



Delaware County Regional Planning Commission

109 North Sandusky Street
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www.dcrpc.org

Scott B. Sanders, AICP
Executive Director

****MINUTES****

Thursday, March 29, 2012 at 7:00 PM
Frank B. Willis Building, 2079 US 23 North, Conference Room,
Delaware, Ohio 43015

I. ADMINISTRATIVE BUSINESS

- Call to order
- Roll Call
- Approval of February 23, 2012 RPC Minutes
- Executive Committee Minutes of February 23, 2012 and March 21, 2012
- Statement of Policy

II. VARIANCES *(none)*

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

IV. SUBDIVISION PROJECTS

Preliminary

		Township	Lots/Acres
01-12	Orange Point Commerce Center, Green Meadows Extension	Orange	03 lots / 84.9 acres

Preliminary/Final *(none)*

Final *(none)*

T=TABLED, W=WITHDRAWN

V. EXTENSIONS *(none)*

VI. OTHER BUSINESS

- Consideration for Approval: ESRI, \$3,047.00
- Executive Committee member election

VII. POLICY / EDUCATION DISCUSSION *(none)*

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

I. ADMINISTRATIVE BUSINESS

▪ Call to Order

Second Vice-Chairman O'Brien called the meeting to order at 7:00 p.m.

▪ Roll Call

Representatives: Jeff George, Rick Sedlacek, Susan Kuba, Fred Fowler, Ken O'Brien, Sharon Hough, Gary Gunderman, Joe Clase, Dave Stites, Thomas Farahay, Lloyd Shoaf, Charlie Callender, Bill Metzler, and Bonnie Newland. *Alternates:* Jack Smelker, Doug Riedel, James Hatten, and Charlie Cooperider. *Staff:* Scott Sanders, Da-Wei Liou, and Stephanie Matlack.

▪ Approval of the February 23, 2012 RPC Minutes

Mr. Shoaf made a motion to Approve the minutes from the last RPC meeting, seconded by Mr. Sedlacek. VOTE: Unanimously For, 0 Opposed. Motion carried.

▪ February 23, 2012 Special Executive Committee Minutes

1. Call to order

Chairwoman Foust called the meeting to order at 6:15 p.m. Present: Holly Foust, Steve Burke, Ken O'Brien, Lloyd Shoaf and Dave Stites. Staff: Scott Sanders and Stephanie Matlack.

2. Personnel

a. Director evaluation –

Mr. Stites made a motion to recommend Approval of a 2% pay increase for Mr. Sanders, seconded by Mr. Burke. VOTE: Unanimously For, 0 Opposed. Motion carried.

Mr. Sanders review showed that he either met or exceeds expectations. Performance goals for 2012 include: Continue relationship building efforts through participation on committee related to development in Delaware County, visit at least 2 municipal councils or boards of trustees per month to determine needs and explain benefits of being an RPC member. Identify reasons for discontinued participation in the RPC and proposed solutions.

3. Adjourn

Having no further business, Mr. Shoaf made a motion to adjourn the meeting at 6:45 p.m. Seconded by Mr. Burke. VOTE: Unanimously For, 0 Opposed. Motion carried.

The next regular Executive Committee meeting will be Wednesday, March 21, 2012 at 8:30 a.m. at 109 North Sandusky Street, Delaware, Ohio, 43015.

▪ March 21, 2012 Executive Committee Minutes

1. Call to order

Chairwoman Foust called the meeting to order at 8:30 a.m. Present: Holly Foust, Dave Stites, Lloyd Shoaf and Ken O'Brien. Staff: Scott Sanders and Stephanie Matlack.

2. Approval of Executive Committee Minutes from February 15, 2012

Mr. Shoaf made a motion to approve the minutes from the last meeting, seconded by Mr. Stites. VOTE: Unanimously For, 0 Opposed. Motion carried.

3. Approval of Executive Committee Minutes from February 23, 2012

Mr. Shoaf made a motion to approve the minutes from the Special Executive Committee meeting of February 23, 2012. Mr. Stites seconded the motion. VOTE: Unanimously For, 0 Opposed. Motion carried.

