

Delaware County Regional Planning Commission

1610 State Route 521
P.O. Box 8006, Delaware, Ohio 43015
740-833-2260 www.dcrpc.org
Scott B. Sanders, AICP *Executive Director*



AGENDA

Thursday, December 19, 2024 at 6:00 PM
Byxbe Campus Conference Room, 1610 State Route 521,
Delaware, Ohio 43015

ADMINISTRATIVE BUSINESS

- Call to order
- Roll Call
- Approval of November 21, 2024 RPC Minutes
- Executive Committee Minutes of December 11, 2024
- Statement of Policy

CONSENT AGENDA (Final Plats)		Township	Lots/Acres
28-22	Summer Crest Drive	Berlin	10 lots / 17.854 acres

ZONING MAP/TEXT AMENDMENTS

48-24 ZON	Genoa Twp. Zoning Commission – Zoning Resolution text amendments
49-24 ZON	Leslie and David Backus – Delaware Twp. – 2.43 acres – FR-1 to C-1

SUBDIVISION PROJECTS

Preliminary

SUBDIVISION PROJECTS		Township	Lots/Acres
19-24	Triple J Farms CAD	Berkshire	4 lots / 10.22 acres
20-24	Miraluna	Genoa	150 lots / 129.5 acres
15-24	The Courtyards at Evans Farm	Orange	17 lots / 62.8 acres

OTHER BUSINESS

POLICY / EDUCATION DISCUSSION

RPC STAFF AND MEMBER NEWS

- 2025 Calendars distributed
- Executive Committee election reminder

ADMINISTRATIVE BUSINESS

- Call to Order
- Roll Call
- Approval of the RPC Minutes November 21, 2024
- December 11, 2024 Executive Committee Minutes

A. Call to order

Chairman Shafer called the meeting to order at 8:49 a.m. Present: Joe Shafer, Robin Duffee, Gary Merrell, Ed Snodgrass and Tiffany Maag. Staff: Scott Sanders and Stephanie Matlack.

B. Approval of Executive Committee Minutes from November 13, 2024

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

C. New Business

1. Financial / Activity Reports for November

REGIONAL PLANNING RECEIPTS		November	YTD TOTAL
General Fees (Lot Split)	(4201)	\$410.00	\$6,150.00
Fees A (Site Review)	(4202)	\$1,200.00	\$8,000.00
Insp. Fees (Lot Line Transfer)	(4203)	\$800.00	\$3,400.00
Membership Fees	(4204)		\$222,529.20
Planning Surcharge (Twp. Plan. Assist.)	(4205)	\$481.76	\$16,037.23
Assoc. Membership	(4206)		
General Sales	(4220)		
Charges for Serv. A (Prel. Appl.)	(4230)	\$18,140.00	\$160,849.54
Charges for Serv. B (Final. Appl.)	(4231)	\$1,980.00	\$119,423.01
Charges for Serv. C (Ext. Fee)	(4232)		\$4,200.00
Charges for Serv. D (Table Fee)	(4233)	\$600.00	\$1,800.00
Charges for Serv. E (Appeal/Var.)	(4234)		\$3,800.00
Charges for Serv. F (Planned District Zoning)	(4235)	\$1,000.00	\$13,500.00
			\$1,000.00
OTHER DEPT. RECEIPTS			
Health Dept. Fees	(4242)		
Soil & Water Fees	(4243)	\$800.00	\$3,875.00
Commissioner’s fees	(4244)	\$1,000.00	\$6,803.00
		\$24.00	\$2,016.00
MISCELLANEOUS REVENUE			
Other Reimbursements	(4720)		
Other Reimbursements A	(4721)		\$54.98

Other Misc. Revenue (GIS maps)	(4730)		
Misc. Non-Revenue Receipts	(4733)		\$122.00
Sale of Fixed Assets	(4804)		
TOTAL RECEIPTS		\$26,435.76	\$573,559.96

