



# 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, February 22, 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 January 25, 2018 RPC Minutes
- Executive Committee Minutes of February 14, 2018
- Statement of Policy

### II. VARIANCES

07-18.V Fourwinds Drive North - Berk. and Berl. Twp.'s - requesting overall Preliminary approval

### III. ZONING MAP/TEXT AMENDMENTS

02-18 ZON Concord Twp. Zoning Commission - Zoning Resolution and Comprehensive Plan update  
 03-18 ZON Aaron Hale - Berkshire Twp. - 2.02 acres from A-1 to FR-1  
 04-18 ZON Northern Columbus Athletic Association - Berkshire Twp. - 20.227 acres from A-1 to PRCD  
 05-18 ZON CV Real Properties - Concord Twp. - 8 acres from FR-1 to PRD  
 06-18 ZON CV Real Properties - Concord Twp. - 10.157 acres from FR-1 to PRD

### IV. SUBDIVISION PROJECTS

#### Preliminary

		Township	Lots/Acres
07-18	Fourwinds Drive North	Berkshire/Berlin	01 lots / 124.3 acres
06-18	T Hastilow	Berkshire/Trenton	03 lots / 26.67 acres
04-18	The Enclave at Abbey Knoll	Orange	26 lots / 16.44 acres
05-18	Olentangy Crossings, Lot 7528, Div. #1	Orange	02 lots / 04.32 acres

#### Preliminary/Final (none)

#### Final

05-16.2	The Glade at Highland Lakes, Section 2	Genoa	23 lots / 37.678 acres
05-14.3.B	Liberty Trace, Section 3, Phase B	Liberty	12 lots / 07.111 acres
07-05.2.C.1A	Nelson Farms, Sec. 2, Ph. C, Pt. 1A	Liberty	12 lots / 12.184 acres

T=TABLED, W=WITHDRAWN

### V. EXTENSIONS (none)

### VI. OTHER BUSINESS

- Appointment of Nominating Committee for Executive Committee member election

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

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

**I. ADMINISTRATIVE BUSINESS**

▪ **Call to Order**

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

▪ **Roll Call**

*Representatives:* Jeff George, Chet Heid, Ric Irvine, Barb Lewis, Jeff Benton, Mike Frommer, Tom Hopper, Joe Shafer, Dave Stites, Tracey Mullenhour, Bill Thurston, Ed Snodgrass, Josh Vidor, Mike Dattilo and Doug Price. *Alternates:* Helen Caraway, John Piccin, Bill Piper, Bob Singer, Ed Reely, Jeff Beard, and Allen Rothermel. *Staff:* Scott Sanders, Phil Bennetch, Da-Wei Liou and Stephanie Matlack.

▪ **Approval of the January 25, 2018 RPC Minutes**

*Mr. Irvine made a motion to Approve the minutes from January 25<sup>th</sup>. Mr. George seconded the motion. VOTE: Unanimously For, 0 Opposed. Motion carried.*

▪ **February 14, 2018 Executive Committee Minutes**

1. **Call to order**

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

2. **Approval of Executive Committee Minutes from January 17, 2018**

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

3. **New Business**

- Financial / Activity Reports for January 2018

REGIONAL PLANNING RECEIPTS		JANUARY	YTD TOTAL
General Fees (Lot Split)	(4201)	\$305.00	\$305.00
Fees A (Site Review)	(4202)	\$1,499.00	\$1,499.00
Insp. Fees (Lot Line Transfer)	(4203)	\$500.00	\$500.00
Membership Fees	(4204)	\$46,861.00	\$46,861.00
Planning Surcharge (Twp. Plan. Assist.)	(4205)		\$0.00
Assoc. Membership	(4206)		\$0.00
General Sales	(4220)		\$0.00
Charges for Serv. A (Prel. Appl.)	(4230)	\$10,532.00	\$10,532.00
Charges for Serv. B (Final. Appl.)	(4231)	\$4,500.00	\$4,500.00
Charges for Serv. C (Ext. Fee)	(4232)		\$0.00
Charges for Serv. D (Table Fee)	(4233)		\$0.00
Charges for Serv. E (Appeal/Var.)	(4234)	\$300.00	\$300.00
Charges for Serv. F (Planned District Zoning)	(4235)	\$300.00	\$300.00
OTHER DEPT. RECEIPTS			

Health Dept. Fees	(4242)	\$4,860.00	\$4,860.00
Soil & Water Fees	(4243)	\$1,300.00	\$1,300.00
Commissioner's fees	(4244)		\$0.00
MISCELLANEOUS REVENUE			
Other Reimbursements	(4720)		
Other Reimbursements A			\$0.00
Other Misc. Revenue (GIS maps)	(4730)		\$0.00
Misc. Non-Revenue Receipts	(4733)		\$0.00
Sale of Fixed Assets	(4804)		\$0.00
<b>TOTAL RECEIPTS</b>		<b>\$70,957.00</b>	<b>\$70,957.00</b>

Balance after receipts		\$927,532.43
Expenditures	-	\$ 38,558.47
End of January balance (carry forward)		\$888,973.96

