

**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

JANUARY 9, 2017

1. ROLL CALL
2. INVOCATION
3. PLEDGE OF ALLEGIANCE
4. APPROVAL of the Motion Summary of the Budget Work Session meeting of Council held December 12, 2016, as recorded and transcribed.  
APPROVAL of the Motion Summary of the regular meeting of Council held December 12, 2016, as recorded and transcribed.  
APPROVAL of the Motion Summary of the Year-End Meeting of Council held December 22, 2016, as recorded and transcribed.
5. CONSENT AGENDA
6. LETTERS, PETITIONS, AND PUBLIC COMMENTS
7. COMMITTEE REPORTS
8. CONSIDERATION of Resolution No. 17-01, a resolution honoring the life of Dr. Martin Luther King, Jr.
9. 7:30 P.M. PUBLIC HEARING AND SECOND READING of Ordinance No. 16-110, an ordinance amending Section 737.01 of the City of Delaware's Codified Ordinances, Relating to Circuses (Council Permission, License, Bond and Insurance Required).

10. SECOND READING of Ordinance No. 16-111, and ordinance approving a final subdivision plat for Bowtown Delaware LTD., Old Colony Estates Phase 2 consisting of 55 single family lots on approximately 14.92 acres zoned R-4 with text limitations (Medium Density Residential District) and located on Wallace Drive, Vernon Avenue and Pilgrim Circle.
11. SECOND READING of Ordinance No. 16-112, and ordinance approving a Preliminary Development Plan for T&R Properties for Willowbrook West consisting of 96 single family attached unites on approximately 15.18 acres zoned R-6 PUD (Multi-Family Residential District with a Planned Unit Overlay District) Located on the west side of South Houk Road just north of Arthur Place.
12. SECOND READING of Ordinance No. 16-113, and ordinance for approving a Preliminary Subdivision Plat for T&R Properties for Willowbrook West consisting of 96 single family attached units on approximately 15.18 acres zoned R-6 PUD (Multi-Family Residential District with a Planned Unit Overlay District) located on the west side of South Houk Road just north of Arthur Place.
13. CONSIDERATION of Ordinance No. 17-01, an ordinance moving the City Clerk from part-time to full-time status, and declaring an emergency.
14. CONSIDERATION of Resolution No. 17-02, a resolution vacating the appointment of a member of the Parks and Recreation Advisory Board.
15. CITY MANAGER'S REPORT
16. COUNCIL COMMENTS
17. ADJOURNMENT

# RECORD OF PROCEEDINGS

Minutes of Delaware City Council

Meeting

BEAR GRAPHICS 800-325-8094 FORM NO. 10148

Held

December 12

20 16

The Delaware City Council Budget Work Session meeting of December 12, 2016 was called to order at 6:00 p.m., in the Delaware 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, and Vice-Mayor Kent Shafer who presided. Absent from the meeting was Mayor Carolyn Kay Riggle.

Staff Present: Darren Shulman, City Attorney, Dean Stelzer, Finance Director, Sean Hughes, Economic Development Director, Scott Stowers, Chief Information Officer, David Efland, Planning and Community Development Director, Bill Ferrigno, Public Works Director/City Engineer, Brad Stanton, Public Utilities Director, Ted Miller, Parks and Natural Resource Director, Lee Yoakum, Community Affairs Coordinator, Bruce Pijanowski, Police Chief, John Donahue, Fire Chief, Jackie Walker, Assistant City Manager, and Tom Homan, City Manager.

**Motion to Excuse:** Mrs. Keller moved to excuse Mayor Riggle, seconded by Mr. Jones. Motion approved by a 6-0 vote.

## **ITEM 2: REVIEW OF PROPOSED 2017 BUDGET**

Review of Proposed 2017 Budget

- a. Municipal Court – Judge David Sunderman, Judge Marianne Hemmeter and Clerk Cindy Dinovo

Judge Marianne Hemmeter and Clerk Cindy Dinovo presented their proposed 2017 budget. A discussion was held regarding staffing needs and updating the X-ray machine and computer system. Clerk Dinovo discussed the need for a PC Administrator for the Help Desk. Clerk Dinovo discussed the benefits of a dual system for internet and the ability to view documents online. A discussion was held regarding building security updates.

- b. Continued Review (if necessary) – Tom Homan, City Manager and Dean Stelzer, Finance Director

Mr. Homan and Mr. Ferrigno discussed federal and state funding sources that have been approved to assist in the recommended improvements to The Point. A discussion was held regarding the concern of congestion and road conditions on East Central Avenue.

Vice-Mayor Shafer discussed the need for input from the failed levy from opposition.

Mr. Hellinger discussed the importance of the public to know that funding requests were in action prior to the introduction of the Levy.

Mr. Homan discussed funds set aside for 2017 if additional services are required by the Parking Consultant. A discussion was held on possible meeting dates for a work session meeting.

## **ITEM 3: ADJOURNMENT**

**Motion:** Mr. Jones moved to adjourn the Budget Work Session meeting. The Budget Work Session Meeting adjourned at 6:52 p.m.

RECORD OF PROCEEDINGS

Minutes of Delaware City Council

Meeting

BEAR GRAPHICS 800-325-8094 FORM NO. 10148

Held December 12 20 16

\_\_\_\_\_  
Mayor Carolyn Kay Riggle

\_\_\_\_\_  
Elaine McCloskey, Council Clerk

# RECORD OF PROCEEDINGS

Minutes of Delaware City Council

Meeting

BEAR GRAPHICS 800-325-8094 FORM NO. 10148

Held December 12

20 16

The regular meeting of Council held December 12, 2016 was called to order at 7:00 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, and Vice-Mayor Shafer Mayor who presided. Absent from the meeting was Carolyn Kay Riggle. The invocation was given Mr. Jones, followed by the Pledge of Allegiance.

Staff Present: Darren Shulman, City Attorney, Dean Stelzer, Finance Director, Dave Efland, Planning and Community Development Director, Brad Stanton, Director of Public Utilities, Bruce Pijanowski, Police Chief, Sean Hughes, Economic Development Director, Jackie Walker, Assistant City Manager, Tom Homan, City Manager

**Motion to Excuse:** Mrs. Keller moved to excuse Mayor Riggle, seconded by Mr. Jones. Motion approved by a 6-0 vote.

#### **ITEM 4: APPROVAL OF MINUTES**

APPROVAL of the Motion Summary of the regular meeting of Council held November 28, 2016, as recorded and transcribed.

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

**Motion:** Mr. Hellinger moved to approve the Motion Summary for the regular meeting of Council held November 28, 2016, and the Budget Work Session of Council held December 3, 2016, seconded by Mr. DiGenova. Motion approved by a 5-0-1 (Shafer) vote.

#### **ITEM 5: CONSENT AGENDA**

- A. Acceptance of the Motion Summary for the Historic Preservation Commission meeting held October 26, 2016.
- B. Acceptance of the Motion Summary for the Planning Commission meeting held November 2, 2016.
- C. Resolution No. 16-52, a resolution authorizing the modification of certain traffic control signage to extend the No Parking Here to Corner zone on the west side of North Liberty Street from West William Street to the north property line of 25 North Liberty Street.
- D. Resolution No. 16-53, a resolution repealing Resolution No. 05-23 and Resolution No. 96-43; removing the time restrictions on the two (2) 2-hour parking spaces and one (1) 15-minute parking space in front of 216 North Sandusky Street.
- E. Resolution No. 16-54, a resolution authorizing the installation of a No Parking Anytime zone on the north side of Firestone Drive from the east property line of 188 Firestone Drive to Delaware Drive.
- F. Establish January 9, 2017 at 7:30 p.m. as the date and time for a public hearing and second reading of Ordinance No. 16-110, an ordinance amending Section 737.01 of the City of Delaware's Codified Ordinances, relating to circuses (Council Permission, License, Bond and Insurance Required).

**Motion:** Mr. Hellinger moved to approve the Consent Agenda, seconded by Mrs. Keller. Motion approved by a 6-0 vote.

#### **ITEM 6: LETTERS, PETITIONS, AND PUBLIC COMMENTS**

RECORD OF PROCEEDINGS

Minutes of Delaware City Council

Meeting

BEAR GRAPHICS 800-325-8094 FORM NO. 10148

Held December 12 20 16

**ITEM 7: COMMITTEE REPORTS**

**ITEM 8: ORDINANCE NO. 16-94** [Public Hearing and Second Reading]  
AN ORDINANCE MAKING APPROPRIATIONS FOR THE YEAR 2017, AND DECLARING AN EMERGENCY.

The Clerk read the ordinance for the second time.

There was no public comment.

Mr. Homan discussed the Recreation Fund and the recommendation that the Council Recreation Sub-Committee meet in the beginning of 2017 to discuss remaining projects.

Mr. Homan discussed the need for an Airport Business Plan to help increase the utilization of the facility.

Mr. Homan discussed the Central Ohio Mayor and Manager Organization dues.

Mr. Homan recommended a discussion be held on impact fees at an upcoming Finance Committee Meeting.

A discussion was held on Hidden Valley Golf Course and potential dedicated revenue sources.

Mr. Homan recommended that future discussions be held regarding updating the Comprehensive Plan and different social media platforms to get citizen input.

**ITEM 9: ORDINANCE NO. 16-98** [Third Reading]  
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.

The Clerk read the ordinance for the third time.

**APPLICANT:**  
Connie Klema  
P.O. Box 991  
Pataskala, Ohio

Ms. Klema provided a presentation on the proposed development plan.

**PUBLIC COMMENT:**  
Ed Gifford  
165 Beech Drive  
Delaware, Ohio

Mr. Gifford spoke on behalf of the Stratford Wood's Homeowners Association. Mr. Gifford reported no opposition regarding the project.

RECORD OF PROCEEDINGS

Minutes of Delaware City Council

Meeting

BEAR GRAPHICS 800-325-8084 FORM NO. 10148

Held December 12 20 16

Mr. Gifford expressed the anticipation of future needs and questions as the project progresses and discussed concerns regarding signage at Hawthorne and U.S. 23.

**Motion:** Mr. DiGenova moved to adopt Ordinance No. 16-98, seconded by Mr. Rohrer. Motion approved by a 6-0 vote.

**ITEM 10: ORDINANCE NO. 16-99** [Third Reading]  
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.

The Clerk read the ordinance for the third time.

APPLICANT:  
Connie Klema  
P.O. Box 991  
Pataskala, Ohio

**Motion:** Mr. DiGenova moved to adopt Ordinance No. 16-99, seconded by Mr. Rohrer. Motion approved by a 6-0 vote.

**ITEM 11: ORDINANCE NO. 16-100** [Third Reading]  
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.

The Clerk read the ordinance for the third time.

APPLICANT:  
Connie Klema  
P.O. Box 991  
Pataskala, Ohio

**Motion:** Mr. DiGenova moved to adopt Ordinance No. 16-100, seconded by Mr. Rohrer. Motion approved by a 6-0 vote.

**ITEM 12: ORDINANCE NO. 16-101** [Third Reading]  
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.

The Clerk read the ordinance for the third time.

APPLICANT:  
Connie Klema  
P.O. Box 991

RECORD OF PROCEEDINGS

Minutes of Delaware City Council

Meeting

BEAR GRAPHICS 800-325-8034 FORM NO. 10148

Held December 12 20 16

Pataskala, Ohio

**Motion:** Mr. DiGenova moved to adopt Ordinance No. 16-101, seconded by Mr. Rohrer. Motion approved by a 6-0 vote.

**ITEM 13: ORDINANCE NO. 16-102** [Third Reading]  
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.

The Clerk read the ordinance for the third time.

**APPLICANT:**  
Connie Klema  
P.O. Box 991  
Pataskala, Ohio

**Motion:** Mr. DiGenova moved to adopt Ordinance No. 16-102, seconded by Mr. Rohrer. Motion approved by a 6-0 vote.

**ITEM 14: ORDINANCE NO. 16-105** [Second Reading]  
AN ORDINANCE AUTHORIZING THE CITY MANAGER TO ENTER INTO A SETTLEMENT AGREEMENT WITH THE DELAWARE COUNTY BOARD OF COMMISSIONERS AND WOLF INDUSTRIAL PARK COMPANY.

The Clerk read the ordinance for the second time.

**Motion:** Mrs. Keller moved to adopt Ordinance No. 16-105, seconded by Mr. Hellinger. Motion approved by a 5-0-1 (Rohrer) vote.

**ITEM 15: ORDINANCE NO. 16-107** [Second Reading]  
AN ORDINANCE AMENDING THE DELAWARE MUNICIPAL COURT AND CLERK OF COURT EMPLOYEE BENEFITS AND LEAVE POLICIES, AND DECLARING AN EMERGENCY.

The Clerk read the ordinance for the second time.

**ITEM 16: ORDINANCE NO. 16-108** [Second Reading]  
AN ORDINANCE AMENDING ORDINANCE NO 15-115 ESTABLISHING THE PAY AND BENEFITS FOR VARIOUS PART-TIME AND INTERMITTENT/SEASONAL EMPLOYEES OF THE CITY OF DELAWARE, AND DECLARING AN EMERGENCY.

The Clerk read the ordinance for the second time.

**ITEM 17: ORDINANCE NO. 16-109** [Second Reading]  
AN ORDINANCE AMENDING THE MANAGEMENT, PROFESSIONAL, TECHNICAL, CONFIDENTIAL, AND SUPERVISORY EMPLOYEES PAY PLAN, AND DECLARING AN EMERGENCY.

The Clerk read the ordinance for the second time.

**ITEM 18: ORDINANCE NO. 16-110** [First Reading]  
AN ORDINANCE AMENDING SECTION 737.01 OF THE CITY OF DELAWARE'S CODIFIED ORDINANCES, RELATING TO CIRCUSES

RECORD OF PROCEEDINGS

Minutes of Delaware City Council

Meeting

BEAR GRAPHICS 800-325-8094 FORM NO. 10148

Held December 12 20 16

(COUNCIL PERMISSION, LICENSE, BOND AND INSURANCE REQUIRED).

The Clerk read the ordinance for the first time.

A public hearing has been set for January 9, 2017 at 7:30 p.m.

**ITEM 19: ORDINANCE NO. 16-111** [First Reading]

AN ORDINANCE APPROVING A FINAL SUBDIVISION PLAT FOR BOWTOWN DELAWARE, LTD., OLD COLONY ESTATES PHASE 2 CONSISTING OF 55 SINGLE-FAMILY LOTS ON APPROXIMATELY 14.92 ACRES ZONED R-4 WITH TEXT LIMITATIONS (MEDIUM DENSITY RESIDENTIAL DISTRICT) AND LOCATED ON WALLACE DRIVE, VERNON AVENUE AND PILGRIM CIRCLE.

The Clerk read the ordinance for the first time.

**ITEM 20: ORDINANCE NO. 16-112** [First Reading]

AN ORDINANCE APPROVING A PRELIMINARY DEVELOPMENT PLAN FOR T&R PROPERTIES FOR WILLOWBROOK WEST CONSISTING OF 96 SINGLE-FAMILY ATTACHED UNITS ON APPROXIMATELY 15.18 ACRES ZONED R-6 PUD (MULTI-FAMILY RESIDENTIAL DISTRICT WITH A PLANNED UNIT OVERLAY DISTRICT) LOCATED ON THE WEST SIDE OF SOUTH HOUK ROAD JUST NORTH OF ARTHUR PLACE.

The Clerk read the ordinance for the first time.

**ITEM 21: ORDINANCE NO. 16-113** [First Reading]

AN ORDINANCE APPROVING A PRELIMINARY SUBDIVISION PLAT FOR T&R PROPERTIES FOR WILLOWBROOK WEST CONSISTING OF 96 SINGLE-FAMILY ATTACHED UNITS ON APPROXIMATELY 15.18 ACRES ZONED R-6 PUD (MULTI-FAMILY RESIDENTIAL DISTRICT WITH A PLANNED UNIT OVERLAY DISTRICT) LOCATED ON THE WEST SIDE OF SOUTH HOUK ROAD JUST NORTH OF ARTHUR PLACE.

The Clerk read the ordinance for the first time.

**ITEM 22: CITY MANAGER'S REPORT**

**ITEM 23: COUNCIL COMMENTS**

Vice-Mayor Shafer requested a break at 8:00 p.m.

