

RECORD OF PROCEEDINGS

Minutes of

COPLEY TOWNSHIP ARCHITECTURAL REVIEW BOARD

Meeting

GOVERNMENT FORMS & SUPPLIES 844-224-3338 FORM NO. 10148

Held

January 5, 2026

20

Ms. Davis convened the Architectural Review Board meeting at 6:00 pm. Christine Davis, Lisa Graf, Joe Gregory and Randy Grigson were in attendance. Dale Couch and Kelly McPherson were absent. Shawna Gfroerer and Jeff Newman, from the Department of Community & Economic Development, were also present.

REVIEW OF MINUTES

Ms. Davis called for a motion. Mr. Gregory motioned to approve the August 4, 2025 minutes. Ms. Graf seconded. Ms. Davis asked for a vote. The motion carried.

Board Member	Present	Motion	Second	Yea	Nay	Abstain
Dale Couch	Absent					
Christine Davis	X			X		
Lisa Graf (alt.)	X		X	X		
Joe Gregory	X	X		X		
Randy Grigson	X			X		
Kelly McPherson	Absent					

Ms. Davis called for a motion. Mr. Gregory motioned to approve the December 1, 2025 minutes. Mr. Grigson seconded. Ms. Davis asked for a vote. The motion carried.

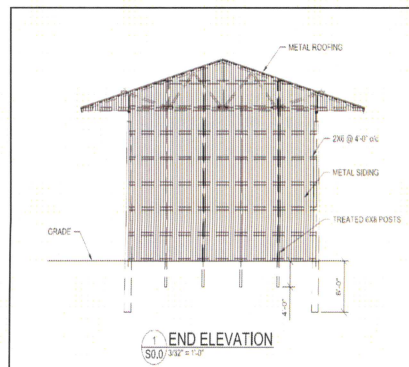
Board Member	Present	Motion	Second	Yea	Nay	Abstain
Dale Couch	Absent					
Christine Davis	X			X		
Lisa Graf (alt.)	X			X		
Joe Gregory	X	X		X		
Randy Grigson	X		X	X		
Kelly McPherson	Absent					

NEW BUSINESS

Case #: ARB202601
 Applicant: Jeremy Simmons
 On Behalf of: Graves Lumber Company
 Landowners: Graves Lumber Co/Buy Rite/30/30 Corp Ltd/Buy Rite Lumber
 Property Address: 1315 S Cleveland Massillon Road
 Property Location: PPN 1508656
 Zoning District: Industrial (I)
 Proposal: Major Site Plan-Unenclosed Accessory Building

Ms. Gfroerer presented the application for applicant, Jeremy Simmons. Applicant, Jeremy Simmons, on behalf of Graves Lumber is requesting to construct a new unenclosed shed for the purpose of storing lumber and materials related to the business.

- The structure is 11,800 square feet in overall area (42' x 190').
- The structure is comprised of wood frame, metal siding and metal roofing. The proposed structures



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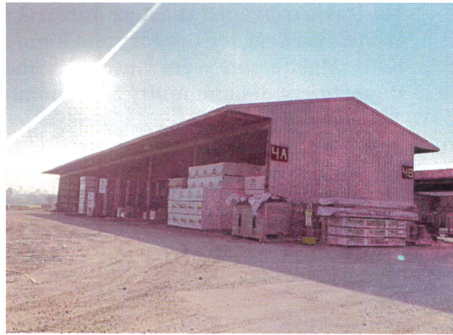
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will mirror the design of the existing unenclosed warehouses currently located on site

- The structure will be visible from Copley Road.

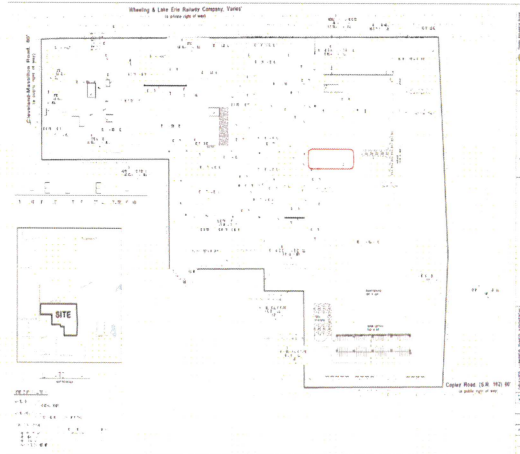


ARTICLE 5-SECTION 5.01 D. DEVELOPMENT STANDARDS

25' Minimum Front Yard Setback: Proposed Setback- 1200' from the road right of way

25' Minimum Rear Yard Setback: Proposed Setback-443' from the rear yard property line.

25' Minimum Side Yard Setback: Proposed Setback- North 300'; South 900'. The structures are separated by 60' in all directions and will meet the requirements of the Ohio Fire Code.



50' Maximum Building Height: The structures will be 30' in overall height

COPLEY TOWNSHIP FIRE DEPARTMENT

The Fire Department requires drivable vehicle access to all sides of the buildings. The building shall be designed to the most current Ohio building and fire codes for its designated use group.

SUMMIT COUNTY ENGINEERS OFFICE

Grading Permit required. No detention is required for this project.

