



Delaware County Regional Planning Commission

109 North Sandusky Street
P.O. Box 8006, Delaware, Ohio 43015
740-833-2260 www.dcrpc.org
Scott B. Sanders, AICP Executive Director



MINUTES

Thursday, January 25, 2018 at 6:30 PM

Frank B. Willis Building, 2079 US 23 North, Conference Room,
Delaware, Ohio 43015

I. ADMINISTRATIVE BUSINESS

- Call to order
- Roll Call
- Approval of December 21, 2017 RPC Minutes
- Executive Committee Minutes of January 17, 2018
- Statement of Policy

II. VARIANCES (none)

III. ZONING MAP/TEXT AMENDMENTS

- 01-18 ZON Kenney Asset Management LLC - Concord Twp. - 24.25 acres from PRD to PRD
 02-18 ZON Concord Township Zoning Commission - Concord Twp. - Text Amendments

IV. SUBDIVISION PROJECTS

Preliminary

		Township	Lots/Acres
03-18	Maple Glen	Berlin	14 lots / 18.901 acres
02-18	Concord Estates	Concord	14 lots / 34.006 acres
01-18	Grace's Place	Genoa	14 lots / 09.548 acres

Preliminary/Final (none)

Final (none)

T=TABLED, W=WITHDRAWN

V. EXTENSIONS (none)

VI. OTHER BUSINESS

- Consideration for Approval: Liability Insurance \$7,385.00

VII. POLICY / EDUCATION DISCUSSION

VIII. RPC STAFF AND MEMBER NEWS

I. ADMINISTRATIVE BUSINESS

▪ **Call to Order**

Chairman Stites called the meeting to order at 6:30 p.m.

▪ **Roll Call**

Representatives: Chet Heid, Fred Fowler, Steve Burke, Tammy Noble, Tom Hopper, Joe Shafer, Dave Stites, Tracey Mullenhour, Bill Thurston, Ed Snodgrass, Dan Quick, Bonnie Newland, Mike Dattilo and Doug Price. *Alternates:* John Piccin, Bill Piper, Bob Singer, Ed Reely, Jeff Beard, and Allen Rothermel. *Arrived after roll call:* Susan Kuba and Jenna Jackson. *Staff:* Scott Sanders, Phil Bennetch, Da-Wei Liou and Stephanie Matlack.

▪ **Approval of the December 21, 2017 RPC Minutes**

Mr. Heid made a motion for Approval of the minutes from the last meeting. Mr. Piccin seconded the motion. VOTE: Unanimously For, 0 Opposed. Motion carried.

▪ **January 17, 2018 Executive Committee Minutes**

1. **Call to order**

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

2. **Approval of Executive Committee Minutes from December 13, 2017**

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

3. **New Business**

- Financial / Activity Reports for December 2017

REGIONAL PLANNING RECEIPTS		DECEMBER	YTD TOTAL
General Fees (Lot Split)	(4201)	\$1,845.00	\$12,505.00
Fees A (Site Review)	(4202)		\$4,200.00
Insp. Fees (Lot Line Transfer)	(4203)	\$600.00	\$3,900.00
Membership Fees	(4204)		\$226,355.00
Planning Surcharge (Twp. Plan. Assist.)	(4205)	\$1,086.77	\$9,716.09
Assoc. Membership	(4206)		\$0.00
General Sales	(4220)		\$0.00
Charges for Serv. A (Prel. Appl.)	(4230)	\$600.00	\$81,223.60
Charges for Serv. B (Final. Appl.)	(4231)		\$84,738.90
Charges for Serv. C (Ext. Fee)	(4232)	\$150.00	\$1,500.00
Charges for Serv. D (Table Fee)	(4233)		\$800.00
Charges for Serv. E (Appeal/Var.)	(4234)		\$2,100.00
Charges for Serv. F (Planned District Zoning)	(4235)	\$1,800.00	\$6,600.00

