

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, March 25, 2021 at 6:30 PM
Zoom Meeting details to follow.

ADMINISTRATIVE BUSINESS

- Call to order
- Roll Call
- Approval of February 25, 2021 RPC Minutes
- Executive Committee Minutes of March 17, 2021
- Statement of Policy

CONSENT AGENDA (Final Plats)

		Township	Lots/Acres
30-18.3	Northlake Preserve, Section 3	Berkshire	31 lots / 15.83 acres
30-18.4	Northlake Preserve, Section 4	Berkshire	32 lots / 9.948 acres
30-19.3	Liberty Grand District, Section 3	Liberty	45 lots / 12.576 acres
30-19.4	Liberty Grand District, Section 4	Liberty	44 lots / 7.777 acres

ZONING MAP/TEXT AMENDMENTS

12-21 ZON Troy Township Zoning Commission – Text amendments (Articles VIII and XXVIII)

SUBDIVISION PROJECTS

Preliminary

		Township	Lots/Acres
08-21	Keller Subd., Lot 294, Div. #1	Berlin	2 lots / 2.767 acres
09-21	JES CAD	Brown	4 lots / 12.151 acres

OTHER BUSINESS

- Executive Committee member elections

ADMINISTRATIVE BUSINESS

▪ **Call to Order**

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

▪ **Roll Call**

Representatives: David Loveless, Duane Matlack, Gary Merrell, Jeff Benton, J.M. Rayburn, Joe Shafer, Dave Stites, Hunter Rayfield, James Hatten, Dan Boysel, Herb Ligocki, Bonnie Newland, and Mike Dattilo. *Alternates:* Cheryl Friend, Bob Lamb, Mike Love, and Jeff Beard. *Staff:* Jonathan Miller, Da-Wei Liou and Stephanie Matlack.

▪ **Approval of the February 25, 2021 RPC Minutes**

Mr. Boysel made a motion to Approve the minutes from the last meeting. Mr. Matlack seconded the motion. VOTE: Unanimously For, 0 Opposed. Motion carried.

▪ **March 17, 2021 Executive Committee Minutes**

1. **Call to order**

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

2. **Approval of Executive Committee Minutes from February 17, 2021**

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

3. **New Business**

• **Financial / Activity Reports for February**

1.) Membership Dues unpaid as of 3/17/21: Concord, City of Delaware, Powell.

REGIONAL PLANNING RECEIPTS		FEBRUARY	YTD TOTAL
General Fees (Lot Split)	(4201)	\$410.00	\$4,100.00
Fees A (Site Review)	(4202)	\$1,500.00	\$2,400.00
Insp. Fees (Lot Line Transfer)	(4203)	\$700.00	\$800.00
Membership Fees	(4204)	\$55,025.00	\$191,076.00
Planning Surcharge (Twp. Plan. Assist.)	(4205)		
Assoc. Membership	(4206)		
General Sales	(4220)		
Charges for Serv. A (Prel. Appl.)	(4230)	\$6,025.00	\$15,525.00
Charges for Serv. B (Final. Appl.)	(4231)	\$2,900.00	\$10,600.00
Charges for Serv. C (Ext. Fee)	(4232)		\$300.00
Charges for Serv. D (Table Fee)	(4233)		
Charges for Serv. E (Appeal/Var.)	(4234)	\$900.00	\$1,200.00
Charges for Serv. F (Planned District Zoning)	(4235)	\$600.00	\$1,200.00
OTHER DEPT. RECEIPTS			

Health Dept. Fees	(4242)	\$2,460.00	\$2,760.00
Soil & Water Fees	(4243)	\$1,150.00	\$1,800.00
Commissioner’s fees	(4244)		
MISCELLANEOUS REVENUE			\$192.06
Other Reimbursements	(4720)		
Other Reimbursements A	(4721)		
Other Misc. Revenue (GIS maps)	(4730)		
Misc. Non-Revenue Receipts	(4733)		
Sale of Fixed Assets	(4804)	\$410.00	\$4,100.00
TOTAL RECEIPTS		\$71,670.00	\$231,953.06

