



Delaware County Regional Planning Commission

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Scott B. Sanders, AICP
Executive Director

MINUTES

Thursday, July 31, 2008 at 7:00 PM
Delaware Hayes Services Building,
140 N. Sandusky Street, Room G 35, Delaware, Ohio 43015

I. ADMINISTRATIVE BUSINESS

- Call to order
- Roll Call
- Approval of June 26, 2008 RPC Minutes
- Executive Committee Minutes of July 23, 2008
- Statement of Policy

II. VARIANCES *(none)*

III. ZONING MAP/TEXT AMENDMENTS

15-08 ZON KD Orange 486 Inc. – Orange Twp. – 12.17 acres – development plan amendment

IV. SUBDIVISION PROJECTS

Preliminary

		Township	Lots/Acres
10-08	Columbus State Community College Academic Center E	Berlin / Liberty	01 lot / 108.662 acres

Preliminary/Final

11-08	Orange Centre, Lot# 7491, Div# 1	Orange	05 lots / 07.09 acres
12-08	Orange Centre, Lot# 7496, Div#1	Orange	03 lots / 09.078 acres

Final *(none)*

T=TABLED, W=WITHDRAWN

V. EXTENSIONS *(none)*

VI. OTHER BUSINESS

- Budget and Fees Discussion

VII. POLICY / EDUCATION DISCUSSION *(none)*

VIII. RPC STAFF AND MEMBER NEWS *(none)*

I. ADMINISTRATIVE BUSINESS

▪ **Call to Order**

Chairperson Foust called the meeting to order at 7:00 p.m.

▪ **Roll Call**

Representatives: Bill Berry, Rick Sedlacek, Dale Johnson, Fred Fowler, Steve Burke, Sharon Hough, Joe Clase, David Andrian, Holly Foust, Charles Heimlich, Lloyd Shoaf, Tom Brown and Yvonne Clippinger. *Alternates:* Tiffany Jenkins, Doug Riedel, Dave Stites, Thomas Farahay, Caroline Vanbrimmer, and James Hatten. *Staff:* Scott Sanders, Paul Deel, Da-Wei Liou, and Stephanie Matlack.

▪ **Approval of the June 26, 2008 RPC Minutes**

Mrs. Hough made a motion to approve the minutes from the last RPC meeting. Mr. Farahay seconded the motion. VOTE: Unanimously For, 0 Opposed. Motion carried.

▪ **July 23, 2008 Executive Committee Minutes**

1. Call to order

Chairwoman called the meeting to order at 8:30 a.m. Present: Holly Foust, Dick Gladman, Steve Burke and Lloyd Shoaf. Jim Ward was absent. Staff present: Scott Sanders and Stephanie Matlack.

2. Approval of Executive Committee Minutes

- a. June 18, 2008 – *Mr. Gladman made a motion to approve the minutes from the June Executive Committee meeting. Mr. Shoaf seconded the motion. VOTE: Majority For, 0 Opposed, 1 Abstained (Chairwoman Foust). Motion carried.*

3. Old Business

4. New Business

- a. Financial / Activity Reports for June 2008 –

REGIONAL PLANNING RECEIPTS		June	YTD TOTAL
General Fees (Lot Split)	(4201)	\$205.00	\$3,120.00
Fees A (Site Review)	(4202)		\$1,310.00
Insp. Fees (Lot Line Transfer)	(4203)	\$100.00	\$400.00
Membership Fees	(4204)		\$235,893.08
Planning Surcharge (Twp. Plan. Assist.)	(4205)	\$64.00	\$2,431.46
Assoc. Membership	(4206)		
General Sales	(4220)	\$170.00	\$851.30
Charges for Serv. A (Prel. Appl.)	(4230)		\$10,248.60
Charges for Serv. B (Final. Appl.)	(4231)	\$3,090.00	\$15,006.50
Charges for Serv. C (Ext. Fee)	(4232)		\$450.00
Charges for Serv. D (Table Fee)	(4233)		\$600.00
Charges for Serv. E (Appeal/Var.)	(4234)	\$300.00	\$900.00
OTHER DEPT. RECEIPTS			
Health Dept. Fees	(4242)		\$31,410.00
Soil & Water Fees	(4243)		\$1,700.00
MISCELLANEOUS REVENUE			
Other Reimbursements	(4720)		

