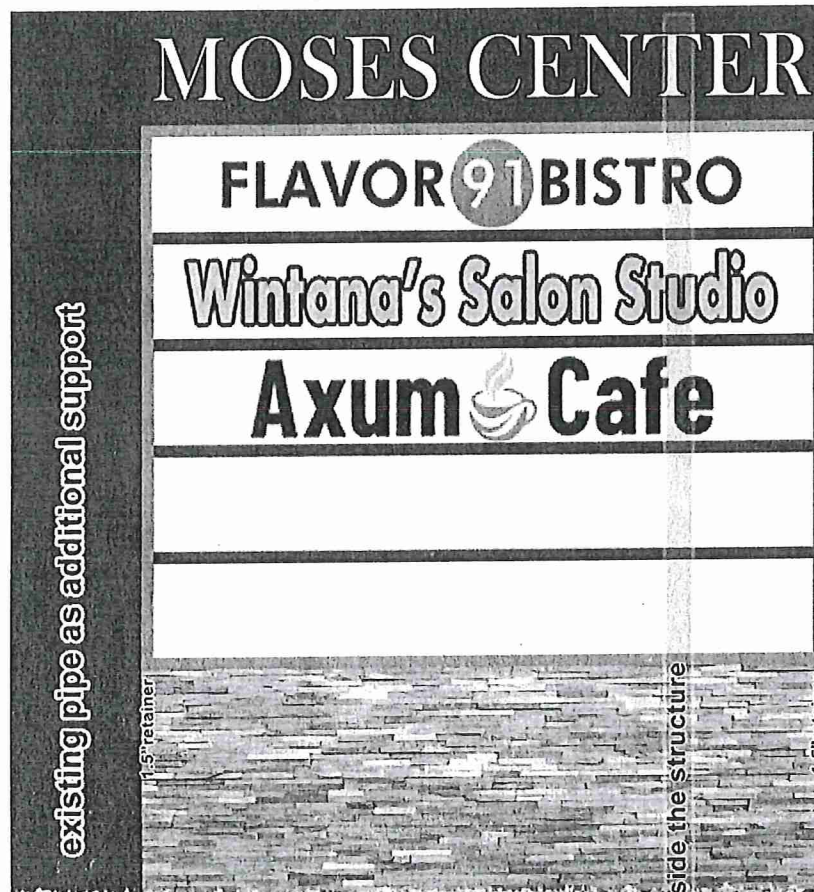
- Core Material:
  - Concrete blocks or cinder blocks (depending on structural preference)
  - Optionally, poured concrete mix (if doing a solid pour)
- Reinforcement:
  - Steel rebar (for internal reinforcement, as needed)
- Exterior Finish:
  - Faux stone veneer or decorative stone cladding
  - Mortar or adhesive for attaching veneer
- Foundation Base:
  - Gravel or crushed stone (for the footing)
  - Concrete for the footing itself

58.9



6.7' = 46.95ft + 11.99 =

11/2005 sign submitted by nearest contractor  
 1.53  
 10F  
 2F  
 108"



6.7' = 46.95ft

2.3'





1717 S High St, Columbus, OH 43207  
Office: (614) 500-7631

### Sign Design

MOSES CENTER  
5186 E Main St.  
Whitehall, OH 43213

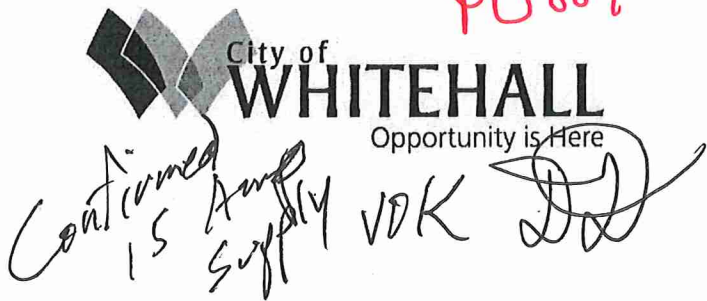
12/2025 sign submitted by property owner



PD 884

SIGN APPLICATION  
PUBLIC SERVICE & BUILDING DEPARTMENT

CITY OF WHITEHALL  
360 S. Yearling Road  
Whitehall, Ohio 43213  
614-237-8612  
Building-Department@whitehall-oh.us  
www.whitehall-oh.us



APPLICANT MUST PROVIDE AN INKED, TO-SCALE SKETCH SHOWING OUTLINE, LETTERING, LAMPS, SUPPORTS, BRACES, ANCHORS, AND SET BACK/LOCATION ON BUILDING OR LOT. PROVIDE DIGITAL SUBMISSION TO BUILDING-DEPARTMENT@WHITEHALL-OH.US. EACH SIGN SHOULD HAVE ITS OWN SEPARATE APPLICATION.

<b>PROJECT ADDRESS:</b> 5186 E Main St.		<b>CITY:</b> Whitehall	<b>STATE:</b> OH	<b>ZIP:</b> 43213
<b>PARCEL #:</b> 090-001578-00	<b>(BUSINESS) NAME:</b> MOSES CENTER			
<b>OWNER:</b> MOSES REALTY LLC	<b>ADDRESS:</b> 5186 E MAIN ST	<b>CITY:</b> Whitehall	<b>STATE:</b> OH	<b>ZIP:</b> 43213
<b>PHONE:</b>	<b>E-MAIL:</b>			
<b>CONTRACTOR:</b> GCS Services Ohio LLC	<input type="checkbox"/> N/A	<b>ADDRESS:</b> 1717 S High St.	<b>CITY:</b> Columbus	<b>STATE:</b> OH
<b>ZIP:</b> 43207				
<b>COSA #</b> S22-150	<b>PHONE:</b> (614) 500-7631	<b>E-MAIL:</b> fabricio@gcsohio.com		

**SIGN INFORMATION**

Please check all that apply

- Wall-flat       Free-standing       Projecting       Illuminated
- Roof       Off Premise       Marquee       Temp/Banner

Tenant space width:  ft       Existing resurface       New fixture

Temp/Banner size:  sf      Wall sign height:  ft      Wall sign width:  ft

Sign height from grade:  ft      Ground sign height:  9 ft      Ground sign width:  8.33 ft

Window total glass area:  sf      Window total decal area:  sf

74.97

Describe project:  New internal illuminated monument sign (in replace of old pole sign).


