

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, August 31, 2017 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 July 27, 2017 RPC Minutes
- Executive Committee Minutes of August 23, 2017
- Statement of Policy

II. VARIANCES *(none)*

III. ZONING MAP/TEXT AMENDMENTS

28-17 ZON Vincent Chu - Trenton Twp. - 3.90 acres from FR to LI

29-17 ZON Epcon Bradford, LLC - Liberty Twp. - 1.28 acres from FR-1 to PMFR

IV. SUBDIVISION PROJECTS

Township

Lots/Acres

Preliminary *(none)*

Preliminary/Final *(none)*

Final

02-13.3	Vinmar Village, Section 3	Genoa	24 lots / 21.79 acres
18-13.5	Olentangy Falls, Section 5	Liberty	28 lots / 30.84 acres
12-16.1	Evans Farm, Section 1	Orange	142 lots / 74.902 acres

T=TABLED, W=WITHDRAWN

V. EXTENSIONS *(none)*

VI. OTHER BUSINESS

- Subdivision Regulations amendment discussion
- Census email
- By-Laws amendment discussion

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, Susan Kuba, Fred Fowler, Gary Merrell, Barb Lewis, Steve Burke, Mike Frommer, Tammy Noble, Tom Hopper, Joe Shafer, Dave Stites, Bill Thurston, Dan Boysel, Josh Vidor, Bonnie Newland, Mike Dattilo, Doug Price. *Alternates:* Helen Caraway, Tiffany Jenkins, Bill Piper, and Michelle Boni. *Staff:* Scott Sanders, Da-Wei Liou and Stephanie Matlack.

▪ **Approval of the July 27, 2017 RPC Minutes**

Mr. Burke made a motion to Approve the minutes from the July 27th meeting, seconded by Mr. Boysel. VOTE: Unanimously For, 0 Opposed. Motion carried.

▪ **August 23, 2017 Executive Committee Minutes**

1. **Call to order**

Chairman Stites called the meeting to order at 9:00 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 July 19, 2017**

Mr. Merrell made a motion to Approve the minutes from July 19th, seconded by Mr. Frommer. VOTE: Unanimously For, 0 Opposed. Motion carried.

3. **Approval of the Special Executive Committee Minutes from July 27, 2017**

Mr. Stites made a motion to Approve the minutes from the Special Executive Committee meeting from July 27th, seconded by Mr. George. VOTE: Unanimously For, 0 Opposed. Motion carried.

4. **New Business**

- Financial / Activity Reports for July 2017

REGIONAL PLANNING RECEIPTS		JULY	YTD TOTAL
General Fees (Lot Split)	(4201)	\$3,075.00	\$6,150.00
Fees A (Site Review)	(4202)		\$2,400.00
Insp. Fees (Lot Line Transfer)	(4203)	\$400.00	\$2,300.00
Membership Fees	(4204)		\$226,355.00
Planning Surcharge (Twp. Plan. Assist.)	(4205)		\$4,104.59
Assoc. Membership	(4206)		\$0.00
General Sales	(4220)		\$0.00
Charges for Serv. A (Prel. Appl.)	(4230)	\$18,900.00	\$78,028.60
Charges for Serv. B (Final. Appl.)	(4231)	\$5,500.00	\$47,138.90
Charges for Serv. C (Ext. Fee)	(4232)		\$1,200.00
Charges for Serv. D (Table Fee)	(4233)	\$200.00	\$800.00

Charges for Serv. E (Appeal/Var.)	(4234)		\$1,200.00
Charges for Serv. F (Planned District Zoning)	(4235)	\$600.00	\$3,600.00
OTHER DEPT. RECEIPTS			
Health Dept. Fees	(4242)	\$810.00	\$1,675.00
Soil & Water Fees	(4243)	\$325.00	\$3,150.00
			\$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)	\$25.40	\$262.22
Sale of Fixed Assets	(4804)		\$0.00
TOTAL RECEIPTS		\$29,835.40	\$378,605.97

Balance after receipts	\$992,777.17
Expenditures	<u> - \$ 29,658.77</u>
End of July balance (carry forward)	\$963,118.40