*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.) Africa Road Estates – Orange Twp. – 3 lots / 9.866 acres
- February RPC Preliminary Agenda
  - 1.) Rezoning:
    - Aaron Hale – Berkshire Twp. – 2.02 acres from A-1 to FR-1
    - Northern Columbus Athletic Association – Berkshire Twp. – 20.227 acres from A-1 to PRCD
    - CV Real Properties – Concord Twp. – 8 acres from FR-1 to PRD
    - CV Real Properties – Concord Twp. – 10.157 acres from FR-1 to PRD
  - 2.) Preliminary:
    - Fourwinds Drive North – Berk. /Berl. Twp.'s – 1 lot / 124.3 acres
    - Hastilow – Berk. / Tren. Twp.'s – 3 lots / 26.67 acres
    - The Enclave at Abbey Knoll – Orange Twp. – 26 lots / 16.44 acres
    - Olentangy Crossings, Lot 7528, Div. #1 – Orange Twp. – 2 lots / 4.32 acres
  - 3.) Preliminary/Final: none
  - 4.) Final:
    - The Glade at Highland Lakes, Section 2 – Genoa Twp. – 23 lots / 37.678 acres
    - Liberty Trace, Section 3, Phase B – Liberty Twp. – 12 lots / 7.111 acres
    - Nelson Farms, Sec. 2, Ph. C, Part 1A – Liberty Twp. – 12 lots / 12.184 acres
  - 5.) Extension: none
- Director's Report
  - 1.) **Annual Report** – (continuing to work on);
  - 2.) **Liberty Comp Plan** (finalized by Trustees on 2/5 – working on updating our records);
  - 3.) **Tourism Bureau** (attended annual one-day retreat);
  - 4.) **GIS Project for development tracking** (structure is in place, continuing to gather data);
  - 5.) **County permitting and project tracking software** (attended kick-off meeting, also a meeting

- with Orange and Genoa regarding township involvement);
- 6.) **NBBJ Corridor study support** (attended webinar on initial draft presentation);
  - 7.) **County Trail Group** (continues to meet and discuss funding applications);
  - 8.) **MORPC Data Group** (attended kick-off of reconstituted group);
  - 9.) **Website migration** (part of County-wide project, training meeting next week);
  - 10.) **Brown Township comp plan** (continuing to prepare background chapters);
  - 11.) **Orange Township, incorporate comp plan student project** (initial meeting with Zoning Comm);
  - 12.) **Aging study with Sourcepoint/Health District** (Phil attended kick-off meeting);
  - 13.) **Greenspace project** by Friends of the Lower Olentangy and Franklin SWCD support (Phil attended kick-off meeting);
  - 14.) **Agricultural Preservation easement project support** (discussed at Tech Review, will gather comments from agencies, will send to SWCD to use in meeting with Commissioners;
  - 15.) Met with **Big Walnut Schools** to help with their location of new school facilities;
  - 16.) Discussed the **Subdivision Review** process with internal county agencies and “active” Townships;
  - 17.) **Berlin Township** has asked to schedule an update to its Comp Plan (2010).

#### 4. Old Business (none)

#### 5. Other Business

- Chairman Stites presented an amendment to the Statement of Policy.

Existing:

As is the adopted policy of the Regional Planning Commission, all applicant 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.

Proposed:

As is the adopted policy of the Regional Planning Commission, all applicant will be granted an opportunity to make their formal presentation. The audience will then be granted an opportunity to comment followed by questions from 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.

*Mr. George made a motion to Approve the changes to the Statement of Policy. Mrs. Kuba seconded the motion. VOTE: Unanimously For, 0 Opposed. Motion carried.*

#### 6. Personnel

- Chairman Stites thanked the other EC members for their input on Mr. Sander’s evaluation. The Committee would like to have an Executive Session in the next few months to discuss his progress on goals. Chairman Stites complimented Mr. Sanders on his work for the Commission.

## 7. Adjourn

*Having no further business, Mr. George made a motion to adjourn the meeting at 10:05 a.m. Mrs. Kuba seconded the motion. VOTE: Unanimously For, 0 Opposed. Motion carried.*

The next regular Executive Committee meeting will be Wednesday, March 21, 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 applicant will be granted an opportunity to make their formal presentation. The audience will then be granted an opportunity to comment followed by questions from 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

07-18.V Fourwinds Drive North – Berkshire /Berlin Twp.’s – requesting overall Preliminary approval

**Applicant:** Brookdoc II

**Engineer:** Kimley-Horn

### I. Request

The applicant is requesting a variance from **Section 204.02 Preliminary Plan Submission** of the Delaware County Subdivision Regulations in order to receive overall Preliminary approval of a northern extension of Fourwinds Drive without requiring per lot fees or detailed development plans for future development along the road. Due to the size of the project, the applicant is requesting overall approval prior to individual submissions.

The proposed subdivision is located on the North side of US 36/SR 37 off Fourwinds Drive extension, east of N. 3 B’s and K Road.

### II. Facts

1. The applicant provided the required base fee for Preliminary submissions and included detail for the specific road extension as well as Preliminary Engineering for the road;
2. A Sketch Plan was performed on the site in January, 2018 and comments were submitted to the applicant;
3. The area is subject to an overlay zoning of the area and will require a Development Plan to be approved by the Township Zoning Commission;
4. All future development areas will be required to submit Preliminary plans and appropriate fees; and
5. This type of variance has been used previously on Golf Village (formerly Liberty Twp.), Scioto Reserve (Concord Twp.), and Glen Oak (Orange Twp.).

### III. Criteria For a Variance

The burden is on the applicant to demonstrate in writing, each of the following:

- 1) The granting of this variance request shall not be detrimental to the public health, safety and welfare and not injurious to other property.
- 2) The conditions upon which this variance request is based are unique to the property for which this variance is sought.
- 3) Due to the physical surroundings, shape, or characteristics of the property, a particular hardship to the owner would result, as distinguished from a mere inconvenience, if the strict letter of the Delaware County Subdivision Regulations were carried out.
- 4.) The granting of this variance will not vary the provisions of the applicable zoning regulations, comprehensive plans, or other existing development guidelines and regulations, nor shall it otherwise impair the intent and purpose of these regulations, or the desirable development of the neighborhood and community.

