

**CITY OF DELAWARE
CITY COUNCIL
CITY COUNCIL CHAMBERS
1 SOUTH SANDUSKY STREET
7:00 P.M.**

AGENDA

6:30 P.M. EXECUTIVE SESSION: pursuant to Ohio Revised Code Section 121.22 (G) (3) pending or imminent court action, Section 121.22 (G) (1) personnel, Section 121.22 (G) (5) matters required to be kept confidential by State statute, Section 121.22 (G) (2) acquisition of property for public purpose and 121.22(G) (8) consideration of confidential information related to a request for economic development assistance.

REGULAR MEETING

NOVEMBER 14, 2016

1. ROLL CALL
2. INVOCATION
3. PLEDGE OF ALLEGIANCE
4. APPROVAL of the Motion Summary of the regular meeting of Council held October 24, 2016, as recorded and transcribed.
5. CONSENT AGENDA
 - A. Acceptance of the Motion Summary for the Planning Commission meeting held October 19, 2016.
 - B. Acceptance of the Motion Summary for the Historic Preservation Commission meeting held September 28, 2016.
 - C. Acceptance of the Motion Summary for the Shade Tree Commission meeting held September 27, 2016.
 - D. Resolution No. 16-46, a resolution accepting the public improvements for The Communities at Glenross Section 7.
 - E. Resolution No. No. 16-47, a resolution accepting the public improvements for Millbrook Section 2.
 - F. Establish November 28, 2016 at 7:30 p.m. as the date and time for a first reading and first public hearing of Ordinance No. 16-103, an ordinance making appropriations for the Year 2017, and declaring an emergency.
 - G. Establish December 12, 2016 at 7:30 p.m. as the date and time for a second reading and second public hearing of Ordinance No. 16-103, an ordinance making appropriations for the Year 2017, and

declaring an emergency.

- H. Establish November 28, 2016 at 7:45 p.m. as the date and time for a public hearing and second reading of Ordinance No. 16-98, an ordinance approving the **Rezoning Amendment** for Delaware Development Plan LTD from A-1 (Agricultural District) and A-1 PMU (Agricultural District with a Planned Mixed Use Overlay District) to A-1 PMU for Coughlin's Crossing on 15 parcels encompassing approximately 80 acres located east of US23, west of Stratford Road and north of Meeker Way, Ordinance No. 16-99, an ordinance approving a **Conditional Use Permit** for Delaware Development Plan LTD allowing the placement of a PMU (Planned Mixed Use Overlay District) for Coughlin's Crossing encompassing approximately 80 acres located east of US23, west of Stratford Road and north of Meeker Way, and Ordinance No. 16-100, an ordinance approving an **Amendment to the Comprehensive Plan** for Delaware Development Plan LTD on property designated as Mixed Use, Low Density Single Family and Medium Density Single Family on the future land use map to Mixed Use for Coughlin's Crossing encompassing approximately 80 acres located east of US23, west of Stratford Road and north of Meeker Way.

6. LETTERS, PETITIONS, AND PUBLIC COMMENTS

7. COMMITTEE REPORTS

8. PRESENTATIONS

- A. World Pancreatic Cancer Day proclamation presentation to Jill Pierson, Volunteer for the Pancreatic Cancer Action Network

9. SECOND READING of Ordinance No. 16-94, an ordinance authorizing the City Manager to enter into an agreement with Heritage Ohio and sponsoring organization, Main Street Delaware.

10. CONSIDERATION of Resolution No. 16-48, a resolution indicating what services the City of Delaware will provide to 20.445 acres of land, more or less, description and map are attached hereto as Exhibits "A" and "B" for the annexation known as the Delaware Development Plan (Coughlin's Crossing) Annexation by Michael R. Shade, agent for the petitioners.

11. CONSIDERATION of Ordinance No. 16-96, an ordinance supplementing the 2016 Appropriations Ordinance to authorize funding of a grant contract amendment, and declaring an emergency.

12. CONSIDERATION of Ordinance No. 16-97, an ordinance supplementing the 2016 Appropriations Ordinance to provide additional funding for the design, construction and installation of exhibits for the Educational Center at the Water Treatment Plant, and declaring an emergency.
13. CONSIDERATION of Ordinance No. 16-98, an ordinance approving the Rezoning Amendment for Delaware Development Plan LTD from A-1 (Agricultural District) and A-1 PMU (Agricultural District with a Planned Mixed Use Overlay District) to A-1 PMU for Coughlin's Crossing on 15 parcels encompassing approximately 80 acres located east of US23, west of Stratford Road and north of Meeker Way.
14. CONSIDERATION of Ordinance No. 16-99, an ordinance approving a Conditional Use Permit for Delaware Development Plan LTD allowing the placement of a PMU (Planned Mixed Use Overlay District) for Coughlin's Crossing encompassing approximately 80 acres located east of US23, west of Stratford Road and north of Meeker Way.
15. CONSIDERATION of Ordinance No. 16-100, an ordinance approving an Amendment to the Comprehensive Plan for Delaware Development Plan LTD on property designated as Mixed Use, Low Density Single Family and Medium Density Single Family on the future land use map to Mixed Use for Coughlin's Crossing encompassing approximately 80 acres located east of US23, west of Stratford Road and north of Meeker Way.
16. CONSIDERATION of Ordinance No. 16-101, an ordinance approving the Preliminary Development Plan for Delaware Development Plan LTD for Coughlin's Crossing encompassing approximately 80 acres located east of US23, west of Stratford Road and north of Meeker Way.
17. CONSIDERATION of Ordinance No. 16-102, an ordinance approving a Preliminary Subdivision Plat for Delaware Development Plan LTD for Coughlin's Crossing encompassing approximately 80 acres located east of US23, west of Stratford Road and north of Meeker Way.
18. CITY MANAGER'S REPORT
19. COUNCIL COMMENTS
20. ADJOURNMENT

RECORD OF PROCEEDINGS

Minutes of Delaware City Council

Meeting

BEAR GRAPHICS 800-325-8094 FORM NO. 10148

Held October 24

20 16

6:30 EXECUTIVE SESSION: Vice-Mayor Shafer moved to enter into Executive Session at 6:32 p.m. This motion was seconded by Mrs. Keller and approved by a 7-0 vote. Council met in executive session pursuant to Ohio Revised Code Section 121.22 (G) (3) pending or imminent court action, Section 121.22 (G) (1) personnel, Section 121.22 (G) (5) matters required to be kept confidential by State statute, Section 121.22 (G) (2) acquisition of property for public purpose and 121.22(G) (8) consideration of confidential information related to a request for economic development assistance. Council conducted a discussion of those items with the following members present: First Ward Chris Jones, Second Ward Lisa Keller, Third Ward Joe DiGenova, Fourth Ward Kyle Rohrer, At Large George Hellinger, Vice-Mayor Kent Shafer, and Mayor Carolyn Kay Riggle. Following the discussion at 6:58 p.m., it was moved by Vice-Mayor Shafer that Council move into Open session, seconded by Mayor Riggle and approved by a 7-0 vote.

The regular meeting of Council held October 24, 2016 was called to order at 7:01 p.m., in the City Council Chambers. The following members of Council were present: First Ward Chris Jones, Second Ward Lisa Keller, Third Ward Joe DiGenova, Fourth Ward Kyle Rohrer, At Large George Hellinger, Vice-Mayor Kent Shafer, and Mayor Carolyn Kay Riggle who presided. The invocation was given Mr. DiGenova, followed by the Pledge of Allegiance.

Staff Present: Ted Miller, Parks and Natural Resource Director, Darren Shulman, City Attorney, Dean Stelzer, Finance Director, Dave Efland, Planning and Community Development Director John Donahue, Fire Chief, Bruce Pijanowski, Police Chief, Jackie Walker, Assistant City Manager, Tom Homan, City Manager

ITEM 4: APPROVAL OF MINUTES

APPROVAL of the Motion Summary for the Work Session of Council held October 3, 2016, as recorded and transcribed.

APPROVAL of the Motion Summary of the regular meeting of Council held October 10, 2016, as recorded and transcribed.

Motion: Mr. DiGenova moved to approve the Motion Summary for the Work Session of Council held on October 3, 2016 and the regular meeting of Council held October 10, 2016 seconded by Vice-Mayor Shafer. Motion approved by a 6-0-1 (Riggle) vote.

ITEM 5: CONSENT AGENDA

- A. Acceptance of the Motion Summary for the Civil Service Commission meeting held September 7, 2016.
B. Acceptance of the Motion Summary for the Sister City Advisory Board meeting held July 12, 2016.
C. Acceptance of the Motion Summary for the Board of Zoning Appeals meeting held June 8, 2016.
D. Acceptance of the Motion Summary for the Public Works/Public Utilities Committee meeting held July 5, 2016.
E. Acceptance of the Motion Summary for the Parks and Recreation Advisory Board meeting held August 16, 2016.
F. Acceptance of the Motion Summary for the Planning Commission meeting held September 7, 2016.

Motion: Vice-Mayor Shafer moved to approve the Consent Agenda,

RECORD OF PROCEEDINGS

Minutes of Delaware City Council

Meeting

DEAR GRAPHICS 800-325-8094 FORM NO. 10148

Held October 24 20 16

seconded by Mr. Rohrer. Motion approved by a 7-0 vote.

ITEM 6: LETTERS, PETITIONS, AND PUBLIC COMMENTS

Mark Johnson
228 S. Franklin St.
Delaware, Ohio

Mr. Johnson recommended that during inclement weather that the city does not plow bike paths prior to the roads.

Kyle Smother
2244 Bruce Rd., Apt. 28
Delaware, Ohio

Mr. Smother voiced his concern regarding the inability for pedestrian access to local businesses, such as, Big Lots due to recent Private Property Signage.

Mike West
1073 Chatham Lane West
Delaware, Ohio

Mr. West voiced his concern regarding potential ethical violations with Better Roads for Delaware signage on city property. Mr. Homan informed Council that signage was removed and that the City of Delaware is not able to promote the upcoming levy. Mayor Riggle also discussed that no election signage should be in any right of way.

ITEM 7: COMMITTEE REPORTS

Mr. Jones indicated that there is an upcoming Main Street Delaware meeting.

Mrs. Keller discussed the recent Planning Commission meeting to discuss the plans for development near Stratford. Mrs. Keller stated that discussions will continue at the next Planning Commission meeting.

Mr. DiGenova discussed concerns voiced by residents at the Planning Commission meeting regarding a potential traffic signal at Hawthorne.

Mr. DiGenova indicated that the November Civil Service Commission meeting has been cancelled.

Mr. DiGenova provided information on the Veterans Breakfast on November 11, 2016.

Mr. Rohrer indicated that the Historic Preservation Commission meeting will be held October 26, 2016

Mr. Rohrer provided an update on the Parks and Recreation meeting that was held to discuss the Bike Path Plan.

Mr. Hellinger indicated that the Shade Tree Commission meeting is scheduled for October 25, 2016.

ITEM 8: INTRODUCTIONS

A. Susie Bibler, Main Street Delaware Executive Director

RECORD OF PROCEEDINGS

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BEAR GRAPHICS 800-325-8094 FORM NO. 10148

Held October 24

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ITEM 9: ORDINANCE NO. 16-94 [First Reading]

AN ORDINANCE AUTHORIZING THE CITY MANAGER TO ENTER INTO AN AGREEMENT WITH HERITAGE OHIO AND SPONSORING ORGANIZATION, MAIN STREET DELAWARE.

The Clerk read the ordinance for the first time.

ITEM 10: ORDINANCE NO. 16-95 [First Reading]

AN ORDINANCE AUTHORIZING THE ANNEXATION OF 2.856 ACRES OF LAND, MORE OR LESS, AT THE NORTHWEST CORNER OF CHESHIRE ROAD AND GLENN PARKWAY, FOR THE FUTURE SITE OF FIRE STATION #304, AND DECLARING AN EMERGENCY.

The Clerk read the ordinance for the first time.

Motion: Mrs. Keller moved to suspend the rules for Ordinance No. 16-95, seconded by Mr. DiGenova. Motion approved by a 6-1 (Hellinger) vote.

Motion: Mrs. Keller moved to enact the emergency clause for Ordinance No. 16-95, seconded by Mr. DiGenova. Motion approved by a 6-1 (Hellinger) vote.

Motion: Mrs. Keller moved to adopt Ordinance No. 16-95, seconded by Mr. DiGenova. Motion approved by a 7-0 vote.

ITEM 11: ETHICS AND RECORD TRAINING - CITY ATTORNEY DARREN SHULMAN

ITEM 12: CITY MANAGER'S REPORT

Mr. Homan provided information regarding the scheduled date for the Ironman.

Mr. Homan stated that the delegation of students from Sakata will be at Dempsey School this week.

Mr. Homan provided information on upcoming meeting for the Moving Delaware Forward campaign.

ITEM 13: COUNCIL COMMENTS

Mr. DiGenova provided information on the upcoming Veteran's Parade.

Mr. Hellinger stated that there will be a meeting for the Homeless Warming Center on November 1, 2016.

Mayor Riggle requested that the City Manager office contact Council to determine potential work session dates for discussion of parking recommendations in downtown Delaware.

Mayor Riggle informed staff that a traffic signal was reported out at Warrensburg Road and Central Avenue.

Mrs. Keller requested Council to consider meeting for upcoming budget meetings on an upcoming Saturday.

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Minutes of Delaware City Council

Meeting

BEAR GRAPHICS 800-325-8094 FORM NO. 10148

Held October 24 20 16

Mr. Jones moved to re-enter into Executive Session at 8:08 p.m. This motion was seconded by Mrs. Keller and approved by a 7-0 vote. Council met in executive session pursuant to Ohio Revised Code Section 121.22 (G) (3) pending or imminent court action, Section 121.22 (G) (1) personnel, Section 121.22 (G) (5) matters required to be kept confidential by State statute, Section 121.22 (G) (2) acquisition of property for public purpose and 121.22(G) (8) consideration of confidential information related to a request for economic development assistance. Council conducted a discussion of those items with the following members present: First Ward Chris Jones, Second Ward Lisa Keller, Third Ward Joe DiGenova, Fourth Ward Kyle Rohrer, At Large George Hellinger, Vice-Mayor Kent Shafer, and Mayor Carolyn Kay Riggle. Following the discussion at 8:42 p.m., it was moved by Mr. Jones that Council move into Open session, seconded by Vice-Mayor Shafer and approved by a 7-0 vote.

ITEM 14: ADJOURNMENT

Motion: Mr. Jones moved to adjourn the meeting, seconded by Mr. DiGenova. The meeting adjourned at 8:43 p.m.

Mayor Carolyn Kay Riggle

Elaine McCloskey, Council Clerk

**PLANNING COMMISSION
MOTION SUMMARY
October 19, 2016**

ITEM 1. Roll Call

Chairwoman Keller called the Planning Commission meeting to order at 7:00 p.m.

Members Present: Robert Badger, George Mantzoros, Jim Halter, Dean Prall, and Chairwoman Lisa Keller

Members Absent: Vice-Chairman Stacy Simpson

Staff Present: Jennifer Stachler, Assistant City Engineer, Lance Schultz, Zoning Administrator, and Dave Efland, Planning and Community Development Director

Motion to Excuse: Mr. Prall moved to excuse Vice-Chairman Simpson, seconded by Mr. Badger. Motion approved by a 5-0 vote.

ITEM 2. Approval of the Motion Summary of the Planning Commission meeting held on September 7, 2016, as recorded and transcribed.

Motion: Mr. Badger moved to approve the Motion Summary for the August 3, 2016 meeting, seconded by Mr. Mantzoros. Motion approved by a 5-0 vote.

ITEM 3. REGULAR BUSINESS

- A. 2016-2859: A request by Mr. & Mrs. Cory Hupp for approval of an Alley Vacation just east of Euclid Avenue between W, Fountain Avenue and West Lincoln Avenue adjacent to 8 parcels that encompass approximately 0.10 acres.

Anticipated Process

a. Staff Presentation

Mr. Schultz reviewed the proposed alley vacation site plan and that the applicant's request was related to deterioration of the alley. Mr. Schultz reviewed an email received from the residents at 265 West Fountain Avenue and request to have name withdrawn from applicant at this time. Mr. Schultz recommended that the Commission table the item at this time.

b. Applicant Presentation

APPLICANT:

Mary Hupp
2110 Euclid Ave.

Delaware, Ohio 43015

Ms. Hupp discussed the flooding issues in the area and the concerns voiced by neighbors regarding the language of the alley vacation. Ms. Hupp stated that the neighbor wanted to ensure that their rights would not change when the alley goes to private ownership.

A discussion was held on the city responsibility to maintain alleys. Mr. Halter voiced his concern regarding the lack of responsibility by the city and that the city should vacate all alleys to homeowners.

c. Public comment (no public hearing)

PUBLIC PARTICIPATION:

Kent Eastham
204 E. Euclid Avenue
Delaware, Ohio 43015

Mr. Eastham voiced his concern over the storm sewer in the alley and clarification of utilities in the area.

d. Commission Action

Motion: Mr. Halter moved to table 2016-2859, until the November 2, 2016 meeting, seconded by Mr. Prall. Motion approved by a 5-0 vote.

B. Coughlin's Crossing

- (1) 2016-2783: A request by Delaware Development Plan LTD for approval of a Rezoning Amendment from A-1 (Agricultural District) and A-1 PMU (Agricultural District with a Planned Mixed Use Overlay District) to A-1 PMU for Coughlin's Crossing on 15 parcels encompassing approximately 80 acres located east of US 23, west of Stratford Road and north of Meeker Way.
- (2) 2016-2784: A request by Delaware Development Plan LTD for approval of a Conditional Use Permit allowing the placement of a PMU (Planned Mixed Use Overlay District) for Coughlin's Crossing encompassing approximately 80 acres located east of US 23, west of Stratford Road and north of Meeker Way.
- (3) 2016-2785: A request by Delaware Development Plan LTD for approval of an Amendment to the Comprehensive Plan on property designated as Mixed Use, Low Density Single Family and Medium Density Single Family on the Future Land Use Map to Mixed Use for Coughlin's Crossing encompassing approximately 80 acres located east of US 23, west of Stratford Road and north of Meeker Way.
- (4) 2016-2786: A request by Delaware Development Plan LTD for approval of a Preliminary Development Plan for Coughlin's Crossing encompassing

approximately 80 acres located east of US 23, west of Stratford Road and north of Meeker Way.

- (5) 2016-2787: A request by Delaware Development Plan LTD for approval of a Preliminary Subdivision Plat for Coughlin's Crossing encompassing approximately 80 acres located east of US 23, west of Stratford Road and north of Meeker Way.

Anticipated Process

a. Staff Presentation

Mr. Efland reviewed the location map, zoning map and Comprehensive Land Use Plan. Mr. Schultz reviewed the proposed site plan and future access sites. Mr. Schultz discussed the proposed Sub-division Plat, and each sub-area plans. Mr. Schultz reviewed the Preservation and Landscape Plan.

b. Applicant Presentation

APPLICANT:

Connie Klema
P.O. Box 991
Pataskala, Ohio

Jonathan Grubb
109 Price Avenue
Columbus, Ohio

Randy Vantilburg
157 Thornapple Trail
Delaware, Ohio

John Oney
165 N. 5th St.
Columbus, Ohio

Ryan Bush
MS Consultants
2221 Schrock Rd
Westerville, Ohio

Ms. Klema provided a presentation regarding the potential layout and plans for the development. Ms. Klema discussed prior meeting with surrounding residents to receive input and recommendations towards the plans.

Mr. Halter voiced his concern regarding the outdoor patio use with residential areas. Mr. Efland discussed the limitation of patio hours and the need to

review the text for clarification.

Mr. Mantzoros voiced his concern regarding traffic signals and potential back up of traffic on U.S. 23. Mr. Bush addressed the concerns regarding traffic signals and the need to not overflow traffic on Meeker Way.

A discussion was held regarding the lots for permanent conservation and potential use for the big box. Ms. Klema discussed her commitment to the bike path and buffering with landscape.

Chairwoman Keller voiced her concern over the impact to the Downtown Area and surrounding businesses.

c. Public comment (no public hearing)

Ed Gifford
165 Beech Dr.
Delaware, Ohio

Mr. Gifford voiced his concern regarding the traffic impact to Hawthorne and the traffic signals.

Mary Lou Gnade
170 Hull Dr.
Delaware, Ohio

Ms. Gnade voiced her concern over the noise from the outdoor patios and entertainment. She requested information on the expected price range of homes to be built.

Scott Cubberly
6800 Harriott Rd.
Delaware, Ohio

Mr. Cubberly voiced his support and positive impression regarding the development.

Barbara Martin
1901 Stratford Rd.
Delaware, Ohio

Ms. Martin voiced her concern regarding the increase of speed in the area.

Drew Farrell
120 Dogwood Dr.
Delaware, Ohio

Mr. Farrell voiced his concern regarding the lighting pollution and increased traffic to Hawthorne.

Jeanine Ruffing
1960 Stratford Rd.
Delaware, Ohio

Ms. Ruffing voiced her concern over the increased speed and increase of pedestrian use. Ms. Ruffing discussed the potential to reconfigure the turn lanes at Hull Drive and U.S. 23.

Kathy Plummer
2505 Stratford Rd.
Delaware, Ohio

Ms. Plummer voiced her concern regarding the increase of storm water drainage.

Ms. Stachler and Mr. Bush discussed the review of the traffic study and the current recommendations. Ms. Stachler discussed potential plans to change the speed limit to the area. Mr. Bush discussed the proposed traffic signal at Hawthorne. Mr. Bush explained that the study reflected that Hull Drive did not meet ODOT criteria for a signal.

Michael Shade
P.O. Box 438
Delaware, Ohio

Mr. Shade discussed the annexation process.

Mr. Vantilburg addressed the storm water concerns and the plans to release treated water into the Olentangy.

Ms. Klema indicated that she was unsure of the current prices of the homes to be marketed for, but plans for higher level quality and prices.

Mr. Efland reviewed the lighting code.

Chairwoman Keller recommended that discussion be continued at the next meeting to allow the Commission to review the plans and make recommendations.

d. Commission Action

Motion: Mr. Halter moved to table 2016-2783, 2016-2784, 2016-2785, 2016-2786, and 2016-2787 until the November 2, 2016 meeting, seconded by Mr. Badger. Motion approved by a 5-0 vote.

ITEM 4. PLANNING DIRECTOR'S REPORT

Mr. Efland reminded Commission members to inform him of their interest to continue to serve on the Commission if their term is coming to an end.

ITEM 5. COMMISSION MEMBER COMMENTS AND DISCUSSION

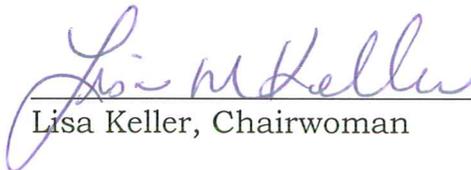
Mr. Prall indicated that he will not be at the December meeting.

Chairwoman Keller provided information regarding the road levy.

ITEM 6. NEXT REGULAR MEETING: November 2, 2016

ITEM 7. ADJOURNMENT:

Motion: Chairwoman Keller moved for the October 19, 2016 Planning Commission meeting to adjourn. The meeting adjourned at 9:35 p.m.



Lisa Keller, Chairwoman



Elaine McCloskey, Clerk

**HISTORIC PRESERVATION COMMISSION
MOTION SUMMARY
September 28, 2016**

ITEM 1. Roll Call

Chairman Koch called the Historic Preservation Commission meeting to order at 7:00 p.m.

Members Present: James Kehoe, Erinn Nicley, Sherry Riviera, Councilman Kyle Rohrer, Vice-Chairman Mark Hatten, and Chairman Roger Koch

Members Absent: Joe Coleman

Motion to Excuse: Mr. Nicley moved to excuse Mr. Coleman, seconded by Ms. Riviera. Motion approved by a 6-0 vote.

Staff Present: Dianne Guenther, Development Planner

ITEM 2. APPROVAL OF MOTION SUMMARY of the Historic Preservation Commission meeting held on August 24, 2016, as recorded and transcribed.

Motion: Vice-Chairman Hatten moved to approve the Motion Summary of the Historic Preservation Commission meeting held on August 24, 2016, as recorded and transcribed, seconded by Mr. Nicley. Motion approved by a 4-0-2 (Rohrer, Kehoe) vote.

ITEM 3. REGULAR BUSINESS

A. 2016-2479: A request by Typhoon Asian Fusion Bistro, Inc. for a Certificate of Appropriateness for facade improvements at 12 South Sandusky Street which is zoned B-2 (Central Business District) and located in the Downtown Core of the Downtown Historic District Overlay. (Tabled 08/24/2016)

Motion: Mr. Nicley moved to remove 2016-2479 from the table, seconded by Councilman Rohrer. Motion approved by a 6-0 vote.

Ms. Guenther provided information on the location and history of the building at 12 South Sandusky Street. Ms. Guenther reviewed the current storefront design and the proposed design. Ms. Guenther reviewed the upper façade improvements, which will include cornice repair with fypon brackets, horizontal engineered cedar wood-textured lap siding, black wood aluminum-clad replacement windows, and revised color palette for the fabric awning. Ms. Guenther discussed revised plans for the sign band improvements, which include a molding above the sign band and black goose neck light fixtures. Ms.

Guenther discussed proposed detailed plans for the storefront reconfiguration and the gas meter relocation.

