



Delaware County Regional Planning Commission

109 North Sandusky Street Delaware, Ohio 43015
740-833-2260 fax 740-833-2259
www.dcrpc.org

Scott B. Sanders, AICP
Executive Director

MINUTES

Thursday, December 18, 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 November 20, 2008 RPC Minutes
- Executive Committee Minutes of December 10, 2008
- Statement of Policy

II. VARIANCES *(none)*

III. ZONING MAP/TEXT AMENDMENTS *(none)*

IV. SUBDIVISION PROJECTS

Township

Lots/Acres

Preliminary *(none)*

Preliminary/Final *(none)*

Final

81-93.3.A	Cross Creek, Section 3, Phase A	Orange	10 lots / 07.61 acres
-----------	---------------------------------	--------	-----------------------

T=TABLED, W=WITHDRAWN

V. EXTENSIONS *(none)*

VI. OTHER BUSINESS

- Consideration for approval: Health Dept transfer of fees collected \$1,540.00, SWCD \$500.00
- Revised 2009 Meeting Schedule
- Legal issues

VII. POLICY / EDUCATION DISCUSSION

- Consideration for approval: Personnel handbook amendment regarding health insurance contribution

VIII. RPC STAFF AND MEMBER NEWS

I. ADMINISTRATIVE BUSINESS

▪ **Call to Order**

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

▪ **Roll Call**

Representatives: Jeff George, Rick Sedlacek, Fred Fowler, Steve Burke, Tom Hopper, Joe Clase, Holly Foust, Charles Heimlich, Dick Gladman, Lloyd Shoaf, Tom Brown, Tom Zalewski, Bonnie Newland, and Mike Datillo. Alternates: Tiffany Jenkins, Doug Riedel, Dave Stites, Carolyn VanBrimmer, and James Hatten. Staff: Scott Sanders and Stephanie Matlack.

▪ **Approval of the November 20, 2008 RPC Minutes**

Mr. Sedlacek made a motion to approve the minutes of November 20, 2008. Mr. Shoaf seconded the motion. VOTE: Unanimously For, 0 Opposed. Motion carried.

▪ **December 10, 2008 Executive Committee Minutes**

1. Call to order

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

2. Approval of Executive Committee Minutes

Mr. Shoaf made a motion to approve the minutes from the November 12th meeting. Mr. Gladman seconded the motion. VOTE: Majority For, 0 Opposed, 1 Abstained (Mrs. Foust). Motion carried.

3. Old Business

4. New Business

a. Village of Galena vs. Delaware County Regional Planning Commission – Mr. Sanders gave the Executive Committee an update to the status of the lawsuit.

b. Financial / Activity Reports for November 2008 –

REGIONAL PLANNING RECEIPTS		NOVEMBER	YTD TOTAL
General Fees (Lot Split)	(4201)	\$410.00	\$5,580.00
Fees A (Site Review)	(4202)		\$2,610.00
Insp. Fees (Lot Line Transfer)	(4203)	\$400.00	\$2,720.00
Membership Fees	(4204)		\$276,657.08
Planning Surcharge (Twp. Plan. Assist.)	(4205)	\$449.09	\$3,511.95
Assoc. Membership	(4206)	\$900.00	\$900.00
General Sales	(4220)	\$78.60	\$1,442.40
Charges for Serv. A (Prel. Appl.)	(4230)		\$29,721.40
Charges for Serv. B (Final. Appl.)	(4231)	\$1,300.00	\$27,487.70
Charges for Serv. C (Ext. Fee)	(4232)	\$150.00	\$900.00
Charges for Serv. D (Table Fee)	(4233)		\$600.00
Charges for Serv. E (Appeal/Var.)	(4234)		\$1,200.00

OTHER DEPT. RECEIPTS			
Health Dept. Fees	(4242)		\$33,150.00
Soil & Water Fees	(4243)		\$3,075.00
MISCELLANEOUS REVENUE			
Other Reimbursements	(4720)		
Other Reimbursements A	(4721)		
Other Misc. Revenue (GIS maps)	(4730)		\$331.34
Misc. Non Revenue Receipts	(4733)		
TOTAL RECEIPTS		\$3,687.69	\$389,886.87

Balance after receipts **\$ 89,992.88**
Expenditures **- \$ 28,736.90**
End of November balance **\$ 61,255.98**

Mr. Burke made a motion to approve the financial reports for November. Mr. Gladman seconded the motion. VOTE: Unanimously For, 0 Opposed. Motion carried.

