



Delaware County Regional Planning Commission

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Scott B. Sanders, AICP
Executive Director

MINUTES

Thursday, April 27, 2017 at 6:30 PM

Delaware County Commissioners, 101 N. Sandusky St., Conference Room,
Delaware, Ohio 43015

I. ADMINISTRATIVE BUSINESS

- Call to order
- Roll Call
- Approval of March 30, 2017 RPC Minutes
- Executive Committee Minutes of April 19, 2017
- Statement of Policy

II. VARIANCES *(none)*

III. ZONING MAP/TEXT AMENDMENTS

IV. SUBDIVISION PROJECTS

Preliminary

			Township	Lots/Acres
08-17	T	Berlin Manor	Berlin	95 lots / 88.98 acres
09-17		Howard Farms	Berlin	175 lots / 141.38 acres
10-17		Riverby Estates, Phase 5	Delaware	03 lots / 8.84 acres
03-17	T	Woodhaven Est., Lot 514, Div. #1	Genoa	02 lots / 4.62 acres

Preliminary/Final *(none)*

Final

13-15.2		Clarkshaw Moors, Section 2	Concord	54 lots / 26.007 acres
05-14.3.A		Liberty Trace, Section 3, Phase A	Liberty	20 lots / 12.412 acres
08-16		Sunset Point	Orange	03 lots / 9.317 acres

T=TABLED, W=WITHDRAWN

V. EXTENSIONS *(none)*

VI. OTHER BUSINESS

VII. POLICY / EDUCATION DISCUSSION

VIII. RPC STAFF AND MEMBER NEWS

I. ADMINISTRATIVE BUSINESS

▪ **Call to Order**

Vice Chairman George 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, Steve Burke, Mike Frommer, Jon Trainer, Tracey Mullenhour, Ed Reely, Anthony Hray, Joe Proemm, Bill Thurston, Ed Snodgrass, Dan Boysel, and Josh Vidor. *Alternates:* Farzan Ahmed, Robert Lamb, John Piccin, Bill Piper, Claudia Husak, and Connie Goodman. *Staff:* Scott Sanders, Phil Bennetch, Da-Wei Liou and Stephanie Matlack.

▪ **Approval of the March 30, 2017 RPC Minutes**

Mr. Boysel made a motion to Approve the minutes as presented. Mr. Burke seconded the motion. VOTE: Unanimously For, 0 Opposed. Motion carried.

▪ **April 19, 2017 Executive Committee Minutes**

1. **Call to order**

Chairman Stites called the meeting to order at 8:45 a.m. Present: Dave Stites, Gary Merrell, Mike Frommer and Jeff George. Absent: Susan Kuba. Staff: Scott Sanders and Stephanie Matlack.

2. **Approval of Executive Committee Minutes from March 22, 2017**

Mr. George made a motion to Approve the minutes as presented from the last meeting. Mr. Frommer seconded the motion. VOTE: Unanimously For, 0 Opposed. Motion carried.

3. **Position Elections**

Mr. Merrell made a motion to elect individuals to the following positions: Dave Stites, Chairman, Jeff George, Vice Chair, Susan Kuba, 2nd Vice Chair, Mike Frommer, Member-At-Large. Mr. Frommer seconded the motion. VOTE: Unanimously For, 0 Opposed. Motion carried. Mr. Merrell will serve as Commissioner member appointed by the Delaware County Commissioners.

4. **New Business**

- Financial / Activity Reports for March 2017

REGIONAL PLANNING RECEIPTS		MARCH	YTD TOTAL
General Fees (Lot Split)	(4201)	\$410.00	\$820.00
Fees A (Site Review)	(4202)	\$300.00	\$1,500.00
Insp. Fees (Lot Line Transfer)	(4203)	\$200.00	\$800.00
Membership Fees	(4204)	\$18,548.00	\$200,440.00
Planning Surcharge (Twp. Plan. Assist.)	(4205)		\$1,890.74
Assoc. Membership	(4206)		\$0.00
General Sales	(4220)		\$0.00
Charges for Serv. A (Prel. Appl.)	(4230)	\$7,900.00	\$29,695.00
Charges for Serv. B (Final. Appl.)	(4231)	\$1,350.00	\$5,645.00