4. New Business

a. Financial / Activity Reports for February 2012

REGIONAL PLANNING RECEIPTS		February	YTD TOTAL
General Fees (Lot Split)	(4201)	\$1,025.00	\$1,640.00
Fees A (Site Review)	(4202)		\$0.00
Insp. Fees (Lot Line Transfer)	(4203)	\$100.00	\$200.00
Membership Fees	(4204)	\$207,399.00	\$245,212.00
Planning Surcharge (Twp. Plan. Assist.)	(4205)	\$604.30	\$657.25
Assoc. Membership	(4206)		
General Sales	(4220)		
Charges for Serv. A (Prel. Appl.)	(4230)	\$3,050.00	\$3,050.00
Charges for Serv. B (Final. Appl.)	(4231)		
Charges for Serv. C (Ext. Fee)	(4232)		\$150.00
Charges for Serv. D (Table Fee)	(4233)	\$200.00	\$600.00
Charges for Serv. E (Appeal/Var.)	(4234)	\$300.00	\$600.00
Charges for Serv. F (Planned District Zoning)	(4235)	\$300.00	\$600.00
OTHER DEPT. RECEIPTS			
Health Dept. Fees	(4242)		
Soil & Water Fees	(4243)	\$200.00	\$200.00
MISCELLANEOUS REVENUE			
Other Reimbursements	(4720)		
Other Reimbursements A			
Other Misc. Revenue (GIS maps)	(4730)	\$108.00	\$168.00
Misc. Non-Revenue Receipts	(4733)		
Sale of Fixed Assets	(4804)		
TOTAL RECEIPTS		\$39,790.95	\$253,077.25

Balance after receipts	\$397,766.86
Expenditures	- \$ 27,491.13
End of February balance (carry forward)	\$370,275.73

Unpaid dues to date - \$98,138.00

After discussion of the financial reports, Mr. Shoaf made a motion to approve the financial reports as presented. Mr. Stites seconded the motion. VOTE: Unanimously For, 0 Opposed.

Motion carried.

- b. March RPC Preliminary Agenda
 - 1.) Site Review:
 - Orange Point Commerce Center, Green Meadows Extension
 - 2.) Rezoning: none to date
 - 3.) Variance: None
 - 4.) Preliminary:
 - a. Orange Point Commerce Center, Green Meadows Extension
 - 5.) Final: None
 - 6.) Extension: None
- c. Director's Report
 - 1.) Sunbury – attended council meeting to discuss comprehensive plan update
 - 2.) Delaware Twp. – attended a community meeting
 - 3.) Rural Zoning Commission – continuing work on updating the zoning resolution
 - 4.) EPA grant – Da-Wei has been updating the stream lines
 - 5.) Annual Report – working on publication
 - 6.) Zoning Inspector meeting – to be held March 27th at the RPC office, second meeting notice going out today
 - 7.) Olentangy Crossing – met with Jason Francis on potential plans
 - 8.) Lake of the Woods – project moved to dead file until issues worked out with neighbors
 - 9.) Trails End – Mr. Driscoll to begin working on plan
- d. Consideration for recommendation of approval: ESRI, \$3,047.00

Mr. Stites made a motion to recommend Approval of the ESRI maintenance fee of \$3,047.00 to the RPC. Mr. Shoaf seconded the motion. VOTE: Unanimously For, 0 Opposed. Motion carried.

5. Old Business

- a. Past membership dues –

Mr. Sanders explained that Mr. Brown of Scioto Twp. has discussed paying their current 2012 dues. Mr. Sanders explained that after payment the Township would become an active member again.

- b. Status update of County Commissioners' plat note enforcement for River Run subdivision

Mr. Sanders explained that Mr. Hansley with the County Commissioners office has been away from the office so no information regarding formal action has been received as of today.

6. Other Business (none)

7. Personnel (none)

8. Adjourn

Having no further business, Mr. Shoaf made a motion at 10:00 a.m. to adjourn the meeting. Mr. Stites seconded the motion. VOTE: Unanimously For, 0 Opposed. Motion carried.

The next regular Executive Committee meeting will be Wednesday, April 18, 2012 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

**01-12 Orange Point Commerce Center, Green Meadows Extension - Orange Twp. –
03 lots / 84.909 acres**

I. Conditions

Applicant: Franklin Real Estate Co.
Subdivision Type: Commercial/Industrial
Location: north side of the extension of Green Meadows Dr.
Current Land Use: Vacant, Electrical Substation, power lines
Zoned: Planned Industrial (56 acres) and FR-1 (27 acres)
Utilities: Del-Co water and public sanitary sewer
School District: Olentangy
Engineer: LBJ Inc.

