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

AGENDA

YEAR-END MEETING December 21, 2017

1. ROLL CALL

2. INVOCATION – Reverend Dwight Cimino, Westfield Community Church

3. PLEDGE OF ALLEGIANCE

4. APPROVAL of the Motion Summary of the regular meeting of Council held on December 11, 2017, as recorded and transcribed.

5. CONSENT AGENDA
   A. Acceptance of the Motion Summary for the Records Commission meeting held on May 25, 2017.

6. LETTERS, PETITIONS, AND PUBLIC COMMENTS

7. COMMITTEE REPORTS

8. CONSIDERATION OF NEW LIQUOR PERMIT
   A. Tuan Nguyen LLC, DBA Jennis Nail Spa & Bar, 1824-28 Columbus Pike, Delaware, OH 43015. Permit Class: D2

9. DISCUSSION
   A. Delaware Arts Festival, Inc. Request for Closure of Sandusky St. South Block, continued discussion from the Council Meeting on December 11, 2017 (see enclosed memo from Arts Festival Board).

10. THIRD READING of Ordinance No. 17-74 AMENDED, an ordinance making appropriations for the Year 2018 and declaring an emergency.

11. SECOND READING 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.

12. SECOND READING 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.

13. SECOND READING of Ordinance No. 17-79, an ordinance amending the Management, Professional, Technical, Confidential, and Supervisory Employees Pay Plan, and declaring an emergency.

14. SECOND READING of Ordinance No. 17-80, an ordinance amending the employment agreement with the City Manager, and declaring an emergency.

15. SECOND READING of Ordinance No. 17-81, an ordinance amending the Schedule of Fees and Service Charges.

16. SECOND READING 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.

17. CONSIDERATION of Ordinance No. 17-85, an ordinance supplementing the 2017 Appropriations Ordinance, and declaring an emergency.

18. CITY MANAGER'S REPORT

19. COUNCIL COMMENTS

20. ADJOURNMENT

6:30 EXECUTIVE SESSION: Vice-Mayor Shafer motioned to enter into executive session at 6:30 p.m. This motion was seconded by Councilwoman Keller and approved by a 6-0 vote. Council met in executive session pursuant to Ohio Revised Code Section 121.22 (G) (3) pending or imminent court action, Section 121.22 (G) (1) personnel, Section 121.22 (G) (5) matters required to be kept confidential by State statute, Section 121.22 (G) (2) acquisition of property for public purpose and 121.22(G) (8) consideration of confidential information related to a request for economic development assistance. Council conducted a discussion of those items with the following members present: First Ward Chris Jones, Second Ward Lisa Keller, Third Ward Jim Browning, At-Large George Hellinger, Vice-Mayor Kent Shafer and Mayor Carolyn Kay Riggle. Absent from the meeting was Fourth Ward Kyle Rohrer. Following the discussion at 6:50 p.m., it was moved by Mr. Jones that Council move into Open session, seconded by Vice-Mayor Shafer and approved by a 6-0 vote.

The regular meeting of Council held December 11, 2017 was called to order at 7:00 p.m., in the City Council Chambers. The following members of Council were present: First Ward Chris Jones, Second Ward Lisa Keller, Third Ward Jim Browning, At-Large George Hellinger, Vice-Mayor Kent Shafer, and Mayor Carolyn Kay Riggle who presided. Absent from the meeting was Fourth Ward Kyle Rohrer. The invocation was given by Darren Shulman, followed by the Pledge of Allegiance.

Staff Present: Darren Shulman, City Attorney; Dean Stelzer, Finance Director, Brad Stanton, Director of Public Utilities, Bill Ferrigno, Public Works Director/City Engineer, Dave Efland, Planning and Community Development Director, Jackie Walker, Assistant City Manager and Tom Homan, City Manager

Motion to Excuse: Vice-Mayor Shafer moved to excuse Councilmember Rohrer, 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 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.

Motion: Vice-Mayor Shafer motioned to approve the Motion Summary of the regular meeting of Council held November 27, 2017 and the Budget Work Session meeting of Council held December 2, 2017, and December 4, 2017 as recorded and transcribed, seconded by Mr. Jones. Motion approved by a 6-0 vote.

ITEM 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.

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

ITEM 6: LETTERS, PETITIONS, AND PUBLIC COMMENTS

ITEM 7: COMMITTEE REPORTS

City Council Clerk provided an update on upcoming Main Street Delaware events.

ITEM 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

ITEM 9: PRESENTATION

A. Delaware Arts Festival Update and Request – Mark Hardymon, Arts Festival Liaison and Linda Shearer, President of the Delaware Arts Festival Trustees

PRESENTORS:
Mark Hardymon
7981 Perry Road
Delaware, Ohio 43015

Linda Shearer
21 Griswold Street
Delaware, Ohio a43015

Sherry Riviera
24 Montrose Avenue
Delaware, Ohio 43015

Mr. Hardymon and Ms. Shearer discussed the plans to extend the Arts Festival to include an additional block. Ms. Riviera provided a petition with signatures from business owners supporting an additional block closure. A discussion was held with Council on if the business owners were aware of the potential placement of food trucks and portable toilets. Council requested that further discussion be completed at the December 21, 2017 meeting.

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

PRESENTORS:

Bob Lamb
Delaware Economic Development Director

David Stadge
Delaware County Finance Authority
359 Windcroft Drive
Westerville, Ohio 43082

Matt Davis
CoHatch
4620 Hickory Road Drive
Powell, Ohio 43065

Mr. Lamb provided a presentation on how the Finance Authority can assist the City with the CoHatch project and how the partnership would work. Mr. Lamb discussed the benefits to using a Finance Authority as an economic development tool. Mr. Stadge provided background information on the Finance Authority and other projects that they were part of. Mr. Stadge provided information of the members of the Finance Authority. Vice-Mayor Shafer informed Council that he will be appointed a position on the Finance Authority beginning January 1, 2018.

Motion: Vice-Mayor Shafer motioned to have city staff to work with the Finance Authority to present back to Council a detailed of the various steps to allow for further discussion, seconded by Mr. Browning. Motion approved by a 6-0 vote.

Mayor Riggle requested a break at 8:41 p.m. and reconvened the meeting at 8:46 p.m.

ITEM 10: ORDINANCE NO. 17-72 [Third 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. **(NOTIFIED DECEMBER 8, 2017: APPLICATION WITHDRAWN PER APPLICANT REQUEST)**

It was acknowledged that the request for a Rezoning Amendment was withdrawn by the applicant.

ITEM 11: ORDINANCE NO. 17-74 [Public Hearing and Second Reading]
AN ORDINANCE MAKING APPROPRIATIONS FOR THE YEAR 2018 AND DECLARING AN EMERGENCY.

The Clerk read the ordinance for the second time.

There was no public participation.

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

ITEM 12: RESOLUTION NO. 17-66 [First Reading]

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

The Clerk read the resolution for the first time.

Motion: Mr. Jones motioned to adopt Resolution No. 17-66, seconded by Mr. Browning. Motion approved by a 6-0 vote.

ITEM 13: ORDINANCE NO. 17-77 [First Reading]
AN ORDINANCE AMENDING THE DELAWARE MUNICIPAL COURT AND CLERK OF COURT EMPLOYEE BENEFITS AND LEAVE POLICIES, AND DECLARING AN EMERGENCY.

The Clerk read the ordinance for the first time.

ITEM 14: ORDINANCE NO. 17-78 [First Reading]
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.

The Clerk read the ordinance for the first time.

ITEM 15: ORDINANCE NO. 17-79 [First Reading]
AN ORDINANCE AMENDING THE MANAGEMENT, PROFESSIONAL, TECHNICAL, CONFIDENTIAL, AND SUPERVISORY EMPLOYEES PAY PLAN, AND DECLARING AN EMERGENCY.

The Clerk read the ordinance for the first time.

ITEM 16: ORDINANCE NO. 17-80 [First Reading]
AN ORDINANCE AMENDING THE EMPLOYMENT AGREEMENT WITH THE CITY MANAGER, AND DECLARING AN EMERGENCY.

The Clerk read the ordinance for the first time.

ITEM 17: ORDINANCE NO. 17-81 [First Reading]
AN ORDINANCE AMENDING THE SCHEDULE OF FEES AND SERVICE CHARGES.

The Clerk read the ordinance for the first time.

A public hearing has been scheduled for January 8, 2018 at 7:20 p.m.

ITEM 18: ORDINANCE NO. 17-82 [First Reading]
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.

The Clerk read the ordinance for the first time.

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

No. 17-82, seconded by Mr. Jones. Motion approved by a 6-0 vote.

Motion: Vice-Mayor Shafer motioned to adopt Ordinance No. 17-82, seconded by Mr. Jones. Motion approved by a 6-0 vote.

ITEM 19: ORDINANCE NO. 17-83 [First Reading]
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.

The Clerk read the ordinance for the first time.

Motion: Vice-Mayor Shafer motioned to suspend the rules for Ordinance No. 17-83, seconded by Mr. Jones. Motion approved by a 6-0 vote.

Motion: Vice-Mayor Shafer motioned to adopt Ordinance No. 17-83, seconded by Mr. Jones. Motion approved by a 6-0 vote.

ITEM 20: ORDINANCE NO. 17-84 [First Reading]
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.

The Clerk read the ordinance for the first time.

APPLICANT:
Jane Arthur-Rostovic
1515 Lake Shore Drive
Columbus, Ohio 43204

Council to take Ordinance No. 17-84 to a second reading.

ITEM 21: 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 22: COUNCIL COMMENTS
Mr. Jones requested follow up regarding the original complaint regarding dog tethering.

Mr. Jones requested information regarding employee insurance cost and benefits and what measures have been implemented to reduce rising cost of health insurance.

ITEM 23: ADJOURNMENT

Motion: Vice-Mayor Shafer motioned to adjourn the meeting, seconded by Mr. Browning. The meeting adjourned at 9:26 p.m.

_____
Mayor Carolyn Kay Riggle

_____
Elaine McCloskey, Council Clerk

RECORDS COMMISSION
MOTION SUMMARY
May 25, 2017

ITEM 1. Roll Call

Chairman Homan called the meeting to order at 3:02 p.m.

Members Present: Michele Kohler, Dean Stelzer, Finance Director, Darren Shulman, City Attorney, and Tom Homan, City Manager

Staff Present: Jessica Feller, Human Resource Manager

ITEM 2. Approval of the Motion Summary for the meeting held July 10, 2013 as recorded and transcribed.

Motion: Mr. Shulman moved to approve the Motion Summary from July 10, 2013, seconded by Mr. Stelzer. Motion approved by a 3-0-1 (Kohler) vote.

ITEM 3. Review of Changes to the Current Schedules of Retention and Disposition

Mr. Shulman discussed the changes to the Administrative Services and the Police Department changes. Ms. Feller discussed the personal changes that would determine what is officially in the personnel file. Mr. Shulman discussed the schedule for a ten year computer file and scanned paper files would follow the paper retention schedule.

Mr. Homan recommended that recruitment files for higher level positions remain longer than the recommended seven years.

Motion: Mr. Shulman motioned to add a category for director level positions in which record recruitment is kept until next hiring process, seconded by Ms. Kohler. Motion approved by a 4-0 vote.

A discussion was held on DAS-003. Mr. Homan recommended that clarification from the Chiefs on retaining records after the probation period.

A discussion was held on DAS-010, regarding grievances proceeding to City Manager. Mr. Homan recommends that grievances be changed from 10 years to 20 years. Mr. Shulman did recommend no permanent records of grievances.

Motion: Chairman Homan motioned to change DAS-010 from 10-20 years, seconded by Mr. Shulman. Motion approved by a 4-0 vote.

Motion: Mr. Shulman motioned to accept the revised schedule, along with recommended two changes and pulling out DAS—003 until further discussion, seconded by Ms. Kohler. Motion approved by a 4-0 vote.

ITEM 4. Approval of Public Records Policy

Mr. Shulman discussed the need to replace with current posted Public Record Notice signage. Mr. Shulman discussed the rights of the public to request public records. Mr. Shulman discussed the need to distribute the policy to staff and place on the website.

Motion: Ms. Kohler motioned to approve the City of Delaware Public Records Policy and replace the current policy, seconded by Mr. Shulman. Motion approved by a 4-0 vote.

A discussion was held the benefits of an archivist or records manager.

ITEM 5. Next Meeting Date: To Be Established

ITEM 6. Adjournment

Motion: Chairman Homan moved to adjourn the Records Commission meeting. The Records Commission meeting adjourned at 4:35 p.m.

Chairman

Elaine McCloskey, Clerk

NOTICE TO LEGISLATIVE AUTHORITY

OHIO DIVISION OF LIQUOR CONTROL
6606 TUSSING ROAD, P.O. BOX 4005
REYNOLDSBURG, OHIO 43068-9005
(614)644-2360 FAX(614)644-3166

TO

6381463 PERMIT NUMBER / NEW TYPE	TUAN NGUYEN LLC DBA JENNIS NAIL SPA & BAR 1824-28 COLUMBUS PIKE DELAWARE OH 43015
ISSUE DATE	
12 05 2017 FILING DATE	
D2 PERMIT CLASSES	
21 TAX DISTRICT / 022 B / B77928 RECEIPT NO.	

FROM 12/07/2017

PERMIT NUMBER / TYPE	
ISSUE DATE	
FILING DATE	
PERMIT CLASSES	
TAX DISTRICT / RECEIPT NO.	

MAILED 12/07/2017

RESPONSES MUST BE POSTMARKED NO LATER THAN. 01/08/2018

IMPORTANT NOTICE

PLEASE COMPLETE AND RETURN THIS FORM TO THE DIVISION OF LIQUOR CONTROL WHETHER OR NOT THERE IS A REQUEST FOR A HEARING.

REFER TO THIS NUMBER IN ALL INQUIRIES B NEW 6381463
(TRANSACTION & NUMBER)

(MUST MARK ONE OF THE FOLLOWING)

WE REQUEST A HEARING ON THE ADVISABILITY OF ISSUING THE PERMIT AND REQUEST THAT THE HEARING BE HELD ☐ IN OUR COUNTY SEAT. ☐ IN COLUMBUS.

WE DO NOT REQUEST A HEARING. ☐

DID YOU MARK A BOX? IF NOT, THIS WILL BE CONSIDERED A LATE RESPONSE.

PLEASE SIGN BELOW AND MARK THE APPROPRIATE BOX INDICATING YOUR TITLE:

(Signature) (Title)- ☐ Clerk of County Commissioner (Date)

☐ Clerk of City Council

☐ Township Fiscal Officer

CLERK OF DELAWARE CITY COUNCIL
1 SOUTH SANDUSKY ST
DELAWARE OHIO 43015

Commerce Division of Liquor Control : Web Database Search

OWNERSHIP DISCLOSURE INFORMATION

This online service will allow you to obtain ownership disclosure information for issued and pending retail liquor permit entities within the State of Ohio.

Searching Instructions

Enter the known information and click the "Search" button. **For best results, search only ONE criteria at a time.** If you try to put too much information and it does not match exactly, the search will return a message "No records to display".

The information is sorted based on the Permit Number in ascending order.

To do another search, click the "Reset" button.

SEARCH CRITERIA

Permit Number	6381463
Permit Name / DBA	
Member / Officer Name	

Search **Reset** **Main Menu**

	Member/Officer Name	Shares/Interest	Office Held
Permit Number: 6381463; **Name**: TUAN NGUYEN LLC; **DBA**: DBA JENNIS NAIL SPA & BAR; **Address**: 1824-28 COLUMBUS PIKE DELAWARE 43015			
	TUAN VAN NGUYEN	MANAGE MEM	

Delaware Police Department
Liquor Permit Report

DPD Report Number **L-17-12**		**Investigating Officer** Detective T. Donoghue	
Applicant (Primary Shareholder) Tuan Van Nguyen		**Company Name:** **DBA: Jenni's Nail Spa & Bar**	
Common Name **Jenni's Nail Spa & Bar**		**Address** 1824 & 1828 Columbus Pike (Suite) Delaware, Oh 43015	
Applicant Phone Number **614-448-7233**		**Applicant E-Mail Address:** **(gordonnathan@msn.com)** -attorney's, language barrier	
☒ **Existing Business** ☐ **New Business** (Supplement Attached)	**Type of Business** **Nail Spa**	**Notification Type:** **unknown**	**Date of Report** 12/12/2017

Permit Type

☐**C1/C2X** Beer only in original sealed container for carry out only. ☐**C2** Wine and mixed beverages in sealed containers for carry out. ☐**D1/D2X** Beer only for on premises consumption or in sealed containers for carry out. ☒**D2** Wine and mixed beverages for on premises consumption or in sealed containers for carryout. ☐**D4** Beer and any intoxicating liquor to members only, for on premises consumption only until 1:00am. ☐**D5** Spirituous liquor for on premises consumption only, beer, wine and mixed beverages for on premises, or off premises in original sealed containers, until 2:30am. ☐**Other** applicant listed seeking a "D3"

Location Information

Churches, Libraries and or schools within 500 feet ☐Yes ☒No	**School, church or library objection** ☐Yes (Supplement Attached) ☐No **Note:** Objections are only permitted for *new permits.*
Police Calls for Service in past 12 months: zero	**Number of Police Reports in past 12 months: zero**
Calls for Service *excluding calls not related to the business* in past 12 months: zero	**Location is excessive drain on Police Resources:** ☐Yes (Supplement Attached) ☒No
Nuisance Abatement Pending ☐Yes ☒No	**Accessible by Law Enforcement** ☒Yes ☐No
Site compliance checked by Dept. of Commerce ☒Yes ☐	**Private Club (Restricted Access Door)** ☐Yes ☒No

Applicant Information

Records Checked: ☒**Delaware Police Department Database** ☒ **Available Public Domain** ☐ **Other LE Agency**	
Applicant has an active warrant ☐Yes ☒No	**Record located for Liquor Law Violation** ☐Yes ☒No
Local Record on file ☐Yes ☒No	**Criminal History Checked by Dept. of Commerce** ☐Yes ☐No
Problem History with DPD ☐Yes (Supplement Attached) ☒ No	**Contact made with Applicant** ☒Yes ☒No

Determination on Objection

☒**The Delaware Police Department does not find a legislative basis for requesting a hearing to object to the issuance of a liquor permit for this business.**

☐**The Delaware Police Department recommends requesting a hearing into the issuance of a liquor permit for this business, due to one or more of the following criteria for objection as set forth by the Ohio Revised Code.**

- ☐Site does not conform to local building, safety and health codes (excluding zoning).
- ☐Law enforcement or state agents do not have ready access to the premises where alcoholic beverages are being served.
- ☐Physical location causes a public nuisance.
- ☐Site has been officially classified as a nuisance according to State Law.
- ☐Conviction of a crime by the applicant that relates to operating a liquor establishment.
- ☐Past improper operation of a location with a liquor permit.
- ☐Misrepresentation of material fact on the application.
- ☐Addiction of the applicant to alcohol or narcotics.
- ☐Formal objection by specific types of other locations to which the site is in certain proximity.
- ☐Conviction of the applicant of food stamp or WIC fraud.

(Supplement Attached)

Delaware Police Department
Liquor Permit Report

Supplement

Supplement Type

- ☒ **New Business Description**
- ☐ **Police Department Objection**
- ☐ **Community Objection**
- ☐ **Other :**

This liquor application was assigned to me on 12/12/2017. I reviewed the previous application from September of this year (L-17-07), and determined this application is for a D2 type permit. The previous D3 permit was intended for poured/served drinks for consumption on premises, from the container. This D2 permit allows wine and mixed beverages for consumption on premises and/or in sealed containers for carry out.

I checked the local and standard public databases for applicant Juan Nguyen's history. Not much time has passed since the last permit so I did not find anything new. For similar reasons, there is no updated history at the permit address location. There still are no schools, libraries, or churches within 500 ft.

I visited the location and met with Nguyen and two associates. The location is still under construction and the expected date of opening is March 2018. I checked that the rear door exit is operational. The beginning framework for a bar area is located at the front of the salon. This area is approximately six foot long. Applicant states the business intention is for patrons having nail salon services to be able to purchase a drink while at the location. The D2 permit allows the purchase of sealed drinks to take from the business. Applicant is not certain why they have applied for both permits and referred back to their attorney's handling the matter. I suggested applicant communicate with the attorney to determine the limitations/permissions associated with the permit(s) obtained and be in compliance with same. Reference this D2 permit, no objections to issuing the permit exist.

Det J. [signature] #47 12/18/2017

Investigating Officer Signature **Date**

Det. Sgt [signature] 16

Supervisor Signature **Date**

EST 1808
CITY OF
DELAWARE
OHIO

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 creative 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.

2018 Arts Festival Local Restaurants Food Voucher Ideas

TO: Delaware City Mayor & Council Members

From: Sherry Riviera, 2018 Arts Festival Board

December 15, 2017

Thank you for taking the time to listen to plans the 2018 Arts Festival Board is hoping to incorporate in the next year's Festival.

I don't think I explained sufficiently the way the Arts Festival plans to incorporate the local restaurants into next year's Festival.

First, the Festival has always provided breakfast and lunch/ dinner food along with chips, pastries, fruit, soft drinks and candy at the Andrews House for the Exhibitors to eat free. This year, to try to involve the downtown restaurants, we are only offering clean restrooms, water, some soft drinks and donut holes in the morning

We are creating a "Brown Bag Food Voucher" offer. Once we know that we can move the food trucks, we will then approach all the local restaurants with the idea and detailed plans to ask them to participate with the Festival. We tried to not get too far ahead in our plans before knowing what would be approved by the City. Each Brown Bag labeled as the Food Delivery Menus, will contain (2) $5.00 Food Vouchers and menus for all the participating restaurants. These "Brown Bags" will be included in each exhibitor's packet given to them when they check in to set up on the first day of the Festival, (last year there were 184 booths, most with 2 people per booth).

We will be asking the restaurants to:

1. Provide a small menu that they can fix quickly for either delivery to the booth or for a quick pick up by the exhibitor. This menu will be on a 5.5 x 8.5", 30# paper stock. The front will have the restaurant name, address, phone # and menu, whether the order can be delivered or must be picked up. On the reverse side, they can put information about their restaurant, i.e., history of restaurant, type of food….whatever they want to be known about their business.
2. Agree to accept the $5.00 food voucher. One voucher per order. At the end of the Festival, the restaurants need to turn in the food vouchers in a provided envelope at the Festival information booth. The food vouchers will be reimbursed within the next week by check from the Arts Festival Accountant.

The Festival is actually providing advertising for a captive audience for each participating restaurant. Some exhibitors may not use the vouchers during the Festival hours, but may view a menu that they want to go to after the Festival closes for the day on Saturday.

South Sandusky Street Set up Plan: This is a conceptual plan and will be adapted per utilities, fire regulations or use.

1. The 12-14 Corporate Booths (10') will be set up about 10 feet South of crosswalk and will then extend 60-70' South.
2. Tables & Chairs for sitting and eating will be set up approximately 80' South of the crosswalk. There also may be a small interactive arts entertainment space allocated here. The tables & chairs will be set up closer to the sidewalk on the West side of the street center line. So, this is what will be "in front" of the restaurants.
3. Food Trucks will be parked diagonally (fronts of trucks facing South West) starting at approximately the water hydrant on the East side of S. Sandusky Street , just past the south side of the parking lot (just south of Opa) on the EAST side of the street. We do not anticipate any truck reaching the center line of the street. Again, the food trucks will be fair type food.
4. Another interactive entertainment area **may** be set up at the end of the food trucks closer to Olivina encompassing the width of the street.

During last year's Festival, 2 restaurants saw an opportunity with the exhibitor's and went around to the booths taking orders. The Greater Gouda did a good bit of business this way and delivered in a little red wagon. Domino's Pizza wheeled around a warming oven and sold pizza. These 2 businesses saw an opportunity and were proactive; they created business for themselves instead of complaining about their business being affected. The Festival is trying to provide this free advertising and opportunity for any and all of the local restaurants in the downtown.

Thanks for letting me explain the entire program more completely.

Sherry Riviera

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

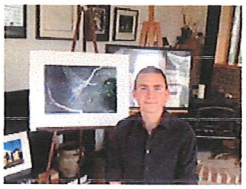
Scholarships for Students

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

© 2017 Delaware Arts Festival. All Rights Reserved.

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 exhibiters affordable and removing those sponsorship displays from the actual exhibiter 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 foot 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

. .

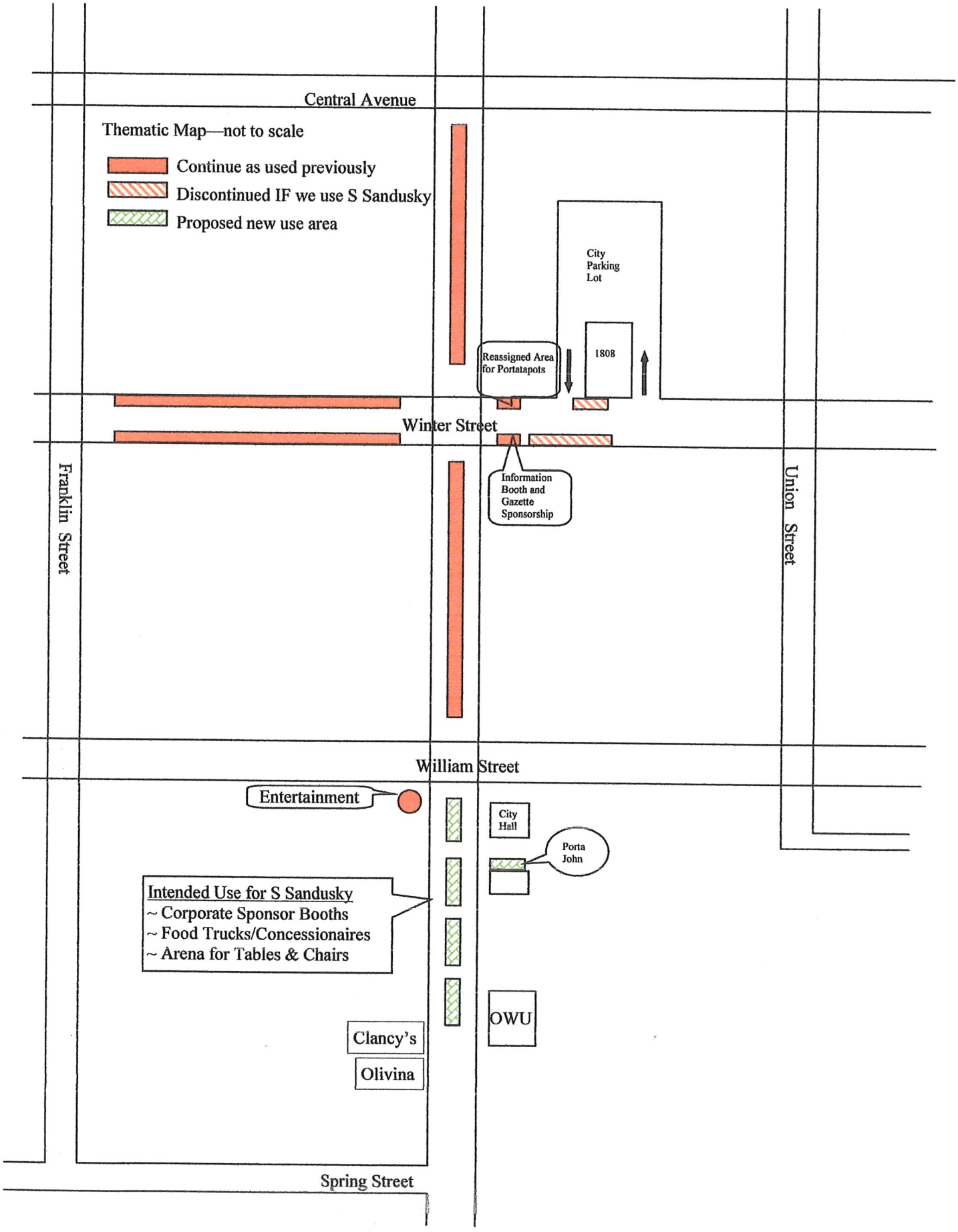
[List business processes or systems which will be impacted by this project and describe how they will be affected.]

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 exhibiter,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
City Parking Lot
1808
Reassigned Area for Portatapots
Winter Street
Information Booth and Gazette Sponsorship
Franklin Street
Union Street
William Street
Entertainment
City Hall
Porta John
Intended Use for S Sandusky
~ Corporate Sponsor Booths
~ Food Trucks/Concessionaires
~ Arena for Tables & Chairs
OWU
Clancy's
Olivina
Spring Street

EST 1808
CITY OF
DELAWARE
OHIO

FACT SHEET

AGENDA ITEM NO: 10	DATE: 12/21/2017
ORDINANCE NO: 17-74 AMENDED	RESOLUTION NO:
READING: THIRD	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 12/21/2017: This is the third and final reading of the 2018 Budget. The attached ordinance reflects the changes (highlighted) outlined in the attached memo.

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)
Memo from City Manager

ORDINANCE NO. 17-74 **AMENDED**

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	806,173	
MUNICIPAL BUILDINGS		
Personnel	149,476	
Other	360,214	
TOTAL GENERAL FUND		**22,302,223**
STREET MAINTENANCE & REPAIR		
Administration		
Personnel	689,730	
Other	210,556	
Street Maintenance		
Personnel	663,735	
Other	732,517	
Traffic Division		
Personnel	379,996	
Other	342,552	
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			**112,530**
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	152,864	
	Other	69,834	
	TOTAL GOLF COURSE FUND		**222,698**
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	**114,706,965**

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

EST 1808
CITY OF
DELAWARE
OHIO

MEMORANDUM

TO: City Council
FROM: R. Thomas Homan
DATE: 12/19/17
RE: 2018 Proposed Budget Changes

Below is a summary of the proposed 2018 budget changes previously discussed with Council. These changes are reflected in the attached budget sheets and in the budget ordinance. The last change was a correction to an error where numbers were inadvertently transposed.

1. **Hidden Valley Golf Course**: Changes to the budget have been made to reflect the sale of beer beginning in 2018. Revenues have been increased $2,500 and expenditures by $7,776. Supporting information is included in the attached memo from Parks and Natural Resources Director, Ted Miller.

2. **Street Maintenance and Repair Fund/Traffic Operations**: The attached budget sheet reflects the addition of 500 hours ($5,666) of second labor to assist with crosswalk striping; this amount is offset by a reduction in the operating supply line item in the same amount.

3. **Engineering – Professional Services**: The attached budget sheet reflects the addition of $8,500 to professional services for possible purchase of design review software. Bluebeam is the product being evaluated, which was originally scheduled to be purchased in 2017, but was delayed to evaluate a product that would integrate with CitiWorks, our GIS-centric asset management system.

4. **Community Promotions Fund**: The budget sheet reflects increasing the contribution to Main Street Delaware to $25,000.

5. The last change came to light following a question from Councilman Browning about why worker's compensation was increasing by 45.6 percent in Economic Development's budget. It wasn't. The 2017 amounts were transposed for Worker's Compensation and Medicare. The error has been corrected and does not change the 2018 budget amount other than to reduce the percentage from 45.5 percent to -5.6

percent, as shown in the attached budget sheet. Councilman Browning also asked about why health insurance costs were going up in this budget. This is due to a change from single coverage to family coverage.

6. **Budget Narratives**: (No changes to budget amounts).

    a. Police Department: Capital Outlay (See attached budget sheet)
    b. City Manager's Office: Professional Services (See attached budget sheet)

Also attached is a revised General Fund Summary, which reflects the increase in Engineering Professional Services.

2018 BUDGET DETAIL
FUND: GOLF COURSE
DEPARTMENT: PARK MAINTENANCE

Account #	Description	2015 Actual	2016 Actual	2017 Budget	2017 Actual	2018 Budget	% Δ Prior Budget	% Δ Prior Actual
	Fund Balance - January 1st	**92,021**	**85,141**	**69,961**	**69,961**	**41,712**		
501- 4480	Memberships	16,475	16,199	16,500	17,000	17,000	3.0%	0.0%
4481	Green Fees	91,388	92,187	100,000	90,000	100,000	0.0%	11.1%
4482	Concessions	7,177	7,573	7,500	7,000	12,500	66.7%	78.6%
4483	Merchandise Sales	2,104	2,152	2,000	2,000	2,000	0.0%	0.0%
4484	Cart and Club Rental	23,735	28,017	26,000	28,750	28,000	7.7%	-2.6%
4485	Driving Range	13,028	13,506	13,000	14,500	14,500	11.5%	0.0%
4486	Miscellaneous	1,289	327	500	2,700	1,500	200.0%	-44.4%
4488	League Fees	7,456	5,614	6,500	5,196	6,000	-7.7%	15.5%
4731	Rentals	182	1,700	1,700	2,050	2,000	17.6%	-2.4%
	Total Revenue	**162,834**	**167,275**	**173,700**	**169,196**	**183,500**	**5.6%**	**8.5%**
	Total Expenditures	**169,714**	**182,455**	**200,014**	**197,445**	**222,698**	**11.3%**	**12.8%**
	Carryover PO's							
	Fund Balance - December 31st	**85,141**	**69,961**	**43,647**	**41,712**	**2,514**		
501-5010- 5100	Wages	102,053	108,368	110,871	110,871	116,604	5.2%	5.2%
5101	PERS	13,438	14,630	14,632	14,632	14,923	2.0%	2.0%
5103	Medicare	1,480	1,571	1,608	1,608	1,655	2.9%	2.9%
5104	Workers Compensation	2,475	2,692	2,772	2,772	2,282	-17.7%	-17.7%
5111	Health Insurance	7,300	8,125	8,138	8,138	17,250	112.0%	112.0%
5112	Life Insurance	174	174	174	174	150	-13.8%	-13.8%
5121	Unemployement	4,373	0	0	0	0	0.0%	0.0%
5211	Electric	3,926	4,321	5,000	5,000	5,000	0.0%	0.0%
5230	Professional Services	5,389	4,266	5,000	5,000	5,000	0.0%	0.0%
5260	Travel/Training	0	150	200	200	200	0.0%	0.0%
5261	Memberships and Dues	135	181	300	300	776	158.7%	158.7%
5270	Maintenance of Equipment	2,490	4,052	5,000	5,000	5,000	0.0%	0.0%
5271	Maintenance of Facility	3,042	7,489	5,000	5,000	5,000	0.0%	0.0%
5272	Garage Rotary	4,289	2,868	3,909	3,500	6,808	74.2%	94.5%
5273	Information Technology Rotary	2,964	3,256	3,660	3,500	3,500	-4.4%	0.0%
5280	Insurance	1,550	1,550	1,550	1,550	1,900	22.6%	22.6%
5293	Sales Tax	530	639	900	900	900	0.0%	0.0%
5310	Office Supply	126	162	150	50	150	0.0%	200.0%
5330	Operating Supply	9,770	10,707	15,000	15,000	15,800	5.3%	5.3%
5332	Clothing	255	353	500	500	500	0.0%	0.0%
5340	Concession/Merchandise Supply	3,710	3,937	5,500	4,500	5,500	0.0%	22.2%
5390	Small Equipment	245	364	750	250	4,400	486.7%	1660.0%
5500	New Equip / Cap Outlay	0	2,600	9,000	9,000	9,000	0.0%	0.0%
5600	Reimbursements	0	0	150	0	150	0.0%	0.0%
5601	Refunds	0	0	250	0	250	0.0%	0.0%
	TOTAL GOLF COURSE	**169,714**	**182,455**	**200,014**	**197,445**	**222,698**	**11.3%**	**12.8%**

2018 BUDGET DETAIL
FUND **STREET MAINTENANCE & REPAIR**
DEPARTMENT **PUBLIC WORKS TRAFFIC DIVISION**

Account #	Description	2015 Actual	2016 Budget	2016 Actual	2017 Budget	2017 Actual	2018 Budget	% Δ Prior Budget	% Δ Prior Actual
200-2030- 5100	Wages	210,269	262,329	242,776	259,230	245,000	**264,879**	2.2%	8.1%
5101	PERS	28,497	32,945	31,723	35,814	33,000	**36,498**	1.9%	10.6%
5103	Medicare	2,903	3,804	3,326	3,759	3,500	**3,841**	2.2%	9.7%
5104	Workers Compensation	5,998	6,558	6,558	6,481	6,481	**5,298**	-18.3%	-18.3%
5111	Health Insurance	49,365	52,520	52,520	65,100	65,100	69,000	6.0%	6.0%
5112	Life Insurance	592	557	557	557	557	480	-13.8%	-13.8%
5140	Uniform	369	850	747	900	550	900	0.0%	63.6%
5211	Electric	12,797	13,025	15,260	13,025	16,500	13,025	0.0%	-21.1%
5215	Cellular Telephone	442	0	602	482	482	482	0.0%	0.0%
5230	Professional Services	47,294	50,700	50,286	103,200	108,000	111,000	7.6%	2.8%
5260	Travel/Training	1,110	2,000	2,426	4,000	1,100	4,000	0.0%	263.6%
5261	Membership & Dues	540	300	300	300	340	400	33.3%	17.6%
5262	License & Other Fees	0	120	45	120	30	120	0.0%	300.0%
5270	Maintenance of Equipment	2,135	3,300	3,080	4,550	3,970	5,400	18.7%	36.0%
5272	Garage Rotary	8,635	10,915	10,915	11,369	11,369	12,592	10.8%	10.8%
5330	Operating Supply	97,307	110,000	105,104	125,000	132,000	166,433	33.1%	26.1%
5332	Clothing	1,678	2,200	1,875	2,200	2,400	2,200	0.0%	-8.3%
5345	Fuel Supply	8,684	14,725	7,941	8,700	8,700	10,500	20.7%	20.7%
5390	Small Equipment	3,742	5,000	6,946	4,000	3,876	4,000	0.0%	3.2%
5500	New Equip/Capital Outlay	17,974	0	0	26,500	26,500	11,500	-56.6%	-56.6%
	TOTAL TRAFFIC	**500,331**	**571,848**	**542,987**	**675,287**	**669,455**	**722,548**	7.0%	7.9%

2018 BUDGET DETAIL
FUND: GENERAL
DEPARTMENT: ENGINEERING

Account #	Description	2015 Actual	2016 Actual	2017 Budget	2017 Actual	2018 Budget	% Δ Prior Budget	% Δ Prior Actual
101-0065- 5100	Wages	536,093	555,842	629,668	605,000	708,439	12.5%	17.1%
5101	PERS	72,866	78,404	84,525	78,705	95,035	12.4%	20.7%
5103	Medicare	7,529	7,766	9,130	9,000	10,272	12.5%	14.1%
5104	Workers Compensation	13,708	14,216	15,760	15,760	14,184	-10.0%	-10.0%
5111	Health Insurance	67,795	72,685	97,814	97,814	128,505	31.4%	31.4%
5112	Life Insurance	1,218	1,218	1,349	1,349	1,313	-2.7%	-2.7%
5140	Uniform	150	150	300	150	300	0.0%	100.0%
5215	Cellular Telephone	2,091	2,131	2,300	2,300	2,500	8.7%	8.7%
5220	Postage	4,000	4,200	500	350	500	0.0%	42.9%
5230	Professional Services	45,589	53,058	55,000	54,000	64,000	16.4%	18.5%
5260	Travel/Training	2,602	2,395	8,250	7,000	6,750	-18.2%	-3.6%
5261	Membership and Dues	361	270	750	650	1,500	100.0%	130.8%
5270	Maintenance of Equipment	0	0	300	270	300	0.0%	11.1%
5272	Garage Rotary	3,879	3,885	4,191	3,500	8,483	102.4%	142.4%
5273	Information Technology Rotary	55,714	51,363	57,742	55,000	56,375	-2.4%	2.5%
5310	Office Supply	1,478	2,661	3,000	2,900	3,000	0.0%	3.4%
5330	Operating Supply	1,435	3,361	3,500	3,400	3,500	0.0%	2.9%
5345	Fuel Supply	3,440	3,302	3,500	3,500	3,215	-8.1%	-8.1%
5390	Small Equipment	700	0	750	400	750	0.0%	87.5%
5500	New Equip / Cap Outlay	0	10,513	7,000	7,500	5,000	-28.6%	-33.3%
	ENGINEERING OPERATIONS	**820,648**	**867,420**	**985,329**	**948,548**	**1,113,921**	**13.1%**	**17.4%**
5231	Professional Services - Development	497,895	562,875	500,000	1,200,000	650,000	30.0%	-45.8%
	TOTAL ENGINEERING	**1,318,543**	**1,430,295**	**1,485,329**	**2,148,548**	**1,763,921**	**18.8%**	**-17.9%**

2018 BUDGET DETAIL

FUND: COMMUNITY PROMOTION FUND

The Community Promotion Fund allocates revenues from the City's Hotel/Motel Occupancy Tax to events, organizations, and activities that promote the community and other cultural opportunities.

