

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

AGENDA

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

REGULAR MEETING

April 23, 2018

1. ROLL CALL
2. INVOCATION – Pastor Scott Tiede, Delaware Bible Church
3. PLEDGE OF ALLEGIANCE
4. APPROVAL of the Motion Summary of the regular meeting of Council held on April 9, 2018, as recorded and transcribed.
5. CONSENT AGENDA
 - A. Acceptance of the Motion Summary of the Parking and Safety meeting held on February 19, 2018, as recorded and transcribed.
 - B. Acceptance of the Motion Summary of the Parks and Recreation Advisory Board meeting held on February 20, 2018, as recorded and transcribed.
 - C. Acceptance of the Motion Summary of the Sister City Advisory Board meeting held on January 9, 2018, as recorded and transcribed.
 - D. Resolution No. 18-24, a resolution authorizing the City Manager to submit a 2019 grant application to the Federal Aviation Administration and the Ohio Department of Transportation, and to enter into required agreements for the resurfacing of asphalt areas surrounding T-Hangars A thru F.
6. LETTERS, PETITIONS, AND PUBLIC COMMENTS
7. COMMITTEE REPORTS

8. PRESENTATIONS
 - A. Arbor Day Proclamation Presentation
 - B. Shade Tree Commission 2017 Annual Report – Susan Wright, Vice-Chairwoman and Dave Carey, Commission Member
 - C. Ford Tri Motor Fly-In Event Hosted by Experimental Aircraft Association (EAA) Chapter 1600 at the Delaware Municipal Airport – George Mellen, EAA President and Bernie Rifkin, EAA Vice-President
 - D. Delaware Parking Advocacy Committee Update – Kelsey Scott, Economic Development Specialist and Abby Trimble, Community Health Specialist Supervisor, Delaware General Health District

9. 7:30 P.M. PUBLIC HEARING AND SECOND READING of Ordinance No. 18-32, an ordinance for Zaremba Group LLC for approval of a Rezoning Amendment from B-3 (Community Business District) to B-3 PMU (Community Business District with a Planned Mixed Use Overlay District) to allow a 9.7 acre land addition (parcels 11, 12 and a portion of parcel 5) to the Glenwood Commons Shopping Center located on the south side of US 36/37 between Mill Run Crossing and Glenn Road.

10. 7:30 P.M. PUBLIC HEARING AND SECOND READING of Ordinance No. 18-33, an ordinance for Zaremba Group LLC for approval of a Conditional Use Permit request allowing the placement of PMU (Planned Mixed Use Overlay District) to be established on a 9.7 acre land addition (parcels 11, 12 and a portion of parcel 5) to the Glenwood Commons Shopping Center located on the south side of US 36/37 between Mill Run Crossing and Glenn Road on property zoned B-3 (Community Business District).

11. SECOND READING of Ordinance No. 18-34, an ordinance for Zaremba Group LLC for approval of an Amended Preliminary Development Plan for Glenwood Commons Shopping Center on approximately 82.9 acres located on the south side of US 36/37 between Mill Run Crossing and Glenn Road on property zoned B-3 PMU (Community Business District with a Planned Mixed Use Overlay District).

12. 7:30 P.M. PUBLIC HEARING AND SECOND READING of Ordinance No. 18-35, an ordinance for Zaremba Group LLC for approval of a Comprehensive Plan Amendment on the Future Land Use Plan Map from Commercial to Mixed Use on a 9.7 acre land addition (parcels 11, 12 and a portion of parcel 5) to the Glenwood Commons Shopping Center located on the south side of US 36/37 between Mill Run Crossing and Glenn Road on property zoned B-3 PMU (Community Business District with a

Planned Mixed Use Overlay District).

13. SECOND READING of Ordinance No. 18-30, an ordinance for Pulte Homes approving a Final Development Plan for the Communities at Glenross Section 15 for 52 single family lots on 23.835 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 east of Winterbourne Drive on Marble Slab Road, Winter Shadow Loop and Bald Eagle Drive.
14. SECOND READING of Ordinance No. 18-31, an ordinance for Pulte Homes approving a Final Subdivision Plat for the Communities at Glenross Section 15 for 52 single family lots on 23.835 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 east of Winterbourne Drive on Marble Slab Road, Winter Shadow Loop and Bald Eagle Drive.
15. SECOND READING of Ordinance No. 18-25, an ordinance supplementing the 2018 Appropriations Ordinance to provide additional funding for the Airport Strategic Business Plan.
16. SECOND READING of Ordinance No. 18-26, an ordinance supplementing the 2018 Appropriations Ordinance to provide funding for the renovation of the City Hall Annex, and declaring an emergency.
17. CONSIDERATION of Ordinance No. 18-36, an ordinance approving a Community Reinvestment Area Agreement and School Compensation Agreement with Delaware Community Spaces, LLC, DBA CoHatch, Delaware City Schools, Delaware Area Career Center and the City of Delaware for investment in real property improvements on a building at 18 East William Street, and declaring an emergency.
18. CONSIDERATION of Ordinance No. 18-37, an ordinance accepting the annexation of 89.618 ± acres of land more or less, description and map are attached hereto as exhibits “A” and “B” for the annexation known as the Wilgus Annexation by Andrew P. Wecker, agent for the petitioners.
19. FINANCE DIRECTOR’S REPORT
20. CITY MANAGER’S REPORT
21. COUNCIL COMMENTS

22. ADJOURNMENT

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Held

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6:30 EXECUTIVE SESSION: Mrs. Keller motioned to enter into executive session at 6:30 p.m. This motion was seconded by Vice-Mayor Shafer and approved by a 7-0 vote. Council met in executive session pursuant to Ohio Revised Code Section 121.22 (G) (3) pending or imminent court action, Section 121.22 (G) (1) personnel, Section 121.22 (G) (5) matters required to be kept confidential by State statute, Section 121.22 (G) (2) acquisition of property for public purpose and 121.22(G) (8) consideration of confidential information related to a request for economic development assistance. Council conducted a discussion of those items with the following members present: First Ward Chris Jones, Second Ward Lisa Keller, Third Ward Jim Browning, Fourth Ward Kyle Rohrer, At-Large George Hellinger, Vice-Mayor Kent Shafer and Mayor Carolyn Kay Riggle. Following the discussion at 6:55 p.m., it was moved by Mr. Jones that Council move into Open session, seconded by Vice-Mayor Shafer and approved by a 7-0 vote.