***Applicant's Response:*** “Kimley-Horn is requesting a variance on behalf of Brookdoc II to Section 204.02 of the Subdivision Regulations of Delaware County, Ohio (2016). The variance requests subdividing the overall 124.3 acre parcel into five parcels and right-of-way to be dedicated to Delaware County for the purpose of extending Fourwinds Drive. Of the five new parcels, four will be used for open space and the fifth will be transferred to another party for additional subdividing of the land for a residential development. The future subdivision will follow the procedures outlined in the Subdivision Regulations of Delaware County, Ohio (2016) and submit a Sketch Plan, Preliminary Plan and Final Plat for the subdivision.

The granting of the variance will not be detrimental to the public health, safety and welfare and not injurious to other parties. The condition of this variance is unique to this property as the variance will create a parcel for future development by another party. If the strict letter of the Delaware County Subdivision Regulations were carried out, the developer would be preparing two Preliminary Plans for the same property. The granting of the variance will meet the application zoning regulations and comprehensive plan for the area.”

***Staff comments:*** Staff is comfortable with the studies that will ensure the road is built properly for the anticipated traffic. If the plat for the road precedes plats for the development areas, the county will ensure that access management is recorded as part of the right-of-way plat. Since these future development will also be reviewed through the subdivision process, health, safety, and welfare will continue to be considered.

### IV. Staff recommendations

DCRPC staff recommends *Approval* the variance request from Sec. 204.02 for **Fourwinds Drive North** based on the findings of fact.

### Commission / Public Comments

Mr. Mike Reeves with Kimley-Horn was sworn in.

Mr. Irvine questioned the angle of the road coming off 3 B's and K Rd. Mr. Piccin stated that it meets the current standards (70 degrees). He explained that between 70 and 90 degrees it does require design exceptions so it meets current standards but the hope is that in 5-6 years they can straighten out the road.

Mr. Heid asked if the exit onto SR 36 would be a right turn only or become a cul-de-sac. Mr. Piccin said there has been talk of a right-in/right-out but that would be a decision made by ODOT.

***Mr. Price made a motion to Approve the Variance request by Fourwinds Drive North, based on the Findings of Fact. Mr. Reely seconded the motion. VOTE: Majority For, 0 Opposed, 2 Abstained (Berlin and Berkshire Twp.'s). Motion carried.***

---

### III. ZONING MAP/TEXT AMENDMENTS

02-18 ZON      Concord Twp. Zoning Commission – Zoning Resolution and Comprehensive Plan update

#### I. Introduction

The following amendments were presented to the Regional Planning Commission in January, 2018, but due to timing, the Township hearing was not scheduled with the proper notice. The Zoning Commission requested that the issue be placed on the RPC agenda this month with a small text update so that the Township meetings can be scheduled in the correct sequence.

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 Trustees (this is a change since the previous review and will likely create a smoother process)*. 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 DCRPC, Concord Twp. 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**