Account #	*Description*	*2015 Actual*	*2016 Actual*	*2017 Budget*	*2017 Actual*	*2018 Budget*
	Fund Balance - January 1st	**25,794**	**44,491**	**45,497**	**45,497**	**48,718**
272- 4130	Hotel/Motel Tax	81,935	76,461	80,000	82,000	82,000
4720	Donations	25,000	25,000	25,000	25,000	25,000
	Total Revenues	**106,935**	**101,461**	**105,000**	**107,000**	**107,000**
272-0272- 5231	Main Street Support	17,500	17,500	17,500	17,500	25,000
5232	Arts Castle	18,750	15,000	15,000	15,000	15,000
5234	Other Community Support	6,215	296	0	0	0
5235	Central Ohio Symphony	10,000	10,000	10,000	10,000	10,000
5236	Second Ward Community Initiative	0	13,500	15,029	15,029	11,530
5290	Fireworks	35,000	35,000	35,000	35,000	35,000
5291	Special Events	0	3,554	0	0	0
5292	Sister City Promotion	773	605	1,000	3,750	5,000
5293	City of Delaware Special Events	0	0	15,000	7,500	11,000
5401	RB Hayes Statue	0	5,000	0	0	0
	Total Expenditures	**88,238**	**100,455**	**108,529**	**103,779**	**112,530**
	Carryover PO's					
	Fund Balance - December 31st	**44,491**	**45,497**	**41,968**	**48,718**	**43,188**

2018 BUDGET DETAIL
FUND: GENERAL
DEPARTMENT: ECONOMIC DEVELOPMENT

Account #	*Description*	*2015 Actual*	*2016 Actual*	*2017 Budget*	*2017 Actual*	*2018 Budget*	*% Δ Prior Budget*	*% Δ Prior Actual*
101-0015- 5100	Wages	114,674	123,557	138,983	138,983	146,721	5.6%	5.6%
5101	PERS	15,539	16,694	18,239	18,239	19,048	4.4%	4.4%
5103	Medicare	1,657	1,812	2,015	2,015	2,127	5.6%	5.6%
5104	Workers Compensation	3,038	3,370	3,475	3,475	2,934	-15.6%	-15.6%
5111	Health Insurance	6,765	21,520	17,475	17,475	34,500	97.4%	97.4%
5112	Life Insurance	348	348	348	348	300	-13.8%	-13.8%
5140	Uniform	0	225	150	150	150	0.0%	0.0%
5215	Cellular Telephone	1,485	726	414	1,105	1,517	266.4%	37.2%
5220	Postage	100	0	100	100	100	0.0%	0.0%
5230	Professional Services	4,660	7,716	64,150	53,726	34,150	-46.8%	-36.4%
5260	Travel/Training	3,394	6,226	5,463	5,463	5,783	5.9%	5.9%
5261	Membership & Dues	12,439	13,512	17,111	17,111	16,056	-6.2%	-6.2%
5262	Licenses & Fees	0	0	40	40	40	0.0%	0.0%
5273	Information Technology Rotary	7,038	7,713	8,671	8,671	8,888	2.5%	2.5%
5310	Office Supply	0	0	200	200	200	0.0%	0.0%
5390	Small Equipment/Software	1,529	0	0	0	0	0.0%	0.0%
5500	New Equip/Capital Outlay	0	0	0	0	0	0.0%	0.0%
5601	Income Tax Sharing	94,530	93,011	112,000	110,000	118,785	6.1%	8.0%
	TOTAL ECONOMIC DEV.	**267,196**	**296,430**	**388,834**	**377,101**	**391,299**	**0.6%**	**3.8%**

LINE ITEM DETAIL
GENERAL FUND
POLICE DEPARTMENT

Explanation of significant line items

Description:	*Code:*	*Amount:*	*Explanation:*
Wages	5100	$5,759,773	Includes negotiated pay increase for police officers, and civilian staff. No other changes to personnel.
Uniforms	5140	$84,650	Contractual for Police Officers $59,125; Civilian & Records Clerks $7,000 , negotiated vest replacement and new officer uniform issue $12,500, patches $300, replacement items $1025, chaplain uniform $200, parking control $1000, specialty assignment initial issue $3,500..
Professional Services	5230	$63,600	Printing $1200, radar calibrations $1500, City contract towing $1000, jail medical $5000, jail dry cleaning $250, translation services $250, transcription $500, car washes $1000, alarm monitoring PSB $1000, drug screens $2500, calibration of truck weight scales $500, k9 medical/grooming $1200, MDT licenses $1800, Magloclen $400, FBI/BCI background checks $20,000, affidavit maker $1800, Psych testing $300, k9 kenneling $1000, jail cleaning $2000, k9 vehicle sanitize $200, tattletale monitoring service $1000, Lexipol policy implementation $1380, LEADS on-line $4,500, GPS tracker fee $600.
Travel/Training	5260	$47,200	New officer core courses/OPOTA Basic; SRO/DT/Firearms instruction; Hostage Neg. Conference; Master Evidence Tech. training; CPT training/Advanced training; tuition reimbursement,Command staff development.
Maintenance	5270	$19,060	Cruiser repair $5,000; Parking meter repair $2,500; Taser maintenance kit $60; BAC simulator maintenance and calibration $500, Early Warning System maintenance $7,000; Taser maintenance plan $4,000;
Operating Supplies	5330	$59,360	Evidence supplies 4500, fusees 2500, parking supplies 500, recognition awards 750, Duty/DTU ammunition/munitions 26300, Armory supplies 500, animal control supplies 300,anti microbial towels 500, latex gloves 700, BAC supplies 700, batteries(firearms) 300, downflow draft filters 550, k9 food and equipment 1400, parking tickets 4200, propane for PSB 2500, rifle magazines 300, 12 ga less lethal rounds 1000, junior police badges 500, hosting supplies 200, new officer equipment issue 2000, special event fund 2000, CRO/CIO education/event material 5500, Interdiction kit 160, explorer academy/competition 1000, radkid supplies 500.
Training Supplies	5350	$27,120	Simmunition equipment $1,500; Taser training supplies $2600; Firearms targets $450; Range supplies $1000; DT training supplies $1250; Taser training targets $120, weight room equipment 2000, building material for DT/firearms $200, replacement steel targets $2000, mat room resurface 3500, SIG simm conversion equipment $12500.
Repair materials	5370	$5,500	Camera repair $500, weapon parts $3,000, lobby intercom repair $2000.
Capital Outlay	5500	$61,500	Handgun replacement $25,000, replacement rifles $6,000, **records storage shelving $21,000, conference room chairs $9,500.**

LINE ITEM DETAIL
GENERAL FUND
CITY MANAGER'S OFFICE

Explanation of significant line items

Description:	*Code:*	*Amount:*	*Explanation:*
Wages	5100	$451,668	Includes current personnel plus conversion of the City Manager's $7,200 annual car allowance to wages.
Professional Services	5230	$18,000	**Publications and Marketing $10,000; Contracted services $8,000.**
Travel/Training	5260	$10,300	ACM Mileage $1,200; OCMA Winter Conference $600; ICMA Conference CM $3,000, Conference ACM $2,500, Conference Community Affairs Coordinator $2,000; ICMA Midwest Regional Summit $1,000.
Memberships/Dues/Subscrip	5261	$4,207	ICMA (2) Dues $1,912; OCMA Dues $120; Rotary Dues $150; Misc. Subscriptions $1,625; Community Affairs Coordinator 3CMA Dues $400.

2018 BUDGET GENERAL FUND SUMMARY	*2015 Actual*	*2016 Actual*	*2017 Budget*	*2017 Actual*	*2018 Budget*	*% Δ Prior Budget*	*% Δ Prior Actual*
REVENUES							
PROPERTY TAX	1,401,314	1,462,672	1,522,000	1,413,490	1,500,000	-1.4%	6.1%
CITY INCOME TAX - 1%	12,390,195	13,515,572	14,391,065	13,975,100	14,787,387	2.8%	5.8%
INHERITANCE TAX	4,962	1,803	0	0	0	0.0%	0.0%
LOCAL GOVERNMENT FUND	650,718	604,095	617,500	600,000	610,000	-1.2%	1.7%
GRANT REIMBURSEMENTS	67,903	62,576	68,000	72,350	65,000	-4.4%	-10.2%
FINES & FORFEITURES	94,786	92,414	97,000	94,000	92,000	-5.2%	-2.1%
COURT DIVERSION FEES	47,303	47,557	48,000	40,000	48,000	0.0%	20.0%
ENGINEERING FEES	475,415	1,109,269	810,000	1,800,000	1,000,000	23.5%	-44.4%
PROSECUTOR CONTRACTS	220,241	266,810	260,000	275,000	285,000	9.6%	3.6%
PARKING METERS	35,359	38,282	37,000	36,000	38,000	2.7%	5.6%
LIQUOR PERMITS	43,621	42,987	45,000	43,500	45,000	0.0%	3.4%
LICENSE AND PERMITS	632,829	867,689	725,000	720,000	725,000	0.0%	0.7%
CABLE FRANCHISE FEE	349,706	357,145	355,000	367,000	375,000	5.6%	2.2%
INVESTMENT INCOME	45,637	144,144	175,000	340,000	402,000	129.7%	18.2%
MISCELLANEOUS	113,082	113,744	150,000	80,000	100,000	-33.3%	25.0%
REIMBURSEMENTS	159,732	102,763	100,000	120,000	135,000	35.0%	12.5%
TRANSFER PROJECT ENGINEERING	7,385	0	15,000	0	0	-100.0%	0.0%
TRANSFER GRANT ADMIN	24,608	34,473	30,000	30,000	30,000	0.0%	0.0%
TRANSFERS	2,227,357	1,811,689	1,875,000	1,856,000	1,890,000	0.8%	1.8%
TOTAL REVENUE	**18,992,153**	**20,675,684**	**21,320,565**	**21,862,440**	**22,127,387**	**3.8%**	**1.2%**
EXPENDITURES							
CITY COUNCIL	95,840	86,705	151,797	135,815	154,873	2.0%	14.0%
CITY MANAGER	720,016	670,551	684,760	669,694	686,556	0.3%	2.5%
ADMINISTRATIVE SERVICES	219,260	259,723	349,298	319,822	327,781	-6.2%	2.5%
ECONOMIC DEVELOPMENT	267,196	296,430	388,834	377,101	391,299	0.6%	3.8%
LEGAL AFFAIRS/PROSECUTOR	644,553	748,838	797,760	781,980	793,893	-0.5%	1.5%
FINANCE	1,309,400	1,386,977	1,551,135	1,499,565	1,521,673	-1.9%	1.5%
INCOME TAX REFUNDS	354,561	364,852	360,000	450,000	400,000	11.1%	-11.1%
GENERAL ADMINISTRATION	2,829,095	3,030,564	3,459,954	3,584,682	3,416,200	-1.3%	-4.7%
CIP TRANSFER	2,217,452	2,250,000	2,039,700	2,039,700	1,837,500	-9.9%	-9.9%
GF RESERVE TRANSFER	0	139,000	34,733	0	0	-100.0%	0.0%
ED RESERVE TRANSFER	0	0	150,000	150,000	50,000	-66.7%	-66.7%
RISK MANAGEMENT	254,129	255,003	332,900	269,900	343,000	3.0%	27.1%
POLICE	7,159,438	7,474,233	8,173,369	7,934,738	8,744,063	7.0%	10.2%
PLANNING	944,257	1,023,816	1,136,486	1,044,147	1,161,774	2.2%	11.3%
ENGINEERING	1,318,543	1,430,295	1,485,329	2,148,548	1,763,921	18.8%	-17.9%
BUILDING MAINTENANCE	405,314	424,168	478,763	423,084	509,690	6.5%	20.5%
TOTAL EXPENDITURES	**18,739,054**	**19,841,155**	**21,574,818**	**21,828,777**	**22,102,223**	**2.4%**	**1.3%**
FUND BALANCE - JANUARY 1ST	**3,294,590**	**3,547,689**	**4,382,218**	**4,382,218**	**4,015,882**		
GENERAL FUND REVENUES	18,992,153	20,675,684	21,320,565	21,862,440	22,127,387	3.8%	1.2%
GENERAL FUND EXPENDITURES	18,739,054	19,841,155	21,574,818	21,828,777	22,102,223	2.4%	1.3%
CARRYOVER ENCUMBRANCES				400,000			
FUND BALANCE - DECEMBER 31ST	**3,547,689**	**4,382,218**	**4,127,965**	**4,015,882**	**4,041,045**		
Fund Balance as % of Expenditures	18.93%	22.09%	19.13%	18.4%	18.3%		

EST 1808
CITY OF
DELAWARE
OHIO

FACT SHEET

AGENDA ITEM NO: 11 | DATE: 12/21/2017

ORDINANCE NO: 17-77 | RESOLUTION NO:

READING: SECOND | 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 Polices 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.

SECTON 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:

Leave for Death of:	**Days/Hours of Leave**
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 *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.

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/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. 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:

*Clerk of Court**	$ 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)

EST 1808
CITY OF
DELAWARE
OHIO

FACT SHEET

AGENDA ITEM NO: 12 | DATE: 12/21/2017

ORDINANCE NO: 17-78 | RESOLUTION NO:

READING: SECOND | 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, AND DECLARING AN EMERGENCY.

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	POSITION
PT 1	Facility Maintenance Technician I
PT 2	Support Services Aide, Parking Control Officer
PT 3	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

EST 1808
CITY OF
DELAWARE
OHIO

FACT SHEET

AGENDA ITEM NO: 13 | DATE: 12/21/2017

ORDINANCE NO: 17-79 | RESOLUTION NO:

READING: SECOND | 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 City of Delaware 2018 Summary of Benefits

Professional, Confidential, Supervisory and Non- Union Employees

TABLE OF CONTENTS

Section I **Pay Plans and Administration**

A. Non- Union Employee Pay Plan Page 3
B. Department Head Pay Plan Page 5
C. Safety Forces Pay Plan Page 5
D. Overtime and Compensatory Time – Non Exempt Page 6
E. Compensatory Time – Exempt Employees Page 7

Section II **Accrued Time and Various Leaves**

A. Vacation Page 8
B. Sick Leave Page 9
C. Holiday and Personal Days Page 11
D. Funeral Leave Page 12
E. Special Leave Page 12
F. Jury Duty Leave Page 12
G. Court Leave Page 13
H. Injury Leave Page 13

Section III **Insurance**

A. Hospitalization, Surgery and Major Medical Page 14
B. Prescription Plan Page 15
C. Dental Care Page 15
D. Life Insurance Page 16
E. Vision Plan Page 16

Section IV **Other Compensation**

A. Longevity Compensation Page 17
B. Automobile Expense Reimbursement Page 17
C. Non-Uniformed Clothing Allowance Page 17
D. Call In Pay Page 17
E. TUITION REIMBURSEMENT Page 18

Section V **Miscellaneous**

A. Personnel Files Page 18
B. Parks and Recreation Credit Page 18

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.

PAY GRADE	POSITION
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

PAY GRADE	POSITION
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	POSITION
SF2	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 employ 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	90/10% of first $1,000 80/20% of next $3,000	50/50% of first $5,000
	Family	90/10% of first $2,000 80/20% of next $5,000	50/50% of first $10,000

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

2. 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.

EST 1808
CITY OF
DELAWARE
OHIO

FACT SHEET

AGENDA ITEM NO: 14 | DATE: 12/21/2017

ORDINANCE NO: 17-80 | RESOLUTION NO:

READING: SECOND | 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 $~~68.20~~71.66 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.~~

Formatted: Indent: Hanging: 0.5", Space Before: 0.05 pt

~~7.~~

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

Formatted: Body Text, Justified, Indent: Left: 0.08", Hanging: 0.5", Right: 0.08", Numbered + Level: 1 + Numbering Style: 1, 2, 3, … + Start at: 1 + Alignment: Left + Aligned at: 0.07" + Indent at: 0.57", Tab stops: 0.58", Left

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 statues.

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

_____
Carolyn Kay Riggle, Mayor

City Manager

_____
R. Thomas Homan

Approved as to form:

_____
Darren Shulman
City Attorney

EST 1808
CITY OF
DELAWARE
OHIO

FACT SHEET

AGENDA ITEM NO: 15	DATE: 12/21/2017
ORDINANCE NO: 17-81	RESOLUTION NO:
READING: SECOND	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	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: Building Permit Plan Review - New Construction: $50.00 Building Permit - New Construction Inspection: $350.00 plus $0.05 per s.f. 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. Plumbing Inspection: $75.00 for new builds $35.00 for minor alterations 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. Electrical: $50.00 for service upgrade, minor alterations to existing residential buildings, pools, generators, and additions under 1,000 s.f. 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.

		$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
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	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 ⅝ — ¾ meter. **IF A WATER METER PIT IS NECESSARY, THE CITY WILL CHARGE THE COST OF THE PIT. THIS COST IS CURRENTLY $300.**	

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

FACILITY RENTAL FEES		
SOURCE OF FEE	**FEE TITLE**	**AMOUNT**
	JACK FLORANCE POOL RENTAL	**1-149 PEOPLE: $250/HR** **150+ PEOPLE: $300/HR**
		UNDAMAGED AND CLEAN. $20/HR FOR LIGHTS
	HILLBORN AND BIXBY ROOMS	**$20/HR** **HILLBORN KITCHEN: ADDITIONAL $25/HR** **SET UP/TEAR DOWN: $40/ROOM**
	OUTDOOR PICNIC SHELTER AND GAZEBO RENTALS	**WEEKDAY (MON-THURS)** **SINGLE BLOCK: $20** **ALL DAY: $40** **WEEKEND (FRI-SAT-SUN)** **SINGLE BLOCK: $50** **ALL DAY: $100**
	MINGO 3 SEASON/VETERANS PARK SPRAY & PLAY SHELTERS	**WEEKDAY (MON-THURS)** **SINGLE BLOCK: $40** **ALL DAY: $80** **WEEKEND (FRI-SAT-SUN)** **SINGLE BLOCK: $60** **ALL DAY: $120**

SECTION 2. All other sections of the fee schedule remain unchanged.

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.

PASSED: _____, 2017 YEAS____ NAYS____
ABSTAIN ____

ATTEST: _____ _____
CITY CLERK MAYOR

EST 1808
CITY OF
DELAWARE
OHIO

FACT SHEET

AGENDA ITEM NO: 16 | DATE: 12/21/2017

ORDINANCE NO: 17-84 | RESOLUTION NO:

READING: SECOND | 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 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

EST 1808
CITY OF
DELAWARE
OHIO

PLANNING COMMISSION / STAFF REPORT

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 connectively 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 care 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.

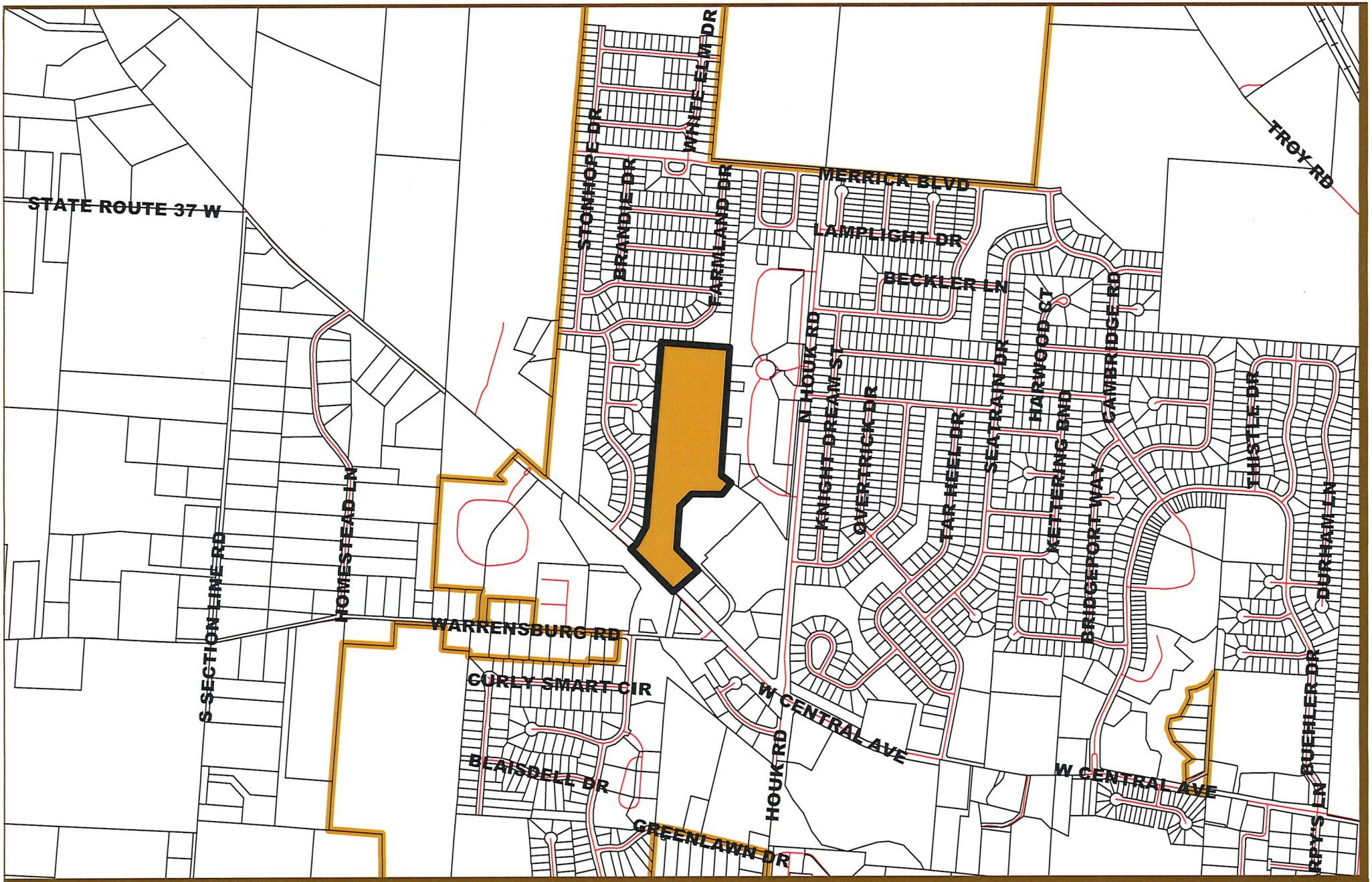
  The site has wooded areas in the southern portion of the site along SR 37, along the eastern boundary adjacent to the existing apartments and scattered throughout the site. The tree survey for the site yielded 378 trees with 4,199 caliper inches on the subject property. Of the 4,199 caliper inches, 2,079 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 submitted and approved by the City and other appropriate agencies.

COMMISSION NOTES:

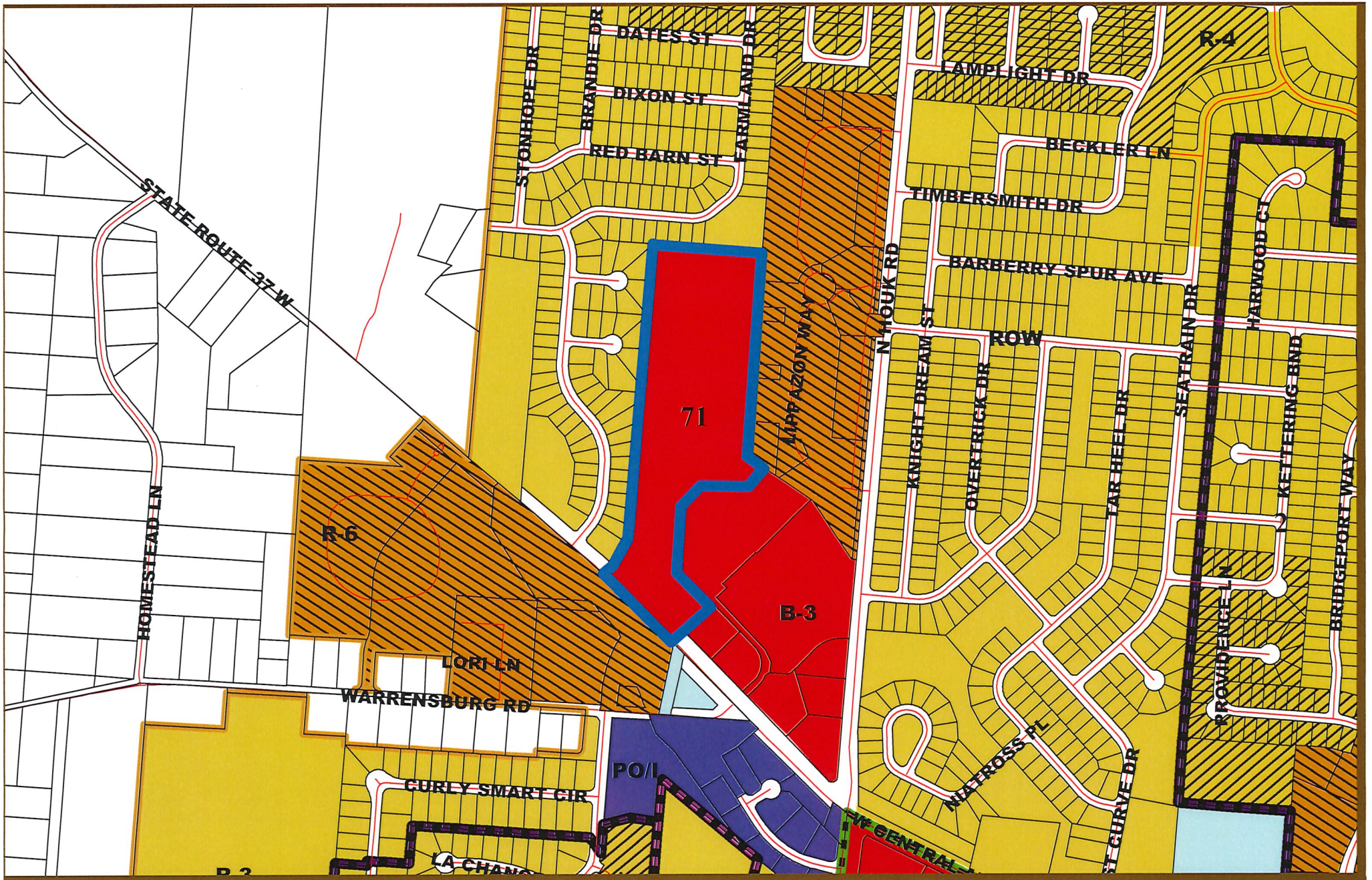
FILE:
ORIGINAL: **11/28/17**
REVISED:



EST 1808
CITY OF
DELAWARE
OHIO

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

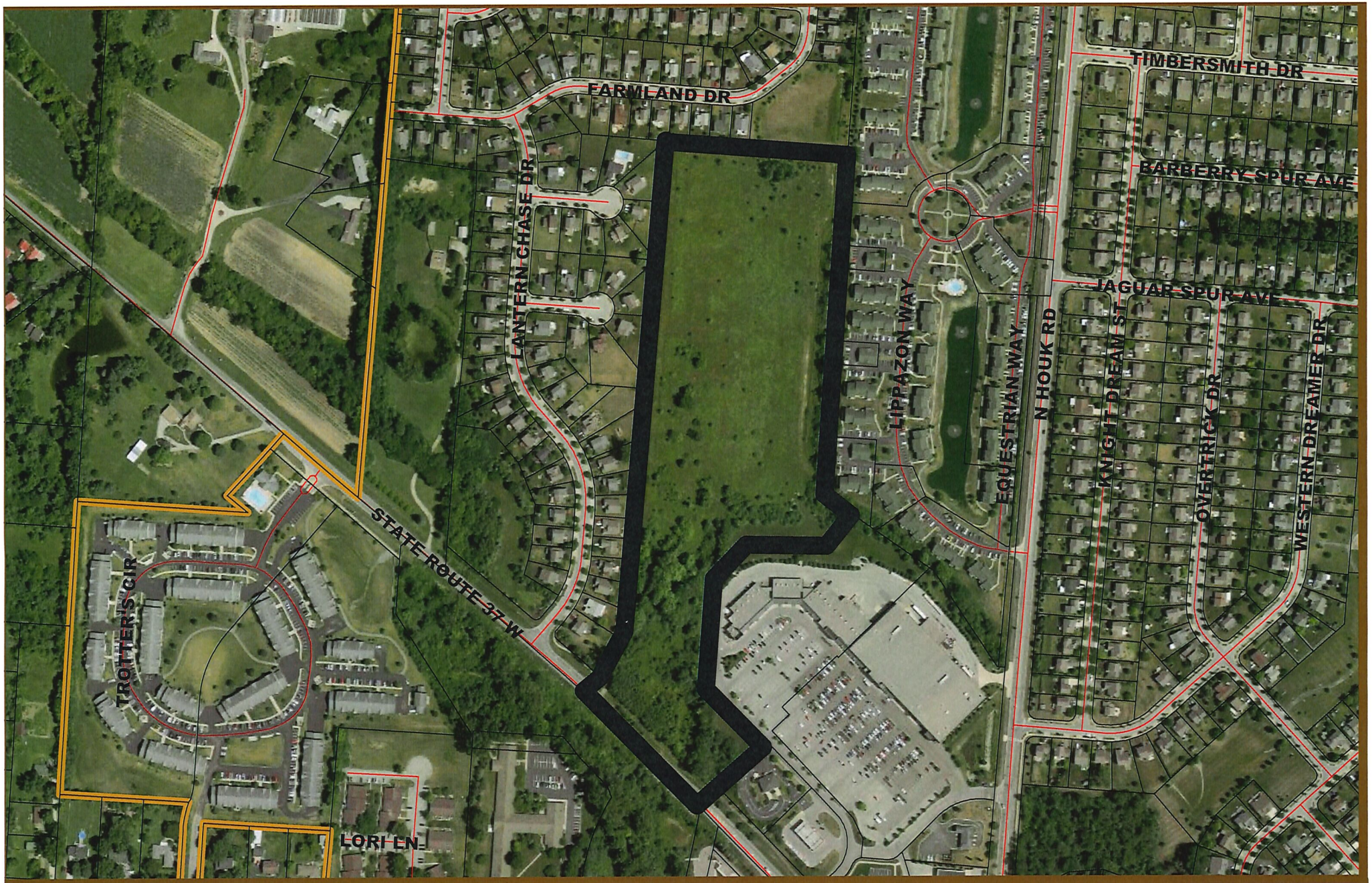
N



EST 1808
CITY OF
DELAWARE
OHIO

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

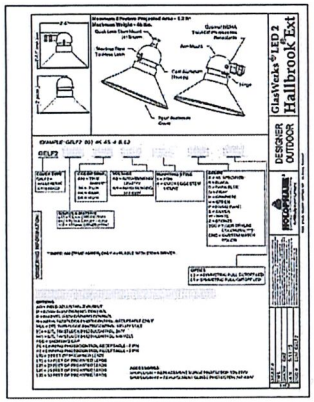
N



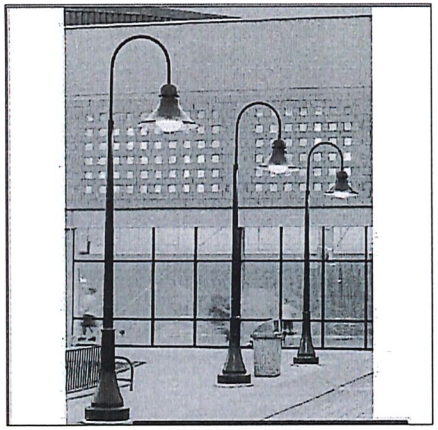
EST 1808
CITY OF
DELAWARE
OHIO

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

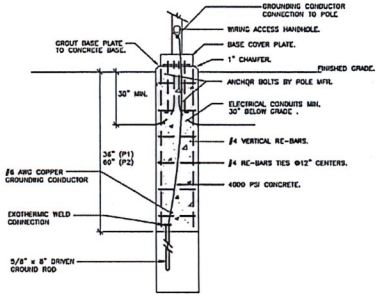
N



P1 LIGHT FIXTURE

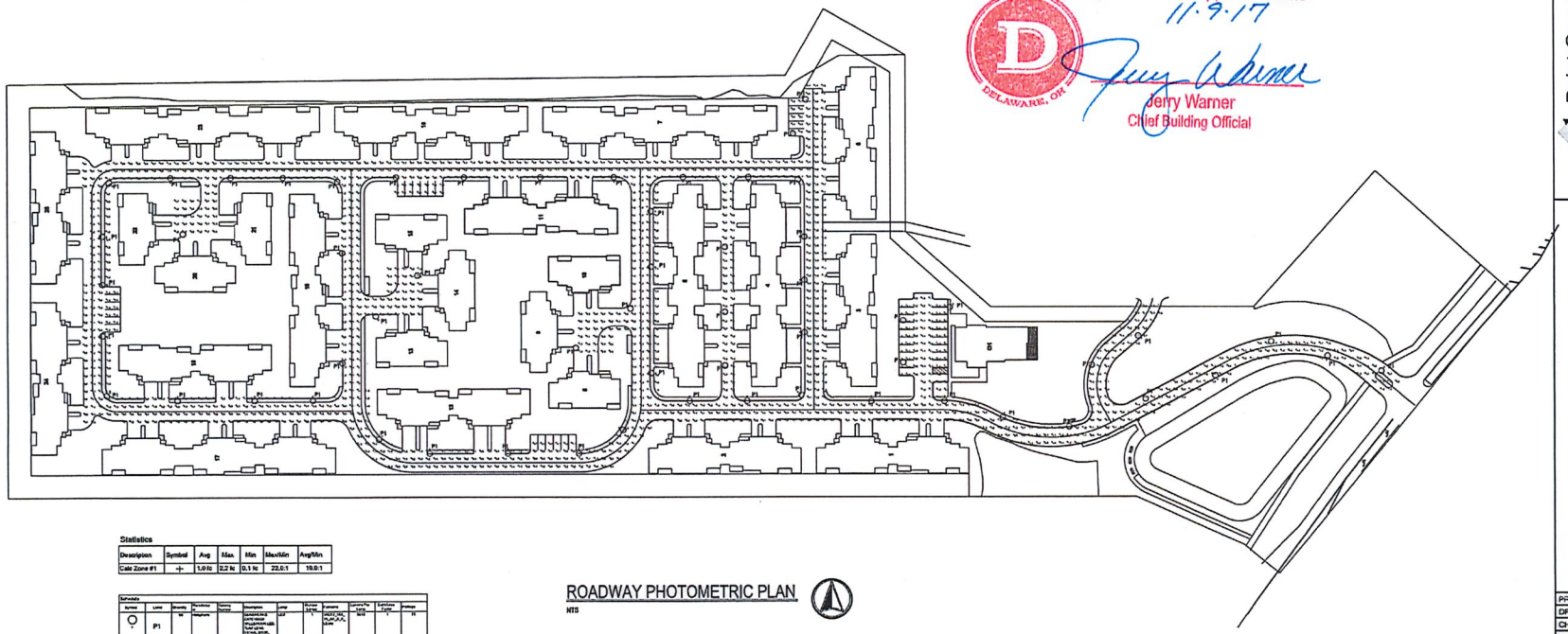


P1 LIGHT FIXTURE ON POLE
(16' MOUNTING HEIGHT)



POLE BASE
NTS

City of Delaware Approved Plans
11.9.17
Jerry Warner
Chief Building Official



Statistics

Description	Symbol	Avg	Max	Min	Max/Min	Avg/Min
Calc Zone #1	+	1.0 fc	2.2 fc	0.1 fc	22.0:1	10.0:1

Schedule												
Symbol	Label	Quantity	Manufacturer	Catalog Number	Description	Lamp	Number Lamps	Lumens	Light Loss Factor	Total Watts	Luminaire Info	Voltage
○	P1	11	Philips		GLP2 80 4K 4S 4 BLC	LED	1	4000	1	80	ARTICULATE_GLP2_80_4K_4S_4_BLC.ies	120

ROADWAY PHOTOMETRIC PLAN
NTS

Point One Design, Ltd.
Consulting Engineers
9241 York Theta Drive North Royalton, Ohio 44133
440-230-1800 Fax 440-230-1831
2600 Corporate Exchange Dr., Suite 270 Columbus, Ohio 43231
614-882-1800 Fax 614-882-1828

REVISION | DATE

ROADWAY PHOTOMETRIC PLAN
TREPLUS COMMUNITIES
BURR OAK
DELAWARE, OHIO

PROJECT NO.	17344
DRAWN BY:	EDU
CHECKED BY:	JAK
SCALE:	
DATE:	6/5/2017

Sheet No.
PM.01

Treplus Communities

Burr Oak Commons

City of Delaware Ohio
November 2017

Final Development Plan Submittal

Treplus Communities

Table of Contents

Burr Oak Commons
November 2017

1. Project Summary
2. Application
3. Legal Description
4. Property Owners
5. Illustrative Site Plan
6. Development Text
7. Community Impact Assessment
8. Final Development Plan
9. Tree Survey
10. Architectural Elevations
11. Floor Plans
12. Landscape Site Plan and Details
13. Monument Sign
14. Photometric Plan
15. Company Profile

Treplus Communities

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

- ☐ Amended Final Development Plan
- ☐ Amended Final Subdivision Plat
- ☐ Amended Preliminary Development Plan
- ☐ Amended Preliminary Subdivision Plat
- ☐ Annexation Review
- ☐ Combined Preliminary & Final Development Plan
- ☐ Comprehensive Plan Amendment
- ☐ Concept Plan
- ☐ Conditional Use Permit
- ☐ Determination of Similar Use
- ☐ Development Plan Exemption
- ☒ Final Development Plan
- ☐ Final Development Plan Extension
- ☐ Final Subdivision Plat
- ☐ Final Subdivision Plat Extension
- ☐ Floodplain Permit
- ☐ Lot Split
- ☐ Pre-annexation Agreement
- ☐ Preliminary Development Plan
- ☐ Preliminary Dev Plan Extension
- ☐ Preliminary Sub Plat
- ☐ Preliminary Sub Plat Extension
- ☐ Rezoning
- ☐ Subdivision Variance
- ☐ Substitution of a Non- Conforming Use
- ☐ Vacation-Alley
- ☐ Vacation-Easement
- ☐ Vacation-Street

Board of Zoning Appeals

- ☐ Appeal Administrative Decision or Interpretation
- ☐ Conditional Use Permit
- ☐ Substitution of Equal or Less Non-Conforming Use
- ☐ 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 _____ Owner Printed Name _____

By: _____ ANDREW WECKER

Agent Signature Agent Printed Name

Sworn to before me and subscribed in my presence this 6th day of November, 2017.