Cost of project:  \$ 16000

Please note that according to City Codified Ordinance 1127.03(d)(1) window or door graphics shall not exceed 40% of total window glass area, which is calculated for each side of the building. Though a permit is not required for just window or door graphics the City should see those plans to review it for zoning compliance.

The undersigned owner/tenant hereby applies for a permit to erect and maintain said sign in compliance with the provisions of Whitehall City Code Sections 1127 and 1333, and does not further covenant and agree to save the City of Whitehall harmless from any and all damages which may arise from or grow out of the erection or maintenance of such sign or anything incident or pertinent thereto, Further, the undersigned owner/tenant agrees for themselves and their successors and assigned, to defend at their own cost every suit in which City of Whitehall is made party and pay any judgment recovered against said City of Whitehall for damages directly or indirectly for the construction or maintenance of such signs, or any incident or pertinent thereto; and such judgment shall be first lien upon the real estate connection with which such sign is erected.

CERTIFICATION (Read all sections, sign, date and attach any drawings and/or supporting documents) All permits shall expire one year from the date of issue. A one-time renewal shall be permitted if the original permit has not expired. I fully understand that no excavation, construction, structural alteration, electrical or mechanical installation or alteration of any building, structure, sign, or part thereof and no use of the above shall be undertaken or performed until the permit applied for herein has been approved and issued by the City of Whitehall Building/Zoning Department.

I hereby certify that I am the owner of the named property, or that the proposed work is authorized by the owner of record and that I have been authorized by the owner to submit this application and attachments as his/her authorized agent and I agree to conform to all applicable laws of the jurisdiction. In addition, if a permit for work described in this application is issued, I certify that the code official or the code official's authorized representative shall have the authority to enter areas covered by such permit at any reasonable hour to enforce the provisions of the code(s).

Applicant Signature: 	Printed Name: Fabricio Melendo	Date: 11-28-2025
Phone: (614) 500-7631	E-mail: fabricio@gcsohio.com	

This application is subject to review, please expect up to 10 days for this process. You will be contacted once review is completed and fees have been calculated.

85+

74.97  
 $-\frac{50}{24} \cdot 97\% \cdot 25 = 0.99 \times 42.50 = 0.95 \cdot 42.08$

**STOP - OFFICE USE ONLY**

Application #:	Date & Time:
Permit Fee	\$ 124
Sign Service Fee	\$ 25
<b>TOTAL FEES</b>	\$ 149.00

(check, money order, exact cash, or debit/credit card)

<input type="checkbox"/> APPROVED	<input type="checkbox"/> DISAPPROVED (LETTER ATTACHED)	<input type="checkbox"/> CONDITIONAL APPROVAL (LETTER ATTACHED)
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CHIEF BUILDING OFFICIAL SIGNATURE	DATE
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1717 S High St, Columbus, OH 43207