**Mr. George made a motion to recommend Approval of the Concord Twp. Zoning Resolution and Concord Twp. Comprehensive Plan amendments, subject to staff recommendations. Mr. Heid seconded the motion. VOTE: Majority For, 0 Opposed, 1 Abstained (Concord Twp.). Motion carried.**

~~~~~



03-18 ZON      Aaron Hale – Berkshire Twp. – 2.02 acres from A-1 to FR-1

**I. Request**

The applicant, Aaron Hale, is requesting a 2.02-acre rezoning from A-1 to FR-1 in order to create a residential lot.

**II. Conditions**

**Location:** south side of Vans Valley Rd., east of Trenton Rd.

**Present Zoning:** Agricultural (A-1)

**Proposed Zoning:** Farm Residential (FR-1)

**Present Use(s):** Farm land

**Proposed Use(s):** Single-family house lot

**Existing Density:** 1 du / 5 acres

**Proposed Density:** 1 du / 1.95 acres

**School District:** Big Walnut Local School District

**Utilities Available:** Del-Co Water and private on-lot treatment systems

**Critical Resources:** none

**Soils:** BeA Bennington Silt Loam 0-2% slope

    PwA Pewamo Silty Clay Loam 0-1% slope

**III. Introduction**

This is a straight rezoning and does not require a development plan. Based on the plan submitted, however, the area is being rezoned to split a 2.02-acre lot out of the current acreage, leaving a 36.74-acre remainder.

According to the survey, this parcel has 220 feet of frontage on Vans Valley Road. Berkshire Township's zoning resolution requires 1.95 acres exclusive of all easements and rights-of-way, and frontage of 175 feet for lots between 2 and 3 acres. The plan shows a proposed single residence and drive.

Subdivision of this lot will be accomplished through the No Plat lot split process, allowing township and county agencies the opportunity to review and approve the proposed lot.

Staff has generally supported rezoning requests from 5 acres to 2 as land is utilized in a more efficient manner. Staff also recommends that the applicant consult with the Delaware General Health District to determine the feasibility of on-site treatment on the site.

**IV. Comprehensive Plan**

Berkshire Township's 2017 Comprehensive Plan indicates this area would be single-family at a minimum 2-acre lot size without sewer, as is proposed.

**V. Staff Recommendations**

Staff recommends **Approval** of the rezoning request by Aaron Hale from A-1 to FR-1 to the DCRPC, Berkshire Twp. Zoning Commission and Berkshire Twp. Trustees.

**Commission / Public Comments**

No one was present to represent the applicant.

*Mr. Price made a motion to recommend Approval of the rezoning by Aaron Hale. Mr. Vidor seconded the motion. VOTE: Majority For, 0 Opposed, 1 Abstained (Berkshire Twp.). Motion carried.*

---

04-18 ZON      Northern Columbus Athletic Association – Berkshire Twp. – 20.227 acres from A-1 to PRCD

**I. Request**

The applicant, Northern Columbus Athletic Association, is requesting a 20.227-acre rezoning from A-1 to PRCD to allow the creation of athletic fields and an indoor training facility.

**II. Conditions**

**Location:** east side of Carter’s Corner Rd., north of SR 37

**Present Zoning:** Agricultural (A-1)

**Proposed Zoning:** Planned Recreational District (PRCD)

**Present Use(s):** Agriculture

**Proposed Use(s):** athletic fields and indoor training facility

**Existing Density:** 1 du / 5 acres

**Proposed Density:** N/A

**School District:** Big Walnut Local School District

**Utilities Available:** Del-Co Water and private on-lot treatment systems

**Critical Resources:** stream/drainage course, wetland

**Soils:** BeA Bennington Silt Loam 0-2% slope

BeB Bennington Silt Loam 2-4% slope

CaB Cardington Silt Loam 2-6% slope

**III. Introduction**

Sunbury Sports is a non-profit organization that is proposing the development of a 50,000 s.f. indoor soccer facility and three outdoor turf soccer fields. Fields will be available for renting for tournaments, league games, or team practices.

The entrance will be provided from Carter’s Corner Road. A private gravel drive will enter the site, providing access to the indoor facility and gravel parking. The gravel drive continues east to the outdoor turf fields and related gravel parking area. Drainage areas are provided for both the building/parking to the east and the parking for the turf fields. An existing pond/wetland and large area of woods are being preserved. The northern 60' strip will be undeveloped.

**IV. Comprehensive Plan**

Berkshire Township’s 2017 Comprehensive Plan recommends this area for non-residential, commercial and office uses. While this is not a commercial or office use, it serves as a buffer between more intense commercial uses that might eventually develop along 36/37 and lower-density residential uses to the north and west. A backage road that appears on the plan is discussed below. Commercial drives are typically required to be paved in the plan and zoning code.

## **V. Issues**

**Traffic and access:** Access drive should be aligned with the existing church drive to the west. A traffic analysis needs to be completed, which will determine whether a turn lane is needed. Based on the Comprehensive Plans of both the Village of Sunbury and Berkshire Township, a future road may be desired to the north and east of this site. The site should be arranged in such a way that a secondary access could eventually be provided in the future, should that road become reality. Ideally, land should be set aside for a drive to the north, along the eastern edge of the wooded area. No easement is requested as this would still be a private access.

**Drainage:** Drainage appears to be reasonably designed. There is no letter from the County Engineer's staff, but a conference call was held earlier today to discuss access and drainage. Both appear to be reasonable.

**Signage:** No signage is indicated.

**Lighting:** Specific lighting fixtures are not included, but the outdoor facility is intended to have lighting. The text states that "Lights will need to be turned on manually but will have automatic shutoff at 11:00 p.m. With keeping the existing trees around the new soccer fields we expect minimum light pollution onto the neighboring properties."

**Building:** The design of the building shows the 50,000 square foot structure as a metal-paneled rectangular building with a wall panel height of 31'. The walls include an accent panel roughly the same height as the doors. South elevation includes windows and a roll-up door while the west elevation includes three window and two entry doors. The design is basic with no architectural features. At minimum, the main entry at the southwest corner should be designed with a marking, overhang, or other feature that suggests it is the main entry.

**Sanitary Treatment:** The plan indicates utilization of an on-site system for the indoor facility. There is no current sanitary service near this site. With the size of the facility, this system would go through the permitting of the OEPA. The soils that are reflected on the Auditor's site appear to support an on-site system.

## **VI. Staff Recommendations**

Staff recommends **Conditional Approval** of the rezoning request by Northern Columbus Athletic Association from A-1 to PRCD to the DCRPC, Berkshire Twp. Zoning Commission and Berkshire Twp. Trustees, *subject to:*