The regular meeting of Council held April 9, 2018 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, Fourth Ward Kyle Rohrer, At-Large George Hellinger, Vice-Mayor Kent Shafer and Mayor Carolyn Kay Riggle who presided. The invocation was given by Chaplain Jon Powers, Ohio Wesleyan University, followed by the Pledge of Allegiance.

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

ITEM 4: APPROVAL OF MINUTES

APPROVAL of the Motion Summary of the Work Session meeting of Council held on March 19, 2018, as recorded and transcribed

APPROVAL of the Motion Summary of the regular meeting of Council held on March 26, 2018, as recorded and transcribed.

Motion: Vice-Mayor Shafer motioned to approve the Motion Summary of the Work Session meeting of Council held March 19, 2018, seconded by Mrs. Keller. Motion approved by a 7-0 vote.

Motion: Vice-Mayor Shafer motioned to approve the Motion Summary of the regular meeting of Council held March 26, 2018, seconded by Mrs. Keller. Motion approved by a 7-0 vote.

ITEM 5: CONSENT AGENDA

- A. Acceptance of the Motion Summary of the Planning Commission meeting held on March 7, 2018, as recorded and transcribed.
- B. Acceptance of the Motion Summary of the Civil Service Commission meeting held on March 7, 2018, as recorded and transcribed.
- C. Establish April 23, 2018 at 7:30 p.m. as a date and time for a public hearing and second reading for Ordinance No. 18-32, an ordinance for Zaremba Group LLC for approval of a Rezoning Amendment from B-3 (Community Business District) to B-3 PMU (Community Business District with a Planned Mixed Use Overlay District) to allow a 9.7 acre land addition (parcels 11, 12 and a portion of parcel 5) to

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the Glenwood Commons Shopping Center located on the south side of US 36/37 between Mill Run Crossing and Glenn Road, Ordinance No. 18-33, an ordinance for Zaremba Group LLC for approval of a Conditional Use Permit request allowing the placement of PMU (Planned Mixed Use Overlay District) to be established on a 9.7 acre land addition (parcels 11, 12 and a portion of parcel 5) to the Glenwood Commons Shopping Center located on the south side of US 36/37 between Mill Run Crossing and Glenn Road on property zoned B-3 (Community Business District), and Ordinance 18-35, an ordinance for Zaremba Group LLC for approval of a Comprehensive Plan Amendment on the Future Land Use Plan Map from Commercial to Mixed Use on a 9.7 acre land addition (parcels 11, 12 and a portion of parcel 5) to the Glenwood Commons Shopping Center located on the south side of US 36/37 between Mill Run Crossing and Glenn Road on property zoned B-3 PMU (Community Business District with a Planned Mixed Use Overlay District).

Motion: Vice-Mayor Shafer motioned to approve the Consent Agenda, seconded by Mrs. Keller. Motion approved by a 7-0 vote.

ITEM 6: LETTERS, PETITIONS, AND PUBLIC COMMENTS

PUBLIC PARTICIPATION:

Roger Cullum
185 W. Winter Street
Delaware, Ohio

Mr. Cullum thanked Vice-Mayor Shafer and Mr. Efland on their response to his concerns voiced at the March 26, 2018 Council meeting.

Hong Nguyen
128 Bridgeport Way
Delaware, Ohio 43015

Ms. Nguyen voiced concerns regarding Net Neutrality.

ITEM 7: COMMITTEE REPORTS

Vice-Mayor Shafer informed Council that there is a Parking and Safety meeting scheduled for April 16, 2018.

Mayor Riggle informed Council that there is a Sister City Advisory Board Meeting scheduled for April 10, 2018.

ITEM 8: PRESENTATIONS

A. Proclamation presentation to HelpLine for Child Abuse Prevention and Sexual Assault Awareness Month.

PUBLIC PARTICIPATION:

Lauren MacDade
Sexual Assault Services Director, Helpline
11 N. Franklin Street
Delaware, Ohio 43015

Ashley Sinden
Sexual Response Network Coordinator, Helpline

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11. N. Franklin Street
Delaware, Ohio 43015

Rutherford B. Hayes Students in Attendance:

Alexander Love
Lyndsey Page
James Maddghan
Mariam Hart

B. Presentation by the Second Ward Community Initiative on the Science, Technology, Engineering, Arts, and Mathematics (STEAM) Program – Tajudeen Bakare

PRESENTORS:

Tajudeen Bakare
107 Crafton Court
Delaware, Ohio 43015

Nylah Roberts
50 Ross Street
Delaware, Ohio 43015

Debora Mbatudde
50 Ross Street
Delaware, Ohio 43015

ITEM 9: ORDINANCE NO. 18-21 [Third Reading]

AN ORDINANCE FOR MEDROCK LLC. APPROVING A ZONING TEXT AMENDMENT TO THE EXISTING WILLOWBROOK FARM TRACT PUD OVERLAY ZONING TEXT (PLANNED UNIT DEVELOPMENT) TO ALLOW A MODIFICATION TO THE MAXIMUM DWELLING UNITS AND DENSITY TO MULTI-FAMILY AREAS 3 AND 4 TO ALLOW ADDITIONAL DWELLING UNITS IN AREA 3 AND REMOVING UNITS IN AREA 4 THEREBY DECREASING THE OVERALL UNITS CURRENTLY ALLOWED IN TOTAL LOCATED ON THE EAST SIDE OF HOUK ROAD ON APPROXIMATELY 36 ACRES ON PROPERTY ZONED R-6 MULTI-FAMILY WITH A PUD OVERLAY.

The Clerk read the ordinance for the third time.

PUBLIC PARTICIPATION:

Beverly Cox
248 Harmony Drive
Delaware, Ohio 43015

Yvonne Strassmann
227 Rockmill Street
Delaware, Ohio 43015

Nancy Moorman
151 Diverston Way
Delaware, Ohio 43015

Scott Kinslow
107 Diverston Way
Delaware, Ohio 43015

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Deb Logan
102 Diverston Way
Delaware, Ohio 43015

Karen Kauffman
107 Diverston Way
Delaware, Ohio 43015

Walter Campbell
900 Canal Street
Delaware, Ohio 43105

Amanda Ashton
7593 Toweron Lane
Columbus, Ohio 43235

Ljuban Vukotic
178 Diverston Way
Delaware, Ohio 43015

Todd Shuster
700 Lehner Woods Blvd.
Delaware, Ohio 43015

Julie Martin
136 Blakemore Drive
Delaware, Ohio 43015

Pat Tedeschi
166 Blakemore Drive
Delaware, Ohio 43015

APPLICANT:

Jeffrey Lewis
Jeffrey M. Lewis Co., LPA
1650 Lake Shore Drive, Suite 150
Columbus, Ohio 43204

Ronald Sabatino
3895 Stoneridge Lane
Dublin, Ohio 43016

Mr. Lewis requested that Council remand the development cases back to the Planning Commission to allow for the developer to make some changes to the plan.