Balance after receipts	\$1,118,769.55
Expenditures	- \$ 55,023.57
End of November balance (carry forward)	\$1,063,745.98

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

2. RPC Preliminary Agenda December

a) Sketch Plans	<u>Township</u>	<u>Lots/Acres</u>
<ul style="list-style-type: none"> • Evans Farm Arrowhead acres 	Berlin	120 lots / 40.11
<ul style="list-style-type: none"> • Clarkshaw Village acres 	Concord	95 lots / 63.75
<ul style="list-style-type: none"> • Britonwoods Reserve acres 	Genoa	11 lots / 26.71
b) Zoning Map / Text Amendments		
<ul style="list-style-type: none"> • Genoa Twp. Zoning Commission – Zoning Resolution text amendments • Leslie & David Backus – Delaware Twp. – 2.43 acres FR-1 to C-1 		
c) Subdivision Projects	<u>Township</u>	<u>Lots/Acres</u>
Preliminary		
<ul style="list-style-type: none"> • Triple J Farms CAD • Miraluna • The Courtyards at Evans Farm 	Berkshire Genoa Orange	4 lots / 10.22 acres 150 lots / 129.5 acres 17 lots / 62.8 acres
Final		
<ul style="list-style-type: none"> ▪ Summer Crest Drive 	Berlin	10 lots / 17.854 acres

3. Director’s Report

Development Team Meetings

Hosted/scheduled by DCRPC, these meetings are generally quarterly and include RPC, DCEO, DCRSD, Building Safety, and Economic Development. Departments discuss project status throughout the County.
Held on November 13.

The Partnership for a Healthy Delaware County and Health Behaviors Collaborative (Delaware Public Health District)

The Partnership is a group of agency directors, organizations, businesses and residents representing multiple sectors of Delaware County that assesses the health of the community and develop an action plan to improve population health and drive policies, systems, and environmental change. The Collaborative acts as a subcommittee and is responsible for implementation of the four strategies that fall within the Health Behaviors priority area of the 2023–2028 Health Improvement Plan. Presenting funded projects from the 2023 Creating Healthy Communities (CHC) Mini Grant, as well as discussion of other project

updates and activities that are related to the implementation of the CHIP Health Behaviors strategies. **Brad attended the Q4 meeting on December 5th.**

Delaware County Housing Alliance (Affordable Housing)

Hosted by United Way, this effort includes **Task Force main group** meetings and a **Land Use and Zoning subcommittee**, both of which staff is involved with. This is an immediate-term effort (with long-term ongoing activities) that seek various tools to increase access and opportunities for affordable housing. Many social service agencies are involved. The effort included an initial study by a national consultant and information can be found at www.delcohousing4all.org. **Attended on November 19, provided an update from the Zoning Subcommittee.**

Central Ohio GIS Users Group

Hosted by MORPC, these are hybrid meetings that occur quarterly. GIS tips, tools, projects, data, maps and apps are shared by various agencies. **Brad and Da-Wei attended the November 20th virtual meeting.**

Southeast Focus Area Steering Committee Meeting

Delaware Together, the comprehensive plan adopted in 2021, recommended the need for two focus area plans to be completed. The first focus area plan, in the southwest, was adopted by the City on June 10, 2024. Now, the City has pursued the opportunity to plan for the future of the Southeast Area. **Brad plans on attending the third Committee meeting on December 17th.**

We're All in This Together: Local Government & School District Collaboration

The Public Schools and Communities Division is the newest APA Division, which was established to create stronger linkages between the planning profession and the public school districts, as well as to integrate school planning more holistically into comprehensive planning. The division aims to promote communication and professional learning opportunities that address the many intersections of school planning, and planning for great communities. Free “lunch and learn presentations” are made available once or twice a year, and membership to the group is available. **Brad attended this virtual meeting on December 6th. Findings from presenters included their school districts participating in the Comprehensive Plan process and providing comments to their Planning Commission during rezonings and subdivision review. Some communities (County and municipality) adopted an Adequate Public Facilities Ordinance to ensure water, wastewater, drainage, etc., are addressed. Scott attended a local version at MORPC in February.**

