

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

AMENDED 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 Section 121.22(G) (8) consideration of confidential information related to a request for economic development assistance.

REGULAR MEETING

December 11, 2017

1. ROLL CALL
2. INVOCATION – Darren Shulman, City Attorney
3. PLEDGE OF ALLEGIANCE
4. APPROVAL of the Motion Summary of the regular meeting of Council held on November 27, 2017, as recorded and transcribed.
APPROVAL of the Motion Summary of the Budget Work Session meeting of Council held on December 2, 2017, as recorded and transcribed.
APPROVAL of the Motion Summary of the Budget Work Session meeting of Council held on December 4, 2017, as recorded and transcribed.
5. CONSENT AGENDA
 - A. Acceptance of the Motion Summary for the Parking and Safety meeting held on August 21, 2017.
 - B. Acceptance of the Motion Summary for the Shade Tree Commission meeting held on October 24, 2017.
 - C. Acceptance of the Motion Summary for the Historic Preservation Commission meeting held on October 25, 2017.
 - D. Acceptance of the Motion Summary for the Planning Commission meeting held on November 1, 2017.
 - E. Resolution No. 17-65, a resolution establishing a consistent term end for appointments to Citizen Boards, Committees, and Commission and extending appointments set to expire until June 30, 2018, when all appointments and reappointments for all

positions will be made.

- F. Establish January 8, 2018 at 7:20 p.m. as a date and time for a public hearing and third reading for Ordinance No. 17-81, an ordinance amending the Schedule of Fees and Service Charges.

6. LETTERS, PETITIONS, AND PUBLIC COMMENTS

7. COMMITTEE REPORTS

8. INTRODUCTIONS

- A. Parker Watson – Help Desk Technician
- B. Carrie Fortman – Project Engineer
- C. Jordan Selmek – Zoning Officer
- D. Dwight Wells – Part Time Code Enforcement

9. PRESENTATION

- A. Delaware Arts Festival Update and Request – Mark Hardymon, Arts Festival Liaison and Linda Shearer, President of the Delaware Arts Festival Trustees
- B. Presentation Regarding the Participation of Delaware County Finance Authority with the CoHatch Project – Bob Lamb, Delaware County Economic Development Director and David Stadge, Finance Authority President

- 10. THIRD READING of Ordinance No. 17-72, an ordinance for the Judith D. Hook Revocable Trust for approval of a Rezoning Amendment for approximately 44.258 acres on parcel # 519-312-01-009-000 from R-4 (Medium Density Residential District) and R-6 (Multi-Family Residential District) to R-3 (One-Family Residential District) and located on the west side of Troy Road. **(NOTIFIED DECEMBER 8, 2017: APPLICATION WITHDRAWN PER APPLICANT REQUEST)**

- 11. 7:30 P.M. PUBLIC HEARING AND SECOND READING of Ordinance No. 17-74, an ordinance making appropriations for the Year 2018 and declaring an emergency.

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

- 12. CONSIDERATION of Resolution No. 17-66, a resolution indicating support for efforts to keep the Columbus Crew Soccer Club in Columbus.

- 13. CONSIDERATION of Ordinance No. 17-77, an ordinance amending the Delaware Municipal Court and Clerk of Court Employee Benefits and Leave Policies, and declaring an emergency.

14. CONSIDERATION of Ordinance No. 17-78, an ordinance amending Ordinance No. 16-108 establishing the pay and benefits for various part-time and intermittent/seasonal employees of the City of Delaware, and declaring an emergency.
15. CONSIDERATION of Ordinance No. 17-79, an ordinance amending the Management, Professional, Technical, Confidential, and Supervisory Employees Pay Plan, and declaring an emergency.
16. CONSIDERATION of Ordinance No. 17-80, an ordinance amending the employment agreement with the City Manager, and declaring an emergency.
17. CONSIDERATION of Ordinance No. 17-81, an ordinance amending the Schedule of Fees and Service Charges.
18. CONSIDERATION of Ordinance No. 17-82, an ordinance for Pulte Homes approving a Final Development Plan for the Communities at Glenross Section 12 for 48 single family lots on 14.769 acres on property zoned R-2 PMU (One-Family Residential District with a Planned Mixed Use Overlay District) and located south of Cheshire Road and west of Winterbourne Drive on Solstice Road and Holly Berry Lane.
19. CONSIDERATION of Ordinance No. 17-83, an ordinance for Pulte Homes approving a Final Subdivision Plat for the Communities at Glenross Section 12 for 48 single family lots on 14.769 acres on property zoned R-2 PMU (One-Family Residential District with a Planned Mixed Use Overlay District) and located south of Cheshire Road and west of Winterbourne Drive on Solstice Road and Holly Berry Lane.
20. CONSIDERATION of Ordinance No. 17-84, an ordinance for Treplus Communities for approval of a Final Development Plan for Burr Oak Commons containing 92 apartment units on approximately 20.06 acres zoned B-3 PMU (Community Business District with a Planned Mixed Use Overlay District) and located on the north side of SR 37 just west of Westfield Shopping Center and just east of Lantern Chase Subdivision.
21. CITY MANAGER'S REPORT
22. COUNCIL COMMENTS
23. ADJOURNMENT

RECORD OF PROCEEDINGS

Minutes of

Delaware City Council

Meeting

BEAR GRAPHICS 800-325-6094 FORM NO. 10148

Held November 27 2017

The regular meeting of Council held November 27, 2017 was called to order at 7:01 p.m., in the City Council Chambers. The following members of Council were present: Second Ward Lisa Keller, Third Ward Jim Browning, Fourth Ward Kyle Rohrer, At-Large George Hellinger, Vice-Mayor Kent Shafer, and Mayor Carolyn Kay Riggle who presided. Absent from the meeting was First Ward Chris Jones. The invocation was given by Pastor Dave Pacheco, followed by the Pledge of Allegiance.

Staff Present: Darren Shulman, City Attorney; Dean Stelzer, Finance Director, Bruce Pijanowski, Police Chief, Brad Stanton, Director of Public Utilities, Bill Ferrigno, Public Works Director/City Engineer, Lance Schultz, Zoning Administer and Tom Homan, City Manager

Motion to Excuse: Vice-Mayor Shafer moved to excuse Councilmember Jones, seconded by Mrs. Keller. Motion approved by a 6-0 vote.

ITEM 4: APPROVAL OF MINUTES

APPROVAL of the Motion Summary of the regular meeting of Council held on November 13, 2017, as recorded and transcribed.

APPROVAL of the Motion Summary of the organizational meeting of Council held on November 20, 2017, as recorded and transcribed.

Motion: Vice-Mayor Shafer motioned to approve the Motion Summary of the regular meeting of Council held November 13, 2017 and the organizational meeting of Council held November 20, 2017, as recorded and transcribed, seconded by Mrs. Keller. Motion approved by a 6-0 vote.

ITEM 5: CONSENT AGENDA

- A. Acceptance of the Motion Summary for the Parks and Recreation Advisory Board meeting held October 17, 2017.
- B. Resolution No. 17-63, a resolution authorizing the City Manager to sign any agreements pertaining to the Police Department and other city, county, or state agencies for purposes of exchanging Law Enforcement Automated Data System (LEADS) information.
- C. Resolution No. 17-64, a resolution authorizing the installation of certain traffic control devices on the west side of Channing Street between East Winter Street and East Central Avenue to prohibit parking on school days between the hours of 7:00 a.m. and 4:00 p.m.

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

ITEM 6: LETTERS, PETITIONS, AND PUBLIC COMMENTS

ITEM 7: COMMITTEE REPORTS

ITEM 8: PRESENTATION

- A. Proclamation recognizing the 175 year anniversary for Ohio Wesleyan University – President Rock Jones

ITEM 9: CONSIDERATION OF NEW LIQUOR PERMIT

- A. Eva LLC DBA Vina Veritas Tavern, 15 E. Winter St., Delaware, Ohio 43015. Permit Class: D5

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Meeting

BEAR GRAPHICS 800-325-8094 FORM NO. 10148

Held November 27 20 17

Motion: Vice-Mayor Shafer motioned to accept the liquor permit without objection, seconded by Mr. Browning. Motion approved by a 6-0 vote.

ITEM 10: ORDINANCE NO. 17-72 [Public Hearing and Second Reading]

AN ORDINANCE FOR THE JUDITH D. HOOK REVOCABLE TRUST FOR APPROVAL OF A REZONING AMENDMENT FOR APPROXIMATELY 44.258 ACRES ON PARCEL # 519-312-01-009-000 FROM R-4 (MEDIUM DENSITY RESIDENTIAL DISTRICT) AND R-6 (MULTI-FAMILY RESIDENTIAL DISTRICT) TO R-3 (ONE-FAMILY RESIDENTIAL DISTRICT) AND LOCATED ON THE WEST SIDE OF TROY ROAD.

The Clerk read the Ordinance for the second time.

APPLICANT:

Michael Shade
P.O. Box 438
Delaware, Ohio 43015

PUBLIC PARTICIPATION:

Cindy Blair
131 Bridgeport Way
Delaware, Ohio

Ms. Blair voiced concerns on the potential use of the neighborhood as a cut through.

Sarah Dinovo
455 Timbersmith Drive
Delaware, Ohio

Ms. Dinovo voiced concerns over the potential extension of Merrick Blvd. and the need to look at other connection options. Ms. D

John Barnett
573 Ablemarle Circle
Delaware, Ohio

Mr. Barnett voiced the need for larger homes to be built in the area. He voiced concerns over the high traffic and speeding in the area.

Council was in agreement to take Ordinance No. 17-72 to a third reading.

ITEM 11: ORDINANCE NO. 17-73 [Second Reading]

AN ORDINANCE DECLARING THE IMPROVEMENT TO CERTAIN PARCELS ALONG CENTRAL AVENUE IN THE CITY TO BE A PUBLIC PURPOSE AND EXEMPT FROM TAXATION PURSUANT TO ORC 5709.40(B); PROVIDING FOR THE COLLECTION AND DEPOSIT OF SERVICE PAYMENTS AND SPECIFYING THE PURPOSES FOR WHICH THOSE SERVICE PAYMENTS MAY BE EXPENDED; AND AUTHORIZING SCHOOL COMPENSATION PAYMENT, AND DECLARING AN EMERGENCY.

The Clerk read the Ordinance for the second time.

Motion: Vice-Mayor Shafer motioned to suspend the rules for Ordinance

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Delaware City Council

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BEAR GRAPHICS 800-325-6084 FORM NO. 10148

Held November 27 20 17

No. 17-73, seconded by Mrs. Keller. Motion approved by a 6-0 vote.

Motion: Vice-Mayor Shafer motioned to enact the emergency clause for Ordinance No. 17-73, seconded by Mrs. Keller. Motion approved by a 6-0 vote.

Motion: Vice-Mayor Shafer motioned to adopt Ordinance No. 17-73, seconded by Mrs. Keller. Motion approved by a 6-0 vote.

ITEM 12: ORDINANCE NO. 17-74 [Public Hearing and First Reading]
AN ORDINANCE MAKING APPROPRIATIONS FOR THE YEAR 2018 AND DECLARING AN EMERGENCY.

The Clerk read the ordinance for the first time.

There was no public participation. A second public hearing will be held at 7:30 p.m. on December 11, 2017.

Mr. Homan reviewed the dates and times for the Budget Work Sessions.

ITEM 13: ORDINANCE NO. 17-75 [First Reading]
AN ORDINANCE ESTABLISHING A NEW CAPITAL IMPROVEMENT FUND AND SUPPLEMENTING THE 2017 APPROPRIATIONS ORDINANCE TO PROVIDE FUNDING FOR PRELIMINARY ENGINEERING SERVICES FOR THE POINT RAILROAD BRIDGE PROJECT (DEL-36-11.03), AND DECLARING AN EMERGENCY.

The Clerk read the ordinance for the first time.

PRESENTOR:
Shane Campbell
Gannett Fleming INC, Senior Project Manager
65 Trail Edge Circle
Powell, Ohio

Motion: Vice-Mayor Shafer motioned to suspend the rules for Ordinance No. 17-75, seconded by Mr. Browning. Motion approved by a 6-0 vote.

Motion: Vice-Mayor Shafer motioned to enact the emergency clause for Ordinance No. 17-75, seconded by Mr. Browning. Motion approved by a 6-0 vote.

Motion: Vice-Mayor Shafer motioned to adopt Ordinance No. 17-75, seconded by Mr. Browning. Motion approved by a 6-0 vote.

ITEM 14: ORDINANCE NO. 17-76 [First Reading]
AN ORDINANCE SUPPLEMENTING THE 2017 APPROPRIATIONS ORDINANCE TO PROVIDE ADDITIONAL FUNDING OF PLANNING REFUNDS TO ALLOW A REFUND OF PREVIOUSLY COLLECTED ADDITIONAL TRANSPORTATION FEES RELATED TO THE COMMUNITIES AT GLENROSS SUBDIVISION, AND DECLARING AN EMERGENCY.

The Clerk read the ordinance for the first time.

Motion: Vice-Mayor Shafer motioned to suspend the rules for Ordinance

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BEAR GRAPHICS 800-325-8994 FORM NO. 10148

November 27

17

Held

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No. 17-76, seconded by Mrs. Keller. Motion approved by a 6-0 vote.

Motion: Vice-Mayor Shafer motioned to enact the emergency clause for Ordinance No. 17-76, seconded by Mrs. Keller. Motion approved by a 6-0 vote.

Motion: Vice-Mayor Shafer motioned to adopt Ordinance No. 17-76, seconded by Mrs. Keller. Motion approved by a 6-0 vote.

ITEM 15: CITY MANAGER’S REPORT

Mr. Homan informed Council that Detective Mike Bolen receive the “Top Cop” award for the month of October from Delaware County.

ITEM 16: COUNCIL COMMENTS

Mayor Riggle thanked staff for their assistance during the recent rain and flooding.

Mayor Riggle requested a break at 7:58 p.m. and reconvened the meeting at 8:06 p.m.

ITEM 16: 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 Section 121.22(G) (8) consideration of confidential information related to a request for economic development assistance

Motion: Vice-Mayor Shafer motioned to enter into Executive Session at 8:06 p.m. 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 Section 121.22(G) (8) consideration of confidential information related to a request for economic development assistance, seconded by Mr. Browning. Motion failed with a 5-1 (Hellinger) vote.

Council remained in Open Session and a discussion was held regarding the requirements to enter into Executive Session and public records law.

ITEM 18: ADJOURNMENT

Motion: Vice-Mayor Shafer motioned to adjourn the meeting, seconded by Mr. Browning. The meeting adjourned at 8:29 p.m.

Mayor Carolyn Kay Riggle

Elaine McCloskey, Council Clerk

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Delaware City Council

Meeting

BEAR GRAPHICS 800-325-8004 FORM NO. 10149

Held December 2 20 17

The Budget Work Session meeting of Council held December 2, 2017 was called to order at 8:48 a.m., in the City Council Chambers. The following members of Council were present: First Ward Chris Jones, Second Ward Lisa Keller, Third Ward Jim Browning, Fourth Ward Kyle Rohrer, At-Large George Hellinger, Vice-Mayor Kent Shafer, and Mayor Carolyn Kay Riggle who presided.

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

ITEM 2: REVIEW OF PROPOSED 2018 BUDGET

A. Budget Overview – Tom Homan, City Manager and Dean Stelzer, Finance Director

Mr. Homan discussed the two presented budget and requested any feedback on the effectiveness for the Programmatic Budget.

B. Fire Department – John Donahue, Fire Chief

Chief Donahue discussed the accomplishments since the 2007 Strategic Plan that was customer driven. He discussed the four items that was identified in the 2007 process; Stations and Equipment, Personnel, Policy, and Communication. Chief Donahue discussed the plans to begin Station 304 in 2018 and to update the Strategic Plan. He discussed the plans to continue with the staffing of part time and full time employees. A discussion was held on if Narcan was included in EMS Supplies. Chief Donahue discussed that supplies include every medication, bandages and IV supplies. He discussed the approach of education, follow up services coordinated with the police department and treatment programs to combat the drug issues. Chief Donahue discussed the ISO rating and in January the rating will be upgraded.

Chief Donahue and Mr. Homan discussed the policy issue related to EMS Funding and that the City has joined a coalition with surrounding townships on how the County distributes reimbursement to the City.

C. Parks and Natural Resource – Ted Miller, Parks and Natural Resource Director

Mr. Miller discussed need to become more efficient with operational staff due to expansion of work including U.S. 23 interchange at Pennsylvania Avenue and Williams Street improvements. He discussed the expansion of landscaping and flower beds. Mr. Miller discussed the benefit of moving the department into the Public Works building and is expected to increase efficiency. Mr. Miller discussed the need to add lights to the downtown area and expand Wetland Park. Information was provided on current efforts to outreach the public for input on Ross Street Park. He discussed improvements at Mingo Park and current concrete work on the pool deck. Improvements also include new lighting and new furniture at Hilborn Room. Mr. Miller discussed the continued work on multi-use trail work and looking at continued links and funding sources for work at Central Avenue and also Bruce Road. Information was provided on the YMCA

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PEAR GRAPHICS 800-325-8094 FORM NO. 16148

December 2

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Held

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agreement and updating the agreement. The Oak Grove Cemetery Master Plan will begin in 2018 to increase efficiency and expansion options. He provided an update regarding the Urban Forestry and that all backlogged trees have been planted. He discussed a focus in 2018 to be pruning.

A discussion was held regarding the E. William St. pedestrian bridge work and landscaping needs in the area. In regards to the William St. improvements he discussed looking at options to replace trees and appropriate locations.

A discussion was held on Hidden Valley Golf Course. Mr. Miller discussed the recent success of the Little Brown Jug Tournament and increase need for youth programs. He discussed the work with the YMCA to look at different youth golf programs and what hours would be the most efficient. He discussed the need to replace some of the aging equipment in the future. A discussion was held with Council regarding the cost to operate the course. Information was discussed regarding the recommendations from the Sustainability Working Group and the amenities that the park provides to the Community. Councilwoman Keller discussed the need to have expenditures to match revenues and leave more in the fund balance. Mr. Miller discussed increase cost for supplies, such as, fertilizers. A discussion was held on using the golf course for other recreational uses. Discussion was held on the use of beer sales at the course and Mr. Miller provided the revenue from other courses that have beer sales at their course, as well as, potential costs.

Motion: Mrs. Keller motion to revise the 2018 golf course budget to include beer sales and the expenditures that will be required, seconded by Mr. Browning. Motion approved by a 7-0 vote.

Mr. Miller provided an update on the status of the basketball courts at Blue Limestone Park. Councilmember Hellinger requested information on plans for the house at the cemetery. A discussion was held on potential uses for the house and the location.

D. Planning and Community Department – Dave Efland, Planning and Community Development Director

Mr. Efland provided a summary from development plans in 2017 and plans for 2018. Mr. Efland projects increase in residential permits in 2018. Mr. Efland discussed upcoming 2018 projects and plans. A discussion as held on the impact that the retroactive school levy passage will impact development. Mr. Efland reviewed the estimated population increase. He provided information on the Downtown Façade Grant Program and that since 2012 there have been 27 projects completed through this program. Mr. Efland provided an update on the bids received for the Comprehensive Plan. Councilwoman Keller discussed policy issues regarding the BIA fees and if the fees should be to speed up the process of planning development or slow it down. She voiced a concern over the impact of development regarding economic development, and the need to focus on other white collar jobs. Councilwoman Keller also voiced a concern over the need for increase amenities and park services for new development. Council requested to speak on goals of Economic Development and the Planning and Community Development at an upcoming retreat, as well as, impact fees.

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BEAR GRAPHICS 800-325-0084 FORM NO. 10148

Held December 20 17

Mayor Riggle requested a break at 10:17 p.m. and reconvened the meeting at 10:25 p.m.

E. Public Works/Airport/Engineering – Bill Ferrigno, Public Works Director/City Engineer

Mr. Ferrigno discussed the budget for the Airport and informed Council that fuel sales remain strong and staffing is adequate. He discussed the plans to use a consultant to create a business plan based on effective uses of the airport and trends in the industry. He informed Council of the tenant list to rent the T-Hangers. A discussion was held with Council on increasing the rental rates. Policy discussion was held on how the airport benefits the County and to discuss possible future County operations. Mr. Homan recommended that further discussion be held with the Commissioners at a joint meeting with Council. A discussion was also held on housing corporate jets.

Mr. Ferrigno discussed the Building and Maintenance budget and that increase in staffing has allowed better turn around and response time. He discussed the focus on building security and the aging HVAC systems. He discussed the need to keep the Gazette and the previous Engineering Building up to a minimal standard and to keep the building rodent free. Mr. Ferrigno discussed a change in vendor to the custodial services and the difficulty finding a vendor that passes the background requirements.

Mr. Ferrigno discussed the Fleet Maintenance budget and discussed the need to keep employees trained on latest technology.

Mr. Ferrigno reviewed the Solid Waste Budget and the plans to reroute the collection dates in 2018. He discussed the success of the pilot program for bulk pick up. Council was informed of successes and continued issues with downtown refuse collection. He discussed that some of the issues were related to merchants not in agreement.

A discussion was held regarding leaf collection in the city and that the current plan is for residents to place leaves in brown bags for pick up. Mr. Ferrigno discussed the potential amount of staff hours to do curb pick up with a vacuum. He discussed what other cities do for pick up. Council requested a cost estimate to have leaf pick up twice a year. Councilmember Hellinger discussed having the city pick leaves up around storm sewer grates.

Mr. Ferrigno discussed the Traffic and Engineering Budget and discussed the plans to evaluate the 2018 fee structure and looking at cloud based storage. He also discussed the Striping Program. Mayor Riggle discussed the importance of striping for safety concerns.

Mr. Ferrigno discussed the cost to repave roads and the impact from the failed transportation levy. He discussed the current storage for salt and the snow and ice management.

F. Police Department – Bruce Pijanowski, Police Chief

Chief Pijanowski discussed the plans to replace old fire arms and that the weapons would be traded in for credit. He also discussed the plans to update the records management system and create more space for the

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BEAR GRAPHICS 800-325-8094 FORM NO. 1014B

Held _____ December 2 _____ 20 _____ 17 _____

documents. A discussion was held on the cost and man power needed for special events. Chief Pijanowski discussed the need for staff to patrol special events for safety and liability concerns. Council discuss the possibility of having a Special Events Fund allocated for this.

ITEM 3: ADJOURNMENT

Motion: Vice-Mayor Shafer motioned to adjourn the meeting. The meeting adjourned at 12:01 p.m.

Mayor Carolyn Kay Riggle

Elaine McCloskey, Council Clerk

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Delaware City Council

Meeting

BEAR GRAPHICS 800-328-8084 FORM NO. 1014B

Held

December 4

20 17

The Budget Work Session meeting of Council held December 4, 2017 was called to order at 6:00 p.m., in the City Council Chambers. The following members of Council were present: First Ward Chris Jones, Second Ward Lisa Keller, Third Ward Jim Browning, Fourth Ward Kyle Rohrer, At-Large George Hellinger, Vice-Mayor Kent Shafer, and Mayor Carolyn Kay Riggle who presided.

Staff Present: Darren Shulman, City Attorney; Dean Stelzer, Finance Director, Jessica Feller, Human Resource Manager, Brad Stanton, Public Utilities Director, Jeff Kolosky, IT Project Coordinator, Kendra Mallon, IT Network Administrator, Sean Hughes, Economic Development Director, Bruce Pijanowski, Police Chief, John Donahue, Fire Chief, Bill Ferrigno, Public Works Director/City Engineer, Ted Miller, Parks and Natural Resource Director, Dave Efland, Planning and Community Development Director, Jackie Walker, Assistant City Manager and Tom Homan, City Manager

ITEM 2: CONTINUED REVIEW OF PROPOSED 2018 BUDGET

A. Department of Administrative Services – Jackie Walker, Assistant City Manager and Jessica Feller, Human Resource Manager

Ms. Feller discussed the recruitment efforts for 201 and the use of recruiting.com to assist in marketing the City of Delaware as a place for employment. Ms. Feller discussed recruitment efforts currently underway for the Public Utilities Director that Mr. Brad Stanton will be retiring from in early 2018. She discussed and reviewed the goals for the department in 2018 and the current progress of the electronic conversion of employee records.

B. Public Utilities – Brad Stanton, Public Utilities Director

Mr. Stanton discussed the water capacity and that the water plant is operating as designed. He reviewed the current capacity and that the plant is operating currently at 4 million gallons at the 7.2 million gallons that it is capable of. He discussed the efforts to keep water hardness levels at the acceptable level. Equipment needs are currently for maintenance and preventative needs, as the equipment is under five years old. Mr. Stanton discussed the implementation of the AMI systems and that there is less than 100 installations left with no opt outs.

Mr. Stanton reviewed the production and staffing at the waste water plant and discussed equipment replacement needs that were outlined in the CIP. He discussed the aeration system and the expected return investment. A discussion was held on wastewater collection and goals to inspect sewer lines, as well as, looking at sewer systems that are affected by tree roots. Mr. Stanton discussed the decline in standing water in the streets and homes and the need to increase professional services with the preparation of the audit of the annual report.

A discussion was held on the need to increase water rates. Mr. Stanton discussed the increase in electric cost and chemicals. Councilwoman Keller voiced concerns on taking from the fund balance. Mr. Stanton also discussed the impact for waterline extensions that can be economic development driven.

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C. Economic Development – Sean Hughes, Economic Development Director

Mr. Hughes discussed a review in development in 2017 and discussed the shift in plan on how to attract jobs and economic development. He discussed the increase in leads related to white collar compared to industrial leads. Mr. Hughes discussed the current trend of labor for residents in the City. Mr. Hughes discussed the current occupancy rate in the downtown area and that shopping centers are at 75% to 100% capacity. He discussed efforts to have the Eastside Development Plan to be included in the Comprehensive Plan.

Councilman Jones voiced questions regarding the matrix and 2018 estimates. A discussion was held on the percentage of businesses receiving tax abatements. Mr. Hughes discussed the shift to white collar jobs, but that office jobs will have fewer jobs available than industrial.

D. Community Affairs – Lee Yoakum, Community Affairs Coordinator

Mr. Yoakum reviewed city wide communication efforts and issues, included the use of blogging, Facebook, twitter, newsletter distribution, and the radio program. Mr. Yoakum discussed the partnership with Sakata, Japan regarding the radio show. Mr. Yoakum provided information on the Citizen Academy Class. He discussed the plans to increase civic engagement. A discussion was held on using social media as an outreach method to reach the public and receive input.

Mayor Riggle requested a break at 7:36 p.m. and reconvened the meeting at 7:45 p.m.

E. Information Technology, Jeff Kolosky, IT Project Coordinator and Kendra Mallon, IT Network Administrator

Mr. Kolosky discussed the IT Budget and provided an update on the selection of the internet service provider for City Hall. IT is currently in the process of hardwiring the program in house and once completed will connect the departments. He currently discussed the backup equipment at an offsite location. Mr. Kolosky discussed 2018 plans to work on the Parks and Natural Resource Building, as well as, Fire Station 304. He discussed current efforts to update video quality for Council Chambers. A goal for 2018 was discussed as looking at off site and long term storage for data. IT will be assisting the Police Department in their records management plans. IT will be working with a representative from each department regarding document management.

Ms. Mallon discussed internet connection will be a secondary connection, with a goal that if one side goes down then it will flow through to the other. This connection is with the Justice Center. Information was provided on sharing computing resources with Delaware County.

F. Finance Department – Dean Stelzer, Finance Director

Mr. Stelzer discussed recent recruitment efforts and staffing changes due to three retirements and a maternity leave. He discussed the successful use of seasonal positions. Mr. Stelzer discussed plans to take proposals for software vendors in 2018. A discussion was held regarding efforts and

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strategies to increase the use of bill pay online. Councilmember Browning recommended the use text message system for reminders or emails.

G. Legal Department – Darren Shulman, City Attorney

Mr. Shulman discussed the budget as it relates to the Prosecutor’s Office. He discussed the unknown impact that the passage of Marsy’s Law may have on staff and procedures.

A discussion was held with Council regarding funding for Community Promotions. Mrs. Walker reviewed the 2018 proposed revisions and discussed the increase cost of signs for DORA Compliance, as well as, funding towards Sister City for an upcoming visit to Baumholder Germany. Councilmember Keller and Shafer voiced their support to fully fund Main Street Delaware. Councilmember Shafer recommended to take the additional \$5,000 from the Fund Balance. Councilmember Hellinger recommended cutting funds towards the Sister City Program. Council requested revisions be made to withdraw from Fund Balance.

Council also held a discussion on expenses to implement parking changes. Chief Pijanowski discussed plans to paint the ten hour meters to black. Mr. Homan discussed the cost of smart meters.

Council reviewed the requested budget changes to include alcohol sales at the Hidden Valley Golf Course and the project start up fees. A discussion was held regarding the recommendations of alcohol sales from the HVGW Working Group and the Parks and Recreation Board. Chief Pijanowski discussed concerns regarding the liability to the City.

ITEM 3: ADJOURNMENT

Motion: Mr. Jones motioned to adjourn the meeting. The meeting adjourned at 8:36 p.m.

Mayor Carolyn Kay Riggle

Elaine McCloskey, Council Clerk

**PARKING AND SAFETY
MOTION SUMMARY
August 21, 2017**

ITEM 1. ROLL CALL

Chairman Shafer called the Parking and Safety Meeting to begin at 7:00 p.m.

Members Present: Councilman Chris Jones, Councilwoman Lisa Keller, and Chairman Kent Shafer Members

Staff Present: Bruce Pijanowski, Police Chief, John Donahue, Fire Chief, and Jessica Ormeroid, Project Manager

ITEM 2. APPROVAL of the Motion Summary of the Parking and Safety Committee meeting held February 20, 2017, as recorded and transcribed.

Motion: Mr. Jones moved to approve the Motion Summary of the Parking and Safety Committee meeting held February 20, 2017, seconded by Mrs. Keller. Motion approved by a 3-0 vote.

ITEM 4. PUBLIC COMMENT

PUBLIC COMMENT:

Michael Shirley
231 West Hull Drive
Delaware, Ohio 43015

Mr. Shirley voiced concerns over the speeding on Hull Drive.

Jim Bauer
176 Hull Court
Delaware, Ohio 43015

David Hague
180 Hull Court
Delaware, Ohio 43015

Mr. Bauer informed the Committee that he is the current H.O.A. President and also a retired police officer. He voiced concerns over the use of Hull Drive as a cut through street and increase of speeding cars. Mr. Bauer also voiced concerns over cars not stopping at the stop signs and safety concerns for pedestrians.

Mr. Hague discussed the high volume of cars that have been shown through stealth data to drive on Hull Drive compared to other busy streets in throughout the city.

Ms. Ormeroid discussed upcoming signal changes at Hawthorne Boulevard and the potential impact to traffic. Chief Donahue voiced concerns over the use of speed tables and the delay response time for emergency vehicles.

Mrs. Keller recommended that staff meet with residents, along with Third Ward Councilman Jim Browning, to find potential solutions.

ITEM 4. RECOMMENDATION to extend the No Parking Zone on Ashburn Drive at 1959 Ashburn Drive.

Chief Pijanowski discussed the extension of the No Parking Zone would eliminate the blocked views. Chief Pijanowski discussed the concerns voiced by residents of difficulty of seeing the crosswalk due to parked cars. Mrs. Ormeroid discussed past safety enhancements that had been tried.

PUBLIC COMMENT:

Eric Longstreth
1946 Ashburn Drive
Delaware, Ohio 43015

Chief Pijanowski provided an email he received from Mr. Longstreth where he indicated that he was in favor of not extending the No Parking Zone, but recommended creating off street parking designated for the community park.

Donna Stusek
852 Brittany Drive
Delaware, Ohio 43015

Ms. Stusek informed the committee that she is the current H.O.A. President and that she has received multiple complaints that parents cannot see the crosswalk when cars are parked on the street.

Motion: Mr. Jones moved that the No Parking Zone on Ashburn Drive is extended to the north edge of the 1959 Ashburn Drive driveway, seconded by Mrs. Keller. Motion approved by a 3-0 vote.

ITEM 5. DISCUSSION and CONSIDERATION of the recommendations of the Downtown Parking Advocacy Committee-Enforcement Work Group, as listed:

- a. Extend Days and Hours of parking enforcement

- b. Expand downtown time limited parking to 3 hours
- c. Change in fine structure

Chief Pijanowski voiced recommendations by the Downtown Parking Advocacy Committee. Chief Pijanowski discussed the recommendation to extend parking enforcement to include Saturdays. The Committee discussed the need to get further input from affected merchants and voiced concerns over the Saturday enforcement. Chief Pijanowski discussed plans to relocate 10 hour parking meters to different locations and using a Park Mobile App.

ITEM 6. STAFF COMMENTS

Chief Pijanowski discussed continued negotiations with the County over parking at the County Courthouse.

ITEM 7. COMMITTEE COMMENTS

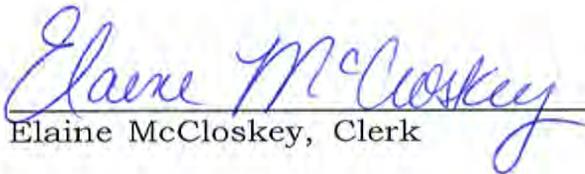
Mr. Jones informed staff that he sees an improvement with the traffic calming measures used on Beuhler Drive.

ITEM 8. ADJOURNMENT

Motion: Mr. Jones moved to adjourn the meeting. The Parking and Safety Committee Meeting adjourned at 7:59 p.m.



Kent Shafer, Chairman



Elaine McCloskey, Clerk

SHADE TREE COMMISSION
October 24, 2017
MOTION SUMMARY

ITEM 1. Roll Call

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

Members Present: Jim Buck, Dave Carey, Tom Glissman (arrived at 7:02 p.m.) Gracie Schafer, Tom Wolber, Becki Wood-Meek, Vice-Chairwoman Susan Wright, and Chairman Paul Olen

Members Absent: Shannon Brewster

Staff Present: Ted Miller, Parks and Natural Resource Director, Doug Richmond, Arborist and Linda Mathews, Customer Service Liaison

Motion to Excuse: Mr. Wolber moved to excuse Ms. Brewster and Mr. Glissman, seconded by Chairman Olen. Motion approved with a 7-0 vote.

ITEM 2. APPROVAL OF MOTION SUMMARY of Shade Tree Commission meeting of September 26, 2017 as recorded and transcribed.

Motion: Vice-Chairwoman Wright moved to approve the Motion Summary for the September 26, 2017 meeting, seconded by Mr. Wolber. Motion approved with a 7-0 vote.

ITEM 3. PUBLIC COMMENTS

ITEM 4. DISCUSSION of Chapter 1168 Tree Preservation Regulations of the Planning and Zoning Code (Will defer discussion to next regular scheduled meeting as staff continues to review for requested input and comments)

Mr. Wolber requested clarification on A-1 zoning for city property and if the city is exempt from replacing trees in A-1 zoning.

ITEM 5. ARBORIST REPORT

Mr. Richmond reviewed the arborist report and informed the Commission that three large trees were removed as being deemed hazardous and three trees at Oak Grove Cemetery. Mr. Richmond informed the Commission that there is currently 221 trees on backlog and that expected delivery is to be in the second week of November.

Mr. Carey inquired on the status of the planted nyssa sylvatica trees.

ITEM 6. STAFF COMMENTS

Mr. Miller provided information regarding the Tree Legacy Program and the possible Tree of Life program. Mr. Miller discussed how current tree dedications occur and the need to set up a more formal policy and potential location. Vice-Chairwoman Wright recommended implementing the Tree of Life Program and giving the option to purchase a plaque on the tree if desired.

ITEM 7. MEMBER COMMENTS

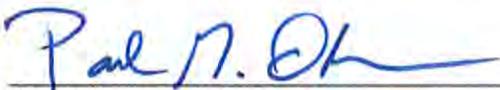
Vice-Chairwoman Wright discussed the need for an assessment of canopy coverage in the city.

ITEM 8. PLAN REVIEWS

- A. Heatherton - Phase 6 - Approved with tree species as selected and noted on plans by Arborist
- B. Lidl Grocery Store - Approved as submitted

ITEM 9. ADJOURNMENT

Motion: Mr. Wolber moved to adjourn the meeting, seconded by Vice-Chairwoman Wright. The Shade Tree Commission meeting adjourned at 7:42 p.m.



Chairman Olen



Clerk

**HISTORIC PRESERVATION COMMISSION
MOTION SUMMARY
October 25, 2017**

ITEM 1. Roll Call

Chairman Koch called the Historic Preservation Commission meeting to order at 7:20 p.m.

Members Present: Erinn Nicley, Sherry Riviera, Stephanie Van Gundy, and Chairman Roger Koch

Members Absent: Joe Coleman, Councilman Kyle Rohrer, and Vice-Chairman Hatten

Staff Present: Dianne Guenther, Development Planner

Motion to Excuse: Mr. Nicley motioned to excuse Mr. Coleman, Councilman Rohrer, and Vice-Chairman Hatten, seconded by Ms. Riviera. Motion approved by a 4-0 vote.

ITEM 2. APPROVAL OF MOTION SUMMARY of the Historic Preservation Commission meeting held on September 27, 2017, as recorded and transcribed.

Motion: Ms. Riviera motioned to approve the amended Motion Summary of the Historic Preservation Commission meeting held on September 27, 2017, as recorded and transcribed, seconded by Ms. Van Gundy. Motion approved a by 4-0 vote.

ITEM 3. REGULAR BUSINESS

A. 2017-2427: A request by M and J Union LLC for a Certificate of Appropriateness for a patio extension at Roop Brothers Bar at 17 North Union Street which is zoned B-2 (Central Business District) and located in the Transitional Sub-district of the Downtown Historic District Overlay.

Ms. Guenther provided a presentation on the patio extension site plan and information on the project site. Ms. Guenther reviewed the current patio elevations and proposed fire feature column and cage design. Ms. Guenther informed the Commission that the applicants have a written agreement with Sarah Moore over the expansion and that there will not be speakers or live music on the patio. It was discussed that administrative approval would be needed for additional tables or chairs.

APPLICANT:

Micah Sparks
2048 Gregory Road
Delaware, Ohio 43015

Joshua Moore
289 North Union Street
Delaware, Ohio 43015

Mr. Sparks and Mr. Moore discussed the locking key valve to control the lanterns and fire features.

Motion: Mr. Nicley motioned to approve 2017-2427, as submitted with all staff conditions, seconded by Ms. Riviera. Motion approved by a 4-0 vote.

B. 2016-2532: A request by 12 West LLC for a Certificate of Appropriateness for a scope change for the new building located at 14 West William Street which is zoned B-2 (Central Business District) and located in the Transitional Sub-District of the Downtown Historic District Overlay.

APPLICANT:

David DiStefano
12 West William Street
Delaware, Ohio 43015

Mr. DiStefano discussed his current issues and costs related to plumbing. Mr. DiStefano requested the approval to use horizontal vinyl siding in lieu of hardiplank siding. The vinyl siding will match the color on the front elevation.

Motion: Mr. Nicley motioned to approve 2016-2532, and permit the use of vinyl horizontal siding on the west, north, and east elevation of the building, and for the siding to match as close as possible in size and color the siding to be used on the south elevation, seconded by Mr. Riviera. Motion approved by a 4-0 vote.

ITEM 4. STAFF COMMENTS

Ms. Guenther read into the record a letter written by City Manager Tom Homan stating the withdrawal of Application 2017-2403.

Motion: Mr. Nicley motioned to remove 2017-2403 from further consideration, noting that it was tabled at the September 27, 2017 Historic Preservation Commission meeting, seconded by Ms. Van Gundy. Motion approved by a 4-0 vote.

ITEM 5. COMMISSION MEMBER COMMENTS AND DISCUSSION

Ms. Riviera notified the Commission that she will be out of town for the November 29, 2017 meeting.

ITEM 6. NEXT REGULAR MEETING: November 29, 2017

ITEM 7. ADJOURNMENT

Motion: Mr. Nicley moved to adjourn the meeting. The Historic Preservation Commission meeting adjourned at 8:04 p.m.



Roger Koch, Chairman



Elaine McCloskey, Clerk

PLANNING COMMISSION
November 1, 2017
MOTION SUMMARY

ITEM 1. Roll Call

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

Members Present: Robert Badger, Jim Halter, Dean Prall, Andy Volenik
Councilmember George Hellinger, Vice-Chairman George Mantzoros, and
Chairman Stacy Simpson.

Staff Present: Matt Weber, Deputy City Engineer, Lance Schultz, Zoning
Administrator, and Dave Efland, Planning and Community Development
Director

ITEM 2. Approval of the Motion Summary of the Planning Commission
meeting held on October 4, 2017, as recorded and transcribed.

Motion: Councilmember Hellinger moved to approve the Motion Summary for
October 4, 2017 Planning Commission meeting, seconded by Mr. Prall. Motion
approved 7-0 vote.

ITEM 3. REGULAR BUSINESS

A. 2017-2592: A request by Judith D. Hook Revocable Trust for approval of
a Rezoning Amendment for approximately 44.258 acres of Parcel #519-
312-01-009-000 from R-4 (Medium Density Residential District) and R-6
(Multi-Family Residential District) to R-3 (One-Family Residential District)
and located on the west side of Troy Road.

Anticipated Process

a. Staff Presentation

Mr. Schultz reviewed the location of the subject property and zoning map. Mr.
Schultz reviewed with the Commission that the subject property was annexed
into the City on May 14, 1973 per Ordinance 73-11 as part of the Delvest
Annexation which included 156.408 acres of the Troy Farms Partnership. Mr.
Schultz discussed the Comprehensive Plan and that the proposed rezoning
would achieve compliance with this plan.

b. Applicant Presentation

APPLICANT:

Michael R. Shade
P.O. Box 438
Delaware, Ohio 43015

c. Public comment (public hearing)

There was no public comment.

d. Commission Action

Motion: Mr. Halter moved to approve 2017-2592, along with all staff recommendations and conditions, seconded by Mr. Badger. Motion approved by a 7-0 vote.

ITEM 4. PLANNING DIRECTOR'S REPORT

Mr. Efland discussed the Comprehensive Plan and inquired if any members would like a hard copy.

ITEM 5. COMMISSION MEMBER COMMENTS AND DISCUSSION

Mr. Halter voiced concerns regarding the lack of lighting on the bike path on Houk Road.

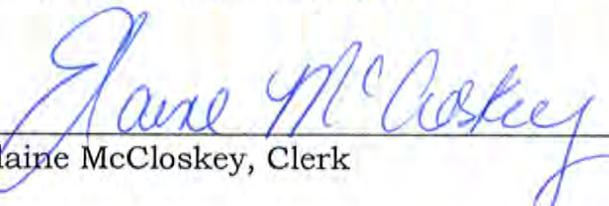
ITEM 6. NEXT REGULAR MEETING: December 6, 2017

ITEM 7. ADJOURNMENT:

Motion: Chairman Simpson moved for the November 1 2017 Planning Commission meeting to adjourn. The meeting adjourned at 7:27 p.m.



Stacy Simpson, Chairperson



Elaine McCloskey, Clerk



FACT SHEET

AGENDA ITEM NO: CONSENT ITEM E DATE: 12/11/2017
ORDINANCE NO: RESOLUTION NO: 17-65
READING: FIRST PUBLIC HEARING: NO

TO: Mayor and Members of City Council
FROM: R. Thomas Homan, City Manager
VIA: Darren Shulman, City Attorney

TITLE OF PROPOSED ORDINANCE/RESOLUTION:

A RESOLUTION ESTABLISHING A CONSISTENT TERM END FOR APPOINTMENTS TO CITIZEN BOARDS, COMMITTEES, AND COMMISSIONS AND EXTENDING APPOINTMENTS SET TO EXPIRE UNTIL JUNE 30, 2018, WHEN APPOINTMENTS AND REAPPOINTMENTS FOR ALL POSITIONS WILL BE MADE.

BACKGROUND

The majority of terms for the various Boards, Committees, and Commission end towards the end of the year. Interviewing potential appointees is problematic during the budget season given the amount of activities required of Council and staff to close out the year. In addition, over time the staggering of terms has strayed from the intended schedule. This process will help to realign the terms as intended and alleviate end of the year schedule conflicts.

REASON WHY LEGISLATION IS NEEDED:

This resolution will extend terms set to expire to give staff time to reset all appointment terms and Council time to interview prospective candidates. Council will receive follow up legislation in June of 2018 appointing/reappointing every seat using June 30 of the staggered year as the term end date.

COMMITTEE RECOMMENDATION:

N/A

FISCAL IMPACT(S):

N/A

POLICY CHANGES:

N/A

PRESENTER(S):

Darren Shulman, City Attorney

RECOMMENDATION:

Approval

ATTACHMENT(S)

Delaware County Letter of Appointment for Airport Commission

RESOLUTION NO. 17-65

A RESOLUTION ESTABLISHING A CONSISTENT TERM END FOR APPOINTMENTS TO CITIZEN BOARDS, COMMITTEES, AND COMMISSIONS AND EXTENDING APPOINTMENTS SET TO EXPIRE UNTIL JUNE 30, 2018, WHEN ALL APPOINTMENTS AND REAPPOINTMENTS FOR ALL POSITIONS WILL BE MADE.

WHEREAS, appointments to City boards, committees, and commissions are made by the Mayor, subject to confirmation by Council (see e.g. Charter Sections 101 and 102; Del. Codified Ordinance Sections 153.02 and 175.01); and

WHEREAS, terms on City some boards, committees, and commissions are required to be staggered by the ordinance establishing them; and

WHEREAS, over time, the terms of some boards, committees, and commissions have strayed from the original schedule due to mid-term vacancies; and

WHEREAS, it would be more efficient to undertake the interview process established by Resolution 13-48 at one time, separate from the annual budget process.

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

1. Staff is directed to review all appointments to boards, committees, and commissions in order to stagger the terms are required by their corresponding ordinance.
2. All appointment terms will end on June 30.
3. In June or July Council will pass a resolution listing the members of all boards, commissions, and committees providing updated term end dates using June 30th.
4. All current appointments set to expire shall continue until the resolution referenced above is passed, with the exception of the county representative to the Airport Commission.
5. Christopher Acker is hereby appointed to the County seat on the Airport Commission with a term ending June 30, 2021.

SECTION 1. This resolution shall be effective immediately upon its passage.

PASSED: _____, 2017

YEAS _____ NAYS _____
ABSTAIN _____

ATTEST: _____
CITY CLERK

MAYOR



Delaware County Commissioners

Jeff Benton
Barb Lewis
Gary Merrell

County Administrator
Ferzan M. Ahmed

Clerk to the Commissioners
Jennifer Walraven

RESOLUTION NO. 17-1228

IN THE MATTER OF RECOMMENDING AN APPOINTEE TO THE DELAWARE AIRPORT COMMISSION:

It was moved by Mrs. Lewis, seconded by Mr. Merrell to approve the following:

WHEREAS, the Delaware County Board of Commissioners (the "Board") shall make a recommendation for appointment of one member to the Delaware Airport Commission; and

WHEREAS, the term of the current appointee will expire on December 31, 2017;

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of Delaware County, State of Ohio:

Section 1. The Board hereby recommends the appointment of Christopher Acker as a member to the Delaware Airport Commission for the term commencing on January 1, 2018 and ending on December 31, 2020.

Section 2. The Clerk of the Board is directed to cause delivery of a certified copy of this Resolution upon the Mayor of the City of Delaware.

Section 3. This Resolution shall take effect immediately upon adoption.

Vote on Motion Mr. Benton Aye Mr. Merrell Aye Mrs. Lewis Aye

I, Sarah Dinovo, Assistant Clerk to the Board of Commissioners hereby certify that the foregoing is a true and correct copy of a resolution of the Board of Commissioners of Delaware County duly adopted November 16, 2017 and appearing upon the official records of the said Board.



Sarah Dinovo
Assistant Clerk to the Commissioners



MEMORANDUM

TO: City Council, R. Thomas Homan, City Manager
FROM: Lee Yoakum
DATE: 12/06/17
RE: Delaware Arts Festival, Inc. Request for Closure of Sandusky St. South Block

Delaware Arts Festival, Inc. is requesting use of the Sandusky Street South block for the 2018 festival. Use of the block, coupled with the Festival already occupying the Middle and North blocks, would mean all three downtown blocks of Sandusky Street are closed May 19-20. Since 2015, three-block Sandusky Street closure requests require City Council consent before the Special Events Committee can begin processing an event request.

The Arts Festival's tentative plan for the South block include sponsor booths, food trucks and eating tables. Organizers are working with downtown restaurants to create a small "delivery" menu for those wanting to participate, and give the restaurants a chance to participate.

Arts Festival representatives have met informally with the Special Events committee, on November 1 and on December 6.

With Council's consent, Special Events will begin working with organizers on the new request and the event application.

To the Delaware City Council and Interested Parties,

The Delaware Arts Festival is one of the first signs of spring in the Delaware Area! **We are looking forward to an even more successful event as we celebrate 45 Years of volunteerism and art scholarship made possible by this festival in Historic Downtown Delaware!**

The dates for the 2018 festival are **May 19 and 20, 2018**. In addition to being one of the most anticipated family events of the season, this event makes a significant impact on the lives of young artists as they pursue their education from kindergarten through a college degree. In addition to scholarships for college bound high school students, proceeds from this event provide grants for art teachers, books for local libraries and the opportunity to showcase student and professional artists in a single weekend.

The Delaware Arts Festival, staffed, planned and administrated by volunteers, is a true community event totally dedicated to students of Delaware County and their visual arts education. The huge crowd, (estimated at 40,000 over two days), has a positive impact on the local economy and is a major tourism event. In addition to celebrating visual arts, performing arts and local nonprofits, it is time for the alumni of Ohio Wesleyan University to return to Delaware and be part of the community once more.

The volunteers of this event have plans to make this 45year benchmark even more enjoyable than past years by adding more attendee friendly features. To do this, we would like to expand into the South block of downtown, from William Street to Spring Street. We have changed the hours from starting at 10:00 am to 11:00 am, on Saturday and will go until 7:00 pm. This will hopefully capture some of the dinner traffic for those downtown eating establishments.

We have also designed a voucher program for the exhibitors this year that the downtown restaurants will be able to participate in. This will allow the exhibitors to turn in \$5.00 vouchers to participating restaurants so that the exhibitors may use to purchase food from downtown establishments to be then reimbursed by the arts festival committee.

We are also interested in the possibility of remote parking and shuttles to the downtown as an alternative to the current parking dilemma faced with the influx of such large crowds. These ideas are the result of our efforts to make this a more user- friendly event for residents and our guests for the weekend. We are submitting a proposal that addresses for your consideration.

Sincerely,

Linda Shearer, President

Delaware Arts Festival Trustees



The "Scoop"

The Delaware Arts Festival will be held on May 19 - 20, 2018. We have extended hours on Saturday!

- Saturday 11am - 7pm
- Sunday 10am - 5pm

Festival Alerts!

[2018 Exhibitor Application](#) is now available!

Important Links

- [Booth Map](#)
- [Media Information](#)
- [Grant Information](#)
- [HOTEL STAYS, CAMPING, DINING and MORE](#)

Contact Info

Delaware Arts Festival Association
P.O. Box 589
Delaware, OH 43015
[Email](#)

Scholarships for Students

The Delaware Arts Festival Association offers three scholarships in the visual arts to graduating high school seniors who plan to study art in an institution of higher education. The scholarships will be awarded to the applicants who, in the judgment of the Arts Festival Association Scholarship Committee, rank highest among the applicants in terms of achievement and promise in the visual arts.

[2017 DAFA Scholarship in the Visual Arts](#)

FIRST PRIZE: \$8,000 (\$2,000/year for 4 years)
SECOND PRIZE: \$6,500 (\$1,625/year for 4 years)
THIRD PRIZE: \$5,500 (\$1,375/year for 4 years)

[2016 DAFA Scholarship Winners](#)



First Place
Amanda Ba, from Olentangy Orange H.S., receiving \$6,000 over four years



Second Place
Elle Yax, from Olentangy Liberty H.S., \$5,000 over four years



Third Place
Lance Kriesch, from Hayes H.S., \$4,000 over four years

DELAWARE ARTS FESTIVAL

May 19 and 20, 2018

OVERVIEW

1. Closure of South Sandusky Street between William Street and Spring Street During 2018 Delaware Arts Festival
2. The Arts festival proposes to move food trucks, tables and chairs, corporate sponsors and entertainment to this larger, more accessible space.
3. Still utilize East Winter Street just West of the City Parking Lot exit to Sandusky Street

4. Advantages of this move from PNC parking lot would include:

- Larger seating area for families to sit and enjoy "fair food" provided by the trucks and some carryout from surrounding restaurants.
- Seating for enjoyment of entertainment provided as part of the festival.
- The possibility of more corporate sponsors, whose sponsorship dollars provide income to cover the actual cost of the festival, making fees for art exhibitors affordable and removing those sponsorship displays from the actual exhibitor spaces...
- Space for nonprofit participants (to display services) that has in previous years, been crowded onto the sidewalks.
- Allows for more convenient placement of porta-johns on each end of and in the center of the festival instead of lined up against a building in the parking lot
- Drives more foot traffic to the south block businesses, which are often off the beaten path during this event.
- Eliminated the "nightmare" of food truck congestion during setup and teardown through greater accessibility clearing a path for exit and entrance that has plagued past festivals (when East Winter Street has been the location of these services).

5. Utilities

- Circuit breakers, such as have been placed on East Winter Street, would be needed. If this is not possible, the festival committee might be able to require generators of those food truck vendors, although, noise and

fumes might become an issue. Providing the electrical capacity might encourage more activities on the south block, however.

- A source of water for those trucks would also be necessary. In the past, it has been provided from the hydrants.
- Barriers such as are on North Sandusky street would also be necessary

i *[List business processes or systems which will be impacted by this project and describe how they will be affected.]*

6. New ideas and actions for this festival

*A plan to include downtown restaurants in booth delivery of food by way of two \$5.00 vouchers, per exhibitor, included in the packets toward food orders to be reimbursed by DAFA at the end of the festival instead of providing lunch at the hospitality venue .

* 1 hour later time change for the beginning of and closing time on Saturday, to capture some of the supper crowd downtown. The time would be 11:00 until 7: pm.

*The possibility of remote parking and shuttle service from the fairgrounds to downtown to alleviate traffic congestion surrounding downtown.

Central Avenue

Thematic Map—not to scale

-  Continue as used previously
-  Discontinued IF we use S Sandusky
-  Proposed new use area

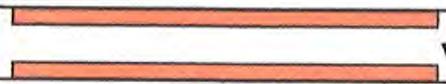


Reassigned Area for Portapots

City Parking Lot

1808

Winter Street



Information Booth and Gazette Sponsorship

Franklin Street

Union Street



William Street

Entertainment 

Intended Use for S Sandusky
~ Corporate Sponsor Booths
~ Food Trucks/Concessionaires
~ Arena for Tables & Chairs



City Hall

Porta John

OWU

Clancy's

Olivina

Spring Street



MEMORANDUM

TO: CITY COUNCIL; TOM HOMAN, CITY MANAGER
FROM: SEAN HUGHES, ECONOMIC DEVELOPMENT DIRECTOR
DATE: 12/07/2017
RE: PRESENTATION REGARDING THE PARTICIPATION OF DELAWARE COUNTY FINANCE AUTHORITY WITH THE COHATCH PROJECT

After we were recently able to negotiate the financing of the 18 E. William CoHatch project down to \$1,000,000, the CoHatch team was left with a gap in their pro forma. City staff had already been facilitating conversations between the CoHatch team and the Delaware County Finance Authority to utilize their sales tax abatement program. During a recent meeting with Delaware County Economic Development Director in regards to the sales tax abatement, Mr. Lamb suggested that CoHatch utilize the Finance Authority's Construction Lease program to help fill CoHatch's project financing gap to move the project forward.

Through the Construction Lease program, the Finance Authority is able to abate prevailing wage requirements for economic development related projects. This would significantly reduce overall project costs. Area construction companies already pay wages equivalent to prevailing wages, however, they usually charge more for projects based on the increased paperwork and reporting requirements necessary when working on prevailing wage projects. They also can abate the need to do construction bidding which would allow the CoHatch team to utilize the construction resources they have utilized for the rest of their facilities to reduce costs of renovating the 18 E. William facility.

The Sales Tax Abatement and Construction Lease program were specifically given to Finance Authorities (Port Authorities) by the Ohio General Assembly as a means to allow government entities to partner on private economic development projects to encourage private investment and job growth in the state. These are incentives that are frequently used throughout the state.

Bob Lamb and Finance Authority Board President David Stadge will be presenting to City Council on the opportunities for the Finance Authority to partner and assist in making the CoHatch project successful.

CC: Jackie Walker, Assistant City Manager
Dean Stelzer, Finance Director
Darren Shulman, City Attorney
Chris Ballard, Assistant City Attorney/Prosecutor



FACT SHEET

AGENDA ITEM NO: 10

DATE: 12/11/2017

ORDINANCE NO: 17-72

RESOLUTION NO:

READING: THIRD

PUBLIC HEARING: YES
NOVEMBER 27, 2017 at 7:20 P.M.

TO: Mayor and Members of City Council

FROM: R. Thomas Homan, City Manager

VIA: David Efland, Planning and Community Development Director

TITLE OF PROPOSED ORDINANCE/RESOLUTION:

AN ORDINANCE FOR THE JUDITH D. HOOK REVOCABLE TRUST FOR APPROVAL OF A REZONING AMENDMENT FOR APPROXIMATELY 44.258 ACRES ON PARCEL #519-312-01-009-000 FROM R-4 (MEDIUM DENSITY RESIDENTIAL DISTRICT) AND R-6 (MULTI-FAMILY RESIDENTIAL DISTRICT) TO R-3 (ONE-FAMILY RESIDENTIAL DISTRICT) AND LOCATED ON THE WEST SIDE OF TROY ROAD.

BACKGROUND:

See attached staff report.

REASON WHY LEGISLATION IS NEEDED:

Per Chapter 1130 Amendments of the Codified Ordinances.

COMMITTEE RECOMMENDATION:

Planning Commission approved this case 7-0 on November 1, 2017.

FISCAL IMPACT(S):

N/A

POLICY CHANGES:

N/A

PRESENTER(S):

David Efland, Planning and Community Development Director

RECOMMENDATION:

Staff recommends approval. Staff was notified December 8, 2017 that the applicant requested that the application be withdrawn.

ATTACHMENT(S)

See attached

WITHDRAWN

**SHADE & SHADE
ATTORNEYS AT LAW**

DAVID C. SHADE
MICHAEL R. SHADE
MATTHEW F. KEAR

1 WEST WINTER STREET, SUITE 410
P.O. BOX 438
DELAWARE, OHIO 43015-0438

PHONE (740) 363-9232
FAX (740) 363-0146

December 8, 2017

David M. Elflend
City Planner
1 South Sandusky Street
Delaware, Ohio 43015

Re: Judith D. Hook Trust Application
44.258 acres, From R4-R6 to
R-3 Residential Rezoning
Third Reading on Ordinance 17-72

cc: Elaine McClosky
City Clerk
1 South Sandusky Street
Delaware, Ohio 43015

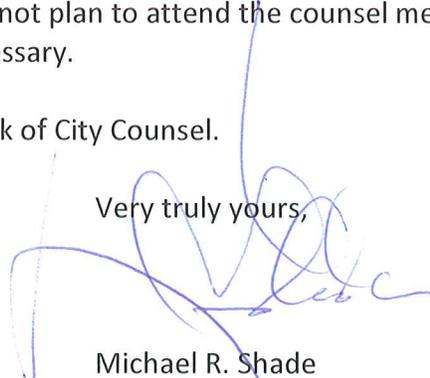
EMAILED AND HAND-DELIVERED

Dear Dave:

After further consideration, my client wishes to withdraw the application pertaining to the requested zoning change in Ordinance No. 17-72. My client appreciated your time and the efforts of your staff on its application. I will not plan to attend the counsel meeting on Monday, December 11, 2017 unless you feel it is necessary.

I have also sent this letter to the Clerk of City Counsel.

Very truly yours,



Michael R. Shade
Attorney at Law

MRS:kjc



FACT SHEET

AGENDA ITEM NO: 11

DATE: 12/11/2017

ORDINANCE NO: 17-74

RESOLUTION NO:

READING: SECOND

PUBLIC HEARING: YES

November 27, 2017 at 7:30 p.m.

December 11, 2017 at 7:30 p.m.

TO: Mayor and Members of City Council

FROM: R. Thomas Homan, City Manager

VIA: --

TITLE OF PROPOSED ORDINANCE/RESOLUTION:

AN ORDINANCE MAKING APPROPRIATIONS FOR THE YEAR 2018, AND DECLARING AN EMERGENCY.