APPLICANT:

Amanda Sykes
10 North Sandusky Street
Delaware, Ohio 43015

Ms. Sykes stated her efforts to work with Columbia Gas to move the meters. Ms. Sykes discussed option to paint the meter the same color as outside wall or create a wood enclosure cover up.

Chairman Koch discussed concerns regarding the awning color choice and difficulty to get that color from the manufacturer. Ms. Sykes indicated she would work with the supplier to obtain a color which matches the proposed color as closely as possible.

Vice-Chairman Hatten and Chairman Koch discussed concerns regarding the width of the siding. Vice-Chairman Hatten recommends the siding exposure to be 3-½ to 4 inches wide and beveled to better complement the building's age. Ms. Sykes voiced agreement to the changes.

A discussion was held on the potential plans to install an outside patio. The Commission members recommended that the Applicant become aware of code and liquor control commission restrictions to determine patio location in relation to the potential placement of gas meters.

The Commission members were in agreement for administrative approval regarding the exterior appearance of a gas meter cover box, if installed.

Motion: Vice-Chairman Hatten moved to approve 2016-2479, including all staff recommendations and conditions, with the addition of a recommendation that the siding have a 3-½ to 4 inch beveled exposure and that the gas meter cover design be subject to administrative approval, seconded by Mr. Nicley. Motion approved by a 6-0 vote.

B. 2016-2435: A request by 34 North Sandusky Street LLC for a Certificate of Appropriateness for storefront improvements at 34 North Sandusky Street which is zoned B-2 (Central Business District) and located in the Downtown Core of the Downtown Historic District Overlay (Tabled 08/24/2016)

Motion: Mr. Nicley moved to remove application 2016-2435 from the table, seconded by Mr. Kehoe. Motion approved by a 6-0 vote.

Motion: Councilman Rohrer moved to remove application 2016-2435 from the agenda per the request of the Applicant, seconded by Vice-Chairman Hatten. Motion approved by a 6-0 vote.

ITEM 4. COMMISSION MEMBER COMMENTS AND DISCUSSION

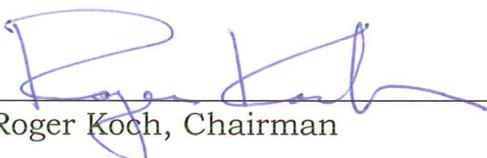
Mr. Kehoe requested an update regarding MOhio Pizza. Staff provided update.

Ms. Guenther discussed ongoing efforts to enforce signage regulations in the historic district.

ITEM 5. NEXT REGULAR MEETING: October 26, 2016

ITEM 6. ADJOURNMENT

Motion: Vice-Chairman Hatten moved to adjourn the meeting, seconded by Mr. Kehoe. The Historic Preservation Commission meeting adjourned at 7:42 p.m.



Roger Koch, Chairman



Elaine McCloskey, Clerk

**SHADE TREE COMMISSION
MOTION SUMMARY
September 27, 2016**

ITEM 1. Roll Call

Chairman Olen called the meeting to order at 7:00 p.m.

Members Present: Shannon Brewster, Jim Buck, Dave Carey, Tom Wolber, Becki Wood-Meek, Councilmember George Hellinger, and Chairman Paul Olen

Members Absent: Marisa Sulek, Tom Glissman, Vice-Chairwoman Susan Wright

Staff Present: Ted Miller, Parks and Natural Resource Director, Doug Richmond, City Arborist, Linda Mathews, Customer Service Liaison, and Collin Smith, Watershed Coordinator

Motion to Excuse: Mr. Carey moved to excuse Ms. Sulek, Mr. Glissman, and Vice-Chairwoman Wright, seconded by Mr. Wolber. Motion approved by a 7-0 vote.

Chairman Olen introduced new Commission Member, Becki Wood-Meek.

ITEM 2. APPROVAL OF MOTION SUMMARY of Shade Tree Commission meeting of August 23, 2016 as recorded and transcribed.

Motion: Councilman Hellinger moved to approve the Motion Summary for the August 23, 2016 meeting, seconded by Mr. Buck. Motion approved with a 7-0 vote.

ITEM 3. PUBLIC COMMENTS

Collin Smith introduced himself and discussed his role as the new Watershed Coordinator.

ITEM 5. ARBORIST REPORT

Mr. Richmond reviewed the Arborist Report. Mr. Richmond stated that 5 trees were removed due to mortality issues. Mr. Richmond discussed the tree backlog status.

Mr. Buck requested information regarding the south side plans for the new Speedway on U.S. 23. Mr. Richmond explained that the plans just recently arrived and will be presented to the Commission at a later date.

Mr. Miller discussed current plans to amend the ordinance regarding the tree bank fund to clarify the use of the funds. Mr. Richmond discussed current projection to replace approximately 200 trees. Mr. Richmond discussed the need to get an outside contractor to assist with the planting of the trees.

ITEM 6. STAFF COMMENTS

ITEM 7. MEMBER COMMENTS

Mr. Carey provided an update regarding recent pruning efforts in his neighborhood by the City of Delaware.

Mr. Carey requested information on the homeowner's responsibility for curb maintenance. A discussion was held on the homeowner's responsibility for curb and sidewalk maintenance. Ms. Mathews recommended that concerns be addressed at the next Public Works meeting and to the City Engineer.

Chairman Olen requested information on the maximum amount of trees to plant in the spring time. Mr. Richmond discussed the preference to plant trees in the fall due to potential drought concerns in spring and summer months. Mr. Richmond indicated that many trees planted in the spring are cost share trees and the tree for the Arbor Day dedication.

Mr. Wolber provided information regarding the book, *The Hidden Life of Trees*, by Peter Wohlleben.

ITEM 8. PLAN REVIEWS

- a. Preserve at Quail Pass-Phase 2 (Revised)-Plans approved as submitted.
- b. Coughlin's Crossing (Informational)

ITEM 9. ADJOURNMENT

Motion: Mr. Wolber moved to adjourn the meeting, seconded by Mr. Buck. The Shade Tree Commission meeting adjourned at 7:37 p.m.



Chairman Olen



Clerk



FACT SHEET

AGENDA ITEM NO: CONSENT ITEM D DATE: 11-14-16
ORDINANCE NO: RESOLUTION NO: 16-46
READING: FIRST PUBLIC HEARING: NO

TO: Mayor and Members of City Council
FROM: R. Thomas Homan, City Manager
VIA: Bill Ferrigno, Public Works Director/City Engineer

TITLE OF PROPOSED ORDINANCE/RESOLUTION:

A RESOLUTION ACCEPTING THE PUBLIC IMPROVEMENTS FOR THE COMMUNITIES AT GLENROSS SECTION 7.

BACKGROUND:

This resolution conditionally accepts the now completed public improvements consisting of streets, water distribution, sanitary sewer and stormwater drainage for Communities at Glenross Section 7, except for the installation of lighting. A one year performance bond has been posted for the lighting, covering expense necessary to repair work due to deficiencies or failure of materials or workmanship.

REASON WHY LEGISLATION IS NEEDED:

This legislation is required in order to provide conformance to city code and publicly accept the infrastructure for the development prior to allowing a final plat to be recorded. The recording of the plat allows the creation of lots upon which home construction can begin.

COMMITTEE RECOMMENDATION:

N/A

FISCAL IMPACT(S):

N/A

POLICY CHANGES:

N/A

PRESENTER(S):

Bill Ferrigno, Public Works Director/City Engineer

RECOMMENDATION:

Approval

ATTACHMENT(S):

Summary Report



CITY OF DELAWARE, OHIO
PUBLIC WORKS DEPARTMENT

MEMORANDUM

TO: David Efland, Planning Director

FROM: William L. Ferrigno, P.E., Public Works Director, City Engineer

CC: Brad Stanton, Director of Public Utilities

SUBJECT: Recommendation for Acceptance of Public Improvements for
Communities at Glenross Section 7

DATE: 11-14-16

Communities at Glenross section 7 is the next phase of the 586 lot, 373.9 acre residential subdivision located on the north side of Cheshire Road, just east of Glenn Parkway. Section 7 includes 40 single family lots on 38.76 acres of ground. Construction for this project commenced in March 2016 and has been recently completed.

All utilities including storm sewer, sanitary sewer, waterlines, and roadways were constructed in accordance with current city engineering specifications and are in consideration to be publicly owned and operated. All utility lines and roadways have been inspected and found to be in acceptable condition by the Public Works Department. The estimated value of new public improvements totals \$ 1,191,160.13 and in accordance with City Codified Ordinance Section 1111.06, a two year maintenance bond has been posted by the developer, Pulte Homes of Ohio LLC, which would cover the expense of necessary repair work due to deficiencies or failure of materials or workmanship. Also, a one year performance bond has been posted, which covers lighting yet to be tested. The developer has paid all required plan review and construction inspection fees. Upon your satisfaction that all non-engineering related requirements have been completed as specified in the approved subdivision plans or other written commitments, we recommend acceptance of public improvements by the City.

mls

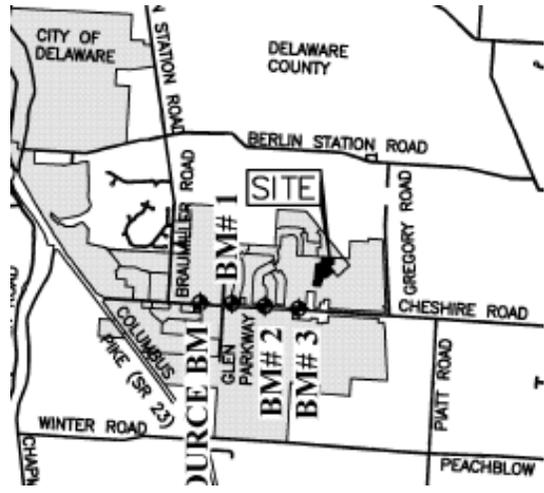
Attachments

CC: Public Improvements Ordinance File
Communities at Glenross Section 7 Project File

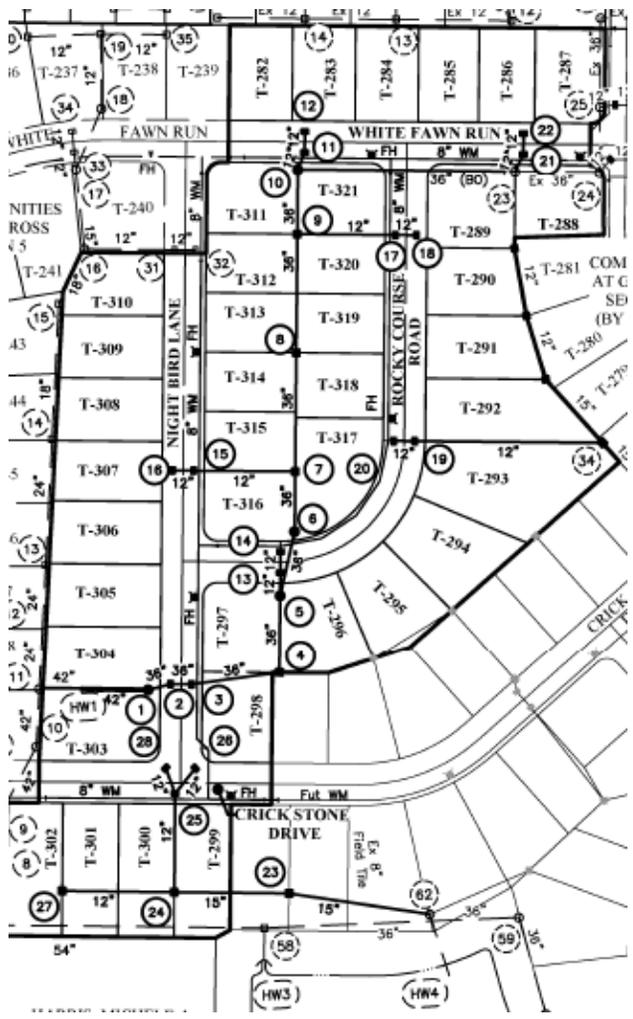
MATERIAL QUANTITY REPORT

PROJECT: Communities at Glenross Section 7			PC #: 2016-0172, 0173
OWNER/DEVELOPER: Pulte Homes of Ohio LLC		CONTRACTOR: Savko Construction	
DESCRIPTION: 40 Single family lots on 38.76 acres			API ORD.#:
TOTAL UTILITY COST: \$ 1,191,160.13			ENG #: 15-025
SANITARY SEWER			
MANHOLES	11 EA	Type C	
SERVICE TAPS	34	6" Wyes	
6-Inch			
8-Inch	1995 LF		
10-Inch			
12-Inch			
15-Inch			
18-Inch			
24-Inch			
OTHER			
MISCELLANEOUS			
			\$ 185,245
WATER SERVICE			
SERVICE TAPS	38 EA	¾" 'K' Copper	
MAIN TAPS			
HYDRANTS W/Valve	5 EA	W/6" Valve and box	
6-Inch Valve			
8-Inch Valve	4 EA		
12-Inch Valve			
16-Inch Valve			
6-Inch Dip			
8-Inch Dip	2335 LF		
10-Inch Dip			
12-Inch Dip			
16-Inch Dip			
MISCELLANEOUS			
			\$ 167,580

STORM SEWER			
MANHOLES	4 EA		
CATCH BASINS	8 EA		
CURB INLETS	14 EA		
DET/RET BASIN			
12-Inch RCP	1215 LF		
15-Inch RCP	370 LF		
18-Inch RCP			
21-Inch RCP			
24-Inch RCP			
27-Inch RCP			
30-Inch RCP			
36-Inch RCP	917 LF		
42-Inch RCP	96 LF		
54-Inch RCP			
HEADWALLS			
ROCK CHANNEL			
			\$ 206,069.40
ROADWAY			
24'-0 ROAD			
28'-0 ROAD	2340 LF		
32'-0 ROAD			
36'-0 ROAD			
2'-0 CURB	4680 LF		
CURB RAMPS	18		
SIDEWALK			
MONUMENT BOXES	3 EA		
STREET LIGHTS	18 EA		
(+) INTERSECTIONS			
(T) INTERSECTIONS	3 EA		
CUL-DE-SAC			
STRIPING/SIGNAGE			\$ 47,000
			\$ 632,265.73



Location Map



Site Map



FACT SHEET

AGENDA ITEM NO: CONSENT ITEM E DATE: 11-14-16
ORDINANCE NO: RESOLUTION NO: 16-47
READING: FIRST PUBLIC HEARING: NO

TO: Mayor and Members of City Council
FROM: R. Thomas Homan, City Manager
VIA: Bill Ferrigno, Public Works Director/City Engineer

TITLE OF PROPOSED ORDINANCE/RESOLUTION:

A RESOLUTION ACCEPTING THE PUBLIC IMPROVEMENTS FOR MILLBROOK SECTION 2.

BACKGROUND:

This resolution conditionally accepts the now completed public improvements consisting of streets, water distribution, sanitary sewer and stormwater drainage for Millbrook Section 2, except for the installation of lighting, handicap ramps and signage and striping. A one year performance bond has been posted for these items, covering expense necessary to repair work due to deficiencies or failure of materials or workmanship.

REASON WHY LEGISLATION IS NEEDED:

This legislation is required in order to provide conformance to city code and publicly accept the infrastructure for the development prior to allowing a final plat to be recorded. The recording of the plat allows the creation of lots upon which home construction can begin.

COMMITTEE RECOMMENDATION:

N/A

FISCAL IMPACT(S):

N/A

POLICY CHANGES:

N/A

PRESENTER(S):

Bill Ferrigno, Public Works Director/City Engineer

RECOMMENDATION:

Approval

ATTACHMENT(S):

Summary Report

RESOLUTION NO. 16-47

A RESOLUTION ACCEPTING THE PUBLIC IMPROVEMENTS FOR MILLBROOK SECTION 2.

WHEREAS, the developer of Millbrook Section 2, has complied with all of the conditions set forth in Codified Ordinance 1111.17 which are necessary to obtain acceptance by the City of the public improvements for streets, water distribution, sanitary sewer collection and stormwater drainage, and

WHEREAS, the developer has duly dedicated said public improvements to the City in writing.

NOW, THEREFORE, BE IT RESOLVED by the Council of the City of Delaware, State of Ohio:

SECTION 1. That the City of Delaware hereby accepts the public improvements for streets, sanitary, water distribution, and stormwater drainage for Millbrook Section 2, and that the dedication of said improvements to the City is hereby accepted contingent upon the posting of a maintenance and performance bond by the Developer in accordance with Section 1111.06 of the Delaware Codified ordinance.

SECTION 2. That this resolution shall be in force and effect immediately upon its passage.

PASSED: _____, 2016 YEAS___ NAYS___
ABSTAIN ___

ATTEST: _____
CITY CLERK MAYOR



CITY OF DELAWARE, OHIO
PUBLIC WORKS DEPARTMENT

MEMORANDUM

TO: David Efland, Planning Director

FROM: William L. Ferrigno, P.E., Public Works Director, City Engineer

CC: Brad Stanton, Director of Public Utilities

SUBJECT: Recommendation for the Acceptance of Public Improvements for Millbrook Section 2

DATE: 11-14-16

Millbrook Section 2 is the final phase of the 169 lot, 55.751 acre residential subdivision located north of Cobblestone Drive, south of Merriston Circle, east of South Houk Road and west of Canal Street. Section 2 includes 40 single family lots on 10.26 acres of ground. Construction for this project commenced in August 2016 and has been recently completed.

All utilities including storm sewer, sanitary sewer, waterlines, and roadways were constructed in accordance with current city engineering specifications and are in consideration to be publicly owned and operated. All utility lines and roadways have been inspected and found to be in acceptable condition by the Public Works Department. The estimated value of new public improvements totals \$ 852,425.73 and in accordance with City Codified Ordinance Section 1111.06, a two year maintenance bond has been posted by the developer, Medrock LLC, which would cover the expense of necessary repair work due to deficiencies or failure of materials or workmanship. Also, a one year performance bond has been posted, which covers lighting yet to be tested, installation of handicap ramps, signage and striping. The developer has paid all required plan review and construction inspection fees. Upon your satisfaction that all non-engineering related requirements have been completed as specified in the approved subdivision plans or other written commitments, we recommend acceptance of public improvements by the City.

mls

Attachments

CC: Public Improvements Ordinance File
Millbrook Section 2 Project File

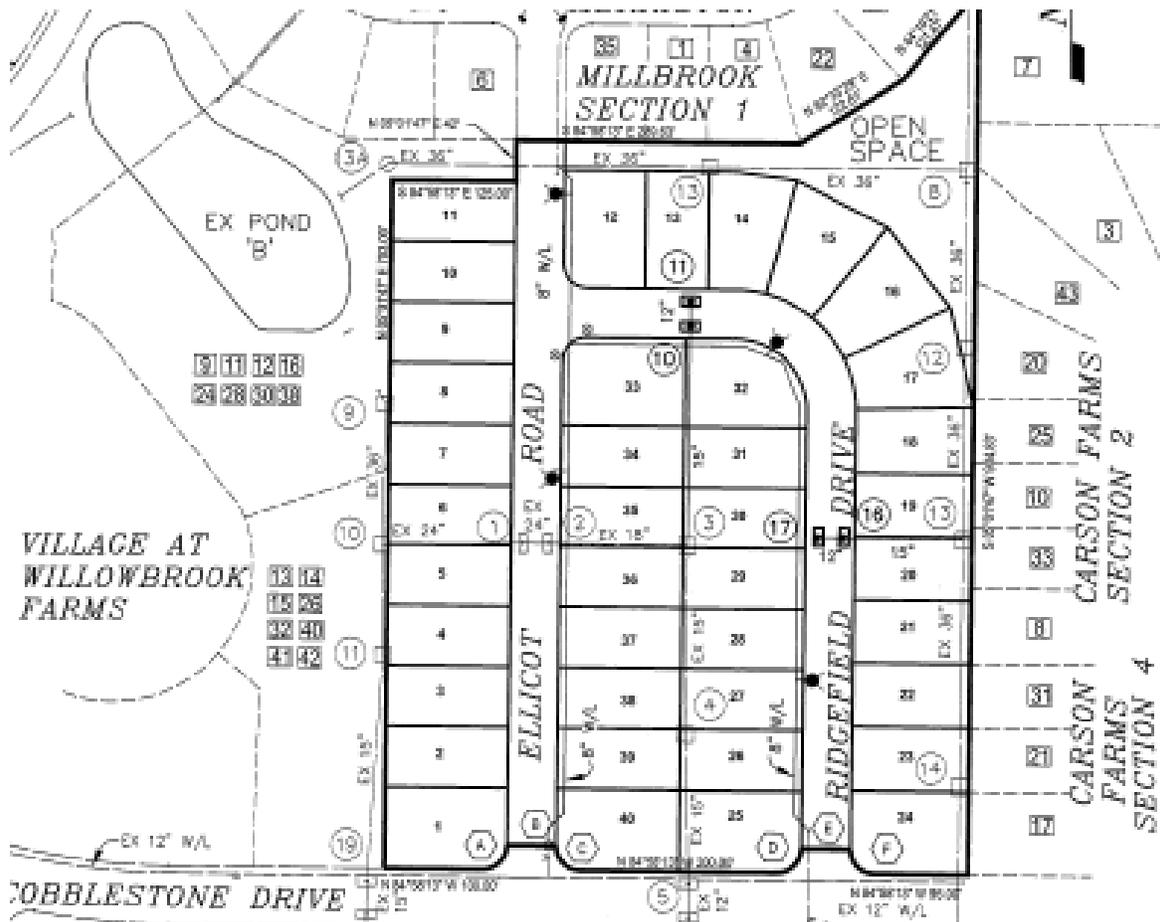
MATERIAL QUANTITY REPORT

PROJECT: Millbrook Section 2			PC #: 2016-1011
OWNER/DEVELOPER: Medrock LLC		CONTRACTOR: Kelchner	
DESCRIPTION: 40 Single family lots on 10.26 acres			API ORD.#:
TOTAL UTILITY COST: \$ 852,425.73			ENG #: 15-003
SANITARY SEWER			
MANHOLES	6 EA	Type C	
SERVICE TAPS	40	6" Wyes	
6-Inch	68 LF		
8-Inch	1398 LF		
10-Inch			
12-Inch			
15-Inch			
18-Inch			
24-Inch			
OTHER			
MISCELLANEOUS			
			\$ 64,745
WATER SERVICE			
SERVICE TAPS	37 EA	¾" 'K' Copper	
MAIN TAPS			
HYDRANTS W/Valve	4 EA	W/6" Valve and box	
6-Inch Valve	4 EA		
8-Inch Valve	2 EA		
12-Inch Valve			
16-Inch Valve			
6-Inch Dip	68 LF		
8-Inch Dip	1398 LF		
10-Inch Dip			
12-Inch Dip			
16-Inch Dip			
MISCELLANEOUS			
			\$ 144,345

STORM SEWER			
MANHOLES			
CATCH BASINS	1 EA		
CURB INLETS	3 EA		
DET/RET BASIN			
12-Inch RCP	52 LF		
15-Inch RCP	346 LF		
18-Inch RCP			
21-Inch RCP			
24-Inch RCP			
27-Inch RCP			
30-Inch RCP			
36-Inch RCP			
42-Inch RCP			
54-Inch RCP			
HEADWALLS			
ROCK CHANNEL			
			\$ 11,070
ROADWAY			
24'-0 ROAD	1484 LF		
28'-0 ROAD			
32'-0 ROAD			
36'-0 ROAD			
2'-0 CURB	2967 LF		
CURB RAMPS	6 EA		
SIDEWALK			
MONUMENT BOXES	1 EA		
STREET LIGHTS	10 EA		\$ 17,950
(+) INTERSECTIONS			
(T) INTERSECTIONS	3 EA		
CUL-DE-SAC			
STRIPING/SIGNAGE			\$ 2759
			\$ 632,265.73



Location Map



Site Map

Office of the Mayor

P Proclamation

Whereas:

in 2016, an estimated

53,070 people in the United States will be diagnosed with pancreatic cancer, one of the deadliest cancers, and 41,780 will die from the disease;

WHEREAS, pancreatic cancer surpassed breast cancer this year to become the third leading cause of cancer death in the United States, and it is projected to become the second leading cause by 2020;

WHEREAS, pancreatic cancer is the only major cancer with a five-year relative survival rate in the single digits at just eight percent;

WHEREAS, when symptoms of pancreatic cancer present themselves, it is generally in later stages, and 71 percent of pancreatic cancer patients die within the first year of their diagnosis;

WHEREAS, approximately 1,800 deaths will occur in Ohio in 2016;

WHEREAS, pancreatic cancer is the seventh most common cause of cancer-related death in men and women across the world;

WHEREAS, there will be an estimated 418,451 new pancreatic cancer cases diagnosed worldwide in 2020;

WHEREAS, the good health and well-being of the residents of the City of Delaware are enhanced as a direct result of increased awareness about pancreatic cancer and research into early detection, causes and effective treatments; therefore be it

NOW THEREFORE, I, Carolyn Kay Riggle, Mayor of the City of Delaware, Ohio, do hereby proclaim November 17, 2016 as

WORLD PANCREATIC CANCER DAY

in the City of Delaware.

IN WITNESS WHEREOF, I have hereunto set my hand and caused to be affixed the seal of the City of Delaware.