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

- Site Review:
 - 1.) Jaycor – Harlem Twp. – 13 lots / 74 acres
- August RPC Preliminary Agenda
 - 1.) Rezoning:
 - Vincent Chu – Trenton Twp. – 3.90 acres from FR to LI
 - Epcon Bradford LLC – Liberty Twp. – 1.28 acres from FR-1 to PMFR
 - 2.) Preliminary: none
 - 3.) Preliminary/Final: none
 - 4.) Final:
 - Vinmar Village, Section 3 – Genoa Twp. – 24 lots / 21.79 acres
 - Olentangy Falls, Section 5 – Liberty Twp. – 28 lots / 30.84 acres
 - Evans Farm, Section 1 – Orange Twp. – 142 lots / 74.902 acres
 - 5.) Variance / Extension: none
- Facilities Study update

Mr. Sanders explained that he attended a presentation by the architect for the Career Center, along with other County Directors, to show possible areas of placement for offices. The architect projected approximately 3,900 square feet for Regional Planning. Mr. Sanders said that it would be at least 2 years before renovations would be underway. Discussions will continue as more details are available.

- Director’s Report

- 1.) Liberty Township Comp Plan – Final Draft complete, township wants to do a roundtable with trustees and ZC;
 - 2.) Berkshire Township Comp Plan – Final Draft complete, being reviewed by ZC, will vote at next meeting;
 - 3.) Aaron Schill from MORPC met here for discussion of data and MORPC/DCRPC relationship. Aaron is taking Nancy Reger’s position after she retired;
 - 4.) Attended Facilities Study presentation;
 - 5.) Delaware County Trail Committee Plan: stakeholder meeting yesterday in Genoa Township (Sunbury, Galena, Genoa attended) and tomorrow in Orange Township;
 - 6.) Attended brief Community Reinvestment Area Housing Council meeting as RPC representative on the 10th;
 - 7.) Met with BIA regarding plat timing issues;
 - 8.) Delivered draft language to zoning codes as noted last month (Concord, Troy, Oxford);
 - 9.) Hosting a County Planning Directors Association meeting on Friday at the CCAO offices in Columbus.
- Consideration for Approval: amendment to Minor and Major Expenditures

By-Laws, Article VI, Section 3

- a) **Minor Expenditures** – All expenditures, commitments or contracts for expenditures or disbursements up to ~~\$500.00~~ \$1,000.00 shall be authorized by the Executive Director or in his/her absence by the Assistant Director. All expenditures, commitments, or contracts for expenditures or disbursements between ~~\$500.01 and \$1,000.00~~ \$1,000.01 and \$2,500.00 shall be authorized in writing by the Executive Director, or in his/her absence by the Assistant Director, and the Chairperson or Vice-Chairperson of the Executive Committee of the Commission.
- b) **Major Expenditures** – All expenditures, commitments or contracts for expenditures or disbursements in excess of ~~\$1,000.00~~ \$2,500.00 shall be approved by a majority of the Executive Committee and then presented to the Regional Planning Commission for their approval.

Mr. George made a motion to recommend Approval of the amendments to Article VI, Section 3 as presented. Mrs. Kuba seconded the motion. VOTE: Unanimously For, 0 Opposed. Motion carried.

- Subdivision Regulation Amendments –

Mr. Sanders explained that after several meetings with representatives from the Map Department, County Engineer’s office, Recorder’s office, and the BIA, he has prepared a draft amendment to the Subdivision Regulations regarding Final Plat submission and schedule. These changes reflect the current size standards required by the Recorders office along with when the signed final plat is required. The signature from the Township Zoning Officer would still need to be presented by the application deadline. More discussion to follow.

5. Old Business (none)

6. Other Business (none)

7. Personnel (none)

8. Adjourn

Having no further business, Mr. Merrell made a motion to adjourn the meeting at 10:20 a.m. Mr. Frommer seconded the motion. VOTE: Unanimously For, 0 Opposed. Motion carried.

The next regular Executive Committee meeting will be Wednesday, September 20, 2017 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

28-17 ZON Vincent Chu – Trenton Twp. – 3.90 acres from FR to LI

I. Request

The applicant, Vincent Chu, is requesting a 3.90-acre rezoning from FR to LI to allow storage units and moving supply business. Application incorrectly lists the proposed zoning district and does not include a survey describing the area to be rezoned.

