



# Delaware County Regional Planning Commission

109 North Sandusky Street  
P.O. Box 8006, Delaware, Ohio 43015  
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www.dcrpc.org

Scott B. Sanders, AICP  
Executive Director

## *\*MINUTES\**

Thursday, December 17, 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 November 19, 2015 RPC Minutes
- Executive Committee Minutes of December 9, 2015
- Statement of Policy

### II. VARIANCES *(none)*

### III. ZONING MAP/TEXT AMENDMENTS

35-15 ZON      Harlem Twp. Zoning Commission – Harlem Twp. – zoning code revisions

36-15 ZON      Oxford Twp. Zoning Commission – Oxford Twp. – zoning code revisions

### IV. SUBDIVISION PROJECTS

Preliminary *(none)*

Preliminary/Final *(none)*

Final

		Township	Lots/Acres
15-15	Ravines of Alum Creek, Section 1 easement vacation	Berlin	01 lot / 0.086 acres
20-14.1	Olentangy Falls East, Section 1	Liberty	37 lots / 43.95 acres
05-14.1	Liberty Trace, Section 1	Liberty	38 lots / 31.09 acres
03-14	The Inn at Bear Trail	Orange	02 lots / 14.98 acres

**T=TABLED, W=WITHDRAWN**

### V. EXTENSIONS *(none)*

### VI. OTHER BUSINESS

- Consideration for Approval: \$1,600 Transfer of Appropriations
- Consideration for Approval: 2016 Amended Budget
- Consideration for Approval: 2016 Purchase of refreshments up to \$600.00
- Consideration for Approval: Legal assistance retention for 2016
- Consideration for Approval: 2016 Health Insurance Opt Out Allowance
- Consideration for Approval: Staff salary increases effective 01/04/16

### VII. POLICY / EDUCATION DISCUSSION

### VIII. RPC STAFF AND MEMBER NEWS

- Charlie Callender, Shawnee Hills Rep. - retiring

**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, Fred Fowler, Gary Merrell, Jeff Benton, Tiffany Jenkins, Tom Hopper, Dave Stites, Tracey Mullenhour, Joe Proemm, Charlie Callender, Mike Dattilo, and Doug Price. Alternates: Adam Howard, John Piccin, Susan Dorsch, and James Hatten. Staff: Scott Sanders and Stephanie Matlack.

▪ **Approval of the November 19, 2015 RPC Minutes**

*Mrs. Kuba made a motion to Approve the minutes from the last meeting. Mrs. Jenkins seconded the motion. VOTE: Unanimously For, 0 Opposed. Motion carried.*

▪ **December 9, 2015 Executive Committee Minutes**

**1. Call to order**

Chairman Stites called the meeting to order at 8:55 p.m. Present: Dave Stites, Gary Merrell, Jeff George and Susan Kuba. Tiffany Jenkins arrived after call to order. Staff: Scott Sanders and Stephanie Matlack.

**2. Approval of Executive Committee Minutes from November 12, 2015**

*Mr. George made a motion to Approve the minutes from the last meeting, seconded by Mrs. Kuba. VOTE: Unanimously For, 0 Opposed. Motion carried.*

**3. New Business**

- Financial / Activity Reports for November 2015

REGIONAL PLANNING RECEIPTS		NOVEMBER	YTD TOTAL
General Fees (Lot Split)	(4201)	\$410.00	\$5,545.00
Fees A (Site Review)	(4202)	\$300.00	\$2,100.00
Insp. Fees (Lot Line Transfer)	(4203)	\$200.00	\$3,200.00
Membership Fees	(4204)		\$272,375.00
Planning Surcharge (Twp. Plan. Assist.)	(4205)		\$465.79
Assoc. Membership	(4206)		
General Sales	(4220)		\$1.25
Charges for Serv. A (Prel. Appl.)	(4230)		\$56,610.60
Charges for Serv. B (Final. Appl.)	(4231)	\$500.00	\$73,782.60
Charges for Serv. C (Ext. Fee)	(4232)	\$300.00	\$900.00
Charges for Serv. D (Table Fee)	(4233)		
Charges for Serv. E (Appeal/Var.)	(4234)		\$1,200.00
Charges for Serv. F (Planned District Zoning)	(4235)	\$300.00	\$4,500.00
<b>OTHER DEPT. RECEIPTS</b>			
Health Dept. Fees	(4242)		\$2,510.00
Soil & Water Fees	(4243)	\$200.00	\$3,125.00
<b>MISCELLANEOUS REVENUE</b>			
Other Reimbursements	(4720)		