Balance after receipts	\$1,247,928.63
Expenditures	<u>- \$ 41,984.29</u>
End of February balance (carry forward)	\$1,205,944.34

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

- March RPC Preliminary Agenda

1.) SKETCH PLANS

	<u>Township</u>	<u>Lots / Acres</u>
• 4808 Rutherford Road CAD	Concord	4 lots / 20.53 acres
• Legacy Farms CAD	Concord	5 lots / 15.3 acres
• Jonard CAD	Harlem	2 lots / 10.07 acres
• Century Oak	Liberty	7 lots / 12.29 acres
• Olentangy Crossings, Sec. 4, Lot 7292	Orange	2 lots / 2.516 acres
• River Bend 2021	Orange	14 lots / 15.7 acres

2.) CONSENT AGENDA

• Northlake Preserve, Section 3	Berkshire	31 lots / 15.83 acres
• Northlake Preserve, Section 4	Berkshire	32 lots / 9.948 acres
• Liberty Grand District, Section 3	Liberty	45 lots / 12.576 acres
• Liberty Grand District, Section 4	Liberty	44 lots / 7.777 acres

3.) ZONING MAP/TEXT AMENDMENTS

- Troy Township Zoning Commission – text amendments – Articles VIII and XXVIII

4.) SUBDIVISION PROJECTS

Preliminary

	<u>Township</u>	<u>Lots/Acres</u>
• Keller Subd., Lot 294, Div. #1	Berlin	2 lots / 2.767 acres
• JES CAD	Brown	4 lots / 12.151 acres

- Director’s Report

- 1.) **Annual Report** – complete, will send to each community after the March RPC meeting.

- 2.) **Demographic Trends Report** – also complete, may send notice after Annual Report is distributed.
 - 3.) **Subdivision Regulations** – advertised, placed on website, not action needed at March meeting.
 - 4.) **Grant Program** – completed flier and application form. Sent a copy to each community. Also placed all materials on DCRPC website.
 - 5.) **Zoning Inspector meeting scheduled for April 1**
 - 6.) **Troy Township** – met with the Zoning Commission to jump-start their amendment process. Resulted in the FR-1 and BZA amendments on the March RPC agenda. More sections will follow.
 - 7.) **Delaware Township Comprehensive Plan** estimated to start in June.
 - 8.) **Harlem** should be finished soon.
 - 9.) **File Management** – moved sketch plan files to the Monthly Mailing and the shared software also reduced the need for a shared folder so we no longer have to provide that to other agencies
 - 10.) **GIS File Management** – Da-Wei is reorganizing our layers into a Geodatabase system which will make current files and layers much easier to find and use.
 - 11.) **Training videos** – established Media tab on website, linked various podcasts by Jonathan Miller and some planning/zoning intro videos. Page will eventually host in-house created training videos.
 - 12.) **GIS/Website initiatives:**
 - **Historic data**, received positive feedback from County historical group and Powell/Liberty group. They are providing names of a county-wide network and I will seek additional comments.
 - 13.) **Participated in meetings:**
 - **MORPC Transportation Advisory Committee** – February 3 and March 3
 - **MORPC Regional Housing Strategy Speaker Series Session 1** – February 19
4. **Other Business**
- Memo set to all Zoning Inspectors regarding planning assistance policy and current available hours for each jurisdiction
 - Vision Session this summer to utilize a facilitator and include RPC staff, Executive Committee officers along with several Township Zoning Inspectors. More details to follow.

5. Adjourn

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

The next regular Executive Committee meeting will be Wednesday, April 21, 2021 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 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.

