



# Delaware County Regional Planning Commission

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Scott B. Sanders, AICP Executive Director



## \* PUBLIC HEARING MINUTES\*

### AMENDMENTS TO THE DELAWARE COUNTY SUBDIVISION REGULATIONS

Thursday, November 30, 2017 at 6:30 PM

Frank B. Willis Building, 2079 US 23 North, Delaware, Ohio 43015

#### I. ADMINISTRATIVE BUSINESS

- Call to order

Chairman Stites called the meeting to order at 6:30 p.m.

- Roll Call

*Representatives:* Jim Nelson, Jeff George, Chet Heid, Susan Kuba, Ric Irvine, Fred Fowler, Barb Lewis, Jeff Benton, Steve Burke, Tom Hopper, Dave Stites, Tracey Mullenhour, Ed Reely, Lee Bodnar, Bill Thurston, Ed Snodgrass, Dan Boysel, Dan Quick, Josh Vidor, Tim Gose, Bonnie Newland, Mike Dattilo, and Doug Price. *Alternates:* Si Kille, Tiffany Jenkins, Bill Piper, and Dave Jackson. *Staff:* Scott Sanders, Da-Wei Liou, Phil Bennetch, and Stephanie Matlack.

#### II. AMENDMENT TO THE DELAWARE COUNTY SUBDIVISION REGULATIONS

Mr. Sanders presented the amendments as follows:

**Introduction:** *These amendments seek to clarify two general areas: the first is to allow additional flexibility with the signature process of Final Plats; the second is to provide additional consistency and security in the review, circulation and recording of Final Plats.*

- 1. Signatures:** *In 2007, the Regulations were amended to require all review-agency signatures prior to the monthly RPC deadline. This created a four-week pause in activity, resulting in a rush to gain signatures right before the deadline where the plat would then "sit" until the RPC meeting. These amendments allow the County Engineer and Sanitary Engineer to sign the plat during the first two weeks after the deadline. Final Engineering must be approved and a draft plat must have been reviewed by RPC staff prior to accepting a Final Plat application.*
- 2. Format of Final Plat:** *Based on research, since at least the mid-1980s, the County Engineer has stipulated that the Final Plat shall be produced on a sheet with an 11" x 17" printed area with additional space along the top margin for potential binding or margin notes. This was followed by a similar maximum recording size at the Recorder's office and a similar maximum size requirement at the County's Records Center.*

*Since Preliminary Plans and engineering drawings are traditionally reviewed and approved at a larger, 22" x 34" size, plats have traditionally also been reviewed at that larger size. However, after the plat has been signed by all the agencies, RPC, and the County Commissioners, the applicant has taken the original plats and reduced them by at least half to meet the plat size standard. In some cases, completely new plat pages have been produced after approval.*

*This has led to some inconsistency with the final plat size, as well as a loss of quality with each reproduction. There is also an argument that only the approved plat should be the one that is recorded, not a reproduction. This*

inconsistency appears to have also caused internal (County-related) inconsistencies in the way plats are scanned for the Auditor's website.

Additionally, County agencies and Townships have required more information and notes to be placed on the plats over the years. Additional easements for sewer, water, and other utilities have led to plats that are required to convey more and more complex information. This has often resulted in smaller type sizes to fit the additional information in the same space.

In essence, these amendments merely seek to require that the plat being circulated for review and signature conform to the page size and text specifications that the County Engineer has specified for recording for many years. It also brings additional security and consistency to the process. The number of pages per plat will likely increase as a result of these amendments, but the additional recording fees are nominal.

