



Delaware County Regional Planning Commission

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www.dcrpc.org

Scott B. Sanders, AICP
Executive Director

MINUTES

Thursday, April 28, 2016 at 7:00 PM
Frank B. Willis Building, 2079 US 23 North, Conference Room,
Delaware, Ohio 43015

I. ADMINISTRATIVE BUSINESS

- Call to order
- Roll Call
- Approval of March 31, 2016 RPC Minutes
- Executive Committee Minutes of April 20, 2016
- Statement of Policy

II. VARIANCES *(none)*

III. ZONING MAP/TEXT AMENDMENTS

07-16 ZON Harold Webb Trustee of the Webb Trust – Trenton Twp. – 3.005 acres from FR to RR

IV. SUBDIVISION PROJECTS

Preliminary

			Township	Lots/Acres
09-16	T	4910 Rutherford Road CAD	Concord	03 lots / 09.78 acres
02-16	T	Allington Estates	Liberty	25 lots / 102.86 acres
10-16		Olentangy Crossings, Sec. 2, Lot 7523 Div. #3	Orange	01 lot / 01.5 acres

Preliminary/Final *(none)*

Final

08-15		Northpointe Plaza	Orange	14 lots / 49.00 acres
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T=TABLED, W=WITHDRAWN

V. EXTENSIONS *(none)*

VI. OTHER BUSINESS

- Election of Executive Committee members
- Consideration for Approval: Deposit of Public Monies Policy
- Consideration for Approval: Planner I / GIS Operator position description
- Consideration for Approval: Supplemental Appropriation for Salary and benefits, up to \$42,000.00

VII. POLICY / EDUCATION DISCUSSION

VIII. RPC STAFF AND MEMBER NEWS

I. ADMINISTRATIVE BUSINESS

▪ **Call to Order**

Chairman Stites called the meeting to order at 7:00 p.m.

▪ **Roll Call**

Representatives: Jeff George, Chet Heid, Susan Kuba, Ric Irvine, Fred Fowler, Barb Lewis, Jeff Benton, Michael Frommer, Dave Stites, Tracey Mullenhour, Bill Thurston, Ed Snodgrass, Mike Dattilo, and Doug Price. Alternates: Bob Lamb, Adam Howard, John Piccin, Susan Dorsch, and Michelle Boni. Staff: Scott Sanders, Da-Wei Liou and Stephanie Matlack.

It is noted that Ed Reely and Bonnie Newland were in attendance but did not vote.

▪ **Approval of the March 31, 2016 RPC Minutes**

Mr. George made a motion to Approve the minutes from the March 31, 2016 RPC meeting, seconded by Mr. Lamb. VOTE: Unanimously For, 0 Opposed. Motion carried.

▪ **April 20, 2016 Executive Committee Minutes**

1. Call to order

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

2. Approval of Executive Committee Minutes from March 22, 2016

Mr. Merrell made a motion to Approve the minutes from the March 22nd Executive Committee meeting. Mrs. Jenkins seconded the motion. VOTE: Unanimously For, 0 Opposed. Motion carried.

3. New Business

- Financial / Activity Reports for March 2016

REGIONAL PLANNING RECEIPTS		MARCH	YTD TOTAL
General Fees (Lot Split)	(4201)	\$710.00	\$2,525.00
Fees A (Site Review)	(4202)		\$1,200.00
Insp. Fees (Lot Line Transfer)	(4203)	\$600.00	\$1,500.00
Membership Fees	(4204)	\$20,337.00	\$183,816.00
Planning Surcharge (Twp. Plan. Assist.)	(4205)		
Assoc. Membership	(4206)		
General Sales	(4220)		
Charges for Serv. A (Prel. Appl.)	(4230)	\$3,500.00	\$22,200.00
Charges for Serv. B (Final. Appl.)	(4231)	\$9,900.10	\$25,342.10
Charges for Serv. C (Ext. Fee)	(4232)		\$150.00
Charges for Serv. D (Table Fee)	(4233)		\$200.00
Charges for Serv. E (Appeal/Var.)	(4234)		\$900.00
Charges for Serv. F (Planned District Zoning)	(4235)		\$600.00
OTHER DEPT. RECEIPTS			