Charges for Serv. C (Ext. Fee)	(4232)		\$600.00
Charges for Serv. D (Table Fee)	(4233)		\$200.00
Charges for Serv. E (Appeal/Var.)	(4234)		\$300.00
Charges for Serv. F (Planned District Zoning)	(4235)	\$600.00	\$1,500.00
OTHER DEPT. RECEIPTS			
Health Dept. Fees	(4242)	\$100.00	\$765.00
Soil & Water Fees	(4243)	\$325.00	\$1,775.00
		\$9.00	\$12.00
MISCELLANEOUS REVENUE			
Other Reimbursements	(4720)		
Other Reimbursements A			\$229.66
Other Misc. Revenue (GIS maps)	(4730)		\$0.00
Misc. Non-Revenue Receipts	(4733)	\$40.00	\$130.00
Sale of Fixed Assets	(4804)		\$0.00
TOTAL RECEIPTS		\$29,782.00	\$246,302.40

Balance after receipts	\$986,489.23
Expenditures	- \$ 29,145.65
End of March balance (carry forward)	\$947,343.58

Mr. George made a motion to Approve the financial reports as presented for audit. Mr. Merrell seconded the motion. VOTE: Unanimously For, 0 Opposed. Motion carried.

- Site Review
 - Berlin Manor - Berlin Twp. - 95 lots / 88.98 acres
- April RPC Preliminary Agenda
 - 1.) Rezoning: (none to date)
 - 2.) Preliminary:
 - Berlin Manor – Berlin Twp. - 95 lots / 88.98 acres
 - Howard Farms – Berlin Twp. - 175 lots / 141.38 acres
 - Riverby Estates, Phase 5 - Delaware Twp. - 03 lots / 8.84 acres
 - Woodhaven Est., Lot 514, Div. #1 – Genoa Twp. - 02 lots / 4.62 acres
 - 3.) Preliminary/Final: none
 - 4.) Final:
 - Clarkshaw Moors, Section 2 - Concord Twp. - 54 lots / 26.007 acres
 - Liberty Trace, Section 3, Phase A – Liberty Twp. - 20 lots / 12.412 acres
 - Sunset Point – Orange Twp. - 03 lots / 9.317 acres
 - 5.) Variance / Extension: none
- Director’s Report
 - 1.) Annual Report complete, noted during RPC meeting, distributed via e-mails and postcards to all trustees and village administrators/mayors;
 - 2.) Participated in a meeting with the Auditor, Recorder, County Engineer, and GIS personnel to discuss current issues with plats (text size, page size, paper type, recording process). Identified

several items that we need to address, some of which will generate amendments to the county's Transfer Standards which are adopted by the Auditor/Engineer. It was a positive meeting.;

- 3.) Delaware County Trail Committee Plan continues to review and prioritize trails by importance, other factors;
- 4.) Liberty Township Comp Plan first full draft presented to committee – turnout was low, so a full review will take place in April;
- 5.) Berkshire Township Comp Plan – meeting, began discussing Recommendations chapter, map;
- 6.) Attended twice a year Partnership for a Healthy Delaware County, obesity sub-group;
- 7.) Phil and I attended the Cincinnati section Ohio Planning Conference on March 31;
- 8.) Continued internal meetings regarding subdivision tracking and changes to our GIS process;
- 9.) Continued involvement in the county's rebranding project;
- 10.) Fielded many lot split questions.

- *At 10:00 a.m., Mr. Merrell made a motion to go into Executive Session for the consideration of appointment, employment, dismissal, discipline, promotion, demotion or compensation of a public employee or public official per Ohio Revised Code 121.22 (G) (1). Mr. George seconded the motion. ROLL CALL VOTE: Mr. Stites, yes, Mr. Frommer, yes, Mr. Merrell, yes, and Mr. George, yes. Motion carried.*
- *At 10:25 a.m., Mr. Merrell made a motion to return to regular session. Mr. George seconded the motion. ROLL CALL VOTE: Mr. Stites, yes, Mr. Frommer, yes, Mr. Merrell, yes, and Mr. George, yes. Motion carried.*

5. Old Business

- 1.) Mr. Sanders reviewed the succession plan, Executive Director position description, sample advertisement and structure of interview questions. There were no additions to the documents as presented. Mr. George recommended review of these documents at the Director's annual review.