Office: (614) 500-7631

Cell: (614) 432-7132

Email: solutions@gcsohio.com

Web: www.gcsohio.com

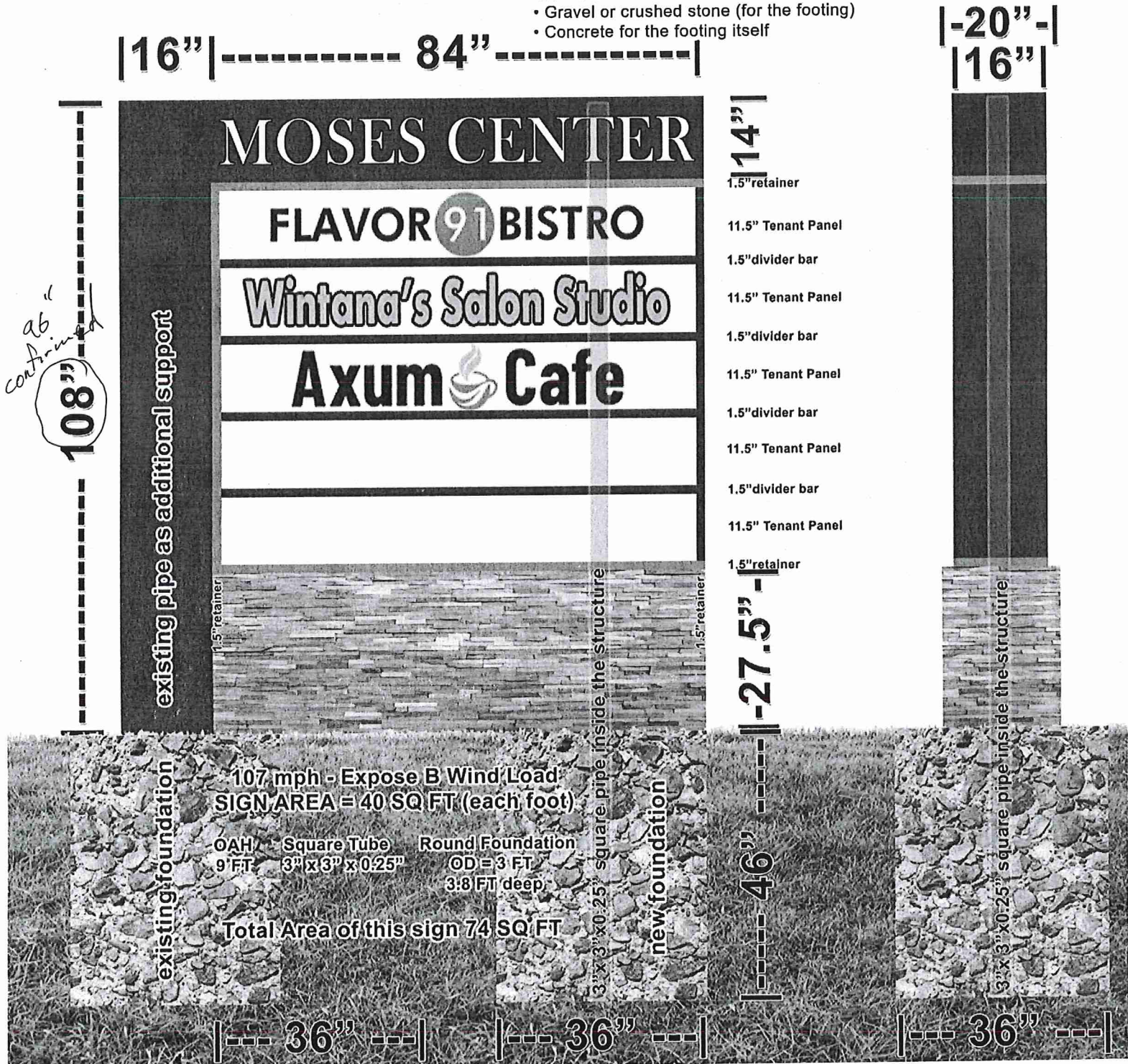
## Sign Design

- Cabinet with aluminum painted dark gray backed with white PVC 1/2" reading "MOSES CENTER"
- 1/8" acrylics with full color laminated printing for each tenant space
- Real stacked stone panel features 1"

**MOSES CENTER**  
**5186 E Main St.**  
**Whitehall, OH 43213**

Materials List for Column Foundation (36" round x 46")

1. Core Material:
  - Concrete blocks or cinder blocks (depending on structural preference)
  - Optionally, poured concrete mix (if doing a solid pour)
2. Reinforcement:
  - Steel rebar (for internal reinforcement, as needed)
3. Exterior Finish:
  - Faux stone veneer or decorative stone cladding
  - Mortar or adhesive for attaching veneer
4. Foundation Base:
  - Gravel or crushed stone (for the footing)
  - Concrete for the footing itself





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MOSES CENTER  
5186 E Main St.  
Whitehall, OH 43213

## Sign Elevation





1717 S High St, Columbus, OH 43207

Office: (614) 500-7631

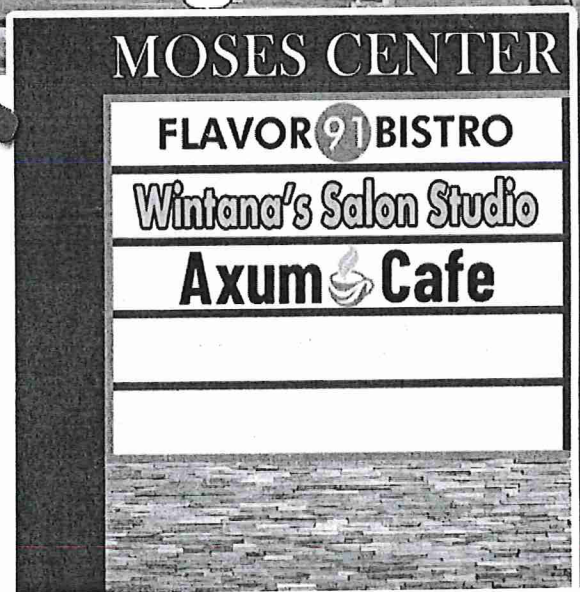
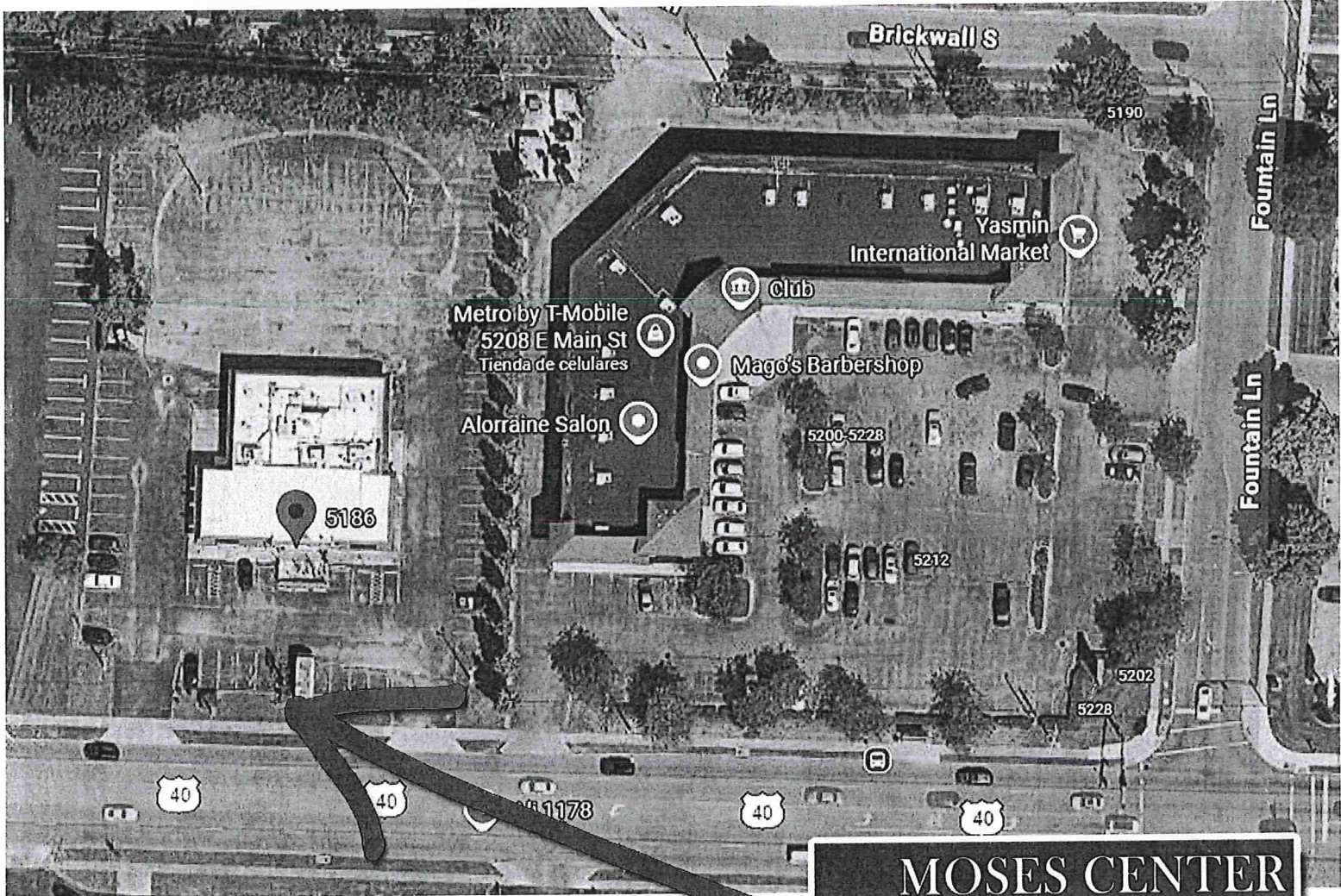
Cell: (614) 432-7132