Ohio Township Association (OTA)

The OTA Zoning Inspectors Group meets quarterly and combines networking with education. **Brad attended the December 11th virtual meeting.**

DCRPC-Managed Projects

Harlem Township Zoning Resolution

Staff is working with the Zoning Commission on various updates in existing sections of the Zoning Resolution. **RPC reviewed several Articles in November, which have been approved by the Zoning Commission and forwarded to the Trustees. Work continues.**

Liberty Township Comprehensive Plan

Staff is working on an update to the plan. Zoning Commission to approve in January, Trustees in February.

Berkshire Township Zoning Project

Consultant work is almost complete. **Staff is finalizing a first draft of updated Recommendation to present to township staff in late December/early January.**

Shawnee Hills Comprehensive Plan

Staff has been working on updating the 2016 Plan’s background information over the last year. **Brad, along with DPHD, MORPC and Delaware County Board of Developmental Disabilities (DCBDD) conducted the Village’s first Walk Audit on November 15th. That report will be included in the appendix of the Comp Plan, which should be completed in the coming months.**

Food System Capacity Building Project (contracted until September, 2025)

This a collaboration between the Delaware Public Health District, DCRPC, the United Way of Delaware County, and the Delaware County Hunger Alliance (DCHA) to address food insecurity and promote healthy eating for residents within Delaware County. Staff has been contracted with Public Health for one year to complete this project. Brad is meeting with members of Public Health approximately twice a month and with the Steering Committee monthly. **The next scheduled meeting with the Steering Committee is on January 10th. Brad will work closely with the DCPH between Steering Committee meetings to collect data to prepare for public meetings.**

Project-specific/other meetings

County Planning Directors Association of Ohio

Meets at least twice a year to share ideas and discuss issues. Met in conjunction with the County Commissioners Association of Ohio meeting on December 5. Hosted speakers on Housing issues and Comprehensive Plan efforts across the region and state.

Miami Valley Planning and Zoning Conference

Held in Dayton, Scott attended this one-day event with multiple topics and speakers from across the state.

4. Director Evaluation

Chairman Shafer stated that he had received all positive feedback and encouraged Mr. Sanders to continue working with the Townships and other County agencies.

D. Adjourn

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

The next regular Executive Committee meeting will be Wednesday, January 22, 2025 at 8:45 a.m. at 1610 State Route 521, West Conference Room, 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)

28-22 **Summer Crest Drive – Berlin Twp. - 10 lots / 17.854 acres**

Conditions

Applicant: N & M LLC. / **Consultant:** Plan 4 Land

Subdivision Type: Single Family Subdivision with a Common Access Drive

Location: North side of Summer Crest Drive, north of Summer Ridge Lane

Zoned: Farm Residential (FR-1)

Preliminary Approval: November 21, 2024

Utilities: Del-Co Water, central sanitary sewer / **School District:** Olentangy

Staff Comments

This is a 10 lot, single-family subdivision with five lots gaining access from a CAD. A stormwater pond crosses lots 1, 2, and 3, and outlets through a drainage easement to the southwest (Summerwood Extension subdivision). Two wetlands exist and will remain on lots 5 and 6, which will not be impacted by development. Lot sizes range from 1.01 to 3.71-acres and all FR-1 and general development standards are met. Preliminary approval was granted on November 21, 2024. The Final plat was tabled at the November meeting. The applicant is now requesting Final Plat approval.

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 **Summer Crest Drive** to the DCRPC.

ZONING MAP/TEXT AMENDMENTS

48-24 ZON **Genoa Twp. Zoning Commission – Zoning Resolution text amendments**

Request

Approximately a year ago, the Genoa Township Zoning Commission started the process of amending their Zoning Resolution. These are extensive changes to the Zoning Resolution, which were initiated in November, 2024. These changes were developed through comments by the Zoning Commission, township staff, and with an initial review by Regional Planning Commission staff.