BACKGROUND:

This is the first reading and first public hearing of the budget. The budget is required to be adopted by Council pursuant to Section 78 of the City Charter.

The second reading and second public hearing is scheduled for December 11 and work sessions are scheduled for December 2 and December 4.

The 2018 Line Item Budget and the 2018 Programmatic Budget are available on the website at: <http://www.delawareohio.net/city-council-2017/>

UPDATE 12/11/2017: Since the first reading that was held on the November 27, 2017 Council meeting, Council has held two Budget Work Sessions. The second reading for Ordinance 17-74 is set for tonight's Council meeting. The two recommended changes from Council regarding alcohol sales for Hidden Valley Golf Course and the Community Promotions Fund will be discussed at the Monday night meeting (those changes have been sent under separate cover from Jackie Walker).

REASON WHY LEGISLATION IS NEEDED:

COMMITTEE RECOMMENDATION:

N/A

FISCAL IMPACT(S):

POLICY CHANGES:

N/A

PRESENTER(S):

R. Thomas Homan, City Manager
Dean Stelzer, Finance Director

RECOMMENDATION:

Approval at third reading

ATTACHMENT(S)

N/A

ORDINANCE NO. 17-74

AN ORDINANCE MAKING APPROPRIATIONS FOR THE
YEAR 2018 AND DECLARING AN EMERGENCY

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

SECTION 1. That from and out of the balances in the various funds of the City of Delaware, and from money anticipated to be received into said funds, there are hereby appropriated the following sums for use by the various departments of the City in performance of their functions and activities during the year ending December 31, 2018.

GENERAL FUND

CITY COUNCIL		
Personnel	132,747	
Other	222,126	
CITY MANAGER		
Personnel	597,466	
Other	89,090	
ADMINISTRATIVE SERVICES		
Personnel	223,235	
Other	104,546	
ECONOMIC DEVELOPMENT		
Personnel	205,630	
Other	185,669	
LEGAL AFFAIRS/PROSECUTOR		
Personnel	727,328	
Other	66,565	
FINANCE		
Personnel	1,217,890	
Other	703,783	
GENERAL ADMINISTRATION		
Other	5,303,700	
RISK MANAGEMENT		
Other	343,000	
POLICE		
Personnel	7,891,689	
Other	852,374	
PLANNING		
Personnel	1,008,109	
Other	153,665	
ENGINEERING		
Personnel	957,748	
Other	797,673	
MUNICIPAL BUILDINGS		
Personnel	149,476	
Other	360,214	
TOTAL GENERAL FUND		22,293,723
STREET MAINTENANCE & REPAIR		
Administration		
Personnel	689,730	
Other	210,556	
Street Maintenance		
Personnel	663,735	
Other	732,517	
Traffic Division		
Personnel	374,329	
Other	348,219	
TOTAL STREET MAINTENANCE		3,019,086

STATE HIGHWAY IMPROVEMENT		100,000
LICENSE FEE FUND		550,000
STORM SEWER FUND		
Operations		
Personnel	227,917	
Other	286,264	
Projects		
Other	952,000	
TOTAL STORM SEWER		1,466,181
PARKS & RECREATION FUND		
Park Maintenance		
Personnel	790,704	
Other	291,236	
Recreation		
Other	198,699	
Urban Forestry		
Personnel	79,191	
Other	62,538	
TOTAL PARKS & RECREATION		1,422,368
CEMETERY FUND		
Personnel	190,445	
Other	137,512	
TOTAL CEMETERY FUND		327,957
TREE FUND		75,000
AIRPORT OPERATIONS FUND		
Personnel	193,840	
Other	597,899	
TOTAL AIRPORT OPERATIONS FUND		791,739
AIRPORT 2000 T-HANGAR FUND		-
FIRE/EMS OPERATINS FUND		
Personnel	8,452,313	
Other	3,546,687	
TOTAL FIRE/EMS OPERATIONS FUND		11,999,000
MUNICIPAL COURT		
Judicial		
Personnel	1,403,326	
Other	70,500	
Clerk of Courts		
Personnel	1,232,920	
Other	84,900	
TOTAL MUNICIPAL COURT		2,791,646
RECREATION CENTER INCOME TAX		1,574,836
SKY CLIMBER/V&P HYDRAULICS TIF FUND		70,000
MILL RUN TIF FUND		170,000
IDIAM FUND		24,000
DRUG ENFORCEMENT FUND		58,000
INDIGENT ALCOHOL TREATMENT FUND		100,000

OMVI ENFORCEMENT & EDUCATION FUND		5,562
POLICE JUDGMENT FUND		115,000
PARKS EXACTION FEE FUND		168,000
COMPUTER LEGAL RESEARCH FUND		311,494
COURT SPECIAL PROJECTS FUND		475,722
COURT PROBATION SERVICES FUND		283,700
POLICE DISABILITY PENSION FUND		224,300
FIRE DISABILITY PENSION FUND		224,300
COMMUNITY PROMOTION FUND		107,530
REVOLVING LOAN FUND		124,000
GENERAL BOND RETIREMENT FUND		2,067,073
PARK IMPROVEMENT BOND FUND		1,305,352
SE HIGHLAND SEWER BOND FUND		997,609
CAPITAL IMPROVEMENTS FUND		4,139,325
POINT PROJECT CAPITAL FUND		2,358,333
EQUIPMENT REPLACEMENT FUND		319,500
PARK IMPACT FEE FUND		587,500
POLICE IMPACT FEE FUND		60,099
FIRE IMPACT FEE FUND		100,000
MUNICIPAL IMPACT FEE IMPROVEMENT FUND		131,816
GLENN ROAD SOUTH CONSTRUCTION FUND		10,801,300
GLENN ROAD NORTH CONSTRUCTION FUND		124,895
GLENN ROAD TIF FUND		1,784,282
GOLF COURSE FUND		
	Personnel	150,364
	Other	64,558
TOTAL GOLF COURSE FUND		214,922
PARKING LOT FUND		52,800
WATER FUND		
Administration		
	Personnel	275,707
	Other	3,067,530
Treatment		
	Personnel	836,864
	Other	1,187,900
Distribution		
	Personnel	585,072
	Other	398,327
TOTAL WATER FUND		6,351,400

WATER CONSTRUCTION FUND		2,027,728
WATER CAPACITY FEE FUND		3,217,108
WATER CUSTOMER DEPOSIT FUND		32,000
SEWER FUND		
Administration		
Personnel	228,123	
Other	4,063,113	
Treatment		
Personnel	876,634	
Other	1,104,284	
Maintenance		
Personnel	393,022	
Other	333,523	
TOTAL SEWER FUND		6,998,699
SEWER CONSTRUCTION FUND		3,019,003
SEWER CAPACITY FEE FUND		4,189,913
SE HIGHLAND SEWER FUND		997,609
REFUSE FUND		
Administration		
Other	2,269,445	
Refuse Collection		
Personnel	717,440	
Other	1,708,614	
Recycling Collection		
Personnel	444,253	
Other	160,390	
TOTAL REFUSE FUND		5,300,142
GARAGE ROTARY FUND		
Personnel	309,002	
Other	345,491	
TOTAL GARAGE ROTARY FUND		654,493
INFORMATION TECHNOLOGY ROTARY FUND		
Staff Support		
Personnel	419,857	
Other	82,071	
System Support		
Other	513,170	
GIS Operations		
Personnel	89,495	
Other	60,736	
TOTAL IT ROTARY FUND		1,165,329
SELF INSURANCE FUND		5,794,700
WORKERS COMPENSATION RESERVE FUND		560,000
FIRE DONATION FUND		6,000
PARKS DONATION FUND		6,315
POLICE DONATION FUND		7,000
MAYOR'S DONATION FUND		2,800
PROJECT TRUST FUND		10,000
UNCLAIMED FUNDS TRUST FUND		8,000
UNCLAIMED FUNDS COURT FUND		2,500

DEVELOPMENT RESERVE FUND	50,000
JEDD INCOME TAX FUND	275,000
CEMETERY PERPETUAL CARE FUND	2,000
STATE HIGHWAY PATROL FUND	75,000
STATE BUILDING PERMIT FEE FUND	15,000
TOTAL APPROPRIATIONS - ALL FUNDS	114,685,689

SECTION 2. That the Finance Director is hereby authorized to make payment from any of the foregoing appropriations to the extent of the amounts contained in the respective appropriations whenever claims, duly approved by the officer authorized by law to approve such claims, are presented.

SECTION 3. That the Finance Director is hereby authorized and empowered to make necessary changes which are not in conflict with this ordinance within a given appropriation to carry out the functions of the City. No changes to the total amount of a departmental or fund appropriation may be made without the legislative action of the City Council.

SECTION 4. That any sums which shall be expended from the above appropriation and which are a proper charge against any other department, or against any person, firm or corporation, shall, if repaid within the period covered by such appropriation, be credited to the fund from which such payment was made.

SECTION 5. In accordance with Ohio Revised Code Sections 5705.14, 5705.15, and 5705.16 the Finance Director is hereby authorized to make the interfund transfers identified in the 2018 Budget Detail presented to, and approved by, City Council as part of the 2018 Budget adoption process.

SECTION 6. That the Clerk of Council is directed to certify a copy of this ordinance to the Budget Commission of Delaware County.

SECTION 7. Emergency Clause. That this ordinance is hereby declared to be an emergency measure necessary to provide for the public peace, safety, health and welfare of the City, and further to provide lawful appropriations available for expenditure by January 1, 2018, and as such will be in full force and effect immediately upon its passage.

VOTE ON EMERGENCY CLAUSE: Yeas ____ Nays ____

PASSED: _____, 2017 Yeas ____ Nays ____

ATTEST: _____
Clerk Mayor



FACT SHEET

AGENDA ITEM NO: 12

DATE: 12/11/2017

ORDINANCE NO:

RESOLUTION NO: 17-66

READING: FIRST

PUBLIC HEARING: NO

TO: Mayor and Members of City Council

FROM: R. Thomas Homan, City Manager

VIA: Darren Shulman, City Attorney

TITLE OF PROPOSED ORDINANCE/RESOLUTION:

A RESOLUTION INDICATING SUPPORT FOR EFFORTS TO KEEP THE COLUMBUS CREW SOCCER CLUB IN COLUMBUS.

BACKGROUND:

In October of 2017 the chairman of the Columbus Crew Soccer Club announced his intention to explore relocation of the franchise to Austin, Texas. Surrounding communities have been passing similar legislation to show their support in having the Columbus Crew remain in Columbus.

REASON WHY LEGISLATION IS NEEDED:

This resolution recognizes the financial and economic impact that the Columbus Crew has to Central Ohio, as well as recognizing their community outreach and volunteer efforts. This legislature urges Crew owner, Anthony Precourt and MLS Commission Don Garber to have the Columbus Crew remain in Columbus.

COMMITTEE RECOMMENDATION:

N/A

FISCAL IMPACT(S):

N/A

POLICY CHANGES:

N/A

PRESENTER(S):

Councilmember Chris Jones, First Ward

RECOMMENDATION:

Approval

ATTACHMENT(S)

None

RESOLUTION NO. 17-66

A RESOLUTION INDICATING SUPPORT FOR EFFORTS
TO KEEP THE COLUMBUS CREW SOCCER CLUB IN
COLUMBUS.

WHEREAS, on October 16, 2017, the investor-operator and chairman of Columbus Crew Soccer Club announced his intention to explore relocation of the franchise to Austin, Texas; and

WHEREAS, Columbus Crew Soccer Club is the first charter member of Major League Soccer, founded in 1996; and

WHEREAS, Columbus is home to the first soccer-specific stadium in the United States, built to provide stability to Major League Soccer at time of uncertainty in the young league's existence, creating a foundation for Major League Soccer to persist through the contraction of franchises in Miami and Tampa Bay in 2002, endangering the life of the league, to grow to its current size of 22 total franchises; and

WHEREAS, the players, coaches and staff have represented the City of Columbus nationally and internationally with high level of skill, determination, confidence and character, earning them the nom de guerre "America's Hardest Working Team," and winning the 2008 MLS Cup; the 2004, 2008 and 2009 Supporters' Shields; and the 2002 Lamar Hunt U.S. Open Cup; and

WHEREAS, Columbus Crew Soccer Club and its charitable arm, Crew SC Foundation have worked to strengthen the Central Ohio community through numerable volunteer hours with programs such as Soccer Aid, fundraisers for the Juvenile Diabetes Research Foundation, Columbus Reads, Keep Columbus Beautiful, Soccer for Success and the Kirk Urso Memorial Scholarship, in addition to adopting the Linden-McKinley STEM Academy boys varsity team - helping them field a team for the first time in ten years; and

WHEREAS, Columbus Crew Soccer Club has produced an economic impact of \$20 million to \$25 million according to an economic impact study the franchise commissioned in 2011, and has secured high-profile corporate sponsorships in the intervening timeframe with major companies like Mapfre Insurance, Central Ohio's own Barbasol, and major Columbus region employer Honda through its Acura brand; and

WHEREAS, being located in a neighboring City to Delaware, the Columbus Crew provides an opportunity for Delaware families to experience professional soccer; and



FACT SHEET

AGENDA ITEM NO: 13

DATE: 12/11/2017

ORDINANCE NO: 17-77

RESOLUTION NO:

READING: FIRST

PUBLIC HEARING: NO

TO: Mayor and Members of City Council

FROM: R. Thomas Homan, City Manager

VIA: Judge David Sunderman, Judge Marianne Hemmeter and Clerk
Cindy Dinovo

TITLE OF PROPOSED ORDINANCE/RESOLUTION:

AN ORDINANCE AMENDING THE DELAWARE MUNICIPAL COURT AND CLERK OF COURT EMPLOYEE BENEFITS AND LEAVE POLICIES, AND DECLARING AN EMERGENCY.

BACKGROUND:

The Municipal Court and Clerk of Court's 2018 Employee Benefits and Leave Policies are attached, along with, a memo summarizing the changes. Notable changes include:

- Adding Eligibility for the City's Vision Care Plan
- Increasing the Clerk's Life Insurance to \$100,000.
- Expanding salary range for Office Assistant
- Adding Mission Docket Coordinator/Community Control Officer and Veteran Mentor Coordinator to the salary ranges

REASON WHY LEGISLATION IS NEEDED:

COMMITTEE RECOMMENDATION:

N/A

FISCAL IMPACT(S):

POLICY CHANGES:

N/A

PRESENTER(S):

Judge David Sunderman, Judge Marianne Hemmeter and Clerk Cindy Dinovo

RECOMMENDATION:

Approval. If legislation is taken to a third reading per Council's readings policy, passage on January 8, 2018 would permit an effective date of December 27, 2017, as January 9, 2018 will be the end of the pay period. An emergency clause will remain necessary.

ATTACHMENT(S)

Memo

Amended Pay Plan

ORDINANCE NO. 17-77

AN ORDINANCE AMENDING THE DELAWARE MUNICIPAL COURT AND CLERK OF COURT EMPLOYEE BENEFITS AND LEAVE POLICIES, AND DECLARING AN EMERGENCY.

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

SECTION 1. That the Delaware Municipal Court and Clerk of Court Employee Benefits and Leave Policies shall be amended to reflect the noted changes (attached hereto).

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 changes effective on December 27, 2017. Therefore this Ordinance shall be in full force and effect immediately upon its passage.

RULES SUSPENSION:

YEAS ___ NAYS ___
ABSTAIN ___

EMERGENCY CLAUSE:

YEAS ___ NAYS ___
ABSTAIN ___

PASSED: _____, 2017

YEAS ___ NAYS ___
ABSTAIN ___

ATTEST: _____
CITY CLERK

MAYOR

DELAWARE MUNICIPAL COURT

JUSTICE CENTER • 70 NORTH UNION STREET • DELAWARE, OHIO 43015-1939

DAVID P. SUNDERMAN
Judge

MARIANNE T. HEMMETER
Judge

KEVIN L. PELANDA
Magistrate

MEMO

TO: Judge Sunderman and Judge Hemmeter
FROM: Rick Fair
DATE: November 20, 2017
RE: **2018 Draft Employee Benefits and Leave Policies**

Judge Sunderman and Judge Hemmeter, attached is a draft of the 2018 Delaware Municipal Court and Clerk of Court Employee Benefits and Leave Policies. There are a few changes, some of which are at the request of the Clerk. The following is a synopsis of the changes:

1. Policy 23 Holiday Pay Personal Leave-Section 1-pg 2

The dates have been changed for 2018.

2. Policy 26 Sick Leave-Section 1 pg. 6 (last paragraph)

The Clerk requested the following be removed from the 1st sentence in the paragraph; “and state the nature of the illness”. The sentence will now read, “Employees are required to report their intent to use sick leave prior to the start of each workday, unless the employee has made other reporting arrangements with the Administrative Judge, or his/her designee or the Clerk of Court or his/her designee.”

3. Policy 28 Insurance-Section 1C; Vision Care Plan-pg. 12 (new)

The Clerk requested this be added to the Benefits/Leave Policies now that all full time City employees are eligible for vision care. The below language was taken from a MOU between the City and AFSCME, with the exception of the last sentence, which I feel is appropriate. “The City will contribute \$6 a month towards vision coverage. The employee will be responsible for the balance of the monthly cost of the selected coverage. The City may cease to make this contribution if the City no longer offers vision coverage.” Please contact the Department of Administrative Services if you have questions.

4. Policy 28 Insurance-Section 2; Life Insurance-pg. 12

The Clerk advised that she is eligible to have her life insurance increased to \$100K from \$50K.

5. Policy 34-Salary Ranges-pgs. 14-15

The maximum hourly range for the Office Assistant position was expanded from \$17 to \$20 per hour, changing the maximum annual salary from \$35,360 to \$41,600. (This was per Doug Staugler.)

The positions of Mission Docket Coordinator/Community Control Officer and Veteran Mentor Coordinator were added to the salary page ranges.

Please let me know if you have any questions regarding any of the above, or would like me to make any additional changes.

Delaware Municipal Court and Clerk of Court

Employee Benefits And Leave Policies

Effective December 27, 2017

Delaware Municipal Court
and
Clerk of Court
70 North Union Street
Delaware, Ohio 43015

SECTION IV. EMPLOYEE BENEFITS AND LEAVE

Policy 23. Holiday Pay and Personal Leave

Section 1. The following are designated as paid holidays for the Municipal Court and the Clerk of Court employees:

New Year's Day, January 1
Martin Luther King Day, 3rd Monday in January
Memorial Day, last Monday in May
Independence Day, July 4th
Labor Day, 1st Monday in September
Little Brown Jug Day, 1/2 day - 3rd Thursday after Labor Day
Thanksgiving Day, 4th Thursday in November
Day after Thanksgiving
Day before Christmas, December 24, 1/2 day
Christmas Day, December 25
Day before New Year's, December 31, 1/2 day

Revised Nov. 2017

Holidays that fall on Saturday will be observed on Friday, and holidays that fall on Sunday will be observed on the following Monday.

Section 2. If one of the holidays set forth above occurs while an employee is on vacation leave, that day will not be charged against his/her vacation.

Section 3. Employees will be credited with 32 hours of personal leave a year. Use of personal days will be at the employee's discretion with approval of the Administrative Judge or his/her designee or the Clerk of Court or his/her designee.

Section 4. Employees are permitted to accumulate two years' worth of personal days.

Section 5. At the time of separation, an employee will be compensated for all accrued but unused personal days.

Policy 24. Vacation Leave

Section 1. The vacation year for employees will end at the close of business on the last pay period that ends in the month of December.

Section 2. Each full-time employee will accrue vacation leave by pay period at the annual rate of work hours based on years of full-time total service which is established in the schedules contained in Section 3 of this article. Years of total full-time service is defined to be the total of all periods of full-time employment for the Delaware Municipal Court or Clerk of Court or as defined in Section 6. Any period of interruption of service due to

resignation, layoff, disciplinary suspension, or discharge for cause, will not be included in the computation of total service. Time not in paid status, excepting military leave, will also be excluded in computing total service. In computing years of service, the higher rate of accrual will be on the first day of the first pay period in which a year of service is completed.

If an employee of the Court or of the Clerk’s office has received or is receiving retirement benefits from any of the state retirement funds – the Ohio Public Employees Retirement System, the Police and Fire Pension Fund, the State Teachers Retirement System, the Public School Employees Retirement System, or the Highway Patrol Retirement System – the years of public service for which the employee has received or is receiving those retirement benefits will not be included in any computation of service time for vacation-leave accrual while the employee is working for the Court or for the Clerk.

Section 3. For employees hired before December 31, 2013, vacation leave will accrue as follows:

Years of Total Service	Vacation Hours/Year	Vacation Hours/Pay
Start through 5 years	80.6	3.1
6 through 10 years	119.6	4.6
11 through 15 years	161.2	6.2
16 or more years	200.2	7.7

For employees hired after December 31, 2013, vacation leave will accrue as follows:

Years of Total Service	Vacation Hours/Year	Vacation Hours/Pay
Start through 5 years	80.6	3.1
6 through 15 years	119.6	4.6
16 or more years	161.2	6.2

Section 4. Any vacation balance in excess of the maximum number of work hours established in the following paragraph will become void as of the close of business on the last day of the last pay period that ends in the month of December.

Years of Total Service	Maximum Accrual of Vacation Hours
Start through 5 years	161.2
6 through 10 years	239.2
11 through 15 years	322.4
16 or more years	400.4

The only exception to that chart will apply to any employee who – on the last day of the last pay period in December 2013 – has a vacation-leave balance of more than 500 hours. The vacation-leave-accrual cap for any such employee will be 600.6 hours, and any vacation-leave hours that such an employee has accrued but not used in excess of 600.6 hours on the last day of the last pay period of 2013 – and on that same last-pay-period day in each succeeding year – will be void.

Section 5.

- A.** To be eligible for bi-weekly (pay period) vacation accumulation, an employee must be in paid status for a minimum of 72 hours within that pay period; except that when an employee is required to report for work and does so report and is denied work because of circumstances beyond his/her control, absence from work for the balance of that day will not be construed as unpaid work status.
- B.** An employee in full-time status who is to be separated from the Delaware Municipal Court or Clerk of Court service through discharge, resignation, retirement or layoff, and who has unused vacation leave to his/her credit, will be paid in a lump sum for such unused vacation leave in lieu of granting a vacation leave after his/her last day of active service with the Delaware Municipal Court or Clerk of Court. That payment will be paid at the employee's hourly rate of pay at the time of separation.
- C.** When an employee dies while in paid status in the Delaware Municipal Court or Clerk of Court, any unused vacation leave to his/her credit will be paid in a lump sum to the surviving spouse, or other person the employee may have designated in writing.

Section 6. To be eligible to transfer years of service for determination of vacation benefits to the City of Delaware (Delaware Municipal Court or Clerk of Court) from prior employment inside the State of Ohio:

- A.** Employees are eligible to transfer prior years of service completed as employees of this Court, the Clerk of this Court, or the City of Delaware.
- B.** The amount of years of service that can be transferred is unlimited.

C. Prior employment must be in full-time status.

Section 7. An employee may elect to convert up to two weeks of accrued and unused vacation time to cash during any calendar year. An employee must inform the Administrative Judge or the Clerk of Court prior to August 1 of the year preceding the calendar year in which the employee intends to convert the unused vacation leave to cash, and the employee must maintain at least 40 hours of accrued and unused vacation leave in the employee's account after that conversion takes place.

Policy 25. Funeral Leave

Section 1. Each regular full-time employee is entitled to funeral leave with pay as follows:

<u>Leave for Death of:</u>	<u>Days/Hours of Leave</u>
Immediate Family Member	1 - 3 days
Other Relative	4 - 8 hours

* One work day/shift is automatic for the day of the funeral, but additional time up to the maximum will be given only with approval of the Administrative Judge or his/her designee or the Clerk of Court or his/her designee.

** All leave time with approval of the Administrative Judge or his/her designee or the Clerk of Court or his/her designee.

Section 2. For the purposes of this section, Immediate Family Member means spouse, child, brother, sister, parents, step-child, step-brother, step-sister, step-parents, grandparents, grandchildren, sister-in-law, brother-in-law, and parents-in-law.

Section 3. Funeral Leave time does not include an employee's regularly scheduled day off to which the employee is already entitled.

Policy 26. Sick Leave

The Court and the Clerk of Court may from time to time supplement these sick leave policies with additional terms that apply to their employees only. For a full understanding of the use of sick leave, employees should consult not only this benefit manual but also the office policies promulgated by the particular officeholder – whether the Administrative Judge or the Clerk of Court – for whom the employee works.

Section 1. Each employee is entitled to sick leave with pay of 4.6 hours for each completed 80 hours of service.

An employee may use sick leave upon approval of the Administrative Judge or his/her designee or the Clerk of Court or his/her designee for the following reasons:

- A. Illness or injury of the employee or his/her immediate family.
- B. Medical, dental, or optical examinations or treatment of an employee or his/her immediate family that requires the employee's attendance.
- C. If a member of the immediate family is afflicted with a contagious disease, or when, through exposure to a contagious disease, the presence of the employee at his/her job will jeopardize the health of others.
- D. Pregnancy and/or childbirth and other conditions related thereto inclusive of leave for male employees for the care of the employee's wife and family during postnatal period.

For purposes of this section, the definition of immediate family is: grandparents, mother, mother-in-law, father, father-in-law, brother, sister, brother-in-law, sister-in-law, daughter-in-law, son-in-law, spouse, child, stepchild, grandchild, legal guardian, or other person who stands in the place of a parent (in loco parentis).

Employees are required to report their intent to use sick leave prior to the start of each workday, unless the employee has made other reporting arrangements with the Administrative Judge or his/her designee or the Clerk of Court or his/her designee. The employee must make this phone call unless medically detained by a physician at the time. The Administrative Judge, or his/her designee or the Clerk of Court or his/her designee, may contact the employee sometime during the day to discuss the reasons for the absence.

Section 2. Sick leave must be taken in half-hour increments.

Section 3. If an employee used zero hours of sick leave in any calendar year, that employee will be credited with an additional three vacation days the following year. If an employee uses between one and eight hours of sick leave in any one calendar year, that employee will be credited with an additional two vacation days the following year. If an employee uses between nine and 16 hours of sick leave in any one calendar year, that employee will be credited with one additional vacation day the following year. At the employee's option, any additional vacation days earned can be taken in the form of vacation leave or compensation in cash.

Section 4. Any employee who has accumulated at least 800 hours of sick leave credit may, during any calendar year, convert up to 80 hours of sick leave to vacation on the basis of two hours of sick leave for one hour vacation leave.

If an employee has earned sick leave in another public-sector job and then has transferred unused sick leave to the Court or Clerk of Court's office at the start of the employee's current period of employment with the Court or Clerk of Court that transferred sick leave cannot be converted to vacation leave under this section.

All sick leave accumulated by the employee during the employee's current period of employment with the Court or the Clerk of Court must be exhausted by the employee or converted to vacation leave before the employee may use any sick leave that has been added to the employee's sick-leave balance in accordance with Section 5 of this sick-leave policy.

Section 5. To be eligible to transfer sick leave to the City of Delaware from prior public employment in the State of Ohio:

- A.** Employees will only be eligible to transfer sick leave from a public agency as defined by the State of Ohio.
- B.** Employment with the City of Delaware must take place within 10 years of termination from their previous employer.
- C.** The maximum amount of sick leave hours that can be transferred is unlimited.

Section 6. Any employee who separates from the Delaware Municipal Court or Clerk of Court employment for other than just cause will be paid for all accumulated and unused sick leave on the basis of one hour of pay for every three hours of unused sick leave. Total sick leave payout cannot exceed 12 weeks' pay.

Section 7. An employee must complete and sign a request for leave form provided by the City to justify the use of sick leave. Payment for sick leave is subject to final approval by the Administrative Judge or his/her designee or the Clerk of Court or his/her designee. The City, Delaware Municipal Court, or Clerk of Court may require the employee to furnish a statement from a licensed medical practitioner if medical attention was sought or for any absence in excess of three consecutive days whether for the employee or his/her immediate family. Such statement must include the nature of the illness or injury, the inability to perform his/her duties, the prognosis, and the estimated date when the employee can be expected to return to work. Failure of the employee to provide such statement and request for leave form when requested may result in the denial of sick leave pay.

Section 8. Falsification of a request for leave form or a medical practitioner's statement may be grounds for disciplinary action. The City, Delaware Municipal Court, or Clerk of Court maintains the right to have any employee examined by a licensed medical practitioner selected and paid by the City. Alternatively, the employee required to see a physician may

see a physician of his/her own choosing, but in that event will not be reimbursed for the costs incurred.

The City, Delaware Municipal Court, or Clerk of Court may deny the payment of sick leave if the investigation indicates that the absence was not within the provisions of this article. Denial of sick-leave payment will not preclude the Delaware Municipal Court or Clerk of Court from implementing any disciplinary action.

Section 9. Sick Leave Abuse

It is the mutual interest of the employee and the Delaware Municipal Court or Clerk of Court to prevent the abuse or misuse of sick leave. The acceptable usage of sick leave is explained in this policy.

Employees must not abuse or demonstrate a pattern of sick-leave and/or leave-without-pay usage. The abuse of sick leave or the patterned use of sick leave will be just and sufficient cause for discipline. A request of sick leave will be denied if the employee fails to comply with the procedures for proper sick leave usage, fails to present a required physician's statement, or if an investigation of a request for sick leave discloses facts inconsistent with the proper use of sick leave. Falsification of applications for sick leave or the filing of sick leave applications and documentation with intent to defraud may result in the disapproval of sick leave and may be grounds for disciplinary action, up to and including discharge.

Any employee who is hospitalized will not have such period of leave considered in determining whether the employee is abusing sick-leave benefits.

The implementation of this section does not preclude the right of the Delaware Municipal Court or Clerk of Court to discipline an employee for the abuse of sick leave, to require a statement from the employee's physician, or to have the employee examined by a physician. Any employee who has been disciplined for abuse of sick leave may be required to furnish a statement from the employee's physician for each use of sick leave up to six months in duration. The City, Delaware Municipal Court, or Clerk of Court may, with mutual agreement of both parties, extend the need for sick leave verification for an additional six month period. The City, Delaware Municipal Court, or Clerk of Court also maintains the right to investigate all absences.

Policy 27. Injury Leave

Section 1. All regular full-time employees are entitled to injury leave with pay, less any Worker's Compensation weekly salary benefits that they may be awarded by the Industrial Commission of Ohio (ICO), for a period not to exceed 120 consecutive working days for employees working a 40 hour work week for each injury incurred in the performance of employment

duties with the Delaware Municipal Court or Clerk of Court, provided that the following procedures are followed:

- A.** In all cases of personal injury to any full-time Delaware Municipal Court or Clerk of Court employee as a result of the performance of employment duties, the employee must immediately complete an accident/injury investigation form and report the accident/injury to the Administrative Judge or his/her designee or the Clerk of Court or his/her designee, who must immediately report said accident/injury to the Department of Administrative Services and ensure that a claim is filed with ICO.
- B.** In the event that time off from work is required by the injured employee, he/she will be granted injury leave from the first day of injury, if the proper documentation is submitted to the City of Delaware. This documentation will include, but not be limited to, a statement from the employee's physician, an Agreement covering Compensation Reimbursement, any necessary ICO forms and other documents as may be required by the City. In the event that the ICO determines that the injury is NOT employment related, any time the employee is, or has been, absent from work will be deducted first, from any accrued sick leave, then accrued vacation, or accrued compensation time off, other than compensatory time for overtime worked.
- C.** During the period of time an injured employee is being paid under this policy, all normal benefits given to regular full-time employees will remain in force with no deductions to earned sick leave and/or vacation time.
- D.** In all cases where an injury leave of more than 120 consecutive working days is requested by an employee working a 40 hour work week, the Administrative Judge or his/her designee or Clerk of Court or his/her designee may extend such leave by an additional 120 consecutive working days if such necessity is determined to his/her satisfaction. Each employee requesting such an extension under this policy may be required to furnish a current affidavit from a licensed physician setting forth the need for the extension.

Policy 28. Insurance

Section 1. Hospitalization, Surgical, and Major Medical. The City will continue to provide comprehensive hospitalization, surgical, and major medical coverage for all full-time members and their dependents. Beginning January 1, 1999, or at some date thereafter, the City may implement a Preferred Provider Organization (PPO). The Plan if implemented will provide for the following deductibles and co-payments as follows:

	NETWORK PROVIDERS	NON-NETWORK PROVIDERS
Annual Deductible Single Family	None None	\$ 500.00 \$1,000.00
Office Visit Co-Pay	\$10.00	N/A
ER Visit <i>Co-Pay</i>	\$50.00 unless admitted into the hospital, otherwise co-insurance will apply in excess of the deductible.	N/A
Co-Insurance Single Family	90/10% of first \$1,000 80/20% of next \$3,000 90/10% of first \$2,000 80/20% of next \$5,000	50/50% of first \$5,000 50/50% of first \$10,000

Contributions will be deducted from the member's gross income prior to taxes, subject to compliance with all applicable tax regulations.

Employees will contribute to the cost of the health benefit plan in an amount determined annually by the City of Delaware. Annual changes to the calculated COBRA rate will be applied to the monthly employee contributions on the first full pay-period in April of each year. Contributions will be deducted from all members in a paid status based on twelve months times the monthly rate, divided by the number of pay periods per year. An example would be $\$56.95/\text{mo.} \times 12 = \683.40 , $\$683.40/26 \text{ pay periods} = \$26.28 \text{ per pay period}$. In the event federal tax regulations are changed so that medical benefit plans are no longer tax exempt, the City will not be responsible to pick up the member's tax burden.

The City will permit employees who have alternate health plan options through a spouse to opt out of the City plan in return for a payment of \$100.00 per month. Families who have both spouses employed full time by the City of Delaware will not be eligible to opt out of the plan. Likewise, these employees will not be subject to monthly payroll contributions. The employee will provide proof that they do in fact have other coverage before the City will drop that employee's current coverage. The City will continue to provide dental coverage if it is not provided under the employee's spouse's insurance. A member may elect to return to coverage under the City's insurance plan by notifying the City in writing of any substantial changes in their qualifying family circumstances. The member must give thirty days notice of his or her election to return to the City's plan, except in the case of an emergency, such as sudden loss of spouse's coverage, divorce or other change in family status. The plan will comply with Internal Revenue Code Section 125 which governs this matter.

Employees who opt out of the health insurance program will be compensated as follows:

No Coverage	\$100 per month
Maintain Prescription Only	\$ 60 per month
Maintain Dental Only	\$ 65 per month
Maintain Prescription and Dental	\$ 55 per month

* An employee may not elect to have medical coverage only.

Payments will begin on the first pay period of the month following 30 days notice of an employee's desire to drop coverage. A form will be provided which will contain all information necessary to discontinue coverage under the plan. The form must be signed and returned to the Department of Administrative Services. Until such time that an employee is effectively dropped from City coverage, they will be subject to any payroll contributions.

All payments made in lieu of insurance coverage will be included as other pay on employee's paycheck. This income will not be included in income subject to PERS contributions but will be subject to all applicable taxes.

A. Prescription Plan

The City will provide a prescription card plan for members and their dependents.

The retail benefits will be the following with the City paying the higher amount and the employee paying the lesser amount of prescription coinsurance:

- 80/20% for generic drugs
- 50/50% name brand drugs with a \$25.00 co-pay for each disbursement

The mail order benefits will be the following:

- 90/10% for generic drugs and
- 75/25% for name brand drugs with no \$25.00 co-pay.

The maximum expense an employee will pay for coinsurance is \$250.00 annually for single coverage and \$500.00 for family annually for prescription benefits, however, the \$25.00 co-pay for retail name brand drugs will not count towards the calculation of the \$250.00 or the \$500.00 coinsurance maximum and will always apply even after an employee reaches the coinsurance maximum expenditure.

B. Dental Care Plan

The City will maintain the current dental coverage for all members. Please contact Department of Administrative Services if you have questions.

C. Vision Care Plan

The City will contribute \$6 a month towards vision coverage. The employee will be responsible for the balance of the monthly cost of the selected coverage. The City may cease to make this contribution if the City no longer offers vision coverage. Please contact the Department of Administrative Services if you have questions.

*Revised Nov 2017

Section 2. Life Insurance

The City will provide the following amount of life insurance:

<i>Clerk of Court*</i>	\$ 100,000.00
Magistrate	\$ 45,000.00
Clerk's Chief Deputy	\$ 30,000.00
Court IT Director	\$ 30,000.00
All other full time employees	\$ 20,000.00

*Revised Nov 2017

Section 3. Certificate of Coverage

The City will provide a certificate of coverage for each Court employee. Such certificate will be for the employee's family situation.

Policy 29. Overtime Compensation

Section 1. Overtime Pay and Compensatory Time - Nonexempt Employees

Employees who are entitled to overtime pay or compensatory time off under the provisions of the Fair Labor Standard Act are entitled to overtime pay or compensatory time as described below:

- Employees must receive prior approval from the Administrative Judge or his/her designee or Clerk of Court or his/her designee.
- Employees will be compensated at straight-time rates for all hours in active pay status, except that all hours in paid status in excess of 40 hours in any work week will be compensated at a rate of time and one-half. Payment in cash will be made for any overtime due at the time of separation from City service.
- In lieu of cash payment, the employee may request to be compensated for overtime by compensatory time off in accordance with the law. Such compensatory time off will be equal to 1.5 hours for each hour overtime compensation to which the employee is entitled. All requests for

compensatory time are subject to approval of the department head. Any compensatory time that is used by an employee must be taken at a time mutually agreeable to the supervisor and the employee.

- Employees can accumulate up to 80 hours of compensatory time. When an employee has 80 hours of accumulated compensatory time, all further overtime will be paid in cash.
- Compensatory time will be submitted on the regular payroll sheet detailing the time earned and taken.

Section 2. Overtime Pay and Compensatory Time - Exempt Employees

Employees exempt under the Fair Labor Standard Act are not entitled to overtime pay but are entitled to compensatory time as described below:

- Employees must receive prior approval from the Administrative Judge or his/her designee or Clerk of Court or his/her designee.
- Compensatory time will be earned for approved work that exceeds the 40 hour work week and such employees may receive said compensatory time at the rate of one hour for each hour worked in excess of 40 hours per week.
- The maximum accrual of compensatory time is 80 hours.
- Compensatory time must be used in minimum increments of one hour and maximum increments of 16 hours.
- At no time will compensatory time be converted to any other form of leave or compensation.
- Compensatory time must be listed on the regular payroll sheet detailing the time earned and taken.

Policy 30. Special Leave

The Administrative Judge or his/her designee or the Clerk of Court or his/her designee, may authorize special leave of absence, with or without pay, for purposes beneficial to the employee and/or the Court or Clerk of Court.

A. Jury Service Leave

An employee, while serving on a jury in any court of record in Delaware County, the State of Ohio, or any adjoining county, will be paid his/her regular salary for each workday during the period of time so served. Time so served will be deemed active and continued service for all purposes. All jury fees received from the court where the jury was seated will be assigned to the City of Delaware and submitted to the Administrative Judge or his/her designee or the Clerk of Court or his/her designee, to be forwarded to the City Finance Director.

B. Court Leave

Time off with pay will be allowed for work-related incidents where an employee is subpoenaed as a witness in civil matters in any court of record in Delaware County, State of Ohio, or any adjoining county. All witness fees will be assigned to the City of Delaware and submitted to the Administrative Judge or his/her designee or the Clerk of Court or his/her designee, to be forwarded to the City Finance Director.

Policy 31. Family and Medical Leave Act

The Family and Medical Leave Act policies in the City of Delaware’s Employment Handbook apply to the employees of both the Court and the Clerk of Court.

Policy 32. Parks and Recreation Credit

The City will provide each employee with a credit to be applied to a City Pool membership, City Golf Course membership or punch-card, or City rentals (shelters or Hilborn Room). The amount of the credit is \$60.00. This membership is defined and regulated by the Recreation Services Department and employees must abide by the stipulations set forth by the department both in definition and restrictions. This credit amount is fixed, regardless of changes in membership fees that may occur. In addition, the City will provide to each member a 20% discount on all individual registrations for City recreation programs.

Policy 33. On-Call Compensation

Both exempt and non-exempt employees of the Clerk of Court will be eligible for on-call compensation for weekly periods when assigned the responsibility of responding to law-enforcement requests during non-scheduled work periods. Employees assigned to this on-call status will serve in this posture for weekly time periods as authorized by the Clerk or by the Clerk’s designee. Employees assigned to on-call status will be compensated at a weekly rate of between \$25 and \$50 as determined by the Clerk of Court. On-call compensation will be added to regular and overtime wages earned during the pay period and will be paid as taxable income through the bi-weekly payroll process.

Policy 34. Salary Ranges

Each employee is required to pay all required employee contributions to the Ohio Public Employees Retirement System (OPERS).

SALARY RANGES - MUNICIPAL COURT:

JOB TITLE	HOURLY WAGE		ANNUAL SALARY	
	MINIMUM	MAXIMUM	MINIMUM	MAXIMUM
OFFICE ASSISTANT*	\$12.37	\$20	\$25,730	\$41,600

ADMINISTRATIVE ASSISTANT	\$14.53	\$20	\$30,222	\$41,600
BAILIFF/SECURITY OFFICER	\$16.28	\$27	\$33,662	\$56,160
COMMUNITY CONTROL OFFICER	\$16.35	\$28	\$34,000	\$58,240
OVI DOCKET COORDINATOR/ COMMUNITY CONTROL OFFICER	\$16.35	\$28	\$34,000	\$58,240
MISSION DOCKET COORDINATOR/ COMMUNITY CONTROL OFFICER*	\$16.35	\$28	\$34,000	\$58,240
VETERAN MENTOR COORDINATOR*	\$16	\$24	\$33,280	\$49,920
ASSIGNMENT ADMINISTRATOR	\$18.81	\$28	\$39,125	\$58,240
ASSIGNMENT COMMISSIONER/JURY COMMISSIONER	\$18.81	\$28	\$39,125	\$58,240
ADMIN. ASSISTANT/JURY COMMISSIONER	\$18.81	\$28	\$39,125	\$58,240
CHIEF COMMUNITY CONTROL OFFICER	\$20.74	\$32	\$43,139	\$66,560
DEPUTY CHIEF COMMUNITY CONTROL OFFICER	\$20.74	\$32	\$43,139	\$66,560
MAGISTRATE	\$34.67	\$52	\$72,114	\$108,160

*Revised Nov. 2017

SALARY RANGES - CLERK OF COURT:

1901.31(H) Deputy Clerks of a municipal court other than the Carroll County Municipal Court may be appointed by the Clerk and shall receive the compensation, payable in either biweekly instalments or semi-monthly instalments, as determined by the payroll administrator, out of the City Treasury, that the Clerk may prescribe, except that the compensation of any Deputy Clerk of a county-operated municipal court shall be paid out of the treasury of the county in which the Court is located. The Judge of the Carroll County Municipal Court may appoint Deputy Clerks for the Court, and the Deputy Clerks shall receive the compensation, payable in biweekly instalments out of the county treasury, that the Judge may prescribe. Each Deputy Clerk shall take an oath of office before entering upon the duties of the Deputy Clerk's office and, when so qualified, may perform the duties appertaining to the office of the Clerk. The Clerk may require any of the Deputy Clerks to give bond of not less than three thousand dollars, conditioned for the faithful performance of the Deputy Clerk's duties.

Policy 35. Permanent Part-Time Employees

Permanent part-time employees will receive the following wages and benefits:

Section 1. Wages

Permanent part-time employees will be paid on an hourly basis in accordance with the table in Policy 34 above.

Section 2. Benefits

- A.** Permanent part-time employees will accrue Universal Leave on a prorated basis of 4.6 hours for every eighty hours worked in a pay period.
- B.** Permanent part-time employees are eligible for holiday pay if they work a major holiday, which includes the following: Memorial Day, July 4, Labor Day, Thanksgiving, Christmas, and New Year's Day. Holiday Pay is defined as one and one-half times the permanent part-time employee's regular hourly rate.
- C.** Overtime will be compensated at straight time rates for all hours in paid status, except that all hours in paid status in excess of 40 hours in any work week will be compensated for a rate of time and one-half.
- D.** The permanent part-time employee is responsible for payment of the employee contribution for the State of Ohio Retirement System.
- E.** Upon termination of employment with the Court or Clerk of Court, permanent part-time employees will not receive pay-out for any leave accumulated.
- F.** If a permanent part-time employee becomes full time with the Court or Clerk of Court, any accumulated Universal Leave will be added to the permanent part-time employee's sick leave balance.

Policy 37. Intermittent Part-Time/Seasonal Employees

Intermittent part-time and seasonal employees will receive the following wages and benefits:

Section 1. Wages

Intermittent part-time and seasonal employees will be paid on an hourly basis in accordance with the table in Policy 35 above.

Section 2. Benefits

Intermittent part-time and seasonal employees are not eligible for benefits, but the intermittent part-time, and/or seasonal employee is responsible for payment of the employee contribution for the State of Ohio Retirement System.

Receipt and Acknowledgment Form

The employee policy manual and employee benefits manual include important information about employment at the Delaware Municipal Court and the Clerk of Court's office, and I understand that I should consult my immediate supervisor regarding any questions that are not answered in those documents. If my supervisor cannot answer my question, I should consult with the Administrative Judge or his/her designee or the Clerk of Court or his/her designee.

I have entered into my employment relationship with the Delaware Municipal Court or the Clerk of Court voluntarily and I acknowledge that there is no specified length of employment. Accordingly, the Delaware Municipal Court, the Clerk of Court, or I may terminate the relationship at will, with or without cause, at any time.

Because the information, policies, and benefits described here are necessarily subject to change, I acknowledge that revisions to the administrative policy manual and the employee-benefits manual may occur, though I also understand that my position is and will remain an employment-at-will position. Any changes in the manuals will be communicated through official notices, and I understand that that revised information may supersede, modify, or eliminate existing policies. Only the Administrative Judge or Clerk of Court of the Delaware Municipal Court has the ability to adopt any revisions to the policies in this handbook.

Furthermore, I acknowledge that this handbook is neither a contract of employment nor a legal document. I have received the administrative policy manual and the employee-benefits manual, and I understand that it is my responsibility to read and to comply with the policies contained in these documents as well as any revisions made to them later.

Employee's Signature

Date

Employee's Name (Please Print)



FACT SHEET

AGENDA ITEM NO: 14

DATE: 12/11/2017

ORDINANCE NO: 17-78

RESOLUTION NO:

READING: FIRST

PUBLIC HEARING: NO

TO: Mayor and Members of City Council

FROM: R. Thomas Homan, City Manager

VIA: Jackie Walker, Assistant City Manager

TITLE OF PROPOSED ORDINANCE/RESOLUTION:

AN ORDINANCE AMENDING ORDINANCE NO. 16-108 ESTABLISHING THE PAY AND BENEFITS FOR VARIOUS PART-TIME AND INTERMITTENT/SEASONAL EMPLOYEES OF THE CITY OF DELAWARE, AND DECLARING AN EMERGENCY.

BACKGROUND:

The proposed 2018 budget reflects an increase in wages by 2% for all permanent part-time and intermittent part-time/seasonal positions. Wages for permanent part-time firefighters are also being recommended to increase \$1.00 per/hour (from \$12.00/hr for firefighter/EMT and from \$14.00/hr to \$15.00/hr for firefighter/paramedic), based on hiring need and external market comparison.

REASON WHY LEGISLATION IS NEEDED:

Legislation is necessary in order to process payroll changes.

COMMITTEE RECOMMENDATION:

N/A

FISCAL IMPACT(S):

2 percent increase for all permanent part-time and intermittent part-time/seasonal positions, as reflected in the proposed 2017 budget. \$1.00/hour increase for permanent part-time firefighter personnel.

POLICY CHANGES:

N/A

PRESENTER(S):

Jackie Walker, Assistant City Manager

RECOMMENDATION:

Approval. If legislation is taken to a third reading per Council's readings policy, passage on January 8, 2018 would permit an effective date of December 27, 2017, as January 9, 2018 will be the end of the pay period. An emergency clause will remain necessary.

ATTACHMENT(S)

N/A

ORDINANCE NO. 17-78

AN ORDINANCE AMENDING ORDINANCE NO. 16-108 ESTABLISHING THE PAY AND BENEFITS FOR VARIOUS PART-TIME AND INTERMITTENT, AND SEASONAL EMPLOYEES OF THE CITY OF DELAWARE.

WHEREAS, the City hires various part-time, intermittent/seasonal employees that can be divided into two classifications, to wit: permanent part-time and intermittent seasonal; and

WHEREAS, Section 155.09, Appointment Status, of the Codified Ordinances of the City of Delaware defines part-time employment, and Ordinance No. 15-115 established pay and benefits for various part-time employees of the City; and

WHEREAS, it is necessary to clarify the wages and benefits for each classification of part-time and intermittent/seasonal employees.

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

SECTION 1. Ordinance No. 16-108 is hereby amended to read as follows:

A. Effective ~~December 28, 2016~~ **December 27, 2017** permanent part-time employees shall receive the following wages and benefits:

1. Wages. Permanent part-time employees shall be paid on an hourly basis in accordance with the following table:

Pay Grade	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
PT 1	9.06	9.39	9.78	9.99	10.19
PT 2	13.67	14.20	14.78	15.38	15.97
PT 3	14.37	14.94	15.50	16.17	16.81
PT 4	16.55	17.22	17.91	18.63	19.37
PT 5	19.18	19.77	20.38	21.02	21.64
PT 6	21.90	22.55	23.15	23.85	24.56

PAY GRADE

PT 1

PT 2

PT 3

POSITION

Facility Maintenance Technician I

Support Services Aide, Parking Control Officer

Facility Maintenance Technician II

	Clerical Specialist, Records Clerk, Laborer, Front Counter Clerk, Help Desk Technician
PT 4	No present position
PT 5	Investigator/Diversion Manager, Code Enforcement Officer
PT 6	Human Resource Coordinator

2. Benefits. Benefits for permanent part-time are as follows:
- (a) Employees will accrue Universal Leave on a prorated basis of 4.6 hours for every eighty hours worked in a pay period.
 - (b) Employees are eligible for holiday pay if they work a major holiday which includes the following: Christmas, Labor Day, Memorial Day, July 4, New Year's Day and Thanksgiving. Holiday Pay is defined as one and one half times the employee's regular hourly rate.
 - (c) Overtime shall be compensated at straight time rates for all hours in paid status, except that all hours in paid status in excess of 40 hours in any work week shall be compensated for a rate of time and one half.
 - (d) The employee shall be responsible for payment of the employee contribution for the State of Ohio Retirement System.
 - (e) Upon termination of employment with the City employees will not receive pay-out for any leave accumulated.
 - (f) If an employee becomes full time with the City, any accumulated Universal Leave will be added to the employee's sick leave balance.
 - (g) Employees shall receive a Parks and Recreation Credit to be applied to a Jack Florance Pool membership, City Golf Course membership or punch-card, or City rentals (shelters or Hilborn Room). The amount of the credit shall be \$60.00. Employees shall abide by the stipulations set forth by the managing organization both in definition and restrictions. This credit amount is fixed, regardless of changes in membership fees that may occur. Employees will also receive a 20% discount on all individual registrations for City recreation programs. Credits may not be used to purchase memberships or to secure rentals beyond the calendar year for which it is issued. Credits will not be re-issued if lost or stolen and must be surrendered at the time of registration/purchase. Credits are non-transferrable.

B. Effective ~~January 1, 2014~~ **December 27, 2017** permanent part-time firefighters shall be paid on an hourly basis in accordance with the following table:

PAY GRADE	POSITION	WAGE
PTFF1	Firefighter/EMT	12.00 13.00 /hour
PTFF2	Firefighter/Paramedic	14.00 15.00 /hour

1. Benefits. Benefits for permanent part-time firefighters are as follows:

- (a) The City will provide \$10,000 of life insurance
- (b) Overtime shall be compensated at straight time rates for all hours in paid status, except that all hours in paid status in excess of 2 12 hours in any 28 day pay cycle shall be compensated for a rate of time and one half.
- (c) The employee will be responsible for payment of the employee contribution to their pension system.
- (d) Employees are eligible for holiday pay if they work a major holiday which includes the following: Christmas, Labor Day, Memorial Day, July 4, New Year's Day and Thanksgiving. Holiday pay is defined as one and one half times the employee's regular hourly rate.
- (e) Permanent part-time firefighters may not exceed 1500 hours worked in a calendar year.
- (g) Employees shall receive a Parks and Recreation Credit to be applied to a Jack Florance Pool membership, City Golf Course membership or punch-card, or City rentals (shelters or Hilborn Room). The amount of the credit shall be \$60.00. Employees shall abide by the stipulations set forth by the managing organization both in definition and restrictions. This credit amount is fixed, regardless of changes in membership fees that may occur. Employees will also receive a 20% discount on all individual registrations for City recreation programs. Credits may not be used to purchase memberships or to secure rentals beyond the calendar year for which it is issued. Credits will not be re-issued if lost or stolen and must be surrendered at the time of registration/purchase. Credits are non-transferrable.

C. Effective ~~December 28, 2016~~ **December 27, 2017** intermittent part-time/seasonal employees shall receive the following wages and benefits:

1. Wages. Intermittent part-time/seasonal employees shall be paid on an hourly basis in accordance with the following table:

Pay Grade	Position	Wage/Hour
------------------	-----------------	------------------

SL 1	Cashier I	\$8.43
SL 2	Cashier II	\$8.74
SL 3	Cashier III	\$9.26
SL 4	Laborer I, Intern I	\$9.65
SL 5	Laborer II	\$10.72
SL 6	Intern II, Clubhouse Manager, Laborer III	\$11.79
SL 7	Laborer IV	\$12.86
SL 8	Intern III	\$13.93
SL 9	Intern IV, Cemetery Office Manager	\$15.00

For intermittent/seasonal positions not listed above, the wages shall be the entry-level pay rate reflected in the applicable pay plan for the equivalent permanent full-time position or a pay rate established by the City Manager.

2. Benefits. Intermittent /seasonal employees are not eligible for benefits, except the following:
 - (a) The employee shall be responsible for payment of the employee contribution for the State of Ohio Retirement System.

SECTION 2. Existing Ordinance No. 16-108 is hereby repealed.

SECTION 3. This Council finds and determines that all formal actions of this Council and any of its committees concerning and relating to the passage of this 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 4. 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 changes effective on December 27, 2017. Therefore this Ordinance shall be in full force and effect immediately upon its passage.

VOTE ON RULE SUSPENSION: YEAS ____ NAYS ____
ABSTAIN ____

EMERGENCY CLAUSE: YEAS ____ NAYS ____
ABSTAIN ____

PASSED: _____, 2017 YEAS ____ NAYS ____
ABSTAIN ____

ATTEST:

CITY CLERK

MAYOR



FACT SHEET

AGENDA ITEM NO: 15

DATE: 12/11/2017

ORDINANCE NO: 17-79

RESOLUTION NO:

READING: FIRST

PUBLIC HEARING: NO

TO: Mayor and Members of City Council

FROM: R. Thomas Homan, City Manager

VIA: Jackie Walker, Assistant City Manager

TITLE OF PROPOSED ORDINANCE/RESOLUTION:

AN ORDINANCE AMENDING THE MANAGEMENT, PROFESSIONAL, TECHNICAL, CONFIDENTIAL, AND SUPERVISORY EMPLOYEES PAY PLAN, AND DECLARING AN EMERGENCY.

BACKGROUND:

The proposed 2018 budget reflects the addition of one new position within the non-union employee pay plan and an increase in wages by 2% for the non-union employee pay plan. The department head pay plan ranges have also been increased by 2%.

Other notable additions/changes include the addition of a position within the safety forces pay plan and inclusion of tuition reimbursement language for non-union employees.

In addition, the ordinance includes a section authorizing the Finance Director to sign an annual OPERS earned time off conversion document.

REASON WHY LEGISLATION IS NEEDED:

Legislation is necessary in order to process payroll changes.

COMMITTEE RECOMMENDATION:

N/A

FISCAL IMPACT(S):

A 2 percent increase for all non-union positions, as reflected in the proposed 2017 budget.

POLICY CHANGES:

N/A

PRESENTER(S):

Jackie Walker, Assistant City Manager

RECOMMENDATION:

Approval. If legislation is taken to a third reading per Council's readings policy, passage on January 8, 2018 would permit an effective date of December 27, 2017, as January 9, 2018 will be the end of the pay period. An emergency clause will remain necessary.

ATTACHMENT(S)

Amended Pay Plan

ORDINANCE NO. 17-79

AN ORDINANCE AMENDING THE MANAGEMENT, PROFESSIONAL, TECHNICAL, CONFIDENTIAL, AND SUPERVISORY EMPLOYEES PAY PLAN, AND DECLARING AN EMERGENCY.

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

SECTION 1. That the attached Management, Professional, Technical, Confidential and Supervisory Pay Plan shall be amended to reflect the noted changes.

SECTION 2. That the Finance Director is hereby authorized to execute and submit the annual OPERS earned time conversion document on behalf of the City.

SECTION 3. This Council finds and determines that all formal actions of this Council and any of its committees concerning and relating to the passage of this 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 4. 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 changes effective on December 27, 2017 which coincides with the new calendar year. Therefore this Ordinance shall be in full force and effect immediately upon its passage.

VOTE ON RULE SUSPENSION:

YEAS ___ NAYS ___
ABSTAIN ___

EMERGENCY CLAUSE:

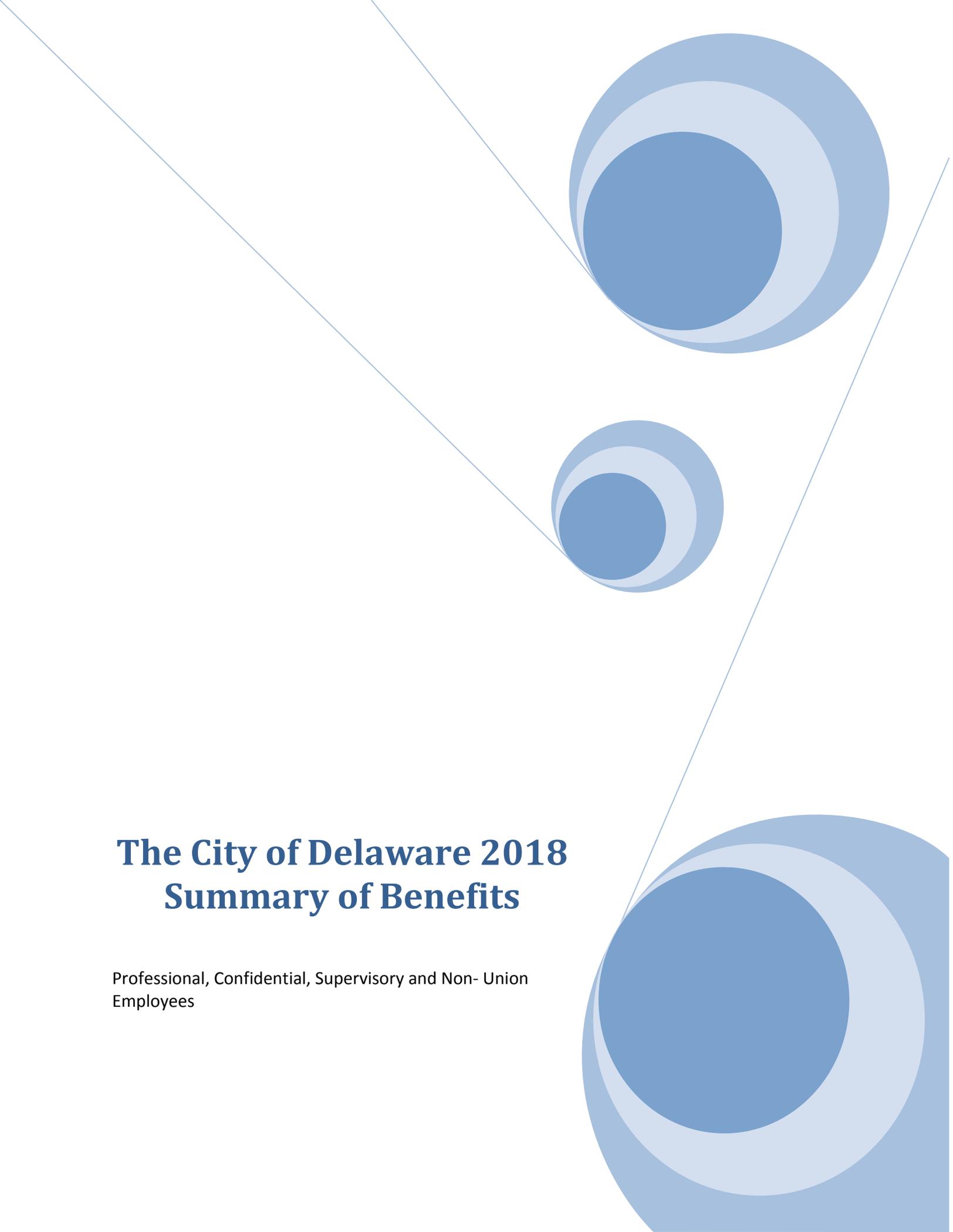
YEAS ___ NAYS ___
ABSTAIN ___

PASSED: _____, 2017

YEAS ___ NAYS ___
ABSTAIN ___

ATTEST: _____
CITY CLERK

MAYOR

The page features a decorative graphic consisting of three overlapping circles in shades of blue, arranged in a diagonal line from the top right towards the bottom right. Two thin, light blue lines intersect to form a large 'V' shape that frames the circles. The largest circle is at the top right, a smaller one is in the middle, and a third, partially cut-off circle is at the bottom right.

