

1. Agenda

Documents:

[2026.01.07 COUNCIL AGENDA.PDF](#)

2. Minutes - December 17, 2025

Documents:

[2025.12.17 COUNCIL MINUTES.PDF](#)

3. Police Report (1-7-26)

Documents:

[POLICE REPORT 01-07-2026.PDF](#)

4. City Manager Report - January 7, 2026

Documents:

[MANAGER REPORT \(01.07.26\).PDF](#)

5. Engineer Report (1-7-26)

Documents:

[ENGINEERS REPORT \(01.07.26\).PDF](#)

6. Resolution No. 2025.30 School Travel Plan

Documents:

[RES NO. 2025.30 - SCHOOL TRAVEL PLAN APPLICATION - DATA REQUEST  
MEMO - SUNBURY.PDF](#)  
[RES NO. 2025.30 SCHOOL TRAVEL PLAN GRANT APPLICATION.PDF](#)

7. Resolution No. 2026.02 Adoption Of Cybersecurity Policy

Documents:

[RES NO. 2026.02 ADOPTION OF CYBERSECURITY POLICY.PDF](#)

8. Ordinance 2025.36 Authorizing The City Administrator To Execute A Tax Increment Financing Reimbursement Agreement With Sunbury Development LLC

Documents:

[ORD NO. 2025.36 AUTHORIZING TAX INCREMENT FINANCING  
REIMBURSEMENT AGREEMENT.PDF](#)  
[ORD NO. 2025.36 - EXHIBIT MARKED COPY OF TIF REIMBURSEMENT  
AGREEMENT \(10272025\).PDF](#)  
[ORD NO. 2025.36 EXHIBIT TIF REIMBURSEMENT AGREEMENT - 10-27-25.PDF](#)  
[ORD NO. 2025.36 - EXHIBIT NEWMANROOFING\\_ESTIMATE.PDF](#)

ORD NO. 2025.36 - EXHIBIT NEWMAN ROAD MEMO.PDF  
ORD NO. 2025.36 - EXHIBIT NEWMANN TIF ORIGINAL 2021.52.PDF

9. Ordinance No. 2025.38 The Meadows At Sunbury Apartments Landscaping

Documents:

ORD NO. 2025.38 AMENDING THE SOUTHERN BOUNDARY LANDSCAPE  
SCREENING PLAN.PDF  
MEADOWS AT SUNBURY AMENDMENT - COUNCIL.PDF  
MEADOWS AT SUNBURY APARTMENTS - SITE PLAN 9.2025.PDF  
MEADOWS AT SUNBURY PUBLIC NOTICE - COUNCIL.PDF  
UPDATED SOUTHERN BORDER LANDSCAPE PLAN - MEADOWS AT  
SUNBURY APARTMENTS (2).PDF  
MEADOWS AT SUNBURY APARTMENTS LANDSCAPE UPDATE PHOTOS.PDF

10. Ordinance 2026.04 Approving UDF Commercial Site Plan

Documents:

APPLICATION - UDF, MAJOR COMMERCIAL SITE PLAN (1).PDF  
ELEVATIONS - UDF, MAJOR COMMERCIAL SITE PLAN.PDF  
LANDSCAPE PLAN - UDF, MAJOR COMMERCIAL SITE PLAN.PDF  
STAFF REPORT - UDF, 303 W GRANVILLE STREET.PDF

11. 2026 Council Rules

Documents:

2026 COUNCIL RULES - REDLINE.PDF



**AGENDA OF BUSINESS  
REGULAR MEETING OF COUNCIL  
SUNBURY, OHIO  
January 7, 2026 at 7:30 P.M.**

**SILENT PRAYER & PLEDGE OF ALLEGIANCE**

Oaths of Office – Administered by Mayor Joe St. John

- Damin Cappel, City Council
- Nancy Crawford, City Council
- Tim Gose, City Council
- John Grumney, City Council
- Marc Long, City Council (partial term ending December 31, 2027)

**ROLL CALL:** Mr. Damin Cappel, Mrs. Cindi Cooper, Ms. Nancy Crawford, Mr. Tim Gose, Mr. John Grumney, Mr. Marc Long, and Mr. Joseph St. John.

**MINUTES:**

- December 17, 2025 Meeting Minutes

**VISITORS**

**COMMITTEE REPORTS**

**POLICE REPORT**

**ADMINISTRATOR’S REPORT**

**ENGINEER’S REPORT**

**RESOLUTIONS**

Third Readings

Second Readings

**RESOLUTION 2025.30**

**A RESOLUTION AUTHORIZING THE CITY ADMINISTRATOR TO PREPARE AND SUBMIT A GRANT APPLICATION TO THE OHIO DEPARTMENT OF TRANSPORTATION TO DEVELOP A SAFE ROUTES TO SCHOOL TRAVEL PLAN AND TO EXECUTE CONTRACTS AS REQUIRED**

First Readings

**RESOLUTION 2026.01**

**A RESOLUTION AUTHORIZING THE CITY MANAGER TO ENTER INTO AN INTERGOVERNMENTAL AGREEMENT FOR THE MAINTENANCE OF A SEGMENT OF 3Bs AND K ROAD FROM US36/3R37 TO CHESHIRE ROAD**

**RESOLUTION 2026.02**

**A RESOLUTION TO ESTABLISH A CYBERSECURITY POLICY FOR THE CITY OF SUNBURY**

**AGENDA OF BUSINESS  
REGULAR MEETING OF COUNCIL  
SUNBURY, OHIO  
January 7, 2026 at 7:30 P.M.**

**ORDINANCES**

Third Readings

**ORDINANCE NO. 2025.36**

**AN ORDINANCE AUTHORIZING THE CITY ADMINISTRATOR TO EXECUTE A TAX INCREMENT FINANCING REIMBURSEMENT AGREEMENT WITH SUNBURY DEVELOPMENT, LLC**

Second Readings

**ORDINANCE NO. 2025.38**

**AN ORDINANCE AMENDING THE SOUTHERN BOUNDARY LANDSCAPE SCREENING PLAN FOR AN APPROVED PLANNED COMMERCIAL AREA DEVELOPMENT PLAN FOR THE MEADOWS AT SUNBURY APARTMENTS LOCATED AT 400 OVERLAND DRIVE, SUNBURY, OHIO.**

First Readings

**ORDINANCE NO. 2026.03**

**AN ORDINANCE AWARDING THE CONTRACT FOR JR SMITH PARK IMPROVEMENTS TO 2K GENERAL COMPANY, INC. OF DELAWARE COUNTY AND DECLARING AN EMERGENCY**

**ORDINANCE 2026.04**

**AN ORDINANCE APPROVING THE COMMERCIAL SITE PLAN AND BUILDING APPLICATION OF UNITED DAIRY FARMERS FOR THE REDEVELOPMENT OF A NEW CONVENIENCE STORE AND FUELING STATION TO BE LOCATED AT 303 W. GRANVILLE STREET.**

**NEW / UNFINISHED BUSINESS**

- City Council Rules for 2026
- City Council and Public Board Appointments
  - i. Executive Session per ORC 121.22(G)(1) – to consider the appointment, employment, dismissal, discipline, promotion, demotion, or compensation of a public official or employee.
- Return to public session and consider appointments.
  - i. Selection of City Council President
  - ii. Board of Zoning Appeals – Appointment
  - iii. New Community Authority - Appointments

**AGENDA OF BUSINESS  
REGULAR MEETING OF COUNCIL  
SUNBURY, OHIO  
January 7, 2026 at 7:30 P.M.**

**ADJOURNMENT**

- Regular Meeting – January 21, 2026 at 7:30 pm

**City of Sunbury  
Regular Council Minutes  
December 17, 2025**

Mayor Joe St. John opened the Sunbury City Council (“Council”) meeting at 7:30 p.m., December 17, 2025, with a moment of silent prayer and then the Pledge of Allegiance.

**ROLL CALL**

Those answering roll call: Molly Drayer, Cindi Cooper, Dave Martin, Damin Cappel, Tim Gose, John Grumney, and Joseph St. John. Other staff in attendance included City Administrator Daryl Hennessy, Legal Counsel Dave Brehm, Clerk of Council Alyssa Graziano, and Deputy Police Chief Shawn Wade.

**MINUTES**

Motion by **Cooper** and seconded by **Martin** to approve the December 3, 2025, regular meeting minutes. Upon roll, 7 yeas; the minutes were approved.

**VISITORS**

There were no visitors who wished to speak to Council.

**COMMITTEE REPORTS**

Mr. Grumney stated that the Finance Committee met this evening, where Ms. Steffan reviewed several key items, including the 2026 budget and upcoming capital projects. The committee also discussed the third reading of the wage and salary ordinance. He also mentioned that the cybersecurity program is expected to be completed in January 2026. The meeting concluded with a review of year-to-date financial reports, including revenues, expenses, the check register, and tax collections.

Mr. Martin highlighted the Fire Department Employee Appreciation Banquet, noting that everyone had a tremendous time and that the event had a wonderful family atmosphere. He also reported that the regular Fire Board meeting went smoothly, with finances in good shape and the board managing business very effectively. The second building remains on track to open in March 2026, with the Fire Chief and Assistant Fire Chief closely overseeing the contractors to ensure the project stays on schedule. Mr. Gose stated that there was a special Fire Board meeting that was held earlier in the month, but it immediately went into executive session.

**POLICE REPORT**

Deputy Police Chief Wade reported that recent Christmas party received overwhelmingly positive feedback. He highlighted community engagement efforts, including Officer Belcher’s participation in the “Shop with a Cop” program, as well as officers’ involvement in Operation Santa’s Sleigh at Nationwide Children’s Hospital. On the training front, Sergeant Meade is enrolled in the upcoming leadership development class, following the recent completion of the program by Sergeant Meacham and Sergeant Holden. Once completed, all three sergeants will have participated in this important leadership training.

**ADMINISTRATOR’S REPORT**

Mr. Hennessy thanked everyone who assisted with Christmas on the Square, noting that it was a safe and successful event. Regarding snow and ice management, he noted that the recent storm was the most significant to date, and while the team learned lessons for future events, communication with residents about parking could have been improved. Mr. Hennessy also highlighted that the Services team is now maintaining 76 lane miles of roadway, up from the previous estimate of 60 miles. He concluded by thanking the team for their hard work and welcoming any suggestions for further improvements.

**ENGINEER’S REPORT**

Ms. Odebralski reported that the long-awaited bid opening for J.R. Smith Park was held on December 12th with three bidders, and the low bid of \$3.57 million came in remarkably close to the engineer’s estimate of

**City of Sunbury  
Regular Council Minutes  
December 17, 2025**

just over \$3.55 million. All bids, including base and alternate bids, were reviewed for accuracy, and Verdantas, the design team, will provide a recommendation to award the contract, which is planned to go before council in January 2026. She also noted that winter weather has delayed some projects, including the corner parking lot, with completion and striping dependent on favorable conditions. Additionally, the Delco Water Company's waterline project on Cherry Street has been delayed for three to four weeks, with installation and service expected to be completed by the end of January 2026.

**RESOLUTIONS**

**RESOLUTION NO. 2025.28**

**RESOLUTION ACCEPTING THE ROADWAY SAFETY ACTION PLAN: SAFE STREETS AND ROADS FOR ALL PRESENTED BY VERDANTAS AND DIRECTING CITY STAFF TO WORK TOWARD IMPLEMENTING THE PLAN**

Motion on the Resolution by **Cappel**, seconded by **Gose**, upon roll approved 7-0.

**RESOLUTION 2025.30**

**A RESOLUTION AUTHORIZING THE CITY ADMINISTRATOR TO PREPARE AND SUBMIT A GRANT APPLICATION TO THE OHIO DEPARTMENT OF TRANSPORTATION TO DEVELOP A SAFE ROUTES TO SCHOOL TRAVEL PLAN AND TO EXECUTE CONTRACTS AS REQUIRED**

Council conducted the first reading of the Resolution.

**ORDINANCES**

**ORDINANCE NO. 2025.35**

**AN ORDINANCE AUTHORIZING THE CITY ADMINISTRATOR TO ACCEPT A RIGHT OF WAY EASEMENT FROM SUNBURY DEVELOPMENT LLC TO THE CITY OF SUNBURY AND DECLARING AN EMERGENCY**

Motion on the Emergency by **Grumney**, seconded by **St. John**, upon roll approved 7-0.

Motion on the Ordinance by **Grumney**, seconded by **Drayer**, upon roll approved 7-0.

**ORDINANCE 2026.01**

**AN ORDINANCE TO APPROVE EXPENSES AND OTHER EXPENDITURES OF THE CITY OF SUNBURY, DELAWARE COUNTY, STATE OF OHIO, DURING THE FISCAL YEAR BEGINNING JANUARY 1, 2026 AND ENDING DECEMBER 31, 2026**

Motion on the Ordinance by **Martin**, seconded by **Gose**, upon roll approved 7-0.

**ORDINANCE NO. 2026.02**

**AN ORDINANCE ADOPTING WAGE AND SALARY STRUCTURES FOR THE CITY OF SUNBURY FOR THE FISCAL YEAR COMMENCING JANUARY 1, 2026**

Motion on the Ordinance by **St. John**, seconded by **Grumney**, upon roll approved 7-0.

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Regular Council Minutes  
December 17, 2025**

**ORDINANCE NO. 2025.36**

**AN ORDINANCE AUTHORIZING THE CITY ADMINISTRATOR TO EXECUTE A TAX INCREMENT FINANCING REIMBURSEMENT AGREEMENT WITH SUNBURY DEVELOPMENT, LLC**

Council conducted the second reading of the Ordinance.

**ORDINANCE NO. 2025.37**

**AN ORDINANCE DECLARING THE IMPROVEMENT TO A CERTAIN PARCEL OF REAL PROPERTY TO BE A PUBLIC PURPOSE AND EXEMPT FROM TAXATION; ESTABLISHING A MUNICIPAL PUBLIC IMPROVEMENT TAX INCREMENT EQUIVALENT FUND AND PROVIDING FOR THE COLLECTION AND DEPOSIT OF SERVICE PAYMENTS INTO THAT FUND; SPECIFYING THE PUBLIC INFRASTRUCTURE IMPROVEMENTS DIRECTLY BENEFITING THE PARCEL; AND DECLARING AN EMERGENCY.**

Motion to Suspend the Rules by **Cooper**, seconded by **St. John**, upon roll approved 7-0.

Motion on the Emergency by **Cooper**, seconded by **St. John**, upon roll approved 7-0.

Motion on the Ordinance by **Cooper**, seconded by **St. John**, upon roll approved 7-0.

**ORDINANCE NO. 2025.38**

**AN ORDINANCE AMENDING THE SOUTHERN BOUNDARY LANDSCAPE SCREENING PLAN FOR AN APPROVED PLANNED COMMERCIAL AREA DEVELOPMENT PLAN FOR THE MEADOWS AT SUNBURY APARTMENTS LOCATED AT 400 OVERLAND DRIVE, SUNBURY, OHIO.**

Council conducted the second reading of the Ordinance.

**NEW / UNFINISHED BUSINESS**

Motion by **St. John** to appoint Alyssa Graziano as an alternate Clerk of Council, seconded by **Martin**, upon roll approved 7-0

Motion by **Cooper** to approve the Special Event Permit Policy and Rental Policy, seconded by **Cappel**, upon roll approved 7-0.

Motion by **St. John** to cancel the December 31, 2025, council meeting, seconded by **Gose**, upon roll approved 6-1 (Drayer no).

Mayor St. John read a proclamation declaring December 17, 2025, Dave Martin Appreciation Day in Sunbury, Ohio. He highlighted Mr. Martin's extensive dedication to the residents of Sunbury and the surrounding area through his decades long career in public service, community involvement, and civic leadership. Mayor St. John then presented Mr. Martin the key to the city and thanked him for his support of our community.

Motion by **St. John** to enter into executive session, seconded by **Cooper**, upon roll approved 7-0.

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Motion by **St. John** to reconvene in public session, seconded by **Grunney**, upon roll approved 7-0.

Motion by **St. John** to appoint Marc Long to City Council to fill the remainder of Molly Drayer's term ending December 31, 2027, seconded by **Cooper**, upon roll approved 6-0-1.

Motion by **St. John** to appoint Shannon Stark to the Planning and Zoning Commission, Keith Palma to the Planning and Zoning Commission, Kurt Shrewsbury to the Board of Zoning Appeals, Barry Bennett to the Board of Zoning Appeals, Jody Grieger to the Joint Recreation District, and Amy Berger to the Personnel Board of Appeals, seconded by **Cooper**, upon roll approved 7-0.

**ADJOURNMENT**

There being no further business for the Council, **Martin** moved to adjourn. The motion was seconded by **Gose**. Upon roll approved 7-0.

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**Joseph St. John, Mayor**

**ATTEST:**

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**Alyssa Graziano, Clerk of Council**

**Council Meeting  
January 7, 2026  
Police Report**

**I. General Information**

- A.** The holidays all went well, and we had NO major incidents. The Department has 2 officers still in training but should be released soon to cover shifts. Detective Castrilla has agreed to stay with us and help with patrol until all the new hires are out of training.

**2. Training Requirements**

- A.** All of our officers have completed the required training hours and OPOTA has received the records and listed us as compliant. We have been in-service training to cover Firearms, Shields, Tasers and other Tactical Training.

**3. End of year report**

- A.** We are preparing to have Officers coming into council and giving a yearend report on each division. We will try and break this down over the two council meetings in February.

Attached is a comparison of total calls for service for 2024 and 2025. The breakdown of calls will better be explained in the February presentations.

**Questions:**



|                  |           |
|------------------|-----------|
| Primary Unit ORI | OH0210700 |
| Police ORI       | All       |
| Create Date Year | Year 2025 |

2025 YTD

| Call Count                       | MONTH | FEB | MAR | APR | May | JUN | JUL | August | September | October | November | December | TOTAL |
|----------------------------------|-------|-----|-----|-----|-----|-----|-----|--------|-----------|---------|----------|----------|-------|
| NATURE CODE                      | JAN   |     |     |     |     |     |     |        |           |         |          |          |       |
| >New Call<                       |       |     |     |     |     |     |     |        |           |         |          |          | 1     |
| 911 HANGUP/OPEN/MISDIAL          |       |     | 1   |     |     |     | 1   |        | 1         |         |          | 3        | 8     |
| 911-CELLULAR HANGUP/OPEN/MISDIAL |       |     | 1   | 2   |     | 2   |     | 2      | 3         |         |          | 2        | 13    |
| A/A INJURY                       | 1     |     | 1   | 1   |     |     | 1   |        | 1         |         |          | 2        | 7     |
| A/A NON-INJURY                   | 10    | 9   | 4   | 7   | 11  | 9   | 8   | 7      | 10        |         | 7        | 11       | 105   |
| A/A NON-INJURY HIT SKIP          | 1     | 4   | 3   | 2   | 5   | 2   | 1   | 2      |           |         | 6        |          | 28    |
| ALLERGIC REACTION                |       |     |     |     |     |     |     |        |           |         |          | 1        | 1     |
| ANIMAL BITE                      |       |     |     |     |     | 1   |     | 1      |           | 1       |          |          | 3     |
| ANIMAL CALL                      | 8     | 2   | 2   | 5   | 5   | 3   | 7   | 4      | 7         | 8       |          | 5        | 59    |
| ASSAULT                          | 1     | 1   |     | 1   |     |     |     | 1      | 1         |         |          |          | 7     |
| ASSIST OTHER AGENCY / UNIT       |       | 8   | 2   | 5   | 4   | 1   | 5   | 1      |           | 1       |          | 3        | 31    |
| B&E                              | 1     |     |     |     | 1   |     |     |        | 1         |         |          | 1        | 4     |
| BARKING DOG                      |       |     |     | 1   | 2   |     |     |        | 1         |         |          |          | 5     |
| BURGLAR ALARM                    | 10    | 10  | 10  | 15  | 16  | 24  | 17  | 15     | 17        | 28      |          | 18       | 204   |
| BURGLARY                         |       |     | 1   | 1   |     | 2   | 3   | 1      |           |         |          | 1        | 9     |
| BUSINESS / HOUSE CHECK           | 144   | 96  | 80  | 155 | 146 | 94  | 109 | 116    | 104       | 121     | 99       | 143      | 1407  |
| CIVIL COMPLAINT                  | 3     | 6   | 3   | 3   | 3   | 10  | 3   | 8      | 4         | 4       | 6        | 5        | 58    |
| CIVIL PAPER                      | 1     |     |     | 1   |     | 1   |     | 2      |           |         |          |          | 6     |
| COMMUNITY ENGAGEMENT             | 1     | 3   | 1   | 1   | 5   | 4   | 3   | 1      | 5         | 3       | 5        | 2        | 34    |
| DIABETIC PROBLEM                 |       | 1   |     |     |     |     |     |        |           |         |          |          | 1     |
| DISABLED VEHICLE                 | 9     | 12  | 6   | 5   | 4   | 1   | 9   | 6      | 6         | 15      | 7        | 7        | 87    |
| DOMESTIC                         | 4     | 6   | 3   | 6   | 9   | 4   | 3   | 3      | 9         | 5       | 3        | 8        | 63    |
| DRUNK                            |       |     | 1   |     |     | 1   | 1   |        |           |         | 1        |          | 4     |
| DUI REPORTED                     | 3     |     | 1   | 1   | 1   | 1   |     | 1      |           | 1       | 1        | 1        | 10    |
| DUPLICATE CALL                   |       |     |     |     | 1   |     |     |        |           |         |          |          | 4     |
| EMERGENCY NOTIFICATION           |       |     |     |     |     |     |     |        |           |         |          |          | 1     |
| ESCORT / TRANSPORT / PARADE      | 1     |     |     |     |     |     |     |        |           |         |          |          | 1     |
| EXTRA PATROL                     |       |     | 2   | 1   | 1   |     |     |        |           |         |          |          | 4     |



| NATURE CODE                     | JAN | FEB | MAR | APR | May | JUN | JUL | August | September | October | November | December | TOTAL |
|---------------------------------|-----|-----|-----|-----|-----|-----|-----|--------|-----------|---------|----------|----------|-------|
| FIGHT                           |     | 1   |     |     |     |     |     |        | 1         |         | 2        | 1        | 5     |
| FIRE - OPEN BURN                | 1   |     |     |     |     |     |     |        |           |         |          |          | 1     |
| FIRE ALARM - SCHOOLS            |     |     |     | 1   |     |     |     |        |           |         | 1        |          | 2     |
| FOLLOW-UP / INVESTIGATION       | 20  | 10  | 8   | 6   | 11  | 13  | 18  | 20     | 25        | 20      | 18       | 42       | 211   |
| FORGERY / BAD CHECK             |     |     | 1   |     |     |     | 1   |        | 1         |         |          |          | 2     |
| FOUND CHILD                     |     |     |     | 1   |     |     |     |        |           |         |          |          | 2     |
| FOUND PROPERTY                  | 1   | 1   | 1   | 2   | 3   | 8   | 4   | 6      | 3         | 2       | 6        | 4        | 41    |
| FUEL SPILL                      |     |     |     |     |     | 1   |     |        |           |         |          |          | 1     |
| HARASSMENT/THREATS              | 4   | 10  | 4   | 4   | 7   | 8   | 5   | 5      | 4         | 6       | 7        | 7        | 71    |
| HOLDUP ALARM                    |     |     |     |     |     | 1   |     |        | 2         |         | 2        | 4        | 9     |
| INJURED PERSON - BASIC          | 1   |     |     |     |     |     |     | 1      | 1         |         |          | 1        | 4     |
| INJURY - PREVIOUS AUTO ACCIDENT |     |     |     |     |     |     |     |        | 2         |         |          |          | 2     |
| JUVENILE - RUNAWAY              | 1   | 2   |     |     | 2   | 2   |     | 2      |           |         | 1        | 1        | 11    |
| JUVENILE - UNRULY               | 3   | 2   | 1   | 4   | 2   | 1   | 2   | 4      | 4         | 2       | 2        | 4        | 31    |
| JUVENILE COMPLAINT              | 5   | 1   | 4   | 8   | 6   | 8   | 4   | 4      | 1         | 6       | 9        | 5        | 61    |
| LOCKOUT - VEHICLE/OTHER         | 5   | 10  | 8   | 9   | 8   | 8   | 8   | 3      | 3         | 4       | 10       | 3        | 79    |
| LOST PROPERTY                   |     |     |     |     |     | 1   |     |        |           | 1       | 1        | 1        | 4     |
| LOUD DISTURBANCE                | 1   | 3   | 1   | 1   | 1   | 1   | 4   | 1      | 1         | 2       | 2        | 2        | 20    |
| LOUD MUSIC                      | 1   |     |     |     | 2   | 1   | 1   |        |           | 3       |          |          | 8     |
| MEET IN PERSON                  | 4   | 4   | 2   | 4   | 4   | 4   | 7   | 4      | 6         | 6       | 5        | 3        | 53    |
| MENTAL HEALTH CRISIS            | 2   |     | 1   | 2   | 2   | 3   | 1   | 1      | 2         | 1       | 3        | 1        | 19    |
| MISSING CHILD                   |     | 1   |     | 1   | 1   | 1   |     | 2      |           | 1       |          |          | 7     |
| MISSING PERSON                  | 1   |     |     |     |     |     |     |        |           |         |          |          | 3     |
| MOTORCYCLE / ATV                |     |     |     |     |     | 2   | 3   |        |           |         |          |          | 5     |
| NEIGHBOR TROUBLE                |     |     | 1   |     | 4   |     |     | 2      | 1         |         |          | 1        | 9     |
| NO DISPATCH                     |     |     |     |     | 1   | 1   |     | 1      |           |         |          |          | 3     |
| OPEN DOOR                       | 2   | 2   | 2   | 2   | 1   | 3   | 4   | 2      | 2         | 1       | 1        | 1        | 25    |
| PANIC / DURESS ALARM            |     | 1   | 2   | 1   | 1   |     |     | 1      | 1         | 1       | 1        | 1        | 10    |
| PARKING COMPLAINT               | 7   | 4   | 4   | 4   | 2   | 1   | 5   | 4      | 7         | 5       | 4        | 5        | 52    |
| PRISONER TRANSPORT/DETAIL       | 1   | 1   |     |     |     |     |     |        |           |         |          |          | 2     |
| PRIVATE IMPOUND                 |     |     |     |     |     |     |     |        |           | 1       |          |          | 1     |
| RECKLESS DRIVER                 | 6   | 9   | 7   | 9   | 3   | 7   | 7   | 3      | 7         | 11      | 8        | 4        | 81    |
| ROAD BLOCKED / TRAFFIC JAM      | 3   | 2   | 3   | 4   | 8   | 4   | 4   | 2      | 2         | 9       | 5        | 4        | 50    |

| NATURE CODE                      | JAN | FEB | MAR | APR | May | JUN | JUL | August | September | October | November | December | TOTAL |
|----------------------------------|-----|-----|-----|-----|-----|-----|-----|--------|-----------|---------|----------|----------|-------|
| ROBBERY                          |     |     |     |     |     | 1   |     |        |           |         |          |          | 1     |
| SEIZURE                          |     | 1   |     |     |     |     |     |        | 2         | 1       |          | 1        | 5     |
| SERVICE RUN - FIRE               |     | 1   | 1   |     | 1   |     |     |        |           | 2       | 2        |          | 5     |
| SEX OFFENSE                      |     |     |     | 1   | 1   | 1   |     | 1      | 2         | 2       |          | 3        | 11    |
| SHOOTING - SOUNDS OF SHOTS FIRED | 1   |     |     |     |     |     |     |        |           |         |          |          | 1     |
| SICK PERSON                      |     | 1   | 1   | 2   |     |     | 2   | 1      |           | 2       |          | 2        | 11    |
| SPECIAL DETAIL                   | 1   |     |     |     | 2   |     |     |        |           |         |          | 1        | 4     |
| SPEEDING COMPLAINT               |     |     |     | 1   |     |     |     | 2      | 2         |         |          | 2        | 7     |
| STOLEN VEHICLE                   | 1   |     | 3   |     |     |     | 1   |        | 2         |         |          | 3        | 11    |
| SUICIDE                          |     | 1   |     |     |     |     |     |        |           |         |          |          | 1     |
| SUICIDE ATTEMPT                  |     |     | 2   | 1   |     | 1   |     |        |           |         |          |          | 6     |
| SUSPICIOUS ACTIVITY              |     |     |     |     |     |     |     |        |           |         |          | 1        | 1     |
| SUSPICIOUS MAIL                  |     |     |     |     |     |     |     |        |           |         |          |          | 1     |
| SUSPICIOUS PERSON                | 6   | 4   | 7   | 14  | 14  | 11  | 15  | 9      | 9         | 11      |          | 5        | 113   |
| SUSPICIOUS PERSON/VEHICLE        | 15  | 5   | 6   | 9   | 14  | 6   | 10  | 15     | 7         | 11      |          | 9        | 117   |
| SUSPICIOUS VEHICLE               | 7   | 1   | 6   | 2   | 4   | 6   | 8   | 5      | 5         | 11      |          | 5        | 67    |
| TEST CALL                        |     |     |     |     |     |     |     | 1      |           |         |          |          | 1     |
| THEFT                            | 5   | 3   | 4   | 10  | 6   | 5   | 4   | 12     | 6         | 4       |          | 14       | 79    |
| TRAFFIC CONTROL / DETAIL         |     |     |     | 3   | 2   |     | 2   |        | 1         |         |          | 3        | 15    |
| TRAFFIC STOP                     | 108 | 140 | 111 | 201 | 213 | 149 | 138 | 182    | 198       | 223     |          | 147      | 153   |
| TRAINING                         | 1   |     |     |     |     |     |     |        |           |         |          |          | 1     |
| TRASH DUMPING                    |     |     |     |     |     |     | 1   |        |           | 1       |          |          | 2     |
| UNRESPONSIVE / UNCONSCIOUS       |     | 1   | 1   |     |     |     |     |        |           |         |          |          | 2     |
| VANDALISM                        |     |     | 2   | 1   |     |     | 1   | 2      |           | 1       |          | 1        | 9     |
| WALK IN                          |     |     |     |     |     |     |     |        | 1         |         |          |          | 1     |
| WANTED VEHICLE                   |     |     |     |     |     |     | 1   | 2      |           | 2       |          |          | 6     |
| WARRANT                          |     | 1   |     | 2   | 1   | 2   | 2   | 2      | 1         | 2       |          | 1        | 18    |
| WELL BEING CHECK                 | 4   | 9   | 8   | 9   | 11  | 9   | 10  | 12     | 14        | 7       |          | 9        | 106   |
| WIRES DOWN                       |     | 1   | 1   | 1   |     |     |     |        |           |         |          |          | 3     |
| TOTAL                            | 415 | 392 | 326 | 533 | 552 | 430 | 444 | 487    | 497       | 564     | 460      | 518      | 5618  |