Other Reimbursements A	(4721)		
Other Misc. Revenue (GIS maps)	(4730)		\$163.30
Misc. Non Revenue Receipts	(4733)		
TOTAL RECEIPTS		\$3,929.00	\$304,484.24

Balance after receipts		\$190,347.93
Expenditures	-	\$ 31,249.80
End of June balance		\$159,098.13

Mr. Shoaf made a motion to approve the financial reports as presented. Mr. Gladman seconded the motion. VOTE: Unanimously For, 0 Opposed. Motion carried.

- b. July RPC Preliminary Agenda – includes 1 zoning map / text amendment, 1 preliminary and 2 combined preliminary / final.

5. Other Business

- a. 2008 Budget Review – Chairwoman Foust explained that at the direction of the Executive Committee, staff has prepared a projected end of year carry forward. The projections include several cuts to the budget including the elimination of the maintenance agreement on the engineering size copier, reduced training and staff development including the cancellation of Da-Wei attending the annual GIS conference in San Diego. The Committee discussed several options to increase revenues, including application fee increases, unused office space rental, and additional contracts. Some possible contracts are with the Sunbury Library for population projections in their service area, assisting ODOT (with the support of MORPC) involvement in a corridor study for US 36/SR 37, collaborating with MORPC on projects (meeting scheduled for August 1st), and possible upgrade to the Park chapter of the Berlin Township Comprehensive Plan.

Although no one on the Executive Committee was in favor of increasing dues, the financial situation of the Regional Planning Commission is a serious one. Chairwoman Foust asked Mr. Sanders to send a letter to each member of the RPC and other agencies asking if they are in need of any contract work. As platting has slowed, staff has more time to devote to contracts.

Chairwoman Foust also asked that a note be added to the Fee Schedule that “SWCD and Health Dept. fees may change”. This would allow the fee schedule to be updated if one of those agencies changed their fees throughout the year without a Commission vote. Those fees are taken in at application submission then distributed at the end of each year.

The Committee also discussed changing the deadline for membership dues. Dues are currently due by April 15th. The Committee did not see a reason why the deadline could not be earlier in the year since membership dues are approved at the October RPC meeting and the dues letters are usually mailed in mid December. This would be presented to the Commission at a later date.

The proposed fee schedule was considered only after discussing the merit of each increase. Fee increases proposed are as follows:

Adjacent Property Transfer – \$100.00

We are the only eyes that review these. They often take more time to review than lot splits.

Common Access Driveways – Preliminary \$200.00 per CAD

Final \$200 per CAD

There are extra steps for staff in reviewing CADs, maintenance agreements and visually confirming the as-built CAD, signage, etc.

Sketch Plan - \$300.00

Site Reviews take time to prepare, visit, review and mail.

Zoning Reviews for Planned districts (ORC 519.021) - \$300

Reviews of Planned Districts (PUDs) are complex and take significant time to complete. Because the development plan is later approved by the township, projects are usually not reviewed with the sketch plan process.

Mr. Shoaf made a motion to recommend Approval of the proposed fee schedule to the RPC to be effective for all applications beginning with the September 2008 agenda. Mr. Burke seconded the motion. VOTE: Unanimously For, 0 Opposed. Motion carried.

6. Personnel *(none)*

7. Adjourn – Having no further business, ***Mr. Shoaf made a motion to adjourn the meeting at 11:00 a.m. Mr. Burke seconded the motion. VOTE: Unanimously For, 0 Opposed. Motion carried.***

The next Executive Committee meeting will be Wednesday, August 20, 2008 at 8:30 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

15-08 ZON KD Orange 486 Inc. – Orange Twp. – 12.17 acres – development plan amendment

This application is a request to amend a Development Plan for 12.17 acres bordered by Home Depot and several outlots to allow a complex of multi-tenant office and retail buildings. The maximum requested overall square footage is projected at 51,000 sq. ft. Three buildings will be able to accommodate 38 suites.