- The new underground storage completed in 2024 was designed to address the additional impervious area for structures on the east side of the existing gravel access road.
- A grading permit prior to construction, primarily for purposes of showing the roof drain/down spout locations.

SUMMIT SOIL & WATER CONSERVATION DISTRICT

The shed will involve a sub-one acre disturbance and will not create any additional impervious area. As such, no plan reviews will be required by our office.

Mr. Jeremy Simmons was in attendance to speak on behalf of the application.

Mr. Grigson asked if the building would be sprinkled.

Mr. Simmons stated that the building was under 12,000 square feet and did not require a sprinkler system. However, there are sufficient hydrants onsite for the entire property.

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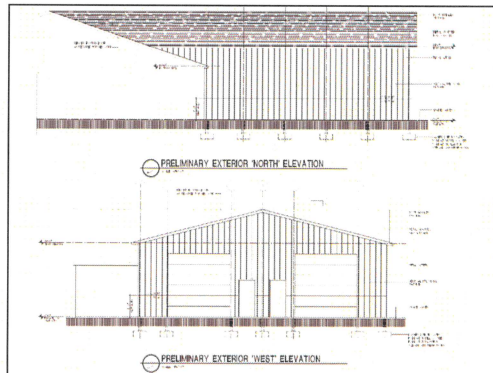
Ms. Davis called for a motion. Mr. Grigson motioned to approve the applicants request for a new 11,800 square foot unenclosed accessory building (lumber shed) conditioned upon satisfying all agency requirements. Mr. Gregroy seconded. Ms. Davis asked for a vote. All in favor. Motion carried.

Board Member	Present	Motion	Second	Yea	Nay	Abstain
Dale Couch	Absent					
Christine Davis	X			X		
Lisa Graf (alt.)	X			X		
Joe Gregory	X		X	X		
Randy Grigson	X	X		X		
Kelly McPherson	Absent					

Case #: ARB202602/VAR202604
 Applicant: Jared T Kiehl
 On Behalf of: Kiehl Construction
 Landowners: 1660 Collier Rd LLC
 Property Address: 1660 Collier Rd
 Property Location: PPN 1505169
 Zoning District: Industrial (I)
 Proposal: Major Site Plan-Commercial Addition/Variance

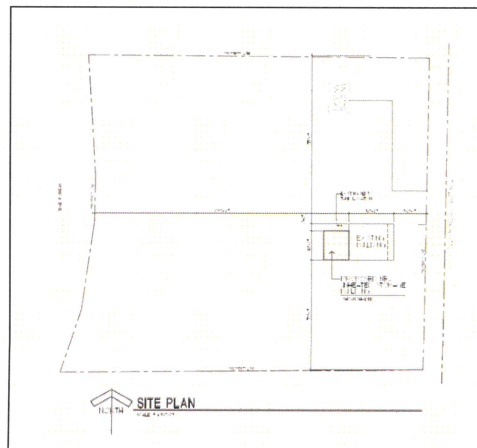
Ms. Gfroerer presented the application on behalf of applicant, Jared Kiehl. Applicant, Jared Kiehl, on behalf of Kiehl Construction, is requesting site plan and variance approval to construct a commercial building addition within an identified floodplain.

The addition is 1920 square feet in overall area (40' x 48'). The addition will be utilized as cold storage. The structure is comprised of roof shingles and metal siding to match the existing building.



ARTICLE 5-SECTION 5.01 D. DEVELOPMENT STANDARDS

- 25' Minimum Front Yard Setback
 - Proposed Setback-120' from the road right of way (Collier Road)
- 25' Minimum Rear Yard Setback
 - Proposed Setback-399' from the rear yard property line.
- 25' Minimum Side Yard Setback
 - Proposed Setback-North: 287'; South: 179'



Held

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- 50' Maximum Building Height: The structure will be consistent in height with the existing structure. The structures do not exceed 50'.

SUMMIT COUNTY ENGINEERS OFFICE

Grading Permit required. No detention is required for this project.

- A grading permit prior to construction, primarily for purposes of showing the roof drain/down spout locations.

SUMMIT SOIL & WATER CONSERVATION DISTRICT

Floodplain present. A variance will be required as the floodplain is connected to the Riparian.

SUMMIT COUNTY FLOODPLAIN ADMINISTRATOR

Permit to construct within the floodplain will be required.

VARIANCE REVIEW

Per Section 15.07:

Structures and uses within the Riparian Setback, existing at the time of passage of these regulations (April 12, 2003), that are not permitted under these regulations may be continued but shall not be expanded except as set forth in this title.

- Per the Summit County Fiscal record, the building was constructed in or around 1965



D. Non-residential structure or use expansions will be permitted only through obtaining a variance from the Board of Zoning Appeals.

- Per the Summit County Fiscal record, the existing structure is 3,660 square feet in overall area.
- The proposed addition is 1,920 square feet in overall area. This is a 52% increase in overall area.
- The addition will be placed atop existing impervious surface.

Per Staff Review, a variance for any improvement on this parcel will be required as the entire parcel is encompassed by the floodplain.

Mr. Jared Kiehl was in attendance to speak on behalf of the application.

Mr. Gregory asked what type of material would be used for the flooring.

