

# April 2024

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
31	<b>1</b> 7:00pm City Council	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>
<b>7</b>	<b>8</b>	<b>9</b> 12:00pm Preservation Commission 4:30pm BZA 5:00pm Planning Commission	<b>10</b>	<b>11</b>	<b>12</b>	<b>13</b>
<b>14</b>	<b>15</b> 6:00pm Parks and Rec Commission 6:00 Tree Commission 7:00pm City Council	<b>16</b>	<b>17</b>	<b>18</b>	<b>19</b>	<b>20</b>
<b>21</b>	<b>22</b> 6:30pm Finance and Budget 7:30pm Safety and Human Resources	<b>23</b> 4:30pm Civil Service	<b>24</b> 6:30pm Parks and Rec Board	<b>25</b>	<b>26</b>	<b>27</b>
<b>28</b>	<b>29</b>	<b>30</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>



# *City of Napoleon, Ohio*

*255 West Riverview Avenue, P.O. Box 151  
Napoleon, OH 43545  
Telephone: (419) 592-4010 Fax: (419) 599-8393  
www.napoleonohio.com*

## *Memorandum*

**To:** Board of Public Affairs, City Council, Mayor, City Manager, City Finance Director, City Law Director, Department Supervisors, News-media  
**From:** MARRISA FLOGAUS, Acting Clerk  
**Date:** April 05, 2024  
**Subject:** Board of Public Affairs Meeting Canceled

The regularly scheduled meeting of the Board of Public Affairs for Monday, April 8, 2024, at 6:30 pm has been CANCELED by the chair.



# *City of Napoleon, Ohio*

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## *Memorandum*

**To:** Electric Committee, City Council, Mayor,  
City Manager, City Finance Director, City Law  
Director, Department Supervisors, News-media  
**From:** Marrisa Flogaus, Acting Clerk  
**Date:** April 05, 2024  
**Subject:** Electric Committee Meeting Canceled

The Electric Committee meeting scheduled for Monday, April 8, 2024, at 6:30 pm has been CANCELED by the chair.



# City of Napoleon, Ohio

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## Memorandum

**To:** Water, Sewer, Refuse, Recycling & Litter Committee,  
City Council, Mayor, City Manager, City Finance Director,  
Law Director, Department Supervisors, News-media

**From:** MARRISA FLOGAUS, Acting Clerk

**Date:** April 05, 2024

**Subject:** Water, Sewer, Refuse, Recycling & Litter  
Committee Meeting Canceled

The regularly scheduled meeting of the **Water, Sewer, Refuse, Recycling and Litter Committee** for Monday, April 8, 2024 at 7:00 pm has been CANCELED due to lack of agenda items.



# City of Napoleon, Ohio

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## Memorandum

**To:** City Council, Mayor, City Manager, City Finance Director, Law Director, Department Supervisors, News-media  
**From:** Marrisa Flogaus, Acting Clerk  
**Date:** April 5, 2024  
**Subject:** Municipal Properties, Building, Land Use and Economic Development Committee – Cancellation

The regularly scheduled meeting of the Municipal Properties, Building, Land Use and Economic Development Committee for Monday, April 8, 2024, at 7:30 pm has been CANCELED due to lack of agenda items.

City of Napoleon, Ohio

**PRESERVATION COMMISSION**

Meeting Agenda

**Tuesday, April 09, 2024 at 12:00 pm**

NPC-24-01

CERTIFICATE OF APPROPRIATENESS

THE EAGLES 4428- 103,105, 107 W. MAIN ST.

LOCATION: Council Chambers, 255 West Riverview Avenue, Napoleon, Ohio

1. Call to Order
2. Approval of September 26, 2023 Minutes (In the absence of any objections or corrections, the Minutes shall stand approved.)
3. **NPC-24-01– 103,105,107 W. Main St.**  
An application has been filed by the Napoleon Eagles 4428 (Trustee, Miles Noonan) of 539 N. Perry St. Napoleon, Ohio. The applicant is requesting to replace the damaged terracotta tiles that outline the front and side facing of the building along with placing a metal cap along the top. The applicant is also requesting to remove the large four (4) windows located on the North side of the building with a structure that blends into the existing structure. This would be located in a C-1 General Commercial and Preservation district. The request is pursuant to Chapter 1138 of the Codified Ordinance of the City of Napoleon, Ohio.
4. Any other matters to come before the Commission.
5. Adjournment.



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Marrisa Flogaus ~ Clerk of Council

City of Napoleon, Ohio  
PRESERVATION COMMISSION MEETING MINUTES  
NPC 23-04

Tuesday, September 26, 2023 at 12:00pm

**PRESENT**

Committee Members            Chris Peper-Chair, Kevin Milius, Terry Holman

Clerk of Council                MARRISA FLOGAUS  
City Staff                         Kevin Schultheis- Zoning Administrator  
Others                                News Media  
   Steven Lantzy

**ABSENT**

Committee Member            Marvin Barlow, Gabe Pollock

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**CALL TO ORDER**

At 12:02 pm, the Preservation Commission meeting was called to order by Chairman Peper.

**APPROVAL OF MINUTES**

The Minutes from the August 29, 2023 Preservation Commission meeting we approved as presented.

**NPC 23-04– The Dagmar Enterprises- 612 N Perry**

Peper read the background for NPC 23-04. A n application has been filed by Steven and Vicki Lantzy of the Dagmar Enterprises located at 613 N. Perry St. in the City of Napoleon, Ohio. This applicant is requesting to place exterior 16’ x 2’ feet advertisement sign above the main entrance of the new business. This would be located in a C-1 General Commercial and Preservation district. The request is pursuant to Chapter 1138 of the Codified Ordinance of the City of Napoleon, Ohio.

Schultheis stated they are asking to place a sign outside above the door. They never really sent anything other than this picture to show what letters might be up there. I don’t even know what the place is going to be called. I know it’s going to be an ice cream parlor. They will have some window signs, but that doesn’t have to go through the commission. If they would like to place additional signs on the outside they would have to come back and have another hearing. They were told to all the signs at once, but this is all they had now. Peper stated this isn’t the usual amount of information that we receive. Schultheis replied that’s correct. I’ve been trying to get a hold of them ever since you requested more information. They finally sent me this. I don’t even know what the sign looks like or what color it’s going to be. It looks like it’s going to be yellow. Holman asked what’s going to be put on it? Schultheis replied it’s probably going to be “something” ice cream. Peper replied lets have some discussion on this. From these pictures it doesn’t look like a problem or invasive, but I’m a little apprehensive. Every indication by these pictures show good, but I have this little thing in me saying that I don’t have enough information. It seems very innocent, but you have nothing and unfortunately they aren’t here. I was hoping they would be here. Never mind it looks like he just showed up. Peper asked Lantzy if he had anything showing what this sign is exactly going to be? Lantzy replied it’s pretty much going to be exactly like described. It’s going to be 2 pieces of 8 foot plywood joint in the middle. Holman asked what the sign was going to say? Lantzy replied Valda June’s, the name of our ice cream shop. We wanted to name the shop after my wife’s mother. I’m sorry that I didn’t have a better picture. Holman asked if the sign is going to be shaped like the one in the picture? Lantzy replied it won’t be scalloped. I’m not sure if the signs going to be oval or a square, but it’ll be yellow and white with our logo. Holman asked if the shop is going to sell anything other than ice cream? Lantzy replied no, I don’t want to compete with my neighbor. Milius asked what kind of ice cream? Lantzy replied hard scoop, soft scoop and shaved ice.