CONSENT AGENDA (Final Plats)

30-18.3 Northlake Preserve, Section 3 – Berkshire Twp. - 31 lots / 15.83 acres

Conditions

Applicant: M/I Homes

Subdivision Type: Single Family Residential

Location: North side of Otter Tail Dr., west of I-71

Zoned: PMUD

Preliminary Approval: 11/29/18

Utilities: Del-Co Water, central sanitary sewer

School District: Olentangy

Engineer: EMH & T

Staff Comments

Northlake Preserve is a 211-lot single-family subdivision with frontage on the east side of the Fourwinds Drive north extension and north of Northlake Woods. Section 3 includes 31 single-family residential lots and the extension of two streets. Blackwell Drive continues east from Section 1 of the development before dead ending into Habitat Way. Habitat Way is an extension of a road stub left in Northlake Woods Section 2. Lots are generally 59'-65' wide by 125' deep, and sidewalks are provided on both sides of the streets. This section also includes about 8 and a half acres of open space. The open space is included on the east end of this section and serves to buffer the development from Interstate 71, and will remain in its naturally wooded state.

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

Staff Recommendation

Staff recommends *Final Approval* of Northlake Preserve, Section 3 to the DCRPC.

Commission / Public Comments

Mr. Shafer made a motion for Final Approval of Northlake Preserve, Section 3. Mr. Loveless seconded the motion. VOTE: Unanimously For, 0 Opposed. Motion carried.

30-18.4 Northlake Preserve, Section 4 – Berkshire Twp. - 32 lots / 9.948 acres

Conditions

- Applicant: M/I Homes
- Subdivision Type: Single Family Residential
- Location: North side of Blackwell Dr., west of I-71
- Zoned: PMUD
- Preliminary Approval: 11/29/18
- Utilities: Del-Co Water, central sanitary sewer
- School District: Olentangy
- Engineer: EMH & T

Staff Comments

This plat is for the fourth section of the same development as the previous application. Section 4 includes 32 single-family residential lots and the extension/creation of two streets. Habitat Way is extended north from Section 3 of the development, while Big Stone Drive and Jergenson Way create a loop which begins and ends at Habitat Way within this section. Lots are generally 59'-65' wide by 125' deep, and sidewalks are provided on both sides of the streets. This section also includes a little over one acre of open space divided amongst 2 areas. One area is about an acre on the north end of the inside of the loop that's created, while the second area is about 0.1 acres between two lots to create a greenway connection within the development.

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

Staff Recommendation

Staff recommends *Final Approval* of Northlake Preserve, Section 4 to the DCRPC.

Commission / Public Comments

Mr. Shafer made a motion for Final Approval of Northlake Preserve, Section 4. Mr. Loveless seconded the motion. VOTE: Unanimously For, 0 Opposed. Motion carried.

30-19.3 Liberty Grand District, Section 3 – Liberty Twp. - 45 lots / 12.576 acres

Conditions

- Applicant: M/I Homes
- Subdivision Type: Planned Residential Community
- Location: South of Eagle's Landing, west of Dulles Dr.

Zoned: POD-18
Preliminary Approval: 11/21/19
Utilities: Del-Co Water, central sanitary sewer
School District: Olentangy
Engineer: EMH & T

Staff Comments

Liberty Grand District is located on the east side of Steitz Road between Home Road and Hyatts Road. The Liberty Grand District development falls under the POD-18B zoning in Liberty Township and is broken into 5 subareas; A, B, C, D, and F. Subarea F, under the zoning classification, is a non-buildable area and designated as open space only.

This application is for Section 3 which consists of 45 single-family lots along an extension of Dulles Drive from Section 1 of the development, and Constitution Way and Boone Drive. The proposed lots average .18 acres and range between 52 feet and 75 feet wide by 125 feet to 148 feet deep.

Only one open space area is included in this section. The two and a half acre open space strip along the western edge of the section, and development as a whole, is provided to buffer the development from the single-family residences along Steitz Road. Sidewalks are also provided throughout.

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

Staff Recommendation

Staff recommends *Final Approval* of **Liberty Grand District, Section 3** to the DCRPC.

Commission / Public Comments

Mr. Shafer made a motion for Final Approval of Liberty Grand District, Section 3. Mr. Loveless seconded the motion. VOTE: Unanimously For, 0 Opposed. Motion carried.