Mayor Riggle requested a break at 9:17 p.m. and reconvened the meeting at 9:28 p.m.

Motion: Mr. Browning motioned to remand Ordinance No. 18-21 and Ordinance 18-22 back to the Planning Commission, seconded by Mr. Rohrer. Motion approved by a 7-0 vote.

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ITEM 10: ORDINANCE NO. 18-22 [Third Reading]
AN ORDINANCE FOR MEDROCK LLC. APPROVING A COMBINED PRELIMINARY AND FINAL DEVELOPMENT PLAN FOR MULTI-FAMILY AREA 3 OF THE WILLOWBROOK FARM TRACT FOR A 180 UNIT APARTMENT COMPLEX ON APPROXIMATELY 15.506 ACRES LOCATED ON THE NORTHEAST CORNER OF HOUK ROAD AND DIGENOVA WAY ON PROPERTY ZONED R-6 PUD (MULTI-FAMILY RESIDENTIAL DISTRICT WITH A PLANNED UNIT DEVELOPMENT DISTRICT).

The Clerk read the ordinance for the third time.

Motion: Mr. Browning motioned to remand Ordinance No. 18-21 and Ordinance 18-22 back to the Planning Commission, seconded by Mr. Rohrer. Motion approved by a 7-0 vote.

ITEM 11: ORDINANCE NO. 18-23 [Second Reading]
AN ORDINANCE AMENDING THE DELAWARE MUNICIPAL COURT AND CLERK OF COURT EMPLOYEE BENEFITS AND LEAVE POLICIES.

The Clerk read the ordinance for the second time.

Motion: Mr. Jones motioned to suspend the rules for Ordinance No. 18-23, seconded by Vice-Mayor Shafer. Motion approved by a 7-0 vote.

Motion: Mr. Jones motioned to adopt Ordinance No. 18-23, seconded by Vice-Mayor Shafer. Motion approved by a 7-0 vote.

ITEM 12: RESOLUTION NO. 18-21 [Second Reading]
A RESOLUTION AUTHORIZING THE PAYMENT OF TUITION LEAVE UNDER THE 2018 MANAGEMENT PAY PLAN.

The Clerk read the resolution for the second time.

Motion: Mr. Jones motioned to adopt Resolution No. 18-21, seconded by Vice-Mayor Shafer. Motion approved by a 7-0 vote.

ITEM 13: RESOLUTION NO. 18-22 [First Reading]
A RESOLUTION ENCOURAGING THE DELAWARE COUNTY AGRICULTURAL SOCIETY BOARD OF DIRECTORS TO REQUIRE BACKGROUND CHECKS FOR ALL FIREARM PURCHASES COMPLETED ON THE PREMISES.

The Clerk read the resolution for the first time.

Public Participation:
Jordyn Love
276 Downing Road
Delaware, Ohio 43015

Haleigh Oliver
50 Prospect Street
Delaware, Ohio 43015

Alex West
633 Church View Court

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Ray West
633 Church View Court
Delaware, Ohio 43015

Motion: Vice-Mayor Shafer motioned to adopt Resolution No. 18-22, seconded by Mr. Jones. Motion approved by a 5-1 (Rohrer)-1 (Hellinger) vote.

ITEM 14: RESOLUTION NO. 18-23 [First Reading]
A RESOLUTION AUTHORIZING THE CITY MANAGER TO ENTER INTO AN AGREEMENT WITH THE OHIO DEPARTMENT OF TRANSPORTATION TO PARTICIPATE IN THE COOPERATIVE PURCHASE OF ROAD SALT THROUGH THE ODOT WINTER SALT PURCHASE CONTRACT.

The Clerk read the resolution for the first time.

Motion: Vice-Mayor Shafer motioned to adopt Resolution No. 18-23, seconded by Mr. Rohrer. Motion approved by a 7-0 vote.

ITEM 15: ORDINANCE NO. 18-25 [First Reading]
AN ORDINANCE SUPPLEMENTING THE 2018 APPROPRIATIONS ORDINANCE TO PROVIDE ADDITIONAL FUNDING FOR THE AIRPORT STRATEGIC BUSINESS PLAN.

The Clerk read the ordinance for the first time.

Council to take Ordinance No. 18-25 to a second reading.

ITEM 16: ORDINANCE NO. 18-26 [First Reading]
AN ORDINANCE SUPPLEMENTING THE 2018 APPROPRIATIONS ORDINANCE TO PROVIDE FUNDING FOR THE RENOVATION OF THE CITY HALL ANNEX.

The Clerk read the ordinance for the first time.

Council to take Ordinance No. 18-26 to a second reading.

ITEM 17: ORDINANCE NO. 18-27 [First Reading]
AN ORDINANCE GRANTING AN APPEAL OF A TECHNICAL DENIAL OF A CERTIFICATE OF APPROPRIATENESS (COA) FOR 12 WEST RESTAURANT FOR THE EXISTING TEMPORARY SIDEWALK VESTIBULE TO REMAIN IN PLACE IN THE PUBLIC RIGHT-OF-WAY FROM OCTOBER 1 THROUGH SEPTEMBER 30 OF EACH CALENDAR YEAR FOR 12 WEST WILLIAM STREET, WHICH IS ZONED B-2 (CENTRAL BUSINESS DISTRICT) AND LOCATED IN THE TRANSITIONAL SUB-DISTRICT OF THE DOWNTOWN HISTORIC DISTRICT OVERLAY, WITH CONDITIONS.

The Clerk read the ordinance for the first time.

APPLICANT:
David DiStefano
12 West William Street
Delaware, Ohio 43015

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Motion: Mr. Jones motioned to suspend the rules for Ordinance No. 18-27, seconded by Vice-Mayor Shafer. Motion approved by a 5-2 (Keller, Hellinger) vote.