Summary

The amendments will include numerous changes, which are summarized below:

- Statements throughout are revised for clarity.
- Add a “Table of Authorized Principal Uses” that includes all zoning districts.
- Amend Zoning Compliance submission requirements to ensure completeness of applications.
- Identify uses related to “Exemptions from Zoning Permits.”
- Allow the BZA to waive submittal requirements for any Conditional Use applications.
- Add/update definitions.

- Amended required street width so that it must only meet the requirements of the DCEO (not zoning).
- Change the term “Principal Buildings” to “Dwelling” regarding number of dwellings permitted on a lot.
- Slightly modify parking space and drive aisle requirements, all being within existing width/length parameters.
- Exempt ADA parking spaces from dimensional requirements per zoning, but must meet either County, State or Federal regulations.
- Restrict a case to be tabled for not longer than 1-year, and allow the Zoning Commission/Trustees the ability to un-table a case if necessary after 1-year to act on the case.
- The applicable sections of the Ohio Revised Code (ORC) are referenced throughout.
- Added the statement “The Township reserves the right to request revisions of submittal materials for the purposes of demonstrating compliance...” regarding Zoning Permits and Planned Developments.
- Add an “Electrical Vehicle Chargers” section.
- Add an “Off-Street loading areas” table with size and number of berths requirements.
- Canopies associated with Drive-through uses must now be “architecturally compatible” with the principal use.
- Required street trees/plant species list was modified.
- Add “Solar Facilities” and “Agriculture/Agritourism” regulations.

Staff Recommendation

Staff recommends **Approval** of the amendments to the Genoa Township Zoning Resolution to the DCRPC, the Genoa Twp. Zoning Commission, and the Genoa Township Trustees.

49-24 ZON Leslie and David Backus – Delaware Twp. – 2.43 acres – FR-1 to C-1

Request

The applicants, Leslie and David Backus, are requesting a 2.43-acre rezoning from FR-1 to C-1 to allow commercial uses to continue once the lot is sold.

Conditions

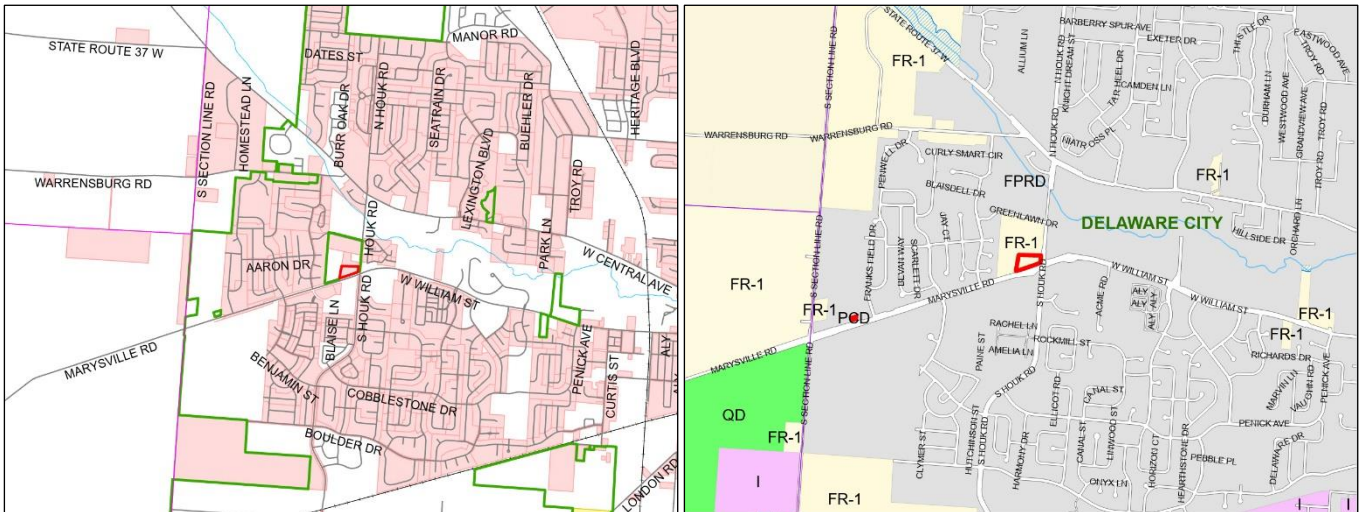
Location: 1964 Marysville Rd.