Holman asked if they would have gelato? Lantzy replied no, we won't make ice cream. We debated whether we we're going sell Toft's, which is a great brand especially if you're a Walleye or Mudhens fan. We ended up choosing Perry's. We're on the outer end of Perry's delivery. You will see Perry's in a Kroger occasionally. Anyways Perry's on Perry St. Peper interjected lets get back to the sign. The sign is going be yellow and white 16' x 2' feet in size with Valda June's on it. It'll be made out of wood. No lights? Lantzy replied there will be white gooseneck lights pointing down on the sign affixed to the building. Now, my wife the designer threw me a curveball. We might have to meet again because she wants to do something else. Please tell me straight away if these needs to be a separate meeting. She wants hang a cone on the outside. That's not all my wife is an interior designer by trade. Again if this needs a second meeting I would be happy. She wants to put another sign in the alley. She believes it would be a lot easier to see when people are driving from the southbound. As for size wise, I don't know. That's why I said if we need to have another meeting we can. Peper replied I'll cut right to the chase. It'd not part of the application, so it needs to be a separate meeting. You'll need to reapply. To preceded we're going to end the meeting without a vote. Lantzy asked can we vote on this? That way I can get the sign built and affixed. Peper asked Schultheis if everything had to be presented at once? Schultheis replied it's up to you guys. We're going to be back anyways, so we can vote on this and the other later. Lantzy replied I would appreciate that. The essential item is the flat sign, so that we can open the doors and people know where they're going.

Motion: Holman                      Second: Milius  
to approve NPC 23-04, to place exterior 16' x 2' feet advertisement sign above the main entrance

Peper stated with this motion I would like something in the record that Lantzy brought handouts that showed this better than what we initially had. What we had wasn't very clear, but he did help clear it up with the new pictures.

Roll call vote on the above motion:

Yea- Holman, Peper, Milius

Nay-

**Yea-3, Nay-0. Motion Passed.**

Peper stated the motion passes with the understanding we will be back for additional items.

#### **ADJOURN**

Motion: Holman                      Second: Milius  
to adjourn the Preservation Commission meeting at 12:11pm

Roll call vote on the above motion:

Yea- Holman, Peper, Milius

Nay-

**Yea-3, Nay-0. Motion Passed.**

#### **Approved**

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Chris Peper - Chair





# City of Napoleon, Ohio

*Kevin Schultheis, Zoning Admin.*

*Code Enforcement*

*255 West Riverview*

*Napoleon, OH 43545*

*Telephone: (419) 592-4010 Fax: (419) 599-8393*

*www.napoleonohio.com*

March 11, 2024

NPC-24-01

## **Certificate of Appropriateness For The Eagles 4428 103,105,107 W. Main St.**

### **Memorandum**

**To:** Members of the Napoleon Preservation Commission  
**From:** Kevin Schultheis, Zoning Administrator / Code Enforcement Officer  
**Subject:** Certificate of Appropriateness  
**Meeting Date:** April 2, 2024 @ 12:00 PM  
**Hearing#:** NPC-24-01

### **Background:**

An application has been filed by the Napoleon Eagles 4428 (Trustee, Miles Noonan) of 539 N. Perry St. Napoleon, Ohio. The applicant is requesting to replace the damaged terracotta tiles that outline the front and side facing of the building along with placing a metal cap along the top. The applicant is also requesting to remove the large four (4) windows located on the North side of the building with a structure that blends into the existing structure. This would be located in a C-1 General Commercial and Preservation district. The request is pursuant to Chapter 1138 of the Codified Ordinance of the City of Napoleon, Ohio.

# Application for Public Hearing

## City of Napoleon, Ohio

I/We hereby request a public hearing to consider the following:

<u>Planning Commission</u> <small>(MZON 100.1700.46690)</small>	<u>Preservation Commission</u> <small>MZON 100.1700.46690</small>	<u>Board of Zoning Appeals</u> <small>(MZON 100.1700.46690)</small>
<input type="checkbox"/> Conditional Use <b>\$125.00</b>	<input checked="" type="checkbox"/> Certificate of Appropriateness <b>\$25.00</b>	<input type="checkbox"/> Certificate of Zoning <b>\$25.00</b>
<input type="checkbox"/> Amendment <b>\$125.00</b>		<input type="checkbox"/> Re-Zoning <b>\$125.00</b>
<input type="checkbox"/> Subdivision in City <b>\$75.00 + \$5.00 each, after two</b>		<input type="checkbox"/> Variance <b>\$125.00</b>
<input type="checkbox"/> Preliminary Plat of Development <b>\$125.00</b>		<input type="checkbox"/> Administrative Appeal <b>\$50.00</b>
<input type="checkbox"/> Alley Vacation <b>\$25.00 + publication cost</b>		

Address of property: 103, 105, 107 Main St Napoleon

Description of request:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Napoleon Eagles 4428  
OWNER(S) NAME (PRINT)

539 N. Perry St.  
ADDRESS- CITY, STATE, ZIP

(419) 592-2112  
PHONE NUMBER

Truster Miles Nooran (419) 262-0703

M. A. Nooran  
SIGNATURE

**\*\*\*Public hearings are held on the second Tuesday of each month; this petition must be filed with the Zoning Administrator thirty (30) days before the public hearing date. All plans, plats, deeds and other requested information must accompany this application before the hearing will be scheduled.\*\*\***

**APPLICANT MUST BE AN OWNER OR AN AUTHORIZED REPRESENTATIVE EVIDENCED BY LETTER OF APPOINTMENT.**

APPLICANT NAME (PRINT) \_\_\_\_\_

ADDRESS \_\_\_\_\_

APPLICANT SIGNATURE \_\_\_\_\_

CITY, STATE, ZIP \_\_\_\_\_

PHONE \_\_\_\_\_

Hearing #: \_\_\_\_\_ Hearing Date: \_\_\_\_\_ Zoning District: \_\_\_\_\_

<b>Office Use Only</b>		
Batch # _____	Check # _____	Date _____



Napoleon Eagle's #4428

539 N. Perry St.

Napoleon, Oh. 43545

Description of request:

The replacement of the poorly conditioned ceramic tiles, located on the upper north and east side of the roof on the Napoleon Eagles 4428 establishment.

In addition to this, the replacement and repairing of the awning located at the front east and north side of the establishment. Lastly included in this request, the downsizing and refurbishment of the 4 big windows, located on the north side of the building, concluding in a clean and well-kept look to not only appeal to the eye of Napoleon, but embrace the history behind the establishment as well.

Sincerely,

Trustees of Aerie 4428

FRATERNAL ORDER OF EAGLES SOCIAL ROOM

58-734/412

9230

PH. 419-592-2112  
539 N PERRY STREET  
NAPOLEON, OH 43545

DATE 3-8-24



PAY TO THE ORDER OF

City of Napoleon

\$ 25.00

Twenty Five Dollars  $\frac{00}{100}$

DOLLARS

← Heat Reactive Ink



**F&M BANK**

M. A. Nuen

MEMO \_\_\_\_\_

⑆04⑆20734⑆⑆00⑆49285⑆9230

LOOK FOR FRAUD-DETECTING FEATURES INCLUDING THE SECURITY SQUARE AND HEAT-REACTIVE INK. DETAILS ON BACK.