Mr. Kiehl stated they are planning to keep it gravel, however, if expenses allow they would like to concrete it in the future. The immediate goal is to get equipment out of the weather and under shelter.

Mr. Gregory asked if changing the materials would change surface water review.

Ms. Gfroerer stated yes, concrete produces a higher run off calculation than gravel. Mr. Kiehl could work with Summit County now to plan for future installation of concrete so that he is aware should anything additional be required to change the flooring material.

Held January 5, 2026 20

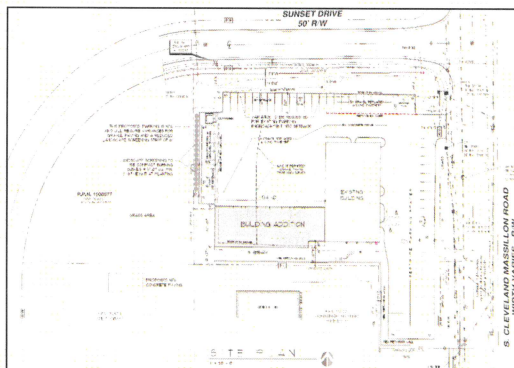
Mr. Grigson stated that the grade could be monitored using gravel. Should there be a washout, Mr. Kiehl could add more gravel to the flooring.

Ms. Davis called for a motion. Mr. Gregory motioned approve the applicants site plan for a building addition at 1,920 square feet conditioned upon satisfying all agency requirements and receipt of the variance required to construct within the floodplain. Mr. Grigson seconded. Ms. Davis asked for a vote. All in favor. Motion carried.

Board Member	Present	Motion	Second	Yea	Nay	Abstain
Dale Couch	Absent					
Christine Davis	X			X		
Lisa Graf (alt.)	X			X		
Joe Gregory	X	X		X		
Randy Grigson	X		X	X		
Kelly McPherson	Absent					

Case #: ARB202603/VAR202601
 Applicant: David Smith, Architect LLC
 On Behalf of: Autobahn Service Center
 Landowners: 1330 S Cleveland Massillon Rd
 Property Address: 1330 S Cleveland Massillon Rd
 Property Location: PPN 1508677
 Zoning District: Industrial (I)
 Proposal: Major Site Plan-Commercial Addition/Variance

Ms. Gfroerer presented the application on behalf of Mr. David Smith. Applicant, David W Smith, on behalf of Autobahn Service Center, is requesting Site Plan and variance approvals for a commercial addition and parking lot improvements.



- The proposed addition is located to the rear of the main building.
- The existing building is 6,890 square feet in overall area.
- The addition is 42' x 134' (5,497 square feet in overall area) for a total new building footprint of 12,389 square feet in overall area.

ARTICLE 5-SECTION 5.01 D. DEVELOPMENT STANDARDS

- 25' Minimum Front Yard Setback
 - Proposed Setback-Sunset Drive-60+'
 - Proposed Setback-S Cleveland Massillon Rd-60'
- 25' Minimum Rear Yard Setback: West
 - Proposed Setback-25'
- 25' Minimum Side Yard Setback
 - Proposed Setback- South: 18'

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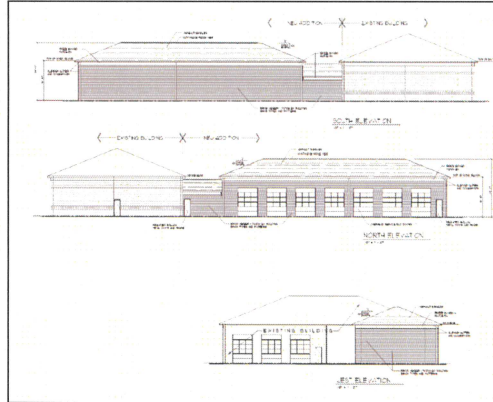
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- 1 ○ On 6/5/1991, A variance was granted for the reduction in the side yard
- 2 setback from 25' to 15'
- 3

- 4 • 50' Maximum Building Height: The structure will be consistent in height with the
- 5 existing structure. The structures do not exceed 25' in overall height
- 6

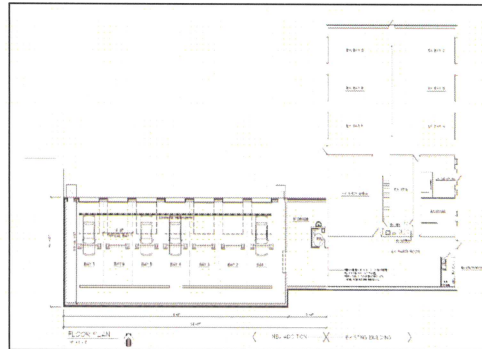
7 The addition will be constructed of
8 materials to match the existing
9 building including:

- 10 • Concrete block with brick
- 11 veneer in tan, dark brown,
- 12 light brown
- 13 • Aluminum gutter and
- 14 downspouts painted to
- 15 match
- 16 • Asphalt shingles
- 17
- 18
- 19
- 20
- 21
- 22
- 23



24 Overall updates are inclusive of:

- 25 • Seven (7) new service bays
- 26 • New storage area
- 27 • Replacement of gravel
- 28 parking areas with concrete
- 29 pavement
- 30 • Restripe of existing parking
- 31 spaces
- 32 • Brick veneer & asphalt
- 33 shingles to match existing
- 34 building
- 35 • Overhead Service Bay doors
- 36 • 340' of redi rock retaining
- 37 wall to be installed along a
- 38 portion of the southern
- 39 property line
- 40



41 PARKING STANDARDS-Variance Required

42 The applicant plans to reconfigure the
43 existing parking lot which will result in
44 a reduction of 9 parking spaces and an
45 increase of 1,600 square feet of new
46 impervious surface for the proposed
47 lot along the western side yard
48 property line.

