

1. Agenda - Planning And Zoning Commission, February 23, 2026

Documents:

[PLANNING AND ZONING AGENDA - FEBRUARY 2026 \(1\).PDF](#)

2. Rescheduled To March 23, 2026 To Allow For Verification Of Parcel Numbers - Rezoning - Sunbury 37 LLC

The applicant is requesting a rezoning of parcel numbers 416-320-01-006-000, 416-320-01-006-002, 416-330-01-007-000, 416-340-01-043-000 from Not Zoned to Limited Industrial District (LI)

Documents:

[APPLICATION - SUNBURY 37 LLC REZONING \(3\).PDF](#)  
[ZONING EXHIBIT - SUNBURY 37 LLC REZONING \(1\).PDF](#)  
[LEGAL DESCRIPTION - SUNBURY 37 LLC REZONING \(1\).PDF](#)  
[PUBLIC NOTICE - SUNBURY 37 LLC REZONING \(1\).PDF](#)

3. Conditional Use - 100 North Street

The applicant is requesting a conditional use for the continuance of a nonconforming use. This conditional use would allow for the applicant to install a covered structure on the front of their home.

Documents:

[APPLICATION AND MATERIALS - 100 NORTH STREET, CONDITIONAL USE.PDF](#)  
[PUBLIC NOTICE - 100 NORTH STREET, CONDITIONAL USE \(1\).PDF](#)  
[MAILERS - 100 NORTH STREET, CONDITIONAL USE.PDF](#)  
[STAFF REPORT - 100 NORTH STREET, CONDITIONAL USE -.PDF](#)

4. Home Occupation - 125 Harrison Street, Little Critters Pet Sitters LLC

The applicant is requesting approval of a home occupation for an in-home pet sitting and care business.

Documents:

[UPDATED APPLICATION AND MATERIALS - 125 HARRISON STREET, HOME OCCUPATION \(UPDATED LETTERS OF SUPPORT\).PDF](#)  
[STAFF REPORT - HOME OCCUPATION, 125 HARRISON STREET \(1\).PDF](#)

5. Final Plat - Kintner Crossing Commercial

The applicant is requesting approval of the final plat for the Kintner Crossing Commercial subdivision, which includes five (5) commercial lots and the realignment of Cheshire Road.

Documents:

APPLICATION - KINTNER COMMERCIAL, FINAL PLAT (1).PDF  
PLAT - KINTNER COMMERCIAL, FINAL PLAT.PDF  
LEGAL DESCRIPTION - KINTNER COMMERCIAL, PRELIMINARY PLAT (1).PDF  
STAFF REPORT - FINAL PLAT, KINTNER COMMERCIAL.PDF

6. Zoning Report - February 2026

Documents:

PLANNING AND ZONING AGENDA - FEBRUARY 2026 (1).PDF



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**AGENDA**

**Planning and Zoning Commission**

**February 23, 2026 at 6:30 p.m.**

**Third Floor, Town Hall – Council Chambers**

Silent Prayer and Pledge of Allegiance

Roll Call: Joe St. John, Debra Miller, Jason Staderman, Marc Long, Keith Palma, and Shannon Stark

1. **Rescheduled to March 23, 2026 to allow for verification of Parcel Numbers – Rezoning – Sunbury 37 LLC**
  - i. The applicant is requesting a rezoning of parcel numbers 416-320-01-006-000, 416-320-01-006-002, 416-330-01-007-000, 416-340-01-043-000 from Not Zoned to Limited Industrial District (LI)
  
2. **Public Hearing Begins**
  - a. Conditional Use – 100 North Street
    - i. The applicant is requesting a conditional use for the continuance of a non-conforming use. This conditional use would allow for the applicant to install a covered structure on the front of their home.
      1. Anticipated Process
        - a. Staff Report
        - b. Applicant Presentation
        - c. Commission Questions and Discussion
  
3. **Public Hearing Ends**
  
4. **Conditional Use – 100 North Street**
  - i. The applicant is requesting a conditional use for the continuance of a non-conforming use. This conditional use would allow for the applicant to install a covered structure on the front of their home.
    1. Anticipated Process
      - a. Commission Discussion
      - b. Commission Action
  
5. **Home Occupation – 125 Harrison Street, Little Critters Pet Sitters LLC**
  - i. The applicant is requesting approval of a home occupation for an in-home pet sitting and care business.
    1. Anticipated Process
      - a. Staff Report



- 
- b. Applicant Presentation
  - c. Commission Discussion
  - d. Commission Action

**6. Final Plat – Kintner Crossing Commercial**

- i. The applicant is requesting approval of the final plat for the Kintner Crossing Commercial subdivision, which includes five (5) commercial lots and the realignment of Cheshire Road.

- 1. Anticipated Process

- a. Applicant Presentation
- b. Staff Report
- c. Commission Discussion
- d. Commission Action

**7. Visitors**

**8. Approval of Minutes**

- a. February 2, 2026

**9. Zoning Report**

**10. Discussion / New Business**

**11. Next Meeting Date: March 23, 2026**

**12. Adjournment**

**Rezoning Application****REZO-25-4**

Submitted On: Dec 2, 2025

**Applicant**

 Aaron Underhill  
 614-335-9321  
 aaron@uhlfirm.com

**Primary Location**

Point Location: 40.2310, -82.8343

**Property Information****Current Zoning District**

Not Zoned

**Current Use**

Vacant/Agricultural

**Proposed Zoning District**

Limited Industrial District (LI)

**Proposed Use**

Those uses permitted in the LI District

**What type of property is this?**

Residential

**Parcel Number**

416-320-01-006-000, 416-320-01-006-002, 416-330-01-007-000, 416-340-01-043-000

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

**Is the Property Owner the Applicant?**

Yes

**Statement of how proposed amendment relates to the comprehensive plan**

The subject property was recently annexed to the City and therefore is not contemplated for future land use recommendations in the City's Comprehensive Plan. The Limited Industrial District was adopted in the latter half of 2023, and during the adoption of this new zoning classification it was contemplated that properties in this location would be appropriate for the zoning designation.

**Property Owner Information****Property Owner First Name**

Sunbury 37 LLC

**Property Owner Last Name**

O.H.I.O. Real Estate Acquisition I, LLC

**Property Owner Street Address**

c/o Aaron Underhill, Esq., Underhill &amp; Hodge LLC, 8000 Walton Pkwy, Suite 120

**Property Owner City**

New Albany

**Property Owner State**

Ohio

**Property Owner Zip Code**

43054

**Property Owner Phone Number**

(614) 335-9321

**Property Owner Email Address**

aaron@uhlfirm.com

**Signature**

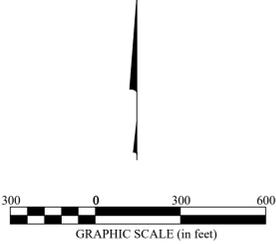
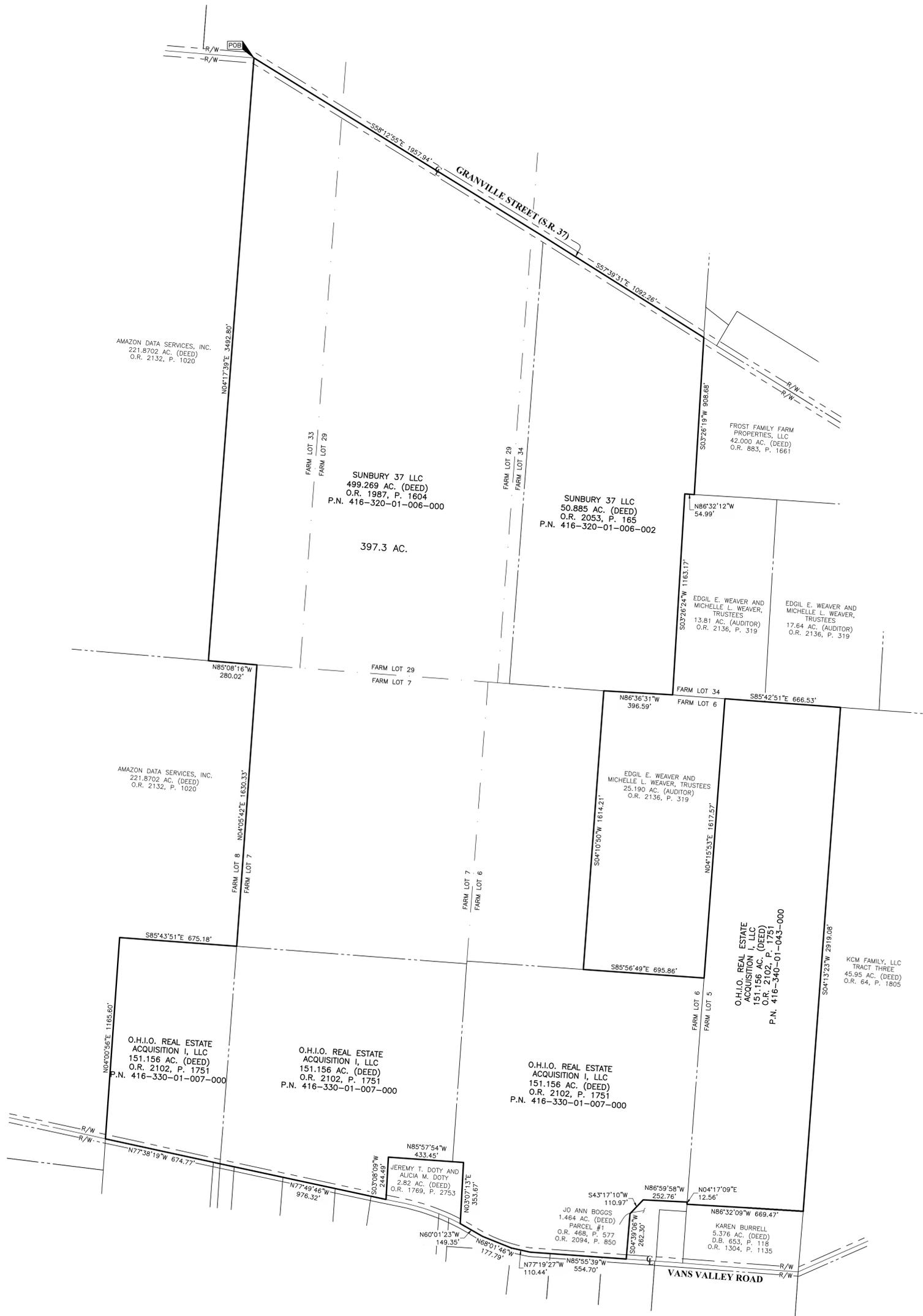
I hereby certify that the proposed work is authorized by the owner of record and that I have been authorized by the owner to make this application as his/her authorized agent. We agree to conform to the regulation and applicable codes and laws of the State of Ohio, Delaware county and the City of Sunbury.

**Signature**

true

# ZONING EXHIBIT

## FARM LOTS 5, 6, 7, 8, 29, 33 AND 34, QUARTER TOWNSHIP 3, TOWNSHIP 4, RANGE 16 UNITED STATES MILITARY DISTRICT CITY OF SUNBURY, COUNTY OF DELAWARE, STATE OF OHIO



<p style="font-size: 8px; margin: 0;">Evans, Mechwart, Hambleton &amp; Tilton, Inc. Engineers • Surveyors • Planners • Scientists 5800 New Albany Road, Columbus, OH 43054 Phone: 614.775.4500 Fax: 614.775.3448 emht.com</p>	Date: October 31, 2025	
	Scale: 1" = 300'	
	Job No: 2025-0031	
	Sheet: 1 of 1	
<b>REVISIONS</b>		
MARK	DATE	DESCRIPTION

I:\20250031\Drawings\Sheets\Exhibits\20250031-VS-ZONE-01.dwg plotted by Kirk, Matthew on 10/31/2025 10:18:15 AM last saved by mwillburn on 10/31/2025 9:53:01 AM

### 397.3 ACRES

Situated in the State of Ohio, County of Delaware, City of Sunbury, in Farm Lots 5, 6, 7, 8, 29, 33 and 34, Quarter Township 3, Township 4, Range 16, United States Military District, being comprised of all or part of the following tracts of land: that 499.269 acre tract conveyed to Sunbury 37 LLC by deed of record in Official Record 1987, Page 1604, that 50.885 acre tract conveyed to Sunbury 37 LLC by deed of record in Official Record 2053, Page 165, and that 151.156 acre tract conveyed to O.H.I.O Real Estate Acquisition I, LLC by deed of record in Official Record 2102, Page 1751, (all references are to the records of the Recorder's Office, Delaware County, Ohio) and more particularly bounded and described as follows:

BEGINNING at the northeasterly corner of that 221.8702 acre tract conveyed to Amazon Data Services, Inc. by deed of record in Official Record 2132, Page 1020, in the centerline of Granville Street (State Route 37);

Thence the following courses and distances:

South 58° 12' 55" East, a distance of 1957.94 feet to a point;

South 57° 39' 31" East, a distance of 1092.26 feet to a point;

South 03° 26' 19" West, a distance of 908.68 feet to a point;

North 86° 32' 12" West, a distance of 54.99 feet to a point;

South 03° 26' 24" West, a distance of 1163.17 feet to a point;

North 86° 36' 31" West, a distance of 396.59 feet to a point;

South 04° 10' 50" West, a distance of 1614.21 feet to a point;

South 85° 56' 49" East, a distance of 695.86 feet to a point;

North 04° 15' 53" East, a distance of 1617.57 feet to a point;

South 85° 42' 51" East, a distance of 666.53 feet to a point;

South 04° 13' 23" West, a distance of 2919.08 feet to a point;

North 86° 32' 09" West, a distance of 669.47 feet to a point;

North 04° 17' 09" East, a distance of 12.56 feet to a point;

North 86° 59' 58" West, a distance of 252.76 feet to a point;

South 43° 17' 10" West, a distance of 110.97 feet to a point;

South 04° 39' 06" West, a distance of 262.30 feet to a point;

North 85° 55' 39" West, a distance of 554.70 feet to a point;

North 77° 19' 27" West, a distance of 110.44 feet to a point;

North 68° 01' 46" West, a distance of 177.79 feet to a point;

North 60° 01' 23" West, a distance of 149.35 feet to a point;

North 03° 07' 13" East, a distance of 353.67 feet to a point;

North 85° 57' 54" West, a distance of 433.45 feet to a point;

**397.3 ACRES**

- 2 -

South 03° 08' 09" West, a distance of 244.49 feet to a point;

North 77° 49' 46" West, a distance of 976.32 feet to a point;

North 77° 38' 19" West, a distance of 674.77 feet to a point;

North 04° 00' 56" East, a distance of 1165.60 feet to a point;

South 85° 43' 51" East, a distance of 675.18 feet to a point;

North 04° 05' 42" East, a distance of 1630.33 feet to a point;

North 85° 08' 16" West, a distance of 280.02 feet to a point; and

North 04° 17' 39" East, a distance of 3492.80 feet to the POINT OF BEGINNING,  
containing 397.3 acres of land, more or less.

City of Sunbury

# PUBLIC HEARING



## REZONING

PARCEL(S):

#416-320-01-006-000,

#416-320-01-006-002,

#416-330-01-007-000,

#416-340-01-043-000

The City of Sunbury Planning and Zoning Commission will hold a public hearing on Monday, February 23, 2026 at 6:30 pm in the Council Chambers at the Sunbury Town Hall, 3rd Floor, 51 East Cherry Street, Sunbury, Ohio.

Sunbury 37 LLC is requesting to rezone the above parcel(s) to Limited Industrial District (LI). A copy of the rezoning application is available for public review at the Sunbury Administrative Office at 9 East Granville Street.

All interested persons are invited to attend the hearing and testify as to their opinions on the Rezoning. At the conclusion of the public hearing the matter will be considered by the Sunbury Planning and Zoning Commission and referred to Sunbury Council for further determination.

**SUNBURYOHIO.ORG | 740-965-2684**

# City of Sunbury

# Zoning Department

Joe St John, Mayor  
 Daryl Hennessy, Administrator  
 Dana Steffan, Finance Director  
 Alex Nelisse-Blankenship, Zoning Inspector

PO Box 508  
 Sunbury, OH 43074  
 740-965-2684 OFFICE  
 740-965-9633 FAX  
[www.sunburyohio.org](http://www.sunburyohio.org)



Date: 1/26/2026

## CONDITIONAL USE APPLICATION

OWNER/APPLICANT	Karen Davis	Yost Barns
OWNER/ APPLICANT ADDRESS	100 North St	3436 82-61
OWNER/APPLICANT PHONE / E-MAIL	740-963-0270	Davis_251@gmail.com barnexpert@gmail.com
PROPERTY ADDRESS	100 North St.	
ZONING DISTRICT	R-3	
EXISTING USE	Single family dwelling	
PROPOSED CONDITIONAL USE	Front porch over existing concrete Pad for single family	
SECTION OF ZONING ORDINANCE PROVIDING FOR CONDITIONAL USE REQUESTED:	581.07.02	

### ADDITIONAL SUBMISSION REQUIREMENTS

1. Legal description of property (1 copy)
2. A plan of the proposed site showing the location of all buildings, parking and loading area, traffic circulation, open spaces, landscaping, refuse and service areas, utilities, signs, yards and such other information as the Commission may require determining if the proposed conditional use meets with the intent and requirements of the Ordinance. Include information regarding conformance with the requirements of the particular conditional use requested and Section 81.11.29 – General Standards for all conditional Uses (copy attached).
3. A narrative statement evaluating the economic effects on adjoining property; the effect of such elements as noise, glare, odor, fumes and vibration; a discussion of the general compatibility with adjacent and other properties in the district.
4. Names and address of all property owners adjacent to and within 200 feet.

### FEES:

- \$400.00

The undersigned is either the property owner or a duly authorized agent of the property owner and verifies the information provided in this application is correct.

Karen Davis  
 Signature of Owner/Applicant

1/26/2026  
 Date

Application received the \_\_\_\_\_ day of \_\_\_\_\_.

A public hearing will be held by Sunbury Planning & Zoning Commission at the next meeting which is the fourth Monday of each month on the third floor of the Town Hall at 6:30pm.

## Narrative Statement for Conditional Use Application: 100 North St. Sunbury, Ohio

We are writing to request approval for the continuance of an existing nonconforming use in connection with a proposed open front porch addition to the existing residence located at 100 North St. Sunbury, Ohio.

The existing structure was established prior to the current zoning regulations and is recognized as an existing nonconforming use. The proposed front porch addition is intended to cover the existing concrete pad and not expand the nonconformity, but rather maintains the established building footprint and character of the property.

The proposed porch will not encroach into any side or rear setbacks, nor will it adversely impact the adjacent properties. It has been carefully designed to respect the neighborhood by maintaining appropriate separation and preserving sightlines. No portion of the addition will cross property lines or reduce existing buffers between neighboring structures.

Structurally, the porch will be consistent with the scale, materials, and design features commonly found within the surrounding neighborhood. The intent is to enhance the appearance of the home while maintaining visual harmony with nearby residences.

This improvement will enhance the functionality and livability of the home while preserving the intent of the zoning ordinance and the character of the community. The project does not increase density, alter the use of the property, or create any new impacts beyond those already existing under the legal nonconforming status.

For these reasons, we respectfully request approval of the continuance of the legal nonconforming use to allow the proposed front porch addition. Thank you for your time and consideration.