**ITEM 24: 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. (If necessary)

Mr. Rohrer moved to enter into Executive Session at 8:08 p.m. This motion was seconded by Mr. Jones and approved by a 6-0 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

RECORD OF PROCEEDINGS

Minutes of Delaware City Council

Meeting

BEAR GRAPHICS 800-325-8094 FORM NO. 10148

Held December 12 20 16

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, and Vice-Mayor Kent Shafer. Absent from the discussion was Mayor Carolyn Kay Riggle. Following the discussion at 8:54 p.m., it was moved by Vice-Mayor Shafer that Council move into Open session, seconded by Mr. Rohrer and approved by a 6-0 vote.

ITEM 25: ADJOURNMENT

Motion: Vice-Mayor Shafer moved to adjourn the meeting, seconded by Mr. Rohrer. The meeting adjourned at 8:55 p.m.

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Mayor Carolyn Kay Riggle

\_\_\_\_\_  
Elaine McCloskey, Council Clerk

RECORD OF PROCEEDINGS

BEAR GRAPHICS 800-325-8094 FORM NO. 10148

Held December 22

20 16

6:30 EXECUTIVE SESSION: Mr. Rohrer motioned to enter into Executive Session at 6:31 p.m. This motion was seconded by Vice-Mayor Shafer 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 7:01 p.m., it was moved by Mr. DiGenova that Council move into Open session, seconded by Mr. Rohrer and approved by a 7-0 vote.

The Year-end meeting of Council held December 22, 2016 was called to order at 7:03 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 Shafer, and Mayor Carolyn Kay Riggle who presided. The invocation was given Rev. Terry Highland, followed by the Pledge of Allegiance.

Staff Present: Darren Shulman, City Attorney, Dean Stelzer, Finance Director, Dave Efland, Planning and Community Development Director, Bill Ferrigno, Public Works Director/City Engineer, Brad Stanton, Public Utilities Director, Bruce Pijanowski, Police Chief, John Donahue, Fire Chief, Sean Hughes, Economic Development Director, Jackie Walker, Assistant City Manager, Tom Homan, City Manager

ITEM 4: CONSENT AGENDA

A. Resolution No. 16-55, a resolution accepting the public improvements for Belmont Place Phase 1, Section 3.

Motion: Vice-Mayor Shafer moved to approve the consent agenda, seconded by Mr. Hellinger. Motion approved by a 7-0 vote.

ITEM 5: LETTERS, PETITIONS, AND PUBLIC COMMENTS

PUBLIC COMMENT:

Lisa Mercer
171 Firestone Dr.
Delaware, Ohio 43015

Ms. Mercer voiced her concern regarding the installation of "No Parking" signage on the north side of Firestone Drive. Ms. Mercer discussed difficulty parking due to location of mailbox and light post and difficulty backing out of driveway safely due to visibility issues.

Mayor Riggle discussed the process to have the Parking and Safety Committee review her concerns.

Mr. Ferrigno discussed option of removing signage on her property and relocating the mailbox.

RECORD OF PROCEEDINGS

Minutes of Delaware City Council

Meeting

BEAR GRAPHICS 800-325-8094 FORM NO. 10148

Held December 22 20 16

**ITEM 6: COMMITTEE REPORTS**

Mr. Jones indicated that Main Street Delaware meeting for January has had a date change.

Mrs. Keller confirmed that the Planning Commission meeting for January will be held January 18, 2017.

Mayor Riggle requested that Council inform her of any requests for committee meetings.

**ITEM 7: ORDINANCE NO. 16-103** [Third Reading]  
AN ORDINANCE MAKING APPROPRIATIONS FOR THE YEAR 2017, AND DECLARING AN EMERGENCY.

The Clerk read the ordinance for the third time.

**Motion:** Vice-Mayor Shafer moved to enact the emergency clause for Ordinance No. 16-103, seconded by Mr. Jones. Motion approved by a 7-0 vote.

**Motion:** Vice-Mayor Shafer moved to adopt Ordinance No. 16-103, seconded by Mr. Jones. Motion approved by a 7-0 vote.

**ITEM 8: ORDINANCE NO. 16-107** [Third Reading]  
AN ORDINANCE AMENDING THE DELAWARE MUNICIPAL COURT AND CLERK OF COURT EMPLOYEE BENEFITS AND LEAVE POLICIES, AND DECLARING AN EMERGENCY.

The Clerk read the ordinance for the third time.

**Motion:** Mr. DiGenova moved to enact the emergency clause for Ordinance No. 16-107, seconded by Mr. Rohrer. Motion approved by a 7-0 vote.

**Motion:** Mr. DiGenova moved to adopt Ordinance No. 16-107, seconded by Mr. Rohrer. Motion approved by a 7-0 vote.

**ITEM 9: ORDINANCE NO. 16-108** [Third Reading]  
AN ORDINANCE AMENDING ORDINANCE NO 15-115 ESTABLISHING THE PAY AND BENEFITS FOR VARIOUS PART-TIME AND INTERMITTENT/SEASONAL EMPLOYEES OF THE CITY OF DELAWARE, AND DECLARING AN EMERGENCY.

The Clerk read the ordinance for the third time.

**Motion:** Mrs. Keller moved to enact the emergency clause for Ordinance No. 16-108, seconded by Mr. Jones. Motion approved by a 7-0 vote.

**Motion:** Mrs. Keller moved to adopt Ordinance No. 16-108, seconded by Mr. Jones. Motion approved by a 7-0 vote.

**ITEM 10: ORDINANCE NO. 16-109** [Third Reading]  
AN ORDINANCE AMENDING THE MANAGEMENT, PROFESSIONAL, TECHNICAL, CONFIDENTIAL, AND SUPERVISORY EMPLOYEES PAY PLAN, AND DECLARING AN EMERGENCY.

RECORD OF PROCEEDINGS

Minutes of Delaware City Council

Meeting

BEAR GRAPHICS 800-325-8094 FORM NO. 10146

Held December 22 20 16

The Clerk read the ordinance for the third time.

**Motion:** Vice-Mayor Shafer moved to enact the emergency clause for Ordinance No. 16-109, seconded by Mr. Hellinger. Motion approved by a 7-0 vote.

**Motion:** Vice-Mayor Shafer moved to adopt Ordinance No. 16-109, seconded by Mr. Hellinger. Motion approved by a 7-0 vote.

**ITEM 11: RESOLUTION NO. 16-56** [First Reading]  
A RESOLUTION ACCEPTING THE NEGOTIATED CHANGES TO EXISTING CONTRACTS BETWEEN THE CITY OF DELAWARE AND THREE BARGAINING GROUPS.

The Clerk read the resolution for the first time.

**Motion:** Mr. DiGenova moved to adopt Resolution No. 16-56, seconded by Mr. Rohrer. Motion approved by a 7-0 vote.

**ITEM 12: ORDINANCE NO. 16-114** [First Reading]  
AN ORDINANCE AUTHORIZING THE CITY MANAGER TO ENTER INTO A MEMORANDUM OF MUTUAL UNDERSTANDING REGARDING USAGE OF A SCBA FIT TEST MACHINE BY THE DELAWARE CITY FIRE DEPARTMENT, AND DECLARING AN EMERGENCY.

The Clerk read the ordinance for the first time.

**Motion:** Vice-Mayor Shafer moved to suspend the rules for Ordinance No. 16-114, seconded by Mr. DiGenova. Motion approved by a 7-0 vote.

**Motion:** Vice-Mayor Shafer moved to enact the emergency clause for Ordinance No. 16-114, seconded by Mr. DiGenova. Motion approved by a 7-0 vote.

**Motion:** Vice-Mayor Shafer moved to adopt Ordinance No. 16-114, seconded by Mr. DiGenova. Motion approved by a 7-0 vote.

**ITEM 13: ORDINANCE NO. 16-115** [First Reading]  
AN ORDINANCE SUPPLEMENTING THE 2016 APPROPRIATIONS ORDINANCE, AND DECLARING AN EMERGENCY.

The Clerk read the ordinance for the first time.

**Motion:** Mr. DiGenova moved to suspend the rules for Ordinance No. 16-115, seconded by Vice-Mayor Shafer. Motion approved by a 7-0 vote.

**Motion:** Mr. DiGenova moved to enact the emergency clause for Ordinance No. 16-115, seconded by Vice-Mayor Shafer. Motion approved by a 7-0 vote.

**Motion:** Mr. DiGenova moved to adopt Ordinance No. 16-115, seconded by Vice-Mayor Shafer. Motion approved by a 7-0 vote.

**ITEM 14: RESOLUTION NO. 16-57** [First Reading]

RECORD OF PROCEEDINGS

Minutes of Delaware City Council

Meeting

BEAR GRAPHICS 800-325-8094 FORM NO. 10148

Held December 22 20 16

APPOINTING MEMBERS TO VARIOUS BOARDS, COMMISSIONS, AND/OR COMMITTEES, AND SPECIFYING THE TERM OF THE APPOINTMENTS.

The Clerk read the resolution for the first time.

Motion: Mr. Jones moved to adopt Resolution No. 16-57, seconded by Vice-Mayor Shafer. Motion approved by a 7-0 vote.

ITEM 15: COUNCIL COMMENTS

Mr. Jones indicated he has plans to discuss potential recycling programs for the City of Delaware.

Mr. Jones is stated that he is interested in having more conversations regarding Energy Aggregation.

Mr. Jones provided an example of a newsletter that is distributed by City of Council of North Canton through grant funding.

Mrs. Keller stated that she will be out of town for the January 22, 2017 meeting.

Mr. Hellinger discussed the Source Point Dining Center.

Vice-Mayor Shafer stated that the February 6, 2017 work session will be held to discuss the parking recommendations.

Mr. Homan discussed the need to schedule a CIP meeting in January.

ITEM 16: ADJOURNMENT

Motion: Vice-Mayor Shafer moved to adjourn the meeting, seconded by Mr. Rohrer. The meeting adjourned at 7:44 p.m.

Mayor Carolyn Kay Riggle

Elaine McCloskey, Council Clerk



## FACT SHEET

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AGENDA ITEM NO: 8

DATE: 1/09/17

ORDINANCE NO:

RESOLUTION NO: 17-01

READING: FIRST

PUBLIC HEARING: NO

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TO: Mayor and Members of City Council

FROM: R. Thomas Homan, City Manager

VIA: -----

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**TITLE OF PROPOSED ORDINANCE/RESOLUTION:**

A RESOLUTION HONORING THE LIFE OF DR. MARTIN LUTHER KING, JR.

**BACKGROUND:**

This resolution will be recognized by the Martin Luther King (MLK) Celebration Committee at the upcoming MLK Breakfast on January 16.

**REASON WHY LEGISLATION IS NEEDED:**

N/A

**COMMITTEE RECOMMENDATION:**

N/A

**FISCAL IMPACT(S):**

N/A

**POLICY CHANGES:**

N/A

**PRESENTER(S):**

Carolyn Kay Riggle, Mayor

**RECOMMENDATION:**

RESOLUTION NO. 17-01

A RESOLUTION HONORING THE LIFE OF DR. MARTIN LUTHER KING, JR.

WHEREAS, the third Monday in January of each year has been set aside as a day to celebrate the life and dream of Martin Luther King, Jr., and

WHEREAS, this day should also be seen as a day to reaffirm the American ideals of freedom, justice and opportunity for all; as a day for love, not hate; for understanding, not anger; for peace, not war; and

WHEREAS, on this important holiday people of all races, religions and classes in life may put aside their differences and join in a spirit of togetherness, and

WHEREAS, this is a day for our nation, our state, and the City of Delaware to pay tribute to Dr. Martin Luther King, Jr., who awakened in us the best qualities of the American spirit, and

WHEREAS, this is a day for nations of the world to cease all violent actions, seek nonviolent solutions and demonstrate that peace is not just a dream but a real possibility.

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

SECTION 1. That this resolution shall take effect and be in force immediately after its passage.

PASSED: \_\_\_\_\_, 2017

YEAS \_\_\_ NAYS \_\_\_  
ABSTAIN \_\_\_

ATTEST: \_\_\_\_\_  
CITY CLERK

\_\_\_\_\_  
MAYOR



## FACT SHEET

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AGENDA ITEM NO: 9

DATE: 01/09/17

ORDINANCE NO: 16-110

RESOLUTION NO:

READING: SECOND

PUBLIC HEARING: YES  
January 9, 2017 at 7:30 p.m.

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TO: Mayor and Members of City Council

FROM: R. Thomas Homan, City Manager

VIA: Darren Shulman, City Attorney

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**TITLE OF PROPOSED ORDINANCE/RESOLUTION:**

AN ORDINANCE AMENDING SECTION 737.01 OF THE CITY OF DELAWARE'S CODIFIED ORDINANCES, RELATING TO CIRCUSES (COUNCIL PERMISSION, LICENSE, BOND AND INSURANCE REQUIRED).

**BACKGROUND:**

Last March, in conjunction with consideration of a circus permit, Council indicated it would like staff to propose an update to the Code. The proposed changes update the requirements for getting a permit as these requirements have not been updated since 1976. In addition, the revision allows rejection of the permit if the Council finds that the circus mistreats animals.

Circus Pages has started the process for a permit for their tentative circus date of March 24, 2017. The resolution will come before Council sometime in 2017.

Prior to placing this item on the agenda a draft of this ordinance was provided to Circus Pages and the individuals who came to speak at the hearing last March.

**Update:** The draft provided as part of this packet includes two potential changes drafted at Council's request for consideration. One prohibits exotic animals and the other defines mistreatment based on APHIS citations.

**REASON WHY LEGISLATION IS NEEDED:**

The Code has not been updated since 1976.

**COMMITTEE RECOMMENDATION:**

N/A

**FISCAL IMPACT(S):**

N/A

**POLICY CHANGES:**

Allows Council to decline to issue a permit, if Council finds that the circus has mistreated animals.

**PRESENTER(S):**

Darren Shulman, City Attorney

**RECOMMENDATION:**

**ATTACHMENT(S)**

N/A

ORDINANCE NO. 16-110

AN ORDINANCE AMENDING SECTION 737.01 OF THE CITY OF DELAWARE'S CODIFIED ORDINANCES, RELATING TO CIRCUSES (COUNCIL PERMISSION, LICENSE, BOND AND INSURANCE REQUIRED).

WHEREAS, Section 737.01 has not been amended since 1976; and

WHEREAS, Council has determined that the criteria for issuing a circus permit must be updated; and

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

SECTION 1. 737.01 of the City of Delaware Codified Ordinances shall be amended as follows:

737.01. - Council permission, license, bond and insurance required.

(a) No person, firm or corporation, except a licensee under this chapter, shall operate, manage, exhibit or produce any circus, carnival or menagerie within the City. **[OPTION DRAFTED AT COUNCIL'S REQUEST FOR CONSIDERATION, WHICH WOULD REQUIRE A CORRESPONDING AMENDMENT TO 505.23: A LICENSE SHALL NOT BE ISSUED FOR A CIRCUS, CARNIVAL, OR MENAGERIE THAT INCLUDES WILD OR EXOTIC ANIMALS, AS DEFINED BY 505.23 OF THE DELAWARE CODIFIED ORDINANCES].**

(b) Every person, firm or corporation desiring to engage in such business shall secure the permission of Council therefor, and shall obtain from the City Manager a license therefor, for which ~~a fee of ten dollars (\$10.00) per day~~ **THE FEE SET FORTH IN THE FEE SCHEDULE** of presence and/or operation in the City shall be **PAID** ~~charged~~. **A LICENSE APPLICATION MUST BE SUBMITTED AT LEAST 30 DAYS PRIOR TO THE EVENT. IF TIMELY FILED**, the permission of Council shall be granted unless it ~~affirmatively appears~~ DETERMINES that any such **THE** proposed circus, carnival or menagerie shall in any way endanger or threaten the public peace, property, health, safety or welfare of the City **OR THAT THE CIRCUS MISTREATS ANIMALS (EXPANDED DEFINITION OF MISTREATMENT FOR CONSIDERATION: DRAFTED AT COUNCIL'S REQUEST HAS RECEIVED MORE THAN FIVE NON-CRITICAL OR TWO CRITICAL NON-COMPLIANCE CITATIONS BASED ON INSPECTIONS BY THE UNITED STATES DEPARTMENT OF AGRICULTURE'S ANIMAL AND PLANT HEALTH INSPECTION SERVICE (APHIS)).**

(c) If the issuance of a license under this section is authorized by Council, the same shall not be issued until the applicant files with the City Manager a bond executed by the licensee as principal and by a good and sufficient corporate surety





## FACT SHEET

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AGENDA ITEM NO: 10

DATE: 01/09/17

ORDINANCE NO: 16-111

RESOLUTION NO:

READING: SECOND

PUBLIC HEARING:NO

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TO: Mayor and Members of City Council

FROM: R. Thomas Homan, City Manager

VIA: David Efland, Planning and Community Development Director

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**TITLE OF PROPOSED ORDINANCE/RESOLUTION:**

AN ORDINANCE APPROVING A FINAL SUBDIVISION PLAT FOR BOWTOWN DELAWARE LTD., OLD COLONY ESTATES PHASE 2 CONSISTING OF 55 SINGLE FAMILY LOTS ON APPROXIMATELY 14.92 ACRES ZONED R-4 WITH TEXT LIMITATIONS (MEDIUM DENSITY RESIDENTIAL DISTRICT) AND LOCATED ON WALLACE DRIVE, VERNON AVENUE AND PILGRIM CIRCLE.