I. Conditions

Location: south of 8704 Owenfield Drive, Orange Twp.

Present Zoning: Planned Commercial (PC)

Present Use: Vacant

Proposed Use: Three one-story multi-tenant office buildings.

School District: Olentangy

Utilities Available: Del Co Water, County sewer

Critical Resources: Stream and woods along the southern edge of the site

Soils: Glynwood Silt Loam (GwB), 2-6% slope

Surrounding Land Uses: To the north is Home Depot, to the west is Fox Ridge (part of Greenmeadows/Highmeadows residential subdivision), to the south is Meijer and to the east are retail outlots on either side of Owenfield Drive and US 23.

II. Background

The site is in an area that was zoned Planned Commercial in July, 1999 and platted in September 2000. The development plan for this area was amended in August, 2003 and intended to be in-line retail with potential anchors. It was replatted into four lots in June, 2004 as High Park Center Replat. In June 2008, the undeveloped outlot was slightly reconfigured to give the lot additional depth, causing no substantial change to the property related to this rezoning.

III. Issues

Because this is a Development Plan review, the staff report will be limited to major issues that are observed with regard to the zoning code and not an exhaustive review of the development standards.

1. **Use:** The Development Plan is being amended for layout purposes and contemplates the same uses as allowed under the current zoning. In fact, the applicant contemplates only office and similar uses.
2. **Sign Divergence:** A primary sign on the Owenfield Drive frontage of the building (east side) will be within the maximum size allowed. An additional sign is requested along an open space lot (Sub Area C) along US 23. However, since the sign is not on the same parcel it is considered an off-premise sign or a billboard. The applicant is proposing a monument or ground sign on the open space area south of the Panera Bread building which will be 12 feet tall. The entire structure is 11'x12' (132 sq. ft.) and the sign face is 5'6"x10' (55 sq. ft.).

Staff comment: As shown the sign will identify only the development and not a list of tenants. However, the proposed location of the sign is based on the availability of the open space parcel, rather than a location that relates to the development. If allowed by the township, a sign should be located either at the access road between White Castle and Panera Bread, or co-located with the River Bend signage at Windbrush Avenue.

3. **Design and Layout:** The applicant has included lighting, materials, colors and landscaping details as required by the township.

Staff comment: Since the buildings are oriented so that the ends face Owenfield and US 23, architectural detail should be added to give them a greater presence from the street. This could include giving the end units an entrance from the end of the building, making those units more desirable from a marketing standpoint. The developers may also consider arranging the buildings in a less “barracks-style” layout, perhaps breaking the structures up into smaller buildings.

IV. DCRPC Staff Recommendation

Staff recommends **Conditional Approval** of the Development Plan Amendment for 12.17 acres by KD Orange 486 to the RPC, Orange Township Zoning Commission, and Orange Township Trustees, *based on the comments in this report.*

Commission / Public Comments

Mr. Aaron Underhill attorney with Smith & Hale was present to represent the applicant. With regards to staff comments, he explained that the applicant is proposing doors on the east end of the two northern buildings but not the southern building. Also, the applicant feels that signage along US 23 (on their adjacent lot) is necessary for identification since the building would sit so far back from the more highly traveled road.

Mr. Andrian made a motion to recommend Conditional Approval of the development plan amendment for KD Orange 486, subject to staff comments. Mr. Sedlacek seconded the motion.

VOTE: Unanimously For, 0 Opposed. Motion carried.

IV. SUBDIVISION PROJECTS

Preliminary

10-08 **Columbus State Community College Academic Center E - Berlin & Liberty Twp.’s - 01 lot / 108.662 acres**

I. Conditions

Applicant: Columbus State Community College
Location: 5100 Cornerstone Drive, Liberty/Berlin Twp.
Zoning: Planned Commercial (PC); Farm Residential (FR-1)
Present Use(s): Vacant, former agriculture and Tru-Green office site
Proposed Use(s): School Campus
School District: Olentangy Local School District
Utilities Available: Del-Co Water and Public Sanitary Sewer
Critical Resources: pond
Engineer: Korda/Nemeth Engineering, Inc.