The City of Delaware 2018 Summary of Benefits

Professional, Confidential, Supervisory and Non- Union
Employees

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SECTION I WAGES AND PAY PLAN

A. Non-Union Employee Pay Plan

The following pay schedule is to be effective ~~December 28, 2016~~ **DECEMBER 27, 2017** and the table below reflects a 2% increase for each step. Step increases shall take effect the first full pay period following the employee's anniversary date.

<u>PAY GRADE</u>	<u>POSITION</u>
M1	Administrative Assistant, Police Administrative Aide, Desktop Technician, Clerk of Council
M2	Airport Technician, Watershed Coordinator, Police Assistant
M3	Economic Development Communications Specialist
M4	Cemetery Manager, Financial Specialist I, Arborist
M5	CMMS Analyst GIS/CMMS TECHNICIAN , Administrative Services Specialist, Right-of-Way Inspector, Zoning Technician, CMMS/CSR Technician
M6	Police Technician
M7	Building & Code Enforcement Officer I, Customer Service Liaison, Facility Maintenance Supervisor
M8	Engineering Technician, Airport Operations Supervisor, Division Supervisor, Financial Specialist II, Executive Assistant, Building & Code Enforcement Officer II, Golf Course Superintendent, Project Manager I, Collections Manager, CONSTRUCTION INSPECTOR
M9	Assistant City Attorney/Prosecutor
M10	Development Planner
M11	No Current Position
M12	GIS Coordinator, Project Manager II, Airport Manager, Construction Inspection Manager, IT Project Coordinator, Budget Analyst, Cost Accountant
M13	Vacant
M14	Information Systems & Network Administrator, Human Resource Manager, Assistant Prosecutor, Database Analyst
M15	Project Engineer I, Assistant Water Manager, Assistant Wastewater Manager, Parks Superintendent
M16	No current position
M17	Project and Maintenance Manager, Public Works Superintendent, Accountant, Zoning Administrator, Water Manager, Wastewater Manager, Community Affairs Coordinator, Project Engineer II, Income Tax Administrator
M18	Project Engineer III
M19	Deputy City Engineer
M20	No current position

Pay Grade	Step 1	Step 2	Step 3	Step 4	Step 5
M1	18.49	19.21	19.88	20.79	21.61
M2	19.02	20.15	20.57	21.43	22.26
M3	19.97	20.77	21.61	22.48	23.37
M4	20.77	21.60	22.47	23.40	24.31
M5	21.84	22.79	24.15	25.05	25.80
M6	22.73	23.77	25.09	26.04	26.84
M7	23.61	24.74	26.09	27.06	27.92
M8	24.92	25.98	27.02	28.17	29.35
M9	25.94	27.00	28.11	29.29	30.53
M10	26.97	28.09	29.26	30.49	31.77
M11	28.05	29.17	30.47	31.68	32.99
M12	29.21	30.37	31.65	32.94	34.34
M13	30.35	31.58	32.92	34.28	35.73
M14	31.53	32.86	34.24	35.66	37.16
M15	32.78	34.19	35.62	37.09	38.60
M16	34.14	35.54	37.03	38.56	40.14
M17	35.50	36.94	38.56	40.09	41.78
M18	36.88	38.42	40.09	41.73	43.46
M19	38.39	39.98	41.70	43.37	45.17
M20	39.91	41.54	43.37	45.12	46.98

B. Department Head Pay Plan

The following pay schedule for the positions below is to be effective ~~December 28, 2016~~ **DECEMBER 27, 2017**.

		Range
DH III	Dean Stelzer Finance Director	\$102,816.00 to \$143,942.40
	Darren Shulman City Attorney	
	Bruce Pijanowski Police Chief	
	John Donahue Fire Chief	
DH II		\$85,680.00 to \$119,952.00
	Bill Ferrigno Public Works Director/City Engineer	
	David Efland Planning Director	
	IT Director	
	Assistant Fire Chief	
	Brad Stanton Public Utilities Director	
	Jackie Walker Assistant City Manager	
DH I		\$71,400.00 to \$99,960.00
	Jerry Warner Chief Building Official	
	Sean Hughes Economic Development Director	
	Ted Miller Parks & Recreation Director	
	Melissa Schiffel City Prosecutor	

C. Safety Forces Pay Plan

The following pay schedule is to be effective ~~December 28, 2016~~ **DECEMBER 27, 2017**. The table below reflects a 2% increase for each step. Step increases shall take effect the first full pay period following the employee’s anniversary date.

Pay Grade	STEP 1		STEP 2		STEP 3	
	Hourly	Annual	Hourly	Annual	Hourly	Annual
SF1	47.82	\$99,460.61	49.61	\$103,194.62	51.41	\$106,928.64

<u>PAY GRADE</u>	<u>POSITION</u>
SF1	Police Captain

1. Maximum Vacation Accrual

If an employee enters into the Management Pay Plan with more than the maximum accrual of vacation hours allowed, the following will occur: 1.the employee may request a pay out to take the current level below the maximum allowed or 2. the current accrual will be “frozen” as a maximum cap for the calendar year. The last pay of each year will be the next annual cap if the accrual is lower than the previous cap. This will continue to occur until the employee reaches the maximum management accrual rate.

2. Initial Compensatory Time

Prior to entering the Management Pay Plan all compensatory time will be paid out according to the provision in the respective bargaining contract and the employee compensation time will be zero (0).

3. Clothing Maintenance Allowance

The positions of Police Chief and Police Captain shall receive an annual clothing maintenance allowance of three hundred and forty dollars (\$340) in January of each year.

4. Uniforms Allowance

The Management Pay Plan positions in the Police and Fire Departments will receive replacement uniform items when determined by the Chief that replacement is necessary.

Pay Grade	STEP 1		STEP 2		STEP 3	
	Hourly	Annual	Hourly	Annual	Hourly	Annual
SF2	per contract		per contract		per contract	

PAY

GRADE

SF2

POSITION

Fire Captain

1. Wages and associated benefits for the 40-hour/week Management Fire Captain are identical to those provided to equivalent bargaining unit position. Position is considered overtime eligible. Additionally, incumbent will receive 5% out-of-class pay when serving as Acting Chief.

D. Overtime Pay and Compensatory Time: Non-Exempt Employees

For employees who are entitled to overtime pay or compensatory time off under the provisions of the Fair Labor Standard Act they shall be entitled to overtime pay or compensatory time as described below:

1. Employees shall be compensated at straight-time rates for all hours in active pay status, except that all hours in paid status in excess of forty (40) hours in any workweek shall be compensated for at a rate of time and one-half. Payment in cash shall be made for any overtime due at the time of separation from City service.
2. In lieu of cash payment, the employee may request to be compensated for overtime by compensatory time off in accordance with the law. Such compensatory time off shall be equal to one and one-half (1.5) hours for each hour of overtime compensation to which the employee is entitled. All requests for use of compensatory time are subject to approval of the department head. Compensatory time shall be taken at a time mutually agreeable to the supervisor and the employee.
3. Employees can accumulate up to eighty (80) hours of compensatory time. When an employee has eighty (80) hours of accumulated compensatory time, all further overtime will be paid in cash.
4. At no time shall compensatory time be converted to any other form of leave or compensation; except when an employee separates from City service. Upon termination of employment, a non-exempt employee shall be paid for unused compensatory time provided that the time was earned after April

14, 1986 at a rate of compensation not less than:

- a.) The average regular rate (hourly rate) received by such employee during the last 3 years of the employee's employment, or
 - b.) The final regular rate (hourly rate) received by such employee, whichever is higher.
5. Compensatory time shall be submitted on the regular payroll sheet detailing the time earned and taken.

E. Compensatory Time: Exempt Employees

Employees exempt under the Fair Labor Standard Act shall not be entitled to overtime pay but shall be entitled to compensatory time as described below:

1. No existing compensatory time balances will be carried over from an outside position or when the employee transfers into the Management Pay Plan.
2. Compensatory time shall be earned for approved work that exceeds eight (8) hours per day and such employees may receive said compensatory time at the rate of one (1) hour for each hour worked in excess of eight (8) hours per day.
3. The maximum accrual of compensatory time shall be eighty (80) hours.
4. Compensatory time must be used in minimum increments of one (1) hour and maximum increments of twenty four (24) hours per pay period.
5. At no time shall compensatory time be converted to any other form of leave or compensation. Upon termination of employment, an exempt employee is not entitled to payment for unused compensatory time.
6. Compensatory time shall be submitted on the regular payroll sheet detailing the time earned and taken.

SECTION II ACCRUED TIME AND VARIOUS LEAVES

A. Vacation

1. The vacation year for employees shall end at the close of business on the last pay period that ends in the month of December.
2. Each full-time employee shall accrue vacation leave by pay period at the annual rate of work hours based on years of full time total service which is established in the schedules contained in Section 3 of this article. Years of total full time service is defined to be the total of all periods of employment for the City of Delaware. Any period of interruption of service due to resignation, layoff, disciplinary suspension, or discharge for cause, will not be included in the computation of total service. Time not in paid status, excepting military leave, shall also be excluded in computing total service. In computing years of service, the higher rate of accrual will be on the first day of the first pay period in which a year of service is completed.
3. The following vacation accrual schedules are established:

Years of Total Service	Vacation Hrs/Year	Vacation Hrs/Pay
Start through 5 years	80.6	3.1
6 through 10 years	119.6	4.6
11 through 15 years	161.2	6.2
16 plus years	200.2	7.7

4. Any vacation balance in excess of the maximum accrual shall become void as of the close of business on the last day of the last pay period that ends in the month of December.

Years of Total Service	Maximum Accrual of Vacation Hours
Start through 5 years	241.8
6 through 10 years	358.8
11 through 15 years	483.6
16 plus years	600.6

5. Eligibility
 - a. To be eligible for biweekly (pay period) vacation accumulation, an employee must be in paid status for a minimum of 72 hours within that pay period; except that when an employee is

required to report for work and does so report and is denied work because of circumstances beyond their control, absence from work for the balance of that day shall not be construed as unpaid work status.

- b. An employee in full-time status who is to be separated from the City service through discharge, resignation, retirement or layoff, and who has unused vacation leave to their credit, shall be paid in a lump sum for such unused vacation leave in lieu of granting a vacation leave after his last day of active service with the City. Such payment shall be paid at the employee's hourly rate of pay at time of separation.
- c. When a member dies while in paid status in the City service, any unused vacation leave to their credit shall be paid in a lump sum to the surviving spouse, or such other person the employee may have designated in writing.

d. REQUESTS FOR VACATION ARE TO BE SUBMITTED AND APPROVED, IN ADVANCE OF THE INTENDED USE, BY THE EMPLOYEE'S SUPERVISOR OR DEPARTMENT HEAD.

- e. To be eligible to transfer years of service for determination of vacation benefits to the City of Delaware from prior employment inside the State of Ohio:
 - 1) Employees will only be eligible to transfer years of service from a public agency as defined by State law.
 - 2) The amount of years of service that can be transferred is unlimited.
 - 3) Prior employment must be in full-time status.
- f. To be eligible to transfer years of service for determination of vacation benefits to the City of Delaware from prior employment outside the State of Ohio:
 - 1) Employees will only be eligible to transfer years of service from their immediate previous employer.
 - 2) Said previous employer must be a public agency.
 - 3) Employment with the City of Delaware must take place within twelve months of termination from their immediate previous employer.
 - 4) The maximum amount of years of service that can be transferred is five (5) years.
 - 5) Present employees are not eligible.
 - 6) Prior employment must be in full-time status.
- g. An employee may elect to trade three (3) weeks of vacation time, or the equivalent of vacation time earned in one year, whichever is greater, for equivalent pay during the calendar year. Conversion of vacation time may occur in January, June, or December of each year. An employee must inform the Department Head prior to August 1 of the year preceding the calendar year in which he intends to make the trade and must maintain at least forty (40) hour of vacation time in the employee's account after said trade takes place.

B. Sick Leave

- 1. Each City employee shall be entitled to sick leave with pay of four and six-tenths (4.6) hours for each completed eighty (80) hours of service. An employee may use sick leave, upon approval of his or her Department Head, for absence due to personal illness, pregnancy, injury, exposure to contagious disease which could be communicated to other employees, and for illness or injury of

the employee's spouse, dependent children, step-children or parent. It is the option of a supervisor, with cause, to require return to work documentation from the employee.

2. If an employee used 0 hours of sick leave in any one calendar year, that employee shall be credited with an additional three (3) vacation days the following year. If an employee uses between one (1) and eight (8) hours of sick leave in any one calendar year that employee shall be credited with an additional two (2) vacation days the following year. If an employee uses between nine (9) and sixteen (16) hours of sick leave in any one calendar year that member shall be credited with one (1) additional vacation day the following year. **TO BE ELIGIBLE FOR THIS INCENTIVE, AN EMPLOYEE MUST BE ACTIVE FOR THE FIRST PAY PERIOD OF THE CALENDAR YEAR THROUGH THE LAST PAY PERIOD OF THE CALENDAR YEAR.** At the employee's option, any additional vacation days earned can be converted to pay in the months of January, June, or December of the year the additional vacation is earned.
3. To be eligible to transfer sick leave to the City of Delaware from prior employment inside the State of Ohio:
 - a. Employees will only be eligible to transfer sick leave from a public agency as defined by the State of Ohio.
 - b. Employment with the City of Delaware must take place within ten (10) years of termination from their previous employer.
 - c. The maximum amount of sick leave hours that can be transferred is unlimited as long as it is accrued at a rate of no greater than 15 days per year.
4. To be eligible to transfer sick leave to the City of Delaware from prior employment outside the State of Ohio:
 - a. Employees will only be eligible to transfer sick leave from their immediate previous employer.
 - b. Said previous employer must be a public agency.
 - c. Employment with the City of Delaware must take place within twelve (12) months of termination from their immediate previous employer
 - d. The maximum amount of sick leave hours that can be transferred is six hundred (600).
 - e. Any sick leave time so transferred shall have been accumulated at the rate of one and one-fourth days per month of employment.
 - f. Present employees are not eligible.
5. Any City employee who has accumulated at least 100 days of sick leave credit may convert any excess thereof up to fifteen (15) days per year of sick leave to vacation leave on the basis two (2) sick leave days for one (1) day vacation leave. Such annual conversion, if made, shall occur in December for the year of conversion.

6. Any employee separated from City service for other than just cause shall be paid for all accumulated and unused sick leave on the basis of one (1) hour of pay for every two (2) hours of unused sick leave. Total sick leave pay out cannot exceed sixteen (16) weeks pay.
7. For Employees Hired After November 1, 2013

Each member hired by the City of Delaware after November 1, 2013 may transfer accrued sick leave hours from previous employment with any public agency but such sick leave hours will not be eligible for conversion or payment upon separation pursuant to section 5. In addition, sick leave usage by members who transfer in sick leave hours will first be charged to sick leave hours accumulated while employed by the City of Delaware. Members will only be eligible to utilize hours transferred in from prior public employment when they have no balance of sick leave available from sick leave accrued while employed by the City of Delaware.

C. Holiday and Personal Days

1. The following are designated as paid holidays for covered employees:

New Year's Day, January 1	Little Brown Jug Day, ½ day ¹
Martin Luther King Day	Thanksgiving Day
Memorial Day	Day after Thanksgiving Day
Independence Day, July 4	Day before Christmas, ½ day
Labor Day	Christmas Day, December 25

2. If one of the holidays set forth above occurs while an employee is on vacation leave, such day shall not be charged against his/her vacation leave.
3. In the event that the Federal Government designates a specific day for any of the aforesaid holidays, then such holiday shall be observed by the City in accordance with such federal designation. When any such holiday falls on a Saturday it shall be observed on the Friday immediately preceding, and when any such holiday falls on a Sunday, it shall be observed on the Monday immediately following, provided that the employee works their last regularly scheduled work day preceding and following the holiday.
4. For each of the holidays specified in Section 1 of this article on which a FLSA non-exempt employee works, they shall be entitled to holiday compensation equal to double the employee's regular rate of pay, except that the employee shall be entitled to holiday compensation at two and one-half times the employee's regular rate of pay if they work on any of the following holidays: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Christmas Day. Only eight (8) hours per day will be used when computing the holiday rate. Compensation for holidays may be in the form of cash or compensatory time off.

5. Employees shall be credited with 32 hours of personal leave a year, **EXCEPT FOR NEW HIRES WHO SHALL RECEIVE A PRORATED AMOUNT BASED ON HIRE DATE. USE OF HOLIDAY COMPENSATORY TIME OR PERSONAL DAYS SHALL BE AT THE**

¹ In the event that an office remains open on a designated paid holiday all affected staff may take the corresponding time off for that holiday on another date, upon prior approval of their supervisor and/or department director.

EMPLOYEE'S DISCRETION WITH THE APPROVAL OF THE EMPLOYEE'S SUPERVISOR OR DEPARTMENT HEAD.

6. All employees will be permitted to accumulate three (3) years' worth of holiday compensatory time and personal leave. Once an employee accumulates the maximum allowable number of personal leave/holiday compensatory time then future personal leave/holiday compensatory time will be compensated for in cash, at the time they are earned. An employee may elect to cash in up to one year's worth of personal leave each year (32 hours) in the months of January, June, or December each year. An employee must inform his or her Department Head prior to August 1 of the year preceding the calendar year in which they intend to make the trade.

D. Funeral Leave

Each covered employee shall be entitled to funeral leave with pay according to the following schedule:

Leave for Death of:	Days/Hours of Leave	
	Local Funeral	Other Funeral
Immediate Family Member	1 - 3 Days	1 - 5 Days
Other Relative	May Use Up To One Scheduled Work Day of Accrued Leave	May Use Between 1-3 Scheduled Work Days of Accrued Leave

- One work day/shift is automatic for the day of the funeral, but additional time up to the maximum shall be given only with approval of the Department Head.
 - All leave time with approval of the Department Head.
1. For the purposes of this section, "Immediate Family Member" means spouse, child, brother, sister, parents, step-child, step-brother, step-sister and step-parents, grandparents, grandchildren, sister-in-law, brother-in-law and parents-in-law.
 2. For the purposes of the article, "Local Funeral" means a funeral in the City of Delaware, or within fifty (50) miles thereof.

E. Special Leave

In addition to other leaves authorized herein, the City Manager may authorize a special leave of absence, with or without pay, for purposes beneficial to the employee and/ **or** the City.

For exempt employees who are absent, if the absence cannot be covered or paid through appropriate leave time, said employees shall be subject to a reduction in pay, unless the absence is less than one workday.

F. Jury Duty Leave

An employee, while serving on a jury in any court of record in Delaware County, or any adjoining county, will be paid his regular salary for each of his workdays during the period of time so served. Time so served shall be deemed active and continuous service for all purposes. All jury fees received from the court of record shall be assigned to the City of Delaware.

When an employee has been released from Jury Duty they shall report back to work if more than two (2) hours are left in the workday

G. Court Leave

Time off with pay shall be allowed employees who are subpoenaed to attend any court of record in Delaware County, Delaware, Ohio, or any adjoining county, as a witness in civil matters, as they pertain to City matters. All witness fees shall be assigned to the City of Delaware.

H. Injury Leave

All regular full-time City employees shall be entitled to injury leave with pay, less any Worker's Compensation weekly salary benefits which he/she may be awarded by the Ohio Industrial Commission (OIC), for a period not to exceed 30 consecutive working days for employees working a 40-hour workweek for each injury incurred in the performance of employment duties with the City, provided that the following procedures are followed:

1. In all cases of personal injury to any regular full-time City employee as a result of the performance of employment duties, the employee shall complete an accident/injury investigation form and in conjunction with his/her Department Head shall report such injury to the Department of Administrative Services immediately and ensure that a claim is filed with the BWC.
2. In the event that time off from work is required by the injured employee, they will be granted injury leave from the first day of injury, if the proper documentation is submitted to the City of Delaware. This documentation will include, but not be limited to, a statement from the employee's physician, an Agreement covering Compensation Reimbursement, any necessary BWC forms and other documents as may be required by the City. In the event that the BWC determines that the injury is NOT employment related, any time the employee is, or has been, absent from work shall be deducted first from any accrued sick leave, then accrued vacation, or accrued compensatory time off, other than compensatory time for overtime worked.
3. During the period of time an injured employee is being paid under this policy, all normal benefits given to regular full-time City employees shall remain in force with no deductions to earned sick leave and/or vacation time.
4. In all cases where more than 30 consecutive working days are needed for injury leave for employees working a 40-hour workweek, the City Manager may extend such leave, if such necessity is determined to his/her satisfaction. Each employee requesting such an extension under this policy may be required to furnish a current affidavit from a licensed physician setting forth the need for the extension.

SECTION III - INSURANCE

A. Hospitalization, Surgical and Major Medical

The City will continue to provide comprehensive hospitalization, surgical and major medical coverage for all full-time members and their dependents. Beginning January 1, 1999, or at some date thereafter, the City may implement a Preferred Provider Organization (PPO). The Plan if implemented will provide for the following deductibles and co-payments as follows:

		NETWORKS PROVIDERS	NON-NETWORK PROVIDERS
Annual Deductible	Single Family	None None	\$ 500.00 \$1000.00
Office Visit Co-pay		\$10.00	N/A
ER Visit Co-Pay		\$50.00 unless admitted into the hospital, otherwise co-insurance will apply in excess of the deductible	N/A
Co-insurance	Single Family	90/10% of first \$1,000 80/20% of next \$3,000 90/10% of first \$2,000 80/20% of next \$5,000	50/50% of first \$5,000 50/50% of first \$10,000

- Contributions will be deducted from the member's gross income prior to taxes, subject to compliance with all applicable tax regulations.
- Effective January 1, 2013 employees will contribute to the cost of the health benefit plan in an amount equal to 15% of the established monthly COBRA rate utilized by the City. Annual changes to the calculated COBRA rate will be applied to the monthly employee contributions on the first full pay-period in April of each year. Contributions will be deducted from all members in a paid status based on twelve (12) months times the monthly rate, divided by the number of pay periods per year. *An example would be \$56.95/mo. x 12 = \$683.40, \$683.40/26 pay periods = \$26.28 per pay period.* In the event federal tax regulations are changed so that medical benefit plans are no longer tax exempt, the City will not be responsible to pick up the member's tax burden.

The City will permit employees who have alternate health plan options through a spouse to opt out of the City plan in return for a payment of \$100.00 per month. Families who have both spouses employed full time by the City of Delaware will not be eligible to opt out of the plan. One spouse will carry the cost of the plan minus the opt out payment. The employee will provide proof that they do in fact have other coverage before the City will drop that employee's current coverage.

The City will continue to provide dental coverage if it is not provided under the employee's spouse's insurance. A member may elect to return to coverage under the City's insurance plan by notifying the City in writing of any substantial changes in their qualifying family circumstances. The member must give thirty (30) days notice of his or her election to return to the City's plan, except in the case of an emergency, such as sudden loss of spouse's coverage, divorce or other change in family status. The plan will comply with Internal Revenue Code Section 125 which governs this matter.

3. Employees who opt out of the health insurance program will be compensated as follows:

No Coverage	\$100 per month
Maintain Prescription Only	\$ 60 per month
Maintain Dental Only	\$ 65 per month
Maintain Prescription and Dental	\$ 55 per month

* An employee may not elect to have medical coverage only.

4. Payments will begin on the first pay period of the month following 30 days notice of an employee's desire to drop coverage. A form will be provided which will contain all information necessary to discontinue coverage under the plan. The form must be signed and returned to the Department of Administrative Services. Until such time that an employee is effectively dropped from City coverage, they will be subject to any payroll contributions.
5. All payments made in lieu of insurance coverage will be included as other pay on employee's paycheck. This income will not be included in income subject to OPERS contributions but will be subject to all applicable taxes.

B. Prescription Plan

The City will provide a prescription card plan for members and their dependents.

The retail benefits will be the following with the City paying the higher amount and the employee paying the lesser amount of prescription coinsurance:

- 80/20% for generic drugs
- 50/50% name brand drugs with a \$25 co-pay for each disbursement

The mail order benefits will be the following:

- 90/10% for generic drugs and
- 75/25% for name brand drugs with no \$25 co-pay.

The maximum expense an employee will pay for coinsurance is \$250 annually for single coverage and \$500 for family annually for prescription benefits, however, the \$25 co-pay for retail name brand drugs will not count towards the calculation of the \$250 or the \$500 coinsurance maximum and will always apply even after an employee reaches the coinsurance maximum expenditure.

C. Dental Care Plan

The City will maintain the current dental coverage for all members. Please refer to the Plan Document for specific covered services

D. Life Insurance

The City will provide the following amount of life insurance:

Department Heads = \$50,000

Assistant Fire and Police Chiefs = \$50,000

Pay Grades M11 through M20 = \$40,000

Police Captain and Fire Captain = \$40,000

Pay Grades M 1 through M10 = \$30,000

E. Vision Plan

The City will provide a vision plan for members and their dependents covered by this Summary of Benefits. The City will contribute \$6.00 per month on behalf of the employee. The employee will be responsible for the balance of the monthly cost of the coverage selected.

SECTION IV OTHER COMPENSATION

A. Longevity Compensation

Employees shall receive, in addition to other pay called for herein, Longevity Compensation based on completed years of service according to the following table:

After five (5) years of continuous service	\$550.00 / year
After ten (10) years of continuous service	\$750.00 / year
After fifteen (15) years of continuous service	\$950.00 / year
After twenty (20) years of continuous service	\$1150.00 / year

1. Longevity compensation shall be paid, in accordance with the above schedule, in two (2) separate lump sum payments during the first pay periods in June and December of each year.
2. Upon termination of service for any reason, employees who are eligible for longevity pay under this section (or in the event of death, the surviving spouse or estate) will be paid, as part of their terminal pay, the final partial year of longevity compensation, prorated to the number of months completed during said partial year since the employee's last payment date.
3. For the purpose of this section, continuous years of service shall include approved military leave.

B. Automobile Expense Reimbursement

Employees shall receive reimbursement for business use of their personal vehicle. Reimbursement will be in accordance with Internal Revenue Service (IRS) regulations for not-taxable reimbursements and shall be at the IRS per mile reimbursement rate in effect when the business use miles were incurred. Department Heads as department heads employed by the City prior to January 1, 1999 who had received a monthly automobile allowance will only be reimbursed for business use of their personal vehicle for travel outside the City limits.

C. Non-Uniformed Clothing Allowance

All employees covered under this pay plan in Pay Grades M1 through M9 who are not provided with a uniform shall receive an annual clothing allowance of \$150.00. Such allowance shall be utilized to purchase necessary work related items of clothing such as, but not limited to: steel toed boots, coats, rain gear, rubber boots, gloves etc. All purchases of clothing shall be the responsibility of the employee. Upon hire the clothing allowance will be prorated based on the full months of service for that year.

D. Call In Pay

Both exempt and nonexempt employees shall be eligible for "on call" compensation for weekly periods when assigned the responsibility of directing Parks, Public Works, or Utility personnel in response to service requests during non-scheduled work periods. Employees assigned to this "on call" status shall serve in this posture for weekly time periods as authorized by the respective Department Head. Said employees shall be responsible for responding to after hour service requests. Employees assigned to an "on call" status shall be compensated at a weekly rate of between \$25.00 and \$50.00 as determined by the City Manager. On call compensation shall be paid in addition to regular and overtime wages earned during the pay period. On call assignments will be posted in June and December of each year for the following six-month period. Changes to the schedule must be made in advance with approval of the Department Head.

E. TUITION REIMBURSEMENT

ALL FULL-TIME EMPLOYEES WITH ONE OR MORE YEARS OF CONTINUOUS ACTIVE SERVICE SHALL BE ELIGIBLE FOR A REIMBURSEMENT OF INSTRUCTIONAL FEES FOR UNDERGRADUATE OR GRADUATE COURSES TOWARDS A DEGREE OR CERTIFICATION, PRE-APPROVED BY THE CITY AND VOLUNTARILY UNDERTAKEN BY THE EMPLOYEE. THE TUITION REIMBURSEMENT PROGRAM SHALL BE SUBJECT TO THE FOLLOWING CONDITIONS:

- 1. ALL COURSES MUST BE TAKEN DURING OTHER THAN SCHEDULED WORKING HOURS. ANY SITUATION WHICH, IN THE DISCRETION OF THE DEPARTMENT HEAD, WOULD REQUIRE AN EMPLOYEE'S PRESENCE ON THE JOB SHALL TAKE COMPLETE AND FINAL PRECEDENCE OVER ANY TIME SCHEDULED FOR COURSES. ALL COURSES ARE SUBJECT TO APPROVAL BY THE DEPARTMENT HEAD AND/OR CITY MANAGER. THERE MUST BE A DIRECT CORRELATION BETWEEN THE EMPLOYEE'S DUTIES AND RESPONSIBILITIES AND THE COURSES TAKEN OR THE DEGREE PROGRAM PURSUED. THE CITY MANAGER, OR HIS DESIGNEE, HAS THE SOLE AND FINAL DISCRETION TO APPROVE OR DISAPPROVE TUITION REIMBURSEMENT REQUESTS.**
- 2. ANY FINANCIAL ASSISTANCE FROM ANY GOVERNMENT OR PRIVATE AGENCY AVAILABLE TO THE EMPLOYEE, WHETHER APPLIED FOR AND REGARDLESS OF WHEN SUCH ASSISTANCE MAY HAVE BEEN RECEIVED, SHALL BE DEDUCTED IN THE ENTIRE AMOUNT FROM THE TUITION REIMBURSEMENT THE EMPLOYEE IS ELIGIBLE FOR UNDER THIS SECTION. IF AN EMPLOYEE'S TUITION IS FULLY COVERED BY ANOTHER GOVERNMENTAL OR PRIVATE AGENCY, THEN THE EMPLOYEE IS NOT ENTITLED TO ANY PAYMENT FROM THE CITY.**
- 3. EMPLOYEES SEEKING AUTHORIZATION OF A TUITION REIMBURSEMENT MUST FIRST SUBMIT TO THE DEPARTMENT HEAD FOR REVIEW, PRIOR TO SEPTEMBER 30 OF THE YEAR PRECEDING WHEN THE CLASSES ARE TO BE TAKEN, ALL NECESSARY INFORMATION PERTAINING TO THE PROPOSED COURSE DEGREE TO BE PURSUED, THE EDUCATIONAL INSTITUTION AND THE EMPLOYEE'S BEST ESTIMATE OF COURSE COSTS, DATES AND TIMES. PRE-APPROVAL IS SUBJECT TO AVAILABLE APPROPRIATIONS.**
- 4. COURSES MUST BE TAKEN AT ACCREDITED COLLEGES, UNIVERSITIES, TECHNICAL AND BUSINESS INSTITUTES OR AT THEIR ESTABLISHED EXTENSION CENTERS, AND THESE MUST BE FIRST APPROVED BY THE CITY. SEMINARS, CONFERENCES AND WORKSHOPS ARE NOT INCLUDED.**
- 5. REIMBURSEMENT FOR TUITION WILL BE MADE WHEN THE**

EMPLOYEE SATISFACTORILY COMPLETES (ATTAINS AT LEAST A GRADE OF "C" OR ITS EQUIVALENT FOR UNDERGRADUATE WORK AND A GRADE OF AT LEAST "B" OR ITS EQUIVALENT FOR GRADUATE WORK) A COURSE AND PRESENTS AN OFFICIAL CERTIFICATE OR ITS EQUIVALENT AND A RECEIPT OF PAYMENT OR A COPY OF THE UNPAID BILL FROM THE INSTITUTION CONFIRMING COMPLETION OF THE APPROVED COURSE.

6. NO REIMBURSEMENT WILL BE GRANTED FOR BOOKS, PAPER, SUPPLIES OF WHATEVER NATURE, TRANSPORTATION, MEALS, OR ANY OTHER EXPENSE CONNECTED WITH ANY COURSE, EXCEPT THE COST OF TUITION FEES OUTLINED ABOVE.

7. ANY EMPLOYEE PARTICIPATING IN THE TUITION REIMBURSEMENT PROGRAM WHO RESIGNS (EXCEPT RESIGNATION DUE TO DISABILITY), RETIRES (EXCEPT RETIREMENT DUE TO DISABILITY), OR IS DISCHARGED FOR CAUSE MUST REPAY THE TUITION REIMBURSEMENT PAID BY THE CITY FOR COURSES TAKEN LESS THAN TWO YEARS PRIOR TO THE DATE OF TERMINATION OR DISCHARGE. IF NECESSARY, THIS AMOUNT WILL BE DEDUCTED FROM THE EMPLOYEE'S TERMINAL LEAVE PAY OR FINAL PAYCHECK.

SECTION V MISCELLANEOUS

A. Personnel Files

The official personnel files of all employees shall be maintained in the Department of Administrative Services (DAS). All employee personnel records shall include but not limited to, applications, performance evaluations, promotions, acts of reward and recognition, disciplinary actions and any other pertinent information pertaining to the job performance of the individual employee. Copies therein shall be available to the employee.

DAS shall be responsible for the care and maintenance of all personnel files and records. Department heads shall be responsible for promptly forwarding all pertinent personnel information and documentation to DAS. Employees may, during normal office hours, review their official personnel files.

B. Parks and Recreation Credit

The City shall provide each employee with a credit to be applied to a Jack Florance Pool membership, City Golf Course membership or punch-card, or City rentals (shelters or Hilborn Room). The amount of the credit shall be \$60.00. Employees shall abide by the stipulations set forth by the managing organization both in definition and restrictions. This credit amount is fixed, regardless of changes in membership fees that may occur. In addition, the City will provide to each member a 20% discount on all individual registrations for City recreation programs.

Credits may not be used to purchase memberships or to secure rentals beyond the calendar year for which it is issued. Credits will not be re-issued if lost or stolen and must be surrendered at the time of registration/ purchase. Credits are non-transferrable.



FACT SHEET

AGENDA ITEM NO: 16

DATE: 12/11/2017

ORDINANCE NO: 17-80

RESOLUTION NO:

READING: FIRST

PUBLIC HEARING: NO

TO: Mayor and Members of City Council

FROM: R. Thomas Homan, City Manager

VIA: Mayor Carolyn Kay Riggle

TITLE OF PROPOSED ORDINANCE/RESOLUTION:

AN ORDINANCE AMENDING THE EMPLOYMENT AGREEMENT WITH THE CITY MANAGER, AND DECLARING AN EMERGENCY.

BACKGROUND:

One change included in the last update to the City Manager's contract (adopted with ordinance 17-62) was to shift the effective date for compensation to coincide with the effective date of the Management Pay Plan. A clause in the 2017 contract allows the City Manager to convert the current car allowance into salary in a cost neutral manner. Instead of a cost of living increase, the 2018 City Manager salary reflects the conversion without a cost neutral adjustment. This approach results in a smaller overall increase in salary.

REASON WHY LEGISLATION IS NEEDED:

And ordinance is required to change the City Manager's compensation.

COMMITTEE RECOMMENDATION:

N/A

FISCAL IMPACT(S):

Conversion of the Automobile Allowance included in the 2018 Budget.

POLICY CHANGES:

N/A

PRESENTER(S):

Mayor Carolyn Kay Riggle

RECOMMENDATION:

Approval. If legislation is taken to a third reading per Council's readings policy, passage on January 8, 2018 would permit an effective date of December 27, 2017, as January 9, 2018 will be the end of the pay period. An emergency clause will remain necessary.

ATTACHMENT(S)

Draft agreement

ORDINANCE NO. 17-80

AN ORDINANCE AMENDING THE EMPLOYMENT AGREEMENT WITH THE CITY MANAGER, AND DECLARING AN EMERGENCY.

WHEREAS, the employment agreement with the City Manager provides that the compensation of the City Manager shall be reviewed annually; and

WHEREAS, the effective date of changes to compensation was adjusted to coincide with the effective date of changes to the Management Pay Plan in the contract authorized by Ordinance 17-62; and

WHEREAS, the Council has reviewed the salary and benefits of the City Manager and has made the necessary changes to the employment agreement (attached).

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

SECTION 1. An employment agreement reflecting the agreed upon changes is authorized to be executed by the City Manager and the Mayor, representing City Council.

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 changes effective on December 27, 2017 which coincides with the new calendar year. Therefore this Ordinance shall be in full force and effect immediately upon its passage.

VOTE ON RULE SUSPENSION:

YEAS___NAYS___
ABSTAIN ____

VOTE ON EMERGENCY CLAUSE:

YEAS___NAYS___
ABSTAIN ____

PASSED: _____, 2017

YEAS ___ NAYS ___
ABSTAIN ___

ATTEST: _____

CITY CLERK

MAYOR

EMPLOYMENT AGREEMENT

The Council of the City of Delaware, Ohio, hereinafter referred to as “City” or “City Council” has offered the position of City Manager to R. Thomas Homan, and Mr. Homan, hereinafter referred to as “Manager” or “Mr. Homan” has accepted the offer of employment under the following terms agreeable to both parties.

1. Beginning with the date of employment, the City will compensated Mr. Homan as City Manager of Delaware and Mr. Homan will execute all the duties and responsibilities of City Manager set forth in the Delaware City Charter, Code of Ordinances and requirements of the City Council.
2. The Manager’s salary will be at the hourly rate of ~~\$68,2071.66~~ effective ~~February 2~~December 27, 2017. This represents ~~an increase of approximately 3% over the 2016 salary~~the conversion of the 2017 car allowance and no additional increase to reflect that converting the car allowance to salary is not cost neutral.
3. The Council and Mr. Homan will establish annual performance goals and objectives. Any pay increases during Mr. Homan’s tenure with the City will be based upon performance evaluations. Evaluations are anticipated every six months following Mr. Homan’s date of employment. One six-month evaluation may be primarily for discussion of the City Manager’s past performance and performance planning, while the alternate evaluation may be concerned primarily with matters of compensation for the City Manager. The method of evaluation will be formulated by the Council and Mr. Homan and conducted by the Council.
4. Mr. Homan will serve as City Manager at the will of the City Council and nothing herein will be taken to suggest or imply guaranteed tenure.
5. In the event the City terminates the services of Mr. Homan or requests his resignation at any time without cause, the City will pay to Mr. Homan a lump sum severance payment equal to ninety (90) days base salary and benefits, payable not later than the next regular pay date. No such lump sum severance payment will be paid upon a termination for cause. All accrued vacation, holiday, compensatory time, one-half the value of sick leave, other accrued benefits, retirement and group health insurance benefits will be paid to Mr. Homan at the same time, calculated at the rate of pay or benefit in effect upon notice of termination. The Manager will provide the City not less than 30 days written notice of his intent to resign his position wholly voluntarily, whereupon the Manager understands that he will not receive the lump sum severance payment equal to ninety (90) days base salary and benefits described above. All accrued vacation, holiday, compensatory time, one-half the value of sick leave, other accrued benefits, retirement and group health insurance

benefits will be paid to the date of termination and calculated at the rate of pay or benefit in effect upon notice of termination.

6. The Manager will remain a resident of the City during employment.

~~7. The City manager's automobile allowance paid for use of the Manager's personal vehicle for City business was converted into salary in 2018. The City will pay to the Manager an automobile allowance of \$600.00 per month for the use of the Manager's personal vehicle for City business, without requiring mileage records or expense receipts. In the event the City Manager uses a city vehicle for travel, the automobile allowance for the following month will be prorated based on the number of days a city vehicle is used. It is the City Manager's responsibility to track this information. The allowance will be paid on the same schedule as payroll for other City employees. While the use of the city manager's vehicle is included as part of salary, M~~mileage may be reimbursed to the Manager for travel on behalf of the City beyond a 100-mile radius of Delaware. ~~The City manager may elect to convert the automobile allowance into the base pay in a cost neutral manner.~~

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7. The City will pay the expense of a mobile telephone for the Manager.

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9. The City will provide the Manager paid coverage for health, dental and prescription benefits in terms and amounts provided other employees of the City generally, effective upon the first day of the month following his date of employment.

10. The City will provide the Manager paid annual vacation earned at the rate of 25 working days per year. Any use of vacation leave credits by the Manager will be following written notice to the Council. The City will pay for all accrued and unused vacation days to Mr. Homan upon separation from the City employment, for any reason, at his then current rate of pay.

11. The Manager will be permitted to engage in occasional teaching, writing, speaking or consulting performed on his time off, even if outside compensation is provided for such services, provided that, in no case, is any activity permitted which would present a conflict of interest with the City of Delaware. In the event that over-night travel is required for such non-City business, the City Council will be notified in advance.

12. The City will provide Mr. Homan four (4) personal days per anniversary year for personal business, credited at the beginning of each subsequent year. Upon termination from the City for any reason, accrued personal days will not be compensated.

13. The City will provide Mr. Homan paid sick leave in the amounts earned at a rate of 4.6 hours for each completed 80 hours of service. The City will pay for one-half the value of unused sick leave to Mr. Homan upon

separation from the City employment for any reason, at his then current rate of pay.

14. The City will provide fully paid coverage for Mr. Homan of workers compensation and unemployment compensation insurance from his first date of employment.
15. The City will afford Mr. Homan paid funeral leave in the amounts provided for all other City employees generally, upon his attendance at the funeral or memorial observance of any member of his family in the first degree of sanguinity, and of his spouse and parents-in-law.
16. The City will provide Mr. Homan group life insurance from his date of employment in the amount of \$125,000 with double indemnity for accidental death or dismemberment.
17. The City will pay Mr. Homan the monthly amount of \$131.67 toward the premium expense for long term disability insurance.
18. The City will provide Mr. Homan paid holiday leave on the same annual schedule as that provided for other City employees generally.
19. The City will pay the expense of Mr. Homan's membership in ICMA and OCMA and for his attendance at national and state conferences, within an amount budgeted each year.
20. The City will anticipate a recommendation from Mr. Homan for inclusion in each annual budget amounts to be used at Mr. Homan's discretion for:
 - a. Educational courses, conferences and workshops directly related to Mr. Homan's work as City Manager, including expenses directly related to his attendance at such educational programs.
 - b. Membership dues and subscriptions for Mr. Homan's involvement in professional organizations that are directly in the interest of the City and Mr. Homan's performance on behalf of the City.
 - c. Routine business expenses of the City Manager directly related to his performance of official duties. The City Manager's membership in Rotary requires him to purchase lunches at meetings, and his salary has been increased (already reflected in wages) to reflect that expense.
21. Effective December 21, 2011, the City increased Mr. Homan's base salary by 7.3% to reflect the fact that the City no longer pays the City Manager's share of the PERS premium.

22. ~~On the pay period that includes February 2, 2017, The City manager is entitled to the City will contribute the sum of 5.5% of the base hourly salary rate of pay included in Section 2 earned from February 2, 2016 to February 2, 2017, the City will contribute the sum of 5.5% of Mr. Homan's base salary earned during the prior year (February 2, 2016 to February 2, 2017) to be contributed to the ICMA-RC investment program. In the event the City Manager separates from service before the year is complete, this contribution will be prorated to reflect the period of employment of the City Manager and made upon separation.~~
23. The City will indemnify and hold harmless Mr. Homan from liability for any claims, demands or judgments arising out of an act or omission occurring in the lawful performance of his duties as City Manager. The City will pay the cost of any fidelity or other bonds required of Mr. Homan by the City Charter, City Ordinances or Ohio statutes.
24. All other provisions of City ordinances, regulations or rules relating to personnel matters of non-union employees of the City and terms of the Management Pay Plan, not contrary to the terms listed in this memorandum or to the City Charter, will also apply to Mr. Homan during his employment as City Manager.
25. Mr. Homan's initial date of employment is February 2, 1999. Starting with 2018, the effective date for Mr. Homan's compensation will coincide with the effective date of the Management Pay Plan.
26. Any portion of this memorandum in conflict with the City Charter or any State, or Federal law, will be considered null and void. The remaining provisions of this agreement will remain in full force and effect. The law of the State of Ohio will govern the interpretation of this agreement.
27. The City and Mr. Homan agree that this Agreement accurately reflects the terms of employment for the City Manager position offered by the City and accepted by Mr. Homan.
28. Unless otherwise stated, the terms of this Agreement shall be retroactive to February 2, 2017.

The parties have evidenced their agreement by affixing their signatures below this _____ day of ____, 2017.

Council of the City of Delaware, Ohio

City Manager

Carolyn Kay Riggle, Mayor

R. Thomas Homan

Approved as to form:

Darren Shulman
City Attorney



FACT SHEET

AGENDA ITEM NO: 17

DATE: 12/11/2017

ORDINANCE NO: 17-81

RESOLUTION NO:

READING: FIRST

PUBLIC HEARING: YES
January 8, 2018 at 7:20 p.m.

TO: Mayor and Members of City Council

FROM: R. Thomas Homan, City Manager

VIA: Darren Shulman, City Attorney

TITLE OF PROPOSED ORDINANCE/RESOLUTION:

AN ORDINANCE AMENDING THE SCHEDULE OF FEES AND SERVICE CHARGES.

BACKGROUND:

Under Delaware Codified Ordinance, Section 197.01, proposed Fee Schedule adjustments are submitted to City Council for consideration in conjunction with the annual budget. This year's adjustments include an increase to cover the cost of water and sewer permit processing, codification of the \$100 per caliper inch tree bank fee, addition of the cost of a water pit, and a new section documenting the facility rental fees to coincide with the City potentially taking over scheduling of the facilities.

REASON WHY LEGISLATION IS NEEDED:

Annual review is required by code. Recommended changes submitted by department staff.

COMMITTEE RECOMMENDATION:

N/A

FISCAL IMPACT(S):

Minimal, will allow the City to recoup cost.

POLICY CHANGES:

N/A

PRESENTER(S):

Darren Shulman, City Attorney
Dave Efland, Community Affairs Coordinator
Brad Stanton, Public Utilities Director
Ted Miller, Parks and Natural Resource Director

RECOMMENDATION:

Approval after Public Hearing

ATTACHMENT(S)

None

ORDINANCE NO. 17-81

AN ORDINANCE AMENDING THE SCHEDULE OF
FEES AND SERVICE CHARGES.

WHEREAS, as part of the yearly review of the fees established in Delaware Codified Ordinance Section 197.01, it has been determined that the fees should be added to the schedule and existing fees revised.

NOW, THEREFORE, Be It Ordained by the Council of the City of Delaware, State of Ohio:

SECTION 1. The Refuse Collection portion of 197.02 is amended to update and add new schedules as follows:

197.02 FEE SCHEDULE

Community Development/Construction		
SOURCE OF FEE	FEE TITLE	AMOUNT
1321.01, 1321.11	One-, Two-, or Three-Family Dwellings Inspections and Permits	<p>In addition to the fees below, the State of Ohio requires the City to collect a 1% surcharge on certain permits below and as may be amended by the State of Ohio:</p> <p>Building Permit Plan Review - New Construction: \$50.00</p> <p>Building Permit - New Construction Inspection: \$350.00 plus \$0.05 per s.f.</p> <p>Building Permit - Porches, Residential Additions, Remodeling, Alterations and Accessory Buildings up to 1,000 sq. ft. Inspection: \$75.00 plus \$0.05 per s.f.</p> <p>Plumbing Inspection: \$75.00 for new builds \$35.00 for minor alterations</p> <p>Water heaters, heating, ventilating, and cooling equipment/systems (HVAC) Inspection: \$150.00 for new home construction and additions 1,000 s.f. and greater; \$50.00 for minor alterations to existing systems, renovations, and additions under 1,000 s.f. \$25.00 for residential appliance replacements including water heaters and HVAC.</p> <p>Electrical: \$50.00 for service upgrade, minor alterations to existing residential buildings, pools, generators, and additions under 1,000 s.f.</p> <p>For New Construction and additions and alterations 1,000 s.f. and greater: \$100.00 for buildings up to 1,000 s.f. \$100.00 plus \$0.02 per s.f. for structures 1,001—2,000 total s.f. \$100.00 plus \$0.03 per s.f. for structures 2,001—3,000 total s.f.</p>

		<p>\$100.00 plus \$0.04 per s.f. for structures 3,001 total s.f. structures and greater Insulation: \$75.00 for new construction homes and additions over 1,000 s.f. Gas Line Inspection: \$70.00 for new construction homes and additions over 1,000 s.f. Reissuance of lost permit or inspection card: \$50.00 Reinspection: Upon the third inspection for the same task/item - \$75.00 Occupancy Permit/Certificate: Temporary - \$125.00 Final - \$75.00 Excavation to connect to utilities: \$50.00 Water/Sewer Permit Processing: \$25.00 35 Subsiding: \$50.00 Fireplace/Fireplace like Device Permit and Inspection: \$35.00 Grade Inspections: \$100.00 Re-roof: \$50.00 Residential Plan Revision: \$75.00 Miscellaneous Permit: \$35.00</p>
1168.07	FEE TO TREE BANK FUND IN LIEU OF PLANTING	\$100 PER CALIPER INCH OF QUALIFYING REMOVED MAJOR TREES AS REQUIRED IN CHAPTER 1168 – TREE PRESERVATION REGULATIONS.

UTILITY SERVICES		
SOURCE OF FEE	FEE TITLE	AMOUNT
913.13	Meter Rules and Regulations	<p>Certain water meters shall be provided by the Utility Department, Water Division at the cost of the meter to the City. This is currently \$160.00 for a $\frac{5}{8}$ — $\frac{3}{4}$ meter.</p> <p>IF A WATER METER PIT IS NECESSARY, THE CITY WILL CHARGE THE COST OF THE PIT. THIS COST IS CURRENTLY \$300.</p>

FACILITY RENTAL FEES		
SOURCE OF FEE	FEE TITLE	AMOUNT
	JACK FLORANCE POOL RENTAL	<p>1-149 PEOPLE: \$250/HR 150+ PEOPLE: \$300/HR</p>
	BALL FIELDS AT SMITH OR MINGO PARKS	\$25 FOR FIRST GAME, \$5 EACH ADDITIONAL GAME. \$100 DEPOSIT RETURNED IF FIELD IS



FACT SHEET

AGENDA ITEM NO: 18

DATE: 12/11/2017

ORDINANCE NO: 17-82

RESOLUTION NO:

READING: FIRST

PUBLIC HEARING: NO

TO: Mayor and Members of City Council

FROM: R. Thomas Homan, City Manager

VIA: David Efland, Planning and Community Development Director

TITLE OF PROPOSED ORDINANCE/RESOLUTION:

AN ORDINANCE FOR PULTE HOMES APPROVING A FINAL DEVELOPMENT PLAN FOR THE COMMUNITIES AT GLENROSS SECTION 12 FOR 48 SINGLE FAMILY LOTS ON 14.769 ACRES ON PROPERTY ZONED R-2 PMU (ONE-FAMILY RESIDENTIAL DISTRICT WITH A PLANNED MIXED USE OVERLAY DISTRICT) AND LOCATED SOUTH OF CHESHIRE ROAD AND WEST OF WINTERBOURNE DRIVE ON SOLSTICE ROAD AND HOLLY BERRY LANE.

BACKGROUND:

See attached report

REASON WHY LEGISLATION IS NEEDED:

To achieve compliance with Section 1129.05 Final Development Plan requirements of the zoning code.

COMMITTEE RECOMMENDATION:

Planning Commission approved this case 7-0 on December 6, 2017.

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)

See attached

ORDINANCE NO. 17-82

AN ORDINANCE FOR PULTE HOMES APPROVING A FINAL DEVELOPMENT PLAN FOR THE COMMUNITIES AT GLENROSS SECTION 12 FOR 48 SINGLE FAMILY LOTS ON 14.769 ACRES ON PROPERTY ZONED R-2 PMU (ONE-FAMILY RESIDENTIAL DISTRICT WITH A PLANNED MIXED USE OVERLAY DISTRICT) AND LOCATED SOUTH OF CHESHIRE ROAD AND WEST OF WINTERBOURNE DRIVE ON SOLSTICE ROAD AND HOLLY BERRY LANE.

WHEREAS, the Planning Commission at its meeting on December 6, 2017 recommended approval of a Final Development Plan for Pulte Homes for the Communities at Glenross Section 12 for 48 single family lots on 14.769 acres on property zoned R-2 PMU (One-Family Residential District with a Planned Mixed Use Overlay District) and located south of Cheshire Road and west of Winterbourne Drive on Solstice Road and Holly Berry Lane (PC 2017-2814).

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

SECTION 1. That the Final Development Plan for Pulte Homes for the Communities at Glenross Section 12 for 48 single family lots on 14.769 acres on property zoned R-2 PMU (One-Family Residential District with a Planned Mixed Use Overlay District) and located south of Cheshire Road and west of Winterbourne Drive on Solstice Road and Holly Berry Lane, 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. The lots and houses shall comply with the minimum bulk and setback requirements in the approved development text.
3. The single family houses shall comply with the minimum architectural standards and house size in the approved development text and per applicable sections of the current zoning code.
4. A street tree plan shall be submitted and approved by the Shade Tree Commission.
5. The pedestrian path within the southern reserve area (Lot 12219) shall be installed by the developer that meets minimum City development

requirements and is located within an easement dedicated to the City and shall be maintained by the Homeowner's Association.

6. The applicant shall allocate space in reserve area (lot 12219) for a potential pocket park in Section 13.
7. This section of the Communities of Glenross Subdivision is in the Delaware South New Community Authority, subject to the single family lot transportation fee (\$1,000 per dwelling unit) in effect at the time of building permit issuance per the pre-annexation agreement and is subject to the South East Highland Sanitary Sewer additional capacity charge of \$3,200 per dwelling units.

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: 2017-2814 & 2815

REQUEST: Multiple Requests

PROJECT: Communities at Glenross – Section 12

MEETING DATE: December 6, 2017

APPLICANT/OWNER

Pulte Homes
4900 Tuttle Crossing Boulevard
Dublin, Ohio 43016

REQUEST

2017-2814: A request by Pulte Homes for approval of a Final Development Plan for Communities at Glenross Section 12 for 48 single family lots on 14.796 acres on property zoned R-2 PMU (One-Family Residential District with a Planned Mixed Use Overlay District) and located south of Cheshire Road and west of Winterbourne Drive on Solstice Road and Holly Berry Lane.

2017-2815: A request by Pulte Homes for approval of a Final Subdivision Plat for Communities at Glenross Section 12 for 48 single family lots on 14.796 acres on property zoned R-2 PMU (One-Family Residential District with a Planned Mixed Use Overlay District) and located south of Cheshire Road and west of Winterbourne Drive on Solstice Road and Holly Berry Lane.

PROPERTY LOCATION & DESCRIPTION

The subject property is located on the south side of Cheshire Road just west of proposed Winterbourne Drive and just east of the Glenross Golf Course. The subject site is zoned R-2 PMU (One-Family Residential District with a Planned Mixed Use Overlay District). The properties to the east, south and west are zoned R-2 PMU while the six residential properties to the north are zoned residential in the County.

BACKGROUND

This project has an extensive zoning history that dates back to 2006 but the most recent significant action that pertains to the development south of Cheshire Road occurred in August 2016. At that time, City Council approved an amendment to the Zoning and Development Text, an amendment to the Preliminary Development Plan and an amendment to the Preliminary Subdivision Plat for the Communities at Glenross Sections 11-22.

Sections 11 and 12 are the 106 detached single family condominium portion of the development that is targeted to independent seniors and “empty nesters” seeking lower exterior maintenance and a community association. In June 2017, the Planning Commission and City Council approved a Final Development Plan and Final Subdivision Plat for Section 11 which consists of 58 single family lots on 22.74 acres which is currently under construction. Now the developer is requesting Final Development Plan and Final Subdivision Plat approval for Section 12 which contains 48 single family lots on 14.796 acres.

STAFF ANALYSIS

- **ZONING:** As mentioned above, the zoning for the subject site is R-2 PMU which has a specific development plan and text for the subject development. From a procedural perspective, Final Development Plans and Final Subdivision Plats would need to be reviewed and approved by the Planning Commission and City Council for each section.
- **DEVELOPMENT TEXT:** The development text sets forth development standards for the residential development which 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. Sections 11 and 12 are in Sub-Area III of the approved Preliminary Development Plan and Preliminary Subdivision Plat. The development plan and text is sensitive to the existing residential surroundings while providing an appropriate transition to a very active pair of railroad tracks operated separately by Norfolk & Southern and CSX.
- **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 (SE Highland trunk sewer) and water that would have to be extended by the developer from the existing development. An overall storm water master plan for the remainder of the development is required per the City Engineer.
- **ROADS AND ACCESS:** Section 12 is located south of Section 11 which is located south of Cheshire Road and would be accessed from Winterbourne Drive which is the main north/south spine road for Sections 11-22. Solstice Road extends west from Winterbourne Drive through Section 12 to Stone Quarry Drive (Section 11) with Holly Berry Lane being a north/south connection between Sections 11 and 12. All the streets are public and would have sidewalks on both sides of the street.
- **PEDESTRIAN CONNECTIVITY:** A pedestrian path from the west side of the Winterbourne Drive bike path would extend west through the 4.057 acre reserve area (lot 12219) on the southern portion of Section 12. The path will connect to the sidewalk on Solstice Road to the north and to the sidewalk on Stone Quarry Drive to the west. The construction and width of the path shall meet minimum City development requirements. In addition, there would be sidewalks on both sides of the public streets.
- **LOT LAYOUT & SIZE:** As mentioned above, the main entrance into Section 11 and 12 is located just south of Cheshire Road on the west side of Winterbourne Drive. The looped double loaded streets in Sections 11 and 12 (Section 12 is the southern half loop of the layout) with lots in a typical subdivision design extends into the Golf Club at Glenross style lots (80 foot wide lots) in Sections 13 and 14 that connect back into Winterbourne Drive in Section 13. In addition, a north/south street (Holly Berry Lane) connects the looped street for an additional means of egress. Per the approved development text, the subject lots in Sections 12 would have a minimum lot area of 6,500 square feet with minimum 50 feet lot widths and 130 feet lot depths. The front yard setback would be 25 feet, the rear yards setback would be 15 feet and the side yard setback would be 5 feet with a minimum house size of 1,600 square feet for a single story dwelling and 1,800 square feet for a multi-story dwelling. There is a proposed 4.057 acre reserve area (lot 12219) with a retention pond and an amenity area on the southern portion of Section 12. Furthermore, lots 12185 and 12186 are designated reserve areas just east and west of Holly Berry Lane. Finally, the subject condominium development would have a homeowners association that would have a common maintenance plan for lawn, landscaping and snow removal on each owner's lot and reserve areas.
- **BUILDING DESIGN:** The design requirements for The Communities at Glenross south of Cheshire Road are based on the housing options in each Section and Sub-Area per the approved development text. The detached condominium design requirements in Sections 11 and 12 would include (see enclosed development text for Sub-Area III): 1.) At least 25% of the front façade elevation of each building (excluding garage doors, entrance doors, gutters, shutters, downspouts and windows) shall consist of natural materials, such as brick or stone. 2.) All vinyl siding shall have a minimum thickness of 0.044 inches; 3.) Gutters (and the material by which they are attached to the home), downspouts, soffits, shutters, garage and entrance doors may be of man-made materials such as metal, vinyl, aluminum or glass; 4.) No concrete or split face block shall be permitted, except for basement or foundation walls; 5.) The roofs of all homes shall have dimensional shingles. In addition, the homes shall achieve compliance with Residential Development Design Criteria and Performance Standards in Chapter 1171.08. Pulte Homes has supplied Glenross South Age Targeted Single Family Residential exhibits with representative elevations, floor plans and color pallet of the proposed condominium units.
- **LANDSCAPING & SCREENING:** A comprehensive landscape plan has been submitted which includes street trees along Solstice Road and Holly Berry Lane and hardy landscaping in the reserve area along the bike path and retention pond in the southern portion of Section 12. The applicant is proposing 68 deciduous trees (minimum 2.5 caliper inches), 36 ornamental trees (minimum 2.5 caliper inches) and 41 evergreen trees (minimum 6 foot high at installation) with most of the trees in the reserve area. The Shade Tree Commission would need to approve all landscape plans.
- **OPEN SPACE/PARKLAND:** The Communities at Glenross Sections 11-22 has approximately 61.5 acres of open space (approximately 29.2%) in several reserve areas south of Cheshire Road. The reserve area in Section 12 contains 4.057 acres (lot 12219) and would have a retention pond, a pedestrian path and amenities. The amenities include a gazebo structure, a pickle ball court and a golf chipping and putting green. All open space/parkland in Section 12 shall be privately owned and maintained but open to the public. As previously

discussed, the applicant shall allocate space in reserve area (lot 12219) for a potential pocket park in Section 13. In addition, staff suggests the applicant prepare an overall park and amenity plan for Sections 11-22.