- 1.) *Ensuring the entry drive aligns with the church driveway to the west;*
- 2.) *Consideration of paving at least a portion of the drive that will see the most traffic;*
- 3.) *Configuring the site so that a second access could be provided in the future to the north of the outdoor fields;*
- 4.) *Considering adding more detail to the building design, especially related to the main entry;*
- 5.) *Providing more detail as to the type of lighting, including any security lights on the building and the pole heights of the outdoor fields, as well as additional detail on the seasonal timing of outdoor lighting.*

## **Commission / Public Comments**

No one was present to represent the applicant.

Mr. Snodgrass asked what the County's involvement on the traffic study for SR 36 and I-71 and the access point. Mr. Piccin stated that the County Engineer would review the traffic study with regards to any improvements necessary at Carter's Corner Rd. intersection.

Mr. Heid questioned the effects on the neighbors of this proposal. Mr. George stated that the Township has encouraged the applicants to meet with neighbors. He also stated that the group proposing this development is a non-profit group. The Township has been told that there could only be 1 employee there at a time.

*Mr. Price made a motion to recommend Conditional Approval of the zoning request by Northern Columbus Athletic Association from A-1 to PRCD, subject to staff recommendations. Mr. Snodgrass seconded the motion. VOTE: Majority For, 0 Opposed, 1 Abstained (Berkshire Twp.). Motion carried.*

---

05-18 ZON      CV Real Properties – Concord Twp. – 8 acres from FR-1 to PRD

**I. Request**

The applicant, CV Real Properties, is requesting an 8-acre rezoning from FR-1 to PRD to develop a 20-unit condominium development currently known as “Home Road North.”

**II. Conditions**

**Location:** north side of Home Rd., east of Scioto Chase Blvd.

**Present Zoning:** Farm Residential (FR-1)

**Proposed Zoning:** Planned Residential District (PRD)

**Present Use(s):** Residential and Agricultural uses

**Proposed Use(s):** 20 single family condo units

**Existing Density:** 1 du / 1.5 acres

**Proposed Density:** 2.5 du / acre

**School District:** Olentangy Local School District

**Utilities Available:** Del-Co Water and central sanitary sewer

**Critical Resources:** stream/drainage course, wetland

**Soils:** GwC2 Glynwood Silt Loam 6-12% slope

GwB Glynwood Silt Loam 2-6% slope

**III. Introduction**

This will be a single-family detached condominium project which will serve as an infill development adjacent to existing sections of Scioto Reserve. The Development Plan indicates that the site will be accessed via an existing County View Place road stub from Scioto Reserve, Section 4, Phase 1. That road will enter the site and turn to the south, ending in an emergency-only access to Home Road. This second access is approximately 530' from Scioto Chase Boulevard which is too close for a separate full access. A second street is extended to the north, with a third east-west street providing access to units that will back up to open space.

Open space of 3.56 acres (or 44%) is proposed. Two ponds are proposed on both sides of the entry road. Most of the open space is in this area, along with a buffer surrounding the site and along Home Road. A small, .22-acre open space area is located just south of the northern most street.

Sidewalks are shown throughout on one side of the street, with a 10-foot wide path proposed along Home Road, which may eventually connect to other trails.

## Multi-Family details

Previously, staff has noted the different impacts related to single-family versus multi-family.

**Traffic:** If developed as a single-family development, this density would generate 191 trip ends per day. Detached condos are calculated at 117 trip ends per day. (*source: Institute of Transportation Engineers: single-family at 9.57 trips per day, multi-family at 5.86 trips per day*).

**Sewage:** Delaware County calculates one-bedroom facilities at 60% per unit versus that of a single-family home.

**School impact:** RPC staff performed a Multi-Family study in 2015 and found that multi-family units generate fewer than one student per unit at any one time. Numbers can fluctuate based on unit type and age of the project, but the study resulted in an average of .15 students per multi-family unit. Single-family subdivisions developed with a typical quarter-acre lot size average 1 student per unit at any one time. Again, this number fluctuates, particularly with the age of the development. This project could generate 3 students while single-family at the same density could generate 20.

## IV. Comprehensive Plan

Concord Township's Comprehensive Plan was recently updated. The plan recommends densities similar to Scioto Reserve, which is 1.85 units per gross acre. This project indicates 2.5 units per acre. Based on the parcel's size and location, this use and density are appropriate for the site. Although designed at a higher density than the overall density of Scioto Reserve, this type of development will appeal to empty-nesters and will have lower impacts as noted above. The requested density is allowed in the Planned Residential District when certain community features are proposed.

## V. Issues

**Traffic and access:** The County Engineer's office has reviewed the conceptual layout, including stormwater management, and found it to be feasible. The letter notes that the emergency access as designed is too wide and should be reduced to no wider than 12 feet to discourage general use. The letter also recommends the use of grass pavers or similar material for the same reasons. This detail can be worked out during Final Engineering.

**Drainage:** As noted, the proposal locates two drainage areas on the west side of the site. Preliminary GIS information indicates the site will intercept some drainage from acreage to the east.

**Signage:** The signage plan indicates a single sign with a post and arm design. It appears to be minimal and consistent with other developments in the area.

**Lighting:** No lighting appears to be proposed.

**Materials:** All facades shall be natural materials EIFS, cementitious fiber or stucco. Side elevations that face internal or public streets shall be compatible with the front. Aluminum or vinyl may be used for trim details. Plan does not specifically define materials on the adjacent walls of units. Applicant should confirm that the sides of units conform to fire safety standards.

**Sanitary Treatment:** The letter from the Regional Sewer District states that sanitary sewer of sufficient capacity

is available to the site. An 8" line is available on the west side of Scioto Chase Boulevard within Scioto Reserve.