- 49 • Existing parking
 - 50 ○ 81 spaces
 - 51
- 52 • Permitted parking
 - 53 ○ 72 spaces per Copley
 - 54 Township Board of
 - 55 Trustees development
 - 56 agreement for Sunset
 - 57 Drive
 - 58
- 59 • Proposed parking
 - 60 ○ 72 spaces



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- Recommend removal of 1 space located at the entrance on the south side. This space blocks the viewshed of cars entering and existing.

LANDSCAPE REQUIREMENTS:

Section 14.06-Building Façade Landscaping the applicant is required to provide landscape at least 75% of the building façade to include at minimum of 3 trees for every 100 lineal feet. At 134' of building frontage, the applicant is required to install 3 trees.

2024 parking was installed per a development agreement with Copley Township.

At that time, six (6) deciduous trees were to be planted along the northern property line (south side of Sunset Drive). However, due to lack of suitable planting areas available, the trees were planted on the north side of Sunset Drive.

Request: Accept Sunset Drive plantings installed on the north side of Sunset Drive to satisfy requirement for building façade landscaping

Per Article 14, Landscaping, Buffering and Screening

Section 14.08 C. 1. Parking lots shall have a perimeter landscaping of a minimum width of 10' exclusive of vehicle overhang. 2. 2. This perimeter landscaping shall contain sufficient plant material that will achieve an effective, year-round opaque screen of a height of at least three feet within (2) years of installation. The perimeter buffer zone shall also contain deciduous trees and allow adequate snow storage area.

Request: Reduce required perimeter landscaping along western property line from 10' to 6'.

Waive perimeter landscaping requirement for previously installed parking spaces (2024).

Per Article 14- Section 14.08-Screening and Landscaping of Parking Lots the applicant is required to have one landscape island for every 10 spaces including one tree per island and 10 feet of perimeter landscaping.

2024 parking was installed per a development agreement with Copley Township. At that time, 20 spaces were constructed in the southeastern portion of the property and 12 spaces were constructed along the northern property line. There were no landscape islands installed at that time.

Applicant is requesting to install 9 new spaces along the western property line. Landscape island not required.

Request: Waive landscape island requirement for previously installed parking spaces.

SUMMIT COUNTY ENGINEERS OFFICE

Proposed Limits of Disturbance: 0.78 A

Detention and runoff calculations under review.

Stormwater improvements constructed with the Sunset Drive Extension project was not designed to handle flow from the Autobahn site. A pre vs. post analysis will be required for the Autobahn improvements. The new impervious appears to be relatively small, but an analysis of existing gravel compared to proposed concrete and building may show a significant increase in runoff from the site. Per the Urban Hydrology for Small Watersheds Manual from the USDA, the Curve Number for gravel ranges from 85 to 91, depending on Soil Group

Classification. Asphalt, concrete and rooftops/buildings Curve Number is 98, regardless of Soil Group. This may result in a Critical Storm of 10 or 25-year design storm.

SUMMIT SOIL & WATER CONSERVATION DISTRICT

Detention and runoff calculations under review.



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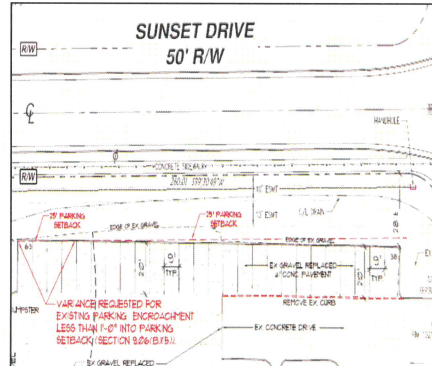
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VARIANCE REVIEW

Reduction in the required parking setback
(Sunset Drive)

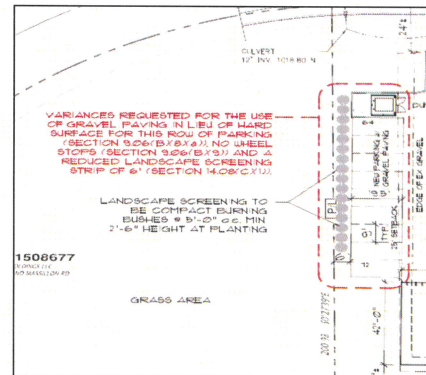
Per Article 9, Section 9.06, 5. Yard Requirements. Subject to the limitations of Section 9.06 B. 2. a., off-street parking spaces may occupy all or any part of any required side or rear yard. However, in no event, shall any required front yard or the side yard along the side street in the case of a corner lot be occupied by such parking space.