Carolyn Kay Riggle, Mayor



FACT SHEET

AGENDA ITEM NO: 9

DATE: 11/14/16

ORDINANCE NO: 16-94

RESOLUTION NO:

READING: SECOND

PUBLIC HEARING: NO

TO: Mayor and Members of City Council

FROM: R. Thomas Homan, City Manager

VIA: R. Thomas Homan, City Manager

TITLE OF PROPOSED ORDINANCE/RESOLUTION:

AN ORDINANCE AUTHORIZING THE CITY MANAGER TO ENTER INTO AN AGREEMENT WITH HERITAGE OHIO AND SPONSORING ORGANIZATION, MAIN STREET DELAWARE.

BACKGROUND:

The enclosed agreement between the State of Ohio, Main Street Delaware and the City of Delaware, is required by Heritage Ohio, the state agency which runs Ohio's Main Street Program. The agreement, which would take effect January 1, 2017, establishes the roles and responsibilities of each entity. It will automatically self-renew, unless a party provides written notification 30 days prior to the expiration of the Agreement.

This new agreement is virtually the same as prior agreements, except there are new requirements as to the National Main Street Center, which is covered in Attachment A, the Trademark Sublicense Agreement.

The city's responsibilities are outlined on page 4, under Training.

Staff recommends approval of this agreement.

UPDATE:

Since the first reading, where the question of membership benefits was asked, Main Street Executive Director Susie Bibler has provided the attached

information about Heritage Ohio and Main Street Delaware, which outlines the benefits of membership.

REASON WHY LEGISLATION IS NEEDED:

This is an intergovernmental agreement which requires Council action, per the Charter.

COMMITTEE RECOMMENDATION:

N/A

FISCAL IMPACT(S):

POLICY CHANGES:

N/A

PRESENTER(S):

R. Thomas Homan, City Manager
Susie Bibler, Main Street Delaware Executive Director

RECOMMENDATION:

Adopt the ordinance at the second reading.

ATTACHMENT(S)

Agreement

ORDINANCE NO. 16-94

AN ORDINANCE AUTHORIZING THE CITY MANAGER TO ENTER INTO AN AGREEMENT WITH HERITAGE OHIO AND SPONSORING ORGANIZATION, MAIN STREET DELAWARE.

WHEREAS, Heritage Ohio, City of Delaware, and Main Street Delaware wish to enter into an agreement. Heritage Ohio will enter into this agreement with Main Street Delaware to provide services in return for active and meaningful participation in the Ohio Main Street Program by Main Street Delaware as specified in the attached agreement.

WHEREAS, the City of Delaware agrees to recognize the importance of downtown as it relates to the economic health and quality of life of the community by supporting Main Street Delaware, recognize the importance of utilizing the Main Street Approach by participating in Ohio Main Street Program trainings and events, and participate in state revitalization efforts evidenced by an annual membership in Heritage Ohio,.

NOW THEREFORE BE IT ORDAINED, by Council of the City of Delaware, Ohio as follows:

SECTION 1. That the City Manager is hereby authorized and directed to enter into an agreement with Heritage Ohio and Main Street Delaware (see attached Agreement).

SECTION 2. This Council finds and determines that all formal actions of this Council and any of its committees concerning and relating to the passage of this Ordinance were taken in an open meeting of this Council, and that all deliberations of this Council and any of its committees that resulted in those formal actions were in meetings open to the public, all in compliance with the law including Section 121.22 of the Revised Code.

VOTE ON RULES SUSPENSION:

YEAS___ NAYS___
ABSTAIN ___

PASSED: _____, 2016

YEAS___ NAYS___
ABSTAIN ___

ATTEST: _____
CITY CLERK

MAYOR

**AGREEMENT FOR PARTICIPATION IN
HERITAGE OHIO, INC.'S
OHIO MAIN STREET PROGRAM**

Agreement Number: OMSP-17-05

This agreement (the "Agreement") is made and entered into as of January 1, 2017 by Heritage Ohio, Inc., an Ohio non-profit corporation ("Heritage Ohio"), The City of Delaware, a municipal government (the "Municipal Government"), and the sponsoring organization, Main Street Delaware, an Ohio non-profit corporation (the "Sponsor"), (collectively, the "Parties").

BACKGROUND INFORMATION

WHEREAS, the National Main Street Center, Inc. ("NMSC") operates a membership program called Main Street America™ that works to preserve and revitalize downtowns and neighborhood commercial districts.

WHEREAS, NMSC has appointed Heritage Ohio as the state coordinating agency of the State of Ohio to administer and oversee the local Ohio Main Street Program ("OMSP") on its behalf.

WHEREAS, the Sponsor, in conjunction with Municipal Government, runs a Main Street program.

WHEREAS, Heritage Ohio provides certain services to the Sponsor and the Municipal Government in connection with the Sponsor's and the Municipal Government's participation in the OMSP.

WHEREAS, Heritage Ohio, the Sponsor and the Municipal Government wish to enter into this Agreement to set forth certain agreements with respect to their respective involvement with the OMSP.

STATEMENT OF AGREEMENT

NOW, THEREFORE, in consideration of the foregoing and mutual promises and covenants set forth below, the Parties have agreed to the following:

1. PROVISIONS RELATED TO THE AGREEMENT.

(a) TERM OF THE AGREEMENT.

(i) INITIAL TERM. The term of this Agreement shall begin the date hereof and end on December 31, 2017 unless sooner terminated pursuant to the terms of this Agreement.

(ii) AUTOMATIC RENEWAL. This Agreement shall be automatically renewed under the same terms and conditions listed herein and all annual OMSP fees shall be

payable in the amount set forth by Heritage Ohio by the first (1st) day of January of each calendar year, unless written notice of termination is received by either Party not less than thirty (30) days prior to the date of expiration of the Agreement.

(b) TERMINATION OF THE AGREEMENT. If the Sponsor fails to fulfill its obligations under this Agreement in a timely manner as reasonably determined by Heritage Ohio, in its sole discretion, or if the Sponsor violates any terms of this Agreement, including, but not limited to the violation of the terms of the Trademark Sublicense Agreement attached hereto as Attachment A, Heritage Ohio shall have the right to terminate this Agreement and withhold further services by giving the Sponsor not less than thirty (30) days' written notice. Upon termination of this Agreement, the Sponsor shall discontinue any further use of the Main Street America™ name as set forth in Attachment A hereto.

(c) PROBATION. The Sponsor may be put on probation if the Sponsor fails to fulfill its obligations under this Agreement in a timely manner as reasonably determined by Heritage Ohio, in its sole discretion, and if Heritage Ohio reasonably determines in its sole discretion that the Sponsor's failure to fulfill its obligations does not warrant termination of this Agreement. Heritage Ohio will notify the Sponsor of the reason for and terms of the probationary period. If the Sponsor is put on probation, Heritage Ohio may withhold its services until specific corrective action has been taken by the Sponsor.

(d) INSUFFICIENT FUNDS. Notwithstanding any other provisions of this Agreement, if Heritage Ohio's funds anticipated for continued fulfillment, at any time, not forthcoming or insufficient, or through discontinuance or material alteration of the program for which funds were provided, then Heritage Ohio shall have the right to amend or terminate this Agreement without penalty by giving the Sponsor not less than sixty (60) days' written notice of amendment or termination.

2. THE SPONSOR AGREES TO:

(a) POLICIES AND PROCEDURES.

(i) OMSP POLICIES AND PROCEDURES. The Sponsor shall, at all times, be in compliance with OMSP policies and procedures as adopted by Heritage Ohio in its role as state coordinating agency responsible for the Main Street Approach® on behalf of the NMSC.

(ii) DOWNTOWN REVITALIZATION APPROACH. The Sponsor shall implement a comprehensive approach to downtown and neighborhood commercial district revitalization following the Main Street Four-Point Approach recommended by the NMSC and Heritage Ohio. The Sponsor's approach shall include development of annual written work plans and the establishment of a strong, broad-based organizational system. The Sponsor shall submit the work plan to Heritage Ohio for review annually, as a component of the Sponsor's annual evaluation documents.

(iii) MAIN STREET AMERICA™. The Sponsor shall agree to all terms outlined in the Main Street America Trademark Sublicense Agreement as attached hereto as

Attachment A, and the Sponsor will return a signed copy to Heritage Ohio as part of this Agreement.

(b) OMSP ADMINISTRATION.

(i) FEES. The Sponsor shall render annual payment of Three Thousand Nine Hundred Fifty and No/100 Dollars (\$3,950.00) for services provided by Heritage Ohio.

1. QUARTERLY PAYMENT SCHEDULE. Heritage Ohio shall provide the Sponsor the opportunity to make quarterly payments of the annual payment to Heritage Ohio. The Sponsor will notify Heritage Ohio of its intention of utilizing the Quarterly Payment Schedule at least thirty (30) days prior to January 1st each year.

2. ON-TIME SINGLE PAYMENT DISCOUNT. Heritage Ohio shall provide the Sponsor with a discount of Fifty and NO/100 Dollars (\$50.00) for annual payments made in full by January 1st of each new contract year.

3. EARNING BACK FEES. Heritage Ohio shall provide the Sponsor the opportunity to “Earn Back” up to Five Hundred and No/100 Dollars (\$500.00) of OMSP fees annually in accordance with the terms of the “Earn Back Policy” on file at Heritage Ohio. Earn back opportunities include, a copy of which has been provided to Sponsor:

a. Chairperson of the OMSP Executive Directors Advisory Committee receives an earn back credit of Three Hundred Dollars and NO/100 (\$300.00).

b. Invited executive directors participating on a DART visit committee and completing a final report shall receive an earn back credit of Two Hundred and NO/100 Dollar (\$200.00).

4. PAST-DUE ACCOUNTS. If the Sponsor has a past-due account, it may have all OMSP services suspended until payment in full is received.

(ii) BUDGET AND FINANCIAL STATEMENT. The Sponsor shall raise and expend funds and in-kind services for continuation of the OMSP, including but not limited to maintaining an office with the necessary travel (i.e. travel costs to OMSP workshops, Heritage Ohio annual conference, and National Main Street Center conference). The Sponsor shall present their budget and financial statement to Heritage Ohio annually at annual evaluation.

(iii) REPORTING AND RECORDKEEPING. The Sponsor shall maintain data for monitoring their progress, submit quarterly reinvestment statistics reports using formats provided by Heritage Ohio within 15 days of the end of each calendar quarter, and provide other information requested by Heritage Ohio on or before the identified deadlines. The Sponsor recognizes that failure to submit quarterly reinvestment statistics reports may jeopardize Heritage

Ohio's standing with the OMSP and the NMSC, and could result in the termination of this Agreement pursuant to Section 1(b).

(c) OMSP WORKSHOPS, CONFERENCES, AND EVENTS. The Sponsor shall attend three (3) training opportunities and three (3) executive director roundtable events as part of the annual accreditation as a National Main Street Program.

(d) LOCAL PROGRAM STAFFING. The Sponsor shall employ paid professional staff that will be responsible for the day-to-day administration of its program. The following is anticipated in connection with staffing:

(i) STAFFING. For communities under 6,000 in population and neighborhood commercial districts, the director shall be paid for a minimum of twenty-five (25) hours per week. For communities over 6,000 in population, the director shall be paid for a minimum of forty (40) hours per week (or one (1) full-time employee equivalent with approved documentation). Salaries shall be comparable to other economic development professionals in the area. Heritage Ohio may grant exemptions for staffing, in its sole discretion, following a written request by the Sponsor.

(ii) NO THIRD-PARTY CONTRACTS. No third-party contracts for management or other similar services shall be accepted.

(iii) STAFF VACANCIES. In the event the executive director's position of the Sponsor is vacated during the term of this Agreement, the Sponsor shall fill the position within one hundred and twenty (120) days.

(e) ANNUAL EVALUATION. The Sponsor shall complete an evaluation form for accreditation as a National Main Street Program set forth in Attachment B hereto on or before March 15th of each contract year. The Sponsor will schedule a one (1)-day site visit with Heritage Ohio to evaluate the Sponsor's progress for a prior 12-month period. In addition to routine program materials, the evaluation will require presentation of the Sponsor's program of work, board roster and budget.

3. THE MUNICIPAL GOVERNMENT AGREES TO:

(a) TRAINING.

(i) MUNICIPAL GOVERNMENT ATTENDANCE AT OMSP TRAINING. The Municipal Government shall use its best efforts to ensure that a representative of the Municipal Government attends any training and conference held throughout the State of Ohio by Heritage Ohio.

(b) HERITAGE OHIO MEMBERSHIP. The public-private partnership is a core concept of the Main Street Approach. Thus, the Municipal Government shall maintain its annual community city/village membership with Heritage Ohio at Five Hundred and NO/100 Dollars (\$500.00) annually. This provision exists to ensure the Municipal Government receives full benefit of the OMSP. In the event of the Municipal Government not maintaining the annual membership, the Sponsor shall be responsible for keeping the membership current.

4. HERITAGE OHIO AGREES TO:

(a) OMSP ADMINISTRATION - EVALUATION. Heritage Ohio shall conduct a one (1)-day site visit to evaluate the Sponsor's progress for a prior 12-month period, such period to be determined at the discretion of Heritage Ohio. In addition to routine program materials, the evaluation will require presentation of the Sponsor's program of work, board roster, and budget and financial statements. The site visit shall include evaluation for accreditation as a National Main Street Program.

(b) RESOURCES - ADVICE AND ASSISTANCE. Heritage Ohio shall provide advice, technical assistance, limited design assistance and on-site visits to the Sponsor on a continuing basis, as requested by the Sponsor.

(c) TRAINING.

(i) CALENDAR OF EVENTS. Heritage Ohio shall provide an annual OMSP calendar of events by the first (1st) of November of each year. The calendar of events will be accessible on the Heritage Ohio, Inc. website (www.heritageohio.org) for all OMSP participants.

(ii) OMSP ORIENTATION. Heritage Ohio shall conduct OMSP executive director training for the staff at a minimum of once annually.

(iii) ON-SITE TRAINING. Heritage Ohio shall conduct one (1) on-site training session in the community, to create a strategic plan as the basis of the Sponsor's program of work which will provide for the development of goals, objectives and annual work planning.

(iv) REVITALIZATION WORKSHOPS. Heritage Ohio shall conduct meetings and workshops to further develop and refine the skills of the Sponsor's staff, board members, committee members and Municipal Government representatives. Such meetings and workshops shall be held around the state in OMSP communities mutually agreed upon by Heritage Ohio and the OMSP Executive Directors Advisory Committee.

(v) ANNUAL CONFERENCE. Heritage Ohio shall conduct an annual statewide conference providing a forum and sessions to promote education and networking with other individuals and communities and with local, state and national agencies involved in downtown revitalization. Heritage Ohio shall provide two (2) basic registrations for the annual conference to all Ohio Main Street Programs.

(vi) NATIONAL MAIN STREETS CONFERENCE. Heritage Ohio shall provide one (1) basic registration for the National Main Streets Conference hosted by the National Main Street Center for all Ohio Main Street Programs.

(d) PUBLICITY.

(i) PRESS COVERAGE. Heritage Ohio shall facilitate and promote ongoing press coverage of OMSP.

5. INDEMNIFICATION. Sponsor shall indemnify and hold harmless Heritage Ohio and its directors, trustees, officers, employees, and agents from any and all damages, losses, liabilities, obligations, penalties, claims, litigation, demands, defenses, judgments, suits, proceedings, costs, disbursements or expenses of any kind or of any nature whatsoever (including, without limitation, reasonable attorneys' and experts' fees and disbursements) which may at any time be imposed upon, incurred by or asserted or awarded against the other arising from or in connection with this Agreement, the performance of any obligations or activities in furtherance of the OMSP by Sponsor, its directors or trustees, officers, employees, subcontractors, suppliers, agents or joint ventures. Sponsor shall bear all costs associated with the defense of Heritage Ohio and its directors, trustees, officers, employees, and agents against any claim for which Sponsor may be liable pursuant to this Section 5.

6. SPONSOR REPRESENTATIONS, WARRANTIES AND COVENANTS. The Sponsor hereby represents, warrants and covenants to Heritage Ohio:

(a) The Sponsor is and will continue to be a non-profit corporation, duly organized and validly existing in good standing under the laws of the State of Ohio.

(b) The Sponsor has the full power and authority to enter into and perform its obligations under this Agreement.

7. COUNTERPARTS; FACSIMILE OR ELECTRONIC SIGNATURES. This Agreement may be executed in two or more counterparts, each of which shall be deemed an original, and all of which together shall constitute one and the same instrument. This Agreement may be signed by facsimile signatures or other electronic delivery of an image file reflecting the execution hereof, and if so signed, may be relied on by all parties as if the document were a manually signed original and will be binding on the undersigned for all purposes.

8. APPLICABLE LAW. This Agreement shall be construed and enforced in accordance with the laws of the State of Ohio.

9. SEPARABILITY OF PROVISIONS. Each provision of this Agreement shall be considered separable and if for any reason any provision which is not essential to the effectuation of the basic purposes of this Agreement is determined to be invalid and contrary to any existing or future law, such invalidity shall not impair the operation of or affect those provisions of this Agreement which are valid.

[Remainder of the page intentionally blank; signature page follows.]

IN WITNESS WHEREOF, THE PARTIES HAVE EXECUTED THIS AGREEMENT

BY: _____ Date: _____
Authorized Representative of Municipal Government

Print Name

Name of Municipal Government

BY: _____ Date: _____
Sponsor President

Print Name

Sponsor Name

Name of Program

BY: _____ Date: _____
Chair of Board, Heritage Ohio

Print Name

BY: _____ Date: _____
Executive Director, Heritage Ohio

Print Name

ATTACHMENT A

Trademark Sublicense Agreement

ATTACHMENT A

TRADEMARK SUBLICENSE AGREEMENT

This Trademark Sublicense Agreement (“Sublicense Agreement”) is entered into between Heritage Ohio, Inc. (“**Coordinating Program**”) and Main Street Delaware, Inc. (“**Sublicensee**”), effective as of the last date written below. For good and valuable consideration, the receipt and sufficiency of which are acknowledged, the parties agree as follows:

1. Background.

A. The National Main Street Center, Inc. (“NMSC”) operates a membership program called MAIN STREET AMERICA™. As a part of that program, MAIN STREET AMERICA™ Coordinating Program Membership is available to statewide, regional or citywide organizations that oversee multiple local downtown and neighborhood programs within their service area and work to preserve and revitalize commercial districts. Local Program membership in the MAIN STREET AMERICA™ program is available at the Affiliate or Accredited levels to individual programs or organizations that satisfy the membership eligibility criteria described on the NMSC website (currently located at: <http://www.preservationnation.org/main-street/about-main-street/main-street-america/main-street-america-tier.html#.VmYLY7grLIU>).

B. Organization is a Coordinating Program member of NMSC in good standing and has entered into a Trademark License Agreement with the NMSC which grants to the State Program the right to sublicense to its Local Programs the use of the NMSC name and trademarks described below.

C. Sublicensee is a Local Program Member in good standing of the MAIN STREET AMERICA™ program at the Accredited level. Sublicensee is also located within the Coordinating Program’s geographic service area. Therefore, Sublicensee has the opportunity to enter into this Trademark License Agreement, which grants certain rights to use the NMSC’s name and trademarks, including MAIN STREET AMERICA™ and MAIN STREET®, as described below.

D. The NMSC’s parent entity, the National Trust for Historic Preservation (“National Trust”), owns the following registered trademarks, which it has delegated to the NMSC the right to sublicense. NMSC and Coordinating Program have entered into a Trademark Licensing Agreement which grants the Coordinating Program the right to sublicense the following registered trademarks:

Mark	U.S. Registration Number
MAIN STREET	Reg. Nos. 3,365,568 and 2,057,207
NATIONAL MAIN STREET CENTER	Reg. No. 2,013,837

These registered trademarks owned by the National Trust, together with the MAIN STREET AMERICA™ word marks and logos referred to in Section 2.A.1 below, the NATIONAL MAIN STREET CENTER logo referred to in Section 2.A.ii below are referred to herein as the “Trademarks.”

E. The Trademarks are well known and recognized by the general public and associated in the public mind with the NMSC and the National Trust. The Coordinating Program and the Sublicensee recognize the mutual benefits that accrue from the Sublicensee’s use of the Trademarks in accordance with the terms and conditions of this Sublicense Agreement, including the recognition and credibility brought to the Sublicensee through its use of these Trademarks and the

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benefit to the Coordinating Program and NMSC from association with high-performing Local Programs.

2. Grant of Sub-License.

A. Subject to the terms and conditions of this Sublicense Agreement, the Coordinating Program hereby grants the Sublicensee the non-exclusive right and license to use the Trademarks to identify and promote its participation in the MAIN STREET AMERICA™ program, as well as its relationship and association with the Coordinating Program and NMSC, in connection with the following activities:

- i. **MAIN STREET AMERICA™ word and logo marks.** The Sublicensee's rights to use the MAIN STREET AMERICA™ word mark and the following MAIN STREET AMERICA logo are limited to Sublicensees which are members in good standing at the Accredited membership level of the MAIN STREET AMERICA™ program:

For use by Local Programs who are Designated Members at the Accredited Level:



- ii. **NATIONAL MAIN STREET CENTER® word and logo marks.** The Sublicensee's right to use the NATIONAL MAIN STREET CENTER® word mark and the following NATIONAL MAIN STREET CENTER logo solely and exclusively to indicate its association with the National Main Street Center:



- iii. **MAIN STREET® word mark.** The Sublicensee's right to use the MAIN STREET trademark is limited to use made to identify Sublicensee and/or its activities, including as part of the name of the Licensee (e.g. "Main Street Iowa"), in connection with commercial district revitalization and related consultation, education, and training.

3. Scope of and Limitations on Use. Use of the Trademarks by the Sublicensee will be subject to the following limitations:

A. Sublicensee must display the Accredited level MAIN STREET AMERICA membership mark on their website. All uses of the MAIN STREET AMERICA word mark and logo by Sublicensee must follow the specific mark, color, and character usage set forth in the Brand Identity Guidelines attached as Exhibit A, which are incorporated by reference as if fully set forth herein. Sublicensee will not use or develop any different logos or designs (including any symbols or

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stylized presentations), in connection with the MAIN STREET AMERICA mark or logo. Use of the MAIN STREET AMERICA word mark and logos by Sublicensee is a mandatory condition of membership in the MAIN STREET AMERICA program.

B. The MAIN STREET mark, as part of the name and identity of Sublicensee's organization, programs, and activities, can be used on materials designed to promote the work of Sublicensee (e.g., website, brochures, newsletter, letterhead or other printed promotional materials). The right to use the MAIN STREET mark by the Sublicensee is an optional benefit of membership in the MAIN STREET AMERICA program.

C. All uses of the NATIONAL MAIN STREET CENTER logo by Sublicensee must follow the specific mark, color, and character usage set forth in the Brand Identity Guidelines attached as Exhibit A, which are incorporated by reference as if fully set forth herein. Sublicensee will not use or develop any different logos or designs (including any symbols or stylized presentations) in connection with the NATIONAL MAIN STREET CENTER mark. Use of the NATIONAL MAIN STREET CENTER logo by Sublicensee is an optional benefit of membership in the MAIN STREET AMERICA program.

D. This Sublicense Agreement is subject to the terms, conditions, and limitations of the Trademark License Agreement between NMSC and the Coordinating Program.

E. Sublicensee will not apply to register any of the Trademarks, or any other trademark that incorporates any part of the Trademarks or "National Trust for Historic Preservation." Sublicensee will not state or imply that it owns any such trademarks.

F. The Sublicensee will not use the Trademarks in combination with or in juxtaposition with other trademarks except as may be approved in writing by the NMSC. The Sublicensee will apply and display the ® symbol and the ™ symbol next to or with respect to the Trademarks as directed by the Coordinating Program.

G. Other than as specifically provided herein, Sublicensee is not granted any other rights to use, license or sublicense the Trademarks.

4. Term. This Sublicense Agreement will become effective immediately upon the date of last signature below, and, unless terminated early under Sections 5 or 10, will be effective through December 31, 2016, at which time it may be renewed by mutual written agreement of the parties hereto.

5. Conditions. This Sublicense Agreement between State Program and Sublicensee is conditioned upon Sublicensee having an active MAIN STREET AMERICA membership at the Accredited level with NMSC. The requirements of this membership are currently available at: <http://www.preservationnation.org/main-street/about-main-street/main-street-america/main-street-america-tier.html#.VmYLY7grLIU>, and are incorporated herein by reference.

6. Acknowledgment of Ownership. Use of the Trademarks indicates acknowledgment by the Sublicensee of the NMSC's and the National Trust's rights and title to the Trademarks, (i.e. MAIN STREET AMERICA, NATIONAL MAIN STREET CENTER, and MAIN STREET), and that Sublicensee will not at any time do, or permit to be done, any act or thing that will in any way impair the rights of the NMSC or the National Trust. All use of the Trademarks by the Sublicensee will inure to the benefit of the NMSC and the National Trust.

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7. Good will and promotional value. Sublicensee recognizes and acknowledges the value of good will associated with the Trademarks and agrees that it will not conduct any activity, provide any service, or produce or distribute goods which in any way damages or reflects adversely upon the NMSC or the National Trust.

8. Non-assignment. This Sublicense Agreement is personal to the Sublicensee, and may not be assigned to any other individual, program, organization, or agency. Any attempted assignment will be null and void.

9. Compliance Verification. It is the responsibility of the Sublicensee to verify compliance with the terms of this Sublicense Agreement, and to provide complete and accurate usage reports to the State Program. If the State Program or the NMSC has reason to believe that the Sublicensee is in violation of this Sublicense Agreement, the State Program or NMSC shall have the right to make inquiries with Sublicensee as necessary to determine compliance. In such case, the Sublicensee will cooperate with the State Program and/or NMSC in its investigation and provide in a timely fashion any and all information that is requested.