John Gest  
Gest Bains  
614 565-1337

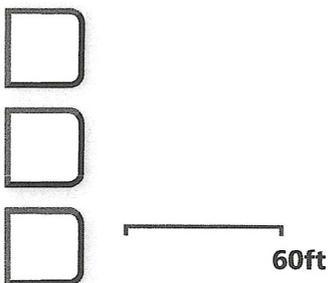


**Delaware County GIS**  
 George Kaisa, MBA, County Auditor  
 About the Auditor

Robert Parsons, GIS Director  
 Report an Issue

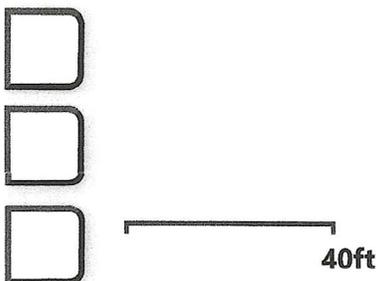
Search Advanced Subdivision Intersection Sales

Layers Map Tools Help





9'w x 5'l x 9'h  
 open porch  
 with steel  
 ceiling



## Property Owners Within 200ft Adjacent to 100 North St. Sunbury, Ohio

**Owner Name:** BENNETT ROBERT JOE & RENDA RAE  
**Address:** 95 HARRISON ST, SUNBURY 43074

**Owner Name:** BELL CHARLOTTE L  
**Address:** 97 N MORNING ST, SUNBURY 43074

**Owner Name:** SPARROW LODGE #400 FREE & ACCEPTED MASONS  
**Address:** 87 N MORNING ST, SUNBURY 43074

**Owner Name:** STURGILL ROY D & DAY CAROLE D  
**Address:** 105 HARRISON ST, SUNBURY 43074

**Owner Name:** DE FARIAS ANDRE H & APRIL M  
**Address:** 94 NORTH ST, SUNBURY 43074

**Owner Name:** ADRION MARIA R & RESCH NORA J  
**Address:** 84 NORTH ST, SUNBURY 43074

**Owner Name:** CAMPBELL RAYMOND LEE  
**Address:** 78 NORTH ST, SUNBURY 43074

**Owner Name:** VANCE SHAWN  
**Address:** 60 N VERNON ST, SUNBURY 43074

**Owner Name:** LEHNER KATHY S  
**Address:** 118 NORTH ST, SUNBURY 43074

**Owner Name:** BENNETT RENDA R & ROBERT JOE  
**Address:** 126 NORTH ST, SUNBURY 43074

**Owner Name:** CROTHERS DORIS M  
**Address:** 134 NORTH ST, SUNBURY 43074

**Owner Name:** WATT LARRY A & JACQUELINE L  
**Address:** 47 N MORNING ST, SUNBURY 43074

**Owner Name:** HOOVER BECKY  
**Address:** 39 N MORNING ST, SUNBURY 43074

**Owner Name:** HAMBURGER JOSHUA M  
**Address:** 33 N MORNING ST, SUNBURY 43074

**Owner Name:** E SQUARED VENTURES LLC  
**Address:** 44 N MORNING ST, SUNBURY 43074

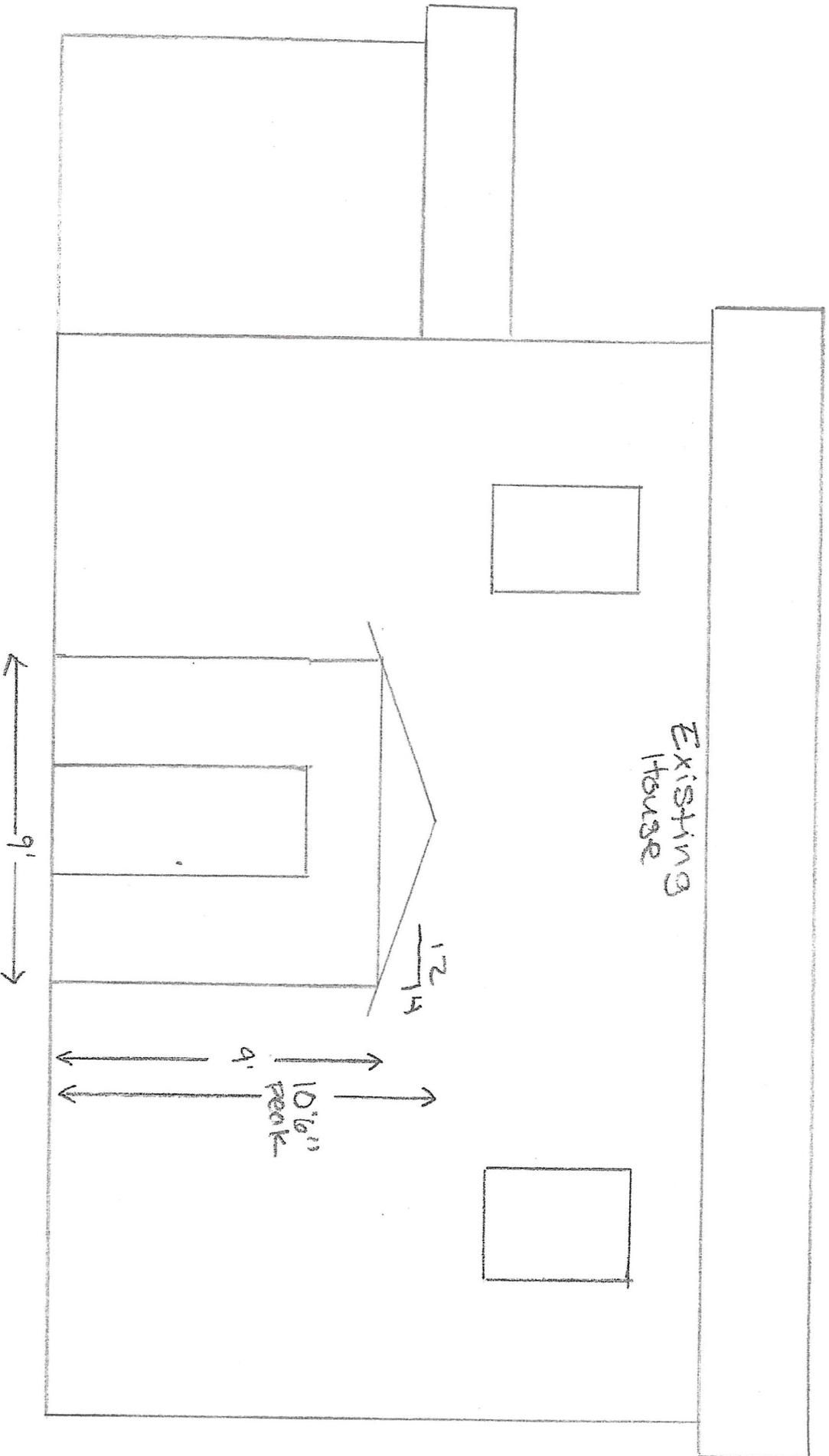
## Property Owners Within 200ft Adjacent to 100 North St. Sunbury, Ohio

**Owner Name:** LEHRKE ELMER J & ELMA J  
**Address:** 34 N MORNING ST, SUNBURY 43074

**Owner Name:** MITCHELL SHIRLEY R TRUSTEE  
**Address:** 26 N MORNING ST, SUNBURY 43074

Karen Davis  
100 North St.  
Sunbury, Ohio

YOSTBARNUS.COM  
614-565-1337  
barthelexpert@gmail.com

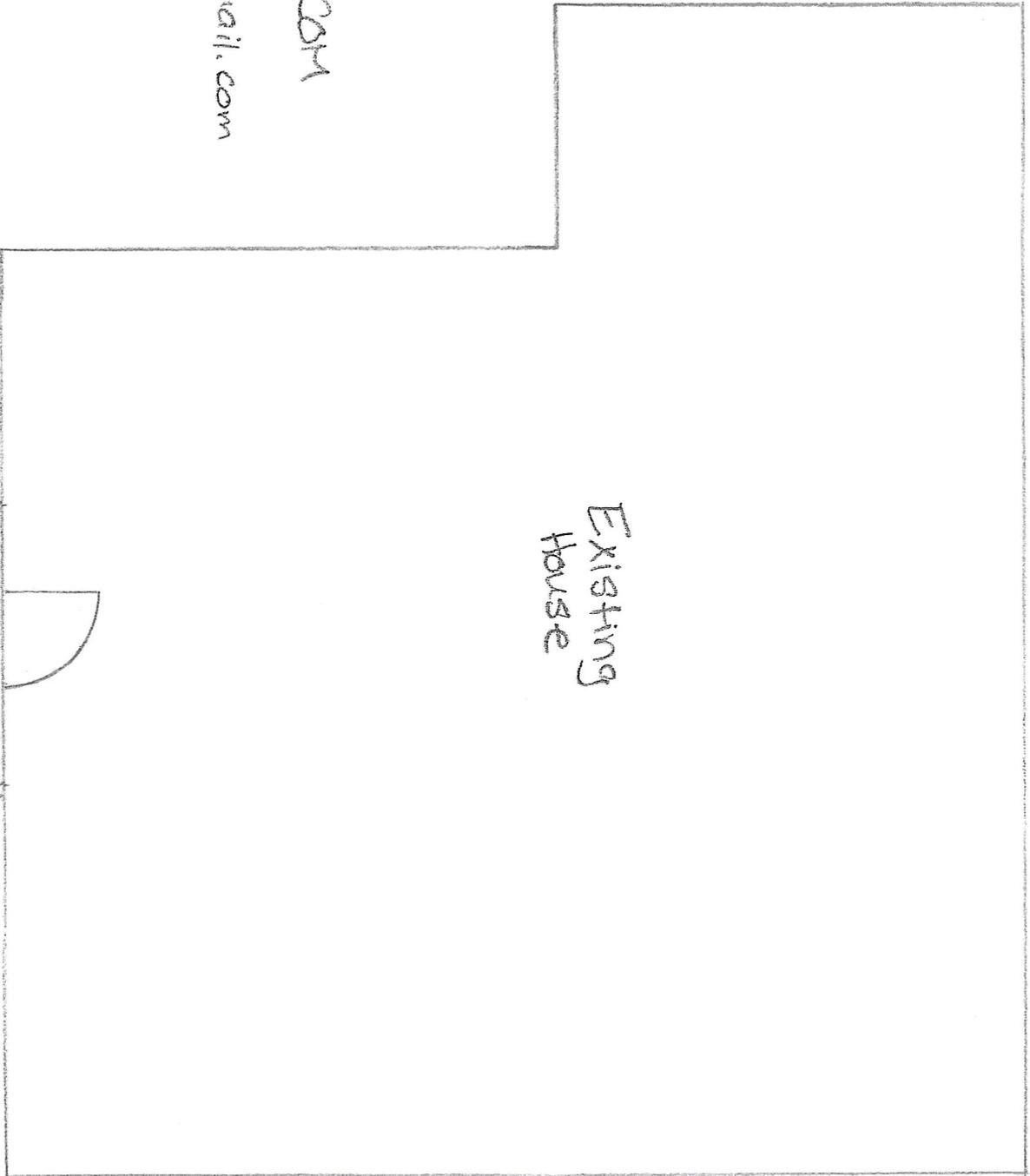


1/4 Scale

Karen DAVIS  
100 North St.  
Sunbury, Ohio

YOSTBARIUS.COM  
614-565-1337  
barnexpert@gmail.com

Existing  
House



9' x 5'8"  
OPEN PORCH  
W/STEEL CEILING

9'

5'

3/16 Scale

# YOST BARN

3436 St. Rt. 61

Cardington, OH 43315

614-565-1337

barnexpert@gmail.com

*"Get the MOST with YOST"*

Established 1974

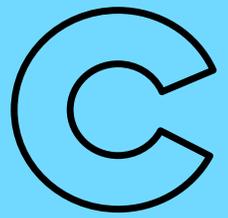
**CELEBRATING 51 YEARS IN BUSINESS**

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- 9'w x 5'l x 9'h open porch, with steel ceiling
    - With white vinyl dutch lap and steel roof
    - Connecting with existing house
-

City of Sunbury

# PUBLIC HEARING



CONDITIONAL USE

100 NORTH STREET

PARCEL(S) #41714414010000

The City of Sunbury Planning and Zoning Commission will hold a public hearing on Monday, February 23, 2026 at 6:30 pm in the Council Chambers at the Sunbury Town Hall, 3rd Floor, 51 East Cherry Street, Sunbury, Ohio.

Karen Davis / Yost Barns are requesting a conditional use to for the continuance of a non-conforming building. A copy of the conditional use application is available for public review at the Sunbury Administrative Office at 9 East Granville Street.

All interested persons are invited to attend the hearing and testify as to their opinions on the conditional use request. At the conclusion of the public hearing the matter will be considered for approval by the Sunbury Planning and Zoning Commission.

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





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Postmark with Date of Receipt.

USPS Tracking/Article Number	Addressee (Name, Street, City, State, & ZIP Code™)	Postage	(Extra Service) Fee	Handling Charge - if Registered and over \$50,000 in value	Actual Value if Registered	Insured Value	Due Sender if COD	ASR Fee	ASRD Fee	RD Fee	RR Fee	SC Fee	SCRD Fee	SH Fee
1.	CANTRELL J 92 VERNON ST SUNBURY OH 43074													
2.	ROSELER K & MORIAH T 82 VERNON ST SUNBURY OH 43074													
3.	CUTLER LTD 74 VERNON ST SUNBURY OH 43074													
4.	VANCE 66 VERNON ST SUNBURY OH 43074													
5.	RAYMOND LEE CAMPBELL 78 NORTH ST SUNBURY OH 43074													
6.	ADRIAN R & RESCH NORA J 84 NORTH ST SUNBURY OH 43074													
7.														
8.														

Postmaster: net (name of receiving employee)

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Total Number of Pieces Received at Post Office



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1.			DE ANDRE & APRIL M 94 NORTH ST SUNBURY OH 43074													
2.			DAVIS FIEDLER 100 NORTH ST SUNBURY OH 43074													
3.			SPARROW #400 & ACCEPTED MASON 87 MORNING ST SUNBURY OH 43074													
4.			WINCE D & KATHERINE L 133 NORTH ST SUNBURY OH 43074													
5.			CHARLOTTE BELL 97 MORNING ST SUNBURY OH 43074													
6.			STRAIT A & DIANE S 125 NORTH ST SUNBURY OH 43074													
7.																
8.																
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  - Priority Mail
  - Priority Mail Express
  - Registered Mail
  - Return Receipt for Merchandise
  - Signature Confirmation
  - Signature Confirmation Restricted Delivery

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(for additional copies of this receipt).  
Postmark with Date of Receipt.

USPS Tracking/Article Number	Addressee (Name, Street, City, State, & ZIP Code™)	Postage	(Extra Service) Fee	Handling Charge - if Registered and over \$50,000 in value	Actual Value if Registered	Insured Value	Due Sender if COD	ASR Fee	ASRD Fee	RD Fee	RR Fee	SC Fee	SCFD Fee	SH Fee
1.	BENNETT JOE & RENDA RAE 95 HARRISON ST SUNBURY OH 43074													
2.	E VENTURES 44 MORNING ST SUNBURY OH 43074													
3.	LEHRKE J & ELMA J 34 MORNING ST SUNBURY OH 43074													
4.	HOWARD W 83 NORTH ST SUNBURY OH 43074													
5.	HUMMEL BAIL 46 VERNON ST SUNBURY OH 43074													
6.														
7.														
8.														

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1.	USPS Tracking/Article Number														
2.	HAMBURGER M 33 MORNING ST SUNBURY OH 43074				Handling Charge - If Registered and over \$50,000 in value				Adult Signature Required	Adult Signature Restricted Delivery	Restricted Delivery	Return Receipt	Signature Confirmation	Signature Confirmation Restricted Delivery	
3.	HOOVER 39 MORNING ST SUNBURY OH 43074														
4.	WATT A & JACQUELINE L 47 MORNING ST SUNBURY OH 43074														
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6.															
7.															
8.															
Total Number of Pieces Listed by Sender	Total Number of Pieces Received at Post Office														

Postmaster, Per (Name of receiving employee)



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

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

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

**SUBJECT:** 100 North Street, Conditional Use, Continuance

**DATE:** February 17<sup>th</sup>, 2026

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**Action Being Requested**

The applicant is requesting approval of a conditional use at 100 North Street, parcel #41714414010000, as shown in Figure #1 below. The Sunbury process provides for conditional use applications to be approved by the Planning and Zoning Commission, with no action from Sunbury City Council required.

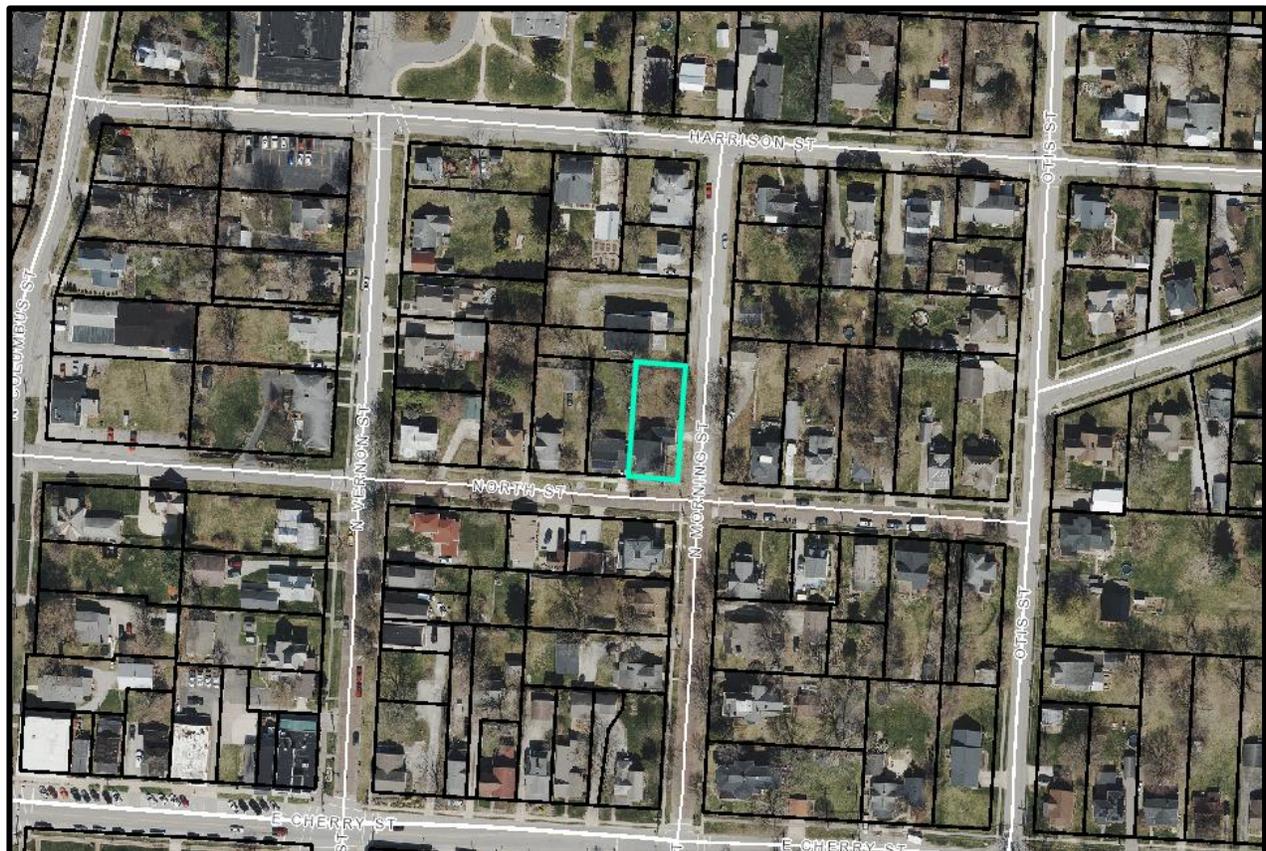


Figure 1: Property Location



## **Project Summary**

The applicant has submitted an application to construct a porch on an existing concrete pad attached to their home. The home currently sits approximately 35 feet from the centerline of North Street and is located within the required 75-foot setback for the Low-Density Residential (R-3) District. Because the structure does not meet current setback requirements and was established prior to the adoption of the zoning ordinance, the applicant is requesting conditional use approval to extend a nonconforming structure. In Figure 2 below, you can see the location and distance of the concrete pad where the front porch will be located. The applicant has stated that the proposed porch would use consistent materials, style, and scale of those found within the neighborhood. On the following pages are Figure 3 and Figure 4, which show a front elevation including the proposed porch and the current front elevation of the home, respectively.



Figure 2: Aerial View of the Property showing the location of the concrete pad (red arrow) and the distance between the concrete pad and the centerline of North Street (30 feet).

## **Submitted Materials**

The applicant has submitted all necessary items required for a conditional use application, including:

- Completed Application
- Narrative Statement
- Proposed Site Plan
- Property Owners within 200ft or adjacent
- Drawing of the Proposed Porch

## **Staff Comments**

1. This project requires conditional use approval because it proposes an extension to the existing home, which is located within the required building setback. The home was constructed prior to the adoption of the zoning ordinance establishing this setback and is therefore considered a legal nonconforming structure. Any expansion of a nonconforming structure requires approval of a conditional use permit.
2. This style of porch and its location are both consistent with other properties in the area and in the R-3 zoning district, including multiple neighbors on the west side of the subject property.
3. In the historic areas of Sunbury, most of the homes have similar nonconforming structures that do not comply with setback requirements. This



- situation is being addressed in our latest zoning code update which should take effect later this year.
4. With the overall consistency with the neighborhood and minimal impact on the adjacent neighbors and roadways, staff would recommend this conditional use for approval.

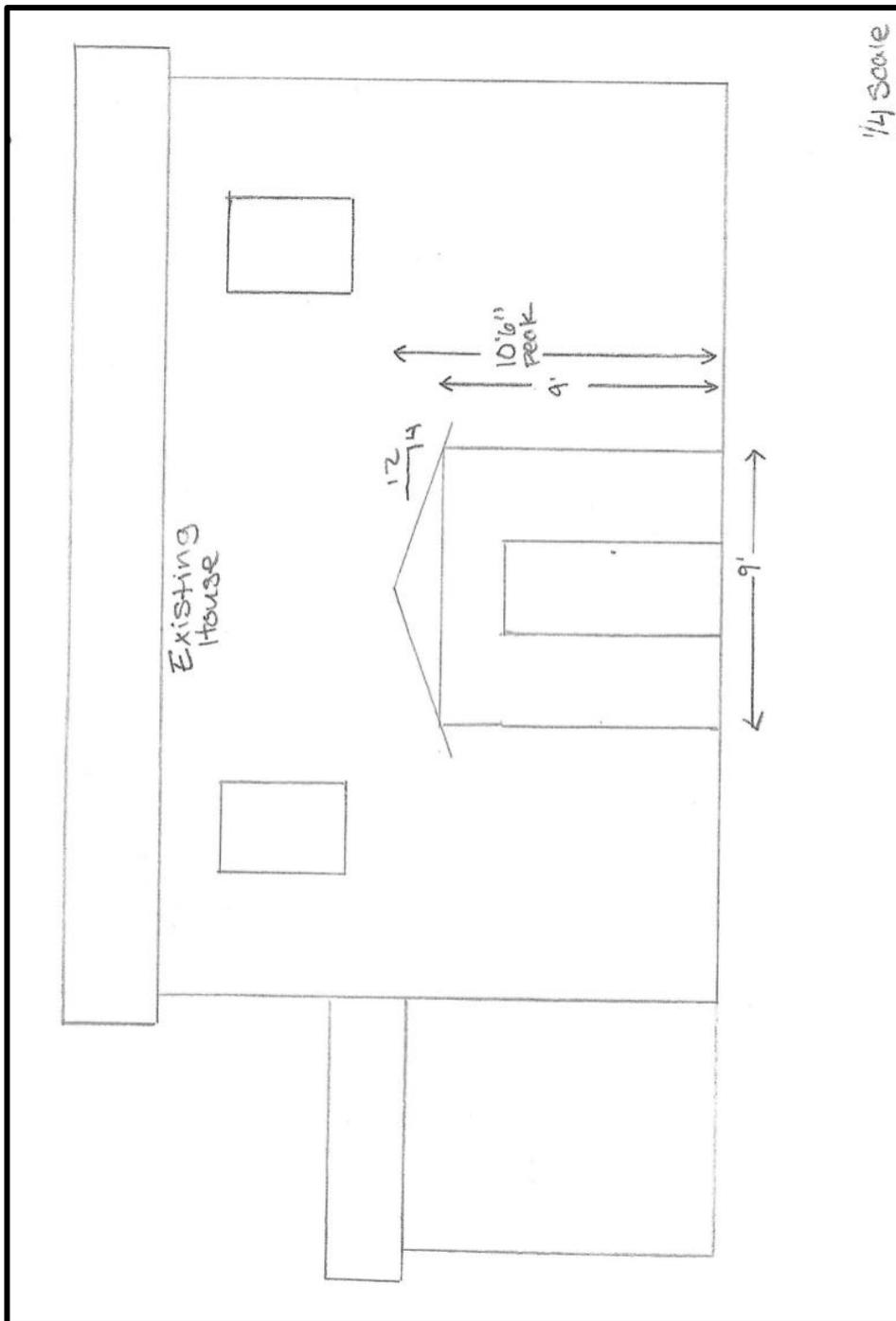


Figure 3: Front Elevation including the proposed front porch



Figure 4: Front Elevation of Existing Home



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## **Applicable Zoning Language**

– [Section S81.15.04 Low Density Residential District \(R-3\)](#)

– Section S81.07.02 CONTINUANCE

- The lawful use of any lot, structures, uses of land structures, and characteristics of use, as existing and lawful at the time of enactment of this Ordinance or amendments thereto, may be continued, although such use does not conform with the provisions of this Ordinance or amendments. If no structural alterations are made, any non-conforming use of a structure or structure in premises, lots or characteristics of use, may, as a conditional use, be changed to another non-conforming use, provided that the Sunbury Planning and Zoning Commission finds that the proposed use is equally appropriate or more appropriate to the district than the existing non-conforming use. In permitting such change, the Commission may require appropriate conditions and safeguards in accord with other provisions of this Zoning Ordinance.