Motion: Mr. Jones motioned to adopt Ordinance No. 18-27, seconded by Vice-Mayor Shafer. Motion approved by a 7-0 vote.

ITEM 18: ORDINANCE NO. 18-28 [First Reading]

AN ORDINANCE APPROVING A COMBINED PRELIMINARY AND FINAL DEVELOPMENT PLAN FOR OHIO WESLEYAN UNIVERSITY FOR THE HOUSE OF BLACK CULTURE AT 65 OAK HILL AVENUE ON PROPERTY ZONED PO/I (PLANNED OFFICE/INSTITUTIONAL DISTRICT).

The Clerk read the ordinance for the first time.

Motion: Mr. Jones motioned to suspend the rules for Ordinance No. 18-28, seconded by Mrs. Keller. Motion approved by a 7-0 vote.

Motion: Mr. Jones motioned to adopt Ordinance No. 18-28, seconded by Mrs. Keller. Motion approved by a 7-0 vote.

ITEM 19: ORDINANCE NO. 18-29 [First Reading]

AN ORDINANCE FOR VINCENT ROMANELLI APPROVING AN AMENDED PRELIMINARY DEVELOPMENT PLAN TO INCLUDE A POOL WITH A POOL BUILDING AND PARKING LOT TO THE CENTRAL PARK OF THE GLENROSS NORTH SUBDIVISION ON APPROXIMATELY 100 ACRES LOCATED JUST EAST OF GLENN PARKWAY AND NORTH OF THE GLENROSS GOLF CLUB ON PROPERTY ZONED R-2 PMU (ONE FAMILY RESIDENTIAL DISTRICT WITH A PLANNED MIXED USE OVERLAY DISTRICT).

The Clerk read the ordinance for the first time.

Motion: Mr. Jones motioned to suspend the rules for Ordinance No. 18-29, seconded by Vice-Mayor Shafer. Motion approved by a 5-2 (Keller, Hellinger) vote.

Motion: Mr. Jones motioned to adopt Ordinance No. 18-29, seconded by Vice-Mayor Shafer. Motion approved by a 6-1 (Hellinger) vote.

ITEM 20: ORDINANCE NO. 18-30 [First Reading]

AN ORDINANCE FOR PULTE HOMES APPROVING A FINAL DEVELOPMENT PLAN FOR THE COMMUNITIES AT GLENROSS SECTION 15 FOR 52 SINGLE FAMILY LOTS ON 23.835 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 EAST OF WINTERBOURNE DRIVE ON MARBLE SLAB ROAD, WINTER SHADOW LOOP AND BALD EAGLE DRIVE.

The Clerk read the ordinance for the first time.

Council to take Ordinance No. 18-30 to a second reading.

ITEM 21: ORDINANCE NO. 18-31 [First Reading]

AN ORDINANCE FOR PULTE HOMES APPROVING A FINAL SUBDIVISION PLAT FOR THE COMMUNITIES AT GLENROSS SECTION 15 FOR 52

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SINGLE FAMILY LOTS ON 23.835 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 EAST OF WINTERBOURNE DRIVE ON MARBLE SLAB ROAD, WINTER SHADOW LOOP AND BALD EAGLE DRIVE.

The Clerk read the ordinance for the first time.

Council to take Ordinance No. 18-31 to a second reading.

ITEM 22: ORDINANCE NO. 18-32 [First Reading]

AN ORDINANCE FOR ZAREMBA GROUP LLC FOR APPROVAL OF A REZONING AMENDMENT FROM B-3 (COMMUNITY BUSINESS DISTRICT) TO B-3 PMU (COMMUNITY BUSINESS DISTRICT WITH A PLANNED MIXED USE OVERLAY DISTRICT) TO ALLOW A 9.7 ACRE LAND ADDITION (PARCELS 11, 12 AND A PORTION OF PARCEL 5) TO THE GLENWOOD COMMONS SHOPPING CENTER LOCATED ON THE SOUTH SIDE OF US 36/37 BETWEEN MILL RUN CROSSING AND GLENN ROAD.

The Clerk read the ordinance for the first time.

Council to take Ordinance No. 18-32 to a second reading.

ITEM 23: ORDINANCE NO. 18-33 [First Reading]

AN ORDINANCE FOR ZAREMBA GROUP LLC FOR APPROVAL OF A CONDITIONAL USE PERMIT REQUEST ALLOWING THE PLACEMENT OF PMU (PLANNED MIXED USE OVERLAY DISTRICT) TO BE ESTABLISHED ON A 9.7 ACRE LAND ADDITION (PARCELS 11, 12 AND A PORTION OF PARCEL 5) TO THE GLENWOOD COMMONS SHOPPING CENTER LOCATED ON THE SOUTH SIDE OF US 36/37 BETWEEN MILL RUN CROSSING AND GLENN ROAD ON PROPERTY ZONED B-3 (COMMUNITY BUSINESS DISTRICT).

The Clerk read the ordinance for the first time.

Council to take Ordinance No. 18-33 to a second reading.

ITEM 24: ORDINANCE NO. 18-34 [First Reading]

AN ORDINANCE FOR ZAREMBA GROUP LLC FOR APPROVAL OF AN AMENDED PRELIMINARY DEVELOPMENT PLAN FOR GLENWOOD COMMONS SHOPPING CENTER ON APPROXIMATELY 82.9 ACRES LOCATED ON THE SOUTH SIDE OF US 36/37 BETWEEN MILL RUN CROSSING AND GLENN ROAD ON PROPERTY ZONED B-3 PMU (COMMUNITY BUSINESS DISTRICT WITH A PLANNED MIXED USE OVERLAY DISTRICT).

The Clerk read the ordinance for the first time.

Council to take Ordinance No. 18-34 to a second reading.

ITEM 25: ORDINANCE NO. 18-35 [First Reading]

AN ORDINANCE FOR ZAREMBA GROUP LLC FOR APPROVAL OF A COMPREHENSIVE PLAN AMENDMENT ON THE FUTURE LAND USE PLAN MAP FROM COMMERCIAL TO MIXED USE ON A 9.7 ACRE LAND ADDITION (PARCELS 11, 12 AND A PORTION OF PARCEL 5) TO THE GLENWOOD COMMONS SHOPPING CENTER LOCATED ON THE SOUTH

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SIDE OF US 36/37 BETWEEN MILL RUN CROSSING AND GLENN ROAD ON PROPERTY ZONED B-3 PMU (COMMUNITY BUSINESS DISTRICT WITH A PLANNED MIXED USE OVERLAY DISTRICT).