Health Dept. Fees	(4242)	\$100.00	\$1,280.00
Soil & Water Fees	(4243)	\$450.00	\$2,025.00
MISCELLANEOUS REVENUE			
Other Reimbursements	(4720)		
Other Reimbursements A			
Other Misc. Revenue (GIS maps)	(4730)		\$299.20
Misc. Non-Revenue Receipts	(4733)		
Sale of Fixed Assets	(4804)		
TOTAL RECEIPTS		\$35,597.10	\$242,037.30

Balance after receipts	\$937,725.84
Expenditures	- \$ 32,258.48
End of March balance (carry forward)	\$905,467.36

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

- Site Review:
 - 1.) Scioto Ridge Crossing – Concord Twp. – 162 lots / 80.7 acres
 - 2.) Fourwinds Drive – Berkshire Twp. – 04 lots / 114.2 acres
 - 3.) Warner Farms – Berkshire Twp. – 04 lots / 10.2 acres
 - 4.) Trucano/Miley – Genoa Twp. – 22 lots / 7.94 acres

- April RPC Preliminary Agenda
 - 1.) Variance / Extension – none
 - 2.) Rezoning:
 - Harold Webb Trustee of the Webb Trust – Trenton Twp. – 3.005 acres from FR to RR
 - 3.) Preliminary:
 - 4910 Rutherford Road CAD – Concord Twp. – 3 lots / 9.78 acres
 - Allington Estates – Liberty Twp. – 25 lots / 102.86 acres (Table requested)
 - Olentangy Crossings, Section 2, Lot 7353, Division #3 (lot 7523) – Orange Twp. – 1 lot / 1.5 acres
 - 4.) Preliminary/Final: none
 - 5.) Final:
 - Northpointe Plaza – Orange Twp. – 14 lots / 49 acres

- Director’s Report
 - Auditor completed in-office work on the biennial audit. Did not seem to indicate any issues, but we do need to adopt a Deposit Policy for small amounts of money. Results should be complete within a couple weeks;
 - Completed research requested by Harlem Township for zoning code language;
 - Final changes to Comprehensive Plan maps for Genoa Township;
 - Confirmed Oxford Township Zoning Resolution approval and posted to website;
 - Did some mapping for Big Walnut showing building permit locations by year for the past decade;
 - Had significant discussion with Map Dept. and Liberty Township on combining lots for zoning purposes. Good clarification for the process townships should use in reviewing;

- Attended a meeting hosted by Economic Development regarding activity at 36/37/71 on 4/4 with all community partners and development interests;
- Attended Sunbury Comp Plan meeting 3/24. Finalizing maps, identified a parcel that was not reflecting in the Auditor's data; Sunbury wants to move first on a road network Thoroughfare Plan which is consistent with zonings in the area (both in the village and in the township) – will help with future reviews;
- Attended the national Safe Routes to School Conference (4/5-4/7) in Columbus;
- Posted Annual Report to the web, sent postcards to Trustees and Municipal reps. Also, Da-Wei made significant updates to the Demographics section of the website since the annual Census information was released in mid-April.
- County Engineer is pushing EMH&T to finish the Tanger plat so it can be on the May agenda. Slate Run (Mt. Carmel) is also held up because the utilities are not buried along US 23.

4. Old Business (*none*)

5. Other Business

- Deposit of public monies policy
Mr. Sanders presented the Executive Committee with a policy regarding deposit of public monies.

“Effective immediately, as per ORC 9.38, the Regional Planning Commission shall deposit all public moneys received with the Delaware County Treasurer on the next business day following the day of receipt, if the total amount of such moneys received exceeds one thousand dollars. If the total amount of the public moneys so received does not exceed one thousand dollars, the person shall deposit the moneys within three business days next following the day of receipt provided the funds are secured in the locked safe until deposit.”

Mr. Stites made a motion to recommend Approval of the Deposit of Public Monies Policy to the DCRPC. Mr. Merrell seconded the motion. VOTE: Unanimously For, 0 Opposed. Motion carried.