**BACKGROUND:**

In October 2002 City Council (Ordinance 02-138) approved the Final Subdivision Plat for Old Colony Estates and the subsequent engineering drawings were also approved in October 2002. In September 2004 City Council approved an extension of the aforementioned Final Subdivision Plat until July 2005. The developer constructed the infrastructure (streets, utilities, etc.) in Phase 1 with the construction improvements accepted by the City in early 2008. Before the houses could be constructed the recession of 2008 occurred and the development was halted. In 2014, Ryan Homes purchased the lots and began constructing houses and now most of Phase 1 is built out. Also during this time, Ryan Homes constructed a playground and bike path in the parkland area and agreed this to be in the Homeowners Association and maintained via covenants and declarations. Since 2005, the Final Subdivision Plat and the engineering drawings for Phase 2 have expired and now the developer is requesting Final Subdivision Plat approval for Phase 2 which consists of 55 single family lots on approximately 14.92 acres.

Phase 2 is accessed by Wallace Drive which extends north from Ferguson Avenue which is in Phase 1. Wallace Drive extends north and then proceeds east to connect into the Kensington Place Subdivision. In addition, this Phase would finally connect Vernon Avenue from Kensington Place to the existing western leg of Vernon Avenue that extends to Channing Street. Storm water in this area has been a source of concern with negative impacts to the adjacent residents in the area since this and the adjacent developments were constructed in the late 1990's (Kensington Place and Village Gate Apartments). Due to the fact that there are concerns with the existing and adjacent ponds and outlet staging and the proposed development will contribute flows to this pond, the applicant's engineer was advised to model the storm water system again to determine the need for an additional outlet. In addition, there are concerns regarding stagnant water in the existing ponds to the east and south of this development. The developer shall provide appropriately sized aeration systems for the existing pond to the southeast of this development and for the ponds south of Ferguson Avenue between Old Colony Drive and Village Gate Apartments.

Phase 2 contains 55 single family lots on 14.92 acres with lots ranging in size from 0.152 acres (6,600 square feet) to 0.581 acres (25,308 square feet) and has a minimum frontage of 55 feet and a minimum depth of 120 feet. Most of the lots are in the 0.152 acre (6,600 square foot) size range with the corner lots being oversized per the zoning code. The front yard setbacks are 25 feet, the rear yard setbacks are 30 feet and the side yard setbacks total 15 feet (minimum 6 feet). Per the zoning code, the minimum house size is 1,250 square feet for a three bedroom unit with each additional bedroom adding 200 square feet to the totals. The proposed lot dimensions/sizes and minimum dwelling sizes are in accordance with the previously approved Final Subdivision Plat and consistent with lots already developed within the subdivision. The houses would be required to comply with the Residential Design Criteria and Performance Standards of Section 1171.08 of the Planning & Zoning Code. There are two reserves in this phase. Reserve A, which encompasses 0.347 acres, is an island located just west of Pilgrim Circle and is dedicated open space. This open space shall be an open "field" area and shall be maintained by the Homeowner's Association. Reserve B, which is located behind lots 97-105, is a detention basin and shall be maintained by the Homeowner's Association. Additionally, the aforementioned Phase 1 playground and bike path shall be owned and maintained by the Homeowners Association. This shall be formalized prior to acceptance of public improvements in Phase 2. The landscape plans and lighting plans would have to be approved by the Shade Tree Commission and Chief Building Official respectively.

**REASON WHY LEGISLATION IS NEEDED:**

To achieve compliance with Section 1111.04 Final Plat Submission Requirements of the zoning code.

**COMMITTEE RECOMMENDATION:**

Planning Commission approved this case 4-0 on December 7, 2016.

**FISCAL IMPACT(S):**

N/A

**POLICY CHANGES:**

N/A

**PRESENTER(S):**

David Efland, Planning and Community Development Director

**RECOMMENDATION:**

Staff recommends approval as submitted with the documented conditions.

**ATTACHMENT(S)**

Staff Report

ORDINANCE NO. 16-111

AN ORDINANCE APPROVING A FINAL SUBDIVISION PLAT FOR BOWTOWN DELAWARE LTD. OLD COLONY ESTATES PHASE 2 CONSISTING OF 55 SINGLE FAMILY LOTS ON APPROXIMATELY 14.92 ACRES ZONED R-4 WITH TEXT LIMITATIONS (MEDIUM DENSITY RESIDENTIAL DISTRICT) AND LOCATED ON WALLACE DRIVE, VERNON AVENUE AND PILGRIM CIRCLE.

WHEREAS, the Planning Commission at its meeting of December 7, 2016 recommended approval of a Final Subdivision Plat for Old Colony Phase 2 consisting of 55 single family lots on approximately 14.92 acres zoned R-4 with Text Limitations (Medium Density Residential District) and located on Wallace Drive, Vernon Avenue and Pilgrim Circle (PC 2016-3400), and

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

SECTION 1. That the Final Subdivision Plat for Old Colony Phase 2 consisting of 55 single family lots on approximately 14.92 acres zoned R-4 with Text Limitations (Medium Density Residential District) and located on Wallace Drive, Vernon Avenue and Pilgrim Circle, is hereby confirmed, approved, and accepted with the following conditions that:

1. The Applicant needs to obtain final 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. A public sidewalk shall be required along all public streets.
3. The houses shall achieve compliance the minimum Residential Design Standards Criteria and Performance Standards of Section 1171.08 of the Planning and Zoning Code.
4. The minimum houses sizes shall be 1,250 for a 3 bedroom unit with any additional bedroom adding 200 square feet to the totals.
5. The street tree plan shall be submitted, reviewed and approved by the Shade Tree Commission.
6. A lighting plan that achieves compliance with the zoning code shall be submitted, reviewed and approved by the Chief Building Official.
7. The playground and bike path in Phase 1 shall be owned and maintained by the Homeowners Association. This shall be formalized prior to acceptance of public improvements in Phase 2.

8. The developer shall provide appropriately sized aeration systems for the existing pond to the southeast of this development and for the ponds south of Ferguson Avenue between Old Colony Drive and Village Gate Apartments.

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: \_\_\_\_\_, 2017

YEAS \_\_\_ NAYS \_\_\_  
ABSTAIN \_\_\_

ATTEST: \_\_\_\_\_  
CITY CLERK

\_\_\_\_\_  
MAYOR



## PLANNING COMMISSION / STAFF REPORT

**CASE NUMBERS:** 2016-3400  
**REQUEST:** Final Subdivision Plat  
**PROJECT:** Old Colony Estates Phase 2  
**MEETING DATE:** December 7, 2016

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### APPLICANT/OWNER

Bowtown Delaware Ltd.  
536 South Wall Street  
Dublin, Ohio 43016

### REQUEST

2016-3400: A request by Bowtown Delaware Ltd. for approval of a Final Subdivision Plat for Old Colony Estates Phase 2 consisting of 55 single family lots on approximately 14.92 acres zoned R-4 with Text Limitations (Moderate Density Residential District) and located on Wallace Drive, Vernon Avenue and Pilgrim Circle.

### PROPERTY LOCATION & DESCRIPTION

The subject site is located north of Bowtown Road and just north of Phase I of the Old Colony Estates and west of Kennsington Place Subdivision. The zoning of the subject property is R-4 with Text Limitations (Moderate Density Residential District). The zoning to the east is R-3 (One Family Residential), the zoning to the west is R-6 (Multi-Family Residential District), and the zoning to the south is R-4 with Text Limitations while the zoning to the north is residential in the Township.

### BACKGROUND

In October 2002 City Council (Ordinance 02-138) approved the Final Subdivision Plat for Old Colony Estates and the subsequent engineering drawings were also approved in October 2002. In September 2004 City Council approved an extension of the aforementioned Final Subdivision Plat until July 2005. The developer constructed the infrastructure (streets, utilities, etc.) in Phase 1 with the construction improvements accepted by the City in early 2008. Before the houses could be constructed the recession of 2008 occurred and the development was halted. In 2014, Ryan Homes purchased the lots and began constructing houses and now most of Phase 1 is built out. Also during this time, Ryan Homes constructed a playground and bike path in the parkland area and agreed this to be in the Homeowners Association and maintained via covenants and declarations. Since 2005, the Final Subdivision Plat and the engineering drawings for Phase 2 have expired and now the developer is requesting Final Subdivision Plat approval for Phase 2 which consists of 55 single family lots on approximately 14.92 acres.

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### STAFF ANALYSIS

- **LAND USE:** The proposed development is located in an area that is entirely residential in use and character. The Comprehensive Plan recommends a land use of Moderate Density Single-Family (3.25 – 4.75 du/ac) for the subject site. At 3.12 du/ac, the proposed density for the entire development is less than recommended and consistent with other recommendations of the Comprehensive Plan.
- **ENGINEERING:** 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 a technical review by the Engineering Department once a complete plan set is submitted for review.
- **STORM WATER:** Storm water in this area has been a source of concern with negative impacts to the adjacent residents in the area since this and the adjacent developments were constructed in the late 1990's (Kennsington Place and Village Gate Apartments). The engineer has only had one review of the engineering drawings and the initial storm water plan was incomplete. Due to the fact that there are concerns with the existing and adjacent ponds and outlet staging and the proposed development will contribute flows to this pond, the engineer was advised to model the storm water system again to determine the need for an additional outlet. In addition, there are concerns regarding stagnant water in the existing ponds to the east and south of this development. The developer shall provide appropriately sized aeration systems for the existing pond to the southeast of this development and for the ponds south of Ferguson Avenue between Old Colony Drive and Village Gate Apartments.
- **ROADS, TRAFFIC & ACCESS:** Phase 2 is accessed by Wallace Drive which extends north from Ferguson Avenue which is in Phase 1 (the plat indicates this street is Bowtown Road and needs to be revised to Ferguson Avenue). Wallace Drive extends north and then proceeds east to connect into the Kennsington Place Subdivision. In addition, this Phase would finally connect Vernon Avenue from Kennsington Place to the

existing western leg of Vernon Avenue that extends to Channing Street. All the streets have 60 feet of right-of-way except for Pilgrim Circle which has 50 feet of right-of-way. The pavement widths would be 36 feet for Vernon Avenue, 32 feet for Wallace Drive and 28 feet for Pilgrim Circle. All roads and utilities are shown to extend to the end of lots being developed as a result of this plat as well as the property lines of the overall development. Public sidewalks would be required along all public streets.

- **LOT SIZE:** Phase 2 contains 55 single family lots on 14.92 acres with lots ranging in size from 0.152 acres (6,600 square feet) to 0.581 acres (25,308 square feet) and has a minimum frontage of 55 feet and a minimum depth of 120 feet. Most of the lots are in the 0.152 acre (6,600 square foot) size range with the corner lots being oversized per the zoning code. The front yard setbacks are 25 feet, the rear yard setbacks are 30 feet and the side yard setbacks total 15 feet (minimum 6 feet). Also a 33 foot wide gas easement bisects this phase in a southeast to northwest direction and impacts the buildable area of 13 lots with a significant impact to 3 lots (lots 91, 98 & 99). This same gas easement also impacts buildable area of lots of Phase 1 (which are already constructed). In addition, a sanitary easement along the northern portion of lot 102 restricts the buildable area of that lot. Staff understands this development design was approved in 2002 as a Final Subdivision Plat but this site design pertaining to the gas line easement and sanitary easement impacting the said lots are not ideal but are consistent with what was previously approved. The future owners of the lots significantly impacted (lots 91, 98, 99 and 102) should be made aware of the aforementioned gas easement and sanitary line easement. Per the zoning code, the minimum house size is 1,250 square feet for a three bedroom unit with each additional bedroom adding 200 square feet to the totals. The proposed lot dimensions/sizes and minimum dwelling sizes are in accordance with the previously approved Final Subdivision Plat and consistent with lots already developed within the subdivision.
- **DESIGN:** The houses would be required to comply with the Residential Design Criteria and Performance Standards of Section 1171.08 of the Planning & Zoning Code. The standards include among other items: front elevations consisting of a minimum 25 percent of natural materials (the natural materials are to include but are not limited to stone, brick, cedar, wood, stucco and stucco stone), minimum 8 inch overhangs/soffits on returns, minimum 4 inch window trim and higher end vinyl siding.
- **LIGHTING PLAN:** A lighting plan that complies with the minimum zoning requirement has to submitted, reviewed and approved by the Chief Building Official for Phase 2.
- **LANDSCAPE PLAN:** A street tree plan is required to be submitted, reviewed and approved by the Shade Tree Commission for this Phase. It is imperative that the Applicant coordinate the landscaping plan with the engineering site development plan so that required landscaping does not impede visibility at intersections or of any traffic control signs.
- **PARKS/OPEN SPACE:** There are two reserves in this phase. Reserve A, which encompasses 0.347 acres, is an island located just west of Pilgrim Circle and is dedicated open space. This open space shall be an open "field" area and shall be maintained by the Homeowner's Association. Reserve B, which is located behind lots 97-105, is a detention basin and shall be maintained by the Homeowner's Association. Additionally, the aforementioned Phase 1 playground and bike path shall be owned and maintained by the Homeowners Association. This shall be formalized prior to acceptance of public improvements in Phase 2.
- **TREE PRESERVATION:** The subject site does not appear to have any trees. However if any trees are removed the development would have to achieve compliance with Chapter 1168 Tree Preservation Regulations.

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**STAFF RECOMMENDATION – (2016-3400 FINAL SUBDIVISION PLAT)**

Staff recommends approval of a request by Bowtown Delaware Ltd. for a Final Subdivision Plat for Old Colony Estates Phase 2 consisting of 55 single family lots on approximately 14.92 acres zoned R-4 with Text Limitations (Moderate Density Residential District) and located on Wallace Drive, Vernon Avenue and Pilgrim Circle, with the following conditions that:

1. The Applicant needs to obtain final 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. A public sidewalk shall be required along all public streets.