Present Zoning: Farm Residential (FR-1) / **Proposed Zoning:** Neighborhood Commercial and Office (C-1)

Present Use(s): One block building / **Proposed Use(s):** commercial office and shop

School District: Delaware City / **Utilities Available:** Delaware City water and private on-lot treatment system

Critical Resources: stream / **Soils:** SoA, GwC2



Introduction

The applicant is requesting to rezone the site from FR-1 to C-1. Permitted uses in the C-1 district include (but are not limited to) a greenhouse, appliance store, gas station, restaurant, TV broadcasting, offices, hospital, and residential care facility. All surrounding lots are zoned FR-1 in Delaware Township and developed with a church and daycare to the west, vacant lot to the north (platted with the subject site), U.S. 36/Marysville Road to the south, and Houk Road to the east. Land within the City of Delaware to the south is zoned General Business (B-4) and vacant, and land to the east of Houk Road is zoned PUD/R-5 and developed with a

condominium-style residential development.

This is a 2.43-acre property that includes a block building that is ~2,300 sq. ft. in size and served by an on-site wastewater treatment system and City of Delaware water. The application submitted indicates the building on site has been owner occupied as a commercial office and shop since a renovation in 2002. Based on historic aerial imagery, the development on site has not changed since at least the early 1950's. There is an existing point of ingress/egress along US-36, approximately 250 feet west of the US-36 and Houk Road intersection. Other than the drive apron, almost the entire frontage of the property is protected by a guard rail. There is also a stream that travels along the western, southern and eastern property line. The subject site and property to the north were platted as the Hansel Estates Subdivision in 1990, which includes a 20-foot-wide drainage over the stream.

Comprehensive Plan

Delaware Township's 2022 Comprehensive Plan includes the site in Subarea E – City Infill and supports commercial, office, and light industrial uses for City Infill properties. Infill parcels should be included in any agreed-upon Joint Economic Development (JED) District agreements. Staff is unaware of any JED in this area, but the site is included in the Delaware Township Tax Increment Finance (TIF) District and intended to be used for commercial uses. Staff believes the request is supported by the Comprehensive Plan as the site has historically been used commercially and a financial tool is in place for this property.

Neighborhood Commercial and Office (C-1) Development Standards

Min. lot size and frontage: No minimum lot size is defined in the Zoning District.

Side yard: not less than 25 feet, which the current structure meets and a **Rear yard:** not less than 30 feet (*adjacent to a residential district*).

Front setback: 130 feet from Marysville Road and Houk Road, which is currently met by the structure.

Staff notes that there is approximately 1.3 acres of developable land outside of setbacks, streams, and steep slope areas.

Issues

Traffic and access:

There is a single existing point of ingress/egress along U.S. 36/Marysville Road which is proposed to remain.

Drainage:

The site naturally drains from a high point where the current structure is located to the southwest and southeast, into the stream on site which flows under Houk Road to the east. Any future development must receive approval from the DCEO for site drainage.

Sanitary Treatment:

The site is served by an on-site wastewater treatment system, which was upgraded and approved by DPHD in November, 2024.

Staff Recommendations

Staff recommends **Conditional Approval** of the rezoning request by Leslie and David Backus from FR-1 to

C-1 to the DCRPC, Delaware Twp. Zoning Commission and Delaware Twp. Trustees, *subject to:*

- 1.) Any future use should have the septic system reviewed and approved by the DPHD to ensure it has adequate capacity for the intended commercial use; and
- 2.) With the site being within a plat, any reconfiguration of the parcels should be platted as a new commercial development.