10. Termination.

A. Coordinating Program may terminate this Sublicense Agreement if the Sublicensee violates any of the provisions of this Sublicense Agreement or fails to satisfy the membership criteria established by the NMSC for Accredited Local Programs. Such termination will be effective thirty (30) days after the Coordinating Program sends written notice of such termination to Sublicensee. During this thirty (30) day period, Sublicensee may attempt to cure such violation. If the violation is not cured during this period, the termination will be effective upon the expiration of the thirty (30) day period.

B. This Sublicense Agreement will automatically terminate immediately without any notice required, notwithstanding the above paragraph, if the Coordinating Program or NMSC determines: (i) that sublicensee's actions could negatively affect the goodwill, image, or reputation of the NMSC, the National Trust for Historic Preservation, the Coordinating Program, or any of the Trademarks; (ii) the Sublicensee discontinues all or a significant portion of its business; (iii) the National Trust terminates, revokes, or fails to renew the NMSC's rights to use, license, or sublicense the Trademarks; or (iv) the NMSC terminates, revokes or fails to renew the Coordinating Program's rights to use, license or sublicense the Trademarks.

C. Upon the expiration or early termination of this Agreement, the Sublicensee will discontinue use of the Trademarks and will destroy and delete tangible and electronic documents and files containing any such marks, except for a limited number of copies retained for archival purposes only.

11. Governing Law. This Agreement is entered into in the District of Columbia and will be governed by and construed in accordance with the laws of the District of Columbia, USA, without giving effect to conflict of laws provisions.

12. Annual Report, Notices, Other Communication. Upon request by the Coordinating Program or NMSC, Sublicensee shall submit samples of any materials on which the Trademarks licensed under this agreement were used during the year. Such samples shall be submitted within ten business days of receipt of a written request from the Coordinating Program or NMSC.

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Local Program Accredited Member Sublicensing Agreement

Date: _____

Date: _____



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13. Notices. Any notices which either party is required or may desire to serve upon the other party shall be in writing and may be served either personally or by depositing the same in the mail (first class postage prepaid, certified and return receipt requested) or with a reputable overnight express delivery service (with confirmed delivery, charge prepaid or billed to shipper), addressed to the party to be served as follows, unless a different address is designated in writing by the party to be served. Notice shall also be required to be given by electronic mail on the same date as deposited in the mail. Notice given by mail alone shall not be sufficient.

To Coordinating Program:

Name: _____
Address: _____

Phone: _____
Email: _____

To Sublicensee:



Name: _____
Address: _____

Phone: _____
Email: _____

14. Successors. This Agreement shall be binding upon, and will inure to the benefit of, the parties and their respective permitted successors and assigns.

15. Modification. No amendment or modification of the terms or conditions of this License Agreement will be valid unless in writing and signed by both parties.

16. Waiver. The failure of either party to partially or fully exercise any right or the waiver by either party of any breach, shall not prevent a subsequent exercise of such right or be deemed a waiver of any subsequent breach of the same or any other term of this Sublicense Agreement. No waiver shall be valid or binding unless in writing and signed by the waiving party.

17. Severability. If any provision of this Sublicense Agreement or the application of any provision hereof to any person or circumstances is held to be void, invalid, or inoperative, the remaining provisions of this Agreement shall not be affected and shall continue in effect and the invalid provision shall be deemed modified to the least degree necessary to remedy such invalidity.

18. Entire Agreement. This Sublicense Agreement is the entire agreement between the parties with respect to the matters referred to herein and it supersedes and replaces all prior and contemporaneous oral and written understandings pertaining to the subject matter hereof.

Coordinating Program

Sublicensee

By: _____
Name, Title

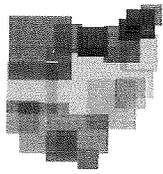
By: _____
Name, Title



ATTACHMENT B

Program Evaluation Report

ATTACHMENT B



HERITAGE
OHIO

846 1/2 East Main Street
Columbus, OH 43205

P 614.258.6200

Vital Places. Vibrant Communities.

2015 Year-End Program Evaluation Report

Heritage Ohio Main Street Program

Introduction

The purpose of the annual Heritage Ohio Main Street Program year-end assessment visit is to recognize program accomplishments made in 2015, to address and discuss additional downtown revitalization issues, and to eliminate barriers to achieving your work plan goals and activities. This assessment is not meant to be a qualitative ranking to compare your community's 2015 downtown revitalization and management activities with other programs, and no official "report card" will be issued. Main Street communities vary considerably in their downtown revitalization priorities, financial and volunteer resources, and the scope and types of downtown revitalization activities the Main Street program decides to undertake; therefore, comparison between communities is impossible. Instead, the evaluation examines the effectiveness of the local Main Street program within its own context and circumstances, and recommends a level of activity the organization and community is prepared to undertake in the coming year appropriate to your overall goals and objectives.

During this year-end assessment visit, information will be collected from several sources, including input from municipal partners, and on-site interviews with the board and committee members and staff. This information will be integrated into recommendations organized within the context of the Ten National Main Street Community Criteria. The National Main Street Community Criteria certification program is intended to promote national standards of performance for established Main Street organizations, and annual accreditation for programs meeting the standards. These standards, developed by the National Trust Main Street Center (NTMSC), in cooperation with state, city and countywide Main Street coordinating programs, provide benchmarks and guidelines on how a Main Street revitalization program should optimally function, and serve as an incentive for programs to operate more effectively. Your compliance of the Memorandum of Agreement with Heritage Ohio is also monitored during the evaluation process.

National Main Street Program Accreditation Criteria

1. Broad-based community support
2. Vision and mission statements
3. Comprehensive work plan
4. Historic preservation ethic
5. Active board and committees
6. Adequate operating budget
7. Paid professional staff
8. Program of ongoing training
9. Reporting of key statistics
10. Main Street Network membership

Recommendations for discussion during next year's evaluation:

In order for a local program to be designated as an Accredited Heritage Ohio Main Street Program, the organization must meet eligibility requirements and receive a score of at least 7 points on each of the 10 criteria.

Total number of accreditation criteria receiving 7 or more points: _____

Your community's Main Street Program **IS / IS NOT** accredited for 2015.

Signature of Evaluator _____ Date _____

1. Broad-based Community Support

At its best, a local Main Street program represents and involves a coalition of organizations, agencies, businesses, and individuals from throughout the community — not just those who own property or businesses in the commercial district or who have a direct economic tie to it, but all members of the community who are interested in the community's overall health. Involvement by both the public and private sectors is critical as well; neither sector can revitalize the commercial district without the skills and vantage points of the other. Ideally, both sectors will participate in the revitalization process by providing funding, leadership, and ideas, and by encouraging collaboration between existing programs to assist the revitalization process. By actively involving a broad range of interests and perspectives in the revitalization process, the Main Street program leverages the community's collective skills and resources to maximum advantage. The overall goal is for a broad range of constituencies from both sectors to understand and be philosophically committed to the revitalization process and, to that end, to commit the maximum resources possible to achieve the goal of revitalizing the commercial district.

Indicators-

- Board representation comes from at least 7 of the following entities: chamber, CVB, city, county, preservation organization, district property owner, district business owner, resident, large employer, other community institution/organization (1 point) _____
- Organization recruited 10 new volunteers during 2015 (1 point) _____
- Staff spends 20% of their hours per week working with downtown district stakeholders (1 point) _____
- Organization actively works to recruit new members and retain existing members (1 point) _____
- Public support comprises at least 10% but less than 50% of 2015 budget revenue (1 point) _____
- Organization partnered with at least two other organizations in 2015 (1 point) _____
- Met with a majority of city/village council members outside of regularly scheduled council meetings (1 point) _____
- Met with county commissioner/state rep/state senator (1 point) _____
- Organization can demonstrate a strong relationship with top city official (mayor, city Director, council president) (1 point) _____
- Organization maintains an active public relations campaign that includes tools such as a newsletter, updated website, facebook page, twitter account, press releases, annual meeting, annual report (1 point) _____

TOTAL _____

2. Vision and Mission Statement

A mission statement communicates the organization's sense of purpose and overall direction. A vision statement communicates and describes the look and feel of the district when the mission has been accomplished. The mission statement can state the method to achieve the community's vision for their downtown.

Be mindful that neither is simply a slogan. Both should be developed with the participation of the board, committees, program volunteers, and the community.

Indicators-

- Board completed or reviewed strategic plan in previous year (2 points) _____
- Organization has reviewed the mission statement _____
in the previous year (2 points)
- Current, clear and appropriate mission statement (2 points) _____
- Current and clear vision statement or written long-term goals (2 points) _____
- All board members are familiar with the mission statement (1 point) _____
- Organization actively promotes the mission to the public using tools such _____
as its website, business cards, press releases, banners, etc (1 point)

TOTAL _____

3. Comprehensive Work Plan

A comprehensive annual work plan provides a detailed blueprint for the organization's activities; reinforces the program's accountability both within the organization and in the broader community; and provides measurable objectives by which the program can track its progress. Tasks with names of people assigned to those tasks are important.

Indicators-

- Board of Directors completed and adopted a strategic fundraising plan for _____ 2015 (2 points)
- Economic Vitality Committee work plan includes multiple projects, _____ measurable goals, multiple volunteers, specific tasks, completion dates, _____ and budget/costs, with regular updates to the board (2 points)
- Design Committee work plan includes multiple projects, measurable goals, _____ multiple volunteers, specific tasks, completion dates, and budget/costs, _____ with regular updates to the board (2 points)
- Organization Committee work plan includes multiple projects, measurable _____ goals, multiple volunteers, specific tasks, completion dates, and budget/ _____ costs, with regular updates to the board (2 points)
- Promotions Committee work plan includes multiple projects, measurable _____ goals, multiple volunteers, specific tasks, completion dates, and budget/ _____ costs, with regular updates to the board (2 points)

TOTAL _____

4. Historic Preservation Ethic

Historic preservation is central to a Main Street program's purpose. The historic buildings and public spaces of a traditional commercial district enrich civic life and add value on many levels to the community. Developing a historic preservation ethic is an ongoing process of education and discovery for a community and for a local Main Street program. Main Street programs that have embraced a strong historic preservation ethic are successful in saving, rehabilitating, and finding new uses for traditional commercial buildings and in intensifying the uses of the district's buildings, through both specific building improvement projects and through policy and regulatory changes, which make it easier to develop property within the commercial district.

Some Main Street programs purport to support preservation values, but do not fully understand that preservation is an ethic, not just an activity or group of activities. Historic preservation involves not only the process of rehabilitating, restoring, or renovating older commercial buildings but also the process of adopting preservation-friendly planning and land use policies, and removing other barriers to downtown investment.

Indicators-

- City/village maintains an active design review board that includes a downtown district, or, organization can demonstrate advocacy efforts to enact design review in its district (1 point) _____
- Downtown district listed in the National Register of Historic Places (1 point) _____
- Organization completed a preservation project in 2015 (1 point) _____
- Local funding is in place to assist with building improvements (1 point) _____
- Organization provided property owners with design assistance (1 point) _____
- Community is a Certified Local Government (1 point) _____
- Municipality has a code enforcement strategy in place (1 point) _____
- Main Street organization representative attended a preservation training/workshop in 2015 (1 point) _____
- No historically significant buildings were demolished in 2015. If a building was lost, demonstrate how the organization mounted a campaign to stop the demolition (1 point) _____
- A downtown building was appropriately renovated in 2015 (1 point) _____

TOTAL _____

5. Active Board & Committees

Main Street revitalization is an ongoing process of changing a community's attitudes about its traditional commercial district(s). The direct involvement of an active board of directors and active committees is key to this process. The Main Street director is responsible for facilitating the work of volunteers, not for single-handedly revitalizing the commercial district. In some cases, local Main Street programs have been launched by or have merged with other organizations, which have a broader agenda (such as a chamber of commerce or a community development corporation). A local Main Street program in one of these circumstances has a better chance of long-term success if it maintains focus on its particular purpose and if its mission statement, work plan, budget, and governing body remain distinct from that of the larger organization in which it is contained. A full board that meets regularly, as stated in its by-laws, is extremely important.

Indicators-

- Board is active in fundraising for the organization (1 point) _____
- Organization achieved 100% in personal board giving in 2015 (1 point) _____
- Board met regularly (monthly, bi-monthly) and had a quorum for at least 80% of meetings as well as quorum at the annual evaluation (1 point) _____
- Each board member also serves as either an officer or committee member (1 point) _____
- Organization has by-laws document, board member commitment letter, board member job description, and formal board member orientation (1 point) _____
- Organization has Directors and Officers insurance (1 point) _____
- Economic Vitality Committee – majority of committee attended at least 75% of scheduled meetings, completed at least two projects, and has an active committee chair (1 point) _____
- Design Committee – majority of committee attended at least 75% of scheduled meetings, completed at least two projects, and has an active committee chair (1 point) _____
- Organization Committee – majority of committee attended at least 75% of scheduled meetings, completed at least two projects, and has an active committee chair (1 point) _____
- Promotions Committee – majority of committee attended at least 75% of scheduled meetings, completed at least two projects, and has an active committee chair (1 point) _____

TOTAL _____

6. Adequate Operating Budget

In order to be successful, a local Main Street program must have the financial resources necessary to carry out its annual program of work. The size of a program's budget will change as the program matures (in its early years, it may need less money than in its growth years). In addition, program budgets are likely to vary according to regional economic differences and community size.

Indicators-

- Cities: Main Street organization has an annual budget of at least \$70,000 _____
Villages: Main Street organization has an annual budget of at least \$40,000 _____
(1 point)
- Funding is derived from at least 5 of the following sources: Membership, _____
earned income, sponsorship, municipal support, county support, bed tax,
charitable contributions, and other community organizations (1 point)
- Not more than 50% of the budget is derived from a single source (public _____
support, stakeholder support, earned income) (1 point)
- Earned income comprises at least 25% of 2015 budget revenue (1 point) _____
- Stakeholder support (membership) comprises at least 25% of 2015 budget _____
revenue (1 point)
- Budget includes travel expenses to attend the Heritage Ohio annual con- _____
ference, the revitalization training series, and National Main Streets Con-
ference (1 point)
- Organization had at least 3 months of operating reserves at the end of _____
2015 (1 point)
- Board has adopted a comprehensive Financial Policies/Procedures docu- _____
ment (1 point)
- Organization has an active treasurer who makes regular monthly finan- _____
cial reports to the board (1 point)
- Organization has an annual audit or review (1 point) _____

TOTAL _____

7. Staff Management & Development

Coordinating a successful Main Street program requires a trained, professional staff person whose sole job focus is the downtown. Main Street Directors come from a broad range of academic and professional backgrounds. The most successful Main Street Managers are those who are good communicators, can motivate volunteers, and have good project management skills, keeping revitalization activities moving forward on schedule and on budget. **The Main Street Director's position is full-time (generally 40+ hours per week). In communities with population under 5,000, a part-time director is usually acceptable (generally 25+ hours per week).**

Date of Hire for Main Street/Organization Director: _____

Date of 2015 employee evaluation: _____

Indicators-

- Staff salary meets Ohio Main Street salary average - \$42,500 (1 point) _____
- Staff will receive retirement benefit in 2016 (1 point) _____
- Staff will receive health insurance in 2016 (1 point) _____
- Executive staff was in place for at least 10 months during 2015 (1 point) _____
- Executive staff made regular monthly reports to the board (1 point) _____
- Executive staff received a formal written evaluation during 2015, during which performance expectations & compensation package of staff were reviewed/revised (2 points) _____
- Organization provided staff with professional development opportunities in 2015 (1 point) _____
- Executive staff answers to and has only 1 boss, typically the board chair (1 point) _____
- Executive staff is active and engaged in the community (1 point) _____

TOTAL _____

8. Program of Ongoing Training

In order to meet new challenges and ensure a strong organization, Main Street program participants need ongoing training. Participants—both staff and volunteers—need different skills in different phases of the revitalization process. For that reason, the skills a program’s participants learn in the program’s catalyst phase are rarely adequate for the growth or management phases. As staff and volunteer turnover occurs, new staff members and new volunteers will need basic Main Street training. Moreover, all program participants should stay current on issues that affect traditional commercial districts and on new revitalization techniques and models. Regular attendance at Revitalization Series trainings and Director Roundtable meetings is required for Main Street executive staff. **Staff and volunteer attendance at training opportunities such as the Heritage Ohio Annual Conference and the National Main Street Conference is strongly recommended.**

Indicators-

- Staff attended at least 3 Main Street quarterly trainings and at least 3 Main Street quarterly Director Roundtable meetings (4 points) _____
 - Organization representative (staff and/or volunteer) attended a full day of Heritage Ohio’s annual conference and/or attended the National Main Street Conference (2 points) _____
 - At least 2 volunteers (board members, committee members) viewed a Heritage Ohio Webinar (1 point) _____
 - Volunteer attended a revitalization training (1 point) _____
 - Organization has an orientation process in place to acclimate new volunteers for working within a Main Street context (1 point) _____
 - Staff did attend non-profit management training in 2015 (1 point) _____
- TOTAL** _____

9. Reporting of Key Statistics

Tracking statistics—reinvestment, job and business creation, etc—provides a tangible measurement of the local Main Street program’s progress and is crucial to garnering financial and programmatic support for the revitalization effort. **Statistics must be collected on a regular, ongoing basis, and shared whenever appropriate.**

Indicators-

- Organization submitted 2015 quarterly reinvestment reports no later than 15 days after the end of each calendar quarter (4 points) _____
- Organization creates/distributes an annual report promoting work plan accomplishments and reinvestment statistics (2 points) _____
- Staff regularly communicates with Heritage Ohio outside of trainings and networking meetings (1 point) _____
- Staff is using the Ohio Main Street and/or National Main Street list serve as a tool to improve your district (1 point) _____
- Staff actively participates at the Main Street networking meetings (1 point) _____
- Organization holds an annual meeting to raise public awareness about and promote its impact on revitalization (1 point) _____

TOTAL _____

10. Main Street Membership

Participation in the National Trust Main Street Network membership program connects local programs to their counterparts throughout the nation, providing them with valuable information and resources.

Indicators-

- Organization is current with Heritage Ohio Main Street Dues (3.33 points) _____
- City is current with Heritage Ohio Municipal Membership (3.33 points) _____
- Organization is a current National Main Street Network member (3.33 points) _____

TOTAL _____

Total number of accreditation criteria receiving 7 or more points: _____

**Organizations scoring at least 7 points on
all 10 criteria will receive accreditation.**

A. Attachments

Please include the following attachments in paper -or- electronic form to assist us in providing the most accurate evaluation of your program possible.

Attachments-	Supplied by program	Received by HO
• Board roster	<input type="checkbox"/>	<input type="checkbox"/>
• Committee rosters	<input type="checkbox"/>	<input type="checkbox"/>
• Committee attendance numbers for 2015 (percentage of committee members attending 2015 meetings)	<input type="checkbox"/>	<input type="checkbox"/>
• Mission statement and vision statement	<input type="checkbox"/>	<input type="checkbox"/>
• Annual work plan for each committee (include board and/or staff work plans if your organization completes these)	<input type="checkbox"/>	<input type="checkbox"/>
• Long-range strategic plan	<input type="checkbox"/>	<input type="checkbox"/>
• 2015 budget showing revenue/expense	<input type="checkbox"/>	<input type="checkbox"/>
• Balance sheet preferably showing assets, liabilities, and equity as of 12/31/2015	<input type="checkbox"/>	<input type="checkbox"/>

B. Value for your Annual Dues

Occasionally we're asked about the services a program receives in exchange for their annual \$3,950 Main Street dues. Given that this expense can represent a significant portion of a program's budget, explaining the benefits and services provided during the annual evaluation represents the perfect opportunity to review this information so you can be assured you're making a smart investment.

Benefits/Services	Value	MS Program Cost
• Revitalization Series Trainings (4/yr)	\$600	\$0
• Director Roundtable Meetings (4/yr)	\$400	\$0
• Heritage Ohio Annual Conference (2 free)	\$400	\$0
• Main Street Conference Registration	\$350	\$0
• Annual Evaluation	\$500	\$0
• Executive Director Orientation	\$250	\$0
• Unlimited email/phone consultations	\$500	\$0
• On-Site Technical Assistance Visit	\$750	\$0
• Strategic Planning Session	\$500	\$0
• Program marketing*	\$1,000	\$0
• Main Street Google Group	\$120	\$0
• Retail Minded Magazine subscription	\$250	\$0
• Real Estate Resource Team	\$1,000	\$0
• Tax Credit assistance	\$1,500	\$0
(1 project per downtown)		
Total Cost	\$8,120	\$3,950
Main Street Program cost savings	\$4,170	

* Program marketing includes content on visitohiomainstreet.com, Facebook promotion, and eblast event marketing

Michele Kohler

Subject: FW: Heritage Ohio Membership/Main Street Delaware Agreement
Attachments: Fillable_HO_Membership_Updated_Jan2014.pdf; 2016_Annual_Eval.pdf; delaware stats.xlsx

From: Executive Director [<mailto:director@mainstreetdelaware.com>]
Sent: Wednesday, November 09, 2016 9:33 PM
To: R Thomas Homan
Subject: Heritage Ohio Membership/Main Street Delaware Agreement

Dear Tom and Members of City Council,

In preparation of Monday nights City Council meeting I urge you to review this email and attached documents so that you can make an informed decision regarding the future of our community's Main Street organization.

Attached is the business membership letter for Heritage Ohio with the city membership benefits included. The basic benefits directly to the city from Heritage Ohio for their \$500 membership are below. The other benefits are in direct relation to the MOA between Heritage Ohio, Delaware City and Main Street Delaware. I have included those topics in the paragraphs below and attached supporting documents for your review.

\$500 City/ Village Yearly Membership to Heritage Ohio

- 1 Free Conference registration
- Training and workshop discount
- Quarterly Revitalize Ohio Magazine
- Statewide Advocacy
- Public Recognition
- Free monthly webinars
- Email/Telephone Consultation
- Community Visit/Presentation
- Fee for Service Discount

I am also including the Annual Evaluation Document for Main Street programs. While the city is not directly paying the membership for the Main Street program, they are definitely reaping the benefit of having a Nationally Accredited Program downtown Delaware.

The last page of the review is the list of benefits and costs associated with what Main Street Delaware receives from Heritage Ohio. Heritage Ohio holds the local Main Street programs to a higher standard than unaccredited programs which gives great return on investment to the city for their contribution to their local program. Main Street programs do not work without the collaboration, membership and partnership of all three, Main Street, Heritage Ohio and the Local City Government.

CDBG funding also requires city membership to Heritage Ohio and extra points are awarded to communities that have a Main Street program when applying for this grant funding. Delaware received CDBG funding for the streetscape program in the early years of Main Street, 2000 I believe. Here is the link to the [City of Delaware website](#) stating their continued use of the CDBG Grant funding.

The annual evaluation of Main Street Delaware's program has awarded Delaware National Accreditation for the last eight years. Programs receiving National Accreditation are proven to be the cream of the crop in revitalization of their downtown and have a direct local impact on community involvement, economic vitality, design and organization. Looking at volunteer hours alone, Main Street Delaware, as with all Main Street communities nationwide, can justify costs, membership requirements and time associated with their state programs. What it would cost the city to generate the work produced by a main street program would easily equate to three full time city employees per year. This does not even begin to touch the economic impact from new businesses opening in the downtown, downtown reinvestment, new jobs and income tax generated by businesses opening in the downtown, and the sales tax generated by those businesses. Heritage Ohio also assures that Main Street communities are tracking reinvestment statistics monthly. Attached you will find the Delaware Stats sheet. Below are the 10 points on which a community has to receive 70% on each to achieve accreditation each year. The extended review document will show the 10 criteria under each of these points.

1. Broad-based community support
2. Vision and mission statements
3. Comprehensive work plan
4. Historic preservation ethic
5. Active board and committees
6. Adequate operating budget
7. Paid professional staff
8. Program of ongoing training
9. Reporting of key statistics
10. Main Street Network membership

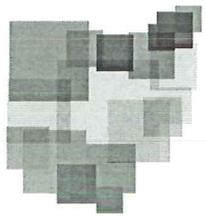
Main Street can confidently say that small business owners are drawn to communities with a support in place for them, a Main Street organization who's focus in the downtown means hands on assistance. Main Street Delaware has been directly involved in the recruitment of new business to the downtown and personal reinvestment of over seventy million dollars. If you need a direct example of this, talk to Amy and Tony at Stone and Sparrow. Main Street Delaware met with them when they were considering spaces in the downtown and looking at expanding their business. I know from being a part of Main Street Delaware for this short month, that we, as a city we look at Westerville as an example of a successful downtown. Westerville is on the fast track to becoming a Main Street Community through Heritage Ohio.

I would invite council members and city employees to talk with Kathleen Miller at Button Up and Brian Harpster from Barley Hopsters about how Main Street supported their businesses upon opening.

Our hope is that the city will continue to see Main Street as a vital part of our community.

My best,

Susie Bibler
Executive Director
Main Street Delaware
740-369-6050



HERITAGE OHIO

YES, I WOULD LIKE TO MAKE A DIFFERENCE BY INVESTING IN THE FUTURE OF OHIO! INDIVIDUAL MEMBERSHIP

Individuals above the \$125 level include membership into our legacy circle and includes a free Legacy Circle Reception held every year at our annual conference.