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2 HR  
PARKING  
5AM-6PM  
30 MIN  
2AM-5AM  
←

ALL DAY  
PARKING  
→



107

30 MIN  
2 AM - 5 AM











EMERGENCY  
SNOW  
ROUTE

A rectangular sign with a blue top section containing a white snowflake icon with arrows pointing in six directions. The bottom section is white with a blue border and contains the text "EMERGENCY SNOW ROUTE" in red, bold, sans-serif capital letters.



*City of Napoleon, Ohio*

**BOARD OF ZONING APPEALS**

Meeting Agenda

BZA 24-03 – Variance to building size– 510 Buckeye Ln

**Tuesday, April 09, 2024, at 4:30 pm**

*Location ~ Council Chambers, 255 West Riverview Avenue, Napoleon, Ohio*

1. Call to Order
2. Approval of Minutes – February 27, 2024. (In the absence of any corrections or objections, the Minutes shall stand approved)
3. **New Business**  
BZA 24-03 – Variance to building size at 510 Buckeye Ln.  
An Application for a public hearing has been filed by Robert Reed of 510 Buckeye Lane Napoleon, Ohio 43545. The applicant is requesting a variance to Section 1147 regarding the building square footage requirement in an R-1 Suburban Residential District. The applicant is requesting the variance to place a 30' x 50' = 1,500 sq. ft. accessory building to house his camper when not in use.
5. Closing Remarks
6. Adjournment.



Marrison Flogaus – Acting Clerk

*City of Napoleon, Ohio*  
**BOARD OF ZONING APPEALS MEETING MINUTES**  
Tuesday, February 27, 2024 at 4:30 pm  
BZA 24-01 ~ Variance for Commercial Use at 1600 Glenwood Ave.  
BZA 24-02 ~ Variance for an accessory building size and height at 230 Glenwood Ave.

**PRESENT**

Board Members Lynn Rausch, Ethan Plummer and Kelly Burkhardt  
City Staff Kevin Schultheis-Code Enforcement/Zoning Administrator  
Clerk Amanda Griffith  
Others Josiah Berg  
Landon Kauffman  
News- Media

**ABSENT** David Dill, Larry Vocke

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CALL TO ORDER

The Board of Zoning Appeals the meeting was called to order by the Clerk at 4:30 pm.

ORGANIZATION OF BOARD MEMBERS

Griffith explained for the election of chair, the longest serving board member with the most consecutive days will be asked first to either nominate someone or you can nominate yourself or you may pass. If a person is nominated, there has to be a motion and a second and then it goes to the next senior person. Once we get through everyone the Board will vote on each individual that's been nominated.

Rausch- Nominated Dave Dill

Plummer- Pass

Burkhardt- Pass

Motion: Rausch Second: Plummer

To appoint Dave Dill as Chairperson for 2024.

Roll call vote on the above motion:

Yea- Rausch, Plummer, Burkhardt

Nay-

**Yea-3, Nay-0. Motion Passed.**

APPROVAL OF MINUTES

The minutes from the September 12, 2023 meeting were approved as presented.

NEW BUSINESS

BZA 24-01- Variance for Commercial Use at 1600 Glenwood Ave.

Rausch read the background on BZA 24-01. An Application for a public hearing has been filed by Mr. Steve Kauffman of 115 Pheasant Ln, Archbold Ohio. The applicant is requesting a variance to Section 1147 of the City of Napoleon Codified Ordinance regarding an additional building to be built within the Fenced in area of the existing property of 1600 Glenwood Ave. City of

Napoleon, Henry County Ohio. This property is now in a C-4, Planned Commercial District and therefore will need a variance in order to build the last of the remaining storage unit. The units were approved by the Planning Commission in 2009 prior to the zoning change. This property is now in a non-conforming district and should be allowed to continue the construction of the Storage unit.

#### RESEARCH AND FINDINGS

Schultheis presented his research and findings for BZA 24-01: Upon approval of this variance and issuance of a zoning permit, a building permit from Wood County Building Inspection shall be required followed by a Certificate of Occupancy. The building and site plan must be reviewed and approved by the Napoleon City Engineer prior to approval along with any Detention calculations regarding water runoff.

#### STANDARDS FOR A VARIANCE:

The Board, after a hearing, may grant a variation from the regulations of the City's Planning and Zoning Code, but only when such variation is in harmony with the general purpose and intent of the Planning and Zoning Code, and the Board finds all of the following:

- (a) That there are exceptional or extraordinary circumstances or conditions applicable to the property or to the intended use that do not apply generally to the other property or use in the same vicinity or district;
- (b) That such variance is necessary for the preservation and enjoyment of a substantial property right possessed by other property in the same vicinity or district but which is denied to the property in question;
- (c) That granting such variance will not be materially detrimental to the public welfare or injurious to the property of improvements in the vicinity or district in which the property is located;
- (d) That granting such variance will not alter the land use characteristics of the vicinity or district, diminish the value of adjacent land and improvements, or increase the congestion in the public streets.

Schultheis stated 10-15 years ago the City changed the Ordinance to a C-4, which doesn't allow for the building of storage units. In this case they have already been approved by the Planning Commission as the Standard for Variances were in effect then. This is basically a non-compliant property. We're just basically going to go through the formality of agreeing to it and that would be it. Rausch replied it's pretty much grandfathered in, so there isn't any reason that we shouldn't approve this. Schultheis stated they shouldn't have an issue with the water detention because the pond is where everything runs to. They are just asking for approval of this.

Motion: Rausch

Second: Plummer

to approve BZA 24-01, as a variance for commercial use at 1600 Glenwood Ave.

Roll call vote on the above motion:

Yea- Rausch, Plummer, Burkhardt

Nay-

**Yea-3, Nay-0. Motion Passed.**

Rausch asked the Kauffman's had anything to say regarding this? Kauffman replied I appreciate the Boards effort and consideration.

### NEW BUSINESS

BZA 24-02- Variance for an accessory building size and height at 230 Glenwood Ave. An Application for a public hearing has been filed by Gary Malone of 230 Glenwood Ave. Napoleon Ohio 43545. The applicant is requesting approval of a variance to section 1147 regarding the building square footage and height requirements in an R-2 low-density Residential District. The Applicant is requesting a variance to Place a 40'x60' accessory building that equals 2,400 square feet in size and the height of the building to excess 18' feet in height.

### RESEARCH AND FINDINGS

Schultheis presented his research and findings for BZA 24-02:

1. Under section 1131 residential districts (5) (A) no more than two accessory buildings or structures with a combined gross floor area of 1000 square feet shall be allowed on a residentially zoned building lot.
2. Under 1147 of the Napoleon Codified Ordinance, Table of Requirements for Zoning Districts an accessory building cannot exceed 18 feet in height in an R-2 low Density Residential District.
3. The property located at 230 Glenwood Ave. has 2.1183 acres which equals to 92,273.148 square feet. With 35% of the property that can be used minus the home, which is roughly 3,962 square feet and with the added 2,400 square feet the property owner still have approximately 25,933.55 square feet of yard left. There would also be no need for any side or rear setbacks standards which is well within the regulated area. The property would not be detrimental to any surrounding neighbors or traffic and the existing driveway would be utilized.