SUBDIVISION PROJECTS

Preliminary

19-24 Triple J Farms CAD – Berkshire Twp. - 4 lots / 10.22 acres

Conditions

Applicant: Jodie Monebrake / **Consultant:** Plan 4 Land

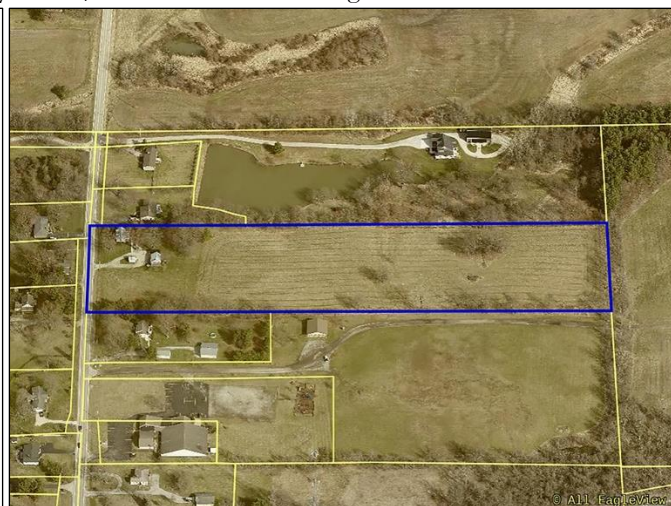
Subdivision Type: Single Family Residential Common Access Drive

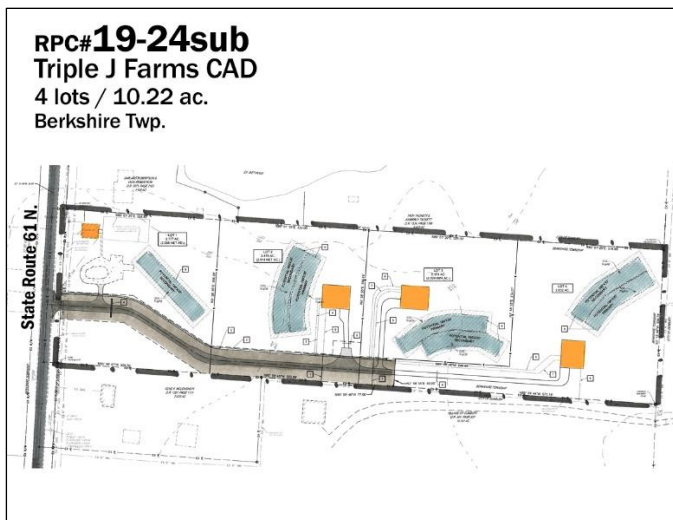
Location: East side of State Route 61, north of State Route 3

Current Land Use: residential

Zoned: Farm Residential (FR-1) / **Zoning Approval:** February 26, 2017

Utilities: Del-Co water and private on-lot treatment systems / **School District:** Big Walnut





Staff Comments

Triple J Farms CAD is a four lot Common Access Driveway subdivision located on the east side of State Route 61, north of State Route 3. The subdivision was rezoned to the Farm Residential zoning district on February 26, 2017 and includes four single family residential building lots. Adjacent properties to the north and southwest are developed with single-family homes and properties to the southeast and east are owned by the City of Sunbury and includes Kinslow Park.

A technical review was held on December 10, 2024, after which the applicant has addressed all of the required changes.

Staff Recommendation

Staff recommends *Preliminary Approval* of Triple J Farms CAD to the DCRPC.