## **VI. Divergences**

No divergences are requested.

## **VII. Staff Recommendations**

Staff recommends **Conditional Approval** of the rezoning request by CV Real Properties for 8 acres from FR-1 to PRD to the DCRPC, Concord Twp. Zoning Commission and Concord Twp. Trustees, *subject to:*

- 1.) *Changing the width of the emergency access to 12' and using a grass paver or similar surface;*
- 2.) *Allow additional buffering between the northwestern T-turnaround or seek additional landscaping within the Scioto Reserve open space; and*
- 3.) *Clarify the surfaces of the sides of units that are adjacent to other units.*

## **Commission / Public Comments**

Mr. Todd Faris with Faris Planning and Design was present to represent the applicant. With regards to the staff comments, they would work with the Fire Chief and the County Engineer on the size of the access drive at Home Rd. The sides of the units would be HardiePlank material and they would work with the golf course to increase buffering.

*Mr. Vidor made a motion to recommend Conditional Approval of the rezoning request by CV Real Properties for 8 acres, subject to staff recommendation. Mr. Shafer seconded the motion. VOTE: Majority For, 0 Opposed, 1 Abstained (Concord Twp.). Motion carried.*

---

06-18 ZON      CV Real Properties – Concord Twp. – 10.157 acres from FR-1 to PRD

## **I. Request**

The applicant, CV Real Properties, is requesting a 10.157-acre rezoning from FR-1 to PRD to develop a 25-unit condominium development currently known as “Home Road South.”

## **II. Conditions**

**Location:** south side of Home Rd., west of Tree Lake Blvd.

**Present Zoning:** Farm Residential (FR-1)

**Proposed Zoning:** Planned Residential District (PRD)

**Present Use(s):** Vacant

**Proposed Use(s):** 25 single family condo units

**Existing Density:** 1 du / 1.5 acres

**Proposed Density:** 2.46 du / acre

**School District:** Olentangy Local School District

**Utilities Available:** Del-Co Water and central sanitary sewer

**Critical Resources:** stream/drainage course, pond, wetland, slope  $\geq 20\%$

**Soils:** GwB Glynwood Silt Loam 2-6% slope

GwC2 Glynwood Silt Loam 6-12% slope

### **III. Introduction**

This will be a single-family detached condominium project which will serve as an infill development adjacent to existing sections of Scioto Reserve. The Development Plan indicates that the site will be accessed via a new full access from Home Road approximately 633 feet east of the entrance to The Pointe at Scioto Reserve. That road loops through the site to a second emergency access at the eastern end of the site's frontage with Home Road. Two other roads extend from the road to allow access to the units. There are no opportunities for road connection as the lands around the site have either been developed or are in the development process.

Open space of 4.06 acres (or 40%) is proposed. The plan preserves and reshapes an existing pond and provides a second pond to the southwest of the site. Open space is distributed throughout the site, including a landscaped buffer surrounding the site and along Home Road.

Sidewalks are shown throughout on one side of the street, with a 10-foot path proposed along Home Road which may eventually connect to other trails. Additional pedestrian connections may be possible to the east and/or south.

#### **Multi-Family details**

Previously, staff has noted the different impacts related to single-family versus multi-family.

**Traffic:** If developed as a single-family development, this density would generate 239 trip ends per day. Detached condos are calculated at 147 trip ends per day. (*source: Institute of Transportation Engineers: single-family at 9.57 trips per day, multi-family at 5.86 trips per day*).

**Sewage:** Delaware County calculates one-bedroom facilities at 60% per unit versus that of a single-family home.

**School impact:** RPC staff performed a Multi-Family study in 2015 and found that multi-family units generate fewer than one student per unit at any one time. Number can fluctuate based on unit type and age of the project, but the study resulted in an average of .15 students per multi-family unit. Single-family subdivisions developed with a typical quarter-acre lot size average 1 student per unit at any one time. Again, this number fluctuates, particularly with the age of the development. This project could generate 4 students while single-family at the same density could generate 25.

### **IV. Comprehensive Plan**

Concord Township's Comprehensive Plan was recently updated. The plan recommends densities similar to Scioto Reserve, which is 1.85 units per gross acre. This project indicates 2.46 units per acre. Based on the parcel's size and location, this use and density are appropriate for the site. Although designed at a higher density than the overall density of Scioto Reserve, this type of development will appeal to empty-nesters and will have lower impacts as noted above. The requested density is allowed in the Planned Residential District when certain community features are proposed.

**Traffic and access:** The County Engineer's office has reviewed the conceptual layout, including stormwater management, and found it to be feasible. The letter notes that the emergency access should not be permitted. The staff would prefer an emergency access taken from Oakland Ridge Drive to the east, which is a private road in the adjacent condominium development. If an agreement cannot be reached, the proposed emergency drive

should be reduced to no wider than 12 feet to discourage general use. The letter also recommends the use of grass pavers or similar material for the same reasons. This surface detail can be worked out during Final Engineering.