II. Staff Comments

The Columbus State Community College is requesting Academic Center E subdivision is proposed for the purpose of platting the future site of its new Delaware campus in accordance with the Liberty Township Planned Commercial Zoning District. The plat will contain a single 108.662 acre lot with provisions for future right of way dedication. The initial construction is for the first building (academic building E) near the southeast portion of

the site, and the northerly extension of Cornerstone Drive to a “roundabout”. Future phases will include additional buildings and the completion of a parallel access/backage road for US 23 extending from Cornerstone Drive to Winter Road. A large retention pond is proposed in the southeast corner of the site for stormwater management.

This site lies primarily in Liberty Township with a small portion to the southeast along the US 23 frontage located in Berlin Township. The Liberty side was rezoned to PCD in 2004. A final development plan was approved earlier this year for the first phase of the project. The area in Berlin Township is zoned FR-1. Surrounding land use includes the Park at Greif office park to the south, Greif Brothers corporate headquarters to the west, Camp Lazarus Boy Scout Camp to the north, and Fairview Memorial Park Cemetery to the east.

A technical review was held on July 22, 2008, after which the applicant has addressed all of the required changes on the Preliminary Plan.

III. Staff Recommendations

Staff recommends *Preliminary Approval* of the **Columbus State Community College Academic Center E**, to the RPC.

Commission / Public Comments

Mr. Paul Goggin with Columbus State Community College was present to answer any questions from the Commission.

Mr. Sedlacek asked if the parcel ownership in Berlin Township has been corrected. Mr. Deel explained that there was an error and the DALIS office will correct the name of ownership on the corner lot north of the retention pond.

Mr. Sedlacek questioned the safety of the location of the retention pond. Mr. Deel stated that the pond is at least 50’ from the right-of-way and that the County Engineer will review and make comments during final engineering.

Mr. Shoaf made a motion for Preliminary Approval of the Columbus State Community College Academic Center E. Mr. Andrian seconded the motion. VOTE: Unanimously For, 0 Opposed. Motion carried.

Preliminary/Final

11-08 Orange Centre, Lot# 7491, Div# 1 - Orange Twp. - 05 lots / 07.09 acres

I. Conditions

Applicant: The Glimcher Company

Subdivision Type: Future commercial

Location: Southeast of US 23 and Orange Rd., and west of Orange Center Dr., Orange Township.

Current Land Use: Open Field

Zoned: Planned Commercial and Office (PCD)

Utilities: Del-Co water and public sewer

School District: Olentangy

Critical Resources: none

Engineer: Civil and Environmental Consultants

II. Staff Comments

Orange Centre Lot 7491, Division # 1 is a proposed commercial/retail development containing 5 lots on 7.09 acres. The lots contain frontage along US 23, but will take access from Orange Center Drive along the east side. The lots range from 1.1 to 2.5 acres.

This subdivision is part of Orange Centre a mixed use development (multi-family residential / retail commercial and office) containing 6 large lots and 2 reserves on 59.962 acres. It includes an east-west access road (Hidden Ravines Drive) extending from US 23 to Highfield Drive and a north-south access road (Orange Center Drive) extending from Orange Road to Hidden Ravines Drive. Surrounding land use includes residential to the east, commercial and industrial to the south and north, and commercial to the west across US 23. Williamsville Cemetery is in the southwest corner of this development. A couple of single family residences are to the north along Orange Road.

A technical review was held on July 22, 2008, after which the applicant has addressed all of the required changes on the Preliminary Plan. The applicant has also 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 *Preliminary and Final approval* of the **Orange Centre Lot 7491, Division # 1**, to the RPC.

Commission / Public Comments

Mr. Ryan Eastwood of Civil and Environmental Consultants was present to represent the applicant.

Mr. Sedlacek made a motion for Preliminary and Final Approval of the Orange Centre Lot 7491, Division # 1. Mr. Berry seconded the motion. VOTE: Unanimously For, 0 Opposed. Motion carried.