- Quarterly Revitalize Ohio Magazine
- Training and workshop discount
- Free monthly webinars
- B&B Discount

Benefactor \$5000

Ambassador \$1000

Patron \$500

Sustaining \$250

Contributor \$125

Household \$55

Individual \$25

ORGANIZATIONAL MEMBERSHIP

For information on joining at our Main Street program levels, please contact us

- 1 Free Conference registration
- Training and workshop discount
- Quarterly Revitalize Ohio Magazine
- Free monthly webinars
- Statewide Advocacy
- Public Recognition

Business \$1000

- Conference vendor table
- Advertisement in Revitalize Ohio Magazine
- e-Newsletter sponsorship

Downtown Affiliate \$950

- Email/Telephone Consultation
- Community Visit/Presentation
- Executive Director Orientation
- Retail Minded Magazine

City/Village \$500

- Email/Telephone Consultation
- Community Visit/Presentation
- Fee for Service Discount

Non-Profit \$250

- Email/Telephone Consultation
- Community Visit/Presentation
- Fee for Service Discount

Name _____
As you wish to be recognized/addressed I wish to remain anonymous

Organization _____

Department (If applicable) _____

Address _____

City _____ State _____ Zip _____

E-mail _____

Phone/Fax _____

How do you prefer to be contacted? Mail Email

Payment Method Check payable to Heritage Ohio Visa MC AMEX

Card # _____

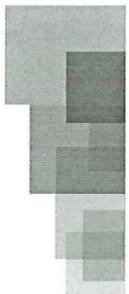
CVV _____ Exp. _____

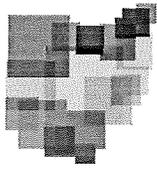
Signature _____

MAIL OR FAX TO Heritage Ohio

846 1/2 East Main Street Columbus, OH 43205 | P 614.258.6200 | F 614.258.6400

heritageohio.org





**HERITAGE
OHIO**

846 1/2 East Main Street
Columbus, OH 43205

P 614.258.6200

Vital Places. Vibrant Communities.

Community Name

2016 Year-End Program Evaluation Report

Heritage Ohio Main Street Program

Introduction

The purpose of the annual Heritage Ohio Main Street Program year-end assessment visit is to recognize program accomplishments made in 2016, to address and discuss additional downtown revitalization issues, and to eliminate barriers to achieving your work plan goals and activities. This assessment is not meant to be a qualitative ranking to compare your community's 2016 downtown revitalization and management activities with other programs, and no official "report card" will be issued. Main Street communities vary considerably in their downtown revitalization priorities, financial and volunteer resources, and the scope and types of downtown revitalization activities the Main Street program decides to undertake; therefore, comparison between communities is impossible. Instead, the evaluation examines the effectiveness of the local Main Street program within its own context and circumstances, and recommends a level of activity the organization and community is prepared to undertake in the coming year appropriate to your overall goals and objectives.

During this year-end assessment visit, information will be collected from several sources, including input from municipal partners, and on-site interviews with the board and committee members and staff. This information will be integrated into recommendations organized within the context of the Ten National Main Street Community Criteria. The National Main Street Community Criteria certification program is intended to promote national standards of performance for established Main Street organizations, and annual accreditation for programs meeting the standards. These standards, developed by the National Trust Main Street Center (NTMSC), in cooperation with state, city and countywide Main Street coordinating programs, provide benchmarks and guidelines on how a Main Street revitalization program should optimally function, and serve as an incentive for programs to operate more effectively. Your compliance of the Memorandum of Agreement with Heritage Ohio is also monitored during the evaluation process.

National Main Street Program Accreditation Criteria

1. Broad-based community support
2. Vision and mission statements
3. Comprehensive work plan
4. Historic preservation ethic
5. Active board and committees
6. Adequate operating budget
7. Paid professional staff
8. Program of ongoing training
9. Reporting of key statistics
10. Main Street Network membership

Recommendations for discussion during next year's evaluation:

In order for a local program to be designated as an Accredited Heritage Ohio Main Street Program, the organization must meet eligibility requirements and receive a score of at least 7 points on each of the 10 criteria.

Total number of accreditation criteria receiving 7 or more points: _____

_____ Main Street Program **IS / IS NOT** accredited for 2016.
Community Name

Signature of Evaluator Date

1. Broad-based Community Support

At its best, a local Main Street program represents and involves a coalition of organizations, agencies, businesses, and individuals from throughout the community — not just those who own property or businesses in the commercial district or who have a direct economic tie to it, but all members of the community who are interested in the community's overall health. Involvement by both the public and private sectors is critical as well; neither sector can revitalize the commercial district without the skills and vantage points of the other. Ideally, both sectors will participate in the revitalization process by providing funding, leadership, and ideas, and by encouraging collaboration between existing programs to assist the revitalization process. By actively involving a broad range of interests and perspectives in the revitalization process, the Main Street program leverages the community's collective skills and resources to maximum advantage. The overall goal is for a broad range of constituencies from both sectors to understand and be philosophically committed to the revitalization process and, to that end, to commit the maximum resources possible to achieve the goal of revitalizing the commercial district.

Indicators-

- Board representation comes from at least 7 of the following entities: chamber, CVB, city, county, preservation organization, district property owner, district business owner, resident, large employer, other community institution/organization (1 point) _____
- Organization recruited 10 new volunteers during 2016 (1 point) _____
- Staff spends 20% of their hours per week working with downtown district stakeholders (1 point) _____
- Organization actively works to recruit new members and retain existing members (1 point) _____
- Public support comprises at least 10% but less than 50% of 2016 budget revenue (1 point) _____
- Organization partnered with at least two other organizations in 2016 (1 point) _____
- Met with a majority of city/village council members outside of regularly scheduled council meetings (1 point) _____
- Met with county commissioner/state rep/state senator (1 point) _____
- Organization can demonstrate a strong relationship with top city official (mayor, city Director, council president) (1 point) _____
- Organization maintains an active public relations campaign that includes tools such as a newsletter, updated website, facebook page, twitter account, press releases, annual meeting, annual report (1 point) _____

TOTAL _____

2. Vision and Mission Statement

A mission statement communicates the organization's sense of purpose and overall direction. A vision statement communicates and describes the look and feel of the district when the mission has been accomplished. The mission statement can state the method to achieve the community's vision for their downtown.

Be mindful that neither is simply a slogan. Both should be developed with the participation of the board, committees, program volunteers, and the community.

Indicators-

- Board completed or reviewed strategic plan in previous year (2 points) _____
 - Organization has reviewed the mission statement _____
in the previous year (2 points)
 - Current, clear and appropriate mission statement (2 points) _____
 - Current and clear vision statement or written long-term goals (2 points) _____
 - All board members are familiar with the mission statement (1 point) _____
 - Organization actively promotes the mission to the public using tools such _____
as its website, business cards, press releases, banners, etc (1 point)
- TOTAL** _____

3. Comprehensive Work Plan

A comprehensive annual work plan provides a detailed blueprint for the organization's activities; reinforces the program's accountability both within the organization and in the broader community; and provides measurable objectives by which the program can track its progress. Tasks with names of people assigned to those tasks are important.

Indicators-

- Board of Directors completed and adopted a strategic fundraising plan for _____ 2016 (2 points)
- Evidence of project/s that had an impact in the area of Economic Vitality, _____ including measurable goals, multiple volunteers, specific tasks, completion dates, and budget/costs, with regular updates to the board (2 points)
- Evidence of project/s that had an impact in the area of Design, including _____ measurable goals, multiple volunteers, specific tasks, completion dates, and budget/costs, with regular updates to the board (2 points)
- Evidence of project/s that had an impact in the area of Organization, _____ including measurable goals, multiple volunteers, specific tasks, completion dates, and budget/ costs, with regular updates to the board (2 points)
- Evidence of project/s that had an impact in the area of Promotion, _____ measurable goals, multiple volunteers, specific tasks, completion dates, and budget/ costs, with regular updates to the board (2 points)

TOTAL _____

4. Historic Preservation Ethic

Historic preservation is central to a Main Street program's purpose. The historic buildings and public spaces of a traditional commercial district enrich civic life and add value on many levels to the community. Developing a historic preservation ethic is an ongoing process of education and discovery for a community and for a local Main Street program. Main Street programs that have embraced a strong historic preservation ethic are successful in saving, rehabilitating, and finding new uses for traditional commercial buildings and in intensifying the uses of the district's buildings, through both specific building improvement projects and through policy and regulatory changes, which make it easier to develop property within the commercial district.

Some Main Street programs purport to support preservation values, but do not fully understand that preservation is an ethic, not just an activity or group of activities. Historic preservation involves not only the process of rehabilitating, restoring, or renovating older commercial buildings but also the process of adopting preservation-friendly planning and land use policies, and removing other barriers to downtown investment.

Indicators-

- City/village maintains an active design review board that includes a downtown district, or, organization can demonstrate advocacy efforts to enact design review in its district (1 point) _____
 - Downtown district listed in the National Register of Historic Places (1 point) _____
 - Organization completed a preservation project in 2016 (1 point) _____
 - Local funding is in place to assist with building improvements (1 point) _____
 - Organization provided property owners with design assistance (1 point) _____
 - Community is a Certified Local Government (1 point) _____
 - Municipality has a code enforcement strategy in place (1 point) _____
 - Main Street organization representative attended a preservation training/workshop in 2016 (1 point) _____
 - No historically significant buildings were demolished in 2016. If a building was lost, demonstrate how the organization mounted a campaign to stop the demolition (1 point) _____
 - A downtown building was appropriately renovated in 2016 (1 point) _____
- TOTAL** _____

5. Active Board & Volunteers

Main Street revitalization is an ongoing process of changing a community's attitudes about its traditional commercial district(s). The direct involvement of an active board of directors and active committees is key to this process. The Main Street director is responsible for facilitating the work of volunteers, not for single-handedly revitalizing the commercial district. In some cases, local Main Street programs have been launched by or have merged with other organizations, which have a broader agenda (such as a chamber of commerce or a community development corporation). A local Main Street program in one of these circumstances has a better chance of long-term success if it maintains focus on its particular purpose and if its mission statement, work plan, budget, and governing body remain distinct from that of the larger organization in which it is contained. A full board that meets regularly, as stated in its by-laws, is extremely important.

Indicators-

- Board is active in fundraising for the organization (1 point) _____
- Organization achieved 100% personal board giving in 2016 (2 point) _____
- Board met regularly (monthly, bi-monthly) and had a quorum for at least 80% of meetings (1 point) _____
- Board quorum at the annual evaluation (1 point) _____
- Each board members serve as either an officer or committee member (1 pt) _____
- Organization has by-laws document, board member commitment letter, board member job description (1 point) _____
- Organization has Directors and Officers insurance (1 point) _____
- Board has completed an individual or group performance evaluation (1 pt) _____
- Orientation process in place to acclimate new Board Members for working within a Main Street context (1 point) _____

TOTAL _____

6. Adequate Operating Budget

In order to be successful, a local Main Street program must have the financial resources necessary to carry out its annual program of work. The size of a program's budget will change as the program matures (in its early years, it may need less money than in its growth years). In addition, program budgets are likely to vary according to regional economic differences and community size.

Indicators-

- Cities: Main Street organization has an annual budget of at least \$70,000 _____
Villages: Main Street organization has an annual budget of at least \$40,000 _____
(1 point)
- Funding is derived from at least 5 of the following sources: Membership, earned income, sponsorship, municipal support, county support, bed tax, charitable contributions, and other community organizations (1 point) _____
- Not more than 50% of the budget is derived from a single source (public support, stakeholder support, earned income) (1 point) _____
- Earned income comprises at least 25% of 2016 budget revenue (1 point) _____
- Stakeholder support (membership) comprises at least 25% of 2016 budget revenue (1 point) _____
- Budget includes travel expenses to attend the Heritage Ohio annual conference, the revitalization training series, and National Main Streets Conference (1 point) _____
- Organization had at least 3 months of operating reserves at the end of 2016 (1 point) _____
- Board has adopted a comprehensive Financial Policies/Procedures document (1 point) _____
- Organization has an active treasurer who makes regular monthly financial reports to the board (1 point) _____
- Organization has an annual audit or review (1 point) _____

TOTAL _____

7. Staff Management & Development

Coordinating a successful Main Street program requires a trained, professional staff person whose sole job focus is the downtown. Main Street Directors come from a broad range of academic and professional backgrounds. The most successful Main Street Managers are those who are good communicators, can motivate volunteers, and have good project management skills, keeping revitalization activities moving forward on schedule and on budget. **The Main Street Director's position is full-time (generally 40+ hours per week). In communities with population under 5,000, a part-time director is usually acceptable (generally 25+ hours per week).**

Date of Hire for Main Street/Organization Director: _____

Date of 2016 employee evaluation: _____

Indicators-

- Staff salary meets Ohio Main Street salary average - \$42,500 (1 point) _____
 - Staff receives retirement benefit in 2016 (1 point) _____
 - Staff receives health insurance in 2016 (1 point) _____
 - Executive staff was in place for at least 9 months during 2016 (1 point) _____
 - Executive staff made regular monthly reports to the board (1 point) _____
 - Executive staff received a formal written evaluation during 2016, during which performance expectations & compensation package of staff were reviewed/revised (2 points) _____
 - Staff with professional development training in 2016 (1 point) _____
- List training _____
- Executive staff answers to and has only 1 boss, typically the board chair (1 point) _____
 - Executive staff is active and engaged in the community (1 point) _____

TOTAL _____

8. Program of Ongoing Training

In order to meet new challenges and ensure a strong organization, Main Street program participants need ongoing training. Participants, both staff and volunteers, need different skills in different phases of the revitalization process. For that reason, the skills a program's participants learn in the program's catalyst phase are rarely adequate for the growth or management phases. As staff and volunteer turnover occurs, new staff members and new volunteers will need basic Main Street training. Moreover, all program participants should stay current on issues that affect traditional commercial districts and on new revitalization techniques and models. Regular attendance at Revitalization Series trainings and Director Roundtable meetings is required for Main Street executive staff.

Indicators-

- Executive Director met the training and networking requirement (4 points) _____
 - Staff attended Heritage Ohio's annual conference (1 points) _____
 - Staff attended National Main Street conference (1 points) _____
 - At least 2 volunteers (board members, committee members) viewed a Heritage Ohio Webinar (1 point) _____
 - Program volunteer attended Heritage Ohio workshop or conference (2 point) _____
 - Staff attended other professional training in 2016 (1 point) _____
- TOTAL** _____

9. Reporting of Key Statistics

Tracking statistics—reinvestment, job and business creation, etc—provides a tangible measurement of the local Main Street program’s progress and is crucial to garnering financial and programmatic support for the revitalization effort. **Statistics must be collected on a regular, ongoing basis, and shared whenever appropriate.**

Indicators-

- Organization submitted 2016 quarterly reinvestment reports no later than 15 days after the end of each calendar quarter (4 points) _____
- Organization creates/distributes an annual report promoting work plan accomplishments and reinvestment statistics (2 points) _____
- Staff regularly communicates with Heritage Ohio outside of trainings and networking meetings (1 point) _____
- Staff is using the Ohio Main Street and/or National Main Street list serve as a tool to improve your district (1 point) _____
- Staff actively participates at the Main Street networking meetings (1 point) _____
- Organization holds an annual meeting to raise public awareness about and promote its impact on revitalization (1 point) _____

TOTAL _____

10. Main Street Membership

Participation in the National Trust Main Street Network membership program connects local programs to their counterparts throughout the nation, providing them with valuable information and resources.

Indicators-

- Organization is current with Heritage Ohio Main Street Dues (3.33 points) _____
- City is current with Heritage Ohio Municipal Membership (3.33 points) _____
- Organization is a current National Main Street Network member (3.33 points) _____

TOTAL _____

Total number of accreditation criteria receiving 7 or more points: _____

Organizations scoring at least 7 points on all 10 criteria will receive accreditation.

A. Attachments

Please include the following attachments in paper -or- electronic form to assist us in providing the most accurate evaluation of your program possible.

Attachments-	Supplied by program	Received by HO
• Board roster	<input type="checkbox"/>	<input type="checkbox"/>
• Committee rosters	<input type="checkbox"/>	<input type="checkbox"/>
• Committee attendance numbers for 2016 (percentage of committee members attending 2016 meetings)	<input type="checkbox"/>	<input type="checkbox"/>
• Mission statement and vision statement	<input type="checkbox"/>	<input type="checkbox"/>
• Annual work plan for each committee (include board and/or staff work plans if your organization completes these)	<input type="checkbox"/>	<input type="checkbox"/>
• Long-range strategic plan	<input type="checkbox"/>	<input type="checkbox"/>
• 2016 budget showing revenue/expense	<input type="checkbox"/>	<input type="checkbox"/>
• Balance sheet preferably showing assets, liabilities, and equity as of 12/31/2016	<input type="checkbox"/>	<input type="checkbox"/>

B. Value for your Annual Dues

Occasionally we're asked about the services a program receives in exchange for their annual \$3,950 Main Street dues. Given that this expense can represent a significant portion of a program's budget, explaining the benefits and services provided during the annual evaluation represents the perfect opportunity to review this information so you can be assured you're making a smart investment.

Benefits/Services	Value	MS Program Cost
• Revitalization Series Trainings (4/yr)	\$600	\$0
• Director Roundtable Meetings (4/yr)	\$400	\$0
• Heritage Ohio Annual Conference (2 free)	\$400	\$0
• Main Street Conference Registration	\$350	\$0
• Annual Evaluation	\$500	\$0
• Executive Director Orientation	\$250	\$0
• Unlimited email/phone consultations	\$500	\$0
• On-Site Technical Assistance Visit	\$750	\$0
• Strategic Planning Session	\$500	\$0
• Program marketing*	\$1,000	\$0
• Main Street Google Group	\$120	\$0
• Retail Minded Magazine subscription	\$250	\$0
• Real Estate Resource Team	\$1,000	\$0
• Tax Credit assistance (1 project per downtown)	\$1,500	\$0
Total Cost	\$8,120	\$3,950
Main Street Program cost savings	\$4,170	

* Program marketing includes content on visitohiomainstreet.com, Facebook promotion, and eblast event marketing

Delaware	2007	2008	2009	2010	2011	2012	2013	2014	2015	Past 9 years
Completed Facade Renovations	2	3	3	1		4	1	1	2	17
Amount Invested	0		1200000			201500	75000	45000	\$0.00	1521500
Completed Building Rehab	1	1	6	1		1	3	2	0	15
Amount Invested			1085000	10000		30000	300000	200000	\$0.00	1625000
Completed New Construction		2	1						0	3
Amount Invested			935000						0	935000
Improvements Completed Public										0
Improvement Costs									0	0
New Housing Completed			38						0	38
New Businesses Opened	7	9	4	6	7	12	3	7	0	55
Additional Full Time Employees	7	12	13	9	9	26	30	14	6	126
Additional Part Time Employees	12	3	21	7	7	3	87	45	14	199
Businesses Expanded Downtown	2	4	2	3	1	2	5	7	2	28
Additional Full Time Employees				0	0	2	23	2	2	29
Additional Part Time Employees				0	0	1	30	5	2	38
Businesses Closed/Moved Out of Downtown	15	4	5	3	3	5	1	4	0	40
Lost Full Time Employees	19	2	6	5	3	7	2	6	0	50
Lost Part Time Employees	39	0	7	1	1	9	0	6	0	63
Downtown Promotions Completed	13	14	12	19	16	21	31	26	63	215

Training Sessions Attended	Number of Person Trained	Amount of In-kind donation	Volunteer Hours Donated	1913	5362	4651	4772	51	6620	5354	4782	5078	38532
2	6	3	3	2	6	3	8	8	41				
5	12	4	2	2	7	9	22	9	72				
					9996	12000	16330			\$0.00			38326
1913	5362	4651	4772	51	6620	5354	4782	5078	38532				
2037	5434	2024776	1214832		248222	392582	286287	5186	4159387				



FACT SHEET

AGENDA ITEM NO: 10

DATE: 11/14/16

ORDINANCE NO:

RESOLUTION NO: 16-48

READING: FIRST

PUBLIC HEARING: NO

TO: Mayor and Members of City Council

FROM: R. Thomas Homan, City Manager

VIA: Dave Efland, Planning and Community Development Director

TITLE OF PROPOSED ORDINANCE/RESOLUTION:

A RESOLUTION INDICATING WHAT SERVICES THE CITY OF DELAWARE WILL PROVIDE TO 20.445± ACRES OF LAND, MORE OR LESS, DESCRIPTION AND MAP ARE ATTACHED HERETO AS EXHIBITS "A" AND "B" FOR THE ANNEXATION KNOWN AS THE DELAWARE DEVELOPMENT PLAN, LTD (AKA COUGHLIN'S CROSSING DEVELOPMENT) ANNEXATION BY MICHAEL R. SHADE, AGENT FOR THE PETITIONERS.

BACKGROUND:

A portion of the currently proposed 80 Acre Coughlin's Crossing development on US23 south is not currently annexed into the City. The pending development plans and zoning text (recommended for passage by Planning Commission) account for the area in question. Annexation is a lengthy process that begins with a filing at the County, including passage of a resolution of services, and a final acceptance or denial of the annexation. The process can take several months to fully complete. The action herein is the first required city step in that process and includes passing a resolution indicating what services the City can provide to the subject property only. City Council will have the opportunity to accept or reject the final annexation at a later date. This step is required by the Ohio Revised Code, Section 709.

REASON WHY LEGISLATION IS NEEDED:

The Ohio Revised Code provides the process that annexations must follow throughout Ohio. This is the first city step in that process requiring passage of a resolution indicating what services the city will provide to the subject site.

COMMITTEE RECOMMENDATION:

N/A

FISCAL IMPACT(S):

N/A

POLICY CHANGES:

N/A

PRESENTER(S):

Dave Efland, Planning and Community Development Director

RECOMMENDATION:

Approval

ATTACHMENT(S)

Petition for Annexation

Map

RESOLUTION NO. 16-48

A RESOLUTION INDICATING WHAT SERVICES THE CITY OF DELAWARE WILL PROVIDE TO 20.445± ACRES OF LAND, MORE OR LESS, DESCRIPTION AND MAP ARE ATTACHED HERETO AS EXHIBITS "A" AND "B" FOR THE ANNEXATION KNOWN AS THE DELAWARE DEVELOPMENT PLAN, LTD (AKA COUGHLIN'S CROSSING) ANNEXATION BY MICHAEL R. SHADE, AGENT FOR THE PETITIONERS.

WHEREAS, Michael R. Shade, agent for the petitioners, has filed with the Delaware County Commissioners for annexation of 20.445 acres of land, more or less, the description and map are attached hereto as Exhibits A and B, and

WHEREAS, Michael R. Shade, as agent for the petitioners on November 3, 2016 delivered to the Acting Clerk of the Delaware City Council the notice of his filing of the annexation petition with the Board of County Commissioners of Delaware County and its clerk on November 4, 2016, and

WHEREAS, the Ohio Revised Code requires that within 20 days following the date the petition is filed, the City Council shall, by resolution, adopt a statement as to what services, if any, the City will provide and an approximate date by which it will provide them to the territory proposed for annexation, upon annexation.

NOW THEREFORE, BE IT RESOLVED by the Council of the City of Delaware, State of Ohio:

SECTION 1. That upon annexation to the City of Delaware of 20.445± acres more or less as delineated on the attached Exhibits A and B, the City will provide the following services by the approximate date indicated as to each, provided all necessary lines, hydrants, and other apparatus are installed by the property owner as required by the City and said services shall be provided under the same conditions and same costs as they are provided to other residents in the City of Delaware:

- (a) Water - upon acceptance of annexation
- (b) Sanitary Sewer - upon acceptance of annexation
- (c) Refuse - upon acceptance of annexation
- (d) Fire - upon acceptance of annexation
- (e) Police - upon acceptance of annexation
- (f) Road maintenance-upon acceptance of annexation

SECTION 2. That the Council of the City of Delaware, pursuant to Ohio Revised Code Section 709.023(D), hereby consents to the annexation.

SECTION 3. This Council finds and determines that all formal actions of this Council and any of its committees concerning and relating to the passage of this Resolution were taken in an open meeting of this Council, and that all deliberations of this Council and any of its committees that resulted in those formal actions were in meetings open to the public, all in compliance with the law including Section 121.22 of the Revised Code.

SECTION 4. That the Clerk of Council shall prepare and furnish to the agent for the petitioners a certified copy of this resolution and file with the Delaware County Board of County Commissioners on or before 20 days from the filing of the annexation petition.

SECTION 5. That if the territory is annexed and becomes subject to zoning by the City of Delaware and the City permits uses in the annexed territory that the City determines are clearly incompatible with the uses permitted under the current county or township zoning regulations in the adjacent land remaining within the township from which the territory was annexed, the Council of the City of Delaware will require, in the zoning ordinance permitting the incompatible uses, the owner of the annexed territory to provide a buffer separating the use of the annexed and the adjacent land remaining within the township for purposes of this ordinance, buffer includes open space, landscaping, fences, walls, and other structured elements; streets and street rights of way; and bicycle and pedestrian paths and sidewalks.

SECTION 6. That this resolution shall take effect and be in force immediately after this passage.