Request: Variance to encroach into the 25' front yard setback by 1'



Per Article 9, Section 9.06 8. a. Required parking spaces, access drives, and loading areas shall be paved and maintained with concrete, asphalt, or similar material of sufficient thickness and consistency to support anticipated traffic volumes and weights....

Request: Variance to maintain gravel surface for parking area along the western property line



Per Article 9, Section 9.06 9. Wheel Stops. Whenever a non-residential parking area extends to a lot line, sidewalk, planter strip or building, a wheel stop device consisting of blocks, a permanent curb, expanded sidewalk or other suitable restraint shall be installed. The minimum height of a wheel stop device shall be five (5) inches and the minimum distance from a wheel stop device to a property line or protected area shall be two (2) feet six (6) inches.

Request: Relief from section 9.06 9. No wheel stops

Per the Applicant:

Please Explain the Practical Difficulties or Unnecessary Hardship that Justifies this Application: (See application for full description)

- Encroachment is less than 1'. Existing gravel already encroaches and improved concrete surface will better the site.
- Request to use gravel as expenses for concrete are being invested into the visible areas of the site.
- If request to use gravel is granted, wheelstops would not be practical atop a gravel surface

How Would the Granting of a Variance(s) Affect the Immediate Neighborhood and Community In General?

The improvements that will take place on this site will vastly improve how this portion of the site is viewed by neighbors and passersby. The Owner of this property is also the owner of the property to the west, and has endorsed requesting these variances with no concern of how the variances, if granted, will affect their property to the west.

Mr. David Smith, Architect, Mr. Matthew Weber, Engineer and Mr. Louis Pejnovic were in attendance to speak on behalf of the application.

The Board discussed the hardships associated with installation of the required landscaping.

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1 Mr. Smith stated that in general, they are planning to install the same amount of landscape
2 required for the western property line, they are just requesting it be placed within 6'
3 instead of the required 10'. Due to the building and required length of the parking space,
4 there is not enough space remaining to place a 10' buffer. Mr. Pejnovic also owns the
5 vacant parcel to the west and has no objections to the reduction.

6
7 Mr. Smith stated that there is a swale which acquires water along the northern property
8 line. This would make it difficult to install landscaping in this area.

9
10 Mr. Pejnovic stated that when Copley installed his parking lot along S Cleveland Massillon
11 Road, they did not notify him of any additional landscaping requirements. He stated there
12 is also a roadway easement and plantings may not be permitted. Mr. Pejnovic also shared
13 that he was told by Copley Township that the sidewalk would be extended in front of his
14 property along S. Cleveland Massillon Road.

15
16 Mr. Gregory stated that he felt the waivers may be appropriate given the
17 information provided by Mr. Smith and Mr. Pejnovic. He also stated that per Ms.
18 Gfroerer, Copley Township installed more trees along Sunset Drive than what was
19 required.

20
21 Mr. Gregory discussed the waiver of the landscape islands. While he felt they were
22 not necessarily appropriate for this use (since customer parking is not the primary
23 use for this business), if the use changed, Copley may lose the opportunity to require
24 the installation.

25
26 Ms. Gfroerer stated that the ARB does not have the authority to grant a variance which
27 would run with the land. The waiver from the ARB is for this project specifically.
28 Therefore, if the use changes and this now becomes customer parking, the ARB could
29 require the islands with the new use through the required Site Plan review.

30
31 Mr. Gregory stated that the applicant would need to find a suitable substitution for
32 the burning bush proposed along the western property line as this is an invasive
33 species. Mr. Smith will present alternatives to Mr. Gfroerer to be reviewed by Ms.
34 Graf.

35
36 Ms. Davis requested additional information regarding the request to use gravel
37 along the western property line.

38
39 Mr. Pejnovic stated that while he feels this parking will be needed, he isn't certain and
40 would like to see if it is needed before he invests in the concrete in this area. If it is not
41 needed, it could easily be converted back to grass.

42
43 Mr. Grigson agreed and stated this parking area is not very visible.

44
45 Ms. Davis called for a motion. Mr. Gregory motioned to approve the applicants
46 request for relief from the following landscape requirements:

- 47
48 1. Section 14.06 Building Façade Landscaping-Rationale accept Sunset Drive
49 deciduous tree plantings installed by Copley Township on the north side of
50 Sunset Drive
51
52 2. Section 14.08 C. Parking lot landscape perimeter. Reduction in the required
53 perimeter landscape along the western property line from 10' to 6'. -
54 Rationale-Location of building and length of parking spaces do not permit 10'.
55 Applicant also owns adjacent lot to the west
56
57 3. Section 14.08 C. Parking lot landscape perimeter. No additional landscape
58 required along S Cleveland Massillon Road. Rationale- Future installation of
59 landscape and sidewalk by Copley Township
60

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- 1 4. Section 14.08 B. One landscape island for every 10 spaces. *Rationale-*
2 *Majority of lot is not used for customer parking. Should use change and spaces*
3 *are now used for customer parking, landscape islands will be required.*
4

5 Mr. Grigson second. Ms. Davis asked for a vote. All in favor. Motion carries.
6

Board Member	Present	Motion	Second	Yea	Nay	Abstain
Dale Couch	Absent					
Christine Davis	X			X		
Lisa Graf (alt.)	X			X		
Joe Gregory	X	X		X		
Randy Grigson	X		X	X		
Kelly McPherson	Absent					