From a macro perspective, the developer has a robust program on the 22.705 acres of open space in Sections 9 (approximately 5.6 acres) and 10 (approximately 17.1 acres) located just north of Cheshire Road east and west of the proposed roundabout which is proposed to be completed this summer. The amenities in Section 9 include a large pool and restroom facility, a parking lot and retention pond. The amenities in Section 10 include approximately 7.5 acres of active parkland programmed with a tot lot, shelter house, basketball court, volleyball court and recreational fields while the remaining approximately 10.1 acres is a detention/retention basin next to the railroad tracks. Every homeowner in the Communities at Glenross would have access to the open spaces and amenities.

- **TREE PRESERVATION:** The developer has provided a tree inventory for Section 12 of trees being removed and a landscape plan identifying new trees being installed less the required street trees. The developer is removing 19 qualified trees totaling 209 caliper inches while 68 deciduous trees (minimum 2.5 caliper inches), 36 ornamental trees (minimum 2.5 caliper inches) and 41 evergreen trees (minimum 6 foot high at installation) are being planted which yields 382 caliper inches. Therefore the developer has achieved compliance with Chapter 1168 Tree Preservation Regulations.
- **LIGHTING PLAN:** The lighting plan for Section 12 was approved by the Chief Building Official on November 11, 2017.
- **SIGNAGE:** There is not any proposed signage in Section 12. Section 11 included the subdivision entrance wall signs and stone piers east and west of Winterbourne Drive just south of Cheshire Road which appeared to be consistent other “Glenross” entrance signs in size, material and signage.
- **PHASING:** Per the approved Preliminary Subdivision Plat, Section 13 would be the next section to be developed within the subdivision developed in twelve sections (11-22) from north to south on the west side of Winterbourne Drive and then from north to south on the east side of Winterbourne Drive. To ensure compliance with City emergency service requirements, it is important each section should be constructed in sequence as proposed. If developed in a different sequence additional access requirements including at a minimum providing adequate emergency access would likely be required. Section 11 provided an additional emergency access drive from Cheshire Road. With multiple Sub-Areas and many more development sections the Communities at Glenross, it is important for reference and tracking purposes that the plans and plats for each section have appropriate nomenclature that correlates the sections to the applicable Zoning Sub-Areas. Therefore all plans and plats that reference a section or phase must include the Zoning Sub-Area name either in the title or some form approved by City Staff.

STAFF RECOMMENDATION – (2017-2814 FINAL DEVELOPMENT PLAN)

Staff recommends approval of a request by Pulte Homes of a Final Development Plan for Communities at Glenross Section 12 for 48 single family lots on 14.796 acres on property zoned R-2 PMU (One-Family Residential District with a Planned Mixed Use Overlay District) and located south of Cheshire Road and west of Winterbourne Drive on Solstice Road and Holly Berry Lane, 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. The lots and houses shall comply with the minimum bulk and setback requirements in the approved development text.
3. The single family houses shall comply with the minimum architectural standards and house size in the approved development text and per applicable sections of the current zoning code.
4. A street tree plan shall be submitted and approved by the Shade Tree Commission.
5. The pedestrian path within the southern reserve area (Lot 12219) shall be installed by the developer that meets minimum City development requirements and is located within an easement dedicated to the City and shall be maintained by the Homeowner’s Association.
6. The applicant shall allocate space in reserve area (lot 12219) for a potential pocket park in Section 13.

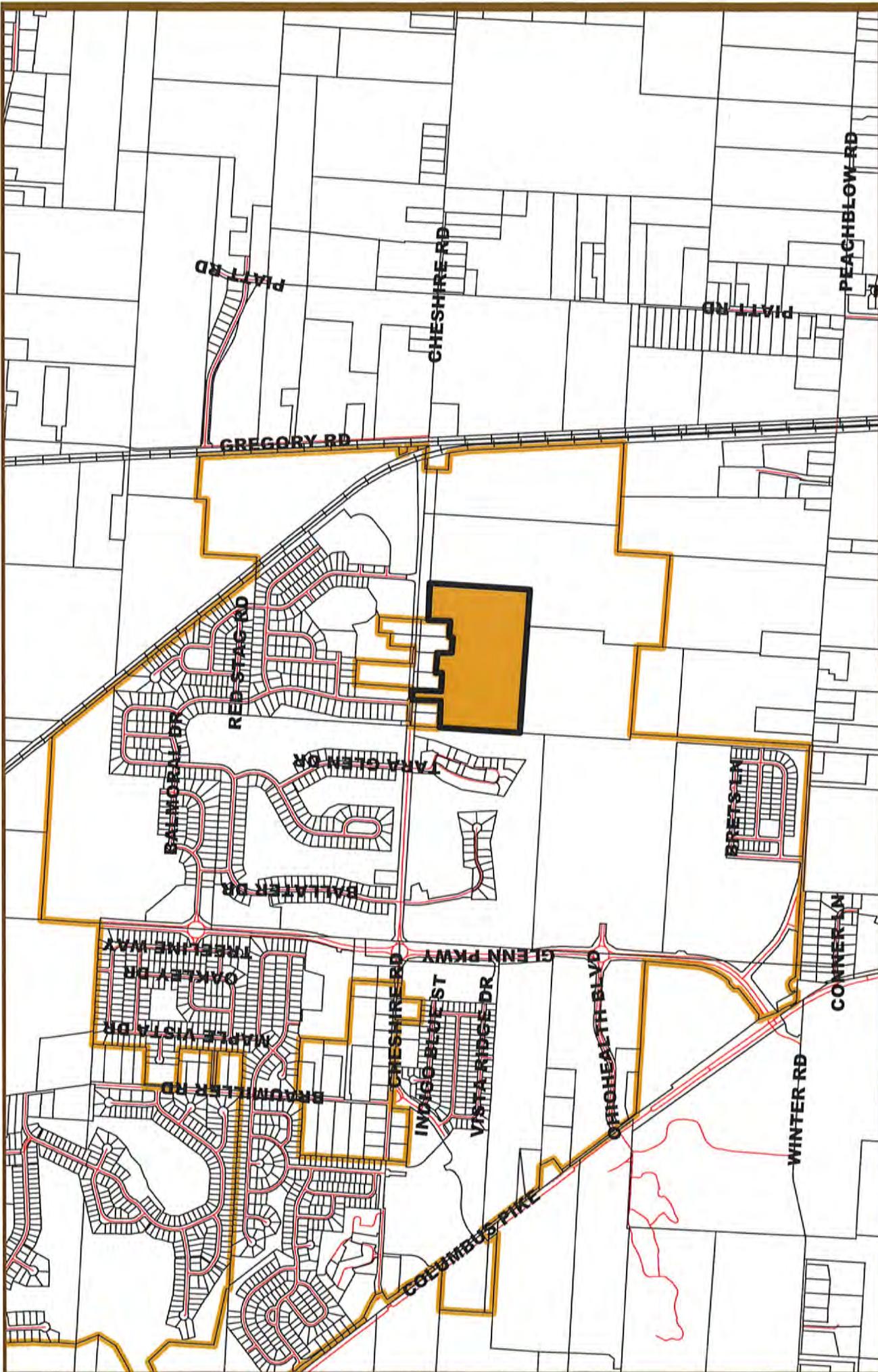
7. This section of the Communities of Glenross Subdivision is in the Delaware South New Community Authority, subject to the single family lot transportation fee (\$1,000 per dwelling unit) in effect at the time of building permit issuance per the pre-annexation agreement and is subject to the South East Highland Sanitary Sewer additional capacity charge of \$3,200 per dwelling units.

STAFF RECOMMENDATION – (2017-2815 FINAL SUBDIVISION PLAT)

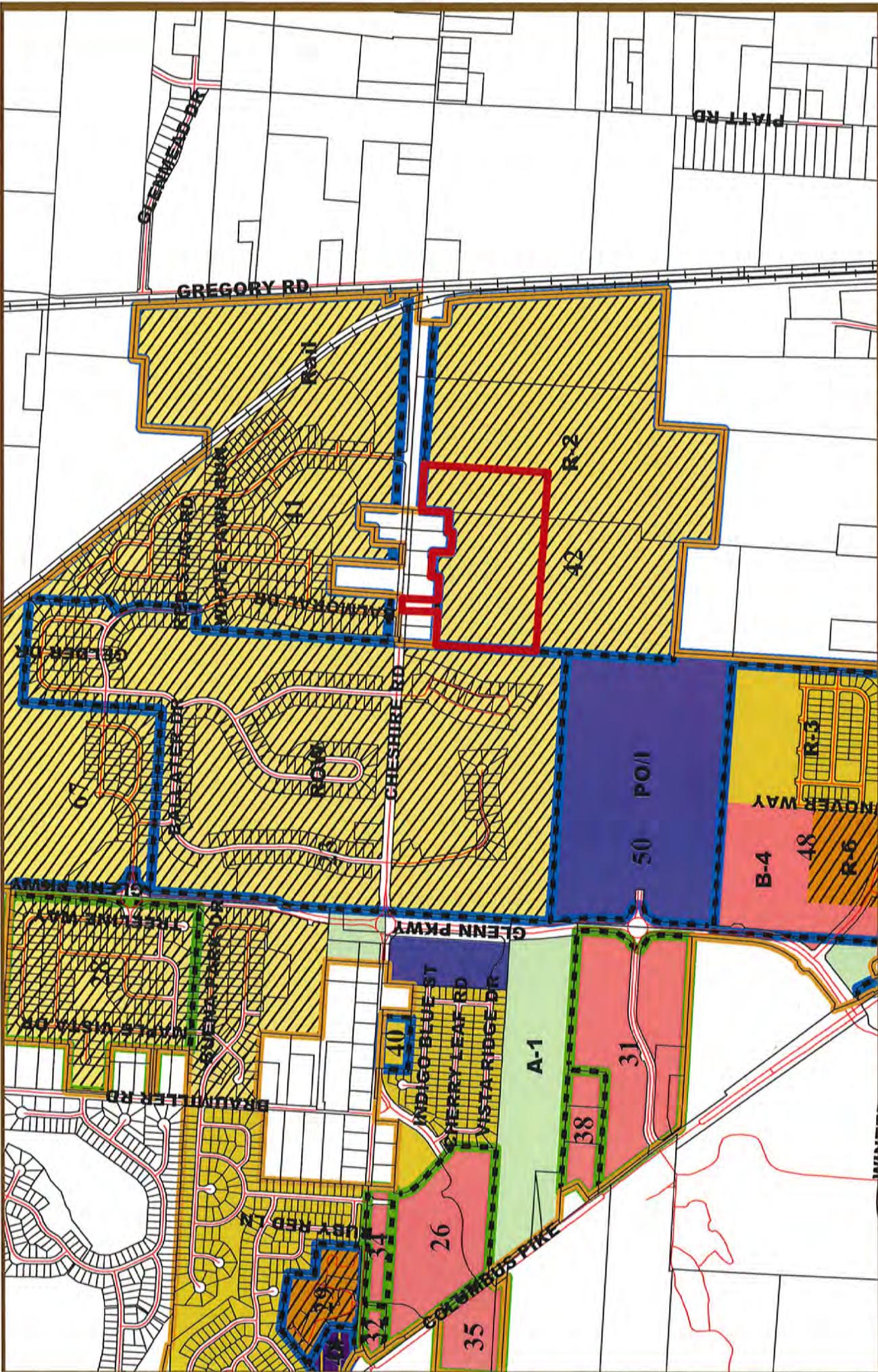
Staff recommends approval of a request by Pulte Homes of a Final Subdivision Plat for Communities at Glenross Section 12 for 48 single family lots on 14.796 acres on property zoned R-2 PMU (One-Family Residential District with a Planned Mixed Use Overlay District) and located south of Cheshire Road and west of Winterbourne Drive on Solstice Road and Holly Berry Lane, 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. The lots and houses shall comply with the minimum bulk and setback requirements in the approved development text.
3. The single family houses shall comply with the minimum architectural standards and house size in the approved development text and per applicable sections of the current zoning code.
4. A street tree plan shall be submitted and approved by the Shade Tree Commission.
5. The pedestrian path within the southern reserve area (Lot 12219) shall be installed by the developer that meets the minimum City development requirements and located within an easement dedicated to the City and shall be maintained by the Homeowner’s Association.
6. The applicant shall allocate space in reserve area (lot 12219) for a potential pocket park in Section 13 if required.
7. This section of the Communities of Glenross Subdivision is in the Delaware South New Community Authority, subject to the single family lot transportation fee (\$1,000 per dwelling unit) in effect at the time of building permit issuance per the pre-annexation agreement and is subject to the South East Highland Sanitary Sewer additional capacity charge of \$3,200 per dwelling units.

COMMISSION NOTES:



2017-2814 & 2815
 Final Development Plan & Final Subdivision Plat
 Communities at Glenross - Section 12
 Location Map

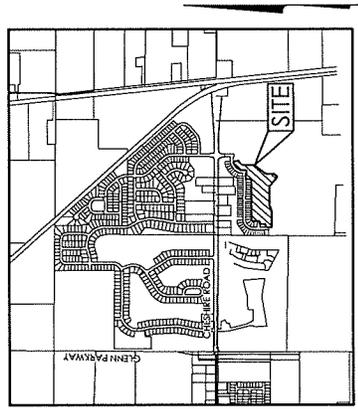


2017-2814 & 2815
 Final Development Plan & Final Subdivision Plat
 Communities at Glenross - Section 12
 Zoning Map



2017-2814 & 2815
Final Development Plan & Final Subdivision Plat
Communities at Glenross - Section 12
Aerial (2016) Map

COMMUNITIES AT GLENROSS SECTION 12



LOCATION MAP
NO SCALE

INDEX OF DRAWINGS

FINAL PLAN:	SHEET 1-3
SECTION 12	
SITE PLAN:	SHEET 4
TREE INVENTORY PLAN:	SHEET 5
STREET LIGHTING PLAN:	SHEET 6
ILLUSTRATIVE SITE PLAN:	SHEET 7
LANDSCAPE PLAN / AMENITY ENLARGEMENT:	SHEET L-1 - L-2

PREPARED FOR:



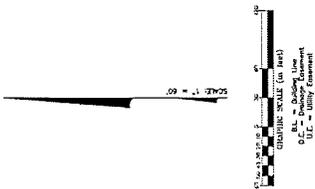
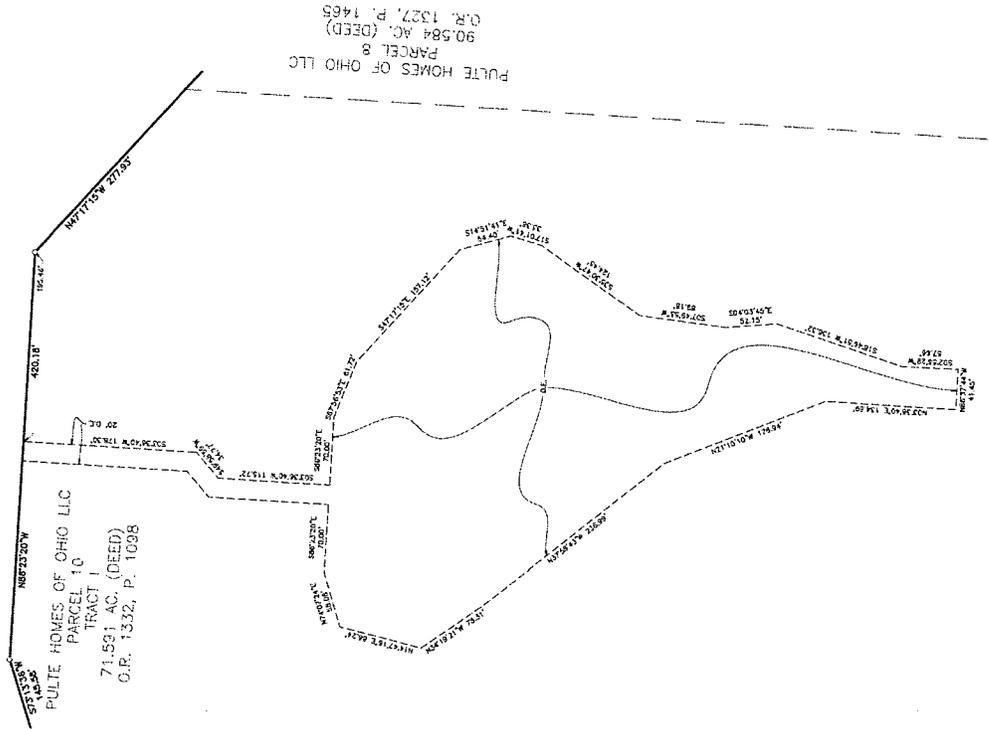
4900 TUTTLE CROSSING BOULEVARD
DUBLIN, OHIO 43016
PH. 614-356-5833

SUBMITTAL: OCTOBER 30, 2017

CIVIL ENGINEER &
LANDSCAPE ARCHITECT



THE COMMUNITIES AT GLENROSS SECTION 12



CITY OF DELAWARE, DELAWARE COUNTY, OHIO
COMMUNITIES AT GLENROSS
SECTION 12
TREE INVENTORY & REMOVAL PLAN

EMHT
 ENGINEERING & ARCHITECTURE
 10000 W. STATE ST., SUITE 100
 COLUMBUS, OHIO 43240
 (614) 261-1100
 www.emht.com

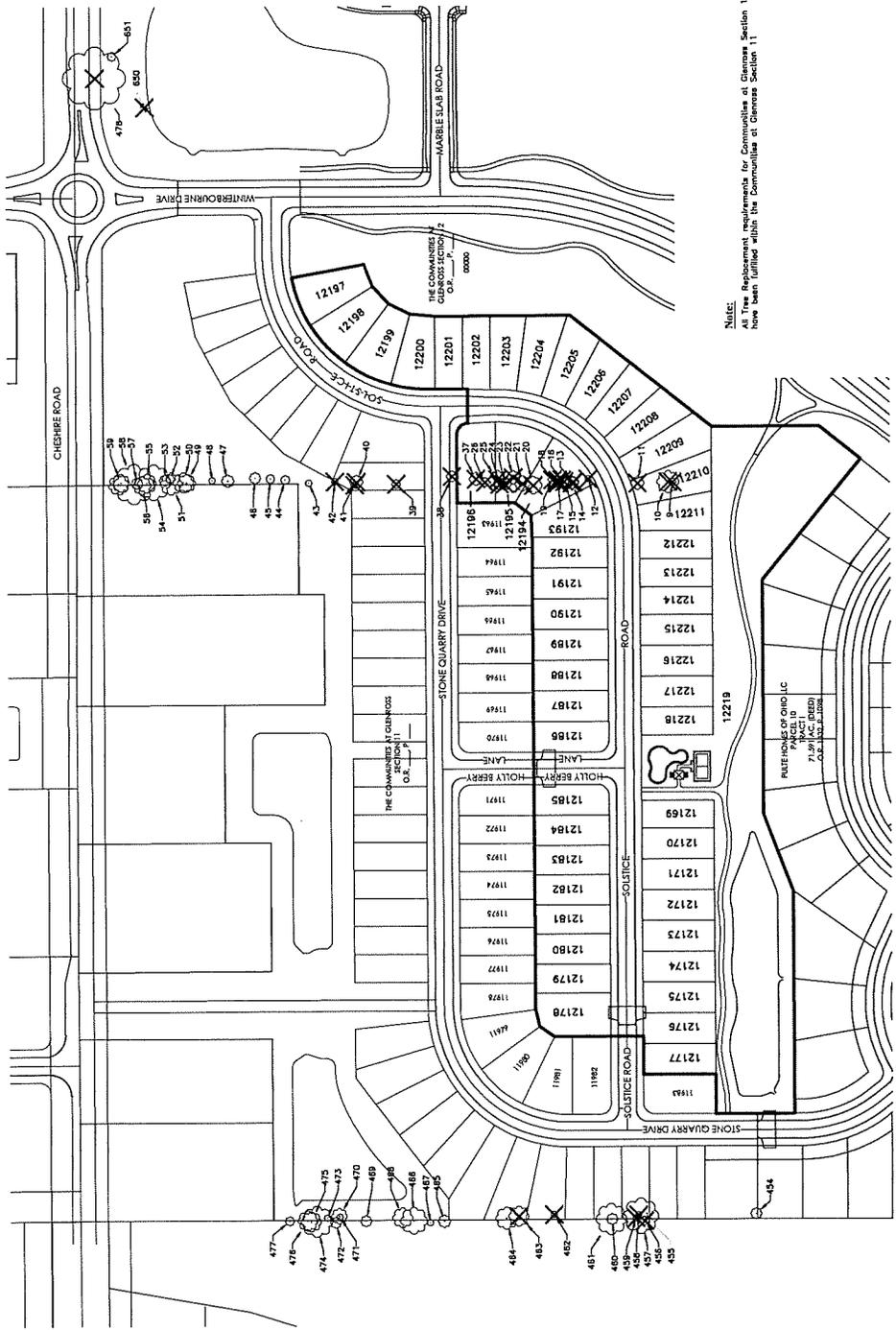
DATE: October 30, 2017
 SCALE: 1" = 40'
 SHEET NO.: 20170205
 JOB NO.:
 REVISION: 5/17



TREE INVENTORY
 Total Number of Trees: 67 (603 Collier Inches)
 Number of Trees Removed: 32 (393 Collier Inches)
 Number of Dead Trees to be Removed: 2 (18 Collier Inches)
 Total Number of Trees Preserved: 35 (603 Collier Inches)

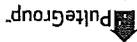
X Trees Removed
 O Trees to be Preserved

Tree Number	Size	Condition	Common Name
1	12	Good	Black Cherry
2	12	Good	Black Cherry
3	12	Good	Black Cherry
4	12	Good	Black Cherry
5	12	Good	Black Cherry
6	12	Good	Black Cherry
7	12	Good	Black Cherry
8	12	Good	Black Cherry
9	12	Good	Black Cherry
10	12	Good	Black Cherry
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61	12	Good	Black Cherry
62	12	Good	Black Cherry
63	12	Good	Black Cherry
64	12	Good	Black Cherry
65	12	Good	Black Cherry
66	12	Good	Black Cherry
67	12	Good	Black Cherry



NOTE: All Tree Replacement requirements for Communities at Glenross Section 12 have been fulfilled within the Communities at Glenross Section 11.

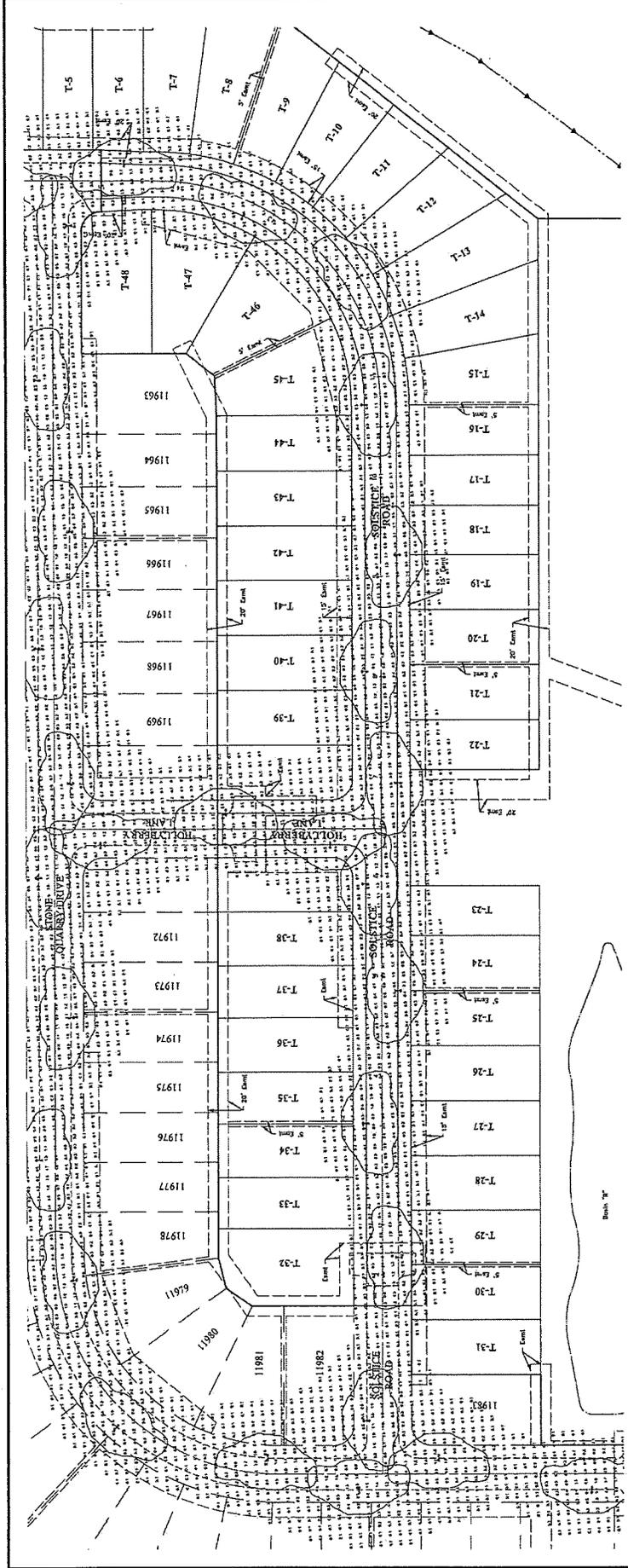
NO.	DATE	DESCRIPTION



STREET, STORM, WATER AND LIGHTING PLAN
 SECTION 12
 THE COMMUNITIES AT GLENROSS
 STREET LIGHTING PLAN

EMH
 ENGINEERING
 10000 W. 110th St., Suite 100
 Overland Park, KS 66211
 Phone: (913) 241-1100
 Fax: (913) 241-1101
 Email: emh@emh.com

DATE: OCTOBER 2017
 SCALE: 1" = 50'
 SHEET: 20/23
 SHEET: 20/23



NOTE:
 Street lights must be fully functional and on-bills before construction. The contractor shall be responsible for obtaining all necessary permits and approvals for public works prior to commencement of construction. The contractor shall be responsible for obtaining all necessary permits and approvals for public works prior to commencement of construction. The contractor shall be responsible for obtaining all necessary permits and approvals for public works prior to commencement of construction.

STREET LIGHT TABLE

STREET	LENGTH	OFFSET	TYPE
SOLSTICE ROAD	2+18	10' RL	10' RL
	3+52	10' LL	10' LL
	4+05	15' RL	15' RL
	5+02	15' LL	15' LL
	6+04	15' RL	15' RL
	8+05	15' LL	15' LL
	8+25	15' RL	15' RL
	11+68	15' LL	15' LL
	13+27	15' LL	15' LL
	14+57	20' RL	20' RL
HILLBERRY LANE	0+1-52	15' LL	15' LL
	1+58	15' RL	15' RL



[Signature]
 City Official
 Date: 11-16-17

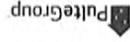
LUMINAIRE SCHEDULE

Qty	Calling Number	Description	Lamp	File	Lumens	LF	Watts
13	GVD2 P30 30KAS M CHC-3 R S GL FPDS PCLL	GRANVILLE II LED, LED 14, 3000K 120-277V, TYPE 3 DISTRIBUTION, NO TRIM	LED COB	GVD2_P30_30 K_AS_3_Nass	7075	0.84	60

STATISTICS

Description	Avg	Min	Max	App/Min
Hillberry Lane	0.6 fc	0.2 fc	1.6 fc	3.0:1
Solstice Road	0.5 fc	0.1 fc	1.7 fc	5.0:1

REVISIONS	DATE	DESCRIPTION

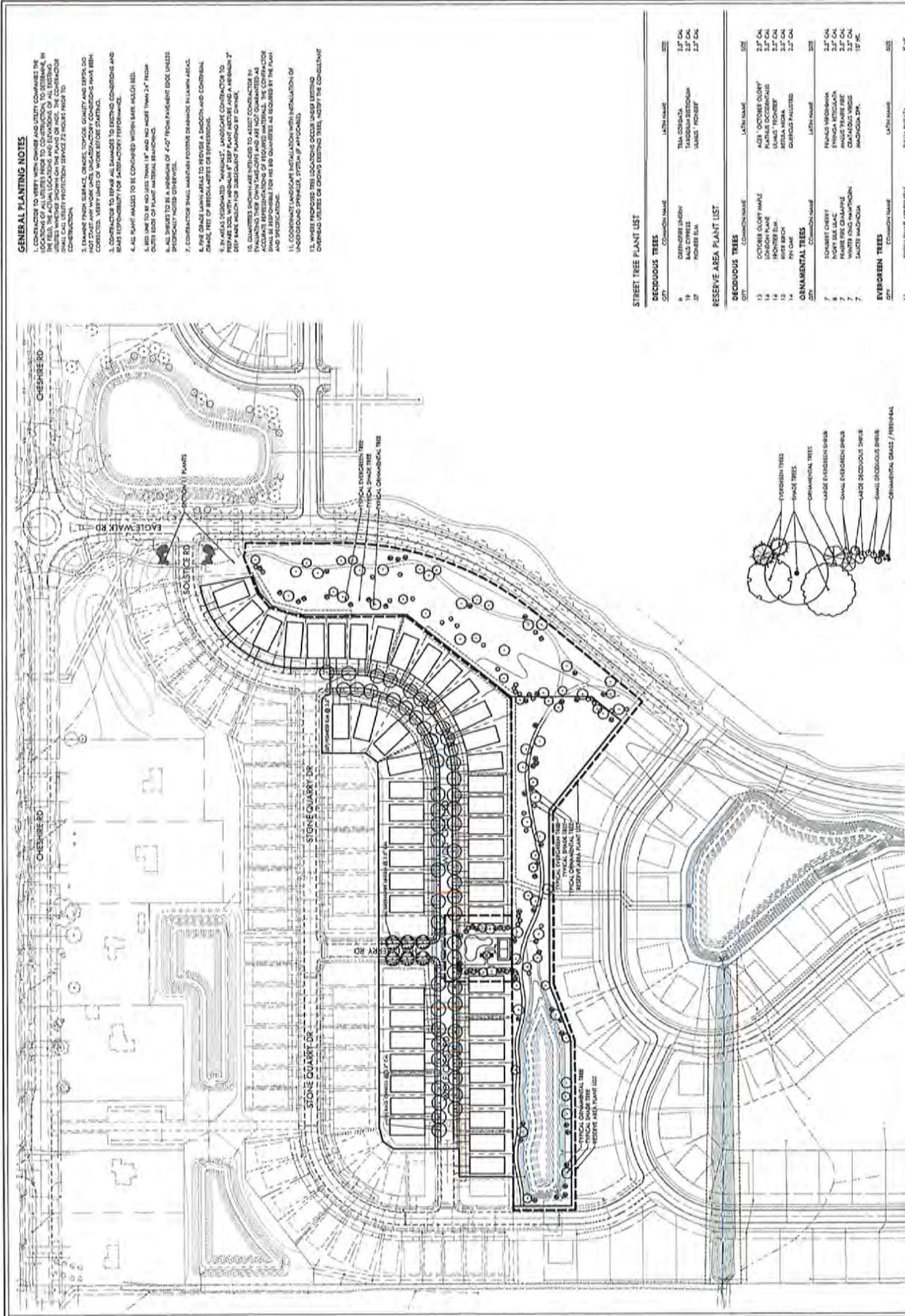


CITY OF DELAWARE, DELAWARE COUNTY, OHIO
 COMMUNITIES AT GLENROSS
 SECTION 12
 ILLUSTRATIVE SITE PLAN

EMHT
 ENGINEERING, MECHANICAL & ARCHITECTURE
 10000 DELAWARE AVENUE, SUITE 100
 DELAWARE, OHIO 43015
 DATE: October 24, 2017

SCALE: 1" = 40'
 SHEET NO.: 2117002
 SHEET: 7/7



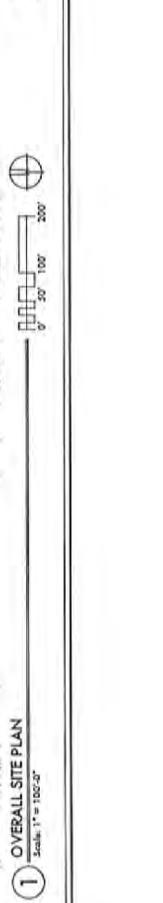
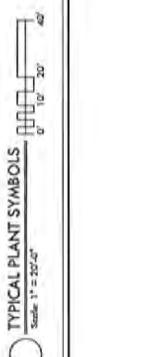


GENERAL PLANTING NOTES

1. EXAMINE FIELD SURVEY, DESIGN, QUANTITY AND DETAILS TO DETERMINE THE LOCATION OF ALL PLANTING TO BE INSTALLED. THE CONTRACTOR SHALL VERIFY THE ACTUAL LOCATION AND ELEVATION OF ALL EXISTING UTILITIES AND RECORD THEM ON THE PLANS. THE CONTRACTOR SHALL VERIFY THE LOCATION AND ELEVATION OF ALL EXISTING UTILITIES AND RECORD THEM ON THE PLANS. THE CONTRACTOR SHALL VERIFY THE LOCATION AND ELEVATION OF ALL EXISTING UTILITIES AND RECORD THEM ON THE PLANS.
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3. CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND CONNECTIONS. VERIFY ALL TYPES OF WORK BEFORE STARTING.
4. ALL PLANTING SHALL BE TO BE COMPLETED WITHIN 90 DAYS OF THE START OF CONSTRUCTION. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND CONNECTIONS. VERIFY ALL TYPES OF WORK BEFORE STARTING.
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7. CONTRACTOR SHALL MAINTAIN EXISTING TREES AND LANDSCAPE ELEMENTS UNLESS OTHERWISE SPECIFIED.
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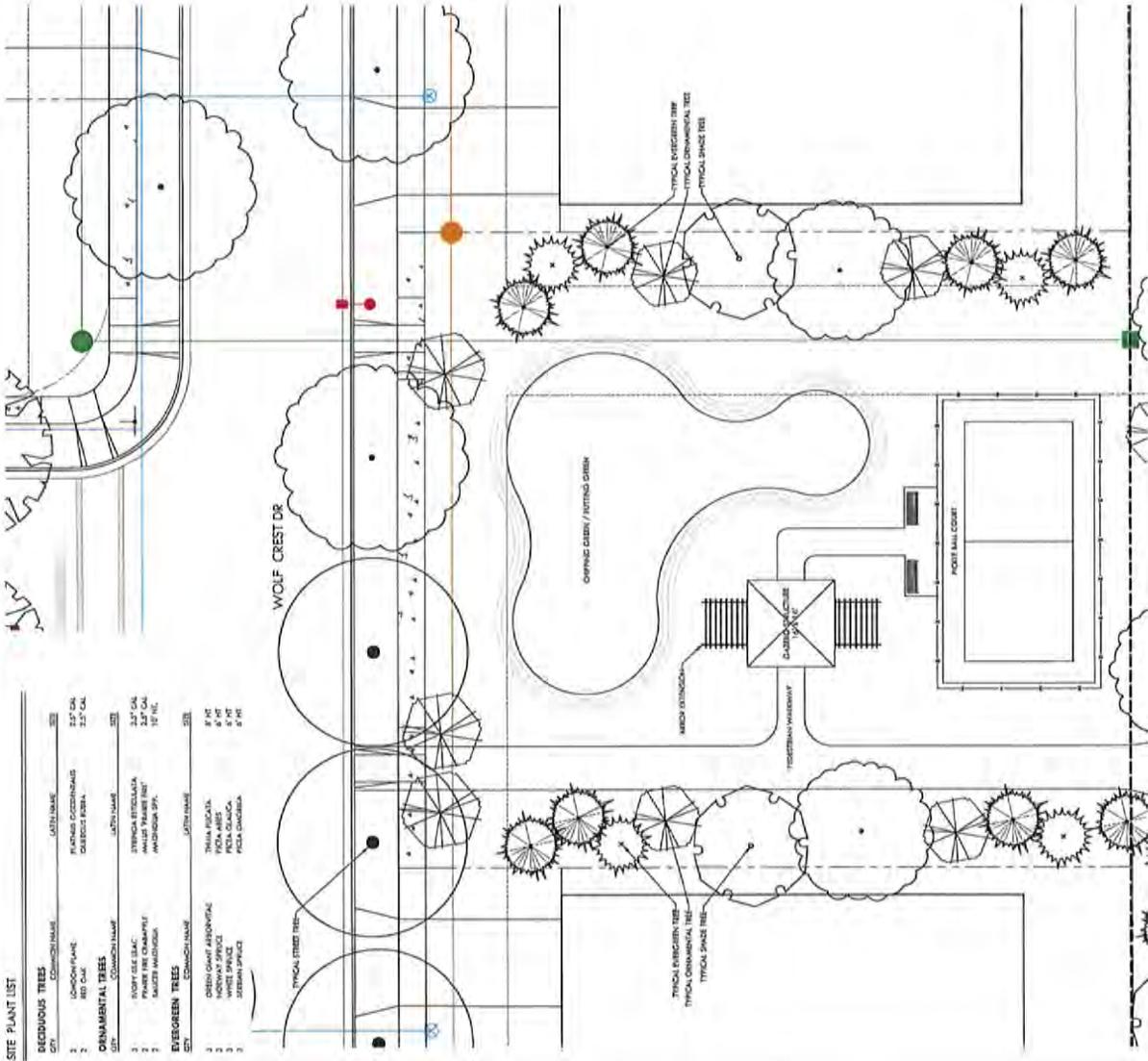
STREET TREE PLANT LIST

STREET	COMMON NAME	LATIN NAME	SIZE
1	DOGWOOD	DOGWOOD	12' O.A.
2	DOGWOOD	DOGWOOD	12' O.A.
3	DOGWOOD	DOGWOOD	12' O.A.
4	DOGWOOD	DOGWOOD	12' O.A.
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43	DOGWOOD	DOGWOOD	12' O.A.
44	DOGWOOD	DOGWOOD	12' O.A.
45	DOGWOOD	DOGWOOD	12' O.A.
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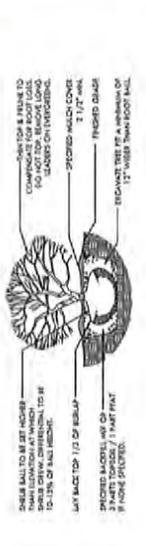
SITE PLANT LIST

DECIDUOUS TREES	COMMON NAME	LATITUDE	SIZE
1	LONDON PLANE	22° 04' N	22' DIA
2	FLORIDA COCCINIFERUS	22° 04' N	22' DIA
3	QUERCUS SPINA	22° 04' N	22' DIA
ORNAMENTAL TREES	COMMON NAME	LATITUDE	SIZE
1	STYRACIA STYRACIATA	22° 04' N	22' DIA
2	FRAXINUS SPINA	22° 04' N	22' DIA
3	MAHONIA AUCUPARIA	18° 04' N	18' DIA
EVERGREEN TREES	COMMON NAME	LATITUDE	SIZE
1	ORBITAL GUMMITEA	18° 04' N	18' DIA
2	TRINIA ACUTATA	18° 04' N	18' DIA
3	PELCA QUANGA	18° 04' N	18' DIA
4	PELCA QUANGA	18° 04' N	18' DIA
5	STERNIA SPINACEA	18° 04' N	18' DIA

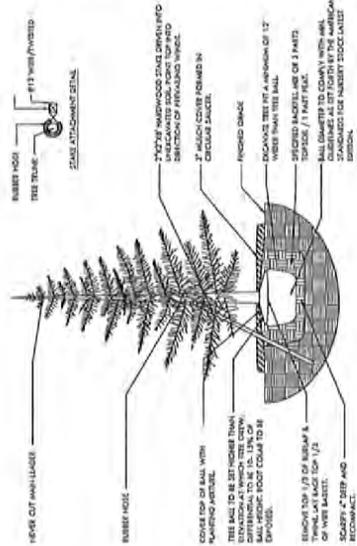


BLENDON GARDENS
 Landscaping & the Environment, Inc. (Logo)
 5950 SOUTH OLD STATE ROAD
 LEWIS CENTER, OHIO 43081
 P: 614.880.0100 FAX: 614.880.0101

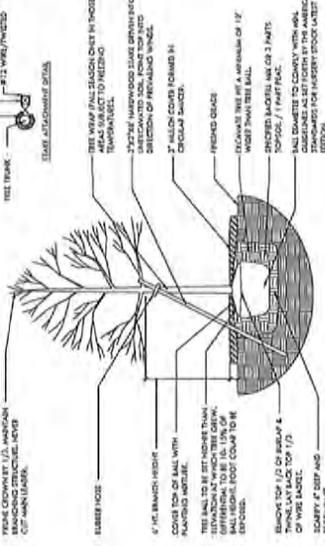
COMMUNITIES AT GLENROSS SECTION 12
 BERTHS TOWNSHIP, DELAWARE COUNTY, OHIO
 AMENITY ENLARGEMENT
 PROJECT: _____
 REVISED: _____
 DATE: 08/11/17
 DRAWN BY: TINA COSTANTINO
 CHECKED BY: B. THORNTON
 PROJECT NUMBER: _____
 SHEET: _____
 L-2



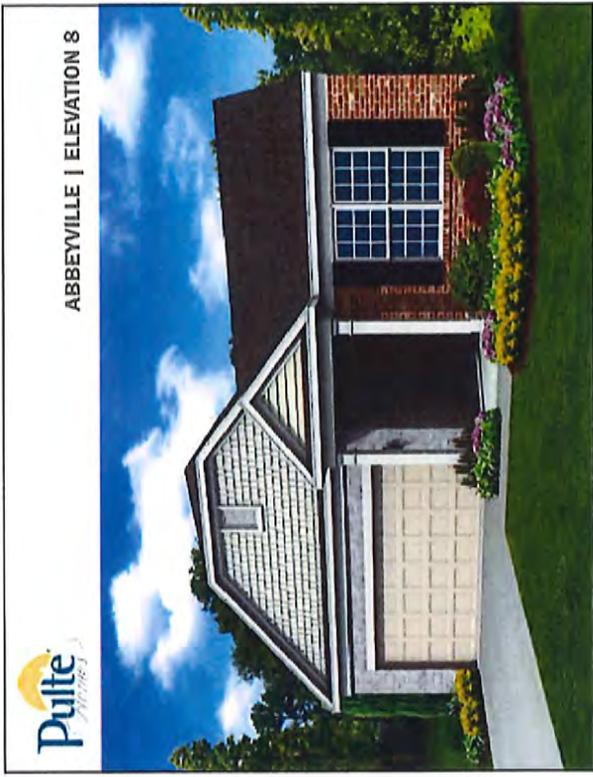
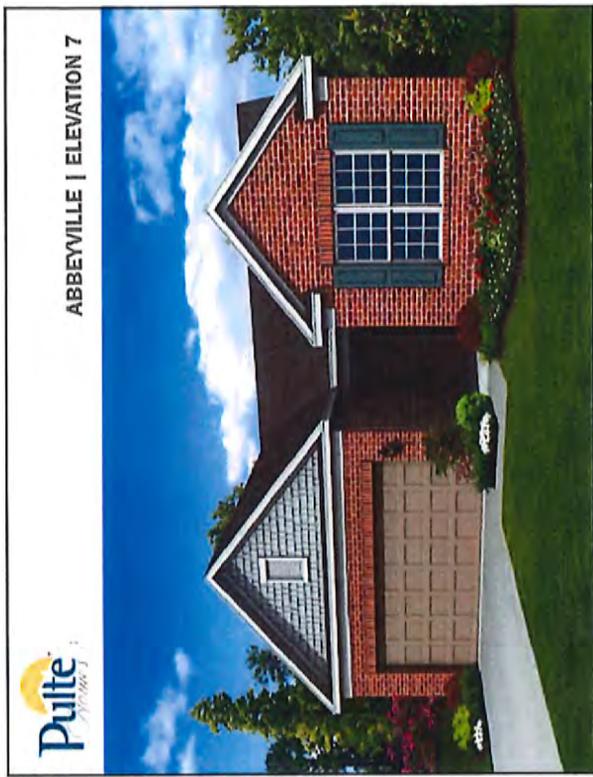
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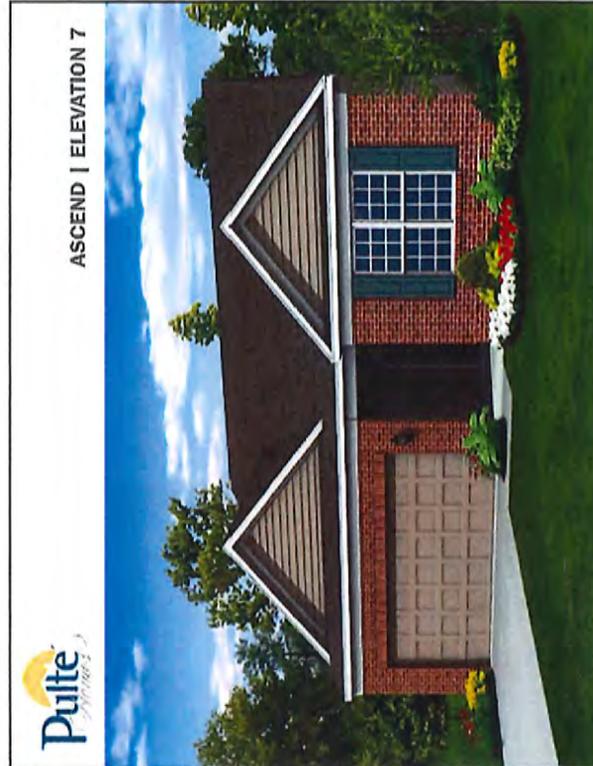
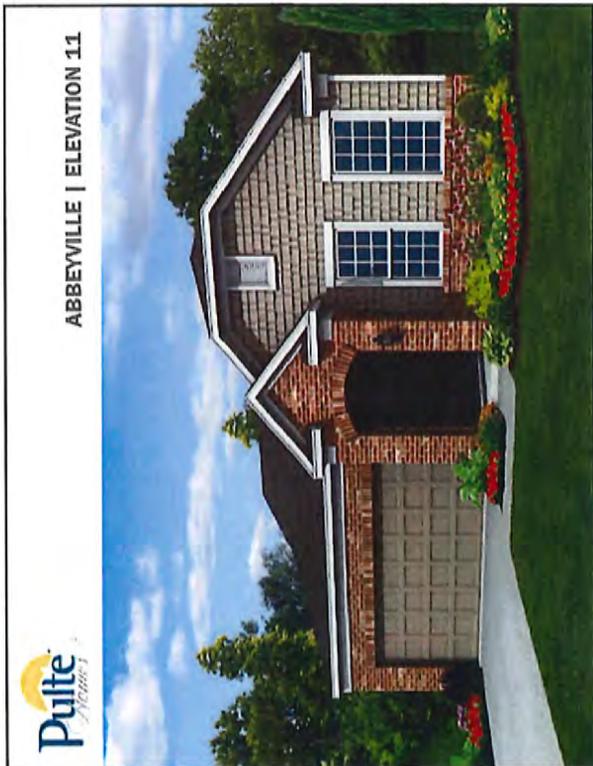


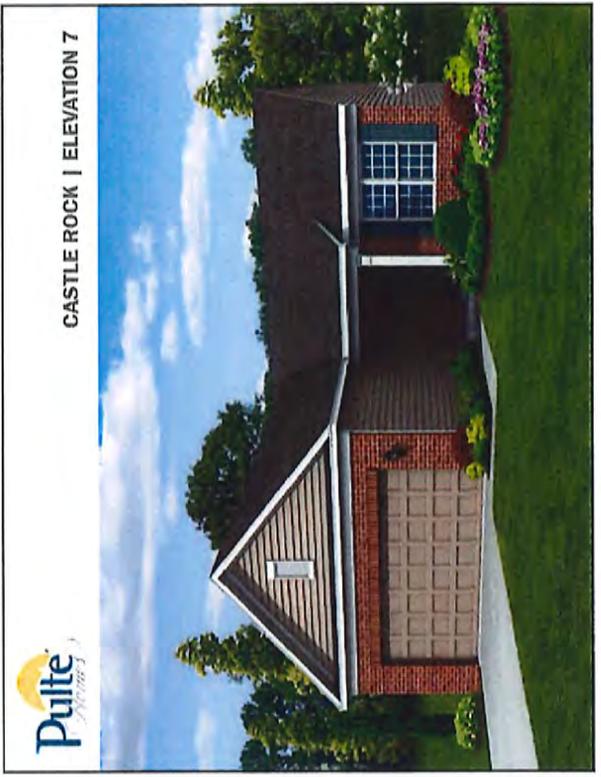
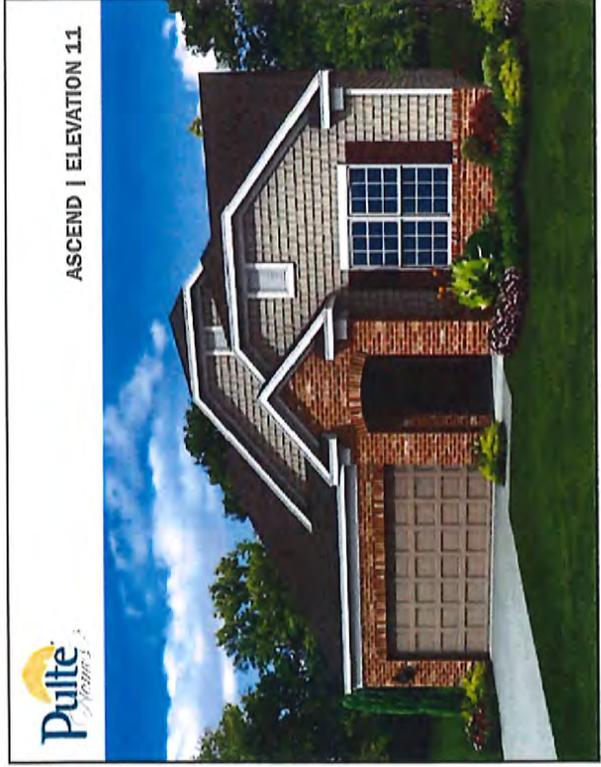
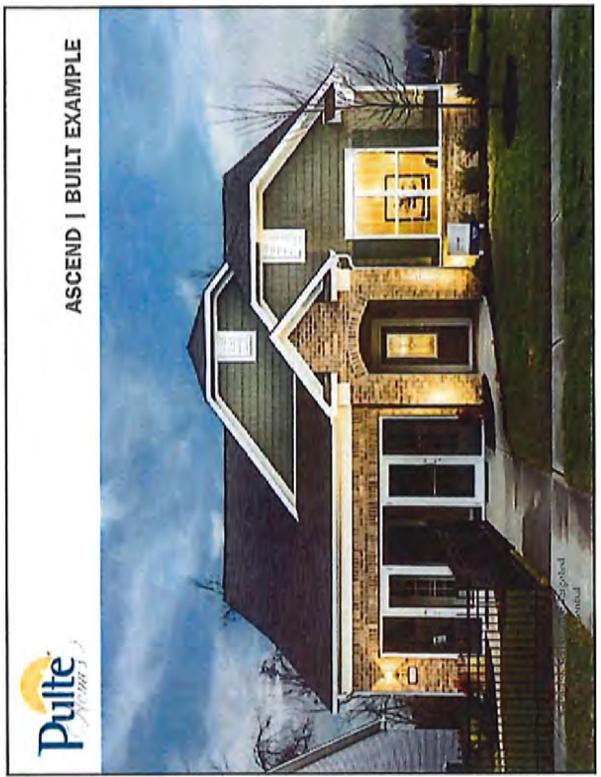
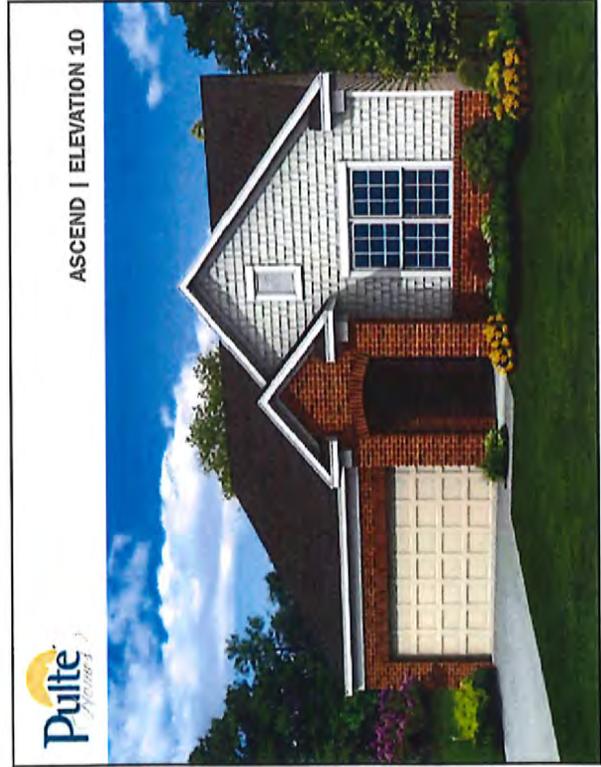
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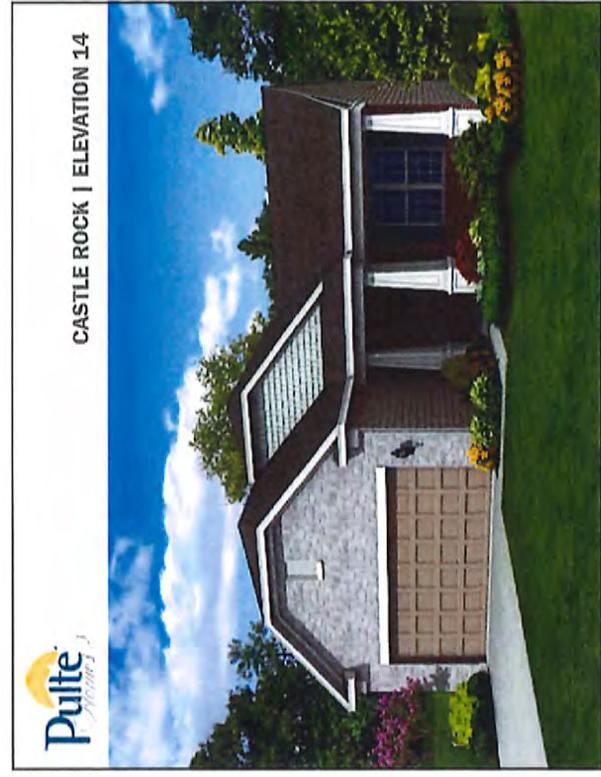
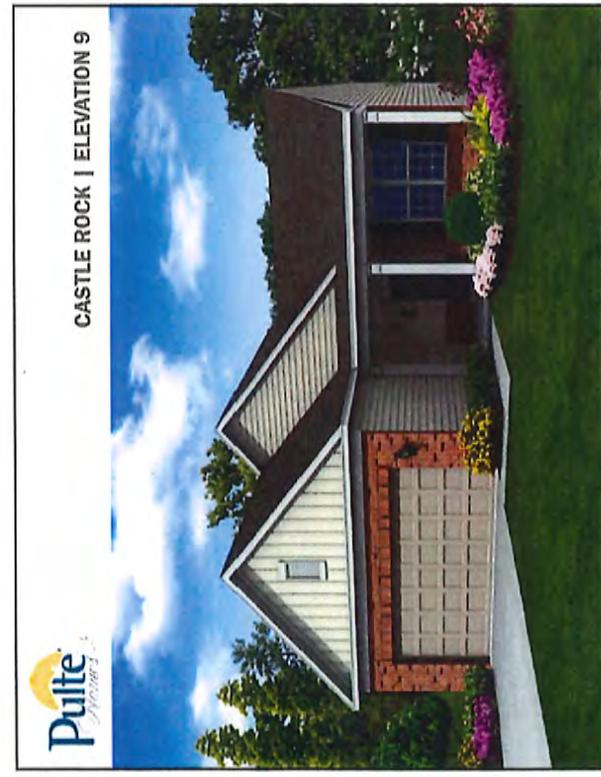
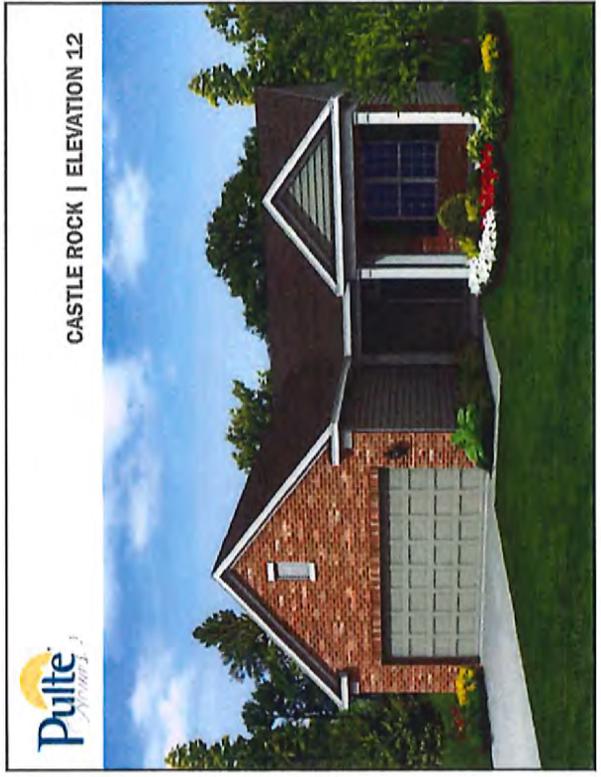
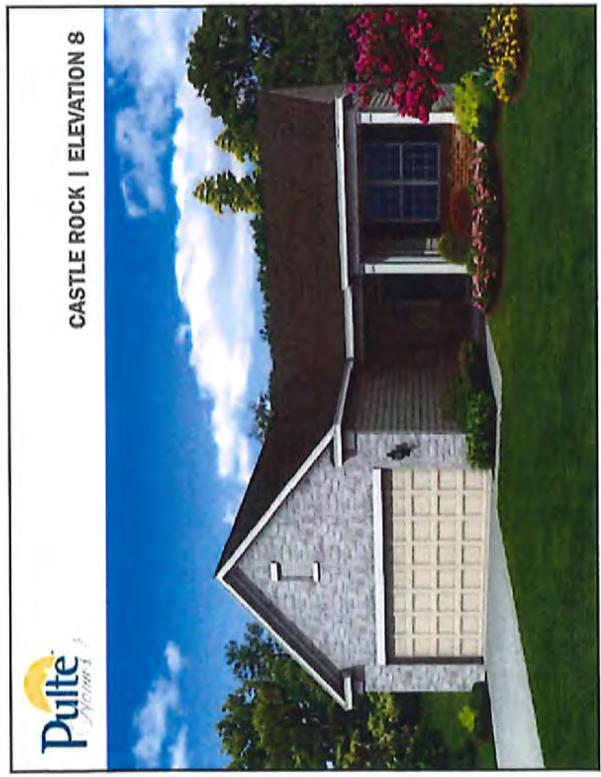


