



Delaware County Regional Planning Commission

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www.dcrpc.org

Scott B. Sanders, AICP
Executive Director

MINUTES

Thursday, May 28, 2015 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 April 30, 2015 RPC Minutes
- Executive Committee Minutes of May 20, 2015
- Statement of Policy

II. VARIANCES *(none)*

III. ZONING MAP/TEXT AMENDMENTS

12-15 ZON Jerry Turner – Harlem Twp. – 8.58 acres from AR-1 to PCD

13-15 ZON Metro Development LLC – Concord Twp. – 5.027 acres from FR-1 to PRD

IV. SUBDIVISION PROJECTS

Preliminary

		Township	Lots/Acres
07-15	BOK Estates	Liberty	04 lots / 09.02 acres

Preliminary/Final *(none)*

Final

29-98.4.13	Scioto Reserve, Section 4, Phase 13	Concord	29 lots / 08.28 acres
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01-15	Seldom Seen Acres, Lot 3413, Div. #1	Liberty	02 lots / 02.99 acres
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01-13.B	Estates of Glen Oak, Section 5, Phase B	Orange	20 lots / 08.10 acres
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T=TABLED, W=WITHDRAWN

V. EXTENSIONS *(none)*

VI. OTHER BUSINESS

- Consideration for Approval: \$1,224 for ESRI ArcGIS license for intern

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, Rick Sedlacek, Susan Kuba, Fred Fowler, Gary Merrell, Barb Lewis, Tiffany Jenkins, Gary Gunderman, Susan Dorsch, Jon Trainer, Dave Stites, Matt Huffman, Hal Clase, Bill Thurston, Charlie Callender, Mike Dattilo. Alternates: Adam Howard and Doug Riedel. Staff: Scott Sanders, Da-Wei Liou and Stephanie Matlack.

▪ **Approval of the April 30, 2015 RPC Minutes**

Mr. George made a motion to Approved the minutes from the last meeting, seconded by Mr. Gunderman. VOTE: Unanimously For, 0 Opposed. Motion carried.

▪ **May 20, 2015 Executive Committee Minutes**

1. Call to order

Chairman Stites called the meeting to order at 8:45 a.m. Present: Dave Stites, Ken O’Brien, Susan Kuba, Jeff George and Tiffany Jenkins. Staff: Scott Sanders and Stephanie Matlack.

2. Approval of Executive Committee Minutes from April 22, 2015

Mrs. Kuba made a motion to Approve the minutes from the April 22nd meeting, seconded by Mr. O’Brien. VOTE: Unanimously For, 0 Opposed. Motion carried.

3. New Business

- Financial / Activity Reports for April 2015

REGIONAL PLANNING RECEIPTS		APRIL	YTD TOTAL
General Fees (Lot Split)	(4201)	\$205.00	\$1,640.00
Fees A (Site Review)	(4202)	\$300.00	\$600.00
Insp. Fees (Lot Line Transfer)	(4203)	\$800.00	\$1,300.00
Membership Fees	(4204)	\$14,759.00	\$272,375.00
Planning Surcharge (Twp. Plan. Assist.)	(4205)		\$465.79
Assoc. Membership	(4206)		
General Sales	(4220)		
Charges for Serv. A (Prel. Appl.)	(4230)	\$1,800.00	\$19,399.60
Charges for Serv. B (Final. Appl.)	(4231)	\$500.00	\$12,699.60
Charges for Serv. C (Ext. Fee)	(4232)		\$300.00
Charges for Serv. D (Table Fee)	(4233)		
Charges for Serv. E (Appeal/Var.)	(4234)		\$600.00
Charges for Serv. F (Planned District Zoning)	(4235)	\$900.00	\$1,500.00
OTHER DEPT. RECEIPTS			
Health Dept. Fees	(4242)	\$1,720.00	\$1,845.00
Soil & Water Fees	(4243)	\$375.00	\$800.00
MISCELLANEOUS REVENUE			
Other Reimbursements	(4720)		
Other Reimbursements A			

Other Misc. Revenue (GIS maps)	(4730)		\$56.00
Misc. Non-Revenue Receipts	(4733)		
Sale of Fixed Assets	(4804)		
TOTAL RECEIPTS		\$21,359.00	\$313,580.99

Balance after receipts	\$867,483.59
Expenditures	- \$ 21,678.17
End of April balance (carry forward)	\$845,805.42

After discussion of the financial reports, Mr. O'Brien made a motion to approve the financial reports as presented for audit. Mrs. Jenkins seconded the motion. VOTE: Unanimously For, 0 Opposed. Motion carried.