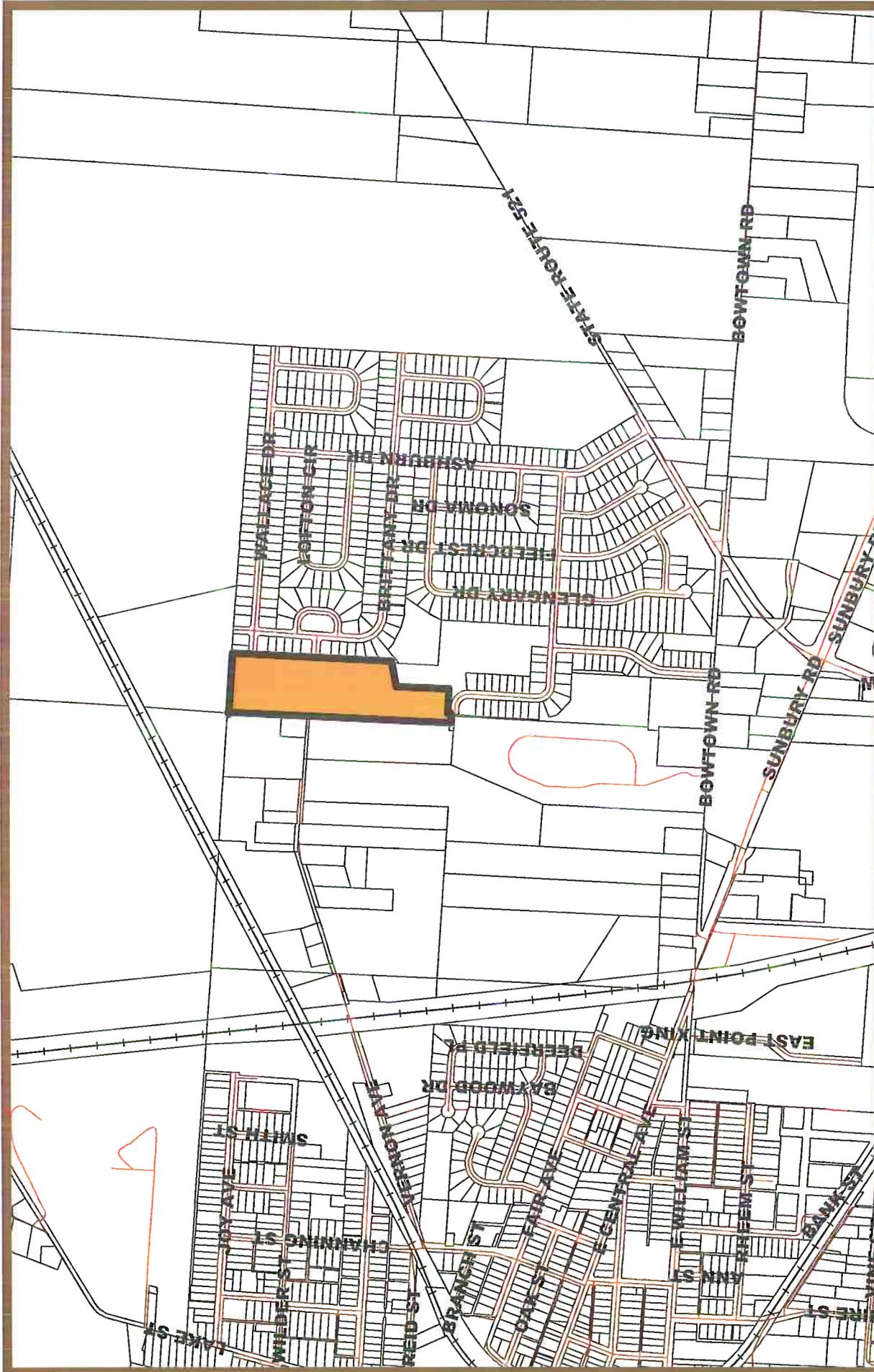
3. The houses shall achieve compliance the minimum Residential Design Standards Criteria and Performance Standards of Section 1171.08 of the Planning and Zoning Code.
4. The minimum houses sizes shall be 1,250 for a 3 bedroom unit with any additional bedroom adding 200 square feet to the totals.
5. The street tree plan shall be submitted, reviewed and approved by the Shade Tree Commission.
6. A lighting plan that achieves compliance with the zoning code shall be submitted, reviewed and approved by the Chief Building Official.
7. The playground and bike path in Phase 1 shall be owned and maintained by the Homeowners Association. This shall be formalized prior to acceptance of public improvements in Phase 2.
8. The developer shall provide appropriately sized aeration systems for the existing pond to the southeast of this development and for the ponds south of Ferguson Avenue between Old Colony Drive and Village Gate Apartments.

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#### CONCLUSIONS

- The proposal meets all applicable Code requirements, with fulfillment of the approval conditions.





2016-3400  
 Final Subdivision Plat  
 Old Colony Estates - Phase 2  
 Location Map







2016-3400  
Final Subdivision Plat  
Old Colony Estates - Phase 2  
Aerial (2016)











**CITY OF DELAWARE, OHIO  
PLANNING & COMMUNITY DEVELOPMENT  
MASTER APPLICATION FORM**



Project # 161-622

Case # 2016-3400 FSP

Planning Commission

- |  |  |   |
|--|--|---|
| <input type="checkbox"/> Amended Final Development Plan                | <input type="checkbox"/> Final Development Plan Extension  | <input type="checkbox"/> Substitution of a Non-Conforming Use             |
| <input type="checkbox"/> Amended Final Subdivision Plat                | <input checked="" type="checkbox"/> Final Subdivision Plat | <input type="checkbox"/> Vacation-Alley                                   |
| <input type="checkbox"/> Amended Preliminary Development Plan          | <input type="checkbox"/> Final Subdivision Plat Extension  | <input type="checkbox"/> Vacation-Easement                                |
| <input type="checkbox"/> Amended Preliminary Subdivision Plat          | <input type="checkbox"/> Floodplain Permit                 | <input type="checkbox"/> Vacation-Street                                  |
| <input type="checkbox"/> Annexation Review                             | <input type="checkbox"/> Lot Split                         | <b>Board of Zoning Appeals</b>  |
| <input type="checkbox"/> Combined Preliminary & Final Development Plan | <input type="checkbox"/> Pre-annexation Agreement          | <input type="checkbox"/> Appeal Administrative Decision or Interpretation |
| <input type="checkbox"/> Comprehensive Plan Amendment                  | <input type="checkbox"/> Preliminary Development Plan      | <input type="checkbox"/> Conditional Use Permit                           |
| <input type="checkbox"/> Concept Plan                                  | <input type="checkbox"/> Preliminary Dev Plan Extension    | <input type="checkbox"/> Substitution of Equal or Less Non-Conforming Use |
| <input type="checkbox"/> Conditional Use Permit                        | <input type="checkbox"/> Preliminary Sub Plat              | <input type="checkbox"/> Variance   |
| <input type="checkbox"/> Determination of Similar Use                  | <input type="checkbox"/> Preliminary Sub Plat Extension    |   |
| <input type="checkbox"/> Development Plan Exemption                    | <input type="checkbox"/> Rezoning                          |   |
| <input type="checkbox"/> Final Development Plan                        | <input type="checkbox"/> Subdivision Variance              |   |

Subdivision/Project Name Old Colony Estates Phase 2 Address City of Delaware, Delaware County, Ohio  
 Acreage 14.962 Square Footage 651,744.72 Number of Lots 55 Number of Units ---  
 Zoning District/Land Use R-4 Proposed Zoning/Land Use R-4 Parcel # 51944101015000

Applicant Name Civil & Environmental Consultants, Inc. Contact Person Chad Buckley  
 Applicant Address 250 Old Wilson Bridge Road, Suite 250, Worthington, Ohio 43085  
 Phone 614-468-6200 Fax 614-540-6638 E-mail cbuckley@cecinc.com  
 Owner Name Bowtown Delaware, Ltd. Contact Person Jack Wendell  
 Owner Address 536 South Wall Street, Suite 300, Columbus, OH 43215  
 Phone 614-224-9255 Fax \_\_\_\_\_ E-mail jwendell@smithtandy.com  
 Engineer/Architect/Attorney Civil & Environmental Consultants, Inc. Contact Person Chad Buckley  
 Address 250 Old Wilson Bridge Road, Suite 250, Worthington, Ohio 43085  
 Phone 614-468-6200 Fax 614-540-6638 E-mail cbuckley@cecinc.com

The undersigned, do hereby verify the truth and correctness of all facts and information presented with this application and authorize field inspections by City Staff.

Jack Wendell  
 REPRESENTING Owner Signature  
[Signature]  
 Agent Signature

Jack Wendell  
 REPRESENTING Owner Printed Name  
 Chad Buckley  
 Agent Printed Name

Sworn to before me and subscribed in my presence this 9<sup>th</sup> day of November, 2016 by Jack A Wendell



Amy A. Friend  
 Notary Public, State of Ohio

Notary Commission Expires 02/17/2019

[Signature]  
 Notary Public



## FACT SHEET

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AGENDA ITEM NO: 11

DATE: 01/09/17

ORDINANCE NO: 16-112

RESOLUTION NO:

READING: SECOND

PUBLIC HEARING: NO

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TO: Mayor and Members of City Council

FROM: R. Thomas Homan, City Manager

VIA: David Efland, Planning and Community Development Director

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**TITLE OF PROPOSED ORDINANCE/RESOLUTION:**

AN ORDINANCE APPROVING A PRELIMINARY DEVELOPMENT PLAN FOR T&R PROPERTIES FOR WILLOWBROOK WEST CONSISTING OF 96 SINGLE FAMILY ATTACHED UNITS ON APPROXIMATELY 15.18 ACRES ZONED R-6 PUD (MULTI-FAMILY RESIDENTIAL DISTRICT WITH A PLANNED UNIT OVERLAY DISTRICT) LOCATED ON THE WEST SIDE OF SOUTH HOUK ROAD JUST NORTH OF ARTHUR PLACE.

**BACKGROUND:**

In 1999 (Ordinance 99-76), Medrock LLC., received approval of a Planned Mixed Use Development (PUD) that encompassed approximately 282 acres essentially south of US 36, north of the railroad tracks, west of Acme Road and along and east of the Houk Road. The permitted land uses include single family, two family attached, multi-family, commercial and industrial uses. A large portion of this area has been built out which includes the following developments: Adalee Park, Millbrook, Braddington Commons, Arthur Place, Village at Willowbrook Farms, Willowbrook East. In 2007, this portion of the Willowbrook PUD was subject to a rezoning which was coordinated with the initial submission for what became Arthur Place. In 2008, Arthur Place “flipped” sites and became located at its current site. This left the multi-family area in question in this case as the land remaining between the proposed retail and existing senior housing sites (Arthur Place). Also in 2008, the retail site underwent a rezoning which included some revised development text as well as the required mounding and landscaping along the south boundary of the retail

site. All of the previous plans and changes have been reviewed with this case to ensure consistency and adherence to prior actions.

Now the developer is proposing to develop 96 single family attached units on 96 lots on approximately 15.18 acres for a density of 6.32 units per acre. The main access would be a full movement curb cut on South Houk Road adjacent to Rockmill Street with a second access point utilizing the northern most access point to Arthur Place which is a right-in/right-out only curb cut. The site layout would entail a looped street configuration with a main access drive bisecting the development. An open space area would be located behind the lots on Mara Avenue and Amelia Lane and include a sidewalk which would connect to the development mail box on the southeastern portion of the site on Isaac Lane. A retention pond is located along South Houk Road in the southeastern portion of the site. Just east of the retention pond is the existing mound with landscaping that buffers South Houk Road and the subject development. Per the approved revised PUD development text, a proposed 8 to 10 foot high mound with landscaping would be located just north of the development to buffer the future commercial zoned property. There would be six common spaces located in front of the mailbox area on Isaac Lane and six spaces on Blaise Lane on the northwestern portion of the site. The subject 96 single family lots (owner occupied) would have a minimum lot size of 4,275 square feet (45-ft x 95-ft). The attached units would have a minimum front yard of 25 feet and a minimum rear yard setback of 18 feet while there would be a minimum 10 feet between units. Also, morning/sunroom(s) would be permitted on all interior lots as well as lots abutting South Houk Road. The morning/sunroom(s) shall have a minimum rear yard setback of 10 feet. In addition, each unit will be permitted a deck or patio that would need to be setback a minimum 10 feet from the rear property line. The minimum unit size is 1,350 square feet. Each unit would have a two car garage with a driveway which can accommodate parking for two vehicles. Furthermore, the subject condominium development would have a homeowners association that would have a common maintenance plan for lawn, landscaping and snow removal within the development. The intent of the design requirements is to mimic the Arthur Place ranch style attached units with a stone wainscoting (see attached exhibits) and all the units would have an earth tone color to be harmonious and compatible with the adjacent neighborhoods while allowing a color pallet to provide unit diversification and visual integrity (this will be submitted with Final Development Plan). Additionally, there would be only a maximum of two attached units giving a more single family development appearance. A comprehensive landscape plan would be required to be submitted, reviewed and approved by staff prior to submitting for any Final Development Plans and Plats. The landscaping plan would include street trees, individual building landscaping and perimeter buffering which would have to be approved by the Shade Tree Commission. Also, the lighting plans would need to achieve compliance with the zoning code and be approved by the Chief Building Official

**REASON WHY LEGISLATION IS NEEDED:**

To achieve compliance with Section 1129.04 Preliminary Development Plan Submission Requirements of the zoning code.

**COMMITTEE RECOMMENDATION:**

Planning Commission approved this case 4-0 on December 7, 2016.

**FISCAL IMPACT(S):**

N/A

**POLICY CHANGES:**

N/A

**PRESENTER(S):**

David Efland, Planning and Community Development Director

**RECOMMENDATION:**

Staff recommends approval as submitted with the documented conditions.

**ATTACHMENT(S)**

Staff Report

ORDINANCE NO. 16-112

AN ORDINANCE APPROVING A PRELIMINARY DEVELOPMENT PLAN FOR T&R PROPERTIES FOR WILLOWBROOK WEST CONSISTING OF 96 SINGLE FAMILY ATTACHED UNITS ON APPROXIMATELY 15.18 ACRES ZONED R-6 PUD (MULTI-FAMILY RESIDENTIAL DISTRICT WITH A PLANNED UNIT OVERLAY DISTRICT) LOCATED ON THE WEST SIDE OF SOUTH HOUK ROAD JUST NORTH OF ARTHUR PLACE.

WHEREAS, the Planning Commission at its meeting of December 7, 2016 recommended approval of a Preliminary Development Plan for T&R Properties for Willowbrook West consisting of 96 single family attached units on approximately 15.18 acres zoned R-6 PUD (Multi-Family Residential District with a Planned Unit Overlay District) located on the west side of South Houk Road just north of Arthur Place (PC 2016-3396), 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 T&R Properties for Willowbrook West consisting of 96 single family attached units on approximately 15.18 acres zoned R-6 PUD (Multi-Family Residential District with a Planned Unit Overlay District) located on the west side of South Houk Road just north of Arthur Place, is hereby confirmed, approved, and accepted with the following conditions that:

1. The Applicant needs to obtain final 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. Two curb cuts would be required for the subject development. The existing right-in/right-out curb cut on the northern portion of the Arthur Place development could be utilized as the second curb cut per the recorded access easement with Arthur Place in 2008.
3. The internal access roadway network would be comprised of 24 foot wide private streets built to public street standards with no parking permitted on the streets.

4. The street names shall be vetted and approved by the appropriate agencies to ensure compliance and non-duplication prior to Final Subdivision Plat submission.
5. The three parking spaces located at the southern terminus of Blaise Lane shall be removed because they will inhibit the movement of emergency and refuse vehicles.
6. Internal sidewalks shall be located on one side of each private street.
7. All retention ponds shall be setback a minimum of 80 feet from the edge of pavement per the City Engineer.
8. The lots and houses shall comply with the minimum bulk and setback requirements as shown on this plan.
9. The single family attached units shall comply with the minimum architectural standards approved in the development text and include minimum 8 inch overhang, shutters, window trim, one garage light course, etc.
10. The minimum attached unit house size shall be 1,350 square feet.
11. A morning/sunroom shall be permitted on all interior lots as well as lots abutting South Houk Road. The morning/sunroom(s) shall have a minimum rear yard setback of 10 feet.
12. Each unit shall be permitted a deck or patio that shall be setback a minimum 10 feet from the rear property line
13. The mounding and landscaping along South Houk Road shall be maintained as constructed and the maintenance of the mound and associated landscaping shall be the responsibility of the Homeowner's Association.
14. Along the northern boundary of the subject development, an undulating earthen mound ranging from 8 to 12 feet in height to block views of the future commercial development to the north. A mix of deciduous, evergreen and ornamental tree plantings shall be provided on the top of the mound consistent with the existing South Houk Road landscape mound and have a minimum 60% opacity at the time of installation. The subject mound shall either be located on the subject property or within an easement with the property to the north and shall be constructed with the initial construction of the subject development.
15. All landscaping plans shall be submitted, reviewed and approved by the Shade Tree Commission.
16. Any tree removal and/or replacement requirements shall achieve compliance with Chapter 1168 Tree Preservation Regulations and shall be required prior to final plat approvals for each section.
17. The street lighting plan shall be submitted, reviewed and approved by the Chief Building Official and achieve compliance with all zoning requirements prior to final subdivision plat approval.

18. The open space between Maria Avenue and Amelia Lane shall be programmed with amenities and submitted concurrent with Final Development Plan and Plat approval.
19. A comprehensive landscape plan that includes street trees, individual building landscaping and perimeter buffering shall be required to be submitted, reviewed and approved by the City prior to Final Development Plan and Plat.
20. All signage shall achieve compliance with the minimum zoning requirements and the adopted Gateways and Corridor Plan.
21. The Final development Plan and Final Subdivision Plat shall comply with the submission requirements of Chapters 1129.05 (Final Development Plans) and Chapters 1111.04 (Final Subdivision Plats) respectively of the codified ordinances.