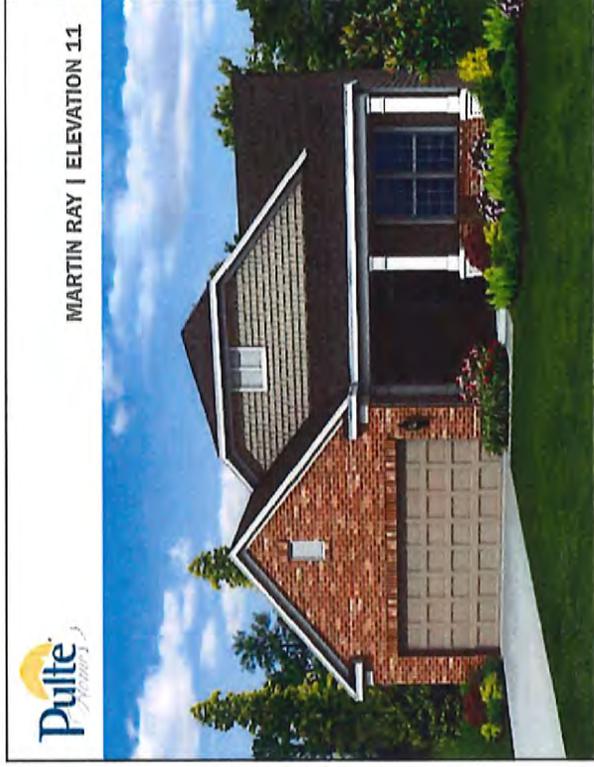
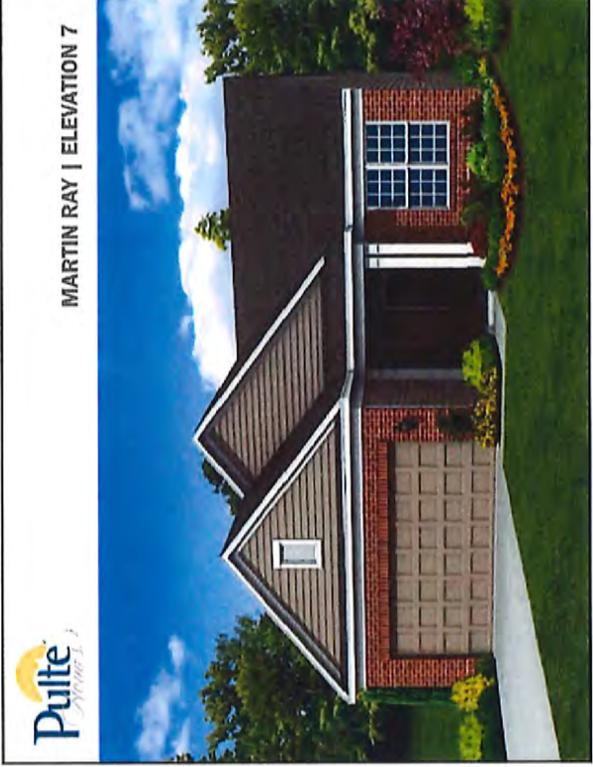
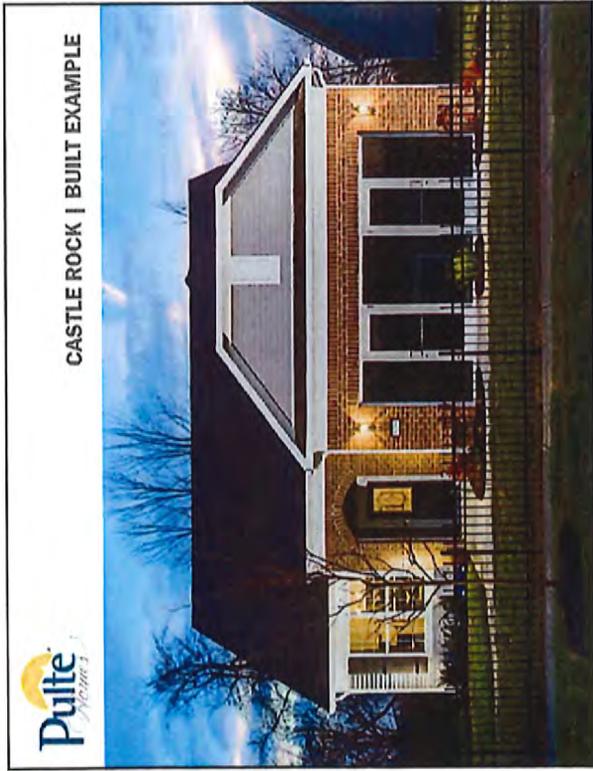
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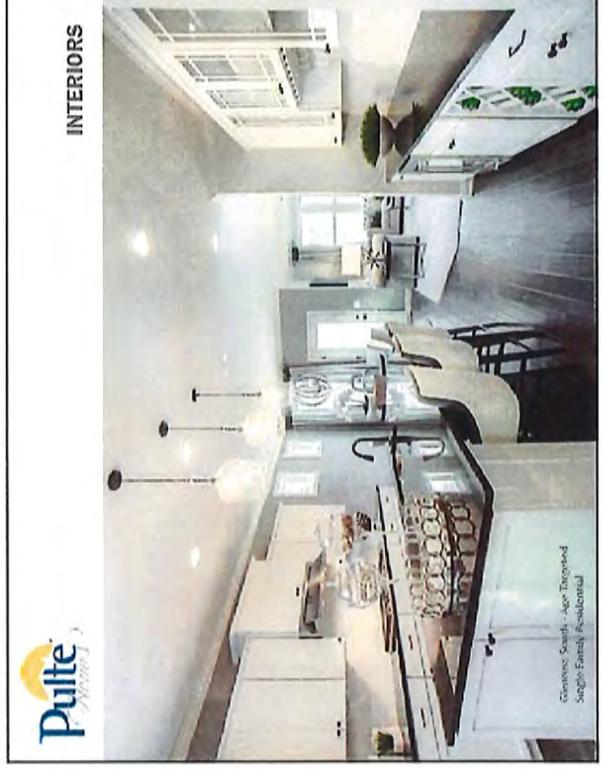
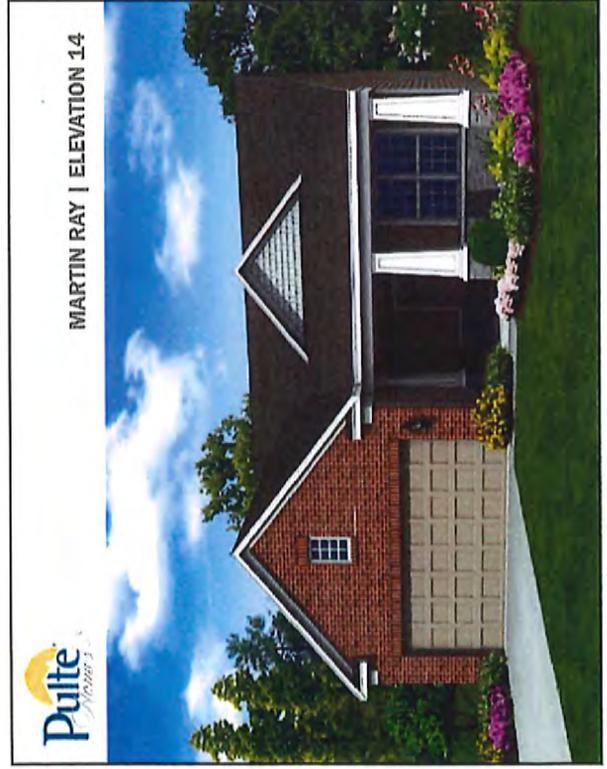
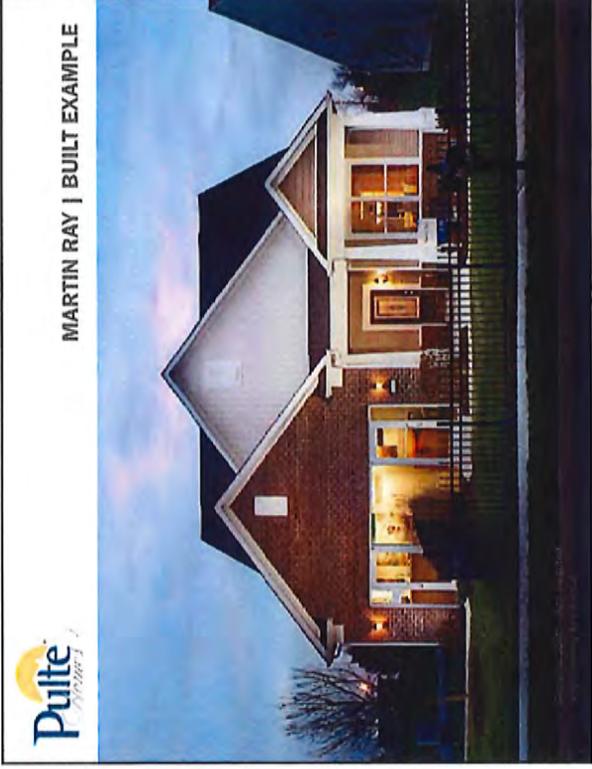
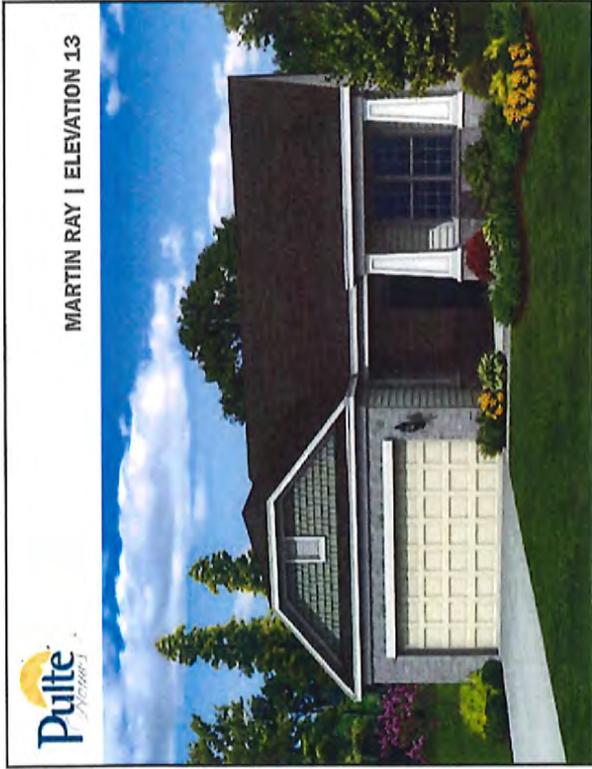


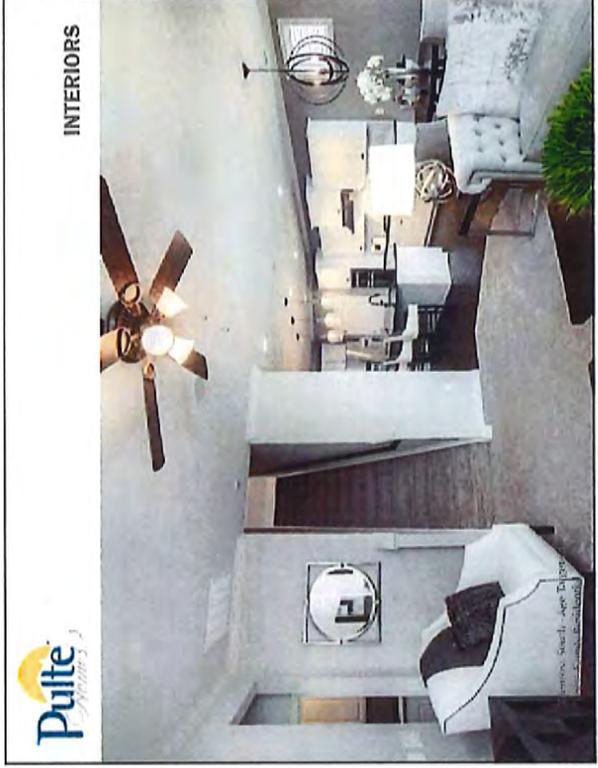
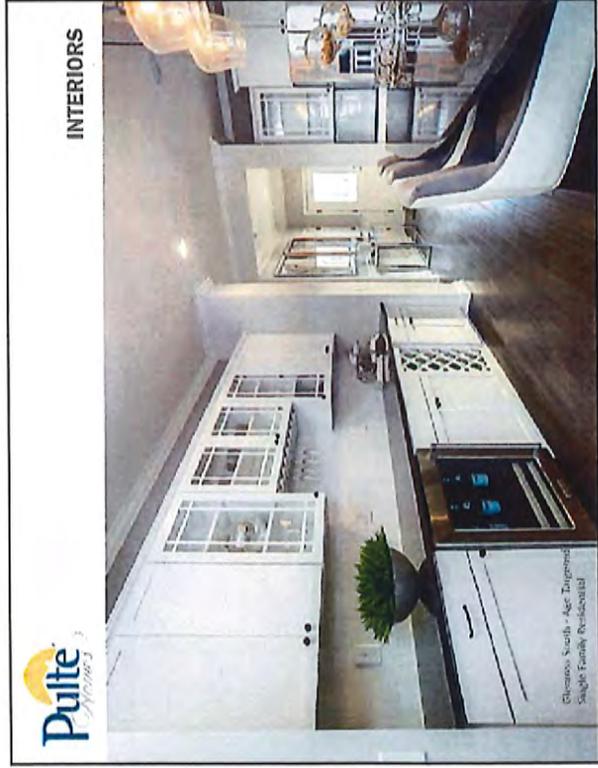
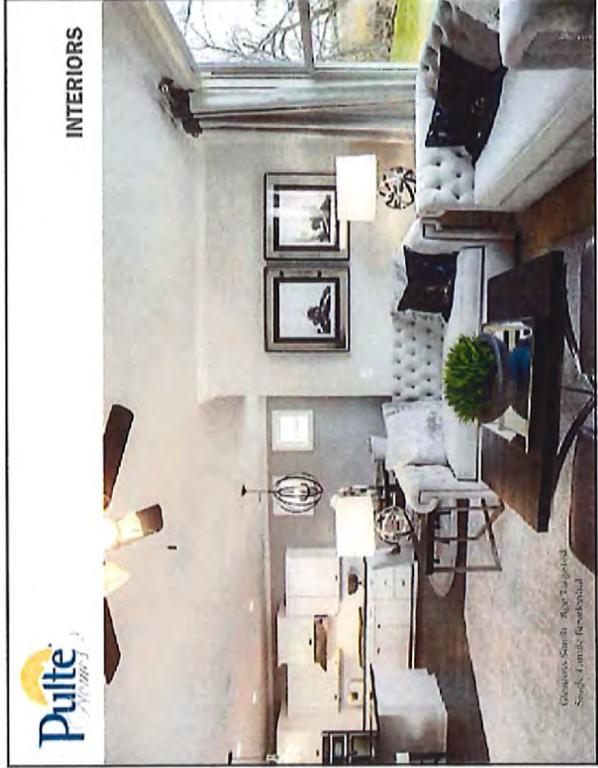
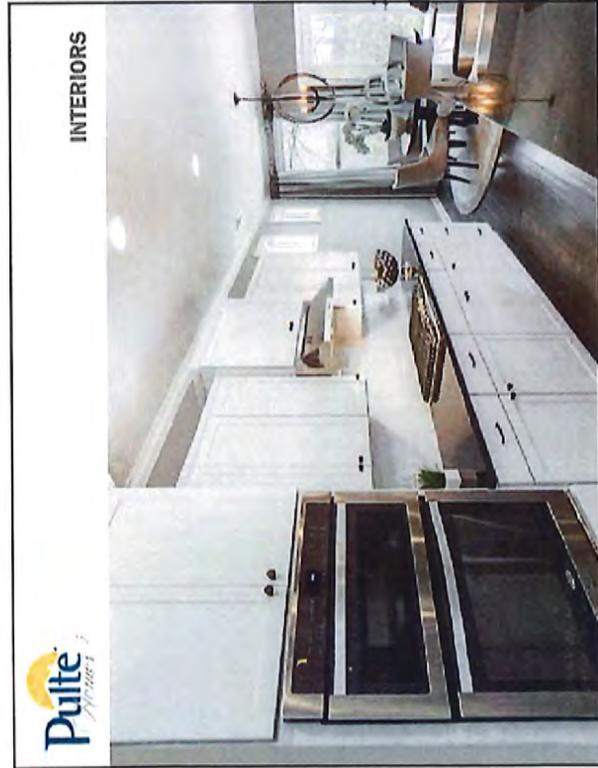


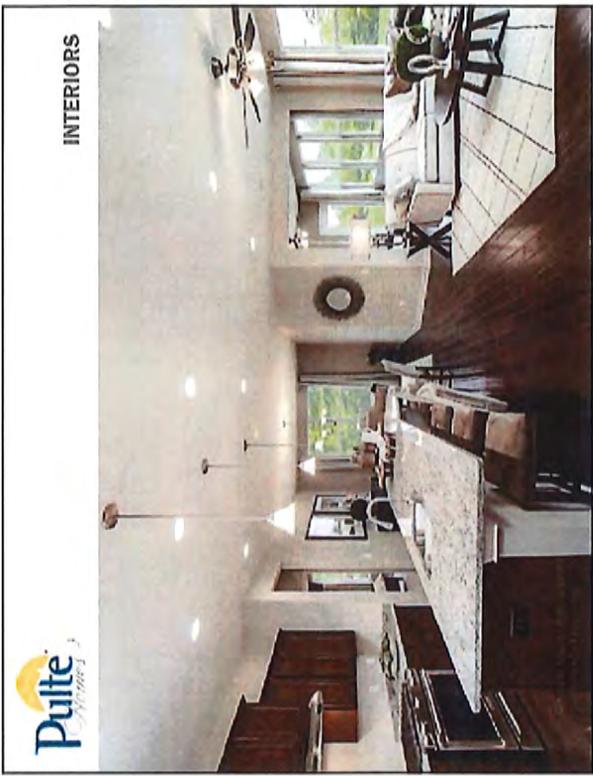
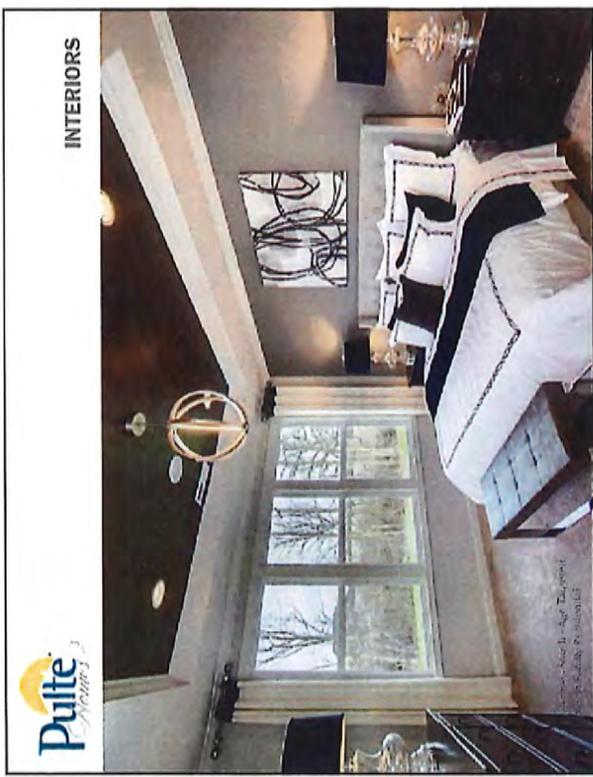
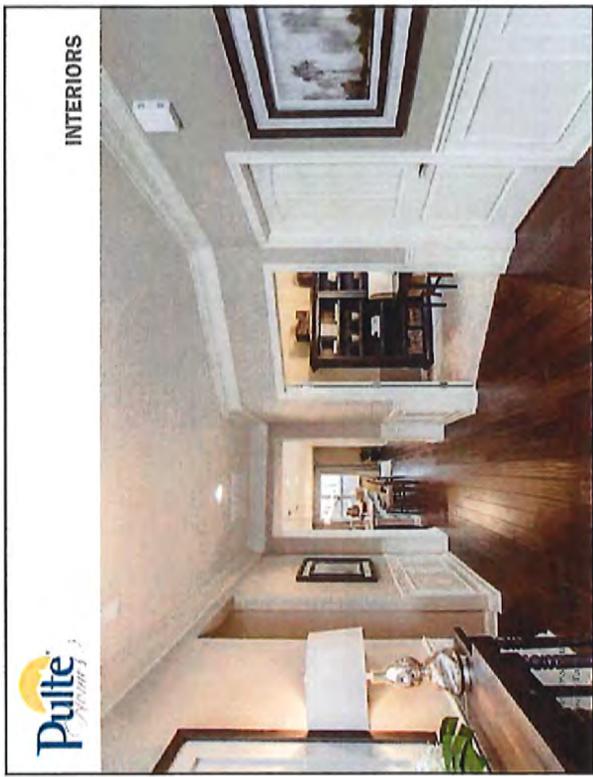
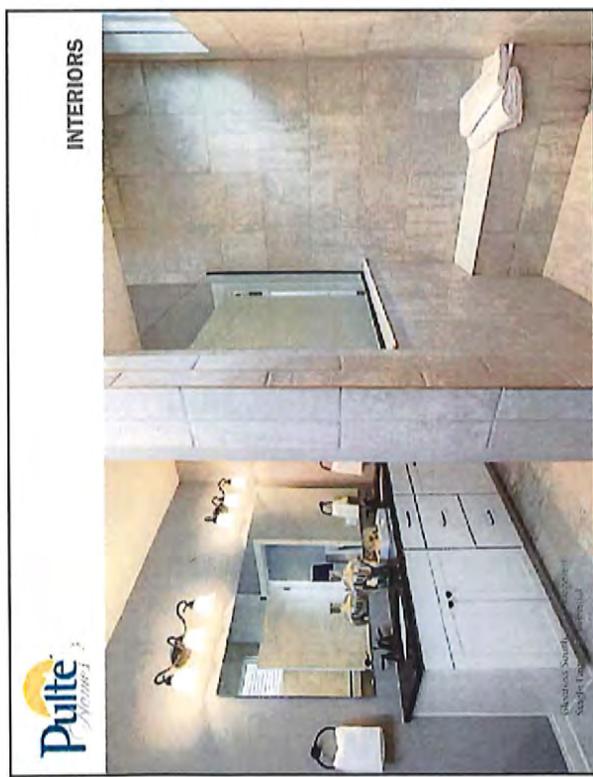


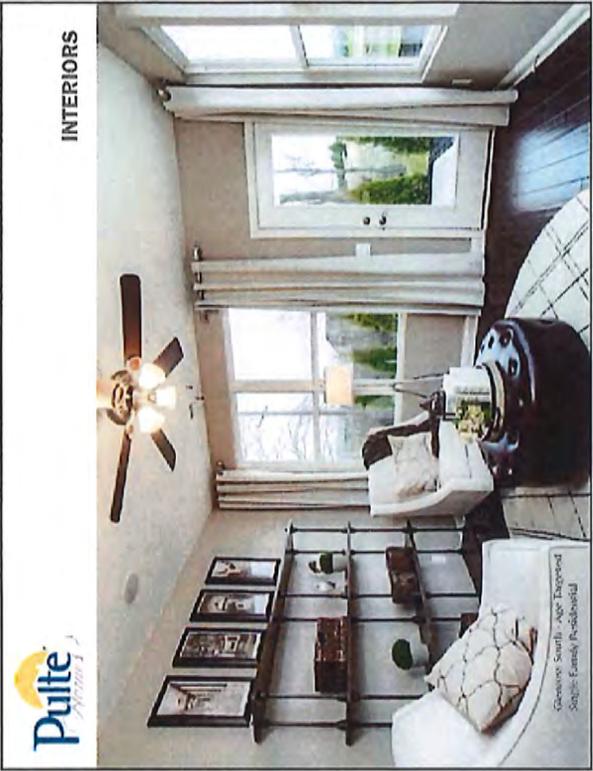
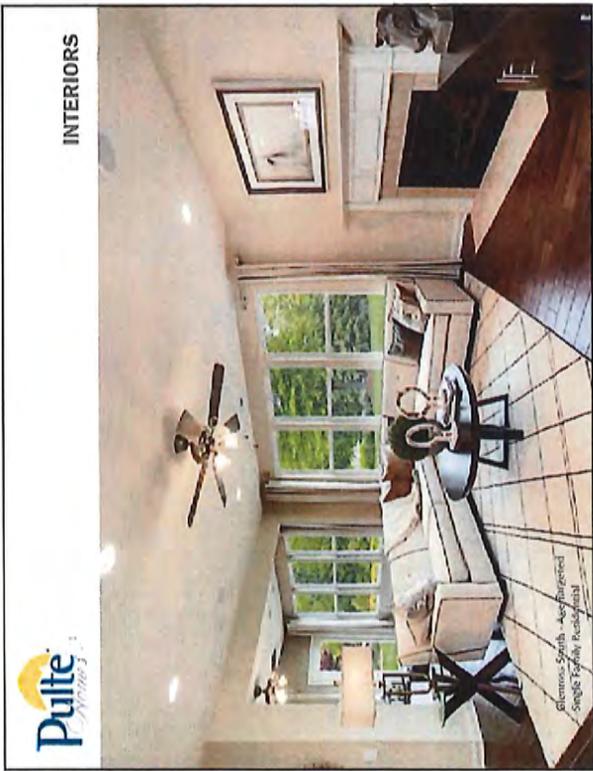
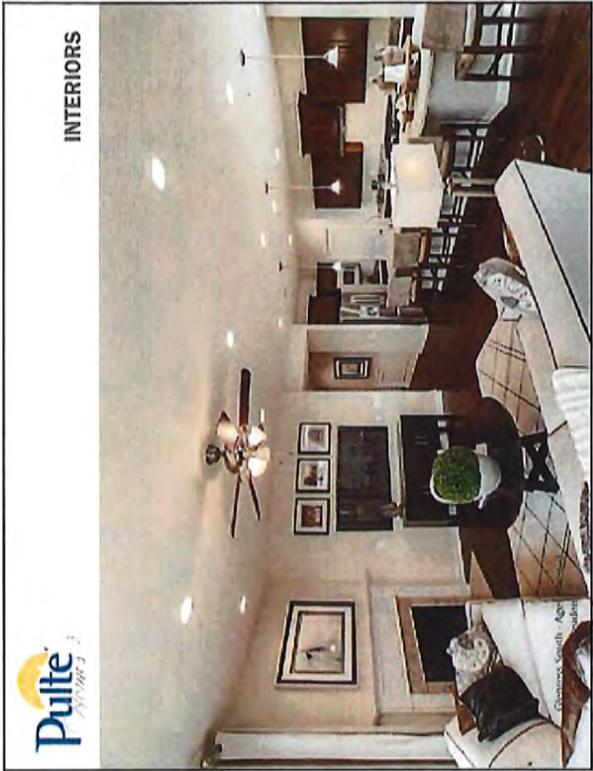
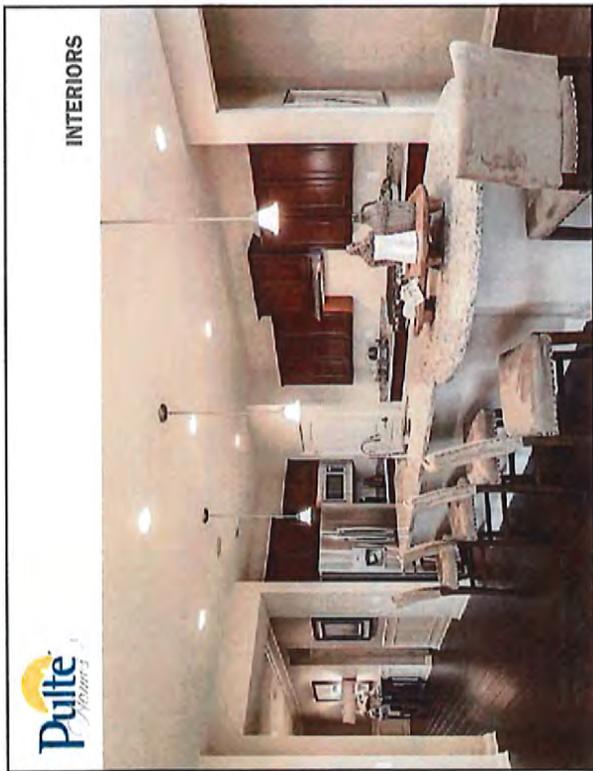


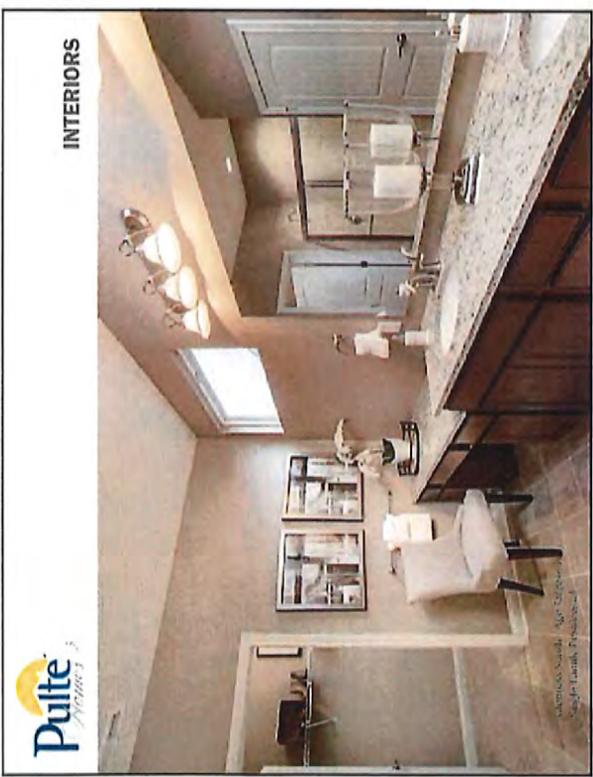














**CITY OF DELAWARE, OHIO
PLANNING & COMMUNITY DEVELOPMENT
MASTER APPLICATION FORM**



Project # _____ Case # _____

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 | <u>Board of Zoning Appeals</u> |
| <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 checked="" type="checkbox"/> Final Development Plan | <input type="checkbox"/> Subdivision Variance | |

Subdivision/Project Name Communities at Glenross Section 12 Address Cheshire Road

Acreage 14.796 Square Footage N/A Number of Lots 48 Number of Units N/A

Zoning District/Land Use PRD Proposed Zoning/Land Use PRD Parcel #41832001040000 & 41832001035000

Applicant Name Pulte Homes of Ohio, LLC Contact Person Joel West

Applicant Address 4900 Tuttle Crossing Boulevard, Dublin, Ohio 43016

Phone (614) 376-1122 Fax (614) 356-6801 E-mail Joel.West@Pulte.com

Owner Name Pulte Homes of Ohio, LLC Contact Person Joel West

Owner Address 4900 Tuttle Crossing Boulevard, Dublin, Ohio 43016

Phone (614) 376-1122 Fax (614) 356-6801 E-mail Joel.West@Pulte.com

Engineer/Architect/Attorney EMH&T Contact Person Jeffery A. Strung

Address 5500 New Albany Road, Columbus, Ohio 43054

Phone (614) 775-4700 Fax (614) 775-4800 E-mail jstrung@emht.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

Jeffery A. Strung
Agent Printed Name

Sworn to before me and subscribed in my presence this _____ day of _____, 20__.

Notary Stamp

Notary Public

SCHEDULE OF FEES

Application	Fee	
	Single-Family Lot	All Other Development ¹
Comprehensive Plan Amendment	\$500	\$500
Rezoning	\$250	\$500 plus \$100 per acre
Concept Plan	Non-applicable ²	\$500
Preliminary Development Plan	Non-applicable	\$750 plus \$50 per acre or \$100 per dwelling unit if multi-family or condominium
Final Development Plan	Non-applicable	\$1,000 plus \$50 per acre or \$100 per dwelling unit if multi-family or condominium
Combined Preliminary & Final Development Plans	Non-applicable	\$1,000 plus \$50 per acre or \$100 per dwelling unit if multi-family or condominium
Development Plan Exemption	Non-applicable	\$500
Development Plan Amendment	Non-applicable	\$750
Development Plan-Approval Deadline Extension	Non-applicable	\$500
Conditional Use Permit (Planning Commission or Board of Zoning Appeals)	\$150	\$500
Variance (Zoning)	\$150	\$300 for the first variance and \$50 for each subsequent variance
Substitution of a Non-Conforming Use	\$25	\$200
Appeal of an Administrative Decision	\$25	\$200
Code Interpretation/ Determination	\$25	\$100
Determination of a Substantially Similar Use	Non-applicable	\$75
Variance: Extension of the Approval Deadline	\$25	\$150
Preliminary Plat	Non-applicable	\$750 plus \$100 per lot or \$50 per acre if a non-single-family subdivision plat
Final Plat	Non-applicable	\$1,000 plus \$100 per lot or \$50 per acre if a non-single-family subdivision plat
Amended Plat (Preliminary or Final Plat)	Non-applicable	\$750
Extension of the Plat Approval Deadline	Non-applicable	\$500
Subdivision Variance	Non-applicable	\$300 for the first variance and \$50 for each subsequent variance
Lot Split (Minor Subdivision)	\$75	\$100 plus \$50 per lot to be split
Floodplain Use Permit	\$100	\$300
Floodplain Letter of Interpretation	\$50	\$200
Alley, Street, or Easement Vacation	\$100	\$250
Annexation Review	\$50	\$500

¹ Includes single-family subdivision plats.

² "Non-Applicable" means that the noted application does not apply to an existing single-family lot. If the code is amended to extend an application to single-family lots, then the appropriate fee must be established.



FACT SHEET

AGENDA ITEM NO: 19

DATE: 12/11/2017

ORDINANCE NO: 17-83

RESOLUTION NO:

READING: FIRST

PUBLIC HEARING: NO

TO: Mayor and Members of City Council

FROM: R. Thomas Homan, City Manager

VIA: David Efland, Planning and Community Development Director

TITLE OF PROPOSED ORDINANCE/RESOLUTION:

AN ORDINANCE FOR PULTE HOMES APPROVING A FINAL SUBDIVISION PLAT FOR THE COMMUNITIES AT GLENROSS SECTION 12 FOR 48 SINGLE FAMILY LOTS ON 14.769 ACRES ON PROPERTY ZONED R-2 PMU (ONE-FAMILY RESIDENTIAL DISTRICT WITH A PLANNED MIXED USE OVERLAY DISTRICT) AND LOCATED SOUTH OF CHESHIRE ROAD AND WEST OF WINTERBOURNE DRIVE ON SOLSTICE ROAD AND HOLLY BERRY LANE.

BACKGROUND:

See attached report

REASON WHY LEGISLATION IS NEEDED:

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

COMMITTEE RECOMMENDATION:

Planning Commission approved this case 7-0 on December 6, 2017.

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)

See attached

ORDINANCE NO. 17-83

AN ORDINANCE FOR PULTE HOMES APPROVING A FINAL SUBDIVISION PLAT FOR THE COMMUNITIES AT GLENROSS SECTION 12 FOR 48 SINGLE FAMILY LOTS ON 14.769 ACRES ON PROPERTY ZONED R-2 PMU (ONE-FAMILY RESIDENTIAL DISTRICT WITH A PLANNED MIXED USE OVERLAY DISTRICT) AND LOCATED SOUTH OF CHESHIRE ROAD AND WEST OF WINTERBOURNE DRIVE ON SOLSTICE ROAD AND HOLLY BERRY LANE.

WHEREAS, the Planning Commission at its meeting on December 6, 2017 recommended approval of a Final Subdivision Plat for Pulte Homes for the Communities at Glenross Section 12 for 48 single family lots on 14.769 acres on property zoned R-2 PMU (One-Family Residential District with a Planned Mixed Use Overlay District) and located south of Cheshire Road and west of Winterbourne Drive on Solstice Road and Holly Berry Lane (PC 2017-2815).

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

SECTION 1. That the Final Subdivision Plat for Pulte Homes for the Communities at Glenross Section 12 for 48 single family lots on 14.769 acres on property zoned R-2 PMU (One-Family Residential District with a Planned Mixed Use Overlay District) and located south of Cheshire Road and west of Winterbourne Drive on Solstice Road and Holly Berry Lane, 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. The lots and houses shall comply with the minimum bulk and setback requirements in the approved development text.
3. The single family houses shall comply with the minimum architectural standards and house size in the approved development text and per applicable sections of the current zoning code.
4. A street tree plan shall be submitted and approved by the Shade Tree Commission.
5. The pedestrian path within the southern reserve area (Lot 12219) shall be installed by the developer that meets the minimum City development

requirements and located within an easement dedicated to the City and shall be maintained by the Homeowner's Association.

6. The applicant shall allocate space in reserve area (lot 12219) for a potential pocket park in Section 13 if required.
7. This section of the Communities of Glenross Subdivision is in the Delaware South New Community Authority, subject to the single family lot transportation fee (\$1,000 per dwelling unit) in effect at the time of building permit issuance per the pre-annexation agreement and is subject to the South East Highland Sanitary Sewer additional capacity charge of \$3,200 per dwelling units.

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

AGENDA ITEM NO: 20

DATE: 12/11/2017

ORDINANCE NO: 17-84

RESOLUTION NO:

READING: FIRST

PUBLIC HEARING: NO

TO: Mayor and Members of City Council

FROM: R. Thomas Homan, City Manager

VIA: David Efland, Planning and Community Development Director

TITLE OF PROPOSED ORDINANCE/RESOLUTION:

AN ORDINANCE FOR TREPLUS COMMUNITIES FOR APPROVAL OF A FINAL DEVELOPMENT PLAN FOR BURR OAK COMMONS CONTAINING 92 APARTMENT UNITS ON APPROXIMATELY 20.06 ACRES ZONED B-3 PMU (COMMUNITY BUSINESS DISTRICT WITH A PLANNED MIXED USE OVERLAY DISTRICT) AND LOCATED ON THE NORTH SIDE OF SR 37 JUST WEST OF WESTFIELD SHOPPING CENTER AND JUST EAST OF LANTERN CHASE SUBDIVISION.

BACKGROUND:

See attached staff report.

REASON WHY LEGISLATION IS NEEDED:

To achieve compliance with Section 1129.05 Final Development Plan requirements of the zoning code.

COMMITTEE RECOMMENDATION:

Planning Commission approved this case 7-0 on December 6, 2017.

FISCAL IMPACT(S):

N/A

POLICY CHANGES:

N/A

PRESENTER(S):

David Efland, Planning and Community Development Director

RECOMMENDATION:

Staff recommends approval

ATTACHMENT(S)

See attached

ORDINANCE NO. 17-84

AN ORDINANCE FOR TREPLUS COMMUNITIES FOR APPROVAL OF A FINAL DEVELOPMENT PLAN FOR BURR OAK COMMONS CONTAINING 92 APARTMENT UNITS ON APPROXIMATELY 20.06 ACRES ZONED B-3 PMU (COMMUNITY BUSINESS DISTRICT WITH A PLANNED MIXED USE OVERLAY DISTRICT) AND LOCATED ON THE NORTH SIDE OF SR 37 JUST WEST OF WESTFIELD SHOPPING CENTER AND JUST EAST OF LANTERN CHASE SUBDIVISION.

WHEREAS, the Planning Commission at its meeting of December 6, 2017 recommended approval of a Final Development Plan for Treplus Communities for Burr Oak Commons containing 92 apartment units on approximately 20.06 acres zoned B-3 PMU (Community Business District with a Planned Mixed Use Overlay District) and located on the north side of SR 37 just west of Westfield Shopping Center and just east of Lantern Chase Subdivision (2017-2904).

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

SECTION 1. That the Final Development Plan for Treplus Communities for Burr Oak Commons containing 92 apartment units on approximately 20.06 acres zoned B-3 PMU (Community Business District with a Planned Mixed Use Overlay District) and located on the north side of SR 37 just west of Westfield Shopping Center and just east of Lantern Chase Subdivision, is hereby confirmed, approved, and accepted with the following condition that:

1. The applicant needs to obtain engineering approvals, including any storm water and utility issues that need to be worked out through the Engineering and Utilities Departments. All comments regarding the layout and details of the project are preliminary and subject to modification or change based on the final technical review by the Engineering Department once a complete plan set is submitted for review.
2. A sidewalk shall be located on one side of the private streets as determined with the Final Development Plan.
3. The City shall require the developer to construct and dedicate the bike path along the frontage of the subject property along SR 37 per the adopted Bicycle and Pedestrian Plan 2017 and City Engineers requirements.
4. The proposed apartment buildings shall achieve compliance with the design standards of the approved development text. All the limestone

on the buildings shall be constructed of Delaware blue vein limestone or equivalent ledgestone veneer as proposed by the applicant.

5. The retaining wall on the north side of the retention pond facing SR 37 shall be constructed of Delaware blue vein limestone or equivalent ledgestone veneer as proposed by the applicant.
6. The perimeter buffering along the northern and western property lines adjacent to the single family homes shall be a minimum 12 foot high continuous buffer consisting of evergreen trees (in a staggered alignment) and at least a 3 foot high earthen mound to buffer the single family residents to the north and west. If the mound height is greater than 3 feet, the trees on that portion of the mound may be smaller so long as the total is at least 12 feet high. However, in no case shall a tree be less than 6 feet in height regardless of mound height. The area on the west property line where the subject site is significantly above the adjacent residential lots may require a section of 8-10 foot tall evergreen trees if a mound is not possible as determined by the City Engineer.
7. The amount of caliper inches of trees preserved (2,120) and trees removed (2,079) shall be as submitted on the tree survey to achieve compliance with the Tree Preservation Regulations in Chapter 1168 and approved development text.
8. The tree preservation areas shall be located within an easement with the appropriate language that would need to be reviewed and approved by staff and then be recorded at the county.
9. The base on the two ground signs shall have a limestone base constructed of Delaware blue vein limestone or equivalent as approved by staff with a stone cap.
10. The Public Works Department shall provide residential pick-up service to this project using individual tip cart collection. The trash service will consist of tip carts picked up at the bottom of each driveway with service provided by the City of Delaware. In the event units are clustered around parking courts (3 such area are preliminary proposed), the developer shall provide a common concrete area adjacent to the primary street and the developer (or management company) shall ensure the tip carts are moved to this area for the designated pick up as with the other units and then moved back to the units themselves.
11. The private street names shall need to be submitted and approved by the City and other appropriate agencies.

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 NUMBER: 2017-2904
REQUEST: Final Development Plan
PROJECT: Burr Oak Commons
MEETING DATE: December 6, 2017

APPLICANT/OWNER

Treplus Communities
1515 Lakeshore Drive, Suite 225
Columbus, Ohio 43204

REQUEST

2017-2904: A request by Treplus Communities for approval of a Final Development Plan for Burr Oak Commons containing 92 apartment units on approximately 20.06 acres zoned B-3 PMU (Community Business District with a Planned Mixed Use Overlay District) and located on the north side of SR 37 just west of Westfield Shopping Center and just east of Lantern Chase Subdivision.

PROPERTY LOCATION & DESCRIPTION

The subject 20 acres is located north of SR 37 between Westfield Shopping Center and the Lantern Chase subdivision. The subject site is zoned B-3 PMU (Community Business District with a Planned Mixed Use Overlay District). The properties to the north and west are zoned R-3 (One-Family Residential), the properties to the east are zoned R-6 (Multi-Family Residential District) and B-3 and the property to the south is zoned R-6.

BACKGROUND/PROPOSAL

Treplus Communities develops, builds and holds apartment projects for residents aged 55 and older who are a renter by choice want flexibility, carefree living and the ability to age in place, while achieving compliance with the Housing for Older Persons Act of 1995 (HOPA). In August 2017, City Council approved a zone change to B-3 PMU (Community Business District with Planned Mixed Use Overlay District) from B-3, a Conditional Use Permit and a Preliminary Development Plan on the subject 20.06 acre site to allow 92 single story apartments (approximately 4.58 units per acre) that are universal designed one, two and two plus bedrooms ranging from 1,200-1,600 square feet. There would be 25 apartment buildings with a commons building and associated tenant and visitor parking. Access to the development would be from a proposed curb cut on SR 37 and a pre-existing access easement through the Westfield Shopping Center while providing a bike/pedestrian path along SR 37 per the Bicycle and Pedestrians Plan 2017. Now the applicant is requesting approval of a Final Development Plan to finalize details and initiate construction in early 2018.

STAFF ANALYSIS

- **ZONING:** As previously mentioned, the zoning for the subject site is B-3 PMU to allow the apartments development with an appropriate site plan that achieves compliance with approved development text and minimum City development requirements.
- **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.
- **ROADS AND ACCESS:** The site would have primary access from a proposed full movement curb cut on SR 37 and secondary access from a recorded easement through the Westfield Shopping Center. A left hand turn lane on eastbound SR 37 would be constructed by the developer (approximately 100 feet in length). The looped internal roads would be private but would have to be constructed to public standards or equivalent as approved by the City Engineer. To meet emergency access requirements, a 12 foot wide emergency drive with a barricade is located just behind the Westfield Shopping Center and extends north between buildings 3 and 6 to a private drive. The emergency access drive is constructed of grass pavers with collapsible bollards at each end. In conclusion, the entire development would have to achieve compliance with the minimum engineering, public works and fire department requirements. Furthermore, the name of private drives shall be submitted and approved by the City and appropriate agencies.
- **PEDESTRIAN CONNECTIVITY:** External and internal pedestrian connectivity are proposed within the development. A bike path along SR 37 stubs into this site from the Westfield Shopping Center and is proposed to extend west through this site and the Lantern Chase subdivision to the western boundary line of

the City. The City would require the developer to construct and dedicate the bike path along the frontage of their subject property along SR 37 per the adopted Bicycle and Pedestrian Plan 2017 and City Engineers requirements. Also, the developer is proposing a five foot wide pedestrian path throughout the development to connect to the bike path along SR 37 and to the Westfield Shopping Center via the secondary access road. There would not be sidewalk access to the north through the Lantern Chase Subdivision as conceptually contemplated during the preliminary development plan process because the homeowner to the north and the Lantern Chase Homeowners Association did not want such connection for various reasons. If in the future, a sidewalk is desired the Treplus development could accommodate such sidewalk.

- **SITE CONFIGURATION:** As mentioned earlier, the primary access point from SR 37 and the secondary access point from Westfield Shopping Center converge just north of the proposed retention pond that fronts SR 37 and then extends north into the 92 unit development in 25 buildings. The retention pond has a maximum 3 foot high wall that faces US 37 and is faced with a Rosetta dimensional wall by Oberfields. Staff suggests the retaining wall shall have a Delaware blue vein limestone or equivalent face. The private road would loop the site with apartment buildings on the exterior of the site with two roads and an alley that bisects the aforementioned loop road with apartment buildings located adjacent to the roads and alley. An emergency access road would be located between buildings and 3 and 6 from the Westfield Hills Shopping Center. A commons building would be located just north of the primary and secondary road intersection into the development with 20 parking spaces. The entire development would have 371 parking spaces with 164 garage spaces (i.e. a one bedroom apartment equals a one car garage and a two bedroom apartment equals a two car garage), 164 drive way spaces (one per bedroom), 23 overflow spaces and 20 spaces at the clubhouse.

The 92 units in 25 buildings (between 2 and 6 unit buildings) would be divided into 20 one bedroom units, 34 two bedroom units and 38 two plus bedroom units. This equates to approximately 80% two bedroom and 20% one bedroom units. Each unit would have an attached garage and a patio or deck depending on grade and would encompass between 1,200 to 1,600 square feet. The unit amenities include gourmet kitchens with stainless steel appliances, granite countertops, universal design which includes no step showers/entrances, lever doors, wide halls and LED lights, trash totes placement to and from garages, bulk removal, on-site management and in home check-in for traveling residents. The clubhouse would include a fitness center, business center, club rooms for cards, yoga, book club, events activities, patio with fire pit, and a café with Wi-Fi.

- **BUILDING DESIGN:** The developer's proposed elevations portray a modern architectural style with the following building materials: 1) tan synthetic stone veneer ledge stone walls and wainscoting; 2). monterey sand premium horizontal siding (0.44" thick); 3). charcoal smoke and canyon drift thick board and batten siding (0.50" thick); 4).glacier white premium vinyl trim (3.5"); 5). white aluminum gutters and downspouts; 6). Glacier white louvered gable vents; 7). weatherwood dimensional shingles. Staff requires that all the limestone on the buildings shall be constructed of Delaware blue vein limestone or equivalent as approved by staff. In conclusion, the proposed building materials appear to be consistent with other recently approved multi-family developments and achieves compliance with the approved development text.
- **LANDSCAPING & SCREENING:** The applicant is proposing a comprehensive landscape plan that includes private street trees, foundation landscaping and perimeter mounding and buffering. They are proposing 128 private street trees throughout the development and extensive foundation planting for each building. The perimeter buffering along the northern and western property lines adjacent to the single family homes shall be a minimum 12 foot high continuous buffer consisting of evergreen trees (in a staggered alignment) and a 3 foot high earthen mound to buffer the single family residents to the north and west. If the mound height is greater than 3 feet, the trees on that portion of the mound may be smaller so long as the total is at least 12 feet high. However, in no case shall a tree be less than 6 feet in height regardless of mound height. The proposed plan identifies mounding and screening that does not achieve compliance with the above requirements in several areas. There is not any mounding and buffering in the southeastern portion of site adjacent to building #1. There is a significant difference in grade in this location which may make a mound impossible. If this is the case, the applicant shall either utilize a retaining wall to be able to achieve the required height or shall plant trees which achieve a minimum 12 feet in height at planting for a limited area as possible until construction of a mound and trees is feasible. This shall be substantially similar to the submitted EMI landscape plan. The remainder of the mounding along the western perimeter adjacent to the Lantern Chase

Subdivision (adjacent to buildings 2, 8, 12 and 17) is a maximum 3 feet high which would require minimum 9 feet high evergreen trees. The mounding along the northern portion of site adjacent to the Lantern Chase Subdivision (adjacent to buildings 24 and 25) is a maximum 3 feet high and undulating. The mound shall not be undulating to create a consistent screen and the evergreen trees shall be a maximum 9 feet high at installation. Currently the landscape plan identifies the evergreen trees to be 6 to 7 feet high at installation which does not achieve compliance with the maximum 3 feet high mounding proposed to reach the required 12 foot high minimum. Furthermore, the proposed evergreen trees are not planted in a staggered formation as required. Staff recommends increasing the mound height to a minimum 4 feet high to allow maximum 8 foot tall evergreen trees on the mound. From an amenity perspective, the applicant is proposing a community gardens just south of community center and a park bench overlooking the retention pond on the sidewalk between SR 37 and the main access drive. The Shade Tree Commission approved the landscape plan on November 28, 2017 pertaining to type of trees but not mounding and screening requirements.

- **TREE REMOVAL & REPLACEMENT:** A tree survey has been provided that documents the total number, type, size, and health of trees to be preserved and replaced and verified by the City of Delaware. Tree removal and replacement shall meet all requirements of Chapter 1168 and the approved development text and with the following replacement schedule and fee/replanting requirements:
 - i) Trees in poor condition shall not be replaced.
 - ii) Trees in fair condition shall be replaced at 50%.
 - iii) Trees in good condition shall be replaced at 100%
 - iv) Ash trees shall not be replaced and must be removed from the site.
 - v) For any permanently preserved tree areas replacement credit shall be granted based on the submitted and verified survey and the schedule above.

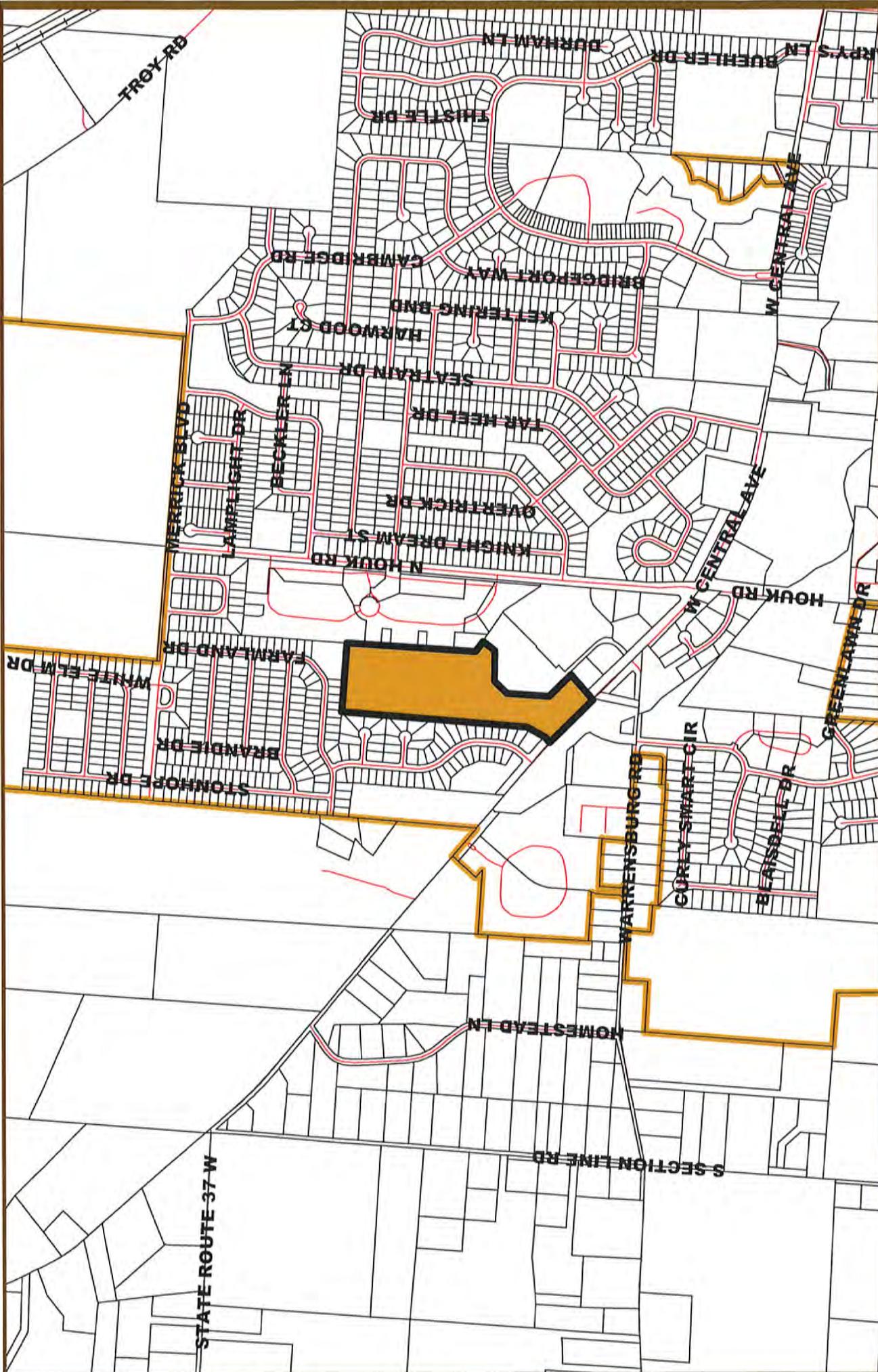
The site has wooded areas in the southern portion of the site along SR 37, along the eastern boundary adjacent to the existing apartments and scattered throughout the site. The tree survey for the site yielded 378 trees with 4,199 caliper inches on the subject property. Of the 4,199 caliper inches, 2,079 caliper inches would be removed and 2,120 caliper inches would be preserved. The City requested and the developer is proposing 3 tree preservation areas on the subject site. One tree preservation site is located just north of the main entrance on SR 37, a second tree preservation area is located between the retention pond and building 1, and the third tree preservation area is located along the eastern boundary behind buildings 6, 16 and 23. The tree preservation areas shall be located within an easement with the appropriate language that would need to be reviewed and approved by staff and then be recorded at the county. The above proposal would achieve compliance with Chapter 1168 Tree Preservation Requirements, the approved development text and would be consistent with other recently approved developments.

- **GATEWAYS & CORRIDORS PLAN:** The applicant is proposing a monument sign at the primary entrance along SR 37 and a monument sign at the secondary entrance through the Westfield Hill Shopping Center easement. The primary sign would have approximately 50 square feet of sign area on an almost 3 foot high dry laid stone veneer base bookended by 6 foot high columns and located within the boulevard of the main entrance. The secondary sign would be located just north of the secondary access from Westfield Hills Shopping Center would have approximately 18 square feet of sign area on an almost 2 foot high dry laid stone veneer base. The stone base shall be Delaware blue vein or equivalent as approved by staff to achieve compliance with the adopted Gateways & Corridors Plan.
- **LIGHTING:** The applicant submitted a lighting plan that identifies 60 black light poles with gooseneck fixtures that are 16 feet high located throughout the development. The lighting plan was approved by the Chief Building Official on November 9, 2017.
- **REFUSE SERVICE:** The Public Works Department will provide residential pick-up service to this project using individual tip cart collection. The trash service will consist of tip carts picked up at the bottom of each street with service provided by the City of Delaware. In the event units are clustered around parking courts (3 such area are preliminary proposed), the developer shall provide a common concrete area adjacent to the primary street and the developer (or management company) shall ensure the tip carts are moved to this area for the designated pick up as with the other units and then moved back to the units themselves. This will ensure a coordinated, street side pick-up area.

STAFF RECOMMENDATION (2017-2904 – FINAL DEVELOPMENT PLAN)

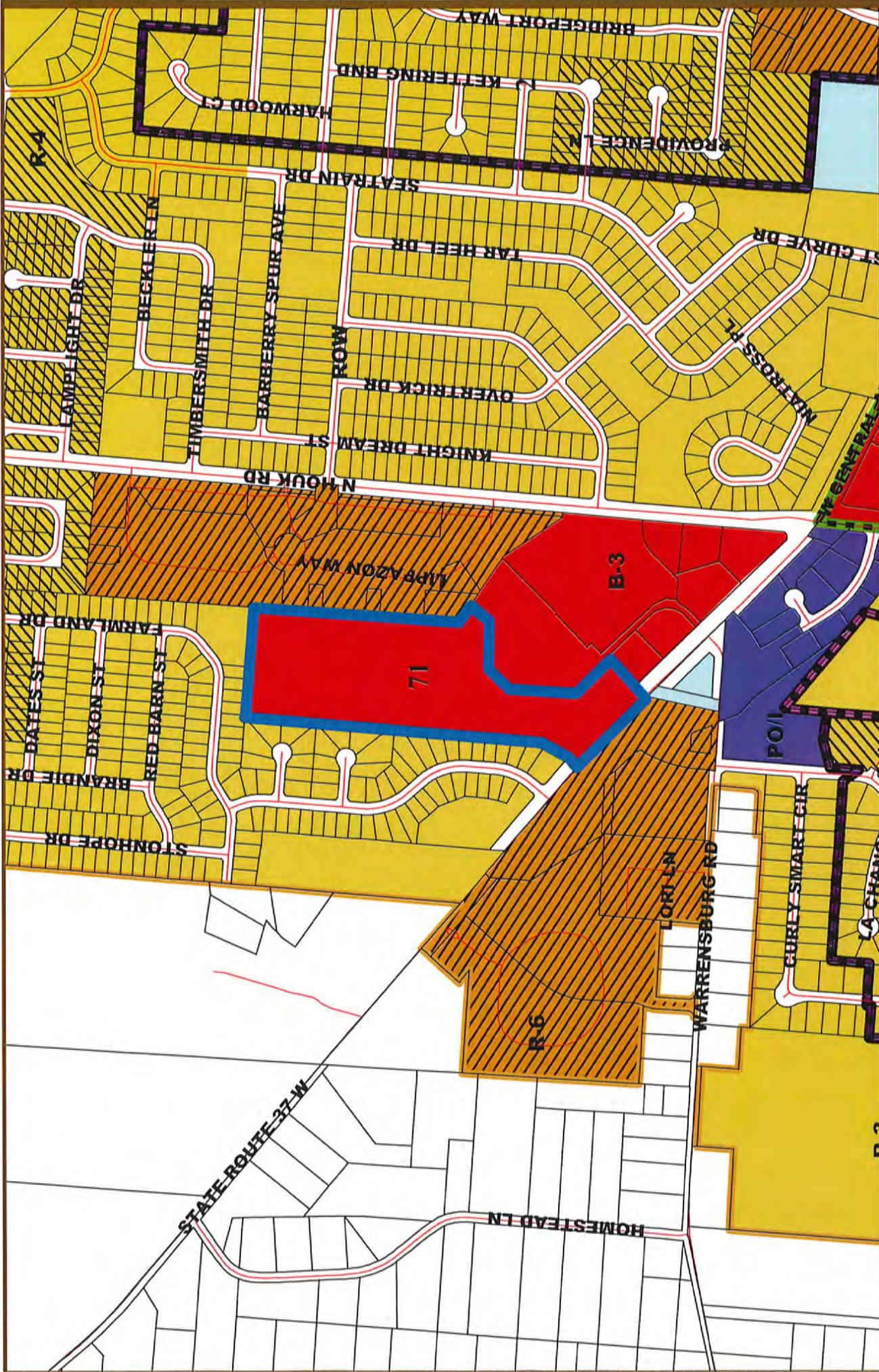
Staff recommends approval of a request by Treplus Communities of a Final Development Plan for Burr Oak Commons containing 92 apartment units on approximately 20.06 acres zoned B-3 PMU and located on the north side of SR 37 just west of Westfield Shopping Center and just east of Lantern Chase Subdivision, with the following conditions that:

1. The applicant needs to obtain engineering approvals, including any storm water and utility issues that need to be worked out through the Engineering and Utilities Departments. All comments regarding the layout and details of the project are preliminary and subject to modification or change based on the final technical review by the Engineering Department once a complete plan set is submitted for review.
2. A sidewalk shall be located on one side of the private streets as determined with the Final Development Plan.
3. The City shall require the developer to construct and dedicate the bike path along the frontage of the subject property along SR 37 per the adopted Bicycle and Pedestrian Plan 2017 and City Engineers requirements.
4. The proposed apartment buildings shall achieve compliance with the design standards of the approved development text. All the limestone on the buildings shall be constructed of Delaware blue vein limestone or equivalent as approved by staff, and shall utilize a tooled joint technique.
5. The retaining wall on the north side of the retention pond facing SR 37 shall be constructed of Delaware blue vein limestone or equivalent as approved by staff.
6. The perimeter buffering along the northern and western property lines adjacent to the single family homes shall be a minimum 12 foot high continuous buffer consisting of evergreen trees (in a staggered alignment) and at least a 3 foot high earthen mound to buffer the single family residents to the north and west. If the mound height is greater than 3 feet, the trees on that portion of the mound may be smaller so long as the total is at least 12 feet high. However, in no case shall a tree be less than 6 feet in height regardless of mound height. The area on the west property line where the subject site is significantly above the adjacent residential lots may require a section of 12 foot tall evergreen trees if a mound is not possible as determined by the City Engineer.
7. The amount of caliper inches of trees preserved (2,120) and trees removed (2,079) shall be as submitted on the tree survey to achieve compliance with the Tree Preservation Regulations in Chapter 1168 and approved development text.
8. The tree preservation areas shall be located within an easement with the appropriate language that would need to be reviewed and approved by staff and then be recorded at the county.
9. The base on the two ground signs shall have a limestone base constructed of Delaware blue vein limestone or equivalent as approved by staff with a stone cap.
10. The Public Works Department shall provide residential pick-up service to this project using individual tip cart collection. The trash service will consist of tip carts picked up at the bottom of each driveway with service provided by the City of Delaware. In the event units are clustered around parking courts (3 such area are preliminary proposed), the developer shall provide a common concrete area adjacent to the primary street and the developer (or management company) shall ensure the tip carts are moved to this area for the designated pick up as with the other units and then moved back to the units themselves.
11. The private street names shall need to be submitted and approved by the City and other appropriate agencies.