#### 205.01 Final Plat Submission and Schedule.

Final Plat application, information and materials shall conform to these Regulations, the Preliminary Plan, and satisfy conditions of Preliminary Plan approval. A draft version of the Final Plat document ~~shall~~ ~~should~~ be submitted to the RPC at least four weeks prior to submission to the County Engineer for signature. A complete Final Plat application to the Commission shall include:

- a.) Completed and signed application form with fee;
- b.) Original Plat document, to scale, ~~at a minimum size with a printable area of 11" x 17" and a maximum page size of 14" x 17"~~ ~~or at a maximum size of 22" by 34"~~, signed by the subdivider and lien holder with notary and seal, surveyor with seal, ~~and~~ zoning authority(ies); *zoning moved*
- c.) (except as noted in 201.01) Original Plat ~~delivered to the Sanitary Engineer; signatures of the Delaware General Health District (if a household sewage treatment system is proposed), the Delaware County Sanitary Engineer, the Delaware County Engineer, and Del-Co Water (if applicable), must be secured on the plat by 5:00 P.M. on the Monday ten (10) calendar days prior to the applicable RPC meeting;~~
- d.) Disclosure statement itemizing any aspect of street alignment or lot configuration that is non-compliant with zoning, health, engineering, or subdivision standards;
- e.) Copies (quantity determined by the Commission) of the Final Plat, folded to fit into legal-size folder; *(we will require a paper copy for staff and enough for the RPC meeting only – when the signed plat arrives, it will be scanned and sent electronically to the previous signers for final check.)*
- ~~f.) An additional copy of the Final Plat no larger than 11" x 17";~~
- f.) An itemized, written response to each condition from the Preliminary Plan RPC meeting;
- g.) ~~Written confirmation that the Final Engineering has been approved and signed by the County Engineer and Sanitary Engineer.~~

For plats which include a Common Access Driveway (CAD), the following signed documents must also be submitted:

- h.) CAD plans (quantity determined by the Commission);
- i.) Copy of CAD Maintenance Agreement (A copy of the required CAD Maintenance agreement is attached hereto as Appendix A and made a part of these regulations by this reference).

Other Final Plat requirements are listed in Section 206 of these Regulations. Subdivision improvement plans shall also be submitted by the subdivider directly to applicable public authorities before the Final Plat submission. The Final Plat application shall be placed on the agenda of the next appropriate meeting of the Commission and the township fiscal officer so notified.

#### 206.02 Final Plat Contents and Format.

The following shall be shown on the Final Plat:

- a.) Subdivision and street names ~~and Regional Planning Commission file number~~; (*redundant*)
- b.) The RPC case number located in the top right corner of the first page; (*moved sequence*)
- c.) Location map, legend, north arrow and scale;
- d.) Acreage, purpose and ownership of each reserve or no-build lot;
- e.) ~~A table on the first page indicating total number of buildable lots; total number of other lots; and acreage allocated to streets, lots, open space, and reserve lots;~~
- f.) Centerline alignment of streets with radii ~~and right-of-way widths and names~~; (*redundant*)
- g.) Lot numbers and boundary lines with distance and bearing;
- h.) Existing and proposed easements with dimensions and purpose, and wording addressing off-site easements (as necessary);
- i.) Zoning designation and setbacks (in accordance with 206.04(j));
- j.) Adjacent plat name, volume and page; acres, owner, book and page of adjacent unplatted land;
- k.) Floodplain location ~~if~~ (shown graphically), ~~base flood elevation (if determined), flood zone designation(s), on the applicable Flood Insurance Rate Map (F.I.R.M.) and FIRM community and panel number, panel suffix letter, community number, and map date and zone designation~~;
- l.) A ~~5" x 3" at 200% (2½" x 1½" at the recordable size)~~ blank area near the Recorder endorsement for placement of the recording information by the Recorder's office;
- m.) Other notes, items, restrictions or provisions required by these regulations;
- n.) ~~Original Plat shall be produced on 4 mil. double matte mylar;~~
- o.) ~~Original Plat and copies shall be produced with black ink using a line process (no halftones);~~
- p.) ~~The minimum letter size for major features shall be minimum 0.1" and for minor features shall be minimum 0.0625";~~
- q.) ~~General Notes shall be placed on a separate, second page of the plat. Notes shall be either numbered or lettered and separated with an extra space between each Note.~~

### III. PUBLIC COMMENT

No one from the public made comments.

### IV. COMMISSION DISCUSSION

There were no questions or comments from the Commission.

**V. ADJOURN**

At 6:40 p.m. Chairman Stites closed the public hearing.

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Dave Stites, Chairman

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Stephanie Matlack, Executive Administrative Assistant