- Site Review: none
- April RPC Preliminary Agenda
 - 1.) Rezoning:
 - Jerry Turner – Harlem Twp. – 8.58 acres from AR-1 to PCD
 - Metro Development LLC – Concord Twp. – 5.027 acres from FR-1 to PRD
 - 2.) Preliminary:
 - BOK Estates – Liberty Twp. – 04 lots / 09.02 acres
 - 3.) Preliminary/Final: none
 - 4.) Final:
 - Scioto Reserve, Section 4, Phase 13 – Concord Twp. - 29 lots / 08.28 acres
 - Seldom Seen Acres, Lot 3413, Div. #1 - Liberty Twp. - 02 lots / 02.99 acres
 - Estates of Glen Oak, Section 5, Phase B – Orange Twp. - 20 lots / 08.10 acres
 - 5.) Extensions: none
- Director’s Report
 - 1.) Township building permits were fairly strong in March (58) and April (51). Last year’s average was 42 and 55 in 2013.
 - 2.) Continued attendance on the MORPC Data Task Force discussing regional data needs and a potential regional “portal” where user could go to a single location and then find links to other resources.
 - 3.) Continued working with Oxford Township on a Zoning Resolution update.
 - 4.) Working on “final” edits for Concord Township.
 - 5.) Met with Jenna (Econ Dev.) and Rob (GIS) regarding updating all the economic development tool data – JEDDs, NCAs, TIFs, etc. Auditor’s office to complete.
 - 6.) Received a notice that the Simon-Tanger groundbreaking is set for June 25.
 - 7.) In process of adding zoning for villages to our online zoning maps – confirming data with individual villages.
 - 8.) Hosted a meeting of southern townships to update and share information regarding multi-use trails.
 - 9.) Continued involvement as Trustees President with Convention and Visitors Bureau.
 - 10.) Fielded a flurry of calls regarding the lot split process and requirements as well as commercial development at three different sites near the interchange and a couple in Orange Township.

- 11.) Interest in completing the last section of Dornoch.
- 12.) Back flow valve was leaking in the basement and was repaired.

4. Old Business (*none*)

5. Other Business

- 1.) Consideration for Approval: \$1,224 for ESRI ArcGIS license for intern

Mr. O'Brien made a motion to recommend Approval of \$1,224 for the ESRI license, seconded by Mr. George. VOTE: Unanimously For, 0 Opposed. Motion carried.

6. Personnel (*none*)

7. Adjourn

Having no further business, Mrs. Kuba made a motion to adjourn the meeting at 10:45 a.m. Mr. George seconded the motion. VOTE: Unanimously For, 0 Opposed. Motion carried.

The next regular Executive Committee meeting will be Wednesday, June 17, 2015 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

12-15 ZON Jerry Turner – Harlem Twp. – 8.58 acres from AR-1 to PCD

I. Request

The applicant, Jerry Turner, is requesting an 8.58-acre rezoning from AR-1 to PCD for a tree farm and landscaping business.

II. Conditions

Location: 6336 SR 605, Westerville, OH

Present Zoning: Agricultural (AR-1)

Proposed Zoning: Planned Commercial (PCD)

Present Use(s): residential
Proposed Use(s): tree farm and landscape business
School District: Big Walnut Local School District
Utilities Available: Del-Co Water and on-site sanitary service
Critical Resources: pond, wetlands
Soils: CeB Centerburg Silt Loam 2-6% slope
PwA Pewamo Silty Clay Loam 0-1% slope
BeA Bennington Silt Loam 0-2% slope

III. Introduction

(This proposal was reviewed in April, 2015 and was resubmitted by the township.) Charter Oaks Tree and Landscaping is a tree farm, maintenance and landscape company. This request is to allow the storage of equipment and materials. The location will not be retail, but a location for employee reporting and equipment storage. The house will remain and be used as residential for an onsite caretaker. Parking will be by existing gravel pads. No new buildings and no new lighting will be added.

The rear pole barn will be screened with additional spruce trees on the northeast side of the barn, mirroring the trees on the neighboring parcel. Ten trucks are to be stored on the property, most of which will be in the rear pole building.