**Drainage:** As noted, the proposal locates two drainage areas on the west side of the site. Reshaping the existing pond will allow it to be filled where it is closest to Home Road. GIS information indicates the site will intercepts off-site drainage that exits the pond across Home Road. That water travels under the road and then into the existing pond before exiting to the southwest.

**Signage:** The signage plan indicates a single sign with a post and arm design. It appears to be minimal and consistent with other developments in the area.

**Lighting:** No lighting appears to be proposed.

**Materials:** All facades shall be natural materials EIFS, cementitious fiber or stucco. Side elevations that face internal or public streets shall be compatible with the front. Aluminum or vinyl may be used for trim details. Plan does not specifically define materials on the adjacent walls of units. Applicant should confirm that the sides of units conform to fire safety standards.

**Sanitary Treatment:**

The letter from the Regional Sewer District states that sanitary sewer of sufficient capacity is available to the site. An 8" line is available to the south along Golf Village Drive. However, downstream improvements to the Scioto Reserve pump station and tributary sewer are necessary to serve the proposed development. These improvements are planned to be completed by Village Communities and construction sequencing might be necessary between the two developments.

**V. Divergences**

No divergences are requested.

**VI. Staff Recommendations**

Staff recommends **Conditional Approval** of the rezoning request by CV Real Properties for 10.157 acres from FR-1 to PRD to the DCRPC, Concord Twp. Zoning Commission and Concord Twp. Trustees, *subject to:*

- 1.) *Consult with the development to the east to explore an emergency access there, if not, change the width of the emergency access to 12' and use a grass paver or similar surface;*
- 2.) *Clarify the surfaces of the sides of units that are adjacent to other units; and*
- 3.) *Work with the adjacent condominium community to provide a pedestrian connection either to the south or east.*

**Commission / Public Comments**

Mr. Todd Faris with Faris Planning and Design was present. He stated that they are meeting with the condominium association Saturday to discuss the access points, pedestrian connectivity and potential emergency access.

Mr. Irvine mentioned there have been discussions with the Fire Department and the County Engineer's office regarding extending "Private Road C" south into Homestead Lane for emergency access.



*Mr. Price made a motion to recommend Conditional Approval of the rezoning request by CV Real Properties for 10.157 acres, based on staff recommendations. Mr. Vidor seconded the motion. VOTE: Majority For, 0 Opposed, 1 Abstained (Concord Twp.). Motion carried.*

---

#### IV. SUBDIVISION PROJECTS

##### Preliminary

07-18                    Fourwinds Drive North - Berkshire/Berlin Twp.'s - 01 lots / 124.3 acres

##### I. Conditions

**Applicant:** Brookdoc II

**Subdivision Type:** Residential

**Location:** Northern extension of Fourwinds Drive

**Current Land Use:** Vacant, former agricultural

**Zoned:** Farm Residential (FR-1), Planned Mixed Use Development (PMUD)

**Zoning Approval:** N/A

**Utilities:** Del-Co water and central sanitary sewer

**School District:** Olentangy Local School District

**Engineer:** Kimley-Horn

##### II. Staff Comments

This project primarily includes the extension of Fourwinds Drive north from Sections 1 and 2 to connect with 3 B's and K Road. As identified in the two Townships' Comprehensive Plans and County planning documents, this road will become the primary route carrying traffic from 3 B's and K down to the existing signalized intersection at Fourwinds and 36/37. Then, Fourwinds will continue south through new development before realigning with 3 B's and K to the south near Sherman Road.

Fourwinds Drive North includes the right-of-way along with the adjacent open space that contains a total of three detention basins. Additional right-of-way is provided to allow for the eventual realignment of the road directly to the north.

*A technical review was held on February 13, 2018, after which the applicant has addressed all of the required changes.*

##### III. Staff Recommendation

Staff recommends Conditional Preliminary Approval of Fourwinds Drive North, subject to approval of the variance to the DCRPC.

##### Commission / Public Comments

Mr. Mike Reeves, Kimley-Horn was present to represent the applicant.

*Mr. Shafer made a motion for overall Preliminary Approval of Fourwinds Drive North, based on approval of*

*the variance. Mr. Vidor seconded the motion. VOTE: Unanimously For, 0 Opposed. Motion carried.*

---

06-18 T Hastilow - Berkshire/Trenton Twp.'s - 03 lots / 26.67 acres

**Applicant:** Christine Hastilow

**Engineer:** Kramer Engineers

**II. Staff Comments**

Matt Dicken, engineer with Kramer Engineers has requested a 90-day tabling on behalf of the applicant in order to address issues raised at the Technical Review Committee meeting.

**III. Staff Recommendation**

Staff recommends *Approval* of the 90-day table request for **Hastilow** to the DCRPC.

**Commission / Public Comments**

No one was present to represent the applicant.

*Mr. Price made a motion for Approval of the 90-day table request of Hastilow. Mr. Reely seconded the motion. VOTE: Unanimously For, 0 Opposed. Motion carried.*

---

04-18 The Enclave at Abbey Knoll – Orange Twp. - 26 lots / 16.44 acres

**I. Conditions**

**Applicant:** Josh Morgan

**Subdivision Type:** Residential

**Location:** North of Abbey Knoll Drive, east of Old State Rd.

**Current Land Use:** vacant

**Zoned:** Farm Residential District (FR-1)

**Zoning Approval:** December 4, 2017

**Utilities:** Del-Co water and central sanitary sewer

**School District:** Olentangy Local School District

**Engineer:** Mannik Smith Group

**II. Staff Comments**

The Enclave at Abbey Knoll is a 26-lot single-family subdivision with frontage on both South Old State Road and Abbey Knoll Drive. Its main access is via Abbey Knoll Drive. A single road enters the site heading north and intersects with an east-west road which ends in a cul-de-sac to the east. A paved emergency access is proposed to extend west from this second road to South Old State Road.

Two passive open spaces are being created totaling 5.9 acres (36%). On the western edge of the site along South Old State is a parcel that includes mounding and a 10' wide asphalt path. On the eastern edge is a

parcel that includes a retention pond.

*A technical review was held on February 13, 2018, after which the applicant has addressed all of the required changes.*

### **III. Staff Recommendation**

Staff recommends *Conditional Preliminary Approval* of **The Enclave at Abbey Knoll** to the DCRPC, *subject to submission and Preliminary Approval of street names.*

### **Commission / Public Comments**

Mr. Steve Fox with Mannik Smith was present to answer questions from the Commission.

*Mr. Shafer made a motion for Conditional Preliminary Approval of The Enclave at Abbey Knoll, subject to submission and Preliminary Approval of street names. Mr. Snodgrass seconded the motion. VOTE: Unanimously For, 0 Opposed. Motion carried.*