OTHER DEPT. RECEIPTS			
Health Dept. Fees	(4242)		\$3,300.00
Soil & Water Fees	(4243)	\$125.00	\$4,625.00
Commissioner's fees	(4244)		\$12.00
MISCELLANEOUS REVENUE			
Other Reimbursements	(4720)		
Other Reimbursements A			\$229.66
Other Misc. Revenue (GIS maps)	(4730)		\$0.00
Misc. Non-Revenue Receipts	(4733)	\$20.00	\$332.22
Sale of Fixed Assets	(4804)		\$0.00
TOTAL RECEIPTS		\$6,226.77	\$442,1237.47

Balance after receipts	\$895,057.80
Expenditures	- \$ 38,482.37
End of December balance (carry forward)	\$856,575.43

Mr. George made a motion to Approve the Financial report as presented subject to Audit. Mr. Merrell seconded the motion. VOTE: Unanimously For, 0 Opposed. Motion carried.

- Site Review
 - 1.) Fourwinds Drive North - Berkshire/Berlin Twp's - 07 lots / 223 acres
 - 2.) The Enclave at Abbey Knoll - Orange Twp. - 26 lots / 16.44 acres

- January RPC Preliminary Agenda
 - 1.) Rezoning:
 - Kenney Asset Management LLC - Concord Twp. - 24.25 acres from PRD to PRD
 - 2.) Preliminary:
 - Maple Glen - Berlin Twp. - 14 lots / 18.901 acres
 - Concord Estates - Concord Twp. - 14 lots / 34.006 acres
 - Grace's Place - Genoa Twp. - 14 lots / 09.548 acres
 - 3.) Preliminary/Final: none
 - 4.) Final: none
 - 5.) Extension: none

- Director's Report
 - 1.) End-of-Year Report - January 2018

Financial	
2017 Dues income:	\$226,355
Projected 2017 development and contract income:	\$91,700
Actual 2017 development and contract income:	\$215,782
Projected 2017 expenses:	\$422,458
Actual 2017 expenses:	\$391,650

2.) Zoning Reviews

	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017
Zoning Cases	16	13	8	16	19	33	27	29	43	41
Acres Reviewed	100	256	96	235	439	1396	879	1103	2627	912

3.) Subdivision Activity

	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017
Preliminary Non-Res.	19	21	1	21	7	12	14	7	10	1
Preliminary Residential	140	43	5	12	264	791	1176	478	642	988
Final Non-Residential	26	20	0	1	4	32	2	3	18	5
Final Residential	115	56	152	101	142	240	277	627	468	690
Total lots reviewed	300	140	158	135	417	1075	1469	1112	1138	1684

4.) NPA Splits and Transfers

	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017
Transfers reviewed	35	53	21	29	18	32	21	26	35	46	39
Transfer acres	117	372	84	62	40	80	35	94	67	82	124
Splits (new lots)	33	22	9	8	11	16	24	25	25	27	48
Splits (existing)	11	8	7	1	4	10	8	7	6	20	13
Total Splits	44	30	16	9	15	26	32	32	31	47	61

5.) Building Permits (includes multi-family)

	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017
Res. Building Permits (twp.)	683	444	358	404	472	593	655	502	616	824	800
Res. Building Permits (muni.)	824	259	264	519	261	685	1450	811	983	1272	542
Comm. Building Permits (twp.)	40	43	27	36	16	24	20	26	65	21	20

6.) Continuing Activity

- GIS Project for development tracking;
- County permitting and project tracking software;
- NBBJ Corridor study support;
- County Trail Group;
- MORPC Data Group;
- Website migration (part of County-wide project);

7.) “New” projects

- Starting Brown Township comp plan;
- 2020 Census preparation;
- Working with Orange Township to incorporate comp plan student project;
- Formatting Harlem Township zoning code;
- Improving Historical features data;
- Aging study with Health District;
- Greenspace project by Friends of the Lower Olentangy and Franklin SWCD support;

- Agricultural Preservation easement project support;
- Office space planning.

- Consideration for recommendation of Approval: Liability Insurance, \$7,385.00
Mr. Merrell made a motion to recommend Approval of the Liability Insurance expenditure of \$7,385.00. Mr. George seconded the motion. VOTE: Unanimously For, 0 Opposed. Motion carried.