II. Staff Comments

Orange Point Commerce Park was rezoned in November 1990 from FR-1 to PI. An overall Preliminary Plan was approved in November, 1995. Over the years, there have been several plats which have resulted in the construction of Orange Point Drive to the western boundary of this proposal. Due to AEP's acquisition of 93 acres (at the time) on the eastern end of Orange Point Commerce Park, the original plan was modified and a new Preliminary was approved in July, 2000. At that time, a commitment was made by AEP to complete the portion of Green Meadows Drive which was proposed to be extended through their property. Based on the date of that approval, a new Preliminary was required for the completion of the road.

The current layout shows Green Meadows connection with the existing stub street from the south and extending through the site to a turnaround at the northern property line. The layout includes a new intersection with Orange Point Drive. The subdivision creates one potential buildable lot of 13.53 acres to the southwest. There is no plan to develop this lot at this time. AEP will retain the 66 acres to the east of the road under its current use and arrangement as two lots and leave an 8-acre remainder to the west of the road.

One large existing retention pond holds water from the current impervious surfaces of the AEP site. An additional detention pond is proposed just north and east of the proposed intersection which will pick up drainage from the new road.

A technical review was held on March 20, 2012, after which the applicant has addressed all of the required changes except correcting the definition of the Flood Zone and the list of utility companies. These changes are noted for final plat submission. No amended Preliminary is necessary.

III. Staff Recommendation

Staff recommends *Conditional Preliminary Approval* of **Orange Point Commerce Center, Green Meadows Extension** to the DCRPC, *subject to the Flood Zone and utility company corrections.*

Commission / Public Comments

Mr. Pete Batalia with LBJ Inc. was present. He explained that the design was started over 10 years ago. He stated that AEP wanted to finish the road extension and complete its obligation.

Mr. Shoaf made a motion for Conditional Preliminary Approval of Orange Point Commerce Center, Green Meadows Extension to the DCRPC, subject to the Flood Zone and utility company corrections. Mr. Sedlacek seconded the motion. VOTE: Unanimously For, 0 Opposed. Motion carried.

Preliminary/Final (*none*)

CONSENT AGENDA

Final (*none*)

V. EXTENSIONS (*none*)

VI. OTHER BUSINESS

- Consideration for Approval: ESRI, \$3,047.00

Mr. Sanders explained that this expenditure is for the continued software support for the GIS system. The Executive Committee has recommended approval of this expenditure.

Mr. Shoaf made a motion to Approve the \$3,047 ESRI expenditure. Mr. Sedlacek seconded the motion. VOTE: Unanimously For, 0 Opposed. Motion carried.

- Executive Committee member election

Mr. Sanders explained that Chairwoman Foust could not attend tonight's meeting due to a family medical issue. She has had a very busy year and would be stepping down as Chairwoman and member

of the Executive Committee. She has served as Chairwoman for the last 12 years.

Mr. Fowler stated that on behalf of the Nominating Committee, he would like to nominate Steve Burke, Lloyd Shoaf and Dave Stites for the Executive Committee. He also stated that the Committee could continue for another month and present a fourth name to the Commission at the April RPC meeting.

Mr. O'Brien asked for any other nominations from the floor. There were none.

Mrs. Hough made a motion to close the nominations. Mr. Gunderman seconded the motion. VOTE: Unanimously For, 0 Opposed. Motion carried.

Mr. Clase made a motion to elect Steve Burke, Lloyd Shoaf and Dave Stites to the Executive Committee. Mr. Gunderman seconded the motion. VOTE: Unanimously For, 0 Opposed. Motion carried.

VII. POLICY / EDUCATION DISCUSSION (none)

VIII. RPC STAFF AND MEMBER NEWS (none)

Having no further business, Mr. Shoaf made a motion to adjourn the meeting at 7:15 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, April 26, 2012, 7:00 PM at the Frank B. Willis Building, 2079 US 23 North, Conference Room, Delaware, Ohio 43015.