The site shows natural buffering through existing woods. Beyond the road frontage, adjacent properties are undeveloped, with no neighboring residential uses to the south and west.

IV. Comprehensive Plan

While the 2008 Harlem Township Comprehensive Plan recommends this area for residential use, it should also be noted that State Route 605 carries significant traffic, impacting the area along the corridor. If the development plan can be enforced, limiting the area to only those uses and activities as requested, this could be an appropriate location for limited commercial activity.

V. Staff Recommendations

Staff recommends **Conditional Approval** of the zoning request by Jerry Turner for 8.58 acres to the DCRPC, Harlem Twp. Zoning Commission and Harlem Twp. Trustees, *subject to:*

1. *Ensuring that all buffering and improvements take place in the first year of operation.*
2. *Taking care to ensure that the development plan is complied with in the future, since this is not an area recommended for retail-style commercial uses.*

Commission / Public Comments

No one was present to represent the applicant.

Mr. Gunderman made a motion to recommend Conditional Approval of the rezoning request by Jerry Turner, subject to:

1. *Ensuring that all buffering and improvements take place in the first year of operation.*
2. *Taking care to ensure that the development plan is complied with in the future, since this is not an area recommended for retail-style commercial uses.*

Mr. Merrell seconded the motion. VOTE: Majority For, 0 Opposed, 1 Abstained (Harlem Twp.). Motion carried.

13-15 ZON Metro Development LLC – Concord Twp. – 5.027 acres from FR-1 to PRD

I. Request

The applicant, Metro Development LLC, is requesting a 5.027-acre rezoning from FR-1 to PRD to allow for a 10 lot single family residential subdivision known as Clarkshaw Highlands.

II. Conditions

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

Present Zoning: Farm Residential (FR-1)

Proposed Zoning: Planned Residential District (PRD)

Present Use(s): One single-family house, barn and pond

Proposed Use(s): 10 single-family house lots

Existing Density: 1 du / 1.5 acres

Proposed Density: 1.99 du / acre

School District: Olentangy Local School District

Utilities Available: Del-Co Water and central sanitary sewer

Critical Resources: none

Soils: BoA Blount Silt Loam 0-2% slope

PwA Pewamo Silty Clay Loam 0-1% slope

III. Description

The project design indicates a single access on Clark-Shaw Road. A single road, ending in a cul-de-sac, provides frontage for the nine new lots and the existing house, which will be located on its own lot. Open space of .82 acres is provided in three areas – to the west of the existing house, in a strip along the east side of the road, and surrounding a detention pond in the southwest corner of the site. The lots have a minimum frontage of 70 feet. The two smallest lots are 9,200 s.f. (or .2 acres), the other lots being larger, with the existing house and eastern lots the largest at roughly .45 acres.

IV. Process

Concord Township's Planned Residential District is a single-step process. While some changes can be made to the approved Development Plan over the course of development, detail must be provided at the time of initial rezoning. If approved, the land would be rezoned and the Development Plan would be viable for three years. Extensions can be granted.

V. Comprehensive Plan

The 2004 Comprehensive Plan is currently in the process of being updated. The current plan recommends residential use at a density of 1.25 units per acre throughout much of the township. That plan predates the Sewer Master Plan update in 2006 and the construction of the Lower Scioto Wastewater Treatment Plant at Moore Road. These changes, as well as other development pressures, have necessitated the Township's effort to update its Comprehensive Plan. A steering committee has submitted changes to a final draft as of May, 2015. The current draft of the plan recommends densities similar to Scioto Reserve, which is a range of 1.85 units per gross acre to 2 units per gross acre. This project requests 1.99 units per acre.

VI. Issues

A. Sidewalks/Trails

The plan indicates a sidewalk, with no opportunity for other active recreation unless future homeowners choose to develop a pocket park. A connection should be made through the open space to the east, connecting with the proposed pedestrian network in the surrounding subdivision.

B. Access

As noted, the plan indicates an access on Clark-Shaw Road. This places the access roughly 400 feet east of the proposed access for the Clarkshaw Moors development which surrounds this site. When the rezoning case for the adjacent development was reviewed by the Regional Planning Commission, access to this parcel was discussed. At the time, it was viewed as unlikely to develop because of the size of the pond and the feasibility of making the site buildable for the number of lots needed to justify a public road. Given that the surrounding development has not yet entered the Subdivision phase of review and development, staff recommends that the developers work together and reconfigure this development so that the lots can gain access from the project to the west. This will solve other issues noted below.