### STANDARDS FOR A VARIANCE:

The Board, after a hearing, may grant a variation from the regulations of the City's Planning and Zoning Code, but only when such variation is in harmony with the general purpose and intent of the Planning and Zoning Code, and the Board finds all of the following:

- (a) That there are exceptional or extraordinary circumstances or conditions applicable to the property or to the intended use that do not apply generally to the other property or use in the same vicinity or district;
- (b) That such variance is necessary for the preservation and enjoyment of a substantial property right possessed by other property in the same vicinity or district but which is denied to the property in question;
- (c) That granting such variance will not be materially detrimental to the public welfare or injurious to the property of improvements in the vicinity or district in which the property is located;
- (d) That granting such variance will not alter the land use characteristics of the vicinity or district, diminish the value of adjacent land and improvements, or increase the congestion in the public streets.

Schultheis stated they are basically asking to put the building within the property. It's a big enough property as its two acres. I didn't receive any letters opposing this. That's basically all I have. It's up to you guys to determine whether it's approved or not. Rausch stated in the location people won't even notice it. Schultheis replied this building would blend in with the residential structure that's already there. Berg stated the building walls are roughly 13 foot tall.

With the height of the building to the peak it's slightly over 18 feet. It'll look good with the house now. It won't stand apart. It might actually look a little bit nice than the house once were done. We're going to have metal siding and stone wainscot on the bottom, which the picture doesn't show. Schultheis stated the only complaint that I received is from a neighbor who thought it was going to be built on the property line. I assured them that wasn't the case and it wasn't even going to be close. It's going to be near the center of the property closer to the home. Rausch asked if there was any discussion on this? Since there's no one that opposes it as far as neighbors or the City. Schultheis interjected the City has to oppose it because it goes against the City's ordinances. However, he has such a big property this would blend in with the house. For example Gray's building by the funeral home is 6400sq. Rausch replied I think we approved that last summer.

Motion: Plummer

Second: Burkhardt

to approve BZA 24-02, as a variance for an accessory building size and height at 230 Glenwood Ave.

Roll call vote on the above motion:

Yea- Rausch, Plummer, Burkhardt

Nay-

**Yea-3, Nay-0. Motion Passed.**

ADJOURN

Motion: Rausch

Second: Plummer

to adjourn the Board of Zoning Appeals meeting at 4:44 pm

Roll call vote on the above motion:

Yea- Rausch, Plummer, Burkhardt

Nay-

**Yea-3, Nay-0. Motion Passed.**

**Approved**

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David Dill - Chair



# City of Napoleon, Ohio

Kevin Schultheis, Zoning Admin.

## Code Enforcement

255 West Riverview

Napoleon, OH 43545

Telephone: (419) 592-4010 Fax: (419) 599-8393

www.napoleonohio.com

MARCH 18, 2024

### **Memorandum**

To: Members of the Board of Zoning Appeals

From: Kevin Schultheis, Zoning Administrator / Code Enforcement Officer

Reference: Variance to building size

Meeting Date: April 9, 2024 @ 4:30 pm

Hearing: BZA-24-03

### **Background:**

An application for a public hearing has been file by Robert Reed of 510 Buckeye Lane Napoleon, Ohio 43545. The applicant is requesting a variance to Section 1147 regarding the building square footage requirement in an R-1 Suburban Residential District. The applicant is requesting the variance to place a 30' x 50' = 1,500 sq.ft. accessory building to house his camper when not in use.

### **Research and Findings:**

Upon approval of this variance and issuance of a zoning permit, a building permit from Wood County Building Inspection shall be required.

### **Standards for a Variance:**

The Board, after a hearing, may grant a variation from the regulations of the City's Planning and Zoning Code, but only when such variation is in harmony with the general purpose and intent of the Planning and Zoning Code, and the Board finds all of the following:

- (a) That there are exceptional or extraordinary circumstances or conditions applicable to the property or to the intended use that do not apply generally to the other property or use in the same vicinity or district;
- (b) That such variance is necessary for the preservation and enjoyment of a substantial property right possessed by other property in the same vicinity or district but which is denied to the property in question;
- (c) That granting such variance will not be materially detrimental to the public welfare or injurious to the property of improvements in the vicinity or district in which the property is located;
- (d) That granting such variance will not alter the land use characteristics of the vicinity or district, diminish the value of adjacent land and improvements, or increase the congestion in the public streets.

Kevin Schultheis, Zoning Administrator / Code Enforcement Officer



# Application for Public Hearing

City of Napoleon, Ohio

I/We hereby request a public hearing to consider the following:

**Planning Commission**

(MZON 100.1700.46690)

Conditional Use

**\$125.00**

Amendment

**\$125.00**

Subdivision in City

**\$75.00 + \$5.00 each, after two**

Preliminary Plat of Development

**\$125.00**

Alley Vacation

**\$25.00 + publication cost**

**Preservation Commission**

(MZON 100.1700.46690)

Certificate of Appropriateness

**\$25.00**

**Board of Zoning Appeals**

(MZON 100.1700.46690)

Certificate of Zoning

**\$25.00**

Re-Zoning

**\$125.00**

Variance

**\$125.00**

Administrative Appeal

**\$50.00**

Address of property: 510 Buckeye Lane, Napoleon, OH 43545

Description of request: Build a toy barn on right side of property  
30 feet wide by 50 feet Long

Robert R. Reed

OWNER(S) NAME (PRINT)

510 Buckeye Lane, Napoleon, OH 43545

ADDRESS- CITY, STATE, ZIP

661-331-3321

PHONE NUMBER

Robert R. Reed

SIGNATURE

**\*\*\*Public hearings are held on the second Tuesday of each month; this petition must be filed with the Zoning Administrator thirty (30) days before the public hearing date. All plans, plats, deeds and other requested information must accompany this application before the hearing will be scheduled.\*\*\***

**APPLICANT MUST BE AN OWNER OR AN AUTHORIZED REPRESENTATIVE EVIDENCED BY LETTER OF APPOINTMENT.**

Robert R. Reed

APPLICANT NAME (PRINT)

510 Buckeye Lane

ADDRESS

Napoleon, OH 43545

CITY, STATE, ZIP

661-331-3321

PHONE

Hearing #:

Hearing Date:

Zoning District:

**Office Use Only**

Batch #

Check #

Date

ALL MEN ARE CREATED EQUAL

12-324/1243

2010

ROBERT R REED  
510 BUCKEYE LANE  
NAPLOLEAN, OH 43545

3/15/12 DATE

PAY TO  
THE ORDER OF

City of Napoleon  
one hundred twenty five dollars for 900

\$ 125.00

DOLLARS



Security Features  
Prevents  
Double Spending

STARS & STRIPES

AMERICAN EXPRESS NATIONAL BANK  
P.O. BOX 30381  
SALT LAKE CITY, UTAH 84130

FOR Variance

*Robert R. Reed*

MP

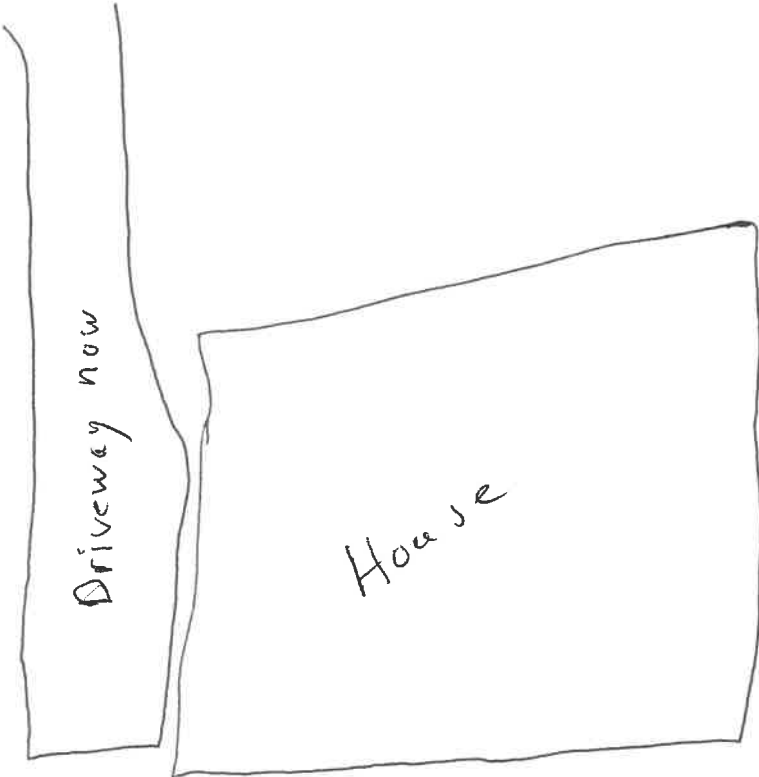
⑆ 0124303243⑆ 40021411090210 2010

Property line

Driveway now

House

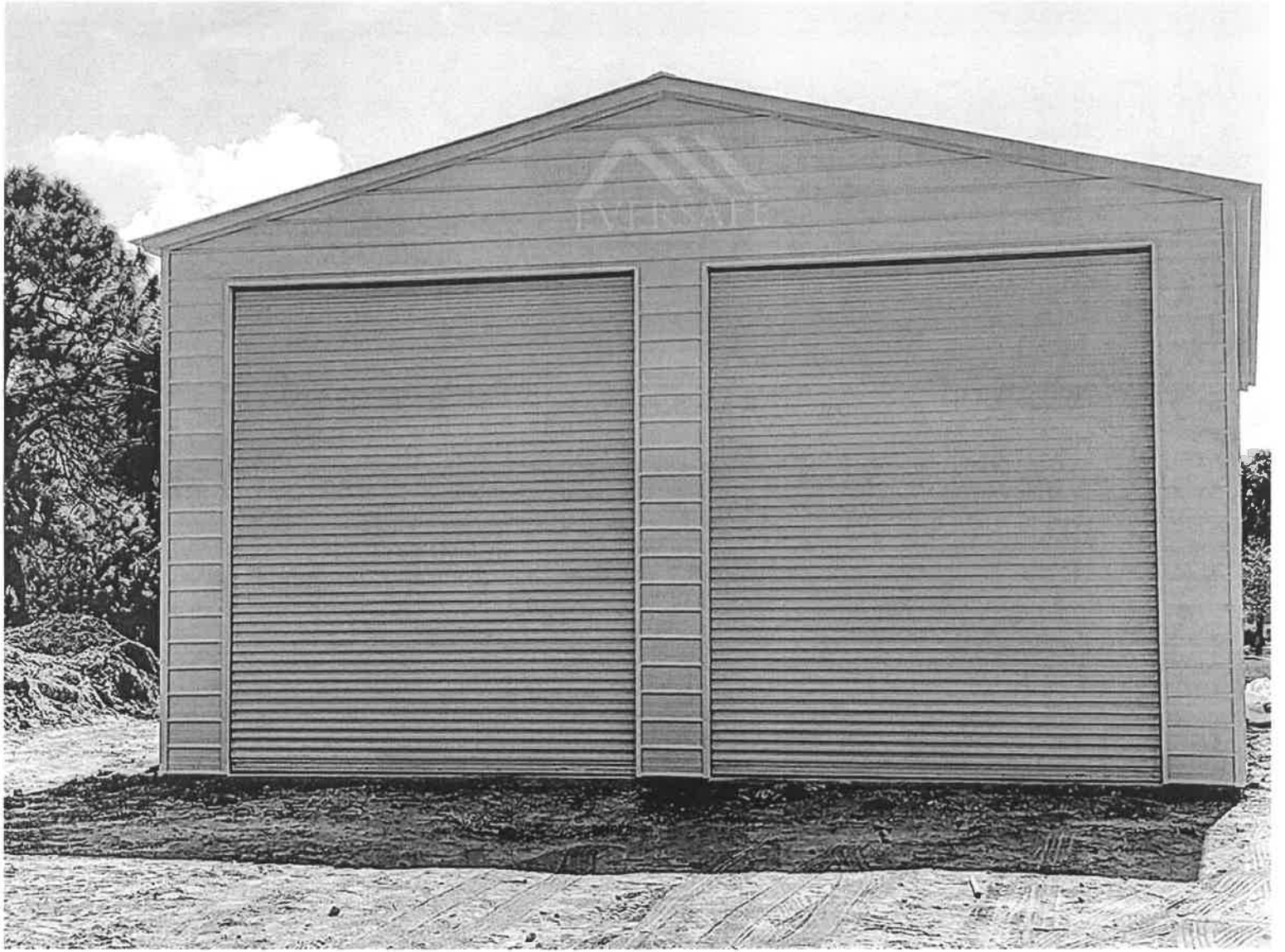
Barn





Imagery ©2024 Maxar Technologies, Map data ©2024 20 ft

Start of Barn



City of *Napoleon*, Ohio  
**PLANNING COMMISSION MEETING AGENDA**

PC-24-05- Special Use or Conditional Use Permit

**Tuesday, April 9, 2024 at 5:00 pm**

Council Chambers, 255 West Riverview Avenue, Napoleon, Ohio

- 1) Call to Order
- 2) Approval of Minutes – February 13, 2024 (in the absence of any objections or corrections, the minutes shall stand approved)
- 3) **New Business**  
PC-24-05- Special Use or Conditional Use Permit  
An application for public hearing has been filed by Greg Snyder of 1124 Willard St. Napoleon, Ohio 43545. The applicant is requesting a Special Use or a Conditional Use Permit for small machine shop to build silencers with Alcohol, Tobacco and Firearms authorization. The request is pursuant to Chapter 1141 of the Codified Ordinances of Napoleon Ohio. The property is located in an R-2 Low- Density Residential District.
- 4) Closing Remark
- 5) Adjournment



Marrisa Flogaus- Acting Clerk

*City of Napoleon, Ohio*

**PLANNING COMMISSION MEETING MINUTES**  
Tuesday, February 13, 2024, at 5:00 pm

**PC-24-03- Conditional Use Permit- 734 S. Perry Street**  
**PC-24-04- Change in Use or Conditional Use- 821 Haley Avenue**

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**PRESENT:**

Commission Members	Tim Barry-Chair, Suzette Gerken, Joseph Bialorucki
City Staff	Kevin Schultheis-Zoning Administrator/Code Enforcement Officer
Others	News-Media Steve and Julie Busch
Recorder	Amanda Griffith

**ABSENT**

Commission Members	Larry Vocke and Cory Niekamp
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**CALL TO ORDER**

Barry, Chairman of the Planning Commission called the meeting to order at 5:00 pm noting a quorum was present.