7
8 Ms. Davis recommended approval of the required variances to the Board of Zoning
9 Appeals:

- 10 1. Section 9.06 5. Variance to encroach 1' into the required 25' front yard
11 setback along Sunset Drive
12 2. Section 9.06 B. a. Variance to maintain gravel surface for parking area along
13 the western property line
14 3. Section 9.06 9. Relief from requirement to utilize wheel stops for parking
15 area along western property line
16

17
18 Ms. Graf second. Ms. David asked for a vote. All in favor. Motion carries
19

Board Member	Present	Motion	Second	Yea	Nay	Abstain
Dale Couch	Absent					
Christine Davis	X	X		X		
Lisa Graf (alt.)	X		X	X		
Joe Gregory	X			X		
Randy Grigson	X			X		
Kelly McPherson	Absent					

20
21 Ms. Davis recommended approval of the Site Plan pending agency approval and
22 approval of the required variances. Mr. Gregory second. Ms. Davis asked for a vote.
23 All in favor. Motion carries.
24

Board Member	Present	Motion	Second	Yea	Nay	Abstain
Dale Couch	Absent					
Christine Davis	X	X		X		
Lisa Graf (alt.)	X			X		
Joe Gregory	X		X	X		
Randy Grigson	X			X		
Kelly McPherson	Absent					

25
26
27 Case #: ARB202604/VAR202602
28 Applicant: MSA Montrose LP c/o Hampton Properties Ince
29 On Behalf of: MSA Montrose
30 Landowners: MSA Montrose LP
31 Property Address: 4014 Medina Road

Held

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Property Location: PPN 1507109

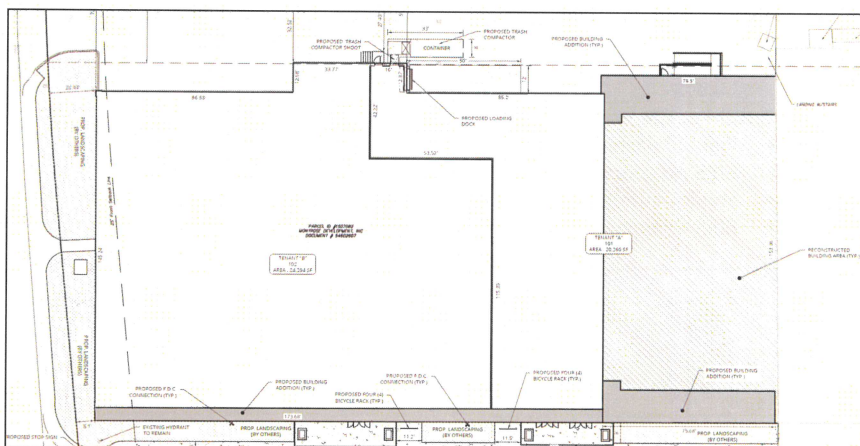
Zoning District: Commercial General Retail (C-GR)

Proposal: Commercial General Retail (C-GR)
Major Site Plan-Commercial Redevelopment/Variance

Ms. Gfroerer presented the application on behalf of the applicant. Applicants, on behalf of MSA Montrose LP, are requesting site plan and variance approval to redevelop the former Regal Cinema tenant space.

Narrative: Per the Applicant

- Partial demolition of 10,000sf of the southernmost portion of the existing theatre space, and the front, West wall of the existing space.
- Retrofit system to be installed. New construction of approximately a 12,000sf space, between the remaining theatre area and the existing World Market space to the South. ed.
- The entire front façade of the building is to be expanded approximately 6' to the West, for an additional +/- 1,300sf of leasable space. This will all align with the existing World Market front façade as well.
- Plumbing, electrical, and fire protections services are to be split for two (2) separate commercial tenants.
- West site work is to include the building addition and modifications to the sidewalk and grass area, however no large scope site work to be proposed.
- East site work to include a portion of the 12,000sf new construction, new concrete loading pad, concrete egress ramp, and trash compactor.
- Landscape façade refreshed/installed along the northern and western elevations

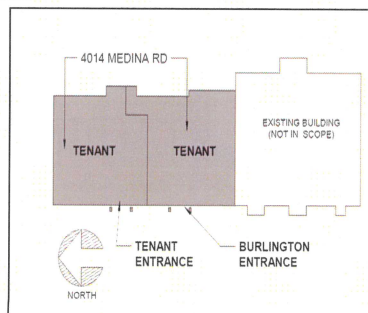


The redevelopment will result in a two tenant spaces.