TERESA J. HUFFMAN NOTARY PUBLIC STATE OF OHIO Comm. Expires 08-12-2022

Notary Stamp

Teresa J. Huffman

Notary Public

s/planning/forms

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°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°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°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°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°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°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°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°06'52" West, a distance of 232.85 feet to an iron pin set;
3. South 46°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°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°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;

Thence South 46°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°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°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 _____ 12-3-15

David L. Chiesa date

Registered Surveyor No. 7740

Treplus Communities

Property Owners

Burr Oak Commons
November 2017

Owner Name	Address
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
HPI TROY FARMS LLC	187 SADDLEBROOK CT; DELAWARE; 43015
HPI TROY FARMS LLC	189 SADDLEBROOK CT; DELAWARE; 43015
HPI TROY FARMS LLC	191 SADDLEBROOK CT; DELAWARE; 43015
HPI TROY FARMS LLC	195 SADDLEBROOK CT; DELAWARE; 43015
HPI TROY FARMS LLC	207 SADDLEBROOK CT; DELAWARE; 43015
HPI TROY FARMS LLC	208 SADDLEBROOK CT; DELAWARE; 43015
HPI TROY FARMS LLC	210 SADDLEBROOK CT; DELAWARE; 43015
HPI TROY FARMS LLC	213 SADDLEBROOK CT; DELAWARE; 43015
HPI TROY FARMS LLC	217 SADDLEBROOK CT; DELAWARE; 43015
HPI TROY FARMS LLC	241 SADDLEBROOK CT; DELAWARE; 43015
HPI TROY FARMS LLC	247 SADDLEBROOK CT; DELAWARE; 43015
HPI TROY FARMS LLC	248 SADDLEBROOK CT; DELAWARE; 43015
HPI TROY FARMS LLC	257 SADDLEBROOK CT; DELAWARE; 43015
HPI TROY FARMS LLC	258 SADDLEBROOK CT; DELAWARE; 43015
HPI TROY FARMS LLC	261 SADDLEBROOK CT; DELAWARE; 43015
HPI TROY FARMS LLC	272 SADDLEBROOK CT; DELAWARE; 43015
HPI TROY FARMS LLC	276 SADDLEBROOK CT; DELAWARE; 43015

HPI TROY FARMS LLC	0 SADDLEBROOK CT UNIT G29; DELAWARE; 43015
HPI TROY FARMS LLC	0 SADDLEBROOK CT UNIT G35; DELAWARE; 43015
HPI TROY FARMS LLC	0 SADDLEBROOK CT UNIT G37; DELAWARE; 43015
HPI TROY FARMS LLC	0 SADDLEBROOK CT UNIT G54; DELAWARE; 43015
HPI TROY FARMS LLC	53 LIPPAZON WAY; DELAWARE; 43015
HPI TROY FARMS LLC	62 LIPPAZON WAY; DELAWARE; 43015
HPI TROY FARMS LLC	68 LIPPAZON WAY; DELAWARE; 43015
HPI TROY FARMS LLC	70 LIPPAZON WAY; DELAWARE; 43015
HPI TROY FARMS LLC	90 LIPPAZON WAY; DELAWARE; 43015
HPI TROY FARMS LLC	102 LIPPAZON WAY; DELAWARE; 43015
HPI TROY FARMS LLC	122 LIPPAZON WAY; DELAWARE; 43015
HPI TROY FARMS LLC	81 LIPPAZON WAY; DELAWARE; 43015
HPI TROY FARMS LLC	95 LIPPAZON WAY; DELAWARE; 43015
HPI TROY FARMS LLC	101 LIPPAZON WAY; DELAWARE; 43015
HPI TROY FARMS LLC	105 LIPPAZON WAY; DELAWARE; 43015
HPI TROY FARMS LLC	121 LIPPAZON WAY; DELAWARE; 43015
HPI TROY FARMS LLC	137 LIPPAZON WAY; DELAWARE; 43015
HPI TROY FARMS LLC	145 LIPPAZON WAY; DELAWARE; 43015
HPI TROY FARMS LLC	161 LIPPAZON WAY; DELAWARE; 43015
HPI TROY FARMS LLC	173 LIPPAZON WAY; DELAWARE; 43015
HPI TROY FARMS LLC	177 LIPPAZON WAY; DELAWARE; 43015
HPI TROY FARMS LLC	1 LIPPAZON WAY; DELAWARE; 43015
HPI TROY FARMS LLC	5 LIPPAZON WAY; DELAWARE; 43015
HPI TROY FARMS LLC	11 LIPPAZON WAY; DELAWARE; 43015
HPI TROY FARMS LLC	13 LIPPAZON WAY; DELAWARE; 43015
HPI TROY FARMS LLC	23 LIPPAZON WAY; DELAWARE; 43015
HPI TROY FARMS LLC	25 LIPPAZON WAY; DELAWARE; 43015
HPI TROY FARMS LLC	27 LIPPAZON WAY; DELAWARE; 43015
HPI TROY FARMS LLC	31 LIPPAZON WAY; DELAWARE; 43015
HPI TROY FARMS LLC	61 LIPPAZON WAY; DELAWARE; 43015
HPI TROY FARMS LLC	69 LIPPAZON WAY; DELAWARE; 43015
HPI TROY FARMS LLC	0 LIPPAZON WAY UNIT G1B; DELAWARE; 43015
HPI TROY FARMS LLC	0 LIPPAZON WAY UNIT G2B; DELAWARE; 43015
HPI TROY FARMS LLC	0 LIPPAZON WAY UNIT 4A; DELAWARE; 43015
HPI TROY FARMS LLC	0 LIPPAZON WAY UNIT 6A; DELAWARE; 43015
HPI TROY FARMS LLC	183 SADDLEBROOK CT; DELAWARE; 43015
HPI TROY FARMS LLC	203 SADDLEBROOK CT; DELAWARE; 43015
HPI TROY FARMS LLC	205 SADDLEBROOK CT; DELAWARE; 43015
HPI TROY FARMS LLC	214 SADDLEBROOK CT; DELAWARE; 43015

HPI TROY FARMS LLC	218 SADDLEBROOK CT; DELAWARE; 43015
HPI TROY FARMS LLC	219 SADDLEBROOK CT; DELAWARE; 43015
HPI TROY FARMS LLC	220 SADDLEBROOK CT; DELAWARE; 43015
HPI TROY FARMS LLC	221 SADDLEBROOK CT; DELAWARE; 43015
HPI TROY FARMS LLC	222 SADDLEBROOK CT; DELAWARE; 43015
HPI TROY FARMS LLC	226 SADDLEBROOK CT; DELAWARE; 43015
HPI TROY FARMS LLC	229 SADDLEBROOK CT; DELAWARE; 43015
HPI TROY FARMS LLC	232 SADDLEBROOK CT; DELAWARE; 43015
HPI TROY FARMS LLC	235 SADDLEBROOK CT; DELAWARE; 43015
HPI TROY FARMS LLC	236 SADDLEBROOK CT; DELAWARE; 43015
HPI TROY FARMS LLC	237 SADDLEBROOK CT; DELAWARE; 43015
HPI TROY FARMS LLC	238 SADDLEBROOK CT; DELAWARE; 43015
HPI TROY FARMS LLC	242 SADDLEBROOK CT; DELAWARE; 43015
HPI TROY FARMS LLC	245 SADDLEBROOK CT; DELAWARE; 43015
HPI TROY FARMS LLC	249 SADDLEBROOK CT; DELAWARE; 43015
HPI TROY FARMS LLC	250 SADDLEBROOK CT; DELAWARE; 43015
HPI TROY FARMS LLC	253 SADDLEBROOK CT; DELAWARE; 43015
HPI TROY FARMS LLC	264 SADDLEBROOK CT; DELAWARE; 43015
HPI TROY FARMS LLC	265 SADDLEBROOK CT; DELAWARE; 43015
HPI TROY FARMS LLC	266 SADDLEBROOK CT; DELAWARE; 43015
HPI TROY FARMS LLC	0 SADDLEBROOK CT UNIT G26; DELAWARE; 43015
HPI TROY FARMS LLC	0 SADDLEBROOK CT UNIT G27; DELAWARE; 43015
HPI TROY FARMS LLC	0 SADDLEBROOK CT UNIT G30; DELAWARE; 43015
HPI TROY FARMS LLC	0 SADDLEBROOK CT UNIT G31; DELAWARE; 43015
HPI TROY FARMS LLC	0 SADDLEBROOK CT UNIT G39; DELAWARE; 43015
HPI TROY FARMS LLC	0 SADDLEBROOK CT UNIT G41; DELAWARE; 43015
HPI TROY FARMS LLC	0 SADDLEBROOK CT UNIT G55; DELAWARE; 43015
HPI TROY FARMS LLC	57 LIPPAZON WAY; DELAWARE; 43015
HPI TROY FARMS LLC	1 EQUESTRIAN WAY; DELAWARE; 43015
HPI TROY FARMS LLC	5 EQUESTRIAN WAY; DELAWARE; 43015
HPI TROY FARMS LLC	66 LIPPAZON WAY; DELAWARE; 43015
HPI TROY FARMS LLC	72 LIPPAZON WAY; DELAWARE; 43015
HPI TROY FARMS LLC	76 LIPPAZON WAY; DELAWARE; 43015
HPI TROY FARMS LLC	92 LIPPAZON WAY; DELAWARE; 43015
HPI TROY FARMS LLC	106 LIPPAZON WAY; DELAWARE; 43015
HPI TROY FARMS LLC	108 LIPPAZON WAY; DELAWARE; 43015
HPI TROY FARMS LLC	110 LIPPAZON WAY; DELAWARE; 43015
HPI TROY FARMS LLC	118 LIPPAZON WAY; DELAWARE; 43015
HPI TROY FARMS LLC	83 LIPPAZON WAY; DELAWARE; 43015

HPI TROY FARMS LLC	87 LIPPAZON WAY; DELAWARE; 43015
HPI TROY FARMS LLC	117 LIPPAZON WAY; DELAWARE; 43015
HPI TROY FARMS LLC	123 LIPPAZON WAY; DELAWARE; 43015
HPI TROY FARMS LLC	125 LIPPAZON WAY; DELAWARE; 43015
HPI TROY FARMS LLC	131 LIPPAZON WAY; DELAWARE; 43015
HPI TROY FARMS LLC	141 LIPPAZON WAY; DELAWARE; 43015
HPI TROY FARMS LLC	149 LIPPAZON WAY; DELAWARE; 43015
HPI TROY FARMS LLC	153 LIPPAZON WAY; DELAWARE; 43015
HPI TROY FARMS LLC	157 LIPPAZON WAY; DELAWARE; 43015
HPI TROY FARMS LLC	3 LIPPAZON WAY; DELAWARE; 43015
HPI TROY FARMS LLC	7 LIPPAZON WAY; DELAWARE; 43015
HPI TROY FARMS LLC	9 LIPPAZON WAY; DELAWARE; 43015
HPI TROY FARMS LLC	15 LIPPAZON WAY; DELAWARE; 43015
HPI TROY FARMS LLC	19 LIPPAZON WAY; DELAWARE; 43015
HPI TROY FARMS LLC	33 LIPPAZON WAY; DELAWARE; 43015
HPI TROY FARMS LLC	39 LIPPAZON WAY; DELAWARE; 43015
HPI TROY FARMS LLC	67 LIPPAZON WAY; DELAWARE; 43015
HPI TROY FARMS LLC	0 LIPPAZON WAY UNIT 3B; DELAWARE; 43015
HPI TROY FARMS LLC	0 LIPPAZON WAY UNIT 3C; DELAWARE; 43015
HPI TROY FARMS LLC	0 LIPPAZON WAY UNIT 5A; DELAWARE; 43015
HPI TROY FARMS LLC	0 LIPPAZON WAY UNIT 5B; DELAWARE; 43015
HPI TROY FARMS LLC	0 LIPPAZON WAY UNIT 6B; DELAWARE; 43015
HPI TROY FARMS LLC	21 LIPPAZON WAY; DELAWARE; 43015
HPI TROY FARMS LLC	35 LIPPAZON WAY; DELAWARE; 43015
HPI TROY FARMS LLC	65 LIPPAZON WAY; DELAWARE; 43015
HPI TROY FARMS LLC	71 LIPPAZON WAY; DELAWARE; 43015
HPI TROY FARMS LLC	73 LIPPAZON WAY; DELAWARE; 43015
HPI TROY FARMS LLC	75 LIPPAZON WAY; DELAWARE; 43015
HPI TROY FARMS LLC	0 LIPPAZON WAY UNIT G1A; DELAWARE; 43015
HPI TROY FARMS LLC	0 LIPPAZON WAY UNIT G2D; DELAWARE; 43015
HPI TROY FARMS LLC	0 LIPPAZON WAY UNIT 4B; DELAWARE; 43015
HPI TROY FARMS LLC	0 LIPPAZON WAY UNIT 4C; DELAWARE; 43015
HPI TROY FARMS LLC	0 LIPPAZON WAY UNIT 6C; DELAWARE; 43015
HPI TROY FARMS LLC	193 SADDLEBROOK CT; DELAWARE; 43015
HPI TROY FARMS LLC	201 SADDLEBROOK CT; DELAWARE; 43015
HPI TROY FARMS LLC	211 SADDLEBROOK CT; DELAWARE; 43015
HPI TROY FARMS LLC	212 SADDLEBROOK CT; DELAWARE; 43015
HPI TROY FARMS LLC	215 SADDLEBROOK CT; DELAWARE; 43015
HPI TROY FARMS LLC	216 SADDLEBROOK CT; DELAWARE; 43015

HPI TROY FARMS LLC	223 SADDLEBROOK CT; DELAWARE; 43015
HPI TROY FARMS LLC	224 SADDLEBROOK CT; DELAWARE; 43015
HPI TROY FARMS LLC	227 SADDLEBROOK CT; DELAWARE; 43015
HPI TROY FARMS LLC	228 SADDLEBROOK CT; DELAWARE; 43015
HPI TROY FARMS LLC	230 SADDLEBROOK CT; DELAWARE; 43015
HPI TROY FARMS LLC	234 SADDLEBROOK CT; DELAWARE; 43015
HPI TROY FARMS LLC	239 SADDLEBROOK CT; DELAWARE; 43015
HPI TROY FARMS LLC	240 SADDLEBROOK CT; DELAWARE; 43015
HPI TROY FARMS LLC	251 SADDLEBROOK CT; DELAWARE; 43015
HPI TROY FARMS LLC	252 SADDLEBROOK CT; DELAWARE; 43015
HPI TROY FARMS LLC	255 SADDLEBROOK CT; DELAWARE; 43015
HPI TROY FARMS LLC	256 SADDLEBROOK CT; DELAWARE; 43015
HPI TROY FARMS LLC	262 SADDLEBROOK CT; DELAWARE; 43015
HPI TROY FARMS LLC	268 SADDLEBROOK CT; DELAWARE; 43015
HPI TROY FARMS LLC	274 SADDLEBROOK CT; DELAWARE; 43015
HPI TROY FARMS LLC	0 SADDLEBROOK CT UNIT G33; DELAWARE; 43015
HPI TROY FARMS LLC	0 SADDLEBROOK CT UNIT G34; DELAWARE; 43015
HPI TROY FARMS LLC	0 SADDLEBROOK CT UNIT G38; DELAWARE; 43015
HPI TROY FARMS LLC	0 SADDLEBROOK CT UNIT G40; DELAWARE; 43015
HPI TROY FARMS LLC	0 SADDLEBROOK CT UNIT G44; DELAWARE; 43015
HPI TROY FARMS LLC	0 SADDLEBROOK CT UNIT G47; DELAWARE; 43015
HPI TROY FARMS LLC	0 SADDLEBROOK CT UNIT G49; DELAWARE; 43015
HPI TROY FARMS LLC	0 SADDLEBROOK CT UNIT G50; DELAWARE; 43015
HPI TROY FARMS LLC	0 SADDLEBROOK CT UNIT G53; DELAWARE; 43015
HPI TROY FARMS LLC	0 SADDLEBROOK CT UNIT G56; DELAWARE; 43015
HPI TROY FARMS LLC	45 LIPPAZON WAY; DELAWARE; 43015
HPI TROY FARMS LLC	51 LIPPAZON WAY; DELAWARE; 43015
HPI TROY FARMS LLC	55 LIPPAZON WAY; DELAWARE; 43015
HPI TROY FARMS LLC	59 LIPPAZON WAY; DELAWARE; 43015
HPI TROY FARMS LLC	3 EQUESTRIAN WAY; DELAWARE; 43015
HPI TROY FARMS LLC	9 EQUESTRIAN WAY; DELAWARE; 43015
HPI TROY FARMS LLC	60 LIPPAZON WAY; DELAWARE; 43015
HPI TROY FARMS LLC	64 LIPPAZON WAY; DELAWARE; 43015
HPI TROY FARMS LLC	80 LIPPAZON WAY; DELAWARE; 43015
HPI TROY FARMS LLC	86 LIPPAZON WAY; DELAWARE; 43015
HPI TROY FARMS LLC	88 LIPPAZON WAY; DELAWARE; 43015
HPI TROY FARMS LLC	96 LIPPAZON WAY; DELAWARE; 43015
HPI TROY FARMS LLC	98 LIPPAZON WAY; DELAWARE; 43015
HPI TROY FARMS LLC	100 LIPPAZON WAY; DELAWARE; 43015

HPI TROY FARMS LLC	104 LIPPAZON WAY; DELAWARE; 43015
HPI TROY FARMS LLC	116 LIPPAZON WAY; DELAWARE; 43015
HPI TROY FARMS LLC	77 LIPPAZON WAY; DELAWARE; 43015
HPI TROY FARMS LLC	79 LIPPAZON WAY; DELAWARE; 43015
HPI TROY FARMS LLC	89 LIPPAZON WAY; DELAWARE; 43015
HPI TROY FARMS LLC	91 LIPPAZON WAY; DELAWARE; 43015
HPI TROY FARMS LLC	103 LIPPAZON WAY; DELAWARE; 43015
HPI TROY FARMS LLC	111 LIPPAZON WAY; DELAWARE; 43015
HPI TROY FARMS LLC	127 LIPPAZON WAY; DELAWARE; 43015
HPI TROY FARMS LLC	139 LIPPAZON WAY; DELAWARE; 43015
HPI TROY FARMS LLC	143 LIPPAZON WAY; DELAWARE; 43015
HPI TROY FARMS LLC	163 LIPPAZON WAY; DELAWARE; 43015
HPI TROY FARMS LLC	165 LIPPAZON WAY; DELAWARE; 43015
HPI TROY FARMS LLC	169 LIPPAZON WAY; DELAWARE; 43015
HPI TROY FARMS LLC	171 LIPPAZON WAY; DELAWARE; 43015
HPI TROY FARMS LLC	179 LIPPAZON WAY; DELAWARE; 43015
HPI TROY FARMS LLC	197 SADDLEBROOK CT; DELAWARE; 43015
HPI TROY FARMS LLC	209 SADDLEBROOK CT; DELAWARE; 43015
HPI TROY FARMS LLC	225 SADDLEBROOK CT; DELAWARE; 43015
HPI TROY FARMS LLC	231 SADDLEBROOK CT; DELAWARE; 43015
HPI TROY FARMS LLC	233 SADDLEBROOK CT; DELAWARE; 43015
HPI TROY FARMS LLC	243 SADDLEBROOK CT; DELAWARE; 43015
HPI TROY FARMS LLC	244 SADDLEBROOK CT; DELAWARE; 43015
HPI TROY FARMS LLC	246 SADDLEBROOK CT; DELAWARE; 43015
HPI TROY FARMS LLC	254 SADDLEBROOK CT; DELAWARE; 43015
HPI TROY FARMS LLC	259 SADDLEBROOK CT; DELAWARE; 43015
HPI TROY FARMS LLC	260 SADDLEBROOK CT; DELAWARE; 43015
HPI TROY FARMS LLC	263 SADDLEBROOK CT; DELAWARE; 43015
HPI TROY FARMS LLC	267 SADDLEBROOK CT; DELAWARE; 43015
HPI TROY FARMS LLC	269 SADDLEBROOK CT; DELAWARE; 43015
HPI TROY FARMS LLC	270 SADDLEBROOK CT; DELAWARE; 43015
HPI TROY FARMS LLC	278 SADDLEBROOK CT; DELAWARE; 43015
HPI TROY FARMS LLC	0 SADDLEBROOK CT UNIT G25; DELAWARE; 43015
HPI TROY FARMS LLC	0 SADDLEBROOK CT UNIT G28; DELAWARE; 43015
HPI TROY FARMS LLC	0 SADDLEBROOK CT UNIT G32; DELAWARE; 43015
HPI TROY FARMS LLC	0 SADDLEBROOK CT UNIT G36; DELAWARE; 43015
HPI TROY FARMS LLC	0 SADDLEBROOK CT UNIT G42; DELAWARE; 43015
HPI TROY FARMS LLC	0 SADDLEBROOK CT UNIT G43; DELAWARE; 43015
HPI TROY FARMS LLC	0 SADDLEBROOK CT UNIT G45; DELAWARE; 43015

HPI TROY FARMS LLC	0 SADDLEBROOK CT UNIT G46; DELAWARE; 43015
HPI TROY FARMS LLC	0 SADDLEBROOK CT UNIT G48; DELAWARE; 43015
HPI TROY FARMS LLC	0 SADDLEBROOK CT UNIT G51; DELAWARE; 43015
HPI TROY FARMS LLC	0 SADDLEBROOK CT UNIT G52; DELAWARE; 43015
HPI TROY FARMS LLC	47 LIPPAZON WAY; DELAWARE; 43015
HPI TROY FARMS LLC	49 LIPPAZON WAY; DELAWARE; 43015
HPI TROY FARMS LLC	7 EQUESTRIAN WAY; DELAWARE; 43015
HPI TROY FARMS LLC	11 EQUESTRIAN WAY; DELAWARE; 43015
HPI TROY FARMS LLC	74 LIPPAZON WAY; DELAWARE; 43015
HPI TROY FARMS LLC	78 LIPPAZON WAY; DELAWARE; 43015
HPI TROY FARMS LLC	82 LIPPAZON WAY; DELAWARE; 43015
HPI TROY FARMS LLC	84 LIPPAZON WAY; DELAWARE; 43015
HPI TROY FARMS LLC	94 LIPPAZON WAY; DELAWARE; 43015
HPI TROY FARMS LLC	112 LIPPAZON WAY; DELAWARE; 43015
HPI TROY FARMS LLC	114 LIPPAZON WAY; DELAWARE; 43015
HPI TROY FARMS LLC	120 LIPPAZON WAY; DELAWARE; 43015
HPI TROY FARMS LLC	85 LIPPAZON WAY; DELAWARE; 43015
HPI TROY FARMS LLC	93 LIPPAZON WAY; DELAWARE; 43015
HPI TROY FARMS LLC	97 LIPPAZON WAY; DELAWARE; 43015
HPI TROY FARMS LLC	99 LIPPAZON WAY; DELAWARE; 43015
HPI TROY FARMS LLC	107 LIPPAZON WAY; DELAWARE; 43015
HPI TROY FARMS LLC	109 LIPPAZON WAY; DELAWARE; 43015
HPI TROY FARMS LLC	113 LIPPAZON WAY; DELAWARE; 43015
HPI TROY FARMS LLC	115 LIPPAZON WAY; DELAWARE; 43015
HPI TROY FARMS LLC	119 LIPPAZON WAY; DELAWARE; 43015
HPI TROY FARMS LLC	129 LIPPAZON WAY; DELAWARE; 43015
HPI TROY FARMS LLC	133 LIPPAZON WAY; DELAWARE; 43015
HPI TROY FARMS LLC	135 LIPPAZON WAY; DELAWARE; 43015
HPI TROY FARMS LLC	147 LIPPAZON WAY; DELAWARE; 43015
HPI TROY FARMS LLC	151 LIPPAZON WAY; DELAWARE; 43015
HPI TROY FARMS LLC	155 LIPPAZON WAY; DELAWARE; 43015
HPI TROY FARMS LLC	159 LIPPAZON WAY; DELAWARE; 43015
HPI TROY FARMS LLC	167 LIPPAZON WAY; DELAWARE; 43015
HPI TROY FARMS LLC	175 LIPPAZON WAY; DELAWARE; 43015
HPI TROY FARMS LLC	17 LIPPAZON WAY; DELAWARE; 43015
HPI TROY FARMS LLC	29 LIPPAZON WAY; DELAWARE; 43015
HPI TROY FARMS LLC	37 LIPPAZON WAY; DELAWARE; 43015
HPI TROY FARMS LLC	41 LIPPAZON WAY; DELAWARE; 43015
HPI TROY FARMS LLC	43 LIPPAZON WAY; DELAWARE; 43015

HPI TROY FARMS LLC	63 LIPPAZON WAY; DELAWARE; 43015
HPI TROY FARMS LLC	0 LIPPAZON WAY UNIT G1C; DELAWARE; 43015
HPI TROY FARMS LLC	0 LIPPAZON WAY UNIT G1D; DELAWARE; 43015
HPI TROY FARMS LLC	0 LIPPAZON WAY UNIT G2A; DELAWARE; 43015
HPI TROY FARMS LLC	0 LIPPAZON WAY UNIT G2C; DELAWARE; 43015
HPI TROY FARMS LLC	0 LIPPAZON WAY UNIT 3A; DELAWARE; 43015
HPI TROY FARMS LLC	0 LIPPAZON WAY UNIT 3D; DELAWARE; 43015
HPI TROY FARMS LLC	0 LIPPAZON WAY UNIT 4D; DELAWARE; 43015
HPI TROY FARMS LLC	0 LIPPAZON WAY UNIT 5C; DELAWARE; 43015
HPI TROY FARMS LLC	0 LIPPAZON WAY UNIT 5D; DELAWARE; 43015
HPI TROY FARMS LLC	0 LIPPAZON WAY UNIT 6D; DELAWARE; 43015
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 Kaitsa

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

N
W E
S

0 260 520 1,040 ft

think. create. *do.*

BURR OAK COMMONS *(BY THE NUMBERS)*

92 TOTAL NUMBER OF UNITS

20	01 BEDROOM	
34	02 BEDROOM	
38	2+ BERDOOM	

371 TOTAL NUMBER OF PARKING SPACES

164	GARAGE	*(ONE PER BD / UNIT)*
164	DRIVEWAY	*(ONE PER BD / UNIT)*
020	COMMONS	
023	OVERFLOW	*(LOCATED THROUGHOUT SITE)*

PEDESTRIAN CONNECTIVITY

MAILBOX LOCATIONS

PROPOSED SITE PLAN
SCALE:1" = 60'-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) b. Adjacent to commercially zoned property (northeast)	 30 ft. 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.

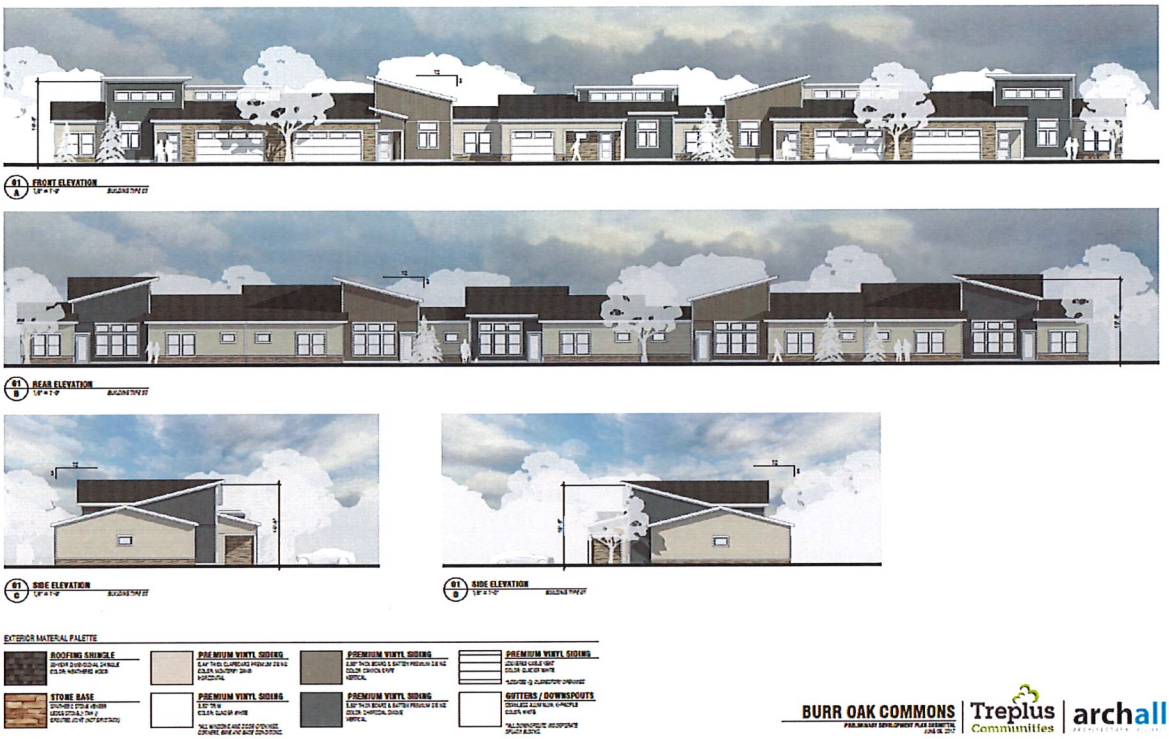
Minimum Parking Setbacks	
(1) Setback from adjacent property line (perimeter setback)	25 ft

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



BURR OAK COMMONS | Treplus Communities | archall

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.

l. **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.

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. Treplus[1] 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, Treplus[2] 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.

Treplus Communities

Community Impact Assessment

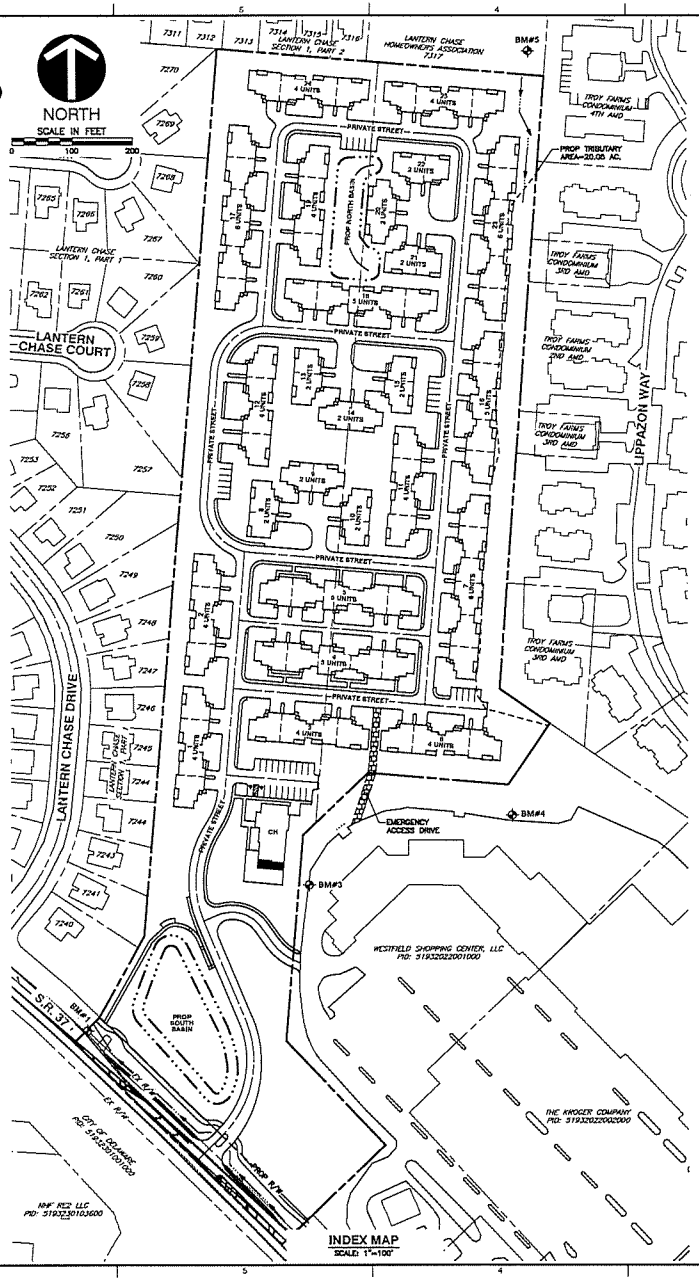
Addendum

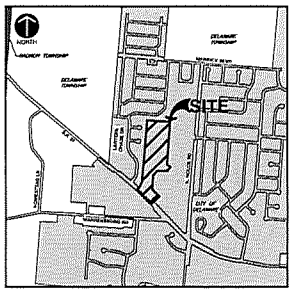
Burr Oak Commons
November 2017

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 ACRES	20.2± AC.
TOTAL UNITS	92
1 BEDROOM	82
2 BEDROOM	34
3+ BEDROOM	16
DENSITY	4.6± D.U./AC.
PARKING PROVIDED	371 SPACES
GARAGE (ONE PER BD/UNIT)	184 SPACES
DRIVEWAY (ONE PER BD/UNIT)	184 SPACES
COMMONS	20 SPACES
OVERFLOW	23 SPACES
TOTAL OPEN SPACE	7.4± AC.
ACTIVE OPEN SPACE	5.1± AC.
SETBACK	2.3± AC.