- Director Annual Evaluation

At 10:00 a.m., Mr. Stites made a motion to go into Executive Session per ORC 121.22 (G) (1) for the consideration of employment of a public employee. Mr. George seconded the motion. Roll call vote: Mr. Merrell, Aye, Mr. Frommer, Aye, Mr. George, Aye, Mrs. Kuba, Aye, Mr. Stites, Aye. Motion carried.

At 10:39 a.m. Mr. George made a motion to return to regular session, seconded by Mrs. Kuba. Roll call vote: Mr. Frommer, Aye, Mr. George, Aye, Mrs. Kuba, Aye, Mr. Stites, Aye. Motion carried.

4. Old Business (none)
5. Other Business (none)
6. Personnel (none)
7. Adjourn

Having no further business, Mr. Frommer made a motion to adjourn the meeting at 10:39 a.m. Mr. George seconded the motion. VOTE: Unanimously For, 0 Opposed. Motion carried.

The next regular Executive Committee meeting will be Wednesday, February 14, 2018 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

01-18 ZON Kenney Asset Management LLC – Concord Twp. – 24.25 acres from PRD to PRD

I. Request

The applicant, Kenney Asset Management LLC., is requesting a 24.25-acre change in the approved Development Plan to allow a 57-unit condominium project.

II. Conditions

Location: north side of Hyatts Rd., east of Section Line Rd.
Present Zoning: Planned Residential Development (PRD)
Proposed Zoning: Planned Residential Development (PRD)
Present Use(s): Vacant
Proposed Use(s): 57 unit condominium project
Existing Density: approved as a school site
Proposed Density: 2.35 du / acre, 1.495 for overall site
School District: Buckeye Valley Local School District
Utilities Available: Del-Co Water and central sanitary sewer
Critical Resources: stream/drainage course, slope \geq 20%
Soils: GwB Glynwood Silt Loam 2-6% slope
 BoA Blount Silt Loam 0-2% slope
 BoB Blount Silt Loam 2-4% slope
 GwC2 Glynwood Silt Loam 6-12% slope

III. Introduction

The rezoning case for Scioto Reserve Expansion was approved by Concord Township in September, 2004 and added 238 acres to the 695 lots of Scioto Reserve, approved in 1998. Scioto Reserve Expansion included 160 single-family lots, 140 multi-family units, over 100 acres of open space, and a 24.25-acre site for a school. This site was located on the north side of Hyatts Road and was intended to be used by the Buckeye Valley School District. The school district appears to have owned the site since 2006.

Based on a contractual agreement, if the school had not used the site by a certain date, the developer would take ownership of the site. Over the years, Buckeye Valley has chosen to focus on other sites for future buildings and no longer plans to use this 24.25 acres. The developer is seeking to use the site for 57 units of condominiums as an expansion of Scioto Reserve.

The Concord Township Zoning Resolution does not specify how changes to approved Development Plans must be processed. This proposal is going through what would typically be considered a Major Amendment, following the normal rezoning process through the Zoning Commission and Trustees. The Township is also seeking to amend its Zoning Resolution to define the Major Amendment process and a Minor Amendment process which could be handled directly by the Zoning Commission.

IV. Comprehensive Plan

Concord Township's 2016 Comprehensive Plan indicates this area under the current PRD zoning designation, with the school symbol added to the site. Language in the current plan indicates the development near Scioto

Reserve would be of a similar density. The Zoning Resolution limits maximum density at 1.5 du/acre. Although the density of this specific site will be 2.35 units per acre, when the approved Development Plan area of the Scioto Reserve Expansion is considered, the total unit would be 357 units/lots on 238 acres, or 1.495 du/gross acre. The roughly 100 acres of open space as previously mentioned will not be impacted.