**APPROVAL OF MINUTES**

In the absence of any objections or corrections, the January 9, 2024 Planning Commission meeting minutes were approved as presented.

**NEW BUSINESS**

PC-24-03- Conditional Use Permit- 734 S. Perry Street

Barry- An application for public hearing has been filed by Jessica Barton of 936 Daggett Avenue, Napoleon, Ohio 43545 requesting the approval of a Conditional Use Permit to operate a restaurant/carry-out only (Barton's Bakery), featuring a variety of baked goods located at 734 S. Perry Street, Suite 5, Napoleon OH 43545. The request is pursuant to Chapter 1141 of the Codified Ordinance of Napoleon, Ohio. The property is in a C-3 Local Commercial District.

**RESEARCH AND FINDINGS**

Schultheis- The city would ask for a dismissal of the case at this time because of some personal issues. Barry- OK, so just remove this. Schultheis- Yes, remove this from the agenda. Barry- We'll just mark PC-24-03 off of the agenda.

PC-24-04- Change in Use Permit or Conditional Use Permit- 821 Haley Avenue

Barry- An application for public hearing has been filed by Steve and Julie Busch of 821 Haley Avenue, Napoleon, Ohio 43545. The applicant is requesting a Change in Use Permit or a Conditional Use Permit for the photography building located on the property. The applicant has now changed the photography studio into an apartment building which requires a Change in Use or a Conditional Use Permit. The request is pursuant to Chapter 1141 of the Codified Ordinance of Napoleon, Ohio. The property is in an R-3 Moderate Density Residential District.

## RESEARCH AND FINDINGS

Schultheis presented his research and findings.

Schultheis- I received information that the Busch's were renting out their accessory building to the back of the property as an apartment. I did some research on it, back in October 9, 1997, Brent Damman issues a Conditional Use Permit; request of Steve and Julie Busch of 821 Haley Avenue, Napoleon, Ohio the applicants are requesting permission to utilize and accessory building currently under construction as a photography studio. The request is pursuant to the city code 1141.01 G, the subject property is located in an R2-single family residential zoning district. The zoning would've changed between then and now. Then again, in September 1, 1998, residents in the vicinity of Julie Busch Studio, they were issued another Conditional Use. Please be informed that I've issued a new zoning permit for the operation and expansion of Julie Busch Photo Studios. You will note that on the enclosed letter addressed to the Busch's that there have been numerous restrictions and limitations of this operation. I couldn't find any of the limitations on the operations or restrictions that they've had, there was nothing in the file that I could find. Barry- So, there was a new zoning permit issued. Schultheis- Yes. J. Busch-We added onto it, we added a full bathroom, and we were told that we needed additional parking that on-street parking was going to be an issue so we expanded our driveway to accommodate three spots for parking so that our clients wouldn't have to park on the street. That's the only thing that I could think of. Barry- And that was when it was still a photography studio. J. Busch- Yes but it was a full bathroom that we added on; shower, toilet, sink with the expectations that it would be an in-law suite later.

### 1. 1131.01 RESIDENTIAL DISTRICTS ESTABLISHED/GENERAL PROHIBITIONS.

(c) The R-3 MODERATE-DENSITY RESIDENTIAL DISTRICT provides for Moderate- Density single-family and two-family residential developments and bed and breakfast facilities. This District is designed for areas having approved public water supply and sanitary sewer systems.

This district is designed for areas having approved a public water supply and sanitary sewer systems which they do have at that time.

(e) Prohibitions in All Residential Zoning Districts. The following are prohibited in all residential zoning districts:

(1) No travel trailer, basement, tent, shack, garage, barn or shed shall at any time be used as a dwelling, temporary or permanent; nor shall any structure of a temporary character be used as a dwelling.

So, basically the rule says you can't have it, but Brent Damman allowed it.

(e) Certificate of Zoning.

(1) Certificate required. No land shall be occupied or used, and no building hereafter erected, reconstructed, or structurally altered shall be occupied or used, in whole or in part, for any purpose whatsoever, until a certificate of zoning has been issued by the Zoning Administrator, stating that the use is in compliance with all provisions of this Planning and Zoning Code.



(2) Change in use. No change shall be made in the use of land or the use of any building or part thereof now or hereafter erected, reconstructed, or structurally altered without a certificate of zoning having been issued by the Zoning Administrator. Certificate for change in Use shall not be issued unless the premise is in conformity with the provisions of this Planning and Zoning Code.

The violations are pretty clear, we don't need to get into those.

A violation of 1105.02 ESTABLISHMENT OF CONTROL; FEES:

(f) Violations.

(1) No person shall recklessly violate any provision of this Planning and Zoning Code or any condition or restriction contained in a conditional use permit.

(4) Nuisances. Any buildings erected, raised, or converted, or land or premises used in violation of any provision of this Planning and Zoning Code, is declared to be a nuisance, and the owner thereof shall be liable for maintaining a nuisance, which may be restrained or enjoined or abated by appropriate action or proceeding.

2. Under section 1147 of the Codified Ordinance: Residential Use Requirements for Residential Districts. R-3 Moderate-Density Residential District, Minimum per dwelling unit Measured in square feet shall be no less than 1,000 square feet single story with a minimum of 5,000 Sq. Feet for the lot.

3. This address of 821 Haley St. was issued a Conditional use Permit in 1997 to be used for a Photography studio. In 1998 an addition was added onto the structure with another change of use permit added to allow a Temporary living space of 500 sq. ft. for living space in the building. Water and Sewer were added to the building and is in a non-conforming district for the use.

**Recommended Conditions:**

1. The address of 821 Haley Avenue was issued a Conditional Use Permit in 1997 to be used for a photography studio. In 1998 the additions were made to allow temporary living space of 500 square feet for living space in a building with water and sewer. If approved, the permit is issued to the owners of 821 Haley Avenue, Napoleon, Ohio and last the duration of the agreement.

2. The Planning Commission may recommend such conditions or restrictions on the construction, location, use, and operation of a conditional use as shall be deemed necessary to adequately address the general objectives of the Master Plan and this Planning and Zoning Code after considering those things, as applicable, as listed in subsection (e)

3. The use will be harmonious with and in accordance with the general objectives, or with any specific objective of the City's Master Plan and this Planning and Zoning Code

## DISCUSSION

Schultheis- If they'd just made it into an apartment building, we would've taken it to the Board of Zoning Appeals. Barry- OK, that was going to be my next question, mostly like a zoning thing if it doesn't fit to the zoning then we do a Conditional Use Permit. I was trying to figure out how we got to where we are now. Schultheis- Since it was issued as a Conditional Use Permit, we brought it forth to the Planning Commission, in order for them to issue either a new Conditional Use Permit or we flip it over to the Board of Zoning Appeals.