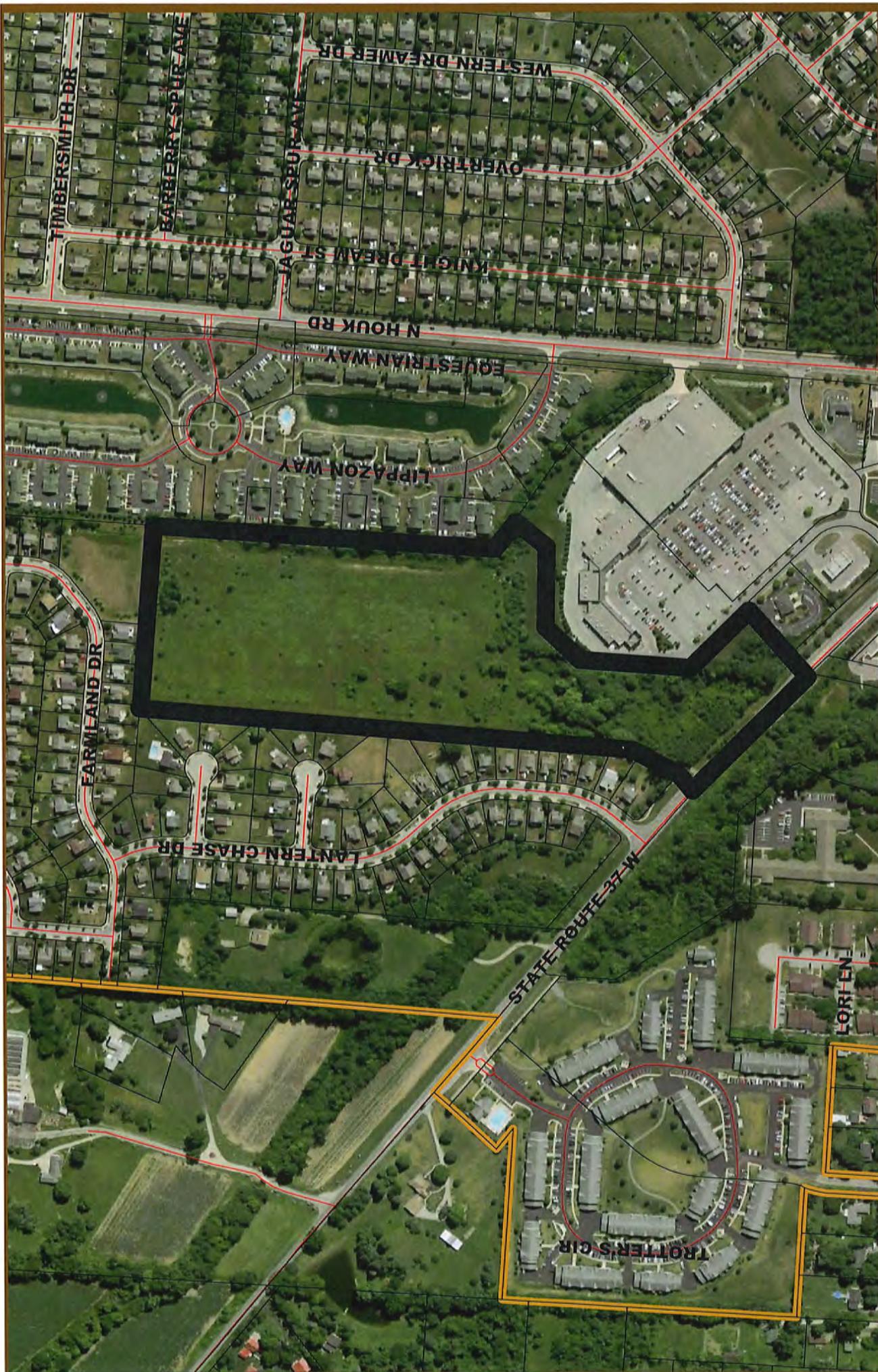


2017-2904
 Final Development Plan
 Treplus Communities - Burr Oak Commons
 Location Map





2017-2904
 Final Development Plan
 Treplus Communities - Burr Oak Commons
 Zoning Map



2017-2904
Final Development Plan
Treplus Communities - Burr Oak Commons
Aerial (2016) Map





Burr Oak Commons

City of Delaware Ohio

November 2017



Final Development Plan Submittal



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Burr Oak Commons
November 2017

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Project Summary

Burr Oaks Commons

November 2017

Burr Oak Commons is a proposed 92-unit luxury apartment community for residents aged 55 and older, in compliance with the Housing for Older Persons Act of 1995 (HOPA). The community is proposed for Rte 37 between Houk Rd and Lantern Chase Subdivision, behind the Kroger Shopping Center and Troy Farms Apartments. The community is a low-density apartment development that is designed to be very walkable, connected to the community, and have direct access to the shopping center per an existing easement. Pets are welcome at all Treplus Communities.

The proposed community will provide large single-story plans with 1, 2 and 2 bedrooms plus a den ranging in size from 1200 – 1600 square feet. All will have attached garages and driveways with aprons. Additional guest parking is provided as well. The apartments have a stylish look and adhere to the principals of Universal Design creating an ideal environment for long term residency. The apartments offer residents true maintenance free living without large personal capital commitments. Baby boomers and empty nesters in Delaware are on the go and want a home that is as user friendly as possible while still providing luxurious living close to their community.

The apartments are open plan and oversized with gourmet kitchens, private patios, powder rooms, laundry rooms with hook-ups, and loft ceilings. In keeping with the key elements of Universal design, the apartments include no-step designs including zero threshold showers, wide doorways and halls, single floor living, accessible electrical controls, lever door and faucet handles and superb lighting.

Most importantly, the development features a community garden and Commons center with a fully equipped gym; Wi-Fi café; meeting spaces; yoga and activity areas for a wide range of programming directed by the interests of residents with the assistance of property management to create a strong sense of community.

Burr Oak will offer a high level of concierge service through on-site management, local service referrals and a 24-7 virtual concierge app. However, the community will not offer any health-care or food service and will therefore, not be direct competition for nearby Continuing Care Retirement Communities. Residents are welcome to contract with services to provide in-home care if they need or desire.

Owner/developer

Arthur Partners, LLC (dba Treplus Communities, "Treplus") is under contract to purchase the subject property from Troy Farms of Delaware, LLC.

Treplus is a premier apartment community developer and owner meeting the needs of the discerning baby-boomer, a renter-by-choice who wants flexibility, care-free living, and the ability to age in place. Treplus develops, builds and holds apartment projects designed according to Universal Access principles for residents aged 55 and older, in compliance with the Housing for Older Persons Act of 1995 (HOPA).

The contemplated project is essentially an infill project, currently zoned as B-3 Community Business to permit a wide range of businesses, such as automobile and RV sales, building heights up to 40' and minimal setbacks. Even though much of the upland portion of the property is level, a relatively steep change in elevation on the southern edge from SR 37 and a stream along the eastern edge present some challenges. The proposed project has two points of access, at SR 37 and also by way of a private easement through the Westfield Shopping Center (recorded at OR 45, PG 265 on Aug. 9, 2000).



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



Project # _____ Case # _____

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 | Board of Zoning Appeals |
| <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 checked="" type="checkbox"/> Final Development Plan | <input type="checkbox"/> Subdivision Variance | |

Subdivision/Project Name Burr Oak Commons Address SR 37, Delaware, OH 43015
 Acreage 20.06+/- Square Footage 182,000 Number of Lots -1- Number of Units 92
 Zoning District/Land Use B-3 Proposed Zoning/Land Use PMU Parcel # 51932001014000

Applicant Name BurrOakCommonsPlus, LLC Contact Person Jane Arthur Roslovic
 Applicant Address 1515 Lake Shore Drive, Suite 225, Columbus, OH 43204
 Phone 614-228-0326 Fax 614-228-2181 E-mail jarthur@trepluscommunities.com
 Owner Name Troy Farms of Delaware, LLC Contact Person Dr. John Melvin, M.D.
 Owner Address c/o Fruth & Co., 163 N. Sandusky Street, Delaware, OH 43015
 Phone 215-955-6574 Fax 215-955-2311 E-mail John.Melvin@jefferson.edu
 Engineer/Architect/Attorney Underhill & Hodge LLC Contact Person Aaron Underhill
 Address 8000 Walton Parkway, Suite 260, New Albany, OH 43054
 Phone 614-335-9321 Fax _____ E-mail aaron@uhlawfirm.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 [Signature] Owner Printed Name ANDREW WECKER
 Agent Signature [Signature] Agent Printed Name _____
 Sworn to before me and subscribed in my presence this 6th day of November, 2017.
 Notary Stamp: TERESA J. HUFFMAN, NOTARY PUBLIC, STATE OF OHIO, Comm. Expires 08-12-2022
 Notary Public Teresa J. Huffman

SCHEDULE OF FEES

Application	Fee	
	Single-Family Lot	All Other Development ¹
Comprehensive Plan Amendment	\$500	\$500
Rezoning	\$250	\$500 plus \$100 per acre
Concept Plan	Non-applicable ²	\$500
Preliminary Development Plan	Non-applicable	\$750 plus \$50 per acre or \$100 per dwelling unit if multi-family or condominium
Final Development Plan	Non-applicable	\$1,000 plus \$50 per acre or \$100 per dwelling unit if multi-family or condominium
Combined Preliminary & Final Development Plans	Non-applicable	\$1,000 plus \$50 per acre or \$100 per dwelling unit if multi-family or condominium
Development Plan Exemption	Non-applicable	\$500
Development Plan Amendment	Non-applicable	\$750
Development Plan-Approval Deadline Extension	Non-applicable	\$500
Conditional Use Permit (Planning Commission or Board of Zoning Appeals)	\$150	\$500
Variance (Zoning)	\$150	\$300 for the first variance and \$50 for each subsequent variance
Substitution of a Non-Conforming Use	\$25	\$200
Appeal of an Administrative Decision	\$25	\$200
Code Interpretation/ Determination	\$25	\$100
Determination of a Substantially Similar Use	Non-applicable	\$75
Variance: Extension of the Approval Deadline	\$25	\$150
Preliminary Plat	Non-applicable	\$750 plus \$100 per lot or \$50 per acre if a non-single-family subdivision plat
Final Plat	Non-applicable	\$1,000 plus \$100 per lot or \$50 per acre if a non-single-family subdivision plat
Amended Plat (Preliminary or Final Plat)	Non-applicable	\$750
Extension of the Plat Approval Deadline	Non-applicable	\$500
Subdivision Variance	Non-applicable	\$300 for the first variance and \$50 for each subsequent variance
Lot Split (Minor Subdivision)	\$75	\$100 plus \$50 per lot to be split
Floodplain Use Permit	\$100	\$300
Floodplain Letter of Interpretation	\$50	\$200
Alley, Street, or Easement Vacation	\$100	\$250
Annexation Review	\$50	\$500

¹ Includes single-family subdivision plats

² "Non-Applicable" means that the noted application does not apply to an existing single-family lot. If the code is amended to extend an application to single-family lots, then the appropriate fee must be established.

DESCRIPTION OF 20.056 ACRES
NORTH OF STATE ROUTE 37
EAST OF LANTERN CHASE DRIVE
DELAWARE, OHIO

Situated in the State of Ohio, County of Delaware, City of Delaware, being located in Farm Lots 26 and 27, Section 3, Township 5, Range 19, United State Military Lands, being 20.056 acres of that original 125.4 acre tract as described in a deed to Troy Farms of Delaware, LLC, Of record in Official Record 1220, Page 57, all references to records herein being to those located in the Delaware County Recorder's Office and being more particularly described as follows:

Beginning at a mag nail set in the centerline of State Route 37 (width varies) at the southeasterly corner of "Lantern Chase Section 1, Part 1", a subdivision of record in Plat Cabinet 2, Slides 201, 201A and 201B;

Thence North $44^{\circ}15'45''$ East, along the easterly perimeter of said subdivision, a distance of 60.00 feet to an iron pin set in the northerly right-of-way line of State Route 37 at the southeasterly corner of Lot 7240 as shown and delineated upon said plat;

Thence North $28^{\circ}55'59''$ East, continuing along said easterly perimeter, a distance of 154.00 feet to a 1" O.D. pipe found at an angle point in said perimeter;

Thence North $04^{\circ}49'30''$ East, continuing along said easterly perimeter, a distance of 1,480.50 feet to a 1" O.D. pipe found at the northeasterly corner of said "Lantern Chase Section 1, Part 1" and in the southerly perimeter of "Lantern Chase Section 1, Part 2", a subdivision of record in Plat Cabinet 2, Slides 256, 256A and 256B;

Thence South $85^{\circ}10'30''$ East, along said southerly perimeter, a distance of 543.60 feet to a 1" O.D. pipe found at the southeasterly corner of said "Lantern Chase Section 1, Part 2" in the westerly line of "Troy Farms Condominium Forth Amendment", of record in Plat Cabinet 3, Page 740;

Thence South $04^{\circ}14'33''$ West, along said westerly line and the westerly lines of "Troy Farms Condominium Correction to Second Amendment" of record in Plat Cabinet 3, Page 308 and "Troy Farms Condominium Third Amendment" of record in Plat Cabinet 3, Page 310, a distance of 1,022.47 feet to an iron pin set at an angle point in said Third Amendment;

Thence South $55^{\circ}31'57''$ East, along the southerly line of said "Troy Farms Condominium Third Amendment", a distance of 101.23 feet to an iron pin found with a plastic cap inscribed "PL SYST 6641" at the northwesterly corner of Lot 7778, as shown and delineated upon the plat "Westfield Shopping Center", a subdivision of record in Plat Cabinet 2, Slides 256, 256A and 246B"

Thence along the westerly perimeter of said Lot 7778 the following courses:

1. South $34^{\circ}28'03''$ West, a distance of 123.23 feet to an iron pin found with a plastic cap inscribed "PL SYST 6641";
2. North $85^{\circ}06'52''$ West, a distance of 232.85 feet to an iron pin set;
3. South $46^{\circ}27'49''$ West, a distance of 149.42 feet to an iron pin found with a plastic cap inscribed "PL SYST 6641";
4. South $04^{\circ}48'34''$ West, a distance of 344.21 feet to an iron pin found with a plastic cap inscribed "PL SYST 6641";
5. South $43^{\circ}32'11''$ East, a distance of 238.54 feet to an iron pin set in the westerly line of that 0.883 acre tract as described in a deed to Waters Inc., of record in Official Record 1296, Page 170;

DESCRIPTION FOR CLOSING ONLY
 RPC Approval Required
 Municipal Approval Required
 Delaware County Engineer

12-22-15

SR 14, 19, 212

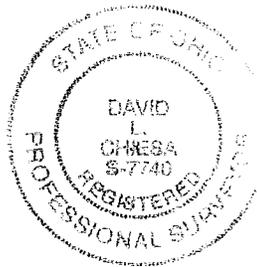
Thence South $46^{\circ}27'47''$ West, along said westerly line, passing an iron pin set at the southwesterly corner of said 0.883 acre tract in the northerly right-of-way line of State Route 37, at a distance of 178.35 feet, a total distance of 238.35 feet to a mag nail set in the centerline of State Route 37 at the southwesterly corner of said "Westfield Shopping Center";

Thence North $45^{\circ}43'21''$ West, along said centerline, a distance of 479.08 feet to the place of beginning and containing 20.056 acres of land of which 11.608 acres lies within Farm Lot 27 and 8.448 acres lies within Farm Lot 26.

Bearings herein are based on the Ohio State Plane Coordinate System, North Zone, NAD 83 (2011 adjustment), establishing a bearing of North $46^{\circ}27'47''$ West, for the centerline of State Route 37.

Iron pins set consist of a $5/8''$ rebar, 30" long with a plastic cap inscribed "IBI GROUP/S-6872/S7740".

This description was prepared by IBI Group, Inc. based on recent field surveys of the premises in November of 2015.



IBI Group

By David L. Chiesa 12-3-15
David L. Chiesa date
Registered Surveyor No. 7740



Property Owners

Burr Oak Commons

November 2017

<u>Owner Name</u>	<u>Address</u>
AMH 2015-2 BORROWER LLC	22 LANTERN CHASE DR; DELAWARE; 43015
ANDERSON TANYA R & DANIEL E	104 LANTERN CHASE CT; DELAWARE; 43015
ARMSTRONG ROD & JENNIFER L	130 GARDEN CT; DELAWARE; 43015
BENDER JAMES M DEBORAH A	52 LANTERN CHASE DR; DELAWARE; 43015
BROWN AARON & ERICA	64 LANTERN CHASE DR; DELAWARE; 43015
BUBIS CORINNE	134 GARDEN CT; DELAWARE; 43015
CHERRY BRADY L JENNIFER A	2203 FARMLAND DR; DELAWARE; 43015
DELAWARE RADIATION ONCOLOGY INC	1949 STATE ROUTE 37 W STE A; DELAWARE; 43015
FELLER BRANDON L & JESSICA L	128 GARDEN CT; DELAWARE; 43015
HANDLER MELISSA & LUKENS ANDREW	2215 FARMLAND DR; DELAWARE; 43015
HING KENNETH W & RUTH E	34 LANTERN CHASE DR; DELAWARE; 43015
HOWARD RUSSELL JANNIE M	10 LANTERN CHASE DR; DELAWARE; 43015
HPI TROY FARMS LLC	181 SADDLEBROOK CT; DELAWARE; 43015
HPI TROY FARMS LLC	185 SADDLEBROOK CT; DELAWARE; 43015
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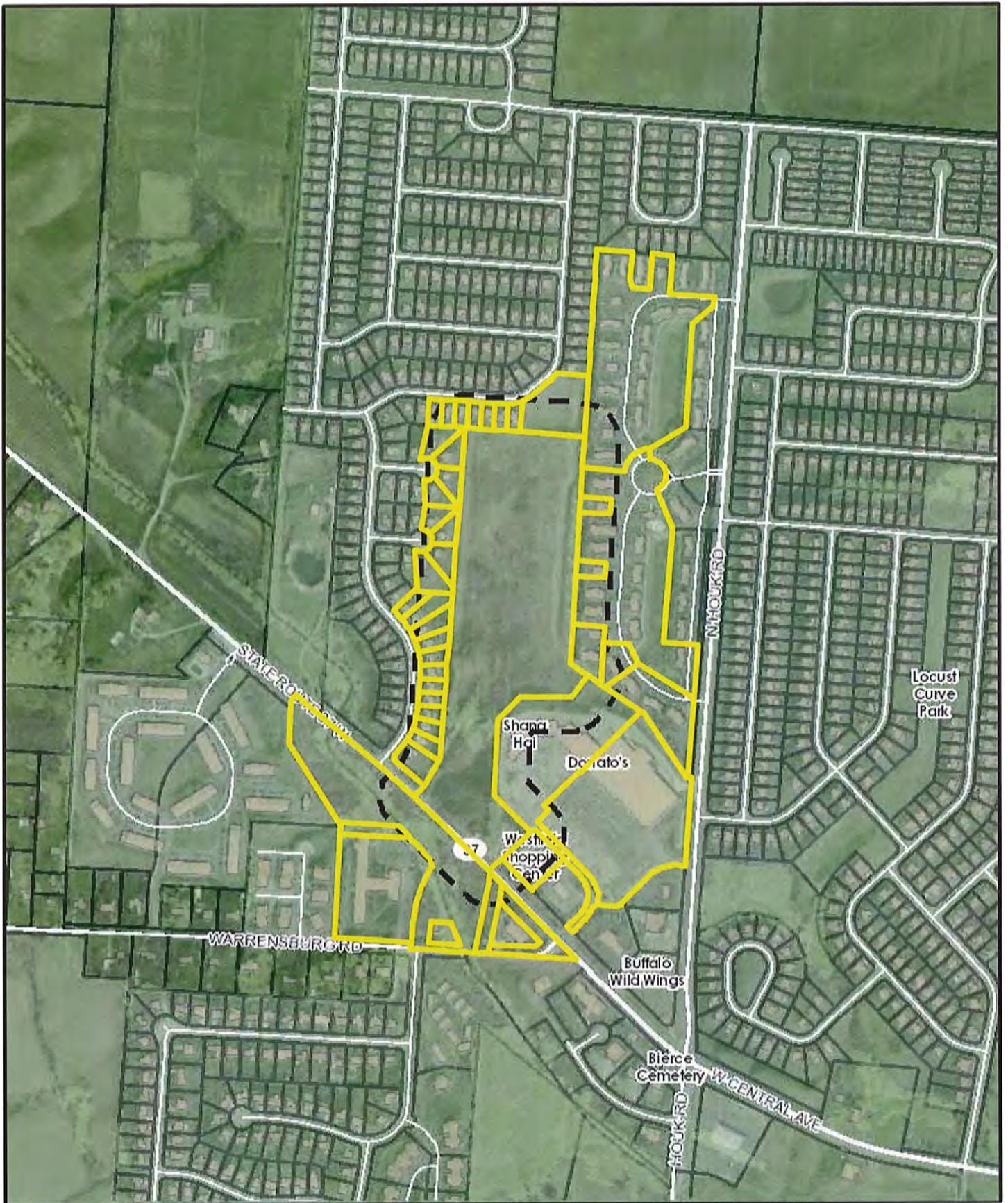
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HUGUENARD CHELSEA & CONLEY NATHAN	46 LANTERN CHASE DR; DELAWARE; 43015
JOHNSON WILLIAM E	2233 FARMLAND DR; DELAWARE; 43015
KOSTREVA MICHAEL J & YEYOUNG	110 LANTERN CHASE CT; DELAWARE; 43015
KROGER COMPANY THE	801 N HOUK RD; DELAWARE; 43015
MARQUIS MATTHEW RYAN & ASHLEY DANIELLE	2197 FARMLAND DR; DELAWARE; 43015
NEELY BRENDA L	40 LANTERN CHASE DR; DELAWARE; 43015
NHF RE2 LLC	2270 WARRENSBURG RD; DELAWARE; 43015
PETROVICH BRANKO & TERESA M	108 LANTERN CHASE CT; DELAWARE; 43015
QUEEN CLYDE J NAOMI V	16 LANTERN CHASE DR; DELAWARE; 43015
ROUTT MEGHAN M	106 LANTERN CHASE CT; DELAWARE; 43015
SHERRILL KATHY N & DORSE M	2227 FARMLAND DR; DELAWARE; 43015
SHRUM DAVID E MICHELLE A	2209 FARMLAND DR; DELAWARE; 43015
TARNOVICH WILLIAM R	70 LANTERN CHASE DR; DELAWARE; 43015
TROY FARMS CONDO ASSOC COMMON ELEMENT	124 LIPPAZON WAY; DELAWARE; 43015
TWEED KEVIN C & JENNIFER A	28 LANTERN CHASE DR; DELAWARE; 43015
WATERS INC	2080 STATE ROUTE 37 W; DELAWARE; 43015
WESTFIELD SHOPPING CENTER LLC	817 N HOUK RD; DELAWARE; 43015
WESTFIELD SHOPPING CENTER LLC	821 N HOUK RD; DELAWARE; 43015
WESTFIELD SHOPPING CENTER LLC	837 N HOUK RD; DELAWARE; 43015
WESTFIELD SHOPPING CENTER LLC	825 N HOUK RD; DELAWARE; 43015
WESTFIELD SHOPPING CENTER LLC	819 N HOUK RD; DELAWARE; 43015
WESTFIELD SHOPPING CENTER LLC	811 N HOUK RD; DELAWARE; 43015
WESTFIELD SHOPPING CENTER LLC	807 N HOUK RD; DELAWARE; 43015
WESTFIELD SHOPPING CENTER LLC	829 N HOUK RD; DELAWARE; 43015
WESTFIELD SHOPPING CENTER LLC	823 N HOUK RD; DELAWARE; 43015
WESTFIELD SHOPPING CENTER LLC	831 N HOUK RD; DELAWARE; 43015

WESTFIELD SHOPPING CENTER LLC	809 N HOUK RD; DELAWARE; 43015
WESTFIELD SHOPPING CENTER LLC	805 N HOUK RD; DELAWARE; 43015
WESTFIELD SHOPPING CENTER LLC	813 N HOUK RD; DELAWARE; 43015
WESTFIELD SHOPPING CENTER LLC	815 N HOUK RD; DELAWARE; 43015
WESTFIELD SHOPPING CENTER LLC	803 N HOUK RD; DELAWARE; 43015
WESTFIELD SHOPPING CENTER LLC	835 N HOUK RD; DELAWARE; 43015
WILEY DEBORAH FELL & ANDREW LEE	2221 FARMLAND DR; DELAWARE; 43015
WONDER CANDICE M & CARANO NICHOLAUS E	58 LANTERN CHASE DR; DELAWARE; 43015
WONDERLY DIANE L & DAVID A	76 LANTERN CHASE DR; DELAWARE; 43015



Troy Farms - Burr Oak - 150' Buffer



Delaware County Auditor
George Kaltsa

Information contained within this map may be used to generally locate, identify and inventory land parcels within Delaware County. Delaware County cannot warrant or guarantee the information contained herein, including, but not limited to its accuracy or completeness. The map parcel lines shown are approximate and this information cannot be constructed or used as a "legal description" of a parcel. Flood Plain information is obtained from FEMA and is administered by the Delaware County Building Department (740-833-2201). Please report any errors or omissions to the Delaware County Auditor's office at delcogis@co.delaware.oh.us.

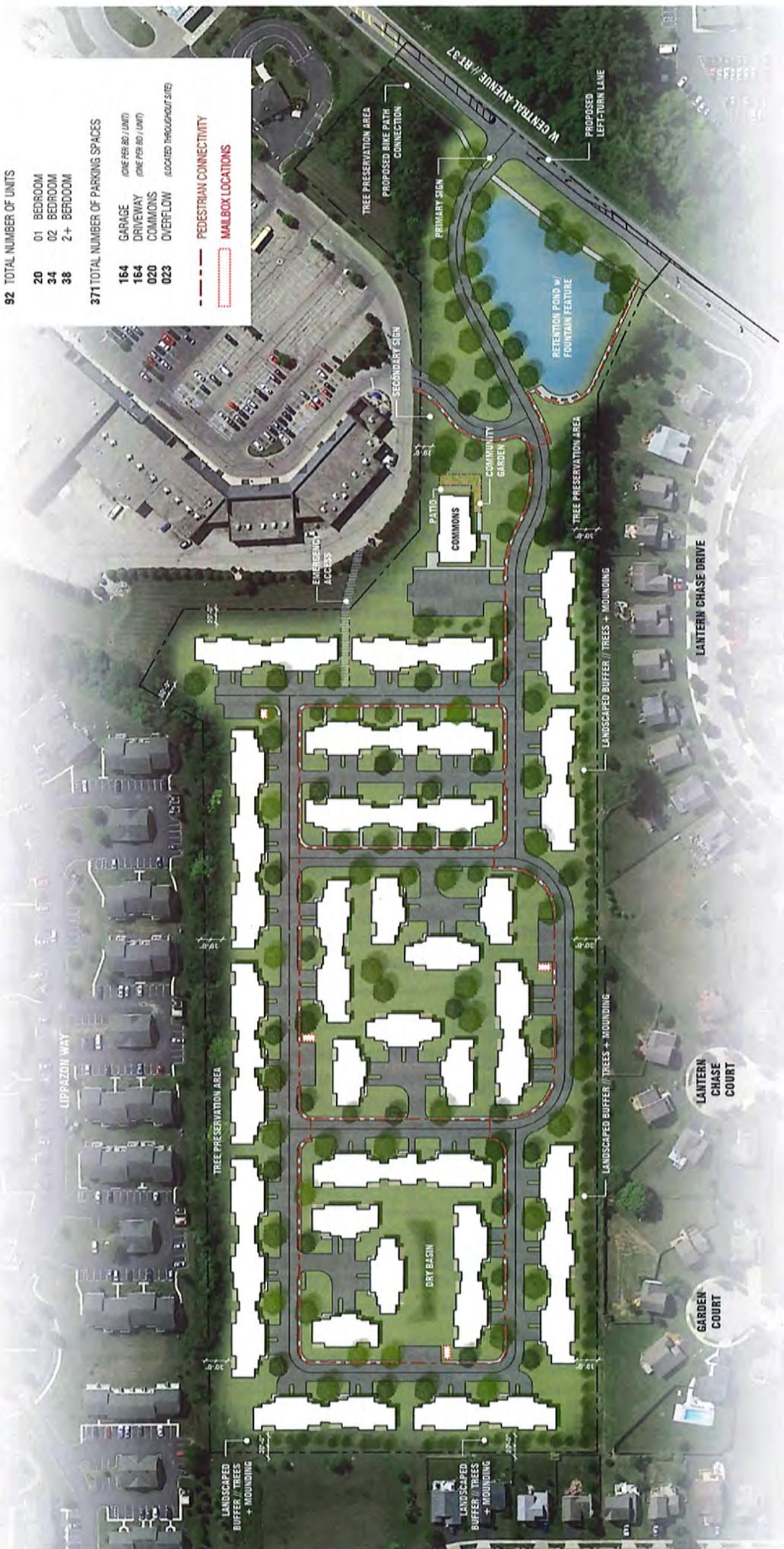
Prepared by: Delaware County Auditor's GIS Office
Printed on 6/6/2017



think. create. do.

BURR OAK COMMONS (BY THE NUMBERS)

92 TOTAL NUMBER OF UNITS	
20	01 BEDROOM
34	02 BEDROOM
38	2+ BEDROOM
371 TOTAL NUMBER OF PARKING SPACES	
164	GARAGE (ONE PER 80 / UNIT)
164	DRIVEWAY (ONE PER 80 / UNIT)
020	COMMONS
023	OVERFLOW (LOCATED THROUGHOUT SITE)
<p>--- PEDESTRIAN CONNECTIVITY</p> <p>--- MAILBOX LOCATIONS</p>	



PROPOSED SITE PLAN
SCALE: 1" = 80'-0"

PLANNED MIXED USE DEVELOPMENT TEXT
TREPLUS COMMUNITIES
BURR OAK COMMONS
DELAWARE, OHIO

1. DESCRIPTION OF DEVELOPMENT

Arthur Partners, LLC, dba Treplus (“Developer”) is proposing to rezone the approximate 20 acre site north of SR 37, west of Westfield Shopping Center and east of Lantern Chase Subdivision from B-3 (Community Business District) to B-3 PMU (Community Business District with a Planned Mixed Use Development District) for a 92 unit apartment development with a density of approximately 4.58 units per acre.



2. GENERAL DEVELOPMENT STANDARDS

- A. **Purpose and Intent.** It is the intent of the Developer to provide a planned multi-family development with high quality site improvements, architectural design, signage and amenities. This Development Text represents the zoning requirements for this development as agreed upon between the Developer and the City.
- B. **Conformance with Codified Ordinances and City Policy.** Unless noted otherwise within this development text, all development will be constructed and provided in conformance with the then current Codified Ordinances and City Policy in effect at the time of application.
- C. **Limitations.** Nothing in this text shall prohibit additional restrictions or requirements from being placed on the approval of any Final Development Plan.
- D. **Major Modifications.** Once a Final Development Plan has been approved by City Council, any subsequent major modification to that plan shall only be permitted by resubmission and approval of a revised Final Development Plan through the procedures set forth in the Zoning Code. Major modification for the purposes of this text shall mean any modification of the approved Final Development Plan, as determined by the Director of Planning & Community Development, that results in:
- (1) Any major change in the use or occupancy other than those uses specifically listed in this text.
 - (2) Major change in the approved location of land uses and/or buildings and building sizes of more than 10%.
 - (3) Substantial alteration of the basic geometry of the street layout and/or operation characteristics of any element of the approved access points and parking facilities that result in a change in operating characteristics or character.
- E. **Minor Modifications.** Once a Final Development Plan has been approved by City Council, any subsequent minor modification to that plan shall only be permitted by resubmission and approval by the Director of Planning and Community Development of a revised Final Development Plan. Minor modification for the purposes of this text shall mean any modification of the approved Final Development Plan, as determined by the Director of Planning & Community Development, that results in:
- (1) Any modification that is not considered a major modification by this Zoning Text or by determination of the Director of Planning & Community Development.
 - (2) Any minor change to the use or occupancy of the structures onsite other than those uses specifically allowed in this text or any minor changes to the approved site layout.
 - (3) Minor alteration of the basic geometry of the street layout and/or operation characteristics of any element of the approved access points and parking facilities that result in a change in operating characteristics or character.
 - (4) Minor structural alterations that do not alter the overall design intent of the building.

F. Preliminary & Final Development Plan

1. The proposed site plan and building elevations require Preliminary and Final Development Plan approval by the Planning Commission and City Council.

G. Tree Removal and Replacement. Tree removal and replacement shall meet all requirements of Chapter 1168 along with the following replacement schedule:

- (1) Trees in poor condition shall not be replaced (dead, damaged or diseased).
- (2) Trees in fair condition shall be replaced at 50%.
- (3) Trees in good condition shall be replaced at 100%
- (4) Ash trees shall not be replaced and must be removed from the site.
- (5) Other tree species considered by the City Arborist to be a species of poor quality will be considered as such with a 0% replacement value.
- (6) A verified tree survey shall be submitted prior to engineering drawing approval in the course of the Final Development Plan process.

3. SITE PLAN

The project is located on the north side of SR 37 on a 20.06 acre parcel between Westfield Shopping Center and Lantern Chase Subdivision with the primary access point from a proposed full movement curb cut from SR 37 and secondary access from a recorded easement through the Westfield Shopping Center. The looped internal street network would be private but would have to be constructed according to the cross-section drawing included with these materials. The Developer is proposing 92 single story apartments in 25 apartment buildings for a density of approximately 4.58 units per acre, plus a Commons/Community Building. Among the amenities at Burr Oak, the Developer plans to include a community garden at or near the Commons/Community Building, with the exact location to be determined in the course of planning final drainage and drainage for the Final Development Plan. The one, two and two plus bedroom apartments would range from 1,100-1,600 square feet. A retention basin would be located along SR 37 just west of the entrance. Both mail delivery and trash service would be at each unit, with trash service consisting of totes picked up at the bottom of each driveway with service provided by the City of Delaware.

4. SITE USES

A. Uses. The following uses shall be considered permitted, conditionally permitted, or limited uses as represented in the chart below by P, C, or L, respectively, and as defined by attached Chapter 1121 of the Zoning Code. Any use not listed in the chart shall be considered a prohibited use unless amended by action of the Planning Commission and City Council through a Zoning Amendment process.

- (1) **Permitted Uses.** Permitted uses are permitted by-right and shall meet all development standards specified within this text and the Zoning Code, as applicable.
- (2) **Conditionally Permitted Uses.** In addition to all standards specified within this development text, uses listed as conditionally permitted uses shall meet all the then current Zoning Code standards for approval of a Conditional Use Permit current at the time of application for the specific conditional use as well as any other regulations contained within the Zoning Code and applicable to the conditional use.

(3) **Limited Uses.** Limited uses shall be considered permitted uses subject to complying with all the specific limitations and restrictions as specified within this text as determined by Final Development Plan approval.

(4) **Accessory Uses and Structures.** Although not specified in the chart below, accessory uses, which are considered allowed uses, include those items that are customarily incidental and secondary to the principal use of the land. Such items include but are not limited to signs, fences, trash receptacles and enclosures, and off-street parking areas. If the uses are specified as conditional or limited uses the processes and limitations shall apply regardless of accessory use status.

Land Use Category	Uses
(a) Residential	
(1) Single-Family Dwelling	P
(2) Multi-Family (not to exceed 4.58 dwelling units per acre) with accessory Commons/Club House.	P
(3) Bed and Breakfast	P
(b) Office Professional Services	
(1) Offices – Administrative, Business and Professional	P
(2) Medical/Dental Offices health and allied services	P
(c) Community Facilities	
(1) Place of Worship	C
(2) Day Care Center – child/adult	C
(3) Nursing Home	P
(4) Public Safety and Service Facility	C

(5) **Prohibited Uses.**

i) **Adult Entertainment Businesses:** (also known as sexually oriented businesses) are expressly prohibited from locating anywhere on the proposed Development site.

- ii) **Wireless telecommunication facilities including installations known as small cell sites and Distributed Antenna Systems (DAS):** Towers are expressly prohibited from the entire Development area. Small cell sites, DAS, antennas, and/or amplifiers may be permitted so long as they are completely camouflaged so as to be not visible either within an enclosed building or the structure to which they are attached if external. These shall be reviewed individually administratively for compliance with these regulations.

- iii) **Outdoor Storage:** No outdoor storage is permitted on the site which includes open dumps, mineral extraction, etc.

- iv) **Medical Marijuana:** Except as permitted by the Ohio Revised Code, no medical marijuana principal or accessory uses are permitted on the subject site.

- v) **Games of Skill:** Accessory or principle for-profit, non-charitable, skill based gaming uses oriented towards adults and designed to substantially mimic gambling devices such as but not limited to spinning skill stop games but not including traditional video arcade type games typically found in restaurant/party center arrangements, for example Dave & Buster's, Magic Mountain, and Chuck E. Cheese

B. Lot Standards. The following standards shall apply for lot standards and coverage.

Lot Standards	
(1) Minimum lot area	Per approved FDP
(2) Minimum lot width and frontage	Per approved FDP
(3) Maximum building coverage	Per approved FDP
(4) Maximum lot coverage	Per approved FDP

C. Building Setback Standards. The following standards shall apply for minimum building setbacks, except as otherwise approved on the Final Development Plan. Decorative architectural elements such as decks, canopies and overhangs shall be permitted to encroach into any setback provided that no encroachment shall exceed 5 feet.

Minimum Building Setbacks	
(1) Setback from SR 37	50 ft.
(2) Setback from private street	10 ft.
(3) Setback from private alley	10 ft.
(4) Setback from adjacent property line (perimeter setback)	
a. Adjacent to residential zoned property (north, west and south)	30 ft.
b. Adjacent to commercially zoned property (northeast)	20 ft.

D. **Parking Setbacks.** The following standards shall apply for minimum parking setbacks. Parking setbacks include any parking space, parking lot drive aisle, and parking lot circulation aisle, except as otherwise approved on the Final Development Plan.

Minimum Parking Setbacks	
(1) Setback from adjacent property line (perimeter setback)	25 ft

E. **Maximum Building Height.** The maximum height of any building or structure shall be 30 feet as measured from finished floor elevation to the highest point of the roof.

F. **Building Design.** The intent of this regulation to create a cohesive and unified design throughout the entire development, each building (dwellings and Commons/Community Building) shall be consistent in overall design, color, material, and architectural pattern as determined through the Final Development Plan review process that is not dissimilar from the preliminary architectural renderings and that achieves compliance with the following requirements:

- (1) The architectural design/patterns of multi-family dwellings and the Commons/Community Building shall be similar and may be repeated from one building to the next to unify the project into a single architectural style. Similarities shall include window styles and patterns, 3:12 roof pitches, use and mix of exterior materials, and building massing.
- (2) Exterior materials color palette shall consist of natural colors including white. Additional colors may be used as accents but may not be high-gloss colors.
- (3) The exterior materials shall be in keeping with the surrounding neighborhoods, as shown in the attached Architectural Elevations, including Vinyl Siding – Higher End, as defined in Chapter 1171.08(c)(19), brick, stone, wood, or similarly approved products on all elevations. Stone (cultured or real) or brick shall be used on the front elevation of each structure for at least a wainscoting and as determined in final form with an approved Final Development Plan.

- (4) EIFS and Stucco or similar products are prohibited as exterior materials, except as accents.
- (5) As shown in the attached Architectural Elevations, all front elevations shall include a variety of styles, colors, and/or materials types of materials to provide variety throughout the community.
- (6) Treated lumber shall be painted or stained.
- (7) Any exposed foundation walls more than 12" high shall be faced with brick or stone.
- (8) Trim board around all corners, windows, and doors shall be a minimum of 3.5 inches all around. If a shutter or shutters are used no trim is required adjacent to the window.
- (9) The roofs shall have dimensional asphalt shingles.
- (10) The principal roof structure shall have an eave overhang of not less than 12 inches with return.
- (11) Windows shall be of vertical or square proportion. Accent windows may be circular, half-round, or octagonal and are limited to one per elevation unless used in a pair. The rear and side elevations shall have a minimum of one window.
- (12) All multi-family dwelling units shall have one garage per bedroom with a two car garage maximum. Front elevations shall be designed to de-emphasize the visual impact of the garage. All garage doors facing a private street shall be architecturally upgraded to include design elements consistent with the design of the apartment and development. Developer plans to use white garage doors with windows that will match the trim color as opposed to the predominant color of the siding.
- (13) Accessory structures such as enclosures for dumpsters and other similar structures shall consist of brick, stone, or similar approved products as the exterior material and be designed in a consistent and cohesive manner to the principal building in which it serves.
- (14) Gutters and downspouts will utilize splash blocks for drainage



41 FRONT ELEVATION 8/22/21 10/22



42 REAR ELEVATION 8/22/21 10/22



43 SIDE ELEVATION 8/22/21 10/22



44 SIDE ELEVATION 8/22/21 10/22

EXTERIOR MATERIAL PALETTE

ROOFING MATERIAL 30 YEAR DURATION, 30 YEAR WIND RESISTANCE, 150 MPH WIND UPLIFT RESISTANCE	DARK VINYL SIDING UP TO 10' HEIGHT, 10' TO 12' HEIGHT 1/2" X 1/2" PANELS, 12' TO 14' HEIGHT 1/2" X 1/2" PANELS	MEDIUM VINYL SIDING UP TO 10' HEIGHT, 10' TO 12' HEIGHT 1/2" X 1/2" PANELS, 12' TO 14' HEIGHT 1/2" X 1/2" PANELS	LIGHT VINYL SIDING UP TO 10' HEIGHT, 10' TO 12' HEIGHT 1/2" X 1/2" PANELS, 12' TO 14' HEIGHT 1/2" X 1/2" PANELS
STONE BASE CONCRETE, POLYMER CONCRETE, BRICK, STONE MASONRY, 10' TO 12' HEIGHT	WHITE VINYL SIDING UP TO 10' HEIGHT, 10' TO 12' HEIGHT 1/2" X 1/2" PANELS, 12' TO 14' HEIGHT 1/2" X 1/2" PANELS	DARK VINYL SIDING UP TO 10' HEIGHT, 10' TO 12' HEIGHT 1/2" X 1/2" PANELS, 12' TO 14' HEIGHT 1/2" X 1/2" PANELS	GUTTERS / DOWNSPOUTS STEEL, ALUMINUM, COPPER, BRASS



G. Parking. The amount of parking shall be as approved on the Final Development Plan and not inconsistent with the Preliminary Development Plan. No on street parking will be permitted. Additional guest and overflow parking shall be provided per the approved Final Development Plan but in no case shall be below 40 spaces. Each dwelling unit shall include garage spaces and driveway spaces in the ratio of at least one per bedroom/unit.

H. Landscaping and Screening. All landscaping shall meet the requirements of the Zoning Code and the Gateways & Corridors Plan; except as otherwise approved on the Final Development Plan.

- (1) Street trees shall be required along the private streets per the zoning code.
- (2) Building foundation landscaping shall be required per the zoning code.
- (3) The buffering along the northern and western property lines adjacent to the single family homes shall be a minimum 12 foot high continuous buffer based on existing topography, additional mounding and landscaping (such as evergreen and/or deciduous trees in a staggered alignment) to buffer the single family residents to the north and west. If the mound height is greater than 4 feet, the trees on that portion of the mound may be smaller so long as the total is at least 12 ft. high. However, in no case shall a tree be less than 6 feet in height regardless of mound height.

- I. **Lighting.** Building, site, and accent lighting shall be provided in accordance with the current zoning and building code

- k. **Signs.** A comprehensive sign plan shall be provided and approved in conformance with Section 1165 Signs of the zoning code and adopted Gateways and Corridor Plan and shall be provided as part of the Final Development Plan.

- l. **Roads.** The private streets shall be constructed according to the cross-section drawing included with these materials. The engineering drawings for such improvements shall accompany the submittal of the Final Development Plan.

- m. **Pedestrian/Bike Path.** A pedestrian path shall be required through the development to connect Lantern Chase Subdivision to SR 37 and the Westfield Shopping Center and constructed per the City Engineer. Other internal private sidewalks are encouraged to allow safe pedestrian access throughout the development. A bike path easement along the frontage of the site adjacent to SR 37 shall be dedicated to the City per the City Engineer requirements.

- n. **Utilities.** All new utilities(s) to be constructed and/or extended within the development shall comply with the City minimum requirements or as approved by the City Director of Utilities. The engineering drawings for such improvements shall accompany the submittal of the Final Development Plan.

G:\Data\Clients\Business Entities\A-D\Arthur Partners LLC\Burr Oak Preliminary Development Plan\Burr Oak Commons Proposed Development Text - 6_6_17 Treplus Burr Oak Commons.doc



Community Impact Assessment

Burr Oak Commons

November 2017

1. Summary

- a. Rezoning the Troy Farms 20.06 acres (Delaware Co. Auditor's PID 51932001014000, "Troy Farms") from B-3 Community Business provides a unique opportunity to:
 - i. Bring 92 single story units that are Universal Design 1, 2 and 2+ bedrooms ranging from 1200-1600 square feet
 - ii. Provide right-of-way access to advance the City of Delaware's planned improvements for bicyclists and pedestrians from Lantern Chase to the Westfield Shopping Center and the YMCA;
 - iii. Buffer the Lantern Chase community of single family homes from commercial development;
 - iv. Provide a 55+HOPA Compliant project to the City of Delaware
 1. Minimal to no impact expected on:
 - a. student enrollment in Delaware City Schools
 - b. utilization of police, fire or emergency services
 2. Burr Oak will not provide any medical services or meals.
 3. However, Burr Oak will be desirable to people looking at CCRC Independent Living (continuing care retirement community) projects such as Willowbrook.

2. Developer Review

- a. Treplus¹ strives to be the premier apartment community developer for the discerning baby-boomer, a renter-by-choice who wants flexibility, care-free living, and the ability to age in place.
- b. Treplus develops, builds and holds apartment projects for residents aged 55 and older
 - i. Treplus takes the extra steps to manage its properties in compliance with the Housing for Older Persons Act of 1995 (HOPA)
 - ii. Residents in a Treplus community avoid maintenance work and costs – and are willing to pay up to \$2,200/month for this flexibility and ease of living
 - iii. Programming is centered around a Commons and a Community Garden.
 1. Otherwise, Treplus tries to integrate with and support existing community resources as far as retail and recreation.
 2. Examples of such community resources in Delaware include the Westfield Shopping Center and YMCA on Houk Road, Ohio Wesleyan University and SourcePoint.
 3. SourcePoint and Treplus have complimentary goals - the slogan from SourcePoint's rebranded marketing strategy is "Thrive after 55".

¹ Treplus is a dba for Arthur Partners, LLC.

3. Burr Oak as a development

- a. Site Plan Overview
 - i. 92 Unit
 - ii. Rents ranging between \$1,700 and \$2,200 per month
 - iii. Spacious one-story units
 - iv. Pet friendly
 - v. Attached garages
 - vi. Amenities and Concierge Services
 - vii. Onsite staff and maintenance

- b. Universal Design: no step showers/entrances, lever doors, wide halls, LED lights
 - i. Product designed for aging in place.
 - ii. Treplus expects to have long term residents with low turnover.
 - iii. Treplus will provide a high level of service –
 1. Trash totes placement to and from garage, bulk removal
 2. Onsite management
 3. In home check-in for traveling residents

- c. Unit floor plans will include:
 - i. 1, 2 and 2+ bedroom and bath with a half bath
 - ii. Attached garage
 - iii. Oversized units ranging 1200-1600 square feet

- d. Commons / Community Garden
 - i. Fitness Center,
 - ii. Business Center,
 - iii. Garden, and
 - iv. Club room for cards, yoga, book club, events, activities, programming, patio with fire pit (on the back side of the community center by shopping center), café with WiFi

- e. Garage- 1 or two spaces on the apron, extra parking throughout the development

- f. Gourmet Kitchens with stainless steel appliances, granite countertops

- g. Private porch entrances and private patios

4. Burr Oak, Lantern Chase and Westfield Shopping Center as part of a larger mixed use community

- a. Except for vehicular traffic (from Merrick Blvd. and Houk Road to the north, and State Route 37 to the south, a distance of approximately 0.7 mile) Lantern Chase to the west is cut off from the Westfield Shopping Center to the east and the YMCA to the south.

- b. In return for the City rezoning Troy Farms and granting full access onto SR 37, Treplus² would be willing to:

² Treplus is currently in contract to buy Troy Farms from Troy Farms of Delaware, LLC, the record owner. City staff has indicated to Treplus that the city does not intend to proceed with the bicycle and pedestrian way until 2018, at which point Treplus hopes to have completed its Final Development Plan and have closed on its purchase of Troy Farms.

- i. grant a right-of-way along SR 37 for the City to use in completing its planned bicycle and pedestrian way;
 - ii. install a left turn lane (so long as the City does not require additional traffic studies).
- c. Troy Farms has two points of access, at SR 37 and also by way of a private easement through the Westfield Shopping Center (recorded at OR 45, PG 265 on 8/9/2000).

5. Impact on Public Services

- a. **Tax Effect** – Treplus will have two employees on site, a property manager and a concierge. Burr Oak residents will add additional income to the city's tax base, and the improvement of what is now vacant land will add to the real estate tax base for public schools and county social services. The current market value of Troy Farms is \$729,400, which generates \$18,032 annually in real estate taxes; current construction estimates for Burr Oak Commons are that buildings and improvements would total approximately \$19,500,000.00, which would generate \$403,727 annually in real estate taxes.
- b. **Police and Fire** - There is no anticipation of additional load to the existing police and fire department other than emergency services
- c. **Schools** – There will be minimal to no impact on student enrollment in the Delaware City Schools.
- d. **Parks and Recreation** – Please see earlier discussion on the willingness of Treplus to participate in a right-of-way solution to complete a portion of the City's bicycle and pedestrian way.
- e. **Traffic Control** - No additional traffic control signals. Based on existing traffic studies the City has from prior developers, Treplus is willing to install one left turn lane.

6. General Requirements

- a. **Financial Interest** - The building cost for this project is estimated at \$19,500,000.00.
- b. **Economic Impact** - The short term economic impact will be the creation of construction jobs for a period of twelve months. Treplus anticipates having two full-time equivalent employees on site post-construction.
- c. **Construction Scheduling** - The proposed project is to be completed within twelve months from the start of construction. Construction is planned to begin after City Council approves the Final Development Plan, which is projected for 2nd quarter 2018.
- d. **Adjacent Developments** – Lantern Chase, to the west, is a neighborhood of single family homes. To the east are apartments and the Westfield Shopping Center.
- e. **Alternatives** – A number of prior developers, both commercial and residential, have looked at Troy Farms, all without closing. Treplus believes Burr Oak Commons is uniquely suited for Troy Farms.



Community Impact Assessment

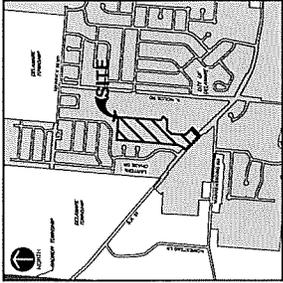
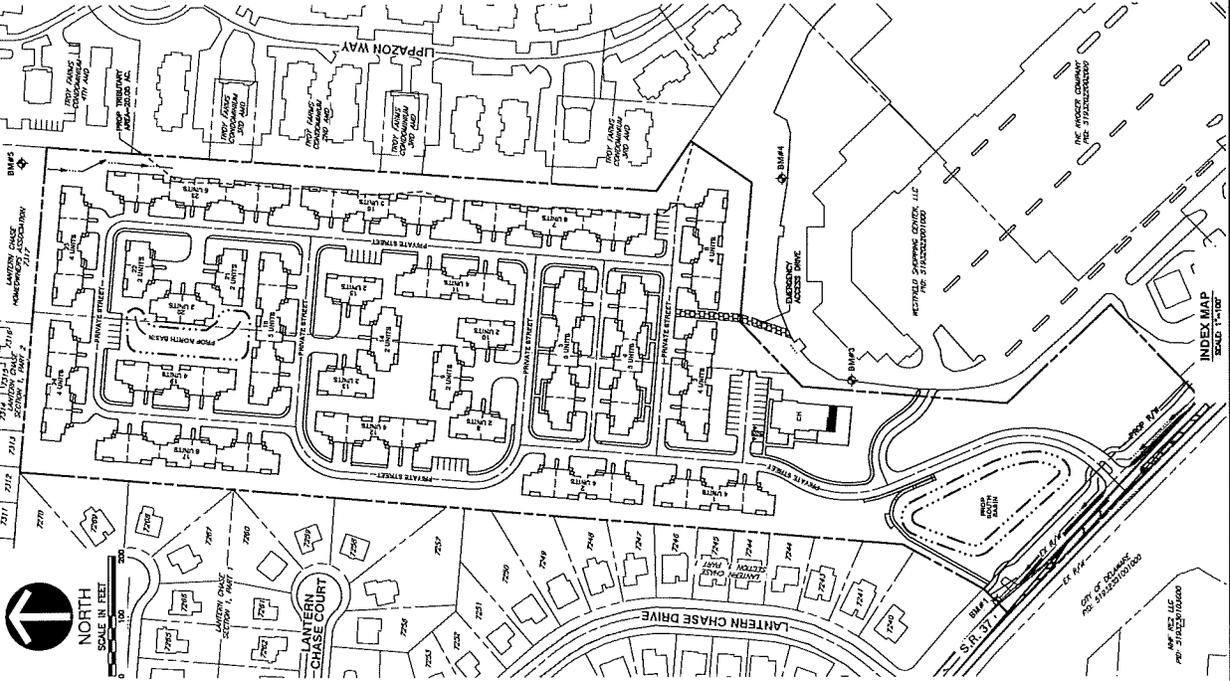
Addendum

Burr Oak Commons
November 2017

1. **The development of Burr Oak Commons will include the following public and private infrastructure improvements that will benefit the surrounding community;**
 - a. Provide a left turn lane into Burr Oak Apartments from West Central Avenue to address any potential future traffic impacts and provide a safe intersection between Westfield Shopping Center and Lantern Chase Subdivision;
 - b. Build a private road and pedestrian connection from Burr Oak to the Westfield Shopping Center that will reduce the amount of traffic on West Central Avenue;
 - c. Install a 36" diameter storm sewer pipe that will bypass and replace a poorly maintained drainage ditch that currently serves as the outflow for the Lantern Chase detention basin;
 - d. Replacing an existing undersized culvert located north of Burr Oak under West Central Avenue;
 - e. Design and construct a multiuse path along West Central Avenue to connect Lantern Chase Subdivision with pedestrian access to the Westfield Shopping Center, YMCA and other community amenities
 - f. Provide a third means of emergency egress to and from Burr Oak and Westfield Shopping Center.

BURR OAK COMMONS

CITY OF DELAWARE, DELAWARE COUNTY, OHIO
FINAL DEVELOPMENT PLAN
2017



SITE DATA

TOTAL LOTS	20,228 AC.
TOTAL UNITS	82
1 BR UNITS	34
2 BR UNITS	34
3 BR UNITS	14
AVG. DENSITY	4.08 UNITS/AC.
PARKING PROVIDED	371 SPACES
CHANGE (ONE PER 800/UNIT)	114 SPACES
PROVIDED (ONE PER 800/UNIT)	114 SPACES
CHANGING	23 SPACES
OVERFLOW	23 SPACES
TOTAL OPEN SPACE	7,444 AC.
ACTIVE OPEN SPACE	5,118 AC.
RETAINING	2,326 AC.

BENCHMARKS (NAVD 88)

BENCHMARK 1: ESTABLISHED FROM A STATIC OBSERVATION AND MOST RECENTLY PROCESSED USING A HIGH PRECISION SOLUTION ON 10/15/2017. BENCHMARK 2: ESTABLISHED FROM A STATIC OBSERVATION AND MOST RECENTLY PROCESSED USING A HIGH PRECISION SOLUTION ON 10/15/2017. BENCHMARK 3: ESTABLISHED FROM A STATIC OBSERVATION AND MOST RECENTLY PROCESSED USING A HIGH PRECISION SOLUTION ON 10/15/2017. BENCHMARK 4: ESTABLISHED FROM A STATIC OBSERVATION AND MOST RECENTLY PROCESSED USING A HIGH PRECISION SOLUTION ON 10/15/2017. BENCHMARK 5: ESTABLISHED FROM A STATIC OBSERVATION AND MOST RECENTLY PROCESSED USING A HIGH PRECISION SOLUTION ON 10/15/2017. BENCHMARK 6: ESTABLISHED FROM A STATIC OBSERVATION AND MOST RECENTLY PROCESSED USING A HIGH PRECISION SOLUTION ON 10/15/2017. BENCHMARK 7: ESTABLISHED FROM A STATIC OBSERVATION AND MOST RECENTLY PROCESSED USING A HIGH PRECISION SOLUTION ON 10/15/2017. BENCHMARK 8: ESTABLISHED FROM A STATIC OBSERVATION AND MOST RECENTLY PROCESSED USING A HIGH PRECISION SOLUTION ON 10/15/2017. BENCHMARK 9: ESTABLISHED FROM A STATIC OBSERVATION AND MOST RECENTLY PROCESSED USING A HIGH PRECISION SOLUTION ON 10/15/2017. BENCHMARK 10: ESTABLISHED FROM A STATIC OBSERVATION AND MOST RECENTLY PROCESSED USING A HIGH PRECISION SOLUTION ON 10/15/2017.

REFERENCE

CONTRIBUTOR: THIS MAP WAS BASED ON SURVEY BY CIVIL & ENVIRONMENTAL CONSULTANTS, INC. DATED OCTOBER 13, 2017.