BENCHMARKS (NAVD 88)

SOURCE BM (NAVD 88)
ESTABLISHED FROM A STATIC OBSERVATION AND POST PROCESSED USING A NGS OPUS SOLUTION ON SEPTEMBER 22, 2017, BASED ON GEOID MODEL 12B, ON CONTROL POINT #1, BEING A ¾" REBAR WITH A A RED CAP STAMPED "CEC TRV" LOCATED 13.4'± SOUTHEAST OF AN EXISTING SIDEWALK AND 36.5'± NORTH OF THE EDGE OF PAVEMENT OF STATE ROUTE 37.
ELEV=928.86

BENCHMARK 1
CHISELED "X" ON THE SOUTH WEST BOLT OF A FIRE HYDRANT ON THE NORTH SIDE OF STATE ROUTE 37, 225'± SOUTH EAST FROM THE INTERSECTION OF LANTERN CHASE DRIVE AND STATE ROUTE 37 AND 4'± NORTH OF THE EDGE OF PAVEMENT OF STATE ROUTE 37.
ELEV=930.77

BENCHMARK 2
CHISELED "X" ON A FIRE HYDRANT, LOCATED 7'± NORTH OF THE EDGE OF PAVEMENT OF STATE ROUTE 37 AND 768'± SOUTH EAST OF THE INTERSECTION OF LANTERN CHASE DRIVE AND STATE ROUTE 37.
ELEV=942.63

BENCHMARK 3
CHISELED "X" ON EAST BOLT OF HYDRANT BEHIND "THE JUG GRILL AND PATIO" ON THE WEST SIDE OF THE DRIVE.
ELEV=965.53

BENCHMARK 4
CHISELED "X" ON EAST BOLT OF HYDRANT BEHIND "HUNGRY HOWIES" ON THE NORTH SIDE OF THE DRIVE.
ELEV=965.18

BENCHMARK 5
CHISELED BOX WITH AN "X" ON THE SOUTHEAST CORNER OF A HEADWALL LOCATED 27'± SOUTHEAST FROM A POINT OF TANGENCY ON THE CENTERLINE IN BETWEEN TWO CURVES ON FARMLAND DRIVE.
ELEV=953.21

REFERENCE

EXISTING TOPOGRAPHY WAS BASED ON SURVEY BY CIVIL & ENVIRONMENTAL CONSULTANTS, INC. DATED OCTOBER 13, 2017.

DEVELOPER

TREPLUS COMMUNITIES, LLC
1310 LAKESHORE DRIVE, SUITE 225
COLUMBUS, OHIO 43204
PHONE:

ENGINEER/SURVEY

CIVIL & ENVIRONMENTAL CONSULTANTS, INC.
250 OLD WILSON BRIDGE ROAD
WORTHINGTON, OH 43085
PHONE: (614) 540-6633

OWNERS

TROY FARMS OF DELAWARE, LLC
PID 519320010140000

APPROVED BY:
CITY OF DELAWARE, OHIO

PC CASE NO. _____ APPROVED BY THE PLANNING COMMISSION ON _____

APPROVED THIS ____ DAY OF _____, 2017

_____
DAVID M. EYLAND, AICP, PLANNING
& COMMUNITY DEVELOPMENT DIRECTOR

REVISION RECORD

NO	DATE	DESCRIPTION

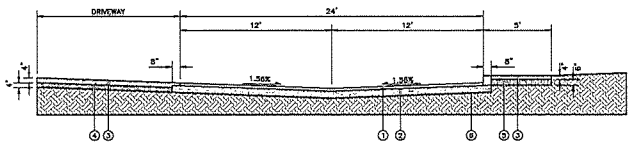
Civil & Environmental Consultants, Inc.
250 Old Wilson Bridge Road - Suite 250 - Worthington, OH 43085
614-540-6633 - 888-598-6808
www.cecinc.com

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

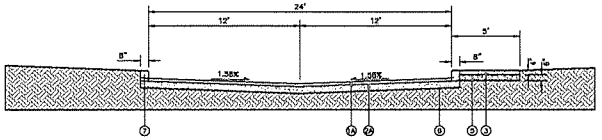
COVERSHEET

DATE	NOVEMBER 2017
DRAWN BY:	MGS
DWG SCALE:	AS NOTED
CHECKED BY:	CJB
PROJECT NO.	164-407
APPROVED BY:	DRAFT

DRAWING NO.: C000
SHEET 1 OF 11

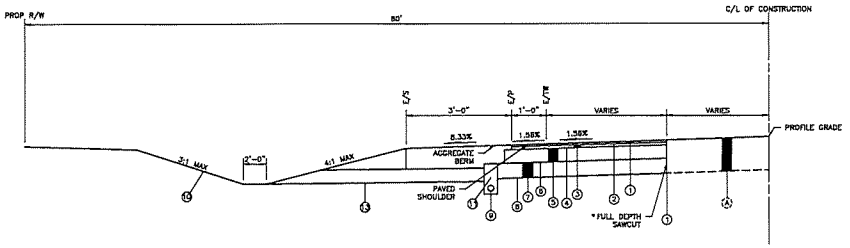


LIGHT DUTY PAVEMENT SECTION
NOT TO SCALE



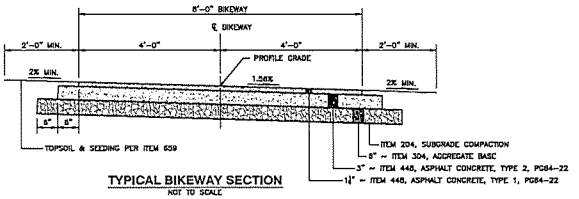
HEAVY DUTY PAVEMENT SECTION
NOT TO SCALE

① 1.50" ASPHALT
② 1.75" ASPHALT
③ 5" RCC BASE
④ 8" RCC BASE
⑤ 4" CONCRETE
⑥ 4" AGGREGATE BASE
⑦ 8" GRAVEL SUBBASE
⑧ COMPACTED SUBGRADE
⑨ 10" EXTRUDED CURB



TYPICAL WIDENING SECTION
S.R. 37
NOT TO SCALE
(STA. 87+97.88 TO STA. 82+02.42)

Ⓐ EXISTING PAVEMENT
① ITEM 448, 1-1/2" ASPHALT CONCRETE SURFACE COURSE (MEDIUM TRAFFIC) PG64-22
② ITEM 407, NON-TRACKING TACK COAT, INTERMEDIATE (APPLIED AT 0.04 GAL/S.Y.)
③ ITEM 448, 2" ASPHALT CONCRETE INTERMEDIATE COURSE (MEDIUM TRAFFIC) PG64-22
④ ITEM 407, NON-TRACKING TACK COAT, (APPLIED AT 0.075 GAL./S.Y.)
⑤ ITEM 301, 8" ASPHALT CONCRETE BASE
⑥ ITEM 408, PRIME COAT, (APPLIED AT 0.4 GAL/S.Y.)
⑦ ITEM 304, 9" AGGREGATE BASE
⑧ ITEM 204, SUBGRADE COMPACTION
⑨ ITEM 605, 4" PIPE UNDERDRAIN
⑩ ITEM 659, SEEDING AND MULCHING
⑪ NO. 57 AGGREGATE
⑫ ITEM 413, JOINT SEAL
⑬ ITEM 605, 8" AGGREGATE UNDERDRAIN, (SPACED EVERY 30')



TYPICAL BIKEWAY SECTION
NOT TO SCALE

REVISION RECORD

NO	DATE	DESCRIPTION	APPVD

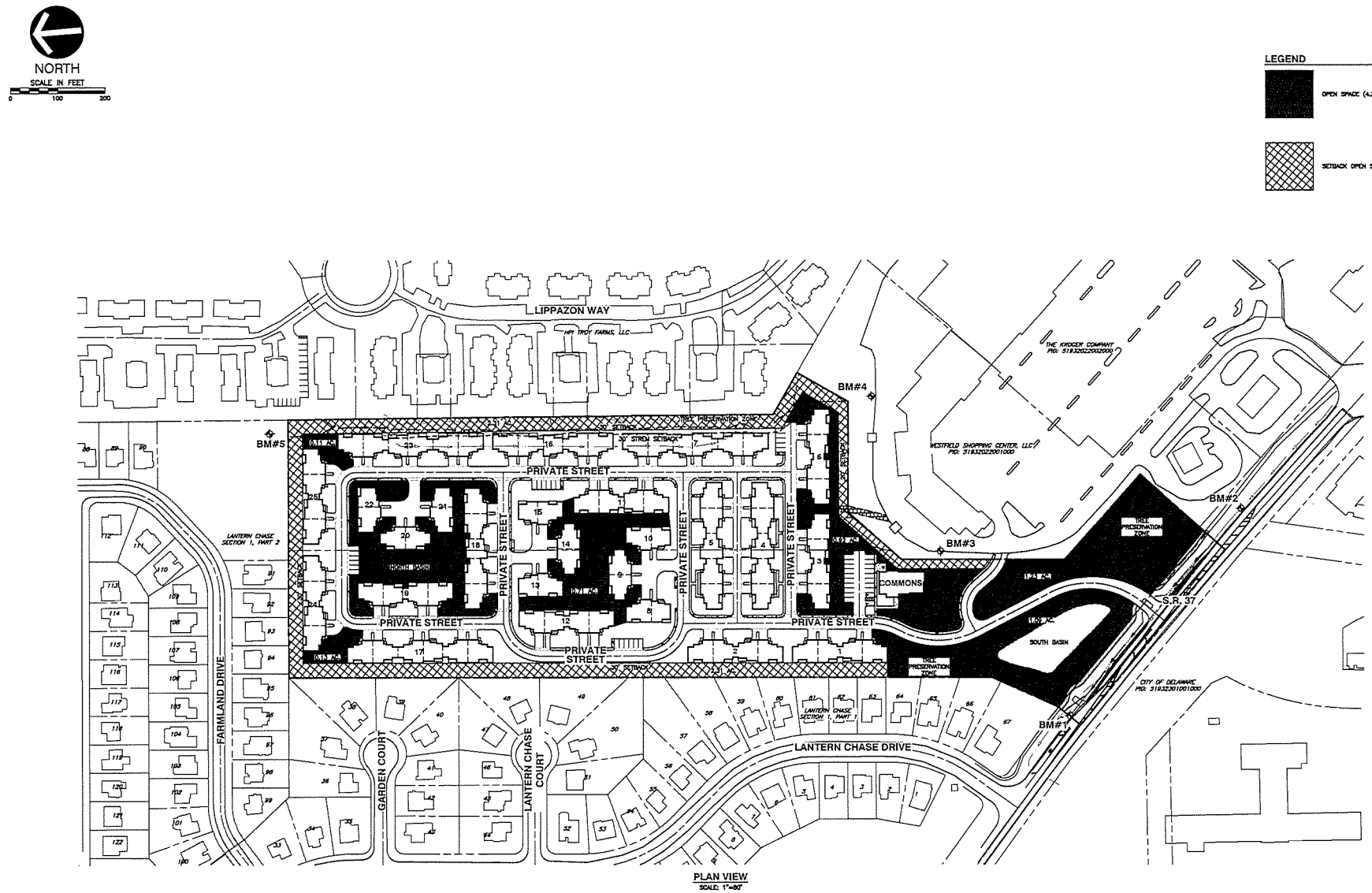
Civil & Environmental Consultants, Inc.
250 Old Wilson Bridge Road - Suite 250 - Worthington, OH 43085
614-540-6633 - 888-598-6808
www.cecinc.com

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

TYPICAL SECTIONS

DATE	NOVEMBER 2017
DWG SCALE	AS NOTED
PROJECT NO	164-407
APPROVED BY	DRAFT
DRAWN BY	MGS
CHECKED BY	CJB

DRAWING NO.
C001
SHEET 2 OF 11



PLAN VIEW
SCALE: 1"=80'

REVISION RECORD

NO.	DATE	DESCRIPTION	INITIALS

CEC
Civil & Environmental Consultants, Inc.
250 Old Wilson Bridge Road - Suite 250 - Worthington, OH 43085
614-540-6633 - 888-598-6606
www.cecinc.com

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

OPEN SPACE EXHIBIT

DATE	NOVEMBER 2017
DRAWN BY	MGS
DES'D SCALE	AS NOTED
CHECKED BY	CJB
PROJECT NO.	164-007
APPROVED BY:	DRAFT

DRAWING NO.:
C200
SHEET 3 OF 11

NORTH

SCALE IN FEET

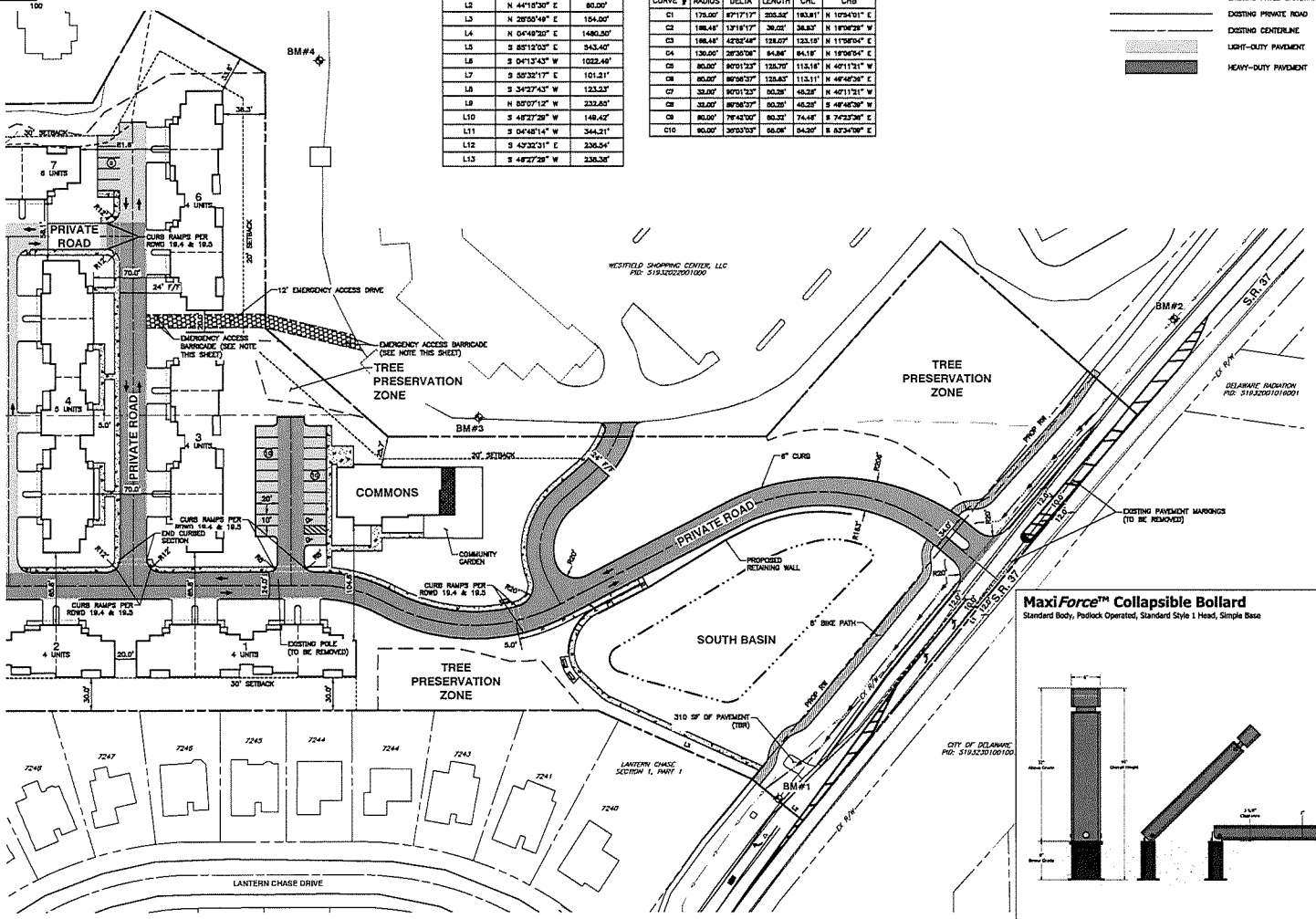
0 50 100

PROPERTY LINE TABLE		
LINE #	DIRECTION	LENGTH
L1	N 48°44'23" W	478.97'
L2	N 44°18'30" E	80.00'
L3	N 28°55'49" E	164.00'
L4	N 04°48'20" E	1480.50'
L5	S 85°12'03" E	543.40'
L6	S 04°13'43" W	1022.49'
L7	S 53°32'17" E	101.21'
L8	S 34°27'43" W	123.93'
L9	N 85°07'12" W	232.80'
L10	S 48°27'29" W	149.42'
L11	S 04°48'14" W	344.21'
L12	S 43°32'31" E	236.54'
L13	S 48°27'29" W	238.38'

PROPERTY LINE CURVE TABLE					
CURVE #	RADIUS	DELTA	LENGTH	CHL	CHB
C1	175.00'	87°17'17"	266.56'	193.81'	N 10°34'01" E
C2	188.48'	13°18'17"	36.02'	35.83'	N 18°08'28" W
C3	188.48'	42°58'48"	128.03'	123.13'	N 11°58'04" E
C4	130.00'	28°30'08"	64.86'	64.18'	N 18°06'54" E
C5	80.00'	90°01'23"	125.70'	113.16'	N 40°11'21" W
C6	80.00'	89°58'37"	125.63'	113.11'	N 49°48'38" E
C7	33.00'	90°01'23"	51.85'	46.68'	N 40°11'21" W
C8	33.00'	89°58'37"	51.81'	46.65'	S 49°48'38" W
C9	80.00'	76°43'00"	80.32'	74.46'	S 74°23'38" E
C10	90.00'	30°03'03"	56.08'	54.30'	S 53°34'09" E

LEGEND

- EXISTING PROJECT BOUNDARY
- EXISTING PROPERTY LINE
- EXISTING RIGHT-OF-WAY
- EXISTING UNPAVED DRIVEWAY
- EXISTING PAVED DRIVEWAY
- EXISTING PRIVATE ROAD
- EXISTING CENTERLINE
- LIGHT-DUTY PAVEMENT
- HEAVY-DUTY PAVEMENT
- PROPOSED PROJECT BOUNDARY
- PROPOSED CENTERLINE
- PROPOSED RIGHT-OF-WAY
- PROPOSED EDGE OF PAVEMENT
- PROPOSED CURB
- PROPOSED WALK
- PROPOSED SETBACK
- PROPOSED SIDEWALK
- PROPOSED BIKE PATH
- PROPOSED EMERGENCY ACCESS DRIVE
- PROPOSED BENCH

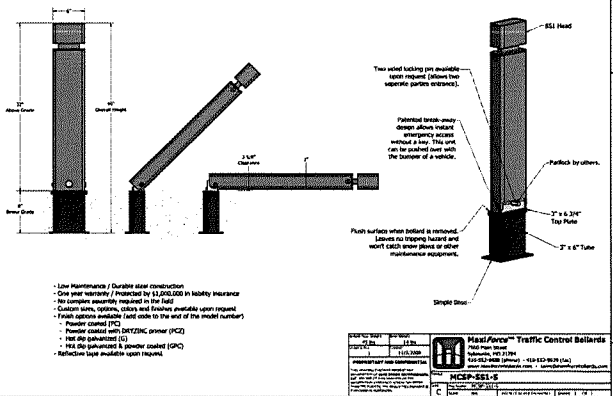


NOTES

1. PROPOSED GRASS PAVERS FOR EMERGENCY ACCESS TO BE INVISIBLE STRUCTURES, INC. GRASSPAVER2, NDS TUFFTRACK GRASS PAVERS, OR EQUIVALENT.

MaxiForce™ Collapsible Bollard

Standard Body, Padlock Operated, Standard Style 1 Head, Simple Base



REVISION RECORD		
NO	DATE	DESCRIPTION

Civil & Environmental Consultants, Inc.
250 Old Wilson Bridge Road - Suite 250 - Worthington, OH 43085
614-540-6633 - 888-598-6808
www.cecinc.com

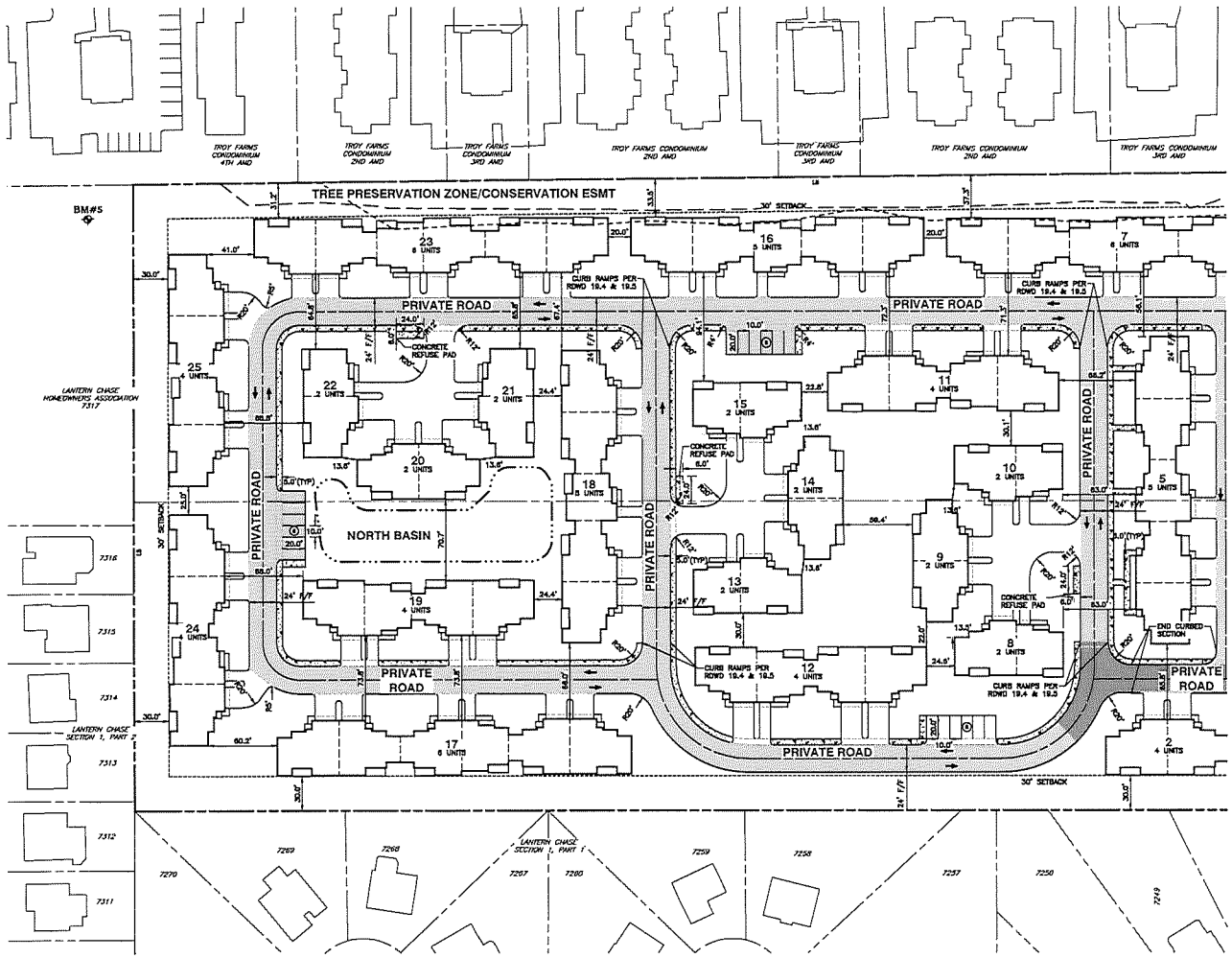
TREPLUS COMMUNITIES, LLC
BURR OAK
FINAL DEVELOPMENT PLAN
CITY OF DELAWARE

DIMENSION PLAN

DATE	NOVEMBER 2017
DRAWN BY	MGS
CHECKED BY	CJB
DWG SCALE	AS NOTED
PROJECT NO	164-407
APPROVED BY	DRAFT

DRAWING NO.: C202

SHEET 4 OF 11



LEGEND

- EXISTING PROJECT BOUNDARY
- EXISTING PROPERTY LINE
- EXISTING RIGHT-OF-WAY
- EXISTING UNPAVED DRIVEWAY
- EXISTING PAVED DRIVEWAY
- EXISTING PRIVATE ROAD
- EXISTING CENTERLINE
- PROPOSED PROJECT BOUNDARY
- PROPOSED CENTERLINE
- PROPOSED RIGHT-OF-WAY
- PROPOSED EDGE OF PAVEMENT
- PROPOSED CURB
- PROPOSED WALK
- PROPOSED SETBACK
- PROPOSED SIDEWALK
- LIGHT-DUTY PAVEMENT
- HEAVY-DUTY PAVEMENT

BUILDING TABLE

BUILDING #	# OF UNITS	GARAGE TYPE
1	4	2 CAR
2	4	2 CAR
3	4	2 CAR
4	4	2 CAR
5	5	2 CAR
6	5	2 CAR
7	6	2 CAR
8	2	2 CAR
9	2	2 CAR
10	2	2 CAR
11	4	2 CAR
12	4	2 CAR
13	2	2 CAR
14	2	2 CAR
15	2	2 CAR
16	5	2 CAR
17	6	2 CAR
18	5	2 CAR
19	4	2 CAR
20	2	2 CAR
21	2	2 CAR
22	2	2 CAR
23	6	2 CAR
24	4	2 CAR
25	4	2 CAR

PROPERTY LINE TABLE

LINE #	DIRECTION	LENGTH
L1	N 45°44'25" W	478.97'
L2	N 44°15'30" E	80.00'
L3	N 28°58'49" E	154.00'
L4	N 04°48'20" E	1480.50'
L5	S 83°12'03" E	543.40'
L6	S 04°13'43" W	1022.48'
L7	S 55°32'17" E	101.21'
L8	S 34°27'43" W	123.33'
L9	N 85°07'12" W	232.85'
L10	S 46°27'28" W	149.42'
L11	S 04°48'14" W	344.21'
L12	S 43°32'31" E	236.54'
L13	S 46°27'28" W	238.38'

PROPERTY LINE CURVE TABLE

CURVE #	RADIUS	DELTA	LENGTH	CHL	CHB
C1	175.00'	67°17'17"	205.52'	193.81'	N 10°54'01" E
C2	186.46'	13°14'17"	38.62'	38.53'	N 18°06'28" W
C3	186.46'	42°32'46"	138.07'	123.15'	N 11°58'04" E
C4	130.00'	28°35'06"	64.86'	64.19'	N 18°06'54" E
C5	80.00'	90°01'23"	125.70'	113.19'	N 40°11'21" W
C6	80.00'	89°58'37"	125.63'	113.11'	N 49°48'39" E
C7	32.00'	90°01'23"	50.28'	45.26'	N 40°11'21" W
C8	32.00'	89°58'37"	50.25'	45.25'	S 49°48'39" W
C9	80.00'	74°42'00"	80.32'	74.46'	S 74°23'36" E
C10	80.00'	39°03'03"	55.06'	54.20'	S 53°34'08" E

NOTES

1. PROPOSED GRASS PAVERS FOR EMERGENCY ACCESS TO BE INVISIBLE STRUCTURES, INC. GRASSPAVER, NDS TUFFTRACK GRASS PAVERS, OR EQUIVALENT.

REVISION RECORD

NO	DATE	DESCRIPTION

Civil & Environmental Consultants, Inc.
250 Old Wilson Bridge Road - Suite 250 - Worthington, OH 43085
614-540-6633 - 888-598-6808
www.cecinc.com

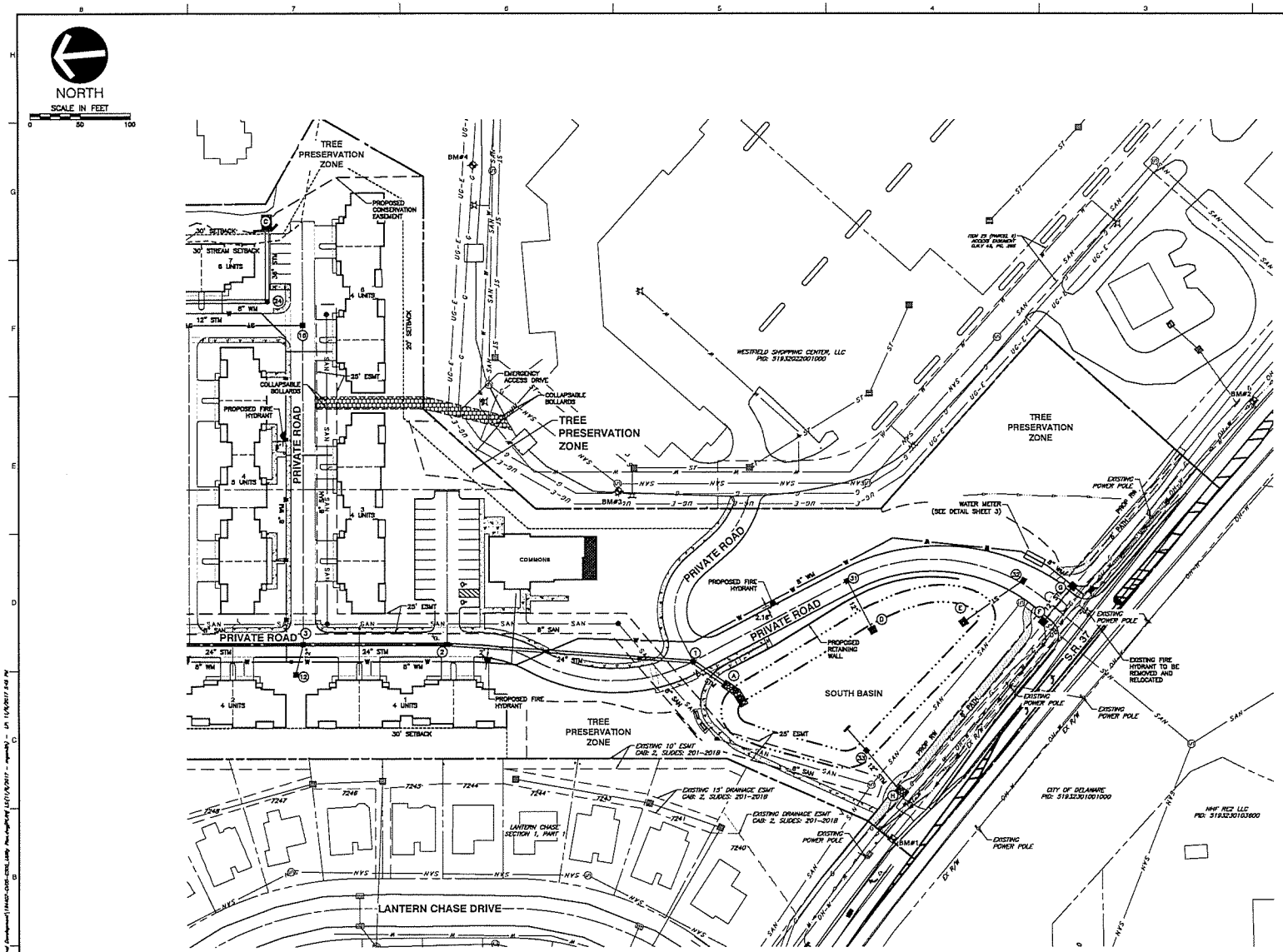
TREPLUS COMMUNITIES, LLC
BURR OAK
FINAL DEVELOPMENT PLAN
CITY OF DELAWARE

DIMENSION PLAN

DATE	NOVEMBER 2017
DRAWN BY	MGS
DWG SCALE	AS NOTED
CHECKED BY	CJB
PROJECT NO	164-407
APPROVED BY	DRAFT

DRAWING NO.: C201

SHEET 5 OF 11



LEGEND

- EXISTING PROJECT BOUNDARY
- EXISTING PROPERTY LINE
- EXISTING RIGHT-OF-WAY
- EXISTING UNPAVED DRIVEWAY
- EXISTING PAVED DRIVEWAY
- EXISTING ROADWAY
- EXISTING CENTERLINE
- EXISTING INDEX CONTOUR
- EXISTING INTERMEDIATE CONTOUR
- EXISTING CORPORATION LINE
- EXISTING EASEMENT
- EXISTING TREELINE
- PROPOSED PROJECT BOUNDARY
- PROPOSED CENTERLINE
- PROPOSED RIGHT-OF-WAY
- PROPOSED EDGE OF PAVEMENT
- PROPOSED WALK
- PROPOSED SANITARY SEWER
- PROPOSED STORM SEWER
- PROPOSED WATER MAIN
- PROPOSED WATER SERVICE
- PROPOSED SANITARY MANHOLE
- PROPOSED STORM CURB INLET
- PROPOSED STORM CATCH BASIN
- PROPOSED STORM MANHOLE
- PROPOSED FIRE HYDRANT
- PROPOSED WATER VALVE

UTILITY NOTES

SANITARY SEWER:
THE PROPOSED SANITARY SEWER WILL CONNECT TO THE EXISTING SANITARY SEWERS ON THE NORTH SIDE OF STATE ROUTE 37. THE ENTIRETY OF THE SITE SHALL BE TRIBUTARY TO THE EXISTING SANITARY SEWER SYSTEM.

WATER LINE:
THE PROPOSED PRIVATE WATER LINE WILL CONNECT TO THE EXISTING WATER MAINS NORTH SIDE OF STATE ROUTE 37 VIA THE EXISTING 12" WATER MAIN. A MASTER METER IS PROVIDED FOR THE ENTIRETY OF THIS DEVELOPMENT.

STORM SEWER:
STORMWATER MANAGEMENT (SWM) FOR THE SITE WILL BE PROVIDED THROUGH CONNECTION TO PROPOSED NORTH AND SOUTH BASINS. STORM SEWER STRUCTURES WILL BE LOCATED SUCH THAT THE POST-DEVELOPMENT DRAINAGE FROM THE LANTERN CHASE SWM ARE MAINTAINED.