- c. December RPC Preliminary Agenda – includes 1 Final plat application.
- d. Contract and Project updates
 - 1.) Orange Twp. – RPC was awarded the contract to update the Comprehensive Plan.
 - 2.) Berlin Twp. – Mr. Sanders attended a meeting on 12/9 to discuss a possible contract to update the Comprehensive Plan.
 - 3.) Kingston Twp. – Mr. Sanders explained that Kingston Twp. would like 4-5 areas of the zoning code updated. The RPC should be able to do this work using their free hours along with a small contract fee. They are also considering a cover-to-cover contract as a second phase.
 - 4.) Genoa Twp. – Mr. Sanders has submitted a contract to reorganize the general standards in the zoning code. There is a possibility of a second contract to update the zoning code.
 - 5.) Troy Twp. – zoning code reformat contract completed and turned over to Doug Price and Joe Clase for review.
- e. Revised 2009 RPC Meeting schedule – Mrs. Matlack presented the Committee with a revised 2009 meeting schedule. There was an error on the date for the Little Brown Jug, which caused the meeting for September 2009 to be moved to September 17th, Site Review Sept. 3rd, TRC Sept. 8th. The RPC office will be closed at noon on Sept. 24th in observation of the Little Brown Jug Day.

Mr. Gladman made a motion to recommend approval of the revised 2009 DCRPC meeting schedule. Mr. Shoaf seconded the motion. VOTE: Unanimously For, 0 Opposed. Motion carried.

- f. Consideration for recommendation of approval: fee transfers
 - 1.) Health Dept. \$1,540.00
 - 2.) SWCD \$500.00

Mr. Shoaf made a motion to recommend approval of the transfer of fees collected on behalf of the SWCD for \$500.00 and the Delaware General Health District for \$1,540.00. Mr. Gladman seconded the motion. VOTE: Unanimously For, 0 Opposed. Motion carried.

5. Other Business

6. Personnel

- a. Consideration for recommendation of approval: Personnel handbook amendment regarding health insurance contribution. The following is an excerpt from the DCRPC Employee Handbook with suggested amendments:

SECTION IV – EMPLOYEE BENEFITS

HEALTH CARE BENEFITS

Delaware County Regional Planning Commission offers a comprehensive health care benefit package through Delaware County, to eligible permanent full-time employees. To be eligible for health care benefits, employees must be regularly scheduled for, and work, at least 21 hours per week. DCRPC pays 100% of medical insurance premiums for permanent full-time employees. Employees who work 21 hours to less than 40 hours per week may be eligible to purchase the medical insurance through payroll deduction at Delaware County's current group rates. Enrollment into health care benefits is not mandatory. If an employee chooses to enroll, they must enroll themselves and their dependents in health benefits within 31 days of the employee's hire date. If an employee fails to enroll themselves and their dependents within this 31-day period, they will be required to provide proof of good health for themselves and their dependents to the insurance carrier.

In order to allow employees to purchase certain health care benefits with pre-tax dollars from their paychecks, Delaware County has entered into an Internal Revenue Service Code Section 125 Plan (Cafeteria or Flexible Benefits Plan). Changes in benefits covered under IRS Section 125 may only be conducted during the annual Open Enrollment or within 31 days of employees incurring a major life event (e.g. marriage, divorce, birth or adoption of a child, etc.) DCRPC employees may participate in this Plan.

For newly insured employees, coverage will begin the first day of the month following one full month of employment. For existing insured employees incurring a major life event, coverage will begin at 12:00 a.m. on the next day following the date of the major life event.

For insured employees making changes during the annual Open Enrollment, coverage will begin at 12:00 a.m. on January 1 of the appropriate year.

A DCRPC employee, who elects to not be covered by the health insurance plan offered by the DCRPC, may elect to receive payment in lieu of insurance in an amount determined annually by the Regional Planning Commission.