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OWNERS
TREPUS COMMUNITIES, LLC
PO BOX 1010100

REVISION RECORD

NO.	DATE	DESCRIPTION

Civil & Environmental Consultants, Inc.
250 Old Wilson Bridge Road - Suite 250 - Worthington, OH 43085
614-546-6333 • 608-639-8908
www.cenv.com

TREPUS COMMUNITIES, LLC
FINAL DEVELOPMENT PLAN
BURR OAK
CITY OF DELAWARE

COVER SHEET

DATE: NOVEMBER 2017
PROJECT NO: 161-07
SHEET NO: 11

APPROVED BY: _____
DATE: _____

APPROVED BY THE PLANNING COMMISSION ON: _____
DATE: _____

APPROVED BY THE CITY OF DELAWARE, OHIO: _____
DATE: _____

APPROVED BY THE PLANNING COMMISSION ON: _____
DATE: _____

APPROVED BY THE CITY OF DELAWARE, OHIO: _____
DATE: _____

NO.	DATE	DESCRIPTION	INITIALS

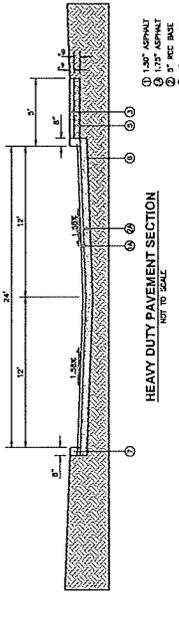
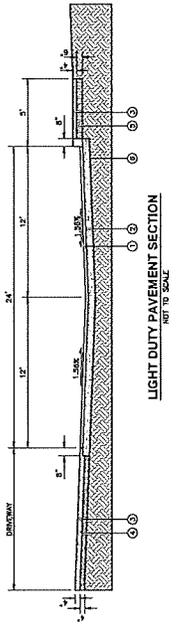
Civil & Environmental Consultants, Inc.
 250 Old Wilson Bridge Road - Suite 250 - Worthington, OH 43085
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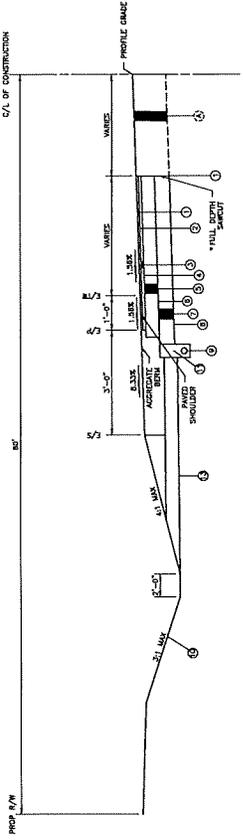
TREPLUS COMMUNITIES, LLC
FINAL DEVELOPMENT PLAN
BURR OAK
CITY OF DELAWARE

DATE	BY	CHECKED BY	SCALE
NOVEMBER 2017			

DRAWING NO. **C001**
 SHEET 2 OF 11



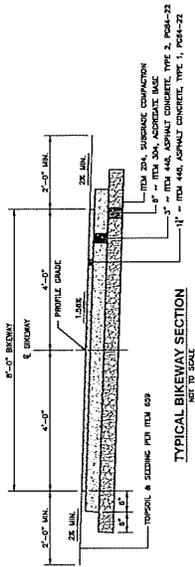
- ① 1.5" ASPHALT
- ② 4" AGGREGATE BASE
- ③ 4" CONCRETE
- ④ 4" AGGREGATE BASE
- ⑤ 4" CONCRETE
- ⑥ 10" EMBOSSED CURB



TYPICAL WIDENING SECTION
 S.R. 37
 NOT TO SCALE

(S.A. 87-67.00 TO S.A. 87-62.43)

- ① DRIVE PAVEMENT
- ② MPA 444, 1-1/2" ASPHALT CONCRETE SURFACE COURSE (MEDIUM TRAFFIC) PMA-22
- ③ MPA 467, NON-TACKING TACK COAT, INTERMEDIATE (APPLIED AT 0.4 GAL/SY)
- ④ MPA 444, 2" ASPHALT CONCRETE INTERMEDIATE COURSE (MEDIUM TRAFFIC) PMA-22
- ⑤ MPA 467, NON-TACKING TACK COAT, INTERMEDIATE (APPLIED AT 0.4 GAL/SY)
- ⑥ MPA 301, 8" ASPHALT CONCRETE BASE
- ⑦ MPA 404, 8" ASPHALT CONCRETE SURFACE COURSE (APPLIED AT 0.4 GAL/SY)
- ⑧ MPA 304, 5" AGGREGATE BASE
- ⑨ MPA 304, SURFACE COMPACTION
- ⑩ MPA 304, SURFACE COMPACTION
- ⑪ MPA 304, SURFACE COMPACTION
- ⑫ MPA 304, SURFACE COMPACTION
- ⑬ MPA 304, SURFACE COMPACTION
- ⑭ MPA 304, SURFACE COMPACTION
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- ㊿ MPA 304, SURFACE COMPACTION



TYPICAL BIKEWAY SECTION
 NOT TO SCALE

(S.A. 87-67.00 TO S.A. 87-62.43)

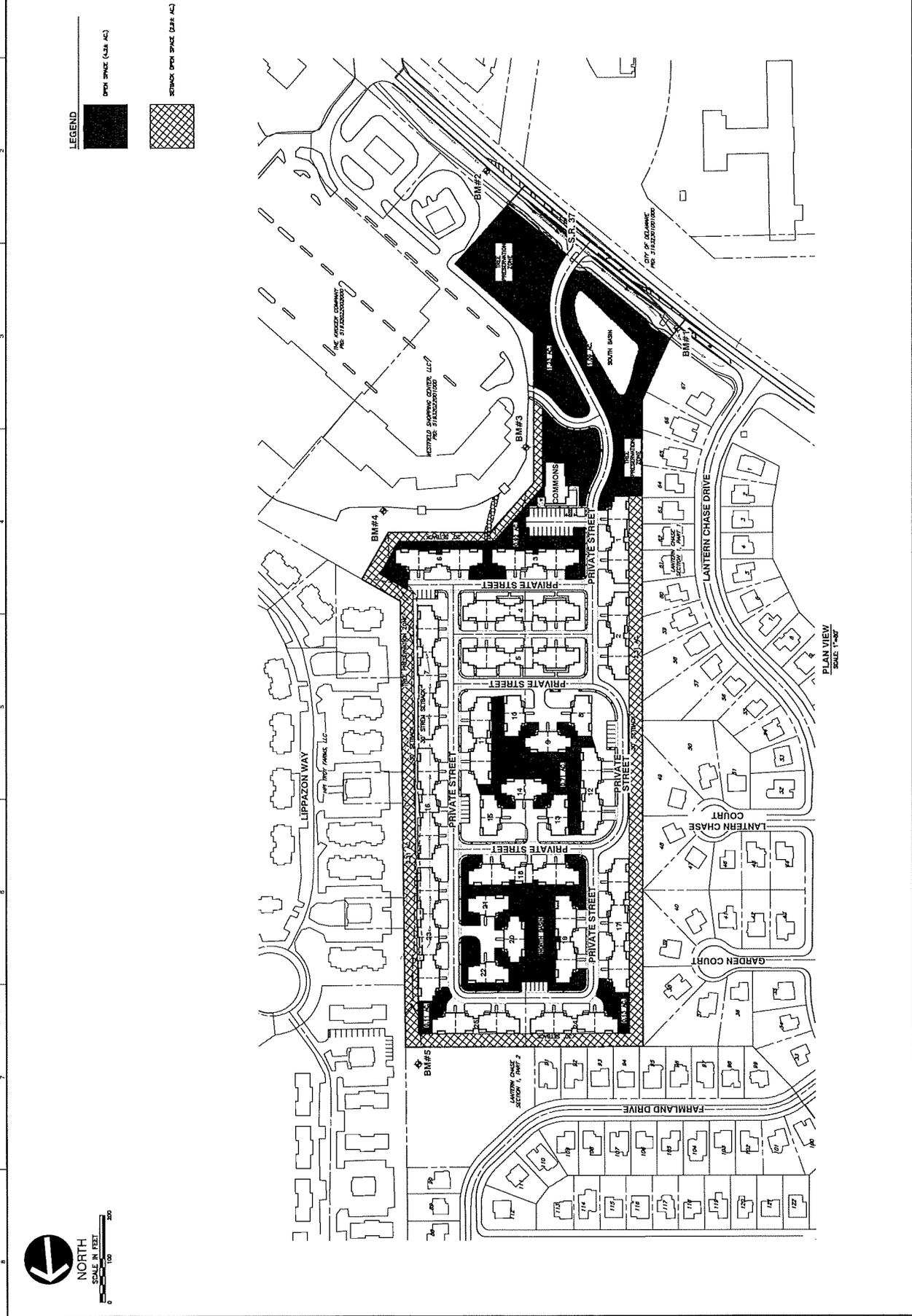
- ① DRIVE PAVEMENT
- ② MPA 444, 1-1/2" ASPHALT CONCRETE SURFACE COURSE (MEDIUM TRAFFIC) PMA-22
- ③ MPA 467, NON-TACKING TACK COAT, INTERMEDIATE (APPLIED AT 0.4 GAL/SY)
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TREPLUS COMMUNITIES, LLC
 BURR OAK
 FINAL DEVELOPMENT PLAN
 CITY OF DELAWARE

Civil & Environmental Consultants, Inc.
 250 Old Wilson Bridge Road - Suite 250 - Worthington, OH 43085
 614-540-6333 • 614-540-6808
 WWW.CECONLINE.COM



NO.	DATE	DESCRIPTION



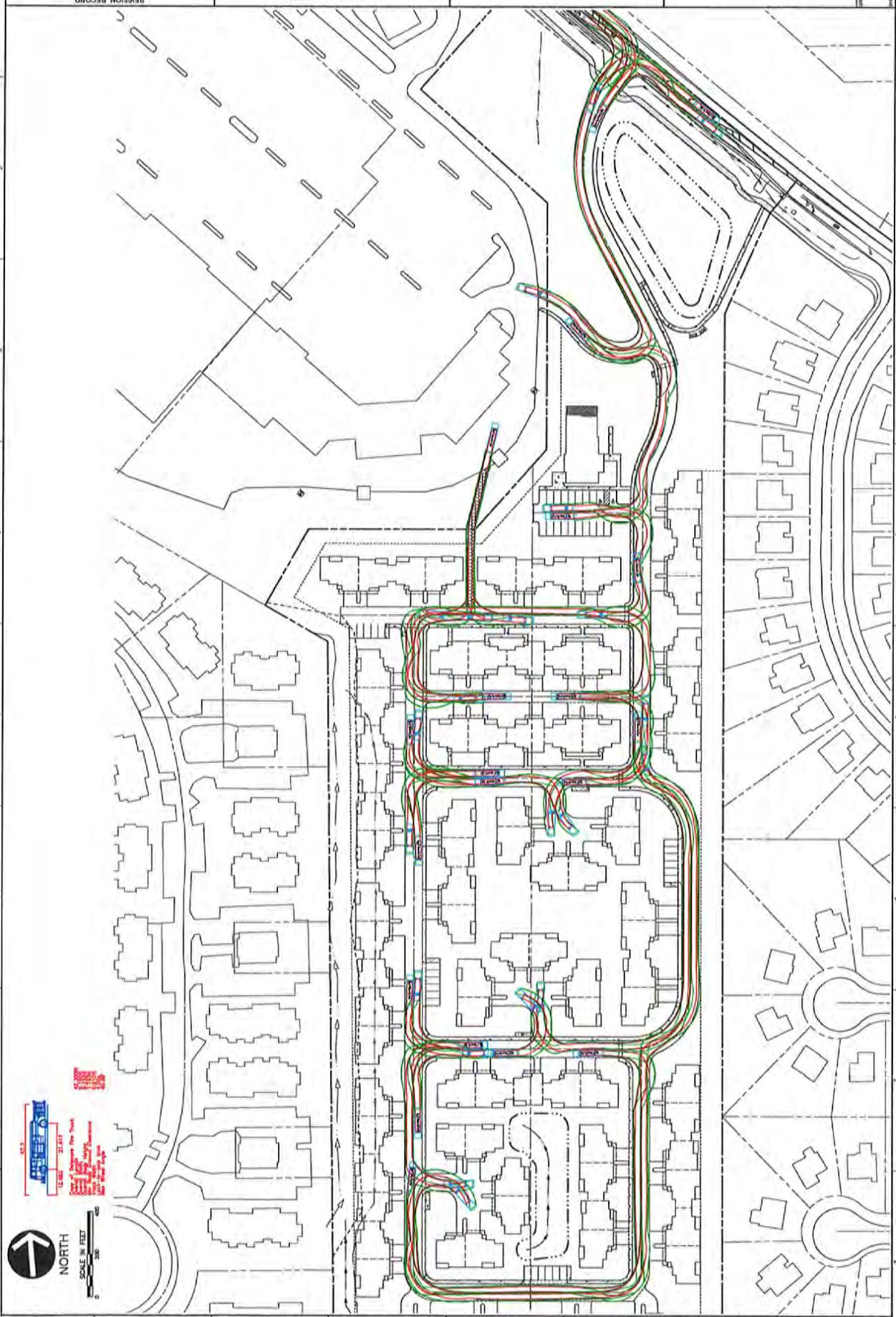
NO.	DATE	DESCRIPTION	INITIALS

CIVIL & ENVIRONMENTAL CONSULTANTS, INC.
 250 Old Wilson Bridge Road - Suite 200 - Worthington, OH 43086
 614-402-6033 • 600-938-8908

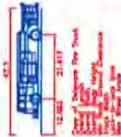

TREEPLUS COMMUNITIES, LLC
 BURR OAK
 FINAL DEVELOPMENT PLAN
 CITY OF DELAWARE

VEHICLE CLEARANCE EXHIBIT
 DATE: NOVEMBER 2017
 AS NOTED (CHECKED BY)
 CDS
 PROJECT NO: 151-101
 SHEET NO: 11

C601
 SHEET NO. 11

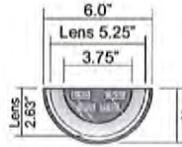



 NORTH
 SCALE IN FEET

11/17/2017 10:00 AM - 11/17/2017 10:00 AM - 11/17/2017 10:00 AM - 11/17/2017 10:00 AM - 11/17/2017 10:00 AM

think. create. do.



(B)

D.F. Monument Sign with Illuminated Letters & Sconces

VECTOR FILE OR TYPESTYLE OF LETTERING, REQUIRED FROM CLIENT

CABINET & REVEAL, CONSTRUCTED FROM .060 ALUMINUM OVER WELDED ALUMINUM FRAMEWORK.

ILLUMINATED GRAPHICS---

REDDUD COMMONS - ROUTED THRU W/ 3/4" PUSH-THRU ACRYLIC. TRANSLUCENT VINYL APPLIED TO LETTER FACES. ILLUMINATION THRU THE FACES & LETTER PERIMETER FOR SOFT HALO GLOW.

TREPLUS COMMUNITIES & UNDERSCORE - ROUTED THRU & BACKED UP WITH ACRYLIC. TRANSLUCENT VINYL APPLIED TO FACES. ILLUMINATION THRU THE FACES

CABINET SECTIONED, WITH ONLY THE CENTER SECTION HOUSING THE HIGH OUTPUT (LED) CLUSTERS, EMITTING LIGHT THROUGH THE GRAPHICS

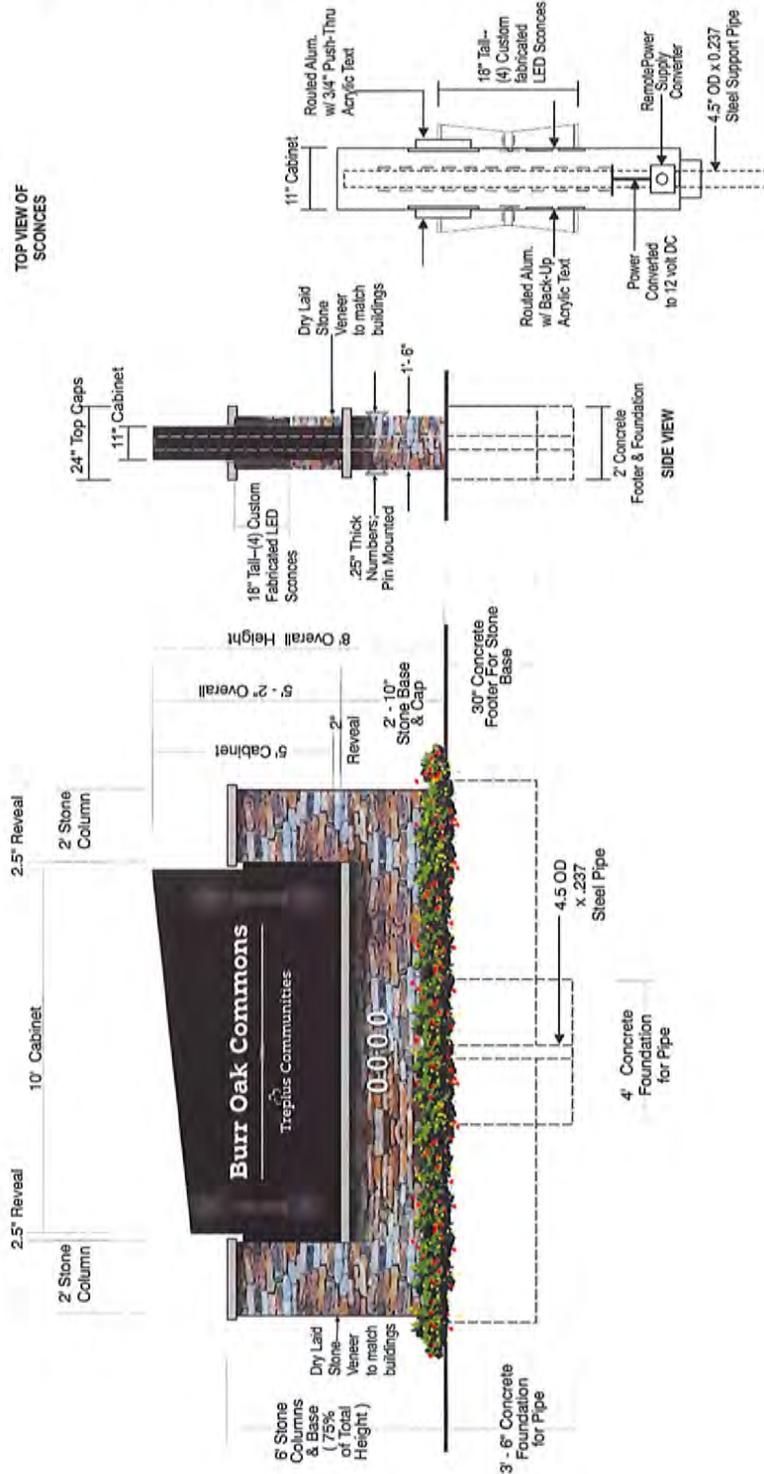
(4) HALF ROUND, HOUR GLASS SHAPED SCONCES CUSTOM FABRICATED WITH SEALED CLEAR LENSES. SCONCES HOUSE LED CLUSTERS THAT EMIT SOFT GLOW ABOVE & BELOW.

LEDS ARE POWERED BY 120 AC FEED BROUGHT TO SIGHT BY OTHERS.

CABINET SECURED TO 4-500 X .237 STEEL CENTER PIPE. PIPE IS SET IN CONCRETE FOUNDATION-- 2 X 4' X 3' - 6" DEEP.

MASONRY BASE & SUBGRADE FOOTER BY OTHERS.

COLORS:
 CABINET - MEDIUM BRONZE, MAP #41-312.
 SCONCES - DARK BRONZE, MAP #41-313.
 PRIMARY TEXT - TRANSL. WHITE.
 SECONDARY TEXT - TRANSL. WHITE AND GREEN, PMS 853C.
 REVEAL - BLACK



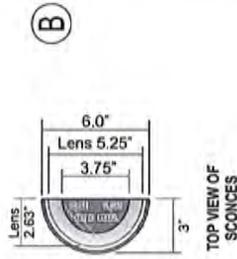
PRIMARY SIGN
 NTS

BURR OAK COMMONS
 FINAL DEVELOPMENT PLAN SUBMITTAL
 NOVEMBER 06, 2017

Trepplus
 Communities

archall
 ARCHITECTURAL ALLIANCE

think. create. do.



D.F. Monument Sign with Illuminated Letters & Sconces

VECTOR FILE OR TYPESTYLE OF LETTERING, REQUIRED FROM CLIENT

CABINET & REVEAL CONSTRUCTED FROM .080 ALUMINUM OVER WELDED ALUMINUM FRAMEWORK

ILLUMINATED GRAPHICS—

REBIDD COMMONS - ROUTED THRU W/ 3/4" PUSH-THRU ACRYLIC, TRANSLUCENT VINYL APPLIED TO LETTER FACES. ILLUMINATION THRU THE FACES & LETTER PERIMETER FOR SOFT HALO GLOW.

TREPLUS COMMUNITIES & UNDERSCORE - ROUTED THRU & BACKED UP WITH ACRYLIC, TRANSLUCENT VINYL APPLIED TO FACES. ILLUMINATION THRU THE FACES

CABINET SECTIONED, WITH ONLY THE CENTER SECTION HOUSING THE HIGH OUTPUT (LED) CLUSTERS, EMITTING LIGHT THROUGH THE GRAPHICS

(4) HALF ROUND, HOUR GLASS SHAPED SCONCES CUSTOM FABRICATED WITH SEALED CLEAR LENSES. SCONCES HOUSED LED CLUSTERS THAT EMIT SOFT GLOW ABOVE & BELOW

LEDS ARE POWERED BY 120 AC FEED BROUGHT TO SIGHT BY OTHERS.

CABINET SECURED TO 4500 X .237 STEEL CENTER PIPE. PIPE IS SET IN CONCRETE FOUNDATION— 2 X 4 X 3'-8" DEEP.

MASONRY BASE & SUBGRADE FOOTER BY OTHERS.

COLORS:

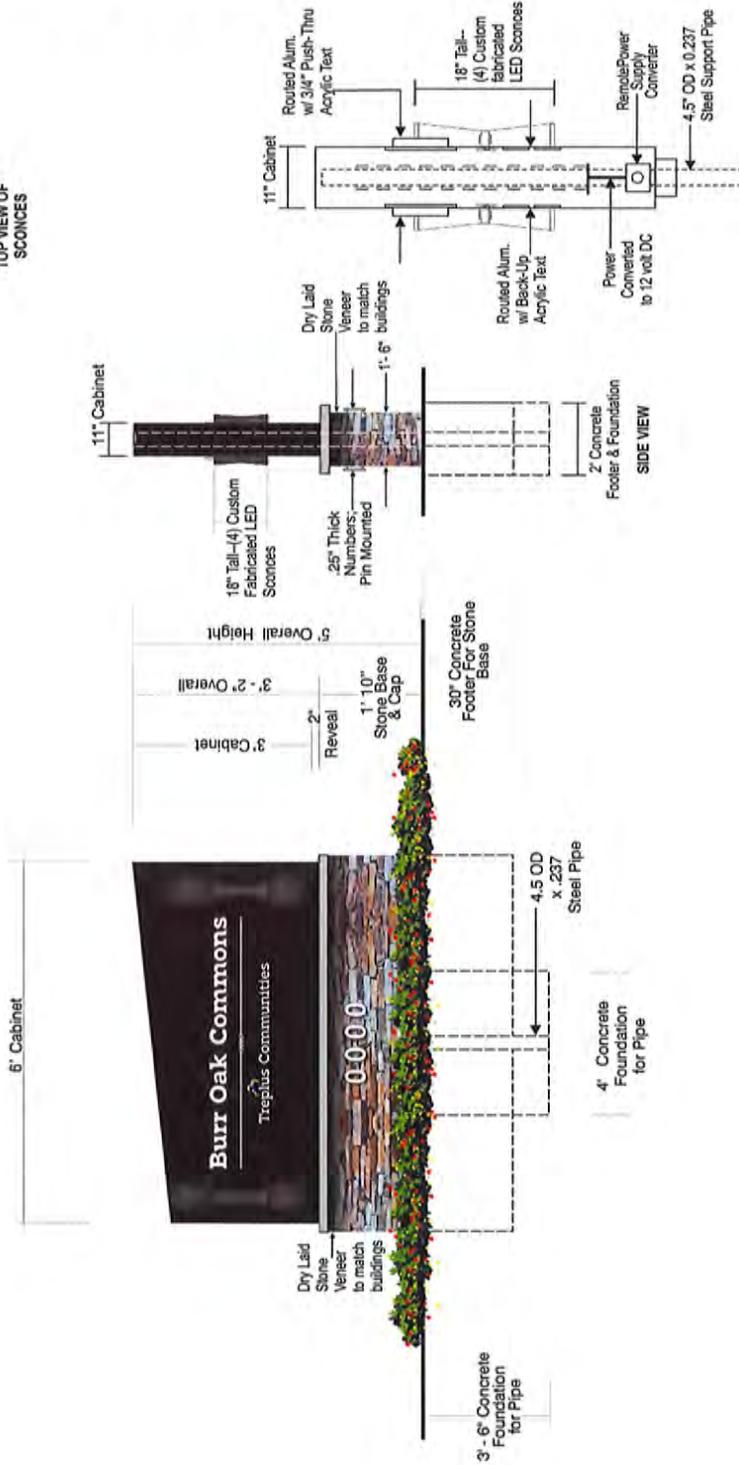
CABINET - MEDIUM BRONZE, MAP #41-312

SCONCES - DARK BRONZE, MAP #41-313

PRIMARY TEXT - TRANSL. WHITE

SECONDARY TEXT - TRANSL. WHITE AND GREEN PMS #553C.

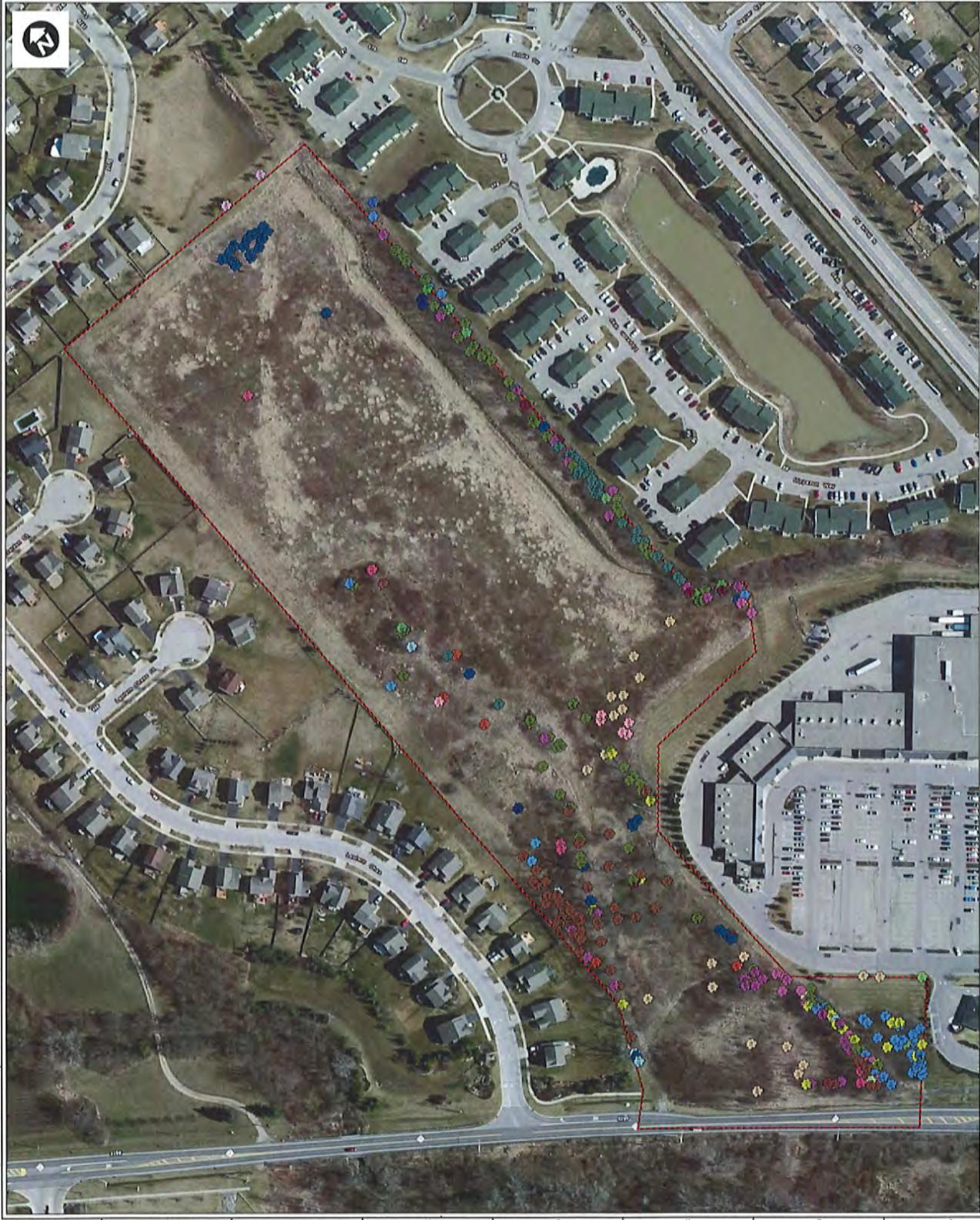
REVEAL - BLACK



SECONDARY SIGN
NTS

BURR OAK COMMONS
FINAL DEVELOPMENT PLAN SUBMITTAL
NOVEMBER 06, 2017





LEGEND

- Tree Species
- Aspen
 - Ash, Green
 - Ash, White
 - Baldcypress
 - Baldpate Pear
 - Cherry, Black
 - Cottonwood, Eastern
 - Elm, American
 - Elm, European
 - Elm, Slender
 - Hickory
 - Hickory
 - Larch, Black
 - Larch, Tamar
 - Maple, Silver
 - Maple, Sugar
 - Mulberry, Red
 - Oak, Black
 - Oak, Pin
 - Oak, White
 - Orange-Orange
 - Pine, White
 - Willow, Black

APPROXIMATE SITE BOUNDARY



NOTES:
1. THIS REPORT IS BASED ON VISUAL INSPECTION AND PHOTOGRAPHY OF THE PROPERTY AND SURROUNDING AREA. THE IDENTIFICATION OF TREES ON THIS MAP IS BASED ON VISUAL IDENTIFICATION AND IS NOT A GUARANTEE OF TREE SPECIES OR CONDITION.
2. IDENTIFICATION OF TREES ON THE SUBJECT PROPERTY WAS PERFORMED BY CIVIL & ENVIRONMENTAL CONSULTANTS, INC. (CEC) ON MAY 12, 2017.

Civil & Environmental Consultants, Inc.
200 S. DELAWARE STREET, SUITE 200
DELAWARE, OHIO 43015
TEL: 614.646.8333 FAX: 614.646.8338

TREPLUS COMMUNITIES, LLC
BURR OAK COMMONS
CITY OF DELAWARE
DELAWARE COUNTY, OHIO

PROJECT NO.: 17-001
SHEET NO.: 1

DATE: 5/12/17
DRAWN BY: J. W. WILSON
CHECKED BY: J. W. WILSON
APPROVED BY: J. W. WILSON

Stem ID	Tree ID	Common Name	Scientific Name	Condition	DBH Size	*Multiple DBH	GPS Date	XCOORD	YCOORD
1	1	Locust, Honey	<i>Gleditsia triacanthos</i>	Good	8		2017-05-10	-83.11236288	40.31190618
2	2	Locust, Honey	<i>Gleditsia triacanthos</i>	Fair	9	2 trunk 6	2017-05-10	-83.11234068	40.31192519
3					6				
4	3	Locust, Honey	<i>Gleditsia triacanthos</i>	Fair	6	2 trunk 6	2017-05-10	-83.11232085	40.31194522
5					6				
6	4	Locust, Honey	<i>Gleditsia triacanthos</i>	Good	7		2017-05-10	-83.11232738	40.31199889
7	5	Locust, Honey	<i>Gleditsia triacanthos</i>	Good	9		2017-05-10	-83.11231945	40.31201068
8	6	Locust, Honey	<i>Gleditsia triacanthos</i>	Good	11		2017-05-10	-83.11225757	40.31204151
9	7	Locust, Honey	<i>Gleditsia triacanthos</i>	Good	11		2017-05-10	-83.11225527	40.31205179
10	8	Apple	<i>Malus sp.</i>	Poor	7		2017-05-10	-83.11230026	40.31206478
11	9	Locust, Honey	<i>Gleditsia triacanthos</i>	Fair	10	2 trunk 6	2017-05-10	-83.11234246	40.31208176
12					6				
13	10	Locust, Honey	<i>Gleditsia triacanthos</i>	Good	9		2017-05-10	-83.11229653	40.31208751
14	11	Locust, Honey	<i>Gleditsia triacanthos</i>	Good	10		2017-05-10	-83.11232987	40.31211433
15	12	Elm, American	<i>Ulmus americana</i>	Good	11		2017-05-10	-83.11239541	40.31211414
16	13	Locust, Honey	<i>Gleditsia triacanthos</i>	Good	9		2017-05-10	-83.11239829	40.3121783
17	14	Oak, Pin	<i>Quercus palustris</i>	Good	14		2017-05-10	-83.11226019	40.31217288
18	15	Elm, American	<i>Ulmus americana</i>	Good	11		2017-05-10	-83.11226849	40.31218233
19	16	Locust, Honey	<i>Gleditsia triacanthos</i>	Good	12		2017-05-10	-83.11226505	40.3122258
20	17	Locust, Honey	<i>Gleditsia triacanthos</i>	Good	11		2017-05-10	-83.1122711	40.31222556
21	18	Locust, Honey	<i>Gleditsia triacanthos</i>	Good	11		2017-05-10	-83.11237969	40.31229017
22	19	Bradford Pear	<i>Pyrus calleryana</i>	Fair	7		2017-05-10	-83.11219315	40.31243449
23	20	Hackberry	<i>Celtis occidentalis</i>	Fair	9	2 trunk 6	2017-05-10	-83.11247817	40.31256508
24					6				
25	21	Bradford Pear	<i>Pyrus calleryana</i>	Fair	10		2017-05-10	-83.11253429	40.31255621
26	22	Locust, Black	<i>Robinia pseudoacacia</i>	Good	10		2017-05-10	-83.11252981	40.31259236
27	23	Locust, Honey	<i>Gleditsia triacanthos</i>	Fair	17	3 stems 15, 14	2017-05-10	-83.11250762	40.31249116
28					15				
29					14				
30	24	Hackberry	<i>Celtis occidentalis</i>	Fair	10	3 stems 7,6	2017-05-10	-83.11250009	40.31247657
31					7				
32					6				
33	25	Hackberry	<i>Celtis occidentalis</i>	Good	6		2017-05-10	-83.11253233	40.31249297
34	26	Hackberry	<i>Celtis occidentalis</i>	Good	12		2017-05-10	-83.11248923	40.31245743
35	27	Locust, Honey	<i>Gleditsia triacanthos</i>	Good	13		2017-05-10	-83.11250127	40.31245724
36	28	Hackberry	<i>Celtis occidentalis</i>	Good	7		2017-05-10	-83.11249483	40.31243763
37	29	Locust, Honey	<i>Gleditsia triacanthos</i>	Good	14		2017-05-10	-83.1125069	40.31240641
38	30	Elm, American	<i>Ulmus americana</i>	Good	9		2017-05-10	-83.11250281	40.31241108
39	31	Elm, Slippery	<i>Ulmus rubra</i>	Good	7		2017-05-10	-83.11250352	40.31237774
40	32	Oak, White	<i>Quercus alba</i>	Good	15		2017-05-10	-83.11250284	40.31233123
41	33	Hackberry	<i>Celtis occidentalis</i>	Good	11		2017-05-10	-83.11251229	40.31233083
42	34	Elm, American	<i>Ulmus americana</i>	Good	6		2017-05-10	-83.11251175	40.31232465
43	35	Locust, Black	<i>Robinia pseudoacacia</i>	Good	13		2017-05-10	-83.11251158	40.31228129
44	36	Locust, Black	<i>Robinia pseudoacacia</i>	Good	11		2017-05-10	-83.11250778	40.31225301
45	37	Elm, American	<i>Ulmus americana</i>	Good	7		2017-05-10	-83.11252598	40.31225796
46	38	Elm, American	<i>Ulmus americana</i>	Fair	7	2 trunk 6	2017-05-10	-83.11250966	40.31224698
47					6				
48	39	Hackberry	<i>Celtis occidentalis</i>	Fair	7	2 trunk 6	2017-05-10	-83.11252485	40.31219114
49					6				
50	40	Hackberry	<i>Celtis occidentalis</i>	Good	9		2017-05-10	-83.11253748	40.31216145
51	41	Locust, Honey	<i>Gleditsia triacanthos</i>	Good	11		2017-05-10	-83.1125263	40.31216203
52	42	Locust, Black	<i>Robinia pseudoacacia</i>	Fair	11	2 trunk 11	2017-05-10	-83.1125476	40.31213191
53					11				
54	43	Locust, Black	<i>Robinia pseudoacacia</i>	Good	10		2017-05-10	-83.11252644	40.31211782
55	44	Elm, American	<i>Ulmus americana</i>	Good	8		2017-05-10	-83.11251481	40.31209045
56	45	Hackberry	<i>Celtis occidentalis</i>	Good	6		2017-05-10	-83.11251889	40.31208189
57	46	Locust, Honey	<i>Gleditsia triacanthos</i>	Good	10		2017-05-10	-83.11256768	40.31206538
58	47	Oak, White	<i>Quercus alba</i>	Good	23		2017-05-10	-83.11258081	40.31204198
59	48	Locust, Black	<i>Robinia pseudoacacia</i>	Fair	13	2 trunk 13	2017-05-10	-83.11256383	40.31203242
60					13				
61	49	Locust, Honey	<i>Gleditsia triacanthos</i>	Good	11		2017-05-10	-83.1125413	40.31202731
62	50	Locust, Honey	<i>Gleditsia triacanthos</i>	Good	14		2017-05-10	-83.11254038	40.31197566
63	51	Maple, Sugar	<i>Acer saccharum</i>	Good	10		2017-05-10	-83.11261606	40.31202081
64	52	Oak, Pin	<i>Quercus palustris</i>	Good	13		2017-05-10	-83.11261812	40.31212622
65	53	Cherry, Black	<i>Prunus serotina</i>	Fair	10		2017-05-10	-83.11275065	40.31215119
66	54	Maple, Sugar	<i>Acer saccharum</i>	Fair	6		2017-05-10	-83.11279122	40.31216659
67	55	Bradford Pear	<i>Pyrus calleryana</i>	Fair	6		2017-05-10	-83.11284224	40.31233284
68	56	Bradford Pear	<i>Pyrus calleryana</i>	Fair	6		2017-05-10	-83.11290297	40.31231931
69	57	Bradford Pear	<i>Pyrus calleryana</i>	Fair	6		2017-05-10	-83.11283405	40.31244961
70	58	Bradford Pear	<i>Pyrus calleryana</i>	Fair	6		2017-05-10	-83.11297865	40.31257568
71	59	Bradford Pear	<i>Pyrus calleryana</i>	Fair	6		2017-05-10	-83.11323686	40.31307235
72	60	Maple, Sugar	<i>Acer saccharum</i>	Good	21		2017-05-10	-83.11302558	40.31344009
73	61	Maple, Sugar	<i>Acer saccharum</i>	Good	33		2017-05-10	-83.11299078	40.3134909
74	62	Maple, Sugar	<i>Acer saccharum</i>	Good	27		2017-05-10	-83.11269148	40.31375579
75	63	Cottonwood, Eastern	<i>Populus deltoides</i>	Fair	7		2017-05-10	-83.11254859	40.31371513
76	64	Cottonwood, Eastern	<i>Populus deltoides</i>	Fair	7		2017-05-10	-83.11250581	40.31370861
77	65	Hackberry	<i>Celtis occidentalis</i>	Fair	10		2017-05-10	-83.11266818	40.31364375
78	66	Elm, American	<i>Ulmus americana</i>	Fair	12		2017-05-10	-83.11275482	40.31349887
79	67	Osage-Orange	<i>Maclura pomifera</i>	Fair	10		2017-05-10	-83.11278398	40.31350993
80	68	Osage-Orange	<i>Maclura pomifera</i>	Fair	7		2017-05-10	-83.11280042	40.31350876
81	69	Maple, Sugar	<i>Acer saccharum</i>	Poor	19		2017-05-10	-83.11264013	40.31340395
82	70	Cottonwood, Eastern	<i>Populus deltoides</i>	Fair	8		2017-05-10	-83.11262208	40.31306287

Stem ID	Tree ID	Common Name	Scientific Name	Condition	DBH Size	*Multiple DBH	GPS Date	XCOORD	YCOORD
83	71	Cottonwood, Eastern	<i>Populus deltoides</i>	Fair	8		2017-05-10	-83.11260918	40.31302543
84	72	Osage-Orange	<i>Maclura pomifera</i>	Fair	8		2017-05-10	-83.11259464	40.31300327
85	73	Cottonwood, Eastern	<i>Populus deltoides</i>	Fair	8		2017-05-10	-83.11260629	40.31299331
86	74	Ash, White	<i>Fraxinus americana</i>	Fair	6		2017-05-10	-83.11270433	40.3128865
87	75	Bradford Pear	<i>Pyrus calleryana</i>	Fair	6		2017-05-10	-83.11263175	40.31289436
88	76	Cherry, Black	<i>Prunus serotina</i>	Fair	8		2017-05-10	-83.11272644	40.31281776
89	77	Cherry, Black	<i>Prunus serotina</i>	Fair	8	2 trunk 7	2017-05-10	-83.1127466	40.31280179
90					7				
91	78	Cherry, Black	<i>Prunus serotina</i>	Fair	14		2017-05-10	-83.11274338	40.31279561
92	79	Maple, Sugar	<i>Acer saccharum</i>	Fair	12		2017-05-10	-83.11272726	40.31278174
93	80	Cherry, Black	<i>Prunus serotina</i>	Fair	14	3 stems 10,8	2017-05-10	-83.1127528	40.31279074
95					8				
96	81	Cherry, Black	<i>Prunus serotina</i>	Fair	12		2017-05-10	-83.1127079	40.31275807
97	82	Locust, Black	<i>Robinia pseudoacacia</i>	Good	9		2017-05-10	-83.112614	40.31265067
98	83	Bradford Pear	<i>Pyrus calleryana</i>	Fair	6		2017-05-10	-83.11290206	40.31289492
99	84	Bradford Pear	<i>Pyrus calleryana</i>	Fair	8		2017-05-10	-83.11236567	40.31403874
100	85	Hackberry	<i>Celtis occidentalis</i>	Fair	17		2017-05-10	-83.11233765	40.31393101
101	86	Hackberry	<i>Celtis occidentalis</i>	Fair	9		2017-05-10	-83.11233467	40.31386673
102	87	Hackberry	<i>Celtis occidentalis</i>	Fair	6		2017-05-10	-83.11236979	40.31386893
103	88	Hackberry	<i>Celtis occidentalis</i>	Fair	12	2 trunk 8	2017-05-10	-83.11233467	40.31382271
104					8				
105	89	Maple, Sugar	<i>Acer saccharum</i>	Fair	15	3 stems 10, 13	2017-05-10	-83.11234308	40.31374324
106					13				
107					10				
108	90	Boxelder	<i>Acer negundo</i>	Good	9		2017-05-10	-83.1130573	40.31397235
109	91	Boxelder	<i>Acer negundo</i>	Good	7		2017-05-10	-83.11315171	40.31392501
110	92	Maple, Sugar	<i>Acer saccharum</i>	Good	8		2017-05-10	-83.11317103	40.31388063
111	93	Maple, Sugar	<i>Acer saccharum</i>	Fair	10	2 trunk 8	2017-05-10	-83.11317735	40.31380739
112					8				
113	94	Maple, Sugar	<i>Acer saccharum</i>	Good	12		2017-05-10	-83.1132307	40.31375628
114	95	Maple, Sugar	<i>Acer saccharum</i>	Good	11		2017-05-10	-83.11327534	40.31373405
115	96	Maple, Sugar	<i>Acer saccharum</i>	Good	9		2017-05-10	-83.11323721	40.31382761
116	97	Hackberry	<i>Celtis occidentalis</i>	Fair	11		2017-05-10	-83.11269246	40.31420453
117	98	Hackberry	<i>Celtis occidentalis</i>	Fair	13		2017-05-10	-83.11254682	40.31422307
118	99	Hackberry	<i>Celtis occidentalis</i>	Fair	10		2017-05-10	-83.11252326	40.31421157
119	100	Hackberry	<i>Celtis occidentalis</i>	Fair	11		2017-05-10	-83.11252315	40.31422456
120	101	Hackberry	<i>Celtis occidentalis</i>	Fair	15	2 trunk 12	2017-05-10	-83.11253623	40.31428248
121					12				
122	102	Cherry, Black	<i>Prunus serotina</i>	Fair	10		2017-05-10	-83.11256297	40.31429275
123	103	Hackberry	<i>Celtis occidentalis</i>	Fair	11		2017-05-10	-83.11255787	40.3143927
124	104	Hackberry	<i>Celtis occidentalis</i>	Fair	8		2017-05-10	-83.11254904	40.31440492
125	105	Ash, White	<i>Fraxinus americana</i>	Fair	6		2017-05-10	-83.11258885	40.31486897
126	106	Hawthorn	<i>Crataegus crus-galli</i>	Fair	7		2017-05-10	-83.11262764	40.31489326
127	107	Elm, Slippery	<i>Ulmus rubra</i>	Good	22		2017-05-10	-83.11275138	40.31504525
128	108	Hackberry	<i>Celtis occidentalis</i>	Fair	8		2017-05-10	-83.11273225	40.31512302
129	109	Hackberry	<i>Celtis occidentalis</i>	Fair	8		2017-05-10	-83.11271174	40.31512174
130	110	Hackberry	<i>Celtis occidentalis</i>	Fair	7	2 trunk 7	2017-05-10	-83.1127277	40.31513027
131					7				
132	111	Apple	<i>Malus sp.</i>	Fair	14	3 stems 10,8	2017-05-10	-83.11271225	40.31514135
133					10				
134					8				
135	112	Maple, Sugar	<i>Acer saccharum</i>	Fair	12	2 trunk 12	2017-05-10	-83.11260143	40.31535153
136					12				
137	113	Cottonwood, Eastern	<i>Populus deltoides</i>	Fair	6		2017-05-10	-83.11187368	40.31696476
138	114	Cottonwood, Eastern	<i>Populus deltoides</i>	Fair	10		2017-05-10	-83.1118669	40.3169292
139	115	Cottonwood, Eastern	<i>Populus deltoides</i>	Fair	10		2017-05-10	-83.11187062	40.31691084
140	116	Cottonwood, Eastern	<i>Populus deltoides</i>	Fair	10		2017-05-10	-83.11176632	40.31688645
141	117	Cottonwood, Eastern	<i>Populus deltoides</i>	Fair	8	2 trunk 6	2017-05-10	-83.11175922	40.31690231
142					6				
143	118	Cottonwood, Eastern	<i>Populus deltoides</i>	Fair	10		2017-05-10	-83.11169303	40.31689305
144	119	Cottonwood, Eastern	<i>Populus deltoides</i>	Fair	12		2017-05-10	-83.11164603	40.31691409
145	120	Cottonwood, Eastern	<i>Populus deltoides</i>	Fair	10		2017-05-10	-83.11163168	40.31693908
146	121	Cottonwood, Eastern	<i>Populus deltoides</i>	Fair	6	2 trunk 6	2017-05-10	-83.1116743	40.31696312
147					6				
148	122	Cottonwood, Eastern	<i>Populus deltoides</i>	Fair	8	3 stems 6,6	2017-05-10	-83.11163955	40.31695161
149					6				
150					6				
151	123	Cottonwood, Eastern	<i>Populus deltoides</i>	Fair	6		2017-05-10	-83.11158135	40.31694968
152	124	Cottonwood, Eastern	<i>Populus deltoides</i>	Fair	7		2017-05-10	-83.11158437	40.31691958
153	125	Cottonwood, Eastern	<i>Populus deltoides</i>	Fair	12		2017-05-10	-83.11163857	40.31691056
154	126	Cottonwood, Eastern	<i>Populus deltoides</i>	Fair	10		2017-05-10	-83.1116772	40.31645116
155	127	Cherry, Black	<i>Prunus serotina</i>	Fair	10	3 stems 8,9	2017-05-10	-83.11109083	40.31652366
156					9				
157					8				
158	128	Hackberry	<i>Celtis occidentalis</i>	Fair	13	2 trunk 10	2017-05-10	-83.11109633	40.31639243
159					10				
160	129	Hackberry	<i>Celtis occidentalis</i>	Fair	10	2 trunk 9	2017-05-10	-83.1111065	40.31635593
161					9				
162	130	Hackberry	<i>Celtis occidentalis</i>	Good	6		2017-05-10	-83.11110171	40.31623921
163	131	Locust, Honey	<i>Gleditsia triacanthos</i>	Fair	13	3 stems 12,10	2017-05-10	-83.11111456	40.31620305
164					12				
165					10				

Stem ID	Tree ID	Common Name	Scientific Name	Condition	DBH Size	*Multiple DBH	GPS Date	XCOORD	YCOORD
166	132	Locust, Honey	<i>Gleditsia triacanthos</i>	Good	11		2017-05-10	-83.11108678	40.31613208
167	133	Apple	<i>Malus sp.</i>	Poor	10		2017-05-10	-83.11112053	40.31605552
168	134	Cottonwood, Eastern	<i>Populus deltoides</i>	Good	15		2017-05-10	-83.11115276	40.31609133
169	135	Hackberry	<i>Celtis occidentalis</i>	Good	6		2017-05-10	-83.11116195	40.31607133
170	136	Hackberry	<i>Celtis occidentalis</i>	Good	6		2017-05-10	-83.11111031	40.31595366
171	137	Apple	<i>Malus sp.</i>	Fair	9		2017-05-10	-83.11114639	40.31591818
172	138	Hackberry	<i>Celtis occidentalis</i>	Good	7		2017-05-10	-83.11117444	40.31584831
173	139	Hackberry	<i>Celtis occidentalis</i>	Good	6		2017-05-10	-83.11117348	40.31584755
174	140	Hackberry	<i>Celtis occidentalis</i>	Good	6		2017-05-10	-83.1111489	40.31578384
175	141	Hackberry	<i>Celtis occidentalis</i>	Good	6		2017-05-10	-83.11115871	40.31574157
176	142	Hackberry	<i>Celtis occidentalis</i>	Good	10		2017-05-10	-83.11117456	40.31561405
177	143	Hawthorn	<i>Crataegus crus-galli</i>	Fair	7		2017-05-10	-83.1111767	40.31556311
178	144	Cherry, Black	<i>Prunus serotina</i>	Poor	10		2017-05-10	-83.11118101	40.31555514
179	145	Hackberry	<i>Celtis occidentalis</i>	Poor	8		2017-05-10	-83.11117243	40.31547841
180	146	Osage-Orange	<i>Maclura pomifera</i>	Good	7		2017-05-10	-83.11120044	40.31548047
181	147	Hackberry	<i>Celtis occidentalis</i>	Good	7		2017-05-10	-83.11123252	40.31540201
182	148	Cottonwood, Eastern	<i>Populus deltoides</i>	Good	21		2017-05-10	-83.11121417	40.31534443
183	149	Osage-Orange	<i>Maclura pomifera</i>	Good	20		2017-05-10	-83.1112081	40.31524824
184	150	Cherry, Black	<i>Prunus serotina</i>	Fair	13	2 trunk 11	2017-05-10	-83.11122956	40.31526318
185					11				
186	151	Cherry, Black	<i>Prunus serotina</i>	Good	9		2017-05-10	-83.11121425	40.31517151
187	152	Hawthorn	<i>Crataegus crus-galli</i>	Fair	6		2017-05-10	-83.11122071	40.31516457
188	153	Hawthorn	<i>Crataegus crus-galli</i>	Fair	7		2017-05-10	-83.1112252	40.31514137
189	154	Hawthorn	<i>Crataegus crus-galli</i>	Fair	6		2017-05-10	-83.11121403	40.31513598
190	155	Hawthorn	<i>Crataegus crus-galli</i>	Fair	6	2 trunk 6	2017-05-10	-83.11120986	40.31508893
191					6				
192	156	Hawthorn	<i>Crataegus crus-galli</i>	Fair	7		2017-05-10	-83.11121832	40.31506004
193	157	Hawthorn	<i>Crataegus crus-galli</i>	Fair	7		2017-05-10	-83.11121446	40.31503993
194	158	Hawthorn	<i>Crataegus crus-galli</i>	Fair	7		2017-05-10	-83.11122968	40.31505015
195	159	Hawthorn	<i>Crataegus crus-galli</i>	Fair	7	2 trunk 6	2017-05-10	-83.11122999	40.31500738
196					6				
197	160	Hawthorn	<i>Crataegus crus-galli</i>	Fair	8		2017-05-10	-83.11122389	40.3149643
198	161	Apple	<i>Malus sp.</i>	Fair	11		2017-05-10	-83.11124877	40.31489694
199	162	Cherry, Black	<i>Prunus serotina</i>	Good	6		2017-05-10	-83.11118873	40.31489927
200	163	Hackberry	<i>Celtis occidentalis</i>	Good	10		2017-05-10	-83.11120583	40.31485826
201	164	Hackberry	<i>Celtis occidentalis</i>	Good	15		2017-05-10	-83.11123984	40.31483246
202	165	Hackberry	<i>Celtis occidentalis</i>	Good	8		2017-05-10	-83.1112498	40.31480069
203	166	Hawthorn	<i>Crataegus crus-galli</i>	Fair	7	3 stems 6,6	2017-05-10	-83.11125472	40.31468144
204					6				
205					6				
206	167	Hawthorn	<i>Crataegus crus-galli</i>	Fair	8	2 trunk 6	2017-05-10	-83.11126701	40.31462144
207					6				
208	168	Hawthorn	<i>Crataegus crus-galli</i>	Fair	7	2 trunk 6	2017-05-10	-83.11127717	40.31452813
209					6				
210	169	Hawthorn	<i>Crataegus crus-galli</i>	Fair	9		2017-05-10	-83.11127196	40.31445874
211	170	Hawthorn	<i>Crataegus crus-galli</i>	Fair	9	2 trunk 8	2017-05-10	-83.11127358	40.31439216
212					8				
213	171	Hawthorn	<i>Crataegus crus-galli</i>	Fair	8		2017-05-10	-83.11127483	40.31436921
214	172	Cherry, Black	<i>Prunus serotina</i>	Good	12		2017-05-10	-83.1112775	40.31432168
215	173	Willow, Black	<i>Salix nigra</i>	Fair	9	2 trunk 8	2017-05-10	-83.1112702	40.31427769
216					8				
217	174	Hackberry	<i>Celtis occidentalis</i>	Fair	12	4 trunk 10,6,6	2017-05-10	-83.11120415	40.31425534
218					10				
219					6				
220					6				
221	175	Hackberry	<i>Celtis occidentalis</i>	Fair	11	2 trunk 10	2017-05-10	-83.11121094	40.31425615
222					10				
223	176	Locust, Honey	<i>Gleditsia triacanthos</i>	Good	13		2017-05-10	-83.11114779	40.31419867
224	177	Willow, Black	<i>Salix nigra</i>	Good	11		2017-05-10	-83.11111585	40.31421697
225	178	Cottonwood, Eastern	<i>Populus deltoides</i>	Good	9		2017-05-10	-83.1111082	40.31411445
226	179	Locust, Honey	<i>Gleditsia triacanthos</i>	Good	10		2017-05-10	-83.11105771	40.31410769
227	180	Locust, Black	<i>Robinia pseudoacacia</i>	Fair	10	2 trunk 9	2017-05-10	-83.11110864	40.31409382
228					9				
229	181	Locust, Black	<i>Robinia pseudoacacia</i>	Fair	9	2 trunk 8	2017-05-10	-83.11110725	40.31402485
230					8				
231	182	Bradford Pear	<i>Pyrus calleryana</i>	Fair	6		2017-05-10	-83.11181407	40.31427107
232	183	Bradford Pear	<i>Pyrus calleryana</i>	Fair	8	bradford 2 trunk 8	2017-05-10	-83.11202932	40.31417518
233					8				
234	184	Bradford Pear	<i>Pyrus calleryana</i>	Fair	7	bradford 2 trunk 6	2017-05-10	-83.11215941	40.31413972
235					6				
236	185	Bradford Pear	<i>Pyrus calleryana</i>	Fair	6		2017-05-10	-83.11209303	40.31413143
237	186	Maple, Silver	<i>Acer saccharinum</i>	Fair	7		2017-05-10	-83.11212247	40.31406411
238	187	Maple, Silver	<i>Acer saccharinum</i>	Fair	7		2017-05-10	-83.11218007	40.31402901
239	188	Hackberry	<i>Celtis occidentalis</i>	Fair	10	2 trunk 10	2017-05-10	-83.11229382	40.31422419
240					10				
241	189	Maple, Silver	<i>Acer saccharinum</i>	Fair	9	2 trunk 8	2017-05-10	-83.11223766	40.31416678
242					8				
243	190	Hawthorn	<i>Crataegus crus-galli</i>	Poor	7		2017-05-10	-83.11275688	40.31398313
244	191	Hackberry	<i>Celtis occidentalis</i>	Fair	10	5 trunk 8,7,7,6	2017-05-10	-83.11274448	40.31397247
245					8				
246					7				
247					7				