6. Other Business (none)

7. Personnel (none)

8. Adjourn

Having no further business, Mr. Frommer made a motion to adjourn the meeting at 10:30 a.m. Mr. Merrell seconded the motion. *VOTE: Unanimously For, 0 Opposed. Motion carried.*

The next regular Executive Committee meeting will be Wednesday, May 17, 2017 at 8:45 a.m. at 109 North Sandusky Street, Delaware, Ohio, 43015.

- **Statement of Policy**

As is the adopted policy of the Regional Planning Commission, all applicants will be granted an opportunity to make their formal presentation. The audience will then be granted an opportunity to speak, at which time the chair will allow questions from the members of the Commission. This policy was adopted by the Regional Planning Commission to provide for the orderly discussion of business scheduled for consideration. The Chairperson may limit repetitive debate.

II. VARIANCES (none)

III. ZONING MAP/TEXT AMENDMENTS

IV. SUBDIVISION PROJECTS

Preliminary

08-17 Berlin Manor – Berlin Twp. - 95 lots / 88.98 acres

I. Conditions

Applicant: John, Wicks, RPDD

Engineer: Advanced Civil Design

II. Staff Comments

The applicant has requested a 60 day tabling of Berlin Manor in order to obtain zoning and Preliminary Development plan approval from Berlin Township.

III. Staff Recommendation

Staff recommends *Approval* of the 60 day table request by RPDD for **Berlin Manor** to the DCRPC.

Commission / Public Comments

No one was present to represent the applicant.

Mr. Irvine made a motion to Approve the 60 day table request for Berlin Manor. Mr. Vidor seconded the motion. VOTE: Majority For, 0 Opposed, 1 Abstained (Berlin Twp.). Motion carried.

09-17 Howard Farms – Berlin Twp. - 175 lots / 141.38 acres

I. Conditions

Applicant: Homewood Corp., Jim Lipnos
Subdivision Type: Single Family Planned Residential
Location: South side of Cheshire Rd., east of Piatt Rd.
Current Land Use: Vacant, former agricultural
Zoned: R-4 with PRD overlay
Zoning Approval: February 13, 2017
Utilities: Del-Co water and central sanitary sewer
School District: Olentangy
Engineer: EMH & T

II. Staff Comments

Howard Farms is a 175-lot single-family subdivision with frontage on Cheshire Road, from which it takes its main access. The main road enters the site from the north heading south, intersecting twice with the main loop on the north side of the subdivision. There are two roads extending from the main boulevard in the center of the main loop to the edges, one to the east, and the other to the west. Three roads branch off the main loop heading south, two of which end in a cul-de-sac. Two more roads connect the two north-south roads on the east side of the site.

Nine reserve areas are being created, totaling approximately 53.7 acres of open space. On the north end of the site, along Cheshire Road, are two parcels totaling 5.4 acres. They both include a 10' wide asphalt path and mounding. At the center of the main loop on the northern end of the site is a 3.2-acre parcel including 8' wide asphalt paths. Wrapping around and between the two cul-de-sac's and north of an existing stream is a 17.3-acre parcel that includes three retention basins with fountains, an 8' wide asphalt path, and three small wetlands. South of the stream there is a 25.8-acre parcel that is mostly woods. There is a 1.4-acre square parcel in the middle of the southeastern set of roads. There are small open space areas on the inside curves of the main loop.

A technical review was held on April 18, 2017, after which the applicant has addressed all of the required changes.

III. Staff Recommendation

Staff recommends *Preliminary Approval* of **Howard Farms** to the DCRPC.

Commission / Public Comments

Mr. Jim Lipnos with Homewood Corp. was present to answer questions from the Commission. He explained this development is 175 units on 141 acres with 53.7% open space. There will be a gazebo feature and walking path.

Mrs. Noble questioned the maintenance of the open space. Mr. Lipnos stated the central open space and pocket park would be maintained by the HOA. The large southern area which is mostly wooded, would be kept natural and initially be maintained by the HOA. There is a provision that the Township could acquire it to be used as a park. Mr. Ahmed asked if the Township could use the area for any other purpose. Mr. Lipnos said

no.