For more detailed information on the health care benefits, please ~~contact~~ review the Delaware County Employee Benefits Plan booklet, the actual plan documents, and other detailed information pamphlets provided by ~~the~~ Delaware County.

Mr. Burke made a motion to recommend approval of the above amendments to the DCRPC Employee handbook. Mr. Shoaf seconded the motion. VOTE: Unanimously For, 0 Opposed. Motion carried.

7. Adjourn –

Mr. Gladman made a motion to adjourn the meeting at 9:50 a.m. Mr. Burke seconded the motion. VOTE: Unanimously For, 0 Opposed. Motion carried.

The next Executive Committee meeting will be Wednesday, January 21, 2009 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** (none)

IV. **SUBDIVISION PROJECTS**

Preliminary (none)

Preliminary/Final (none)

CONSENT AGENDA

Final

81-93.3.A Cross Creek, Section 3, Phase A – Orange Twp. - 10 lots / 07.61 acres

Applicant: Homewood Corporation

Subdivision Type: Single-family Residential

Location: South side of Abbey Knoll Drive, 700' east of S Old State Rd.

Current Land Use: Vacant/Wooded

Zoned: Single-family Planned Residential District (SF-PRD)

Utilities: Del-Co Water and Public Sewer

School District: Olentangy

Engineer: Lenell Sniechowski, Stantec

I. Staff Comments

Cross Creek Section 3, Phase A consists of 10 lots on 7.61 acres. It includes a cul-de-sac (Keaton Court) extending south from Abbey Knoll Drive. A 3.6-acre open space reserve is provided to the southeast and includes a portion of a large ravine that cuts through Cross Creek. The lots range from 0.22 acres to 0.62 acres

and will utilize Del-Co water and County sanitary sewer. Section 3, Phase A & B received preliminary approval September 26, 2002. This is the last section of the Cross Creek subdivision.

Surrounding land use is residential to the east (other sections of Cross Creek), south (large frontage lots along Orange Road), north and west (Abbey Knoll). The Township Fire Department is located to the southwest.

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

II. Staff Recommendation

Staff recommends *Final approval* of **Cross Creek, Section 3, Phase A** to the RPC.

Commission / Public Comments

No one was present to represent the applicant.

Mr. Sedlacek made a motion for Final Approval of Cross Creek, Section 3, Phase A. Mr. Shoaf seconded the motion. VOTE: Unanimously For, 0 Opposed. Motion carried.

VI. EXTENSIONS (none)

VII. OTHER BUSINESS

- Consideration for approval: Health Dept. transfer of fees collected \$1,540.00, SWCD \$500.00
Mr. Gladman made a motion to approve the transfer of fees collected for the Health Dept. for \$1,540.00 and the SWCD for \$500.00. Mr. Sedlacek seconded the motion. VOTE: Unanimously For, 0 Opposed. Motion carried.
- Revised 2009 Meeting Schedule – Chairwoman Foust noted that the revised RPC schedule only changes the dates for the September meetings. The new dates are as follows:

Site Review: September 3rd, TRC: September 8th, RPC meeting: September 17th

Mr. Clase made a motion to approve the Revised 2009 RPC Schedule. Mr. Brown seconded the motion. VOTE: Unanimously For, 0 Opposed. Motion carried.

- Legal issues – Chairwoman Foust and Mr. Sanders gave the status of the Village of Galena lawsuit regarding Sage Creek, Section 5. The Clerk of Courts website has all the documents filed to date. Mr. Sanders stated that if anyone were interested he could provide a link directly to the case.

VIII. POLICY / EDUCATION DISCUSSION

- Consideration for approval: Personnel handbook amendment regarding health insurance contribution

Chairwoman Foust explained that the Executive Committee recommended changes to the Employee

Handbook concerning Health Insurance due to the policy of opting out. She explained that the proposed language is on page 4 (of this document).

Mr. Brown made a motion to approve the amendment to the Employee Handbook (Section IV- Employee Benefits) as recommended by the Executive Committee. Mr. Sedlacek seconded the motion. VOTE: Unanimously For, 0 Opposed. Motion carried.

IX. RPC STAFF AND MEMBER NEWS (none)

Having no further business, *Mr. Gladman made a motion to adjourn the meeting at 7:15 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, January 29, 2009, 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