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: \_\_\_\_\_, 2017

YEAS\_\_\_ NAYS\_\_\_  
ABSTAIN \_\_\_

ATTEST: \_\_\_\_\_

CITY CLERK

\_\_\_\_\_

MAYOR

**CASE NUMBERS:** 2016-3396 & 3397

**REQUEST:** Multiple Requests

**PROJECT:** Willowbrook West

**MEETING DATE:** December 7, 2016

**APPLICANT/OWNER**

T&R Properties  
3895 Stonebridge Court  
Dublin, Ohio 43016

**REQUEST**

2016-3396: A request by T&R Properties for approval of a Preliminary Development Plan for Willowbrook West consisting of 96 single family attached units on approximately 15.18 acres zoned R-6 PUD (Multi-Family Residential District with a Planned Unit Development Overlay District) located on the west side of North Houk Road just north of Arthur Place.

2016-3397: A request by T&R Properties for approval of a Preliminary Subdivision Plat for Willowbrook West consisting of 96 single family lots on approximately 15.18 acres zoned R-6 PUD (Multi-Family Residential District with a Planned Unit Development Overlay District) located on the west side of North Houk Road just north of Arthur Place.

**PROPERTY LOCATION & DESCRIPTION**

The subject property is located on the west side of North Houk Road just north of Arthur Place. The subject site is zoned R-6 PUD (Multi-Family Residential District with a Planned Unit Development Overlay District). The properties to the east and west are zoned R-3 PUD while the property to the north is zoned B-3 PUD and the property to the south is zoned R-6 PUD.

**BACKGROUND**

In 1999 (Ordinance 99-76), Medrock LLC., received approval of a Planned Mixed Use Development (PUD) that encompassed approximately 282 acres essentially south of US 36, north of the railroad tracks, west of Acme Road and along and east of the Houk Road. The permitted land uses include single family, two family attached, multi-family, commercial and industrial uses. A large portion of this area has been built out which includes the following developments: Adalee Park, Millbrook, Braddington Commons, Arthur Place, Village at Willowbrook Farms, Willowbrook East. In 2007, this portion of the Willowbrook PUD was subject to a rezoning which was coordinated with the initial submission for what became Arthur Place. In 2008, Arthur Place “flipped” sites and became located at its current site. This left the multi-family area in question in this case as the land remaining between the proposed retail and existing senior housing sites (Arthur Place). Also in 2008, the retail site underwent a rezoning which included some revised development text as well as the required mounding and landscaping along the south boundary of the retail site. All of the previous plans and changes have been reviewed with this case to ensure consistency and adherence to prior actions.

Now the developer is proposing to develop 96 single family attached units on 96 lots on approximately 15.18 acres for a density of 6.32 units per acre. The main access would be a full movement curb cut on South Houk Road adjacent to Rockmill Street with a second access point utilizing the northern most access point to Arthur Place which is a right-in/right-out only curb cut. Arthur Place (Ordinance 08-37) was approved and constructed in 2008 and the land was sold to the Buckeye Community Hope Foundation by the current applicant.

**STAFF ANALYSIS**

- **COMPREHENSIVE PLAN:** The Comprehensive Plan recommends a future land use of Moderate Density Multi-Family (8-10 du/ac) for this area. The proposed development land use and density of 6.32 units per acre would achieve compliance with the Comprehensive Plan.
- **ZONING:** As mentioned above, the subject property was originally rezoned in 1999 to R-6 PUD with subsequent rezoning revisions in 2007 and 2008. This subject area is identified as “Multi-Family Area 1” in the development text which permitted 186 dwelling units. Arthur Place which is also located in “Multi-Family Area 1” and constructed in 2008 contained 80 dwelling units of the allotted 186 dwelling units. Therefore, the proposed 96 attached dwelling units would be permitted per the approved R-6 PUD. From a procedural

perspective, Preliminary and Final Development Plans and Plats would need to be reviewed and approved by the Planning Commission and City Council for the proposed development.

- **DEVELOPMENT TEXT:** The aforementioned R-6 PUD (as amended) has specific development text for the entire development pertaining to permitted uses, density, lot size, minimum dwelling size, building setbacks, landscaping, lighting, architectural elevations, etc.
- **GENERAL ENGINEERING:** 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 once a complete plan set is submitted for review.
- **UTILITIES:** The site would be serviced by City sanitary sewer and water that would have to be extended by the developer to this site. In addition, all retention ponds should be setback a minimum of 80 feet from the edge of pavement for roads per the City Engineer.
- **ROADS AND ACCESS:** The primary access to the site would be from a full movement curb cut on South Houk Road adjacent to Rockmill Street while a second curb cut would be from the right-in/right-out on the northern portion of the Arthur Place development. An access easement with Arthur Place was recorded in 2008 to allow access to the existing right-in/right-out curb cut (see attached). The internal access roadway network would be comprised of private 24 foot wide streets built to public street standards with no parking permitted on the streets. Also the names of the street shall be vetted with appropriate agencies to ensure compliance and non-duplication prior to Final Development Plan and Final Subdivision Plat submittal.
- **PEDESTRIAN CONNECTIVITY:** A sidewalk shall be extended along the South Houk Road frontage of the subject site. The applicant is proposing private internal sidewalks on the south sides of Racheal Lane, Amelia Lane, the southeastern portion of Blaise Lane and southeastern portion of Isaac Lane while staff would recommend a sidewalk on the north side of Mara Avenue (which would provide a sidewalk on each street) to enhance pedestrian safety throughout the development. Also, sidewalks should be along the entire frontage of the south side of Amelia Lane. Finally, sidewalks should be added on the east side Blaise Lane.
- **LOT LAYOUT & SIZE:** The site layout would entail a looped street configuration with a main access drive bisecting the development. An open space area would be located behind the lots on Mara Avenue and Amelia Lane and include a sidewalk which would connect to the development mail box on the southeastern portion of the site on Isaac Lane. A retention pond is located along South Houk Road in the southeastern portion of the site. Just east of the retention pond is the existing mound with landscaping that buffers South Houk Road and the subject development. Per the approved revised PUD development text, a proposed mound with landscaping would be located just north of the development to buffer the future commercial zoned property. Also, the applicant is proposing 15 common parking spaces within the development but the three spaces at the southern terminus of Blaise Lane would need to be removed because they will inhibit the movement of emergency and refuse vehicles. There would be six common spaces located in front of the mailbox area on Isaac Lane and six spaces on Blaise Lane on the northwestern portion of the site.

The revised PUD development text permits 106 multi-family units on the subject site which could be apartment and/or condominium units ranging in construction from a minimum single family attached unit to several unit configurations. The applicant is proposing single family ranch style attached units on fee simple single family lots with a condominium association which is about the least impactful of all the potential different construction alternatives. Consequently, the subject development would be subdivided into 96 single family lots (owner occupied) with a minimum lot size of 4,275 square feet (45-ft x 95-ft). The attached units would have a minimum front yard of 25 feet and a minimum rear yard setback of 18 feet while there would be a minimum 10 feet between units. Also, morning/sunroom(s) would be permitted on all interior lots as well as lots abutting South Houk Road. The morning/sunroom(s) shall have a minimum rear yard setback of 10 feet. In addition, each unit will be permitted a deck or patio that would need to be setback a minimum 10 feet from the rear property line. The minimum unit size is 1,350 square feet. Each unit would have a two car garage with a driveway which can accommodate parking for two vehicles. Furthermore, the subject condominium development would have a homeowners association that would have a common maintenance plan for lawn, landscaping and snow removal within the development. The final development plan and final subdivision plat would need to have lot sizes, widths, depths, etc., identified per the typical subdivision plan

and plat per Chapter 1129.05 (Final Development Plans) and Chapter 1111.04 (Final Subdivision Plats) of the codified ordinances.

- **BUILDING DESIGN:** The intent of the design requirements is to mimic the Arthur Place ranch style attached units with a stone wainscoting (see attached exhibits) and all the units would have an earth tone color to be harmonious and compatible with the adjacent neighborhoods while allowing a color pallet to provide unit diversification and visual integrity (this will be submitted with Final Development Plan). Additionally, there would be only a maximum of two attached units giving a more single family development appearance. All the roofs would have a minimum roof slope of 6:12 while secondary roofs may be a lesser slope with a minimum 5:12. Roofs would be finished in a standard 3-tab shingle with a 25 year warranty and black in color. Furthermore, minimum 8 inch overhangs, shutters, window trim, one garage light course, etc., would be minimum design standards for the buildings.
- **LANDSCAPING & SCREENING:** A comprehensive landscape plan would be required to be submitted, reviewed and approved by staff prior to submitting for any Final Development Plans and Plats. The landscaping plan would include street trees, individual building landscaping and perimeter buffering. Per the approved revised PUD development text, the northern boundary of the subject development is required to have an undulating earthen mound ranging from 8 to 12 feet in height to block views of the future commercial development to the north. A mix of deciduous, evergreen and ornamental tree plantings shall be provided on the top of the mound consistent with the existing South Houk Road landscape mound and have a minimum 60% opacity at the time of installation. The subject mound shall either be located on the subject property or within an easement with the property to the north and shall be constructed with the initial construction of the subject development. All landscape plans would require review and approval by the Shade Tree Commission.
- **OPEN SPACE/PARKLAND:** The subject development has two reserves areas that encompass approximately 1.95 acres (12.8%). The retention pond reserve encompasses approximately 1.31 acres and is located along South Houk Road in the southeastern portion of the site. The second reserve is an open space park area that encompass approximately 0.64 acres located behind the attached units between Maria Avenue and Amelia Lane. Staff recommends the open space to be programmed with amenities that target the users of the subject development (the developer indicated this would be primarily empty nester families). This could include benches, a pavilion, etc. The reserves and amenities would be owned and maintained by the Homeowners Association.
- **TREE PRESERVATION:** There do not appear to be trees on the subject site but if any trees are removed the development would have to achieve compliance with Chapter 1168 Tree Preservation Regulations.
- **LIGHTING PLAN:** A lighting plan for all streets and amenities would be required for Final Development Plan and Final Subdivision Plat approval and would have to achieve compliance with the zoning code and approved by the Chief Building Official.
- **SIGNAGE:** All signage shall achieve compliance with the minimum zoning requirements and the adopted Gateways and Corridor Study, as well being consistent with the stone monument signs signage in the PUD.
- **FIRE DEPARTMENT:** The fire department requires two full access points to the subject development. In addition because of the width of the private street, no parking would be permitted on either side of the street. Also, the fire hydrant location and fire flow requirements would need to be addressed prior to Final Development Plan approval.

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**STAFF RECOMMENDATION – (2016-3396 PRELIMINARY DEVELOPMENT PLAN)**

Staff recommends approval of a request by T&R Properties for a Preliminary Development Plan for Willowbrook West consisting of 96 single family attached units on approximately 15.18 acres zoned R-6 PUD (Multi-Family Residential District with a Planned Unit Development Overlay District) located on the west side of North Houk Road just north of Arthur Place, with the following conditions that:

1. The Applicant needs to obtain final 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. Two curb cuts would be required for the subject development. The existing right-in/right-out curb cut on the northern portion of the Arthur Place development could be utilized as the second curb cut per the recorded access easement with Arthur Place in 2008.
3. The internal access roadway network would be comprised of 24 foot wide private streets built to public street standards with no parking permitted on the streets.
4. The street names shall be vetted and approved by the appropriate agencies to ensure compliance and non-duplication prior to Final Subdivision Plat submission.
5. The three parking spaces located at the southern terminus of Blaise Lane shall be removed because they will inhibit the movement of emergency and refuse vehicles.
6. Internal sidewalks shall be located on one side of each private street.
7. All retention ponds shall be setback a minimum of 80 feet from the edge of pavement per the City Engineer.
8. The lots and houses shall comply with the minimum bulk and setback requirements as shown on this plan.
9. The single family attached units shall comply with the minimum architectural standards approved in the development text and include minimum 8 inch overhang, shutters, window trim, one garage light course, etc.
10. The minimum attached unit house size shall be 1,350 square feet.
11. A morning/sunroom shall be permitted on all interior lots as well as lots abutting South Houk Road. The morning/sunroom(s) shall have a minimum rear yard setback of 10 feet.
12. Each unit shall be permitted a deck or patio that shall be setback a minimum 10 feet from the rear property line
13. The mounding and landscaping along South Houk Road shall be maintained as constructed and the maintenance of the mound and associated landscaping shall be the responsibility of the Homeowner's Association.
14. Along the northern boundary of the subject development, an undulating earthen mound ranging from 8 to 12 feet in height to block views of the future commercial development to the north. A mix of deciduous, evergreen and ornamental tree plantings shall be provided on the top of the mound consistent with the existing South Houk Road landscape mound and have a minimum 60% opacity at the time of installation. The subject mound shall either be located on the subject property or within an easement with the property to the north and shall be constructed with the initial construction of the subject development.
15. All landscaping plans shall be submitted, reviewed and approved by the Shade Tree Commission.
16. Any tree removal and/or replacement requirements shall achieve compliance with Chapter 1168 Tree Preservation Regulations and shall be required prior to final plat approvals for each section.
17. The street lighting plan shall be submitted, reviewed and approved by the Chief Building Official and achieve compliance with all zoning requirements prior to final subdivision plat approval.
18. The open space between Maria Avenue and Amelia Lane shall be programmed with amenities and submitted concurrent with Final Development Plan and Plat approval.
19. A comprehensive landscape plan that includes street trees, individual building landscaping and perimeter buffering shall be required to be submitted, reviewed and approved by the City prior to Final Development Plan and Plat.
20. All signage shall achieve compliance with the minimum zoning requirements and the adopted Gateways and Corridor Plan.
21. The Final development Plan and Final Subdivision Plat shall comply with the submission requirements of Chapters 1129.05 (Final Development Plans) and Chapters 1111.04 (Final Subdivision Plats) respectively of the codified ordinances.

**STAFF RECOMMENDATION – (2016- 3397 PRELIMINARY SUBDIVISION PLAT)**

Staff recommends approval of a request by T&R Properties for a Preliminary Subdivision Plat for Willowbrook West consisting of 96 single family lots on approximately 15.18 acres zoned R-6 PUD (Multi-Family Residential District with a Planned Unit Development Overlay District) located on the west side of North Houk Road just north of Arthur Place, with the following conditions that:

1. The Applicant needs to obtain final 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. Two curb cuts would be required for the subject development. The existing right-in/right-out curb cut on the northern portion of the Arthur Place development could be utilized as the second curb cut per the recorded access easement with Arthur Place in 2008.
3. The internal access roadway network would be comprised of 24 foot wide private streets built to public street standards with no parking permitted on the streets.
4. The street names shall be vetted and approved by the appropriate agencies to ensure compliance and non-duplication prior to Final Subdivision Plat submission.
5. The three parking spaces located at the southern terminus of Blaise Lane shall be removed because they will inhibit the movement of emergency and refuse vehicles.
6. Internal sidewalks shall be located on one side of each private street.
7. All retention ponds shall be setback a minimum of 80 feet from the edge of pavement per the City Engineer.
8. The lots and houses shall comply with the minimum bulk and setback requirements as shown on this plan.
9. The single family attached units shall comply with the minimum architectural standards approved in the development text and include minimum 8 inch overhang, shutters, window trim, one garage light course, etc.
10. The minimum attached unit house size shall be 1,350 square feet.
11. A morning/sunroom shall be permitted on all interior lots as well as lots abutting South Houk Road. The morning/sunroom(s) shall have a minimum rear yard setback of 10 feet.
12. Each unit shall be permitted a deck or patio that shall be setback a minimum 10 feet from the rear property line
13. The mounding and landscaping along South Houk Road shall be maintained as constructed and the maintenance of the mound and associated landscaping shall be the responsibility of the Homeowner's Association.
14. Along the northern boundary of the subject development, an undulating earthen mound ranging from 8 to 12 feet in height to block views of the future commercial development to the north. A mix of deciduous, evergreen and ornamental tree plantings shall be provided on the top of the mound consistent with the existing South Houk Road landscape mound and have a minimum 60% opacity at the time of installation. The subject mound shall either be located on the subject property or within an easement with the property to the north and shall be constructed with the initial construction of the subject development.
15. All landscaping plans shall be submitted, reviewed and approved by the Shade Tree Commission.
16. Any tree removal and/or replacement requirements shall achieve compliance with Chapter 1168 Tree Preservation Regulations and shall be required prior to final plat approvals for each section.
17. The street lighting plan shall be submitted, reviewed and approved by the Chief Building Official and achieve compliance with all zoning requirements prior to final subdivision plat approval.
18. The open space between Maria Avenue and Amelia Lane shall be programmed with amenities and submitted concurrent with Final Development Plan and Plat approval.
19. A comprehensive landscape plan that includes street trees, individual building landscaping and perimeter buffering shall be required to be submitted, reviewed and approved by the City prior to Final Development Plan and Plat.