The Clerk read the ordinance for the first time.

Council to take Ordinance No. 18-35 to a second reading.

ITEM 26: CITY MANAGER'S REPORT

ITEM 27: COUNCIL COMMENTS

Mr. Jones voiced a concerns regarding the sandwich boards that are placed on the sidewalks through the downtown area.

Mayor Riggle informed Council that she will be out of town from April 14 until April 18.

ITEM 28: ADJOURNMENT

Motion: Mayor Riggle motioned to adjourn the meeting. The meeting adjourned at 10:30 p.m.

Mayor Carolyn Kay Riggle

Elaine McCloskey, Council Clerk

**PARKING AND SAFETY
MOTION SUMMARY
February 19, 2018**

ITEM 1. ROLL CALL

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

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

Staff Present: Kelsey Scott, Economic Development Specialist, Robert Penrod, Police Captain, John Donahue, Fire Chief, Nathan McCoy, Project Manager, Bill Ferrigno, Public Works Director/City Engineer

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

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

ITEM 3. ELECTION OF CHAIR and VICE-CHAIR

Motion: Mrs. Keller moved to nominate Mr. Shafer as Chairman, seconded by Mr. Jones. Motion approved by a 3-0 vote.

Motion: Mr. Jones moved to nominate Mrs. Keller as Vice-Chair, seconded by Chairman Shafer. Motion approved by a 3-0 vote.

ITEM 4. PUBLIC COMMENT

ITEM 5. CONSIDERATION for the installation of "No Parking" signage on Richardson St., from Hayes St. to the alley between Richardson St. and Cheshire St.

Captain Penrod discussed the request to remove parking on one side of the road. The Commission requested to table the discussion until staff verified notices were sent out to the public.

Motion: Mr. Jones moved to table Item 5 to allow for staff to verify that notices were sent out to the public, seconded by Vice-Chairman Keller. Motion approved by a 3-0 vote.

ITEM 6. DISCUSSION of West Hull Drive/Wal-Mart Entrance Recommendations and Changes

Mr. McCoy provided a presentation that discussed the summary of the average daily traffic on the local roadways. He discussed how commercial property can affect traffic counts in the surrounding area. Mr. McCoy reviewed the average speed found on West Hull Drive and the accident history on the road. A discussion was held on potential modifications to the access area of the retail development on West Hull Drive to eliminate some traffic. He provided information on the cost of installing delineators. Mr. Ferrigno recommended attempting a low cost pilot program to assess how the behaviors have changed and what the impact to surrounding areas is as a result of the changes.

PUBLIC COMMENT:

Donna Taylor
117 Aspen Court
Delaware, Ohio

Ms. Taylor voiced concerns that the potential changes could divert traffic to Hawthorne Boulevard. She also requested information regarding the median at Hawthorne Boulevard and US23 and that property owners were notified by the HOA that this would be eliminated. Mr. Ferrigno addressed her concerns and informed her that the median is expected to be modified but not removed. A discussion was held on the entry points for Coughlin Crossings.

Ed Gifford
165 Beech Drive
Delaware, Ohio

Mr. Gifford requested information that if modifications are made on West Hull Drive, will drivers be able to make a U Turn. He recommended signage to direct drivers to preferred driving routes.

David Hague
180 Hull Court
Delaware, Ohio

Mr. Hague discussed the role of the task force group that had met with city officials to discuss their concerns and recommend another meeting be held. He also voiced concerns over the staff's assessment on the average speed on West Hull Drive. He recommended more information and education on alternate routes.

Jim Browning
189 Hawthorne Bouelvard

Delaware, Ohio

Mr. Browning voiced concerns on the increase percentage of speeding in areas designated as 25 MPH.

ITEM 7. DISCUSSION of Kingman Hill Maintenance Request

Captain Penrod discussed the recommendation by staff to leave Kingman Hill Drive as it is. He discussed the need to contact the corner property owner to make sure that the property is properly maintained. He discussed staff analysis that the intersection is functioning properly.

ITEM 8. UPDATE on Downtown Parking

Ms. Scott provided a presentation on the DelaWhere 2 Park social media campaign and the past efforts to highlight underutilized parking areas. She discussed plans to continue to look at research for valet parking and the Walk Your City Campaign.

Captain Penrod discussed the plans to relocate the 10 hour meters with the 3 hour meters. He informed the Committee that the 10 hour meters will be painted green and the 3 hour meters will remain grey.

Captain Penrod discussed recommendations to extend the hours of parking enforcement and expand the downtown limited parking to 3 hours. He also discussed recommendations to change the fine structure. The Committee recommended getting more in depth input from business owners on these recommendations before making recommendations to Council.

ITEM 9. STAFF COMMENTS

ITEM 8. COMMITTEE COMMENTS

Chairman Shafer recommended to the Committee that the Parking and Safety Committee meet every other month and start the meeting at 6:00 p.m. The next meeting is scheduled for April 16 at 6:00 p.m. The Committee was in agreement to this change.

Chairman Shafer discussed that at the recent joint meeting with Council and the County Commissioners it was discussed about the MOU regarding the use of Delaware County Parking Facilities. He discussed that he recommended to the County that the use of the underground parking not be part of the discussion due to their current safety concerns. He recommended that the MOU be recommended to Council for approval.

Motion: Mr. Jones motioned to recommend to Council the approval of the Memorandum of Understanding regarding the use of Delaware County Parking Facilities, seconded by Vice-Chairwoman Keller. Motion approved by a 3-0 vote.

Mr. Jones discussed the need to clarify that parking at City Hall signage should reflect after 5:00 p.m.

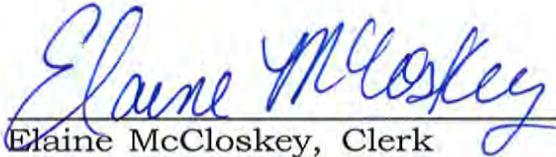
Vice-Chair Keller informed staff that she received a request forwarded to her for a stop sign to be placed at Cobblestone and Canal Street.