12-08 **Orange Centre, Lot# 7496, Div#1 – Orange Twp. - 03 lots / 09.078 acres**

I. Conditions

- Applicant:** The Glimcher Company
- Subdivision Type:** Future offices
- Location:** Southwest corner of Orange Rd. and Highfield Dr., Orange Township.
- Current Land Use:** Open Field
- Zoned:** Planned Commercial and Office (PCD)
- Utilities:** Del-Co water and public sewer
- School District:** Olentangy
- Critical Resources:** none
- Engineer:** Civil and Environmental Consultants

II. Staff Comments

Orange Centre Lot 7496, Division # 1 is a proposed office development containing 3 lots on 9.078 acres. The lots contain frontage on Orange Road, but will take all access from Highfield Drive along the east side. The lots range from 3 to 3.1 acres.

This subdivision is part of Orange Centre a mixed use development (multi-family residential / retail commercial and office) containing 6 large lots and 2 reserves on 59.962 acres. It includes an east-west access road (Hidden Ravines Drive) extending from US 23 to Highfield Drive and a north-south access road (Orange Center Drive) extending from Orange Road to Hidden Ravines Drive. Surrounding land use includes residential to the east, commercial and industrial to the south and north, and commercial to the west across US 23. Williamsville Cemetery is in the southwest corner of this development. A couple of single family residences are to the north along Orange Road.

A technical review was held on July 22, 2008, after which the applicant has addressed all of the required changes on the Preliminary Plan. The applicant has also 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 *Preliminary and Final approval* of the **Orange Centre Lot 7496, Division # 1**, to the RPC.

Commission / Public Comments

Mr. Ryan Eastwood of Civil and Environmental Consultants was present to represent the applicant.

Mr. Sedlacek made a motion for Preliminary and Final Approval of the Orange Centre Lot 7496, Division # 1. Mr. Berry seconded the motion. VOTE: Unanimously For, 0 Opposed. Motion carried.

CONSENT AGENDA

Final (none)

V. EXTENSIONS (none)

VI. OTHER BUSINESS

▪ Budget and Fees Discussion

Chairperson Foust explained that the Executive Committee asked staff to prepare an estimated end of year financial report. After the elimination and reduction of expenditures, staff projects the carry forward into 2009 to be approximately \$2,500.00. This is only an estimate and is taking into consideration minimum revenue per month at \$7,000.00. Chairperson Foust explained that the RPC staff and Executive Committee members have discussed possible way to generate more projects. She explained that the Committee recommends starting with fee increases before any dues increases but that might be needed if applications do not pick up. She thanked the staff for cutting the expenses as much as possible.

The Executive Committee agreed on the following fee increases to be effective for applications on the September agenda.

1. Transfer fees to increase to \$100.00
2. Common Access Driveway: Preliminary application - additional \$200.00 per CAD
3. Common Access Driveway: Final application – additional \$200.00 per CAD
4. Sketch plans - \$300.00 for RPC fees (Health & SWCD fees have not increased)
5. Zoning Review for Planned Districts \$300.00 per application

Chairperson Foust stated that additional information for these increases can be found in the Executive Committee minutes from 07/23/08. She also asked if the Commission members have any ideas on contracts to please let staff know.

Mr. Farahay explained that Orange Township is considering updating their Comprehensive Plan.

Mr. Sedlacek made a motion to approve the increase in fees as presented tonight to be effective beginning with the applications on the September 25, 2008 agenda. Mrs. Hough 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. Shoaf made a motion to adjourn the meeting at 7:30 p.m. Mr. Sedlacek seconded the motion. VOTE: Unanimously For, 0 Opposed. Motion carried.

The next meeting of the Delaware County Regional Planning Commission will be Thursday, August 28, 2008, 7:00 PM at the Delaware Hayes Services Building, 140 N. Sandusky Street, Conference Room G-35, Delaware, Ohio 43015.

Holly Foust, Chairperson

Stephanie Matlack, Executive Administrative Assistant