Mr. Boysel made a motion for Preliminary Approval of Howard Farms. Mr. Vidor seconded the motion. VOTE: Majority For, 0 Opposed, 1 Abstained (Berlin Twp.). Motion carried.

10-17 Riverby Estates, Phase 5 – Delaware Twp. - 03 lots / 8.84 acres

I. Conditions

Applicant: Charles Adrian
Subdivision Type: Single Family Residential
Location: East side of Riverby Lane
Current Land Use: Vacant
Zoned: Planned Residential
Zoning Approval: January 21, 1990
Utilities: Del-Co water and Delaware City sanitary sewer
School District: City of Delaware
Engineer: Pomeroy & Assoc.

II. Staff Comments

Riverby Estates, Phase 5 is a 3-lot Common Access Drive (CAD) residential subdivision with frontage on Riverby Lane. Lots are 2.927, 2.489, and 3.424 acres in size. Riverby is a fully-built subdivision on private roads, platted in 1997, 1999, 2000, and 2002. The CAD extends the existing road stub heading north. The lots will utilize centralized sanitary sewer provided by a City of Delaware trunk sewer line. The applicant has coordinated with the city and the plat will likely include language to satisfy the city's requirements.

A technical review was held on April 18, 2017, after which the applicant has addressed all of the required changes.

III. Staff Recommendation

Staff recommends *Preliminary Approval* of **Riverby Estates, Phase 5** to the DCRPC.

Commission / Public Comments

Mr. Ismail Jallaq with Pomeroy & Assoc. was present to represent the applicant.

Mr. Burke questioned the sewer treatment. Mr. Jallaq confirmed that these three lots will be served by the City of Delaware sewer and the existing development will continue to use the existing treatment plant.

Mrs. Kuba made a motion for Preliminary Approval of Riverby Estates, Phase 5. Mr. Thurston seconded the motion. VOTE: Unanimously For, 0 Opposed. Motion carried.

03-17 Woodhaven Est., Lot 514, Div. #1 – Genoa Twp. - 02 lots / 4.62 acres

I. Conditions

Applicant: Timothy Buren

Engineer: Bird + Bull

II. Staff Comments

The applicant is requesting a 90-day tabling in order to resolve issues from the Technical Review Committee meeting.

III. Staff Recommendation

Staff recommends *Approval* of the 90-day table request for **Woodhaven Estates, Lot 514, Division #1** to the DCRPC.

Commission / Public Comments

No one was present to represent the applicant.

Mrs. Kuba made a motion to Approve the 90-day tabling for Woodhaven Estates, Lot 514, Division #1. Mr. Fowler seconded the motion. VOTE: Majority For, 0 Opposed, 1 Abstained (Genoa Twp.). Motion carried.

Preliminary/Final (none)

CONSENT AGENDA

Final

13-15.2 Clarkshaw Moors, Section 2 – Concord Twp. - 54 lots / 26.007 acres

I. Conditions

Applicant: Rockford Homes

Subdivision Type: Single Family Planned Residential Community

Location: South side of Clark Shaw Rd., east of S. Section Line Rd.

Zoned: PRD (Planned Residential)

Zoning Approval: December 11, 2014

Preliminary Approval: August 25, 2015

Utilities: Del-Co Water, central sanitary sewer

School District: Olentangy

Engineer: Advanced Civil Design

II. Staff Comments

Clarkshaw Moors Section 2 includes one access to Clark-Shaw Road. Although titled Section 2, this section is the first to be platted and includes 51 single-family lots. Open space is provided through a 130-foot strip

along Clark-Shaw Road, as well as other large space distributed through the site. Total area dedicated to open space is around 6.9 acres for this section. Lot sizes are generally a quarter acre in size with frontages of 75-feet to 90-feet.

Sidewalks are provided throughout, with a path along the northern open space as well. Additional trails are located through the other open spaces.

The applicant has presented to the RPC Office a Final Plat (mylar) signed by the various County agencies, a requirement for Final approval.

III. Staff Recommendation

Staff recommends *Final Approval* of **Clarkshaw Moors, Section 2** to the DCRPC.