No non-conforming building or use may be enlarged, extended or otherwise expanded except upon the granting of a conditional use permit issued by the Sunbury Planning and Zoning Commission pursuant to Section S81.03.15 and this section. The Commission shall have the power to permit changes and extensions of nonconforming uses as follows:

1. A nonconforming use of less objectionable nature may be substituted for an existing nonconforming use.
  2. An existing, legal nonconforming use which occupied only a portion of an existing structure premises may be extended throughout such structure or premises.
  3. The alteration or reconstruction of a nonconforming use or building provided that such will make the nonconforming use substantially more in character with its surroundings.
  4. The extension of the nonconforming use when such extension will substantially make the nonconforming use more in character with its surroundings.
  5. Any extension, alteration or reconstruction shall not be greater than 50% of the size of the nonconforming use that existed at the time of passage of this ordinance.
- The Board may impose such requirements and conditions as they may deem necessary for the protection of adjacent properties and the public interest.
- Section S81.11.31 SUPPLEMENTARY CONDITIONS AND SAFEGUARDS
- In granting any conditional use, the Commission may prescribe appropriate conditions and safeguards in conformity with this Ordinance. Violations of such conditions and safeguards, when made a part of the terms under which the conditional use is granted, shall be deemed a violation of this Ordinance and punishable under Section S81.06.08 of this Ordinance.
- Section S81.11.36 ACTION BY THE SUNBURY PLANNING AND ZONING COMMISSION
- Within thirty (30) days after the public hearing required in Section S81.11.32 the Commission shall either approve, approve with supplementary conditions as specified in Section S81.11.31, or disapprove the application as presented. If the application is approved or approved with modifications, the commission shall direct the Zoning Inspector



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to issue a conditional zoning permit listing the specific conditions specified by the Commission for approval. If the application is disapproved by the Commission, the applicant may seek relief through the Court of Record.

- [Section S81.11.27 through Section S81.11.37](#)

**Home Occupation Application**  
Little Critters Pet Sitters LLC  
125 Harrison Street, Sunbury, Ohio  
Residential R-3 Zoning District

**Application & Overview**

Home Occupation Application Form ..... 1  
Cover Letter to the Zoning Board ..... 2

**Core Narrative Documents**

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Operational Plan ..... 5-6  
Neighborhood Compatibility ..... 7-8  
Noise Mitigation Plan ..... 9-10  
Animal Welfare & Safety Plan ..... 11-12  
Site & Yard Use Description ..... 13

**Compliance & Clarifications**

Compliance Statement ..... 14  
“Not a Kennel” Clarification Statement ..... 15-16  
Home Occupation Ordinance Cross-Reference ..... 17-18

**Supporting Materials**

Neighbor Support Letter 1 (Sturgill) ..... 19  
Neighbor Support Letter 2 (Marcus) ..... 20  
Neighbor Support Letter 3 (Edwards) ..... 21  
Neighbor Support Letter 4 (Mika) ..... 22  
Neighbor Support Letter 5 (Lehner) ..... 23  
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Client-Resident/Local Business Support Letter 1 (Marla Evans Agency) ..... 26  
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Licensed Professional Support Letter 1 (Wolfman’s Canines) ..... 28-29  
Licensed Professional Support Letter 2 (Speak! For The Unspoken) ..... 30  
Licensed Professional Support Letter 3 (Australian Cattle Dog Rescue Association) ..... 31  
Local Business Support Letter 1 (Bubbles and Bows) ..... 32

**Additional Supporting Documentation**

Registered Veterinary Technician License ..... 33  
Canine and Feline CPR and First Aid Certificate of Completion ..... 34  
Business Insurers of the Carolinas Certificate of Insurance ..... 35  
Pet Sitters International Membership ..... 36  
Certified Professional Pet Sitter Certification ..... 37  
PSI’s Global Standards for Professional Pet-Sitting and Dog-Walking Businesses ..... 38-42  
International Boarding & Pet Services Association Membership ..... 43  
IBPSA Infectious Disease/Cleaning Standards ..... 44-58

# City of Sunbury

# Zoning Department

Joe St John, Mayor

Daryl Hennessy, Administrator  
Dana Steffan, Director of Finance

PO Box 508  
Sunbury, OH 43074  
740-965-2684 OFFICE  
740-965-9633 FAX  
[www.sunburyohio.org](http://www.sunburyohio.org)



Date: January 22, 2026

## CERTIFICATE OF USE/OCCUPANCY APPLICATION

BUSINESS NAME	Little Critters Pet Sitters LLC	
BUSINESS ADDRESS	125 Harrison Street, Sunbury, Ohio 43074	
BUSINESS PHONE AND E-MAIL	740-272-1907	info@LCpetsit.com
OWNER	Jen Fashing	
OWNER ADDRESS	125 Harrison Street, Sunbury, Ohio 43074	
OWNER PHONE AND E-MAIL	380-245-7631	jenfashing@aol.com
PERCENTAGE OF OWNERSHIP	100%	
NUMBER OF EMPLOYEES	1, Self	
DATE BUSINESS TO BEGIN	ASAP	
HOURS TO BE OPEN	Variable	
TYPE OF BUSINESS	S Corp	
SIZE OF BUILDING OR PORTION OF BUILDING BEING USED (square footage)	Up to 20% of 1,256 SQ FT (home) and 50% of 720 SQ FT (garage)	
NO. OF PARKING SPACES LOCATED ON PREMISES	5	

### ADDITIONAL SUBMISSION REQUIREMENTS

1. Applicant must provide copies of all applicable inspection reports: (State, County, Local, Fire Dept.)

### FEES:

- Single Employee: \$100.00
- More Than One Employee: \$300.00

The undersigned is either the property owner or a duly authorized agent of the property owner and verifies the information provided in this application is correct.

January 22, 2026

Signature of Owner/Applicant

Date

APPROVED \_\_\_\_\_ DATE \_\_\_\_\_

January 22, 2026

**To: Planning and Zoning Commission for the City of Sunbury, Ohio**

**Re:** Home Occupation Application – Little Critters Pet Sitters LLC

**Property Address:** 125 Harrison Street, Sunbury, Ohio 43074

**Zoning District:** Residential R-3

Dear Members of the Zoning Board,

My name is Jen Fashing, and I am the owner and operator of Little Critters Pet Sitters LLC, a small, in-home pet care business operating within my primary residence at 125 Harrison Street in Sunbury, Ohio. I am submitting this Home Occupation Application and accompanying documentation for your review and consideration.

Little Critters Pet Sitters LLC is proposed to provide limited, supervised, in-home pet sitting services in a residential setting. The business is not a commercial kennel or boarding facility. Care is provided on a small scale, with no more than ten (10) client dogs at any given time, and is designed to closely resemble a typical household environment rather than an institutional or high-traffic operation.

The enclosed materials are intended to clearly outline how the business operates in a manner that is compatible with a Residential R-3 zoning district, including detailed information regarding:

- Daily operations and supervision
- Noise mitigation and animal management practices
- Yard use and fencing
- Traffic and parking impacts
- Animal welfare and safety protocols
- Measures taken to preserve neighborhood character

No exterior signage is used, no structural modifications have been made to the residence, and all activity is conducted in a way that prioritizes safety, cleanliness, and minimal neighborhood impact. Client visits are limited to scheduled meet-and-greets, drop-offs, and pick-ups, with frequency varying based on client needs.

I appreciate the Board's time and consideration of this application. My goal is to continue operating responsibly, transparently, and in compliance with the City of Sunbury's zoning requirements while providing high-quality care for animals in a controlled residential setting.

Please do not hesitate to contact me should you require any additional information or clarification.

Respectfully submitted,



**Jen Fashing, RVT, CPPS**

Owner, Little Critters Pet Sitters LLC  
125 Harrison Street, Sunbury, Ohio 43074  
(380) 245-7631 / jenfashing@aol.com

## **Statement of Use**

Little Critters Pet Sitters LLC  
125 Harrison Street, Sunbury, Ohio  
Residential R-3 Zoning District

### **Business Overview**

Little Critters Pet Sitters LLC is a small, owner-operated, in-home pet care business conducted within the primary residence located at 125 Harrison Street in Sunbury, Ohio. The business provides limited, supervised pet sitting services in a residential environment and is operated in a manner consistent with the intent and character of a Residential R-3 zoning district.

The operation is designed to replicate a typical household setting rather than a commercial or institutional animal facility. It is not a kennel, boarding facility, or animal shelter, and does not operate as such.

### **Scope of Services**

Services provided include:

- In-home, family-style pet sitting and care
- Overnight care for client dogs
- Supervised outdoor time within a fenced yard
- Basic enrichment and routine care consistent with household pets

At no time are more than ten (10) client dogs present on the property.

### **Hours of Operation**

Hours of operation are variable, based on the needs of the animals in care. Because the business is conducted within the operator's primary residence, supervision and care occur throughout the day in a manner consistent with normal household activity. No late-night or early-morning client traffic is generated beyond standard residential patterns.

### **Client Visits and Traffic**

Client visits are limited and occur by appointment only. These visits include:

- Initial meet-and-greets
- Scheduled drop-offs
- Scheduled pick-ups

The frequency of client visits varies and is managed to avoid congestion or disruption. There are no walk-in services. Client traffic is comparable to typical residential visitation and does not result in a continuous or commercial flow of vehicles.

### **Use of Property**

- The proposed home occupation is conducted within the residential structure. All core business activities—including feeding, housing, supervision, enrichment, rest, and overnight care—occur indoors.
- Brief, supervised outdoor access within the fenced yard is incidental and necessary for animal welfare and is consistent with ordinary residential use of the property.
- Outdoor access is limited in duration, does not involve commercial activity, and does not alter the residential character of the property.

- No outdoor runs, structures, or commercial modifications are present. No exterior signage is displayed.

### **Neighborhood Compatibility**

The operation is structured to minimize any potential impact on surrounding properties. The business:

- Maintains the residential appearance of the home
- Generates minimal traffic
- Implements noise management practices
- Uses no exterior signage or lighting
- Does not involve retail sales or on-site employees

The home continues to function as a private residence, with the business conducted as an accessory use.

### **Compliance Statement**

Little Critters Pet Sitters LLC is intended to operate in compliance with all applicable local ordinances governing home occupations and animal care. The business prioritizes responsible management, safety, cleanliness, and neighborhood compatibility.

**Prepared by:** Jen Fashing, RVT, CPPS  
Owner, Little Critters Pet Sitters LLC

## **Operational Plan**

Little Critters Pet Sitters LLC  
125 Harrison Street, Sunbury, Ohio  
Residential R-3 Zoning District

### **Purpose**

This Operational Plan outlines how Little Critters Pet Sitters LLC is intended to function as a small-scale, in-home home occupation within a Residential R-3 zoning district. The procedures described below are designed to ensure responsible animal care, minimal neighborhood impact, and ongoing compliance with local zoning and animal welfare standards upon approval of the Home Occupation permit. *Operational practices are informed by recognized industry best practices, including the Pet Sitters International (PSI) Global Standards for Professional Pet-Sitting and Dog-Walking Businesses, which are included as supporting documentation.*

### **Supervision & Staffing**

- The business is owner-operated and supervised throughout the day, with dogs managed in a safe, controlled environment during brief, routine absences consistent with normal household activity.
  - During brief absences, dogs are secured indoors in designated areas and monitored as appropriate through established routines and management practices.
- No outside employees are present at the residence for routine operations.

### **Animal Capacity**

- At no time will more than ten (10) client dogs be present on the property.
- The number of dogs in care is intentionally limited to ensure individualized supervision and reduce noise, stress, and activity levels.

### **Daily Care Routine**

Daily operations follow a structured yet residential routine, including:

- Scheduled feeding times appropriate to each dog's needs
- Regular potty breaks and supervised outdoor time
- Rest periods throughout the day
- Basic enrichment activities such as toys, quiet play, and structured interaction
- Activities are intentionally staggered to prevent overstimulation and maintain a calm household environment.

### **Overnight Care**

- Overnight care is provided within the residence.
- Dogs sleep indoors in designated areas appropriate to their needs (crates, dog beds, or quiet rooms as required).
- Nighttime routines emphasize calm behavior and rest.

### **Outdoor & Yard Use**

- The fenced yard is used for brief, supervised outdoor breaks only.
- Dogs are taken outside in small groups or individually.
- Outdoor time is limited in duration and scheduled during reasonable daytime hours.
- No dogs are left outside unattended.

### **Noise Management**

- Dogs are supervised during all active periods.
- Group dynamics are monitored to prevent overstimulation.
- Rest periods are incorporated throughout the day.
- Any vocalization is addressed promptly through supervision and management.

*A detailed Noise Mitigation Plan is provided as a separate document.*

### **Cleaning & Sanitation**

- Interior spaces are cleaned daily.
- Waste is promptly removed and disposed of in sealed containers.
- Bedding, bowls, and common areas are sanitized regularly.
- Regular sanitization of common outdoor areas used for brief, supervised access
- Cleaning products used are pet-safe.

### **Client Scheduling & Traffic**

- All client interactions are scheduled in advance.
- There are no walk-in services.
- Drop-offs and pick-ups are spaced to prevent overlap.
- Client traffic is comparable to normal residential activity.

### **Emergency Procedures**

- Emergency veterinary care plans are in place.
- Client contact information is maintained and readily accessible.
- The owner has training and experience in veterinary care and emergency response.
- In the event of an emergency, appropriate veterinary and safety protocols are followed.

### **Compliance Statement**

Upon approval of the Home Occupation permit, Little Critters Pet Sitters LLC will operate in compliance with all applicable local ordinances governing home occupations and animal care, with a focus on responsible management, safety, cleanliness, and neighborhood compatibility.

**Prepared by:** Jen Fashing, RVT, CPPS  
Owner, Little Critters Pet Sitters LLC

## **Neighborhood Compatibility**

Little Critters Pet Sitters LLC  
125 Harrison Street, Sunbury, Ohio  
Residential R-3 Zoning District

### **Purpose**

This Neighborhood Compatibility & Impact Statement describes how the proposed home occupation is designed to operate in a manner that is consistent with the character and expectations of a Residential R-3 neighborhood. The intent is to demonstrate that the use will remain low-impact, residential in appearance, and compatible with surrounding properties.

### **Residential Character**

The residence at 125 Harrison Street will continue to function primarily as a private home. No changes are proposed that would alter the residential appearance or character of the property.

- No exterior signage is displayed
- No commercial lighting or exterior modifications are used
- No outdoor structures related to the business are present
- All operations occur indoors or within a fenced yard

The home maintains the appearance and function of a typical single-family residence.

### **Traffic & Parking Impact**

Client interaction is limited and occurs by appointment only. Activities include:

- Meet-and-greets
- Scheduled drop-offs
- Scheduled pick-ups
  - The frequency of these visits varies but is managed to avoid overlap or congestion. There are no walk-in services, and client traffic is comparable to ordinary residential visitation.

Parking associated with client visits utilizes existing off-street residential driveway parking accommodations and does not interfere with neighboring properties or street access.

### **Noise & Activity Levels**

Animal-related activity is managed to minimize noise and disruption. Measures include:

- Limiting the number of client dogs to no more than ten (10) at any given time
- Structured daily routines with built-in rest periods
- Supervised and limited outdoor activity
- Prompt response to vocalization

*A detailed Noise Mitigation Plan is provided as a separate document.*

### **Odor & Cleanliness**

Odor control and sanitation are maintained through:

- Daily cleaning of interior spaces
- Prompt removal and proper disposal of waste
- Regular laundering and sanitation of bedding and equipment
- Regular sanitization of common outdoor areas used for brief, supervised access
- Use of pet-safe cleaning products

These practices ensure that no odors are detectable beyond the property boundaries.

**Yard Use** The fenced yard is used only for brief, supervised outdoor breaks. Dogs are not left outdoors unattended, and outdoor activity is limited in duration and conducted during reasonable hours. The yard is not used for extended outdoor housing.

### **Business Scale & Intensity**

The proposed home occupation operates at a deliberately limited scale:

- Owner-operated
- No on-site employees
- No retail sales
- No customer waiting areas
- No deliveries inconsistent with residential use

This limited scope ensures the business remains an accessory use to the residence rather than a primary commercial activity.

### **Compatibility Conclusion**

The proposed home occupation is designed to integrate seamlessly into the surrounding Residential R-3 neighborhood. Through controlled operations, limited traffic, noise management, and preservation of residential appearance, the business is intended to remain compatible with nearby properties and community standards.

**Prepared by:** Jen Fashing, RVT, CPPS  
Owner, Little Critters Pet Sitters LLC

**Noise Mitigation Plan**  
Little Critters Pet Sitters LLC  
125 Harrison Street, Sunbury, Ohio  
Residential R-3 Zoning District

**Purpose**

This Noise Mitigation Plan outlines the measures that will be implemented to minimize and manage animal-related noise associated with the proposed home occupation. The goal is to ensure that the operation remains compatible with the surrounding Residential R-3 neighborhood and does not create excessive or ongoing noise.

**Operational Approach to Noise Prevention**

Noise management is integrated into daily operations through structured routines, supervision, and environmental controls. The business is designed to function in a manner consistent with a typical residential household with pets, rather than a commercial or kennel-style facility.

**Preventative Measures**

The following strategies are intended to reduce the likelihood of excessive barking or vocalization:

- Limiting the number of dogs in care to no more than ten (10) client dogs at any given time
- Careful evaluation of group compatibility and temperament
- Staggered activity and rest periods to prevent overstimulation
- Indoor housing for overnight and rest periods
- Calm entry and exit procedures
- Avoidance of prolonged outdoor group activity

**Supervision & Response Protocol**

- Dogs are supervised throughout the day as part of normal household occupancy.
- During brief, routine absences, dogs are secured indoors in designated areas.
- Any vocalization is addressed promptly through intervention, redirection, or adjustment of activity levels.
- Persistent noise triggers are identified and managed on an individual basis.

**Outdoor Noise Control**

- Outdoor time occurs only within a fenced yard.
- Dogs are taken outside individually or in small groups.
- Outdoor activity is fully supervised and limited in duration.
- Outdoor time is scheduled during reasonable hours.

**Environmental Controls**

- Dogs are housed indoors during nighttime hours.
- Interior spaces are arranged to promote calm behavior.
- Windows and doors remain closed during higher-activity periods when appropriate.
- No amplified sound or outdoor equipment is used.

**Neighbor Communication**

- The owner encourages open communication with neighbors regarding any concerns.
- Reasonable steps will be taken to address concerns if they arise.

- Noise management practices are reviewed and adjusted as needed.

**Compliance Statement**

Upon approval of the Home Occupation permit, Little Critters Pet Sitters LLC will operate in compliance with applicable local ordinances related to noise and home occupations and is intended to maintain neighborhood compatibility.

**Prepared by:** Jen Fashing, RVT, CPPS  
Owner, Little Critters Pet Sitters LLC

**Animal Welfare & Safety Plan**  
Little Critters Pet Sitters LLC  
125 Harrison Street, Sunbury, Ohio  
Residential R-3 Zoning District

**Purpose**

This Animal Welfare & Safety Plan outlines the standards and procedures that will be followed to ensure the health, safety, and well-being of animals in care as part of the proposed home occupation. The plan is intended to demonstrate responsible animal management practices that align with community expectations and applicable regulations upon approval of the Home Occupation permit.

**Care Standards**

Animal care is provided in a controlled, residential environment designed to reduce stress and promote calm behavior. Care practices prioritize:

- Individualized attention
- Predictable routines
- Appropriate rest periods
- Safe, clean living spaces

The limited scale of the operation allows for close observation and proactive management of each animal.

**Animal Capacity & Group Management**

- No more than ten (10) client dogs are present at any given time.
- Dogs are grouped or separated based on size, temperament, energy level, and compatibility.
- Dogs requiring separation, quiet space, or additional supervision are accommodated accordingly.
- High-arousal group activity is avoided.

**Health & Intake Requirements**

To protect the health of all animals in care:

- Dogs must meet established vaccination and health requirements prior to acceptance, *informed by recognized industry best practices, including the vaccination standards outlined in the International Boarding & Pet Services Association (IBPSA) Infectious Disease and Cleaning Standards, which are included as additional supporting documentation.*
- Owners are required to disclose medical conditions, behavioral considerations, and special needs prior to care.
- Dogs showing signs of illness or distress are managed appropriately and, if necessary, isolated from other animals to prevent exposure.