II. Conditions

Location: 4220 State Route 3, Sunbury

Present Zoning: Farm Residential (FR)

Proposed Zoning: Light Industrial (LI)

Present Use(s): One single-family house

Proposed Use(s): storage units and moving supply

Existing Density: N/A

Proposed Density: N/A

School District: Big Walnut Local School District

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

Critical Resources: 100 year Floodplain, streams/drainage course, slope $\geq 20\%$

Soils: CeB Centerburg Silt Loam 2-6% slope

CeC2 Centerburg Silt Loam 6-12% slope

SnA Sloan Silt Loam, till substratum 0-2% slope

III. Introduction

This is a straight rezoning and does not require a development plan, but all uses developed within the district must meet a number of design standards. The permitted uses include the following (summarized) uses:

Manufacturing: building construction; operative builders; general, special trade, heavy construction, and residential building contractors; sausages, other prepared meat, dairy, grain mill, bakery, candy, and other confectionery products; beverage industries; canning and preserving fruits, vegetables, and sea foods; textile, lumber, wood, and glass products; drugs; furniture and fixtures; converted paper and paperboard products; paperboard containers boxes; misc. corrugated paper products; boot and shoe cut stock and findings; leather goods; luggage; cutlery, hand tools, and hardware; screw machine products; pottery; cut stone; nonferrous foundries; sheet metal work; machine shops, jobbing, and repair; household appliances; electric lighting, wiring, household audio, video, calculating, accounting, and communication equipment; misc. electrical machinery, equipment, and supplies; electronic computers, components, and accessories; computer terminals; transportation equipment; musical instruments and parts; toys, amusements, sporting, and athletic goods; pens, pencils, and other office and artists' materials; costume jewelry, novelties, button, and misc. notions; misc. manufacturing industries; taxicabs; railroads; local and interurban transit; trucking and warehousing; U.S. Postal Service; communication services; transportation by air, water, and other services; pipelines; electric, gas, and sanitary services; wholesale trade, durable and nondurable goods; fuel dealers;

Wholesaling: furniture and home furnishings; dry goods and apparel; groceries and related products; electrical goods; hardware and plumbing and heating equipment and supplies; machinery, equipment, and supplies; tobacco and its products; beer, wine, and distilled alcoholic beverages; paper and its products; eating and drinking places;

Commercial Establishments: eating and drinking places; commercial and stock savings banks; savings and loan associations; personal and business credit institutions; offices of physicians, dentist, and dental surgeons; offices of osteopathic physicians; medical and allied services; engineering and architectural services; accounting, auditing, and bookkeeping services;

Administrative Offices primarily engaged in general administrative supervision, purchasing, accounting, and other management functions;

Personal and Consumer Services: beauty, barber, shoe repair, and hat cleaning shops; shoe shine parlors; pressing, and alterations, and garment repair; misc. personal services; advertising; consumer credit reporting, mercantile reporting, and adjustment and collecting agencies; duplicating, addressing, blueprinting, photocopying, mailing, mailing list, and stenographic services; private employment agencies; business services;

Conditional Uses: research, development, and testing laboratories

The proposed use is not permitted within this district.

Trenton Township's zoning resolution requires 40,000 square feet if public water and sanitary sewer are not provided, and 100 feet of frontage. Acreage and frontage should not be an issue for this parcel.

IV. Comprehensive Plan

Trenton Township’s 2004 Comprehensive Plan recommends this area for single-family residential at 1 dwelling unit per 3 acres without sewer or Traditional Neighborhood Development as part of a mixed-use area if public sewer can be provided. A portion of the site is in Zone A or AE of the Floodplain. The Comprehensive Plan recommends protecting the 100-year floodplain by prohibiting new residential structures within it, but it does not mention the prohibition of other structures.

V. Issues

Staff has received no material on sanitary treatment, evidence of an ODOT permit for commercial, or a survey of the property.