20-24 Miraluna – Genoa Twp. - 150 lots / 129.5 acres

Conditions

Applicant: Romanelli & Hughes Building Co. / **Engineer:** EMH & T

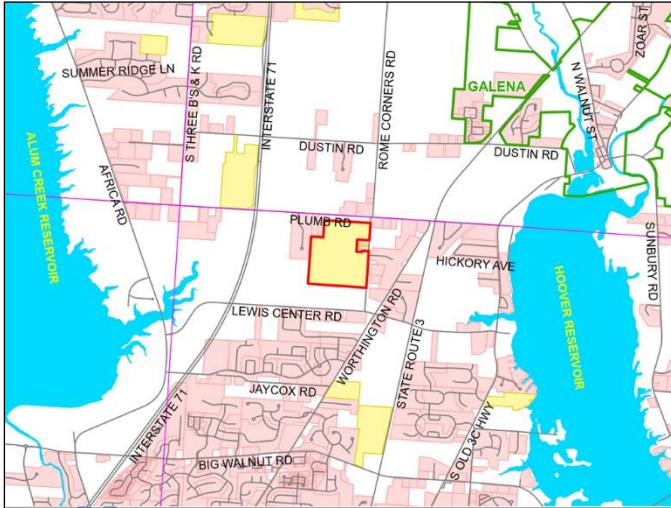
Subdivision Type: Planned Residential with conservation standards

Location: West side of Rome Corners Rd., north of Lewis Center Rd.

Current Land Use: Agriculture

Zoned: Planned Residential (PRD) / **Zoning Approval:** December 17, 2023

Utilities: Del-Co water and central sanitary sewer / **School District:** Big Walnut



Staff Comments

Miraluna is a residential subdivision with 150 single-family lots. All lots will front on internal public right-of-way. There are two points of ingress/egress along Rome Corners Road, with one road stub to the west at the southern end of the development. There are three typical lot configurations, 62' wide by 135' deep, 80' wide by 140' deep, and 100' wide by 140' deep. Ample open space is provided throughout, the entire development includes sidewalks along all public roads, a clubhouse with pool, a 15' wide multi-use path easement along Rome Corners Road, four stormwater ponds, and six potential cluster mailbox sites (CBUs). Much of the existing woods and wetlands are being preserved within dedicated open space.

There is a 0.43-acre strip of land to the east that is owned by the applicant that travels through the

McQuillan Acres No. 1 subdivision, but was not part of the rezoning. That strip is intended to be made part of the four-lot CAD that surrounds it prior to approval of the Final Plat. If approved, the Miraluna subdivision is proposed to be constructed in three phases; Phase one will include 68 lots, phase two will include 42 lots, and phase three will include 40 lots.

A technical review was held on December 10, 2024, after which the applicant has addressed all of the required changes.

Staff Recommendation

Staff recommends *Preliminary Approval* of **Miraluna** to the DCRPC.

15-24 **The Courtyards at Evans Farm – Orange Twp. - 17 lots / 62.8 acres**

Conditions

Applicant: EC New Vision Ohio, LLC. / **Engineer:** Kimley-Horn

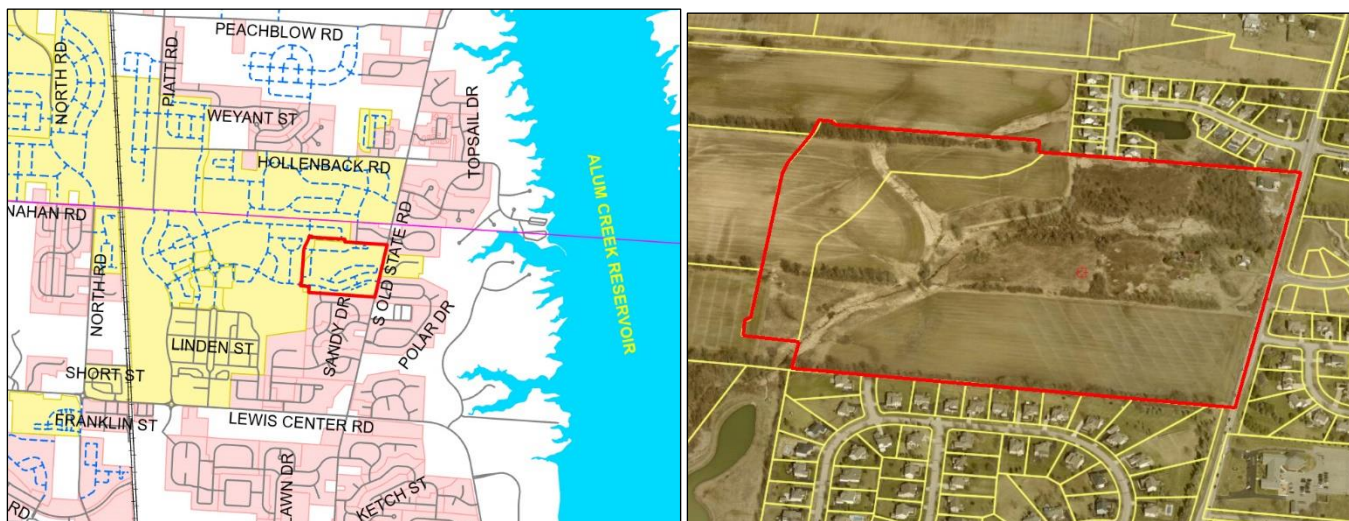
Subdivision Type: Planned Residential community