**Supervision & Containment**

- Dogs are supervised throughout the day as part of normal household occupancy.
- During brief, routine absences, dogs are secured indoors in designated areas appropriate to their needs.
- Crates, gates, and separate rooms are used as needed to ensure safety and calm behavior.
- Dogs are never left outdoors unattended.

**Outdoor Safety**

- Outdoor activity occurs only within a fully fenced yard.
- Yard use is limited to brief, supervised potty breaks.
- Dogs are taken outside individually or in small, compatible groups.
- Outdoor time is scheduled during reasonable hours.

### **Cleaning & Sanitation**

- Living areas are cleaned daily.
- Food and water bowls are washed regularly.
- Bedding and soft surfaces are laundered as needed.
- Waste is promptly collected and disposed of in sealed containers.
- Common outdoor areas used for brief, supervised access are regularly sanitized.
- All cleaning products used are pet-safe.

### **Emergency Preparedness**

- Emergency veterinary care plans are maintained.
- Client contact information and veterinary details are readily accessible.
- The owner has training and experience in veterinary care and emergency response.
- In the event of an emergency, appropriate veterinary and safety protocols are followed without delay.

### **Incident Management**

- Any injury, illness, or behavioral incident is documented.
- Clients are notified promptly if an issue arises involving their pet.
- Corrective measures are implemented as needed to prevent recurrence.

### **Compliance Statement**

Upon approval of the Home Occupation permit, Little Critters Pet Sitters LLC will operate in compliance with applicable animal welfare standards and local ordinances, with a focus on safety, cleanliness, and responsible animal care.

**Prepared by:** Jen Fashing, RVT, CPPS  
Owner, Little Critters Pet Sitters LLC

## **Site & Yard Use Description**

Little Critters Pet Sitters LLC  
125 Harrison Street, Sunbury, Ohio  
Residential R-3 Zoning District

### **Property Overview**

The property located at 125 Harrison Street, Sunbury, Ohio is a residential dwelling within a Residential R-3 zoning district. The residence serves as the primary home of the owner and is proposed to host a small-scale home occupation as an accessory use. No structural modifications or additions have been made or are proposed in connection with the home occupation.

### **Interior Use of Residence**

- All animal care activities occur inside the residence.
- Dogs are housed indoors for rest, feeding, and overnight care.
- Designated interior areas are used to separate dogs as needed for safety, rest, or compatibility.
- No areas of the home are converted into commercial kennels or boarding rooms.
- The residence maintains the appearance and function of a typical household.

### **Yard Description & Use**

- Outdoor yard use is incidental to the residential use of the property and is not a location where business services are performed.
- The property includes a fenced yard.
- The yard is used solely for brief, supervised outdoor breaks.
- Dogs are taken outside individually or in small, compatible groups.
- Outdoor time is limited in duration and conducted during reasonable hours.
- Dogs are not left outside unattended.
- The yard is not used for extended outdoor housing.

### **Noise & Visual Considerations**

- No outdoor equipment, runs, or enclosures are used.
- No exterior lighting or signage related to the business is installed.
- The property's exterior appearance remains unchanged and residential in nature.

### **Parking & Access**

- Client visits are scheduled and limited.
- Parking utilizes existing residential parking accommodations.
- No additional parking areas or driveways are required.
- Traffic associated with the home occupation remains minimal and comparable to residential use.

### **Compliance Statement**

The proposed home occupation is intended to operate in a manner consistent with Residential R-3 zoning requirements, preserving the residential character, appearance, and use of the property upon approval of the Home Occupation permit.

**Prepared by:** Jen Fashing, RVT, CPPS  
Owner, Little Critters Pet Sitters LLC

## **Compliance Statement**

Little Critters Pet Sitters LLC  
125 Harrison Street, Sunbury, Ohio  
Residential R-3 Zoning District

### **Statement of Compliance**

This Compliance Statement is submitted in support of the Home Occupation Application for Little Critters Pet Sitters LLC, a proposed in-home pet care business to be operated as an accessory use within a Residential R-3 zoning district at 125 Harrison Street, Sunbury, Ohio.

Upon approval of the Home Occupation permit, Little Critters Pet Sitters LLC will operate in compliance with all applicable local ordinances governing home occupations, noise, parking, and animal care. The business is structured to maintain the residential character of the property and to minimize impacts related to traffic, noise, and visual appearance.

The operation will:

- Remain owner-operated
- Limit animal capacity to no more than ten (10) client dogs at any given time
- Conduct all activities indoors or within a fenced, supervised yard
- Use no exterior signage or commercial lighting
- Schedule client visits by appointment only
- Maintain appropriate standards for safety, cleanliness, and animal welfare

The proposed home occupation is intended to function in a manner consistent with the City of Sunbury's zoning requirements and community expectations for residential neighborhoods. All core services are conducted within the residential structure, with any outdoor access limited to incidental, supervised residential use.

**Prepared by:** Jen Fashing, RVT, CPPS  
Owner, Little Critters Pet Sitters LLC

## **“Not a Kennel” Clarification Statement**

Little Critters Pet Sitters LLC  
125 Harrison Street, Sunbury, Ohio  
Residential R-3 Zoning District

### **Purpose**

This clarification is provided to distinguish the proposed home occupation operated by Little Critters Pet Sitters LLC from a commercial kennel, boarding facility, or animal shelter. The intent is to clearly explain how the proposed use differs in scale, structure, and impact from those regulated uses.

### **Definition & Distinction**

A kennel or commercial boarding facility is typically characterized by:

- High-volume animal capacity
- Continuous intake and turnover
- Purpose-built kennel runs or enclosures
- On-site employees and shift-based staffing
- Significant outdoor activity and group housing
- Elevated traffic, noise, and operational intensity

Little Critters Pet Sitters LLC does not operate in this manner.

### **Key Distinguishing Characteristics**

The proposed home occupation differs from a kennel in the following ways:

- Limited Scale
  - Animal capacity is capped at no more than ten (10) client dogs at any given time.
- Residential Environment
  - Dogs are housed indoors in a normal household setting rather than in kennel runs, cages, or commercial enclosures.
- Accessory Use
  - The business operates as an accessory use to a primary residence and does not replace or alter the residential function of the home.
- No Kennel Infrastructure
  - There are no indoor or outdoor kennel runs, no outdoor housing structures, and no commercial modifications to the property.
- Owner-Operated
  - The business is owner-operated with no on-site employees or shift staffing.
- Limited Outdoor Activity
  - Outdoor time is brief, supervised, and limited to fenced yard use for potty breaks only.
- Minimal Traffic
  - Client visits are scheduled, infrequent, and comparable to typical residential visitation.
- Noise Management
  - Noise is actively managed through supervision, structured routines, and limited group activity.
- Incidental Outdoor Use Only
  - Outdoor access is limited to brief, supervised potty breaks and is incidental to indoor residential care, not a separate or primary business activity.

**Regulatory Intent** The proposed use aligns with the intent of home occupation regulations by:

- Maintaining residential character
- Minimizing external impacts
- Operating at a scale appropriate for a neighborhood setting
- Avoiding the operational intensity associated with kennel or boarding facilities

**Clarification Conclusion**

Based on its limited scale, residential setting, operational structure, and impact mitigation measures, Little Critters Pet Sitters LLC is not a kennel, boarding facility, or commercial animal operation. It is intended to function as a compliant home occupation consistent with Residential R-3 zoning requirements upon approval.

**Prepared by:** Jen Fashing, RVT, CPPS  
Owner, Little Critters Pet Sitters LLC

## Home Occupation Ordinance Cross-Reference

Little Critters Pet Sitters LLC  
125 Harrison Street, Sunbury, Ohio  
Zoning District: Residential R-3

The following cross-references the applicable Home Occupation restrictions with the proposed operation of Little Critters Pet Sitters LLC to demonstrate compliance with City of Sunbury zoning requirements upon approval.

### 1. Conducted Within Residential Structures

#### a. Ordinance Requirement

- i. The home occupation shall be carried on solely within the confines of the residential structures and architecturally compatible accessory buildings customarily associated with residential use.

#### b. Response

- i. All core business activities—including housing, feeding, supervision, enrichment, rest, and overnight care—are conducted within the residential structure. Brief, supervised outdoor access within the fenced yard is incidental to residential use, necessary for animal welfare, and consistent with ordinary household pet care.

### 2. Signage

#### a. Ordinance Requirement

- i. Only one non-illuminated sign not exceeding three (3) square feet may be erected.

#### b. Response

- i. No exterior signage is used or proposed.

### 3. Floor Area Limitation

#### a. Ordinance Requirement

- i. The home occupation shall occupy not more than twenty percent (20%) of the dwelling unit floor area or fifty percent (50%) of any garage or accessory building.

#### b. Response

- i. The proposed home occupation utilizes less than twenty percent (20%) of the total floor area of the dwelling. Limited use of the garage may occur in a manner consistent with residential use and will not exceed fifty percent (50%) of the garage floor area, if applicable. No accessory buildings are used for the business.

### 4. Employees

#### a. Ordinance Requirement

- i. No non-resident employee shall work on the premises.

#### b. Response

- i. The business is owner-operated. No non-resident employees work on the premises.

### 5. Parking

#### a. Ordinance Requirement

- i. All parking demands shall be met off-street and outside of the front yard.

#### b. Response

- i. Client visits are limited and scheduled by appointment only. Parking associated with the proposed home occupation is accommodated off-street within the

existing residential driveway. No on-street parking is required, and no parking occurs within the front yard. The driveway provides sufficient capacity to meet parking needs without impacting neighboring properties or street access.

## **6. Noise, Odor, Equipment and Hazards**

### **a. Ordinance Requirement**

- i. No equipment, process, or storage shall create detectable nuisance conditions off the lot or involve hazardous materials.

### **b. Response**

- i. Noise is actively managed through supervision, limited capacity, structured routines, and minimal outdoor activity. No commercial equipment, hazardous materials, or processes are used. Odors, vibration, glare, or electrical interference are not detectable beyond the property.

## **7. Waste Materials**

### **a. Ordinance Requirement**

- i. Waste shall not be generated at levels greater than normal residential use unless approved by the health department.

### **b. Response**

- i. Waste generation is consistent with normal residential pet ownership. Waste is promptly collected, sealed, and disposed of in accordance with standard residential practices and does not burden adjoining properties.

## **8. Nuisance Prohibition**

### **a. Ordinance Requirement**

- i. No activity shall be conducted that creates a nuisance to neighboring properties.

### **b. Response**

- i. The proposed home occupation is intentionally limited in scale, owner-operated, and managed to minimize traffic, noise, and visual impact. Operations are designed to maintain neighborhood compatibility.

## **9. Certificate of Compliance**

### **a. Ordinance Requirement**

- i. No home occupation shall operate until a certificate of compliance is issued after approval.

### **b. Response**

- i. This application is submitted to obtain confirmation of compliance with Home Occupation regulations and to ensure alignment with all applicable zoning requirements, including issuance of a certificate of compliance.

**Prepared by:** Jen Fashing, RVT, CPPS  
Owner, Little Critters Pet Sitters LLC

January 12, 2026

To the Zoning Board:

Our names are Carole and David Sturgill, and we reside at 105 Harrison Street in Sunbury. We have lived at this address for 51 years, and are immediate neighbors to the property in question.

We are aware that a small, in-home pet care business operates at this residence and have first-hand knowledge of its day-to-day impact. Based on our observations, this use has not created excessive noise, traffic or disturbance, and the property continues to function as a single-family home consistent with the surrounding neighborhood.

We support approval of the requested zoning relief, whether a conditional use permit or zoning variance, as determined by the City.

Sincerely,

*Carole Sturgill David Sturgill*

Carole & David Sturgill  
105 Harrison Street

Date 12/30/2025

To the Zoning Board,

My name is Miranda and I reside at 103 Otis St, one house away from the applicant's property. I have lived at this address for 2.5 years since February, 2023.

I have known that a small, in-home pet care business operates at this residence prior to buying my house here, as I have hired Jen as a pet sitter since December, 2021.

Based on my observations, this use has not created excessive noise, traffic, or disturbance, and the property continues to function as a single-family home consistent with the surrounding neighborhood. I don't hear any barking while in my house or yard. Further, I frequently take walks and while I definitely hear dogs barking elsewhere in the neighborhood, I don't hear them when I walk by the applicant's house. Even when browsing a garage sale at the address in question, there was no barking. If I didn't know there was a business there because I hire Jen, I would not have known from observation of her property as a neighbor.

I support approval of the requested zoning relief, whether through a conditional use permit or zoning variance, as determined by the City.

Sincerely,

A handwritten signature in black ink, appearing to be 'Miranda Marcus', written in a cursive style.

Miranda Marcus, PhD

103 Otis St, Sunbury, OH 43074

January 6, 2025

To the Zoning Board of Sunbury,

My name is Maj Anne Edwards, and I reside at 87 Otis Street, Sunbury, Ohio 43074. My property directly adjoins 125 Harrison Street, the residence of Jen Fashing, and our properties share a common boundary. I am writing in support of Ms. Fashing and her small, in-home pet care business, Little Critters Pet Sitters LLC. As a next-door neighbor, I have firsthand knowledge of her property, daily operations, and the overall impact her home has on the surrounding neighborhood.

Ms. Fashing's residence functions as a typical residential home. It does not resemble or operate as a commercial kennel or boarding facility. The dogs in her care are supervised, well-managed, and maintained within a structured routine. From my experience living immediately adjacent to her property, noise levels are consistent with what one would reasonably expect in a residential neighborhood where dogs are present and are not excessive or disruptive.

Ms. Fashing is attentive and responsive as a neighbor. When concerns arise, she addresses them promptly and professionally. The care model she operates emphasizes supervision, enrichment, and calm handling, which contributes positively to both animal welfare and neighborhood compatibility.

Based on my direct proximity and ongoing experience as her neighbor, I do not believe her business negatively impacts nearby properties or public safety. To the contrary, her operation is responsibly managed and consistent with residential use. For these reasons, I support approval of the requested zoning relief for 125 Harrison Street, whether through a conditional use permit or zoning variance, as deemed appropriate by the City.

Thank you for your time and consideration.

Respectfully,

*Maj Anne Edwards*

Maj Anne Edwards  
87 Otis Street  
Sunbury, Ohio 43074  
majanneedwards@gmail.com

February 2, 2026

To the members of the Sunbury Zoning Board –

My name is Amanda Mika; my family and I reside at 91 Otis Street. I have lived at this address for 22 years. I am an immediate neighbor to the property in question.

I am aware that a small, in-home pet care business operates at this residence. Based on my observations, this business has not created excessive noise, traffic nor disturbances. I am a work from home employee and have firsthand insights if there were any instances of noise or otherwise. I often forget that pet care business is around the corner until reminded by my brother, who's a customer for dog daycare.

The property continues to function as a single-family home consistent with the surrounding neighborhood. Ms. Fashing's daughter rides the school bus with my son. They are an active family in the community and school.

I support approval of the requested zoning whether through a conditional use permit or a zoning variance as determined by the City of Sunbury.

Sincerely,

*Amanda Mika*

Amanda Mika 91 Otis  
Street  
Sunbury, Ohio, 43074  
614.404.9616

February 15, 2026

To: Sunbury, Ohio Zoning Board

From: Kathy Lehner

118 North Street, Sunbury, Ohio

My name is Kathy Lehner. I reside at 118 North Street, Sunbury, Ohio, and have been at this address for 19 years. My property is adjacent to the property in question.

I am aware that an in-home pet care business operates at this residence. We are frequently outdoors and have never noticed excessive noise or disturbances attributed to the residence in question. I have not noticed any increase in traffic or noticed any distracting signage. The property presents as a well-maintained single-family residence.

I therefore support the approval of the requested zoning relief via conditional use permit or zoning variance.

I would be happy to address any further questions or concerns regarding this request.



Kathy S. Lehner

118 North Street

Sunbury, Ohio 43074

614 - 214 - 6872

# **Patrick Bennett**

126 North St. Sunbury, Ohio 43074  
patrickhbennett@gmail.com

February 3, 2026

Sunbury Zoning

My name is Patrick Bennett and I live at 126 North St., Sunbury OHIO 43074 and I have lived at this address since 2013. I live adjacent to the property in question which is directly in back of my house. I know that a small in home pet care business operates at this residence and have first hand knowledge of the of the day to day impact of this business.

Based on my experience if I the neighbor had not told me there was a business there I would not have known it was there. If there is any barking from the house is no different than any other house in the neighborhood that has dogs the house functions like any other house in the neighborhood

I support the requested zoning relief in what ever manner the City determines so the owner can to continue to operate her business.

Sincerely yours,  
Patrick Bennett

Subject: Support for Zoning Request - Jen Fashing

To Sunbury Zoning Board:

My name is Jessica Wyatt; I am a registered veterinary technician with the state of Ohio with 10 years of experience with animal care. I have been a resident of Sunbury since 2022 and live within a block of her home business.

I am familiar with Ms. Fashing's in-home pet care business through interactions through clients and coworkers. I have also spoken with Jen directly about her business practices and care standards while walking my personal dog around the neighborhood and in passing while she is walking her personal dog.

From a professional standpoint, in-home pet care has been proven to decrease stress and anxiety for animals as well as lessen the chances of disease transmission often found in boarding facilities with high numbers of intakes and "guests". The fact that Jen, herself, is a registered veterinary technician and has a professional background of emergency medicine and general animal care puts her in an especially favorable position to offer high quality care in a low stress environment for her clients. This combination sets up the animals in her care for success as well as keeping down physical manifestations of stress like barking, vocalizing, and destructive behaviours.

From a residential standpoint, I have personally not observed any increase in noise from the area and did not know that the business was there until looking into local pet sitting services in my area when we first moved to Sunbury. There are numerous households in our neighborhood with family pets, and I do not find there to be any more noise than a typical residential neighborhood with dogs. I believe the option of an in-home pet care service to be a benefit of our neighborhood and add to the local charm and "small-town feel" of Sunbury that drew me here when purchasing my home.

I support and encourage the zoning board to approve the zoning relief requested by Ms. Fashing based on my professional opinion, and my opinion as a local resident and neighbor.

Sincerely,  
Jessica Wyatt, RVT  
MedVet Worthington  
Ph. 781-307-6265

January 9, 2026

City of Sunbury Zoning Board

My name is Marla Evans, and I am the owner of Marla Evans Agency, located at 10 S. Vernon Street, Sunbury, Ohio 43074. I am a local resident and business owner in the City of Sunbury, and I am also a client of Little Critters Pet Sitters LLC, owned and operated by Ms. Jen Fashing.

I chose Little Critters Pet Sitters specifically because it provides a small, supervised, in-home pet care environment that is materially different from a commercial boarding kennel. This family-style setting offers a calm, structured environment that is well suited for pets.

Based on my firsthand experience as a client, the operation is professional, well-managed, and orderly. Drop-off and pick-up are scheduled and controlled, and I have not observed traffic, noise, or activity that would be inconsistent with a residential neighborhood. The premises are kept tidy and clean, and the property maintains a residential curb appeal consistent with surrounding homes. During my visits, the environment has been calm and compatible with the neighborhood.

This service provides a clear benefit to the City of Sunbury by allowing local residents access to professional pet care without the need for large commercial facilities or extended travel outside the community.

For these reasons, I respectfully support approval of the requested zoning relief.

Sincerely,



Marla Evans

December 28, 2025

To the Zoning Board,

My name is Wendy Weiler and I am the owner of Sunbury ACE Hardware, a locally owned and operated business where we have proudly served the community for 14 years. I reside in Galena, where I have lived for 20 plus years.

I have known Ms. Fashing since 2007 and I am a client of her small, in-home pet care service. I chose this service because it provides a supervised, family-style home environment that is materially different from a commercial boarding kennel. As someone who fosters dogs and has had many dogs with various personalities, Ms. Fashing business has been a good partner for me because she is knowledgeable about animal psychology and behavior. The dogs in her care are well supervised and they are well cared for in a clean environment. Because I have a varied work schedule, Ms. Fashing is able to be flexible and she was able to care for our dog that had some medical conditions. Based on my firsthand experience, the operation is professional, well-managed, and does not create traffic, noise, or disruption inconsistent with a residential neighborhood.

I support approval of the requested zoning relief, whether through a conditional use permit or zoning variance, as determined by the City.

Sincerely,

A handwritten signature in black ink that reads "Wendy Weiler". The signature is written in a cursive, flowing style.

Wendy Weiler, owner  
Sunbury ACE Hardware

December 30, 2025

To the Zoning Board,

My name is Walter Mott, and I am the co-owner and Lead Canine Behaviorist at Wolfman's Canines LLC, a fully licensed, insured, and registered dog training and behavior business operating in Galena, Ohio. I bring over five years of professional experience and more than twenty years of personal experience working with canines ranging from wolf hybrids to toy breeds. Our specialty is working with dogs exhibiting reactivity and aggression.

I am thoroughly familiar with Jen Fashing and her business, Little Critters Pet Sitters LLC, both professionally and personally. From a professional standpoint, her operation closely aligns with — and in several areas exceeds — the standards we uphold in our own facility. Her structured routines, consistent management of outdoor time, and extensive use of enrichment tools such as chew items demonstrate a clear commitment to canine welfare. Additionally, having a licensed veterinary technician on site at all times is a level of oversight and medical awareness that even many professional facilities do not offer, and I consider it incredibly valuable for the health and safety of the dogs in her care.

Following the initial concerns raised by neighbors, I personally observed Ms. Fashing's operation over a three-day period. During that time, I witnessed well-managed group dynamics across multiple securely fenced areas. The dogs were calm, appropriately supervised, and showed no evidence of prolonged or excessive barking, growling, or distress. In fact, the overall environment was notably quieter and more controlled than many professional settings I encounter in my own work.