VI. Staff Recommendations

Staff recommends **Denial** of the rezoning request by Vincent Chu from FR to LI to the DCRPC, Trenton Twp. Zoning Commission and Trenton Twp. Trustees. The application is incomplete, the location is not recommended for non-residential use on the Comprehensive Plan, and there are no details regarding waste treatment or access.

Commission / Public Comments

No one was present to represent the applicant.

Mr. Price made a motion to recommend Denial of the rezoning request by Vincent Chu based on Staff Recommendations. Mrs. Jenkins seconded the motion. VOTE: Majority For Denial, 0 Opposed, 1 Abstained (Trenton Twp.). Motion carried.

29-17 ZON Epcon Bradford, LLC – Liberty Twp. - 1.28 acres from FR-1 to PMFR

I. Request

The applicant, Epcon Bradford, LLC, on behalf of the owner is requesting a 1.28-acre rezoning from FR-1 to PMFR to allow for The Courtyards at Bradford Court Expansion.

II. Conditions

- Location:** 10613 Sawmill Road, Liberty Township
- Present Zoning:** Farm Residential (FR-1)
- Proposed Zoning:** Planned Multi-Family Residential (PMFR)
- Present Use(s):** vacant
- Proposed Use(s):** Five single-family condominiums
- Existing Density:** 1 du / acre
- Proposed Density:** 4.59 du / acre
- School District:** Olentangy Local School District
- Utilities Available:** Del-Co Water and central sanitary sewer
- Critical Resources:** none
- Soils:** GwB Glynwwod Silt Loam 2-6% slope
 - BoA Blount Silt Loam 0-2% slope
 - BoB Blount Silt Loam 2-4% slope

III. Introduction

This is an addition of 5 lots to The Courtyards at Bradford Court, approved in December, 2015, including a reconfiguration of the poolhouse. The Development Plans show a single access off Bradford Court heading north, then curving east, ending in a stub. This road includes sidewalks on the north side, a T-turnaround, and three visitor parking spaces. The “courtyard” housing product is the same as the previously approved plan. There is a 35-foot tree preservation setback to the north.

IV. Comprehensive Plan

Liberty Township’s 2006 Comprehensive Plan indicates this area would be Planned Office or Residential at 1.5 dwelling units per net developable acre, lower than the proposed density. However, staff reaffirms the density as an appropriate transition between the single-family residential to the east and the commercial to the west. The project currently under construction is 62 units on 9.78 acres, or 6.33 du/gross acre. This development will not generate the same traffic and school-age children as single family lots.

V. Issues

Traffic and access: A letter from Smart Services, Inc. is included stating that the additional five lots to The Courtyards at Bradford Court would not change the conclusions of the original approved traffic access study.

Utilities: Utility letters are provided and all stating available capacity. The Fire Department is requesting that an additional fire hydrant be added near the T turnaround per cited LTFD Fire Code Section.

Lighting: A lighting plan is included, and the fixtures proposed do not meet the zoning code’s requirement for fully shielded cut-off fixtures. A divergence is requested below.

VI. Divergences

Nine divergences are requested:

1. To reduce side yard building separation from 25 feet to 10 feet.
Staff Comment: The only provision for allowing structure separation less than 25 feet is if the adjacent walls of both structures are masonry, which these are not. Staff typically defers to the local Fire Department for their review of this issue. If the original Courtyards development was approved with this design, it is reasonable to allow this additional land to have the same detail.
2. To waive the requirement of fully shielded, cut-off light fixtures.
Staff Comment: The application states that the two fixtures are the same that were approved as part of the original Courtyards at Bradford Court – a coach light design at a height of 10 feet. Staff supports this divergence, based on similarity with what was previously approved, but would prefer the cutoff standard be adhered to.
3. To allow the roadway construction to be roller compacted concrete with asphalt overlay.
Staff Comment: The application notes that the structural number for the condominium roadway will be equal to or greater than that required by the Engineer’s office. This is a desirable divergence, if it matches what is already allowed on the existing development.
4. To allow the fencing to be in front of rear line of condominium.
Staff Comment: The application states the reason is because the patios are on the sides of the homes. If fencing is designed in the same manner as it was approved for the rest of the site, the staff concurs.
5. To allow the fencing to be within 30 feet of a class B road (Sawmill Road) ROW, less than the

required 150 feet.