ITEM 9. ADJOURNMENT

Motion: Mr. Jones moved to adjourn the meeting. The Parking and Safety Committee Meeting adjourned at 8:33 p.m.



Kent Shafer, Chairman



Elaine McCloskey, Clerk

**PARKS AND RECREATION ADVISORY BOARD
MOTION SUMMARY
February 20, 2018**

ITEM 1. Roll Call

Chairwoman Lash called the meeting to order at 7:00 p.m.

Members Present: Joshua Bricker, Cassie Cunningham, Bob Dalton, Gary Hayward, Michael Rush, Corie Thompson (arrived at 7:02 p.m.), Councilmember Jim Browning, Vice-Chairwoman Dianna Hibinger and Chairwoman Allyson Lash

Members Absent: Caitlyn Ashley and Angela MacWhinney

City Staff Present: Ted Miller, Parks and Natural Resource Director

YMCA Staff Present: Jeremy Byers, Associate Executive Director

Motion to Excuse: Councilman Browning moved to excuse Ms. Ashley and Ms. MacWhinney, seconded by Vice-Chairwoman Hibinger. Motion approved by an 8-0 vote.

ITEM 2. APPROVAL of the Motion Summary for the meeting held January 16, 2018 as recorded and transcribed.

Motion: Mr. Bricker moved to approve the Motion Summary for the meeting held January 16, 2018 as recorded and transcribed, seconded by Mr. Rush. Motion approved by an 8-0 vote.

Ms. Thompson arrived at 7:02 p.m.

ITEM 3. PUBLIC COMMENTS

There was no public comment.

ITEM 4. UPDATE of YMCA Recreation Services, Programs and Events

Mr. Byers discussed the upcoming Mother-Son Super Hero Party and that the event is currently sold out and in need of volunteers.

ITEM 5. UPDATE of Parks Activities

Mr. Miller provided an update on improvements to the Delaware Run Greenway. He informed the Board that the Dog Park was closed due to soggy conditions and that the public was notified of the closure with social media. He explained that

the park area was over seeded and discussed the water fountain designs.

Mr. Miller informed the Board that there are plans to move forward with painting Pickleball lines at the tennis courts at Smith Park.

Mr. Miller discussed the plans to introduce an ordinance to City Council for beer sales at Hidden Valley Golf Course.

ITEM 6. UPDATE of Williams Street Tree Mitigation Plan

Mr. Miller provided an update on the designated four sites to plant the replacement trees from East William Street.

ITEM 7. REVIEW of Lime Bike Share Program

Mr. Miller provided background information on the Lime Bike Share Program. He plans to have a representative attend a future meeting to discuss more in detail how the program works.

ITEM 8. DISCUSSION AND RECOMMENDATION of Smoking Restrictions at City Parks

PRESENTORS:

Abby Trimble
Delaware General Health District
1 West Winter Street
Delaware, Ohio 43015

Len Fisher
Tobacco Coalition Member
2020 Parklawn Drive
Lewis Center, Ohio 43035

Mr. Fisher recommended that the Board include in their recommendation to Council smokeless tobacco products.

Ms. Trimble provided information on the restriction of smoking in city parks at the neighboring community of the Village of Sunbury. She explained that the Delaware General Health District would be able to assist with education and messaging to the public.

Mr. Miller did recommend that the Hidden Valley Golf Course be exempt from any potential smoking ban. Mr. Miller plans to provide a draft recommendation for the Board to review at the next scheduled meeting.

ITEM 9. DISCUSSION of Neighborhood Park Concept Plan – Houk Road

Mr. Miller provided the concept plan for a neighborhood park off Houk Road. He discussed the benefits of having a preserve woodland area with trails and a natural play area. He discussed the need to have future phases, which will include a multi- use athletic field.

ITEM 10. REVIEW of Parks and Natural Resource Fourth Quarter Report - 2017

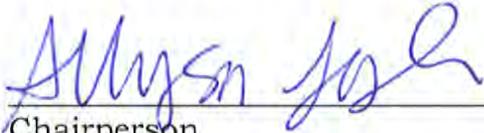
ITEM 11. STAFF COMMENTS

ITEM 12. MEMBERS COMMENTS

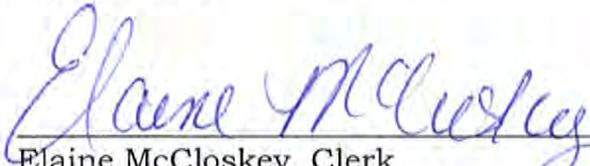
Chairwoman Lash voiced her desire to have a table at the Healthy Kids Day to represent the Parks and Recreation Advisory Board.

ITEM 13. ADJOURNMENT

Motion: Vice-Chairwoman Hibinger moved to adjourn the Parks and Recreation meeting, seconded by Mr. Bricker. The meeting adjourned at 8:04 p.m.



Chairperson



Elaine McCloskey, Clerk

**SISTER CITY ADVISORY BOARD
MOTION SUMMARY
January 9, 2018**

ITEM 1. ROLL CALL

The Sister City Advisory Board Meeting was called to order by Chairman Guebert at 6:00 p.m.

Members Present: Julie Horvath, Julie Means, Mayor Carolyn Riggle, and Chairman Rand Guebert

Members Absent: Colleen Rush and Rita Selle-Grider

Staff Present: R. Thomas Homan, City Manager

Motion to Excuse: Ms. Means moved to excuse Ms. Rush and Ms. Selle-Grider, seconded by Ms. Horvath. Motion approved by a 4-0 vote.

ITEM 2. APPROVAL of the Motion Summary of the Sister City Advisory Board meeting held on April 11, 2017, as recorded and transcribed.

APPROVAL of the Motion Summary of the Sister City Advisory Board Meeting held on October 10, 2017, as recorded and transcribed.

Motion: Mayor Riggle moved to approve the Motion Summary of the Sister City Advisory Board meeting held on April 11, 2017, as recorded and transcribed, seconded by Ms. Horvath. Motion approved by a 4-0 vote.

Motion: Mayor Riggle moved to approve the Motion Summary of the Sister City Advisory Board meeting held on October 10, 2017, as recorded and transcribed, seconded by Ms. Means. Motion approved by a 4-0 vote.

ITEM 3. UPDATE of November 2017 Sakata Delegation Visit

Mayor Riggle and Mr. Homan provided an update on the recent visit in November by the Sakata Delegation and the next steps to arrange for the Cultural Exchange.