- 20. All signage shall achieve compliance with the minimum zoning requirements and the adopted Gateways and Corridor Plan.
- 21. The Final development Plan and Final Subdivision Plat shall comply with the submission requirements of Chapters 1129.05 (Final Development Plans) and Chapters 1111.04 (Final Subdivision Plats) respectively of the codified ordinances.

**COMMISSION NOTES:**

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*MOTION:*    \_\_\_\_\_ *1<sup>st</sup>*    \_\_\_\_\_ *2<sup>nd</sup>*    *approved*    *denied*    *tabled* \_\_\_\_\_

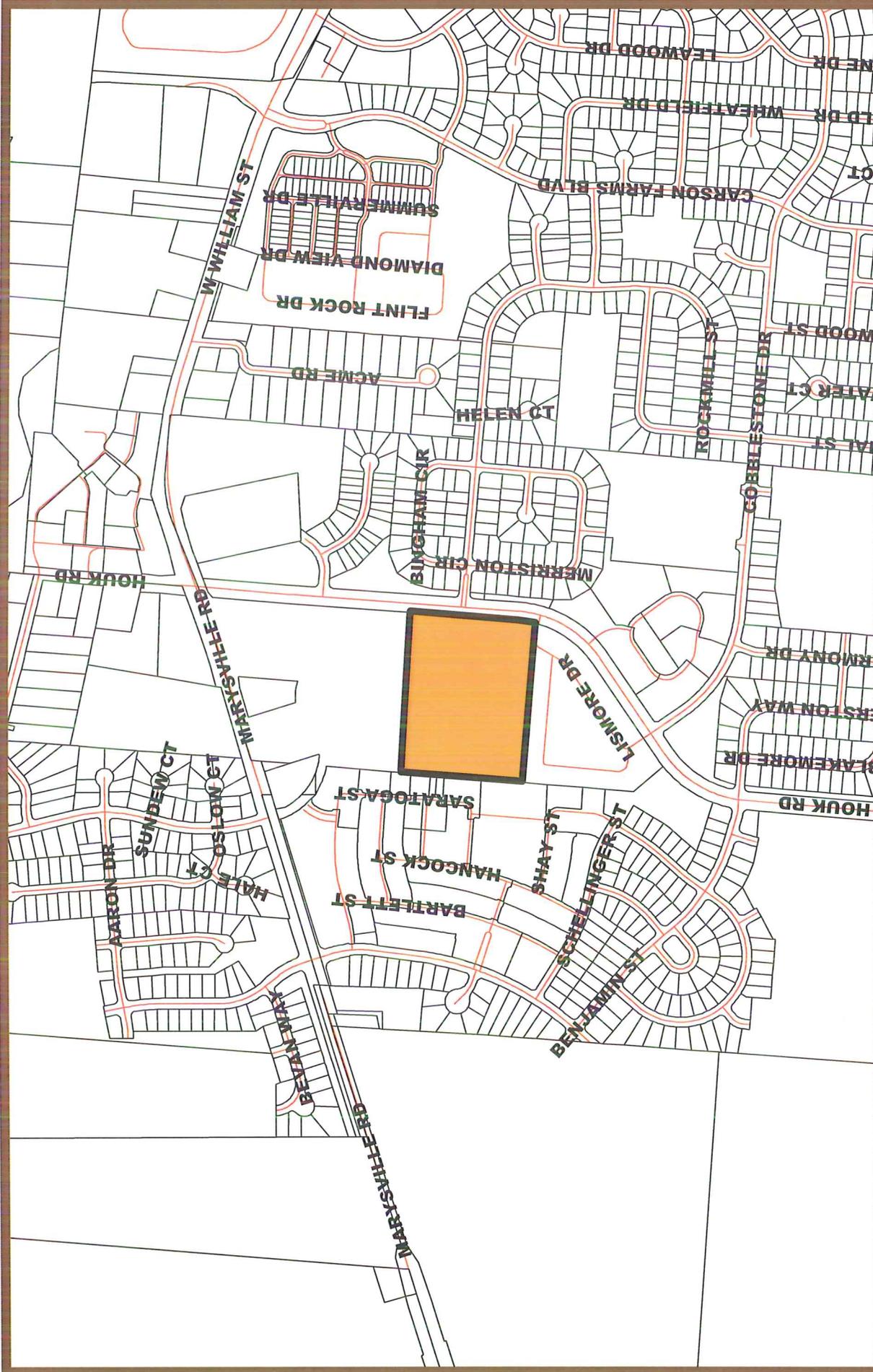
*CONDITIONS/MISCELLANEOUS:*

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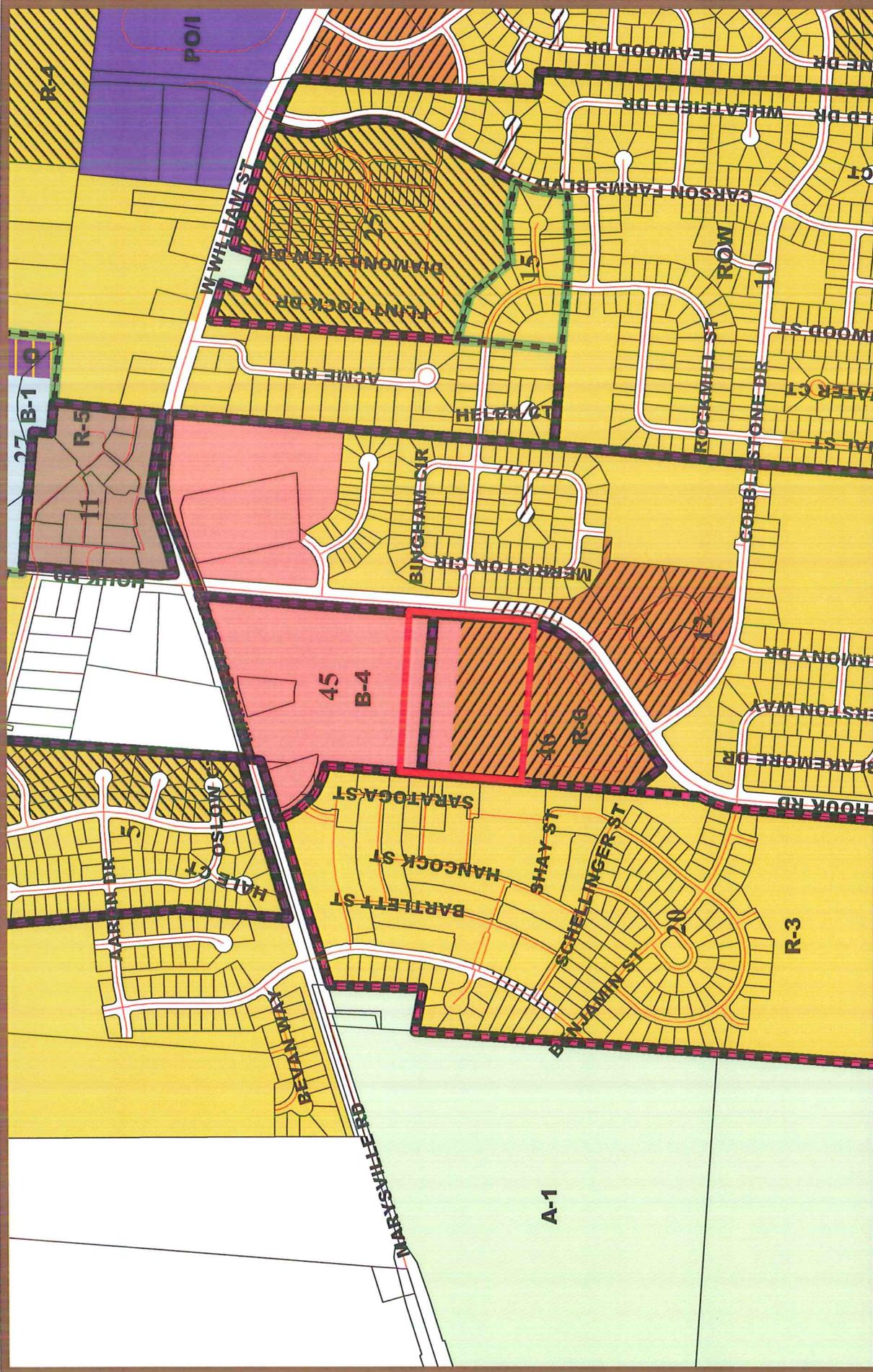
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**FILE:**  
**ORIGINAL:**    11/30/16  
**REVISED:**



2016-3396 & 3397  
 Preliminary Development Plan & Preliminary Subdivision Plat  
 Willowbrook West  
 Location Map





2016-3396 & 3397  
 Preliminary Development Plan & Preliminary Subdivision Plat  
 Willowbrook West  
 Zoning Map





2016-3396 & 3397  
Preliminary Development Plan & Preliminary Subdivision Plat  
Willowbrook West  
Aerial (2016)







## Development Text

See Building Elevation of the typical homes – Attachment is a representation of what each home will look like. Architectural review and approval for the final elevations will be required by the developer.

The exterior finishes and materials of the proposed homes will be harmonious and compatible with adjacent neighborhoods.

Front facades shall consist of a minimum of 15% natural materials. Natural materials shall be defined as brick or manufactured stone. Only earth tone colors will be permitted on the exterior of homes.

All main roofs will have a minimum pitch of 6:12. Secondary roofs may be a lesser slope with a minimum of 5:12. Roofs will be finished in a standard 3-tab shingle with a 25 year warranty. Dimensional shingles may also be used. Roof colors will be consistent from building to building and will be black in color.

Morning Room/Sunroom extensions shall be permitted on all interior lots as well as lots abutting South Houk Road. Morning Rooms/Sunrooms shall have a minimum setback of 10' from the rear property line.

Decks or Patios shall be permitted on all homesites.

All homes shall have 1 coach light near front entry leadwalk.

Homes will be fee simple/attached on private streets.

Side yard separation shall be a minimum of 10' between structures.

Mounding and landscaping shall be installed on the North Property Line.



200800026243  
Filed for Record in  
DELAWARE COUNTY, OHIO  
ANDREW D BRENNER  
09-10-2008 At 11:59 am.  
EASEMENT 84.00  
OR Book 864 Page 2271 - 2279

**DEED OF EASEMENT FOR ACCESS**

August 20, 2008  
200800026243  
JAMES A SAAD L L C  
229 HUBER VILLAGE BLVD  
WESTERVILLE OH 43081

This Deed of Easement for Access is made as of the date set forth above by **Delaware Senior L.P., an Ohio limited partnership**, its successors and assigns, with an address at 3021 E. Dublin Granville Rd., Suite 200, Columbus, Ohio 43231 (hereinafter called "**Delaware Senior**") and **Medrock LLC, an Ohio limited liability company**, its successors and assigns, with an address at

3895 Stoneridge Ln, Dublin, OH 43017  
(hereinafter called "**Medrock**").

**Background**

- A. Delaware Senior is the owner of a certain 10.000 acres parcel of real property located in Delaware, Ohio, (the "Delaware Senior Property") and Medrock is the owner of a certain 164.571 acres parcel of real property located in Delaware, Ohio (the "Medrock Property").
- B. The Delaware Senior Property and the Medrock Property are contiguous.
- C. Delaware Senior has agreed to grant a nonexclusive easement for ingress and egress to Medrock over a certain 0.164 acre strip of land (the "Access Easement Area") specifically described in Exhibit A attached hereto. A survey drawing is attached as Attachment A. Medrock has agreed to release and extinguish an existing nonexclusive easement for ingress and egress that it has over a portion of the Delaware Senior Property.
- D. Delaware Senior and Medrock hereby agree to the following described rights and responsibilities regarding the creation and the use of the access easement.

**Agreement**

- 1. Delaware Senior hereby creates the following perpetual, non-exclusive easement and rights of use of the Access Easement Area for pedestrian and vehicular ingress and egress over and upon the Access Easement Area.
- 2. This non-exclusive access easement and the right of use created herein shall be appurtenant, shall run with the land, and shall inure to the benefit of the successors and assigns of the Medrock Property subject to the responsibilities described herein.
- 3. It is anticipated that Delaware Senior will construct a driveway in the Access Easement Area at the sole cost of Delaware Senior. When the driveway is completed, Delaware Senior will give Medrock notice that it is ready for Medrock's use. Medrock may inspect the driveway within 30 days of receipt of such notice. If

The Grantor Has Complied With  
Section 319.202 Of The R.C.  
DATE 9/10/08 Transfer Tax Paid \_\_\_\_\_  
TRANSFERRED OR TRANSFER NOT NECESSARY  
Delaware County Auditor By S. Hines

James A. Saad LLC  
Star Title Agency LLC  
229 Huber Village Blvd. #130  
Westerville, OH 43081  
PLEASE RETURN TO:

requested by Medrock, Delaware Senior will have its architect or engineer certify to Medrock that the driveway has been constructed in a workmanlike manner. Once Medrock's first building is occupied on the Medrock Property, then the maintenance, repair and replacement costs of any of the driveway improvements or facilities located in the Access Easement Area shall be allocated 50% to the Medrock Property and 50% to the Delaware Senior Property. The driveway in the Access Easement Area shall not be used by construction-related traffic related to development of the Medrock Property. The Medrock Property shall carry liability insurance with regard to the use of the Access Easement Area. Delaware Senior, its successors and assigns, of the Delaware Senior Property shall be responsible for maintaining, repairing and replacing the improvements described above in the Access Easement Area, which will benefit Medrock, its successors and assigns, of the Medrock Property as well as the Delaware Senior Property. The owner of the Delaware Senior Property shall be the decision maker for all the maintenance, repair and replacement of the improvements described above of the Access Easement Area. However, the cost of the maintenance, repair and replacement work shall be the responsibility of and paid for by both the Medrock Property owner and the Delaware Senior Property owner in the above described 50 - 50 percentages of share of cost. Neither the Medrock Property owner nor the Delaware Senior Property owner shall obstruct, impede or interfere with or permit any obstruction, impediment or interference with the use of the improvements described above of the Access Easement Area. Decisions for the repair, maintenance or replacement of the improvements described above of the Access Easement Area shall be made by the Delaware Senior Property owner, its successors and assigns. In the event that the Delaware Senior Property owner, its successors and assigns, determines that repair, maintenance or replacement work needs to be done on the improvements described above of the Access Easement Area, then in such event, the Delaware Senior Property owner, its successors and assigns, shall notify the Medrock Property owner, its successors and assigns, of such determination by Certified U.S. Mail, to the last known address of the Medrock Property owner, its successors and assigns. This Notice shall contain a statement of services, materials and labor that are required and the approximate cost of the same. The Medrock Property owner, its successors and assigns, shall have twenty (20) days from receipt of said notice to notify the Delaware Senior Property owner, its successors and assigns, in writing, of any complaint or disagreement with the notice provided by the Delaware Senior Property owner. If the Delaware Senior Property owner receives no written response to its Notice within twenty (20) days of receipt by the Medrock Property owner, then the Delaware Senior Property owner may proceed toward completion of the necessary work, as if the Medrock Property owner has expressly approved the repairs, maintenance or replacement. In the event the Medrock Property owner does not agree with the terms of the notice provided by the Delaware Senior Property owner, and responds in writing received by the Delaware Senior Property owner within the twenty (20) day period noted above, then in such event, the Delaware Senior Property owner is authorized by the Medrock Property owner to obtain the services of an independent engineer, who shall determine the necessity of the services, materials and labor proposed by the Delaware Senior Property owner for the maintenance, repair and replacement of the improvements described above of the Access Easement Area. The decision of the Engineer shall be final, and the

Delaware Senior Property owner, the Medrock Property owner, their respective successors and assigns, shall be bound by the determination of the independent engineer. The cost of the services of the independent Engineer shall be shared in the same percentage as noted above for repairs, and so forth, by the Delaware Senior Property owner and the Medrock Property owner, their respective successors and assigns. In all events, Delaware Senior Property owner, its successors and assigns, shall oversee the completion of any services, labor or materials needed for the repair, maintenance and replacement of the improvements described above of the Access Easement Area. Notwithstanding anything stated herein to the contrary, in the case of a safety emergency or in the case of a governmental order, Delaware Senior may proceed to make the repair or maintenance required without prior notice to Medrock, and Medrock agrees to share such expense equally with Delaware Senior, so long as the time has commenced for Medrock to share such expenses.