---

05-18                      Olentangy Crossings, Lot 7528, Div. #1 – Orange Twp. - 02 lots / 04.32 acres

### **I. Conditions**

**Applicant:** Kibbey Development Group  
**Subdivision Type:** Commercial  
**Location:** South of Olentangy Crossing East, West of Timber Way  
**Current Land Use:** Vacant  
**Zoned:** Planned Commercial  
**Zoning Approval:** November 12, 2003  
**Utilities:** Del-Co water and central sanitary sewer  
**School District:** Olentangy Local School District  
**Engineer:** Advanced Civil Design

### **II. Staff Comments**

Olentangy Crossings, Lot 7528, Div. #1 is a 2-lot commercial subdivision with frontage on Olentangy Crossings East, Rail Timber Way, and Pullman Drive. The Preliminary Plan includes 4.32 acres, but only the eastern 2.173-acre lot is being developed as part of the project, which is Kiwi's Clubhouse, a child care franchise business. It will have two accesses off Olentangy Crossings East and include 33 parking spaces.

*A technical review was held on February 13, 2018, after which the applicant has addressed all of the required changes.*

### **III. Staff Recommendation**

Staff recommends *Preliminary Approval* of **Olentangy Crossings, Lot 7528, Division #1** to the DCRPC.

### **Commission / Public Comments**

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

*Mr. George made a motion for Preliminary Approval of Olentangy Crossings, Lot 7528, Division #1. Mr. Shafer seconded the motion. VOTE: Unanimously For, 0 Opposed. Motion carried.*

---

Preliminary/Final (none)

## CONSENT AGENDA

### Final

05-16.2            **The Glade at Highland Lakes, Section 2 – Genoa Twp. - 23 lots / 37.678 acres**

#### I. Conditions

**Applicant:** The Glade at Highland Lakes, LLC.  
**Subdivision Type:** Planned Residential  
**Location:** North of Big Walnut Rd., south of Jaycox Rd.  
**Zoned:** Planned Residential District (PRD)  
**Preliminary Approval:** February 25, 2016  
**Utilities:** Del-Co Water, central sanitary sewer  
**School District:** Olentangy Local School District  
**Engineer:** EMH & T

#### II. Staff Comments

The Glade at Highland Lakes is a single-family development that takes access from the north side of Big Walnut Road via Sedgewick Lane. Section 2 includes the continuation of Holiston Court north, which ends in a cul-de-sac. The layout also utilizes two Common Access Driveways, which limit the disturbance to the existing topography. One extends from the northern cul-de-sac providing access to three lots. The other extends to the west, providing access to four lots, plus one with frontage on Holiston Court. These CADs are generally the same cross section as the other roads. Sidewalks are provided throughout, except on the private CADs.

The lots are generally 85' by 145', or 12,325 square feet. Significant open space is preserved based on the topography and proximity to Interstate 71. A large area of 28.2 acres to the north and west, which is split into two reserves, will include a walking trail through the existing woods, two retention ponds, and several drainage courses. One other small open space reserve of 0.5 acres is located on the eastern boundary of this section.

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 Glade at Highland Lakes, Section 2** to the DCRPC.

**Commission / Public Comments**

*Mr. Price made a motion for Final Approval of The Glade at Highland Lakes, Section 2, seconded by Mr. Vidor. VOTE: Unanimously For, 0 Opposed. Motion carried.*

---

05-14.3.B            Liberty Trace, Section 3, Phase B – Liberty Twp. - 12 lots / 07.111 acres

**I. Conditions**

**Applicant:** Pulte Homes  
**Subdivision Type:** Single Family Residential  
**Location:** North of Home Rd., east of Liberty Rd.  
**Zoned:** Planned Residential (PR)  
**Preliminary Approval:** April 24, 2014  
**Utilities:** Del-Co Water, central sanitary sewer  
**School District:** Olentangy Local School District  
**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.

This is the second phase on the east side of Liberty Road. It includes 12 buildable lots. These lots generally have between 50 and 90 feet of frontage for lot sizes of 12,600 s.f. – 23,900 s.f. Open space to be platted is 1.759 acres (25%), which will include one retention pond to the south. Sidewalks are provided on both sides of the street.

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 3, Phase B to the DCRPC.

**Commission / Public Comments**

*Mr. Price made a motion for Final Approval of Liberty Trace, Section 3, Phase B, seconded by Mr. Vidor. VOTE: Unanimously For, 0 Opposed. Motion carried.*

---

07-05.2.C.1A Nelson Farms, Sec. 2, Ph. C, Pt. 1A – Liberty Twp. - 12 lots / 12.184 acres

**I. Conditions**

**Applicant:** Nelson Farms Assoc. LLC.  
**Subdivision Type:** Residential  
**Location:** North of Forestview, west of Shale Run  
**Zoned:** Planned Residential District (PRD)  
**Preliminary Approval:** May 26, 2006  
**Utilities:** Del-Co Water, central sanitary sewer  
**School District:** Olentangy Local School District  
**Engineer:** EMH & T

**II. Staff Comments**

Nelson Farms, Section 2, Phase C, Part 1A extends Shale Run Drive 1,009 feet to the west, providing frontage for 12 new lots. Lots are on average 0.98 acres in size with between 88' and 354' of frontage. No open space is being platted in the internal areas of Nelson Farms, although a 5' asphalt path will continue along the north side of Shale Run Drive. Large areas of some lots include drainage and conservation easements.

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 Nelson Farms, Section 2, Phase C, Part 1A to the DCRPC.

**Commission / Public Comments**

*Mr. Price made a motion for Final Approval of Nelson Farms, Section 2, Phase C, Part 1A, seconded by Mr. Vidor. VOTE: Unanimously For, 0 Opposed. Motion carried.*

V. EXTENSIONS (none)

VI. OTHER BUSINESS

- Appointment of Nominating Committee for Executive Committee member election
  1. Fred Fowler (740-833-2201) Code Compliance and Zoning Inspector for Radnor, Thompson and Marlboro Townships
  2. Chet Heid (740-540-5217 (Ext. 103) Zoning Inspector Berlin Township
  3. Mike Dattilo (740-272-7136) Zoning Inspector Trenton Township

*Mr. Irvine made a motion to accept the names as listed to the Nominating Committee. Mr. Thurston 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. Price made a motion to adjourn the meeting at 7:20 p.m. Mrs. Caraway seconded the motion. VOTE: Unanimously For, 0 Opposed. Motion carried.*

*The next meeting of the Delaware County Regional Planning Commission will be Thursday, March 29, 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