ITEM 4. UPDATE of Upcoming Trip to Ireland

Ms. Horvath provided an update on the upcoming trip to Ireland and the challenge to ship the student's instruments overseas. Ms. Horvath informed the Board that the student will be staying for part of their trip at host families.

A discussion was had on having the Mayor write a letter to the Mayor of Lahardane and gifts to give to the host families.

ITEM 5. UPDATE on Baumholder Visit

Chairman Guebert informed the Board that no date had been established for the opening of the museum.

ITEM 6. FUTURE PRESENTATIONs ala Luke Miller

Chairman Guebert discussed the idea of working with the Global Scholars Program with Hayes High School on future presentations.

Chairman Guebert recommended a presentation to be held by the students that will be visiting Ireland.

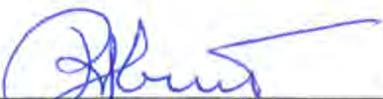
ITEM 7. MEMBER COMMENTS

The Clerk read into the record an Affidavit provided by Ms. Horvath in regards to her employment status.

ITEM 8. DATE OF NEXT MEETING: April 10, 2018

ITEM 9. ADJOURNMENT

Motion: Chairman Guebert moved to adjourn the Sister City Advisory Board Meeting, seconded by Ms. Means. The meeting adjourned at 6:28 p.m.



Rand Guebert, Chairman



Elaine McCloskey, Clerk



FACT SHEET

AGENDA ITEM NO: CONSENT ITEM D

DATE: 04/23/2018

ORDINANCE NO:

RESOLUTION NO: 18-24

READING: FIRST

PUBLIC HEARING: NO

TO: Mayor and Members of City Council

FROM: R. Thomas Homan, City Manager

VIA: William L. Ferrigno, P.E., Director of Public Works

TITLE OF PROPOSED ORDINANCE/RESOLUTION:

A RESOLUTION AUTHORIZING THE CITY MANAGER TO SUBMIT A 2019 GRANT APPLICATION TO THE FEDERAL AVIATION ADMINISTRATION AND THE OHIO DEPARTMENT OF TRANSPORTATION, AND TO ENTER INTO REQUIRED AGREEMENTS FOR THE RESURFACING OF ASPHALT AREAS SURROUNDING T-HANGARS A THRU F.

BACKGROUND:

The city is requesting \$861,408 in FAA and ODOT program funds for a mill/overlay project of the asphalt areas surrounding the six (6) oldest T-Hangers at Delaware Municipal Airport. The city would also utilize \$300,000 of airport entitlement funds for this project. The grant and entitlement funds represent 95% of total eligible project construction costs. The local expense is currently estimated to be \$110,703. This includes grant matching funds in the amount of \$43,070, as well as grant ineligible expenses in the amount of \$67,633. The application deadline is May 1, 2018.

REASON WHY LEGISLATION IS NEEDED:

FAA and ODOT require consent legislation from local jurisdictions requesting Federal funding.

COMMITTEE RECOMMENDATION:

Airport Commission was presented this information at the April 19th meeting.

FISCAL IMPACT(S):

The current City 2018-2022 Capital Improvement Plan (CIP) does not reflect this full improvement. This grant award would represent monies that have become available sooner than anticipated for improvements that were outside of the current 5-year plan. Therefore, if the grant is awarded, the 2019-2023 CIP will reflect the new funding allocations for this project.

POLICY CHANGES:

None

PRESENTER(S):

William L. Ferrigno, P.E., Director of Public Works

RECOMMENDATION:

Approval

ATTACHMENT(S):

Airport Pavement Condition Map

RESOLUTION NO. 18-24

A RESOLUTION AUTHORIZING THE CITY MANAGER TO SUBMIT A 2019 GRANT APPLICATION TO THE FEDERAL AVIATION ADMINISTRATION AND THE OHIO DEPARTMENT OF TRANSPORTATION, AND TO ENTER INTO REQUIRED AGREEMENTS FOR THE RESURFACING OF ASPHALT AREAS SURROUNDING T-HANGARS A THRU F.

WHEREAS, the City of Delaware is responsible for operating and maintaining the Delaware Municipal Airport; and

WHEREAS, the Ohio Department of Transportation provides the City with bi-annual evaluations of the pavement condition of the ramp, runway and taxiway and t-hangar surfaces; and

WHEREAS, the City is eligible to apply for and receive Federal Aviation Administration and Ohio Department of Transportation Grant funds.

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

SECTION 1. That the City Manager is hereby authorized to make application for said program and grant in accordance with the procedures prescribed by ODOT and the FAA.

SECTION 2. That the City Manager is hereby authorized to enter into necessary agreements associated with the grant and be bound by all terms and conditions contained within the application for funding.

SECTION 3. That this resolution shall be in force and effect immediately upon its passage.