Email: solutions@gcsohio.com

Web: www.gcsohio.com

**MOSES CENTER**  
5186 E Main St.  
Whitehall, OH 43213

## Sign Map Location





# PERMIT #2025-P0884

12/9/2025

## SIGN

GCS SERVICES OHIO LLC  
1717 S HIGH ST

5186 E MAIN ST

WHITEHALL OHIO 43213

COLUMBUS OHIO 43207

DESCRIPTION:	TOTAL COSTS
PERMIT FEES:	\$149.00
THIS PERMIT IS ISSUED IN ACCORDANCE WITH, AND SUBJECT TO, ALL PROVISIONS OF Ordinances governing building and zoning in Whitehall Ohio. MUST BE PAID BEFORE WORK BEGINS.	
ALL INSPECTIONS MUST BE CALLED IN BY 2PM. TWO(2) DAYS BEFORE THE INSPECTION DATE. 614-338-3100 INSPE RECEPTION NUMBER IS :	
INSPECTION TYPE:	
INSPECTION DATE:	
Inspector Signature:	
INSPECTION TYPE:	
INSPECTION DATE:	
Inspector Signature:	
INSPECTION TYPE:	
INSPECTION DATE:	
Inspector Signature:	

This permit shall require inspection(s).

- Plumbing inspections are handled through Franklin County Plumbing 614-525-3160
- Water Tap inspections are handled through City of Columbus Water 614-645-8276
- Electrical inspections are handled by SafeBuilt, please call Whitehall Building Department 614-338-3100 opt 5  
The SafeBuilt inspector will text/call day of inspection to the inspection contact  
Inspections are \$75 per
- All other inspections (including sanitary taps) are handled by Whitehall CBO/RBO/Inspector, please call Whitehall Building Department 614-338-3100 opt 5

**STAFF REPORT**

Board of Zoning & Building Appeals  
01/12/2026

**Case BA-26-02**

Prepared by: Lara Jones

<b>Applicant:</b>	Freweini Alemayoh
<b>Owner:</b>	Moses Realty
<b>Site:</b>	5186 E Main St; parcel 090-001578-00
<b>Acreage:</b>	1.38
<b>Zoning:</b>	Main Street District - MAIN
<b>Request:</b>	Applicant is seeking variances from Whitehall code sections 1112.13(b) for free-standing sign height and 1112.12(b) for free-standing sign size.

**Request and Background**

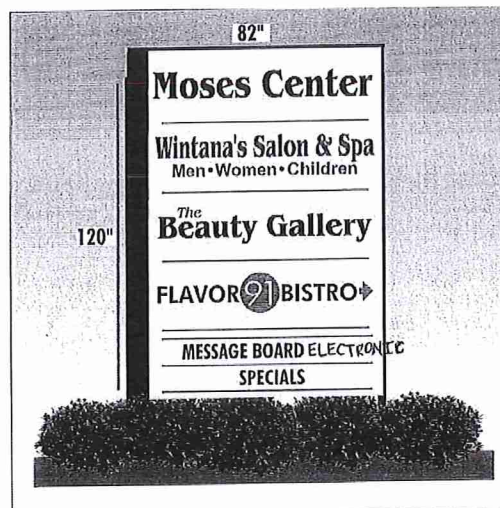
2011: The original free-standing sign was installed, prior to Moses Realty being the property owner.



2014: Moses Realty refaced the free-standing sign on site.



2017: Moses Realty came before the Whitehall Planning Commission (WPC) for variances to sign height and size. The variances were approved by WPC, however the project was not initiated within one year, and therefore the variances were no longer approved.



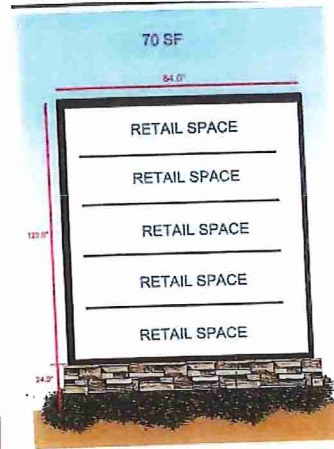
2023: The existing free-standing sign on site was damaged by a windstorm. A new permit application was submitted. The initial August 2023 design included an electronic message center (EMC), which was not supported by staff. The designs were revised and submitted in September and November. The WPC approved the November sign design variances.



August 2023



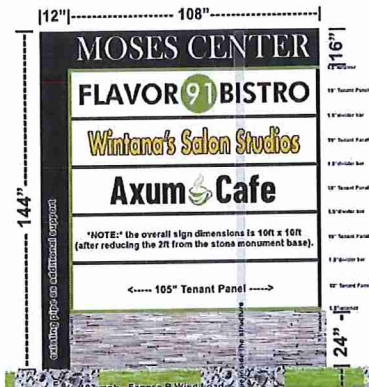
September 2023



November 2023

**2024:** The deadline to use the approved variances was extended due to partial site work completed on site. The Chief Building Official (CBO) considered that amount of work sufficient to maintain variance validity.

**2025:** Despite the time extension in 2024, the sign was still not installed due to contractor delays. In late 2025, a new contractor submitted a permit application with a design that differed from the approved version, which requires new variances.



This updated design is now before the Board of Zoning and Building Appeals for consideration. Staff recommends that the Board of Zoning & Building Appeals (BZBA) give favorable consideration for variances 1112.13(b) for free-standing sign height of 12 feet above ground level and 1112.12(b) for free-standing sign area to be greater than 40 square feet.