Otherwise, staff would only support a minimal number of new lots on the site. Using existing zoning, the property could be development as a Common Access Driveway with three new lots plus the existing house.

C. Drainage

The layout indicates a proposed basin at the southwestern corner of the site. This pond is separated from a proposed pond directly to the south in the Clarkshaw Moors project. This location shows no dedicated access, which is a requirement in planned districts. Stormwater management should be studied and managed based on the larger area and not for individual sites.

D. Open Space

As noted, the open space meets the goals of the zoning code, but creates three separate open space areas. Although these open space parcels are adjacent to open space parcels in the adjacent proposed development, they will be maintained by different homeowner entities which could cause maintenance issues in the future. If this development was integrated into the development surrounding it, these areas could include a unified landscape plan with common maintenance.

E. Utilities

The application includes service letters from major utility providers. The letter from the Regional Sewer District states that sanitary sewer is available to the site. Development is permitted to connect to the County sewer system provided that there is sufficient capacity available for the development and all requirements of the Sanitary Engineer's office can be met. Sanitary sewer is not currently located on the subject parcel and a sewer extension from the future O'Shaughnessy pump station is required to serve this area.

There is no letter from the County Engineer's office, but staff was aware of the project and generally agrees that there should be no independent access to Clark-Shaw Road and that the access should come from adjacent development.

VII. Staff Recommendations

Staff recommends **Conditional Approval** of the zoning request by Metro Development LLC to the DCRPC, Concord Twp. Zoning Commission and Concord Twp. Trustees, *subject to:*

1. *The township and applicant working with the landowner to the west to gain access from future development, reducing the number of proposed access points on Clark-Shaw Road;*
2. *The applicant working with the landowner to the west to incorporate this acreage into the development to the west to provide a cohesive development, with unified maintenance of open space and stormwater management, as well as a potential multi-use trail connection between the projects.*

Commission / Public Comments

Mr. Todd Faris of Faris Planning and Design was present. He stated that he agreed with staff comments and

would work with this applicant and the adjacent property owner one working out a solution.

Mr. Stites questioned the process to insure stable ground in the area of the current pond for future foundations. Mr. Joe Thomas stated that the area would be engineered for fill. A soil expert would assist in the compaction studies.

Mr. George made a motion to recommend Conditional Approval of the rezoning request by Metro Development, subject to:

1. *The township and applicant working with the landowner to the west to gain access from future development, reducing the number of proposed access points on Clark-Shaw Road;*
2. *The applicant working with the landowner to the west to incorporate this acreage into the development to the west to provide a cohesive development, with unified maintenance of open space and stormwater management, as well as a potential multi-use trail connection between the projects.*

Mr. Gunderman seconded the motion. VOTE: Unanimously For, 0 Opposed. Motion carried.

IV. SUBDIVISION PROJECTS

Preliminary

07-15 **BOK Estates – Liberty Twp. - 04 lots / 09.02 acres**

I. Conditions

Applicant: BOK Holdings LLC
Subdivision Type: Single Family Residential
Location: east side of Steitz Rd., north of Home Rd.
Current Land Use: Vacant
Zoned: Farm Residential (FR-1)
Utilities: Del-Co water and on-site sewer treatment
School District: Olentangy
Engineer: Patridge Surveying

II. Staff Comments

BOK Estates is a four-lot Common Access Driveway located on Steitz Road in Liberty Township. The CAD enters north of an existing lot on Steitz and turns twice before traveling to the east and providing frontage and access for the four lots. The lots will utilize on-site waste treatment as there is no sanitary line available at this time. Easements are secured for future service should sewer become available. Lots are generally two acres in size.

A technical review was held on May 19, 2015, after which the applicant has addressed all of the required changes.

III. Staff Recommendation

Staff recommends *Preliminary Approval* of **BOK Estates** to the DCRPC.

Commission / Public Comments

Mr. Bob Patridge of Patridge Surveying was present to represent the applicant.

Mr. Clase made a motion for Preliminary Approval of BOK Estates. Mrs. Jenkins seconded the motion. VOTE: Unanimously For, 0 Opposed. Motion carried.