I did, however, observe dogs in surrounding neighboring properties being left outdoors and barking for extended periods of time. In a residential area such as downtown Sunbury, this is not uncommon. Differentiating between dogs within Ms. Fashing's care and those in the surrounding neighborhood can understandably be difficult, particularly when the neighboring residents are not present full-time or are unfamiliar with canine behavior.

Ms. Fashing and I have also discussed proactive contingency plans, including utilizing our Galena facility should a dog ever prove unsuitable for her residential environment despite her thorough meet-and-greet screening process. I have provided her with educational materials and in-person guidance related to managing vocal dogs, further demonstrating her willingness to adapt and address concerns responsibly.

Additionally, her property is meticulously maintained. There are no noxious odors from urine or feces, and the fencing is secure, well-kept, and free of escape points. The care and attention given to both the dogs and the property are evident.

In my professional opinion, Little Critters Pet Sitters LLC represents the pinnacle of small-scale, residential dog care. Operations of this caliber are rare, particularly those that prioritize animal welfare over volume or profit. The residential model allows for higher standards of care, improved quality of life for the dogs, peace of mind for their owners, and continued support of the local economy.

I strongly recommend allowing Ms. Fashing to continue operating her business from her home. Denying her the ability to do so would have significant negative impacts — not only on her livelihood, but also on the many dogs and families who rely on her services, as well as on complementary businesses such as my own that depend on responsible, high-quality partners.

Sincerely,

A handwritten signature in black ink, appearing to read 'Walter Mott', with a stylized, cursive flourish at the end.

Walter “Wolfman” Mott  
Co-Owner & Lead Canine Behaviorist  
Wolfman’s Canines LLC  
[Training@wolfmanscanines.com](mailto:Training@wolfmanscanines.com)  
740-675-8290

Subject: Professional Support for Zoning Request

Date: December 30, 2025

To the Zoning Board,

My name is Paula Biancone, and I am a Board Member and Director of Animal Welfare for the nonprofit 501(c)(3) rescue Speak for The Unspoken. I have over thirty years of professional experience in animal care and welfare.

I am familiar with Ms. Jen Fashing's small, in-home pet care operation through both professional interaction and firsthand observation of her standard of care. I have personally visited Ms. Fashing's home on multiple occasions and at various times throughout the day and evening. At all times, the residence has consistently functioned and appeared as a typical residential dwelling. The environment is quiet, well-managed, and particularly suitable for special-needs dogs, making it an exceptional setting for individualized animal care.

From a professional standpoint, this residential care model aligns with best practices in animal welfare and is materially different from a commercial kennel environment. Proper supervision, structured routines, and enrichment activities significantly reduce stress-related behaviors, including excessive barking.

The management practices in place are appropriate and effective in maintaining public safety, animal health, and neighborhood compatibility.

Based on my professional experience and firsthand knowledge, I support approval of the requested zoning relief, whether through a conditional use permit or zoning variance, as determined appropriate by the city.

Sincerely,



Paula Biancone

Board Member, Director of Animal Welfare  
Speak for the Unspoken  
paula@speakfortheunspoken.com

January 27, 2026

To the City of Sunbury Zoning Board,

My name is Laura Luker, and I am a Board Member of the Australian Cattle Dog Rescue Association (ACDRA), a federally recognized 501(c)(3) nonprofit rescue organization with board members, volunteers, and foster homes located throughout the eastern United States. I am writing in support of Ms. Jen Fashing, who also serves as a fellow Board Member of ACDRA, and her request for zoning relief related to her small-scale, in-home pet care business, Little Critters Pet Sitters LLC.

In my capacity as a board member, I work directly alongside Ms. Fashing in organizational governance, decision-making, and oversight related to animal welfare operations and rescue best practices. While ACDRA is not a local organization, our board members maintain high standards of professionalism, accountability, and ethical responsibility, and Ms. Fashing consistently exemplifies these values in both her volunteer leadership and her professional work.

Ms. Fashing demonstrates an exceptional standard of care for animals, with a strong emphasis on structure, supervision, enrichment, cleanliness, and proactive management. Her in-home care model reflects current best practices in animal welfare and is fundamentally different from a commercial kennel environment. Animals in her care are managed in a calm, controlled, residential setting designed to reduce stress and promote appropriate behavior.

In addition to her organizational leadership, Ms. Fashing is deeply engaged in her local community. She works collaboratively with neighbors, local veterinarians, pet professionals, and small businesses, and she actively participates in community events, charitable initiatives, and educational outreach. Her business and volunteer efforts reflect a clear commitment to being a responsible, respectful presence within her neighborhood and the broader Sunbury community.

From both an animal welfare governance perspective and a professional standpoint, Ms. Fashing operates with integrity, transparency, and accountability. Her residential care model prioritizes public safety, animal health, and neighborhood compatibility, and it aligns with the standards we expect of board members representing a multi-state rescue organization.

Based on my professional experience working alongside Ms. Fashing as a fellow board member, I fully support approval of her requested zoning relief, whether through a conditional use permit or variance, as determined appropriate by the City.

Thank you for your time and consideration.

Sincerely,



Laura Luker  
Board Member  
Australian Cattle Dog Rescue Association (ACDRA)

January 3, 2026

To the Zoning Board of Sunbury,

My name is Christina Ellis, and I am the owner of Bubbles and Bows Dog Grooming, a locally owned pet care business operating in Sunbury, Ohio. I have proudly served this community for over five years and have worked closely with local residents, rescues, and fellow small businesses throughout that time.

I am familiar with Ms. Jen Fashing and her business through ongoing professional collaboration and shared community involvement. Over the years, we have worked together in charity events, local parades, rescue efforts, and coordinated care for foster dogs, including transport for grooming services. Our relationship has consistently been professional and rooted in responsible animal care and positive community engagement.

Little Critters Pet Sitters LLC operates as a small-scale, in-home pet care service within a residential setting. It is not a commercial kennel or boarding facility. The services provided are supervised, limited in scope, and reflective of a family-style approach to pet sitting. Based on my professional experience working with Ms. Fashing, she conducts her business in a responsible, organized, and professional manner that aligns with community standards and expectations. I am not aware of any concerns regarding the operation of her business.

From my perspective as a local business owner, this type of in-home service is compatible with residential neighborhoods and supports responsible stewardship while preserving neighborhood character. It provides a valuable service to local residents without negatively impacting the surrounding area.

I fully support the approval of any requested zoning relief for Little Critters Pet Sitters LLC.

Sincerely,



Christina Ellis

Owner, Bubbles and Bows Dog Grooming

 No Reply - elicense <elicense-noreply@das.ohio.gov>  
To: jenfashing@aol.com <jenfashing@aol.com>

Dec 31, 2024 at 11:24 AM



**Ohio Veterinary Medical Licensing Board**

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77 S. High Street, 16th Floor  
Columbus, Ohio 43215  
Office: 614/644-5281 Fax: 614/644-9038  
E-Mail: [info@ovmlb.state.oh.us](mailto:info@ovmlb.state.oh.us) Webpage: [www.ovmlb.ohio.gov](http://www.ovmlb.ohio.gov)

\* This message is auto-generated by the Ohio Veterinary Medical Licensing Board \*  
\* Please do not reply to this email. \*  
\* Send any responses to the board email, [info@ovmlb.state.oh.us](mailto:info@ovmlb.state.oh.us). \*

Dear Jennifer Fashing,  
Your Registered Veterinary Technician RVT.08480 license has now been renewed through 3/1/2027. Proof of your current registration can be obtained from the Ohio eLicense Portal at <https://eLicense.ohio.gov>.  
Below, please find your license number and dates: \_\_\_\_ \_  
**License Number: RVT.08480**  
**License Type: Registered Veterinary Technician**  
**Effective Date: 12/31/2024**  
**Expiration Date: 3/1/2027**

\*\*The Board does not provide physical copies of licenses. Please keep a copy of this notification for your records. This serves as official proof of your license renewal.\*\*  
If you have any questions regarding your renewal, please contact our office at 614/644-5281 or [info@ovmlb.state.oh.us](mailto:info@ovmlb.state.oh.us).  
Thank you,  
The Ohio Veterinary Medical Licensing Board



# Certificate of Completion

**Jen Fashing**

successfully completed the requirements set forth by Pet Emergency Education in

## ***Canine and Feline CPR and First Aid***

The individual above has demonstrated proficiency in the subject matter through examination and in accordance with the veterinary industry standard methods of animal health care.

Completed on May 2024 / Certificate #- 8331

**Certification is valid for 2 years from date of completion listed on this certificate.**

*Meets the industry requirements for outdoor survival training. Approved to award 3 professional continuing education units to veterinary professionals, 3.5 CEU to CCPDT Dog Trainers, 3 CEU to members of Pet Sitters International, 3.5 CEU to members of IAABC, 3 CEU to members of IACP, 3CEU to PACCC and 3 CEU to members of NADOI.*

**[www.petemergencyacademy.com](http://www.petemergencyacademy.com)**

**[www.petemergencyeducation.com](http://www.petemergencyeducation.com)**

Century Surety Company 550  
Polaris Parkway, Suite 300  
Westerville, OH 43082

**INSURANCE CERTIFICATE – PET SITTERS INTERNATIONAL**

**PET SITTING/DOG WALKING OPERATIONS**

Certificate Number: CCP 997944-10890-36

Renewal of: CCP 997944-08241-36

This certificate is issued under and forms a part of the Master Policy CCP 997944-00000 issued to:

Pet Sitters International  
c/o PSI Insurance Administrator  
PO Box 2536  
Chapel Hill, NC 27515

Certificate Holder's Name and Mailing Address:  
Little Critters Pet Sitters LLC  
125 Harrison St  
Sunbury, OH 43074

Sole Proprietor Partnership Corporation X Limited Liability Corp (LLC)

Certificate Period From: 9/1/2025 To: 9/1/2026  
12:01 A.M. Standard Time at your mailing address shown above

Certificate Limits of Liability:	\$1,000,000	Each Occurrence
	\$2,000,000	General Aggregate Limit
	\$2,000,000	Product/Completed Operations Limit
	\$1,000,000	Personal & Advertising Injury Limit
	\$ 300,000	Fire Damage Limit
	\$ 10,000	Medical Payments
	\$ 2,500	Lost Key Endorsement

Deductible: \$100.00 Bodily Injury/Property Damage Deductible Per Claim  
Property Damage Extension Limits:

\$25,000 Each Occurrence Limit  
\$25,000 Aggregate Limit

Coverage is only provided if designated by "X".  
Additional Coverages/Operations:

Pet Grooming                       House Sitting                       Bond Limit \$25,000.00

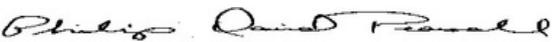
In Your Home Pet Care

Additional Insured - Any person or organization with whom you have a written contract or agreement to work on your behalf as an independent contractor.

Premium: \$ 914.00  
Policy Fee/Tax: \$ 50.00

25% of the Premium is fully earned as of the effective date of this certificate and is not subject to return or refund.

Countersigned:

By   
Administered by: Village Insurance Agency Inc. DBA Business Insurers of the Carolinas  
P.O. Box 2536  
Chapel Hill, NC 27515  
1-800-962-4611, CA Lic #0C88561

**IT IS HEREBY UNDERSTOOD AND AGREED THAT THE CERTIFICATE HOLDER AGREES TO ALL TERMS AND CONDITIONS AS SET FORTH IN THE ATTACHED MASTER POLICY**

# Certificate of Membership

*This certifies that*

***Jen Fashing***

**LittleCrittersPetSittersLLC**

*is a member in good standing with*

**Pet Sitters International**

*and has agreed to follow the Code of Conduct and Quality Standards set forth by PSI.*

*PSI membership expires 7/17/2026*

  
\_\_\_\_\_  
Founder & CEO



  
\_\_\_\_\_  
President

***Pet-Sitting Excellence through Education***



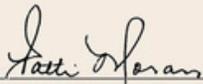
Certified Professional Pet Sitter<sup>®</sup>

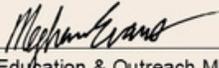
This certifies that

*Jen Fashing*

has successfully completed all requirements  
set forth by Pet Sitters International  
to hereby be entitled and recognized as a

**CPPS-Certified Professional Pet Sitter<sup>®</sup>**

  
\_\_\_\_\_  
Founder & CEO

  
\_\_\_\_\_  
PSI Education & Outreach Manager



**Awarded January 3, 2024**  
Renewal requirements must be  
met by January 3, 2027  
to retain certification status.



# PSI's Global Standards for Professional Pet-Sitting and Dog-Walking Businesses

## **Purpose:**

PetSittersInternational (PSI) has been the leading educational organization for the professional pet-sitting industry since 1994. *PSI's Global Standards for Professional Pet-Sitting and Dog-Walking Businesses* establishes public, baseline best practices for professional pet-sitting and dog-walking businesses, elevating the industry and ensuring consistent, safe, and ethical care for pets and peace of mind for their owners.

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## **Business Legitimacy**

*The professional pet-sitting and/or dog-walking business owner:*

- Operates as a registered and insured business, with required local/state/provincial business licenses and/or permits, if required.
  - Maintains separate business finances for clarity and compliance and accurately claims income and files business taxes as required by law.
  - Maintains active membership in professional and educational associations, such as PSI, to stay informed on best practices, standards, and continuing education opportunities.
- 

## **Contracts & Compliance**

*The professional pet-sitting and/or dog-walking business owner:*

- Uses a legally compliant contract (i.e., services agreement) with all clients to document agreed-upon terms of service and establish clear expectations for both parties.
- Complies with labor classification laws (i.e., independent contractor [IC] vs. employee rules) and any federal, state or provincial regulations and ensures staff members understand their classification.
- Adheres to payment card industry data security or similar standards if accepting credit/debit payments and ensures they use business accounts for any payment processors used.
- Practices fair recruitment, hiring and management practices, ensuring they do not discriminate against a person due to race, color, religion, sex, sexual orientation, national origin,

citizenship, disability, veterinary/military status, age, genetic information or any protected classification established by law.

- Follows advertising and communication regulations, including FTC endorsements/testimonials and TCPA texting/email rules, as applicable.
  - Understands and upholds local ordinances and laws applicable to animals in their care, including policies regarding animal abuse and neglect.
- 

## **Insurance & Risk Management**

*The professional pet-sitting and/or dog-walking business owner:*

- Maintains adequate general liability insurance specific to pet sitting/dog walking that covers all services they provide and includes care, custody or control (CCC) coverage that provides sufficient coverage for both the pets in their CCC and their clients' personal property.
  - Obtains bonding or coverage for theft, as appropriate.
  - Obtains workers' compensation insurance, as required, and educates all team members on injury-prevention strategies.
  - Seeks professional advice on additional business coverage options (e.g., cyber liability, employment practices liability, non-owned automobile coverage) that may be needed depending upon business structure, size and procedures.
  - Seeks current information on common insurance claims and develops protocols to mitigate risks and reduce likelihood of insurance claims.
  - Documents all incidents and reports any claim promptly; maintains accurate records for accountability and continuous improvement.
  - Reviews insurance policies annually to ensure adequate protection for business and clients.
  - Can provide proof of clear criminal history, when requested, and adequately screens and obtains proof of clear criminal history for any team member assigned to enter clients' homes.
- 

## **Animal Care & Stewardship**

*The professional pet-sitting and/or dog-walking business owner:*

- Learns as much as possible about the routines, behaviors and needs of animals in their care and documents and maintains the pet profile and care instructions.
- Has adequate experience and training in caring for pets and is knowledgeable in pet behavior, first aid and care to ensure safety and well-being of pets in their care.
- Adheres to humane, evidence-based care practices to minimize pets' stress and foster a positive, trusting relationship between pet and care provider.
- Monitors animals closely for signs of stress, illness, or injury and responds promptly and

appropriately, including contacting the pet owner or veterinarian when needed.

- Demonstrates commitment to continuing education and professional development for themselves and team members, ensuring skills and knowledge remain current and aligned with industry standards and pet-care best practices.
- 

## **Health, Sanitation & Safety**

*The professional pet-sitting and/or dog-walking business owner:*

- Demonstrates competency in pet handling (i.e., safe leash skills, body language recognition, and other safe-handling protocols) and ensures all team members demonstrate competency.
  - Has up-to-date training in pet first aid and CPR.
  - Uses appropriate biosecurity protocols (i.e., handwashing, sanitation, footwear, outbreak communication), as necessary, to reduce disease spread and/or cross-contamination between households.
  - Implements clear protocols to ensure safety of owner and team, including but not limited to policies and clear reporting procedures regarding animal-related injuries, zoonotic diseases, chemical hazards, ergonomic strains, and unsafe environments in clients' homes.
- 

## **Emergency Preparedness**

*The professional pet-sitting and/or dog-walking business owner:*

- Has a documented contingency plan for common scenarios (e.g., pet illness/injury, sitter illness/injury, inclement weather, natural disasters, lost keys).
  - Obtains veterinary notification/emergency pet-care authorization and emergency pet guardianship forms from all clients authorizing appropriate care decisions in the owner's absence.
  - Establishes an emergency backup and client communication plan for personal illness or emergencies that prevent them or team members from completing assignments or prevent clients from returning as planned.
  - Ensures that all clients and team members are notified of contingency and emergency plans and advised of any updates.
- 

## **Client Security & Privacy**

*The professional pet-sitting and/or dog-walking business owner:*

- Stores keys, alarm codes, and client data securely.

- Does not disclose client personal information, travel details, or household security access to unauthorized parties.
  - Ensures all client information, including contracts, contact information, payment information and visit details, are stored in a secure online portal, password-protected file and/or locked physical location.
  - Takes reasonable precautions to ensure a client's absence from home is not detectable and works with clients to ensure neighbors and local law enforcement officials are notified, as needed, regarding the sitter's permission to access the home.
  - Educates team members on confidentiality and data protection.
- 

## **Professional and Ethical Conduct**

*The professional pet-sitting and/or dog-walking business owner:*

- Exhibits courtesy, respect and professionalism in all dealings with clients, staff and industry colleagues to positively represent their business and the pet-sitting industry.
  - Conducts business with honesty and integrity and observes all federal, state and local laws pertaining to their business operations.
  - Sets healthy professional boundaries (e.g., availability, scope of services, communication expectations).
  - Protects their own mental health through workload management and self-care.
  - Works to foster an inclusive work environment with clear anti-discrimination and anti-harassment policies and ensures adherence of these policies to ensure the safety of staff and clients.
  - Refrains from slander of competitors, peers, industry organizations and affiliates and follows appropriate venues to provide feedback and/or address concerns in a respectful, constructive manner.
  - Upholds high ethical standards in all aspects of business practice, decision-making, and representation of the profession.
- 

## **Client Communication & Reputation**

*The professional pet-sitting and/or dog-walking business owner:*

- Visits any potential client's home prior to accepting an assignment to meet the pets, obtain/record detailed pet information and complete the pet-sitting contract.
- Conducts comprehensive client onboarding (i.e., gathering detailed pet information, medical history, emergency contacts, etc.) and maintains a pet profile for each pet in their care.
- Provides clients with clear service descriptions, visit schedule and pricing before care begins

and ensures clients have been informed of company's policies and procedures regarding liability, payment options, cancellations, veterinary consent, and emergency procedures.

- Sends timely updates to clients during services.
- Encourages and manages client feedback and online reviews with professionalism.
- Responds to any client inquiries and complaints promptly.
- Commits to ethical marketing practice, including not making false claims, promoting misleading offers, or disparaging competitors.

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## Sustainability & Community Responsibility

*The professional pet-sitting and/or dog-walking business owner:*

- Implements environmentally responsible practices whenever possible, including proper waste disposal, efficient route planning, and sustainable product and supply choices.
- Builds positive relationships with local contacts including fellow professional pet-care business owners, veterinarians and other industry professionals to strengthen the community pet-care network and educate local pet parents.
- Actively supports and promotes local animal welfare initiatives, encouraging community engagement and awareness among clients, staff, and peers.

### About Pet Sitters International

Founded in 1994 by [Patti J. Moran](#), author of *Pet Sitting for Profit*, Pet Sitters International (PSI) is the world's largest educational association for professional pet sitters and dog walkers. PSI's motto is "pet-sitting excellence through education" and the association is dedicated to educating professional pet sitters and dog walkers, and promoting, supporting, and recognizing excellence in the industry. For more than three decades, PSI has been a pioneer in the pet-sitting industry and a trusted educational resource for pet sitters and pet owners alike. Their contributions to the industry include partnering to provide the first-ever business insurance for professional pet sitters, publishing the first-ever magazine for pet sitters, now called *Pet Sitter's World*, introducing the first educational program tailored exclusively for professional pet sitters and developing PSI's CPPS-Certified Professional Pet Sitter® Exam, which provides candidates with the only knowledge-based assessment designed specifically for professional pet sitters. CPPS-Certified Professional Pet Sitter® is a federally-trademarked certification mark. Since its inception, PSI has helped over 40,000 pet lovers start and grow pet-sitting businesses and currently has more than 4,000 member businesses in the United States, Canada, and 20+ other countries. For more information, visit [www.petsit.com](http://www.petsit.com).

# CERTIFICATE OF MEMBERSHIP



**Little Critters Pet Sitters LLC**

PRESENTED BY

*Carmen L.V. Rustenbeck*

CARMEN L.V. RUSTENBECK  
FOUNDER AND EXECUTIVE DIRECTOR

# IBPSA Infectious Disease Standards

VERSION 1: SEPTEMBER 29, 2020

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Pet boarding, daycare, training, veterinary, and grooming facilities have unique requirements for keeping dog and cat guests healthy. The frequency of visits to a facility, close contact with other animals and people, indoor air quality, and varied immunity of animals creates a chance for spread of illness among pets. This spread can occur even when the infected pet appears healthy. A disease outbreak in a facility may be financially costly to eliminate, can be emotionally draining, and may result in a long-term loss in reputation and client trust.

Animals can spread illness before, during, and even after they appear sick, so simply taking action with sick animals is not enough to protect your pet customers. Fortunately, there are a number of simple, cost effective ways to prevent the spread of illness in facilities, and when necessary, limit further spreading.