NO	DATE	REVISION RECORD DESCRIPTION	INITIALS

Civil & Environmental Consultants, Inc.
250 Old Wilson Bridge Road - Suite 250 - Worthington, OH 43085
614-540-6633 - 888-598-6808
www.cechc.com

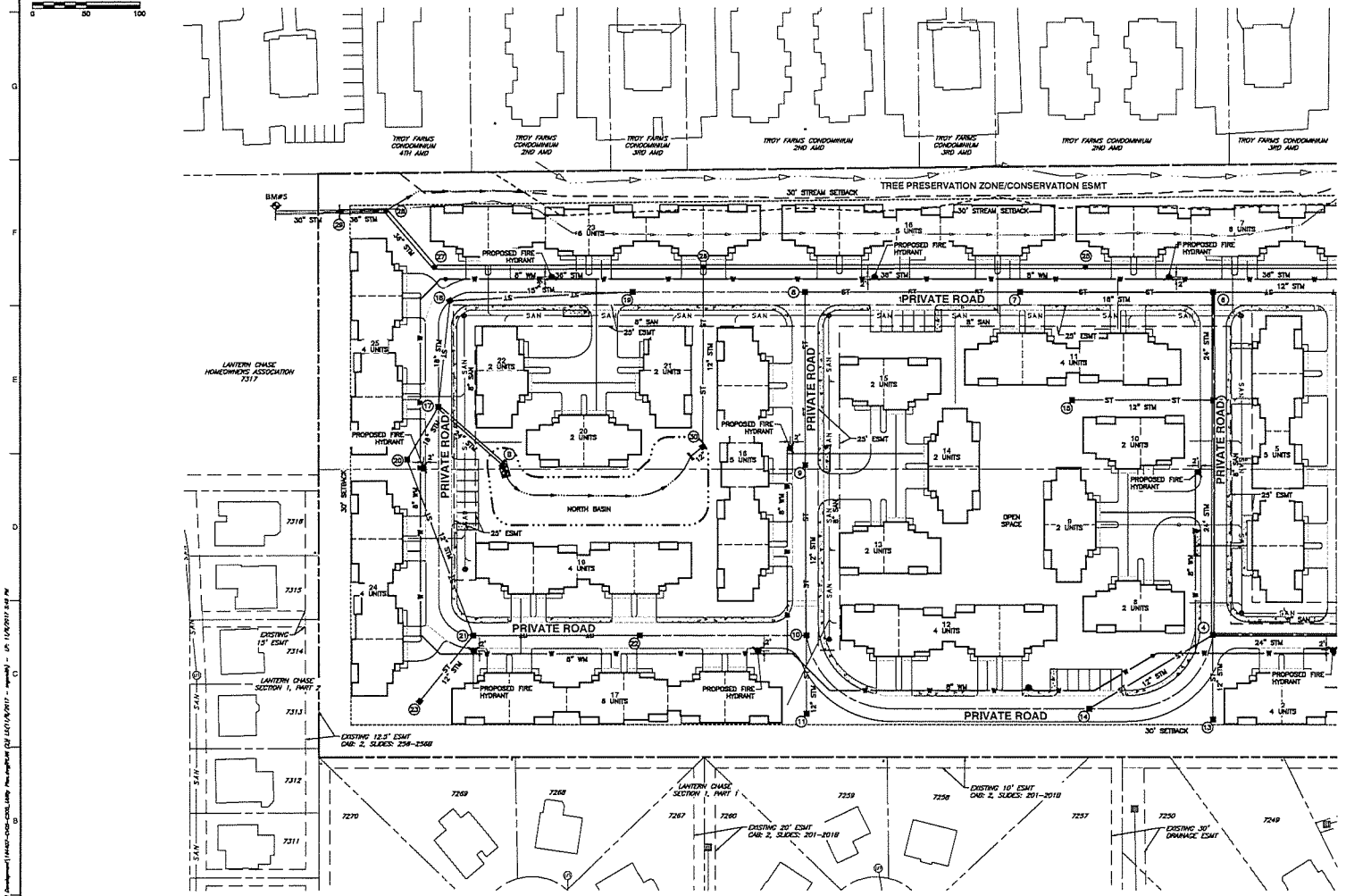
TREPLUS COMMUNITIES, LLC
BURR OAK COMMONS
CITY OF DELAWARE

UTILITY PLAN

DATE	NOVEMBER 2017
DRAWN BY	MGS
DWG SCALE	
CHECKED BY	CJB
PROJECT NO	164-407
APPROVED BY	
	DRAFT

DRAWING NO.
C904

SHEET 6 OF 26



LEGEND

- EXISTING PROJECT BOUNDARY
- EXISTING PROPERTY LINE
- EXISTING RIGHT-OF-WAY
- EXISTING UNPAVED DRIVEWAY
- EXISTING PAVED DRIVEWAY
- EXISTING ROADWAY
- EXISTING CENTERLINE
- EXISTING INDEX CONTOUR
- EXISTING INTERMEDIATE CONTOUR
- EXISTING CORPORATION LINE
- EXISTING EASEMENT
- EXISTING TREELINE
- PROPOSED PROJECT BOUNDARY
- PROPOSED CENTERLINE
- PROPOSED RIGHT-OF-WAY
- PROPOSED EDGE OF PAVEMENT
- PROPOSED WALK
- SAN — PROPOSED SANITARY SEWER
- ST — PROPOSED STORM SEWER
- W — PROPOSED WATER MAIN
- PROPOSED WATER SERVICE
- PROPOSED SANITARY MANHOLE
- PROPOSED STORM CURB INLET
- PROPOSED STORM CATCH BASIN
- PROPOSED STORM MANHOLE
- PROPOSED FIRE HYDRANT
- PROPOSED WATER VALVE

UTILITY NOTES

SANITARY SEWER:
THE PROPOSED SANITARY SEWER WILL CONNECT TO THE EXISTING SANITARY SEWERS ON THE NORTH SIDE OD STATE ROUTE 37, THE ENTIRETY OF THE SITE SHALL BE TRIBUTARY TO THE EXISTING SANITARY SEWER SYSTEM.

WATER LINE:
THE PROPOSED PRIVATE WATER LINE WILL CONNECT TO THE EXISTING WATER MAINS NORTH SIDE OD STATE ROUTE 37 VIA THE EXISTING 12" WATER MAIN. A MASTER METER IS PROVIDED FOR THE ENTIRETY OF THIS DEVELOPMENT.

STORM SEWER:
STORMWATER MANAGEMENT (SWM) FOR THE SITE WILL BE PROVIDED THROUGH CONNECTION TO PROPOSED NORTH AND SOUTH BASINS. STORM SEWER STRUCTURES WILL BE LOCATED SUCH THAT THE POST-DEVELOPMENT DRAINAGE FROM THE LANTERN CHASE SWM ARE MAINTAINED.

REVISION RECORD

NO	DATE	DESCRIPTION
		INITIAL

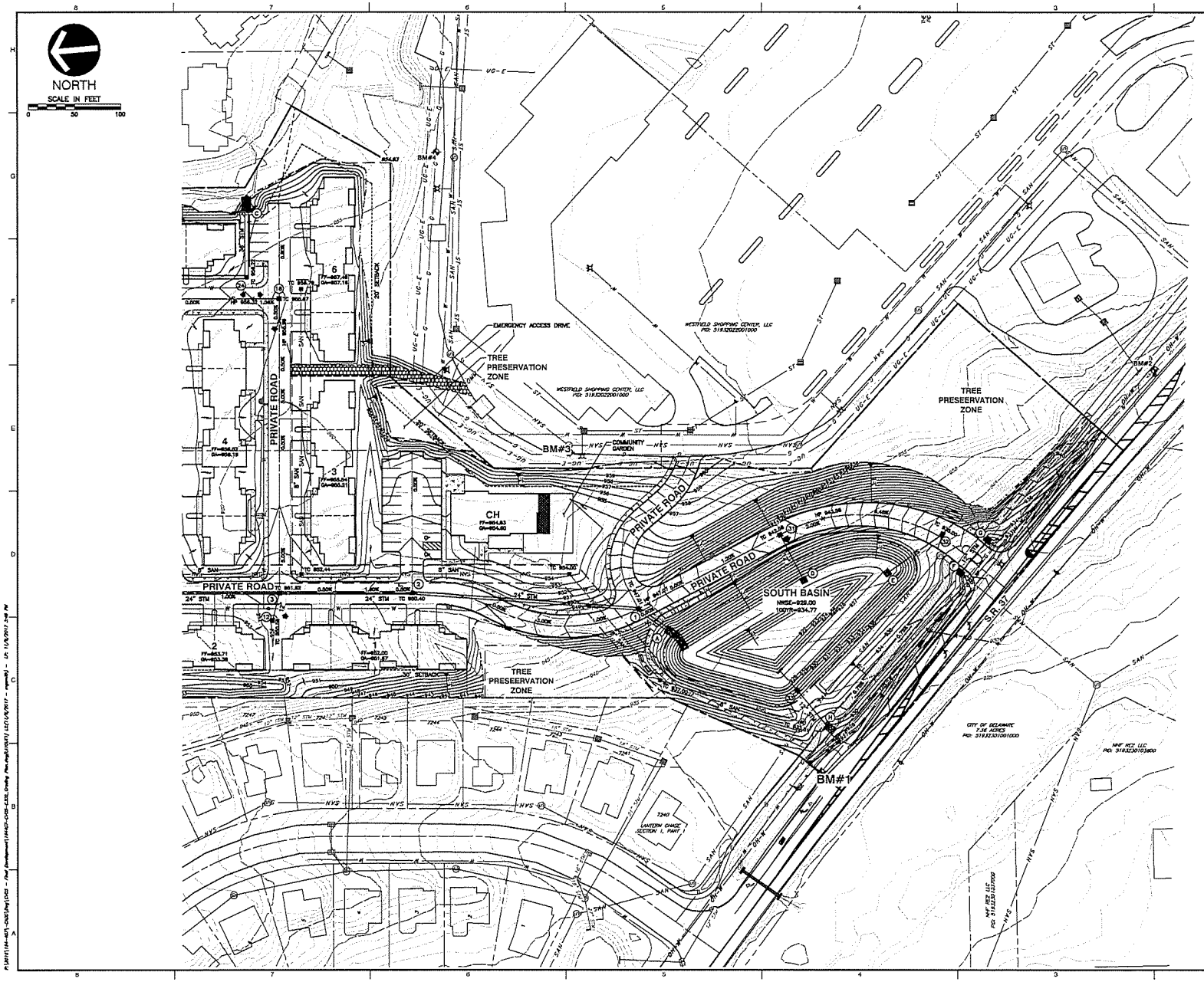
Civil & Environmental Consultants, Inc.
250 Old Wilson Bridge Road - Suite 250 - Worthington, OH 43085
614-540-6633 - 888-598-6808
www.ceiinc.com

TREPLUS COMMUNITIES, LLC
BURR OAK COMMONS
CITY OF DELAWARE

UTILITY PLAN

DATE:	NOVEMBER 2017
DRAWN BY:	MGS
SCALE:	1"=50'
CHECKED BY:	CJB
PROJECT NO:	164-107
APPROVED BY:	DRAFT

DRAWING NO.:
C501
SHEET 7 OF 26



LEGEND

- EXISTING RIGHT-OF-WAY
- EXISTING UNPAVED DRIVEWAY
- EXISTING PRIVATE ROAD
- EXISTING CENTERLINE
- EXISTING CORPORATION LINE
- ST — EXISTING STORM SEWER
- SAN — EXISTING SANITARY
- W — EXISTING WATER
- E — EXISTING UNDERGROUND ELECTRIC
- EXISTING STREET LIGHT
- EXISTING SANITARY MANHOLE
- EXISTING STORM STRUCTURES
- EXISTING FIRE HYDRANT
- SAN — PROPOSED SANITARY SEWER
- PROPOSED SANITARY SERVICE
- PROPOSED SANITARY MANHOLE
- W — PROPOSED WATER
- PROPOSED WATER SERVICE
- PROPOSED WATER VALVE
- PROPOSED FIRE HYDRANT
- PROPOSED PROJECT BOUNDARY
- PROPOSED CENTERLINE
- PROPOSED EDGE OF PAVEMENT
- ST — PROPOSED STORM SEWER
- PROPOSED CURB INLET
- PROPOSED CATCH BASIN
- PROPOSED STORM MANHOLE
- X TC 906.10 — PROPOSED TOP OF CASTING
- X HP 907.1 — PROPOSED HIGH POINT
- X 906.2 — PROPOSED SPOT ELEVATION
- MASTER FLOOD ROUTING ARROW
- FLOW ARROW
- LIMITS OF DISTURBANCE

REVISION RECORD			
NO.	DATE	DESCRIPTION	INITIALS

Civil & Environmental Consultants, Inc.
250 Old Wilson Bridge Road - Suite 250 - Worthington, OH 43085
614-540-6633 - 888-598-6808
www.cecinc.com

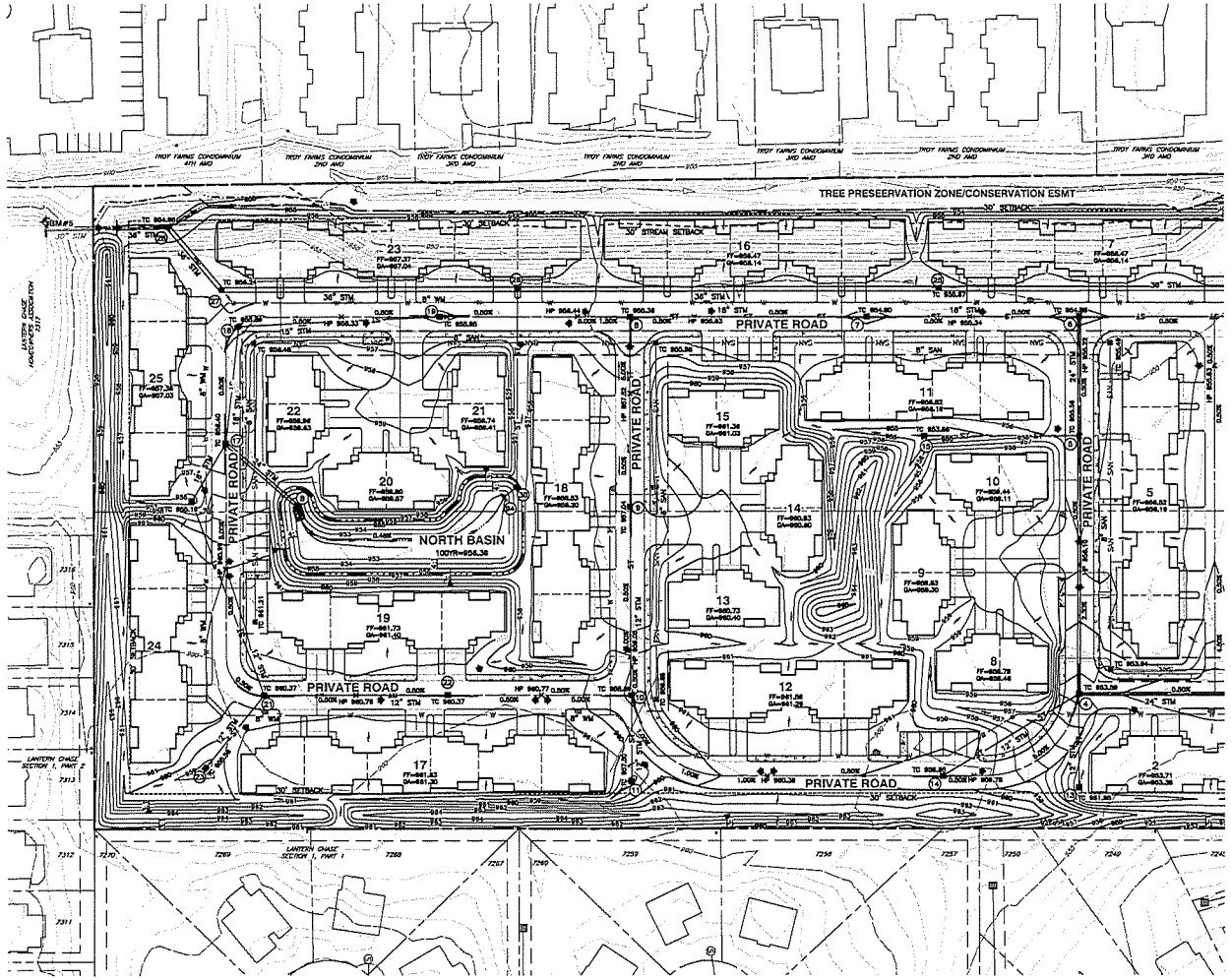
TREPLUS COMMUNITIES, LLC
BURR OAK
FINAL DEVELOPMENT PLAN
CITY OF DELAWARE

GRADING PLAN

DATE	NOVEMBER 2017
DRAWN BY	MGS
DWG SCALE	AS NOTED
CHECKED BY	CJB
PROJECT NO.	164-407
APPROVED BY	DRAFT

DRAWING NO.: C300

SHEET 8 OF 11



LEGEND

- EXISTING RIGHT-OF-WAY
- EXISTING UNPAVED DRIVEWAY
- EXISTING PRIVATE ROAD
- EXISTING CENTERLINE
- EXISTING CORPORATION LINE
- ST — EXISTING STORM SEWER
- SAN — EXISTING SANITARY
- W — EXISTING WATER
- E — EXISTING UNDERGROUND ELECTRIC
- EXISTING STREET LIGHT
- EXISTING SANITARY MANHOLE
- EXISTING STORM STRUCTURES
- EXISTING FIRE HYDRANT
- SAN — PROPOSED SANITARY SEWER
- PROPOSED SANITARY SERVICE
- PROPOSED SANITARY MANHOLE
- W — PROPOSED WATER
- PROPOSED WATER SERVICE
- PROPOSED WATER VALVE
- PROPOSED FIRE HYDRANT
- PROPOSED PROJECT BOUNDARY
- PROPOSED CENTERLINE
- PROPOSED EDGE OF PAVEMENT
- ST — PROPOSED STORM SEWER
- PROPOSED CURB INLET
- PROPOSED CATCH BASIN
- PROPOSED STORM MANHOLE
- X TC 906.10 — PROPOSED TOP OF CASTING
- X HP 907.1 — PROPOSED HIGH POINT
- X 906.2 — PROPOSED SPOT ELEVATION
- MASTER FLOOD ROUTING ARROW
- FLOW ARROW
- LIMITS OF DISTURBANCE

NO	DATE	REVISION RECORD DESCRIPTION	INITIALS

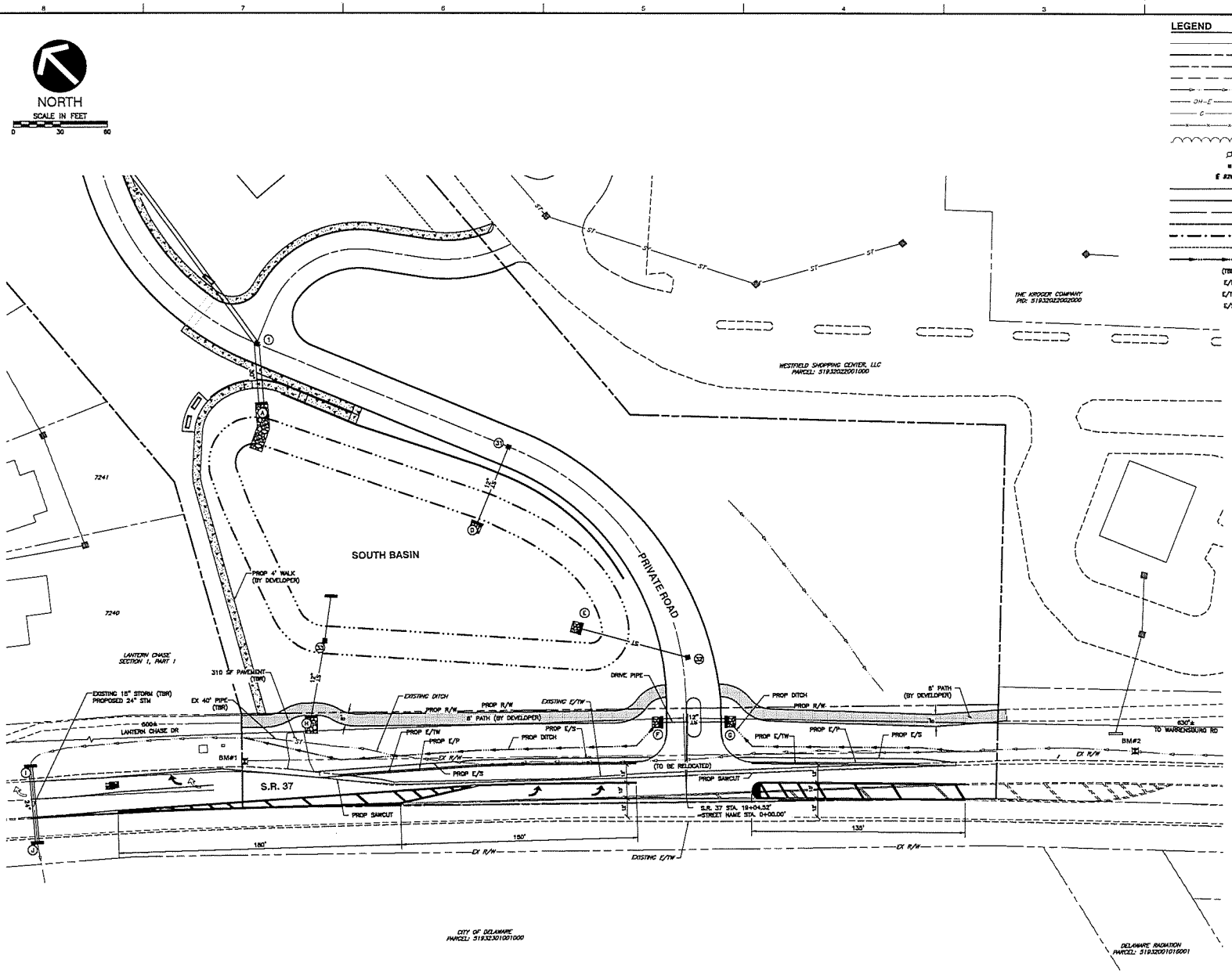
CEC
Civil & Environmental Consultants, Inc.
250 Old Wilson Bridge Road · Suite 250 · Worthington, OH 43085
614-540-6633 · 888-598-6808
www.cecinc.com

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

GRADIING PLAN

DATE	NOVEMBER 2017
DRAWN BY	MGS
DWG SCALE	AS NOTED
CHECKED BY	CJB
PROJECT NO	164-007
APPROVED BY	DRAFT

DRAWING NO.
C301
SHEET 9 OF 11



REVISION RECORD

NO	DATE	DESCRIPTION
		INITIALS

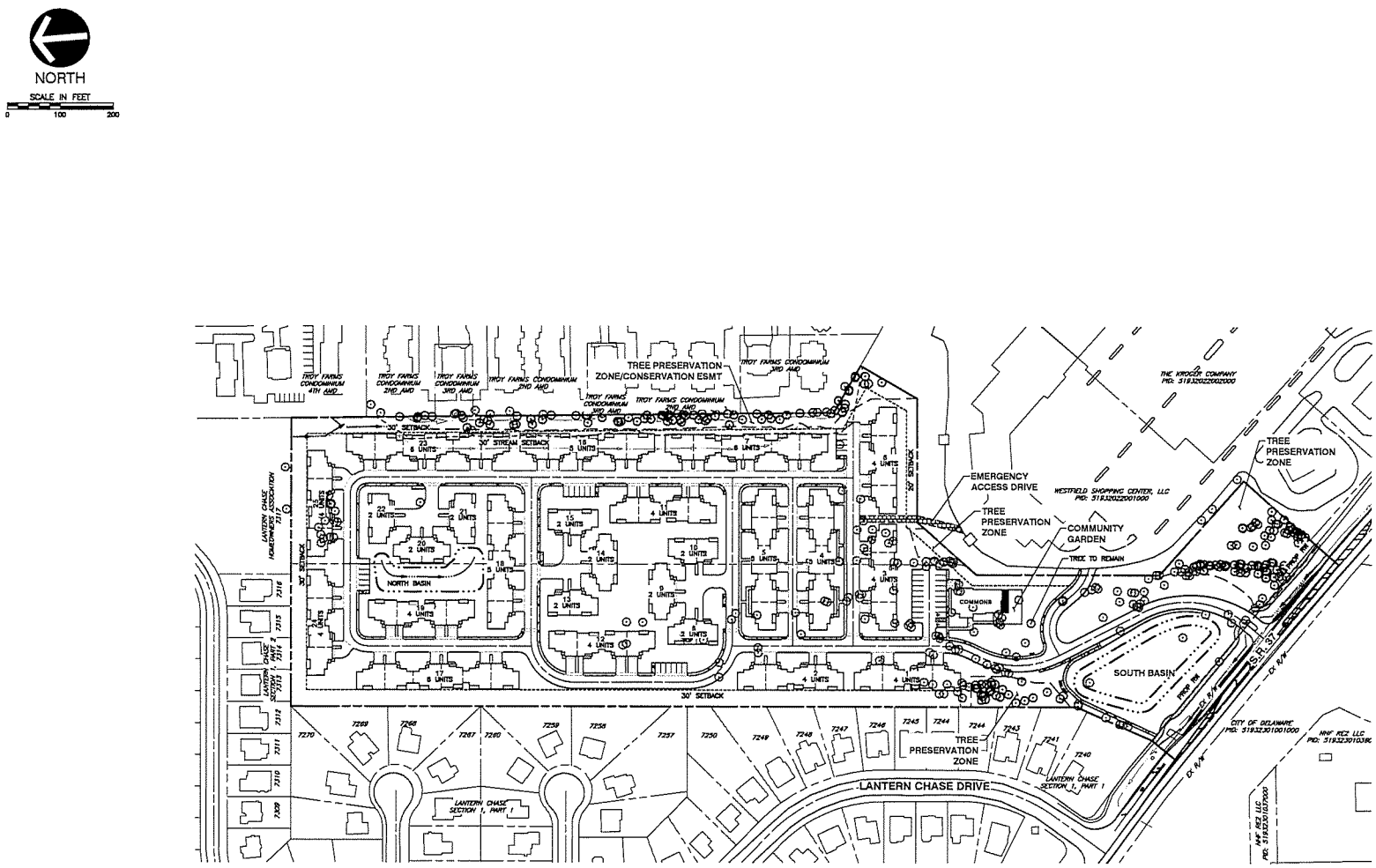
Civil & Environmental Consultants, Inc.
250 Old Wilson Bridge Road - Suite 250 - Worthington, OH 43085
614-540-6633 - 888-598-6808
www.cecinc.com

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

TURN LANE EXHIBIT

DATE	NOVEMBER 2017
DRAWN BY	MGS
CHECKED BY	CJB
PROJECT NO	164-407
APPROVED BY	DRAFT

DRAWING NO.:
C600
SHEET 10 OF 11



REVISION RECORD

NO	DATE	DESCRIPTION	INITIALS

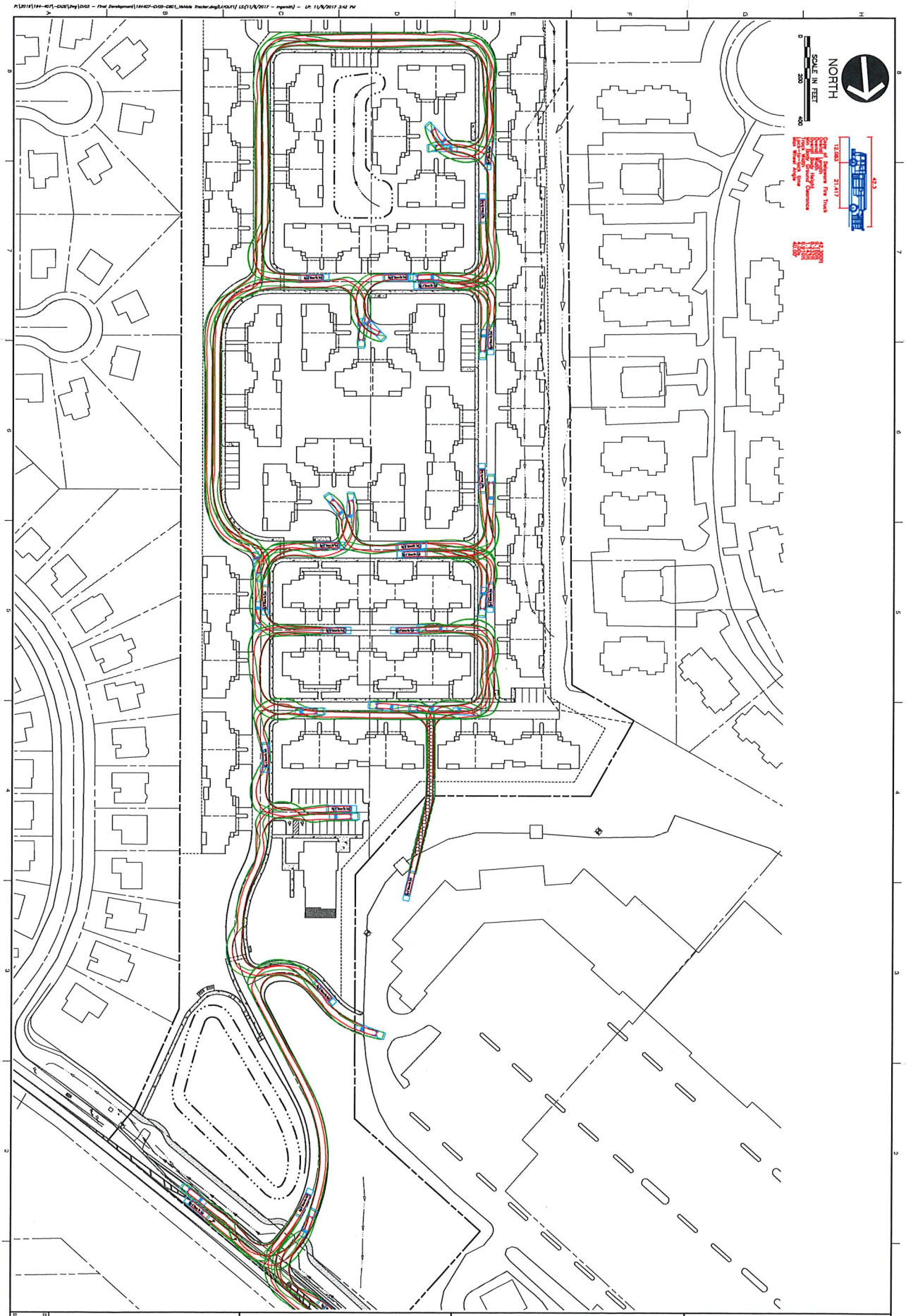
Civil & Environmental Consultants, Inc.
250 Old Wilson Bridge Road · Suite 250 · Worthington, OH 43085
614-540-6633 · 888-598-6808
www.cecinc.com

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

TREE PRESERVATION PLAN

DATE	NOVEMBER 2017	DRAWN BY	MGS
DWG SCALE	AS NOTED	CHECKED BY	CJB
PROJECT NO.			164-407
APPROVED BY			DRAFT

DRAWING NO.
C601
SHEET 11 OF 11



DRAWING NO.: C601

SHEET 1 OF 11

VEHICLE CLEARANCE EXHIBIT

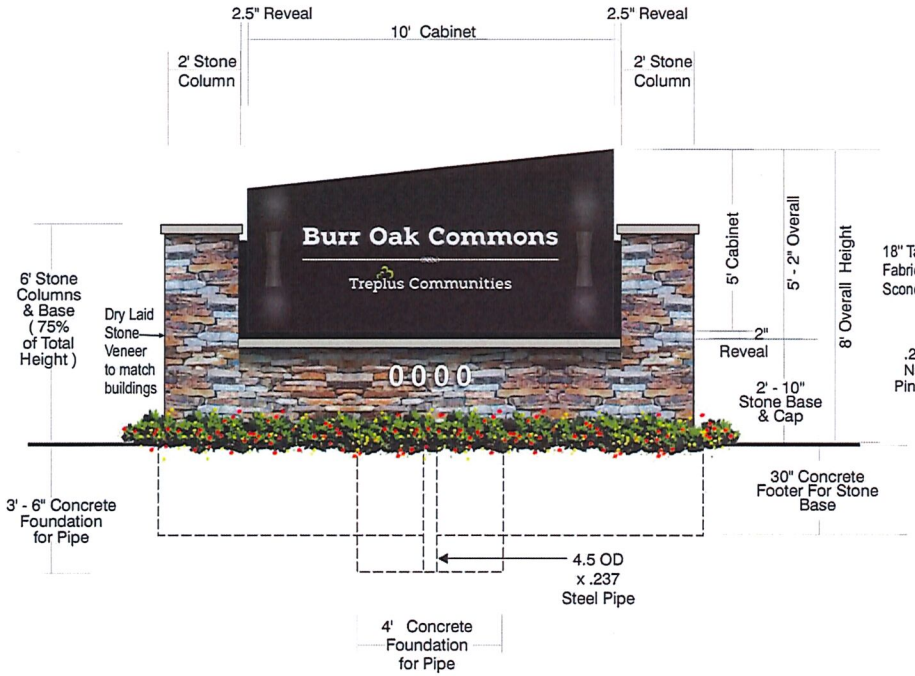
DATE:	NOVEMBER 2017	DRAWN BY:	MGS
DWG SCALE:	AS NOTED	CHECKED BY:	CJB
PROJECT NO.			164-407
APPROVED BY:			DRAFT

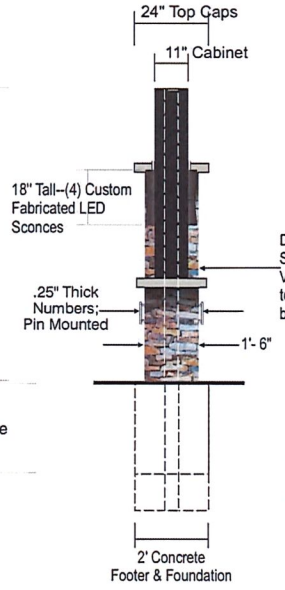
TREPLUS COMMUNITIES, LLC
BURR OAK
FINAL DEVELOPMENT PLAN
CITY OF DELAWARE

CEC
Civil & Environmental Consultants, Inc.
250 Old Wilson Bridge Road · Suite 250 · Worthington, OH 43085
614-540-6633 · 888-598-6808
www.cecinc.com

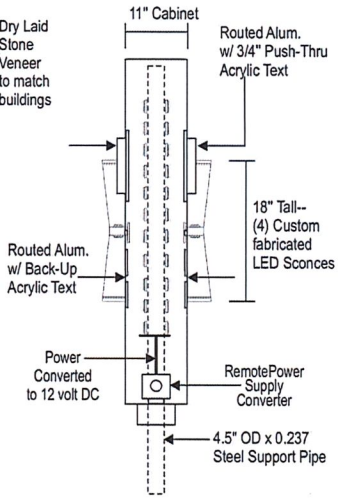
REVISION RECORD

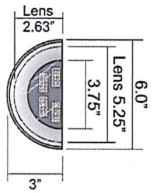
NO	DATE	DESCRIPTION	INITIALS





SIDE VIEW





TOP VIEW OF SCONCES

Ⓑ D.F. Monument Sign with Illuminated Letters & Sconces

VECTOR FILE OR TYPESTYLE OF LETTERING, REQUIRED FROM CLIENT

CABINET & REVEAL CONSTRUCTED FROM .090 ALUMINUM OVER WELDED ALUMINUM FRAMEWORK.

ILLUMINATED GRAPHICS---

REDBUD 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.

LED'S ARE POWERED BY 120 AC FEED BROUGHT TO SIGHT BY OTHERS.

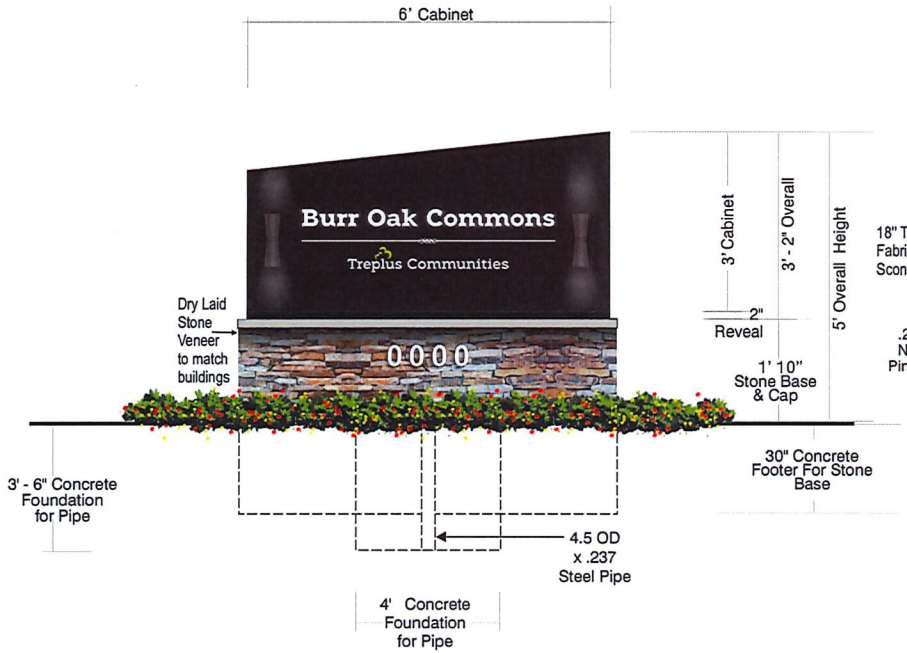
CABINET SECURED TO 4.50D X .237 STEEL CENTER PIPE. PIPE IS SET IN CONCRETE FOUNDATION– 2' X 4' X 3' - 6" DEEP.

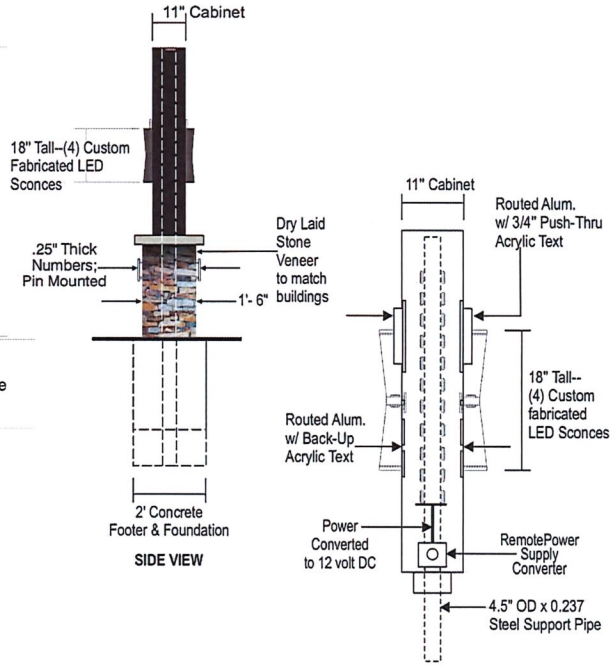
MASONRY BASE & SUBGRADE FOOTER BY OTHERS.