Preliminary/Final (none)

CONSENT AGENDA

Final

29-98.4.13 Scioto Reserve, Section 4, Phase 13 - Concord Twp. - 29 lots / 08.28 acres

I. Conditions

- Applicant:** Homewood Corp.
- Subdivision Type:** Single Family Residential
- Location:** north of Lilac Lane, east of Golden Way
- Current Land Use:** vacant
- Zoned:** Planned Residential District (PRD)
- Utilities:** Del-Co Water, central sanitary sewer
- School District:** Olentangy
- Engineer:** Stantec Consulting

II. Staff Comments

This is the final phase of Scioto Reserve, an overall 695-acre development with 1,163 single-family lots and 92 multi-family units. The last phase of 29 lots includes the completion of Daylily Drive, Kellogg Drive, and Freesia Drive. A road stub is provided to the undeveloped parcel to the east via Freesia. Lots are between .209 and .263 acres in size, with frontages of 70 feet and 75 feet.

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 **Scioto Reserve, Section 4, Phase 13** to the DCRPC.

Commission / Public Comments

Mrs. Jenkins made a motion for Final Approval of Scioto Reserve, Section 4, Phase 13. Mr. Merrell seconded the motion. VOTE: Unanimously For, 0 Opposed. Motion carried.

01-15 Seldom Seen Acres, Lot 3413, Div. #1 - Liberty Twp. - 02 lots / 02.99 acres

I. Conditions

Applicant: SSA, Ltd.
Subdivision Type: Planned Commercial
Location: east side of Sawmill Parkway, south of Sawmill Dr.
Current Land Use: vacant
Zoned: Planned Commercial (PC)
Utilities: Del-Co Water, central sanitary sewer
School District: Olentangy
Engineer: McGill Smith Punshon, Inc.

II. Staff Comments

This subdivision is to allow a platted lot to be split into two lots. Initially, the development of an All About Kids daycare center will take place on the parcel to the north, with the parcel to the south created for future development. The northern lot will take access from Sawmill Drive, with no direct access allowed to Sawmill Parkway.

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 Seldom Seen Acres, Lot 3413, Division #1 to the DCRPC.

Commission / Public Comments

Mrs. Jenkins made a motion for Final Approval of Seldom Seen Acres, Lot 3413, Division #1. Mr. Merrell seconded the motion. VOTE: Unanimously For, 0 Opposed. Motion carried.

01-13.B Estates of Glen Oak, Section 5, Phase B - Orange Twp. - 20 lots / 08.10 acres

I. Conditions

Applicant: Pulte Homes of Ohio LLC
Subdivision Type: Single Family Residential
Location: South side of Sunflower Street, west of Blue Holly Dr.
Current Land Use: vacant
Zoned: Single Family Planned Residential (SFPRD)
Utilities: Del-Co Water, central sanitary sewer
School District: Olentangy
Engineer: Stantec Consulting

II. Staff Comments

This is the final phase of the Estates of Glen Oak, which was zoned as a 335-lot subdivision on 289.87 acres, including Glen Oak to the south. This 20-lot phase includes the completion of Scarlet Avenue and Blue Stem Drive, as well as a new street, Aster Avenue. Open space of 1.158 acres is being platted toward the western end of the site. Lots are generally a quarter-acre in size, with frontages of 80-90 feet.

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 Estates of Glen Oak, Section 5, Phase B to the DCRPC.

Commission / Public Comments

Mrs. Jenkins made a motion for Final Approval of Estates of Glen Oak, Section 5, Phase B. Mr. Merrell seconded the motion. VOTE: Unanimously For, 0 Opposed. Motion carried.

V. EXTENSIONS *(none)*

VI. OTHER BUSINESS

- Consideration for Approval: \$1,224 for ESRI ArcGIS license for intern

Mrs. Kuba made a motion to Approve the license purchase of \$1,224 for ESRI. Mrs. Jenkins 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 7:20 p.m. Mr. Gunderman seconded the motion. VOTE: Unanimously For, 0 Opposed. Motion carried.

The next meeting of the Delaware County Regional Planning Commission will be Thursday, June 25, 2015, 7:00 PM at the Frank B. Willis Building, 2079 US 23 North, Conference Room, Delaware, Ohio 43015.

Dave Stites, Chairman

Stephanie Matlack, Executive Administrative Assistant