Other Reimbursements A			
Other Misc. Revenue (GIS maps)	(4730)	\$16.00	\$101.00
Misc. Non-Revenue Receipts	(4733)		
Sale of Fixed Assets	(4804)		
<b>TOTAL RECEIPTS</b>		\$2,226.00	\$426,416.24

<b>Balance after receipts</b>	<b>\$792,786.04</b>
<b>Expenditures</b>	<b>- \$ 30,780.44</b>
<b>End of November balance (carry forward)</b>	<b>\$762,005.60</b>

***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:
  - 1.) Hogback Bay – Brown Twp. – 4 lots / 19.246 acres
  - 2.) North Orange SF – Orange Twp. – 45 lots / 26.7 acres
  - 3.) Parker Estates – Genoa Twp. – 13 lots / 40 acres
- December RPC Preliminary Agenda
  - 1.) Rezoning:
    - Harlem Twp. Zoning Commission – zoning code revisions
  - 2.) Preliminary: (none)
  - 3.) Preliminary/Final: (none)
  - 4.) Final:
    - Ravines of Alum Creek, Sec. 1 easement vacation
    - Olentangy Falls East, Section 1
    - Liberty Trace, Section 1
    - The Inn at Bear Trail
  - 5.) Extensions: (none)
  - 6.) Other Business:
    - Consideration for Approval: purchase of refreshments up to \$600.00  
***Mr. Stites made a motion to recommend Approval of the Purchase of refreshments up to \$600. Mr. George seconded the motion. VOTE: Unanimously For, 0 Opposed. Motion carried.***
    - Consideration for Approval: Legal assistance retention for 2016  
 Mr. Sanders stated that the rates for legal services would remain the same for 2016.  
***Mr. Stites made a motion to recommend Approval of retaining Brosius, Johnson & Griggs, LLC as legal counsel for 2016. Mr. George seconded the motion. VOTE: Unanimously For, 0 Opposed. Motion carried.***
    - Consideration for Approval: 2016 Health Insurance Opt Out Allowance  
***Mr. George made a motion to recommend Conditional Approval of the 2016 Health Insurance Opt Out Allowance, subject to legal approval. Mrs. Kuba seconded the motion. VOTE: Unanimously For, 0 Opposed. Motion carried.***
    - Consideration for Approval: Staff salary increases effective 01/04/16  
***Mr. Stites made a motion to recommend Approval of staff salary increase effective 01/04/16. Mr. George seconded the motion. VOTE: Unanimously For, 0 Opposed.***

***Motion carried.***

- Director's Report
  - 1.) Final CVB meeting as President later today.
  - 2.) Attending a focus group later today for the Delaware Area Transit Authority (DATABus) as they work on their master plan.
  - 3.) Successful presentation at the Delaware County Prosecutor's session.
  - 4.) Attended the Big Walnut Economic Development committee meeting on Nov 16.
  - 5.) Working with MORPC to forecast traffic patterns and road network in the 36/37/71 interchange area. When initial numbers are in, we will arrange a meeting with the jurisdictions in the area to discuss network options and discuss proposed impact to existing roads.
  - 6.) Attended a meeting of the Partnership for a Healthy Delaware County on Nov 18.
  - 7.) Met with Concord trustees along with several staff from the County Engineer's office and Economic Development to discuss future development there and how roads will be maintained and improved.
  - 8.) Editing several maps for Genoa Township's Comprehensive Plan update.
  - 9.) Attended Economic 411 presented by Columbus 2020 at the Student Union at OSU on December 4.
  - 10.) Attended the annual meeting of the Planning Directors Association during CCAO on Monday of this week – was elected President.
  - 11.) Continuing to work on the platting process through the various departments that are involved.
  - 12.) Updating various GIS layers, including the Multi-family layer and Comprehensive Plan files to make them more consistent and easier to create maps across several jurisdictions.
  - 13.) Basic 2015 statistics
    - Increase in rezoning acreage (1,103 compared to 798 acres in 2014)
    - Reduction in the number of Preliminary approved lots (475 compared to 1176 in 2014)
    - Doubling of Final Plat lots reviewed (627 in 2015 compared to 277 in 2014)

**4. Old Business**

- Director Evaluation

***At 10:00 a.m., Mr. Stites 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, Mrs. Jenkins, yes, Mrs. Kuba, yes, Mr. Merrell, yes, and Mr. George, yes. Motion carried.*