6. Personnel

- Staff discussion – Mr. Sanders presented the Committee with the proposed job description for a Planner I / GIS Operator. He stated that the County's Personnel department had reviewed the description and made a few minor wording changes.

Mr. Stites made a motion to recommend Approval of the Planner I / GIS Operator job description as presented. Mrs. Jenkins seconded the motion. VOTE: Unanimously For, 0 Opposed. Motion carried.

Mr. George made a motion to recommend Approval of a supplemental appropriation for \$42,000 to the 2016 DCRPC Budget in order to cover the expense of hiring a Planner I / GIS Operator for the remainder of the year. Mr. Merrell seconded the motion. VOTE: Unanimously For, 0 Opposed. Motion carried.

- #### 7. Township Visits
- Mr. Stites asked Mr. Sanders how the Township visits were going so far this year. Mr. Sanders explained that he has made a few visits to Trustee meetings but would like to wrap up work on the Sunbury plan. He plans to make many visits to Townships in the coming summer months.

8. Adjourn

Having no further business, Mr. George made a motion to adjourn the meeting at 10:00 a.m. Mrs. Jenkins seconded the motion. VOTE: Unanimously For, 0 Opposed. Motion carried.

The next regular Executive Committee meeting will be Wednesday, May 18, 2016 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

07-16 ZON Harold Webb Trustee of the Webb Trust – Trenton Twp. – 3.005 acres from FR to RR

I. Request

The applicant is requesting a 3.005-acre rezoning from FR to RR to allow the lot to be split into two residential lots.

II. Conditions

Location: 16903 Boston Road, Sunbury

Present Zoning: Farm Residential (FR)

Proposed Zoning: Rural Residential (RR)

Present Use(s): Residential home and outbuilding

Proposed Use(s): Two single-family house lots

Existing Density: 1 du / 5 acres

Proposed Density: 1 du / 3 acres

School District: Big Walnut Local School District

Utilities Available: Del-Co Water and private on-lot treatment systems

Critical Resources: none

Soils: BeB Bennington Silt Loam 2-4% slope

III. Issues

This is a request for a rezoning to a “straight” district, therefore no development plan is required. However, the intent is to allow this 3.005-acre tract to be created, leaving the remaining 7.944 acres as a flag lot. The new parcel has an existing house and garage. The current parcel includes approximately 435 feet of frontage where the 3-acre minimum is 300.

Staff recommends consultation with the Health District prior to beginning the Lot Split process, particularly with

regard to locating the existing and proposed on-site systems. Division of the lot will require the typical ORC 711.131 (No Plat) process, where approvals will be required for both lots from the Health District, the Soil and Water Conservation District, the County Engineer, the Sanitary Engineer, the Trenton Township Zoning Inspector, and finally the Regional Planning Commission. During that process, the Zoning Inspector can determine what steps should be taken to allow the creation of the 7.944-acre flag lot, since the code does not allow for the creation of lots with less than the required frontage in the FR district.

IV. Staff Recommendations

Staff recommends **Conditional Approval** of the 3.005 rezoning by Harold Webb Trustee, to the DCRPC, Trenton Twp. Zoning Commission, and the Trenton Twp. Trustees, *subject to consultation with the Health District related to on-site treatment systems.*

Commission / Public Comments

No one was present to represent the applicant.

Mr. Price made a motion to recommend Conditional Approval of the 3.005 rezoning by Harold Webb Trustee, subject to staff recommendations. Mr. George seconded the motion. VOTE: Majority For, 0 Opposed, 1 Abstained (Trenton Twp.). Motion carried.

IV. SUBDIVISION PROJECTS

Preliminary

09-16 T 4910 Rutherford Road CAD - Concord Twp. - 03 lots / 09.78 acres

Applicant: 4910 Rutherford Road LLC

Engineer: Pomeroy & Assoc.

I. Staff Comments

The applicant has requested a 90-day tabling of 4910 Rutherford Road CAD in order to continue working with adjacent property owners to combine the two proposed CAD developments.