### Whether or not an animal will develop disease depends on multiple factors:

Type of infecting organism (e.g. bacteria, virus)

How long the animal is in contact with (exposed to) the organism

The amount (dose) of the organism that the animal encounters

How the infection is transmitted (passed to the animal), e.g. feces ingestion, cough, sneeze

The animal's immune status or vulnerability of the animal to the organism.

There are different types of organisms that can cause illness in animals. These are bacteria, viruses, fungi (molds), and parasites. Those of greatest concern for boarding, daycare, training and grooming facilities include:



**Bacteria:** such as *Bordetella* ('canine cough'), *Campylobacter*, *Leptospira*, *Salmonella*, *Bartonella*, *Staphylococcus*, *Streptococcus equi ssp zooepidemicus*



**Viruses:** such as canine parvovirus, canine distemper virus, canine influenza virus, canine parainfluenza virus, rabies virus, feline leukemia virus, feline calicivirus, feline herpes virus, feline panleukopenia virus



**Fungi:** such as ringworm (dermatophytes)



**Parasites:** such as ticks, fleas, hookworms, roundworms, tapeworms, whipworms, mites (e.g. *Cheyletiella*, *Sarcoptes*), *Coccidia*, *Cryptosporidium*, *Giardia*.

Infectious organisms of animals vary in their infectivity, or the rate at which they can spread disease to other animals, and how severe the illness will be once the animal is infected. Some diseases can cause very severe illness and even death. Other diseases may cause mild signs of illness but be very infectious, making them a big concern for a facility. Also, in some cases, animal organisms can infect people, putting staff at risk for illness, which can be severe.

Organisms can be spread between animals in 5 main ways:

Type	Definition and Example
<b>Direct</b>	When an infectious organism is transferred directly from one animal to another. This can occur through touching, licking, and biting.
<b>Airborne/Droplet</b>	<p>Droplet: when small droplets are produced (e.g. when an animal or person sneezes or coughs). These droplets carry organisms short distances (within approximately 6 feet), where they fall to surfaces or on nearby people or animals.</p> <p>Airborne transmission occurs when very small pathogens in the air are inhaled by another host. Droplets can evaporate quickly leaving behind residue which attaches to dust in the air. These very small particles can remain suspended in air currents and are a source of infection traveling throughout a facility.</p>
<b>Fomites</b>	Inanimate (non-living) objects and surfaces that are contaminated with infectious organisms and contribute to the spread of infections throughout a facility. Fomites are especially a concern when the infectious organism can survive outside of the animal for a long time. Common fomites include pet toys, leashes, bowls, grooming equipment, play equipment, cages and bedding, but also human items such as clothing, shoes, markers, and pens.
<b>Oral</b>	When infectious organisms are ingested. This occurs through eating or drinking contaminated food, treats, or water, and oral contact with contaminated surfaces such as the floor. Vomit and feces from pets or wildlife can carry disease-causing organisms and transmit disease if eaten or allowed to contaminate surfaces.
<b>Vectors</b>	Animals and insects that act as “intermediaries” or “middlemen” and transmit infectious organisms from an infected animal to another animal. Fleas and ticks are common vectors of disease.

The amount of time an infectious organism can live in the environment plays a critical role in its ability to spread. Survival in the environment can range from hours to years. As examples, without effective cleaning and disinfection of the air and surfaces, organisms can survive for:

- Hours: Canine distemper virus
- Days: *Bordetella*, canine influenza virus
- Months: *Leptospira*, *Staphylococcus* (including multi-drug resistant such as MRSP, MRSA)
- Years: Canine parvovirus, feline panleukopenia virus, *Salmonella*, ringworm

To be successful, a facility’s infection prevention and control measures must take into account all of the above components (the type of organism, how it is spread, and its survival in the environment).

## Why are standards needed?

Practice Standards are published documents that state the accepted behaviors and actions expected of individuals for an aspect of their work. They contain criteria that are considered essential to meet the needs for that area. The IBPSA Infectious Disease Standards contained in this document are those areas and criteria considered to be essential to meet the health needs of clients, pets and staff of facilities that involve the temporary gathering of owned cats and dogs (e.g. groomers, daycare, boarding).

## Who do these standards apply to?

These Standards apply to all members of the profession, across the range of settings, roles, and environments in which they work. These Standards are intended to provide guidance to people that work with animals so that they can limit the introduction and spread of infectious diseases in our clientele pets, our clients and our staff. Compliance with the standards is required for a certificate of IBPSA accreditation.

## Development of IBPSA infection control and prevention Standards

The information provided below comes from publications on infection control and prevention in veterinary practices and dog group settings, along with published university and field research studies on animal care infection control.<sup>1-5</sup> All of these documents were created by independent experts in the field of animal infectious diseases with a specific focus on locations where high levels of contact between animals and people have led to disease spread and outbreaks. These Standards are refined recommendations that contain the practices and actions best suited to reduce the introduction and spread of infectious diseases in grooming, daycare and boarding facilities. To limit the length of this document, only key supporting (background) information is provided. The reader is encouraged to seek additional support and background information for these Standards by reviewing the referenced documents (links at the end of this document).



## General Standards:

Clear, well-thought out written Standard Operating Procedures (SOPs) and policies serve as the basis for reducing infectious diseases risks for a facility. To be effective, these SOPs should include the reason/intended purpose for the SOP, specific actions that are to be taken by staff, and which staff are responsible for each task. Each SOP should be specific for the facility. The original date created and date updated should be clearly included on the SOP. Written SOPs are critical to ensure key steps of a given action/practice is clearly defined and can be followed. Example SOPs are available in the sources linked at the end of this document that can be used to help when developing a new SOP or fine-tuning an existing SOP.

**Requirement 1:** A written plan (collection of SOPs) exists and is regularly updated that is aimed at reducing and managing infectious disease spread in animals. SOPs considered core to this plan are mentioned throughout this document.

**Requirement 2:** An established, relevant training program exists on policies and SOPs for staff and volunteers. There is a log (name, date, content covered) kept of all completed trainings. New staff receive training as part of their orientation and existing staff receive refresher trainings as SOPs are updated or as needed to ensure SOPs are known and followed.



## Animal Housing Standards:

**Requirement 1:** Only non-infectious animals should be allowed to enter the facility. To ensure this, it must be clear to staff and clients what health conditions are considered reasons for an animal to be denied access to the facility.

**Protocol:** A clear, written and accessible health conditions exclusion policy should exist for the facility.

- This policy includes animals known or suspected by a veterinarian to be infectious. This should include animals with diarrhea, vomiting, coughing, sneezing, fever, skin infections, or a new illness that has not been determined to be non-infectious by a veterinarian.
- Due to concerns with animals bringing new diseases from other countries/regions, pets should not be permitted to immediately enter the facility when returning from international travel (or travel from areas known to have different animal diseases from those where the facility is located). In all cases, pets with recent illness or foreign travel should be excluded for 2 weeks or as recommended by a veterinarian.
- An SOP is available that explains how such information is regularly obtained from clients and veterinarians (e.g. staff screening at each drop off, required reporting by owners). Regardless of the method, obtaining written (not verbal) records is important.

**Protocol:** There is a clear SOP of where and how animals will be kept in the facility if determined to be possibly infectious while awaiting immediate removal by owner.

- Animals considered likely to be infectious should be kept away from other animals (ideally in a separate room that is able to be effectively cleaned and disinfected after the animal is removed).
- Depending on the infectious disease concern, these animals may need to be immediately moved to and held at a local veterinary practice in an isolation room.

**Requirement 2:** There should be a clear policy regarding health standards and medications that are required for participation in the facility (e.g. required vaccinations, deworming, flea/tick prevention). Staff should actively verify (e.g. review client-provided veterinary records) that these requirements are met.

**Protocol:** There is a clear and written health practices and medication inclusion policy. These requirements must be met before joining the facility and must be maintained while participating.

- It is important to use local expert resources, including veterinarians, when developing infection control and prevention SOPs for a facility.
- It is important for local veterinarians to know how their services may be used regarding the prevention and control of infectious disease at your facility (e.g. if sick animals will be brought to them for medical care, isolation when an owner is unavailable) and documentation of how this interaction will occur.

**Protocol:** A local veterinarian/veterinary practice is identified, and a written agreement is established to assist the facility in infection control and prevention needs (e.g. review/input on written SOPs, care/guidance for infected animals).



## Vaccination Standards

**Requirement 1:** Several of the infectious diseases that pose the greatest risk for animals in boarding, daycare, training and grooming facilities are preventable through vaccination. Although each pet may have individual needs, having minimum vaccine requirements for all participating animals provides benefits to every animal at the facility.

**Protocol:** There is to be a clear, written requirement for all animals to be up to date on a minimum set of vaccinations before starting at the facility and maintained while involved.

- Staff members must individually review client-provided veterinarian vaccine records for every animal.
- For new clients, this should occur prior to the first visit. For all clients, staff should review records prior to each visit to ensure additional vaccines (e.g. boosters) are not needed during the visit.

**Protocol:** At a minimum, animals are vaccinated (and considered up to date) on

Dogs	
<b>DAPP</b> Distemper virus, Adenovirus, Parainfluenza virus, Parvovirus	<ul style="list-style-type: none"><li>• should receive an initial puppy series</li><li>• a booster at ~ 1 year of age</li><li>• then a vaccine every 3 years</li><li>• Vaccinated at least 3 weeks prior to boarding</li></ul>
<b>CIV</b> Canine influenza virus	<ul style="list-style-type: none"><li>• every year after initial series</li></ul>
<b>Bordetella</b>	<ul style="list-style-type: none"><li>• every year after initial series</li></ul>
<b>Leptospirosis</b>	<ul style="list-style-type: none"><li>• every year after initial series</li></ul>
<b>Rabies</b>	<ul style="list-style-type: none"><li>• every 1 or 3 years depending on local laws</li></ul>
<b>Lyme</b>	if in an area where Lyme disease is a concern and/or dog is likely to have contact with tick-prone areas such as long grass and wooded areas (every year after initial series).

## Cats

### FCP

Feline viral  
rhinotracheitis,  
Calicivirus,  
Panleukopenia

- should receive an initial kitten series
- a booster at ~ 1 year of age
- then a vaccine every 3 years

### FeLV

Feline leukemia  
virus

- every year after initial series

### Rabies

- every 1 or 3 years depending on local laws

**Requirement 2:** Animals must receive the final dose in a series prior to involvement at the facility so there is adequate time for the animal to develop immunity.

For example:

- DAPP at least 3 weeks before animal enters the facility
- CIV at least 2 weeks before animal enters the facility
- *Bordetella* at least 7 days before animal enters the facility

**Protocol:** Gaps in vaccination coverage or delays in doses during the initial series should be identified to determine the need for a single booster or restart of the series. Different types of vaccines have variable durations of immunity (last different lengths of time).

In general, for *yearly vaccines* (*Bordetella*, leptospirosis, Lyme, FeLV):

- 2 doses are needed for the initial series (first time given) and are to be given 2-4 weeks apart. If these doses are given 6 or more weeks apart, general recommendations suggest the series should be started again (two additional doses, administered 2-4 weeks apart).
- After the initial series, boosters are to be given every 12 months. Vaccine coverage is considered lapsed when the due date for a booster is exceeded by 6 weeks (e.g. after 1 year and 6 weeks an adult dog or cat is considered overdue for yearly-administered vaccinations).
- Pet overdue for vaccinations should receive an updated vaccine with enough time for the pet to develop immunity (e.g. DAPP at least 3 weeks, CIV at least 2 weeks, and *Bordetella* at least 7 days before animal enters the facility).



## Cleaning and Disinfection Standards

**Requirement 1:** Proper cleaning and disinfection of both surfaces and air results in a cleaner, healthier environment and helps prevent the spread of infectious disease to both animals and people.

**Protocol:** There is a written SOP on surface cleaning and disinfection practices to be used for all indoor and outdoor facility areas. SOPs must include at a minimum:

- Steps in the cleaning and disinfection process.
- Frequency for cleaning and disinfection for the various surfaces and objects (bedding, toys). This should include disinfection between use by animals (cages, kennels, grooming tables), at the end of each day and other frequencies based on the surface, its use and the facility.
- The disinfectant product, concentration and contact time (time required for the disinfectant to be in contact with the organism to kill it) must be clearly stated. The disinfectant should be known to be effective against disease-causing organisms of greatest concern in these settings (see introduction for a list of organisms of greatest concern for boarding, daycare, training and grooming facilities). There is not one cleaning or disinfectant product or process that fits all facilities or surfaces/situations. SOPs must take into consideration the surfaces and disease risks involved, so that product, concentration and dilution are appropriate.
- The disinfection process should comply with existing occupational safety and health standards for the area and considered safe for staff and animals.



**Protocol:** There is a written SOP on air disinfection practices used for all indoor facilities. SOPs must include at a minimum:

- The air disinfecting equipment should be known to be effective, with up to a 99.9% kill against disease-causing organisms in one air pass, without producing any ozone, whether intentionally or unintentionally, or creating the potential for re-aerosolizing organisms.
- Clear steps to be taken (and frequency for these steps) to ensure all air exchanges (vents, returns) are clear of any blockages that might reduce proper air flow. Common sources of blocked air flow include hair, sound barriers, room dividers, and furniture.
- If using ultraviolet germicidal irradiation (UVGI) to disinfect the air, clear steps to be taken (and frequency for these steps) for replacing UV lamps in HVAC and standalone upper air units to ensure proper germicidal energy to eliminate disease-causing organisms. UV lamps must be confirmed to not produce ozone, even unintentionally.

- If using standalone upper air units with UVGI, they must meet recognized guidelines. As an example, for the U.S., see those established by the Centers for Disease Control and Prevention (CDC).<sup>6</sup>
- Clear frequency in changing air filters and the type of filter to use (e.g. compatible with the HVAC system, effective Minimum Efficiency Reporting Value [MERV] rating to trap disease-causing organisms).

**Protocol:** There is a written SOP on safe disinfectant use and storage. At a minimum this should include:

- Required use of appropriate protective equipment (e.g. gloves, mask) when mixing and using disinfectants.
- Appropriate labels (at a minimum: product, dilution, date mixed, expiry date) should be present on all disinfectant product (as supplied and when diluted).

**Protocol:** There is a written policy on owner-provided materials (bedding, toys).

- Since it is not possible to ensure owner-provided materials items are free from disease-causing organisms, these items (especially those made of cloth such as toys and bedding) should not be permitted.
- Any items that are permitted in the facility should be used only for the intended animal, arrive clean, and returned to the owner for cleaning.



## Hygiene Standards

**Requirement 1:** Given the nature of grooming, boarding and daycare facilities, the hands of staff are likely to become contaminated with disease-causing organisms. Contaminated hands have been documented as an important source of disease spread. To reduce this disease risk, it is important for people to regularly perform hand hygiene (i.e. clean hands; wash with soap and water or use an alcohol-based hand sanitizer).

**Protocol:** There is a written policy on required hand hygiene by all staff and volunteers. At a minimum this should occur:

- When entering and exiting the facility,
- Frequently while working (especially when moving from one group of animals to another)
- Before eating and drinking.

**Protocol:** Hand hygiene products are readily available and functional in all animal contact and relevant locations (bathrooms, breakrooms).



## Work Clothing Standards

**Requirement 1:** Similar to hands, the work clothing of staff at grooming, daycare and boarding facilities are frequently contaminated with disease-causing organisms. Contaminated clothing can move infections to other locations, people and animals. Having dedicated work clothing that is regularly changed is important to limit the spread of disease.

**Protocol:** There is a written policy on the requirement for dedicated clothing to be worn in the facility. This clothing should not be worn to other locations (e.g. home) and machine washed daily. Hot water wash and hot dry should be used.



## Insect, Parasite, Stray and Wildlife Control Standards

**Requirement 1:** Infections in animals can be introduced and spread by ticks, fleas, and gastrointestinal worms from stray animals and wildlife. Limiting the presence of stray animals and wildlife and contact between them and client animals is important in reducing infections.

**Protocol:** There is a written SOP on efforts taken to identify and reduce insect, stray animal and wildlife in areas used by the facility (indoor and outdoor). The following should be used as appropriate:

- Fencing,
- Keeping grass short and removing debris,
- Using a professional, licensed extermination company (wildlife, insects),
- Ensuring human-made water sources (e.g. outdoor water play pools) are changed at least twice per week or otherwise maintained to limit mosquito breeding.

**Requirement 2:** There is a policy requiring (with documentation from a veterinarian) for all animals to be on effective flea, tick, and endoparasite (worm) preventive products prior to and during participation at the facility.

**Protocol:** There is a written policy on actions taken if fleas, ticks, or worms are identified in animals immediately prior to or during stay. This may include immediate removal of the pet with required documentation from a veterinarian that the problem has been resolved or immediate care by a local veterinarian if the owner is unavailable.

**Protocol:** There is a written policy on practices taken to require the immediate removal of animal feces (indoor, outdoor) with effective disposal.



## Animal Food and Water Standards

**Requirement 1:** Disease-causing organisms can be introduced to animals through food and water. When care is not taken, contaminated food and water or sharing of water or food from common bowls can lead to the spread of disease in boarding, grooming and daycare facilities.

**Protocol:** There is a written policy on efforts taken to ensure water provided to animals (drinking, play) is safe to drink. This is especially important when non-chlorinated water is used.

**Protocol:** There is a written policy on not permitting the sharing of water or food (e.g. communal bowls) between animals not housed together.

- Group water bowls or areas where water can collect (and be drunk) serve to spread disease-causing organisms.
- When drinking water is needed, such as outside group play during high temperatures, alternative approaches should be used such as dog water fountains/sprayers that do not allow water to collect.

**Protocol:** There is a written policy on efforts taken to ensure food provided to animals is safe to consume.

- Must require proper storage of food (to prevent mold, insects).
- Must outline steps to identify and discard recalled, spoiled or unsafe food.

**Protocol:** There is a written policy on food items not permitted to be fed to animals at the facility.

- Uncooked meat- and egg-containing food and treats are known to often be contaminated with disease-causing organisms such as *Salmonella* and Listeria, and therefore, facilities should not feed these items to pets.



## Housing and Play Standards

**Requirement 1:** When animal density is too high, such as with many animals kennelled close to each other or with large play groups, there is a high potential for the spread of infectious disease. The number of animals increases contamination of the environment, including the air; crowding also makes cleaning and disinfection more difficult. Animals housed close to one-another have a greater chance of spreading infectious organisms through coughing, sneezing, shedding hair/dead skin, and even breathing.

**Protocol:** There is a written SOP on efforts taken to reduce animal density in housing and play.

- A maximum occupancy is established for the facility and specific activities (e.g. play groups).
- Efforts are taken to spread out animals in the facility as much as possible (e.g. not all in neighbouring runs).

**Protocol:** There is a written SOP on efforts to minimize unnecessary animal-to-animal contact (e.g. among boarders).

- For some groups, animal-to-animal contact is expected, such as play groups. However, using semi permanent small subgroups when possible (i.e. the same animals are part of a given play group each day) reduces the number of new contacts and reduces infection risks.



## Reporting Suspected/Confirmed Infections Standards

**Requirement 1:** Timely identification and awareness of disease is important in preventing spread of infections. For disease identification to be effective, all staff must know what early warning signs and diseases to report, when to report them, to whom to report, and there must be actions taken based on reports.

**Protocol:** The facility has a record keeping system that collects individual animal information on both healthy animals and animals suspected/confirmed with disease (e.g. dates of involvement, location of housing, reported disease concerns, and contact information for owners).

**Protocol:** There is a written SOP on staff responsibilities to monitor and immediately report to the facility manager animals reported by their owner to be sick, as well as all pets suspected to be sick during their visit.

## References

<sup>1</sup>

Stull JW, et al. Infectious disease in dogs in group settings: strategies to prevent infectious diseases in dogs at dog shows, sporting events and other canine group settings. September 2016. Available at: <https://vet.osu.edu/preventive-medicine/vpm-research/disease-prevention-canine-group-settings>

<sup>2</sup>

Stull JW, et al. Risk reduction and management strategies to prevent transmission of infectious disease among dogs at dog shows, sporting events, and other canine group settings. Journal of the American Veterinary Medical Association 2016;249.6: 612-627. Available at: <https://avmajournals.avma.org/doi/full/10.2460/javma.249.6.612>

<sup>3</sup> Stull JW, et al. 2018 AAHA infection control, prevention, and biosecurity guidelines. Journal of the American Animal Hospital Association 2018;54.6: 297-326. Available at: <https://www.aaha.org/aaha-guidelines/infection-control-configuration/aaha-infection-control-prevention-and-biosecurity-guidelines/>

<sup>4</sup> Jaynes R, et al. Impact of ultraviolet air disinfection on the incidence of upper respiratory infections in a kitten nursery. Journal of the American Veterinary Medical Association. In press.

<sup>5</sup> Pearce-Walker, et al. Investigation of the effects of an ultraviolet germicidal irradiation system on concentrations of aerosolized surrogates for common veterinary pathogens. American Journal of Veterinary Research 2020;81.6: 506-513.

<sup>6</sup>

Centers for Disease Control and Prevention and The National Institute for Occupational Safety and Health. Environmental Control for Tuberculosis: Basic Upper-Room Ultraviolet Germicidal Irradiation Guidelines for Healthcare Settings 2009-105. Available at: <https://www.cdc.gov/niosh/docs/2009-105/default.html>



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**STAFF REPORT TO THE BOARD OF ZONING APPEALS**

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

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

**SUBJECT:** Home Occupation – 125 Harrison Street, Little Critters Pet Sitters LLC

**DATE:** February 18th, 2026

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**Action Being Requested**

The applicant is requesting approval of a home occupation for a pet sitting and pet care business to be located at 125 Harrison Street, seen in Figure #1 below. The Sunbury process provides for review and approval by the Planning and Zoning Commission, with no required action from Sunbury City Council.