PASSED: _____, 2016

YEAS ____ NAYS ____
ABSTAIN ____

ATTEST: _____
CITY CLERK

MAYOR

Michael R. Shade
Agent for Petitioners
P.O. Box 438, Delaware, Ohio 43015
(740) 363-9232
Fax (740) 363-0146

November 3, 2016

Elaine McCloskey
Clerk of City Council
City of Delaware, Ohio
City Hall
1 S. Sandusky Street
Delaware, Ohio 43015

Barbara J. Thomas
Fiscal Officer of Delaware Township
2590 Liberty Road
Delaware, Ohio 43015

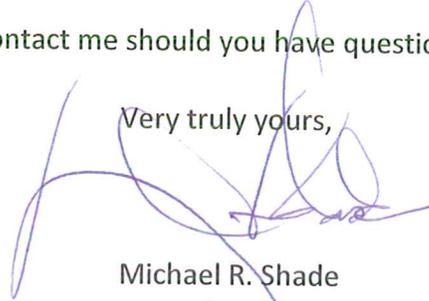
**Re: PETITION FOR DELAWARE DEVELOPMENT PLAN, LTD ANNEXATION
TO THE CITY OF DELAWARE, OHIO FROM THE TOWNSHIP OF DELAWARE CONSISTING
OF 20.445 ACRES: EXPEDITED TYPE 2 ANNEXATION**

Pursuant to the requirements of Chapter 709 and the Annexation Guidelines adopted by the Board of County Commissioners of Delaware County, Ohio, you are hereby notified that a petition for the above referenced annexation (Petition herein), a copy of which is enclosed, was filed with the Board of County Commissioners of Delaware County, Ohio and its clerk on November 3, 2016 at approximately 10:17 o'clock a.m. This is an Expedited Type 2 Annexation proceeding under the Guidelines and Procedures adopted by Resolution of the Board of Delaware County Commissioners for the processing of an annexation proceeding and is being submitted pursuant to the provisions of Section 709.021 ORC when owners unanimously request annexation and Section 709.023 ORC when the area being annexed is not to be excluded from the township. As you can see from the "Map of the Territory to be Annexed to the City of Delaware" attached to the Petition, the Petitioners are seeking annexation of 20.445 acres. This action matter will come before the Board of Delaware County Commissioners of Delaware County, Ohio on December 1, 2016 at 9:30 a.m. at the Commissioner's Hearing Room, 101 N. Sandusky Street, Delaware, Ohio 43015

A duplicate original of this letter is being mailed to each of you by certified mail, return receipt requested, number 7014 2870 0001 0090 5950 as to the Clerk of the Council of the City of Delaware and number 7014 2870 0001 0090 6117 as to the Fiscal Officer of Delaware Township.

Please do not hesitate to contact me should you have questions.

Very truly yours,

A handwritten signature in blue ink, appearing to read "Michael R. Shade", is written over the typed name below. The signature is fluid and somewhat stylized, with a large loop at the beginning and a horizontal stroke at the end.

Michael R. Shade
Agent for Petitioners

Enclosure

BOARD OF COUNTY COMMISSIONERS OF
DELAWARE COUNTY, OHIO

RECEIVED

NOV - 3 2016

**PETITION FOR
DELAWARE DEVELOPMENT PLAN,
LTD
ANNEXATION
TO THE
CITY OF DELAWARE, OHIO
FROM THE
TOWNSHIP OF DELAWARE
CONSISTING OF
20.445 ACRES:
EXPEDITED TYPE 2 ANNEXATION**

Petitioner

Delaware Development Plan, LLC
PO Box 991
Pataskala, OH 43062

Agent for Petitioners

Michael R. Shade
Attorney at Law
1 West Winter Street, Suite 410
Delaware, Ohio 43015
Phone: (740) 363-9232
Fax: (740)363-0146
Email : mrs@ss-dta.com

PETITION BY OWNERS OF REAL ESTATE FOR ANNEXATION
TO THE CITY OF DELAWARE, OHIO OF 20.445 ACRES
IN THE TOWNSHIP OF DELAWARE

To: The Board of County Commissioners of Delaware County, Ohio

1. The undersigned petitioner ("the Petitioner" herein), being all of the owners of real estate in the following described territory consisting of 20.445 acres situated in the Township of Delaware, County of Delaware, which area is contiguous with, adjacent to, and/or surrounded by the City of Delaware in part, to wit: see the legal description attached hereto as Exhibit A and the attached map, both of which are incorporated by reference herein ("described territory"), respectfully petition that the described territory be annexed to the City of Delaware, Ohio.

The description of the described territory ("the description" herein) and map were prepared by Scott D. Grundei, P.S., Registered Surveyor No. 8047, Landmark Survey Group, Inc., for annexation purposes, from information of record in the Delaware County Courthouse. All record references, unless otherwise noted, are to public records on file at the Delaware County Recorder's Office; all statutory references, unless otherwise noted, are to the Ohio Revised Code.

2. In support of this Petition, the petitioners state that there are within the described territory sought to be annexed one (1) owner of the real estate. The real estate within area to be annexed and included in the description is owned as indicated on the following table:

Name of Petitioner	Address	Acreage Information	Deed Reference	Parcel ID No.
Delaware Development Plan, LTD	PO Box 991 Pataskala, OH 43062	Land Owned 20.445 ac. Total Lands of this Petitioner to be Annexed is 20.445 Acres	Official Record Vol. 1392, Pages 784-785; Official Record Vol. 1367, Pages 1261-1262; Official Record Vol. 1358, Pages 1317-1318 and Official Record Vol. 1383, Pages 907-908; Official Record Vol. 1360, Pages 281-282; Official Record Vol. 1353, Page 753; Official Record Vol. 1372, Pages 1542-1543	419-130-04-023-000 419-130-04-018-000 419-130-04-017-000 419-130-04-016-000 419-130-04-015-000 419-130-04-014-000

			Official Record Vol. 1354, Page 1330	419-130-04-013-000
			Official Record Vol. 1352, Page 1528	419-130-04-012-000
			Official Record Vol. 1337, Pages 2887-2888	419-130-04-011-000
			Official Record Vol. 1370, Pages 1550-1552	419-130-04-010-000
			Official Record BK. 1419, Pages 2142-2143	419-130-04-029-000
	Total Lands to be Annexed	20.445 Acres		

All public road rights of way abutting any part of the described territory are not being annexed into and will not be located in the City of Delaware, Ohio except where the annexation is over lands on both sides of any roadway.

3. Michael R. Shade is hereby appointed Agent for the undersigned Petitioner ("the Agent" herein), as required by § 709.02 and the Agent's address is 1 West Winter Street, Suite 410, P.O. Box 438, Delaware, Ohio 43015. The agent is hereby authorized to make any amendment and/or decision which in his absolute and complete discretion is necessary or proper under the circumstances then existing and is specifically authorized to make any such amendment in order to correct any discrepancy or mistake noted by the Delaware County Engineer in his examination of the Petition and Plat. Any such amendment shall be made by the presentation of an amended description and map to the Board of County Commissioners on, before, or after the date set for hearing on this Petition.

4. An accurate map marked "Map of Territory to be Annexed to the City of Delaware" is attached hereto and made part of this petition.

5. A list containing the required information concerning all tracts, lots and parcels adjacent to or across the road from the area sought to be annexed is being filed by the Agent at the time of the filing of this Petition.

6. No island of unincorporated area is being created by this annexation.

7. This petition is filed as an Expedited II annexation proceeding under the Guidelines and Procedures adopted by Resolution of the Board of Delaware County Commissioners for the processing of annexation proceedings and is being submitted pursuant the provisions of § 709.021 when owners unanimously request annexation and § 709.023 when the area being annexed is not to be excluded from the township. The area sought to be annexed shall not

upon the annexation be excluded from Delaware Township, Delaware County, Ohio in conformity with the provisions of § 709.023.

8. The City of Delaware, Ohio will pass and submit to the Board of County Commissioners of Delaware County, Ohio a resolution of services within twenty (20) days of the date of the filing of this petition and file same with the Clerk of the Board of County Commissioners of Delaware County, Ohio.

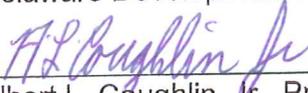
9. The current zoning in the Township of Delaware, Delaware County, Ohio is presently Farm Residential District (FR-1). The comprehensive plan duly adopted by the City of Delaware, Ohio anticipates that any future use would be for Mixed Use and Low and Medium Density Residential Uses. This proposed use may somewhat be an incompatible land use to the Farm Residential District in the Township of Delaware, Delaware County, Ohio but may not be incompatible to the long term use plan for the area. The City of Delaware, Ohio will pass a resolution requiring that any buffering necessary as provided in Section 702.023 of the Ohio Revised Code shall be complied with and will follow the buffering requirements of the City of Delaware, Ohio Zoning Ordinances. Said resolution of services and buffering will be passed and submitted to the Board of County Commissioners of Delaware County, Ohio by the City of Delaware, Ohio within twenty (20) day of the date of the filing of this petition and file same with the Clerk of the Board of County Commissioners of Delaware County, Ohio.

WHOEVER SIGNS THIS PETITION EXPRESSLY WAIVES THEIR RIGHT TO APPEAL IN LAW OR EQUITY FROM THE BOARD OF COUNTY COMMISSIONERS' ENTRY OF ANY RESOLUTION PERTAINING TO THIS SPECIAL ANNEXATION PROCEDURE, ALTHOUGH A WRIT OF MANDAMUS MAY BE SOUGHT TO COMPEL THE BOARD TO PERFORM ITS DUTIES REQUIRED BY LAW FOR THIS SPECIAL ANNEXATION PROCEDURE.

WHOEVER SIGNS THIS PETITION EXPRESSLY WAIVES THEIR RIGHT TO APPEAL IN LAW OR EQUITY FROM THE BOARD OF COUNTY COMMISSIONERS' ENTRY OF ANY RESOLUTION PERTAINING TO THIS SPECIAL ANNEXATION PROCEDURE, ALTHOUGH A WRIT OF MANDAMUS MAY BE SOUGHT TO COMPEL THE BOARD TO PERFORM ITS DUTIES REQUIRED BY LAW FOR THIS SPECIAL ANNEXATION PROCEDURE.

Signatures of Petitioner:

Delaware Development Plan, LTD



Albert L. Coughlin, Jr., President

Dated: November 1, 2016

**PROPOSED ANNEXATION
OF 20.445 ± ACRES
FROM DELAWARE TOWNSHIP
TO THE CITY OF DELAWARE**

Situate in the State of Ohio, County of Delaware Township of Delaware, being part of Farm Lot 14, Section 1, Township 4, Range 19 United States Military lands, and being Lot 590 (A.P.N. 41913004018000) of Stratford View as shown and delineated in Plat Book 7, Page 257 of which being conveyed to Delaware Development Plan, Ltd., by deed of record in Deed Book 1367, Page 1261, Lot 591 (A.P.N. 41913004017000) of said Stratford View of which being conveyed to Delaware Development Plan, Ltd., by deed of record in Deed Book 1358, Page 1317, Lot 592 (A.P.N. 41913004016000) of said Stratford View of which being conveyed to Delaware Development Plan, Ltd., by deed of record in Deed Book 1360, Page 281, Lot 593 (A.P.N. 41913004015000) of said Stratford View of which being conveyed to Delaware Development Plan, Ltd., by deed of record in Deed Book 1353, Page 753, Lot 594 (A.P.N. 41913004014000) of said Stratford View of which being conveyed to Delaware Development Plan, Ltd., by deed of record in Deed Book 1372, Page 1542, Lot 595 (A.P.N. 41913004013000) of said Stratford View of which being conveyed to Delaware Development Plan, Ltd., by deed of record in Deed Book 1354, Page 1330, Lot 596 (A.P.N. 41913004012000) of said Stratford View of which being conveyed to Delaware Development Plan, Ltd., by deed of record in Deed Book 1352, Page 1528, Lot 597 (A.P.N. 41913004011000) of said Stratford View of which being conveyed to Delaware Development Plan, Ltd., by deed of record in Deed Book 1337, Page 2887, a 4.675 acre tract (A.P.N. 41913004010000) conveyed to Delaware Development Plan, Ltd., by deed of record in Deed Book 1370, Page 1550, part of a 7.896 acre tract (A.P.N. 41913004023000) conveyed to Delaware Development Plan, Ltd., by deed of record in Deed Book 1392, Page 784, a 1.00 acre tract (Parcel 2, A.P.N. 41913004029000) conveyed to Delaware Development Plan, Ltd., by deed of record in Deed Book 1419, Page 2142 and all of dedicated Stratford Drive (Plat Book 7, Page 257), being bounded and more particularly described as follows:

Beginning, at the southwesterly common corner of said Lot 592 and Lot 593, the an interior corner of the existing City of Delaware Corporation line, as established by Ordinance No. 97-13 dated March 10, 1997, on the northerly line of a 32.1655 acre tract conveyed to Delaware Development Plan, Ltd., by deed of record in Deed Book 1381, Page 1250 and on the westerly right-of-way line of Columbus Pike (U.S. 23, r/w varies) as shown on the O.D.O.T. 1950 right-of-way plan No. DEL-23-8.77;

Thence with the arc of a curve to the right, along the easterly line of said City of Delaware and along the easterly line of said Columbus Pike, the westerly lines of said Lot 593, Lot 592, Lot 591 and Lot 590, and crossing over the right of way of said Stratford Road, having a radius of 7564.43 feet, an arc length of 526.17, a central angle of 03°59'07", a chord which bears North 19°59'52" West and a chord distance of 526.06 feet, to a point on the southerly City of Delaware Corporation line established by Ordinance No. 95-69 dated November 27, 1995, at the southwesterly corner of a 2.430 acre tract conveyed to Delaware Development Plan, Ltd., by deed of record in Deed Book 1386, Page 2358 at the northeasterly intersection of said Columbus Pike and said Stratford Drive;

Thence South 86°50'18" East, a distance of 193.82 feet, along the City of Delaware Corporation line (Ordinance No. 95-69), along the southerly line of said 2.430 acre tract and the northerly line of said Stratford Drive, to a point at the southerly common corner of said 2.430 acre tract and said 4.675 acre tract;

Thence North 03°09'42" East, a distance of 394.26 feet, continuing along the City of Delaware Corporation line (Ordinance No. 95-69) and along the line common to said 2.430 acre and 4.675 acre tracts, to a point on the southerly line of Elliot Estates Subdivision, as shown and delineated in Plat Book 7, Page 247;

Thence South 86°59'03" East, a distance of 1238.33 feet, along the line common to said 4.675 acre tract, said Elliot Estates, said 1.00 acre tract, said 7.896 acre tract and a 1.00 acre tract (A.P.N. 4191300402400), unknown ownership and information on record in the Delaware County Recorder's Office, to a point on the westerly line of Stratford Road (C.R. 4, 70 feet wide);

Thence South 27°04'31" East, a distance of 498.96 feet, along the westerly line of said Stratford Road and across said 7.896 acre tract to a point on the line common to said 7.896 acre tract and a 10.960 acre tract conveyed to Delaware Development Plan, Ltd., by deed of record in Deed Book 1369, Page 2538, also being the northeasterly corner of the City of Delaware Corporation line established by said Ordinance No. 97-13;

Thence with the following three (3) courses and distances, along the said City of Delaware Corporation line and the lines common to said 7.896 acre and 10.960 acre tracts;

- 1) North 88°59'30" West, a distance of 436.17 feet, to a point;
- 2) North 01°52'56" East, a distance of 52.58 feet, to a point;
- 3) North 86°44'59" West, a distance of 329.41 feet, to a point at the common corner of said 7.896 acre tract, said 10.960 and said 4.675 acre tract;

Thence with the following two (2) courses and distances continuing along the said City of Delaware Corporation line and along the lines common to said 4.675 acre and 10.960 acre tracts;

- 1) South 14°40'42" West, a distance of 18.25 feet, to a point;
- 2) North 84°35'18" West, a distance of 129.62 feet, to a point;

Thence South 00°19'42" West, a distance of 472.87 feet, continuing along the said City of Delaware Corporation line and along the line common to said 4.675 acre tract, said 10.960 acre tract and along said Lots 596, 595 and 594, to a point at the southerly common corner of said 10.960 acre tract, and said Lot 594 and being on the northerly line of said 32.1655 acre tract;

Thence North 86°59'32" West, a distance of 600.29 feet, continuing along the said City of Delaware Corporation line and along the line common to said 32.1655 acre tract, said Lots 594 and 593, to the **Point of Beginning**, containing 20.445 acres more or less.

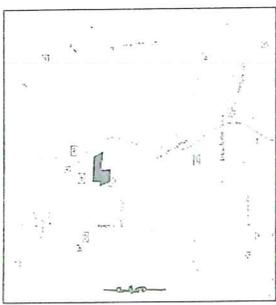
The above description was prepared in the office of Landmark Survey Group Inc., located at 2099 West Fifth Avenue, Columbus, Ohio by Scott D. Grundei in April of 2016, from the best available County Records. This information was not derived from an actual field survey. The above description is not valid for the transfer of real property, and is not to be utilized in place of a Boundary Survey as defined by the Ohio Administrative Code in Chapter 4733-37.



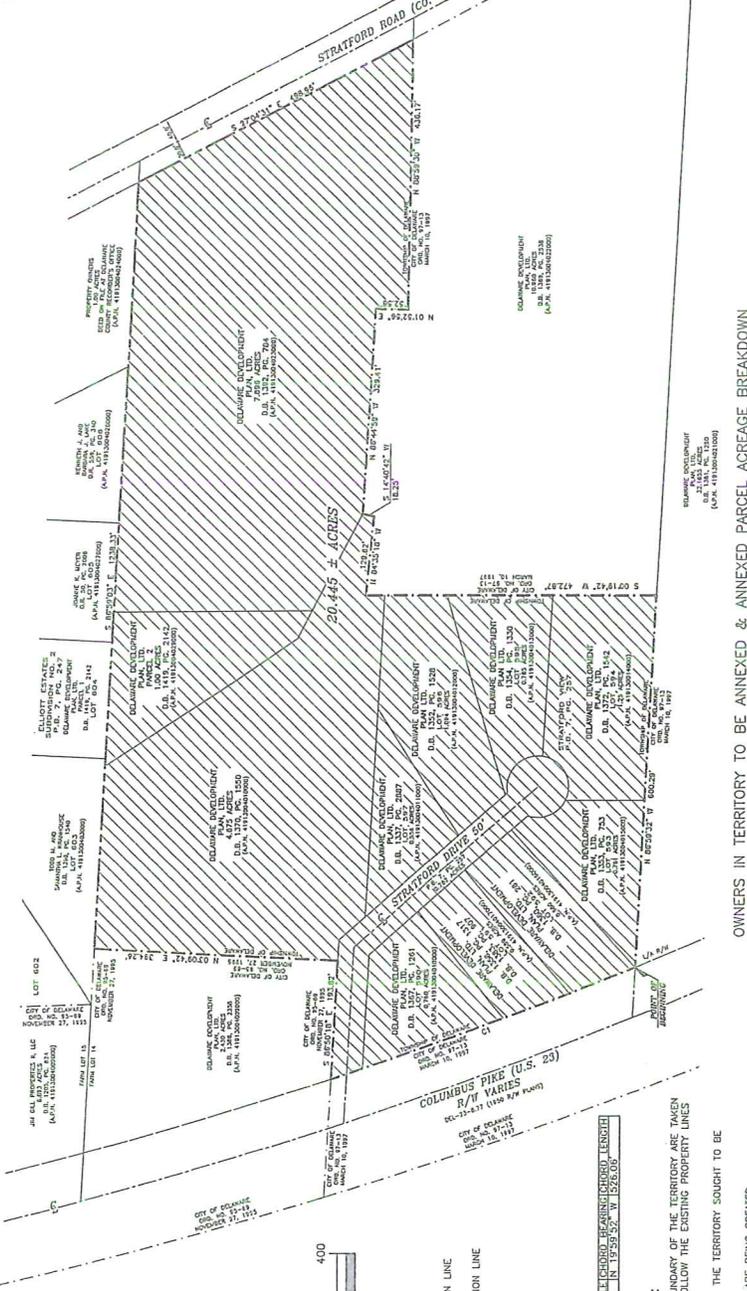
LANDMARK SURVEY GROUP, INC.

Scott D. Grundei 8/8/16
Scott D. Grundei, P.S. Date
Registered Surveyor No. 8047

DELAWARE COUNTY ENGINEER MAP DEPARTMENT	
I HEREBY CERTIFY THE WITHIN TO BE A TRUE COPY OF THE ORIGINAL ON FILE IN THE MAP DEPARTMENT	
CHRIS E. BAUSERMAN, P.E., P.S. COUNTY ENGINEER	
<u>[Signature]</u> SUPERVISOR	<u>8/11/16</u> DATE



VICINITY MAP
NOT TO SCALE



**MAP OF TERRITORY
TO BE ANNEXED TO
CITY OF DELAWARE**

EXPEDITED TYPE II (O.R.C. 709.023)
SITUATED IN THE STATE OF OHIO, COUNTY OF
DELAWARE, TOWNSHIP OF DELAWARE, FARM LOT 14,
SECTION 1, TOWNSHIP 4, RANGE 19 UNITED STATE
MILITARY LANDS.

**LANDMARK SURVEY
GRI GROUP, INCORPORATED**
2808 WEST FIFTH AVENUE, COLUMBUS, OHIO 43212
PHONE: (614) 405-9000 FAX: (614) 405-9003
DATE: 3/14/16 FILE NO. 171874D

REV. DATE	DESCRIPTION
4/7/16	ADD JAMES TRACT
7/28/16	REVERSE FEET COMMENTS
8/24/16	REMOVE DIMENSIONS

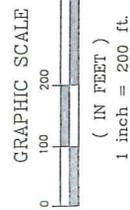
ANNEX. NO. 283333 ORD. NO. 10
PREPARED BY: SCOTT D. GRUNDEI
REGISTERED SURVEYOR, DELAWARE COUNTY, OHIO
DATE: 3/14/16 SCALE: 1"=200'

DELAWARE COUNTY ENGINEER
MAP DEPARTMENT
I HEREBY CERTIFY THE WITHIN TO BE A TRUE
COPY OF THE MAP DEPARTMENT
CHURIS E. BAUSERMAN, P.E., P.S.
COUNTY ENGINEER

DATE: 3/14/16
DATE: 8/1/16

OWNERS IN TERRITORY TO BE ANNEXED & ANNEXED PARCEL ACREAGE BREAKDOWN

PARCEL NO.	OWNER	CURRENT DEED	GROSS ACREAGE	R/W IN	R/W OUT	NET ACREAGE
41913004015000	DELAWARE DEVELOPMENT PLAN, LTD.	D.B. 1367, PG. 1261	0.760	0.000	0.000	0.760
41913004017000	DELAWARE DEVELOPMENT PLAN, LTD.	D.B. 1358, PG. 1317	0.589	0.000	0.000	0.589
41913004015000	DELAWARE DEVELOPMENT PLAN, LTD.	D.B. 1360, PG. 281	0.680	0.000	0.000	0.680
41913004015000	DELAWARE DEVELOPMENT PLAN, LTD.	D.B. 1353, PG. 753	0.761	0.000	0.000	0.761
41913004014000	DELAWARE DEVELOPMENT PLAN, LTD.	D.B. 1372, PG. 1542	1.25	0.000	0.000	1.25
41913004013000	DELAWARE DEVELOPMENT PLAN, LTD.	D.B. 1354, PG. 1330	0.765	0.000	0.000	0.765
41913004012000	DELAWARE DEVELOPMENT PLAN, LTD.	D.B. 1352, PG. 1529	1.094	0.000	0.000	1.094
41913004011000	DELAWARE DEVELOPMENT PLAN, LTD.	D.B. 1337, PG. 2887	0.556	0.000	0.000	0.556
41913004010000	DELAWARE DEVELOPMENT PLAN, LTD.	D.B. 1370, PG. 1530	4.675	0.000	0.000	4.675
41913004023000	DELAWARE DEVELOPMENT PLAN, LTD.	D.B. 1352, PG. 704	7.896	0.000	0.343	7.553
41913004023000	JOHN HIRSCHEL AND GAIL E. JAMES	O.R. 950, PG. 190	1.00	0.000	0.000	1.00
N/A	STRAITFORD DRIVE	P.B. 7, PG. 2187	0.792	0.761	0.000	0.762



LEGEND
CITY OF DELAWARE CORPORATION LINE
PROPOSED CITY OF DELAWARE CORPORATION LINE
AREA OF TERRITORY TO BE ANNEXED

CURVE TABLE:

CURVE LENGTH	CHORD BEARING	CHORD LENGTH
1586.17	7584.43	1539.07
		IN 1959.53° W 826.06'

ANNEXATION NOTES/DETAILS:

- BEARINGS OF THE BOUNDARY OF THE TERRITORY ARE TAKEN FROM THE CURVE BEARINGS AND FOLLOW THE EXISTING PROPERTY LINES OR RIGHT-OF-WAY LINES.
- NUMBER OF OWNERS OF REAL ESTATE IN THE TERRITORY SOUGHT TO BE ANNEXED = 2 OWNERS
- NO ISLANDS OF UNINCORPORATED AREAS ARE BEING CREATED.
- LENGTH OF ROADWAY AFFECTED BY ANNEXATION:
0 LF OF STRATFORD ROAD (CO. RD. 4)
0 LF OF COLUMBUS PIKE (U.S. 23)
- LENGTH OF COUNTY ROADS IN TERRITORY TO BE ANNEXED = 0 LF
- LENGTH OF TOWNSHIP ROADS IN TERRITORY TO BE ANNEXED = 0 LF
- +/- 20.445 ACRES
- PROPOSED ANNEXATION PERMETER:
+/- 4890.73 FT
- LENGTH CONTIGUOUS WITH THE CITY OF DELAWARE:
+/- 3,153.44 FT
- % CONTIGUOUS: 3,153.44/4890.73 * 100 = 64.48 %
- NO AUDITOR PARCEL NUMBER - TRACTS PURCHASED BY WARRANTY DEED FOR PURPOSE OF SCENIC STRIPS BY THE OHIO DEPARTMENT OF HIGHWAYS IN 1986.