Location: West side of S. Old State Rd., north of Prairie Dr.

Current Land Use: Vacant, former agriculture

Zoned: Single Family Planned Residential / **Zoning Approval:** March 21, 2016, amendment pending

Utilities: Del-Co water and central sanitary sewer / **School District:** Olentangy





Staff Comments

The Courtyards at Evans Farm is a residential subdivision that will include single-family and multi-family units, with 159 total units. 15 lots will front on a public roadway, 30 units will be within 2-4-unit townhomes on private streets and 78 condominium style single-family homes on private streets. There are two main points of ingress/egress; Inglesh Drive will connect to S. Old State Road and Rock Drive will be extended from Bryn Mawr at Delaware subdivision. Road stubs are provided to the west and northwest to connect to future phases of Evans Farm, emergency access drives will connect to Avonlea subdivision to the north and S. Old State Road to the northeast. The connection to Avonlea will now be properly terminated with a cul-de-sac that includes sidewalks and the eastern emergency access drive will be aligned with Briarwood Lane to the east.

The typical lot configuration is 54' wide by 121' deep; the townhome building sites are generally 126' wide by 120' deep with the exception of the 2-unit townhome being smaller. This is generally a cluster-type subdivision, with open space (23.34-acres) buffering surrounding developments and located throughout this development. The entire development includes sidewalks along all streets, clubhouse with pool, a 5' wide sidewalk connecting the northern public road to the southern private road, pickleball courts, three stormwater ponds, cluster mail boxes (CUB) and existing wetlands are being preserved within dedicated open space. If approved, The Courtyards at Evans Farm subdivision is proposed to be constructed in three phases; Phase one- 29 SF units and 14 TH units, Phase two- 36 SF units, Phase three- 64 SF units and 16 TH units.

A technical review was held on December 10, 2024, after which the applicant has addressed all of the required changes.

Staff Recommendation

Staff recommends *Preliminary Approval* of **The Courtyards at Evans Farm** to the DCRPC.

OTHER BUSINESS

POLICY / EDUCATION DISCUSSION

RPC STAFF AND MEMBER NEWS

- 2025 Calendars distributed
- Executive Committee election reminder

By-Laws, Article V, Section 2:

- a) All interested members shall contact the Executive Director or the Chairperson in writing to express their desire to serve by submitting a short biography, including information as to why they are interested in serving, by February 10th. The names and biographies of all interested candidates will be forwarded to the Commission for consideration prior to the regular February meeting.*
- b) At the regular February meeting, a ballot vote will take place by qualified voting members. Except for extenuating circumstances, all candidates shall be present to accept the vote. In case of a tie, a second ballot vote will be taken for the tied candidates only.*

***The next meeting of the Delaware County Regional Planning Commission will be Thursday,
January 30, 2025, 6:00 PM at the Byxbe Campus Conference Room, 1610 SR 521,
Delaware, Ohio 43015.***