V. Issues

The proposal shows a single access directly across from Scioto Chase Boulevard. Hyatts Road was improved with opposing turn lanes when Scioto Reserve Expansion, Section 1, Phase B was built to the south. An additional emergency access is provided to the west of the site. Six units are located along the entrance road, with the others arranged in a circular pattern around a central 0.96-acre open space. Other open space and mounding surround the site, with existing woods in the northeast corner proposed to be preserved. Overall, open space comprises 13.45 acres, or 58% of the site.

The plan proposes single-detached units in a condominium arrangement. These are traditional single-family “cottage” units. The description of building materials is consistent with the original Development Plan, which includes natural materials for siding facing public streets and vinyl siding for side and rear elevations. Since these roads are private, natural materials should be defined here and other materials such as vinyl should be allowed as long as it is similar in quality and detail.

Roads are private, with buildings set back 20 feet from pavement or the 4' sidewalks located on one side of the streets. Building pads are approximately 80' x 140' with a 12' building separation. A 10' wide multi-use path is located on the north side of Hyatts, which is consistent with proposed paths in Heather Ridge and Woodcrest Crossing to the east. Several detention areas are proposed.

Traffic and access: Access appears reasonable. An eastbound turn lane approximately 150 feet in length is existing. The emergency access is also reasonable, given the number of units. An approved Traffic Analysis is included, which indicates no improvements are needed.

Drainage: The site is generally flat, with a stream flowing through the preserved wooded area. All drainage is designed to outlet into this stream.

Signage: The proposal indicates a single hanging sign suspended from a post and arm on a stone base. Overall sign structure is 9' tall and 7'-7" wide.

Lighting: No significant lighting is proposed. Landscaping is significant, particularly where it forms a buffer to the west.

Sanitary Treatment: Letter is included. Site currently has access.

VI. Divergences

Four divergences are requested:

1. Divergence from the requirement that driveways be located no closer than 30' from the intersection of a public street.

Staff Comment: Internal streets are private and this divergence does not appear to be needed. This may be

included because it references the entire original Development Plan. It should be clarified.

2. Divergence from the requirement that front yard setback be a minimum of 25' from interior public streets.

Staff Comment: Internal streets are private and this divergence does not appear to be needed. This may be included because it references the entire original Development Plan. It should be clarified.

3. Divergence from the requirement that front yard setback be a minimum of 20' from interior streets.

Staff Comment: This is reasonable, given the private roads.

4. Divergence from specific phasing

Staff Comment: This is included because it was related to the original Development Plan, although it is reasonable to ask for the proposed timetable of the first phase of this project.

VII. Staff Recommendations

Staff recommends **Conditional Approval** of the development plan amendment by Kenney Asset Management LLC to the DCRPC, Concord Twp. Zoning Commission and Concord Twp. Trustees, subject to:

- 1.) Clarifying which divergences apply to only this project;
- 2.) Require natural materials or similar materials such as vinyl, if it matches the quality of natural;
- 3.) Updating the traffic analysis based on the proposed use.

Commission / Public Comments

Mr. Todd Faris with Faris Planning and Design was present to represent the applicant.

Mr. Price made a motion for Conditional Approval of the development plan amendments by Kenney Asset Management LLC, subject to staff recommendations #1-3. Mrs. Noble seconded the motion. VOTE: Unanimously For, 0 Opposed. Motion carried.

02-18 ZON Concord Township Zoning Commission – Concord Twp. – Text Amendments

I. Introduction

The Concord Township Zoning Commission is seeking to make changes to its Zoning Resolution and Comprehensive Plan to respond to recent issues related to inconsistencies between the two documents as well as experiences with recent applications.

II. Comprehensive Plan Amendments

Concord Township updated its Comprehensive Plan in early 2016, having completed much of the review in 2014 and 2015. The following changes are proposed by the Zoning Commission, mostly having to do with facts that need to be updated.

1. Changing the location of the (new) Fire Station;
2. Amending language related to the former State of Ohio Correctional Institutions as those have come under the ownership of the City of Columbus;

3. Remove the references to the township's PRD density calculation to bring into consistency with Zoning Resolution amendments noted below;
4. Amend Sub Area II, III, IV, V, and VI to 1.5 units per acre from 2 units per acre.