Staff Comment: This is a substantial departure, and the only provision for allowing fencing within 150 feet of the ROW is if it is perpendicular, which this does not appear to be. Staff cannot support this divergence unless more specific detail can be provided to the Zoning Commission.

6. To reduce the eastern side yard setback for Unit 5 from 25 feet to 5 feet.

Staff Comment: This is a reasonable request given the adjacent 50-foot building setback of the previously approved development plan to the east.

7. To reduce the separation distance between the walkway and the face of curb from 10 feet to 0 feet.

Staff Comment: The application notes that this configuration is identical to the approved Courtyards at Bradford Court development plan. Staff supports this divergence.

8. To waive the requirement for platting.

Staff Comment: Condominiums are exempt from the Subdivision Regulations per ORC statute.

9. To waive the requirement for the 5-acre minimum size of phases.

Staff Comment: As an expansion of an existing approved development, this is a reasonable request.

VII. Staff Recommendations

Staff recommends **Conditional Approval** of the rezoning request by Epcon Bradford LLC from FR-1 to PMFR to the DCRPC, Liberty Twp. Zoning Commission and Liberty Twp. Trustees, *subject to:*

- 1.) Recommended approvals of the divergences as noted, except the fencing along the right-of-way of Sawmill Road;
- 2.) Review of the reconfiguration of the pool and community building.

Commission / Public Comments

Mr. Todd Faris with Faris Planning and Design was present to represent the applicant. He stated that they would work with the Township on the fencing issues raised by staff.

Chairman Stites asked about the buffer from the project to the north. Mr. Faris stated that there is a 50' setback and 35' tree preserve which is the same as the subdivision to the east.

Mr. Price made a motion to recommend Conditional Approval of the rezoning request by Edcon Bradford LLC, subject to staff recommendations. Mr. Merrell seconded the motion. VOTE: Unanimously For, 0 Opposed. Motion carried.

IV. SUBDIVISION PROJECTS

Preliminary (none)

Preliminary/Final (none)

CONSENT AGENDA

Final

02-13.3 Vinmar Village, Section 3 – Genoa Twp. - 24 lots / 21.79 acres

I. Conditions

Applicant: Vinmar Investment
Subdivision Type: Single Family Residential
Location: West side of South Old 3 C, north of Marrissey Loop
Current Land Use: Two single-family homes
Zoned: FR-1 (Farm Residential)
Preliminary Approval: February 28, 2013
Utilities: Del-Co Water, central sanitary sewer
School District: Big Walnut
Engineer: Stantec

II. Staff Comments

Vinmar Village consists of 87 lots where the average lot width is 90 feet and the average lot size is 13,500 square feet. The development will include 31.38 acres of overall open space, including both passive open space and a small active park with trails and other facilities.

Section 3 includes the extension of Talavera Drive and Paradisio Drive heading west. Talavera Drive becomes Talavera Court and ends in a cul-de-sac. Paradisio Drive curves north to intersect with Talavera Drive. A large 10.211-acre open space is located in the southwest corner of the site, and a .466-acre open space on the eastern edge provides for drainage.

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 Vinmar Village, Section 3 to the DCRPC.

Commission / Public Comments

Mr. Price made a motion for Final Approval of Vinmar Village, Section 3. Mrs. Jenkins seconded the motion. VOTE: Unanimously For, 0 Opposed. Motion carried.

18-13.5 **Olentangy Falls, Section 5 – Liberty Twp. - 28 lots / 30.84 acres**

I. Conditions

Applicant: Olentangy Falls Ltd.
Subdivision Type: Single Family Residential
Location: North side of Hyatts Rd., east of SR 315
Zoned: Planned Residential (PRD)
Preliminary Approval: November 21, 2013
Utilities: Del-Co Water, central sanitary sewer
School District: Olentangy
Engineer: CT Consultants

II. Staff Comments

Olentangy Falls Section 5 would be the second “phase” of the Olentangy Falls subdivision to be platted north of Hyatts Road (Section 4 Phase B has been reviewed but not presented to the Commission). This section includes the extension north of Ruth Crossing, which intersects with an east-west road, Lale Point. This road stubs to the east and ends in a cul-de-sac to the west. The section includes 20 buildable lots on 26.21 acres. Open space makes up 2.261 acres, which includes two detention basins and a stream leading south.