Barry- And, I guess, my next question would be is do we have situations similar to this where we have a normal residence in what I'll call it a small rental or something on property. I know we have duplexes, and we have obviously areas that are zoned for multi-family. Schultheis- I am not familiar with any other properties within the City of Napoleon that have a separate building as a residential structure at 500 square feet. S.Busche- That was the original, 500 square feet, the addition is larger. Barry-How much larger? S. Busche- Around 720 if I remember correctly. J.Busche- The original part had a kitchen, sink and refrigerator in the original and then we added a bathroom. Barry- So it always had sewer and water. J.Busche- Always. Barry- You just made it a little bit bigger, the year after. J.Busche-Correct. Barry-You did it originally and I vaguely remember it in '97; maybe when I was there it was already done, I don't know. S.Busche- It was originally built as a photography studio/mother-in-law suite. The reason why we added the full bathroom, was because we had the intent, and we had talked with Brent, I know that Kevin has said that Brent didn't file it that way, but that was the understanding with Brent and the reason why we added a full bath was that someday we would have the intent on having this as a mother-in-law suite.

Barry- Is the issue that it's a rental or is it that now it's an occupied residence? Schultheis- Yes, the Codified Ordinances state that only one dwelling per piece of property. I'm not sure of the minimum square footage it would have to have; the square footage for a property for one dwelling would be 5,000 square feet; that's the minimum square footage per property for one dwelling. Barry- So there's not even an option of splitting it off to its own lot. Schultheis- No, their property is not big enough. Barry- My concern is that we're opening a can of worms. Gerken- That was my concern too.

Barry- Steve or Julie is there anything you guys want to specifically say about it. S.Busche- Yeah, I understand 1,000 square feet but I don't know when this was written. I'm sure you all are familiar with people living in tiny houses, you've got to start thinking along what people are actually asking for now. Some of you are aware of how short the shortage of housing is in the community. J. Busche- This is a gentleman that is short-term who bought a business in Holgate and he's renovating his home, trying to get his business up and going, he's from North Carolina and he needed a short-term place. That's what our intent is, I don't believe that we have any intent of having a long-term person. Our family, when they've come to visit us in the past since 1997, has slept out there. Full kitchen, a shower, full bathroom, a living room, a bedroom; it's an efficiency apartment, very nice. S.Busche- I understand what you are saying about opening a can of worms, but you know if you're not making a change to the code and you are looking at situation by situation, this doesn't look like a garage, or a shed or a shack or all of the other things that

Kevin had mentioned, it's built to look like a house. Barry- Right, and it was put on there because it was a business, right which is a little bit different than a residence. We're the Planning Commission, right, and I agree with what you are saying; we have to be thinking long-term. There are things going and are underway to get more housing; it's always an issue, the right housing for the right people. Short-term is especially tricky but once we do it, we've kind of established that it's acceptable and then we're just semantics. We're not the only community that does that. Were notices sent out to the neighbors? Schultheis- Yes. Barry- No complaints from the neighbors obviously, it's been there a long time. J. Busche- When we initially drew up the plans, there were letters circulated and our neighbor, Mr. Eicher who's deceased, he protested because of the full bathroom and he was concerned, why would a photography studio need a full shower and that's when Mr. Damman replied to Mr. Eicher that this would be a living situation in the future. Mr. Eicher accepted that. He was the only person that complained. He was very confused why it was built like a home. Barry- Because he didn't want a home there would be my guess. J. Busche- He was curious why it was a photography studio with a shower. S. Busche- His words were that he was afraid it might be a brothel because of the shower. Barry- I'm sure we have some zoning against that.

Gerken- It wouldn't be like an Air BNB; it would be just for a short-term for someone that's moving in. J. Busche- Well, let me ask you this, I mean we haven't really pursued Air BNB. Is there issues with it being and Air BNB also? Schultheis- The problem is that it's still a separate dwelling; now, if you had the Air BNB in your house, I think that would be OK. I would have to check the zoning to make sure that would fit in that, but as for a separate property, I think that there is still an issue with it being separated, I really do. Barry- The issue that we're still having with this, is that I don't today if you were to build a photography studio, if someone would want to do that in a location like that, that it would get through. Schultheis- As a commercial business, it probably would not fall under that. Yes, they would have a hard time doing that. S. Busche- I think that if you really look at your code, you'll find out that there are specific exceptions made for hair salons, photography studios. Schultheis- Yes, there is. Barry- As a separate unit or to be in the same house? Because I know there's people that would do that. Schultheis- It would be under a separate unit with the Permissible Uses. Barry- We would possibly allow it as a separate unit. Schultheis- Yes. Barry- So it comes down to the difference between a commercial business that was there before and a residence allowing a conceivably, I know it's short-term, but the idea would be to keep it full, right, you don't want it empty. Someone could be living there all of the time. I always like it when the neighbors come to at least let us know their feelings, but I know people don't like to speak in public. Schultheis- I didn't even receive one letter.

J. Busche- Would it help to see pictures? Barry- I've been by it. Gerken- I've been by it. I don't think you could get three trucks in there now in the driveway, could you, with that old truck in there? J. Busche- We would have to double park. Barry- If we grant permit can we have a time-limit on it and re-evaluate after a certain amount of time. Schultheis- That's exactly what this Conditional Use Permit would allow. We can put stipulations on that however we feel is right or however they feel is right. Barry- I'm inclined to say give it a couple of years and review and see if there's any other issues. The only other thing I would ask is if it would just be reviewed by the committee, would they have to reapply or could it just be brought to review by committee.

Schultheis- We can put it back up for review by committee so that they don't have any costs added on it. Gerken- Review in two years. Barry- yes. That gives us a little bit of wiggle room. If word gets out that this is out there and people start popping up and then we can say, no, we are doing this as an evaluation and then we can start looking around and say well, we don't like it, we could change it. Schultheis- Yes. The rule is that if you guys turn it down, it couldn't come back for a year to have it heard. Bialorucki- I like that idea. Barry- And then it still goes to city council. City council normally agrees with what we do, but there's been a few times that they have not.

Motion: Bialorucki Second: Gerken

To approve PC-24-04 Conditional Use Permit with a twenty-four-month review and option to reapprove or disapprove at that time.

Roll call vote on the above motion:

Yea- Bialorucki, Gerken, Barry

Nay-

**Yea-3, Nay-0. Motion Passed.**

#### **ADJOURNMENT**

Motion: Bialorucki Second: Gerken

To adjourn the Planning Commission meeting at 5:23 p.m.

Roll call vote on the above motion:

Yea- Bialorucki, Gerken, Barry,

Nay-

**Yea-3, Nay-0. Motion Passed.**

Approved

---

Tim Barry - Planning Commission Chair



# City of Napoleon, Ohio

Kevin Schultheis, Zoning Admin.

## Code Enforcement

255 West Rivercreek

Napoleon, OH 43545

Telephone: (419) 592-4010 Fax: (419) 599-8393

www.napoleonohio.com

### **Memorandum:**

PC-24-05

Special Use or Conditional Use Permit with a Zoning Permit

**To:** Members of the City Planning Commission

**From:** Kevin Schultheis, Zoning Administrator / Code Enforcement Officer

**Subject:** Special Use or Conditional Use Permit

**Meeting Date:** April 9, 2024 @ 5:00pm

**Hearing:** PC-24-05

### **Background:**

An application for public hearing has been filed by Greg Snyder of 1124 Willards St. Napoleon, Ohio 43545. The applicant is requesting a Special Use or a Conditional Use Permit for small machine shop to build gun silencers with Alcohol, Tobacco and Firearms authorization. The request is pursuant to Chapter 1141 of the Codified Ordinances of Napoleon Ohio. The property is located in an R-2 Low-Density Residential District.