**Description of the Location**

The subject parcel 090-001578 is near the corner of the commercial block of Main Street and Fountain Lane. The building is situated approximately in the middle of the width of the lot, and at similar front setbacks from the street as the abutting lots.



**Surrounding Area**

Direction	Zoning	Land Use
North	Multi-Unit Residential (MUR)	Apartments
East	Main Street District (MAIN)	Shopping Plaza
South	City of Columbus	Shopping Plaza
West	Main Street District (MAIN)	Business Suite Building

**Evaluation of Request**

Staff is evaluating this request to the “Duncan Factors” as a set of standards which a court or zoning board may use when deciding on a zoning request. The following list provides the Duncan Factors as well as staff’s evaluation of each factor as it relates to this particular case.

- Whether the property in question will yield a reasonable return and whether there can be any beneficial use of the property without the variance.**

The property in question could yield a reasonable return with a different sign design which conforms to the Whitehall Zoning Code Chapter 1112 – Signs. The applicant’s design is based on current sign pole location and size, and will be reusing the current pole as structure for their current sign.

**2. Whether the variance request is substantial.**

The applicant’s sign design is 12 feet tall; as per code section 1112.13(b) the sign is allowed up to 8 feet tall. The variance request is for an additional four feet in height, which is only 1.5 times the permitted. Therefore, this is not a substantial request.

The applicant’s sign design is for proposed 81.25+/- square foot sign. Per code section 1112.12(b) the sign is allowed up to 40 square feet. Under the previous code, it would have been allowed at 78 square feet, making it only 4% greater than allowed size. The variance request is for an additional 41.25 square feet, which is double the permitted size as allowed per current code, therefore this is a substantial ask.

**3. Whether the essential character of the area will be substantially altered or whether adjoining properties will suffer interference with their future development and rights as a result of the variance.**

The proposed sign design is similar to taking the original sign which sat on top of the pole, and placing it on the ground as a monument sign. The proposed sign design is similar to the western neighboring property’s sign for the Wyandotte Professional Building and eastern neighboring property’s sign for the Shoppes at Wyandotte. The essential character of the area will not be altered, nor will adjoining properties suffer interference.

**4. Whether the variance will adversely affect the delivery of governmental services.**

Granting the variance from code sections 1112.13(b) and 1112.12(b) will not adversely affect the delivery of governmental services such as mail, water, sewer, trash, or EMS.

**5. Whether the property owner purchased the property with knowledge of the zoning restriction.**

It is unclear if the property owner knew the zoning requirements when they purchased the property. Since that time, the property owner has been through the sign variance process twice before, with the old code. It is reasonable to



assume that the owner may have known that a sign variance would be required due to the updated City code.

**6. Whether the property owner's predicament can be obviated through some method other than a variance.**

The applicant could have chosen to completely demolish the current sign and build a new, however that would increase the cost of the project and would waste the existing structure which applicant is proposing to incorporate into the proposed sign.

The applicant could have submitted a sign which is less wide, thus decreasing the sign area variance from code section 1112.12(b). In order to accommodate the applicant's desired height of sign, this would have made the font size significantly smaller in order to accommodate the longer names of some of the businesses on site, which would make it harder to read from a moving vehicle.

**7. Whether the spirit and intent of this zoning decision will be observed in granting the variance.**

When the applicant was submitting for variances previously, they were partially doing so due to previous administration's stance on pole signs. In the 2023 signage zoning code update, one of the main intents was to get rid of all pole signs, by allowing variances for 1112.13(b) and 1112.12(b) the applicant is converting their pole sign into a monument sign.

**8. Whether the property in question has unique or exceptional circumstances or conditions that do not apply to other properties in the vicinity and within the same district.**

Property 5186 E Main St has less green space frontage than any other property located on their block, which limits the possible locations on site. The entrances to the property are located close to neighboring property drives; approximately 50 feet from western neighbor and 25 feet from eastern neighbor; the parking lots are not connected. This is part of the reason why the property owner wishes to keep sign location in the center of their site frontage.

**Recommendation**

Staff recommends that the Board of Zoning & Building Appeals (BZBA) give favorable consideration for variances 1112.13(b) for free-standing sign height of 12 feet above ground level and 1112.12(b) for free-standing sign area to be greater than 40 square feet.



**BOARD OF ZONING AND BUILDING  
APPEALS APPLICATION**  
PUBLIC SERVICE & BUILDING DEPARTMENT

**CITY OF WHITEHALL**  
360 S. Yearling Road  
Whitehall, Ohio 43213  
614-237-8612  
Building-Department@whitehall-oh.us  
www.whitehall-oh.us

Duties of and application requirements for the Board of Zoning and Building Appeals are outlined in Whitehall Codified Ordinances Section 151. Please use this application to apply for:

- Lot splits less than 1 acre
- Similar Use Permit
- Variances from the zoning code
- Appeals

#### APPLICATION CHECKLIST

- Application with all completed attachments must be submitted digitally to [Building-Department@whitehall-oh.us](mailto:Building-Department@whitehall-oh.us). An application must be submitted twenty (20) days prior to the Board of Zoning and Building Appeals Meeting.
- If the project has been previously denied, please provide a copy of the denied Certificate of Zoning and statement of reason for the denial.

**For Similar Use Permit, Variance, and Lot Split Applications:** The Application must include the following:

- A legal description of the property. If this is a metes and bounds description, the applicant must provide, at their own cost, a statement and a plot plan from a duly licensed surveyor or a licensed professional civil engineer verifying the correctness of the description and plot plan.
- The proposed use of the property.
- A statement of the necessity or desirability of the proposed use to the neighborhood or community.
- A statement of the relationship of the proposed use to adjacent property and land use.
- The relationship of the proposed development to the Development Standards of the City as expressed by the Zoning Ordinances and the Master Plan. Please include details to include an evaluation of the effects on adjoining properties of such elements as traffic circulation, noise, glare, odor, fumes and vibration.
- Plot Plan with the following information:
  1. The boundaries and dimensions of the lot or lots involved.
  2. The nature of the special conditions or circumstances giving rise to this application.
  3. The size and location of existing and/or proposed structures.
  4. The proposed use of all parts of the lot and structures, including access ways, walks, off-street parking and loading spaces, and landscaping.
  5. The location of structures on adjacent property.