In addition to platted open space, the site will include preservation and drainage easements that travel across building lots. Internal roads are open ditch and include a sidewalk around the cul-de-sac and on the east side of Ruth Crossing.

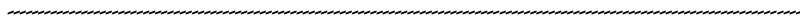
The applicant has presented to the RPC Office a Final Plat (mylar) signed by the various County agencies, a requirement for Final approval.

III. Staff Recommendation

Staff recommends *Final Approval* of **Olentangy Falls, Section 5** to the DCRPC.

Commission / Public Comments

Mr. Price made a motion for Final Approval of Olentangy Falls, Section 5. Mrs. Jenkins seconded the motion. VOTE: Unanimously For, 0 Opposed. Motion carried.



12-16.1 **Evans Farm, Section 1 – Orange Twp. -142 lots / 74.902 acres**

I. Conditions

Applicant: Evans Farm Land Development Co., LLC
Subdivision Type: Single Family Residential, Common Access Driveway
Location: North side of Lewis Center Rd., between North Rd. and South Old State Rd.
Zoned: Single Family Planned Residential (SFPRD)
Preliminary Approval: July 28, 2016
Utilities: Del-Co Water, central sanitary sewer
School District: Olentangy

Engineer: Structure Point

II. Staff Comments

Evans Farm, Section 1, is the first subdivision of an approximately 550-acre mixed-use project in Orange Township, with additional acreage in Berlin Township. This section includes the main entry features and southern-most 142 residential lots.

The plan indicates a major intersection with Lewis Center Road. Evans Farm Drive enters the site, providing frontage and access for future commercial development on either side. The road eventually splits into a one-way design on both sides of a large, central open space. Access is limited along this open space, as homes will take access from private alleys in this area. Otherwise, streets form a block pattern east and west across the site. Smaller lots are located to the west, with larger lots comparable to existing adjacent lots located to the east. The smallest lots are approximately 4,200 square feet and the largest lots are 17,000 square feet. The lots along the main open space area are proposed at 9,300 square feet in size. A portion of the Piatt Road Extension is included. This road will eventually also create an intersection with Lewis Center Road and will continue north into Berlin Township. Four other parcels in addition to the central space make up 3.226 acres of active open space. Two reserves provide 21.852 acres for stormwater detention and drainage.

This site carries drainage from offsite areas as well as from future sections of the development. Land has been added to the west of Piatt Road to allow for a stormwater management area and related easement. The Lewis Center Road intersection is being reviewed as a separate project through the County Engineer's office.

III. Staff Recommendation

Staff recommends *Final Approval* of **Evans Farm, Section 1** to the DCRPC.

Commission / Public Comments

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

V. EXTENSIONS (none)

VI. OTHER BUSINESS

- Subdivision Regulations discussion

Staff is proposing two categories of changes:

1. Township Zoning signature will continue to be required at the time of the application deadline, but County Engineer and Sanitary Engineer signatures will be required two weeks prior to RPC meeting.
2. Format of the Final Plat will change to the size required at the time of recording, or 11 x 17 printable area on a 14 x 17 page size mylar. Other details are specified.

(Copy of amendments included in the minutes as attachment.) Notice to be published by September 13th with a vote at the October 26th RPC meeting.

- 2020 Census email

Mr. Sanders stated that all of the communities should have received a form from the U.S. Census related to the Local Update of Certified Addresses (LUCA). The RPC office is working with the County Auditor and GIS office to complete this information for the census. There may be other steps that will be noticed to the communities when needed, but they do not need to respond to the LUCA.

- By-Laws amendments

The Executive Committee recommended approval of changes to the amount limits of expenditures (see page 4). The Commission will vote on the amendments at the September 28th RPC meeting.

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 6:50 p.m., seconded by Mr. Boyse. VOTE: Unanimously For, 0 Opposed. Motion carried.