- Tenant B-24,294 square feet in overall area
- Tenant A-20,260 square feet in overall area

Overall updates are inclusive of:

- Full Interior Renovation
- New front masonry wall to match adjacent building
- New Tenant Entrances
- New sidewalk extension and crosswalks
- Addition of bicycle parking spaces
- Demo and reconstruction of partial Tenant suite A



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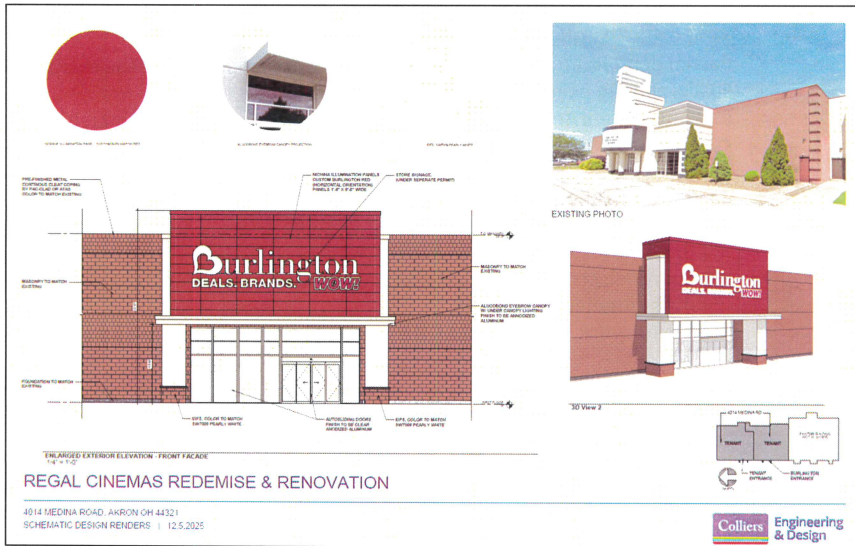
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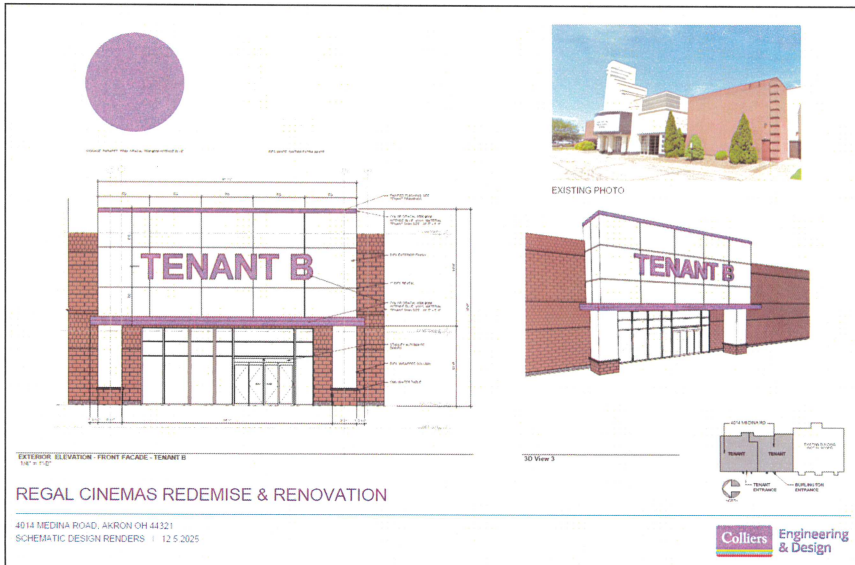
Tenant A Façade Improvements include:

- Illuminated fiber cement clad panels (Nichina) in custom Burlington Red. Panel are 1' 6", 6' wide
- Autosliding doors clear, anodized aluminum
- Aluminum composite (alucobond) Eyebrow canopy with under canopy lighting
- EIFS in pearly white, wrapped column (EIFS above the water table)



Tenant B Façade Improvements include:

- Painted flashing in intense blue
- EIFS exterior in extra white
- Stanley automatic door
- EIFS wrapped column (EIFS above the water table)



DEVELOPMENT STANDARDS-Variance Required

ARTICLE 4., SECTION 4.01

- 35' Maximum Building Height

RECORD OF PROCEEDINGS

Minutes of

COPLEY TOWNSHIP ARCHITECTURAL REVIEW BOARD

Meeting

GOVERNMENT FORMS & SUPPLIES 844-224-3338 FORM NO. 10148

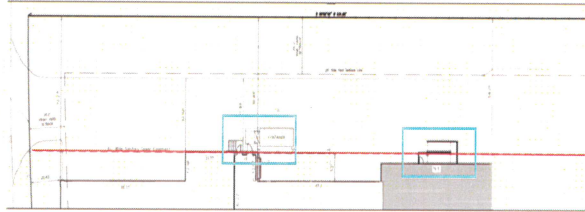
Held

January 5, 2026

20

- Masonry Height: 28'
- Parapet Wall: 32' for Tenant A & Tenant B
- 50' Minimum Rear Yard Setback (SOUTH)
 - 750' +
- 25' Minimum Side Yard Setback
 - WEST: 59'
 - EAST: 400' +
- 25' Minimum Front Yard Setback (NORTH)
 - **8.1' Non-conforming**

There is a easement located along the western side yard property line. Easement to be confirmed at 50' or 60'. The following items may project into the easement:



- Rear building
- concrete ingress/egress (not public) for both tenant suites
- Concrete compactor pad
- Loading Dock

SUMMIT COUNTY ENGINEERS OFFICE

- *Provide a comparison of existing and proposed impervious areas.*
- *The overall increase in impervious area does not appear to be significant, so no stormwater detention will be required.*
- *In addition to the impervious area increase, we will need to see the total disturbed area identified on the plans*

SUMMIT SOIL & WATER CONSERVATION DISTRICT

Provide a comparison of existing and proposed impervious areas.