30-19.4 Liberty Grand District, Section 4 – Liberty Twp. - 44 lots / 7.777 acres

Conditions

Applicant: M/I Homes
Subdivision Type: Planned Residential Community
Location: East of Liberty Grand Blvd., west of Celebration Dr.
Zoned: POD-18
Preliminary Approval: 11/21/19
Utilities: Del-Co Water, central sanitary sewer
School District: Olentangy
Engineer: EMH & T

Staff Comments

This application is for Section 4 of the same development as the previous application. This section which consists of 44 single-family lots along Shoal Way and McCarthur Road extends from Section 2 on the south side of Liberty Grand Boulevard. The proposed lots average .126 acres and range from 40 feet wide by 125 feet to 130 feet deep.

No open space areas are included in this section, and sidewalks are also provided throughout.

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

Staff Recommendation

Staff recommends *Final Approval* of **Liberty Grand District, Section 4** to the DCRPC.

Commission / Public Comments

Mr. Shafer made a motion for Final Approval of Liberty Grand District, Section 4. Mr. Loveless seconded the motion. VOTE: Unanimously For, 0 Opposed. Motion carried.

ZONING MAP/TEXT AMENDMENTS

12-21 ZON Troy Township Zoning Commission – Text amendments (Articles VIII and XXVIII)

Request

Troy Township has initiated updates to its Zoning Resolution, working with staff to prepare the proposed language. Updates include the expansion of the permitted uses under the FR-1 zoning classification to include limited and expanded home occupations, as well as updates to Section XXVIII related to the Board of Zoning Appeals, and minor clarification issues.

Staff Comments

Staff is in favor of the improvements to the FR-1 zoning classification, especially considering the increasing frequency of at-home businesses and offices. Staff is also in favor of the proposed changes to the Section on the Board of Zoning Appeals, regarding mostly the inclusion of details in the process, and outlining the criteria for variance and conditional use approvals. Below is a list of comments to take into account when considering final approvals of the amendments:

- 1) Consider carrying over the proposed changes regarding prohibited uses and temporary structures in 8.02 and 8.03 to Section 11 - Planned Residential District, to maintain continuity, unless for some reason these would not be applicable.
- 2) In Section 8.03(F)(1), consider removing the word “incidental.” The wording implies that a home occupation business is only permitted if the business is related to residential uses.
- 3) The addition of the following to Section 28.07(D) – Decision regarding the criteria. The following statement will ensure that properties are not intentionally split or transferred prior to

the application in order to avoid the fulfillment of the regulations:

- a) Whether the hardship conditions were created by the actions of the applicant.

Staff Recommendation

Staff recommends **Conditional Approval** of the amendments of Articles VIII and XXVIII to the Troy Township Zoning Resolution to the DCRPC, Troy Township Zoning Commission and Troy Township Trustees, subject to:

- 1. Legal considerations for comments 1 through 3 above; and
- 2. The addition of “Whether the hardship conditions were created by the actions of the applicant,” to Section 28.07(D)

Commission / Public Comments

Mr. Shafer made a motion to recommend Conditional Approval of the amendments of Articles VIII and XXVIII to the Troy Township Zoning Resolution, subject to staff recommendations #1-2. Mr. Loveless seconded the motion. VOTE: Unanimously For, 0 Opposed. Motion carried.