Stem ID	Tree ID	Common Name	Scientific Name	Condition	DBH Size	*Multiple DBH	GPS Date	XCOORD	YCOORD
248					6				
249	192	Maple, Sugar	<i>Acer saccharum</i>	Fair	6		2017-05-10	-83.11277155	40.31396921
250	193	Hackberry	<i>Celtis occidentalis</i>	Good	7		2017-05-10	-83.11284164	40.31384531
251	194	Hackberry	<i>Celtis occidentalis</i>	Good	9		2017-05-10	-83.11284501	40.3138318
252	195	Maple, Sugar	<i>Acer saccharum</i>	Poor	23		2017-05-10	-83.11286174	40.31382682
253	196	Cottonwood, Eastern	<i>Populus deltoides</i>	Good	44		2017-05-10	-83.11294529	40.31373334
254	197	Elm, Slippery	<i>Ulmus rubra</i>	Good	14		2017-05-10	-83.11317392	40.31373061
255	198	Maple, Sugar	<i>Acer saccharum</i>	Good	6		2017-05-10	-83.11319123	40.31372581
256	199	Maple, Sugar	<i>Acer saccharum</i>	Good	6		2017-05-10	-83.11320574	40.31369504
257	200	Maple, Sugar	<i>Acer saccharum</i>	Good	6		2017-05-10	-83.11319667	40.31365978
258	201	Maple, Sugar	<i>Acer saccharum</i>	Good	6		2017-05-10	-83.11321674	40.31366024
259	202	Maple, Sugar	<i>Acer saccharum</i>	Good	7		2017-05-10	-83.11322013	40.31365152
260	203	Maple, Sugar	<i>Acer saccharum</i>	Good	10		2017-05-10	-83.11326178	40.31363616
261	204	Maple, Sugar	<i>Acer saccharum</i>	Good	6		2017-05-10	-83.11327582	40.31362808
262	205	Maple, Sugar	<i>Acer saccharum</i>	Good	7		2017-05-10	-83.11329674	40.31361549
263	206	Maple, Sugar	<i>Acer saccharum</i>	Good	12		2017-05-10	-83.1133002	40.31363548
264	207	Maple, Sugar	<i>Acer saccharum</i>	Good	7		2017-05-10	-83.11324924	40.31359332
265	208	Maple, Sugar	<i>Acer saccharum</i>	Good	7		2017-05-10	-83.11324491	40.31358975
266	209	Maple, Sugar	<i>Acer saccharum</i>	Good	7		2017-05-10	-83.11324134	40.31358273
267	210	Maple, Sugar	<i>Acer saccharum</i>	Good	7		2017-05-10	-83.11320176	40.31357697
268	211	Maple, Sugar	<i>Acer saccharum</i>	Good	9		2017-05-10	-83.11320077	40.31355978
269	212	Maple, Sugar	<i>Acer saccharum</i>	Good	6		2017-05-10	-83.11318526	40.3135791
270	213	Maple, Sugar	<i>Acer saccharum</i>	Good	6		2017-05-10	-83.11319563	40.31360344
271	214	Maple, Sugar	<i>Acer saccharum</i>	Good	8		2017-05-10	-83.11319525	40.31363017
272	215	Maple, Sugar	<i>Acer saccharum</i>	Good	26		2017-05-10	-83.11319533	40.31342124
273	216	Ash, White	<i>Fraxinus americana</i>	Fair	6		2017-05-10	-83.11330938	40.31336935
274	217	Maple, Sugar	<i>Acer saccharum</i>	Good	24		2017-05-10	-83.11327934	40.3132942
275	218	Maple, Sugar	<i>Acer saccharum</i>	Good	21		2017-05-10	-83.1133118	40.3132128
276	219	Maple, Sugar	<i>Acer saccharum</i>	Good	26		2017-05-10	-83.11338742	40.3131405
277	220	Elm, Slippery	<i>Ulmus rubra</i>	Good	8		2017-05-10	-83.11353254	40.31293389
278	221	Cottonwood, Eastern	<i>Populus deltoides</i>	Good	52		2017-05-10	-83.11353784	40.31291863
279	222	Elm, Slippery	<i>Ulmus rubra</i>	Good	8		2017-05-10	-83.1135497	40.31289141
280	223	Locust, Honey	<i>Gleditsia triacanthos</i>	Good	9		2017-05-10	-83.1123951	40.31194512
281	224	Locust, Honey	<i>Gleditsia triacanthos</i>	Fair	8	2 trunk 6	2017-05-10	-83.11235576	40.31194644
282					6				
283	225	Locust, Honey	<i>Gleditsia triacanthos</i>	Good	10		2017-05-10	-83.11233081	40.31195763
284	226	Locust, Honey	<i>Gleditsia triacanthos</i>	Good	8		2017-05-10	-83.1123023	40.31196865
285	227	Elm, American	<i>Ulmus americana</i>	Good	11		2017-05-10	-83.11230585	40.31198821
286	228	Elm, American	<i>Ulmus americana</i>	Good	10		2017-05-10	-83.11228339	40.31197675
287	229	Locust, Honey	<i>Gleditsia triacanthos</i>	Good	9		2017-05-10	-83.11228238	40.31198121
288	230	Elm, American	<i>Ulmus americana</i>	Good	11		2017-05-10	-83.11223153	40.31200821
289	231	Locust, Honey	<i>Gleditsia triacanthos</i>	Fair	9	2 trunks 6	2017-05-10	-83.11222719	40.31207296
290					6				
292	232	Locust, Honey	<i>Gleditsia triacanthos</i>	Good	14		2017-05-10	-83.1121715	40.31206841
293	233	Locust, Honey	<i>Gleditsia triacanthos</i>	Good	9		2017-05-10	-83.11225024	40.31214591
294	234	Elm, American	<i>Ulmus americana</i>	Good	16		2017-05-10	-83.1122366	40.31215629
295	235	Locust, Honey	<i>Gleditsia triacanthos</i>	Fair	8	2 trunks 6	2017-05-10	-83.11237901	40.31226337
296					6				
297	236	Bradford Pear	<i>Pyrus calleryana</i>	Fair	6		2017-05-10	-83.11212324	40.31237446
298	237	Elm, Siberian	<i>Ulmus pumila</i>	Fair	10		2017-05-10	-83.11193724	40.31223405
299	238	Hackberry	<i>Celtis occidentalis</i>	Good	9		2017-05-10	-83.1125173	40.31253771
300	239	Cherry, Black	<i>Prunus serotina</i>	Good	14		2017-05-10	-83.11256084	40.31253406
301	240	Maple, Sugar	<i>Acer saccharum</i>	Good	6		2017-05-10	-83.11254467	40.31251967
302	241	Hackberry	<i>Celtis occidentalis</i>	Good	11		2017-05-10	-83.11253795	40.31251928
303	242	Elm, American	<i>Ulmus americana</i>	Good	7		2017-05-10	-83.11256312	40.31251691
304	243	Locust, Honey	<i>Gleditsia triacanthos</i>	Fair	11	2 trunks 11	2017-05-10	-83.11253853	40.31247995
305					11				
306	244	Cherry, Black	<i>Prunus serotina</i>	Good	6		2017-05-10	-83.11253628	40.3124429
307	245	Cherry, Black	<i>Prunus serotina</i>	Good	6		2017-05-10	-83.11253942	40.31244093
308	246	Elm, American	<i>Ulmus americana</i>	Fair	8	2 trunks 8	2017-05-10	-83.11251845	40.31236236
309					8				
310	247	Elm, American	<i>Ulmus americana</i>	Good	6		2017-05-10	-83.11250375	40.31235087
311	248	Cherry, Black	<i>Prunus serotina</i>	Good	14		2017-05-10	-83.11250186	40.3123516
312	249	Cherry, Black	<i>Prunus serotina</i>	Good	8		2017-05-10	-83.11255753	40.31228296
313	250	Cherry, Black	<i>Prunus serotina</i>	Good	7		2017-05-10	-83.11256836	40.31225461
314	251	Cherry, Black	<i>Prunus serotina</i>	Good	6		2017-05-10	-83.11257163	40.31222692
315	252	Hackberry	<i>Celtis occidentalis</i>	Fair	11	2 trunks 9	2017-05-10	-83.1125402	40.31221556
316					9				
318	253	Maple, Sugar	<i>Acer saccharum</i>	Good	10		2017-05-10	-83.11258408	40.31216376
319	254	Oak, Pin	<i>Quercus palustris</i>	Good	15		2017-05-10	-83.11261714	40.31212219
320	255	Maple, Sugar	<i>Acer saccharum</i>	Good	9		2017-05-10	-83.11256844	40.31212206
321	256	Maple, Sugar	<i>Acer saccharum</i>	Good	7		2017-05-10	-83.11261576	40.31208345
322	257	Oak, Black	<i>Quercus velutina</i>	Good	6		2017-05-10	-83.11261416	40.31205559
323	258	Maple, Sugar	<i>Acer saccharum</i>	Good	8		2017-05-10	-83.11263686	40.31203974
324	259	Oak, Pin	<i>Quercus palustris</i>	Good	10		2017-05-10	-83.11267011	40.31208389
325	260	Maple, Sugar	<i>Acer saccharum</i>	Good	9		2017-05-10	-83.11257564	40.31211662
326	261	Maple, Sugar	<i>Acer saccharum</i>	Fair	13		2017-05-10	-83.11281239	40.3121915
327	262	Cherry, Black	<i>Prunus serotina</i>	Fair	8		2017-05-10	-83.11289119	40.31224581
328	263	Elm, American	<i>Ulmus americana</i>	Fair	10		2017-05-10	-83.1129122	40.31225718
329	264	Bradford Pear	<i>Pyrus calleryana</i>	Fair	6		2017-05-10	-83.11315872	40.31239694
330	265	Maple, Sugar	<i>Acer saccharum</i>	Good	40		2017-05-10	-83.11293541	40.31338831
331	266	Maple, Sugar	<i>Acer saccharum</i>	Good	28		2017-05-10	-83.11283456	40.3136483

Stem ID	Tree ID	Common Name	Scientific Name	Condition	DBH Size	*Multiple DBH	GPS Date	XCOORD	YCOORD
332	267	Cottonwood, Eastern	<i>Populus deltoides</i>	Fair	7		2017-05-10	-83.11255193	40.31370282
333	268	Maple, Sugar	<i>Acer saccharum</i>	Fair	11		2017-05-10	-83.11272897	40.31351466
334	269	Hackberry	<i>Celtis occidentalis</i>	Fair	9		2017-05-10	-83.11278708	40.31352069
335	270	Maple, Sugar	<i>Acer saccharum</i>	Good	52		2017-05-10	-83.1128059	40.3133509
336	271	Hackberry	<i>Celtis occidentalis</i>	Fair	12		2017-05-10	-83.11266406	40.31317681
338	272	Hackberry	<i>Celtis occidentalis</i>	Fair	6		2017-05-10	-83.11267376	40.31318044
340	273	Hackberry	<i>Celtis occidentalis</i>	Fair	14		2017-05-10	-83.11267145	40.31317816
341	274	Bradford Pear	<i>Pyrus calleryana</i>	Fair	7		2017-05-10	-83.112802	40.31297763
342	275	Hackberry	<i>Celtis occidentalis</i>	Fair	19	2 trunks 12	2017-05-10	-83.11264733	40.31282128
343					12				
344	276	Cherry, Black	<i>Prunus serotina</i>	Fair	8		2017-05-10	-83.11265058	40.31280571
345	277	Cherry, Black	<i>Prunus serotina</i>	Fair	8		2017-05-10	-83.11264739	40.31275693
346	278	Locust, Black	<i>Robinia pseudoacacia</i>	Fair	8	2 trunks 7	2017-05-10	-83.11256414	40.31272902
347					7				
348	279	Locust, Black	<i>Robinia pseudoacacia</i>	Good	11		2017-05-10	-83.11254494	40.31268745
349	280	Locust, Black	<i>Robinia pseudoacacia</i>	Good	8		2017-05-10	-83.1125452	40.31267245
350	281	Hackberry	<i>Celtis occidentalis</i>	Fair	18		2017-05-10	-83.11232349	40.31403265
351	282	Elm, American	<i>Ulmus americana</i>	Fair	12		2017-05-10	-83.11233111	40.3140158
352	283	Hackberry	<i>Celtis occidentalis</i>	Fair	6		2017-05-10	-83.11235764	40.31379688
353	284	Hackberry	<i>Celtis occidentalis</i>	Fair	8		2017-05-10	-83.11234803	40.31377562
354	285	Maple, Sugar	<i>Acer saccharum</i>	Fair	6		2017-05-10	-83.11234567	40.31377648
355	286	Hackberry	<i>Celtis occidentalis</i>	Fair	11		2017-05-10	-83.11235359	40.31372668
356	287	Hackberry	<i>Celtis occidentalis</i>	Fair	7		2017-05-10	-83.11235568	40.31373763
359	288	Elm, American	<i>Ulmus americana</i>	Fair	11		2017-05-10	-83.11236505	40.31372983
360	289	Bradford Pear	<i>Pyrus calleryana</i>	Fair	7	2 trunks 7	2017-05-10	-83.11251319	40.31404557
361					7				
362	290	Mulberry, Red	<i>Morus rubra</i>	Fair	6		2017-05-10	-83.11298315	40.31414693
364	291	Maple, Sugar	<i>Acer saccharum</i>	Fair	9	2 trunks 8	2017-05-10	-83.11316724	40.31397023
365					8				
366	292	Maple, Sugar	<i>Acer saccharum</i>	Good	8		2017-05-10	-83.11323555	40.3138516
367	293	Ash, White	<i>Fraxinus americana</i>	Fair	9	2 trunks 9	2017-05-10	-83.11276336	40.31453986
368					9				
369	294	Ash, White	<i>Fraxinus americana</i>	Fair	8		2017-05-10	-83.11283093	40.31476783
370	295	Maple, Silver	<i>Acer saccharinum</i>	Fair	8	2 trunks 7	2017-05-10	-83.11286835	40.31476867
371					7				
372	296	Hawthorn	<i>Crataegus crus-galli</i>	Fair	6		2017-05-10	-83.11261511	40.31456094
373	297	Cottonwood, Eastern	<i>Populus deltoides</i>	Fair	16		2017-05-10	-83.11261165	40.31475991
374	298	Boxelder	<i>Acer negundo</i>	Fair	6		2017-05-10	-83.11301199	40.3149802
375	299	Hackberry	<i>Celtis occidentalis</i>	Fair	6		2017-05-10	-83.11291357	40.31497309
376	300	Hackberry	<i>Celtis occidentalis</i>	Fair	9		2017-05-10	-83.11273826	40.31544451
377	301	Locust, Honey	<i>Gleditsia triacanthos</i>	Fair	6		2017-05-10	-83.11274598	40.31546363
378	302	Oak, Pin	<i>Quercus palustris</i>	Fair	6		2017-05-10	-83.11259098	40.31543517
379	303	Oak, Pin	<i>Quercus palustris</i>	Fair	6		2017-05-10	-83.11238223	40.31643436
381	304	Cottonwood, Eastern	<i>Populus deltoides</i>	Fair	7		2017-05-10	-83.11190099	40.31697738
382	305	Cottonwood, Eastern	<i>Populus deltoides</i>	Fair	9		2017-05-10	-83.11184405	40.31697628
383	306	Cottonwood, Eastern	<i>Populus deltoides</i>	Fair	6		2017-05-10	-83.11179377	40.3169845
384	307	Cottonwood, Eastern	<i>Populus deltoides</i>	Fair	8		2017-05-10	-83.11175108	40.3169487
385	308	Cottonwood, Eastern	<i>Populus deltoides</i>	Fair	6		2017-05-10	-83.11170571	40.31696219
386	309	Pine, White	<i>Pinus strobus</i>	Fair	8		2017-05-10	-83.11165299	40.31714352
387	310	Pine, White	<i>Pinus strobus</i>	Fair	6		2017-05-10	-83.11136832	40.31713369
388	311	Ash, Green	<i>Fraxinus pennsylvanica</i>	Fair	6		2017-05-10	-83.11099407	40.31666723
389	312	Locust, Honey	<i>Gleditsia triacanthos</i>	Good	6		2017-05-10	-83.11105439	40.31661965
390	313	Hackberry	<i>Celtis occidentalis</i>	Good	8		2017-05-10	-83.11110864	40.31643425
391	314	Hackberry	<i>Celtis occidentalis</i>	Good	7		2017-05-10	-83.11109975	40.31642866
392	315	Hackberry	<i>Celtis occidentalis</i>	Good	11		2017-05-10	-83.11109727	40.31623036
393	316	Willow, Black	<i>Salix nigra</i>	Good	8		2017-05-10	-83.11113226	40.31619641
394	317	Mulberry, Red	<i>Morus rubra</i>	Fair	8	2 trunks 6	2017-05-10	-83.11119842	40.31618003
395					6				
396	318	Mulberry, Red	<i>Morus rubra</i>	Fair	6		2017-05-10	-83.11121982	40.31615674
397	319	Hackberry	<i>Celtis occidentalis</i>	Good	6		2017-05-10	-83.11117323	40.3161149
398	320	Cherry, Black	<i>Prunus serotina</i>	Good	8		2017-05-10	-83.11119008	40.31606129
399	321	Cherry, Black	<i>Prunus serotina</i>	Good	6		2017-05-10	-83.11120291	40.31593953
400	322	Hackberry	<i>Celtis occidentalis</i>	Good	9		2017-05-10	-83.11120271	40.31592657
401	323	Hackberry	<i>Celtis occidentalis</i>	Fair	10	3 trunks 7, 8	2017-05-10	-83.11121082	40.31584274
402					8				
403					7				
404	324	Hackberry	<i>Celtis occidentalis</i>	Good	6		2017-05-10	-83.11118377	40.31578858
405	325	Hackberry	<i>Celtis occidentalis</i>	Fair	14	2 trunks 12	2017-05-10	-83.11122855	40.31555619
406					12				
407	326	Hackberry	<i>Celtis occidentalis</i>	Good	10		2017-05-10	-83.11124039	40.31539699
408	327	Hackberry	<i>Celtis occidentalis</i>	Good	8		2017-05-10	-83.11123648	40.3153851
409	328	Hackberry	<i>Celtis occidentalis</i>	Good	8		2017-05-10	-83.11124429	40.31530175
411	329	Hawthorn	<i>Crataegus crus-galli</i>	Fair	6	2 trunks 6	2017-05-10	-83.11123561	40.3152299
412					6				
413	330	Cherry, Black	<i>Prunus serotina</i>	Good	6		2017-05-10	-83.11125886	40.31514553
414	331	Hackberry	<i>Celtis occidentalis</i>	Fair	16	3 trunks 12, 6	2017-05-10	-83.11125474	40.31511804
415					12				
416					6				
417	332	Hawthorn	<i>Crataegus crus-galli</i>	Fair	6		2017-05-10	-83.11127089	40.315074
418	333	Hawthorn	<i>Crataegus crus-galli</i>	Fair	7		2017-05-10	-83.11125499	40.31507975
420	334	Hawthorn	<i>Crataegus crus-galli</i>	Fair	7	2 trunks 6	2017-05-10	-83.11126297	40.31498306
421					6				

Stem ID	Tree ID	Common Name	Scientific Name	Condition	DBH Size	*Multiple DBH	GPS Date	XCOORD	YCOORD
422	335	Hawthorn	<i>Crataegus crus-galli</i>	Fair	6	2 trunks 6	2017-05-10	-83.1112496	40.31495599
423					6				
424	336	Hawthorn	<i>Crataegus crus-galli</i>	Fair	6		2017-05-10	-83.11127496	40.31494922
427	337	Hawthorn	<i>Crataegus crus-galli</i>	Fair	6		2017-05-10	-83.11126359	40.31493915
428	338	Cherry, Black	<i>Prunus serotina</i>	Good	7		2017-05-10	-83.11131388	40.31482728
429	339	Hawthorn	<i>Crataegus crus-galli</i>	Fair	6		2017-05-10	-83.11128543	40.31475826
430	340	Hawthorn	<i>Crataegus crus-galli</i>	Fair	6		2017-05-10	-83.11129359	40.31465888
432	341	Hackberry	<i>Celtis occidentalis</i>	Good	8		2017-05-10	-83.1112927	40.3146102
433	342	Hackberry	<i>Celtis occidentalis</i>	Good	16		2017-05-10	-83.11130399	40.31456476
434	343	Osage-Orange	<i>Maclura pomifera</i>	Good	18		2017-05-10	-83.11128933	40.31429886
435	344	Hackberry	<i>Celtis occidentalis</i>	Good	7		2017-05-10	-83.11128928	40.31424091
436	345	Hackberry	<i>Celtis occidentalis</i>	Good	9		2017-05-10	-83.1112862	40.31423832
437	346	Hackberry	<i>Celtis occidentalis</i>	Good	6		2017-05-10	-83.11126071	40.3142266
438	347	Cherry, Black	<i>Prunus serotina</i>	Good	8		2017-05-10	-83.11123396	40.31422211
439	348	Osage-Orange	<i>Maclura pomifera</i>	Good	9		2017-05-10	-83.11113888	40.31419719
441	349	Hackberry	<i>Celtis occidentalis</i>	Good	7		2017-05-10	-83.11106167	40.31416092
442	350	Cherry, Black	<i>Prunus serotina</i>	Good	10		2017-05-10	-83.11105236	40.31415894
443	351	Bradford Pear	<i>Pyrus calleryana</i>	Fair	6		2017-05-10	-83.11150087	40.3142658
444	352	Bradford Pear	<i>Pyrus calleryana</i>	Fair	6		2017-05-10	-83.1118796	40.31418023
445	353	Bradford Pear	<i>Pyrus calleryana</i>	Fair	6		2017-05-10	-83.1120871	40.31421096
446	354	Maple, Silver	<i>Acer saccharinum</i>	Fair	7	2 trunks 6	2017-05-10	-83.11221329	40.31418248
447					6				
448	355	Maple, Silver	<i>Acer saccharinum</i>	Fair	7		2017-05-10	-83.11219212	40.31405331
449	356	Hackberry	<i>Celtis occidentalis</i>	Fair	7		2017-05-10	-83.11229168	40.31431344
454	357	Hackberry	<i>Celtis occidentalis</i>	Fair	7	2 trunks 6	2017-05-10	-83.11228881	40.31431643
455					6				
457	358	Hackberry	<i>Celtis occidentalis</i>	Fair	7		2017-05-10	-83.11273593	40.3140525
462	359	Oak, Pin	<i>Quercus palustris</i>	Good	8		2017-05-10	-83.11295155	40.3138851
463	360	Oak, Pin	<i>Quercus palustris</i>	Good	7		2017-05-10	-83.11297041	40.31386632
464	361	Hackberry	<i>Celtis occidentalis</i>	Fair	11	2 trunks 8	2017-05-10	-83.11291814	40.31377848
465					8				
466	362	Hackberry	<i>Celtis occidentalis</i>	Fair	8	2 trunks 6	2017-05-10	-83.11294337	40.31375082
467					6				
469	363	Maple, Sugar	<i>Acer saccharum</i>	Good	34		2017-05-10	-83.11301801	40.31364983
470	364	Cottonwood, Eastern	<i>Populus deltoides</i>	Good	34		2017-05-10	-83.11306379	40.31359393
471	365	Elm, American	<i>Ulmus americana</i>	Fair	9	2 trunks 6	2017-05-10	-83.11309248	40.31355255
472					6				
473	366	Hackberry	<i>Celtis occidentalis</i>	Good	6		2017-05-10	-83.11310202	40.31354546
474	367	Cherry, Black	<i>Prunus serotina</i>	Good	7		2017-05-10	-83.11309129	40.31353187
477	368	Maple, Sugar	<i>Acer saccharum</i>	Good	8		2017-05-10	-83.1131254	40.3135017
478	369	Maple, Sugar	<i>Acer saccharum</i>	Good	6		2017-05-10	-83.11313334	40.31348531
480	370	Maple, Sugar	<i>Acer saccharum</i>	Good	9		2017-05-10	-83.11323901	40.31352326
481	371	Cherry, Black	<i>Prunus serotina</i>	Good	11		2017-05-10	-83.11327476	40.31355857
482	372	Maple, Sugar	<i>Acer saccharum</i>	Good	10		2017-05-10	-83.11328818	40.31353899
483	373	Maple, Sugar	<i>Acer saccharum</i>	Good	6		2017-05-10	-83.11327584	40.31349446
484	374	Maple, Sugar	<i>Acer saccharum</i>	Good	10		2017-05-10	-83.11333463	40.31345975
485	375	Cherry, Black	<i>Prunus serotina</i>	Good	7		2017-05-10	-83.11332517	40.31341295
486	376	Cherry, Black	<i>Prunus serotina</i>	Good	6		2017-05-10	-83.11332961	40.31323006
487	377	Elm, American	<i>Ulmus americana</i>	Good	7		2017-05-10	-83.11337213	40.31313753
488	378	Maple, Sugar	<i>Acer saccharum</i>	Good	6		2017-05-10	-83.11348038	40.31300221
					10				
Total DBH =					4414				
DBH Offsite =					215				
DBH Removed =					2079				
DBH Preserved =					2120				

*Blank rows in table are duplicates of row above and represent trees with multiple trunks at the same location.

think. create. *do.*



CONCEPTUAL RENDER
NOT TO SCALE
ENERSET ARCH

BURR OAK COMMONS
FINAL DEVELOPMENT
APPROVED 08/2017

Treplus
Communities

archhall
ARCHITECTURAL ALLIANCE

think. create. do.



01 FRONT ELEVATION
1/8" = 1'-0"
BUILDING TYPE 01



01 REAR ELEVATION
1/8" = 1'-0"
BUILDING TYPE 01



01 SIDE ELEVATION
1/8" = 1'-0"
BUILDING TYPE 01



01 SIDE ELEVATION
1/8" = 1'-0"
BUILDING TYPE 01

EXTERIOR MATERIAL PALETTE

ROOFING SHINGLE
36" X 48" DIAGONAL CHINGLE
COLOR: WHEATFIELD WOOD

STONE BASE
POMPEIIAN STONE BRICK
LEISURE STONE II TAN II
CROCKET JOINT AND BRICKWORK

PREMIUM VINYL SIDING
0.5" THICK CLAYBARD PREMIUM SIDING
COLOR: COUNTRY SAND
HORIZONTAL

PREMIUM VINYL SIDING
0.5" THICK TMA
COLOR: GLACIER WHITE
*ALL DOWNPOUTS AND JOIST BRACKETS
CHARCOAL, LARK AND BANG CHARCOALS

PREMIUM VINYL SIDING
0.5" THICK SHARD & BATHEN PREMIUM SIDING
COLOR: COUNTRY
VERTICAL

PREMIUM VINYL SIDING
0.5" THICK SHARD & BATHEN PREMIUM SIDING
COLOR: CHARCOAL SHADE
VERTICAL

PREMIUM VINYL SIDING
DOWNPOUT GABLE-VENT
COLOR: GLACIER WHITE
*LOCATED @ CEILING JOINT OPENINGS

GUTTERS / DOWNPOUTS
SEAMLESS ALUMINUM K-ROOFLE
COLOR: WHITE
*ALL DOWNPOUTS MICROPIPER
SPRAY-BLINDS

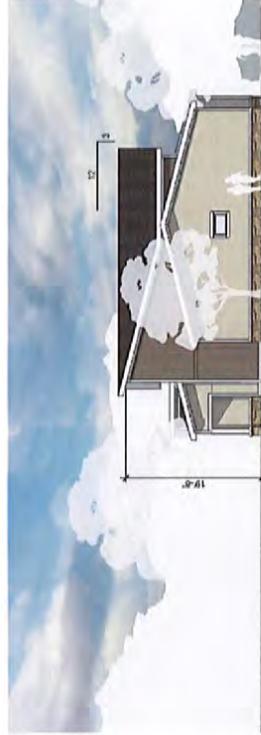
think. create. do.



02 FRONT ELEVATION BUILDING TYPE 02
1/8" = 1'-0"



02 REAR ELEVATION BUILDING TYPE 02
1/8" = 1'-0"



02 SIDE ELEVATION BUILDING TYPE 02
1/8" = 1'-0"



02 SIDE ELEVATION BUILDING TYPE 02
1/8" = 1'-0"

EXTERIOR MATERIAL PALETTE

ROOFING SHINGLE
30-YEAR DIMENSIONAL SHINGLE
COLOR: WASHED WOOD

STONE BASE
PALETTE: CROWN PAGES
LEAVE STONE IF TALL
GRAVEL JOINT AND BRICK

PREMIUM VINYL SIDING
0.44" THICK CLAYBOARD PREMIUM SIDING
COLOR: MONTEZUMA SAND
HORIZONTAL

PREMIUM VINYL SIDING
0.34" THIN
COLOR: GLACIER WHITE

*ALL WINDOWS AND DOOR OPENINGS
CHARM: 1.66" AND 3.00" COMPOSITE

PREMIUM VINYL SIDING
0.50" THICK BOARD & BATTEN PREMIUM SIDING
VERTICAL

PREMIUM VINYL SIDING
0.50" THICK BOARD & BATTEN PREMIUM SIDING
COLOR: CHARCOAL DRINK
VERTICAL

PREMIUM VINYL SIDING
LOWERED GABLE FRONT
COLOR: GLACIER WHITE

*LOCATED @ CELEBRATORY OPENINGS

GUTTERS / DOWNSPOUTS
25-MILLESEAL ALUMINUM 4-INCH
COLOR: WHITE

*ALL DOWNSPOUTS RESPONSIVE
STYRIAN BLOCKS

think. create. do.



03 A FRONT ELEVATION
1/8" = 1'-0"
BUILDING TYPE: G3P



03 B REAR ELEVATION
1/8" = 1'-0"
BUILDING TYPE: G3P



03 C SIDE ELEVATION
1/8" = 1'-0"
BUILDING TYPE: G3P



03 D SIDE ELEVATION
1/8" = 1'-0"
BUILDING TYPE: G3P

EXTERIOR MATERIAL PALETTE

ROOFING SHINGLE
3/8" x 24" DIMENSIONAL CHINGLE
COLOR: WINDMILLER WOOD

STONE BASE
DIMENSIONAL CONCRETE
LEGGES STONE II TAN /
GRAVELT JOINT (NOT DIMENSIONAL)

PREMIUM VINYL SIDING
6 1/4" THICK CLAMPBOARD PREMIUM SIDING
COLOR: WINTER SAND
HORIZONTAL

PREMIUM VINYL SIDING
3 1/2" T&G
COLOR: GLACIER WHITE

PREMIUM VINYL SIDING
6 1/4" THICK BOARD & BATTEN PREMIUM SIDING
COLOR: CANTON LIGHT
VERTICAL

PREMIUM VINYL SIDING
6 1/4" THICK BOARD & BATTEN PREMIUM SIDING
COLOR: CHARCOAL MADE
VERTICAL

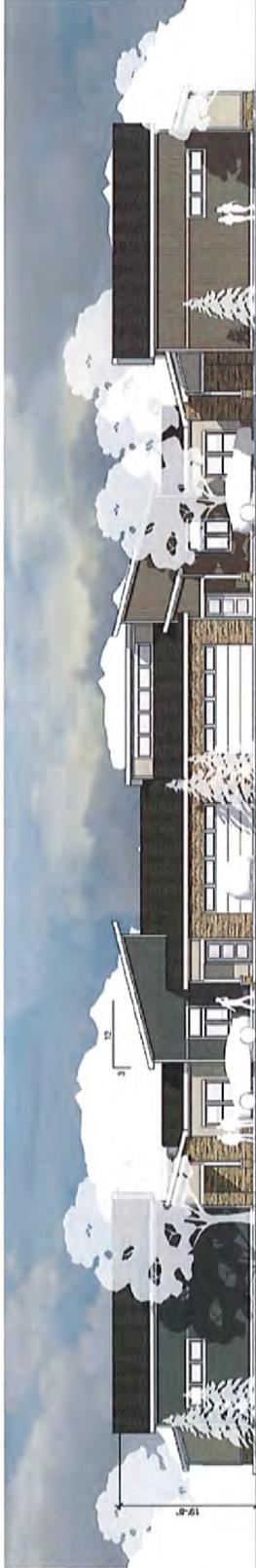
PREMIUM VINYL SIDING
DOWNSPOUT DABLE VENT
COLOR: GLACIER WHITE

GUTTERS / DOWNSPOUTS
SEAMLESS ALUMINUM 1.5 PROFILE
COLOR: WHITE

*ALL WINDOW AND DOOR FINISHES
CORNER, LANE AND JOINT CONTIGUOUS

*ALL DOWNSPOUTS AND GUTTERS
SPRAYED BLUES

think. create. do.



04 A FRONT ELEVATION
1/8" = 1'-0"
BUILDING TYPE 04



04 B REAR ELEVATION
1/8" = 1'-0"
BUILDING TYPE 04



04 C INTERIOR SIDE ELEVATION
1/8" = 1'-0"
BUILDING TYPE 04



04 D EXTERIOR SIDE ELEVATION
1/8" = 1'-0"
BUILDING TYPE 04

EXTERIOR MATERIAL PALETTE

ROOFING SHINGLE
30-YEAR DIAGONAL CHINGLE
COLOR: WETHERED WOOD

STONE BASE
POMPEIIAN STONE BRICK
LENGE STONE 1/4" x 1/4"
BROUZE JOINT AND GORCADO

PREMIUM VINYL SIDING
3/4" THICK CLAYBOARD PREMIUM SIDING
COLOR: MONTEZUMA SAND
HORIZONTAL

PREMIUM VINYL SIDING
3/4" THICK
COLOR: GLACIER WHITE
*ALL WINDOWS AND DOOR FRAMEWORKS
CORNER: 1/4" x 1/4" AND 3/4" x 3/4"

PREMIUM VINYL SIDING
1/2" THICK BOARD & BATTED PREMIUM SIDING
COLOR: CANYON OBT
VERTICAL

PREMIUM VINYL SIDING
1/2" THICK BOARD & BATTED PREMIUM SIDING
COLOR: CHICKASAW SAND
VERTICAL

PREMIUM VINYL SIDING
1/2" THICK BOARD & BATTED PREMIUM SIDING
COLOR: GLACIER WHITE
*ALL WINDOWS AND DOOR FRAMEWORKS
CORNER: 1/4" x 1/4" AND 3/4" x 3/4"

GUTTERS / DOWNSPOUTS
25 YEAR G22 ALUMINUM L-CHANNEL
COLOR: WHITE
*ALL DOWNSPOUTS MICROPHONE
SPRAY-BLINDS

think. create. do.



CO FRONT ELEVATION
1/8" = 1'-0"
COMMONS



CO REAR ELEVATION
1/8" = 1'-0"
COMMONS



CO SIDE ELEVATION
1/8" = 1'-0"
COMMONS



CO SIDE ELEVATION
1/8" = 1'-0"
COMMONS

EXTERIOR MATERIAL PALETTE

ROOFING SHINGLE
36" SQUARE DIMENSIONAL CHINGLE
COLOR: WEATHERED WOOD

STONE BASE
PATTERN: STONE BRIDGE
LENGE: STONE 1/4" x 1/4"
GRADED JOINT AND BRICKING

PREMIUM VINYL SIDING
6.5" THICK CLAYPOARD PREMIUM SIDING
COLOR: BUTTER SAND
VERTICAL

PREMIUM VINYL SIDING
3.5" TALL
COLOR: GLACIER WHITE

PREMIUM VINYL SIDING
6.5" THICK BOARD & BUTTER PREMIUM SIDING
COLOR: BUTTER SAND
VERTICAL

PREMIUM VINYL SIDING
6.5" THICK BOARD & BUTTER PREMIUM SIDING
COLOR: CHARCOAL SMOKE
VERTICAL

PREMIUM VINYL SIDING
LOWEDED GABLE VENT
COLOR: GLACIER WHITE

GUTTERS / DOWNSPOUTS
TYPICALLY @ CLEARANCE OPENINGS
SEAMLESS ALUMINUM RAINFALL
COLOR: WHITE

*ALL DOWNSPOUTS INCORPORATE SPASHY BLOCKS

think. create. do.



1

LAUREL
1 BEDROOMS + DEN
1.5 BATHROOMS

UNIT A
1,241 SF

think. create. do.



1

ASTER
1 BEDROOMS + DEN
1.5 BATHROOMS

UNIT B
1,213 SF

think. create. do.



2

BAYBERRY
2 BEDROOMS
2.5 BATHROOMS

UNIT C
1,462 SF

think. create. do.



2

SAGE
2 BEDROOMS
2.5 BATHROOMS

UNIT D
1,461 SF

think. create. do.



2+

LARKSPUR UNIT E
2 BEDROOMS + DEN
2.5 BATHROOMS
1,589 SF

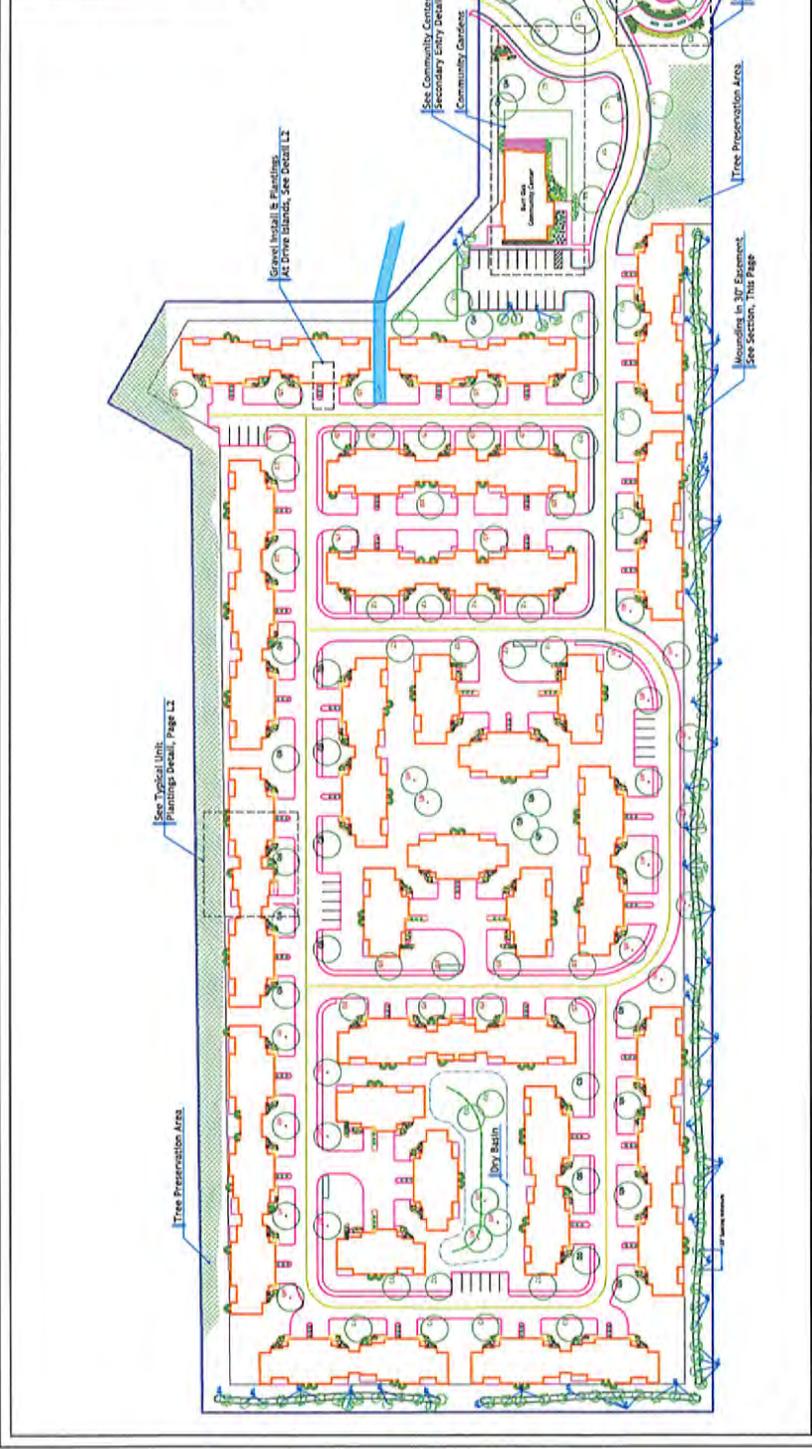
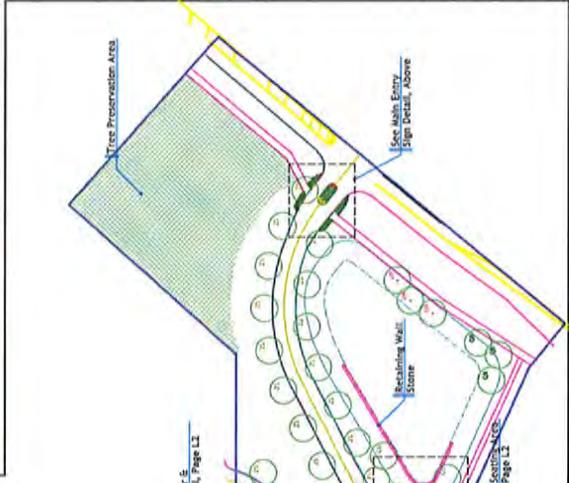
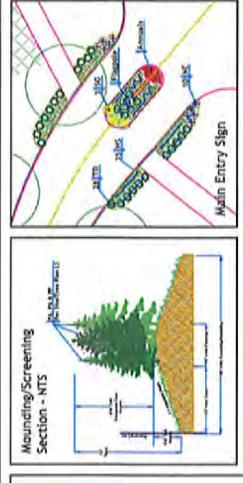
think. create. do.



2+

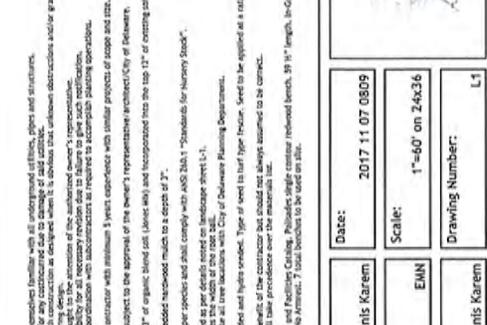
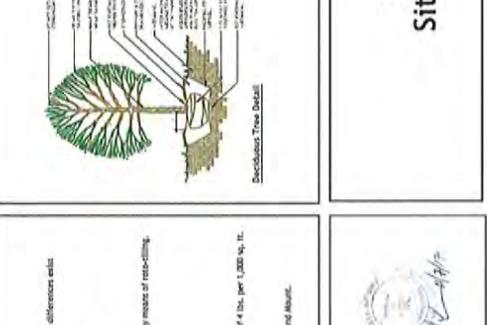
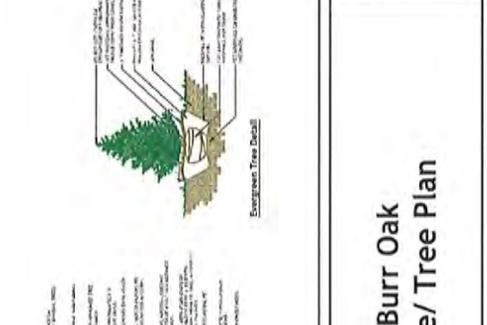
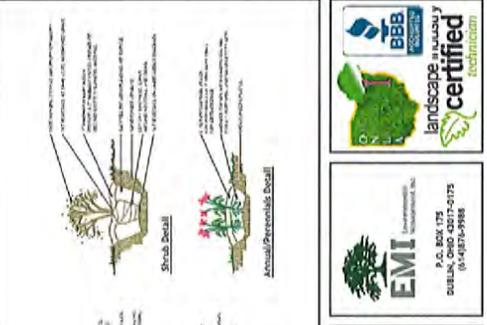
VERBENA
2 BEDROOMS + DEN
2.5 BATHROOMS

UNIT F
1,589 SF



Plant Materials List

Item #	Quantity	Manufacturer	Size	Container	Remarks
01	10	Black Hills Nurseries	1 1/2" x 6"	100	Red Bud
02	10	Black Hills Nurseries	1 1/2" x 6"	100	Red Bud
03	10	Black Hills Nurseries	1 1/2" x 6"	100	Red Bud
04	10	Black Hills Nurseries	1 1/2" x 6"	100	Red Bud
05	10	Black Hills Nurseries	1 1/2" x 6"	100	Red Bud
06	10	Black Hills Nurseries	1 1/2" x 6"	100	Red Bud
07	10	Black Hills Nurseries	1 1/2" x 6"	100	Red Bud
08	10	Black Hills Nurseries	1 1/2" x 6"	100	Red Bud
09	10	Black Hills Nurseries	1 1/2" x 6"	100	Red Bud
10	10	Black Hills Nurseries	1 1/2" x 6"	100	Red Bud
11	10	Black Hills Nurseries	1 1/2" x 6"	100	Red Bud
12	10	Black Hills Nurseries	1 1/2" x 6"	100	Red Bud
13	10	Black Hills Nurseries	1 1/2" x 6"	100	Red Bud
14	10	Black Hills Nurseries	1 1/2" x 6"	100	Red Bud
15	10	Black Hills Nurseries	1 1/2" x 6"	100	Red Bud
16	10	Black Hills Nurseries	1 1/2" x 6"	100	Red Bud
17	10	Black Hills Nurseries	1 1/2" x 6"	100	Red Bud
18	10	Black Hills Nurseries	1 1/2" x 6"	100	Red Bud
19	10	Black Hills Nurseries	1 1/2" x 6"	100	Red Bud
20	10	Black Hills Nurseries	1 1/2" x 6"	100	Red Bud
21	10	Black Hills Nurseries	1 1/2" x 6"	100	Red Bud
22	10	Black Hills Nurseries	1 1/2" x 6"	100	Red Bud
23	10	Black Hills Nurseries	1 1/2" x 6"	100	Red Bud
24	10	Black Hills Nurseries	1 1/2" x 6"	100	Red Bud
25	10	Black Hills Nurseries	1 1/2" x 6"	100	Red Bud
26	10	Black Hills Nurseries	1 1/2" x 6"	100	Red Bud
27	10	Black Hills Nurseries	1 1/2" x 6"	100	Red Bud
28	10	Black Hills Nurseries	1 1/2" x 6"	100	Red Bud
29	10	Black Hills Nurseries	1 1/2" x 6"	100	Red Bud
30	10	Black Hills Nurseries	1 1/2" x 6"	100	Red Bud
31	10	Black Hills Nurseries	1 1/2" x 6"	100	Red Bud
32	10	Black Hills Nurseries	1 1/2" x 6"	100	Red Bud
33	10	Black Hills Nurseries	1 1/2" x 6"	100	Red Bud
34	10	Black Hills Nurseries	1 1/2" x 6"	100	Red Bud
35	10	Black Hills Nurseries	1 1/2" x 6"	100	Red Bud
36	10	Black Hills Nurseries	1 1/2" x 6"	100	Red Bud
37	10	Black Hills Nurseries	1 1/2" x 6"	100	Red Bud
38	10	Black Hills Nurseries	1 1/2" x 6"	100	Red Bud
39	10	Black Hills Nurseries	1 1/2" x 6"	100	Red Bud
40	10	Black Hills Nurseries	1 1/2" x 6"	100	Red Bud
41	10	Black Hills Nurseries	1 1/2" x 6"	100	Red Bud
42	10	Black Hills Nurseries	1 1/2" x 6"	100	Red Bud



Notes

1. Contractor shall be responsible for making themselves familiar with all underground utilities, pipes and structures. Contractor shall take all responsibility for any construction due to damage of said utilities, pipes and structures. Contractor shall be responsible for any construction due to damage of said utilities, pipes and structures. Contractor shall be responsible for any construction due to damage of said utilities, pipes and structures.
2. All work shall be performed by a landscape contractor with minimum 5 years experience with similar projects of scope and size.
3. Final location of all plant materials shall be subject to the approval of the owner's representative architect/city of Delaware.
4. All planting beds are to be top dressed with 2" of organic based soil (Savon soil) and incorporated into the top 12" of existing soil by means of re-rolling.
5. All planting beds are to be mulched with shredded hardwood mulch to a depth of 2".
6. All plant material shall meet specifications per species and shall comply with ANSI B211 "Standards for Nursery Stock".
7. Trees, shrubs and perennials shall be installed as per details noted on landscape sheet L-1.
8. Contractor shall take all responsibility for any construction due to damage of said utilities, pipes and structures.
9. All areas noted to be seeded will be fine graded and hydro seeded. Type of seed to be used is turf type grass. Seed to be applied at a rate of 4 lbs. per 1,000 sq. ft.
10. Seed material quantities are listed for the benefit of the contractor but should always assume to be correct.
11. Site benches are manufactured by The Park and Facilities Company. Polydioxane single color reinforced benches, 36" x 18" length, In-Ground Mount. All metal powder coated painted black, no trim. 7 total benches to be used on site.

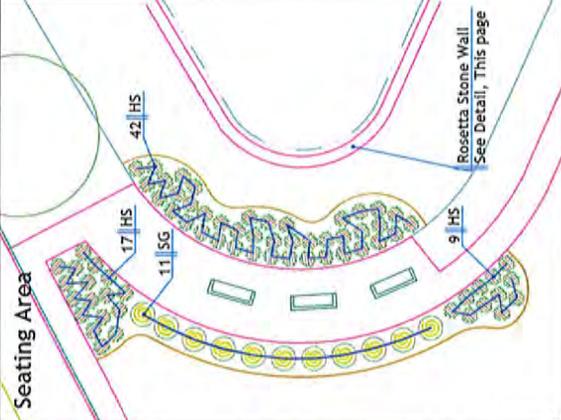
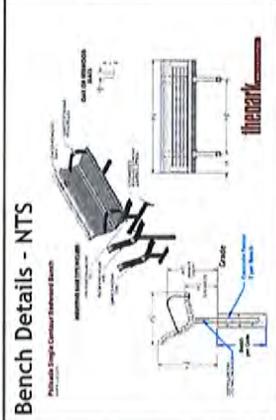
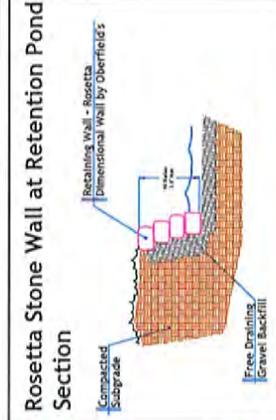


Burr Oak Site/ Tree Plan

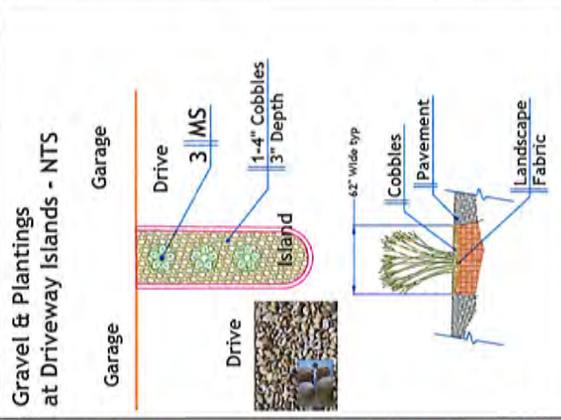
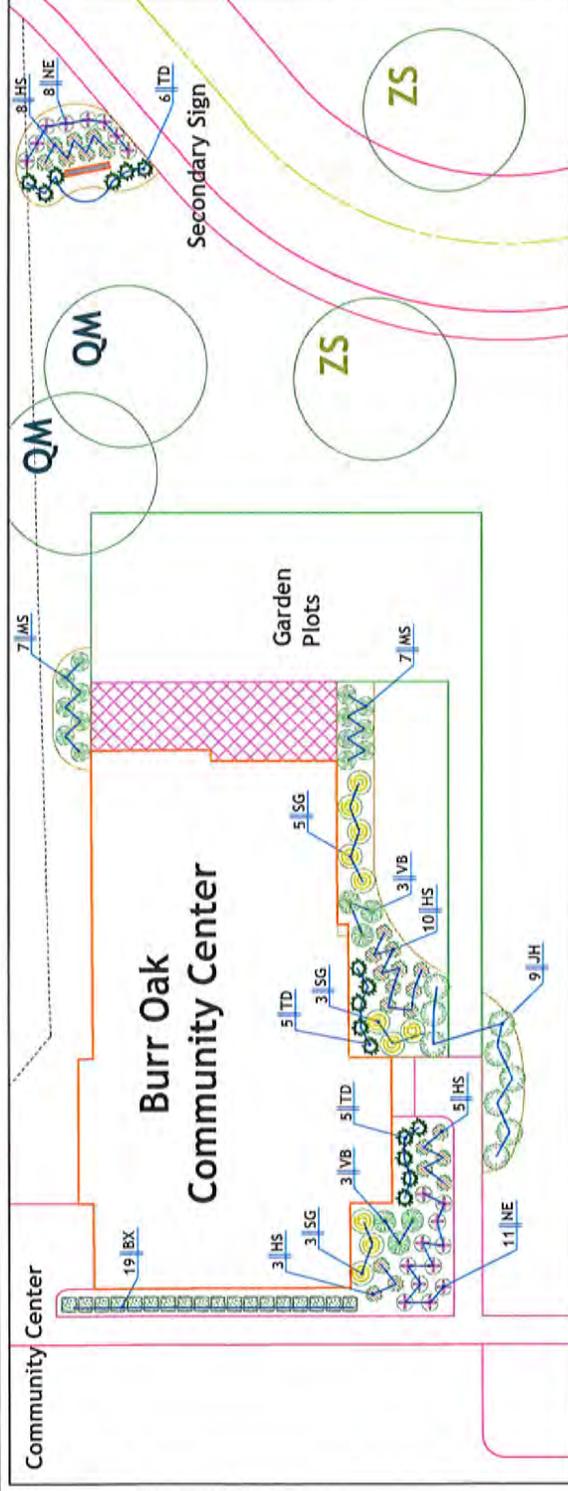


Designed By:	Dennis Karem	Date:	2017 11 07 0809
Drafted By:	EMN	Scale:	1"=60' on 24x36
EMI Contact:	Dennis Karem	Drawing Number:	L1





Note: For Plant List reference, Planting Notes & General Notes See Sheet L1



Burr Oak Community Center, Signage & Units Planting Details



Designed By:	Dennis Karem	Date:	2017 11 07 0855
Drafted By:	EMK	Scale:	1"=10' on 24x36
EMI Contact:	Dennis Karem	Drawing Number:	L2





A **hip***, new rental housing experience for the young at heart

*smart and sophisticated

The Opportunity

Principals:

Jane Arthur Roslovic

Ann Arthur Cook

Geoffrey W. Arthur

Mission Statement – to build and retain a profitable collection of premier rental communities for active baby-boomers.

Vision Statement – to develop premier rental communities focused on meeting the needs of the discerning baby-boomer - offering their desired amenities and concierge service for long-term residency.

With the aging of the large baby-boom generation (born '46 – '64) and increased lifespan, the 50 and over population of the United States is projected to increase 20% by 2030 to 132MM. In considering options for their future housing, this demographic of mature adults will be focusing on new priorities driven by the desire to age in place in independent housing while remaining close to their current community. These priorities include - housing accessibility; affordability; proximity to shopping; social interaction /connectivity and access to support services.

A large proportion of this group, with no children living at home and nearing or in retirement, will be considering downsizing from their current homes for lifestyle considerations including - services, accessibility, flexibility and maintenance and property tax free living. There is seriously inadequate and insufficient housing stock for this group. Housing which incorporates all basic elements of Universal Design (UD) accessibility comprises less than 1% of all US housing stock. The 5 basic UD design elements including: no-step entry, single floor living, wide doorways and halls, accessible electrical controls, lever door and faucet handles.

Target Resident Profile

Baby Boomers who want to downsize within their current community - improving or maintaining their proximity to family, friends, town and medical services and community activities. One or two person households with income levels \$70k plus – renters by choice – looking to downsize in or near their current community - to single level property with attached garage and UD design for next phase of life. We have conducted focus group studies with **Complete Research Connection (CRC)** to target the amenities desired by the target resident. Market studies sizing opportunities for specific sites will be provided by **Vogt Santer Insights**

Product Attributes

Site locations and plans – Density of 6 – 8 units per acre and community size of 80 – 120 units. Located in green/urban area submarkets in the outskirts of larger cities. The areas targeted will be smaller towns with an adequate, affordable supply of land in good proximity to town for multifamily low-density zoning and adequate population catchment/income. (eg Newark, Westerville, Pickerington, Delaware to Columbus Ohio) Properties will be close to shopping and health-care facilities. Well landscaped property with walking trails or near outdoor recreation.

Floor plans – Large single-level floor plan of one to three bedrooms, 1.5 to 2.5 baths with attached garage. Open plan living with dining area and kitchen bar/island, ample storage with walk in closets and attic (loft) spaces, laundry room.

Style & Construction – Contemporary design with shed roofs, sustainable mixed materials and loft style windows to maximize natural light – a noticeably stand-out design for the multifamily market. Classic condo

style finishes – hard wood floors, granite counter-tops. Universal Design for full access and ability to age in place – including no-step entry, single floor living, wide doorways and halls, accessible electrical controls, lever door and faucet handles. Green Design for energy efficiencies and minimal impact.

Services/Amenities – Hands on, full service on-site property management. Treplus will have a unique management plan with very selective criteria for on-site property management and facilities management. A Commons building for casual social interaction, events and resident private use will be a key feature of the communities. The leasing/management office and maintenance offices will be headquartered in the commons for convenience. The Commons will have gathering spaces with Wi-Fi and seating, business center and library, kitchen, fitness center, pool with grill, fire pit and sports court. The communities will provide a wide range of amenities including trash pick-up, home checks for traveling residents and concierge services delivered through a proactive community management. Smoke free buildings will be available.

Competitive Positioning

Renters by choice are opting to rent as a lifestyle choice and they want great conveniences, flexibility and personalized services when choosing their apartment home. Treplus apartment communities will offer the complete package of location, floor plan design, contemporary & universal design, convenience, and amenities for the discriminating renter by choice. After consumer research, we believe we have put together a formula for delivering all of the relevant lifestyle needs.

Identified markets in Central Ohio

We have identified tracts of land in outlying Central Ohio communities including Dublin, Pickerington, Delaware, Westerville, Hilliard, New Albany, Granville, Johnstown...

Company Leadership

Jane Arthur Roslovic - has been in the real estate investment business as a managing member of Treplus Communities since 2012. Since then, Jane and her partners have identified and acquired 368 multifamily units and secured \$65 million in financing. Jane has served on the board of Broad Street Financial Company, Treplus' parent company, since 2007.

Jane started her career in 1987, managing over 500 multifamily apartments as well as developing \$10 million in residential real estate. In addition, Jane acquired, managed, increased the value of and subsequently sold a small manufacturing business. She has served on the Boards of Trustees for the following Central Ohio organizations: Columbus School for Girls, Urban Growth, Franklin Park Conservatory and the Charles Kleibacker Fund at The Columbus Museum of Art. Member of Women Presidents Organization and Urban Land Institute. Education: Southern Methodist University, 1984.

Ann Arthur Cook – has been in the real estate investment business as a managing member of Treplus Communities LLC since 2012. She and her partners have identified and acquired 368 multifamily units and secured \$65 million in financing. She has served on the board of Broad Street Financial Company, Treplus' parent company since 2007.

Ann was a banker with Irving Trust and Bankers Trust Co. in Insurance Co. banking, M&A, and Asset Backed Finance between 1980 and 1989. Between 1987 and the present, Ann and her husband have traded in numerous residential and investment properties in New York, Montana, London, England and Munich, Germany. They lived in the United Kingdom and Germany from 1999 to 2011. Member of Contemporaries at the Columbus Museum of Art and Urban Land Institute. Education: Smith College BA 1980; Harvard Business School MBA 1985.

Geoffrey William Arthur - has been in the real estate investment business as a principal of Treplus Communities since 2011. Geoff and his partners have identified and acquired 368 multifamily apartment units and secured \$40 million in financing. Geoff has served as principal, owner, board member, and officer of Broad Street Financial Company (BSFC) since 1993. He managed BSFC's oil and gas production business since 1993 until its divestiture in 2015. Geoff currently manages the legal activities of Treplus Communities. Education: Vanderbilt University BA 1987; The Ohio State University, College of Law 1990. He is a member of the Green Lawn Cemetery Association; Central Ohio Youth For Christ; Gracehaven, Inc.; the Ohio State Bar Association and the Urban Land Institute

UNIVERSAL DESIGN

— FOR ACCESSIBILITY —

We have gone to great lengths to ensure that our homes include the key elements of Universal Design - promoting accessibility and the ability to age-in-place in a beautiful and appealing space.



Our apartment homes include:

- No step entries into the home
- No steps within the home – including no-step showers (tubs in the 2nd bath)
- Surfaces that are stable, firm, and slip resistant (wood look flooring and tile)
- Wide interior doors , hallways, and baths
- Lever handles for opening doors rather than twisting knobs
- Bright and appropriate lighting, particularly task lighting
- Light switches and electrical outlets at heights that are more accessible.
- Future need for grab bars in bathrooms are part of the normal fixtures/towel bars



Universal Design (UD):

Universal Design (UD) is an approach to design that creates a better quality of life for a wide range of individuals regardless of age, ability or situation.

The main principles of Universal Design include - Equitable Use; Flexibility in Use; Simple and Intuitive Use; Perceptible Information; Tolerance for Error; Low Physical Effort; Size and Space for Approach and Use

Very little of the US housing stock, even new build, incorporates Universal Design. Retrofitting old housing can be difficult, expensive, and unattractive (think, ramps).

TO: Mayor Riggle and Members of Council

FROM: R. Thomas Homan, City Manager

SUBJECT: Miscellaneous Matters

DATE: December 7, 2017

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**

November 21

* Strand Board Meeting

November 27

* Rotary

* City Council Meeting

November 29

* Meeting with Erin Fletcher

December 2

* Budget Work Session

December 4

* Rotary

* Budget Work Session

December 6, 2017

* Strand Tour

September

Sun *Mon* *Tue* *Wed* *Thu* *Fri* *Sat*

1 **2**

3 **4** **5** **6** **7** **8** **9**

City Offices
Closed

Civil Service -3
Planning-7

10 **11** **12** **13** **14** **15** **16**

Council-7

BZA-7

17 **18** **19** **20** **21** **22** **23**

Parks & Rec -
cancelled

City Offices Close
at NOON

24 **25** **26** **27** **28** **29** **30**

Council-7

Shade Tree-7

HPC-7

2017

October

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

2017

November

Sun *Mon* *Tue* *Wed* *Thu* *Fri* *Sat*

1 **2** **3** **4**

Civil Service –
Cancelled
Planning

5 **6** **7** **8** **9** **10** **11**

BZA-cancelled

12 **13** **14** **15** **16** **17** **18**

Council

19 **20** **21** **22** **23** **24** **25**

Council Re-Org
6:30 p.m.
Parking & Safety
7 p.m.

Parks & Rec Bd 7
p.m.

City Offices
Closed

City Offices
Closed

26 **27** **28** **29** **30**

Council 7 p.m.

Shade Tree 7 p.m.

HPC 7 p.m.

2017

December

Sun *Mon* *Tue* *Wed* *Thu* *Fri* *Sat*

1 **2**

Budget Work
Session

3 **4** **5** **6** **7** **8** **9**

Budget Work
Session

Civil Service -
cancelled
Planning

10 **11** **12** **13** **14** **15** **16**

Council

BZA-cancelled

17 **18** **19** **20** **21** **22** **23**

Parks & Rec Bd-
cancelled

HPC

Council – year-end

City Offices Close
at Noon

24 **25** **26** **27** **28** **29** **30**

City Offices
Closed

Shade Tree –
cancelled

31

2017

CONTRACT APPROVAL – December 7, 2017

VENDOR	EXPLANATION OF AGREEMENT	2017 AMOUNT	DEPARTMENT
New Beginnings (UMC)	Agreement for Medical Services	\$116.20/hr	Fire Dept
Gannett Fleming	The Point RR Bridge Replacement – Preliminary Engineering	\$948,898	Public Works
Kroger Co.	Temporary Construction Easement with Kroger Co. for the reconstruction of the W. Central Beikpath	\$0	Public Works
Burgess & Niple	Provision of professional environmental field investigation and reporting services for EPA mandated 2018 monitoring of the Cherry Street landfill	\$3,900	Public Works