DEPARTMENT OF SANITARY SEWER SERVICES

- *Access Easement Agreement in progress*
- *Verification of the easement width in question: 50' or 60'*

COPLEY TOWNSHIP

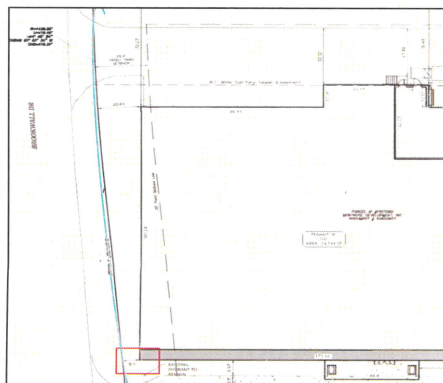
- *Abatement agreement for parking lot improvements and Business Center Sign reconstruction in progress*

VARIANCE REVIEW

ARTICLE 4., SECTION 4.01

- 25' Minimum Front Yard Setback (NORTH)
 - **8.1' Non-conforming**

Variance Rationale: The front yard setback is pre-existing and created due to the expanded right of way for the installation of Brookwall Drive. This variance will correct the non-conforming setback.



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GOVERNMENT FORMS & SUPPLIES 844-224-3338 FORM NO. 10148

Held January 5, 2026

1 The cinema building was constructed in 1988. The 60' Brookwall right-of-way was
2 established in or around 2000.

3
4 Per the Applicant:

5
6 **Please Explain the Practical Difficulties or Unnecessary Hardship that Justifies this**
7 **Application:**

8 Non conforming setback as a result of constructing of right of way after construction of
9 building.

10
11 **How Would the Granting of a Variance(s) Affect the Immediate Neighborhood and**
12 **Community In General?**

13 It is believed that the granting of this variance would have no immediate negative affects
14 on the community. This variance would increase the interest in the currently unoccupied
15 space, making it more suitable to lease to commercial tenants.

16
17 Ms. Dayla Finelli and Mr. Corey LeBlanc were in attendance on behalf of the application.

18
19 **Ms. Davis asked for additional information on the demolition and reconstruction.**

20
21 Mr. LeBlanc stated that portion of the building was an addition to the original cinema
22 building. The addition was not constructed in the same manner and therefore the retrofit
23 system will not work in this area.

24
25 **Mr. Gregory asked if it was common to add one tenant and then wait for the second**
26 **tenant.**

27
28 Mr. LeBlanc stated yes. Typically, Burlington will co-locate with Marshall's or Ross'
29 however, they are not yet confirmed.

30
31 **Mr. Grigson asked if the devising walls were stick or metal.**

32
33 Mr. LeBlanc stated they are metal.

34
35 **Ms. Davis asked for details regarding the rear construction.**

36
37 Mr. LeBlanc stated the new area will be additional leaseable space. Mr. LeBlanc reviewed
38 the truck route which will use the access drive and loading areas in the rear.

39
40 **Ms. Davis asked for information regarding the required bicycle parking.**

41
42 Mr. LeBlanc reviewed 8 bicycle parking spaces which have been added to the plan. They
43 will be located in between tenant spaces A & B.

44
45 **Mr. Gregory asked for details about the existing landscape.**

46
47 Mr. LeBlanc stated the landscape would be removed and the plan calls for additional
48 landscape to be installed by others.

49
50 **Ms. Davis called for a motion. Ms. Davis motioned to approve the applicants site plan**
51 **conditioned upon satisfying all agency requirements and receipt of the variance**
52 **required for the front yard setback. Mr. Gregory seconded. Ms. Davis asked for a**
53 **vote. All in favor. Motion carried.**

54

Board Member	Present	Motion	Second	Yea	Nay	Abstain
Dale Couch	Absent					
Christine Davis	X	X		X		
Lisa Graf (alt.)	X			X		
Joe Gregory	X		X	X		

Held January 5, 2026 20

Randy Grigson	X			X		
Kelly McPherson	Absent					

Business from the Department of Community & Economic Development.

Ms. Gfroerer provided the following information:

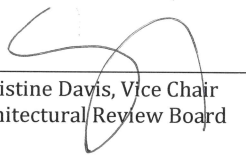
- a) Professional Development-OTA Winter Conference
- b) Design Guidelines-Preview of the layout and thanked Mr. Kanis for his work on the document
- c) Tree Board Meeting-February 2, 2026 5:00 pm

Business from the Floor: There was no business from the floor

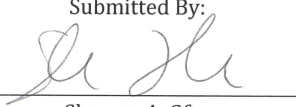
The next Architectural Review Board meeting is scheduled for Monday, February 2, 2026.

With no further business before the Architectural Review Board, the meeting adjourned by consensus at 8:00 pm.

Approved By:


Christine Davis, Vice Chair
Architectural Review Board

Submitted By:


Shawna A. Gfroerer
Planning & Zoning Inspector

RECORD OF PROCEEDINGS

Minutes of

Meeting

GOVERNMENT FORMS & SUPPLIES 844-224-3338 FORM NO. 10148

Held _____ 20 _____

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