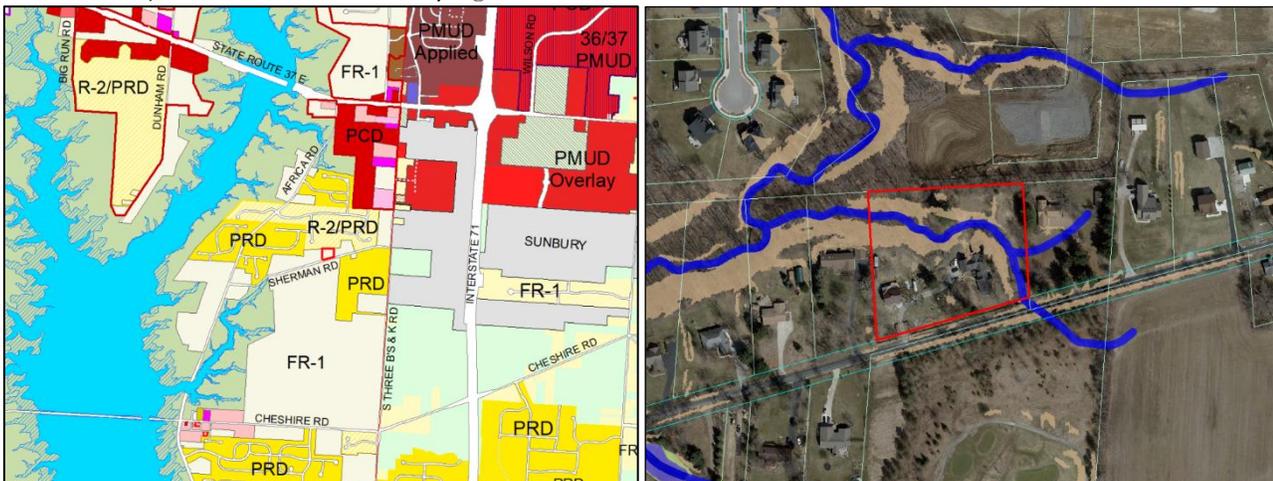
SUBDIVISION PROJECTS

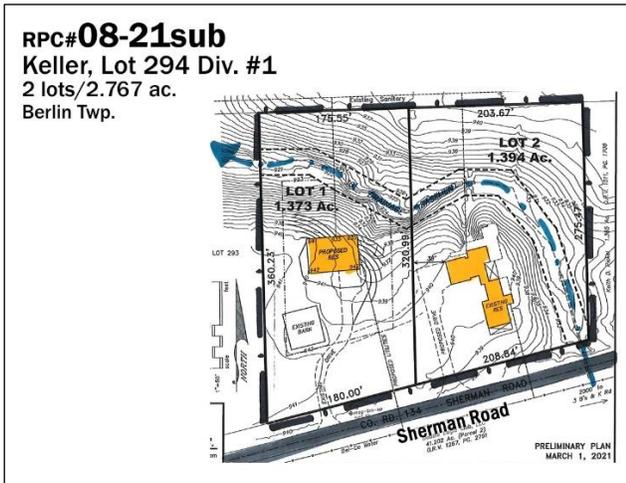
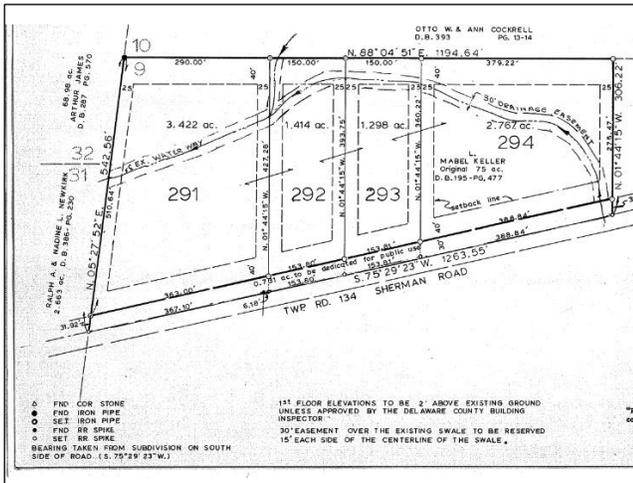
Preliminary

08-21 Keller Subd., Lot 294, Div. #1 – Berlin Twp. - 2 lots / 2.767 acres

Conditions

- Applicant:** Mary Lou Gott
- Subdivision Type:** Single Family residential
- Location:** North side of Sherman Rd., west of 3 B’s & K Rd.
- Current Land Use:** one single family house and garage
- Zoned:** Farm Residential (FR-1)
- Utilities:** Del-Co water and central sanitary sewer
- School District:** Olentangy
- Surveyor:** Scioto Land Surveying





Staff Comments

This is the preliminary plan for Keller Subdivision, Lot 294, Division 1. The application is the division of a property in the Keller Subdivision which was platted in 1980. The original subdivision platted four lots along Sherman Road, one of which was subsequently subdivided. The subdivider at the time was the resident at the subject property and left a property twice the size of the neighboring lots which were created by the Keller Subdivision plat.