### **Research and Findings:**

1. 1131.01 RESIDENTIAL DISTRICTS ESTABLISHED/GENERAL PROHIBITIONS.

The R-2 LOW-DENSITY RESIDENTIAL DISTRICT provides to preserve the fine tradition of very stable areas presently committed to moderate-density single-family residential development. This District is designed for areas having approved public water supply and sanitary sewer systems.

- (a) **Permissible Uses:** Permissible Uses shall be in accordance with Chapter 1145 of the Napoleon Codified Ordinance.

## **1145.01 TABLE OF PERMISSIBLE USES.**

The Table of Permissible Uses should be read in close conjunction with the definitions of terms set forth in Definitions of Basic Terms and the other interpretive provisions set forth in this Planning and Zoning Code.

- (a) Use of the Designation “P” and “C” in Table of Permissible Uses. When used in connection with a particular use in the Table of Permissible Uses, the letter “P” means that the use is permissible in the indicated zone with a zoning permit issued by the Zoning Administrator. When the letter “P” is **nonexistent** in the Table, then it shall be deemed a no permissive use **unless** a special use or conditional use permit is approved in accordance with this Zoning Code.
- (b) **Jurisdiction Over Uses Otherwise Permissible with a Zoning Permit.** Notwithstanding any other provisions of this Planning and Zoning Code, whenever the Table of Permissible Uses (interpreted in light of subsection (a) hereof and the other provisions of this Planning and Zoning Code) provides that a use is permissible with a zoning permit, and/or a conditional use permit, as applicable, shall nevertheless be required if the Zoning Administrator finds that the proposed use would have an extraordinary impact on neighboring properties or the general public. In making this determination, the Zoning Administrator shall consider, among other factors, whether the use constitutes a change from one principal use classification to another, whether the use is proposed for a site that poses peculiar traffic or other hazards or difficulties, and whether the proposed use is substantially unique or is likely to have impacts that differ substantially from those presented by other uses that are permissible in the zoning district in question.
- (c) **Accessory Uses:**
- C. Home occupations when carried on by the owner-resident of the dwelling when no physical or visual effects are observed beyond the walls of the dwelling.

The applicant is asking for a Special Use or a Conditional Use Permit along with a Zoning Permit to use a two car garage located on the property of 1124 Willard St. Napoleon, Ohio 43545. The Applicant (Greg Snyder) requesting to use the garage as a small machine shop to design and develop silencers for weapons (guns).

Mr. Snyder states the hours of operation would be from approx. 2:30 pm to 6:00 pm with limited noise from the drill press. All work and material will be confined to the interior garage with no outside storage and no testing of the product on site

Alcohol, Tobacco and Firearms would regulate and monitor the quality of the product once approved for the licensing.

(e) **Certificate of Zoning.**

(1) Certificate required. No land shall be occupied or used, and no building hereafter erected, reconstructed, or structurally altered shall be occupied or used, in whole or in part, for any purpose whatsoever, until a certificate of zoning has been issued by the Zoning Administrator, stating that the use is in compliance with all provisions of this Planning and Zoning Code.

(2) Change in use. No change shall be made in the use of land or the use of any building or part thereof now or hereafter erected, reconstructed, or structurally altered without a certificate of zoning having been issued by the Zoning Administrator. Certificate for change in a use shall not be issued unless the premise is in conformity with the provisions of this Planning and Zoning Code.

(f) **Violations.**

(1) No person shall recklessly violate any provision of this Planning and Zoning Code or any condition or restriction contained in a conditional use permit.

**Recommended Conditions:**

In Accordance with Section 1141.02(f)

1. If approved, this permit is issued to the owners of 1124 Willard St. Napoleon, Ohio, and shall last for the duration of their agreement.
2. The Planning Commission may recommend such conditions or restrictions on the construction, location, use, and operation of a conditional use as shall be deemed necessary to adequately address the general objectives of the Master Plan and this Planning and Zoning Code after considering those things, as applicable, as listed in subsection (e)
3. The use will be harmonious with and in accordance with the general objectives, or with any specific objective of the City's Master Plan and this Planning and Zoning Code

Kevin Schultheis, Zoning Administrator / Code Enforcement Officer

# Application for Public Hearing

City of Napoleon, Ohio

I/We hereby request a public hearing to consider the following:

### Planning Commission

(MZON 100.1700.46690)

- Conditional Use  
\$125.00
- Amendment  
\$125.00
- Subdivision in City  
\$75.00 + \$5.00 each, after two
- Preliminary Plat of Development  
\$125.00
- Alley Vacation  
\$25.00 + publication cost

### Preservation Commission

(MZON 100.1700.46690)

- Certificate of Appropriateness  
\$25.00

### Board of Zoning Appeals

(MZON 100.1700.46690)

- Certificate of Zoning  
\$25.00
- Re-Zoning  
\$125.00
- Variance  
\$125.00
- Administrative Appeal  
\$50.00

Address of property:

1124 Willard Street

Description of request:

Small Machine Shop out of garage  
- see attached forms

OWNER(S) NAME (PRINT)

Gregory Snyder

ADDRESS- CITY, STATE, ZIP

1124 Willard Street Napoleon OH

PHONE NUMBER

(419) 717-0230

SIGNATURE

*Gregory Snyder*

**\*\*\*Public hearings are held on the second Tuesday of each month; this petition must be filed with the Zoning Administrator thirty (30) days before the public hearing date. All plans, plats, deeds and other requested information must accompany this application before the hearing will be scheduled.\*\*\***

**APPLICANT MUST BE AN OWNER OR AN AUTHORIZED REPRESENTATIVE EVIDENCED BY LETTER OF APPOINTMENT.**

APPLICANT NAME (PRINT)

Gregory Snyder

APPLICANT SIGNATURE

*Gregory Snyder*

ADDRESS

1124 Willard St

CITY, STATE, ZIP

Napoleon OH 43545

PHONE

(419) 717-0230

Hearing #:

Hearing Date:

Zoning District:

**Office Use Only**

Batch #

Check #

Date



To: Zoning

From: Gregory Snyder

Requested Business Location: 1124 Willard Street

Hello,

I am requesting permission, to start a small machine shop out of my garage. I already have an LLC, and am in the process to get permission from the ATF to make gun silencers. The equipment used will be small hand tools, and small electrical equipment. The finished product will be smaller than 1ft, and only a couple inches in diameter. I will not go over the allowed noise level already set by the City of Napoleon. The process to get approved by the ATF is about a year. After that I will be legally allowed to start getting materials. From that point I will be in the process of making my design, testing, and research. The silencer will be tested at a proper gun range outside of town. Once I make and test the design there will be another waiting period to get a patent. Please allow me the consideration to start this process in my garage. If there are any complaints with noise, I will comply with all Zoning Orders and stop operation. I will follow all city rules and regulations, will be considerate, and no advertisements will be published.

Thank you for your consideration.

-Sincerely, Gregory Snyder

**GREGORY K. SNYDER** 01-14  
1124 WILLARD ST 419-717-0230  
NAPOLEON, OH 43545-1117

3/5/24 *Int*

1539  
56-1580/441 427

CHECK AMOUNT

*City of Napoleon*  
*One Hundred Twenty Five & 00/100* \$125.00



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To *cash*

*Gregory Snyder*

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