The next meeting of the Delaware County Regional Planning Commission will be Thursday, September 28, 2017, 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

August 31, 2017 DRAFT

205.01 Final Plat Submission and Schedule.

Final Plat application, information and materials shall conform to these Regulations, the Preliminary Plan, and satisfy conditions of Preliminary Plan approval. A draft version of the Final Plat document ~~shall~~ **should** be submitted to the RPC at least four weeks prior to submission to the County Engineer for signature. A complete Final Plat application to the Commission shall include:

- a.) Completed and signed application form with fee;
- b.) Original Plat document, to scale, ~~at a minimum size with a printable area of 11" x 17" and a maximum page size of 14" x 17" or at a maximum size of 22" by 34"~~, signed by the subdivider and lien holder with notary and seal, surveyor with seal, **and** zoning authority(ies); *zoning moved*
- c.) (except as noted in 201.01) Original Plat **delivered to the Sanitary Engineer; signatures of** the Delaware General Health District (if a household sewage treatment system is proposed), the Delaware County Sanitary Engineer, the Delaware County Engineer, and Del-Co Water (if applicable), **must be secured on the plat by 5:00 P.M. on the Monday ten (10) calendar days prior to the applicable RPC meeting;**
- d.) Disclosure statement itemizing any aspect of street alignment or lot configuration that is non-compliant with zoning, health, engineering, or subdivision standards;
- e.) Copies (quantity determined by the Commission) of the Final Plat, folded to fit into legal-size folder; *(we will likely require a paper copy for staff and enough for the RPC meeting only – when the signed plat arrives, it will be scanned and distributed electronically to the previous signers for final check.)*
- ~~f.) An additional copy of the Final Plat no larger than 11" x 17";~~
- f.) An itemized, written response to each condition from the Preliminary Plan RPC meeting;
- g.) **Written confirmation that the Final Engineering has been approved and signed by the County Engineer and Sanitary Engineer.**

For plats which include a Common Access Driveway (CAD), the following signed documents must also be submitted:

- h.) CAD plans (quantity determined by the Commission);
- i.) Copy of CAD Maintenance Agreement (A copy of the required CAD Maintenance agreement is attached hereto as Appendix A and made a part of these regulations by this reference).

Other Final Plat requirements are listed in Section 206 of these Regulations. Subdivision improvement plans shall also be submitted by the subdivider directly to applicable public authorities before the Final Plat submission. The Final Plat application shall be placed on the agenda of the next appropriate meeting of the Commission and the township fiscal officer so notified.

206.02 Final Plat Contents and Format.

The following shall be shown on the Final Plat:

- a.) Subdivision and street names ~~and Regional Planning Commission file number;~~ *(redundant)*
- b.) The RPC case number located in the top right corner of the first page; *(moved sequence)*
- c.) Location map, legend, north arrow and scale;
- d.) Acreage, purpose and ownership of each reserve or no-build lot;
- e.) Total acreage allocated to streets, lots, **open space**, and reserve lots **provided as a table on the first page;**
- f.) Centerline alignment of streets with radii **and** right-of-way widths ~~and names;~~ *(redundant)*
- g.) Lot numbers and boundary lines with distance and bearing;
- h.) Existing and proposed easements with dimensions and purpose, and wording addressing off-site easements (as necessary);
- i.) Zoning designation and setbacks (in accordance with 206.04(j));
- j.) Adjacent plat name, volume and page; acres, owner, book and page of adjacent unplatted land;
- k.) Floodplain location if shown graphically on the applicable Flood Insurance Rate and FIRM community and panel number, suffix letter, map date and zone designation;
- l.) A ~~5" x 3" at 200%~~ ~~(2½" x 1½"~~ **at the recordable size)** blank area near the Recorder endorsement for placement of the recording information by the Recorder's office;
- m.) Other notes, items, restrictions or provisions required by these regulations;
- n.) **Original Plat and required copies shall be provided at a print size of 11" x 17" on 14" x 17" mylar;**
- o.) **Original Plat shall be produced on 4 mil. double matte mylar;**
- p.) **Original Plat and copies shall be produced with black ink using a line process (no halftones);**
- q.) **The minimum letter size for major features shall be 0.1" and for minor features shall be 0.08";**
- r.) **General Notes shall be placed on a separate, second page of the plat. Notes shall be either numbered or lettered and separated with an extra space between each Note.**