4. Since Medrock, its successors and assigns, will benefit from the use of the Access Easement Area for ingress and egress as described in this easement instrument, Medrock, its successor and assigns, agrees to indemnify, hold harmless and defend Delaware Senior, its successors and assigns, for any claim, loss, expense or damages of Delaware Senior, its successors and assigns, caused by Medrock, its successors and assigns, which may arise out of Medrock's, its successors and assigns, and its tenants, invitees or guests use of the Access Easement Area under this easement instrument. In return, Delaware Senior, its successor and assigns, agrees to indemnify, hold harmless and defend Medrock, its successors and assigns, for any claim, loss, expense or damages of Medrock, its successors and assigns, caused by Delaware Senior, its successors and assigns, which may arise out of Delaware Senior's, its successors and assigns, and its tenants, invitees or guests use of the Access Easement Area under this easement instrument.
5. Medrock, its successors and assigns, hereby releases and extinguishes forever that certain non-exclusive easement over the north 30 feet of the Delaware Senior Property as ingress and egress to the Medrock Property which easement was reserved by Medrock in its deed of conveyance to Delaware Senior as recorded in Official Record Volume 0821, Page 0437, Delaware County records.

Prior Instrument Reference of **Medrock LLC**: **Deed Record Volume 650 Page 240, Delaware County, Ohio, Deed Records.**

Prior Instrument Reference of **Delaware Senior L.P.**: **Official Record Volume 821 Page 437, Delaware County, Ohio, Deed Records.**

EXECUTED BY Delaware Senior L.P., by its duly authorized representative, the 20<sup>th</sup> day of August, 2008.

**DELAWARE SENIOR L.P.**  
By: Delaware Senior Housing Partners, Inc.,  
General Partner

By: [Signature]  
Steven J. Boone, President

EXECUTED BY Medrock LLC, by its duly authorized representative, the 20<sup>th</sup> day of August, 2008.

**MEDROCK LLC**  
By: [Signature]  
P. Ronald Sabatino, Managing Member

STATE OF Ohio,  
COUNTY OF Franklin, SS.

Before me, a Notary Public in and for said County and State, personally appeared **Steven J. Boone**, the duly authorized President of **Delaware Senior Housing Partners, Inc.**, an Ohio corporation, the duly authorized general partner of **Delaware Senior L.P.**, who acknowledged that he executed the foregoing instrument as his and its free act and deed.

IN TESTIMONY WHEREOF, I have herewith subscribed my name and affixed my official seal at Columbus, Ohio, this 20<sup>th</sup> day of August, 2008.



ROY LOWMEYER, ATTORNEY AT LAW  
FRANKLIN COUNTY, OHIO  
My commission expires on 08/12/10

[Signature]  
NOTARY PUBLIC  
Commission expires: no expiration

STATE OF Ohio,  
COUNTY OF Madison, SS.

Before me, a Notary Public in and for said County and State, personally appeared **P. Ronald Sabatino**, the duly authorized MANAGING MEMBER of **Medrock LLC**, an **Ohio limited liability company**, who acknowledged that he executed the foregoing instrument as his and its free act and deed.

IN TESTIMONY WHEREOF, I have herewith subscribed my name and affixed my official seal at Columbus, OH, this 20<sup>th</sup> day of August, 2008.



MARILYN A LAMB  
Notary Public  
In and for the State of Ohio  
My Commission Expires  
April 30, 2012

Marilyn A. Lamb  
NOTARY PUBLIC  
Commission expires: 4/30/12

This Instrument prepared by James A. Saad, Esq., James A. Saad LLC.

**EXHIBIT A (Access Easement Area)**



Civil & Environmental Consultants, Inc.  
8740 Orion Place, Suite 100 • Columbus, Ohio 43240  
Phone 614.540.6633 • Fax 614.540.6638  
CHICAGO, IL. • CINCINNATI, OH • EXPORT, PA. • INDIANAPOLIS IN.  
NASHVILLE, TN. • PITTSBURGH, PA. • ST. LOUIS, MO.

**DESCRIPTION OF A  
0.164 ACRE ACCESS EASEMENT  
SOUTH OF U.S. ROUTE 36,  
WEST OF HOUK ROAD,  
CITY OF DELAWARE,  
COUNTY OF DELAWARE, OHIO**

EXHIBIT A

Situated in the State of Ohio, County of Delaware, City of Delaware, and being in Farm Lot 31, Quarter Township 3, Township 5, Range 19, United States Military District, and being 0.164 acres of a 10.000 acre tract conveyed to Delaware Senior L.P., by deed of record in Official Record 821, Page 437, all records herein are from the Recorder's Office, Delaware County, Ohio, said 0.164 acre tract being more particularly described as follows:

**BEGINNING** at the northeast corner of said 10.000 acre tract, and being a point on the westerly right-of-way of Houk Road (100' R/W), as shown and delineated in Plat Cabinet 3, Slide 72-72B;

Thence along a curve to the right, having a radius of 550.00 feet, an arc length of 51.08 feet, a delta angle of 05°19'16", a chord bearing of South 16°19'59" West, and a chord length of 51.06 feet, along the westerly right-of-way of said Houk Road and an easterly line of said 10.000 acre tract, to a point;

Thence the following two (2) courses and distances over and across said 10.000 acre tract:

1. North 85°21'51" West, a distance of 137.23 feet, to a point;
2. North 04°38'09" East, a distance of 50.00 feet, to a point on the northerly line of said 10.000 acre tract;

Thence South 85°21'51" East, a distance of 147.58 feet, along the northerly line of said 10.000 acre tract, to the **POINT OF BEGINNING**, containing 0.164 acres, more or less.

This description was based on record information obtained from the Delaware County Recorder's Office.

The bearings are based between Delaware County Monuments Known as "Delpport" and "Delpport AZ", Ohio north zone, having an angle which bears South 80°54'30" East.



Civil & Environmental Consultants, Inc.

*JLB* 6-7-08  
Jennifer L. Blue Date  
Registered Surveyor No. S-8382

**ATTACHMENT A (Survey Drawing)**



**Civil & Environmental Consultants, Inc.**  
 8740 Orion Place, Suite 100 Columbus, Oh. 43240  
 (614) 540-6633 (888)598-6808 FAX(614)540-6638  
 CHICAGO, IL · CINCINNATI, OH · CLEVELAND, OH · EXPORT, PA · INDIANAPOLIS, IN.  
 NASHVILLE, TN · PITTSBURGH, PA · ST. LOUIS, MO · DETROIT, MI.

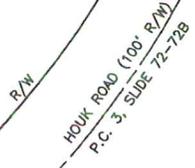
**0.164 Acre Access Easement**



MEDROCK LLC  
 ORIGINAL 164.571 ACRES  
 D.B. 650, PG. 240



DELAWARE SENIOR L.P.  
 10.000 ACRES  
 O.R. 821, PG. 437



ATTACHMENT A



**BASIS OF BEARING**  
 BASIS OF BEARING FOR THE PURPOSE OF THIS DESCRIPTION A BEARING OF SOUTH 80°34'30\"/>

**SITUATE**  
 SITUATED IN THE STATE OF OHIO, COUNTY OF DELAWARE, CITY OF DELAWARE, AND BEING IN FARM LOT 31, QUARTER 1, TOWNSHIP 3, RANGE 19, UNITED STATES MILITARY DISTRICT, AND BEING 0.164 ACRES OF A 10.000 ACRE TRACT CONVEYED TO DELAWARE SENIOR L.P., BY DEED OF RECORD IN OFFICIAL RECORD 821, PAGE 437, RECORDER'S OFFICE, DELAWARE COUNTY, OHIO.

**SURVEYOR'S CERTIFICATE**  
 THIS EXHIBIT WAS BASED ON RECORD INFORMATION OBTAINED FROM THE DELAWARE COUNTY RECORDER'S OFFICE.



*JL Blue* 6-19-08  
 Jennifer L. Blue Date  
 Registered Surveyor S-8382

REVISION RECORD		DRAWN BY: JMH		JOB NUMBER 071-905
DATE	DESCRIPTION	FIELD WORK BY: N/A	DATE: 6-19-08	

SCALE: 1" = 80'

S:\PROJ\2007\071905 SURVEY\DWG\ESUMT.DWG (JMM\MMJ\071905) - JUN 19, 2008 - 9:55:39



**CITY OF DELAWARE, OHIO  
PLANNING & COMMUNITY DEVELOPMENT  
MASTER APPLICATION FORM**



Project # \_\_\_\_\_

Case # 2016 - 3396 - PDP  
2016 - 3397 - PSP

Planning Commission

- |  |  |   |
|--|--|---|
| <input type="checkbox"/> Amended Final Development Plan                | <input type="checkbox"/> Final Development Plan Extension        | <input type="checkbox"/> Substitution of a Non-Conforming Use             |
| <input type="checkbox"/> Amended Final Subdivision Plat                | <input type="checkbox"/> Final Subdivision Plat                  | <input type="checkbox"/> Vacation-Alley                                   |
| <input type="checkbox"/> Amended Preliminary Development Plan          | <input type="checkbox"/> Final Subdivision Plat Extension        | <input type="checkbox"/> Vacation-Easement                                |
| <input type="checkbox"/> Amended Preliminary Subdivision Plat          | <input type="checkbox"/> Floodplain Permit                       | <input type="checkbox"/> Vacation-Street                                  |
| <input type="checkbox"/> Annexation Review                             | <input type="checkbox"/> Lot Split                               | <b>Board of Zoning Appeals</b>  |
| <input type="checkbox"/> Combined Preliminary & Final Development Plan | <input type="checkbox"/> Pre-annexation Agreement                | <input type="checkbox"/> Appeal Administrative Decision or Interpretation |
| <input type="checkbox"/> Comprehensive Plan Amendment                  | <input checked="" type="checkbox"/> Preliminary Development Plan | <input type="checkbox"/> Conditional Use Permit                           |
| <input type="checkbox"/> Concept Plan                                  | <input type="checkbox"/> Preliminary Dev Plan Extension          | <input type="checkbox"/> Substitution of Equal or Less Non-Conforming Use |
| <input type="checkbox"/> Conditional Use Permit                        | <input checked="" type="checkbox"/> Preliminary Sub Plat         | <input type="checkbox"/> Variance   |
| <input type="checkbox"/> Determination of Similar Use                  | <input type="checkbox"/> Preliminary Sub Plat Extension          |   |
| <input type="checkbox"/> Development Plan Exemption                    | <input type="checkbox"/> Rezoning                                |   |
| <input type="checkbox"/> Final Development Plan                        | <input type="checkbox"/> Subdivision Variance                    |   |

Subdivision/Project Name Willowbrook West Address Houk Rd., Delaware, OH  
 Acreage 15.182 Square Footage 661,337.88 Number of Lots 96 Number of Units 96  
 Zoning District/Land Use \_\_\_\_\_ Proposed Zoning/Land Use PRD Parcel # 519-330-02-031-000

Applicant Name T & R Properties Contact Person Ron Sabatino  
 Applicant Address 3895 Stoneridge Court, Dublin, OH 43017

Phone (614) 923-4000 Fax \_\_\_\_\_ E-mail rsabatino@trprop.com

Owner Name Medrock LLC Contact Person Ron Sabatino

Owner Address Same as applicant

Phone Same as applicant Fax Same as applicant E-mail Same as applicant

Engineer/Architect/Attorney CT Consultants Contact Person James Barry

Address 7905 North High Street, Columbus, OH 43235

Phone (614) 885-1700 Fax (614) 885-1701 E-mail jbarry@ctconsultants.com

The undersigned, do hereby verify the truth and correctness of all facts and information presented with this application and authorize field inspections by City Staff.

Owner Signature

Owner Printed Name

Agent Signature

James M. Barry  
Agent Printed Name

Sworn to before me and subscribed in my presence this 2<sup>nd</sup> day of November, 2016.



Notary LINDSAY M HARRIS  
**NOTARY PUBLIC - OHIO**  
MY COMMISSION EXPIRES 04-02-20

Notary Public



## FACT SHEET

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AGENDA ITEM NO: 12

DATE: 01/09/17

ORDINANCE NO: 16-113

RESOLUTION NO:

READING: SECOND

PUBLIC HEARING: NO

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TO: Mayor and Members of City Council

FROM: R. Thomas Homan, City Manager

VIA: David Efland, Planning and Community Development Director

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**TITLE OF PROPOSED ORDINANCE/RESOLUTION:**

AN ORDINANCE APPROVING A PRELIMINARY SUBDIVISION PLAT FOR T&R PROPERTIES FOR WILLOWBROOK WEST CONSISTING OF 96 SINGLE FAMILY ATTACHED UNITS ON APPROXIMATELY 15.18 ACRES ZONED R-6 PUD (MULTI-FAMILY RESIDENTIAL DISTRICT WITH A PLANNED UNIT OVERLAY DISTRICT) LOCATED ON THE WEST SIDE OF SOUTH HOUK ROAD JUST NORTH OF ARTHUR PLACE.

**BACKGROUND:**

In 1999 (Ordinance 99-76), Medrock LLC., received approval of a Planned Mixed Use Development (PUD) that encompassed approximately 282 acres essentially south of US 36, north of the railroad tracks, west of Acme Road and along and east of the Houk Road. The permitted land uses include single family, two family attached, multi-family, commercial and industrial uses. A large portion of this area has been built out which includes the following developments: Adalee Park, Millbrook, Braddington Commons, Arthur Place, Village at Willowbrook Farms, Willowbrook East. In 2007, this portion of the Willowbrook PUD was subject to a rezoning which was coordinated with the initial submission for what became Arthur Place. In 2008, Arthur Place “flipped” sites and became located at its current site. This left the multi-family area in question in this case as the land remaining between the proposed retail and existing senior housing sites (Arthur Place). Also in 2008, the retail site underwent a rezoning which included some revised development text as well as the required mounding and landscaping along the south boundary of the retail

site. All of the previous plans and changes have been reviewed with this case to ensure consistency and adherence to prior actions.

Now the developer is proposing to develop 96 single family attached units on 96 lots on approximately 15.18 acres for a density of 6.32 units per acre. The main access would be a full movement curb cut on South Houk Road adjacent to Rockmill Street with a second access point utilizing the northern most access point to Arthur Place which is a right-in/right-out only curb cut. The site layout would entail a looped street configuration with a main access drive bisecting the development. An open space area would be located behind the lots on Mara Avenue and Amelia Lane and include a sidewalk which would connect to the development mail box on the southeastern portion of the site on Isaac Lane. A retention pond is located along South Houk Road in the southeastern portion of the site. Just east of the retention pond is the existing mound with landscaping that buffers South Houk Road and the subject development. Per the approved revised PUD development text, a proposed 8 to 10 foot high mound with landscaping would be located just north of the development to buffer the future commercial zoned property. There would be six common spaces located in front of the mailbox area on Isaac Lane and six spaces on Blaise Lane on the northwestern portion of the site. The subject 96 single family lots (owner occupied) would have a minimum lot size of 4,275 square feet (45-ft x 95-ft). The attached units would have a minimum front yard of 25 feet and a minimum rear yard setback of 18 feet while there would be a minimum 10 feet between units. Also, morning/sunroom(s) would be permitted on all interior lots as well as lots abutting South Houk Road. The morning/sunroom(s) shall have a minimum rear yard setback of 10 feet. In addition, each unit will be permitted a deck or patio that would need to be setback a minimum 10 feet from the rear property line. The minimum unit size is 1,350 square feet. Each unit would have a two car garage with a driveway which can accommodate parking for two vehicles. Furthermore, the subject condominium development would have a homeowners association that would have a common maintenance plan for lawn, landscaping and snow removal within the development. The intent of the design requirements is to mimic the Arthur Place ranch style attached units with a stone wainscoting (see attached exhibits) and all the units would have an earth tone color to be harmonious and compatible with the adjacent neighborhoods while allowing a color pallet to provide unit diversification and visual integrity (this will be submitted with Final Development Plan). Additionally, there would be only a maximum of two attached units giving a more single family development appearance. A comprehensive landscape plan would be required to be submitted, reviewed and approved by staff prior to submitting for any Final Development Plans and Plats. The landscaping plan would include street trees, individual building landscaping and perimeter buffering which would have to be approved by the Shade Tree Commission. Also, the lighting plans would need to achieve compliance with the zoning code and be approved by the Chief Building Official

**REASON WHY LEGISLATION IS NEEDED:**

To achieve compliance with Section 1111.03 approval of Preliminary Subdivision Plat requirements of the zoning code.