Staff Comment: Based on the former Correctional Institution land becoming City of Columbus property, which essentially precludes any non-residential economic development taking place at the site, staff recommends locating other potential future Planned Commercial and Office uses in other locations. One potential location is along Dublin Road, near Cook and/or Merchant Roads.

The change in recommended density should not impact the planned utilities of the area since infrastructure planning work was done when the west side of the reservoir was recommended at a similar 1.5 units per acre.

III. Zoning Resolution Amendments

The Zoning Commission is considering several amendments to the Planned Residential District of the Zoning Resolution as well. These are summarized below:

1. Since the Township has a single-step PRD process, it is important to define what types of amendments to an approved Development Plan require a full review through the Zoning Commission and Trustees and which amendments require a more administrative approval through only one of those bodies. (This section has been missing from the PRD section although it appears in another Planned district.) The Township is utilizing “minor” and “major” amendment language existing in several other township codes. The recommended conditions would allow minor amendments to be presented directly to the Zoning Commission, which would then make a recommendation to the Trustees. Major amendments would follow the same procedure as a rezoning (notice, hearing schedule, etc.).
2. The amendments also propose to change the “Intensity of Use” section of the PRD. The current zoning code is the only one among the townships arranged in a way that a number of “quality items” can be provided in exchange for automatic density. The quality features are not currently specifically defined and will be removed. Some features, such as access and multi-use paths, are still required. Density will continue to be based on gross acreage.

Staff comment: The current language requires “Useable Parks or Open Space” as a quality item to gain additional density but with the current proposed language there is no open space requirement. Staff recommends a requirement of at least 20% Open Space as part of a rezoning to PRD. No more than 50% of that open space should be current ponds, wetlands, or major easements and proposed detention/retention areas. Staff can provide additional language.

IV. Staff Recommendations

Staff recommends **Conditional Approval** of the following requests by the Concord Township Zoning Commission to the Zoning Commission and Concord Twp. Trustees, *subject to*:

- 1.) Amendments to the Comprehensive Plan should consider non-residential uses along Dublin Road near Merchant and Cook Roads;
- 2.) Amendments to the Planned Residential District should include a requirement of at least 20% open space, with at least 50% of that area not subject to “non-useable” areas such as existing and proposed drainage features and major easements.

Commission / Public Comments

No one was present to represent Concord Twp.

Mr. Price made a motion to recommend Conditional Approval of the amendments to the Concord Twp. Zoning resolution and the Comprehensive Plan subject to staff recommendations #1 and 2. Mr. Shafer seconded the motion. VOTE: Unanimously For, 0 Opposed. Motion carried.

IV. SUBDIVISION PROJECTS

Preliminary

03-18 Maple Glen – Berlin Twp. - 14 lots / 18.901 acres

I. Conditions

Applicant: Highland Real Estate Group
Subdivision Type: Single Family Residential
Location: East side of Africa Rd., north of Plumb Rd.
Current Land Use: House and barn
Zoned: Farm Residential (FR-1)
Utilities: Del-Co water and central sanitary sewer
School District: Olentangy Local School District
Engineer: Terrain Evolution

II. Staff Comments

Maple Glen is a 14-lot single-family subdivision with frontage on the east side of Africa Road, from which it takes its access. A single road enters the site heading east and ends in a cul-de-sac. The lots range from 1 to 2.28 acres in size, and sidewalks are provided on both sides of the street.

No reserves are being platted, although there is an existing pond/wetland and a drainage course.

A technical review was held on January 16, 2018, after which the applicant has addressed all of the required changes.

III. Staff Recommendation

Staff recommends *Preliminary Approval* of **Maple Glen** to the DCRPC.

Commission / Public Comments

Mr. Heid stated that it was his understanding that the development would be gated. Mr. Justin Wollenberg with Terrain Evolution confirmed that they were working with the Fire Department on that issue. He also mentioned that they were working on a permit from the Army Corps to cross the stream for the private drive off the cul-de-sac.