III. Staff Recommendation

Staff recommends *Approval* of a 90-day tabling of **4910 Rutherford Road CAD** to the DCRPC.

Commission / Public Comments

Mrs. Kuba made a motion to Approve a 90-day tabling for 4910 Rutherford Road CAD. Mr. Fowler seconded the motion. VOTE: Unanimously For, 0 Opposed. Motion carried.

02-16 T Allington Estates – Liberty Twp. - 25 lots / 102.86 acres

Applicant: Peter Marks

Engineer: E.P. Ferris & Assoc.

Previous table request: 01/28/16 (90 days)

I. Staff Comments

The applicant is requesting a second 60-day tabling for the Allington Estates in order to continue working on issues raised during the January Technical Review meeting.

II. Staff Recommendation

Staff recommends *Approval* of a 60-day tabling for **Allington Estates** to the RPC.

Commission / Public Comments

Mr. Thurston made a motion to Approve a 60-day tabling for Allington Estates. Mr. Lamb seconded the motion. VOTE: Unanimously For, 0 Opposed. Motion carried.

10-16 Olentangy Crossings, Sec. 2, Lot 7523, Div. #3 – Orange Twp. - 01 lot / 01.5 acres

I. Conditions

Applicant: Continental Olentangy Crossing, LLC.

Subdivision Type: Commercial

Location: East side of US 23, north of Lewis Center Rd.

Current Land Use: Vacant

Zoned: Planned Commercial

Zoning Approval: April 24, 2003 (original rezoning)

Utilities: Del-Co water and public sanitary sewer

School District: Olentangy

Engineer: GGC Engineers

II. Staff Comments

The portion of Olentangy Crossings located on the east side of U.S. 23 was originally developed in 2006, with the plat recorded in October of that year. That plat created two parcels: one included 5.679 acres north of Gallopers Ridge and the remainder 34.892 acres.

In November, 2008, the 34.892 acres was further subdivided for the purposes of creating the Kroger and strip center to the east and one large outlot fronting U.S. 23, creating lot 7523.

In December, 2009, Division #1 created a 1.505-acre parcel which currently houses a Dairy Queen and vacant retail area.

In February, 2013, Division #2 created a 1.5-acre parcel directly north of the applicant's acreage which currently houses a car wash.

Division #3 will create a 1.504-acre parcel on which an optometrist office with additional tenant space will be built. This office is relocating from a location in the in-line retail center within Olentangy Crossings. The development plan shows two accesses to Pullman Drive, a private road. Stormwater is detained on site before

releasing into the more regional systems that extend along the highway.

A technical review was held on April 19, 2016, after which the applicant has addressed all of the required changes.

III. Staff Recommendation

Staff recommends *Preliminary Approval* of **Olentangy Crossings, Sec. 2, Lot 7523, Div. #3** to the DCRPC.

Commission / Public Comments

No one was present to represent the applicant.

Mr. George made a motion for Preliminary Approval of Olentangy Crossings, Sec. 2, Lot 7523, Div. #3. Mr. Heid seconded the motion. VOTE: Unanimously For, 0 Opposed. Motion carried.

Preliminary/Final (*none*)

CONSENT AGENDA

Final

08-15 Northpointe Plaza – Orange Twp. - 14 lots / 49.00 acres

I. Conditions

Applicant: Tuller Square Northpointe LLC

Subdivision Type: commercial

Location: North side of Meadow Park Ave., west of Highfield Drive

Current Land Use: commercial/retail

Zoned: Planned Commercial and Office (PC)

Zoning Approval: October 30, 2014

Preliminary Approval: June 25, 2015

Utilities: Del-Co water and public sanitary sewer

School District: Olentangy

Engineer: EMH & T

II. Staff Comments

This subdivision is intended to create up to five new building sites in the Northpointe Plaza shopping center. Currently some of the required green space is located in a parcel with frontage on U.S. 23. This plan will convert that area into a building lot while also creating four new “second-row” outlots between the rear stores and the frontage lots. Each of these lots will be required to dedicate open space/green areas to maintain the required amount lost when the frontage lot is developed. Additional striping is required on Meadow Park Avenue and new drainage easements are being created.