- Any additional information regarding the property, proposed use, or surrounding area, such as photographs, that would be beneficial in presenting the case.

List any other supporting documents or exhibits which accompany this application (photographs, pamphlets, etc.)


- A Notary Public must attest to Applicant's signatures on the Affidavit Form on Page 7. For Similar Use Applications, Affidavit Form - Certify that the names and addresses, as submitted are current as of the first date of publication of the Public Hearing Notice (Section 105.5, Codified Ordinances). (Check with the Clerk of Council on the date to file Affidavit Form.)

\*Note that the applicant will be responsible for the accuracy of all the information contained in the application.

## TIMELINE

STEP 1: **Applications must be submitted digitally to [Building-Department@whitehall-oh.us](mailto:Building-Department@whitehall-oh.us) twenty days prior to the BZBA meeting.** If the project has been previously denied, the application must be filed with the Chairman of the Board of Zoning and Building Appeals not more than twenty (20) days from the date such denial of the Certificate of Zoning is issued. The office files applications between the hours of 8:30 AM and 4:30 PM on weekdays. At the time the application is filed, there shall be deposited a fee based on the following scale. Fees can be paid by check or over the phone with a credit card. (Service fees do apply.)

<b>VARIANCE:</b>	<b>\$80.00</b>
SIGN VARIANCE:	\$75.00
FENCE VARIANCE:	\$50.00
LOT SPLIT:	\$50.00
ADMINISTRATIVE APPEAL:	\$80.00

STEP 2: The Board of Zoning and Building Appeals shall study the matter and within a reasonable time (Code Section 151.08 states that any matter referred to the Board of Zoning and Building Appeals shall be considered and final action taken within ninety days from the date of referral unless a longer time is authorized by mutual agreement between the applicant and the Board).

STEP 3: Written notice of the hearing will be published in a newspaper of general circulation in Franklin County, Ohio. For Similar Use Permit Applications, written notice of the hearing must be mailed at least ten (10) days before the date of the Public Hearing to the owners of property within and contiguous to the addresses of such owners, appearing on the County Auditor's current tax list or the Treasurer's Real Estate Tax Mailing list. No notice shall be required if there is filed with the application waivers from the property owners who are entitled to such notice.

STEP 4: The project can proceed with obtaining any required building permits from the Building and Zoning Department in accordance with the recommendations and approvals by the Board of Zoning and Building Appeals. These changes or construction must be fully completed within the period of one (1) year from the date of final approval by the Board of Zoning and Building Appeals, unless an extension of time is approved by the Board.

### GENERAL INFORMATION:

- City Council meets on the first and third Tuesday of every month at 7:30 PM.
- The Board of Zoning and Building Appeals meets on the second Monday of every month at 6:30 PM.
- The entire procedure can be accomplished in 45 - 60 days or, worst case scenario, 90 days.
- Zoning Code Booklets are available from the Clerk of Council at the cost of \$42.00 per copy.

**BOARD OF ZONING AND BUILDING APPEALS APPLICATION**  
PUBLIC SERVICE & BUILDING DEPARTMENT

**PLEASE INDICATE ALL REQUESTS:**

- LOT SPLIT LESS THAN 1 ACRE
- SIMILAR USE PERMIT
- VARIANCE FROM ZONING CODE
- APPEAL FROM ZONING CODE

NUMBER OF VARIANCES REQUESTED:   
 NUMBER OF APPEALS REQUESTED:

**APPLICANT INFORMATION**

**APPLICANT:**

CITY OF WHITEHALL

**ADDRESS:**  **CITY:**  **STATE:**  **ZIP:**

**PHONE:**  **E-MAIL:**

**ATTORNEY FOR APPLICANT (IF ANY):**

**ADDRESS**  **CITY:**  **STATE:**  **ZIP:**

**PHONE:**  **E-MAIL:**

**OWNERSHIP (IF DIFFERENT THAN APPLICANT)**

NAME:	ADDRESS:	PERCENTAGE:

\*If corporation, list names of all stockholders having more than 25% interest in the premises sought to be rezoned.

**PROJECT DETAILS**

PARCEL ID #: 090-008428-00

**PROJECT ADDRESS:**  **CITY:**  **STATE:**  **ZIP:**

**NAME OF SUBDIVISION:**

**NUMBER AND TYPE OF BUILDINGS CURRENTLY ON THE PROPERTY (IF NONE, STATE "NONE"):**

**CURRENT ZONING: (PLEASE PROVIDE CODE SECTION)**

**DOES THE PROJECT PROPERTY HAVE DEED RESTRICTIONS?**  YES  NO

**IF YES, PLEASE PROVIDE THE DATE THE DEED RESTRICTIONS HAVE/WILL EXPIRE(D):**

PROPOSED USE OF THE PROPERTY IN DETAIL:

**NARRATIVE STATEMENT DESCRIBING THE WHAT IS BEING REQUESTED AND REASON FOR REQUEST:**

REQUESTING TEMPORARY SIGN VARIANCES TO ALLOW CONSTRUCTION SIGNS ON SITE AT SIZE LARGER THAN ALLOWED BY CODE.

**FOR LOT SPLIT**

PARCEL ID #:  
(PLEASE PROVIDE CODE SECTION)

**FOR SIMILAR USE PERMIT**

PROPOSED SIMILAR USE:  
(PLEASE PROVIDE CODE SECTION)

**FOR VARIANCE(S)**

PROPOSED VARIANCE(S):  
(PLEASE PROVIDE CODE SECTION)

PROPOSED VARIANCE 1:	1112.15(C)(3) TEMP SIGN AREA ALLOWED ON LOT
PROPOSED VARIANCE 2:	1112.15(D)(1) MAX SIGN AREA ALLOWED FOR LARGE YARD SIGN
PROPOSED VARIANCE 3:	
PROPOSED VARIANCE 4:	
PROPOSED VARIANCE 5:	
PROPOSED VARIANCE 6:	
PROPOSED VARIANCE 7:	
PROPOSED VARIANCE 8:	
PROPOSED VARIANCE 9:	
PROPOSED VARIANCE 10:	

\*IF MORE VARIANCES ARE BEING REQUESTED, PLEASE COPY THIS PAGE AS NEEDED.