Figure 1: Property Location



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## **Project Summary**

The applicant is requesting approval of a home occupation for her dog sitting and care business located at 125 Harrison Street. The business operates as an alternative to a dog kennel by providing a typical home setting, limiting the number of dogs that can be watched at one time (10), not using kennels, and providing more predictive routines and schedules for the dogs being watched. This method allows for more focus on individual dogs and their needs, which is more compatible with a residential area than a typical kennel or doggy daycare. Most of the business will be conducted within the home on the property, with occasional trips into the fenced rear yard for brief, supervised outdoor breaks. The business does not have on-site employees aside from the owner and does not allow for walk-in appointments. In addition, there will be no outdoor signage and any business visit to the property is scheduled and staggered to prevent congestion and keep consistent with the residential traffic of the area. The applicant has included a noise mitigation plan, that calls for preventive measures for noise control and provides steps for the noise control through grouping methods, activity schedules that promote activity and rest, and intervention if any excessive noise is exhibited. All dogs cared for by the business must meet established vaccination and health requirements that are informed by industry best practices including the International Boarding & Pet Services Association (IBPSA).

## **Submittal Documents Provided**

The applicant has submitted the following documents in association with this application:

- Completed Certificate of Use Application
- Cover Letter to the Planning and Zoning Commission
- Narrative Statements for:
  - Statement of Use
  - Operational Plan
  - Neighborhood Compatibility
  - Noise Mitigation Plan
  - Animal Welfare & Safety Plan
  - Site & Yard Use Description
- Compliance Statement, referencing the City's "Dog Kennel" Use & Home Occupation Ordinance
- Seven (7) Neighbor Letters of Support
- Three (3) Client/Local Business Letters of Support
- Three (3) Licensed Professional Letters of Support
- Certifications, Licenses, and Memberships related to the Business and Business Owner
- IBPSA Infectious Disease/Cleaning Standards



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## **Staff Comments**

- Section S81.03.36 gives specific requirements that home occupation need to meet. Of the 9 listed, the proposed business does not comply with one, and staff has concern with one, both of which are listed below with staff's comments.
  - 1) The home occupation shall be carried on solely within the confines of the residential structures and architecturally compatible accessory buildings which are customarily associated with the residential use and character of the neighborhood.
    - With the brief, supervised outdoor access listed in the application, this requirement would not be met.
  - 8) No activity shall be conducted or permitted which creates a nuisance to neighboring properties.
    - With dogs, noise and odor could cause a nuisance to the neighbors. Based on the applicant's response regarding noise mitigation and immediate pickup of waste, staff believe the applicant has responded to the concern. In addition, staff have not received complaints or concerns related to either of these issues at the subject property in the past.
- The applicant provided an extensive submittal that addresses each provision of the Home Occupation code, identifies potential impacts, and outlines corresponding mitigation measures.

## **Applicable Zoning Language**

- Section S81.03.36 Home Occupation
  - An occupation conducted in a dwelling unit meeting the requirements of S81.14.03(c).
- Section S81.14.03 (c)
  - Home occupations conducted by the resident of a permitted dwelling shall be subject to the following restrictions:
    - 1) The home occupation shall be carried on solely within the confines of the residential structures and architecturally compatible accessory buildings which are customarily associated with the residential use and character of the neighborhood.
    - 2) Only one sign, not illuminated, not larger than three (3) square feet and three (3) feet in height above grade of the surrounding yard, may be erected advertising the home occupation. The sign may be located at eye level if mounted flat against a building.
    - 3) The home occupation shall occupy not more than twenty percent (20%) of the total floor area of the dwelling unit or fifty percent (50%) of the floor space in any garage or accessory building.
    - 4) No non-resident employee shall work on said premises.
    - 5) All parking demands created by the conduct of a home occupation shall be met off the street and other than in a front yard. Off-street parking may be permitted



in a side or rear yard, but shall not be located any closer to the street than the required setback line. The required number of off-street parking spaces shall equal the spaces required for the residential use plus those required for the commercial use which constitutes the home occupation (if no parking requirement is given for a particular home occupation, the parking requirement for the most similar commercial use shall be used in order to calculate the required minimum number of spaces).

- 6) No equipment, process, or storage associated with the home occupation shall create odors, noise, vibration, glare, electrical interference or other nuisance detectable to normal senses off the lot. In the case of electrical interference, no equipment or process shall create visual or audible interference in any radio or television receivers or other audio appliances used off the premises, or cause fluctuation in line voltage off the premises. No equipment, process, or storage associated with a home occupation shall create any fire or explosion hazard or involve the storage or use of hazardous materials in any concentration greater than that which would normally be found in a dwelling containing no home occupation.
  - 7) Waste materials, solid or liquid, shall not be created on the premises at a level greater than normal to the residential use, unless provisions for the disposition of said wastes are acceptable to the Delaware County Department of Health and do not create a burden on adjoining property.
  - 8) No activity shall be conducted or permitted which creates a nuisance to neighboring properties.
  - 9) No home occupation shall be permitted to operate until a certificate of compliance is issued for such establishment by the Zoning Inspector after approval by the Sunbury Planning and Zoning Commission.
- [Section S81.15.04 Low Density Residential District \(R-3\)](#)
- 3. Permitted Uses
    - e) Home occupations in association with a permitted dwelling, and in accordance with S81.14.03(C).

**Major Subdivision - Final Plat Approval**

**MSFP-26-1**

Submitted On: Feb 2, 2026

**Applicant**

 Kyle Shreves  
 614-775-4443  
 kshreves@emht.com

**Primary Location**

Point Location: 40.2509, -82.8734

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**General Information**

**Is the applicant the property owner?**

No

**Is there an architect for the project?**

No

**Parcel Number(s)**

41713402005000

**Current Zoning**

Planned Commercial District (PCD)

**Is there a contractor for the project?**

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)**

8.858

**Existing Use of the Property**

Agricultural

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**Property Owner Information**

**Company Name**

Romanelli Schrock Road Investments LLC

**Property Owner Last Name**

Romanelli

**Property Owner City**

Westerville

**Property Owner Zip Code**

43081

**Property Owner Email Address**

NA

**Property Owner First Name**

Vince

**Property Owner Street Address**

148 W Schrock Rd

**Property Owner State**

Ohio

**Property Owner Phone Number**

NA

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**Contractor Information**

**Contractor Company Name**

TBD

**Contractor Contact Last Name**

TBD

**Contractor City**

TBD

**Contractor Zip Code**

TBD

**Contractor Contact First Name**

TBD

**Contractor Street Address**

TBD

**Contractor State**

TBD

**Contractor Phone Number**

TBD

**Contractor Email Address**

TBD

---

**Engineer Information**

**Engineer Company Name**

EMH&T Inc

**Engineer Last Name**

Shreves

**Engineer City**

Columbus

**Engineer Zip Code**

43054

**Engineer Email Address**

kshreves@emht.com

**Engineer First Name**

Kyle

**Engineer Street Address**

5500 New Albany Road

**Engineer State**

Ohio

**Engineer Phone Number**

614-775-4443

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**Project Information**

**Name of Subdivision**

Kintner Crossing Commercial

**Number of Proposed Lots**

5

**Estimated Construction Cost**

1

**Is this project being developed in phases?**

No

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

**Signature**

true

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

# KINTNER CROSSING COMMERCIAL

Situated in the State of Ohio, County of Delaware, City of Sunbury, and in Farm Lot 7, Quarter Township 1, Township 4, Range 17, United States Military Lands, containing 8.858 acres of land, more or less, said 8.858 acres being all of that tract of land conveyed to **ROMANELLI SCHROCK ROAD INVESTMENTS, LLC** by deed of record in Official Record 2036, Page 2717, Recorder's Office, Delaware County, Ohio.

The undersigned, **ROMANELLI SCHROCK ROAD INVESTMENTS, LLC**, an Ohio limited liability company, by **VINCENT ROMANELLI**, Sole Member, owner of the lands platted herein, duly authorized in the premises, does hereby certify that this plat correctly represents its "**KINTNER CROSSING COMMERCIAL**", a subdivision containing Lots numbered 0000 to 0000, both inclusive, does hereby accept this plat of same and dedicates to public use, as such, all of West Cherry Street, Cheshire Road, East West Road and Old Cheshire Road (2.875 acres of land, more or less), shown hereon and not heretofore dedicated.

Easements are hereby reserved in, over and under areas designated on this plat as "Utility Easement" or "Drainage Easement". Each of the aforementioned designated easements permit the construction, operation and maintenance of all public and quasi-public utilities above, beneath and on the surface of the ground and, where necessary, for the construction, operation and maintenance of service connections to all adjacent lots and lands and for storm water drainage. Within those areas designated "Drainage Easement" on this plat, an additional easement is hereby reserved for the purpose of constructing, operating and maintaining major storm water drainage swales and/or other above ground storm water drainage facilities. No above grade structures, dams or other obstructions to the flow of storm water runoff are permitted within Drainage Easement areas as delineated on this plat unless approved by the City of Sunbury Engineer.

A non-exclusive easement is hereby specifically granted unto Del-Co Water Company Inc., its successors and assigns, for the location of water lines, valves and appurtenances within the rights-of-way hereby dedicated and within areas designated hereon as "Utility Easement" or "Drainage Easement" that are located alongside the rights-of-way hereby dedicated. Also granted is the right of Del-Co Water Company Inc., to install, service, and maintain water meter crocks and appurtenances in said easement areas alongside said rights-of-way. The easement area shall be for the unobstructed use of Del-Co Water Company, Inc. Placement of fences, walls, pillars, trees, gardens, shrubberies, and other surface features is strictly prohibited.

In Witness Whereof, **VINCENT ROMANELLI**, Sole Member of **ROMANELLI SCHROCK ROAD INVESTMENTS, LLC**, has hereunto set his hand this \_\_\_\_ day of \_\_\_\_, 20\_\_.

Signed and Acknowledged  
In the presence of  
\_\_\_\_\_  
By  
**VINCENT ROMANELLI**,  
Sole Member

STATE OF OHIO  
COUNTY OF FRANKLIN ss:

Before me, a Notary Public in and for said State, personally appeared **VINCENT ROMANELLI**, Sole Member of **ROMANELLI SCHROCK ROAD INVESTMENTS, LLC**, who acknowledged the signing of the foregoing instrument to be his voluntary act and deed and the voluntary act and deed of said **ROMANELLI SCHROCK ROAD INVESTMENTS, LLC**, for the uses and purposes expressed herein.

In Witness Thereof, I have hereunto set my hand and affixed my official seal this day of \_\_\_\_, 20\_\_.

My commission expires \_\_\_\_\_  
Notary Public, \_\_\_\_\_  
State of Ohio

This plat was approved by the City of Sunbury on the dates as follows:

Approved this \_\_\_\_ Day of \_\_\_\_\_  
20\_\_ Del-Co Water Co., Inc.

Approved this \_\_\_\_ Day of \_\_\_\_\_  
20\_\_ City of Sunbury Engineer

Approved this \_\_\_\_ Day of \_\_\_\_\_  
20\_\_ Secretary, Planning and Zoning Commission

Approved this \_\_\_\_ Day of \_\_\_\_\_  
20\_\_ City Mayor

Rights-of-way of public streets and roads are herein dedicated to public use and are hereby approved by the City of Sunbury, State of Ohio. Street and utility improvements within said dedicated rights-of-way shall not be accepted for public use and/or maintenance unless and until construction is complete and streets are formally accepted by the City of Sunbury.

I, the undersigned City Clerk of the City of Sunbury, County of Delaware, Ohio, within my respective jurisdiction, do hereby certify that at the date of this Certificate, all current due and owing taxes and special assessments of any kind assessed against any of the land included in this plat, have been paid.

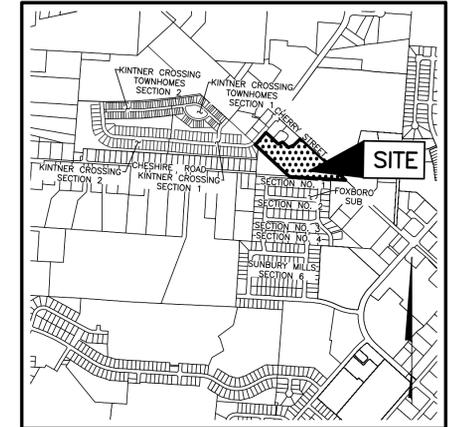
Date Signed \_\_\_\_\_  
City Clerk, City of Sunbury, Ohio

Transferred this \_\_\_\_ day of \_\_\_\_\_,  
20\_\_ Auditor, Delaware County, Ohio

Filed for record this \_\_\_\_ day of \_\_\_\_\_,  
20\_\_ at \_\_\_\_\_ M. Recorder, Delaware County, Ohio  
Fee \$ \_\_\_\_\_

File No. \_\_\_\_\_

Official Record \_\_\_\_\_, Pages \_\_\_\_\_



LOCATION MAP AND BACKGROUND DRAWING  
NOT TO SCALE

**SURVEY DATA:**

**BASIS OF BEARINGS:** The bearings shown on this plat are based on the Ohio State Plane Coordinate System, North Zone, NAD 83 (2011). Said bearings are based upon positional solutions derived from RTK GNSS observations using the Ohio Department of Transportation's Ohio Real Time Network and software. The bearing of North 86° 20' 30" West, assigned to the northerly line of Willowick Subdivision, is designated the basis of bearings for this plat.

**SOURCE OF DATA:** The sources of recorded survey data referenced in the plan and text of this plat are the records of the Delaware County, Ohio, Recorder.

**IRON PINS:** Iron pins, where indicated hereon, unless otherwise noted, are to be set and are iron pipes, thirteen sixteenths inch inside diameter, thirty inches long with a plastic plug placed in the top end bearing the initials EMHT INC.

**PERMANENT MARKERS:** Permanent markers, where indicated hereon, are to be one-inch diameter, thirty-inch long, solid iron pins, are to be set to monument the points indicated and are to be set with the top end flush with the surface of the ground and then capped with an aluminum cap stamped EMHT INC. Once installed, the top of the cap shall be marked (punched) to record the actual location of the point.

SURVEYED & PLATTED  
BY



Evans, Mechwart, Hambleton & Tilton, Inc.  
Engineers • Surveyors • Planners • Scientists  
5900 New Albany Road, Columbus, OH 43254  
Phone: 614.773.4900 Toll Free: 888.773.3648  
emht.com

We do hereby certify that we have surveyed the above premises, prepared the attached plat, and that said plat is correct. All dimensions are in feet and decimal parts thereof.

- = Iron Pin (See Survey Data)
- = MAG Nail to be set
- ⊙ = Permanent Marker (See Survey Data)

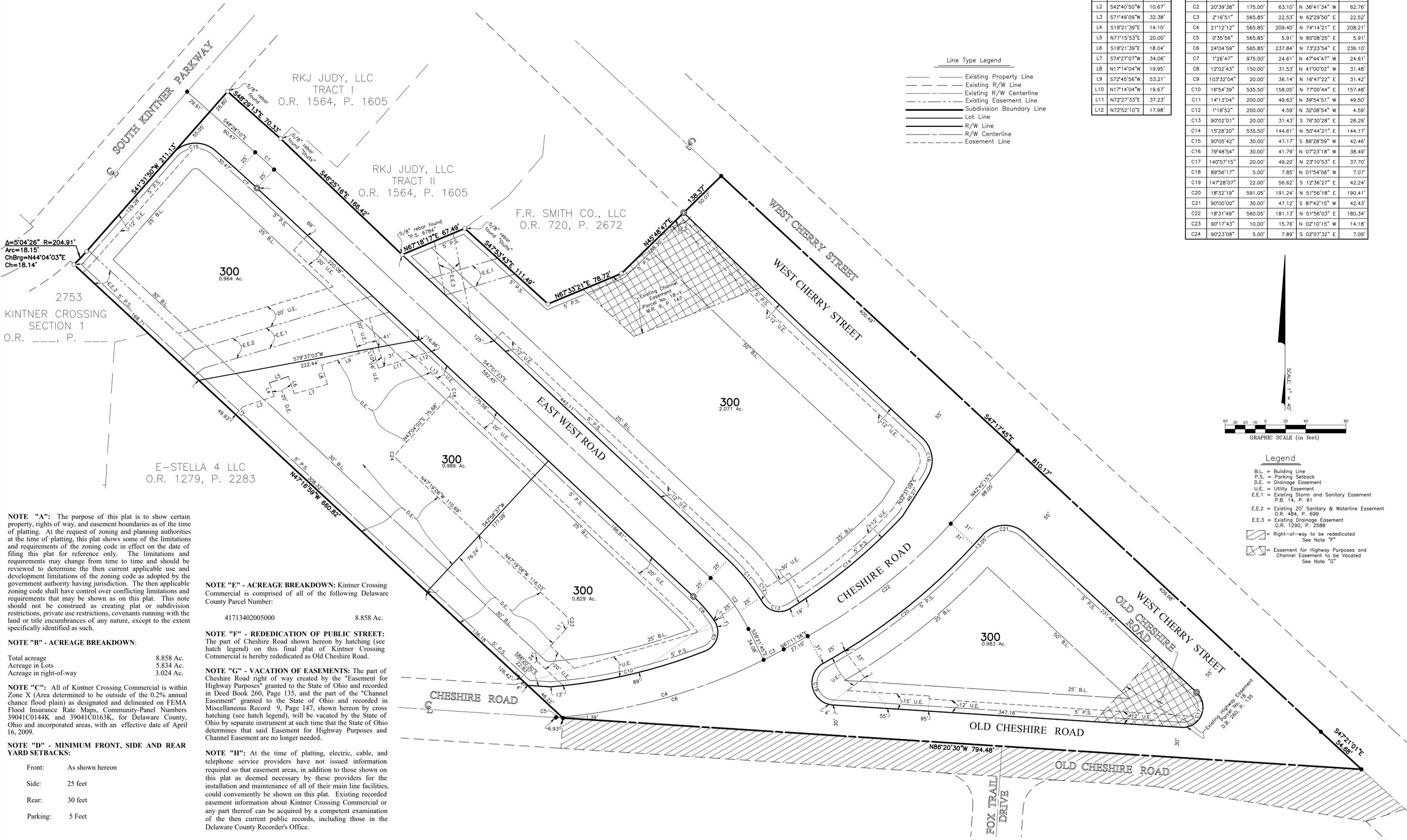
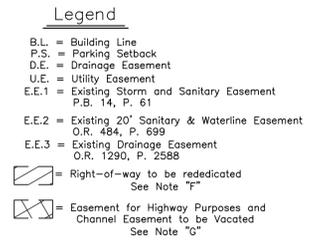
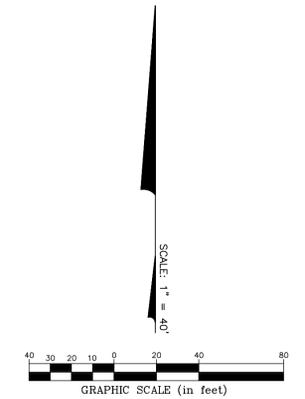
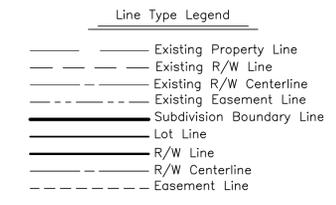
By \_\_\_\_\_ Date \_\_\_\_\_  
Professional Surveyor No. 7865

J:\2024\0484\DWG\CAD\CHECKS\PLAT\20240484-1S-PLAT-01.DWG plotted by MASTON, JOHN on 8/9/2025 11:11:24 AM last saved by MASTON on 8/9/2025 10:48:17 AM

# KINTNER CROSSING COMMERCIAL

LINE TABLE		
LINE	BEARING	DISTANCE
L1	N42°40'50"E	66.27'
L2	S42°40'50"W	10.67'
L3	S71°49'09"W	32.38'
L4	S19°21'39"E	14.10'
L5	N71°15'53"E	20.00'
L6	S19°21'39"E	18.04'
L7	S74°27'07"W	34.06'
L8	N17°14'04"W	19.95'
L9	S72°45'56"W	53.21'
L10	N17°14'04"W	19.67'
L11	N72°27'33"E	37.23'
L12	N72°52'10"E	17.98'

CURVE TABLE					
CURVE NO.	DELTA	RADIUS	LENGTH	CHORD BEARING	CHORD DISTANCE
C1	1°26'47"	1000.00'	25.25'	N 47°44'47" W	25.25'
C2	20°39'38"	175.00'	63.10'	N 36°41'34" W	62.76'
C3	2°16'51"	565.85'	22.53'	N 62°29'50" E	22.52'
C4	21°12'12"	565.85'	209.40'	N 74°14'21" E	208.21'
C5	0°35'56"	565.85'	5.91'	N 85°08'25" E	5.91'
C6	24°04'59"	565.85'	237.84'	N 73°23'54" E	236.10'
C7	1°26'47"	975.00'	24.61'	N 47°44'47" W	24.61'
C8	12°02'43"	150.00'	31.53'	N 41°00'02" W	31.48'
C9	103°32'04"	20.00'	36.14'	N 16°47'22" E	31.42'
C10	16°54'39"	535.50'	158.05'	N 77°00'44" E	157.48'
C11	14°13'04"	200.00'	49.63'	N 39°54'51" W	49.50'
C12	1°18'52"	200.00'	4.59'	N 32°08'54" W	4.59'
C13	90°02'01"	20.00'	31.43'	S 76°30'28" E	28.29'
C14	15°28'20"	535.50'	144.61'	N 50°44'21" E	144.17'
C15	90°05'42"	30.00'	47.17'	S 86°28'59" W	42.46'
C16	79°48'54"	30.00'	41.79'	N 07°23'18" W	38.49'
C17	140°57'15"	20.00'	49.20'	N 23°10'53" E	37.70'
C18	89°56'17"	5.00'	7.85'	N 01°54'06" W	7.07'
C19	147°28'07"	22.00'	56.62'	S 12°36'27" E	42.24'
C20	18°32'19"	591.05'	191.24'	N 51°56'18" E	190.41'
C21	90°00'00"	30.00'	47.12'	S 87°42'15" W	42.43'
C22	18°31'49"	560.05'	181.13'	N 51°56'03" E	180.34'
C23	90°17'43"	10.00'	15.76'	N 02°10'15" W	14.18'
C24	90°23'08"	5.00'	7.89'	S 02°07'32" E	7.09'



A=5°04'26" R=204.91'  
Arc=18.15'  
ChBrg=N44°04'03"E  
Ch=18.14'

2753  
KINTNER CROSSING  
SECTION 1  
O.R. ---, P.

**NOTE "A":** The purpose of this plat is to show certain property, rights of way, and easement boundaries as of the time of platting. At the request of zoning and planning authorities at the time of platting, this plat shows some of the limitations and requirements of the zoning code in effect on the date of filing this plat for reference only. The limitations and requirements may change from time to time and should be reviewed to determine the then current applicable use and development limitations of the zoning code as adopted by the government authority having jurisdiction. The then applicable zoning code shall have control over conflicting limitations and requirements that may be shown as on this plat. This note should not be construed as creating plat or subdivision restrictions, private use restrictions, covenants running with the land or title encumbrances of any nature, except to the extent specifically identified as such.