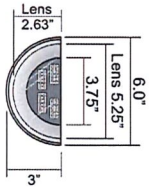
COLORS:
CABINET - MEDIUM BRONZE, MAP #41-312.
SCONCES - DARK BRONZE, MAP #41-313.
PRIMARY TEXT - TRANSL. WHITE.
SECONDARY TEXT - TRANSL. WHITE AND GREEN, PMS #583C.
REVEAL - BLACK

PRIMARY SIGN

NTS







TOP VIEW OF SCONCES

Ⓑ D.F. Monument Sign with Illuminated Letters & Sconces

VECTOR FILE OR TYPESTYLE OF LETTERING, REQUIRED FROM CLIENT

CABINET & REVEAL CONSTRUCTED FROM .090 ALUMINUM OVER WELDED ALUMINUM FRAMEWORK.

ILLUMINATED GRAPHICS----

REDBUD 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.

LED'S ARE POWERED BY 120 AC FEED BROUGHT TO SIGHT BY OTHERS.

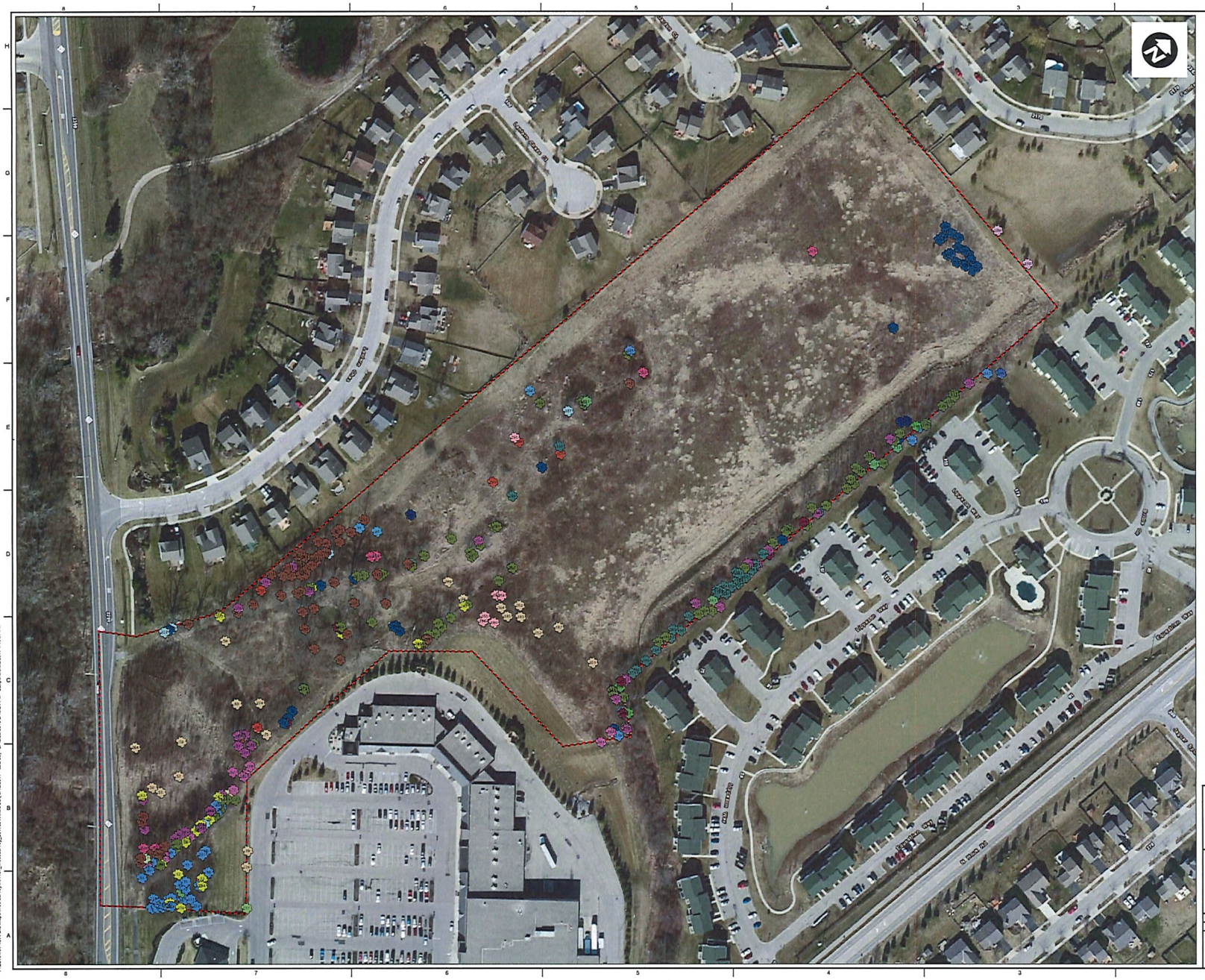
CABINET SECURED TO 4.5OD X .237 STEEL CENTER PIPE. PIPE IS SET IN CONCRETE FOUNDATION– 2' X 4' X 3' - 6" DEEP.

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 #583C.
REVEAL - BLACK

SECONDARY SIGN
NTS

© 2017 COPYRIGHT ARCHITECTURAL ALLIANCE



LEGEND

APPROXIMATE SITE BOUNDARY

Tree Species

- Apple
- Ash, Green
- Ash, White
- Boxelder
- Bradford Pear
- Cherry, Black
- Cottonwood, Eastern
- Elm, American
- Elm, Siberian
- Elm, Slippery
- Hackberry
- Hawthorn
- Locust, Black
- Locust, Honey
- Maple, Silver
- Maple, Sugar
- Mulberry, Red
- Oak, Black
- Oak, Pin
- Oak, White
- Osage-Orange
- Pine, White
- Willow, Black

SCALE IN FEET

0 75 150

NOTES:

1. IMAGE REFERENCE: OHIO GEOGRAPHICALLY REFERENCED INFORMATION PROGRAM (OGRIP), OHIO STATEWIDE IMAGERY PROGRAM (OSIP), UNION COUNTY 12-INCH RESOLUTION ORTHOPHOTO, IMAGERY DATE: 2015.
2. IDENTIFICATION OF TREES ON THE SUBJECT PROPERTY WAS PERFORMED BY CIVIL & ENVIRONMENTAL CONSULTANTS, INC. (CEC) ON MAY 10, 2017

CEC

Civil & Environmental Consultants, Inc.

250 Old Wilson Bridge Road, Suite 250, Worthington, OH 43085

614-540-6633 • 888-598-6808

www.cecinc.com

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

DRAWN BY:	MAD	CHECKED BY:	MRH	APPROVED BY:	RBG*
DATE:	6/2/2017	SCALE:	1 inch = 75 feet	PROJECT NO:	164-407

TREE SURVEY MAP

SHEET NO: 1

* mand signature on file

Stem ID	Tree ID	Common Name	Scientific Name	Condition	DBH Size	*Multiple DBH	GPS Date	XCOORD	YCOORD
1	1	Locust, Honey	*Gleditsia triacanthos*	Good	8		2017-05-10	-83.11236288	40.31190618
2	2	Locust, Honey	*Gleditsia triacanthos*	Fair	9	2 trunk 6	2017-05-10	-83.11234068	40.31192519
3					6				
4	3	Locust, Honey	*Gleditsia triacanthos*	Fair	6	2 trunk 6	2017-05-10	-83.11232085	40.31194522
5					6				
6	4	Locust, Honey	*Gleditsia triacanthos*	Good	7		2017-05-10	-83.11232738	40.31199889
7	5	Locust, Honey	*Gleditsia triacanthos*	Good	9		2017-05-10	-83.11231945	40.31201068
8	6	Locust, Honey	*Gleditsia triacanthos*	Good	11		2017-05-10	-83.11225757	40.31204151
9	7	Locust, Honey	*Gleditsia triacanthos*	Good	11		2017-05-10	-83.11225527	40.31205179
10	8	Apple	*Malus sp.*	Poor	7		2017-05-10	-83.11230026	40.31206478
11	9	Locust, Honey	*Gleditsia triacanthos*	Fair	10	2 trunk 6	2017-05-10	-83.11234246	40.31208176
12					6				
13	10	Locust, Honey	*Gleditsia triacanthos*	Good	9		2017-05-10	-83.11229653	40.31208751
14	11	Locust, Honey	*Gleditsia triacanthos*	Good	10		2017-05-10	-83.11232987	40.31211433
15	12	Elm, American	*Ulmus americana*	Good	11		2017-05-10	-83.11239541	40.31211414
16	13	Locust, Honey	*Gleditsia triacanthos*	Good	9		2017-05-10	-83.11239829	40.3121783
17	14	Oak, Pin	*Quercus palustris*	Good	14		2017-05-10	-83.11226019	40.31217288
18	15	Elm, American	*Ulmus americana*	Good	11		2017-05-10	-83.11226849	40.31218233
19	16	Locust, Honey	*Gleditsia triacanthos*	Good	12		2017-05-10	-83.11226505	40.3122258
20	17	Locust, Honey	*Gleditsia triacanthos*	Good	11		2017-05-10	-83.1122711	40.31222556
21	18	Locust, Honey	*Gleditsia triacanthos*	Good	11		2017-05-10	-83.11237969	40.31229017
22	19	Bradford Pear	*Pyrus calleryana*	Fair	7		2017-05-10	-83.11219315	40.31243449
23	20	Hackberry	*Celtis occidentalis*	Fair	9	2 trunk 6	2017-05-10	-83.11247817	40.31256508
24					6				
25	21	Bradford Pear	*Pyrus calleryana*	Fair	10		2017-05-10	-83.11253429	40.31255621
26	22	Locust, Black	*Robinia pseudoacacia*	Good	10		2017-05-10	-83.11252981	40.31259236
27	23	Locust, Honey	*Gleditsia triacanthos*	Fair	17	3 stems 15, 14	2017-05-10	-83.11250762	40.31249116
28					15				
29					14				
30	24	Hackberry	*Celtis occidentalis*	Fair	10	3 stems 7,6	2017-05-10	-83.11250009	40.31247657
31					7				
32					6				
33	25	Hackberry	*Celtis occidentalis*	Good	6		2017-05-10	-83.11253233	40.31249297
34	26	Hackberry	*Celtis occidentalis*	Good	12		2017-05-10	-83.11248923	40.31245743
35	27	Locust, Honey	*Gleditsia triacanthos*	Good	13		2017-05-10	-83.11250127	40.31245724
36	28	Hackberry	*Celtis occidentalis*	Good	7		2017-05-10	-83.11249483	40.31243763
37	29	Locust, Honey	*Gleditsia triacanthos*	Good	14		2017-05-10	-83.1125069	40.31240641
38	30	Elm, American	*Ulmus americana*	Good	9		2017-05-10	-83.11250281	40.31241108
39	31	Elm, Slippery	*Ulmus rubra*	Good	7		2017-05-10	-83.11250352	40.31237774
40	32	Oak, White	*Quercus alba*	Good	15		2017-05-10	-83.11252084	40.31233123
41	33	Hackberry	*Celtis occidentalis*	Good	11		2017-05-10	-83.11251229	40.31233083
42	34	Elm, American	*Ulmus americana*	Good	6		2017-05-10	-83.11251175	40.31232465
43	35	Locust, Black	*Robinia pseudoacacia*	Good	13		2017-05-10	-83.11251158	40.31228129
44	36	Locust, Black	*Robinia pseudoacacia*	Good	11		2017-05-10	-83.11250778	40.31225301
45	37	Elm, American	*Ulmus americana*	Good	7		2017-05-10	-83.11252598	40.31225796
46	38	Elm, American	*Ulmus americana*	Fair	7	2 trunk 6	2017-05-10	-83.11250966	40.31224698
47					6				
48	39	Hackberry	*Celtis occidentalis*	Fair	7	2 trunk 6	2017-05-10	-83.11252485	40.31219114
49					6				
50	40	Hackberry	*Celtis occidentalis*	Good	9		2017-05-10	-83.11253748	40.31216145
51	41	Locust, Honey	*Gleditsia triacanthos*	Good	11		2017-05-10	-83.1125263	40.31216203
52	42	Locust, Black	*Robinia pseudoacacia*	Fair	11	2 trunk 11	2017-05-10	-83.1125476	40.31213191
53					11				
54	43	Locust, Black	*Robinia pseudoacacia*	Good	10		2017-05-10	-83.11252644	40.31211782
55	44	Elm, American	*Ulmus americana*	Good	8		2017-05-10	-83.11251481	40.31209045
56	45	Hackberry	*Celtis occidentalis*	Good	6		2017-05-10	-83.11251889	40.31208189
57	46	Locust, Honey	*Gleditsia triacanthos*	Good	10		2017-05-10	-83.11256768	40.31206538
58	47	Oak, White	*Quercus alba*	Good	23		2017-05-10	-83.11258081	40.31204198
59	48	Locust, Black	*Robinia pseudoacacia*	Fair	13	2 trunk 13	2017-05-10	-83.11256383	40.31203242
60					13				
61	49	Locust, Honey	*Gleditsia triacanthos*	Good	11		2017-05-10	-83.1125413	40.31202731
62	50	Locust, Honey	*Gleditsia triacanthos*	Good	14		2017-05-10	-83.11254038	40.31197566
63	51	Maple, Sugar	*Acer saccharum*	Good	10		2017-05-10	-83.11261606	40.31202081
64	52	Oak, Pin	*Quercus palustris*	Good	13		2017-05-10	-83.11261812	40.31212622
65	53	Cherry, Black	*Prunus serotina*	Fair	10		2017-05-10	-83.11275065	40.31215119
66	54	Maple, Sugar	*Acer saccharum*	Fair	6		2017-05-10	-83.11279122	40.31216659
67	55	Bradford Pear	*Pyrus calleryana*	Fair	6		2017-05-10	-83.11284224	40.31233284
68	56	Bradford Pear	*Pyrus calleryana*	Fair	6		2017-05-10	-83.11290297	40.31231931
69	57	Bradford Pear	*Pyrus calleryana*	Fair	6		2017-05-10	-83.11283405	40.31244961
70	58	Bradford Pear	*Pyrus calleryana*	Fair	6		2017-05-10	-83.11297865	40.31257568
71	59	Bradford Pear	*Pyrus calleryana*	Fair	6		2017-05-10	-83.11323686	40.31307235
72	60	Maple, Sugar	*Acer saccharum*	Good	21		2017-05-10	-83.11302558	40.31344009
73	61	Maple, Sugar	*Acer saccharum*	Good	33		2017-05-10	-83.11299078	40.3134909
74	62	Maple, Sugar	*Acer saccharum*	Good	27		2017-05-10	-83.11269148	40.31375579
75	63	Cottonwood, Eastern	*Populus deltoides*	Fair	7		2017-05-10	-83.11254859	40.31371513
76	64	Cottonwood, Eastern	*Populus deltoides*	Fair	7		2017-05-10	-83.11250581	40.31370861
77	65	Hackberry	*Celtis occidentalis*	Fair	10		2017-05-10	-83.11266818	40.31364375
78	66	Elm, American	*Ulmus americana*	Fair	12		2017-05-10	-83.11275482	40.31349887
79	67	Osage-Orange	*Maclura pomifera*	Fair	10		2017-05-10	-83.11278398	40.31350993
80	68	Osage-Orange	*Maclura pomifera*	Fair	7		2017-05-10	-83.11280042	40.31350876
81	69	Maple, Sugar	*Acer saccharum*	Poor	19		2017-05-10	-83.11264013	40.31340395
82	70	Cottonwood, Eastern	*Populus deltoides*	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	*Populus deltoides*	Fair	8		2017-05-10	-83.11260918	40.31302543
84	72	Osage-Orange	*Maclura pomifera*	Fair	8		2017-05-10	-83.11259464	40.31300327
85	73	Cottonwood, Eastern	*Populus deltoides*	Fair	8		2017-05-10	-83.11260629	40.31299331
86	74	Ash, White	*Fraxinus americana*	Fair	6		2017-05-10	-83.11270433	40.3128865
87	75	Bradford Pear	*Pyrus calleryana*	Fair	6		2017-05-10	-83.11263175	40.31289436
88	76	Cherry, Black	*Prunus serotina*	Fair	8		2017-05-10	-83.11272644	40.31281776
89	77	Cherry, Black	*Prunus serotina*	Fair	8	2 trunk 7	2017-05-10	-83.1127466	40.31280179
90					7				
91	78	Cherry, Black	*Prunus serotina*	Fair	14		2017-05-10	-83.11274338	40.31279561
92	79	Maple, Sugar	*Acer saccharum*	Fair	12		2017-05-10	-83.11272726	40.31278174
93	80	Cherry, Black	*Prunus serotina*	Fair	14	3 stems 10,8	2017-05-10	-83.1127528	40.31279074
95					8				
96	81	Cherry, Black	*Prunus serotina*	Fair	12		2017-05-10	-83.1127079	40.31275807
97	82	Locust, Black	*Robinia pseudoacacia*	Good	9		2017-05-10	-83.112614	40.31265067
98	83	Bradford Pear	*Pyrus calleryana*	Fair	6		2017-05-10	-83.11290206	40.31289492
99	84	Bradford Pear	*Pyrus calleryana*	Fair	8		2017-05-10	-83.11236567	40.31403874
100	85	Hackberry	*Celtis occidentalis*	Fair	17		2017-05-10	-83.11233765	40.31393101
101	86	Hackberry	*Celtis occidentalis*	Fair	9		2017-05-10	-83.11233467	40.31386673
102	87	Hackberry	*Celtis occidentalis*	Fair	6		2017-05-10	-83.11236979	40.31386893
103	88	Hackberry	*Celtis occidentalis*	Fair	12	2 trunk 8	2017-05-10	-83.11233467	40.31382271
104					8				
105	89	Maple, Sugar	*Acer saccharum*	Fair	15	3 stems 10, 13	2017-05-10	-83.11234308	40.31374324
106					13				
107					10				
108	90	Boxelder	*Acer negundo*	Good	9		2017-05-10	-83.1130573	40.31397235
109	91	Boxelder	*Acer negundo*	Good	7		2017-05-10	-83.11315171	40.31392501
110	92	Maple, Sugar	*Acer saccharum*	Good	8		2017-05-10	-83.11317103	40.31388063
111	93	Maple, Sugar	*Acer saccharum*	Fair	10	2 trunk 8	2017-05-10	-83.11317735	40.31380739
112					8				
113	94	Maple, Sugar	*Acer saccharum*	Good	12		2017-05-10	-83.1132307	40.31375628
114	95	Maple, Sugar	*Acer saccharum*	Good	11		2017-05-10	-83.11327534	40.31373405
115	96	Maple, Sugar	*Acer saccharum*	Good	9		2017-05-10	-83.11323721	40.31382761
116	97	Hackberry	*Celtis occidentalis*	Fair	11		2017-05-10	-83.11269246	40.31420453
117	98	Hackberry	*Celtis occidentalis*	Fair	13		2017-05-10	-83.11254682	40.31422307
118	99	Hackberry	*Celtis occidentalis*	Fair	10		2017-05-10	-83.11252326	40.31421157
119	100	Hackberry	*Celtis occidentalis*	Fair	11		2017-05-10	-83.11252315	40.31422456
120	101	Hackberry	*Celtis occidentalis*	Fair	15	2 trunk 12	2017-05-10	-83.11253623	40.31428248
121					12				
122	102	Cherry, Black	*Prunus serotina*	Fair	10		2017-05-10	-83.11256297	40.31429275
123	103	Hackberry	*Celtis occidentalis*	Fair	11		2017-05-10	-83.11255787	40.3143927
124	104	Hackberry	*Celtis occidentalis*	Fair	8		2017-05-10	-83.11254904	40.31440492
125	105	Ash, White	*Fraxinus americana*	Fair	6		2017-05-10	-83.11258885	40.31486897
126	106	Hawthorn	*Crataegus crus-galli*	Fair	7		2017-05-10	-83.11262764	40.31489326
127	107	Elm, Slippery	*Ulmus rubra*	Good	22		2017-05-10	-83.11275138	40.31504525
128	108	Hackberry	*Celtis occidentalis*	Fair	8		2017-05-10	-83.11273225	40.31512302
129	109	Hackberry	*Celtis occidentalis*	Fair	8		2017-05-10	-83.11271174	40.31512174
130	110	Hackberry	*Celtis occidentalis*	Fair	7	2 trunk 7	2017-05-10	-83.1127277	40.31513027
131					7				
132	111	Apple	*Malus sp.*	Fair	14	3 stems 10,8	2017-05-10	-83.11271225	40.31514135
133					10				
134					8				
135	112	Maple, Sugar	*Acer saccharum*	Fair	12	2 trunk 12	2017-05-10	-83.11260143	40.31535153
136					12				
137	113	Cottonwood, Eastern	*Populus deltoides*	Fair	6		2017-05-10	-83.11187368	40.31696476
138	114	Cottonwood, Eastern	*Populus deltoides*	Fair	10		2017-05-10	-83.1118669	40.3169292
139	115	Cottonwood, Eastern	*Populus deltoides*	Fair	10		2017-05-10	-83.11187062	40.31691084
140	116	Cottonwood, Eastern	*Populus deltoides*	Fair	10		2017-05-10	-83.11176632	40.31688645
141	117	Cottonwood, Eastern	*Populus deltoides*	Fair	8	2 trunk 6	2017-05-10	-83.11175922	40.31690231
142					6				
143	118	Cottonwood, Eastern	*Populus deltoides*	Fair	10		2017-05-10	-83.11169303	40.31689305
144	119	Cottonwood, Eastern	*Populus deltoides*	Fair	12		2017-05-10	-83.11164603	40.31691409
145	120	Cottonwood, Eastern	*Populus deltoides*	Fair	10		2017-05-10	-83.11163168	40.31693908
146	121	Cottonwood, Eastern	*Populus deltoides*	Fair	6	2 trunk 6	2017-05-10	-83.1116743	40.31696312
147					6				
148	122	Cottonwood, Eastern	*Populus deltoides*	Fair	8	3 stems 6,6	2017-05-10	-83.11163955	40.31695161
149					6				
150					6				
151	123	Cottonwood, Eastern	*Populus deltoides*	Fair	6		2017-05-10	-83.11158135	40.31694968
152	124	Cottonwood, Eastern	*Populus deltoides*	Fair	7		2017-05-10	-83.11158437	40.31691958
153	125	Cottonwood, Eastern	*Populus deltoides*	Fair	12		2017-05-10	-83.11163857	40.31691056
154	126	Cottonwood, Eastern	*Populus deltoides*	Fair	10		2017-05-10	-83.1116772	40.31645116
155	127	Cherry, Black	*Prunus serotina*	Fair	10	3 stems 8,9	2017-05-10	-83.11109083	40.31652366
156					9				
157					8				
158	128	Hackberry	*Celtis occidentalis*	Fair	13	2 trunk 10	2017-05-10	-83.11109633	40.31639243
159					10				
160	129	Hackberry	*Celtis occidentalis*	Fair	10	2 trunk 9	2017-05-10	-83.1111065	40.31635593
161					9				
162	130	Hackberry	*Celtis occidentalis*	Good	6		2017-05-10	-83.11110171	40.31623921
163	131	Locust, Honey	*Gleditsia triacanthos*	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	*Gleditsia triacanthos*	Good	11		2017-05-10	-83.11108678	40.31613208
167	133	Apple	*Malus sp.*	Poor	10		2017-05-10	-83.11112053	40.31605552
168	134	Cottonwood, Eastern	*Populus deltoides*	Good	15		2017-05-10	-83.11115276	40.31609133
169	135	Hackberry	*Celtis occidentalis*	Good	6		2017-05-10	-83.11116195	40.31607133
170	136	Hackberry	*Celtis occidentalis*	Good	6		2017-05-10	-83.11111031	40.31595366
171	137	Apple	*Malus sp.*	Fair	9		2017-05-10	-83.11114639	40.31591818
172	138	Hackberry	*Celtis occidentalis*	Good	7		2017-05-10	-83.1111744	40.31584831
173	139	Hackberry	*Celtis occidentalis*	Good	6		2017-05-10	-83.11117348	40.31584755
174	140	Hackberry	*Celtis occidentalis*	Good	6		2017-05-10	-83.1111489	40.31578384
175	141	Hackberry	*Celtis occidentalis*	Good	6		2017-05-10	-83.11115871	40.31574157
176	142	Hackberry	*Celtis occidentalis*	Good	10		2017-05-10	-83.11117456	40.31561405
177	143	Hawthorn	*Crataegus crus-galli*	Fair	7		2017-05-10	-83.1111767	40.31556311
178	144	Cherry, Black	*Prunus serotina*	Poor	10		2017-05-10	-83.11118101	40.31555514
179	145	Hackberry	*Celtis occidentalis*	Poor	8		2017-05-10	-83.11117243	40.31547841
180	146	Osage-Orange	*Maclura pomifera*	Good	7		2017-05-10	-83.11120044	40.31548047
181	147	Hackberry	*Celtis occidentalis*	Good	7		2017-05-10	-83.11123252	40.31540201
182	148	Cottonwood, Eastern	*Populus deltoides*	Good	21		2017-05-10	-83.11121417	40.31534443
183	149	Osage-Orange	*Maclura pomifera*	Good	20		2017-05-10	-83.1112081	40.31524824
184	150	Cherry, Black	*Prunus serotina*	Fair	13	2 trunk 11	2017-05-10	-83.11122956	40.31526318
185					11				
186	151	Cherry, Black	*Prunus serotina*	Good	9		2017-05-10	-83.11121425	40.31517151
187	152	Hawthorn	*Crataegus crus-galli*	Fair	6		2017-05-10	-83.11122071	40.31516457
188	153	Hawthorn	*Crataegus crus-galli*	Fair	7		2017-05-10	-83.1112252	40.31514137
189	154	Hawthorn	*Crataegus crus-galli*	Fair	6		2017-05-10	-83.11121403	40.31513598
190	155	Hawthorn	*Crataegus crus-galli*	Fair	6	2 trunk 6	2017-05-10	-83.11120986	40.31508893
191					6				
192	156	Hawthorn	*Crataegus crus-galli*	Fair	7		2017-05-10	-83.11121832	40.31506004
193	157	Hawthorn	*Crataegus crus-galli*	Fair	7		2017-05-10	-83.11121446	40.31503993
194	158	Hawthorn	*Crataegus crus-galli*	Fair	7		2017-05-10	-83.11122968	40.31505015
195	159	Hawthorn	*Crataegus crus-galli*	Fair	7	2 trunk 6	2017-05-10	-83.11122999	40.31500738
196					6				
197	160	Hawthorn	*Crataegus crus-galli*	Fair	8		2017-05-10	-83.11122389	40.3149643
198	161	Apple	*Malus sp.*	Fair	11		2017-05-10	-83.11124877	40.31489694
199	162	Cherry, Black	*Prunus serotina*	Good	6		2017-05-10	-83.11118873	40.31489927
200	163	Hackberry	*Celtis occidentalis*	Good	10		2017-05-10	-83.11120583	40.31485826
201	164	Hackberry	*Celtis occidentalis*	Good	15		2017-05-10	-83.11123984	40.31483246
202	165	Hackberry	*Celtis occidentalis*	Good	8		2017-05-10	-83.1112498	40.31480069
203	166	Hawthorn	*Crataegus crus-galli*	Fair	7	3 stems 6,6	2017-05-10	-83.11125472	40.31468144
204					6				
205					6				
206	167	Hawthorn	*Crataegus crus-galli*	Fair	8	2 trunk 6	2017-05-10	-83.11126701	40.31462144
207					6				
208	168	Hawthorn	*Crataegus crus-galli*	Fair	7	2 trunk 6	2017-05-10	-83.11127717	40.31452813
209					6				
210	169	Hawthorn	*Crataegus crus-galli*	Fair	9		2017-05-10	-83.11127196	40.31445874
211	170	Hawthorn	*Crataegus crus-galli*	Fair	9	2 trunk 8	2017-05-10	-83.11127358	40.31439216
212					8				
213	171	Hawthorn	*Crataegus crus-galli*	Fair	8		2017-05-10	-83.11127483	40.31436921
214	172	Cherry, Black	*Prunus serotina*	Good	12		2017-05-10	-83.1112775	40.31432168
215	173	Willow, Black	*Salix nigra*	Fair	9	2 trunk 8	2017-05-10	-83.1112702	40.31427769
216					8				
217	174	Hackberry	*Celtis occidentalis*	Fair	12	4 trunk 10,6,6	2017-05-10	-83.11120415	40.31425534
218					10				
219					6				
220					6				
221	175	Hackberry	*Celtis occidentalis*	Fair	11	2 trunk 10	2017-05-10	-83.11121094	40.31425615
222					10				
223	176	Locust, Honey	*Gleditsia triacanthos*	Good	13		2017-05-10	-83.11114779	40.31419867
224	177	Willow, Black	*Salix nigra*	Good	11		2017-05-10	-83.11111585	40.31421697
225	178	Cottonwood, Eastern	*Populus deltoides*	Good	9		2017-05-10	-83.1111082	40.31411445
226	179	Locust, Honey	*Gleditsia triacanthos*	Good	10		2017-05-10	-83.11105771	40.31410769
227	180	Locust, Black	*Robinia pseudoacacia*	Fair	10	2 trunk 9	2017-05-10	-83.11110864	40.31409382
228					9				
229	181	Locust, Black	*Robinia pseudoacacia*	Fair	9	2 trunk 8	2017-05-10	-83.11110725	40.31402485
230					8				
231	182	Bradford Pear	*Pyrus calleryana*	Fair	6		2017-05-10	-83.11181407	40.31427107
232	183	Bradford Pear	*Pyrus calleryana*	Fair	8	bradford 2 trunk 8	2017-05-10	-83.11202932	40.31417518
233					8				
234	184	Bradford Pear	*Pyrus calleryana*	Fair	7	bradford 2 trunk 6	2017-05-10	-83.11215941	40.31413972
235					6				
236	185	Bradford Pear	*Pyrus calleryana*	Fair	6		2017-05-10	-83.11209303	40.31413143
237	186	Maple, Silver	*Acer saccharinum*	Fair	7		2017-05-10	-83.11212247	40.31406411
238	187	Maple, Silver	*Acer saccharinum*	Fair	7		2017-05-10	-83.11218007	40.31402901
239	188	Hackberry	*Celtis occidentalis*	Fair	10	2 trunk 10	2017-05-10	-83.11229382	40.31422419
240					10				
241	189	Maple, Silver	*Acer saccharinum*	Fair	9	2 trunk 8	2017-05-10	-83.11223766	40.31416678
242					8				
243	190	Hawthorn	*Crataegus crus-galli*	Poor	7		2017-05-10	-83.11275688	40.31398313
244	191	Hackberry	*Celtis occidentalis*	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	*Acer saccharum*	Fair	6		2017-05-10	-83.11277155	40.31396921
250	193	Hackberry	*Celtis occidentalis*	Good	7		2017-05-10	-83.11284164	40.31384531
251	194	Hackberry	*Celtis occidentalis*	Good	9		2017-05-10	-83.11284501	40.3138318
252	195	Maple, Sugar	*Acer saccharum*	Poor	23		2017-05-10	-83.11286174	40.31382682
253	196	Cottonwood, Eastern	*Populus deltoides*	Good	44		2017-05-10	-83.11294529	40.3137334
254	197	Elm, Slippery	*Ulmus rubra*	Good	14		2017-05-10	-83.11317392	40.31373061
255	198	Maple, Sugar	*Acer saccharum*	Good	6		2017-05-10	-83.11319123	40.31372581
256	199	Maple, Sugar	*Acer saccharum*	Good	6		2017-05-10	-83.11320574	40.31369504
257	200	Maple, Sugar	*Acer saccharum*	Good	6		2017-05-10	-83.11319667	40.31365978
258	201	Maple, Sugar	*Acer saccharum*	Good	6		2017-05-10	-83.11321674	40.31366024
259	202	Maple, Sugar	*Acer saccharum*	Good	7		2017-05-10	-83.11322013	40.31365152
260	203	Maple, Sugar	*Acer saccharum*	Good	10		2017-05-10	-83.11326178	40.31363616
261	204	Maple, Sugar	*Acer saccharum*	Good	6		2017-05-10	-83.11327582	40.31362808
262	205	Maple, Sugar	*Acer saccharum*	Good	7		2017-05-10	-83.11329674	40.31361549
263	206	Maple, Sugar	*Acer saccharum*	Good	12		2017-05-10	-83.1133002	40.31363548
264	207	Maple, Sugar	*Acer saccharum*	Good	7		2017-05-10	-83.11324924	40.31359332
265	208	Maple, Sugar	*Acer saccharum*	Good	7		2017-05-10	-83.11324491	40.31358975
266	209	Maple, Sugar	*Acer saccharum*	Good	7		2017-05-10	-83.11324134	40.31358273
267	210	Maple, Sugar	*Acer saccharum*	Good	7		2017-05-10	-83.11320176	40.31357697
268	211	Maple, Sugar	*Acer saccharum*	Good	9		2017-05-10	-83.11320077	40.31355978
269	212	Maple, Sugar	*Acer saccharum*	Good	6		2017-05-10	-83.11318526	40.3135791
270	213	Maple, Sugar	*Acer saccharum*	Good	6		2017-05-10	-83.11319563	40.31360344
271	214	Maple, Sugar	*Acer saccharum*	Good	8		2017-05-10	-83.11319525	40.31363017
272	215	Maple, Sugar	*Acer saccharum*	Good	26		2017-05-10	-83.11319533	40.31342124
273	216	Ash, White	*Fraxinus americana*	Fair	6		2017-05-10	-83.11330938	40.31336935
274	217	Maple, Sugar	*Acer saccharum*	Good	24		2017-05-10	-83.11327934	40.3132942
275	218	Maple, Sugar	*Acer saccharum*	Good	21		2017-05-10	-83.1133118	40.3132128
276	219	Maple, Sugar	*Acer saccharum*	Good	26		2017-05-10	-83.11338742	40.3131405
277	220	Elm, Slippery	*Ulmus rubra*	Good	8		2017-05-10	-83.11353254	40.31293389
278	221	Cottonwood, Eastern	*Populus deltoides*	Good	52		2017-05-10	-83.11353784	40.31291863
279	222	Elm, Slippery	*Ulmus rubra*	Good	8		2017-05-10	-83.1135497	40.31289141
280	223	Locust, Honey	*Gleditsia triacanthos*	Good	9		2017-05-10	-83.1123951	40.31194512
281	224	Locust, Honey	*Gleditsia triacanthos*	Fair	8	2 trunk 6	2017-05-10	-83.11235576	40.31194644
282					6				
283	225	Locust, Honey	*Gleditsia triacanthos*	Good	10		2017-05-10	-83.11233081	40.31195763
284	226	Locust, Honey	*Gleditsia triacanthos*	Good	8		2017-05-10	-83.1123023	40.31196865
285	227	Elm, American	*Ulmus americana*	Good	11		2017-05-10	-83.11230585	40.31198821
286	228	Elm, American	*Ulmus americana*	Good	10		2017-05-10	-83.11228339	40.31197675
287	229	Locust, Honey	*Gleditsia triacanthos*	Good	9		2017-05-10	-83.11228238	40.31198121
288	230	Elm, American	*Ulmus americana*	Good	11		2017-05-10	-83.11223153	40.31200821
289	231	Locust, Honey	*Gleditsia triacanthos*	Fair	9	2 trunks 6	2017-05-10	-83.11222719	40.31207296
290					6				
292	232	Locust, Honey	*Gleditsia triacanthos*	Good	14		2017-05-10	-83.1121715	40.31206841
293	233	Locust, Honey	*Gleditsia triacanthos*	Good	9		2017-05-10	-83.11225024	40.31214591
294	234	Elm, American	*Ulmus americana*	Good	16		2017-05-10	-83.1122366	40.31215629
295	235	Locust, Honey	*Gleditsia triacanthos*	Fair	8	2 trunks 6	2017-05-10	-83.11237901	40.31226337
296					6				
297	236	Bradford Pear	*Pyrus calleryana*	Fair	6		2017-05-10	-83.11212324	40.31237446
298	237	Elm, Siberian	*Ulmus pumila*	Fair	10		2017-05-10	-83.11193724	40.31223405
299	238	Hackberry	*Celtis occidentalis*	Good	9		2017-05-10	-83.1125173	40.31253771
300	239	Cherry, Black	*Prunus serotina*	Good	14		2017-05-10	-83.11256084	40.31253406
301	240	Maple, Sugar	*Acer saccharum*	Good	6		2017-05-10	-83.11254467	40.31251967
302	241	Hackberry	*Celtis occidentalis*	Good	11		2017-05-10	-83.11253795	40.31251928
303	242	Elm, American	*Ulmus americana*	Good	7		2017-05-10	-83.11256312	40.31251691
304	243	Locust, Honey	*Gleditsia triacanthos*	Fair	11	2 trunks 11	2017-05-10	-83.11253853	40.31247995
305					11				
306	244	Cherry, Black	*Prunus serotina*	Good	6		2017-05-10	-83.11253628	40.3124429
307	245	Cherry, Black	*Prunus serotina*	Good	6		2017-05-10	-83.11253942	40.31244093
308	246	Elm, American	*Ulmus americana*	Fair	8	2 trunks 8	2017-05-10	-83.11251845	40.31236236
309					8				
310	247	Elm, American	*Ulmus americana*	Good	6		2017-05-10	-83.11250375	40.31235087
311	248	Cherry, Black	*Prunus serotina*	Good	14		2017-05-10	-83.11250186	40.3123516
312	249	Cherry, Black	*Prunus serotina*	Good	8		2017-05-10	-83.11255753	40.31228296
313	250	Cherry, Black	*Prunus serotina*	Good	7		2017-05-10	-83.11256836	40.31225461
314	251	Cherry, Black	*Prunus serotina*	Good	6		2017-05-10	-83.11257163	40.31222692
315	252	Hackberry	*Celtis occidentalis*	Fair	11	2 trunks 9	2017-05-10	-83.1125402	40.31221556
316					9				
318	253	Maple, Sugar	*Acer saccharum*	Good	10		2017-05-10	-83.11258408	40.31216376
319	254	Oak, Pin	*Quercus palustris*	Good	15		2017-05-10	-83.11261714	40.31212219
320	255	Maple, Sugar	*Acer saccharum*	Good	9		2017-05-10	-83.11256844	40.31212206
321	256	Maple, Sugar	*Acer saccharum*	Good	7		2017-05-10	-83.11261576	40.31208345
322	257	Oak, Black	*Quercus velutina*	Good	6		2017-05-10	-83.11261416	40.31205559
323	258	Maple, Sugar	*Acer saccharum*	Good	8		2017-05-10	-83.11263686	40.31203974
324	259	Oak, Pin	*Quercus palustris*	Good	10		2017-05-10	-83.11267011	40.31208389
325	260	Maple, Sugar	*Acer saccharum*	Good	9		2017-05-10	-83.11257564	40.31211662
326	261	Maple, Sugar	*Acer saccharum*	Fair	13		2017-05-10	-83.11281239	40.3121915
327	262	Cherry, Black	*Prunus serotina*	Fair	8		2017-05-10	-83.11289119	40.31224581
328	263	Elm, American	*Ulmus americana*	Fair	10		2017-05-10	-83.1129122	40.31225718
329	264	Bradford Pear	*Pyrus calleryana*	Fair	6		2017-05-10	-83.11315872	40.31239694
330	265	Maple, Sugar	*Acer saccharum*	Good	40		2017-05-10	-83.11293541	40.31338831
331	266	Maple, Sugar	*Acer saccharum*	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	*Populus deltoides*	Fair	7		2017-05-10	-83.11255193	40.31370282
333	268	Maple, Sugar	*Acer saccharum*	Fair	11		2017-05-10	-83.11272897	40.31351466
334	269	Hackberry	*Celtis occidentalis*	Fair	9		2017-05-10	-83.11278708	40.31352069
335	270	Maple, Sugar	*Acer saccharum*	Good	52		2017-05-10	-83.1128059	40.3133509
336	271	Hackberry	*Celtis occidentalis*	Fair	12		2017-05-10	-83.11266406	40.31317681
338	272	Hackberry	*Celtis occidentalis*	Fair	6		2017-05-10	-83.11267376	40.31318044
340	273	Hackberry	*Celtis occidentalis*	Fair	14		2017-05-10	-83.11267145	40.31317816
341	274	Bradford Pear	*Pyrus calleryana*	Fair	7		2017-05-10	-83.112802	40.31297763
342	275	Hackberry	*Celtis occidentalis*	Fair	19	2 trunks 12	2017-05-10	-83.11264733	40.31282128
343					12				
344	276	Cherry, Black	*Prunus serotina*	Fair	8		2017-05-10	-83.11265058	40.31280571
345	277	Cherry, Black	*Prunus serotina*	Fair	8		2017-05-10	-83.11264739	40.31275693
346	278	Locust, Black	*Robinia pseudoacacia*	Fair	8	2 trunks 7	2017-05-10	-83.11256414	40.31272902
347					7				
348	279	Locust, Black	*Robinia pseudoacacia*	Good	11		2017-05-10	-83.11254494	40.31268745
349	280	Locust, Black	*Robinia pseudoacacia*	Good	8		2017-05-10	-83.1125452	40.31267245
350	281	Hackberry	*Celtis occidentalis*	Fair	18		2017-05-10	-83.11232349	40.31403265
351	282	Elm, American	*Ulmus americana*	Fair	12		2017-05-10	-83.11233111	40.3140158
352	283	Hackberry	*Celtis occidentalis*	Fair	6		2017-05-10	-83.11235764	40.31379688
353	284	Hackberry	*Celtis occidentalis*	Fair	8		2017-05-10	-83.11234803	40.31377562
354	285	Maple, Sugar	*Acer saccharum*	Fair	6		2017-05-10	-83.11234567	40.31377648
355	286	Hackberry	*Celtis occidentalis*	Fair	11		2017-05-10	-83.11235359	40.31372668
356	287	Hackberry	*Celtis occidentalis*	Fair	7		2017-05-10	-83.11235568	40.31373763
359	288	Elm, American	*Ulmus americana*	Fair	11		2017-05-10	-83.11236505	40.31372983
360	289	Bradford Pear	*Pyrus calleryana*	Fair	7	2 trunks 7	2017-05-10	-83.11251319	40.31404557
361					7				
362	290	Mulberry, Red	*Morus rubra*	Fair	6		2017-05-10	-83.11298315	40.31414693
364	291	Maple, Sugar	*Acer saccharum*	Fair	9	2 trunks 8	2017-05-10	-83.11316724	40.31397023
365					8				
366	292	Maple, Sugar	*Acer saccharum*	Good	8		2017-05-10	-83.11323555	40.3138516
367	293	Ash, White	*Fraxinus americana*	Fair	9	2 trunks 9	2017-05-10	-83.11276336	40.31453986
368					9				
369	294	Ash, White	*Fraxinus americana*	Fair	8		2017-05-10	-83.11283093	40.31476783
370	295	Maple, Silver	*Acer saccharinum*	Fair	8	2 trunks 7	2017-05-10	-83.11286835	40.31476867
371					7				
372	296	Hawthorn	*Crataegus crus-galli*	Fair	6		2017-05-10	-83.11261511	40.31456094
373	297	Cottonwood, Eastern	*Populus deltoides*	Fair	16		2017-05-10	-83.11261165	40.31475991
374	298	Boxelder	*Acer negundo*	Fair	6		2017-05-10	-83.11301199	40.3149802
375	299	Hackberry	*Celtis occidentalis*	Fair	6		2017-05-10	-83.11291357	40.31497309
376	300	Hackberry	*Celtis occidentalis*	Fair	9		2017-05-10	-83.11273826	40.31544451
377	301	Locust, Honey	*Gleditsia triacanthos*	Fair	6		2017-05-10	-83.11274598	40.31546363
378	302	Oak, Pin	*Quercus palustris*	Fair	6		2017-05-10	-83.11259098	40.31543517
379	303	Oak, Pin	*Quercus palustris*	Fair	6		2017-05-10	-83.11238223	40.31643436
381	304	Cottonwood, Eastern	*Populus deltoides*	Fair	7		2017-05-10	-83.11190099	40.31697738
382	305	Cottonwood, Eastern	*Populus deltoides*	Fair	9		2017-05-10	-83.11184405	40.31697628
383	306	Cottonwood, Eastern	*Populus deltoides*	Fair	6		2017-05-10	-83.11179377	40.3169845
384	307	Cottonwood, Eastern	*Populus deltoides*	Fair	8		2017-05-10	-83.11175108	40.3169487
385	308	Cottonwood, Eastern	*Populus deltoides*	Fair	6		2017-05-10	-83.11170571	40.31696219
386	309	Pine, White	*Pinus strobus*	Fair	8		2017-05-10	-83.11165299	40.31714352
387	310	Pine, White	*Pinus strobus*	Fair	6		2017-05-10	-83.11136832	40.31713369
388	311	Ash, Green	*Fraxinus pennsylvanica*	Fair	6		2017-05-10	-83.11099407	40.31666723
389	312	Locust, Honey	*Gleditsia triacanthos*	Good	6		2017-05-10	-83.11105439	40.31661965
390	313	Hackberry	*Celtis occidentalis*	Good	8		2017-05-10	-83.11110864	40.31643425
391	314	Hackberry	*Celtis occidentalis*	Good	7		2017-05-10	-83.11109975	40.31642866
392	315	Hackberry	*Celtis occidentalis*	Good	11		2017-05-10	-83.11109727	40.31623036
393	316	Willow, Black	*Salix nigra*	Good	8		2017-05-10	-83.11113226	40.31619641
394	317	Mulberry, Red	*Morus rubra*	Fair	8	2 trunks 6	2017-05-10	-83.11119842	40.31618003
395					6				
396	318	Mulberry, Red	*Morus rubra*	Fair	6		2017-05-10	-83.11121982	40.31615674
397	319	Hackberry	*Celtis occidentalis*	Good	6		2017-05-10	-83.11117323	40.3161149
398	320	Cherry, Black	*Prunus serotina*	Good	8		2017-05-10	-83.11119008	40.31606129
399	321	Cherry, Black	*Prunus serotina*	Good	6		2017-05-10	-83.11120291	40.31593953
400	322	Hackberry	*Celtis occidentalis*	Good	9		2017-05-10	-83.11120271	40.31592657
401	323	Hackberry	*Celtis occidentalis*	Fair	10	3 trunks 7, 8	2017-05-10	-83.11121082	40.31584274
402					8				
403					7				
404	324	Hackberry	*Celtis occidentalis*	Good	6		2017-05-10	-83.11118377	40.31578858
405	325	Hackberry	*Celtis occidentalis*	Fair	14	2 trunks 12	2017-05-10	-83.11122855	40.31555619
406					12				
407	326	Hackberry	*Celtis occidentalis*	Good	10		2017-05-10	-83.11124039	40.31539699
408	327	Hackberry	*Celtis occidentalis*	Good	8		2017-05-10	-83.11123648	40.3153851
409	328	Hackberry	*Celtis occidentalis*	Good	8		2017-05-10	-83.11124429	40.31530175
411	329	Hawthorn	*Crataegus crus-galli*	Fair	6	2 trunks 6	2017-05-10	-83.11123561	40.3152299
412					6				
413	330	Cherry, Black	*Prunus serotina*	Good	6		2017-05-10	-83.11125886	40.31514553
414	331	Hackberry	*Celtis occidentalis*	Fair	16	3 trunks 12, 6	2017-05-10	-83.11125474	40.31511804
415					12				
416					6				
417	332	Hawthorn	*Crataegus crus-galli*	Fair	6		2017-05-10	-83.11127089	40.315074
418	333	Hawthorn	*Crataegus crus-galli*	Fair	7		2017-05-10	-83.11125499	40.31507975
420	334	Hawthorn	*Crataegus crus-galli*	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	*Crataegus crus-galli*	Fair	6	2 trunks 6	2017-05-10	-83.1112496	40.31495599
423					6				
424	336	Hawthorn	*Crataegus crus-galli*	Fair	6		2017-05-10	-83.11127496	40.31494922
427	337	Hawthorn	*Crataegus crus-galli*	Fair	6		2017-05-10	-83.11126359	40.31493915
428	338	Cherry, Black	*Prunus serotina*	Good	7		2017-05-10	-83.11131388	40.31482728
429	339	Hawthorn	*Crataegus crus-galli*	Fair	6		2017-05-10	-83.11128543	40.31475826
430	340	Hawthorn	*Crataegus crus-galli*	Fair	6		2017-05-10	-83.11129359	40.31465888
432	341	Hackberry	*Celtis occidentalis*	Good	8		2017-05-10	-83.1112927	40.3146102
433	342	Hackberry	*Celtis occidentalis*	Good	16		2017-05-10	-83.11130399	40.31456476
434	343	Osage-Orange	*Maclura pomifera*	Good	18		2017-05-10	-83.11128933	40.31429886
435	344	Hackberry	*Celtis occidentalis*	Good	7		2017-05-10	-83.11128928	40.31424091
436	345	Hackberry	*Celtis occidentalis*	Good	9		2017-05-10	-83.1112862	40.31423832
437	346	Hackberry	*Celtis occidentalis*	Good	6		2017-05-10	-83.11126071	40.3142266
438	347	Cherry, Black	*Prunus serotina*	Good	8		2017-05-10	-83.11123396	40.31422211
439	348	Osage-Orange	*Maclura pomifera*	Good	9		2017-05-10	-83.11113888	40.31419719
441	349	Hackberry	*Celtis occidentalis*	Good	7		2017-05-10	-83.11106167	40.31416092
442	350	Cherry, Black	*Prunus serotina*	Good	10		2017-05-10	-83.11105236	40.31415894
443	351	Bradford Pear	*Pyrus calleryana*	Fair	6		2017-05-10	-83.11150087	40.3142658
444	352	Bradford Pear	*Pyrus calleryana*	Fair	6		2017-05-10	-83.1118796	40.31418023
445	353	Bradford Pear	*Pyrus calleryana*	Fair	6		2017-05-10	-83.1120871	40.31421096
446	354	Maple, Silver	*Acer saccharinum*	Fair	7	2 trunks 6	2017-05-10	-83.11221329	40.31418248
447					6				
448	355	Maple, Silver	*Acer saccharinum*	Fair	7		2017-05-10	-83.11219212	40.31405331
449	356	Hackberry	*Celtis occidentalis*	Fair	7		2017-05-10	-83.11229168	40.31431344
454	357	Hackberry	*Celtis occidentalis*	Fair	7	2 trunks 6	2017-05-10	-83.11228881	40.31431643
455					6				
457	358	Hackberry	*Celtis occidentalis*	Fair	7		2017-05-10	-83.11273593	40.3140525
462	359	Oak, Pin	*Quercus palustris*	Good	8		2017-05-10	-83.11295155	40.3138851
463	360	Oak, Pin	*Quercus palustris*	Good	7		2017-05-10	-83.11297041	40.31386632
464	361	Hackberry	*Celtis occidentalis*	Fair	11	2 trunks 8	2017-05-10	-83.11291814	40.31377848
465					8				
466	362	Hackberry	*Celtis occidentalis*	Fair	8	2 trunks 6	2017-05-10	-83.11294337	40.31375082
467					6				
469	363	Maple, Sugar	*Acer saccharum*	Good	34		2017-05-10	-83.11301801	40.31364983
470	364	Cottonwood, Eastern	*Populus deltoides*	Good	34		2017-05-10	-83.11306379	40.31359393
471	365	Elm, American	*Ulmus americana*	Fair	9	2 trunks 6	2017-05-10	-83.11309248	40.31355255
472					6				
473	366	Hackberry	*Celtis occidentalis*	Good	6		2017-05-10	-83.11310202	40.31354546
474	367	Cherry, Black	*Prunus serotina*	Good	7		2017-05-10	-83.11309129	40.31353187
477	368	Maple, Sugar	*Acer saccharum*	Good	8		2017-05-10	-83.1131254	40.3135017
478	369	Maple, Sugar	*Acer saccharum*	Good	6		2017-05-10	-83.11313334	40.31348531
480	370	Maple, Sugar	*Acer saccharum*	Good	9		2017-05-10	-83.11323901	40.31352326
481	371	Cherry, Black	*Prunus serotina*	Good	11		2017-05-10	-83.11327476	40.31355857
482	372	Maple, Sugar	*Acer saccharum*	Good	10		2017-05-10	-83.11328818	40.31353899
483	373	Maple, Sugar	*Acer saccharum*	Good	6		2017-05-10	-83.11327584	40.31349446
484	374	Maple, Sugar	*Acer saccharum*	Good	10		2017-05-10	-83.11333463	40.31345975
485	375	Cherry, Black	*Prunus serotina*	Good	7		2017-05-10	-83.11332517	40.31341295
486	376	Cherry, Black	*Prunus serotina*	Good	6		2017-05-10	-83.11332961	40.31323006
487	377	Elm, American	*Ulmus americana*	Good	7		2017-05-10	-83.11337213	40.31313753
488	378	Maple, Sugar	*Acer saccharum*	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
STREET VIEW