Primary Unit: ORI OH0210700  
 Police ORI All  
 Create Date: Year Year 2024

| Call Count                       | Column Labels |          |       |       |     |      |      |        |           |         |          |          |             |  |
|----------------------------------|---------------|----------|-------|-------|-----|------|------|--------|-----------|---------|----------|----------|-------------|--|
| Row Labels                       | January       | February | March | April | May | June | July | August | September | October | November | December | Grand Total |  |
| >New Call<                       |               | 2        |       | 1     |     |      |      |        |           | 1       | 1        |          | 5           |  |
| 911 HANGUP/OPEN/MISDIAL          | 2             | 2        |       | 1     | 1   |      |      | 4      |           |         |          |          | 12          |  |
| 911-CELLULAR HANGUP/OPEN/MISDIAL |               | 3        | 2     | 1     |     |      |      | 1      |           |         |          |          | 7           |  |
| A/A INJURY                       |               |          | 1     |       |     |      |      | 2      |           |         |          |          | 4           |  |
| A/A NON-INJURY                   | 7             | 6        | 4     | 9     | 6   | 7    | 6    | 8      | 10        | 7       | 7        | 8        | 85          |  |
| A/A NON-INJURY HIT SKIP          | 1             | 2        | 2     | 5     | 1   | 3    | 2    | 3      | 1         | 5       | 3        | 3        | 31          |  |
| ANIMAL CALL                      | 2             | 7        | 6     | 7     | 12  | 9    | 4    | 5      | 4         | 6       | 5        |          | 67          |  |
| ASSAULT                          |               |          |       | 2     | 3   | 1    | 1    |        | 1         | 2       |          |          | 9           |  |
| ASSIST OTHER AGENCY / UNIT       | 2             | 4        | 4     | 3     | 3   | 5    | 3    | 4      | 1         | 5       | 3        | 2        | 39          |  |
| B&E                              |               | 1        |       |       |     | 1    | 1    |        |           |         |          |          | 3           |  |
| BARKING DOG                      |               |          |       | 1     |     | 1    |      | 1      | 2         | 3       | 3        |          | 11          |  |
| BLEEDING/LACERATION - NON TRAUMA |               | 1        |       |       |     |      |      |        |           |         |          |          | 1           |  |
| BURGLAR ALARM                    | 22            | 14       | 19    | 19    | 14  | 17   | 24   | 12     | 19        | 29      | 17       | 21       | 227         |  |
| BURGLARY                         | 1             | 4        |       |       |     |      |      | 1      | 1         |         |          | 1        | 8           |  |
| BUSINESS / HOUSE CHECK           | 130           | 100      | 84    | 84    | 99  | 102  | 88   | 70     | 77        | 103     | 84       | 94       | 1115        |  |
| CIVIL COMPLAINT                  | 5             | 4        | 10    | 4     | 8   | 6    | 9    | 8      | 2         | 5       | 2        | 7        | 70          |  |
| CIVIL PAPER                      |               |          | 1     |       |     | 1    |      |        |           |         |          |          | 2           |  |
| COMMUNITY ENGAGEMENT             |               |          | 2     | 1     |     | 3    | 2    | 7      | 2         | 4       |          |          | 21          |  |
| DIABETIC PROBLEM                 |               |          |       |       |     |      | 1    |        |           |         |          |          | 1           |  |
| DISABLED VEHICLE                 | 6             | 8        | 5     | 8     | 9   | 8    | 10   | 5      | 8         | 2       | 7        | 5        | 81          |  |
| DOMESTIC                         | 6             | 3        | 2     | 2     | 3   | 1    | 6    | 1      | 3         | 2       | 2        | 4        | 35          |  |
| DRUGS / NARCOTICS                | 1             | 1        | 2     |       |     |      |      | 1      | 1         |         |          |          | 6           |  |
| DRUNK                            |               |          |       |       |     |      | 1    | 1      |           |         |          |          | 2           |  |
| DUI REPORTED                     | 1             | 2        | 1     |       | 1   | 4    | 2    | 2      | 1         |         | 1        |          | 15          |  |
| DUPLICATE CALL                   |               |          |       | 1     | 1   |      |      |        | 1         |         |          |          | 3           |  |
| ESCORT / TRANSPORT / PARADE      |               |          | 1     |       |     |      |      |        |           |         |          |          | 1           |  |
| EXPOSER                          |               |          |       |       |     |      |      | 1      |           |         |          |          | 1           |  |
| EXTRA PATROL                     |               |          |       |       | 2   | 1    |      | 1      |           | 1       |          |          | 5           |  |
| FIGHT                            |               |          |       |       | 1   |      |      | 1      | 1         |         |          |          | 3           |  |
| FIRE - ODOR INVESTIGATION        |               |          |       |       |     |      |      |        |           | 1       |          |          | 1           |  |
| FIRE - VEHICLE                   |               |          |       |       |     |      | 1    |        |           |         |          |          | 1           |  |
| FOLLOW-UP / INVESTIGATION        | 21            | 10       | 25    | 24    | 29  | 22   | 25   | 23     | 12        | 18      | 12       | 9        | 230         |  |
| FORGERY / BAD CHECK              |               | 1        | 2     |       |     |      |      | 1      |           |         |          |          | 4           |  |
| FOUND CHILD                      |               |          |       |       |     |      | 1    |        |           |         |          |          | 1           |  |
| FOUND PROPERTY                   | 2             |          | 2     | 6     | 4   | 4    | 3    | 3      | 7         |         | 2        | 2        | 35          |  |



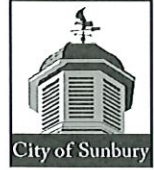
[illegible]

|                            |     |     |     |     |     |     |     |     |     |     |     |     |      |
|----------------------------|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|------|
| SUSPICIOUS PERSON          | 6   | 8   | 4   | 8   | 14  | 15  | 6   | 14  | 10  | 11  | 8   | 8   | 112  |
| SUSPICIOUS PERSON/VEHICLE  | 8   | 7   | 14  | 17  | 9   | 14  | 4   | 10  | 5   | 9   | 6   | 6   | 109  |
| SUSPICIOUS VEHICLE         | 2   | 4   | 2   | 3   | 6   | 5   | 7   | 7   | 4   | 6   | 5   | 3   | 54   |
| TAKE REPORT                |     | 1   |     |     |     |     |     |     |     |     |     |     | 1    |
| TEST CALL                  |     |     |     |     |     |     |     | 1   |     |     |     |     | 1    |
| THEFT                      | 9   | 4   | 5   | 5   | 6   | 10  | 5   | 8   | 10  | 5   | 4   | 1   | 72   |
| TRAFFIC CONTROL / DETAIL   |     |     |     | 1   | 1   |     | 1   | 1   | 2   |     |     | 2   | 8    |
| TRAFFIC STOP               | 97  | 156 | 131 | 115 | 159 | 150 | 92  | 84  | 55  | 114 | 78  | 107 | 1338 |
| TRASH DUMPING              |     |     |     |     | 1   |     |     | 1   |     |     |     |     | 2    |
| UNRESPONSIVE / UNCONSCIOUS |     |     |     |     |     | 1   |     |     |     |     |     |     | 1    |
| VANDALISM                  | 2   | 1   |     | 6   |     | 4   | 4   | 3   | 2   | 5   | 3   | 2   | 32   |
| WALK IN                    |     |     |     | 2   |     |     |     |     |     | 1   |     |     | 4    |
| WANTED VEHICLE             |     | 1   |     |     |     |     | 1   | 1   |     |     |     |     | 4    |
| WARRANT                    | 4   |     | 1   | 1   |     |     | 1   | 1   |     |     | 3   | 4   | 15   |
| WELL BEING CHECK           | 5   | 10  | 4   | 4   | 12  | 9   | 3   | 10  | 14  | 9   | 9   | 5   | 94   |
| WIRES DOWN                 |     |     | 2   |     |     |     |     |     |     |     |     |     | 2    |
| Grand Total                | 380 | 403 | 386 | 400 | 470 | 455 | 372 | 362 | 304 | 416 | 316 | 347 | 4611 |



## City of Sunbury

9 E Granville Street P.O. Box 508  
Sunbury, Ohio 43074  
Ph. (740) 965-2684  
www.sunburyohio.org



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### MEMORANDUM TO THE MAYOR AND MEMBERS OF CITY COUNCIL

**FROM:** Daryl Hennessy  
City Manager

**SUBJECT:** City Manager Report

**DATE:** January 7, 2026

#### **ADMINISTRATION**

**Request for Proposals (RFP).** City staff are finalizing two RFPs for public release later this month. The City will be seeking qualified professionals interested in providing advocacy and photo/video production services. The RFPs anticipate the option of selecting multiple individuals/firms to provide such professional services based on the qualifications of the proposers and the City's needs.

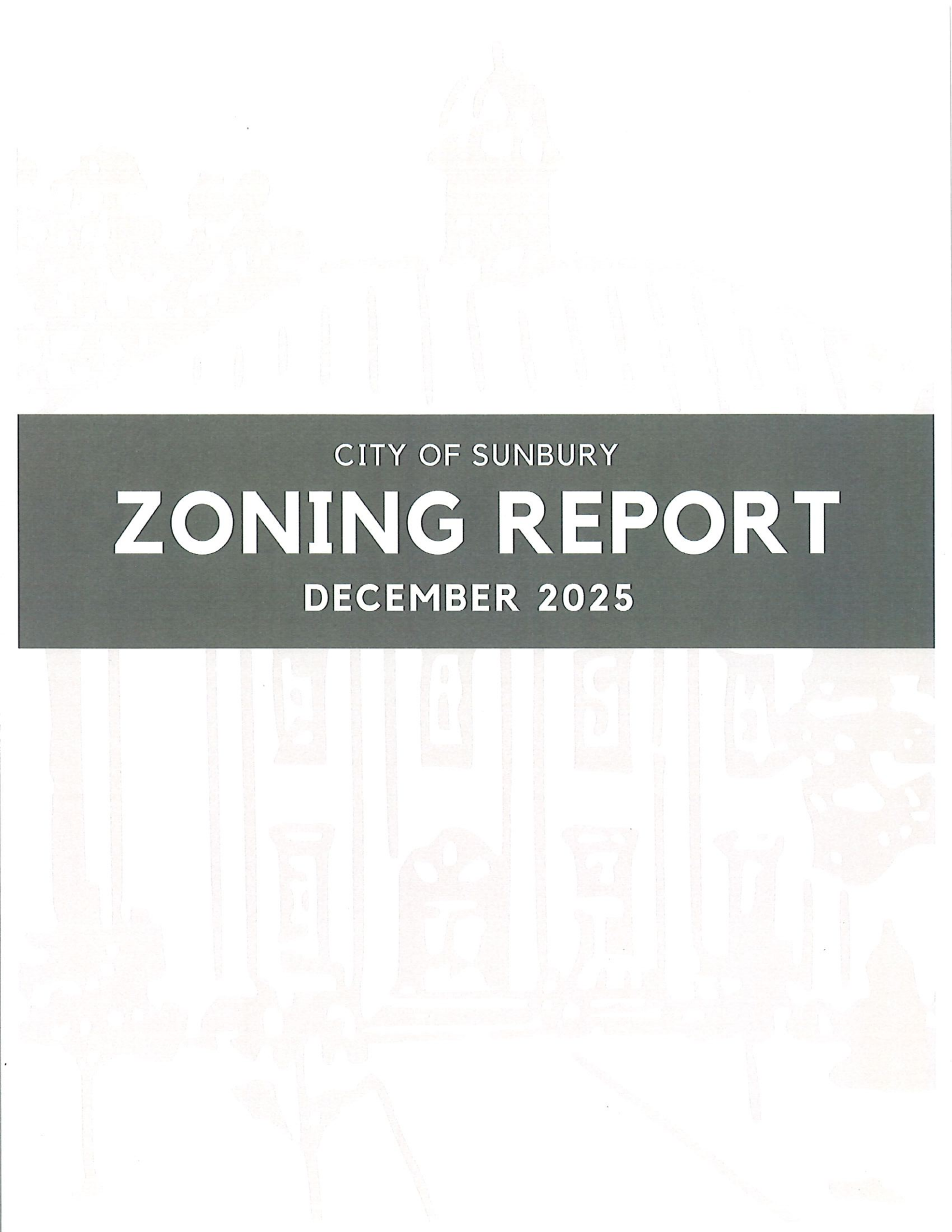
**Municipal Building Renovations.** Progress continues to be made on renovations to the lower level of the municipal building. Sewer repairs and unanticipated building permit requirements have delayed the project completion by approximately one month. Substantial completion is now expected to be January 31, 2026.

#### **COMMUNITY AND ECONOMIC DEVELOPMENT**

**2025 Zoning Report.** Attached are select pages from the final zoning report for 2025. A total of 124 zoning certificates were issued for 271 new housing units. Nearly 43.2% of certificates were issued for new single family housing (117 units) with the remaining 154 units attributed to the Northport Place development near Africa Road.

**Eastern Delaware County Joint Recreation District.** The total number of responses to the initial community center survey is now up to nearly 1,400 after a surge of responses were received over the holiday break. Pizzuti Solutions is planning to host another community meeting in mid-February to summarize the results of the initial community survey and conduct an interactive session focused on community center programming and site location criteria. Broader promotion of the community meeting will begin after confirming location details and further discussion with the JRD Board.

Attachment



CITY OF SUNBURY

# ZONING REPORT

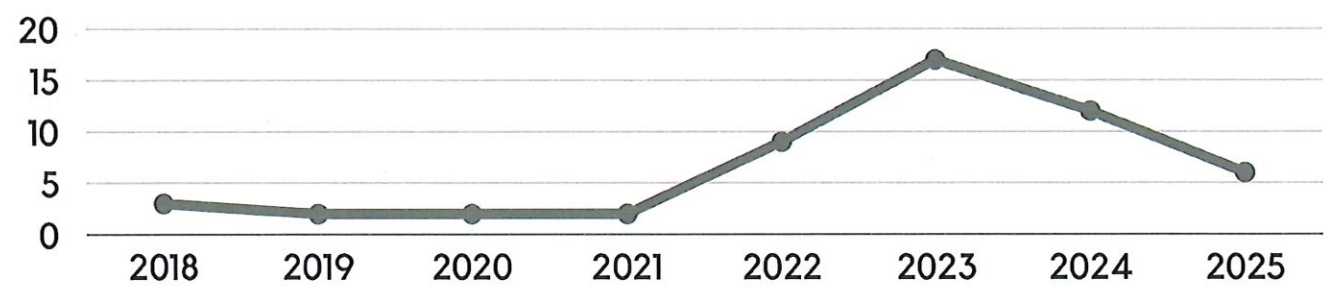
DECEMBER 2025



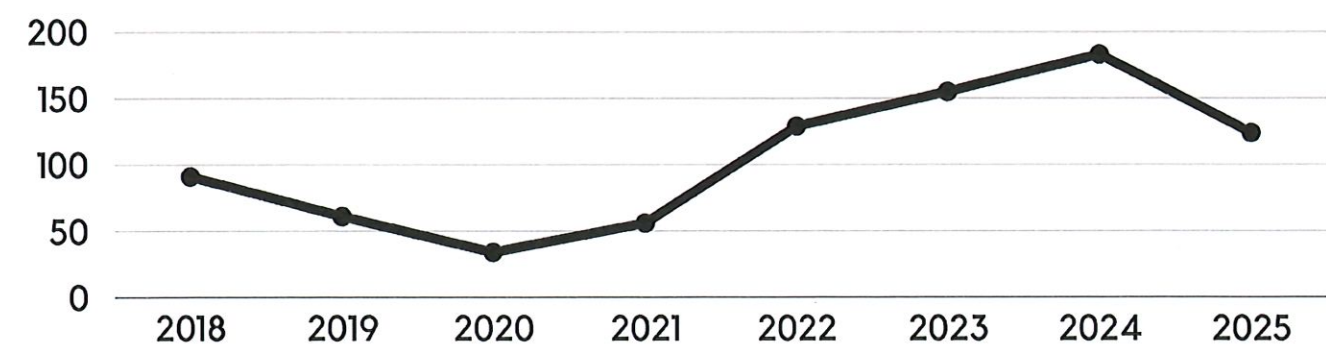
# NEW BUILDS, HISTORICAL TRENDS

| MONTH     | YEAR |      |      |      |      |      |      |      |
|-----------|------|------|------|------|------|------|------|------|
|           | 2018 | 2019 | 2020 | 2021 | 2022 | 2023 | 2024 | 2025 |
| JANUARY   | 4    | 3    | 4    | 5    | 5    | 6    | 5    | 12   |
| FEBRUARY  | 11   | 10   | 0    | 7    | 8    | 15   | 14   | 10   |
| MARCH     | 6    | 5    | 5    | 3    | 5    | 14   | 25   | 8    |
| APRIL     | 13   | 9    | 5    | 2    | 3    | 15   | 15   | 11   |
| MAY       | 11   | 9    | 3    | 8    | 12   | 10   | 16   | 11   |
| JUNE      | 7    | 7    | 0    | 7    | 12   | 11   | 22   | 9    |
| JULY      | 7    | 3    | 4    | 5    | 6    | 35   | 7    | 23   |
| AUGUST    | 12   | 7    | 3    | 2    | 23   | 12   | 27   | 5    |
| SEPTEMBER | 5    | 3    | 3    | 6    | 18   | 2    | 16   | 7    |
| OCTOBER   | 6    | 1    | 4    | 5    | 13   | 6    | 14   | 5    |
| NOVEMBER  | 6    | 2    | 1    | 4    | 15   | 12   | 10   | 17   |
| DECEMBER  | 3    | 2    | 2    | 2    | 9    | 17   | 12   | 6    |
| TO DATE   | 91   | 61   | 34   | 56   | 129  | 155  | 183  | 124  |
| TOTAL     | 91   | 61   | 34   | 56   | 129  | 155  | 183  | 124  |

● New Build Permits in December



● New Build Permits January - December



# SUBDIVISION BUILDOUT

| SUBDIVISION            | ZONING CERTIFICATE<br>(PERMITTED TO BUILD) | OCCUPANCY CERTIFICATE<br>(PERMITTED TO OCCUPY) |
|------------------------|--------------------------------------------|------------------------------------------------|
| ROLLING HILLS          | 99%<br>148/150 UNITS                       | 99%<br>148/150 UNITS                           |
| PRICE PONDS            | 57%<br>190/336 UNITS                       | 51%<br>171/336 UNITS                           |
| MAGNOLIA PARK          | 97%<br>36/37 UNITS                         | 65%<br>24/37 UNITS                             |
| EAGLE CREEK            | 41%<br>94/232 UNITS                        | 22%<br>51/232 UNITS                            |
| RAVINES AT MEADOW      | 42%<br>312/744 UNITS                       | 42%<br>312/744 UNITS                           |
| MEADOWS AT SUNBURY APT | 100%<br>120/120 UNITS                      | 25%<br>30/120 UNITS                            |
| NORTHPORT PLACE        | 100%<br>154/154 UNITS                      | 0%<br>0/154 UNITS                              |
| EAGLE CREEK HIGHLANDS  | 0%<br>0/239 UNITS                          | 0%<br>0/239 UNITS                              |
| KINTNER CROSSING       | 0%<br>0/188 UNITS                          | 0%<br>0/188 UNITS                              |
| WOODLAND LAKE          | 0%<br>0/451 UNITS                          | 0%<br>0/451 UNITS                              |

# UNITS IN DEVELOPMENT

|               | December 2025 | Year to Date |
|---------------|---------------|--------------|
| Single Family | 6             | 117          |
| Multi-Family  | 0             | 154          |
| Total         | 6             | 271          |



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## MEMORANDUM TO THE MAYOR AND MEMBERS OF CITY COUNCIL

**FROM:** Carla Odebralski, P.E.  
**SUBJECT:** City Engineer's Report for Planning and Engineering  
**DATE:** January 7, 2026

### CONSTRUCTION

**Wastewater Treatment Plant Expansion:** On-going.

**2025 Columbus Street Parking Lot:** The parking lot is nearly complete. Striping, landscape/seeding & mulching, capstones on brick structures, and signs are still needed.

**Council Action:**

- None

### DESIGN UPDATES

**E. Granville Street Widening Project:** On-going. Final design contract to commence detailed descriptions of right-of-way impacts and utility conflict outreach. Design plan submittals at 30% and have been given to both ODOT and the City for review. Applications are due in March for HSIP Formal Safety Funds.

**Council Action with Tentative Dates:**

- None

**JR Smith Park Improvements:** The bid opening was December 12, 2025 at 10am at the Municipal Building with three contractors submitting. The apparent low bid is \$3.575M for the base bid and alternate total. The Engineer's estimate was \$3.556M. Final bid tabulations are being verified for award recommendation. The project plan includes a splash pad, pavilion, trail, basketball/pickleball court, improved parking lot etc. Construction could start as early as next month (February)! Attended a brief virtual meeting with 2K General contractors to discuss the project and timeline.

**Council Action:**

- First Reading – Construction Contract Award

**Council Action:**

- None

### OTHER ITEMS

- New traffic configuration on Cherry Street at Miller Drive – new green/yellow turn arrows.
- Continuing Leadership Delaware this year
- Past-President board member for Central Ohio American Public Works Association

## Data Request Memo

**RE:** ODOT Safe Routes to School Funding Application

**To:** City of Sunbury / Big Walnut Local Schools

**From:** Carpenter Marty Transportation

**Date:** January 6, 2026

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Carpenter Marty Transportation (CM) will assist the City of Sunbury with a funding application to develop a School Travel Plan (STP) through ODOT's Safe Routes to School program. The below requested information is necessary to complete the application process. Please complete the below form with as much detail as possible. A complete and robust application will increase the chances of funding being rewarded. CM has provided example text in red. Please review and refine the text as needed.

### Attachments Needed

- Letters of Support from all of the following: regional planning organization, the local jurisdiction, and school district.
  - CM has already reached out to MORPC (regional planning organization) on behalf of the City.
  - We will need a letter of support from the school district as well as the City.
- Copy of proposed Ordinance (attached to the accompanying email). Original will be required if selected.
- Provide student address data (no names) for all students at each of the target schools. An example spreadsheet to input this information has been provided. Let us know if you want us to take the lead in contacting the schools.