**NOTE "B" - ACREAGE BREAKDOWN:**

Total acreage	8.858 Ac.
Acreage in Lots	5.834 Ac.
Acreage in right-of-way	3.024 Ac.

**NOTE "C":** All of Kintner Crossing Commercial is within Zone X (Area determined to be outside of the 0.2% annual chance flood plain) as designated and delineated on FEMA Flood Insurance Rate Maps, Community-Panel Numbers 39041C0144K and 39041C0163K, for Delaware County, Ohio and incorporated areas, with an effective date of April 16, 2009.

**NOTE "D" - MINIMUM FRONT, SIDE AND REAR YARD SETBACKS:**

Front:	As shown hereon
Side:	25 feet
Rear:	30 feet
Parking:	5 Feet

**NOTE "E" - ACREAGE BREAKDOWN:** Kintner Crossing Commercial is comprised of all of the following Delaware County Parcel Number:

41713402005000	8.858 Ac.
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**NOTE "F" - REDEDICATION OF PUBLIC STREET:** The part of Cheshire Road shown hereon by hatching (see hatch legend) on this final plat of Kintner Crossing Commercial is hereby rededicated as Old Cheshire Road.

**NOTE "G" - VACATION OF EASEMENTS:** The part of Cheshire Road right of way created by the "Easement for Highway Purposes" granted to the State of Ohio and recorded in Deed Book 260, Page 135, and the part of the "Channel Easement" granted to the State of Ohio and recorded in Miscellaneous Record 9, Page 147, shown hereon by cross hatching (see hatch legend), will be vacated by the State of Ohio by separate instrument at such time that the State of Ohio determines that said Easement for Highway Purposes and Channel Easement are no longer needed.

**NOTE "H":** At the time of platting, electric, cable, and telephone service providers have not issued information required so that easement areas, in addition to those shown on this plat as deemed necessary by these providers for the installation and maintenance of all of their main line facilities, could conveniently be shown on this plat. Existing recorded easement information about Kintner Crossing Commercial or any part thereof can be acquired by a competent examination of the then current public records, including those in the Delaware County Recorder's Office.

J:\2024\0484\DWG\CASHIERS\PLAT\20240484-15-1-01.DWG plotted by KIRK, MATTHEW on 1/29/2026 6:33:58 AM last saved by JAMSTON on 1/29/2026 2:30:22 PM  
 Note: 20240484-15-1-01.DWG - CHESHIRE ROAD WATER EMBANKING & CHESHIRE ROAD WATER EMBANKING



Doc ID: 014821340008 Type: OFF  
Kind: DEED  
Recorded: 06/13/2023 at 11:50:50 AM  
Fee Amt: \$102.00 Page 1 of 8  
Workflow# 0000331892-0002  
Delaware County, OH  
Melissa Jordan County Recorder  
File# 2023-00012102

Delaware County

The Grantor Has Complied With

Section 319.202 Of The R.C. §

DATE 6-12-2023 Transfer Tax Paid 1946.10

~~TRANSFERRED OR TRANSFER NOT NECESSARY~~

Delaware County Auditor By S-Opp

BK **2036** PG **2717-2724**

KEN MOLNAR  
BOX

# Fiduciary Deed

LuAnn Forman, Co-Trustee, of Ohio, and Mary Jo Forman Miller, aka Mary Jo Forman, Co-Trustee, of Arizona, of *The Betty G. Forman Family Trust dated May 19, 2003 as Amended May 13, 2010 and June 17, 2010* for valuable consideration paid, grant(s) with fiduciary covenants to Romanelli Schrock Road Investments, LLC, an Ohio Limited Liability Company, the following described REAL PROPERTY: Situated in the State of Ohio, County of Delaware, and City of Sunbury, bounded and described as follows:

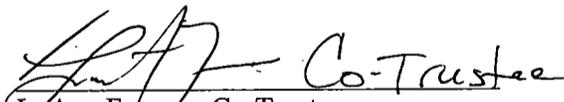
SEE ATTACHED DESCRIPTION

EXCEPT reservations, easements, conditions, restrictions of record, zoning ordinances and real estate taxes which are not yet due.

Parcel No.: 417-134-02-005-000

Prior Instrument Reference: BK 1088, Page 1263 of the Deed Records of Delaware County, Ohio.

Dated this 5th day of June, 2023

  
LuAnn Forman, Co-Trustee

STATE OF OHIO                    }  
COUNTY OF DELAWARE        }ss:

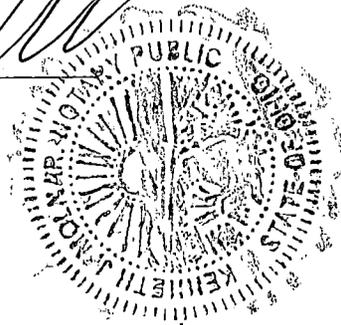
The forgoing instrument was acknowledged before me this 5 day of JUNE, 2023 by LuAnn Forman, Co-Trustee of *Betty G. Forman Family Trust dated May 19, 2003 as Amended May 13, 2010 and June 17, 2010*.



Kenneth J. Molnar  
Notary Public, State of Ohio  
Life Time Commission

  
Notary Public

My Commission Expires:



Dated this 5 day of June, 2023

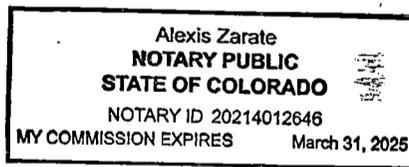
*Mary Jo Forman Miller*  
Mary Jo Forman Miller  
aka Mary Jo Forman, Co-Trustee

STATE OF Colorado }  
COUNTY OF La Plata }ss:

The forgoing instrument was acknowledged before me this 5 day of June, 2023 by Mary Jo Forman Miller aka Mary Jo Forman, Co-Trustee of **Betty G. Forman Family Trust dated May 19, 2003 as Amended May 13, 2010 and June 17, 2010.**

*Alexis Zarate*  
Notary Public

My Commission Expires: 03/31/2025



This Instrument Prepared By: Kenneth J. Molnar, Attorney at Law  
21 Middle Street / P.O. Box 248, Galena, OH 43021

**LEGAL DESCRIPTION**

Description of a 10.169 acre tract as shown on the Plat and recorded in Volume 12, Pages 13 & 14, of the Survey Records of the Delaware County Engineer. As found in the Delaware County Map Department, Delaware County, Ohio

The following real estate, situate in Lot 7 (West), Quarter 1, Township 4 North, Range 17 West, City of Sunbury, Delaware County, Ohio and being described as follows:

Commencing at a P.K. Nail set on the south line of Lot 7 at the intersection of the centerlines of Cherry Street (State Route 37 and U.S. Route 36) and Cheshire Road (County Road 72) and being the southeast corner and beginning point of the tract herein described;

Thence along the south line of Lot 7 and the centerline of Cheshire Road North 85 deg. 23' 13" West 794.77 feet to a P.K. Nail set at the southeast corner of a 2.027 acre tract (Forman Partners, 979/2459);

Thence along the east line of said tract North 46 deg. 19' 32" West, passing through a 5/8" iron pin set at 47.61 feet, a total of 560.95 feet to an iron pin set at the northeast corner of said 2.027 acres;

Thence North 46 deg. 18' 35" West 158.37 feet to a 5/8" iron pin found at the southeast corner of a 0.451 acre tract (Forman Partners, 670/262);

Thence North 42 deg. 24' 35" East 302.48 feet to a 5/8" iron pin found at the northeast corner of a 0.448 acre tract (Forman Partners, 670/266);

Thence North 47 deg. 36' 06" West 10.00 feet to a 5/8" iron pin found at the southeast corner of a 0.537 acre tract (B. Dittenber);

Thence along the east line of said tract North 42 deg. 23' 54" East 144.92 feet to a 5/8" iron pin found;

Thence along a 25.00 foot radius curve to the left an arc distance of 16.10 feet (Chord = North 29 deg. 02' 13" West 15.82 feet) to a 5/8" iron pin found;

Thence North 42 deg. 23' 54" East 45.00 feet to a P.K. Nail set the centerline of Cherry Street;

Thence along the centerline of said street South 47 deg. 33' 52" East 117.19 feet to a P.K. Nail set the northwest corner of a 0.871 acre tract (Forman Partners, 601/1489);

Thence along said tract the following 9 courses;

DESCRIPTION ATTACHED  
FOR TRANSFER  
Chris Bauserman  
Delaware County Engineer  
RL

6-9-23

- 1 – South 42 deg. 18' 58" West 45.00 feet to a 5/8" iron pin set;
- 2 – North 47 deg. 41' 03" West 7.24 feet to a 5/8" iron pin found;
- 3 – along a 25.00 foot radius cure to the left of the arc distance of 39.31 feet (Chord = South 87 deg. 18' 57" West 35.38 feet) to a 5/8" iron pin found;
- 4 – South 42 deg. 27' 12" West 199.26 feet to a 5/8" iron pin found;
- 5 – South 47 deg. 25' 47" East 69.99 feet to a 5/8" iron pin found;
- 6 – North 42 deg. 47' 47" East 15.03 feet to a 5/8" iron pin found;
- 7 – South 47 deg. 30' 16" East 70.95 feet to a 5/8" iron pin found;
- 8 – North 42 deg. 28' 18" East 136.39 feet to a 5/8" iron pin found;
- 9 – South 76 deg. 40' 44" East, passing a 5/8" iron pin found at a southeast corner of said 0.871 acre at 28.46 feet and the southwest corner of a 0.874 acre tract (F.R. Smith Co., LLC, 720/2672) a total of 57.23 feet to a 5/8" iron pin set;

Thence along the south and east lines of said 0.874 acre the following 8 courses;

- 1 – South 52 deg. 18' 25" East 33.00 feet to a 5/8" iron pin set;
- 2 – South 38 deg. 40' 14" East 39.41 feet to a 5/8" iron pin found;
- 3 – South 5 deg. 59' 02" West 20.71 feet to a pin in concrete;
- 4 – South 41 deg. 34' 48" West 52.93 feet to a 5/8" iron pin found;
- 5 – South 53 deg. 26' 21" West 52.83 feet to a 5/8" iron pin found;
- 6 – South 46 deg. 42' 47" East 111.25 feet to a 5/8" iron pin found;
- 7 – North 68 deg. 44' 32" East 79.14 feet to a 5/8" iron pin found;
- 8 – North 46 deg. 40' 36" East, passing through a P.K. Nail set at 86.16 feet, a total of 138.23 feet to a P.K. Nail set at the centerline of Cherry Street;

Thence along the centerline of said road South 46 deg. 23' 36" East 809.85 feet to a P.K. Nail set;

Thence continuing along the centerline of said road South 46 deg. 24' 00" East 55.05 feet to the point of beginning.

Containing 10.169 acres, as surveyed in May 2011 and August 2011 by Tracy & Mills, Surveyors, 10 E. Vine Street, Mount Vernon, Ohio, David R. Mills, Surveyor #7157, Ohio. North based on Survey Record 0.871 acres by Stults and Associates dated May 15, 2000. Note: Iron pins set are 5/8" x 30" rebar with plastic cap stamped Tray and Mills.

Being part of a 85.643 acre tract. O.R. 1060, Pages 2436 – 2441.

**EXCEPTING THEREFROM:**

Description of a 0.366 acre tract as shown on the Plat and recorded in Volume 12, Page 17, of the Survey Records of the Delaware County Engineer. As found in the Delaware County Map Department, Delaware County, Ohio

The following real estate, situate in Lot 7 (West), Quarter 1, Township 4 North, Range 17 West, City of Sunbury, Delaware County, Ohio and being described as follows:

Commencing at a railroad spike found at the intersection of the centerlines of Kintner Parkway and Cherry Street (U.S. Route 36 and State Route 37);

Thence along the centerline of Cherry Street South 47 deg. 33' 52" East 55.81 feet to a P.K. Nail found at the northeast corner of a 0.871 acre tract (Forman Partners, D.V. 601, Pg. 1489) and being the southeast corner and beginning point of the tract herein described;

Thence along the northwest line of said 0.871 acres the following 4 courses;

1 – South 42 deg. 18' 58" West 45.00 feet to a 5/8" iron pin found on the southwest line of Cherry Street;

2 – along the southwest line of Cherry Street North 47 deg. 41' 03" West 7.24 feet to a 5/8" iron pin found;

3 – along a 25.00 feet radius curve to the left an arc distance of 39.31 feet (Chord = South 87 deg. 18' 57" West 35.38 feet, Central Angle = 90 deg. 04' 59") to a 5/8" iron pin found;

4 – South 42 deg. 27' 12" West 124.86 feet to a 5/8 iron pin set;

Thence North 47 deg. 33' 52" West, passing through a 5/8" iron pin found at the southeast corner of a 0.448 acre tract (Forman Partners, D.V. 670, Pg. 266) at 59.91 feet, a total of 69.91 feet to at 5/8" iron pin found at the southwest corner of a 0.537 acre tract (B. Dittenber, O.R. 69, Pg. 1858);

Thence along the southeast line of said 0.537 acres North 42 deg. 23' 54" East 144.92 feet to a 5/8" iron pin found; thence along a 25 foot radius curve to the left an arc distance of 16.10 feet (Chord = North 29 deg. 02' 13" West 15.82 feet, Central Angle = 36 deg. 53' 56") to a 5/8" iron pin found on the southwest line of Cherry Street;

Thence North 42 deg. 23' 54" East 45.00 feet to a P.K. Nail found in the centerline of Cherry Street;

Thence along the centerline of said street South 47 deg. 33' 52" East 117.19 feet to the point of beginning.

Containing 0.366 acre, as surveyed in October 2011 by Tracy & Mills, Surveyors, 10 E. Vine Street, Mount Vernon, Ohio, David R. Mills, Surveyor #7157, Ohio. North based on Survey Record of a 0.871 acre tract by Stults and Associates dated May 15, 2000. Note: Iron pins set are 5/8" x 30" rebar with plastic cap stamped Tracy and Mills.

Being part of a 85.643 acre tract, Forman Partners, LP. O.R. 1060, Pages 2430 - 2435.

FURTHER EXEMPTING:

**Description of an 0.537 Acre Tract as shown on the Plat Recorded in Volume 15, Page 14 of the Survey Records of the Delaware County Engineer as found in the Delaware County Map Department, Delaware County, Ohio**

Situated in the Village of Sunbury, County of Delaware, State of Ohio, located in part of Farm Lot 7 (West Tier), Section 1, Township 4, Range 17, United States Military Lands, being 0.537 acres out of an original 9.933 acre tract conveyed to Larry M. ("Mike"), LuAnn Forman and Mary Jo Forman Miller, successor Co-Trustees of The Betty G. Forman Family Trust in ORV 1088, Page 1263 and being more particularly described as follows:

Commencing for reference at a railroad spike found at the intersection of the centerlines of West Cherry Street (U.S. Route 36 & State Route 37) and Kintner Parkway (North);

Thence along the centerline of said West Cherry Street, South  $47^{\circ}33'52''$  East, a distance of 55.81 feet to a pk nail found at an angle point in said centerline and a northerly corner of a 0.871 acre tract conveyed to Forman Partners LP in ORV 1088, Page 2028;

Thence continuing along said centerline and a northerly line of said 0.871 acre tract, South  $46^{\circ}23'36''$  East, a distance of 135.24 feet to a pk nail found at the corner of a 0.874 acre tract conveyed to F.R.Smith Co. LLC in ORV 720, Page 2672:

Thence leaving said centerline, along the line common to said tracts, South  $43^{\circ}20'33''$  West, a distance of 101.58 feet to and iron pin found on a northerly line of said 9.933 acre tract (passing and iron pin found at 47.43 feet) and being the **True Place of Beginning** of the tract herein to be described;

Thence from said **True Place of Beginning**, along the bounds of said 0.874 acre tract, the following Six (6) courses and distances:

Course 1: South  $76^{\circ}46'00''$  East, a distance of 29.02 feet to and iron pin found;

Course 2: South  $52^{\circ}25'07''$  East, a distance of 33.00 feet to and iron pin found;

Course 3: South  $38^{\circ}39'37''$  East, a distance of 39.41 feet to and iron pin found;

Course 4: South  $06^{\circ}13'33''$  West, a distance of 20.81 feet to a point;

Course 5: South  $41^{\circ}38'30''$  West, a distance of 52.93 feet to an iron pin found;

Course 6: South  $53^{\circ}29'34''$  West, a distance of 52.83 feet to an iron pin found at a northwesterly corner of said 0.874 acre tract:

Thence through said 9.933 tract, South  $68^{\circ}27'38''$  West, a distance of 67.49 feet to and iron pin set;

Thence continuing through said 9.933 tract, North  $45^{\circ}15'55''$  West, a distance of 166.42 feet to an iron pin found at the southwesterly corner of said 0.871 acre tract;

Thence along the bounds of said 0.871 acre tract the following Four (4) courses and distances:

Course 1: North  $42^{\circ}26'08''$  East, a distance of 15.00 feet to an iron pin found;

Course 2: South  $47^{\circ}33'53''$  East, a distance of 71.00 feet to an iron pin found;

Course 3: North  $42^{\circ}26'08''$  East, a distance of 135.78 feet to and iron pin found;

Course 4: South  $76^{\circ}46'00''$  East, a distance of 28.46 feet to the **True Place of Beginning**.

Containing 0.537 acres of land, more or less.

The above description is based on an actual field survey.

Subject, however, to all other restrictions, easements, and rights-of-ways of record, if any.

Bearings are based on the centerline of West Cherry Street (South  $46^{\circ}23'36''$  East), as recorded in Deed Book 612, Page 514.

All iron pins set are 5/8" solid iron pins with yellow plastic caps stamped "PS 6784".



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

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

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

**SUBJECT:** Staff Report – Final Plat, Kintner Crossing Commercial

**DATE:** February 17<sup>th</sup>, 2026

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**Action Being Requested**

The applicant is requesting commission approval for the Final Plat of the Kintner Crossing Commercial subdivision, located at parcel #41713402005000 as seen below. The Sunbury process provides a review and recommendation by the Planning and Zoning Commission, with final approval by Sunbury City Council.



Figure 1: Site Location





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- With this, I believe that this development would be consistent with our comprehensive plan.
  - The applicant appears to have complied with Section 312 “Contents of Final Plat” of the City of Sunbury’s Subdivision Regulations.
  - Staff find the Final Plat to be consistent with the previously approved preliminary plat. Additionally, this development plan would help relieve traffic congestion and safety concerns at the corner of Cherry Street and Cheshire Road, which has been identified as an area in need of improvement by the City. With this, staff would recommend approval for this final plat.



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**AGENDA**

**Planning and Zoning Commission**

**February 23, 2026 at 6:30 p.m.**

**Third Floor, Town Hall – Council Chambers**

Silent Prayer and Pledge of Allegiance

Roll Call: Joe St. John, Debra Miller, Jason Staderman, Marc Long, Keith Palma, and Shannon Stark

1. **Rescheduled to March 23, 2026 to allow for verification of Parcel Numbers – Rezoning – Sunbury 37 LLC**
  - i. The applicant is requesting a rezoning of parcel numbers 416-320-01-006-000, 416-320-01-006-002, 416-330-01-007-000, 416-340-01-043-000 from Not Zoned to Limited Industrial District (LI)
  
2. **Public Hearing Begins**
  - a. Conditional Use – 100 North Street
    - i. The applicant is requesting a conditional use for the continuance of a non-conforming use. This conditional use would allow for the applicant to install a covered structure on the front of their home.
      1. Anticipated Process
        - a. Staff Report
        - b. Applicant Presentation
        - c. Commission Questions and Discussion
  
3. **Public Hearing Ends**
  
4. **Conditional Use – 100 North Street**
  - i. The applicant is requesting a conditional use for the continuance of a non-conforming use. This conditional use would allow for the applicant to install a covered structure on the front of their home.
    1. Anticipated Process
      - a. Commission Discussion
      - b. Commission Action
  
5. **Home Occupation – 125 Harrison Street, Little Critters Pet Sitters LLC**
  - i. The applicant is requesting approval of a home occupation for an in-home pet sitting and care business.
    1. Anticipated Process
      - a. Staff Report



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- b. Applicant Presentation
  - c. Commission Discussion
  - d. Commission Action

**6. Final Plat – Kintner Crossing Commercial**

- i. The applicant is requesting approval of the final plat for the Kintner Crossing Commercial subdivision, which includes five (5) commercial lots and the realignment of Cheshire Road.

- 1. Anticipated Process

- a. Applicant Presentation
- b. Staff Report
- c. Commission Discussion
- d. Commission Action

**7. Visitors**

**8. Approval of Minutes**

- a. February 2, 2026

**9. Zoning Report**

**10. Discussion / New Business**

**11. Next Meeting Date: March 23, 2026**

**12. Adjournment**