**COMMITTEE RECOMMENDATION:**

Planning Commission approved this case 4-0 on December 7, 2016.

**FISCAL IMPACT(S):**

N/A

**POLICY CHANGES:**

N/A

**PRESENTER(S):**

David Efland, Planning and Community Development Director

**RECOMMENDATION:**

Staff recommends approval as submitted with the documented conditions.

**ATTACHMENT(S)**

N/A

ORDINANCE NO. 16-113

AN ORDINANCE APPROVING A PRELIMINARY SUBDIVISION PLAT FOR T&R PROPERTIES FOR WILLOWBROOK WEST CONSISTING OF 96 SINGLE FAMILY ATTACHED UNITS ON APPROXIMATELY 15.18 ACRES ZONED R-6 PUD (MULTI-FAMILY RESIDENTIAL DISTRICT WITH A PLANNED UNIT OVERLAY DISTRICT) LOCATED ON THE WEST SIDE OF SOUTH HOUK ROAD JUST NORTH OF ARTHUR PLACE.

WHEREAS, the Planning Commission at its meeting of December 7, 2016 recommended approval of a Preliminary Subdivision Plat for T&R Properties for Willowbrook West consisting of 96 single family attached units on approximately 15.18 acres zoned R-6 PUD (Multi-Family Residential District with a Planned Unit Overlay District) located on the west side of South Houk Road just north of Arthur Place (PC 2016-3396), 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 T&R Properties for Willowbrook West consisting of 96 single family attached units on approximately 15.18 acres zoned R-6 PUD (Multi-Family Residential District with a Planned Unit Overlay District) located on the west side of South Houk Road just north of Arthur Place, is hereby confirmed, approved, and accepted with the following conditions that:

1. The Applicant needs to obtain final 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. Two curb cuts would be required for the subject development. The existing, right-in/right-out curb cut on the northern portion of the Arthur Place development could be utilized as the second curb cut per the recorded access easement with Arthur Place in 2008.
3. The internal access roadway network would be comprised of 24 foot wide private streets built to public street standards with no parking permitted on the streets.
4. The street names shall be vetted and approved by the appropriate agencies to ensure compliance and non-duplication prior to Final Subdivision Plat submission.

5. The three parking spaces located at the southern terminus of Blaise Lane shall be removed because they will inhibit the movement of emergency and refuse vehicles.
6. Internal sidewalks shall be located on one side of each private street.
7. All retention ponds shall be setback a minimum of 80 feet from the edge of pavement per the City Engineer.
8. The lots and houses shall comply with the minimum bulk and setback requirements as shown on this plan.
9. The single family attached units shall comply with the minimum architectural standards approved in the development text and include minimum 8 inch overhang, shutters, window trim, one garage light course, etc.
10. The minimum attached unit house size shall be 1,350 square feet.
11. A morning/sunroom shall be permitted on all interior lots as well as lots abutting South Houk Road. The morning/sunroom(s) shall have a minimum rear yard setback of 10 feet.
12. Each unit shall be permitted a deck or patio that shall be setback a minimum 10 feet from the rear property line
13. The mounding and landscaping along South Houk Road shall be maintained as constructed and the maintenance of the mound and associated landscaping shall be the responsibility of the Homeowner's Association.
14. Along the northern boundary of the subject development, an undulating earthen mound ranging from 8 to 12 feet in height to block views of the future commercial development to the north. A mix of deciduous, evergreen and ornamental tree plantings shall be provided on the top of the mound consistent with the existing South Houk Road landscape mound and have a minimum 60% opacity at the time of installation. The subject mound shall either be located on the subject property or within an easement with the property to the north and shall be constructed with the initial construction of the subject development.
15. All landscaping plans shall be submitted, reviewed and approved by the Shade Tree Commission.
16. Any tree removal and/or replacement requirements shall achieve compliance with Chapter 1168 Tree Preservation Regulations and shall be required prior to final plat approvals for each section.
17. The street lighting plan shall be submitted, reviewed and approved by the Chief Building Official and achieve compliance with all zoning requirements prior to final subdivision plat approval.
18. The open space between Maria Avenue and Amelia Lane shall be programmed with amenities and submitted concurrent with Final Development Plan and Plat approval.

19. A comprehensive landscape plan that includes street trees, individual building landscaping and perimeter buffering shall be required to be submitted, reviewed and approved by the City prior to Final Development Plan and Plat.
20. All signage shall achieve compliance with the minimum zoning requirements and the adopted Gateways and Corridor Plan.
21. The Final development Plan and Final Subdivision Plat shall comply with the submission requirements of Chapters 1129.05 (Final Development Plans) and Chapters 1111.04 (Final Subdivision Plats) respectively of the codified ordinances.

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: \_\_\_\_\_, 2017

YEAS \_\_\_ NAYS \_\_\_  
 ABSTAIN \_\_\_

ATTEST: \_\_\_\_\_  
 CITY CLERK

\_\_\_\_\_  
 MAYOR



## FACT SHEET

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AGENDA ITEM NO: 13

DATE: 1/09/17

ORDINANCE NO: 17-01

RESOLUTION NO:

READING: FIRST

PUBLIC HEARING: NO

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TO: Mayor and Members of City Council

FROM: R. Thomas Homan, City Manager

VIA:

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**TITLE OF PROPOSED ORDINANCE/RESOLUTION:**

AN ORDINANCE MOVING THE CITY CLERK FROM PART-TIME TO FULL-TIME STATUS, AND DECLARING AN EMERGENCY.

**BACKGROUND:**

**REASON WHY LEGISLATION IS NEEDED:**

**COMMITTEE RECOMMENDATION:**

**FISCAL IMPACT(S):**

**POLICY CHANGES:**

**PRESENTER(S):**

Carolyn Kay Riggle, Mayor

**RECOMMENDATION:**

**ATTACHMENT(S)**

ORDINANCE NO. 17-01

AN ORDINANCE MOVING THE CITY CLERK FROM PART-TIME TO FULL-TIME STATUS, AND DECLARING AN EMERGENCY.

WHEREAS, under Section 41 of the Delaware Charter, City Council shall appoint a City Clerk to serve during the pleasure of Council; and

WHEREAS, it is the wish of City Council to move the City Clerk position from part-time to full-time status; and

WHEREAS, starting in 2017, the City Clerk position will be a full-time position whose salary and benefits are established in the Management Pay Plan; and

SECTION 1. City Council hereby appoints Elaine McCloskey to serve as City Clerk.

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. This Ordinance is declared to be an emergency measure necessary for the immediate preservation of the public peace, property, health, safety and welfare of the City. The emergency clause is required to enact the change effective January 9, 2017 which will allow the Clerk to begin full-time status. Therefore this Ordinance shall be in full force and effect immediately upon its passage.

RULE SUSPENSION: YEAS\_\_\_NAYS\_\_\_  
ABSTAIN \_\_\_

EMERGENCY CLAUSE: YEAS\_\_\_NAYS\_\_\_  
ABSTAIN \_\_\_

PASSED: \_\_\_\_\_, 2017 YEAS\_\_\_NAYS\_\_\_  
ABSTAIN \_\_\_

ATTEST: \_\_\_\_\_  
CITY CLERK MAYOR



## FACT SHEET

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AGENDA ITEM NO: 14

DATE: 1/9/17

ORDINANCE NO:

RESOLUTION NO: 17-02

READING:

PUBLIC HEARING:

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TO: Mayor and Members of City Council

FROM: R. Thomas Homan, City Manager

VIA:

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**TITLE OF PROPOSED ORDINANCE/RESOLUTION:**

A RESOLUTION VACATING THE APPOINTMENT OF A MEMBER OF THE PARKS AND RECREATION ADVISORY BOARD.

**BACKGROUND:**

**REASON WHY LEGISLATION IS NEEDED:**

**COMMITTEE RECOMMENDATION:**

**FISCAL IMPACT(S):**

**POLICY CHANGES:**

**PRESENTER(S):**

Carolyn Kay Riggle, Mayor

**RECOMMENDATION:**

**ATTACHMENT(S)**



TO: Mayor Riggle and Members of Council

FROM: R. Thomas Homan, City Manager

SUBJECT: Miscellaneous Matters

DATE: January 2, 2017

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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**

December 12

\* Rotary

\* Council

December 13

\* Strand Board meeting

December 14

\* Sourcepoint Impact lunch

December 15

\* JEDD Board meeting

\* Sawmill Parkway event

December 16

\* City Holiday Party

December 19

\* Rotary-Strand presentation

December 22

\* Year-End Council meeting

January 5

\* YMCA 5<sup>th</sup> Birthday Celebration

4. **Required Reading**

A. Fire Department November Monthly Report

# January

2017

<i>Sun</i>	<i>Mon</i>	<i>Tue</i>	<i>Wed</i>	<i>Thu</i>	<i>Fri</i>	<i>Sat</i>
1	2 City Offices Closed	3	4 Planning Commission- moved to Jan 18	5	6	7
8	9 Council 7	10 Sister City 6-7	11 Civil Service Commission 3 BZA-cancelled	12	13	14
15	16 City Offices Closed	17 Parks & Rec 7	18 Planning Commission 7	19 Airport Commission 7	20	21
22	23 Council 7	24 Shade Tree Commission 7	25 HPC 7	26	27	28
29	30	31				

**CONTRACT APPROVAL -- JANUARY 9, 2017**

<b>VENDOR</b>	<b>EXPLANATION OF AGREEMENT</b>	<b>2017 AMOUNT</b>	<b>DEPARTMENT</b>
Triad Architects	Entrepreneurial Center Design Concepts	\$7,000	CMO
EYEMED	Vision Contract	varies	CMO
US DOT FAA	FAA Pre-Grant Application	\$440,686	Public Works
Bonded Chemical	Chemicals for WWTP & WTP	varies	Public Utilities
SAL Chemical	Chemicals for WTP and WWTP	varies	Public Utilities



# Delaware Fire Department

## November 2016 Monthly Report



PERFORMANCE REVIEW	2013	2014	2015	2016	November	Year-to-Date	% Year to Date	% of Budget	(+ / -)
	Actual	Actual	Actual	Budget	Actual	Actual	Budget	Completed	Projected for Year
<b>Total number of incidents</b>	4,831	5,173	5,380	5,402	520	5,340	98.85%	92.00%	6.85%
Fire	104	101	126	130	11	96	73.85%	92.00%	-18.15%
Rupture/Explosion	3	3	1	3	0	4	133.33%	92.00%	41.33%
EMS	3,883	4,047	4,254	4,256	404	4,241	99.65%	92.00%	7.65%
Hazardous Conditions	131	124	135	133	9	132	99.25%	92.00%	7.25%
Service Calls	94	141	155	154	11	117	75.97%	92.00%	-16.03%
Good Intent	165	162	155	166	26	179	107.83%	92.00%	15.83%
False Calls	440	589	541	547	58	562	102.74%	92.00%	10.74%
Severe Weather	3	0	1	1	0	3	300.00%	92.00%	208.00%
Other	8	6	12	12	1	6	50.00%	92.00%	-42.00%
<b>Number of medical transports</b>	2,576	2,586	4,024	3,968	365	4,129	104.06%	92.00%	12.06%
<b>Percent of priority calls w response within 6 min</b>	56%	68%	74%	70%	72%	71%	101.43%	92.00%	-30.43%
<b>Percent working structure fires ERF of 15 FF within 12 minutes</b>	70%	78%	85%	70%	N/A	100%	100.00%	92.00%	70.00%
# Structure Fires		9	13	10	0	15	150.00%	92.00%	58.00%
# Structure with personnel and Times		7	11	7	0	15	214.29%	92.00%	122.29%
Number of commercial inspections conducted	1,222	1,473	1,365	1,250	130	1,276	102.08%	92.00%	10.08%
Number of plans reviewed within five days	86%	100%	100%	90%	100%	100%	100.00%	92.00%	100.00%
Number of fires greater than \$10,000	13	8	12	8	0	8	100.00%	92.00%	8.00%
Number of fires of suspicious nature	5	5	6	3	1	3	100.00%	92.00%	8.00%
Hours of Training	8,831	13,335	10,977	10,000	779	11,910	119.10%	92.00%	27.10%

### Major Incidents

- November 7, N. Liberty St., Small Structure Fire, Pt Burned
- November 9, Blue Limestone – Railroad Worker Fell 100', Major Trauma
- November 12, Orange Twp, Structure Fire
- November 15, Oakwood, Flash Fire, Pt Burned

### Other Activities

- Station Tours
- SWCI – Community Unity Meeting
- Community Harvest Festival
- Red Cross Heroes Breakfast
- Conger Elementary
- Christmas Parade

### 2010 Fire Levy Status

- Equipment - Continuing
  - Committee has finalized the specifications of the new Quint Fire Truck. Truck was ordered in September and delivery is expected in October 2017.
  - Three new Paramedic trucks were placed in-service and are operating at all of our Fire Station's.
  - Staff cars have been replaced in 2012, 2013, 2014 & 2015. This has included the implementation of retired police vehicles for station and inspector cars.
  - The new engine was delivered and placed in-service in April 2013.
  - The new paramedic truck was delivered and was placed in-service in January 2013.
  - The new ladder truck was delivered and was placed in-service in April 2012.
- Personnel - Continuing



# Delaware Fire Department

## November 2016 Monthly Report



- 
- 40 potential new hire candidate names were pulled on October 31, to advance to the application and agility process
  - Additional Agility Testing took place in August 2016.
  - Testing and an Agility test were completed for Full and Part-time Firefighters. 4-Part-time FFs started their training on August 13.
  - Officer Development Training Continued. All new Lieutenants have completed their Instructor training, Fire Inspector and Fire Officer 1 certifications. They continue to work on their Associates Degree and other required classes.
  - The total amount of new personnel hired since the new levy is 28. Some of these positions have filled open positions.
  - New Fire Station 304 - Continuing
    - October 24, took action to annex the St 304 property
    - Lot surveying took place for St 304.
    - Property was purchased in 2011 at 821 Cheshire Rd. The property was leased out and the lease moved out on November 30, 2013. In 2014, we plan to begin the analysis and plans for an anticipated groundbreaking in 2016.
    - The opening of this Station is dependent on the increased staffing. This will be accomplished through the use of Part-Time personnel to supplement the staffing. The Part-Time personnel will be backfilling the open positions caused by personnel scheduled leaves.
  - Fire Station 303 - Completed
    - On September 27, 2013 we began operation 24/7. The Fire Station was dedicated on October 19, 2013.



# Delaware Fire Department

## November 2016 Monthly Report



### Council for Older Adults – Monthly Report on the Firehouse Coordinator



**First In Response to Seniors**

**November 2016**

Referrals		# new CSP-enrolled clients		Total Contacts (duplicated)		# individuals served during the month		# of new individuals served	
Month	YTD	Month	YTD	Month	YTD	Month	Average/Mo	New for Month	YTD Unduplicated
27	474	1	16	219	1989	63	64.82	30	434

**Referrals**

Direct Referral		Delaware City FD		Genoa Township FD		SP Staff		Orange Township FD	
Month	YTD	Month	YTD	Month	YTD	Month	YTD	Month	YTD
16	347	4	54	0	0	4	42	0	0
Liberty Township FD		Delaware Co. EMS		client self ref.		Other			
Month	YTD	Month	YTD	Month	YTD	Month	YTD		
3	26	0	1	0	2	0	2		

**City of residence for those served:**

Delaware		Galena		Lewis Center		Marysville		Westerville	
Month	YTD	Month	YTD	Month	YTD	Month	YTD	Month	YTD
44	362		4		3				9
Powell		Sunbury		Ashley		Other		Total	
Month	YTD	Month	YTD	Month	YTD	Month	YTD	Month	YTD
11	39		2		2		3		6
									12

**Additional Services**

# services added		Home Delivered Meals		Shelf Stable Meals		Emergency Response Unit		Medication Dispenser	
Month	YTD	Month	YTD	Month	YTD	Month	YTD	Month	YTD
6	45	1	9	0	1	0	13	0	1
# individuals with new services		Incontinence Products		Durable Medical Equipment		In-Home Support		*Other	
Month	YTD	Month	YTD	Month	YTD	Month	YTD	Month	YTD
3	24	0	0	3	7	0	6	2	8

\*Other

1 client is receiving Medical Transportation

1 client is receiving Home Modification

**Notes**

No community events held this month



# Delaware Fire Department

## November 2016 Monthly Report



### 2016 Incidents