**Applicant Information**

|                                                                                                                       |                                                                     |
|-----------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------|
| Applicant (name of agency or organization applying)                                                                   | <i>City of Sunbury</i>                                              |
| ODOT District                                                                                                         | <i>6</i>                                                            |
| County                                                                                                                | <i>Delaware</i>                                                     |
| Primary Contact                                                                                                       | <i>Gina Balsamo</i>                                                 |
| Email                                                                                                                 | <a href="mailto:gbalsamo@cmtran.com"><i>gbalsamo@cmtran.com</i></a> |
| Phone                                                                                                                 | <i>614.656.2429</i>                                                 |
| Address                                                                                                               | <i>6612 Singletree Drive<br/>Columbus, OH 43229</i>                 |
| Metropolitan Planning Organization (MPO) or<br>Regional Transportation Planning Organization<br>(RTPO), if applicable | <i>MORPC</i>                                                        |

**Project Information**

|                                                                                                       |                                                                                                                                                                                                                                                             |
|-------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| School District                                                                                       | <i>Sunbury</i>                                                                                                                                                                                                                                              |
| List who will be the local leader(s) in the<br>STP development process (name,<br>organization, title) | <i>Ryan McLane, Big Walnut School District, Superintendent; James<br/>Hall, Big Walnut School District, Facilities Manager;<br/>Carla Odebralski, City of Sunbury, Director of Planning &amp;<br/>Engineering;<br/>Joe St. John, City of Sunbury, Mayor</i> |
| Are you developing a new plan or doing<br>an update?                                                  | <i>New Plan</i>                                                                                                                                                                                                                                             |
| Select the type of assistance you are<br>seeking                                                      | <i>Reimbursement for hiring a locally selected party (through<br/>quality based selection)</i>                                                                                                                                                              |

| Describe the schools you seek to develop an STP for (name, location, number of students)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p><i>Big Walnut High School</i><br/>713 Miller Drive,<br/>Sunbury, OH 43074<br/>XXX students</p> <p><i>Big Walnut Middle School</i><br/>555 S Old 3C Road<br/>Sunbury, OH 43074<br/>XXX students</p> <p><i>Big Walnut Intermediate School</i><br/>777 Cheshire Road<br/>Sunbury, OH 43074<br/>XXX students</p> <p><i>Big Walnut Elementary School</i><br/>940 S Old 3C Road<br/>Sunbury, OH 43074<br/>XXX students</p> <p><i>General Rosecrans Elementary School</i><br/>301 S Miller Drive<br/>Sunbury, OH 43074<br/>XXX students</p> <p><i>Hylan Souders Elementary School</i><br/>4121 Miller-Paul Road<br/>Galena, OH 43021<br/>XXX students</p> <p><i>Prairie Run Elementary School</i><br/>701 North Miller Drive<br/>Sunbury, OH 43074<br/>XXX students</p> <p><i>Early Learning Center at Harrison Street</i><br/>70 Harrison Street<br/>Sunbury, OH 43074<br/>XXX Students</p> |

*How will developing an STP help you address gaps or opportunities for student connectivity to school?*

**NOTE: Identify gaps in existing infrastructure with a focus on school travel. Mention that having an STP in place will help with future planning for infrastructure, programs, and policy improvements.**

*The City of Sunbury and Big Walnut School District are strongly committed to expanding safe and accessible walking and bicycling options for students and their families. Despite this shared commitment, the community continues to face significant infrastructure and safety challenges that limit families' ability to choose active transportation over personal vehicles.*

*The Big Walnut School District spans 109 square miles and includes eight school buildings. Although the District provides busing, substantial opportunities exist to increase safe walking and biking access for K-12 students. Many households are located within a reasonable distance of school facilities. However, parents may hesitate to allow their kids to walk or bike to school due to concerns around speeding traffic, inadequate crossings, and gaps in the sidewalk network.*

*The development of a new STP will enable the City and District to systematically identify and prioritize critical infrastructure needs. This includes addressing sidewalk gaps; high-risk corridors; insufficient crossing infrastructure and missing curb ramps; and areas where visibility or signage is insufficient. The STP will also generate the data and analytical framework necessary to pursue external funding for projects that enhance student connectivity and safety.*

*By creating a data-driven, community-supported STP, Sunbury will be well positioned to apply for Safe Routes to School (SRTS) infrastructure grants and related funding programs. The plan will also guide non-infrastructure strategies such as safety education, strategic crossing-guard deployment, and policies that encourage active travel. Ultimately, the STP will serve as a foundational tool for coordinated infrastructure investment, programming, and policy improvements that ensure that walking and biking to school becomes a safe, convenient, and viable option for all students.*

*Are there any existing safety concerns for students walking or biking to school?*

***NOTE: Describe existing issues/concerns with current school travel. What have you heard from parents/caregivers or staff? Do most students currently travel via bus or car? Have there been any specific incidents (e.g. crashes, near-misses) which can be addressed in an STP?***

*In the past 10 years (Jan 2015 – Dec 2024), there have been seven pedestrian and bicycle crashes, one of which resulted in a fatality and four having minor injuries. All were within a mile of at least one of the local school buildings.*



Describe why your community needs assistance in order to develop a School Travel Plan.

**NOTE: Focus on possible staff, expertise, and/or funding limitations.**

*Big Walnut School District has never had an STP. A formal STP process would help the City and District evaluate current network conditions, travel behavior, and community priorities; and create an implementation plan of proven countermeasure that reflects current safety needs for all schools within the District.*

*The City and School District have limited staff capacity and lack the specialized expertise needed to develop a robust, data-driven plan that meets ODOT's technical requirements. Sunbury does not have dedicated transportation planning or data analysis staff, and the City's Planning Department is primarily focused on land use planning, zoning, and compliance.*

*Assistance from ODOT and its planning consultants is essential to:*

- *Conduct accurate data collection, such as student travel tallies, parent surveys, and walk/bike audits.*
- *Provide technical analysis of pedestrian and traffic safety conditions near each school.*
- *Develop evidence-based countermeasures tailored to the unique urban context of Sunbury.*
- *Ensure alignment with ODOT SRTS standards and eligibility for future funding opportunities.*

*In short, the City and School District have the commitment and local leadership to support a comprehensive plan but need state-level expertise and resources to create one that is technically sound and actionable. ODOT's assistance will allow Sunbury to build a strong, implementable STP that reflects the community's long-term vision for safe, connected, and equitable school travel.*

What percent of students are economically disadvantaged?

**NOTE: This information can be obtained via online resources. However, if the school district has additional information that can be provided (e.g. number of students who receive free lunches), that will be beneficial for the application.**

*According to the Ohio Department of Education's most recent District Report Card (2024), approximately 18% of students in Big Walnut School District are classified as economically disadvantaged.*

Describe any Safe Routes to School related activities that have occurred in your community over the past year.

**NOTE: If applicable. Examples include walk/bike to school days, roadway safety education programs, driver education programs. These can be school or City examples.**

Briefly describe the main partners you will be engaging to develop and implement your STP and their potential roles.

**NOTE: Think about who would be included in the stakeholder group and those who will be champions of the plan. Examples include teachers/staff, City staff, school principals, parents/caregivers, neighborhood groups, emergency services (police and fire), City Council or Planning Commission representatives, local business leaders, etc.**

*The Sunbury STP will be developed through a multi-agency partnership that reflects a strong local coalition of leadership, technical expertise, and community engagement:*

- *Ryan McLane, Superintendent, Big Walnut School District– District liaison and coordinator for student travel data and parent communication.*
- *James Hall, Facilities Manager, Big Walnut School District – Oversees facility and operations coordination*
- *Carla Odebralski, City of Sunbury, Director of Planning & Engineering/City Engineer - Leads city infrastructure coordination, including engineering input*
- *Joe St. John, Mayor, City of Sunbury – Provides executive oversight, ensures alignment with citywide infrastructure and policy goals.*
- *Sunbury Police Department – Advises on crossing guard placement, traffic enforcement, and school-zone safety.*
- *Parent-Teacher Organizations and Community Advocates – Provide firsthand input on travel challenges and help build community support.*

*This team combines municipal leadership, school administration, and community representation, ensuring that the resulting plan will be both actionable and widely supported.*

## **RESOLUTION 2025.30**

### **RESOLUTION AUTHORIZING THE CITY ADMINISTRATOR TO PREPARE AND SUBMIT A GRANT APPLICATION TO THE OHIO DEPARTMENT OF TRANSPORTATION TO DEVELOP A SAFE ROUTES TO SCHOOL TRAVEL PLAN AND TO EXECUTE THE CONTRACTS AS REQUIRED**

**WHEREAS**, the United States Congress has set aside monies to develop Safe Routes to School (“SRTS”) Travel Plans and award such funds through the State of Ohio, Department of Transportation; and

**WHEREAS**, the City of Sunbury, a Local Public Agency (“LPA”) can apply for grant funding to assist with the development of a school travel plan; and

**WHEREAS**, city staff are working with representatives of Carpenter Marty Transportation and estimate that the cost to complete a plan for LPA is **\$60,369.05**, of which 100% is eligible for grant assistance.

**NOW, THEREFORE BE IT ORDAINED** by the Council of the City of Sunbury, Delaware County, State of Ohio, that:

**SECTION I.** The City Administrator work with Carpenter Marty Transportation to prepare an application for SRTS funds to develop a school travel plan and submit the same to the State of Ohio, Department of Transportation. The cost of the project is estimated at **\$60,369.05**, of which the LPA, if awarded the STRS funds, agrees to pay One Hundred Percent (100%) of the cost over and above the maximum amount provided by the State of Ohio, Department of Transportation. If the application is approved for the funding the LPA will work with Carpenter Marty Transportation and the Director of the Ohio Department of Transportation to execute contracts and other documents

**SECTION II:** It is found and determined that all formal actions of this Council concerning and related to the adoption of this Resolution were adopted in open meetings of this Council, and that all deliberations of this Council and of any of its committees that resulted in such formal action were meetings open to the public, and in compliance with all legal requirements including Section 121.22 of the Ohio Revised Code.

**WHEREFORE**, pursuant to Section 4.07 of the Charter of the City of Sunbury, this Resolution shall be in effect immediately after its passage.

**VOTE ON SUSPENSION OF THE RULES**

**YEAS**

**NAYS**

\_\_\_\_\_

\_\_\_\_\_

**VOTE ON RESOLUTION 2025.30**

**YEAS**

**NAYS**

\_\_\_\_\_

\_\_\_\_\_

**PASSED:** \_\_\_\_\_, 2025

\_\_\_\_\_  
**Joseph St. John, Mayor**

**ATTEST:**

\_\_\_\_\_  
**Clerk of Council**

**CERTIFICATION**

I hereby certify on this \_\_\_\_ day of \_\_\_\_\_, 2025, that the foregoing is a true and accurate copy of the Resolution passed at the meeting held on \_\_\_\_\_, 2025 of the City of Sunbury, County of Delaware, State of Ohio.

\_\_\_\_\_  
**Clerk of Council**



## RESOLUTION 2026.02

### A RESOLUTION TO ESTABLISH A CYBERSECURITY POLICY FOR THE CITY OF SUNBURY

**WHEREAS**, the Ohio General Assembly enacted House Bill 96, establishing Section 9.64 of the Ohio Revised Code, which requires each political subdivision to adopt a cybersecurity program designed to safeguard its data, information technology systems, and related resources, ensuring their confidentiality, integrity, and availability; and

**WHEREAS**, Section 9.64 mandates that such a cybersecurity program be consistent with generally accepted cybersecurity standards and best practices, including those developed by the National Institute of Security and Technology (NIST) and the Center for Internet Security (CIS); and

**WHEREAS**, Section 9.64(B) further provides that, in the event of a ransomware incident, a political subdivision shall not pay or otherwise comply with a ransom demand unless formally authorized by its legislative authority through passage of a resolution or ordinance, which must specifically state why the payment or compliance is in the best interest of the political subdivision; and

**WHEREAS**, the City of Sunbury recognizes the importance of maintaining effective cybersecurity measures to protect City operations, data, and public trust.

**NOW THEREFORE, BE IT RESOLVED** by the Council for the City of Sunbury, Delaware County, State of Ohio, that:

**SECTION I:** The Council for the City of Sunbury hereby adopts and approves the city's cybersecurity program in accordance with the requirements of Ohio Revised Code Section 9.64, ensuring alignment with National Institute of Standards and Technology (NIST) and the Center for Internet Security (CIS) best practices and authorizes the city manager to designate a program administrator.

**SECTION II:** It is found and determined that all formal actions of this Council concerning and related to the adoption of this Resolution were adopted in open meetings of this Council, and that all deliberations of this Council and of any of its committees that resulted in such formal action were meetings open to the public, and in compliance with all legal requirements including Section 121.22 of the Ohio Revised Code.

**WHEREFORE**, pursuant to Section 4.07 of the Charter of the City of Sunbury, this Resolution shall be in effect immediately after its passage.

**VOTE ON SUSPENSION OF THE RULES**

**YEAS**

**NAYS**

\_\_\_\_\_

\_\_\_\_\_

**VOTE ON RESOLUTION 2026.02**

**YEAS**

**NAYS**

\_\_\_\_\_

\_\_\_\_\_

**PASSED:** \_\_\_\_\_, 2026

\_\_\_\_\_  
**Joseph St. John, Mayor**

**ATTEST:**

\_\_\_\_\_  
**Alyssa Graziano, Clerk of Council**

**CERTIFICATION**

I hereby certify on this \_\_\_\_ day of \_\_\_\_\_, 2026, that the foregoing is a true and accurate copy of the Resolution passed at the meeting held on \_\_\_\_\_, 2026 of the City of Sunbury, County of Delaware, State of Ohio.

\_\_\_\_\_  
**Alyssa Graziano, Clerk of Council**

**ORDINANCE NO. 2025.36**

**AN ORDINANCE AUTHORIZING THE CITY ADMINISTRATOR TO EXECUTE A  
TAX INCREMENT FINANCING REIMBURSEMENT AGREEMENT WITH SUNBURY  
DEVELOPMENT, LLC**

**WHEREAS**, the City of Sunbury, by its Ordinance No. 2021.52 passed on December 1, 2021 has declared the improvement of a certain parcel of real property located within the City to be a public purpose and 75% exempt from taxation, required the owner of the Parcel to make service payments in lieu of taxes to the Delaware County Treasurer, has established the 208 Public Improvement Tax Increment Equivalent Fund for the deposit of the Service Payments, and has specified public infrastructure improvements made or to be made that benefit or serve the Parcel, all pursuant to and in accordance with Sections 5709.40, 5709.42, and 5709.43 of the Ohio Revised Code; and

**WHEREAS**, Sunbury Development, LLC has heretofore constructed an extension to the existing Kintner Parkway for the purpose of providing access to and for the development of a portion of the Parcel (the “*Kintner Parkway Extension*”); and

**WHEREAS**, the City has determined that the Kintner Parkway Extension has been constructed to public roadway standards and, upon dedication and acceptance by the City as a public right-of-way per the terms and conditions set forth herein would become a Public Infrastructure Improvement; and

**WHEREAS**, the City has determined that it would be financially advantageous if the Parcel were to be subdivided which would allow the TIF Exemption to apply to each subdivided portion of the Parcel as each subdivided portion of the Parcel is developed and such application would maximize the Service Payments and provide for the payment of additional costs of the Public Infrastructure Improvements; and

**WHEREAS**, Sunbury Development, LLC has agreed to subdivide the property and other terms set forth in the agreement provided that the City would agree to allocate a portion of the Service Payments for the purpose of reimbursing Sunbury Development, LLC for the cost of constructing Kintner Parkway Extension; and

**NOW THEREFORE, BE IT ORDAINED** by the Council for the City of Sunbury, Delaware County, State of Ohio, that:

**SECTION I:** That the City Administrator for the City of Sunbury is authorized to execute a tax increment financing reimbursement agreement with Sunbury Development, LLC (a draft of said TIF Reimbursement Agreement is attached hereto as Exhibit “A”) provided that the agreement shall contain substantially the terms of the draft agreement presented to this Council, with such changes not inconsistent with this Ordinance as shall be agreed to by the City Administrator and the Director of Law with the execution by the City Administrator and the Director of Law constituting conclusive evidence of such approval.

**SECTION II:** It is found and determined that all formal actions of this Council concerning and relating to the adoption of this Ordinance were adopted in open meetings of this Council, and that all deliberations of this Council and of any of its committees that resulted in such formal action were meetings open to the public, and in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

**WHEREFORE,** this Ordinance shall be in effect and in force from and after the earliest time permitted by law.

**VOTE ON ORDINANCE NO. 2025.36**

**YEAS**

**NAYS**

**PASSED** \_\_\_\_\_, 2025

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
**Joseph St. John, Mayor**

**ATTEST:**

\_\_\_\_\_  
**Amber Swain, Clerk of Council**

### **CERTIFICATION**

I hereby certify on this \_\_\_\_ day of \_\_\_\_\_, 2025, that the foregoing is a true and accurate copy of the Ordinance passed at the meeting held on \_\_\_\_\_, 2025, of the City of Sunbury, County of Delaware, State of Ohio.

\_\_\_\_\_  
Amber Swain, Clerk of Council

TAX INCREMENT FINANCING  
REIMBURSEMENT AGREEMENT  
(Newman Roofing Project)

This **TAX INCREMENT FINANCING REIMBURSEMENT AGREEMENT** (the “*Agreement*”) is made and entered into as of this \_\_\_\_ day of ~~October~~, 2025 (the “*Effective Date*”) by and between the **CITY OF SUNBURY, OHIO** (the “*City*”), a municipal corporation duly organized and existing under the constitution and the laws of the State of Ohio and its Charter, and **SUNBURY DEVELOPMENT LLC** (the “*Developer*” and together with the City, being referred to herein as the “*Parties*”), an Ohio limited liability company, under the circumstances summarized in the following recitals.

WITNESSETH:

WHEREAS, the City, by its Ordinance No. 2021.52 passed on December 1, 2021 and attached hereto as **EXHIBIT A** (the “*TIF Ordinance*”), has declared the improvement of a certain parcel of real property located within the City as identified in the TIF Ordinance (the “*Parcel*”) to be a public purpose and 75% of the improvement value of the Parcel exempt from taxation (the “*TIF Exemption*”), required the owner of the Parcel to make service payments in lieu of taxes (including allocable property tax rollback payments, the “*Service Payments*”) to the Delaware County Treasurer, has established the 208 Public Improvement Tax Increment Equivalent Fund (the “*TIF Fund*”) for the deposit of the Service Payments, and has specified public infrastructure improvements made or to be made that benefit or serve the Parcel (the “*Public Infrastructure Improvements*”), all pursuant to and in accordance with Sections 5709.40, 5709.42, and 5709.43 of the Ohio Revised Code; and

WHEREAS, the Developer has heretofore constructed an extension to the existing Kintner Parkway for the purpose of providing access to and for the development of a portion of the Parcel (the “*Kintner Parkway Extension*”) and to support the regional development of other areas in and around the Parcel; and

WHEREAS, the City has determined that the Kintner Parkway Extension has been constructed to public roadway standards and, upon dedication and acceptance by the City as a public right-of-way per the terms and conditions set forth herein, would become a Public Infrastructure Improvement as the same is defined in the TIF Ordinance and qualifying for TIF reimbursement; and

WHEREAS, the City has also determined that it would be financially advantageous if the Parcel were to be subdivided which would allow the TIF Exemption to apply to each subdivided portion of the Parcel as each subdivided portion of the Parcel is developed and such application would maximize the Service Payments and provide for the payment of additional costs of the Public Infrastructure Improvements; and

WHEREAS, the Developer has agreed to subdivide the Parcel and other terms set forth herein provided that the City would agree to allocate a portion of the Service Payments for the purpose of reimbursing the Developer for the cost of constructing Kintner Parkway Extension; and

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WHEREAS, the City authorized the execution and delivery of this Agreement by passage of Ordinance No. 2025.\_\_\_\_ on \_\_\_\_\_, 2025;

NOW, THEREFORE, in consideration of the premises and covenants contained herein, the Parties hereto agree to the foregoing and as follows:

Section 1. Kintner Parkway Extension.

(a) Design and Construction. The City has determined that the Developer heretofore caused the construction of the Kintner Parkway Extension, which constructed was undertaken in accordance with applicable City standards.

(b) Cost of Construction. The ~~Developer expended \$ \_\_\_\_\_ to design~~ Parties agree that the Kintner Parkway Extension was constructed as a component part of a larger project. Based on an analysis of prevailing market costs at the time the Kintner Parkway Extension was constructed, the Parties have determined that the reasonably estimated cost of designing and constructing the Kintner Parkway Extension, a regional improvement, and the Developer has provided satisfactory documentation to the City which demonstrates that cost was \$ \_\_\_\_\_ (the "Cost of the Kintner Parkway Extension"). A copy, with the details of such cost is estimated costs being included herewith as on EXHIBIT B.

(c) Kintner Parkway Dedication to City; No Encumbrances. The Developer agrees to dedicate to the City the portion of the Developer's Property comprising the Kintner Parkway Extension reflected on EXHIBIT C (the "Property Dedication"). The Property Dedication shall be free and clear of all encumbrances and adverse claims, that in the City's sole discretion, not to be unreasonably exercised, interfere with the City's proposed use of the Property Dedication as a public right-of-way. This shall specifically include, but shall not be limited to, the Developer obtaining a partial release of any existing mortgage encumbering the Property Dedication. The Property Dedication shall occur on or before \_\_\_\_\_, 2025 and shall be a condition precedent to Developer's receipt of distribution of Service Payments as set forth below.

(d) Public Infrastructure Improvement. The City has determined that since the Kintner Parkway Extension was described in the TIF Ordinance (as stated on Exhibit B thereto as Kintner Parkway improvements) and the Kintner Parkway Extension was designed and constructed to City standards and once dedicated to the City, the Kintner Parkway Extension shall constitute a Public Infrastructure Improvement pursuant to the TIF Ordinance and the cost of such is eligible to be paid from Service Payments.

Section 2. Subdivision of the Parcel. Promptly following the execution of this Agreement, the Developer agrees to take such steps as are reasonably necessary to subdivide the Parcel in a manner to allow the dedication of the Kintner Parkway Extension and to create additional parcels as the Developer deems necessary in its sole and absolute discretion. The Parties agree that at a minimum, and following the subdivision of the Parcel, there will be at least two parcels with distinct tax identification numbers (i.e., one parcel where the current Newman Roofing business is located and a second parcel which would comprise the remainder of the Parcel); provided that more than two subdivided parcels would be acceptable to the City. Promptly

following the completion of the subdivision or lot split approval process including the filing of the new parcels with the Delaware County Recorder, the Developer will notify the City to such effect.

Section 3. Application of Service Payments. The TIF Fund will be maintained in the custody of the City and will receive all distributions of Service Payments required to be made to the City. Money deposited in the TIF Fund will be used as follows:

(a) Forty (40%) percent of each Service Payment distributed to the City will, within thirty (30) days of receipt by the City, be remitted to the Developer for the purpose of reimbursing the Developer for the Cost of the Kintner Parkway Extension until the earlier of (i) the date on which the Developer has been fully reimbursed for the Cost of the Kintner Parkway Extension or (ii) the date on which the City receives its final Service Payment distribution due to the expiration of the TIF Exemption, and

(b) Sixty (60%) percent of each Service Payment distributed to the City will be retained by the City and used as the City determines for the purposes described in the TIF Ordinance.

No payment obligation of the City under Section 3(a) shall constitute an indebtedness of the City within the provisions and limitations of the laws and the Constitution of the State of Ohio, and the Developer has no right to have taxes or excises levied by the City for the payment of the Cost of the Kintner Parkway Extension. In the event that upon receipt of the final Service Payments to be paid under the TIF Ordinance and after its application in accordance with the terms of this Agreement, a balance remains on the Cost of the Kintner Parkway Extension, the failure to pay such balance shall not be an event of default of any kind under this Agreement and any payment obligation of the City of such balance shall be deemed forgiven by the Developer at that time.

Section 4. TIF Administration. The City and the Developer agree that the Developer shall cooperate with the City in connection with the preparation of all necessary applications and supporting documents to obtain from time to time the tax exemptions granted by the TIF Ordinance and to enable the City to receive the Service Payments. The City agrees to assist the Developer in the execution and filing of such applications and supporting documents with the Delaware County Auditor. The City and the Developer agree to perform such acts as are reasonably necessary or appropriate to maintain those exemptions and receive the Service Payments, including, without limitation, joining in the execution of all documentation and providing any necessary certificates required in connection with those exemptions or the receipt of the Service Payments. The Developer authorizes the City to file any applications necessary to obtain from time to time those exemptions. The City and the Developer agree that costs of the City, the Developer or its assignee related to obtaining and maintaining those exemptions are reimbursable from the TIF Fund, subject to Section 3 hereof.

Section 5. Miscellaneous.

(a) Assignment. This Agreement may not be assigned without the prior written consent of all non-assigning Parties.

(b) Binding Effect. The provisions of this Agreement shall be binding upon and inure to the benefit of the Parties and their respective successors and permitted assigns.

(c) Captions. The captions and headings in this Agreement are for convenience only and in no way define, limit or describe the scope or intent of any provisions or sections of this Agreement.

(d) Day for Performance. Wherever herein there is a day or time period established for performance and such day or the expiration of such time period is a Saturday, Sunday or legal holiday, then such time for performance shall be automatically extended to the next business day.

(e) Entire Agreement. This Agreement constitutes the entire Agreement between the Parties on the subject matter hereof and supersedes all prior negotiations, agreements and understandings, both written and oral, between the Parties with respect to such subject matter. This Agreement may not be amended, waived or discharged except in an instrument in writing executed by the Parties.

(f) Events of Default and Remedies. Except as otherwise provided in this Agreement, in the event of any default in or breach of this Agreement, or any of its terms or conditions, by any Party hereto, such defaulting Party shall, upon written notice from any non-defaulting Party, proceed immediately to cure or remedy such default or breach, and, in any event, within thirty (30) days after receipt of such notice. In the event such default or breach is of such nature that it cannot be cured or remedied within said thirty (30) day period, then in such event the defaulting Party shall upon written notice from any non-defaulting Party commence its actions to cure or remedy said breach within said thirty (30) day period, and proceed diligently thereafter to cure or remedy said breach. In case such action is not taken or not diligently pursued, or the default or breach shall not be cured or remedied within a reasonable time, the aggrieved non-defaulting Party may institute such proceedings as may be necessary or desirable in its opinion to cure and remedy such default or breach.

(g) Executed Counterparts. This Agreement may be executed in several counterparts, each of which shall be deemed to constitute an original, but all of which together shall constitute but one and the same instrument. It shall not be necessary in proving this Agreement to produce or account for more than one of those counterparts.

(h) Extent of Covenants; No Personal Liability. All covenants, obligations and agreements of the Parties contained in this Agreement shall be effective to the extent authorized and permitted by applicable law. No such covenant, obligation or agreement shall be deemed to be a covenant, obligation or agreement of any present or future member, officer, agent or employee of the City or the Developer other than in his or her official capacity, and neither the members of the legislative body of the City nor any City or Developer official executing this Agreement shall be liable personally under this Agreement or be subject to any personal liability or accountability by reason of the execution thereof or by reason of the covenants, obligations or agreements of the City and the Developer contained in this Agreement.

(i) Governing Law. This Agreement shall be governed by and construed in accordance with the laws of the State of Ohio without regard to its principles of conflicts of laws. All

claims, counterclaims, disputes and other matters in question between the City, its agents and employees, and the Developer, its employees and agents, arising out of or relating to this Agreement or its breach will be decided in a court of competent jurisdiction within Delaware County, Ohio.

(j) Legal Authority. The Parties respectively represent and covenant that each is legally empowered to execute, deliver and perform this Agreement and to enter into and carry out the transactions contemplated by this Agreement. The Parties further respectively represent and covenant that this Agreement has, by proper action, been duly authorized, executed and delivered by the Parties and all steps necessary to be taken by the Parties have been taken to constitute this Agreement, and the covenants and agreements of the Parties contemplated herein, as a valid and binding obligation of the Parties, enforceable in accordance with its terms.

(k) Limit on Liability. Notwithstanding any clause or provision of this Agreement to the contrary, in no event shall the City or the Developer be liable to each other for punitive, special, consequential, or indirect damages of any type and regardless of whether such damages are claimed under contract, tort (including negligence and strict liability) or any other theory of law.

(l) No Agency Relationship. The City and the Developer each acknowledge and agree that in fulfilling its obligations under this Agreement, the Developer is not acting as an agent of the City.

(m) Notices. Except as otherwise specifically set forth in this Agreement, all notices, demands, requests, consents or approvals given, required or permitted to be given hereunder shall be in writing and shall be deemed sufficiently given if actually received or if hand-delivered or sent by recognized, overnight delivery service or by certified mail, postage prepaid and return receipt requested, addressed to the other Party at the address set forth in this Agreement or any addendum to or counterpart of this Agreement, or to such other address as the recipient shall have previously notified the sender of in writing, and shall be deemed received upon actual receipt, unless sent by certified mail, in which event such notice shall be deemed to have been received when the return receipt is signed or refused. For purposes of this Agreement, notices shall be addressed to:

- (i) the City at: City of Sunbury, Ohio  
9 East Granville Street  
P.O. Box 508  
Sunbury, Ohio 43074
- (ii) the Developer at: Sunbury Development LLC  
825 Kintner Parkway  
Sunbury, Ohio 43074
- With a Copy To: Tim Miller, Esq.  
Isaac Wiles  
2 Miranova Place, Suite 700  
Columbus, Ohio 43215

The Parties, by notice given hereunder, may designate any further or different addresses to which subsequent notices; certificates, requests or other communications shall be sent.