*At 10:30 a.m., Mr. Merrell made a motion to return to regular session. Mr. George seconded the motion. ROLL CALL VOTE: Mr. Merrell, yes, Mrs. Jenkins, yes, Mrs. Kuba, yes, Mr. Stites, yes, and Mr. George, yes. Motion carried.*

5. Other Business - *None*

6. Personnel - *None*

7. Adjourn

*Having no further business, Mr. Merrell made a motion to adjourn the meeting at 10:35 a.m. Mr. George seconded the motion. VOTE: Unanimously For, 0 Opposed. Motion carried.*

The next regular Executive Committee meeting will be Wednesday, January 20, 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**

35-15 ZON **Harlem Twp. Zoning Commission – Harlem Twp. – zoning code revisions**

**I. Request**

In August, the RPC reviewed a set of amendments to the Harlem Township Zoning Resolution. Those changes were approved by the Zoning Commission and sent to the Board of Trustees, which ultimately denied the proposal. Slight changes were made to the proposal. These changes are noted below:

**Article IV** – Definition of a Common Access Drive (CAD). (*no change*)

**Article V** – Addition of recent zoning districts to the printed listing of zoning districts. (*no change*)

**Article VII** – adding the words “extensively damaged” to the list of prohibited outdoor storage of vehicles (currently includes only “inoperable or unlicensed”). Also removes the phrase “for a period

exceeding (14) days.” *(change – added reference to the Junk Vehicle definition in ORC 505.173 and removed proposed language “extensively damaged.”)*

**Article VII, IX, XI, XII, XIV, XV, XVI, and XIX** – same as above.

**Article XXI** – Replaces the general landscaping paragraph with more detail. Generally asks that larger trees be maintained where possible. It requires Perimeter Landscaping between non-compatible uses and provides detail. Streetscape plantings are required with new developments. Streetscape plans are required in all Planned districts and in non-residential straight districts. *(change – removes these amendments entirely and makes no changes to this Article)*

Also **Article XXI** – Clarifies the requirement that a 12-foot width for driveways that serve two or more residences is related to Common Access Driveways. *(change – added reference to aggregate depth taking soil type into consideration)*

**Staff comments:** *These amendments, along with the references changes, appear to be reasonable.*

### **III. Staff Recommendations**

Staff recommends **Approval** of the Harlem Twp. Zoning code revisions to the DCRPC, Harlem Twp. Zoning Commission and Harlem Twp. Trustees.

### **Commission / Public Comments**

**Mr. Price made a motion for Approval of the Harlem Twp. Zoning code revisions. Mrs. Jenkins seconded the motion. VOTE: Unanimously For, 0 Opposed. Motion carried.**

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## **36-15 ZON      Oxford Twp. Zoning Commission – Oxford Twp. – zoning code revisions**

### **I. Request**

At the December meeting of the Oxford Township Zoning Commission, members voted to initiate the process of adopting amendments to the Zoning Resolution. Regional Planning Commission staff acted as the consultant. Sessions began on February 18, 2015 and continued through the summer. The intent was to reformat the code and update portions of it to current standards.

### **II. Issues**

The following items represent a summary of the issues discussed for amendment:

- New definitions for BODD Residential Facilities, Floodplain-related items, Lot, Noxious Weeds, Portable Camping Units, Recreational Vehicle, Residential Facility, and Telecommunication Towers;
- Updated “Limitations on Power” section;
- Updated Telecommunication Tower section;
- Labeling the difference between Limited Home Occupations and Expanded Home Occupations for clarity;
- Clarification that zoning districts require a rezoning application and rezoning process;
- Addition of “trash, debris, unused or discarded material...” language where needed;
- Clarifying the process for amending to a Planned district;
- Increasing square footage for multi-family residential units;
- Amending and making consistent the process for Extension or Modification of an approved

- Development Plan;
- Amended the approval period for Development Plans from three years to two years;
- Amended Adult Entertainment Regulations;
- New Small Wind Farm regulations;
- Various clarifications within the sign regulations;
- Increased the size of a structure requiring certificate from 150 feet to 200 feet;
- Additional language allowing alternates to the ZC and BZA.

**III. Staff Recommendations**

Staff recommends **Conditional Approval** of the Oxford Twp. Zoning code revisions to the DCRPC, Oxford Twp. Zoning Commission and Oxford Twp. Trustees, *subject to Prosecutor review*.