BURR OAK COMMONS
FINAL DEVELOPMENT PLAN SUBMITTAL
NOVEMBER 06, 2017

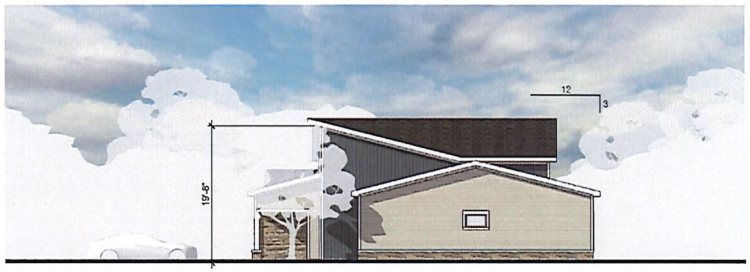
Treplus Communities

archall
ARCHITECTURAL ALLIANCE

01 A **FRONT ELEVATION**
1/8" = 1'-0" *BUILDING TYPE 01*

01 B **REAR ELEVATION**
1/8" = 1'-0" *BUILDING TYPE 01*

01 C **SIDE ELEVATION**
1/8" = 1'-0" *BUILDING TYPE 01*



01 D **SIDE ELEVATION**
1/8" = 1'-0" *BUILDING TYPE 01*

EXTERIOR MATERIAL PALETTE

ROOFING SHINGLE
30-YEAR DIMENSIONAL SHINGLE
COLOR: WEATHERED WOOD

STONE BASE
SYNTHETIC STONE VENEER
LEDGE STONE // TAN //
GROUTED JOINT *(NOT DRYSTACK)*

PREMIUM VINYL SIDING
0.44" THICK CLAPBOARD PREMIUM SIDING
COLOR: MONTEREY SAND
HORIZONTAL

PREMIUM VINYL SIDING
3.50" TRIM
COLOR: GLACIER WHITE

**ALL WINDOWS AND DOOR OPENINGS, CORNERS, EAVE AND BASE CONDITIONS.*

PREMIUM VINYL SIDING
0.50" THICK BOARD & BATTEN PREMIUM SIDING
COLOR: CANYON DRIFT
VERTICAL

PREMIUM VINYL SIDING
0.50" THICK BOARD & BATTEN PREMIUM SIDING
COLOR: CHARCOAL SMOKE
VERTICAL

PREMIUM VINYL SIDING
LOUVERED GABLE VENT
COLOR: GLACIER WHITE

**LOCATED @ CLERESTORY OPENINGS*

GUTTERS / DOWNSPOUTS
SEAMLESS ALUMINUM, K-PROFILE
COLOR: WHITE

**ALL DOWNSPOUTS INCORPORATE SPLASH BLOCKS.*

think. create. *do.*

02 A **FRONT ELEVATION**
1/8" = 1'-0" *BUILDING TYPE 02*

02 B **REAR ELEVATION**
1/8" = 1'-0" *BUILDING TYPE 02*

02 C **SIDE ELEVATION**
1/8" = 1'-0" *BUILDING TYPE 02*

02 D **SIDE ELEVATION**
1/8" = 1'-0" *BUILDING TYPE 02*

EXTERIOR MATERIAL PALETTE

ROOFING SHINGLE
30-YEAR DIMENSIONAL SHINGLE
COLOR: WEATHERED WOOD

STONE BASE
SYNTHETIC STONE VENEER
LEDGE STONE // TAN //
GROUTED JOINT *(NOT DRYSTACK)*

PREMIUM VINYL SIDING
0.44" THICK CLAPBOARD PREMIUM SIDING
COLOR: MONTEREY SAND
HORIZONTAL

PREMIUM VINYL SIDING
3.50" TRIM
COLOR: GLACIER WHITE

**ALL WINDOWS AND DOOR OPENINGS, CORNERS, EAVE AND BASE CONDITIONS.*

PREMIUM VINYL SIDING
0.50" THICK BOARD & BATTEN PREMIUM SIDING
COLOR: CANYON DRIFT
VERTICAL

PREMIUM VINYL SIDING
0.50" THICK BOARD & BATTEN PREMIUM SIDING
COLOR: CHARCOAL SMOKE
VERTICAL

PREMIUM VINYL SIDING
LOUVERED GABLE VENT
COLOR: GLACIER WHITE

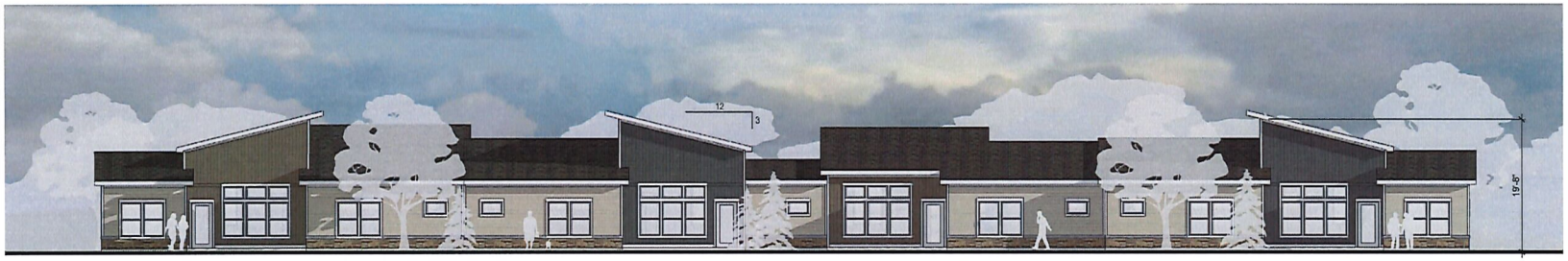
**LOCATED @ CLERESTORY OPENINGS*

GUTTERS / DOWNSPOUTS
SEAMLESS ALUMINUM, K-PROFILE
COLOR: WHITE

**ALL DOWNSPOUTS INCORPORATE SPLASH BLOCKS.*

think. create. *do.*

03 A **FRONT ELEVATION**
1/8" = 1'-0" *BUILDING TYPE 03F*



03 B **REAR ELEVATION**
1/8" = 1'-0" *BUILDING TYPE 03F*

03 C **SIDE ELEVATION**
1/8" = 1'-0" *BUILDING TYPE 03F*

03 D **SIDE ELEVATION**
1/8" = 1'-0" *BUILDING TYPE 03F*

EXTERIOR MATERIAL PALETTE

ROOFING SHINGLE
30-YEAR DIMENSIONAL SHINGLE
COLOR: WEATHERED WOOD

STONE BASE
SYNTHETIC STONE VENEER
LEDGE STONE // TAN //
GROUTED JOINT *(NOT DRYSTACK)*

PREMIUM VINYL SIDING
0.44" THICK CLAPBOARD PREMIUM SIDING
COLOR: MONTEREY SAND
HORIZONTAL

PREMIUM VINYL SIDING
3.50" TRIM
COLOR: GLACIER WHITE

**ALL WINDOWS AND DOOR OPENINGS, CORNERS, EAVE AND BASE CONDITIONS.*

PREMIUM VINYL SIDING
0.50" THICK BOARD & BATTEN PREMIUM SIDING
COLOR: CANYON DRIFT
VERTICAL

PREMIUM VINYL SIDING
0.50" THICK BOARD & BATTEN PREMIUM SIDING
COLOR: CHARCOAL SMOKE
VERTICAL

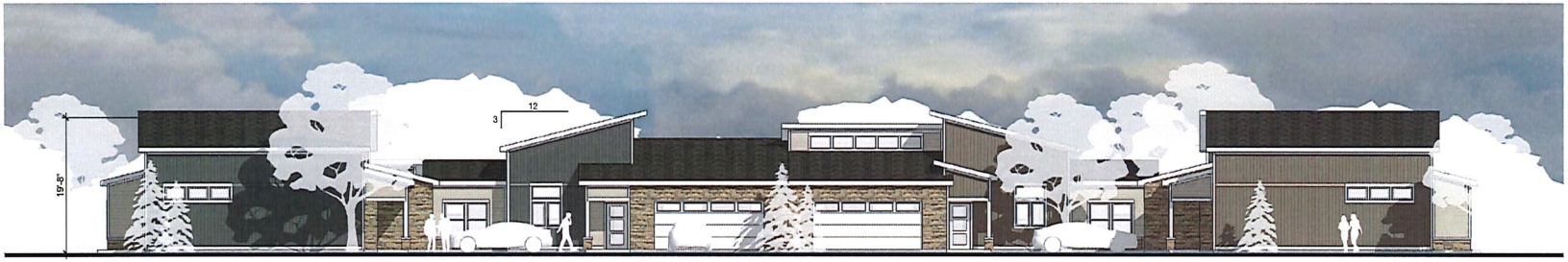
PREMIUM VINYL SIDING
LOUVERED GABLE VENT
COLOR: GLACIER WHITE

**LOCATED @ CLERESTORY OPENINGS*

GUTTERS / DOWNSPOUTS
SEAMLESS ALUMINUM, K-PROFILE
COLOR: WHITE

**ALL DOWNSPOUTS INCORPORATE SPLASH BLOCKS.*

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 DIMENSIONAL SHINGLE
COLOR: WEATHERED WOOD

STONE BASE
SYNTHETIC STONE VENEER
LEDGE STONE // TAN //
GROUTED JOINT *(NOT DRYSTACK)*

PREMIUM VINYL SIDING
0.44" THICK CLAPBOARD PREMIUM SIDING
COLOR: MONTEREY SAND
HORIZONTAL

PREMIUM VINYL SIDING
3.50" TRIM
COLOR: GLACIER WHITE
**ALL WINDOWS AND DOOR OPENINGS, CORNERS, EAVE AND BASE CONDITIONS.*

PREMIUM VINYL SIDING
0.50" THICK BOARD & BATTEN PREMIUM SIDING
COLOR: CANYON DRIFT
VERTICAL

PREMIUM VINYL SIDING
0.50" THICK BOARD & BATTEN PREMIUM SIDING
COLOR: CHARCOAL SMOKE
VERTICAL

PREMIUM VINYL SIDING
LOUVERED GABLE VENT
COLOR: GLACIER WHITE
**LOCATED @ CLERESTORY OPENINGS*

GUTTERS / DOWNSPOUTS
SEAMLESS ALUMINUM, K-PROFILE
COLOR: WHITE
**ALL DOWNSPOUTS INCORPORATE SPLASH BLOCKS.*

think. create. *do.*

05 A.1 **FRONT ELEVATION**
1/8" = 1'-0" *BUILDING TYPE 05F*

05 B **SIDE ELEVATION**
1/8" = 1'-0" *BUILDING TYPE 05F*

05 A.2 **FRONT ELEVATION**
1/8" = 1'-0" *BUILDING TYPE 05F*

05 C.1 **REAR ELEVATION**
1/8" = 1'-0" *BUILDING TYPE 05F*

05 D **SIDE ELEVATION**
1/8" = 1'-0" *BUILDING TYPE 05F*

05 C.2 **REAR ELEVATION**
1/8" = 1'-0" *BUILDING TYPE 05F*

EXTERIOR MATERIAL PALETTE

ROOFING SHINGLE
30-YEAR DIMENSIONAL SHINGLE
COLOR: WEATHERED WOOD

STONE BASE
SYNTHETIC STONE VENEER
LEDGE STONE // TAN //
GROUTED JOINT *(NOT DRYSTACK)*

PREMIUM VINYL SIDING
0.44" THICK CLAPBOARD PREMIUM SIDING
COLOR: MONTEREY SAND
HORIZONTAL

PREMIUM VINYL SIDING
3.50" TRIM
COLOR: GLACIER WHITE
**ALL WINDOWS AND DOOR OPENINGS, CORNERS, EAVE AND BASE CONDITIONS.*

PREMIUM VINYL SIDING
0.50" THICK BOARD & BATTEN PREMIUM SIDING
COLOR: CANYON DRIFT
VERTICAL

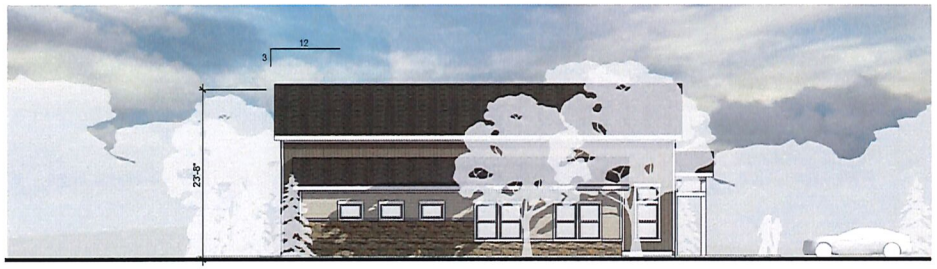
PREMIUM VINYL SIDING
0.50" THICK BOARD & BATTEN PREMIUM SIDING
COLOR: CHARCOAL SMOKE
VERTICAL