(n) No Waiver. No right or remedy herein conferred upon or reserved to any Party is intended to be exclusive of any other right or remedy, and each and every right or remedy shall be cumulative and in addition to any other right or remedy given hereunder, or now or hereafter legally existing upon the occurrence of any event of default hereunder. The failure of any Party to insist at any time upon the strict observance or performance of any of the provisions of this Agreement or to exercise any right or remedy as provided in this Agreement shall not impair any such right or remedy or be construed as a waiver or relinquishment thereof. Every right and remedy given by this Agreement to the Parties hereto may be exercised from time to time and as often as may be deemed expedient by the parties hereto, as the case may be.

(o) Recitals. The Parties acknowledge and agree that the facts and circumstances as described in the Recitals hereto are an integral part of this Agreement and as such are incorporated herein by reference.

(p) Severability. If any provision of this Agreement, or any covenant, obligation or agreement contained herein is determined by a court to be invalid or unenforceable, that determination shall not affect any other provision, covenant, obligation or agreement, each of which shall be construed and enforced as if the invalid or unenforceable portion were not contained herein. That invalidity or unenforceability shall not affect any valid and enforceable application thereof, and each such provision, covenant, obligation or agreement shall be deemed to be effective, operative, made, entered into or taken in the manner and to the full extent permitted by law.

(q) Survival of Representations and Warranties. All representations and warranties of the Parties in this Agreement shall survive the execution and delivery of this Agreement.

(r) Term of Agreement. This Agreement shall become effective as of the Effective Date and shall continue until the earlier of (i) the date on which the Developer has been fully reimbursed for the Cost of the Kintner Parkway Extension or (ii) the date on which the City receives its final Service Payment distribution due to the expiration of the TIF Exemption.

(s) Third Party Beneficiaries. Nothing in this Agreement, express or implied, is intended to or shall confer upon any other person any right, benefit or remedy of any nature whatsoever under or by reason of this Agreement.

*(Remainder of Page Intentionally Left Blank – Signature Pages Follow)*



IN WITNESS WHEREOF, the City and the Developer have caused this Agreement to be executed in their respective names by their duly authorized officers, as of the date first set forth above.

**CITY OF SUNBURY, OHIO**

By: \_\_\_\_\_  
Daryl Hennessy, Administrator

Approved as to Form:

\_\_\_\_\_  
David J. Brehm, Director of Law

**FISCAL OFFICER'S CERTIFICATE**

The City has no obligation to make payments pursuant to the foregoing agreement except from Service Payments to be collected for deposit into the TIF Fund. That money has been pledged and appropriated for expenditure in accordance with the foregoing agreement. Accordingly, as fiscal officer for the City of Sunbury, Ohio, I hereby certify that funds sufficient to meet the obligations of the City under the foregoing Agreement, but in an amount not greater than those Service Payments actually received by the City, have been lawfully appropriated for the purposes thereof and are available in the treasury of the City, and/or upon implementation of the processes under Sections 5709.40, 5709.42 and 5709.43 of the Ohio Revised Code, are in the process of collection to the credit of an appropriate fund, free from any previous encumbrance. This Certificate is given in compliance with Sections 5705.41 and 5705.44 of the Ohio Revised Code.

Dated: \_\_\_\_\_, 2025

\_\_\_\_\_  
Dana Steffan, Director of Finance  
City of Sunbury, Ohio

**SUNBURY DEVELOPMENT LLC**

By: \_\_\_\_\_

Printed: \_\_\_\_\_

Title: \_\_\_\_\_

|

▲-----▶

EXHIBIT A

TIF ORDINANCE

[Attached]

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EXHIBIT B

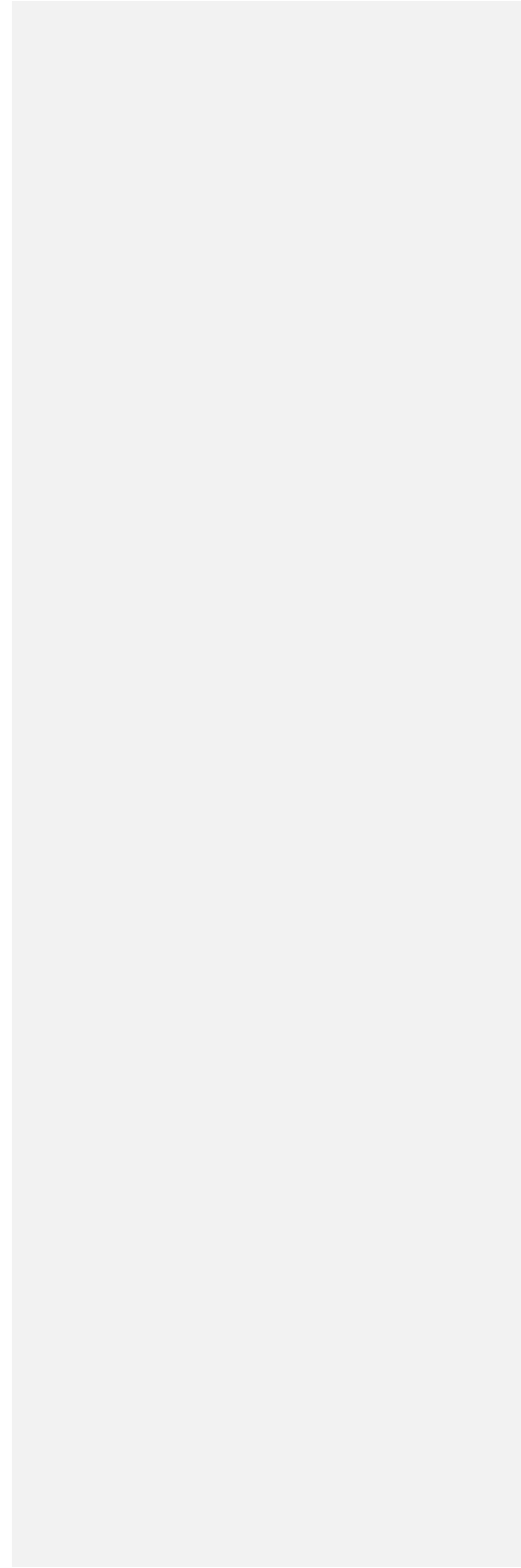
COST OF THE KINTNER PARKWAY EXTENSION  
[Attached]

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EXHIBIT C  
DEPICTION OF KINTNER PARKWAY EXTENSION  
[Attached]

4855-3662-2059.3



TAX INCREMENT FINANCING  
REIMBURSEMENT AGREEMENT  
(Newman Roofing Project)

This **TAX INCREMENT FINANCING REIMBURSEMENT AGREEMENT** (the “**Agreement**”) is made and entered into as of this \_\_\_\_ day of \_\_\_\_\_, 2025 (the “*Effective Date*”) by and between the **CITY OF SUNBURY, OHIO** (the “*City*”), a municipal corporation duly organized and existing under the constitution and the laws of the State of Ohio and its Charter, and **SUNBURY DEVELOPMENT LLC** (the “*Developer*” and together with the City, being referred to herein as the “*Parties*”), an Ohio limited liability company, under the circumstances summarized in the following recitals.

WITNESSETH:

WHEREAS, the City, by its Ordinance No. 2021.52 passed on December 1, 2021 and attached hereto as **EXHIBIT A** (the “*TIF Ordinance*”), has declared the improvement of a certain parcel of real property located within the City as identified in the TIF Ordinance (the “*Parcel*”) to be a public purpose and 75% of the improvement value of the Parcel exempt from taxation (the “*TIF Exemption*”), required the owner of the Parcel to make service payments in lieu of taxes (including allocable property tax rollback payments, the “*Service Payments*”) to the Delaware County Treasurer, has established the 208 Public Improvement Tax Increment Equivalent Fund (the “*TIF Fund*”) for the deposit of the Service Payments, and has specified public infrastructure improvements made or to be made that benefit or serve the Parcel (the “*Public Infrastructure Improvements*”), all pursuant to and in accordance with Sections 5709.40, 5709.42, and 5709.43 of the Ohio Revised Code; and

WHEREAS, the Developer has heretofore constructed an extension to the existing Kintner Parkway for the purpose of providing access to and for the development of a portion of the Parcel (the “*Kintner Parkway Extension*”) and to support the regional development of other areas in and around the Parcel; and

WHEREAS, the City has determined that the Kintner Parkway Extension has been constructed to public roadway standards and, upon dedication and acceptance by the City as a public right-of-way per the terms and conditions set forth herein, would become a Public Infrastructure Improvement as the same is defined in the TIF Ordinance and qualifying for TIF reimbursement; and

WHEREAS, the City has also determined that it would be financially advantageous if the Parcel were to be subdivided which would allow the TIF Exemption to apply to each subdivided portion of the Parcel as each subdivided portion of the Parcel is developed and such application would maximize the Service Payments and provide for the payment of additional costs of the Public Infrastructure Improvements; and

WHEREAS, the Developer has agreed to subdivide the Parcel and other terms set forth herein provided that the City would agree to allocate a portion of the Service Payments for the purpose of reimbursing the Developer for the cost of constructing Kintner Parkway Extension; and



WHEREAS, the City authorized the execution and delivery of this Agreement by passage of Ordinance No. 2025.\_\_\_\_ on \_\_\_\_\_, 2025;

NOW, THEREFORE, in consideration of the premises and covenants contained herein, the Parties hereto agree to the foregoing and as follows:

Section 1. Kintner Parkway Extension.

(a) Design and Construction. The City has determined that the Developer heretofore caused the construction of the Kintner Parkway Extension, which constructed was undertaken in accordance with applicable City standards.

(b) Cost of Construction. The Parties agree that the Kintner Parkway Extension was constructed as a component part of a larger project. Based on an analysis of prevailing market costs at the time the Kintner Parkway Extension was constructed, the Parties have determined that the reasonably estimated cost of designing and constructing the Kintner Parkway Extension, a regional improvement, was \$\_\_\_\_\_ (the “*Cost of the Kintner Parkway Extension*”), with the details of such estimated costs being included herewith on **EXHIBIT B**.

(c) Kintner Parkway Dedication to City; No Encumbrances. The Developer agrees to dedicate to the City the portion of the Developer’s Property comprising the Kintner Parkway Extension reflected on **EXHIBIT C** (the “*Property Dedication*”). The Property Dedication shall be free and clear of all encumbrances and adverse claims, that in the City’s sole discretion, not to be unreasonably exercised, interfere with the City’s proposed use of the Property Dedication as a public right-of-way. This shall specifically include, but shall not be limited to, the Developer obtaining a partial release of any existing mortgage encumbering the Property Dedication. The Property Dedication shall occur on or before \_\_\_\_\_, 2025 and shall be a condition precedent to Developer’s receipt of distribution of Service Payments as set forth below.

(d) Public Infrastructure Improvement. The City has determined that since the Kintner Parkway Extension was described in the TIF Ordinance (as stated on Exhibit B thereto as Kintner Parkway improvements) and the Kintner Parkway Extension was designed and constructed to City standards and once dedicated to the City, the Kintner Parkway Extension shall constitute a Public Infrastructure Improvement pursuant to the TIF Ordinance and the cost of such is eligible to be paid from Service Payments.

Section 2. Subdivision of the Parcel. Promptly following the execution of this Agreement, the Developer agrees to take such steps as are reasonably necessary to subdivide the Parcel in a manner to allow the dedication of the Kintner Parkway Extension and to create additional parcels as the Developer deems necessary in its sole and absolute discretion. The Parties agree that at a minimum, and following the subdivision of the Parcel, there will be at least two parcels with distinct tax identification numbers (*i.e.*, one parcel where the current Newman Roofing business is located and a second parcel which would comprise the remainder of the Parcel); *provided* that more than two subdivided parcels would be acceptable to the City. Promptly following the completion of the subdivision or lot split approval process including the filing of the new parcels with the Delaware County Recorder, the Developer will notify the City to such effect.

Section 3. Application of Service Payments. The TIF Fund will be maintained in the custody of the City and will receive all distributions of Service Payments required to be made to the City. Money deposited in the TIF Fund will be used as follows:

(a) Forty (40%) percent of each Service Payment distributed to the City will, within thirty (30) days of receipt by the City, be remitted to the Developer for the purpose of reimbursing the Developer for the Cost of the Kintner Parkway Extension until the earlier of (i) the date on which the Developer has been fully reimbursed for the Cost of the Kintner Parkway Extension or (ii) the date on which the City receives its final Service Payment distribution due to the expiration of the TIF Exemption, and

(b) Sixty (60%) percent of each Service Payment distributed to the City will be retained by the City and used as the City determines for the purposes described in the TIF Ordinance.

No payment obligation of the City under Section 3(a) shall constitute an indebtedness of the City within the provisions and limitations of the laws and the Constitution of the State of Ohio, and the Developer has no right to have taxes or excises levied by the City for the payment of the Cost of the Kintner Parkway Extension. In the event that upon receipt of the final Service Payments to be paid under the TIF Ordinance and after its application in accordance with the terms of this Agreement, a balance remains on the Cost of the Kintner Parkway Extension, the failure to pay such balance shall not be an event of default of any kind under this Agreement and any payment obligation of the City of such balance shall be deemed forgiven by the Developer at that time.

Section 4. TIF Administration. The City and the Developer agree that the Developer shall cooperate with the City in connection with the preparation of all necessary applications and supporting documents to obtain from time to time the tax exemptions granted by the TIF Ordinance and to enable the City to receive the Service Payments. The City agrees to assist the Developer in the execution and filing of such applications and supporting documents with the Delaware County Auditor. The City and the Developer agree to perform such acts as are reasonably necessary or appropriate to maintain those exemptions and receive the Service Payments, including, without limitation, joining in the execution of all documentation and providing any necessary certificates required in connection with those exemptions or the receipt of the Service Payments. The Developer authorizes the City to file any applications necessary to obtain from time to time those exemptions. The City and the Developer agree that costs of the City, the Developer or its assignee related to obtaining and maintaining those exemptions are reimbursable from the TIF Fund, subject to Section 3 hereof.

Section 5. Miscellaneous.

(a) Assignment. This Agreement may not be assigned without the prior written consent of all non-assigning Parties.

(b) Binding Effect. The provisions of this Agreement shall be binding upon and inure to the benefit of the Parties and their respective successors and permitted assigns.

(c) Captions. The captions and headings in this Agreement are for convenience only and in no way define, limit or describe the scope or intent of any provisions or sections of this Agreement.

(d) Day for Performance. Wherever herein there is a day or time period established for performance and such day or the expiration of such time period is a Saturday, Sunday or legal holiday, then such time for performance shall be automatically extended to the next business day.

(e) Entire Agreement. This Agreement constitutes the entire Agreement between the Parties on the subject matter hereof and supersedes all prior negotiations, agreements and understandings, both written and oral, between the Parties with respect to such subject matter. This Agreement may not be amended, waived or discharged except in an instrument in writing executed by the Parties.

(f) Events of Default and Remedies. Except as otherwise provided in this Agreement, in the event of any default in or breach of this Agreement, or any of its terms or conditions, by any Party hereto, such defaulting Party shall, upon written notice from any non-defaulting Party, proceed immediately to cure or remedy such default or breach, and, in any event, within thirty (30) days after receipt of such notice. In the event such default or breach is of such nature that it cannot be cured or remedied within said thirty (30) day period, then in such event the defaulting Party shall upon written notice from any non-defaulting Party commence its actions to cure or remedy said breach within said thirty (30) day period, and proceed diligently thereafter to cure or remedy said breach. In case such action is not taken or not diligently pursued, or the default or breach shall not be cured or remedied within a reasonable time, the aggrieved non-defaulting Party may institute such proceedings as may be necessary or desirable in its opinion to cure and remedy such default or breach.

(g) Executed Counterparts. This Agreement may be executed in several counterparts, each of which shall be deemed to constitute an original, but all of which together shall constitute but one and the same instrument. It shall not be necessary in proving this Agreement to produce or account for more than one of those counterparts.

(h) Extent of Covenants; No Personal Liability. All covenants, obligations and agreements of the Parties contained in this Agreement shall be effective to the extent authorized and permitted by applicable law. No such covenant, obligation or agreement shall be deemed to be a covenant, obligation or agreement of any present or future member, officer, agent or employee of the City or the Developer other than in his or her official capacity, and neither the members of the legislative body of the City nor any City or Developer official executing this Agreement shall be liable personally under this Agreement or be subject to any personal liability or accountability by reason of the execution thereof or by reason of the covenants, obligations or agreements of the City and the Developer contained in this Agreement.

(i) Governing Law. This Agreement shall be governed by and construed in accordance with the laws of the State of Ohio without regard to its principles of conflicts of laws. All claims, counterclaims, disputes and other matters in question between the City, its agents and employees, and the Developer, its employees and agents, arising out of or relating to this Agreement or its breach will be decided in a court of competent jurisdiction within Delaware County, Ohio.

(j) Legal Authority. The Parties respectively represent and covenant that each is legally empowered to execute, deliver and perform this Agreement and to enter into and carry out the transactions contemplated by this Agreement. The Parties further respectively represent and covenant that this Agreement has, by proper action, been duly authorized, executed and delivered by the Parties and all steps necessary to be taken by the Parties have been taken to constitute this Agreement, and the covenants and agreements of the Parties contemplated herein, as a valid and binding obligation of the Parties, enforceable in accordance with its terms.

(k) Limit on Liability. Notwithstanding any clause or provision of this Agreement to the contrary, in no event shall the City or the Developer be liable to each other for punitive, special, consequential, or indirect damages of any type and regardless of whether such damages are claimed under contract, tort (including negligence and strict liability) or any other theory of law.

(l) No Agency Relationship. The City and the Developer each acknowledge and agree that in fulfilling its obligations under this Agreement, the Developer is not acting as an agent of the City.

(m) Notices. Except as otherwise specifically set forth in this Agreement, all notices, demands, requests, consents or approvals given, required or permitted to be given hereunder shall be in writing and shall be deemed sufficiently given if actually received or if hand-delivered or sent by recognized, overnight delivery service or by certified mail, postage prepaid and return receipt requested, addressed to the other Party at the address set forth in this Agreement or any addendum to or counterpart of this Agreement, or to such other address as the recipient shall have previously notified the sender of in writing, and shall be deemed received upon actual receipt, unless sent by certified mail, in which event such notice shall be deemed to have been received when the return receipt is signed or refused. For purposes of this Agreement, notices shall be addressed to:

- |      |                   |                                                                                         |
|------|-------------------|-----------------------------------------------------------------------------------------|
| (i)  | the City at:      | City of Sunbury, Ohio<br>9 East Granville Street<br>P.O. Box 508<br>Sunbury, Ohio 43074 |
| (ii) | the Developer at: | Sunbury Development LLC<br>825 Kintner Parkway<br>Sunbury, Ohio 43074                   |
|      | With a Copy To:   | Tim Miller, Esq.<br>Isaac Wiles<br>2 Miranova Place, Suite 700<br>Columbus, Ohio 43215  |

The Parties, by notice given hereunder, may designate any further or different addresses to which subsequent notices; certificates, requests or other communications shall be sent.

(n) No Waiver. No right or remedy herein conferred upon or reserved to any Party is intended to be exclusive of any other right or remedy, and each and every right or remedy

shall be cumulative and in addition to any other right or remedy given hereunder, or now or hereafter legally existing upon the occurrence of any event of default hereunder. The failure of any Party to insist at any time upon the strict observance or performance of any of the provisions of this Agreement or to exercise any right or remedy as provided in this Agreement shall not impair any such right or remedy or be construed as a waiver or relinquishment thereof. Every right and remedy given by this Agreement to the Parties hereto may be exercised from time to time and as often as may be deemed expedient by the parties hereto, as the case may be.

(o) Recitals. The Parties acknowledge and agree that the facts and circumstances as described in the Recitals hereto are an integral part of this Agreement and as such are incorporated herein by reference.

(p) Severability. If any provision of this Agreement, or any covenant, obligation or agreement contained herein is determined by a court to be invalid or unenforceable, that determination shall not affect any other provision, covenant, obligation or agreement, each of which shall be construed and enforced as if the invalid or unenforceable portion were not contained herein. That invalidity or unenforceability shall not affect any valid and enforceable application thereof, and each such provision, covenant, obligation or agreement shall be deemed to be effective, operative, made, entered into or taken in the manner and to the full extent permitted by law.

(q) Survival of Representations and Warranties. All representations and warranties of the Parties in this Agreement shall survive the execution and delivery of this Agreement.

(r) Term of Agreement. This Agreement shall become effective as of the Effective Date and shall continue until the earlier of (i) the date on which the Developer has been fully reimbursed for the Cost of the Kintner Parkway Extension or (ii) the date on which the City receives its final Service Payment distribution due to the expiration of the TIF Exemption.

(s) Third Party Beneficiaries. Nothing in this Agreement, express or implied, is intended to or shall confer upon any other person any right, benefit or remedy of any nature whatsoever under or by reason of this Agreement.

*(Remainder of Page Intentionally Left Blank – Signature Pages Follow)*

IN WITNESS WHEREOF, the City and the Developer have caused this Agreement to be executed in their respective names by their duly authorized officers, as of the date first set forth above.

**CITY OF SUNBURY, OHIO**

By: \_\_\_\_\_  
Daryl Hennessy, Administrator

Approved as to Form:

\_\_\_\_\_  
David J. Brehm, Director of Law

**FISCAL OFFICER'S CERTIFICATE**

The City has no obligation to make payments pursuant to the foregoing agreement except from Service Payments to be collected for deposit into the TIF Fund. That money has been pledged and appropriated for expenditure in accordance with the foregoing agreement. Accordingly, as fiscal officer for the City of Sunbury, Ohio, I hereby certify that funds sufficient to meet the obligations of the City under the foregoing Agreement, but in an amount not greater than those Service Payments actually received by the City, have been lawfully appropriated for the purposes thereof and are available in the treasury of the City, and/or upon implementation of the processes under Sections 5709.40, 5709.42 and 5709.43 of the Ohio Revised Code, are in the process of collection to the credit of an appropriate fund, free from any previous encumbrance. This Certificate is given in compliance with Sections 5705.41 and 5705.44 of the Ohio Revised Code.

Dated: \_\_\_\_\_, 2025

\_\_\_\_\_  
Dana Steffan, Director of Finance  
City of Sunbury, Ohio



**SUNBURY DEVELOPMENT LLC**

By:\_\_\_\_\_

Printed:\_\_\_\_\_

Title:\_\_\_\_\_

EXHIBIT A  
TIF ORDINANCE

[Attached]

EXHIBIT B

COST OF THE KINTNER PARKWAY EXTENSION

[Attached]

EXHIBIT C

DEPICTION OF KINTNER PARKWAY EXTENSION

[Attached]

4855-3662-2059.3

| Newman Roofing Roadway & Utility Cost Estimate |                                             |          |      |              |                      |
|------------------------------------------------|---------------------------------------------|----------|------|--------------|----------------------|
| ITEM                                           |                                             | QUANTITY | UNIT | UNIT PRICE   | TOTAL COST           |
| 202                                            | PAVEMENT REMOVED                            | 6        | SY   | \$ 25.00     | \$ 150.00            |
| 252                                            | FULL DEPTH PAVEMENT SAWING                  | 27       | LF   | \$ 3.50      | \$ 94.50             |
| 207                                            | SILT FENCE                                  | 323      | LF   | \$ 5.00      | \$ 1,615.00          |
| 207                                            | BEAVER DAM                                  | 4        | EA   | \$ 100.00    | \$ 400.00            |
| 207                                            | VERTIPRO INLET PROTECTION                   | 1        | EA   | \$ 110.00    | \$ 110.00            |
| 204                                            | SUBGRADE COMPACTION                         | 716      | SY   | \$ 1.50      | \$ 1,074.00          |
| 204                                            | PROOF ROLLING                               | 1        | HR   | \$ 200.00    | \$ 200.00            |
| 304                                            | AGGREGATE BASE                              | 153      | CY   | \$ 65.00     | \$ 9,945.00          |
| 441                                            | ASPHALT CONCRETE SURFACE COURSE TYPE 1      | 51       | CY   | \$ 315.00    | \$ 16,065.00         |
| 441                                            | ASPHALT CONCRETE INTERMEDIATE COURSE TYPE 1 | 51       | CY   | \$ 265.00    | \$ 13,515.00         |
| 451                                            | CONCRETE DRIVE AND APRON                    | 109      | SY   | \$ 110.00    | \$ 11,990.00         |
| 605                                            | 4" UNDERDRAIN - ROADWAY                     | 460      | LF   | \$ 12.50     | \$ 5,750.00          |
| 608                                            | COMBINATION CURB AND GUTTER                 | 460      | LF   | \$ 30.00     | \$ 13,800.00         |
| 608                                            | 18" STRAIGHT CURB                           | 60       | LF   | \$ 24.00     | \$ 1,440.00          |
| 601                                            | ROCK CHANNEL PROTECTION TYPE C W/ FILTER    | 2        | CY   | \$ 220.00    | \$ 440.00            |
| 604                                            | STANDARD CURB AND GUTTER COC AA-S125A       | 4        | EA   | \$ 4,500.00  | \$ 18,000.00         |
| 604                                            | STANDARD CATCH BASIN COC AA-S133A           | 1        | EA   | \$ 6,500.00  | \$ 6,500.00          |
|                                                | MH TYPE "C" AA-S102 W/ FLAT SLAB TOP        | 1        | EA   | \$ 6,600.00  | \$ 6,600.00          |
| 604                                            | ENDWALL COC AA-S168                         | 1        | EA   | \$ 2,500.00  | \$ 2,500.00          |
| 901                                            | 12" HDPE CONDUIT                            | 301      | LF   | \$ 85.00     | \$ 25,585.00         |
| 748                                            | CASING PIPE 6" WL                           | 38       | LF   | \$ 350.00    | \$ 13,300.00         |
| 748                                            | 6" SDR 21 PVC                               | 68       | LF   | \$ 270.00    | \$ 18,360.00         |
| 748                                            | 8" SDR 26 PVC                               | 272      | LF   | \$ 330.00    | \$ 89,760.00         |
| 748                                            | 6" VALVE                                    | 1        | EA   | \$ 2,250.00  | \$ 2,250.00          |
| 748                                            | 8" VALVE                                    | 1        | EA   | \$ 3,250.00  | \$ 3,250.00          |
| 748                                            | FIRE HYDRANT TEE AND FH                     | 1        | EA   | \$ 8,000.00  | \$ 8,000.00          |
| 748                                            | 2" END OF LINE FIRE HYDRANT                 | 1        | EA   | \$ 7,500.00  | \$ 7,500.00          |
| 748                                            | 6" PLUG AND BLOCK                           | 1        | EA   | \$ 1,500.00  | \$ 1,500.00          |
| 748                                            | REMOVE EX PLUG AND BLOCK                    | 1        | EA   | \$ 1,000.00  | \$ 1,000.00          |
| SEPC                                           | SEEDING AND MULCHING                        | 1231     | SY   | \$ 2.50      | \$ 3,076.67          |
| SEPC                                           | REMOVABLE BARRICADE                         | 1        | EACH | \$ 250.00    | \$ 250.00            |
|                                                |                                             |          |      |              |                      |
|                                                |                                             |          |      | <b>Total</b> | <b>\$ 284,020.17</b> |

## Memo

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|                |                              |
|----------------|------------------------------|
| <b>Date</b>    | July 21, 2025                |
| <b>From</b>    | Ashley Fowler                |
| <b>Subject</b> | Newman Roofing Cost Estimate |

---

Dear Mr. Hennessy,

Verdantas has reviewed the construction plans for the Newman Roofing development and has evaluated the portion of the work associated with the public improvements.