**Commission / Public Comments**

*Mrs. Kuba made a motion for **Conditional Approval** of the Oxford Twp. Zoning code revisions, subject to staff recommendations. Mr. Merrell seconded the motion. VOTE: Unanimously For, 0 Opposed. Motion carried.*

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**IV. SUBDIVISION PROJECTS**

**Preliminary** (none)

**Preliminary/Final** (none)

**CONSENT AGENDA**

**Final**

15-15                    **Ravines of Alum Creek, Section 1 easement vacation – Berlin Twp. - 01 lot / 0.086 acres**

**I. Conditions**

- Applicant:** T & R Properties
- Subdivision Type:** Single-Family
- Location:** Africa Road, 2,900 feet south of US 36/SR 37
- Current Land Use:** Undeveloped, but subdivided and platted
- Zoned:** PRD (Planned Residential District)
- Utilities:** Del-Co Water, on-site treatment
- School District:** Olentangy
- Engineer:** CT Consultants

**II. Staff Comments**

The subdivision plat for Ravines of Alum Creek was recorded on 2/21/2005. Some utilities were built, but generally no improvements were made. Sewer has now been extended to the site and the owner wishes to make improvements to the site so that lots can be sold.

During the preparations for that work, it was noted that a portion of a drainage and utility easement on the original plat is no longer needed. County Engineer staff has confirmed that new easements are in place.

In accordance with the Subdivision Regulations, notice was published and there were no comments from any other utilities.

**The applicant has presented to the RPC Office a survey of the easements to be vacated, a requirement for approval.**

**III. Staff Recommendation**

Staff recommends *Final Approval* of **Ravines of Alum Creek, Section 1 easement vacation** to the DCRPC.

**Commission / Public Comments**

*Mr. Price made a motion for Final Approval of Ravines of Alum Creek, Section 1 easement vacation.*

*Mrs. Jenkins seconded the motion. VOTE: Unanimously For, 0 Opposed. Motion carried.*

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**20-14.1            Olentangy Falls East, Section 1 - Liberty Twp. - 37 lots / 43.95 acres**

**I. Conditions**

- Applicant:** Rockford Homes
- Subdivision Type:** Single family residential
- Location:** south side of Hyatts Rd., west of US 23
- Current Land Use:** vacant
- Zoned:** PR (Planned Residential District)
- Preliminary Approval:** 9/24/2014
- Utilities:** Del-Co Water, central sanitary sewer
- School District:** Olentangy
- Engineer:** CEC Inc.

**II. Staff Comments**

Olentangy Falls East is a large, 150-lot subdivision on generally rolling land extending east from Olentangy Falls. Section 1 provides a main access to Hyatts Road via Benton Lane. Briar Drive and Regency Bend provide frontage for most of the lots and a portion of Laurel Lane provides a stub for future sections to the south. Access is also provided from an existing stub in Olentangy Falls to the west via Cedar Brook Lane. Significant open space is provided along Hyatts Road as well as along ravines to the west. Total open space dedication is 15.357 acres.

Lots are slightly smaller than Olentangy Falls, though most lots are 120' x 200', or 24,000 s.f. (.55 acres). Most roads are curb and gutter, except where they transition to existing open ditch streets in Olentangy Falls. Sidewalks are provided throughout and a pedestrian path has been built along Hyatts Road for future connection.

**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 **Olentangy Falls East, Section 1** to the DCRPC.



**Commission / Public Comments**

***Mr. Price made a motion for Final Approval of Olentangy Falls East, Section 1. Mrs. Jenkins seconded the motion. VOTE: Unanimously For, 0 Opposed. Motion carried.***

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**05-14.1 Liberty Trace, Section 1 - Liberty Twp. - 38 lots / 31.09 acres**

**I. Conditions**

- Applicant:** Pulte Homes
- Subdivision Type:** Single Family Residential
- Location:** north side of Home Rd., south side of Liberty Rd.
- Current Land Use:** vacant
- Zoned:** PR (Planned Residential District)
- Preliminary Approval:** 4/23/2014
- 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.

Section 1 is located on the west side of Liberty Road and includes access to both Liberty and Home Roads. A single road circulates through this portion, changing names at the Liberty entrance. The road is White Cap Drive along the south and Schoen Lake Drive as it turns northwest. Most lots gain their frontage from this road, with four gaining frontage from a cul-de-sac named Roche Court. Another stub, Summerland Loop, is provided for a future section.

Open space of 10.899 acres is being dedicated at the corner of Liberty Road and Home Road. Lots generally have between 90 and 100 feet of frontage for a lot size of 12,600 s.f. – 14,000 s.f. Sidewalks are provided throughout, with an 8-foot bike path located on the north side of Home Road and along the south side of Liberty Road.