PREMIUM VINYL SIDING
LOUVERED GABLE VENT
COLOR: GLACIER WHITE
**LOCATED @ CLERESTORY OPENINGS*

GUTTERS / DOWNSPOUTS
SEAMLESS ALUMINUM, K-PROFILE
COLOR: WHITE
**ALL DOWNSPOUTS INCORPORATE SPLASH BLOCKS.*

CO A **FRONT ELEVATION**
1/8" = 1'-0" *COMMONS*

CO B **REAR ELEVATION**
1/8" = 1'-0" *COMMONS*



CO C **SIDE ELEVATION**
1/8" = 1'-0" *COMMONS*

CO D **SIDE ELEVATION**
1/8" = 1'-0" *COMMONS*

EXTERIOR MATERIAL PALETTE

ROOFING SHINGLE
30-YEAR DIMENSIONAL SHINGLE
COLOR: WEATHERED WOOD

STONE BASE
SYNTHETIC STONE VENEER
LEDGE STONE // TAN //
GROUTED JOINT *(NOT DRYSTACK)*

PREMIUM VINYL SIDING
0.44" THICK CLAPBOARD PREMIUM SIDING
COLOR: MONTEREY SAND
HORIZONTAL

PREMIUM VINYL SIDING
3.50" TRIM
COLOR: GLACIER WHITE

**ALL WINDOWS AND DOOR OPENINGS, CORNERS, EAVE AND BASE CONDITIONS.*

PREMIUM VINYL SIDING
0.50" THICK BOARD & BATTEN PREMIUM SIDING
COLOR: CANYON DRIFT
VERTICAL

PREMIUM VINYL SIDING
0.50" THICK BOARD & BATTEN PREMIUM SIDING
COLOR: CHARCOAL SMOKE
VERTICAL

PREMIUM VINYL SIDING
LOUVERED GABLE VENT
COLOR: GLACIER WHITE

**LOCATED @ CLERESTORY OPENINGS*

GUTTERS / DOWNSPOUTS
SEAMLESS ALUMINUM, K-PROFILE
COLOR: WHITE

**ALL DOWNSPOUTS INCORPORATE SPLASH BLOCKS.*

think. create. *do.*

1 **LAUREL** **UNIT A**

1 BEDROOMS + DEN — **1,241 SF**

1.5 BATHROOMS

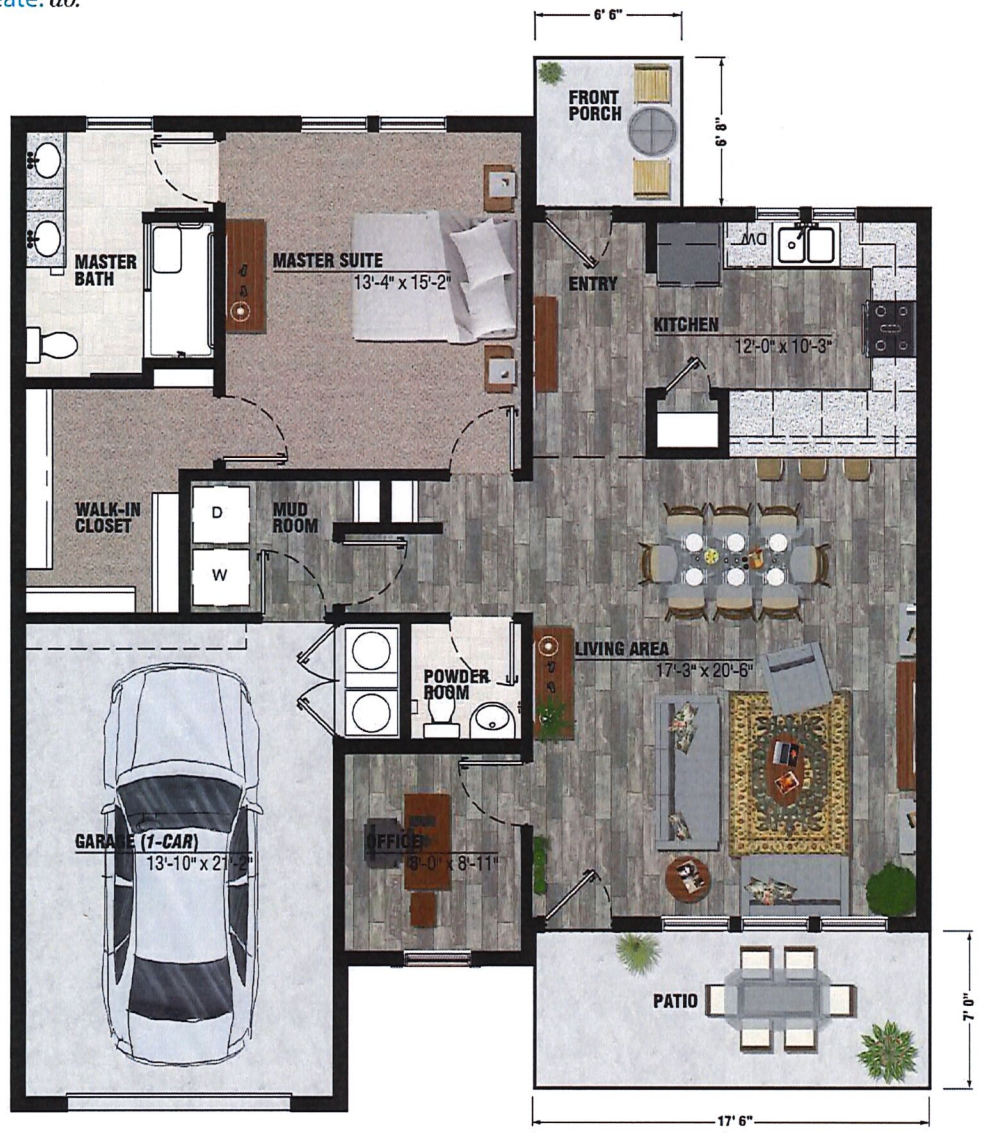
BURR OAK COMMONS

FINAL DEVELOPMENT PLAN SUBMITTAL

NOVEMBER 06, 2017

Treplus Communities

archall ARCHITECTURAL ALLIANCE



1 **ASTER** **UNIT B**

1 BEDROOMS + DEN — **1,213 SF**

1.5 BATHROOMS

think. create. *do.*

2

BAYBERRY — UNIT C

2 BEDROOMS
2.5 BATHROOMS
1,462 SF

think. create. *do.*

2 **SAGE** **UNIT D**

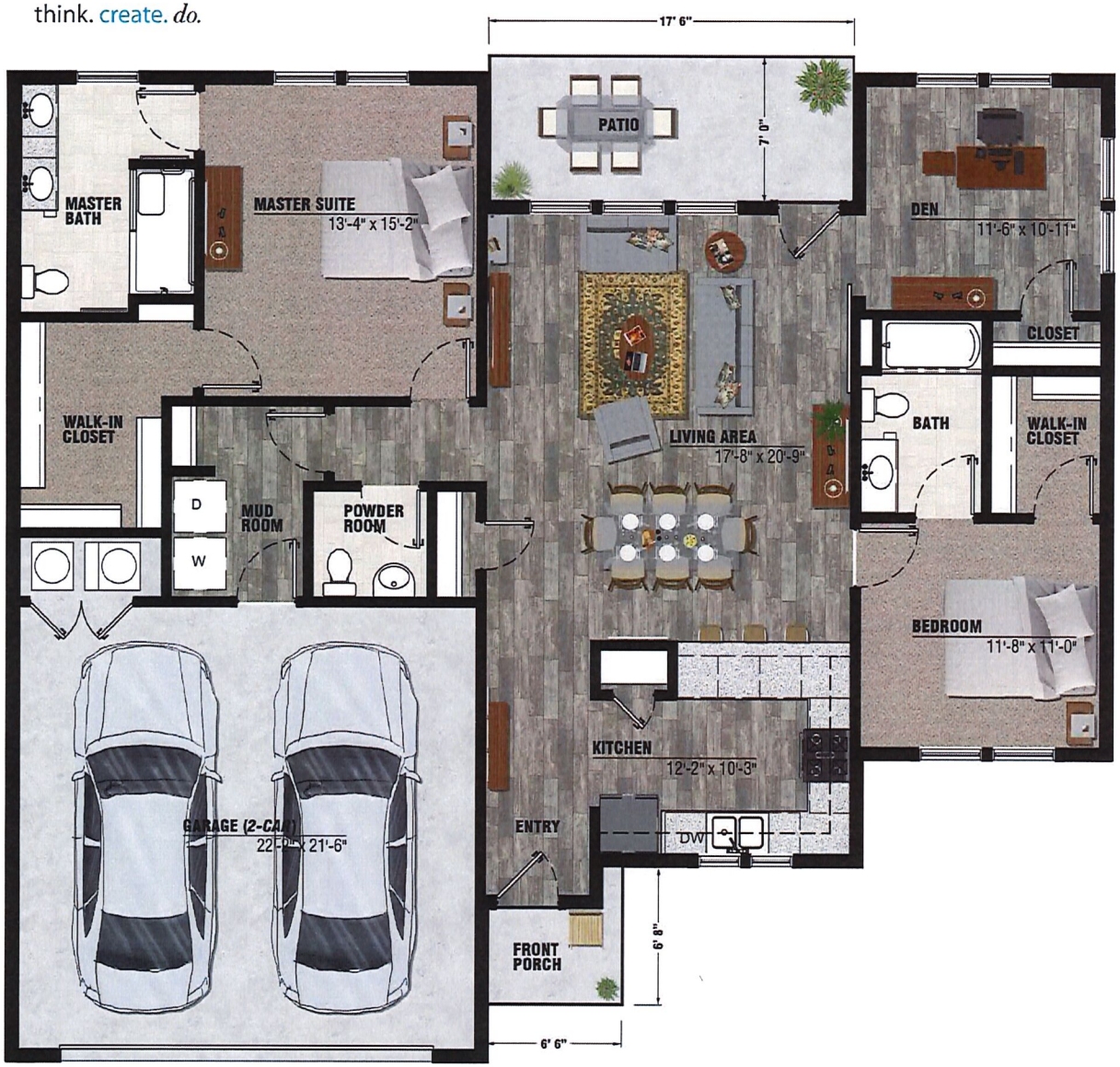
2 BEDROOMS
2.5 BATHROOMS
1,461 SF

BURR OAK COMMONS
FINAL DEVELOPMENT PLAN SUBMITTAL
NOVEMBER 06, 2017

Treplus Communities

archall ARCHITECTURAL ALLIANCE

think. create. *do.*



2+

LARKSPUR — UNIT E

2 BEDROOMS + DEN
2.5 BATHROOMS
1,589 SF

BURR OAK COMMONS
FINAL DEVELOPMENT PLAN SUBMITTAL
NOVEMBER 06, 2017

Treplus Communities | archall ARCHITECTURAL ALLIANCE

think. create. *do.*

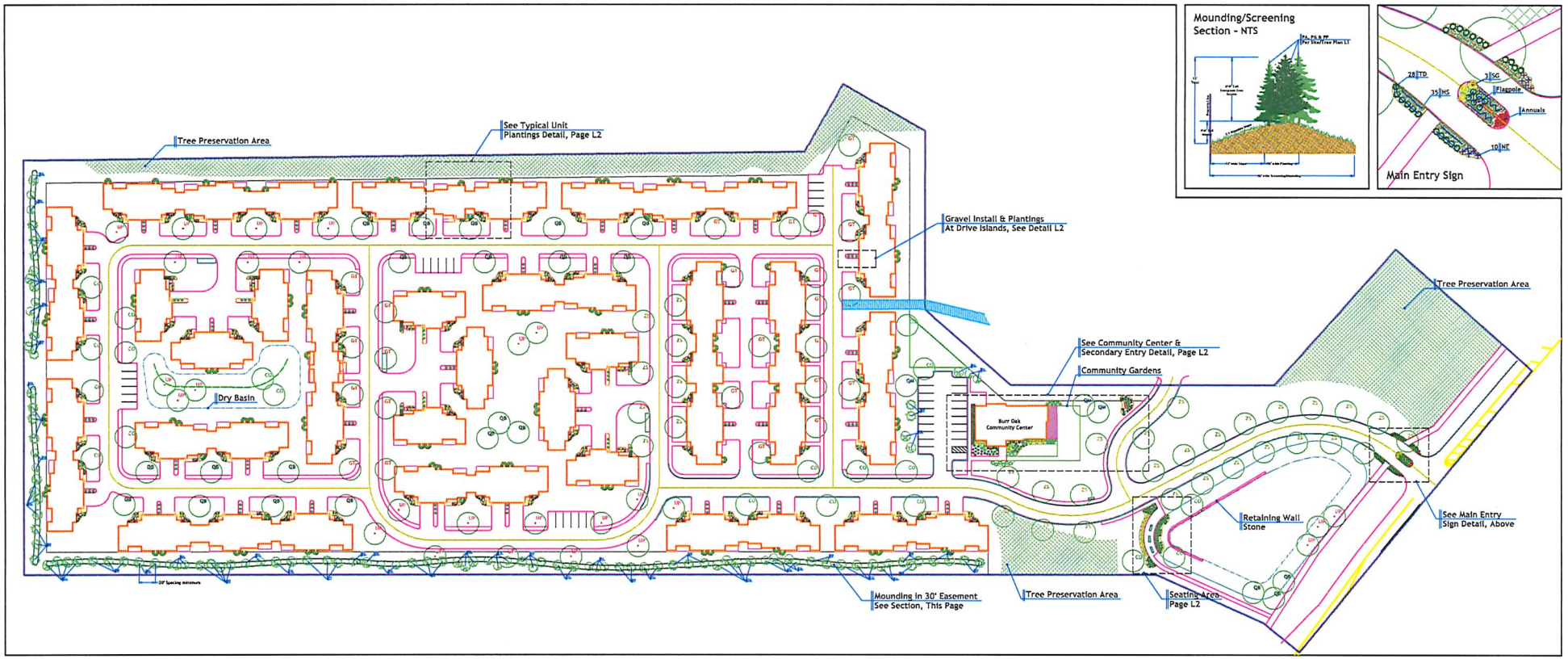
2+ **VERBENA** **UNIT F**

2 BEDROOMS + DEN
2.5 BATHROOMS

1,589 SF

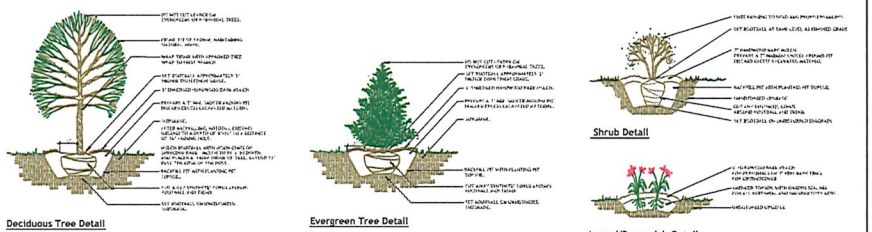
BURR OAK COMMONS
FINAL DEVELOPMENT PLAN SUBMITTAL
NOVEMBER 06, 2017

Treplus Communities | archall ARCHITECTURAL ALLIANCE



Notes

1. Contractor shall be responsible for making themselves familiar with all underground utilities, pipes and structures.
   Contractor shall take sole responsibility for any costincurred due to damage of said utilities.
   Contractor shall not willfully proceed with construction as designed when it is obvious that unknown obstructions and/or grade differences exist that may not have been known during design.
   Such conditions shall be immediately brought to the attention of the authorized owner's representative.
   The contractor shall assume full responsibility for all necessary revision due to failure to give such notification.
   Contractor shall be responsible for any coordination with subcontractors as required to accomplish planting operations.
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 3" of organic blend soil (Jones Mix) and incorporated into the top 12" of existing soil by means of roto-tilling.
5. All planting beds are to be mulched with shredded hardwood mulch to a depth of 3".
6. All plant material shall match specifications per species and shall comply with ANSI Z60.1 "Standards for Nursery Stock".
7. Trees, shrubs and perennials shall be installed as per details noted on landscape sheet L-1.
   Excavate hole for tree plantings two times the width of the root ball.
   Contractor shall field stake and coordinate all tree locations with City of Delaware Planning Department.
8. All areas noted to be seeded will be fine graded and hydro seeded. Type of seed to turf type fescue. Seed to be applied at a rate of 4 lbs. per 1,000 sq. ft.
9. Plant material quantities are listed for the benefit of the contractor but should not always assumed to be correct. In the event of a discrepancy the plan will take precedence over the materials list.
10. Site benches are manufactured by The Park and Facilities Catalog. Palisades single contour redwood bench. 59 ½" length. In-Ground Mount. All metal powder coated painted black. No Armrest. 7 total benches to be used on site.



Plant Materials List

Symbol	Quantity	Botanical/Common Name	Size	Condition	Remarks
Trees					
CO	20	Celtis occidentalis 'Prairie Pride' Prairie Pride Hackberry	1 ½" cal.	B&B	Well Branched/ Well Hatched
GT	24	Gleditsia triacanthos inermis var. Skyline Skyline Honeylocust	1 ½" cal.	B&B	Well Branched/ Well Hatched
QB	22	Quercus bicolor Swamp White Oak	1 ½" cal.	B&B	Well Branched/ Well Hatched
UP	26	Ulmus parvifolia Lacebark Elm	1 ½" cal.	B&B	Well Branched/ Well Hatched
ZS	33	Zelkova serrata 'Green Vase' Green Vase Zelkova	3" cal.	B&B	Well Branched/
QM	3	Quercus macrocarpa Burr Oak	3.5" cal.	B&B	Well Branched/ Well Hatched
Evergreen Trees					
PA	30	Picea abies Norway Maple	6-7' Ht.	B&B	Well Hatched
PG	37	Picea glauca White Spruce	6-7' Ht.	B&B	Well Hatched
PP	42	Picea pungens Colorado Blue Spruce	6-7' Ht.	B&B	Well Hatched
Shrubs					
BX	78	Buxus sp. 'Green Gem' Green Gem Boxwood	15-18" Ht.	Container	Well Hatched
JH	9	Juniperus hor. plumosa 'Youngstown' Youngstown Andorra Juniper	#5	Container	Well Hatched
SG	117	Spirea x Goldmound Goldmound Spirea	#3	Container	Well Hatched
SM	71	Syringa meyeri 'Palibin' Dwarf Korean Lilac	#5	Container	Well Hatched
TD	260	Taxus media 'densiformis' Dense Yew	#5	Container	Well Hatched
VB	26	Viburnum x carlcephalum Fragrant Viburnum	24-30" Ht.	B&B	Well Hatched
Perennials					
HS	404	Hemerocallis sp. 'Happy Returns' Happy Returns Daylily	#1	Container	Plant 30" o.c.
NE	19	Nepeta x faassenii 'Walker's Glow' Walkers Glow Nepeta	#1	Container	Plant 36" o.c.
Perennial Grasses					
MS	422	Miscanthus sp. Maiden Grass	#2	Container	Plant 36" o.c.

This design is property of EMI all rights reserved ©

North

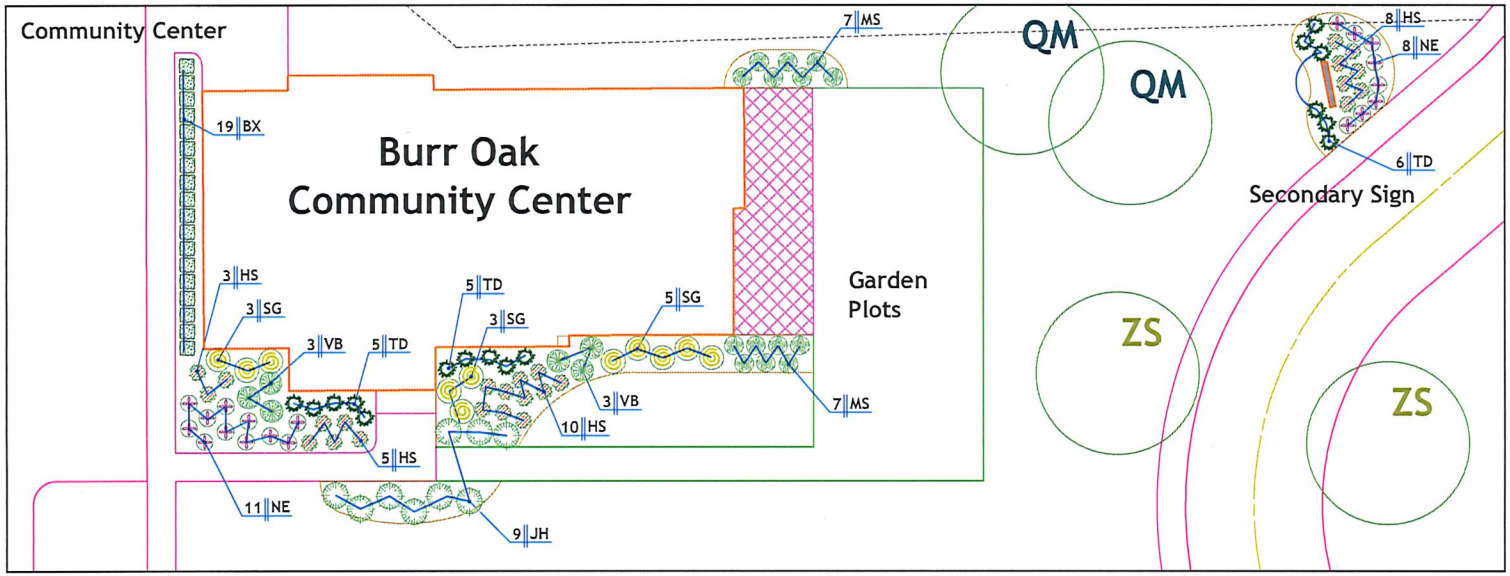
Designed By: Dennis Karem	Date: 2017 11 07 0809
Drafted By: EMN	Scale: 1"=60' on 24x36
EMI Contact: Dennis Karem	Drawing Number: L1

Burr Oak
Site/ Tree Plan

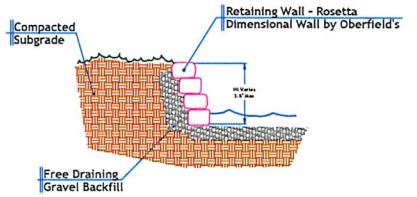
EMI Environmental Management, Inc.
P.O. BOX 175
DUBLIN, OHIO 43017-0175
(614)876-9988

landscape industry certified technician

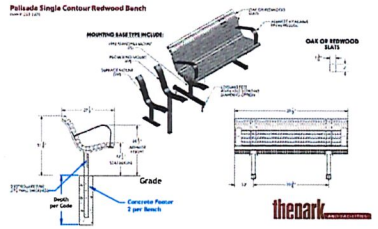
Community Center



Rosetta Stone Wall at Retention Pond Section

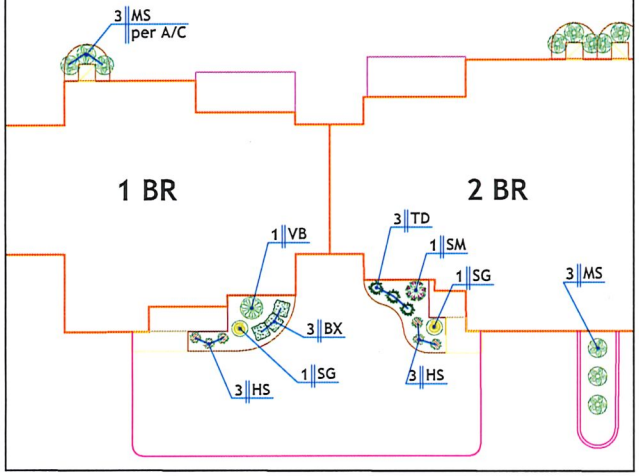


Bench Details - NTS

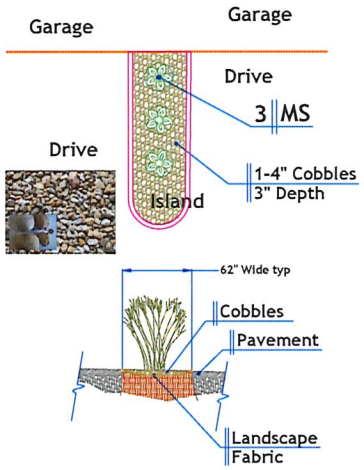


Unit Plantings

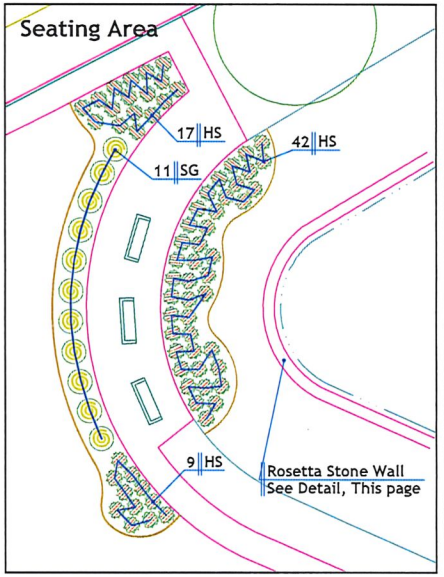
Layout varies slightly, quantity is same per unit



Gravel & Plantings at Driveway Islands - NTS



Seating Area



This design is property of EMI all rights reserved ©

North

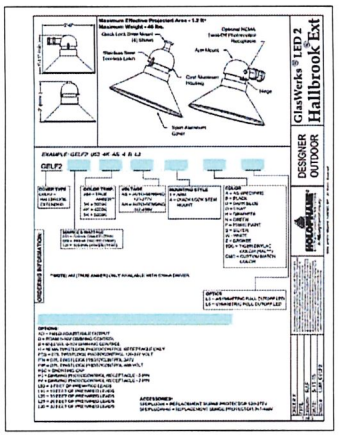
Designed By: Dennis Karem	Date: 2017 11 07 0855
Drafted By: EMN	Scale: 1"=10' on 24x36
EMI Contact: Dennis Karem	Drawing Number: L2

Burr Oak
Community Center, Signage & Units
Planting Details

EMI Environmental Management, Inc.
P.O. BOX 175
DUBLIN, OHIO 43017-0175
(614)876-9988

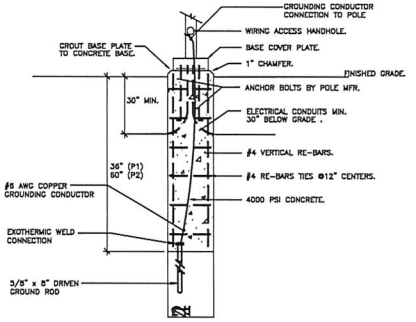
landscape industry certified technician

Note: For Plant List reference, Planting Notes & General Notes See Sheet L1

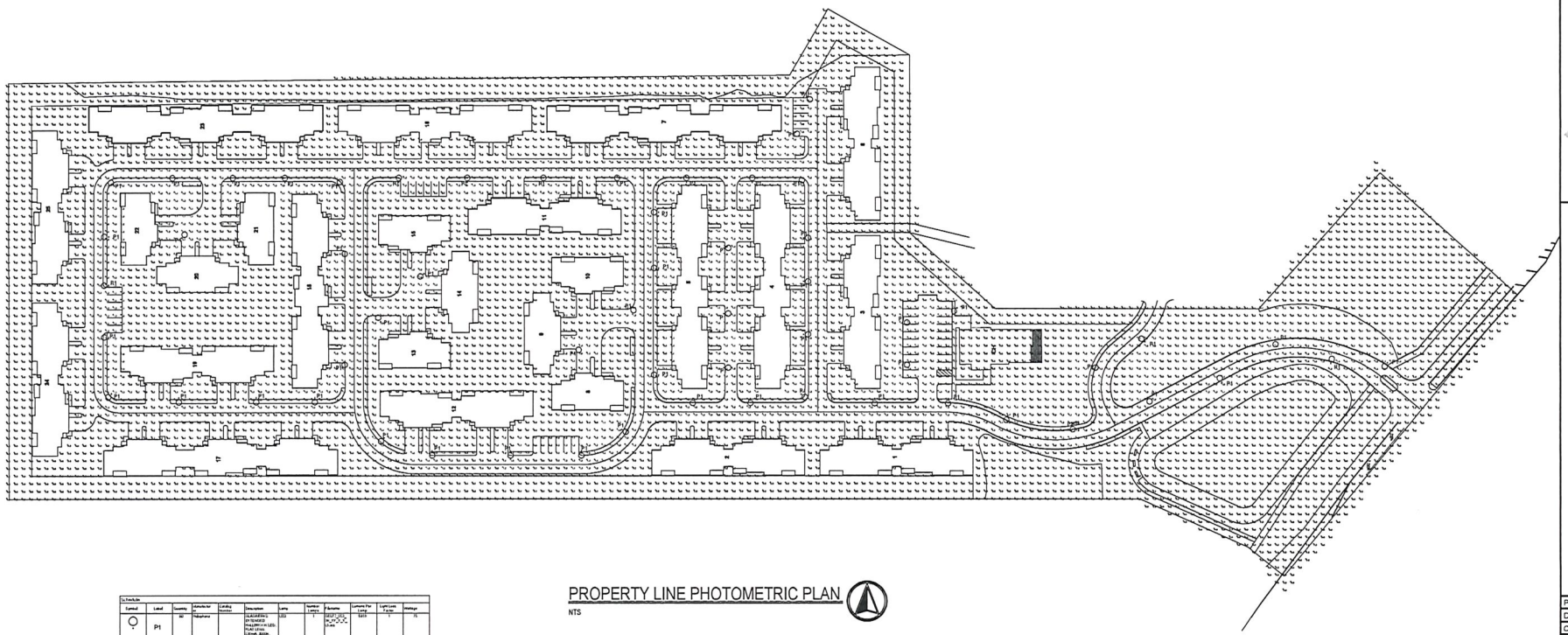


P1 LIGHT FIXTURE

P1 LIGHT FIXTURE ON POLE
(16' MOUNTING HEIGHT)



POLE BASE
NTS



Symbol	Label	Quantity	Manufacturer	Catalog Number	Description	Lamp	Number Lamps	Lumens Per Lamp	Light Loss Factor	Wattage
○	P1	42	Hallbrook		GLASWERKS DESIGNER OUTDOOR LED, FLAT LENS, 20mA, 350mA, 3100 K	LED	1	4027_LDC_NW_350mA	0.85	70

PROPERTY LINE PHOTOMETRIC PLAN
NTS

STATE OF OHIO
JAMES A. KNOCHEL
70712
REGISTERED PROFESSIONAL ENGINEER

DATE	REVISION

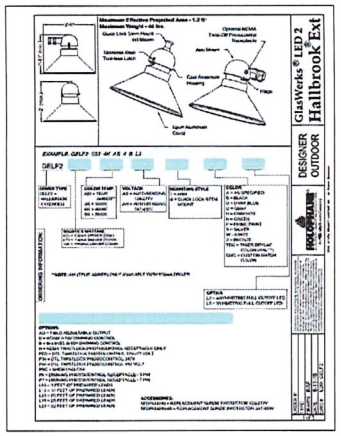
1 Point One Design, Ltd.
Consulting Engineers
9931 York Theta Drive North Royalton, Ohio 44133
440-230-1800 Fax 440-230-1831
steve@pointonedesign.com
2600 Corporate Exchange Dr., Suite 270 Columbus, Ohio 43231
614-540-3500 Fax 614-540-3502
columbus@pointonedesign.com

PROPERTY LINE PHOTOMETRIC PLAN

TREPLUS COMMUNITIES
BURR OAK
DELAWARE, OHIO

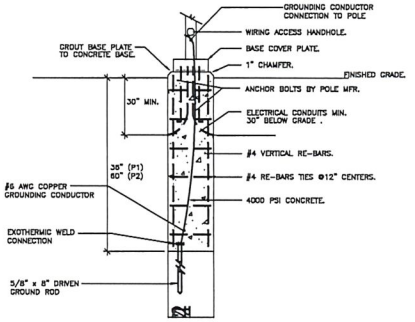
PROJECT NO.	17344
DRAWN BY:	EDU
CHECKED BY:	JAK
SCALE:	
DATE:	6/5/2017

Sheet No.
PM.02

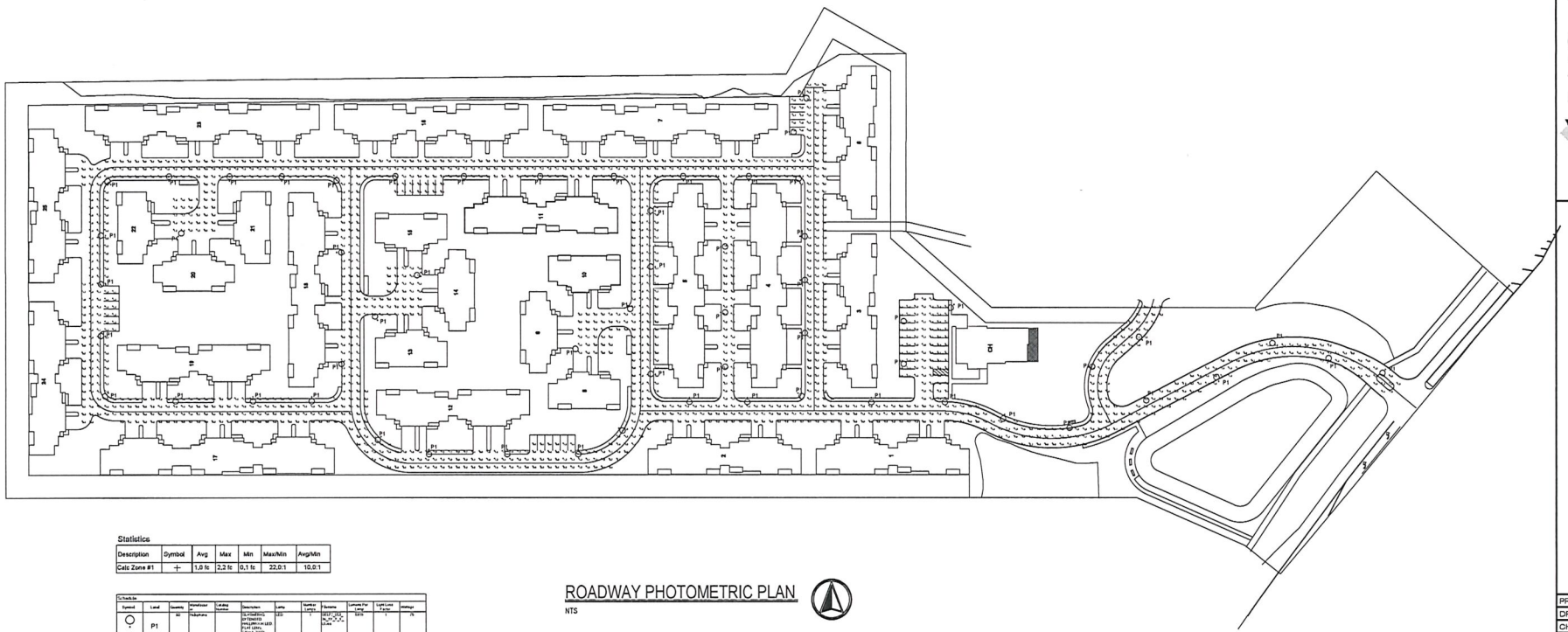


P1 LIGHT FIXTURE

P1 LIGHT FIXTURE ON POLE
(16' MOUNTING HEIGHT)



POLE BASE
NTS



Statistics

Description	Symbol	Avg	Max	Min	Max/Min	Avg/Min
Calc Zone #1	+	1.0 fc	2.2 fc	0.1 fc	22.0:1	10.0:1

Schedule											
Symbol	Label	Quantity	Manufacturer	Catalog Number	Description	Lamp	Number of Lamps	Lamp Lumens	Lumens Per Lamp	Light Loss Factor	Wattage
○	P1	30	Philips		GLATWORKS LED GEN2 HALLBROOK LED FLAT LENS, 12ft6in 3000k, TYPE 5	LED	1	GEN2_LED_ HLH_FLAT_ 3000K	5915	1	76

ROADWAY PHOTOMETRIC PLAN
NTS

1 Point One Design, Ltd.
Consulting Engineers
9241 York Theta Drive, North Royalton, Ohio 44133
440-230-1800 Fax 440-230-1831
cleveland@pointonedesign.com
2800 Corporate Exchange Dr., Suite 270 Columbus, Ohio 43231
614-540-3500 Fax 614-540-3502
columbus@pointonedesign.com

REVISION | DATE

ROADWAY PHOTOMETRIC PLAN

TREPLUS COMMUNITIES
BURR OAK
DELAWARE, OHIO

PROJECT NO. 17344
DRAWN BY: EDU
CHECKED BY: JAK
SCALE:
DATE: 6/5/2017
Sheet No.
PM.01

Treplus Communities

A hip*, new rental housing experience for the young at heart

*smart and sophisticated

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.

The Opportunity

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).

EST 1808
CITY OF
DELAWARE
OHIO

FACT SHEET

AGENDA ITEM NO: 17 | DATE: 12/21/2017

ORDINANCE NO: 17-85 | RESOLUTION NO:

READING: FIRST | PUBLIC HEARING: NO

TO: Mayor and Members of City Council

FROM: R. Thomas Homan, City Manager

VIA: Dean Stelzer, Finance Director

TITLE OF PROPOSED ORDINANCE/RESOLUTION:
AN ORDINANCE SUPPLEMENTING THE 2017 APPROPRIATIONS ORDINANCE, AND DECLARING AN EMERGENCY.

BACKGROUND:

REASON WHY LEGISLATION IS NEEDED:

COMMITTEE RECOMMENDATION:

FISCAL IMPACT(S):

POLICY CHANGES:

PRESENTER(S):
Dean Stelzer, Finance Director

RECOMMENDATION:

ATTACHMENT(S)
See attached memo

ORDINANCE NO. 17-85

AN ORDINANCE SUPPLEMENTING THE 2017 APPROPRIATIONS ORDINANCE AND DECLARING AN EMERGENCY

WHEREAS, it is necessary to amend the 2017 Annual Appropriations Ordinance to provide for the purchase of items or services through the end of fiscal year 2017

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

SECTION 1. That there is hereby appropriated from the unencumbered balance of the General Fund $85,000 to the following account:

Income Tax Refunds (101-0031-5601)	$	85,000

SECTION 2. That there is hereby appropriated from the unencumbered balance of the Street Maintenance and Repair Fund $10,000 to:

SMR Traffic – Operating Supply (200-2030-5330)	$	10,000

SECTION 3. That there is hereby appropriated from the unencumbered balance of the Parks and Recreation Fund $3,650 to:

Urban Forestry – Wages (210-2115-5100)	$	3,650

SECTION 4. That there is hereby appropriated from the unencumbered balance of the Municipal Court Fund $51,000 to:

Court Admin - Wages (240-2410-5100)	$	51,000

SECTION 5. That there is hereby appropriated from the unencumbered balance of the General Bond Retirement Fund $200,000 to:

Principal Payment (300-3000-5801)	$	200,000

SECTION 6. That there is hereby appropriated from the unencumbered balance of the Water Fund $26,000 to:

Water Admin - Wages (530-5310-5100)	$	14,000
Water Admin – Refunds (530-5310-5601)	$	12,000

SECTION 7. That there is hereby appropriated from the unencumbered balance of the Refuse Fund $30,000 to:

Admin – Building Imp (550-5510-5550)	$	30,000

SECTION 8. That there is hereby appropriated from the unencumbered balance of the Self Insurance Trust Fund $750,000 to:

Stop Loss Ins. (610-6101-5281)	$	23,000
Medical Claims (610-6101-5285)	$	591,000
Prescriptions (610-6101-5287)	$	136,000

SECTION 9. That there is hereby appropriated from the unencumbered balance of the Park Donation Fund $19,000 to:

Tree Purchases (702-7020-5506)	$ 19,000

SECTION 10. 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 11. 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 for the further reason that such action is necessary to provide for purchases through the end of the fiscal year being December 31, 2017, and as such will be in full force and effect immediately upon its passage.

VOTE ON RULE SUSPENSION: Yeas ____ Nays ____

VOTE ON EMERGENCY CLAUSE: Yeas ____ Nays ____

PASSED: _____, 2017 Yeas ____ Nays ____

ATTEST: _____
City Clerk

_____
Mayor

EST 1808
CITY OF
DELAWARE
OHIO

MEMORANDUM

TO: City Council
FROM: Dean Stelzer, Finance Director
DATE: December 19, 2017
RE: Year End Supplemental Ordinance

Final 2017 supplemental appropriations are being requested as follows:

General Fund

Income Tax Refunds ($85,000) – Tax refunds issued for 2017 were higher than anticipated.

Street Maintenance and Repair ($10,000) – Traffic Division operating supplies exceeded the original appropriation as the City advanced the installation of a Rectangular Rapid Flashing Beacon (RRFB) at London Road and Washington as part of the school's Safe Route To School (SRTS) program. This amount will be reimbursed to the City by the City Schools.

Parks and Recreation ($3,650) – The budgeted wage amount for the City's Urban Forester was under estimated for 2017.

Municipal Court Fund ($51,000) – Court administration wages exceeded the appropriated amount. The following is a copy of an email provided by the Court in August of this year:
"Good morning Dean. I/we just found out last week that Sheryl Titus intends to retire on November 30th. Could you please calculate the amount of personal, vacation, and sick (1 hour of pay for every 3 hours unused) payouts she will be entitled to? Unfortunately, we did not know of her retirement plans last year, and did not include this additional expense in this year's budget.

Also, the court recently hired Ron Kuszmaul as a full time bailiff. The addition of a full time employee was also not included in the budget."

General Bond Retirement Fund ($200,000) – Earlier this year the City refunded (re-financed) the outstanding 2006 GO Bonds enabling us to reduce our interest costs on future bond payments. As part of the transaction an additional amount of principal was paid down on the bonds. This additional payment was not included in the original 2017 Budget.

Water Fund ($26,000) – As part of the automated meter reading project, the City elected to hire a seasonal person to assist in scheduling the device installations with residents in lieu of paying a contractor approximately $70,000 to perform the same services. The cost of the employee $14,000 was not appropriated in the original 2017 Budget. In addition, refunds issued for overpayment of water bills exceeded the budget estimate by $12,000.

Refuse Fund ($30,000) – The bid cost of the refuse building improvement project exceeded the original budget amount.

Health Insurance Fund ($750,000) – Health insurance claims and stop loss premiums were higher than anticipated in 2017 exceeding the appropriated amounts. Stop loss coverage will reimburse the city for most of the increased medical claims.

Park Donation Fund ($19,000) – The City received a donation from a citizen to plant ornamental trees at Oak Grove Cemetery. The purchase of the trees was not appropriated in 2017. The cost will be covered 100% by the donation.

TO: Mayor Riggle and Members of Council

FROM: R. Thomas Homan, City Manager

SUBJECT: Miscellaneous Matters

DATE: December 19, 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**

   December 6, 2017
   * Strand Tour
   December 8, 2017
   * COMMA Meeting
   December 11
   * Rotary
   * Council Meeting
   December 12
   * JEDD Board Meeting
   * First Time Homebuyer Seminar
   December 14
   * MORPC Commission and Transportation Policy Committee
   December 15
   * OhioHealth Meeting
   December 18
   * Rotary

January

2018

Meeting Schedule

Council, Boards, Commissions, & Committees

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1 City Offices Closed	2 Public Works-Meeting to be rescheduled	3 Civil Service Commission -3 p.m. *Planning Commission- moved to 1/17/18	4	5	6
7	8 City Council- 7 p.m.	9 Sister City 6 p.m. Presentation for Sister City at Willis 7 p.m.	10 BZA -7p.m.	11	12	13
14	15 Martin Luther King Jr. Day – City Offices Closed	16 Parks & Rec-7 p.m.	17 Planning Commission- 7 p.m.	18 Airport Commission -7 p.m.	19	20
21	22 City Council -7 p.m.	23 Shade Tree Commission -7 p.m.	24 Historic Preservation Commission- 7 p.m.	25	26	27
28	29	30	31			

CONTRACT APPROVAL – December 21, 2017			
VENDOR	**EXPLANATION OF AGREEMENT**	**2017 AMOUNT**	**DEPARTMENT**
Fed One Dublin, LLC	Design/Build Refuse & Recycling Building & Renovation of Parks and Natural Resources Offices	$1,969,100	CMO
Burgess & Niple	Groundwater, Leachate and Explosive Gas Monitoring at Curve Road Landfill	$91,290	Public Works
JCI Jones Chemicals, Inc.	Item #1-Liquid Chlorine for the Water Treatment Plant	$600/ton	Public Utilities
Bonded Chemical Company	Item #2- 25% Caustic for the Water Treatment Plant	$779/dry ton	Public Utilities
Bonded Chemical Company	Item #3-Liquid Ferric Chloride Solutions for the Waste Water Treatment Plant	$0.910/lb.	Public Utilities
Bonded Chemical Company	Item # 5-Caustic Soda for the Waste Water Treatment Plant	$0.121/lb.	Public Utilities
Bonded Chemical Company	Item #6-Sodium Hypochlorite for the Waste Water Treatment Plant	$1.18/gallon	Public Utilities
USALCO	Item #7-Liquid aluminum Chlorohydrate for the Water Treatment Plant	$380/ton	Public Utilities
Bonded Chemical Company	Item #8-Liquid Sodium Permanganate for the Water Treatment Plant	$9.04/gallon	Public Utilities
H20 Innovation USA, Inc.	Item #9-Antiscalant for the RO membrane skids for the Water Treatment Plant	$1,086/drum	Public Utilities

VENDOR	EXPLANATION OF AGREEMENT	2017 AMOUNT	DEPARTMENT
SAL Chemical Company	Item #10-Hydofluosilicic Acid for the Water Treatment Plant	$661.26/tote	Public Utilities
Bonded Chemical Company	Item#11-Carus 8600 for the Water Treatment Plant	$8.04/gallon	Public Utilities
JCI Jones Chemicals, Inc.	Litem #13-Liquid Sodium Bisulfite for the Water Treatment Plant	$294/ton	Public Utilities
Public Technology Institute (PTI)	Agreement for Professional Services – SWOT Engagement/IT assessment and development of IT Strategic Plan	$37,000	IT