Based on our analysis and comparable pricing for similar projects, we have estimated that the value of the public improvements is \$284,020.17.

Attached please find our detailed breakdown of the pay items, associated quantities, and unit pricing.

Respectfully,

A handwritten signature in cursive script that reads 'Ashley Fowler'.

Ashley Fowler

Senior Project Manager

ORDINANCE NO. 2021.52

AUDITOR  
DELAWARE COUNTY, OHIO  
FILED

2021 DEC -3 AM 11:08

GEORGE KAITSA  
AUDITOR

AN ORDINANCE DECLARING THE IMPROVEMENT TO A CERTAIN PARCEL OF REAL PROPERTY TO BE A PUBLIC PURPOSE AND EXEMPT FROM TAXATION; ESTABLISHING A MUNICIPAL PUBLIC IMPROVEMENT TAX INCREMENT EQUIVALENT FUND AND PROVIDING FOR THE COLLECTION AND DEPOSIT OF SERVICE PAYMENTS INTO THAT FUND; SPECIFYING THE PUBLIC INFRASTRUCTURE IMPROVEMENTS DIRECTLY BENEFITING THE PARCEL; AND DECLARING AN EMERGENCY.

WHEREAS, Ohio Revised Code Sections 5709.40 to 5709.43 (collectively, the "*TIF Statutes*") authorize the legislative authority of a municipal corporation, by ordinance, to declare the improvement to parcels of real property located within the municipal corporation to be a public purpose and exempt from taxation, require the owner of each parcel to make service payments in lieu of taxes, establish a municipal public improvement tax increment equivalent fund for the deposit of those service payments, and specify public infrastructure improvements made, to be made or in the process of being made that directly benefit, or that once made will directly benefit, those parcels; and

WHEREAS, this City Council has determined to declare the improvements to a certain parcel of real property, which parcel is further described in Section 1, to be a public purpose; and

WHEREAS, this City Council desires to provide for the construction and/or installation of the public infrastructure improvements described in Section 2; and

WHEREAS, notice of this proposed Ordinance has been delivered to the Boards of Education of the Big Walnut Local School District and the Delaware Area Career Center in accordance with and within the time period prescribed in Ohio Revised Code Sections 5709.40 and 5709.83;

NOW, THEREFORE, BE IT ORDAINED by the Council of the City of Sunbury, Delaware County, Ohio, that:

Section 1. Parcel of Real Property. The parcel of real property subject to the exemption granted by this Ordinance is identified and depicted in **EXHIBIT A** attached hereto (the "*Parcel*").

Section 2. Public Infrastructure Improvements. This City Council hereby designates the public infrastructure improvements described in **EXHIBIT B** attached hereto (the "*Public Infrastructure Improvements*") and any other public infrastructure improvements hereafter designated by ordinance as public infrastructure improvements made, to be made or in the process of being made by the City that directly benefit, or that once made will directly benefit, the Parcel.

Section 3. Authorization of Tax Exemption. This City Council hereby finds and determines that 75% of the increase in assessed value of the Parcel subsequent to the effective date



of this Ordinance (which increase in assessed value is hereinafter referred to as the "*Improvement*" as defined in Ohio Revised Code Section 5709.40(A)) is hereby declared to be a public purpose and shall be exempt from taxation in accordance with Ohio Revised Code Section 5709.40(B) for a period commencing for the Parcel with the first tax year that begins after the effective date of this Ordinance and in which an Improvement attributable to a new structure on the Parcel first appears on the tax list and duplicate of real and public utility property were it not for the exemption granted by this Ordinance and ending on the earlier of (a) ten (10) years after such commencement or (b) the date on which the City can no longer require service payments in lieu of taxes, all in accordance with the requirements of the TIF Statutes.

If the Parcel is subdivided subsequent to the effective date of this Ordinance but prior to the filing of an exemption application (i.e. Form DTE 24) in respect of the Parcel, then the tax exemption authorized by this Section 3 shall apply separately to each respective subdivided parcel.

Section 4. Service Payments. Pursuant to Ohio Revised Code Section 5709.42, the owner of the Parcel is hereby required to and shall make service payments in lieu of taxes with respect to the Improvement allocable thereto to the Treasurer of Delaware County, Ohio (the "*County Treasurer*") on or before the final dates for payment of real property taxes. The service payments in lieu of taxes shall be charged and collected in the same manner and in the same amount as the real property taxes that would have been charged and collected against that Improvement if it were not exempt from taxation pursuant to Section 3 of this Ordinance, including any penalties and interest (collectively, the "*Service Payments*"). The Service Payments, and any other payments with respect to each Improvement that are received by the County Treasurer in connection with the reductions required by Ohio Revised Code Sections 319.302, 321.24, 323.152 and 323.156, as the same may be amended from time to time, or any successor provisions thereto as the same may be amended from time to time (the "*Property Tax Rollback Payments*"), shall be allocated, distributed and deposited in accordance with Section 6 of this Ordinance.

Section 5. TIF Fund. This City Council hereby establishes pursuant to and in accordance with the provisions of Section 5709.43 of the Ohio Revised Code, the 208 Public Improvement Tax Increment Equivalent Fund (the "*Fund*"), into which shall be deposited all of the Service Payments and any associated rollback payments and related interest and penalty payments distributed to the City with respect to the Improvements on the Parcel, by or on behalf of the County Treasurer as provided in Section 5709.42 of the Ohio Revised Code, and hereby provides that all of the moneys deposited in the Fund shall be used for any or all of the following purposes:

(a) to pay any and all planning, engineering, acquisition, construction, installation, financing costs, and any and all other direct and indirect costs of the Public Infrastructure Improvements, including those costs set forth in Ohio Revised Code Section 133.15(B);

(b) to pay the interest on and principal of bonds or notes, and premium, if any, including refunding or additional bonds or notes or other obligations issued or loans entered into by the City, or other governmental entity to finance costs of the Public Infrastructure Improvements until such notes or bonds or other obligations or loans are paid in full, and to

pay trustee and other costs related to servicing the obligations and providing and replenishing a reserve fund and to pay costs charged by the issuer of the obligations; and

(c) to reimburse the City, the State of Ohio or other governmental entity, or a private entity under contract with the City, for any funds used to pay costs of the Public Infrastructure Improvements, or to pay interest, principal, or premium, and related costs on any of the aforesaid notes, bonds, loans or other obligations, prior to receipt of Service Payments.

The Fund shall remain in existence so long as the Service Payments are collected and used for the aforesaid purposes, after which said Fund shall be dissolved in accordance with said Section 5709.43.

Section 6. Further Authorizations. This City Council hereby authorizes and directs the Mayor, the Administrator, the Director of Law, the Director of Finance or other appropriate officers of the City to make such arrangements as are necessary and proper for collection of the Service Payments and the Property Tax Rollback Payments. This City Council further hereby authorizes and directs the Mayor, the Administrator, the Director of Law, the Director of Finance or other appropriate officers of the City to prepare and sign all documents and instruments and to take any other actions as may be appropriate to implement this Ordinance.

Section 7. Tax Incentive Review Council. The applicable Tax Incentive Review Council, with the membership of that Council to be constituted in accordance with Section 5709.85 of the Ohio Revised Code, shall, in accordance with Section 5709.85 of the Ohio Revised Code, review annually all exemptions from real property taxation granted by this Ordinance and any other such matters as may properly come before that Council, all in accordance with Ohio Revised Code Section 5709.85.

Section 8. Filings with Ohio Development Services Agency. Pursuant to Ohio Revised Code Section 5709.40(I), the Clerk of Council is hereby directed to deliver a copy of this Ordinance to the Director of the Ohio Development of Development within fifteen days after its effective date. Further, and on or before March 31 of each year that the tax exemption authorized by Section 3 remains in effect, the Administrator or other authorized officer of the City is directed to prepare and submit to the Director of the Ohio Development Services Agency the status report required under Ohio Revised Code Section 5709.40(I).

Section 9. Open Meetings. This City Council finds and determines that all formal actions of this City Council and any of its committees concerning and relating to the passage of this Ordinance were taken in an open meeting of this City Council or any of its committees and that all deliberations of this City Council and any of its committees that resulted in those formal actions were in meetings open to the public, all in compliance with the law, including Section 121.22 of the Ohio Revised Code.

Section 10. Effective Date. This Ordinance is declared to be an emergency measure necessary for the immediate preservation of the public peace, health, safety or welfare of the City, and for the further reason that this Ordinance is required to be immediately effective in order to

induce the development of the Parcel and the construction of needed Public Infrastructure Improvements; wherefore, this Ordinance shall be in full force and effect immediately upon its enactment and approval by the Mayor.

VOTE ON ORDINANCE NO. 2021.52

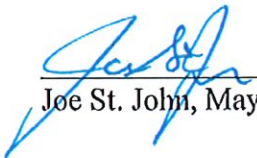
YEAS

6

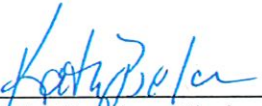
NAYS

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PASSED: December 1, 2021

  
Joe St. John, Mayor

ATTEST:

  
Kathy Belcher, Clerk of Council

#### CERTIFICATE

I hereby certify on this 1 day of December, 2021, that the foregoing is a true and accurate copy of the Ordinance passed at the meeting held on December 1, 2021, at the City of Sunbury, County of Delaware, State of Ohio.

  
Kathy Belcher, Clerk of Council

## **EXHIBIT A**

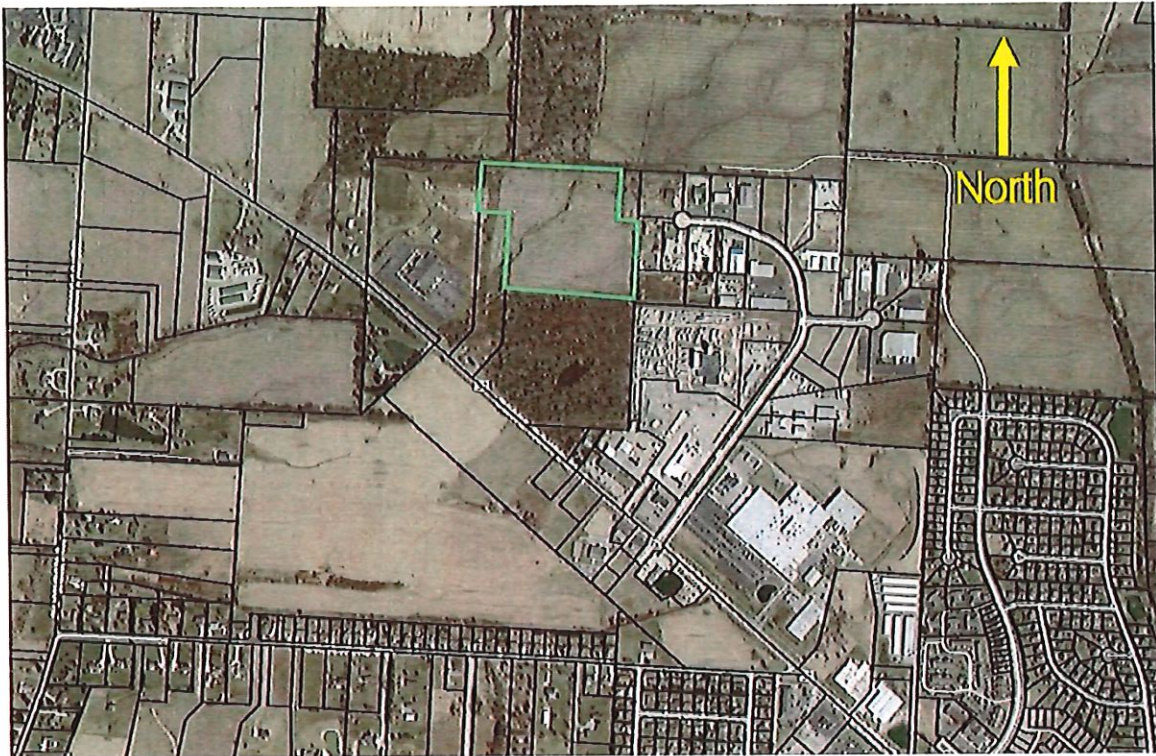
### **IDENTIFICATION AND MAP OF THE PARCEL**

The shaded area on the following map specifically identifies and depicts the Parcel and constitutes part of this **EXHIBIT A**. The Parcel includes tax parcel 417-131-01-007-005 (as it exists in the County Auditor's records on November 2, 2021).

EXHIBIT "A"

The parcel of real property subject to the exemption granted by this Ordinance  
(the "TIF Property")

Parcel No. 417-131-01-007-005



No Scale

## EXHIBIT B

### PUBLIC INFRASTRUCTURE IMPROVEMENTS

The Public Infrastructure Improvements include the construction of the following improvements on or near the Parcel that will directly benefit the Parcel and all related costs of permanent improvements (including, but not limited to, those costs listed in Section 133.15(B) of the Ohio Revised Code):

- Cherry/Miller intersection improvements,
- Cherry/S.R. 3 intersection improvements,
- Cherry/Kintner intersection improvements,
- Miller/S.R. 3 intersection improvements,
- S.R. 3/S.R. 61 intersection improvements,
- The future “East-West” Road that extends across the Schools’ properties and other properties from SR 61 to the roadway’s ultimate terminus to the west,
- S.R. 61 improvements,
- N. Miller Drive improvements,
- Sunbury Parkway improvements,
- Kintner Parkway improvements, and
- LWCI sewer improvements, and sanitary sewer extensions therefrom,

and in each case, all other costs and improvements necessary and appurtenant thereto, and together with constructing and installing curbs and gutters, public utilities which include water mains, fire hydrants, sanitary sewer, storm sewer and water improvements, lighting, burial of utility lines, gas, electric and communications service facilities (including fiber optics), street lighting and signs, medians, viaducts, sidewalks, bikeways, and landscaping (including scenic fencing and irrigation),

traffic signs and signalization, and including design and other related costs, any right-of-way or real estate acquisition, erosion and sediment control measures, grading, drainage and other related work, survey work, soil engineering, inspection fees and construction staking, any other necessary site improvements, and in each case, all other costs and improvements necessary and appurtenant thereto.



November 9, 2021

To: Board of Education of the Delaware Area Career Center

Subject: Notice of Ohio Revised Code Section 5709.40(B)  
Proposed Tax Increment Financing

This letter constitutes seconded revised notice to the Board of Education of the Delaware Area Career Center (the "*School District*") of the intent of the City of Sunbury, Ohio (the "*City*") to declare the Improvement (as defined in the attached Proposed TIF Ordinance) to certain parcels of real property in the City to be a public purpose under Ohio Revised Code Section 5709.40(B). The following information is provided pursuant to Ohio Revised Code Sections 5709.40 and 5709.83:

*Description of Parcels to be Exempt:* See Exhibit A of the attached Proposed TIF Ordinance.

*Estimate of the True Value in Money of the Improvements:* \$2,300,000.00.

*Period for Which the Improvement to Each Parcel Will be Exempt from Taxation:* The Improvement to each Parcel will be exempt for a period commencing with the first tax year that begins after the effective date of the Proposed TIF Ordinance and in which an Improvement attributable to a new structure on the Parcel first appears on the tax list and duplicate of real and public utility property for that Parcel and ending on the earlier of (a) ten (10) years after such exemption commenced or (b) the date on which the City can no longer require service payments in lieu of taxes, all in accordance with the requirements of Ohio Revised Code Sections 5709.40, 5709.42 and 5709.43 and all as further described in the attached Proposed TIF Ordinance.

*Percentage of the Improvement to each Parcel to be Exempt:* Seventy-five percent (75%).

*The City Council intends to adopt the Proposed TIF Ordinance on:* December 1, 2021.

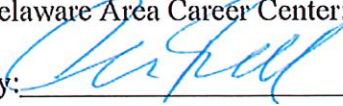
Sincerely,

By: 

Name: Steven R. Pyles

Title: Administrator

Receipt Acknowledged by the  
Delaware Area Career Center:

By: 

Name: Christopher Bell

Title: Treasurer

Attachment: Proposed TIF Ordinance (Revised)

November 10, 2021

To: Board of Education of the Big Walnut Local School District

Subject: Notice of Ohio Revised Code Section 5709.40(B)  
Proposed Tax Increment Financing

This letter constitutes a second revised notice to the Board of Education of the Big Walnut Local School District (the "*School District*") of the intent of the City of Sunbury, Ohio (the "*City*") to declare the Improvement (as defined in the attached Proposed TIF Ordinance) to certain parcels of real property in the City to be a public purpose under Ohio Revised Code Section 5709.40(B). The following information is provided pursuant to Ohio Revised Code Sections 5709.40 and 5709.83:

*Description of Parcels to be Exempt:* See Exhibit A of the attached Proposed TIF Ordinance.

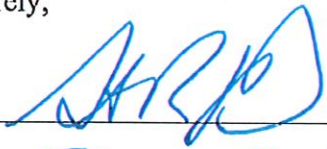
*Estimate of the True Value in Money of the Improvements:* \$2,300,000.00.

*Period for Which the Improvement to Each Parcel Will be Exempt from Taxation:* The Improvement to each Parcel will be exempt for a period commencing with the first tax year that begins after the effective date of the Proposed TIF Ordinance and in which an Improvement attributable to a new structure on the Parcel first appears on the tax list and duplicate of real and public utility property for that Parcel and ending on the earlier of (a) ten (10) years after such exemption commenced or (b) the date on which the City can no longer require service payments in lieu of taxes, all in accordance with the requirements of Ohio Revised Code Sections 5709.40, 5709.42 and 5709.43 and all as further described in the attached Proposed TIF Ordinance.

*Percentage of the Improvement to each Parcel to be Exempt:* Seventy-five percent (75%).

*The City Council intends to adopt the Proposed TIF Ordinance on:* December 1, 2021.

Sincerely,

By: 

Name: STEVEN R. PYLES

Title: Administrator

Receipt Acknowledged by the  
Big Walnut Local School District:

By: 

Name: Jeremy J. Buskirk

Title: Treasurer

Attachment: Proposed TIF Ordinance (Revised)

**ORDINANCE NO. 2025.38**

**AN ORDINANCE AMENDING THE SOUTHERN BOUNDARY LANDSCAPE SCREENING PLAN FOR AN APPROVED PLANNED COMMERCIAL AREA DEVELOPMENT PLAN FOR THE MEADOWS AT SUNBURY APARTMENTS LOCATED AT 400 OVERLAND DRIVE, SUNBURY, OHIO.**

**WHEREAS**, Romanelli Sunbury Group, LLC and NPA Commercial Property, LLC submitted a joint application to rezone 13.22 +/- acres of land (tax parcel numbers 417-412-02-001-016, 417-412-02-001-017, 417-412-02-001-005, 417-412-02-001-004, 417-412-02-001-006) along the south side of W. Granville Street and bifurcated by Sunbury Meadows Drive from Planned Industrial District to Planned Commercial District pursuant to the City of Sunbury Zoning Code; and

**WHEREAS**, Council approved said rezoning and development plan November 30, 2022; and

**WHEREAS**, an amended development plan amending a southern landscape screening plan for the Meadows at Sunbury Apartments has been submitted. The amended development plan was approved by the Sunbury Planning and Zoning Commission on October 27, 2025; and

**WHEREAS**, Council for the City of Sunbury now wishes to approve the recommendation of the Planning and Zoning Commission and approve the amended development plan amending a southern landscape screening plan for the Meadows at Sunbury Apartments.

**NOW THEREFORE, BE IT ORDAINED** by the Council for the City of Sunbury, Delaware County, State of Ohio, that:

**SECTION I:** The recommendation of the Sunbury Planning and Zoning Commission to approve the amended development plan amending the southern boundary landscape screening plan for the Meadows at Sunbury Apartments is hereby approved.

**SECTION II:** It is found and determined that all formal actions of this Council concerning and relating to the adoption of this Ordinance were adopted in open meetings of this Council, and that all deliberations of this Council and of any of its committees that resulted in such formal action were meetings open to the public, and in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

**VOTE ON ORDINANCE 2025.38**

**YEAS**

**NAYS**

\_\_\_\_\_

\_\_\_\_\_

**PASSED:** \_\_\_\_\_

\_\_\_\_\_  
**Joseph St. John, Mayor**

**ATTEST:**

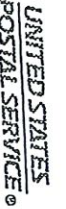
\_\_\_\_\_  
**Amber Swain, Clerk of Council**

**CERTIFICATION**

I hereby certify on this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, that the foregoing is a true and accurate copy of the Ordinance passed at the meeting held on \_\_\_\_\_, 20\_\_\_\_, of the City of Sunbury, County of Delaware, State of Ohio.

\_\_\_\_\_  
Amber Swain, Clerk of Council





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| 3.                           | 2432 Common Bent Dr<br>Sunbury, OH 43074                                                     |         |                     |                 |                             |       |               |     |     |     |     |     |     |     |
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| 8.                           |                                                                                              |         |                     |                 |                             |       |               |     |     |     |     |     |     |     |

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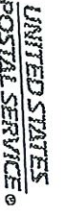
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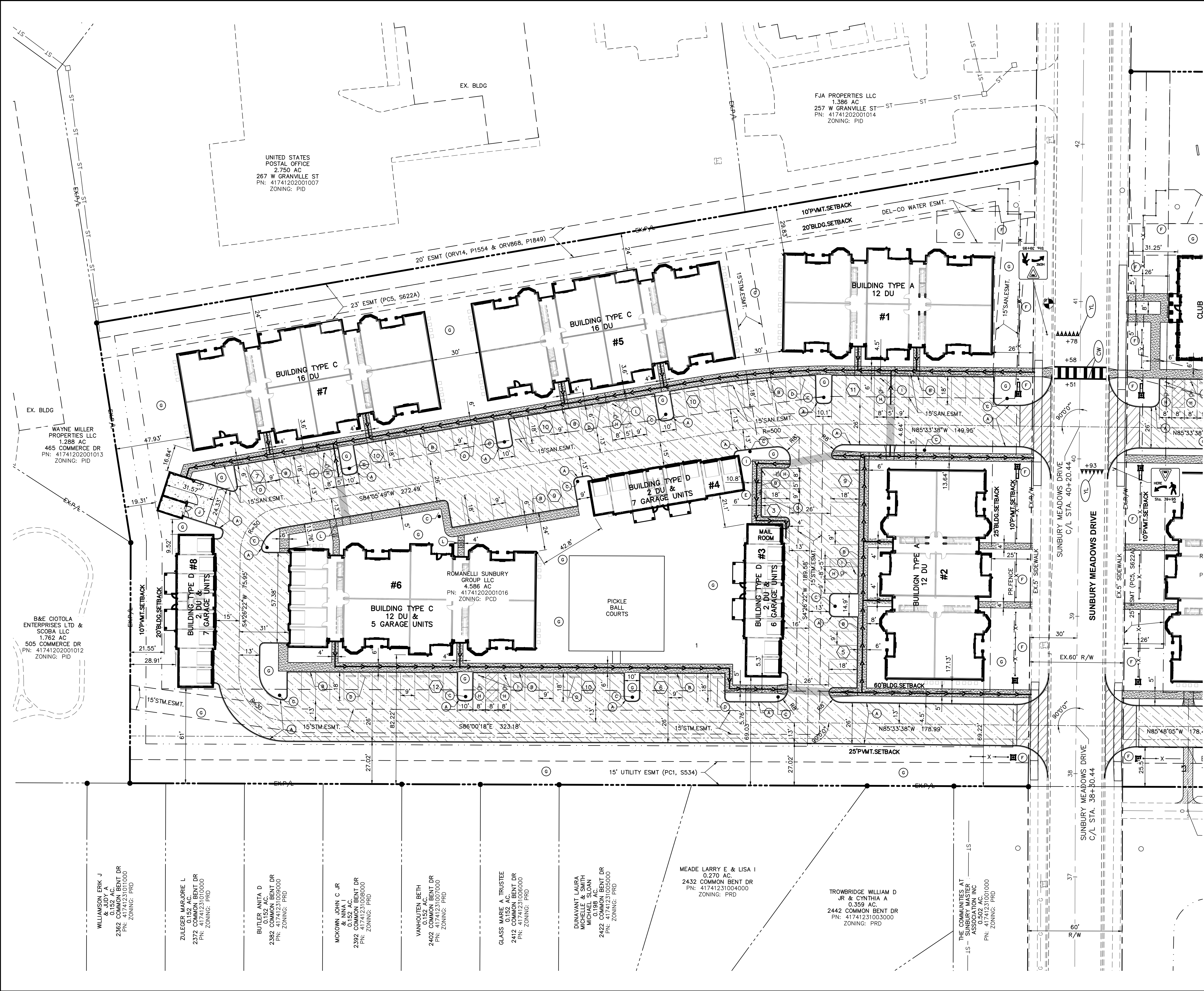




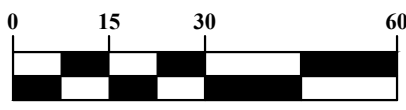








GRAPHIC SCALE



1 inch = 30 feet

SITE NOTES

- ALL DIMENSIONS AND RADII ARE TO THE FACE OF CURB UNLESS OTHERWISE NOTED.
- ALL PRIVATE PAVEMENT MARKINGS SHALL BE WHITE UNLESS OTHERWISE NOTED.
- ALL DISTURBED AREAS ARE TO RECEIVE FOUR INCHES OF TOPSOIL, SEED, MULCH AND WATER UNTIL A HEALTHY STAND OF GRASS IS ESTABLISHED.
- ALL WORK AND MATERIALS SHALL COMPLY WITH ALL CITY REGULATIONS AND CODES AND O.S.H.A. STANDARDS.
- CURB RADII NOT LABELED ARE 3' UNLESS OTHERWISE SHOWN.

LEGEND

- PAVEMENT SECTION, SEE DETAIL SHEET 3 (1.5" ASPHALT, 6" RCC)
- CONCRETE PAVEMENT SECTION, SEE DETAIL SHEET 3 (DUMPSTER PAD - ITEM 451)
- COMMERCIAL DRIVEWAY APPROACH, PER COL STD DWG 2202
- CONCRETE SIDEWALK, SEE DETAIL SHEET 3
- ACCESSIBLE ROUTE

SUB-SUMMARY OF TRAFFIC MARKINGS

| LOCATION (SECTION)    | CROSSWALK LINE 12" WHITE (L.F.) | YIELD LINE WHITE (L.F.) |
|-----------------------|---------------------------------|-------------------------|
| SUNBURY MEADOWS DRIVE |                                 |                         |
| 39+93                 |                                 | 16                      |
| 40+51                 | 33                              |                         |
| 40+58                 | 33                              |                         |
| 40+78                 |                                 | 16                      |
|                       | 66                              | 32                      |

LEGEND

- CW CROSSWALK LINE - 12" WHITE
- YL YIELD LINE

- NOTES:
- ALL SIGNS AND SIGN SUPPORTS SHALL CONFORM TO THE LATEST EDITION OF THE OMUTCD, ODOT STANDARD CONSTRUCTION DRAWINGS, AND THE 2019 ODOT CMS. ANY DEVIATIONS FROM THE ABOVE REQUIREMENTS FOR SIGNS AND/OR SUPPORTS WITHIN THE SUBDIVISION, SHALL REQUIRE WRITTEN APPROVAL FROM THE CITY.
  - SEE THIS SHEET FOR SUB-SUMMARY ITEMS.