DRAWING PREPARED BY:

THE ABOVE MAP OF TERRITORY WAS PREPARED BY SCOTT D. GRUNDEI IN APRIL OF 2016, FROM THE BEST AVAILABLE COUNTY RECORDS. THIS INFORMATION WAS NOT DERIVED FROM AN ACTUAL FIELD SURVEY.

Scott D. Grundei 3/14/16
DATE

2007 D. HARRIS, P.S.
REGISTERED SURVEYOR NO. 0317

LIST OF PROPERTY OWNERS

<u>West of Property to be Annexed</u>	<u>Acres</u>	<u>PIN</u>
CITY OF DELAWARE I SOUTH SANDUSKY STREET DELAWARE, OHIO 43015	ROW	99999914000000
DELAWARE DEVELOPMENT PLAN, LTD ALBERT L. COUGHLIN, Jr., President PO BOX 991 PATASKALA, OH 43062	2.43	41913004009000
DELAWARE DEVELOPMENT PLAN, LTD ATTN: CONNIE J. KLEMA STATUTORY AGENT PO BOX 991 PATASKALA, OH 43062 (Petitioner)		
<u>North of Property to be Annexed</u>		
TODD M. KRANHOUSE SAMANTHA L. KRANHOUSE 120 WAGNER WAY DELAWARE OH 43015	Lots 603	41913004030000
DELAWARE DEVELOPMENT PLAN, LTD ALBERT L. COUGHLIN, Jr., President PO BOX 991 PATASKALA, OH 43062	Lot 604	41913004028000
DELAWARE DEVELOPMENT PLAN, LTD ATTN: CONNIE J. KLEMA STATUTORY AGENT PO BOX 991 PATASKALA, OH 43062 (Petitioner)		

JOANNE K. MEYER
170 WAGNER WAY
DELAWARE 43015

Lot 605

41913004027000

KENNETH J. LAKE
BARBARA J. LAKE
196 WAGNER WAY
DELAWARE 43015

Lot 606

41913004026000

PROPERTY OWNERS
1960 STRATFORD RD
DELAWARE 43015

1.000

41913004024000

East of Property to be Annexed

DELAWARE DEVELOPMENT PLAN, LTD
ALBERT L. COUGHLIN, Jr., President
PO BOX 991
PATASKALA, OH 43062

ROW

41913004009000
(Currently Part of
Said Parcel
Number)

DELAWARE DEVELOPMENT PLAN, LTD
ATTN: CONNIE J. KLEMA
STATUTORY AGENT
PO BOX 991
PATASKALA, OH 43062
(Petitioner)

South of Property to be Annexed

DELAWARE DEVELOPMENT PLAN, LTD
ALBERT L. COUGHLIN, Jr., President
PO BOX 991
PATASKALA, OH 43062

10.818
32.166

41913004022000
41913004021000

DELAWARE DEVELOPMENT PLAN, LTD
ATTN: CONNIE J. KLEMA
STATUTORY AGENT
PO BOX 991
PATASKALA, OH 43062

(Petitioner)
(East and South of the Properties)

Letters Signifying Approval of the Annexation Description and Proposed Map of Annexation to the Board of County Commissioners, Delaware County, Ohio and to the Surveyor Whom Prepared and Submitted the Annexation Description and Proposed Map of Annexation Are No Longer Required to be Prepared and Submitted by the Delaware County Engineer's Map Room.



FACT SHEET

AGENDA ITEM NO: 11

DATE: 11/14/16

ORDINANCE NO: 16-96

RESOLUTION NO:

READING: FIRST

PUBLIC HEARING: NO

TO: Mayor and Members of City Council

FROM: R. Thomas Homan, City Manager

VIA: David Efland, Planning and Community Development Director

TITLE OF PROPOSED ORDINANCE/RESOLUTION:

AN ORDINANCE SUPPLEMENTING THE 2016 APPROPRIATIONS ORDINANCE TO AUTHORIZE FUNDING OF A GRANT CONTRACT AMENDMENT, AND DECLARING AN EMERGENCY.

BACKGROUND:

The City of Delaware recently received “program income” from the early repayment of a Community Housing Impact & Preservation (CHIP) Program home improvement grant, which was secured via a mortgage held by the City. The initial funding originated from the Ohio Development Services Agency (ODSA), which administers the CHIP program for the State of Ohio. ODSA requires communities receiving program income from housing grant activities to immediately re-program the funds for local use. In addition, the federal funding source dictates to which housing activities the program income may be re-programmed. City Staff first needed to seek approval from ODSA to utilize the program income on the proposed housing activity. Upon ODSA approval, City Staff then needed to perform an environmental review process to officially release the re-programmed funds for their intended use. Both these processes are time-consuming, but required prerequisite steps to re-utilize the funds for local use. Since the City is currently administering a CHIP Program with a similar federal funding source, ODSA granted its approval to the City, and the environmental review release has been received, to supplement the existing \$250,000 grant award to the Delaware Metropolitan Housing Authority (DMHA) to provide temporary Tenant-Based Rental Assistance (TBRA) to approximately

thirty (30) low-income families. The additional program income will provide rent assistance to at least two or three additional low income families who may not have been able to be served otherwise. Therefore, this supplemental appropriation is necessary to allow seamless funding for the TBRA activity. Upon approval, the City will execute a Grant Contract Amendment with DMHA to increase their grant award accordingly. The Emergency Clause is included and requested to be enacted because of the timing requirements of the CHIP Program and the TBRA rent assistance activity itself.

REASON WHY LEGISLATION IS NEEDED:

N/A

COMMITTEE RECOMMENDATION:

N/A

FISCAL IMPACT(S):

None as equal funds were previously deposited with the City and will be re-programmed via a contract amendment in an equal amount.

POLICY CHANGES:

N/A

PRESENTER(S):

David Efland, Planning and Community Development Director

RECOMMENDATION:

Staff recommends approval as submitted with enactment of the Emergency Clause.

ATTACHMENT(S)

N/A

ORDINANCE NO. 16-96

AN ORDINANCE SUPPLEMENTING THE 2016 APPROPRIATIONS ORDINANCE TO AUTHORIZE FUNDING OF A GRANT CONTRACT AMENDMENT, AND DECLARING AN EMERGENCY.

WHEREAS, the City of Delaware received \$12,618.13 in “program income” from an early repayment of a Community Housing Impact & Preservation (CHIP) Program mortgage for home improvements, and

WHEREAS, the City of Delaware is required by the Ohio Development Services Agency (ODSA), the state funding agency, to immediately re-program the program income for an eligible activity for local use, and

WHEREAS, the City of Delaware currently holds a grant contract with the Delaware Metropolitan Housing Authority (DMHA) to provide Tenant-Based Rental Assistance (TBRA) for low income residents, an eligible activity through the existing Community Housing Impact & Preservation (CHIP) Program, and

WHEREAS, a supplemental appropriation is necessary to authorize the funding of a grant contract amendment with DMHA.

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF DELAWARE, OHIO THAT:

SECTION 1. That there is hereby appropriated from the unencumbered balance of the 296 Housing Program Income Fund the amount of \$12,618.13, thereby increasing the following account:

Planning and Community Development		
HOME Expenditures	(296-2960-5520)	\$12,618.13

SECTION 2. This Council finds and determines that all formal actions of this Council and any of its committees concerning and relating to the passage of this Ordinance were taken in an open meeting of this Council, and that all deliberations of this Council and any of its committees that resulted in those formal actions were in meetings open to the public, all in compliance with the law including Section 121.22 of the Revised Code.

SECTION 3. EMERGENCY CLAUSE: That this ordinance is hereby declared to be an emergency measure necessary to allow seamless funding for the TBRA activity to serve additional low income families who may not have been able to be served otherwise; for the public peace, safety, health, and welfare of the City; and for the further reason to, and as such will be in full force and effect immediately upon its passage.

VOTE ON RULE SUSPENSION:

YEAS___ NAYS___
ABSTAIN ___

VOTE ON EMERGENCY CLAUSE:

YEAS___ NAYS___
ABSTAIN ___

PASSED: _____, 2016

YEAS___ NAYS___
ABSTAIN ___

ATTEST: _____
CITY CLERK

MAYOR



FACT SHEET

AGENDA ITEM NO: 12

DATE: 11/14/16

ORDINANCE NO: 16-97

RESOLUTION NO:

READING: FIRST

PUBLIC HEARING: no

TO: Mayor and Members of City Council

FROM: R. Thomas Homan, City Manager

VIA: Brad Stanton, Public Utilities Director

TITLE OF PROPOSED ORDINANCE/RESOLUTION:

AN ORDINANCE SUPPLEMENTING THE 2016 APPROPRIATION ORDINANCE TO PROVIDE ADDITIONAL FUNDING FOR THE DESIGN, CONSTRUCTION AND INSTALLATION OF EXHIBITS FOR THE EDUCATIONAL CENTER AT THE WATER TREATMENT PLANT, AND DECLARING AN EMERGENCY.

BACKGROUND:

A water educational center has been planned to be incorporated with the water plant improvements. The new ultrafiltration and nanofiltration membranes provide for both the treatment of surface water and groundwater. The city wishes to use the new treatment plant as a platform to provide City residents, schools, local companies and water organizations with the background to promote the City water treatment process and water conservation practices. Currently the City is recommending four interactive displays related to water topics, including how the City's water is treated, local history of the City's water, the hydrologic cycle, and regional water supplies. The City appropriated \$85,000 in the water fund 2015 operating budget for the design, construction and installation of the exhibits. From corporate sponsorships the City has an additional \$7,650 for the center.

REASON WHY LEGISLATION IS NEEDED:

The City had appropriated \$85,000 for the educational center in the 2015 budget. From corporate sponsorships the City has an additional \$7,650 for the center; therefore the supplemental appropriation is necessary to provide for the

funding of the center. Should additional funding be secured through grants or corporate sponsorships the center can be expanded to include additional water themed exhibits.

COMMITTEE RECOMMENDATION:

N/A

FISCAL IMPACT(S):

It is expected that all additional funding for the center will either be in the form of reimbursable grants or corporate sponsorships.

POLICY CHANGES:

N/A

PRESENTER(S):

Brad Stanton, Public Utilities Director

RECOMMENDATION:

Approval

ATTACHMENT(S)

Center design drawings

PASSED: _____, 2016

ABSTAIN ____

YEAS ____ NAYS ____

ABSTAIN ____

ATTEST: _____
CITY CLERK

MAYOR

City of Delaware

WATER TREATMENT

Est. 1889

OUR WATER

WATER CYCLE



THE WATER CYCLE

What is Water?
Water is made of the particles called atoms, two hydrogen and one oxygen.
The combination of two or more atoms is called a molecule.
Did you know?
In a 30 foot by 30 foot piece of land, which is slightly smaller than the size of this room, one accumulated inch of rainfall produces 942 gallons, or nearly 1/2 acre of water.
In one day, one large tree can absorb up to 100 gallons of water and release it into the air through the process of evapotranspiration, the process of plant breathing.



The Water Cycle

The water cycle is a continuous process that moves water around the planet. It involves evaporation, condensation, precipitation, and infiltration. The cycle is essential for life on Earth.

Evaporation
Water from the ocean, lakes, and rivers evaporates into the atmosphere. This process is driven by the sun's energy.

Condensation
As water vapor rises, it cools and condenses into clouds. This process is also driven by the sun's energy.

Precipitation
Water falls from the clouds as rain or snow. This process is driven by the sun's energy.

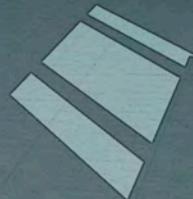
Infiltration
Water seeps into the ground, where it can be stored in aquifers. This process is driven by gravity.

Runoff
Water flows over the surface of the earth, eventually reaching the ocean. This process is driven by gravity.

Transpiration
Plants release water vapor into the atmosphere through their leaves. This process is driven by the sun's energy.

Evapotranspiration
The combined process of evaporation and transpiration. This process is driven by the sun's energy.

City of Delaware
WATER TREATMENT
Est. 1899



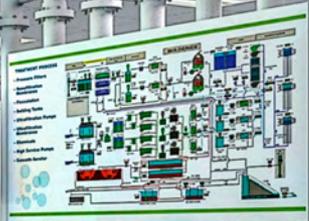
OUR WATER

Drinking water is a precious resource that can be harmful and hard to come by. In 2014, a City of Houston report indicated the water treatment plant with the most capacity to provide the quality of drinking water for its residents per capita.

The City of Houston offers ground and surface water. These sources have natural minerals (sulfur), with varying amounts of hardness, and several other types of small sediments that could be present in drinking water.



OUR TREATMENT



SETTLING TANK



OUR WATER



OUR HISTORY



MORE GREAT INFO
Additional information about any number of things can go here.

Some ideas include the benefits of clean water, the cost of clean water, careers in water treatment, the future of water, a map of Delaware showing the locations of water towers, etc.



CHEMICALS



Additional text and graphics for the 'CHEMICALS' section, including a small diagram and several lines of text.





ULTRAFILTRATION PUMPS

SETTLING TANKS

NANOFILTRATION MEMBRANES

PRESSURE FILTERS

HIGH SERVICE PUMPS

Informational panel for Ultrafiltration Pumps, featuring a photograph of industrial equipment and a technical diagram.

Informational panel for Settling Tanks, featuring a photograph of a tank and a technical diagram.



INFO GRAPHIC PLUS

ULTRAFILTRATION MEMBRANES



What is it?
Ultrafiltration (UF) is a membrane filtration process that uses semi-permeable membranes to separate particles and molecules from a liquid or gaseous phase. It is commonly used in water treatment to remove suspended solids, bacteria, and viruses.

How does it work?
The process involves forcing water through a membrane with the help of pressure. The membrane acts as a barrier, allowing water to pass through while retaining larger particles and contaminants.

What are the benefits?
Ultrafiltration provides high-quality water with low turbidity and low levels of microorganisms. It is a reliable and efficient process that can be used in a variety of applications, including drinking water treatment and industrial water recycling.



INFO GRAPHIC PLUS

ULTRAFILTRATION PUMPS



What is it?
Ultrafiltration pumps are used to provide the high pressure required for the ultrafiltration process. They are designed to handle high flow rates and maintain consistent pressure over long periods of operation.

How does it work?
The pump draws water from a source and pushes it through a network of pipes to the ultrafiltration membranes. The pressure generated by the pump forces water through the membranes, separating it from contaminants.

What are the benefits?
Ultrafiltration pumps are highly efficient and reliable, providing a consistent flow of water to the membranes. They are also designed to be easy to maintain and operate.

INFO GRAPHIC PLUS

SETTLING TANKS



What is it?
Settling tanks are used to separate suspended solids from water. They rely on gravity to cause the solids to settle at the bottom of the tank, where they can be collected and removed.

How does it work?
Water enters the tank from the top and flows slowly through it. As the water moves, the suspended solids settle to the bottom of the tank. The clear water then exits the tank from the top.

What are the benefits?
Settling tanks are a simple and effective way to remove suspended solids from water. They are also easy to maintain and operate.

INFO GRAPHIC PLUS

FLOCCULATION



What is it?
Flocculation is a process used to aggregate small particles into larger, heavier flocs. This makes it easier to separate the flocs from the water using settling tanks or filtration.

How does it work?
The process involves mixing water with a flocculant, which causes the small particles to clump together. The resulting flocs are then settled or filtered out of the water.

What are the benefits?
Flocculation is an effective way to remove suspended solids and improve the clarity of water. It is also a relatively simple and cost-effective process.

INFO GRAPHIC PLUS

NANOFILTRATION MEMBRANES



What is it?
Nanofiltration (NF) is a membrane filtration process that uses semi-permeable membranes to separate particles and molecules from a liquid or gaseous phase. It is commonly used in water treatment to remove dissolved solids, organic matter, and microorganisms.

How does it work?
The process involves forcing water through a membrane with the help of pressure. The membrane acts as a barrier, allowing water to pass through while retaining larger particles and contaminants.

What are the benefits?
Nanofiltration provides high-quality water with low turbidity and low levels of microorganisms. It is a reliable and efficient process that can be used in a variety of applications, including drinking water treatment and industrial water recycling.

INFO GRAPHIC PLUS

PRESSURE FILTERS



What is it?
Pressure filters are used to remove suspended solids and other contaminants from water. They rely on pressure to force water through a filter medium, which traps the contaminants.

How does it work?
Water enters the filter from the top and flows through a bed of filter media. The pressure forces the water through the media, trapping the suspended solids and other contaminants.

What are the benefits?
Pressure filters are a simple and effective way to remove suspended solids and other contaminants from water. They are also easy to maintain and operate.

INFO GRAPHIC PLUS

HIGH SERVICE PUMPS



What is it?
High service pumps are used to provide the high pressure required for the ultrafiltration process. They are designed to handle high flow rates and maintain consistent pressure over long periods of operation.

How does it work?
The pump draws water from a source and pushes it through a network of pipes to the ultrafiltration membranes. The pressure generated by the pump forces water through the membranes, separating it from contaminants.

What are the benefits?
High service pumps are highly efficient and reliable, providing a consistent flow of water to the membranes. They are also designed to be easy to maintain and operate.

INFO GRAPHIC PLUS

CASCADE AERATOR



At the Cascade Aerator, wastewater is treated through a series of processes. The Cascade Aerator is a key component in the treatment process, where wastewater is aerated to break down organic matter. This process is essential for maintaining water quality and protecting the environment.



INFO GRAPHIC PLUS



OUR HISTORY



Our history is a testament to our commitment to excellence and innovation. From our humble beginnings to our current status as a leading provider of wastewater treatment solutions, we have always been dedicated to providing the highest quality service to our customers.







FACT SHEET

AGENDA ITEM NO:13

DATE: 11/14/16

ORDINANCE NO: 16-98

RESOLUTION NO:

READING: FIRST

PUBLIC HEARING: YES
November 28, 2016 7:45 p.m.

TO: Mayor and Members of City Council

FROM: R. Thomas Homan, City Manager

VIA: David Efland, Planning and Community Development Director

TITLE OF PROPOSED ORDINANCE/RESOLUTION:

AN ORDINANCE APPROVING THE REZONING AMENDMENT FOR DELAWARE DEVELOPMENT PLAN LTD FROM A-1 (AGRICULTURAL DISTRICT) AND A-1 PMU (AGRICULTURAL DISTRICT WITH A PLANNED MIXED USE OVERLAY DISTRICT) TO A-1 PMU FOR COUGHLIN'S CROSSING ON 15 PARCELS ENCOMPASSING APPROXIMATELY 80 ACRES LOCATED EAST OF US 23, WEST OF STRATFORD ROAD AND NORTH OF MEEKER WAY.

BACKGROUND:

The applicant is proposing to rezone the approximate 80 acre site to a master planned mixed use development that would include commercial, office and residential uses on this signature site along US 23. The site encompasses fifteen parcels located east of US 23, west of Stratford Road, north of Meeker Way and south of Chesrown Chevrolet and Elliot Estates Subdivision. The southernmost three parcels and the northwest most parcel are located in the City and zoned A-1 (Agricultural District) and A-1 PMU (Agricultural District with a Planned Mixed Use Overlay District) respectively. The remaining eleven parcels are located in the Township and are zoned FR-1 (Farm Residential) and generally are single family detached dwellings. The subject eleven parcels are in the process of being annexed into the City though the formal filing has not occurred as of writing

The intent of the development is to provide a plan that takes advantage of the natural topography by preserving the existing streams and much of the trees with common significantly upgraded architectural design, streetscape, signage, lighting and pedestrian amenities to be compatible throughout the entire development and adjacent environment. The development would be divided into six Sub-Areas with specific permitted uses in each that provide scaled and transitional development with effective buffers adjacent to the single family residential homes along the Stratford Road corridor while transitioning to more auto-oriented uses along the US 23 corridor and maintaining a consistent high end architectural theme based on the surrounding environment and the historic Stratford Village area. The development also incorporates a large open space amenity call Stratford Commons as well as many acres of permanently reserved area. There would be two access locations along US 23 with one being signalized adjacent to Stratford Woods Subdivision and a right-in/right-out /left-in curb cut (no left out) adjacent to the traffic signal across from Wendy's, one full movement access point on Meeker Way and one full access point on Stratford Road. A proposed spine road would bisect the site connecting Meeker Way and US 23. The entire development would have to achieve compliance with following site plan standards identified in the development text and zoning code: tree replacement, landscaping and screening, pedestrian connectivity, lighting, signage, building architecture and materials along with all other City development requirements. The proposed development would be constructed in phases based on the market demands with public roads, bike paths, utility infrastructure and perimeter mounding and landscaping constructed in Phase 1.

REASON WHY LEGISLATION IS NEEDED:

Per Chapter 1130 Amendments of the Codified Ordinances.

COMMITTEE RECOMMENDATION:

Planning Commission approved this case 5-0 on November 2, 2016.

FISCAL IMPACT(S):

N/A

POLICY CHANGES:

N/A

PRESENTER(S):

David Efland, Planning and Community Development Director

RECOMMENDATION:

Approval

ATTACHMENT(S)

Staff Report

ORDINANCE NO. 16-98

AN ORDINANCE APPROVING THE REZONING AMENDMENT FOR DELAWARE DEVELOPMENT PLAN LTD FROM A-1 (AGRICULTURAL DISTRICT) AND A-1 PMU (AGRICULTURAL DISTRICT WITH A PLANNED MIXED USE OVERLAY DISTRICT) TO A-1 PMU FOR COUGHLIN'S CROSSING ON 15 PARCELS ENCOMPASSING APPROXIMATELY 80 ACRES LOCATED EAST OF US 23, WEST OF STRATFORD ROAD AND NORTH OF MEEKER WAY.

WHEREAS, the Planning Commission at its meeting of November 2, 2016 recommended approval of a Rezoning Amendment for Delaware Development Plan LTD from A-1 (Agricultural District) and A-1 PMU (Agricultural District with a Planned Mixed Use Overlay District) to A-1 PMU for Coughlin's Crossing on 15 parcels encompassing approximately 80 acres located east of US 23, west of Stratford Road and north of Meeker Way (2016-2783) and

NOW THEREFORE, BE IT ORDAINED by the Council of the City of Delaware, State of Ohio:

SECTION 1. That the Rezoning Amendment for Delaware Development Plan LTD from A-1 (Agricultural District) and A-1 PMU (Agricultural District with a Planned Mixed Use Overlay District) to A-1 PMU for Coughlin's Crossing on 15 parcels encompassing approximately 80 acres located east of US 23, west of Stratford Road and north of Meeker Way, is hereby confirmed, approved, and accepted with the following conditions that:

1. Any new structure(s) or any change of use of any proposed buildings or property shall require conformance to all provisions of the Development Text.
2. The parcels and/or sites that have a layout on the Preliminary Development Plan shall require Final Development Plan approval while the parcels and/or site that do not have a layout shall require Preliminary and Final Development Approval by the Planning Commission and City Council.
3. The development text, renderings and all associated submitted plans (including the Comprehensive Sign Plan) comprise the zoning and development requirements for the site together with all other City applicable code and regulations.

SECTION 2. This Council finds and determines that all formal actions of this Council and any of its committees concerning and relating to the passage of this Ordinance were taken in an open meeting of this Council, and that all

deliberations of this Council and any of its committees that resulted in those formal actions were in meetings open to the public, all in compliance with the law including Section 121.22 of the Revised Code.

VOTE ON RULE SUSPENSION:

YEAS___NAYS___
ABSTAIN ___

PASSED: _____, 2016

YEAS___NAYS___
ABSTAIN ___

ATTEST: _____
CITY CLERK

MAYOR



FACT SHEET

AGENDA ITEM NO: 14

DATE: 11/14/16

ORDINANCE NO: 16-99

RESOLUTION NO:

READING: FIRST

PUBLIC HEARING: YES
November 28, 2016 at 7:45 p.m.

TO: Mayor and Members of City Council

FROM: R. Thomas Homan, City Manager

VIA: David Efland, Planning and Community Development Director

TITLE OF PROPOSED ORDINANCE/RESOLUTION:

AN ORDINANCE APPROVING A CONDITIONAL USE PERMIT FOR DELAWARE DEVELOPMENT PLAN LTD ALLOWING THE PLACEMENT OF A PMU (PLANNED MIXED USE OVERLAY DISTRICT) FOR COUGHLIN'S CROSSING ENCOMPASSING APPROXIMATELY 80 ACRES LOCATED EAST OF US 23, WEST OF STRATFORD ROAD AND NORTH OF MEEKER WAY.