Commission / Public Comments

Mrs. Kuba made a motion for Final Approval of Clarkshaw Moors, Section 2. Seconded by Mr. Fowler. VOTE: Unanimously For, 0 Opposed. Motion carried.

05-14.3.A Liberty Trace, Section 3, Phase A – Liberty Twp. - 20 lots / 12.412 acres

I. Conditions

Applicant: Pulte Homes of Ohio LLC
Subdivision Type: Single Family Residential
Location: North side of Liberty Rd., east of old Liberty Rd.
Zoned: PR (Planned Residential)
Zoning Approval: December 18, 2013
Preliminary Approval: April 24, 2014
Utilities: Del-Co Water, central sanitary sewer
School District: Olentangy
Engineer: EMH & T

II. Staff Comments

Liberty Trace is a large subdivision zoned Planned Residential by Liberty Township in December of 2013. It is located on either side of the portion of Liberty Road that was relocated by the county. It includes the construction of a new intersection approximately 700 feet north of the Home Road intersection, providing access to both sides of the development.

This is the first Section/Phase on the east side of Liberty Road. It includes 19 buildable lots. These lots generally have between 90 and 100 feet of frontage for a lot size of 12,600 s.f. – 14,000 s.f. Approximately 40% of the site will be dedicated as open space. This plat includes 2.680 acres of open space. Sidewalks are provided throughout.

III. Staff Recommendation

Staff recommends *Final Approval* of **Liberty Trace, Section 3, Phase A** to the DCRPC.

Commission / Public Comments

Mrs. Kuba made a motion for Final Approval of Liberty Trace, Section 3, Phase A. Seconded by Mr. Fowler. VOTE: Unanimously For, 0 Opposed. Motion carried.

08-16 Sunset Point – Orange Twp. - 03 lots / 9.317 acres

I. Conditions

Applicant: Paul Cugini
Subdivision Type: Single Family Residential, Common Access Driveway
Location: North side of Walden Court in Riverbend Subdivision
Zoned: SFPRD (Single Family Planned Residential Residential)
Zoning Approval: October 28, 1998
Preliminary Approval: March 31, 2016
Utilities: Del-Co Water, central sanitary sewer
School District: Olentangy
Engineer: Pomeroy & Assoc.

II. Staff Comments

Sunset Point is a three-lot subdivision on 9.317 acres. The area was originally zoned as part of the 153-acre River Bend project, which has access to both Riverbend Avenue and Orange Road. That subdivision was developed in two distinct, disconnected parts due to the significant ravine that runs through the site. Access to this acreage was created when River Bend, Section 3 extended Riverbend Avenue as a private street and created a road stub, Walden Court (also private), to the north.

The Common Access Driveway extends north from the current terminus of Walden Court before turning west for approximately 150 feet. The three lots are sized (from west to east) 5.052 acres, 2.591 acres, and 1.674 acres. The site is wooded, with a buildable plateau that drops nearly 50 feet to Deep Run at the bottom of the ravine. Plans indicate a stream buffer approximately 30 feet from the northern property line. Disturbance is limited within this setback area. The site is on sanitary sewer.

III. Staff Recommendation

Staff recommends *Final Approval* of **Sunset Point** to the DCRPC.

Commission / Public Comments

Mrs. Kuba made a motion for Final Approval of Sunset Point. Seconded by Mr. Fowler. VOTE: Unanimously For, 0 Opposed. Motion carried.

V. EXTENSIONS (none)

VI. OTHER BUSINESS (none)

VII. POLICY / EDUCATION DISCUSSION (none)

VIII. RPC STAFF AND MEMBER NEWS (none)

Having no further business, Mr. Boysel made a motion to Adjourn the meeting at 6:45 p.m. Mr. Heid seconded the motion. VOTE: Unanimously For, 0 Opposed. Motion carried.

The next meeting of the Delaware County Regional Planning Commission will be Thursday, May 25, 2017, 6:30 PM at the Frank B. Willis Building, 2079 US 23 North, Conference Room, Delaware, Ohio 43015.

Jeff George, Vice-Chairman

Stephanie Matlack, Executive Administrative Assistant