SUB-SUMMARY OF TRAFFIC SIGNS AND SUPPORTS

| LOCATION              | CODE | SIZE  | FLAT SHEET (S.F.) | SIGN POST (L.F.) |
|-----------------------|------|-------|-------------------|------------------|
| SUNBURY MEADOWS DRIVE |      |       |                   |                  |
| 39+93                 | R1-5 | 36x36 | 9                 | 14               |
| 40+78                 | R1-5 | 36x36 | 9                 | 14               |
|                       |      |       | 18.00             | 28               |

CODED NOTES

- (A) EXTRUDED CURB, SEE DETAIL SHEET 3
- (B) COMBINED CURB AND WALK, SEE DETAIL SHEET 3
- (C) SITE LIGHTING FIXTURE, SEE PHOTOMETRIC PLAN FOR DETAILS
- (D) PARKING BLOCK, SEE DETAIL SHEET 3
- (E) EV CHARGING STATION
- (F) LANDSCAPE FENCING, SEE LANDSCAPE PLAN
- (G) LANDSCAPE/OPEN SPACE, SEE LANDSCAPE PLANS
- (H) ACCESSIBLE PARKING SPACE, SEE DETAILS SHEET 3
- (I) ACCESSIBLE PARKING SIGN, SEE DETAIL SHEET 3
- (J) CONCRETE DUMPSTER PAD, SEE DETAIL SHEET 3
- (K) 12" WHITE CROSSWALK LINE PAVEMENT MARKINGS
- (L) CONCRETE STEPS PER COL STD DWG 2328

- (32) NUMBER OF PARKING SPACES IN ROW

SITE STATISTICS

SITE LOCATION: SUNBURY MEADOWS DRIVE, CITY OF SUNBURY, OHIO  
SUB-AREA 'B' - SUNBURY COMMERCE PARK APARTMENTS  
PARCEL NUMBERS: 41741202001016 & 41741202001017  
GROSS ACREAGE: ±8.575 AC.  
MAX PERMITTED UNITS: 120 UNITS  
MIN. PARKING SPACES: 222

WEST LOT (41741202001016)  
ACREAGE: ±4.586 AC.  
UNITS: 78 UNITS  
PARKING PROVIDED: 105 SURFACE SPACES & 25 GARAGE SPACES  
INCLUDES 7 ACCESSIBLE SPACES (1 VAN ACCESSIBLE)

EAST LOT (41741202001017)  
ACREAGE: ±3.989 AC.  
UNITS: 42 UNITS  
PARKING PROVIDED: 67 SURFACE SPACES & 25 GARAGE SPACES  
INCLUDES 6 ACCESSIBLE SPACES (1 VAN ACCESSIBLE)

TOTAL ACTUAL DWELLING UNITS: 120 UNITS.  
PARKING PROVIDED: 222 SPACES (1.85/D.U.)  
INCLUDES 13 ACCESSIBLE SPACES (2 VAN ACCESSIBLE)  
• 50 GARAGE SPACES  
• 172 SURFACE SPACES

PLAN PREPARED BY:  
  
781 Science Blvd., Suite 100  
Gahanna, Ohio 43230  
ph 614.428.7750  
fax 614.428.7755

PLAN PREPARED FOR:  
  
148 E. Second Street  
Mansfield, Ohio 43081  
ph 614-581-2642  
fax 614-581-2642

CITY OF SUNBURY, DELAWARE COUNTY, OHIO  
**PRIVATE SITE IMPROVEMENT PLAN**  
FOR  
**SUNBURY COMMERCE PARK APARTMENTS**  
SITE DIMENSION PLAN

| No. | Revision               | Date | Approved |
|-----|------------------------|------|----------|
| 1   | REVISED AMENITY SPACES |      |          |

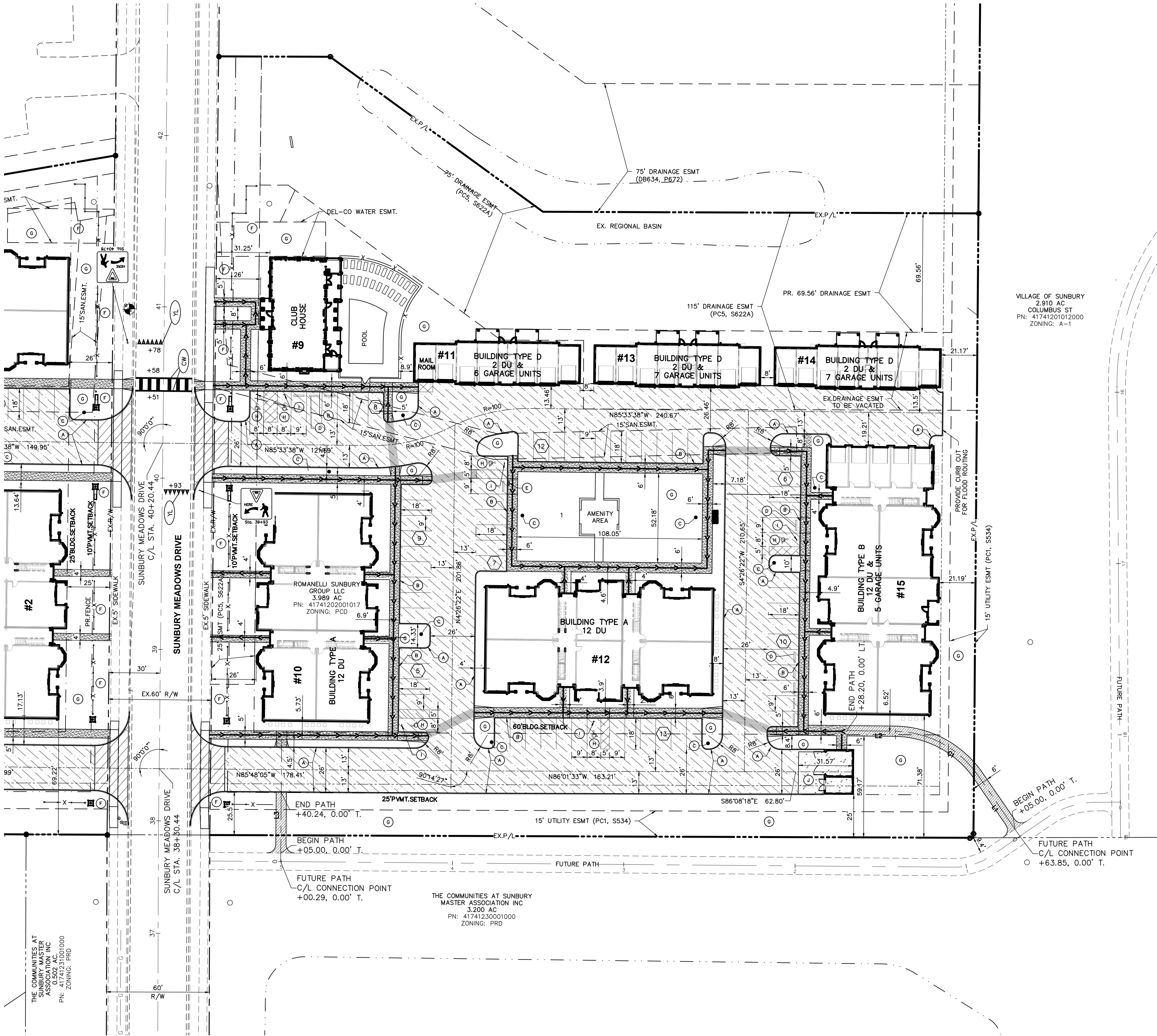
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Scale: 1"=30'

Drawn By: CLE  
Checked By: DDD

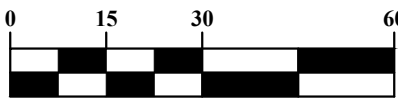
Project Number:  
18-0029-149

Drawing Number:  
**5 / 22**





GRAPHIC SCALE



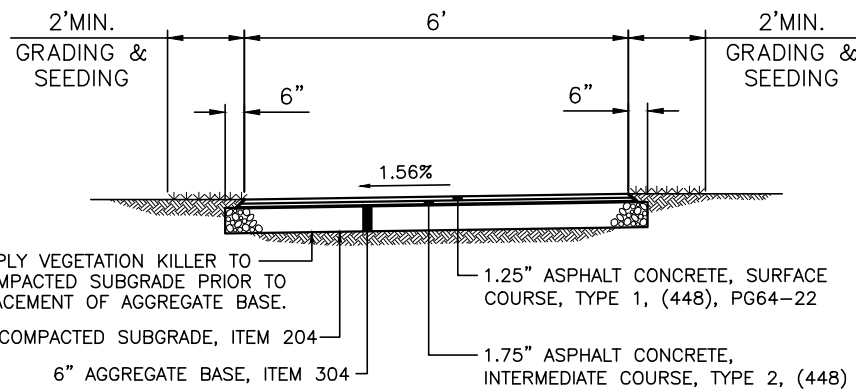
1 inch = 30 feet

SITE NOTES

- ALL DIMENSIONS AND RADII ARE TO THE FACE OF CURB UNLESS OTHERWISE NOTED.
- ALL PRIVATE PAVEMENT MARKINGS SHALL BE WHITE UNLESS OTHERWISE NOTED.
- ALL DISTURBED AREAS ARE TO RECEIVE FOUR INCHES OF TOPSOIL, SEED, MULCH AND WATER UNTIL A HEALTHY STAND OF GRASS IS ESTABLISHED.
- ALL WORK AND MATERIALS SHALL COMPLY WITH ALL CITY REGULATIONS AND CODES AND O.S.H.A. STANDARDS.
- CURB RADII NOT LABELED ARE 3' UNLESS OTHERWISE SHOWN.

LEGEND

- PAVEMENT SECTION, SEE DETAIL SHEET 3 (1.5" ASPHALT, 6" RCC)
- CONCRETE PAVEMENT SECTION, SEE DETAIL SHEET 3 (DUMPSTER PAD - ITEM 451)
- COMMERCIAL DRIVEWAY APPROACH, PER COL STD DWG 2202
- CONCRETE SIDEWALK, SEE DETAIL SHEET 3
- ACCESSIBLE ROUTE
- ASPHALT PATH, SEE DETAIL THIS SHEET



MULTI-USE PATH DETAIL  
No Scale

| LINE TABLE |          |             |
|------------|----------|-------------|
| LINE       | DISTANCE | BEARING     |
| L1         | 37.85'   | N30°43'47"W |
| L2         | 27.93'   | N85°33'38"W |
| L3         | 35.24'   | N04°09'23"E |

| CURVE TABLE |            |        |        |               |
|-------------|------------|--------|--------|---------------|
| NO.         | DELTA      | RADIUS | LENGTH | CHORD BEARING |
| C1          | 054°49'51" | 60.00' | 57.42' | N58°08'43"W   |

CODED NOTES

- (A) EXTRUDED CURB, SEE DETAIL SHEET 3
- (B) COMBINED CURB AND WALK, SEE DETAIL SHEET 3
- (C) SITE LIGHTING FIXTURE, SEE PHOTOMETRIC PLAN FOR DETAILS
- (D) PARKING BLOCK, SEE DETAIL SHEET 3
- (E) EV CHARGING STATION
- (F) LANDSCAPE FENCING, SEE LANDSCAPE PLAN
- (G) LANDSCAPE/OPEN SPACE, SEE LANDSCAPE PLANS
- (H) ACCESSIBLE PARKING SPACE, SEE DETAILS SHEET 3
- (I) ACCESSIBLE PARKING SIGN, SEE DETAIL SHEET 3
- (J) CONCRETE DUMPSTER PAD, SEE DETAIL SHEET 3
- (K) 12" WHITE CROSSWALK LINE PAVEMENT MARKINGS

- (32) NUMBER OF PARKING SPACES IN ROW

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• 172 SURFACE SPACES

CITY OF SUNBURY, DELAWARE COUNTY, OHIO  
PRIVATE SITE IMPROVEMENT PLAN  
FOR  
SUNBURY COMMERCE PARK  
APARTMENTS

| No. | Revision               | Date | Approved |
|-----|------------------------|------|----------|
| 1   | REVISED AMENITY SPACES |      |          |

Date: 09/20/2023  
Scale: 1"=30'

Drawn By: CLE  
Checked By: DDD

Project Number:  
18-0029-149

Drawing Number:  
6 / 22

City of Sunbury

# PUBLIC HEARING



AMENDMENT

400 OVERLAND DRIVE

MEADOWS AT SUNBURY APARTMENTS

PARCEL(S) #41741202001016

The City of Sunbury City Council will hold a public hearing on Wednesday, December 3 at 7:30 pm in the Council Chambers at the Sunbury Town Hall, 3rd Floor, 51 East Cherry Street, Sunbury, Ohio.

Romanelli and Hughes is requesting an amendment to the approved Planned Commercial Area development plan, making adjustments to the southern boundary screening plan. A copy of the amendment request is available for public review at the Sunbury Municipal Building at 9 East Granville Street, Sunbury, OH 43074.

All interested persons are invited to attend the hearing and testify as to their opinions on the amendment request.

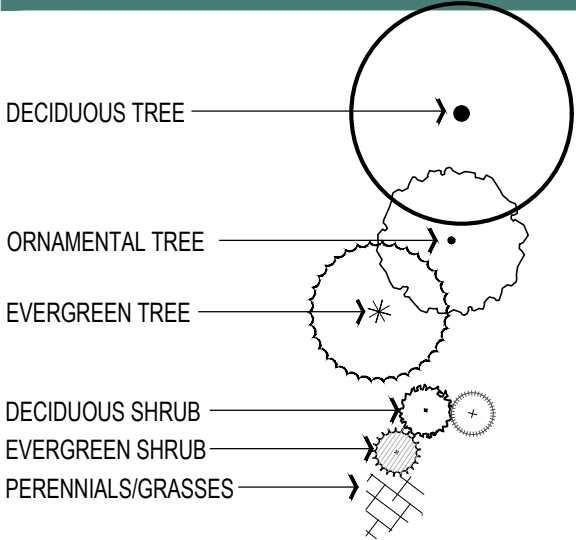
[SUNBURYOHIO.ORG](http://SUNBURYOHIO.ORG) | 740-965-2684



CODED LANDSCAPE NOTES

1. TURF
2. LANDSCAPE BED - PROVIDE 3" DEPTH HARDWOOD MULCH. POSITIVE DRAINAGE IN ALL DIRECTIONS. HAND SPADE EDGE.

PLANT KEY



CONCEPTUAL PLANT LIST (Contractor is responsible for all plant material shown on plan)

| CODE                                 | BOT. NAME/COMMON NAME                                                           | SIZE      | COND. | SPACING  | NOTES      |
|--------------------------------------|---------------------------------------------------------------------------------|-----------|-------|----------|------------|
| DECIDUOUS SHADE TREES / STREET TREES |                                                                                 |           |       |          |            |
| NY SY                                | Nyssa sylvatica 'Wildfire'<br>Wildfire Blackgum                                 | 2.5" CAL. | B&B   | AS SHOWN | Match Form |
| PL AC                                | Platanus x acerfolia 'Bloodgood'<br>Bloodgood London Planetree                  | 2.5" CAL. | B&B   | AS SHOWN | Match Form |
| QU RU                                | Quercus rubra<br>Red Oak                                                        | 2.5" CAL. | B&B   | AS SHOWN | Match Form |
| UL AC                                | Ulmus x 'Morton'<br>Accolade Elm                                                | 2.5" CAL. | B&B   | AS SHOWN | Match Form |
| SMALL / ORNAMENTAL TREES             |                                                                                 |           |       |          |            |
| AM GR                                | Amelanchier x Grandiflora 'Autumn Brilliance'<br>Autumn Brilliance Serviceberry | 2" CAL.   | B&B   | AS SHOWN | Match Form |
| CE CA                                | Cercis canadensis<br>Eastern Redbud                                             | 2" CAL.   | B&B   | AS SHOWN | Match Form |
| CR WK                                | Crataegus viridis 'Winter King'<br>Winter King Hawthorn                         | 2" CAL.   | B&B   | AS SHOWN | Match Form |
| EVERGREEN TREES                      |                                                                                 |           |       |          |            |
| AB CO                                | Abies Concolor<br>White Fir                                                     | 6' HT.    | B&B   | PER PLAN |            |
| PI AB                                | Picea abies<br>Norway Spruce                                                    | 6' HT.    | B&B   | PER PLAN |            |
| PI DE                                | Picea glauca 'densata'<br>Black Hills Spruce                                    | 6' HT.    | B&B   | PER PLAN |            |
| PI ST                                | Pinus strobus<br>White Pine                                                     | 6' HT.    | B&B   | PER PLAN |            |

MATCHLINE, SEE L1.03

| CODE                               | BOT. NAME/COMMON NAME                                          | SIZE    | COND.    | SPACING  | NOTES |
|------------------------------------|----------------------------------------------------------------|---------|----------|----------|-------|
| LARGE FLOWERING / DECIDUOUS SHRUBS |                                                                |         |          |          |       |
| VI CA                              | Viburnum carlesii<br>Koreanspice Viburnum                      | 36" HT. | B&B      | PER PLAN |       |
| EVERGREEN SHRUBS                   |                                                                |         |          |          |       |
| BU GV                              | Buxus x 'Green velvet'<br>Green Velvet Boxwood                 | 24" HT. | B&B      | PER PLAN |       |
| DECIDUOUS SHRUBS                   |                                                                |         |          |          |       |
| HY BO                              | Hydrangea paniculata 'Ivobo'<br>Bobo Hydrangea                 | 18" HT. | #3 CONT. | PER PLAN |       |
| PERENNIALS                         |                                                                |         |          |          |       |
| HE TU                              | Hemorcallis 'Tuskawilla Tigress'<br>Tuskawilla Tigress Daylily | -       | #1 CONT. | 12" O.C. |       |
| NE FA                              | Nepeta faassenii 'Pursian Blue'<br>Persian Blue Catmint        | -       | #1 CONT. | 18" O.C. |       |

PROJECT FOR:



SEAL

DESIGN TEAM

Landscape Architect  
G2 Planning and Design  
720 E. Broad St. Suite 200  
Columbus, OH 43215  
614.583.9230  
Architect  
Moody Nolan  
300 SPRUCE ST SUITE 300,  
COLUMBUS, OH 43215  
P 614.461.4664

Civil Engineer  
Advanced Civil Design  
781 Science Blvd. Suite 100  
Gahanna, OH 43230  
614.428.7750

SUNBURY  
COMMERCE PARK  
City of Sunbury, Delaware County, Ohio

REVISIONS

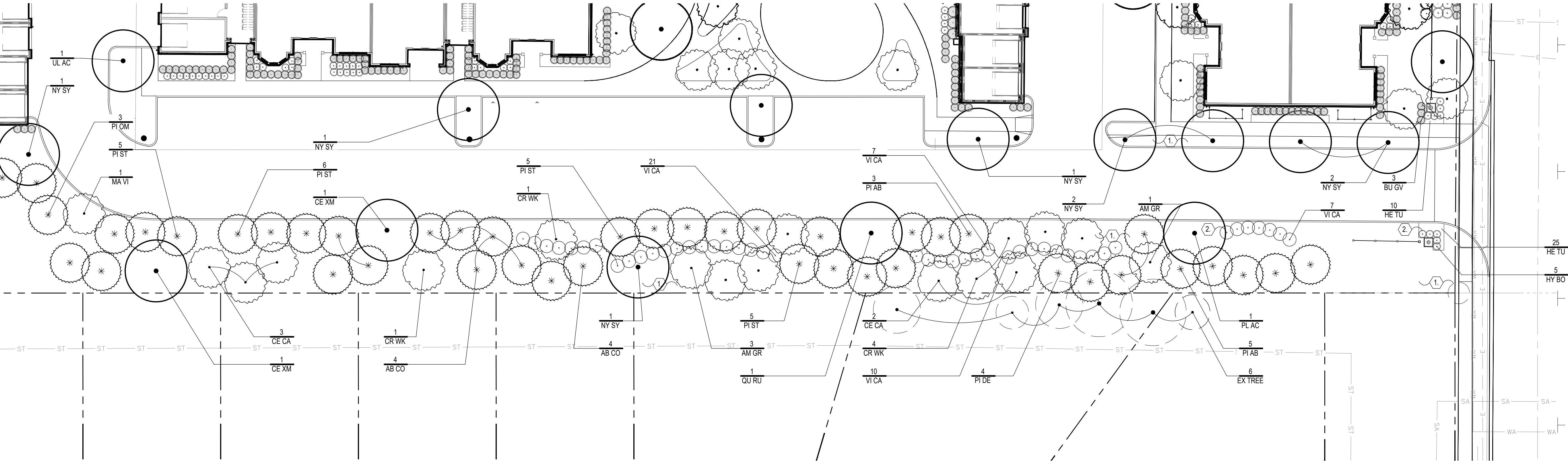
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| 1 | XXXXXX | NOTES  |

drawn by: SW issue date 08.08.2025 checked by: GS PROJECT NO. 19018

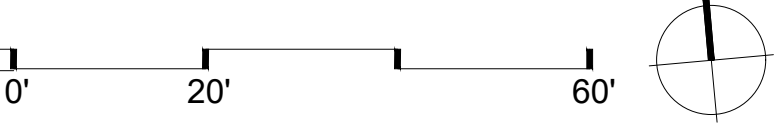
LANDSCAPE BUFFER  
EXHIBIT

L1.04

G:\G2 Projects\Romanelli & Hughes\190118 Sunbury Multi-Family CAD Studies\25 0807 - BEEF UP THE PLANTING\190118\_Sunbury LANDSCAPE PLAN buffer.dwg Aug 07, 2025 - 5:27 pm SWolverton



LANDSCAPE PLAN





Meadows at Sunbury Apartments  
Landscape Update Photos





Location 1







Location 2





Location 3



Major Commercial / Industrial Site  
Plan Application

MSP-25-9

Submitted On: Dec 2, 2025

Applicant

 Mike Kolenz  
 513-842-5447  
 mkolenz@k4architecture.com

Primary Location

303 W GRANVILLE ST  
SUNBURY, null 43074

General Information

Is the applicant the property owner?

No

Are you using an architect?

Yes

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

Total Acreage of Parcel(s)

1.383

Do you have a contractor?

No

Are you using an engineer?

Yes

Parcel Number(s)

41741202001002

Subdivision(s)

N/A

Current Zoning

Planned Industrial District (PID)

Property Owner Information

Company Name

United Dairy Farmers

Property Owner Last Name

Kling

Property Owner City

Cincinnati

Property Owner Zip Code

45212

Property Owner Email Address

tkling@udfinc.com

Property Owner First Name

Tim

Property Owner Street Address

3955 Montgomery Road

Property Owner State

Ohio

Property Owner Phone Number

513-616-3104

Architect Information

Architect Company Name

K4 Architecture

Architect Contact Last Name

Lucas

Architect City

Cincinnati

Architect Contact First Name

John

Architect Street Address

555 Gest Street

Architect State

Ohio

**Architect Zip Code**

45203

**Architect Phone Number**

513-817-9246

**Architect Email Address**

jlucas@k4architecture.com

---

**Engineer Information****Engineer Company Name**

Civil Solutions

**Engineer First Name**

Robert

**Engineer Last Name**

Bailey

**Engineer Street Address**

7450 Industrial Parkway, Unit B

**Engineer City**

Plain City

**Engineer State**

Ohio

**Engineer Zip Code**

43064

**Engineer Phone Number**

513-538-0271

**Engineer Email Address**

rbailey@civilsolutions.net

---

**Project Information****Property Type**

Commercial

**Proposed Use of Property**

Convenience Store &amp; Fueling Station

**Type of Project**

New Construction

**Is this a rezoning request?**

No

**Is this an amendment to an already approved plan?**

No

**Total Square Footage**

10691

**Total Height of Building in Feet**

24

**Total Number of Parking Spaces**

30

**Total Project Cost**

3500000

**Number of Loading Docks**

0

**Date of Project to Begin**

03/09/2026

**Scope of Work**

Tear down and rebuild of an United Dairy Farmers convenience store and fueling station.