BACKGROUND:

The applicant is proposing to rezone the approximate 80 acre site to a master planned mixed use development that would include commercial, office and residential uses on this signature site along US 23. The site encompasses fifteen parcels located east of US 23, west of Stratford Road, north of Meeker Way and south of Chesrown Chevrolet and Elliot Estates Subdivision. The southernmost three parcels and the northwest most parcel are located in the City and zoned A-1 (Agricultural District) and A-1 PMU (Agricultural District with a Planned Mixed Use Overlay District) respectively. The remaining eleven parcels are located in the Township and are zoned FR-1 (Farm Residential) and generally are single family detached dwellings. The subject eleven parcels are in the process of being annexed into the City though the formal filing has not occurred as of writing

The intent of the development is to provide a plan that takes advantage of the natural topography by preserving the existing streams and much of the trees

with common significantly upgraded architectural design, streetscape, signage, lighting and pedestrian amenities to be compatible throughout the entire development and adjacent environment. The development would be divided into six Sub-Areas with specific permitted uses in each that provide scaled and transitional development with effective buffers adjacent to the single family residential homes along the Stratford Road corridor while transitioning to more auto-oriented uses along the US 23 corridor and maintaining a consistent high end architectural theme based on the surrounding environment and the historic Stratford Village area. The development also incorporates a large open space amenity call Stratford Commons as well as many acres of permanently reserved area. There would be two access locations along US 23 with one being signalized adjacent to Stratford Woods Subdivision and a right-in/right-out /left-in curb cut (no left out) adjacent to the traffic signal across from Wendy's, one full movement access point on Meeker Way and one full access point on Stratford Road. A proposed spine road would bisect the site connecting Meeker Way and US 23. The entire development would have to achieve compliance with following site plan standards identified in the development text and zoning code: tree replacement, landscaping and screening, pedestrian connectivity, lighting, signage, building architecture and materials along with all other City development requirements. The proposed development would be constructed in phases based on the market demands with public roads, bike paths, utility infrastructure and perimeter mounding and landscaping constructed in Phase 1.

REASON WHY LEGISLATION IS NEEDED:

Per Chapter 1148 Conditional Use Regulations of the Codified Ordinances.

COMMITTEE RECOMMENDATION:

Planning Commission approved this case 5-0 on November 2, 2016.

FISCAL IMPACT(S):

N/A

POLICY CHANGES:

N/A

PRESENTER(S):

David Efland, Planning and Community Development Director

RECOMMENDATION:

Approval

ATTACHMENT(S)

ORDINANCE NO. 16-99

AN ORDINANCE APPROVING A CONDITIONAL USE PERMIT FOR DELAWARE DEVELOPMENT PLAN LTD ALLOWING THE PLACEMENT OF A PMU (PLANNED MIXED USE OVERLAY DISTRICT) FOR COUGHLIN'S CROSSING ENCOMPASSING APPROXIMATELY 80 ACRES LOCATED EAST OF US 23, WEST OF STRATFORD ROAD AND NORTH OF MEEKER WAY.

WHEREAS, the Planning Commission at its meeting of November 2, 2016 recommended approval of a Conditional Use Permit for allowing the placement of a PMU (Planned Mixed Use Overlay District) for Coughlin's Crossing encompassing approximately 80 acres located east of US 23, west of Stratford Road and north of Meeker Way (2016-2784) and

NOW THEREFORE, BE IT ORDAINED by the Council of the City of Delaware, State of Ohio:

SECTION 1. That the Conditional Use Permit for allowing the placement of a PMU (Planned Mixed Use Overlay District) for Coughlin's Crossing encompassing approximately 80 acres located east of US 23, west of Stratford Road and north of Meeker Way, is hereby confirmed, approved, and accepted with the following conditions that:

SECTION 2. This Council finds and determines that all formal actions of this Council and any of its committees concerning and relating to the passage of this Ordinance were taken in an open meeting of this Council, and that all deliberations of this Council and any of its committees that resulted in those formal actions were in meetings open to the public, all in compliance with the law including Section 121.22 of the Revised Code.

VOTE ON RULE SUSPENSION: YEAS ___ NAYS ___
ABSTAIN ___

PASSED: _____, 2016 YEAS ___ NAYS ___
ABSTAIN ___

ATTEST: _____ CITY CLERK
_____ MAYOR



FACT SHEET

AGENDA ITEM NO: 15

DATE: 11/14/16

ORDINANCE NO: 16-100

RESOLUTION NO:

READING: FIRST

PUBLIC HEARING: YES
November 28, 2016 at 7:45 p.m.

TO: Mayor and Members of City Council

FROM: R. Thomas Homan, City Manager

VIA: David Efland, Planning and Community Development Director

TITLE OF PROPOSED ORDINANCE/RESOLUTION:

AN ORDINANCE APPROVING AN AMENDMENT TO THE COMPREHENSIVE PLAN FOR DELAWARE DEVELOPMENT PLAN LTD ON PROPERTY DESIGNATED AS MIXED USE, LOW DENSITY SINGLE FAMILY AND MEDIUM DENSITY SINGLE FAMILY ON THE FUTURE LAND USE MAP TO MIXED USE FOR COUGHLIN'S CROSSING ENCOMPASSING APPROXIMATELY 80 ACRES LOCATED EAST OF US 23, WEST OF STRATFORD ROAD AND NORTH OF MEEKER WAY.

BACKGROUND:

The applicant is proposing to rezone the approximate 80 acre site to a master planned mixed use development that would include commercial, office and residential uses on this signature site along US 23. The site encompasses fifteen parcels located east of US 23, west of Stratford Road, north of Meeker Way and south of Chesrown Chevrolet and Elliot Estates Subdivision. The southernmost three parcels and the northwest most parcel are located in the City and zoned A-1 (Agricultural District) and A-1 PMU (Agricultural District with a Planned Mixed Use Overlay District) respectively. The remaining eleven parcels are located in the Township and are zoned FR-1 (Farm Residential) and generally are single family detached dwellings. The subject eleven parcels are in the process of being annexed into the City though the formal filing has not occurred as of writing

The intent of the development is to provide a plan that takes advantage of the natural topography by preserving the existing streams and much of the trees with common significantly upgraded architectural design, streetscape, signage, lighting and pedestrian amenities to be compatible throughout the entire development and adjacent environment. The development would be divided into six Sub-Areas with specific permitted uses in each that provide scaled and transitional development with effective buffers adjacent to the single family residential homes along the Stratford Road corridor while transitioning to more auto-oriented uses along the US 23 corridor and maintaining a consistent high end architectural theme based on the surrounding environment and the historic Stratford Village area. The development also incorporates a large open space amenity call Stratford Commons as well as many acres of permanently reserved area. There would be two access locations along US 23 with one being signalized adjacent to Stratford Woods Subdivision and a right-in/right-out /left-in curb cut (no left out) adjacent to the traffic signal across from Wendy's, one full movement access point on Meeker Way and one full access point on Stratford Road. A proposed spine road would bisect the site connecting Meeker Way and US 23. The entire development would have to achieve compliance with following site plan standards identified in the development text and zoning code: tree replacement, landscaping and screening, pedestrian connectivity, lighting, signage, building architecture and materials along with all other City development requirements. The proposed development would be constructed in phases based on the market demands with public roads, bike paths, utility infrastructure and perimeter mounding and landscaping constructed in Phase 1.

REASON WHY LEGISLATION IS NEEDED:

Per Chapter 1130 Amendments of the Codified Ordinances.

COMMITTEE RECOMMENDATION:

Planning Commission approved this case 5-0 on November 2, 2016.

FISCAL IMPACT(S):

N/A

POLICY CHANGES:

N/A

PRESENTER(S):

David Efland, Planning and Community Development Director

RECOMMENDATION:

Approval

ATTACHMENT(S)

ORDINANCE NO. 16-100

AN ORDINANCE APPROVING AN AMENDMENT TO THE COMPREHENSIVE PLAN FOR DELAWARE DEVELOPMENT PLAN LTD ON PROPERTY DESIGNATED AS MIXED USE, LOW DENSITY SINGLE FAMILY AND MEDIUM DENSITY SINGLE FAMILY ON THE FUTURE LAND USE MAP TO MIXED USE FOR COUGHLIN'S CROSSING ENCOMPASSING APPROXIMATELY 80 ACRES LOCATED EAST OF US 23, WEST OF STRATFORD ROAD AND NORTH OF MEEKER WAY.

WHEREAS, the Planning Commission at its meeting of November 2, 2016 recommended approval of an Amendment to the Comprehensive Plan on property designated as mixed use, low density single family and medium density single family on the Future Land Use Map to mixed use for Coughlin's Crossing encompassing approximately 80 acres located east of US 23, west of Stratford Road and north of Meeker Way (2016-2785) and

NOW THEREFORE, BE IT ORDAINED by the Council of the City of Delaware, State of Ohio:

SECTION 1. That an Amendment to the Comprehensive Plan on property designated as mixed use, low density single family and medium density single family on the Future Land Use Map to mixed use for Coughlin's Crossing encompassing approximately 80 acres located east of US 23, west of Stratford Road and north of Meeker Way, is hereby confirmed, approved, and accepted with the following conditions that:

SECTION 2. This Council finds and determines that all formal actions of this Council and any of its committees concerning and relating to the passage of this Ordinance were taken in an open meeting of this Council, and that all deliberations of this Council and any of its committees that resulted in those formal actions were in meetings open to the public, all in compliance with the law including Section 121.22 of the Revised Code.

VOTE ON RULE SUSPENSION:

YEAS___NAYS___
ABSTAIN ___

PASSED: _____, 2016

YEAS___NAYS___
ABSTAIN ___

ATTEST: _____
CITY CLERK

MAYOR



FACT SHEET

AGENDA ITEM NO: 16

DATE: 11/14/16

ORDINANCE NO: 16-101

RESOLUTION NO:

READING: FIRST

PUBLIC HEARING: NO

TO: Mayor and Members of City Council

FROM: R. Thomas Homan, City Manager

VIA: David Efland, Planning and Community Development Director

TITLE OF PROPOSED ORDINANCE/RESOLUTION:

AN ORDINANCE APPROVING A PRELIMINARY DEVELOPMENT PLAN FOR DELAWARE DEVELOPMENT PLAN LTD FOR COUGHLIN'S CROSSING ENCOMPASSING APPROXIMATELY 80 ACRES LOCATED EAST OF US 23, WEST OF STRATFORD ROAD AND NORTH OF MEEKER WAY.

BACKGROUND:

The applicant is proposing to rezone the approximate 80 acre site to a master planned mixed use development that would include commercial, office and residential uses on this signature site along US 23. The site encompasses fifteen parcels located east of US 23, west of Stratford Road, north of Meeker Way and south of Chesrown Chevrolet and Elliot Estates Subdivision. The southernmost three parcels and the northwest most parcel are located in the City and zoned A-1 (Agricultural District) and A-1 PMU (Agricultural District with a Planned Mixed Use Overlay District) respectively. The remaining eleven parcels are located in the Township and are zoned FR-1 (Farm Residential) and generally are single family detached dwellings. The subject eleven parcels are in the process of being annexed into the City though the formal filing has not occurred as of writing

The intent of the development is to provide a plan that takes advantage of the natural topography by preserving the existing streams and much of the trees with common significantly upgraded architectural design, streetscape, signage, lighting and pedestrian amenities to be compatible throughout the entire development and adjacent environment. The development would be divided

into six Sub-Areas with specific permitted uses in each that provide scaled and transitional development with effective buffers adjacent to the single family residential homes along the Stratford Road corridor while transitioning to more auto-oriented uses along the US 23 corridor and maintaining a consistent high end architectural theme based on the surrounding environment and the historic Stratford Village area. The development also incorporates a large open space amenity call Stratford Commons as well as many acres of permanently reserved area. There would be two access locations along US 23 with one being signalized adjacent to Stratford Woods Subdivision and a right-in/right-out /left-in curb cut (no left out) adjacent to the traffic signal across from Wendy's, one full movement access point on Meeker Way and one full access point on Stratford Road. A proposed spine road would bisect the site connecting Meeker Way and US 23. The entire development would have to achieve compliance with following site plan standards identified in the development text and zoning code: tree replacement, landscaping and screening, pedestrian connectivity, lighting, signage, building architecture and materials along with all other City development requirements. The proposed development would be constructed in phases based on the market demands with public roads, bike paths, utility infrastructure and perimeter mounding and landscaping constructed in Phase 1.

REASON WHY LEGISLATION IS NEEDED:

Per Chapter 1129 Procedures of the Codified Ordinances.

COMMITTEE RECOMMENDATION:

Planning Commission approved this case 5-0 on November 2, 2016.

FISCAL IMPACT(S):

N/A

POLICY CHANGES:

N/A

PRESENTER(S):

David Efland, Planning and Community Development Director

RECOMMENDATION:

Approval

ATTACHMENT(S)

ORDINANCE NO. 16-101

AN ORDINANCE APPROVING A PRELIMINARY DEVELOPMENT PLAN FOR DELAWARE DEVELOPMENT PLAN LTD FOR COUGHLIN'S CROSSING ENCOMPASSING APPROXIMATELY 80 ACRES LOCATED EAST OF US 23, WEST OF STRATFORD ROAD AND NORTH OF MEEKER WAY.

WHEREAS, the Planning Commission at its meeting of November 2, 2016 recommended approval of a Preliminary Development Plan for Coughlin's Crossing encompassing approximately 80 acres located east of US 23, west of Stratford Road and north of Meeker Way (2016-2786) and

NOW THEREFORE, BE IT ORDAINED by the Council of the City of Delaware, State of Ohio:

SECTION 1. That the Preliminary Development Plan for Coughlin's Crossing encompassing approximately 80 acres located east of US 23, west of Stratford Road and north of Meeker Way, is hereby confirmed, approved, and accepted with the following conditions that:

1. The applicant needs to obtain engineering approvals, including any storm water and utility issues that need to be worked out through the Engineering and Utilities Departments. All comments regarding the layout and details of the project are preliminary and subject to modification or change based on the final technical review by the Engineering Department.
2. Any new or existing utilities to be constructed and/or extended within the development shall comply with the City minimum requirements and as approved by the City Director of Utilities.
3. All State and local rules and regulations regarding the regulation of water courses within the site shall apply as they are in effect at the time of permitting.
4. The applicant shall be responsible for any roadway improvements and/or financial obligations of the traffic impact study per ODOT, City Engineer and County Engineer. The applicant shall recognize that traffic impact study has not been approved in final form and access points and the site layout may change as a result. Major changes will require resubmittal of the Preliminary Development Plan and possible amendment of the development text and accompanying planning documents.
5. An access easement though lot 1 to the Chesrown Property to the north to give access to the spine road and ultimately US 23 shall be delineated, executed and recorded at the County concurrent with or prior to development of any portion of the proposed spine road or development of the first Final Development Plan for the site. The applicant shall ensure

Chesrown's concurrence with such easement and its alignment prior to filing.

6. The applicant shall be required to provide easements for a sidewalk (if it cannot be accommodated within the existing right-of-way as determined by the City Engineer) along US 23 and shall make a payment in lieu of construction per the City Engineer with development of the first lot adjacent to US 23
7. Except for along US 23, concrete sidewalks shall be 5 feet in width, achieve compliance with minimum engineering requirements, shall be provided on one side of all public streets, and shall be located throughout the development to provide pedestrian connectivity to and between Sub-Areas, buildings and uses as determined through the Final Development Plan process.
8. The Final Development Plans shall achieved compliance with all fire department requirements.
9. The Janes Home and Janes Barn in Sub-Area 1b shall, in the absence of tenants, be maintained so as to retain the existing structural integrity and exterior aesthetic appeal of both buildings. Demolition of either structure in its entirety shall not be permitted unless a Final Development Plan that permits such demolition is approved per the development text.
10. The maximum amount of units permitted in Sub-Area 2a shall be 24 single-family attached and detached units.
11. The minimum apartment size in Sub-Area 2b shall be 800 square feet for a one bedroom unit and 200 square feet for each additional bedroom and shall be allowed as part of a mixed use commercial building only. Stand alone or separately constructed units shall require a Zone Amendment, Preliminary Development Plan amendment and subsequent Final Development Plan approval.
12. All the required landscape buffering shall be installed per the approved development text and all perimeter buffering and landscaping shall be installed for the entire 80 acre site with the first construction of any portion of the site.
13. Additional landscaping shall be installed between the rear of the building in Sub-Area 3 and Sub-Area 2 per staff approval consistent with this report and as determined at the Final Development Plan.
14. Lots 3, 9 and 13 shall be identified as preservation areas on the final plat.
15. According to the tree replacement schedule, the applicant shall pay \$100,000 up front with the first approved final development plan and infrastructure improvements. The balance of \$307,200 (or 3,072 caliper inches of qualifying replacement trees) shall be paid on a per acre basis as the site developments. The preliminary development plan identifies 67.95 net developable acres which would require \$4,521 per acre (\$307,200/\$67.95) to be paid as development occurs and as given in the process requirements of this section. The process shall be that when

each final development plan is approved a fee of \$4,521 per acre of the subject Final Development Plan would be required prior to construction drawing approval of the subject Final Development Plan

- 16. Every proposed new building shall achieve compliance with the design standards of the approved development text.
- 17. Any new signage (ground, building and other) shall achieve compliance with the Comprehensive Sign Plan, the current zoning code and the approved development text.
- 18. Any landscape plans shall be reviewed and approved by the Shade Tree Commission for strict compliance with the site landscaping requirements and recommendations.
- 19. Any lighting plan shall be reviewed and approved by the Chief Building Official and shall be consistent with the zoning text.
- 20. The parcels and/or sites that have a layout on the Preliminary Development Plan shall require Final Development Plan approval while the parcels and/or site that do not have a layout shall require Preliminary and Final Development Approval by the Planning Commission and City Council.
- 21. A stone monolith shall be installed at the US 23 and primary curb cut (Hawthorn Boulevard) into the development per the Gateways and Corridor Plan.
- 22. Stone piers shall be installed at regular intervals along the US 23 frontage of the development to be consistent with the Gateways and Corridor Plan and with other recently approved developments in the corridor during the Final Development Plan process.

SECTION 2. This Council finds and determines that all formal actions of this Council and any of its committees concerning and relating to the passage of this Ordinance were taken in an open meeting of this Council, and that all deliberations of this Council and any of its committees that resulted in those formal actions were in meetings open to the public, all in compliance with the law including Section 121.22 of the Revised Code.

VOTE ON RULE SUSPENSION:

YEAS ___ NAYS ___
ABSTAIN ___

PASSED: _____, 2016

YEAS ___ NAYS ___
ABSTAIN ___

ATTEST: _____
CITY CLERK

MAYOR



FACT SHEET

AGENDA ITEM NO: 17

DATE: 11/14/16

ORDINANCE NO: 16-102

RESOLUTION NO:

READING: FIRST

PUBLIC HEARING: NO

TO: Mayor and Members of City Council

FROM: R. Thomas Homan, City Manager

VIA: David Efland, Planning and Community Development Director

TITLE OF PROPOSED ORDINANCE/RESOLUTION:

AN ORDINANCE APPROVING A PRELIMINARY SUBDIVISION PLAT FOR DELAWARE DEVELOPMENT PLAN LTD FOR COUGHLIN'S CROSSING ENCOMPASSING APPROXIMATELY 80 ACRES LOCATED EAST OF US 23, WEST OF STRATFORD ROAD AND NORTH OF MEEKER WAY.

BACKGROUND:

The applicant is proposing to rezone the approximate 80 acre site to a master planned mixed use development that would include commercial, office and residential uses on this signature site along US 23. The site encompasses fifteen parcels located east of US 23, west of Stratford Road, north of Meeker Way and south of Chesrown Chevrolet and Elliot Estates Subdivision. The southernmost three parcels and the northwest most parcel are located in the City and zoned A-1 (Agricultural District) and A-1 PMU (Agricultural District with a Planned Mixed Use Overlay District) respectively. The remaining eleven parcels are located in the Township and are zoned FR-1 (Farm Residential) and generally are single family detached dwellings. The subject eleven parcels are in the process of being annexed into the City though the formal filing has not occurred as of writing

The intent of the development is to provide a plan that takes advantage of the natural topography by preserving the existing streams and much of the trees with common significantly upgraded architectural design, streetscape, signage, lighting and pedestrian amenities to be compatible throughout the entire development and adjacent environment. The development would be divided

into six Sub-Areas with specific permitted uses in each that provide scaled and transitional development with effective buffers adjacent to the single family residential homes along the Stratford Road corridor while transitioning to more auto-oriented uses along the US 23 corridor and maintaining a consistent high end architectural theme based on the surrounding environment and the historic Stratford Village area. The development also incorporates a large open space amenity call Stratford Commons as well as many acres of permanently reserved area. There would be two access locations along US 23 with one being signalized adjacent to Stratford Woods Subdivision and a right-in/right-out /left-in curb cut (no left out) adjacent to the traffic signal across from Wendy's, one full movement access point on Meeker Way and one full access point on Stratford Road. A proposed spine road would bisect the site connecting Meeker Way and US 23. The entire development would have to achieve compliance with following site plan standards identified in the development text and zoning code: tree replacement, landscaping and screening, pedestrian connectivity, lighting, signage, building architecture and materials along with all other City development requirements. The proposed development would be constructed in phases based on the market demands with public roads, bike paths, utility infrastructure and perimeter mounding and landscaping constructed in Phase 1.

REASON WHY LEGISLATION IS NEEDED:

Per Chapter 1111 Platting of the Codified Ordinances.

COMMITTEE RECOMMENDATION:

Planning Commission approved this case 5-0 on November 2, 2016.

FISCAL IMPACT(S):

N/A

POLICY CHANGES:

N/A

PRESENTER(S):

David Efland, Planning and Community Development Director

RECOMMENDATION:

Approval

ATTACHMENT(S)

ORDINANCE NO. 16-102

AN ORDINANCE APPROVING A PRELIMINARY SUBDIVISION PLAT FOR DELAWARE DEVELOPMENT PLAN LTD FOR COUGHLIN'S CROSSING ENCOMPASSING APPROXIMATELY 80 ACRES LOCATED EAST OF US 23, WEST OF STRATFORD ROAD AND NORTH OF MEEKER WAY.

WHEREAS, the Planning Commission at its meeting of November 2, 2016 recommended approval of a Preliminary Subdivision Plat for Coughlin's Crossing encompassing approximately 80 acres located east of US 23, west of Stratford Road and north of Meeker Way (2016-2787) and

NOW THEREFORE, BE IT ORDAINED by the Council of the City of Delaware, State of Ohio:

SECTION 1. That the Preliminary Subdivision Plat for Coughlin's Crossing encompassing approximately 80 acres located east of US 23, west of Stratford Road and north of Meeker Way, is hereby confirmed, approved, and accepted with the following conditions that:

1. The applicant needs to obtain engineering approvals, including any stormwater and utility issues that need to be worked out through the Engineering and Utilities Departments. All comments regarding the layout and details of the project are preliminary and subject to modification or change based on the final technical review by the Engineering Department.
2. Any new or existing utilities to be constructed and/or extended within the development shall comply with the City minimum requirements and as approved by the City Director of Utilities.
3. Lots 3, 9 and 13 shall be identified as permanent preservation area (some allowing storm water improvements) on the Preliminary and Final Subdivision Plat.
4. An access easement though lot 1 to the Chesrown Property to the north to give access to the spine road and ultimately US 23 shall be delineated, executed and recorded at the County concurrent with or prior to development of any portion of the proposed spine road or development of the first Final Development Plan for the site. The applicant shall ensure Chesrown's concurrence with such easement and its alignment prior to filing.

SECTION 2. This Council finds and determines that all formal actions of this Council and any of its committees concerning and relating to the passage of this Ordinance were taken in an open meeting of this Council, and that all deliberations of this Council and any of its committees that resulted in those

formal actions were in meetings open to the public, all in compliance with the law including Section 121.22 of the Revised Code.

VOTE ON RULE SUSPENSION:

YEAS ___ NAYS ___
ABSTAIN ___

PASSED: _____, 2016

YEAS ___ NAYS ___
ABSTAIN ___

ATTEST: _____
CITY CLERK

MAYOR

TO: Mayor Riggle and Members of Council

FROM: R. Thomas Homan, City Manager

SUBJECT: Miscellaneous Matters

DATE: November 10, 2016

1. **Calendar**

See Attached

2. **Per Section 73 Of The City Charter The City Manager Is To Report Contract Agreements**

See Attached

3. **Bi-Weekly Meetings**

October 24

* Rotary

* Council meeting

October 31

* Rotary

November 7

* Rotary

November

2016

<i>Sun</i>	<i>Mon</i>	<i>Tue</i>	<i>Wed</i>	<i>Thu</i>	<i>Fri</i>	<i>Sat</i>
		1	2	3	4	5

Planning 7

6	7	8	9	10	11	12
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BZA
CANCELLED

13	14	15	16	17	18	19
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Council 7

Parks and
Recreation
Advisory Board 7

20	21	22	23	24	25	26
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Parking and Safety
Committee

Shade Tree
Commission 7

HPC 7

City offices closed

City offices closed

27	28	29	30			
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Council 7

CONTRACT APPROVAL - NOVEMBER 14, 2016

VENDOR	EXPLANATION OF AGREEMENT	2016 AMOUNT	DEPARTMENT
DellEMC	Master Ordering Agreement	\$48,700	IT
SourcePoint	Service Coordination	\$0	Fire
Layne Christensen Company	Engineering Services Penry Wellfield Agreement	\$28,806	Public Utilities
Microsoft	Agreement	N/A	IT
Prime AE	Engineering Services WWTP	\$148,000	Public Utilities
New Beginnings UMC	EMS	\$116.20/hr	Fire
US Immigration & Customs Enforcement Homeland Security Investigations	MOU	N/A	Police
Pierce Manufacturing	Fire Apparatus	\$990,216	Fire