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 **Northpointe Plaza** to the DCRPC.

Commission / Public Comments

No one was present to represent the applicant.

Mr. Piccin made a motion for Final Approval of Northpointe Plaza. Mr. Irvine seconded the motion. VOTE: Unanimously For, 0 Opposed. Motion carried.

V. EXTENSIONS *(none)*

VI. OTHER BUSINESS

- **Election of Executive Committee members**

Mr. Stites thanked the Nominating Committee; Fred Fowler, Chet Heid and Mike Dattilo for their service. Mr. Dattilo nominated Mike Frommer. Mr. Stites stated that Jeff George, Susan Kuba and himself would like to be considered for reappointment to the Executive Committee. Mr. Stites explained that Mrs. Jenkins had resigned from the Executive Committee after the March meeting. Mr. Fowler nominated Mr. Stites, Mr. George and Mrs. Kuba. Hearing no further nominations, Mr. Stites asked for a motion to close the nominations.

Mr. Heid made a motion to close the nominations. Mr. Dattilo seconded the motion. VOTE: Unanimously For, 0 Opposed. Motion carried.

Mrs. Lewis made a motion to Approve the nominations as presented. Mr. Benton seconded the motion. VOTE: Unanimously For, 0 Opposed. Motion carried.

Mr. Stites, Mrs. Kuba, Mr. George and Mr. Frommer will serve on the Executive Committee through March 2017. The organization of the Executive Committee will take place at the May 18th Executive Committee meeting.

- **Consideration for Approval: Deposit of Public Monies Policy**

“Effective immediately, as per ORC 9.38, the Regional Planning Commission shall deposit all public moneys received with the Delaware County Treasurer on the next business day following the day of receipt, if the total amount of such moneys received exceeds one thousand dollars. If the total amount of the public moneys so received does not exceed one thousand dollars, the person shall deposit the moneys within three business days next following the day of receipt provided the funds are secured in the locked safe until deposit.”

Mrs. Kuba made a motion to Approve the Deposit of Public Monies Policy as presented. Mr. Piccin seconded the motion. VOTE: Unanimously For, 0 Opposed. Motion carried.

- **Consideration for Approval: Planner I / GIS Operator position description**

Mr. Sanders explained that in 2009 the Planner I job position description was taken out our list of job descriptions. So with input from the Delaware County HR department, a Planner I / GIS Operator position description has been created. This position is entry level with some experience position with added GIS experience.

Mr. George made a motion to Approve adding the Planner I / GIS Operator position description to the DCRPC position description list. Ms. Boni seconded the motion. VOTE: Unanimously For, 0 Opposed. Motion carried.

- **Consideration for Approval: Supplemental Appropriation**

Salary \$23,500, Workers Comp. \$240, PERS \$3,300, Medicare \$340, Life Insurance \$305, Dental Insurance \$990, Health Insurance \$12,900 (\$41,575)

Mr. Sanders explained that a supplemental appropriation is needed to amend the budget in order to cover the expenses of the Planner I / GIS operator position for the remainder of the 2016 year.

Mrs. Kuba made a motion to Approve the supplemental appropriation for the following amounts: Salary \$23,500, Workers Comp. \$240, PERS \$3,300, Medicare \$340, Life Insurance \$305, Dental Insurance \$990, Health Insurance \$12,900. Mr. Heid seconded the motion. VOTE: Unanimously For, 0 Opposed. Motion carried.

VII. POLICY / EDUCATION DISCUSSION (none)

VIII. RPC STAFF AND MEMBER NEWS (none)

Having no further business, Mr. Thurston made a motion to adjourn the meeting at 7:25 p.m. Mr. Price seconded the motion. VOTE: Unanimously For, 0 Opposed. Motion carried.

The next meeting of the Delaware County Regional Planning Commission will be Thursday, May 26, 2016, 7:00 PM at the Willis Building, 2079 US 23 North, Conference Room, Delaware, Ohio 43015.

Dave Stites, Chairman

Stephanie Matlack, Executive Administrative Assistant