---

**Signature**

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

**Signature**

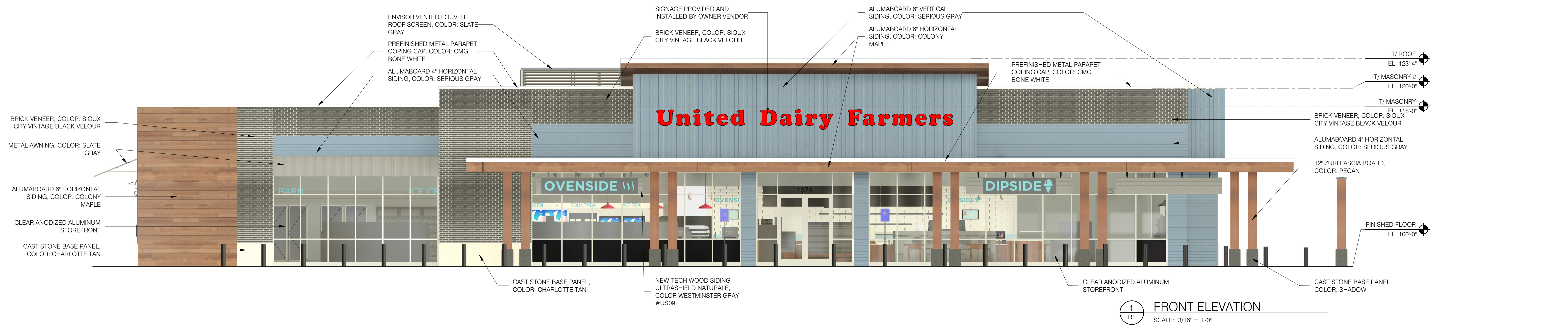
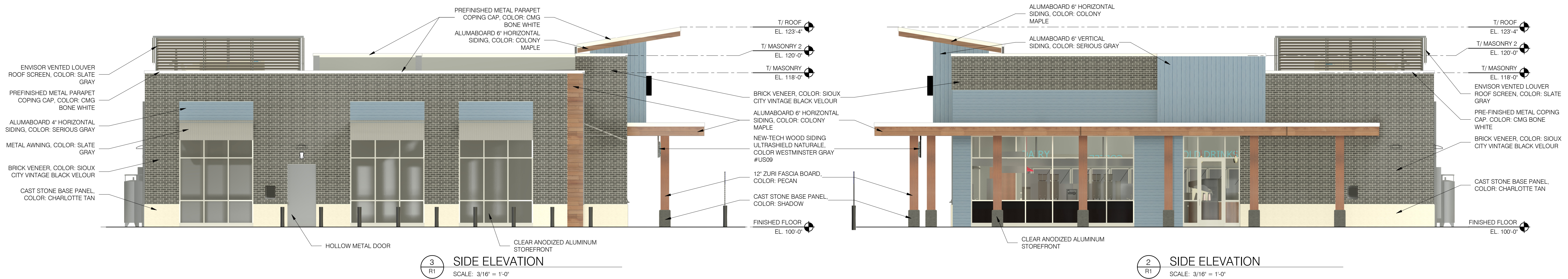
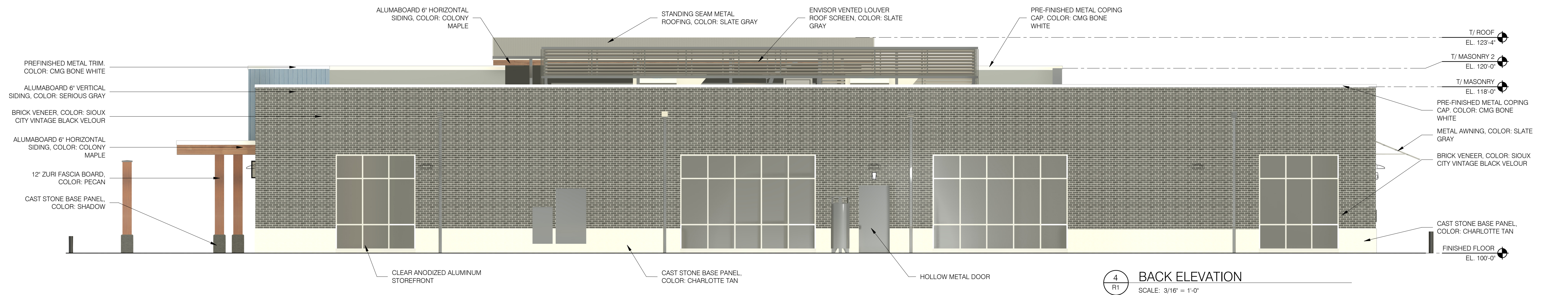
true



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

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

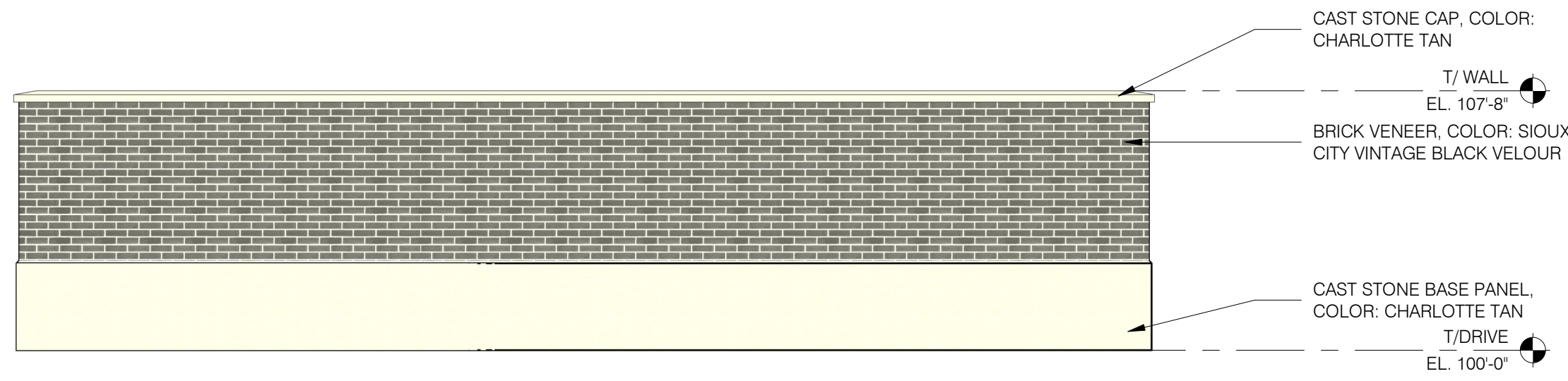




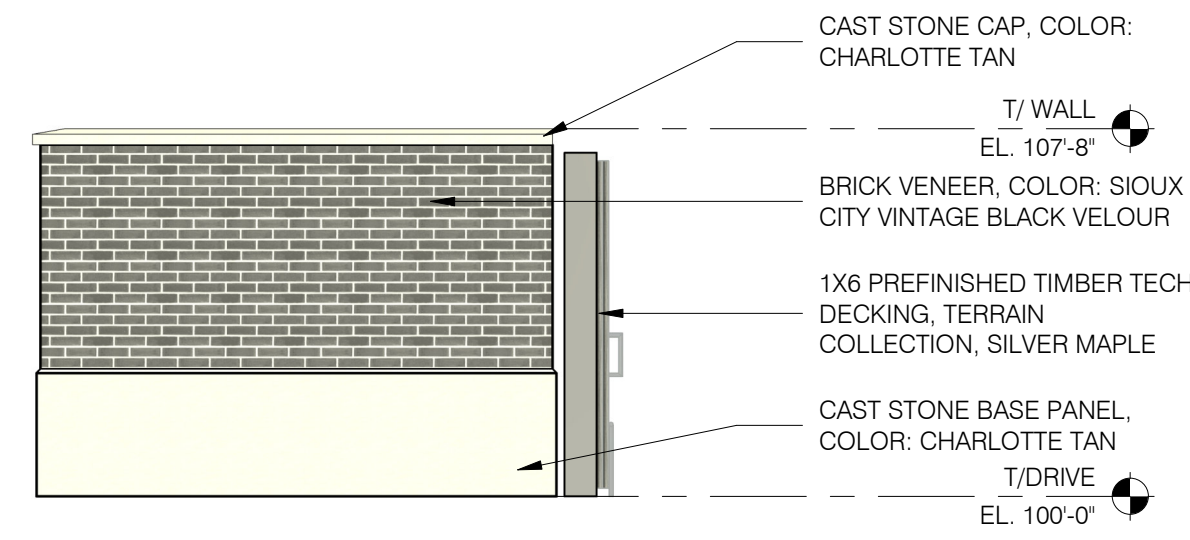
## UDF SUNBURY

303 WEST GRANVILLE ST, SUNBURY, OH 43074





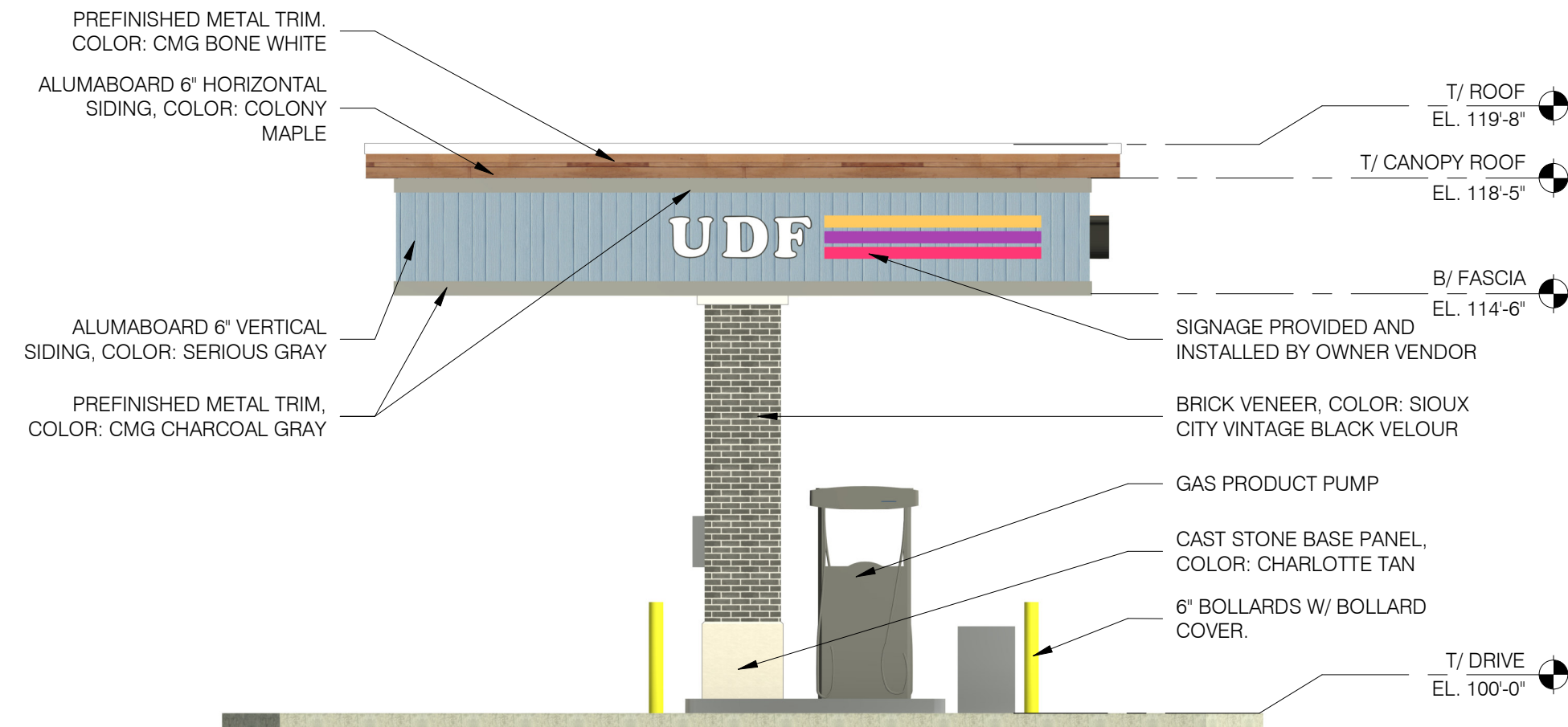
7 BACK DUMPSTER ELEVATION  
SCALE: 1/4" = 1'-0"



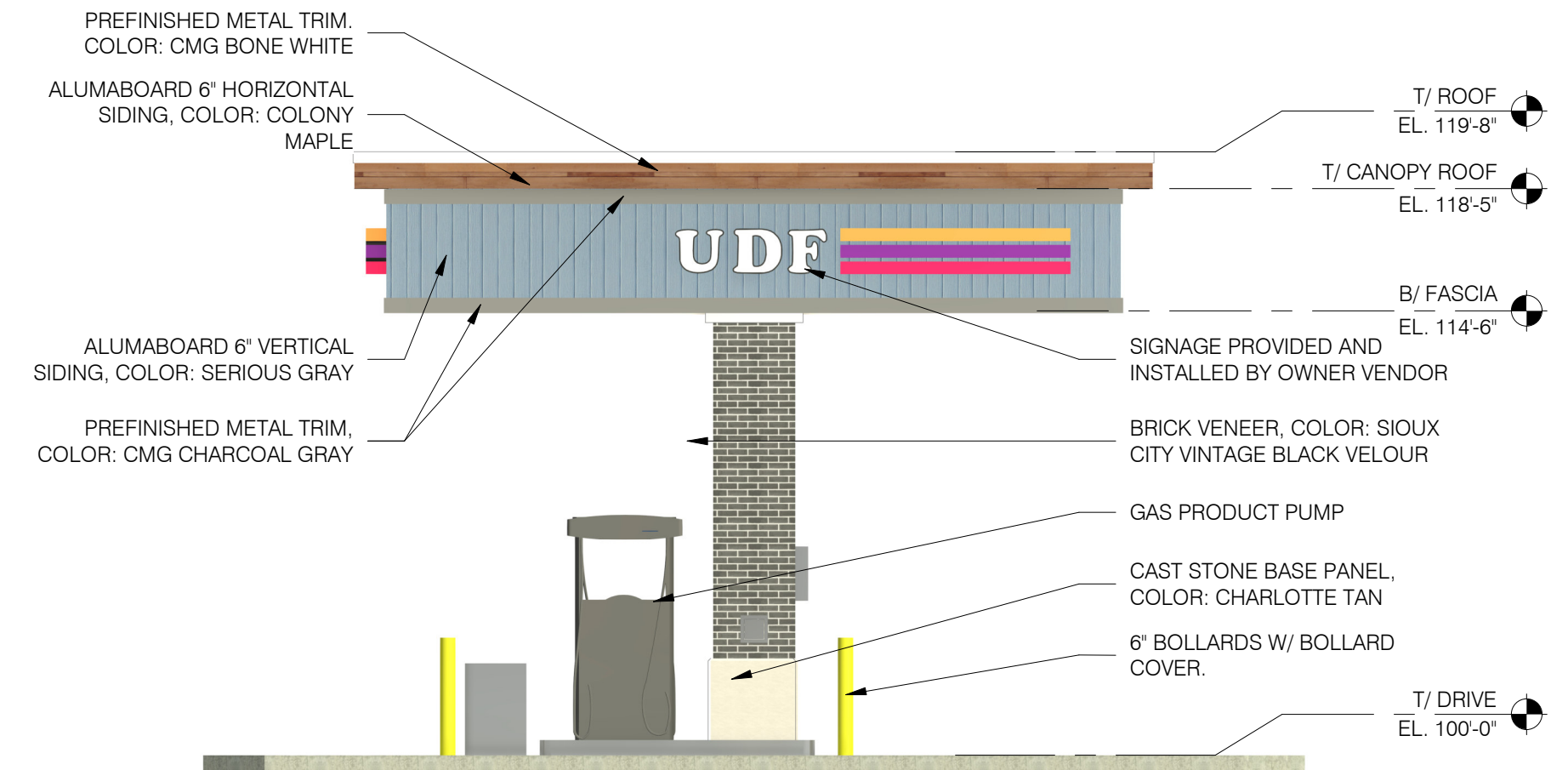
6 SIDE DUMPSTER ELEVATION  
SCALE: 1/4" = 1'-0"



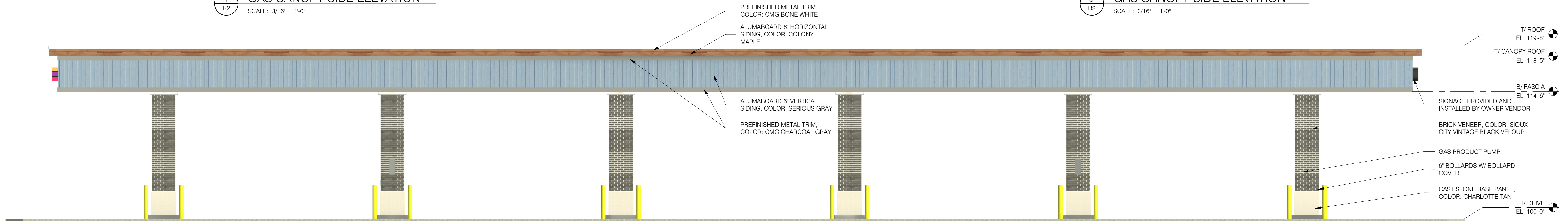
5 FRONT DUMPSTER ELEVATION  
SCALE: 1/4" = 1'-0"



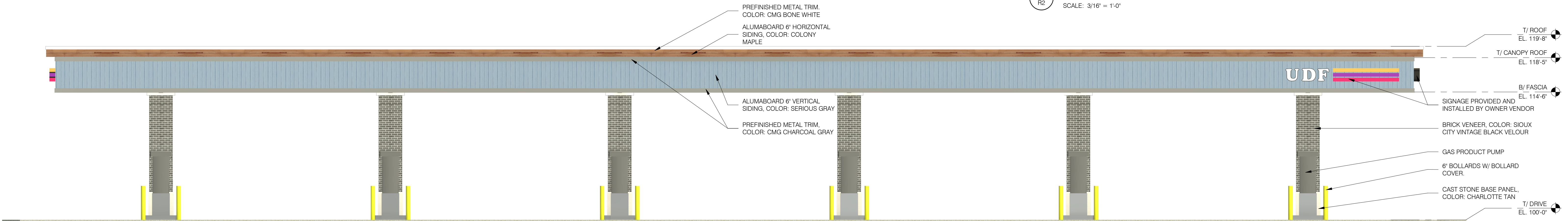
4 GAS CANOPY SIDE ELEVATION  
SCALE: 3/16" = 1'-0"



3 GAS CANOPY SIDE ELEVATION  
SCALE: 3/16" = 1'-0"



2 GAS CANOPY BACK ELEVATION  
SCALE: 3/16" = 1'-0"

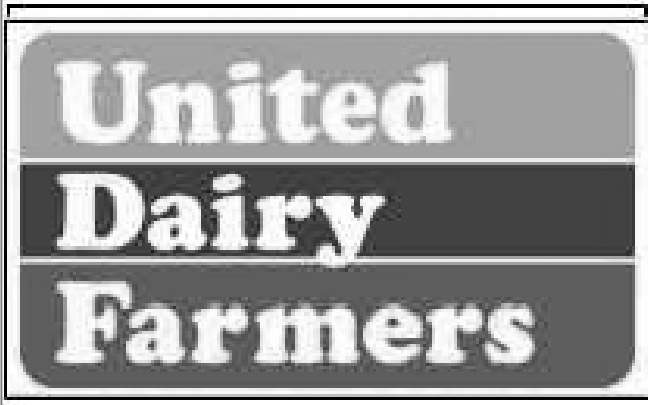
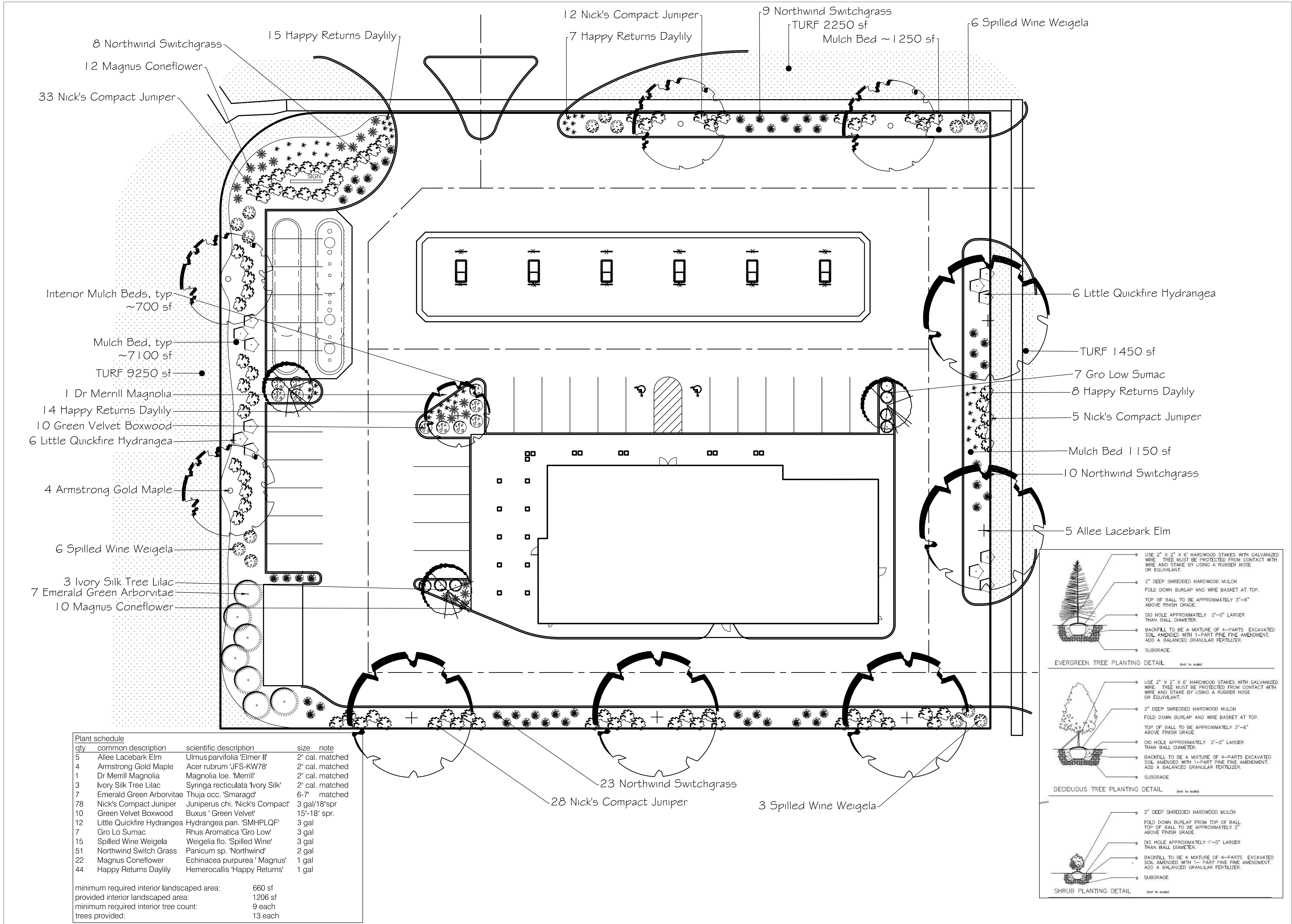


1 GAS CANOPY FRONT ELEVATION  
SCALE: 3/16" = 1'-0"

## UDF SUNBURY

303 WEST GRANVILLE ST, SUNBURY, OH 43074



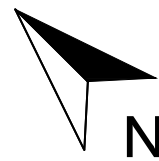


United Dairy Farmers  
303 West Granville St  
Sunbury Ohio, 43074

Company: Landscapes by Terra  
Address: 11301 Watkins California Rd.  
Marysville, OH 43040

Phone #: 614-873-6242  
Website: LBTERRA.COM

| COMMENT                                           | DATE         |
|---------------------------------------------------|--------------|
|                                                   |              |
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|                                                   |              |
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|                                                   |              |
|                                                   |              |
|                                                   |              |
|                                                   |              |
| add sidewalk E,adjust planting, reduce mulch beds | 11/28/25 tar |



DATE: 9/10/25  
REV#: 0  
DRAWN BY:T. Richards / A. Fourman  
PAGE #: 01 of 1

SCALE: 1/16" = 1' - 0"  
(when printed at 22"x34")

DRAWING TITLE:  
L100 - LANDSCAPE PLAN



---

**STAFF REPORT TO THE PLANNING AND ZONING COMMISSION**

**FROM:** Alex Nelisse-Blankenship, Senior Planner / Zoning Officer

**CC:** Vic Whitney, Legal Counsel; Daryl Hennessy, City Administrator;  
Carla Odebralski, Director of Planning and Engineering

**SUBJECT:** Major Commercial Site Plan – United Dairy Farmers, 303 W Granville St.

**DATE:** December 17<sup>th</sup>, 2025

---

**Action Being Requested**

The applicant is requesting approval of a major commercial site plan, located at 303 W Granville Street on parcel #41741202001002, as shown in Figure 1. The City of Sunbury process provides for review and recommendation by the Planning and Zoning Commission, with final approval coming from City Council.

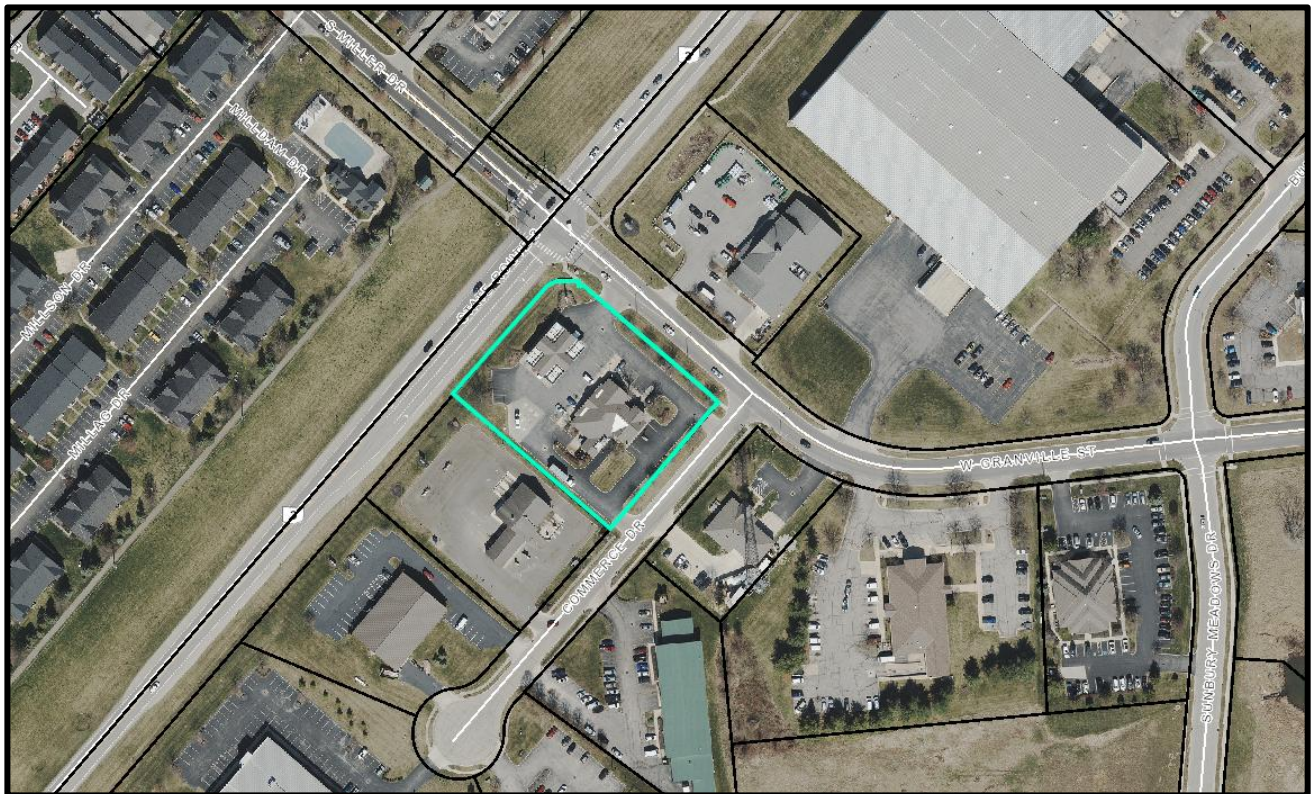


Figure 1: Property Location





## Project Summary

The applicant has applied for the approval of a commercial site plan for the construction of a gas station, to be located at 303 W Granville Street. This parcel is 1.383 acres and is currently zoned Planned Industrial (PID). The parcel's current use will remain the same, being a gas station.

The intention of the applicant is to demolish the existing site and build the commercial site plan that is being proposed. This would update the gas station to the current architectural style and build of the brand (United Dairy Farmers) while keeping the site use and products the same. The proposed site plan includes a 6,579 square foot building that is twenty-four (24) feet tall, six (6) fuel pumps, and thirty (30) parking spaces, two of which are accessible spaces. Additionally, the site plan proposes a new sidewalk connection on the southeast side, connecting the existing dead end along Commerce Drive to the sidewalk along W Granville Street. The site has three (3) access points, the first being a right-in/right-out located off W Granville Street, and the other two being full access points off of Commerce Drive on the southeast side of the site, as shown in the site plan below.