The proposal includes dividing Lot 294, the easternmost lot, into two lots. Both lots will conform to the township’s Zoning Resolution, and there are no issues with access to utilities or natural resources. There is a drainage course on site, but the applicant is navigating development around it and creating a maintenance easement that reflects the actual stream geometry.

A technical review was held on March 16, 2021, after which the applicant has addressed all of the required changes.

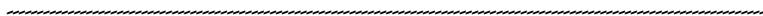
Staff Recommendation

Staff recommends *Preliminary Approval* of Keller Subdivision, Lot 294, Division #1 to the DCRPC.

Commission / Public Comments

Mrs. Karen Coffman, Scioto Land Surveying, was present to represent the applicant.

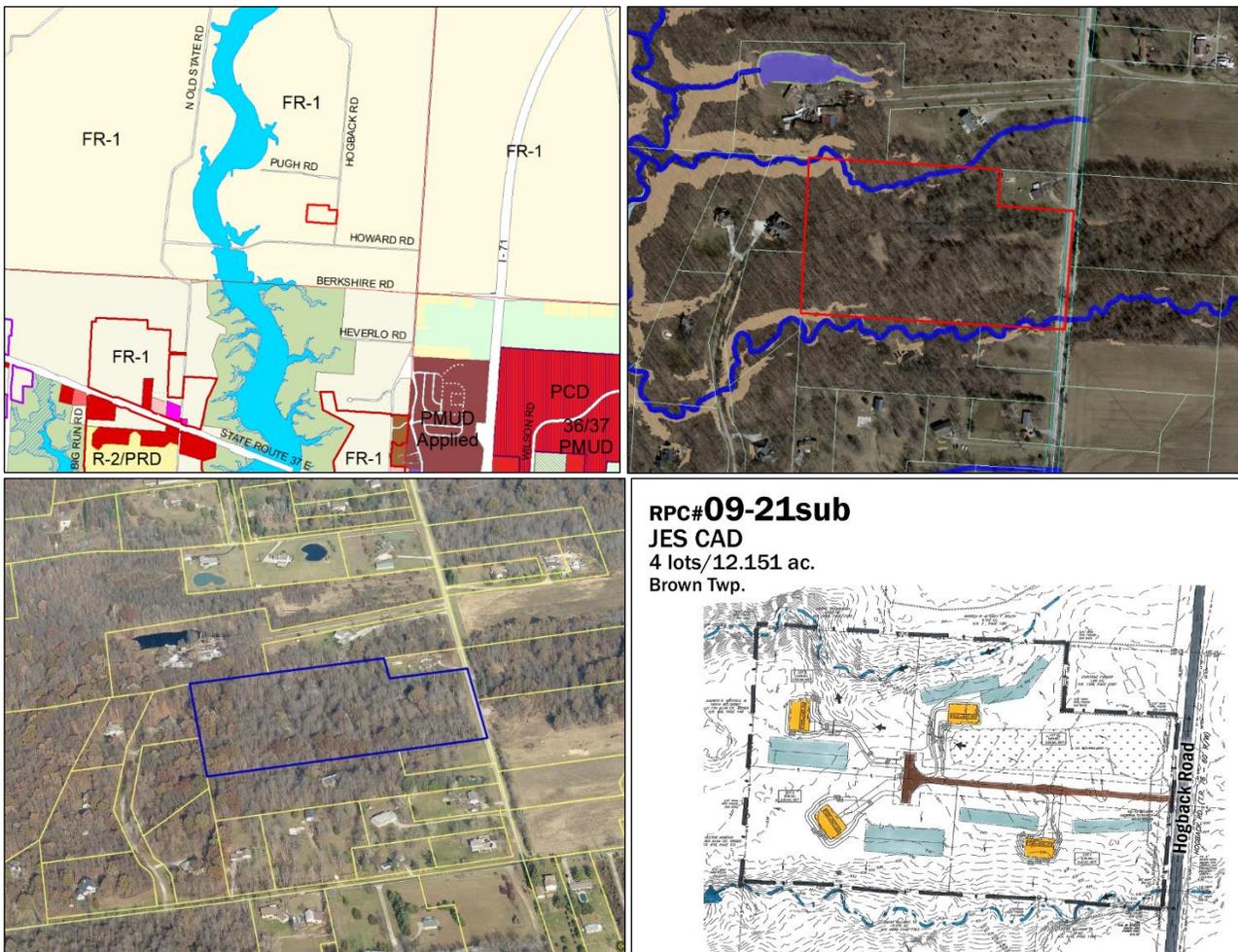
Mr. Merrell made a motion for Preliminary Approval of Keller Subdivision, Lot 294, Division #1. Mr. Matlack seconded the motion. VOTE: Majority For, 0 Opposed, 1 Abstained (Berlin Twp.). Motion carried.