Mr. Price made a motion for Preliminary Approval of Maple Glen. Mrs. Kuba seconded the motion. VOTE: Majority For, 0 Opposed, 1 Abstained (Berlin Twp.). Motion carried.

02-18 Concord Estates – Concord Twp. - 14 lots / 34.006 acres

I. Conditions

Applicant: DLP Concord Estates LLC
Subdivision Type: Single Family Residential
Location: North side of Merchant Rd., east of Concord Rd.
Current Land Use: House, barn, pond
Zoned: Farm Residential (FR-1)
Utilities: Del-Co water and private on-lot treatment systems
School District: Dublin City Schools
Engineer: Advanced Civil Design

II. Staff Comments

Concord Estates is a 14-lot single-family subdivision with frontage on both Merchant Road and Concord Road. Its main access is via Merchant Road on the north side. A single road enters the site heading north and ends in a T-intersection with a second east-west road. The east-west road curves north as it heads east, and ends in cul-de-sacs both ways. Lots range from 1.5 to 4.15 acres in size, and sidewalks are provided on both sides of streets.

No reserves are being platted, although two retention basins are proposed. Other natural resources include two streams, a drainage course, potential wetlands, and a portion of the 100-year floodplain.

A technical review was held on January 16, 2018, after which the applicant has addressed all of the required changes.

III. Staff Recommendation

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

Commission / Public Comments

Mr. Dave Denniston, Advanced Civil Design, was present to represent the applicant.

Mr. Price made a motion for Preliminary Approval of Concord Estates. Mr. Shafer seconded the motion. VOTE: Unanimously For, 0 Opposed. Motion carried.

01-18 Grace's Place (fka: Trucano/Miley) – Genoa Twp. - 14 lots / 09.548 acres

I. Conditions

Applicant: Vince Romanelli
Subdivision Type: Single Family Residential
Location: East side of South Old 3 C Hwy., south of Charles Rd.
Current Land Use: House, barn
Zoned: Suburban Residential (SR)
Utilities: Del-Co water and central sanitary sewer
School District: Westerville City Schools
Engineer: Stantec

II. Staff Comments

Grace's Place is a 14-lot single-family subdivision with frontage on the east side of South Old 3C Highway, from which it takes its access. A single road enters the site heading east and ends in a cul-de-sac. The lots range from 20,005 to 34,897 square feet in size, and 4' wide sidewalks are provided on both sides of the street.

No reserves are being platted, although five detention basins are proposed. The site largely includes woods and brush.

A technical review was held on January 16, 2018, after which the applicant has addressed all of the required changes.

III. Staff Recommendation

Staff recommends *Preliminary Approval* of Grace's Place to the DCRPC.

Commission / Public Comments

Mr. Joe Looby with Stantec was present to represent the applicant.

Mrs. Noble asked if the ponds were on private property. Mr. Sanders stated that they would be in easements on the back of the lots.

Mr. Piccin stated that they just found out today that Columbia Gas is putting in a 10 inch high pressure line and they will want to coordinate the stream crossing with Columbia Gas.

Mr. Price made a motion for Preliminary Approval of Grace's Place. Mrs. Kuba seconded the motion. VOTE: Majority For, 0 Opposed, 1 Abstained (Genoa Twp.). Motion carried.

Preliminary/Final (none)

CONSENT AGENDA

Final (none)

V. EXTENSIONS (none)

VI. OTHER BUSINESS

- Consideration for Approval: Liability Insurance \$7,385.00

Mr. Shafer made a motion to Approve the \$7,385.00 expenditure for Liability Insurance, seconded by Mr. Fowler. *VOTE: Unanimously For, 0 Opposed. Motion carried.*

VII. POLICY / EDUCATION DISCUSSION

VIII. RPC STAFF AND MEMBER NEWS

Having no further business, Mrs. Kuba made a motion to Adjourn the meeting at 7:00 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, February 22, 2018, 6:30 PM at the Frank B. Willis Building, 2079 US 23 North, Conference Room, Delaware, Ohio 43015.

Dave Stites, Chairman

Stephanie Matlack, Executive Administrative Assistant