**FOR APPEAL(S)**

PROPOSED APPEAL(S):  
(PLEASE PROVIDE CODE SECTION)

PROPOSED APPEAL 1:	
PROPOSED APPEAL 2:	
PROPOSED APPEAL 3:	
PROPOSED APPEAL 4:	
PROPOSED APPEAL 5:	
PROPOSED APPEAL 6:	
PROPOSED APPEAL 7:	
PROPOSED APPEAL 8:	
PROPOSED APPEAL 9:	
PROPOSED APPEAL 10:	

\*IF MORE APPEALS ARE BEING REQUESTED, PLEASE COPY THIS PAGE AS NEEDED.

**AUTHORIZATION**

I do swear that the facts as appearing in the above Application for a Similar Use Permit, Appeal, Variance, and/or Lot Split are true and correct.

Jacob Russell  
Owner or Lessee

STATE OF OHIO                    )  
  )    SS.  
FRANKLIN COUNTY            )

Sworn to and subscribed in my presence by LARA K JONES  
this 23<sup>rd</sup> day of December, 2025.

Lara K Jones  
Notary Public





**BOARD OF ZONING AND BUILDING  
APPEALS APPLICATION  
BUILDING & PUBLIC SERVICE DEPARTMENT**

**CITY OF WHITEHALL**  
360 S. Yearling Road  
Whitehall, Ohio 43213  
614-237-8612  
Building-Department@whitehall-oh.us  
www.whitehall-oh.us

**STOP – OFFICE USE ONLY**

<b>APPLICATION NUMBER:</b>	
<b>CASE NUMBER:</b>	BA-26-03
<b>DATE APPLICATION RECEIVED:</b>	12/19/2026
<b>DATE FEE RECEIVED:</b>	N/A
<b>BZBA DATE:</b>	01/12/2026
<b>BZBA RECOMMENDATION:</b>	<input type="checkbox"/> FAVORABLE
<b>*Please attach written report with reasons of denial or approval</b>	<input type="checkbox"/> UNFAVORABLE



Outlook

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Re: [ EXTERNAL EMAIL ]Fwd: Guidance on Sign Placement and Permitting – ROCKWELL DISTRICT (Ruscilli)

---

From Lara Jones <lara.jones@whitehall-oh.us>

Date Mon 12/22/2025 4:48 PM

To Erika Purcell <erika.purcell@fastsigns.com>

Cc Jackie Russell <Jackie.Russell@whitehall-oh.us>

Bcc Rica Shepherd <rica.shepherd@whitehall-oh.us>; Don Day <don.day@whitehall-oh.us>

Good afternoon Erika,

I apologize for the tardiness of my response to your email from last Thursday! Please note that two temporary signs at 96" wide x 48" high will require variances for approval. Since this project is a public-private partnership, the City can be the applicant for the variance application and already submitted one last Friday in order to meet the January meeting deadline.

[Attached is the site plan provided to us.](#) (Please note that the site plan has been updated since the rendition you have, but for purposed of locating temporary construction signage, what you were given is adequate.) [While the property is still under development and doesn't have finalized addresses, the proposed sign locations are:](#)

- [One sign at the corner of Broad Street and Rockwell](#) (as long as it is not on Speedway's property this is fine)
- [One sign at the entrance of Hamilton and Shannon Way](#) (this is fine)

[Could you please advise on the following?](#)

1. [Are sign permits required for this type of installation?](#) Yes, we require temporary [sign permits](#), it is at a lower fee than permanent sign fees. The permit application should be submitted to the Building Department <building-department@whitehall-oh.us>, along with an image of the sign showing dimensions, and a map showing placement on site with setback from lot line shown.
2. [If so, can you provide any guidelines or direction on placement to ensure compliance with city code?](#) They must be at least 5 feet from property line, and not cause pedestrian or driver viewing issues, in order to be safe. As mentioned above, the corner of Broad and Hamilton is where Speedway is still located. At this time you may not place any signs on their property. You may place signs on the City of Whitehall's property.



Thank you,  
Lara Jones  
Economic Development Specialist



P: 614-246-7854  
lara.jones@whitehall-oh.us  
[www.whitehall-oh.us](http://www.whitehall-oh.us)  
360 S Yearling Rd, Whitehall, OH 43213

---

**From:** Erika Purcell <erika.purcell@fastsigns.com>  
**Sent:** Thursday, December 18, 2025 9:17 AM  
**To:** Lara Jones <lara.jones@whitehall-oh.us>; Don Day <don.day@whitehall-oh.us>  
**Cc:** Rica Shepherd <rica.shepherd@whitehall-oh.us>  
**Subject:** [ EXTERNAL EMAIL ]Fwd: Guidance on Sign Placement and Permitting – ROCKWELL DISTRICT (Ruscilli)

----- Forwarded message -----

**From:** Erika Purcell <[erika.purcell@fastsigns.com](mailto:erika.purcell@fastsigns.com)>  
**Date:** Wed, Dec 17, 2025 at 9:04 AM  
**Subject:** Guidance on Sign Placement and Permitting – ROCKWELL DISTRICT (Ruscilli)  
**To:** <[rica.shepherd@whitehall-oh.us](mailto:rica.shepherd@whitehall-oh.us)>

Hi Rica,

My name is Erika Purcell, and I'm with FASTSIGNS of Hilliard. I'm reaching out on behalf of our client, Ruscilli, regarding a signage project for their ROCKWELL DISTRICT property currently under development.

They are looking to produce and install two (2) V-style post and panel signs, each measuring 96" wide x 48" high. This is my first time working with the City of Whitehall, and I want to ensure that everything is submitted and executed properly.

Attached is the site plan provided to us. While the property is still under development and doesn't have finalized addresses, the proposed sign locations are:

- One sign at the corner of Broad Street and Rockwell
- One sign at the entrance of Hamilton and Shannon Way

Could you please advise on the following?

1. Are sign permits required for this type of installation?
2. If so, can you provide any guidelines or direction on placement to ensure compliance with city code?

I truly appreciate any assistance or insight you can provide. Please let me know if additional documentation or information is needed.

Thank you in advance for your help!