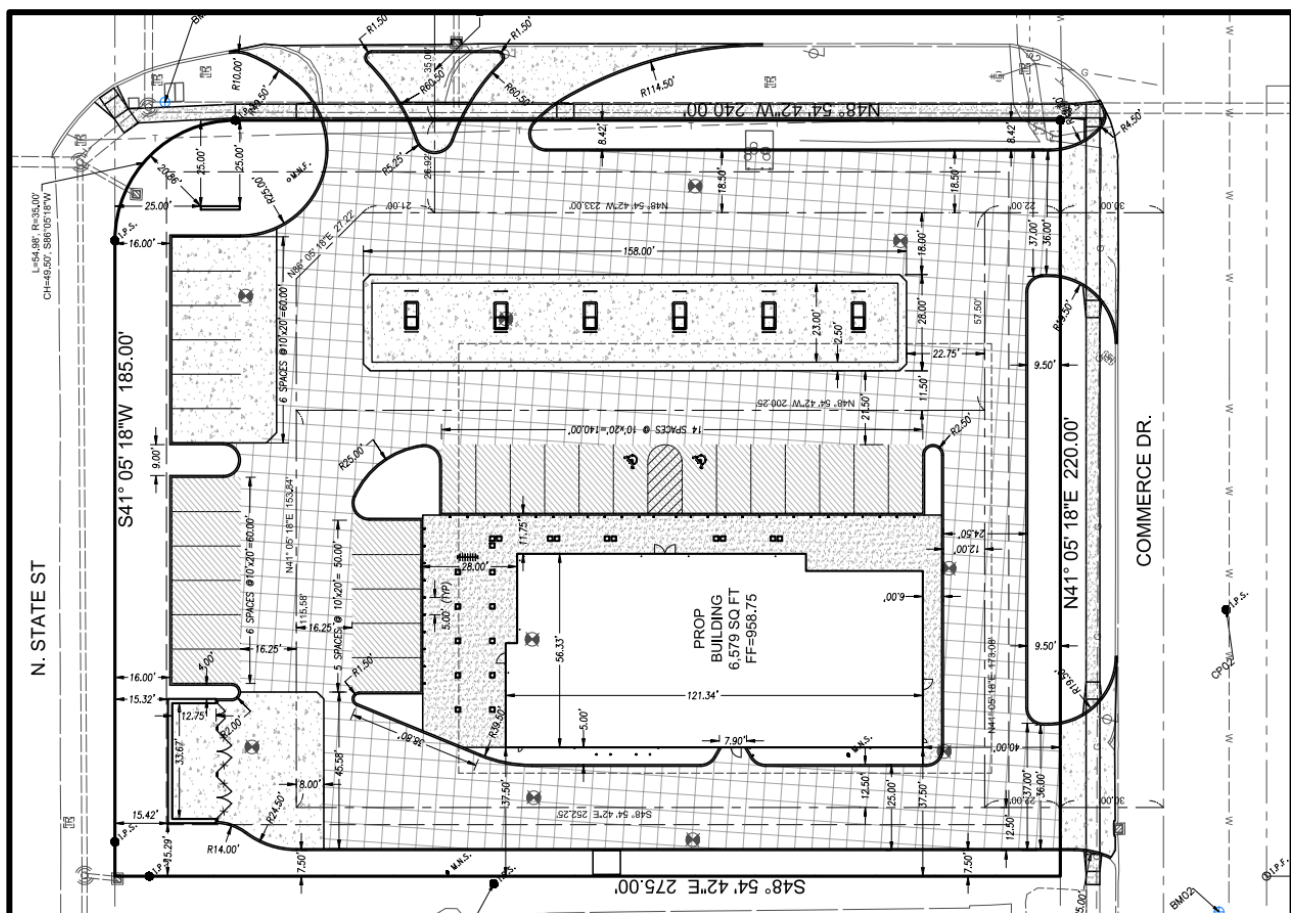


Figure 2: Site Plan



The site includes a dumpster and associated enclosure, which will be located in the southwest corner. The enclosure will use brick veneer and cast stone base panel, as shown in the elevation drawing below.

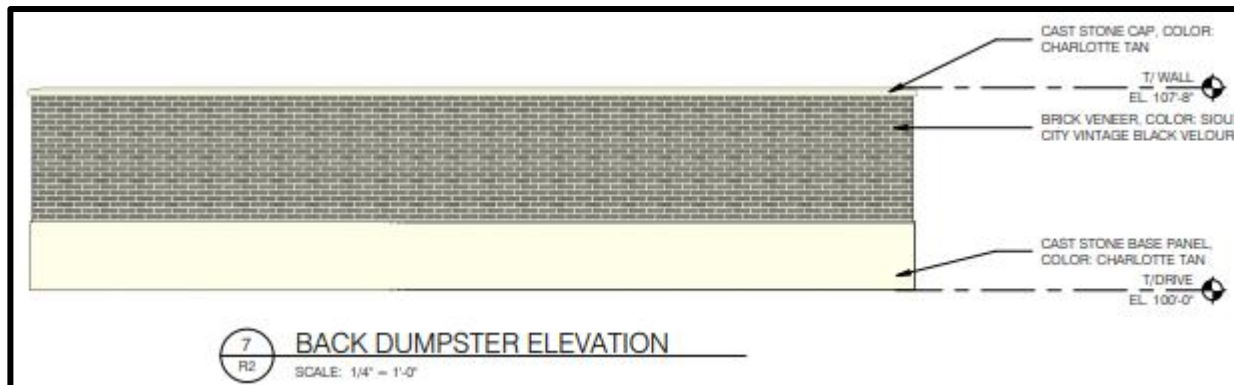


Figure 3: Dumpster Elevation from the West

The brick veneer and the cast stone will be used consistently throughout the project, being in the dumpster enclosure, the building, and the gas pump canopy. In addition, alumaboard will be used on the building and the gas pump canopy in two colors, Colony Maple and Serious Grey, as seen in Figure 4 below.



Figure 4: Front Building Elevation, alumaboard use shown with green arrows

The surrounding parcel uses and zoning districts are as follows:

- Northeast: Ace Hardware, Retail, Planned Commercial District (PCD)
- Northwest: Sunbury Commons / LC, Multi-Family Residential, Planned Residence District (PRD)
- Southeast: Sun Classics Car Wash, Commercial Service, Planned Industrial District (PID)
- Southwest: Delaware County EMS Station 2, Civic Use, Planned Industrial District (PID)



The landscape plan includes landscaping along every side of the site plan, including thirteen (13) trees among other plants in mulched beds along the border of the site and in the parking islands, and includes landscape screening of the dumpster in the southwest corner, as seen below.

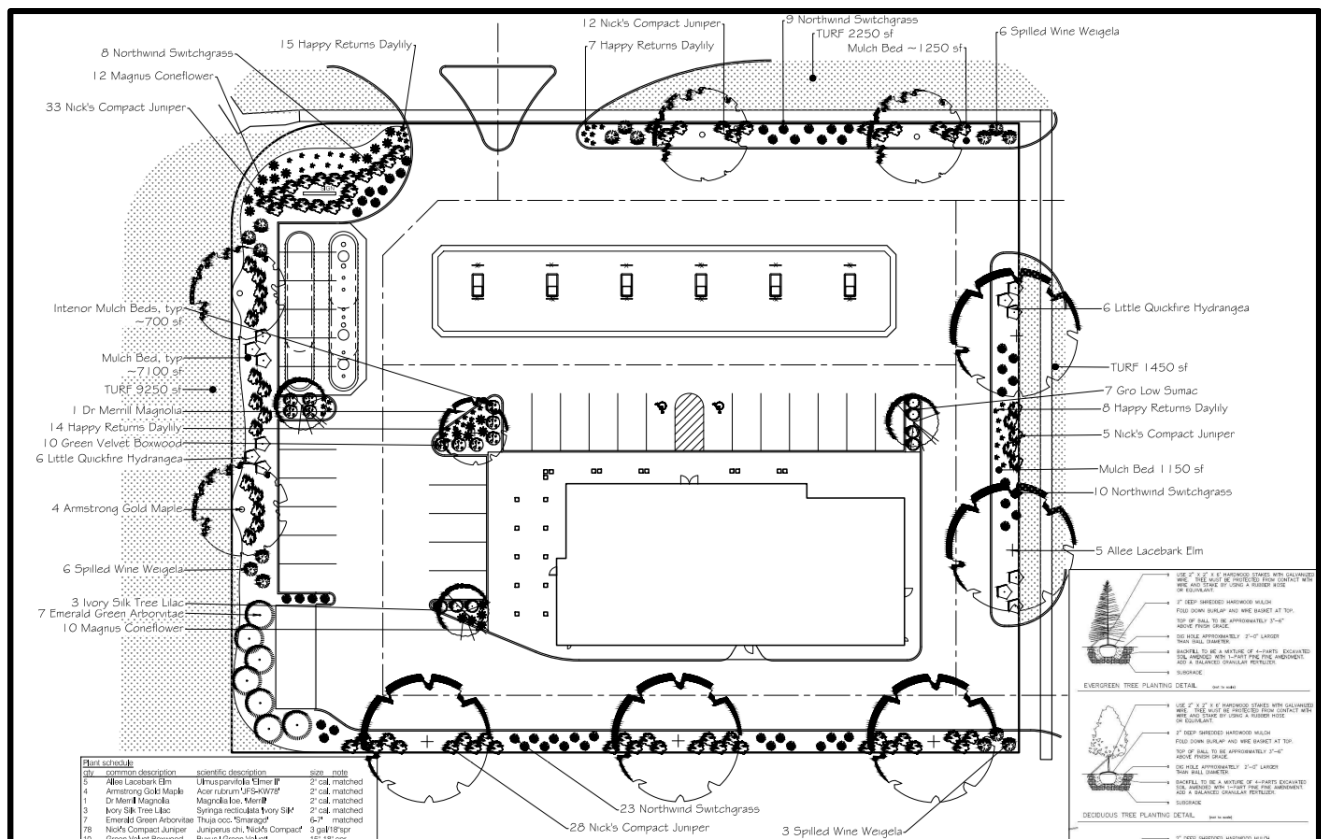


Figure 5: Landscape Plan

## Submittal Documents Provided

The applicant has submitted all necessary items per our zoning ordinances, including:

- Completed application
- Legal description of the property
- Civil drawings of the site and project
- Landscape plan of the site
- Elevations of the proposed building, canopy, and dumpster enclosure
- Photometric plan of the site
- Abutting property owner's list
- Underground storage tank closure procedure letter
- Signage package





## **Staff Comments**

1. This application is for the approval of a major commercial site plan, which the Planning and Zoning Commission can recommend for approval to City Council. City Council will have three (3) readings before voting on this item. This process does not require a public hearing at the Planning Commission or Council level.
2. The site plan complies with most of the setback requirements, with a couple exceptions.
  - a. Our zoning ordinances state that there needs to be an area of 20' for a side yard that cannot be used for accessory buildings, outdoor storage, or parking, and must be paved with a minimum of 8" of firmly packed crushed stone. As this is a Planned District, I looked at the adjacent parcels and other parcels in this district, none of which meet this requirement. I believe that this restriction was removed from the zoning text in the planned development text, but we cannot verify as we were unable to locate the text prior to this meeting.
  - b. There is a requirement for the building to be setback 65' to the adjacent road or street right-of-way. On the southeast side of the site along Commerce Drive, the distance from the proposed building to the right-of-way of the adjacent road is around 55'. There is one other example of a building setback being less than 65' on Commerce Drive, which is the EMS Station, shown below with a setback of about 50'.

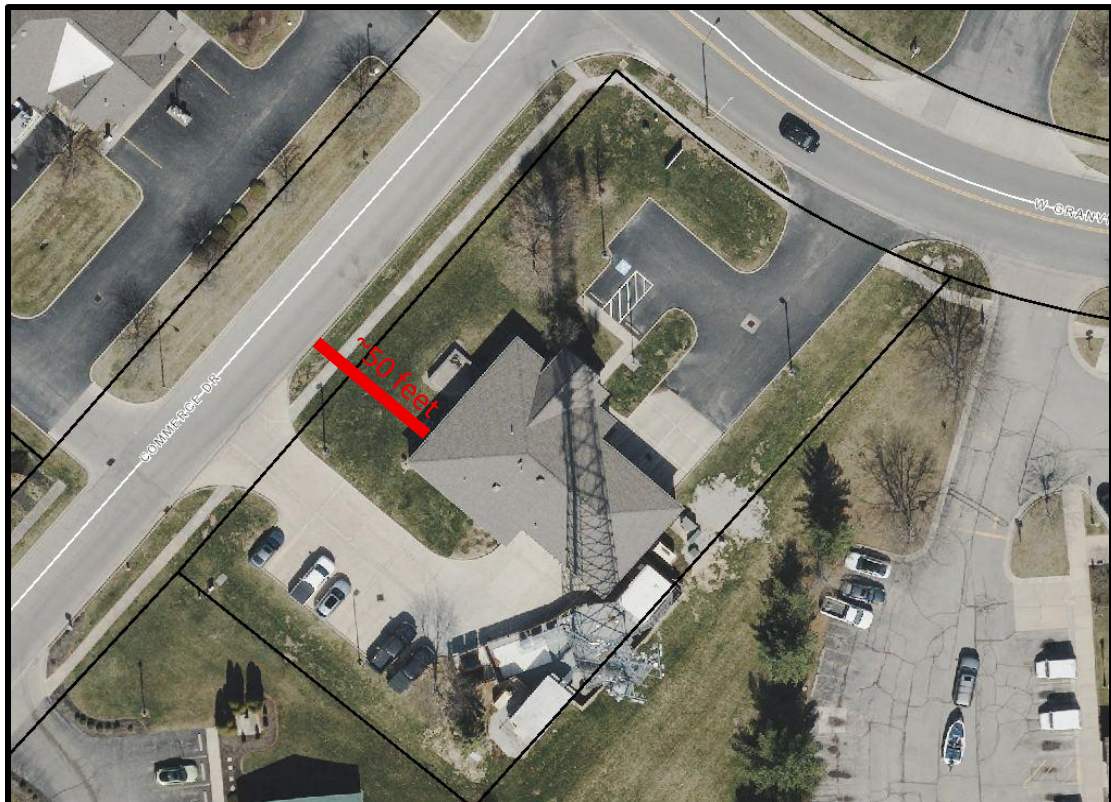


Figure 6: Distance between the street/road right-of-way and EMS Station 2





3. The building materials used in the site plan appear to comply with those required in our zoning code. The architectural considerations section of our zoning code states the following:
  - a. “Exterior walls shall utilize natural materials on the sides facing a public street, visible from a public street, visible from a residential district for all Industrial Districts... Acceptable natural materials include brick, wood, stone, cultured stone, architectural grade concrete block (i.e., split-face block), stucco, and efis or cementitious siding.”  
The site plan uses brick and stone throughout, but also includes alumaboard, which is not a natural material, but is typically considered a high-quality architectural material.
4. The site plan complies with our screening requirements. The dumpster screening is required to be a minimum 6’ wall, fence, or shrubbery, and the plan shows both a 7’- 8” wall surrounding the dumpster and arborvitaes and switchgrass screening the wall itself from State Route 3. In addition, the off-street parking is screened from all public streets per the landscape plan.
5. Using the following calculations, the total required parking spaces for this site would be thirty-six (36) plus the number of employees. The site plan shows thirty (30) spaces, which would not meet the minimum requirement.
  - a. Gas Stations: One (1) parking space per two (2) gas pumps, plus one (1) per employee
    - i. Six (6) pumps = 3 parking spaces
  - b. Retail Establishments: One (1) space per 200 square feet
    - i. 6,579 square feet = 33 parking spaces
6. Comprehensive Plan
  - a. The 2016 Sunbury Comprehensive Plan does not directly talk about this parcel or those around it. As this is the same use that existed when the plan was approved, and there are no recommendations for this area in the plan, I believe that the new site plan would be consistent with the 2016 Sunbury Comprehensive Plan.
7. On driveways and parking lot access roads, our zoning code states the following:
  - a. “Driveway and access road locations shall be approved by the City Engineer to ensure a suitable distance is provided from adjacent public streets and other driveways.”  
With this, the right-in/right-out access off W Granville Street would be subject to engineering review per code, which would allow approval contingent on our engineering review of this access point.
8. Staff would recommend this commercial site plan for approval contingent on final engineering and stormwater. This site plan remains consistent with what currently exists on the parcel, while improving architectural quality and appearance, landscaping, pedestrian connectivity, and site arrangement.



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## **Applicable Zoning Language**

### **[Section S81.15.13 PLANNED INDUSTRIAL DISTRICT \(PID\)](#)**

#### **[Section S81.15.12 INDUSTRIAL DISTRICT \(I\)](#)** (where applicable)

- 5. DEVELOPMENT STANDARDS
  - d) Building Set Back - Except for state and federal highways in this district, no building shall be closer than 65' to right of way line of adjacent street or road. In addition, there must be an allowance for green space to extend a minimum of 25' from right of way line of the adjacent street or road. For properties fronting on a state or federal highway in this district no building shall be closer than 100' to the right of way line of the adjacent state or federal highway. In addition, there must be an allowance for a green space to extend a minimum of 35' from right of way line of the adjacent state or federal highway.
  - e) Side yards - There shall be one side yard of the main building constructed in this district of not less than 20'. No accessory building, outdoor storage or parking shall be permitted in this area. This area shall be paved with a minimum of 8" of firmly packed crushed stone.
  - f) Rear yards - No building shall be located closer than 30' to the rear line of any building lot.

#### **[Section S81.16.01 DEVELOPMENT STANDARDS](#)**

- 2. DESIGN STANDARDS FOR OFF-STREET PARKING
  - c) Driveways and Parking Lot Access Roads
    - 3) All driveways and access roads shall be located and the adjoining lots graded so that vehicular traffic entering a public road has an unobstructed sight distance of at least three hundred (300) feet. A site distance analysis shall be performed at the request of the City Engineer.
  - f) Screening
    - 1) b) Screening for off-street parking on commercial and industrial areas that are adjacent to or visible from a public street shall be provided with shrubs, berms or walls having a minimum height of three (3) feet. Such landscaping and/or screening shall be located parallel to and within five (5) feet of the edge of the parking lot. Hedges and other landscape screening materials cannot exceed four (4) feet in height. The landscape border may be broken for necessary walkways, driveways, and sight distance areas.
- 3. SPECIFIC OFF-STREET PARKING REQUIREMENTS
  - 4) Retail and Service Uses
    - a) Retail and Service Establishment: 1 space per 200 square feet of floor area
  - 5) Automotive Uses
    - a) Gasoline Stations: 1 space for every 2 pumps, plus 1 space per employee



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○ 23. ARCHITECTURAL REVIEW

○ B. Architectural Considerations

▪ 2. Industrial and Commercial

- c.) Building Materials- Exterior walls shall utilize natural materials on the sides facing a public street, visible from a public street, visible from a residential district for all Industrial Districts. All exterior walls of a building in any commercial district shall utilize natural materials. Acceptable natural materials include brick, wood, stone, cultured stone, architectural grade concrete block (i.e., split-face block), stucco, and efis or cementitious siding. No standard concrete block (split face block not prohibited) shall be permitted on the elevation facing a public street.

# **CITY OF SUNBURY**

## **RULES OF CITY COUNCIL 2026**

**Adopted: January xx, 2026**



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## **I. MEETINGS**

### **A. Regular Meetings**

- 1) Regular Meetings of Council shall be held in the Council Chambers at 7:30 PM on the first, third and, when applicable, fifth Wednesday of the month unless the fifth Wednesday meeting is dispensed with as unnecessary. Council may, by majority vote, change the day and hour of holding of any regular meeting, or adjourn the same to a day and hour determined by a like vote of the members present if constituting a quorum.
- 2) A notice shall be given of the time and place of all regular Council meetings and Committee meetings by a) posting a schedule of the meetings on a bulletin board at the Municipal Building and b) posting on the municipal website. No other form of public notification will be required.
- 3) Meeting agendas (may be in “draft” form) and available documentation shall be posted on the Municipal website the Friday before the Council meeting by 6:00 pm, however, failure to make such posting shall not affect Council actions otherwise validly taken.

### **B. Committee Meetings**

- 1) Regular meetings of all Council Committees shall be held in Council Chambers or other designated locations on the appropriate day and time as set forth by each Committee.
- 2) Each Committee shall set a suitable time, day and place for their regularly scheduled Committee meetings. Notice shall be given of the time and place of all regular Council meetings and Committee meetings by a) posting a schedule of the meetings on a bulletin board at the Municipal Building and b) posting on the municipal website.
- 3) The Council President shall select standing Committee members and Chair Committees of the whole. The remainder of the Committees shall select their own Chairs. Any Council member may request an Ad Hoc Committee as deemed necessary by a majority of Council. The Council President shall appoint such Ad Hoc Committee. In the event the Council President fails to appoint such Ad Hoc Committee a majority of Council may appoint such Ad Hoc Committee. Standing Committees, which have regularly scheduled meetings in January prior to the first Council meeting of each calendar year or reappointment by the Council President shall meet with the prior calendar year’s membership unless there is the absence of a quorum.
- 4) All meetings of the City Council and all Committee meetings of the Council shall be public meetings provided in O.R.C. 121.22. The Council, upon consent of a majority vote, may meet in executive session at a regular or special meeting for the sole purpose of considering any of the matters listed in O.R.C. 121.22(g).

### **C. Special Meetings and Related Notices**

- 1) Special meetings of the Council may be called, for any purpose, by the Mayor or any three members of the Council upon at least twenty-four hours' notice to the Mayor and each member of Council, which notice may be served personally, left at the usual place of residence, or provided by electronic notification. In the event the Mayor or any three members of the Council determine an emergency exists, the requirement to provide twenty-four hours' notice shall not apply.
- 2) Any such vote request for the calling of a special meeting shall state the subject to be considered thereat, and no other subject or subjects shall be considered except upon the approval of five (5) or more members of Council in attendance at such special meeting.
- 3) Members of the Council and the Mayor who attend special meetings of the Council or who are present at another regular or special meeting where a special meeting is announced by the presiding officer need not receive notice of the special meeting. Members of the Council and the Mayor may waive receipt of notice of a special meeting either prior or subsequent to the meeting. Attendance at a special meeting constitutes a waiver of receipt of notice of such special meeting. Special meetings may be cancelled beforehand by whoever initially called for such special meeting.

Any regular or special meeting of the Council may be adjourned or recessed to another time, date, or place without giving the notice required in subsection (B) of this Section.

- 4) Any party may request notice of any meeting of the City Council at which any specific type of business is an agenda item. All such requests shall be subject to the following:
  - A. Each request shall be made in writing.
  - B. Upon such request, reasonable efforts shall be made to provide notice that the requested subject is an agenda item by electronic notification.
  - C. Any failure to notify shall not invalidate any Council action otherwise validly taken.
  - D. Such request shall not prohibit the discussion by Council of that specific type of business as a non-agenda item.

## **II. THE CHAIR - POWERS AND DUTIES**

The Mayor, or in the Mayor's absence, Council President, shall take the Chair at the hour appointed for Council to meet, and immediately shall call the Council to order. The roll shall then be called by the Clerk or the Alternate City Clerk in the absence of the Clerk, who shall journal the names of members present thereat. In the absence of a quorum at the time appointed for a meeting, the members present may, by a majority vote, take a recess

or recesses and cause Clerk or the Alternate City Clerk to procure the attendance of absent members.

### **III. TEMPORARY CHAIR**

In the event of the absence of both the Mayor and the Council President, the Clerk or the Alternate City Clerk shall call the Council meeting to order and shall call the roll. If a quorum is found to be present, the Council shall proceed to elect by a majority vote a Temporary Chair of the meeting until the appearance of the Mayor or Council President.

### **IV. APPEALS FROM DECISION OF THE CHAIR**

The Chair shall preserve decorum and decide all questions of order, subject to appeal to Council. If any member transgresses the Rules of Council, the Chair shall, or any member may, call him or her to order and in the later instance the Chair shall render a decision as to the point of order. In case of an appeal from a ruling of the Chair, the question shall be, "shall *the* decision of the Chair stand as the decision of the Council?"

The Chair shall be sustained unless overruled by a majority vote of the members of Council present.

### **V. CHANGING COUNCIL RULES**

Council Rules may be changed at any Regular or Special meeting by a majority of the whole of Council.

### **VI. VOTES**

A. ***Roll Call Votes:*** The Chair shall declare the vote after the Clerk or Alternate City Clerk has announced the number of votes on each side.

B. ***Viva Voce Votes:*** The Chair shall declare the vote without reference to the Clerk or Alternate City Clerk. If in doubt about a viva voce vote, the Chair may direct, or any member may call for a division of Council, which shall be taken by a roll call vote.

### **VII. CHAIR'S POWERS TO VOTE**

The Mayor, the Council President, or any member of Council who is serving as Chair shall have the same power to vote as other members but shall be entitled to only one vote on any single issue.

### **VIII. VOTING**



Every member present when a question is put shall vote on same, unless Council shall, for special reason, excuse them from voting. Said excuse shall be granted only if the member states reason for the request before voting begins and the Council by majority vote of the members present excepts them. There shall be no debate upon this question.

#### **IX. DIVISION OF A QUESTION**

On demand of any Member, a question under consideration, which covers two or more points, shall be divided where the question admits of such division.

#### **X. DEMAND FOR ROLL CALL**

Any Member may demand a roll call vote upon any question before Council at any time before the decision is announced by the Chair.

#### **XI. ADVANCE NOTIFICATION OF ABSENCE OF COUNCIL MEMBER**

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

#### **XII. ORDER OF BUSINESS**

A. Roll Call, to determine presence of quorum.

B. Approval of the preceding meeting's minutes by majority of Council.

- 1) Minutes from previous Council meeting available to Council on Monday, preceding the next Council meeting.
- 2) Minutes/Reports from Committee meetings.
- 3) The Clerk shall prepare and make available to the general public full and complete minutes of all meetings of this Council except as provided in O.R.C. Section 121.22.

C. Visitors either by filled out speakers slip or by just asking for the floor during Visitors time on the Agenda, or as recognized by the Chair during non-visitor sections of the meetings, may address Council. Visitor time will be limited to reasonable time as defined by the Chair. If multiple individuals wish to present on the same topic, the Chair may request that a speaker for the majority be selected to present for the group as a whole.

D. Committee Reports

- 1) General Committee reports will be made available at the next regular Council meeting following the Committee meeting.
- 2) Special Committee reports at any meeting.

E. City Manager's Report

F. Reading of resolutions and ordinances first, second or third time

G. New/Unfinished Business

H. Adjournment

Order of business may be altered by the Chairperson, absent objection or upon a majority vote of Council.

Committees

- 1) Appointment of Committees: Assignment and reassignment of Council members to Committee shall be made by the Council President.
- 2) Committee Assignments:
  - a. The following standing Committees and Ad Hoc Committees are created with one or more Council members on each Committee.
    - Finance
    - Services
    - Parks, Safety, Cemetery, Technology
    - Events and Commemorations
    - City Records (Ad Hoc)

For the above Committees, Council may annually solicit the public to determine interest in Committee service. Committee members may recommend to Council members of the public for appointment to said Committee. Appointment of a non-Council person to a Committee shall require an affirmative vote of a majority of the members of Sunbury City Council (four of seven votes).

- b. The following standing Committees and Ad Hoc Committees are created with one or more Council members on each Committee.
  - School Board Liaison
  - Fire Board

- 
- Joint Venture Committee (GRE Park)

It is not contemplated that members of the public will serve on 2(b) Committees.

- 3) Committees shall meet on the call of the Chair, or on the request of two members, communicated to the City Clerk with notification as follows: a). posted on the bulletin board at the Municipal Building and b) posting on the municipal website. A quorum shall constitute the majority of the members of the Committee.
- 4) Ad Hoc Committees: Ad Hoc Committees may be created by Council as necessary. Assignment of Council persons to Ad Hoc Committees shall be made by the Council President.

### **XIII. ROBERTS RULES OF PARLIAMENTARY PROCEDURE**

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

### **XIV. READINGS AND SUSPENSION OF RULES**

#### **A. Reading Ordinances and Resolutions**

Each ordinance and resolution shall be read on three separate days, unless this requirement is dispensed with by an affirmative vote of at least five Council members. Readings shall be by title only, unless the Council requires a reading to be in full by an affirmative vote of at least four Council members. Copies of each ordinance and resolution shall be available for public inspection at the meetings of the Council at which the ordinance or resolution is considered.

#### **B. Vote Required for Passage**

Unless otherwise provided in the municipal Charter of Sunbury, all action taken by the Council shall be by an affirmative vote of at least four Council members; provided, however, that if there are one or more vacancies on the Council, all references in Article III to a "majority vote" of the members of the Council shall mean a majority of the remaining members of the Council.

### **XV. TABLING OF ORDINANCES AND RESOLUTIONS**

If a measure is tabled for four months, it must be redrafted and reintroduced for consideration unless extended by Council.