**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 **Liberty Trace, Section 1** to the DCRPC.

**Commission / Public Comments**

***Mr. Price made a motion for Final Approval of Liberty Trace, Section 1. Mrs. Jenkins seconded the motion. VOTE: Unanimously For, 0 Opposed. Motion carried.***

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03-14                    **The Inn at Bear Trail – Orange Twp. - 02 lots / 14.98 acres**

**I. Conditions**

- Applicant:** The Inn at Bear Trail Limited
- Subdivision Type:** Elderly Housing
- Location:** East side of South Old State Rd., north of East Powell Rd.
- Current Land Use:** vacant
- Zoned:** Planned Elderly Residential District (PERD)
- Preliminary Approval:** 2/26/2014
- Utilities:** Del-Co Water, central sanitary sewer
- School District:** Olentangy
- Engineer:** EMH & T

**II. Staff Comments**

The Inn at Bear Trail (fka: The Inn at South Old State) is a project that was zoned under Orange Township’s Planned Elderly Residential District zoning. It allows for an assisted living facility with beds for a maximum of 101 residents. The site includes significant open space to the east of the site, located on the single parcel.

The plan indicates a boulevard entrance from South Old State which aligns with Bear Trail to the west. This will be a public road, Hayworth Drive, which will form a T intersection after it enters the site, with a new road, Monroe Drive, extending to the north and south. This road configuration is the result of conversations with the RPC and County Engineer during the zoning process as well as the subdivision process. It will allow access for future development for property south and north, neither of which would be allowed to have independent access to South Old State due to intersection spacing regulations. The road will not be built all the way to the northern parcel line, although right-of-way will be dedicated. A paved emergency access to South Old State Road is located at the northern property line.

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 **The Inn at Bear Trail** to the DCRPC.

**Commission / Public Comments**

***Mr. Price made a motion for Final Approval of The Inn at Bear Trail. Mrs. Jenkins seconded the motion. VOTE: Unanimously For, 0 Opposed. Motion carried.***

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**V. EXTENSIONS** (*none*)

**VI. OTHER BUSINESS**

- Consideration for Approval: \$1,600 Transfer of Appropriations from Materials and Supplies to Salaries

***Mr. Merrell made a motion to Approve a \$1,600.00 Transfer of Appropriations from Materials and Supplies to Salaries. Mrs. Jenkins seconded the motion. VOTE: Unanimously For, 0 Opposed. Motion carried.***

- Consideration for Approval: 2016 Amended Budget

Mr. Sanders stated that due to a formula error in the budget presented and approved at the last meeting, an increase of \$6,522 needed to be added to the approved budget. That amount is divided as follows:

Salaries: \$5,600  
Worker's Comp: \$56.00  
PERS: \$784  
Medicare: \$82

***Mr. Merrell made a motion to Approve the increase in Salaries and Benefits for the 2016 Budget in the amount of \$6,522.00. Mrs. Jenkins seconded the motion. VOTE: Unanimously For, 0 Opposed. Motion carried.***

- Consideration for Approval: 2016 Purchase of refreshments up to \$600.00

***Mrs. Kuba made a motion to Approve up to \$600 for purchase of refreshments for events in 2016. Mrs. Jenkins seconded the motion. VOTE: Unanimously For, 0 Opposed. Motion carried.***

- Consideration for Approval: Legal assistance retention for 2016

***Mr. Merrell made a motion to retain Brosius, Johnson & Griggs for legal services for 2016. Mr. Heid seconded the motion. VOTE: Unanimously For, 0 Opposed. Motion carried.***

- Consideration for Approval: 2016 Health Insurance Opt Out Allowance

***Mrs. Kuba made a motion to Approve the Health Insurance Opt Out Allowance of \$200 for 2016. Mrs. Jenkins seconded the motion. VOTE: Unanimously For, 0 Opposed. Motion carried.***

- Consideration for Approval: Staff salary increases effective 01/04/16

***Mr. Fowler made a motion to Approve the staff salary increase effective date of 01/04/16. Mr. Price seconded the motion. VOTE: Unanimously For, 0 Opposed. Motion carried.***

## VII. POLICY / EDUCATION DISCUSSION *(none)*

## VIII. RPC STAFF AND MEMBER NEWS

- Chairman Stites acknowledged that Mr. Charlie Callender is retiring. He thanked him for 5 years of service to the RPC.

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

*The next meeting of the Delaware County Regional Planning Commission will be Thursday, January 28, 2016, 7:00 PM at the Willis Building, 2079 US 23 North, Conference Room, Delaware, Ohio 43015.*

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*Dave Stites, Chairman*

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*Stephanie Matlack, Executive Administrative Assistant*