09-21 JES CAD – Brown Twp. - 4 lots / 12.151 acres

Conditions

- Applicant:** Steve and Julie Lisano
- Subdivision Type:** Single Family, Common Access Drive Subdivision
- Location:** West side of Hogback Road, north of Howard Rd.
- Current Land Use:** Vacant
- Zoned:** Farm Residential (FR-1)
- Utilities:** Del-Co water and private on-lot treatment systems
- School District:** Buckeye Valley
- Consultant:** Plan 4 Land



Staff Comments

This is a preliminary plan for a Common Access Driveway on the west side of Hogback Road, just north of Howard Road. The existing property is a little over 12 acres and is currently vacant. The proposed CAD extends west and provides the frontage for all four lots. The proposed lots are between 2.65 acres and 3.65 acres, conforming to both lot size and frontage requirements. Brown Township only permits 3-lots on CADs; however, a variance was obtained to permit the fourth lot.

There are significant wooded areas and a drainage course on the property. The drainage course, which runs through the northern end of Lot 3, has been avoided in the orientation of the buildings. There is also a very large wetland on the property in the northeast corner. This wetland has also been designed around, and any impact should be negligible.

All lots will be served with on-site treatment systems, and no sidewalks or open spaces are included in the CAD project.

A technical review was held on March 16, 2021, after which the applicant has addressed all of the required changes.

Staff Recommendation

Staff recommends *Preliminary Approval* of JES CAD to the DCRPC.

Commission / Public Comments

Mr. Joe Clase, Plan 4 Land, was present to represent the applicant.

Mr. Benton made a motion for Preliminary Approval of JES CAD. Mr. Boysel seconded the motion. VOTE: Unanimously For, 0 Opposed. Motion carried.

OTHER BUSINESS

- Executive Committee member elections

Chairman Stites stated that no members of the Nominating Committee received any calls of interest to serve on the Executive Committee. He also stated that the current members of the Committee were willing to serve for another year.

Mr. Shafer made a motion to recommend that the current members be re-elected to serve another year on the Executive Committee. Mr. Boysel seconded the motion. VOTE: Unanimously For, 0 Opposed. Motion carried.

Mr. Dave Stites, Mr. Mike Frommer, Mrs. Kuba and Miss Boni will serve as the 2021-2022 Executive Committee members along with Mr. Gary Merrell (Co. Commissioner).

Having no further business, Mr. Boysel made a motion to adjourn the meeting at 6:51 p.m. Mr. Merrell seconded the motion. VOTE: Unanimously For, 0 Opposed. Motion carried.

*The next meeting of the Delaware County Regional Planning Commission will be Thursday, April 29, 2021, 6:30 PM via Zoom Meeting.
A Public Hearing to consider Amendments to the Subdivision Regulations will take place at the beginning of the meeting.*

Dave Stites, Chairman

Stephanie Matlack, Executive Administrative Assistant