Kind regards,  
Erika Purcell

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Erika Purcell

Customer Officer

o: 614-710-1312

**FASTSIGNS**  
*Make Your Statement™*

FASTSIGNS of Hilliard

4440 Reynolds Dr, #101, Hilliard, OH 43026





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Erika Purcell

Customer Officer

o: 614-710-1312



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**STAFF REPORT**

Board of Zoning & Building Appeals  
01/12/2026

**Case BA-26-03**

Prepared by: Lara Jones

<b>Applicant:</b>	City of Whitehall
<b>Owner:</b>	City of Whitehall
<b>Site:</b>	44 Woodcliff Drive; parcel 090-008428-00
<b>Acreage:</b>	27.21
<b>Zoning:</b>	Planned Unit Development (PUD)
<b>Request:</b>	Applicant is seeking variances from Whitehall code sections 1112.15(c)(3) for temporary sign area allowed on a lot, 1112.15(d)(1) for maximum sign area allowed for large yard signs, and 1112.15(d)(1) for time limit of temporary large yard signs

**Request and Background**

The Rockwell District went through Whitehall Planning Commission (WPC) and City Council in mid-2025 for an update to the Planned Unit Development (PUD) site plan for phase one and was approved. Construction will begin in quarter two of 2026. In anticipation of that, temporary construction signs will be placed on site. The applicant is requesting to place a sign at the entrance on the northwest section of the site and on the southeast section of the site along Broad St, outside of Speedway’s property. Due to the size of the area and the large commercial roads adjacent to the property, the applicant is seeking a variance to allow for larger temporary signs and for two signs to be located on one lot. In reviewing this case, staff found that per Table 1112.15, large yard signs are only allowed for 120 consecutive days. The sign would be most efficient if it was allowed to stay on site for the duration of the construction period. Staff recommends that the Board of Zoning & Building Appeals (BZBA) give favorable consideration for variances 1112.15(c)(3) for temporary sign area allowed on lot and 1112.15(d)(1) for maximum sign area allowed for large yard signs and the duration for which large yard signs can be displayed.

**Description of the Location**

Subject parcel 090-008428 is near the corner of Hamilton Rd and Broad St, behind the former Speedway gas station.



### Surrounding Area

Direction	Zoning	Land Use
North	Community Crossroads District (CCD)	Car Dealership
East	Community Crossroads District (CCD)	Additional Phase of PUD
South	Community Crossroads District (CCD) & City of Columbus	Retail & Senior Living Golf Course
West	Community Crossroads District (CCD)	Gas Station, Car Dealership, Church, Vehicle Repair Shop, & Mental Health Services

### Evaluation of Request

Staff evaluated this request to the “Duncan Factors” as a set of standards which a court or zoning board may use when deciding on a zoning request. The following list provides the Duncan Factors as well as staff’s evaluation of each factor as it relates to this particular case.

- Whether the property in question will yield a reasonable return and whether there can be any beneficial use of the property without the variance.**

Due to the high interest in this major development project along two high volume roads, staff receives a lot of inquiries about the status of this project. Without temporary construction signs, which are large enough to read from the road, it is less obvious that the construction process will be recommencing in



early 2026, what the project will now look like, and what companies and organizations are involved.

**2. Whether the variance request is substantial.**

As per code section 1112.15(c)(3) on any given lot only 24 square feet of temporary signage is allowed. The applicant is requesting two 64 square feet signs, making the total of temporary signage 128 square feet. While this is slightly over five times the allowed amount of signage on any one lot, the lot is a 27.21 acre lot. The average lot size in Whitehall is 0.17 acres. Since this lot is 162 times the size of an average lot, this request is not substantial.

As per code section 1112.15(d)(1) large yard signs are allowed up to a maximum of 24 square feet in size to be displayed up to 120 consecutive days per calendar year. The applicant is requesting two 64 square foot signs for large development project details to be displayed during the construction process. The request is substantial from our code allowance, however when viewed that this code section is speaking about realtor, ads, and event signage, it is not significant when considering the nature of typical large-scale development signage used in the past in Whitehall and currently in other central Ohio cities.

**3. Whether the essential character of the area will be substantially altered or whether adjoining properties will suffer interference with their future development and rights as a result of the variance.**

In granting variances from code sections 1112.15(c)(3) and 1112.15(d)(1) the character of the area will not be altered, nor will it impede development capabilities because it is a commercial corridor with heavily traveled roads. Other properties have large, visible signage; therefore the proposed signage will feel consistent within the area.

**4. Whether the variance will adversely affect the delivery of governmental services.**

Granting variances from code sections 1112.15(c)(3) and 1112.15(d)(1) will not adversely affect the future delivery of governmental services such as mail, water, sewer, trash, or EMS.

**5. Whether the property owner purchased the property with knowledge of the zoning restriction.**

The property owner purchased this property for development prior to the 2023 code changes, which brought about new restrictions for signage.

**6. Whether the property owner's predicament can be obviated through some method other than a variance.**

The applicant could install one sign with the maximum allowed size being 24 square feet.

**7. Whether the spirit and intent of this zoning decision will be observed in granting the variance.**

The temporary sign section does not address double frontage sites, however the permanent sign section gives allowance for additional free-standing signs to be onsite in those cases. In granting variance from code section 1112.15(c)(3) for this case, it would be aligned with the spirit and intent of the sign zoning code.

The temporary sign section does distinguish between yard sign usage and allowed sign size and time period. The intent of this code section is to not have a cluttered lawn with due to the amount of signage. Due to the size of the site and the size of the sign, in granting variance from code section 1112.15(d)(1) the spirit and intent of the current zoning code would be observed.

**8. Whether the property in question has unique or exceptional circumstances or conditions that do not apply to other properties in the vicinity and within the same district.**

Property 44 Woodcliff Drive is among the top 15 largest lots in all of Whitehall at 27.21 acres in size. Additionally, this site has a double frontage, with entrances along Hamilton and Broad.

**Recommendation**

Staff recommends that the Board of Zoning & Building Appeals (BZBA) give favorable consideration for variances 1112.15(c)(3) for temporary sign area allowed on lot and 1112.15(d)(1) for maximum sign area allowed for large yard signs and the duration for which large yard signs can be displayed.