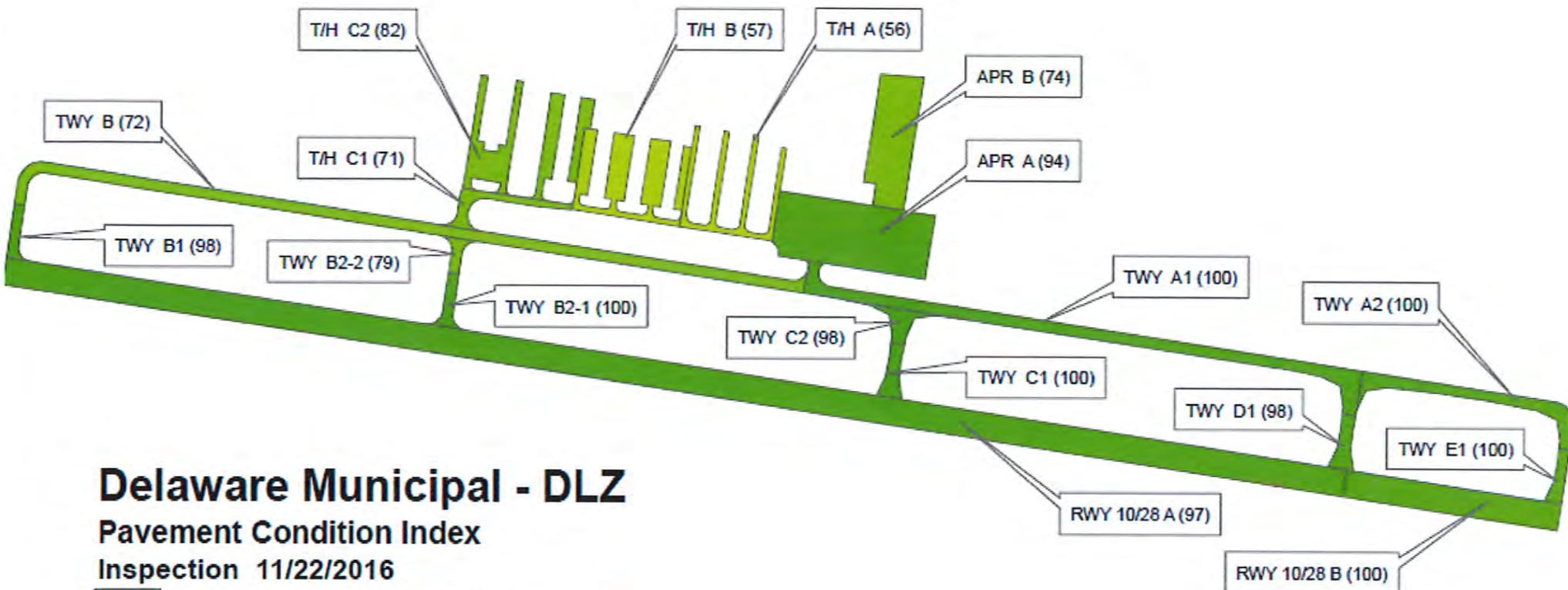
PASSED: _____, 2018

YEAS ___ NAYS ___
ABSTAIN ___

ATTEST: _____
CITY CLERK

MAYOR

Ohio Department of Transportation Office of Aviation



Delaware Municipal - DLZ

Pavement Condition Index

Inspection 11/22/2016

- 100-86 Good-Preventative Maintenance
- 85-71 Satisfactory-Preventative Maintenance
- 70-56 Fair-Preventative Maintenance/Overlay
- 55-41 Poor-Overlay/Reconstruction
- 40-26 Very Poor-Reconstruction
- 25-11 Serious-Reconstruction

City of Delaware, Ohio Shade Tree Commission 2017 Annual Report

Duties

The Shade Tree Commission (STC) of the City of Delaware was established in 1977 as an advisory board to City Council. Ordinance 77-2 regulates “the planting, transplanting, maintenance, and protection of trees and shrubs on city owned or controlled property.” The STC, composed of 9 members from the public, is tasked “to study, investigate, plan, advise, report, and recommend to City Council any action, program, plan, or legislation which the commission shall find or determine to be necessary or advisable for the care, preservation, trimming, planting, removal, or disposition of trees and shrubs in public ways, streets, and alleys.” Another duty of the STC is to assist City Council and Delaware residents “in the dissemination of news and information regarding the selection, planting, and maintenance of trees,” whether they are on public or private property, and to make recommendations.

Tree City USA

Delaware is one of more than 3,400 communities that are part of the national Tree City USA program, which is run by the Arbor Day Foundation (www.arborday.org). About 143 million people live in a Tree City USA, according to the foundation. The four core standards to qualify are: a local city ordinance, the establishment of a tree board or commission, an annual budget of no less than \$2 per resident, and an annual Arbor Day proclamation and celebration. In 2017 Delaware’s community forestry expenditures were \$163,724 or \$4.21 per capita. As of 2018, Delaware has been a proud Tree City USA member for 37 consecutive years. It has an urban forest of about 18,000 trees, valued at about \$18 million.

Tree Benefits

Trees provide numerous benefits to residents and enhance a community’s quality of life. The aesthetic beauty of the tree canopy increases curb appeal and thus property values. Their shading and wind-breaking effect helps with heating and cooling bills. Delaware’s trees save the community \$193,000 annually in electricity and gas bills, according to researchers at The Ohio State University (OSU). Trees also absorb carbon dioxide (CO₂) and produce oxygen, improving air quality. Nearly 16 million pounds, or 8,000 tons, of carbon have been stored by Delaware’s street trees over time and would represent carbon credits worth \$24,000 per year if a carbon-trading system were in place. Another noteworthy aspect is their ability to retain considerable amounts of rainwater, which helps reduce storm-water runoff and flooding. Delaware’s public trees intercept more than 6 million gallons of storm water annually. Each tree, depending on its size, health, and the climate it grows in, provides an annual benefit of no less than \$50. Linda Unterhill (in *Way of the Woods*, 2009) even claims that patients with a view of trees outside their windows heal faster and have fewer post-operative complications. Public-housing projects lacking trees and green spaces report nearly twice the crime rates as those that are landscaped attractively. Similar claims are made by Jill Jonnes in her 2016 book, *Urban Forests: A Natural History of Trees and People in the American Cityscape*. The STC believes that Delaware’s urban

forest is a worthwhile investment, as the benefits, both material and immaterial, are substantial. The same OSU researchers have calculated the value of Delaware's urban forest to be more than \$700,000 in total annual benefits to residents through ecosystem services such as storm-water remediation and decreased cooling and heating costs. Last, but not least, trees provide habitat and a food source for countless pollinators, birds, and other urban wildlife such as squirrels.

2017 Activities

The following are highlights of the 2017 activities of Delaware's Shade Tree Commission. The numbers were provided by City Arborist Doug Richmond. In addition to nearly 430 new right-of-way (ROW) street trees in new development areas, which will be the City's responsibility to maintain, 232 replacement trees were planted in 2017 by City crews and contractors. With the 2017 planting, the city has eliminated the backlog of replacement trees that were lost due to the devastating emerald ash borer in previous years. Twenty-seven different species or varieties (cultivars) were planted from the commission's recommend tree list, continuing the STC's desire and practice to see the urban forest diversified. These recommendations call for clusters of about six to eight trees (three or four on each side of the street) of one species, followed by a similar cluster of a different species, while maintaining the desired visual continuity. Pruning normally occurs every five years, barring unforeseen circumstances. In addition to the street tree plantings, an additional 100 trees were planted at Oak Grove Cemetery and Arboretum. These trees were planted through a generous donation by Mr. William West. Most of them were ornamental trees meant to bring interest and color to the understory of the tree canopy. A total of 851 trees were pruned to clear streets, sidewalks, and signage. Eighty-five dead and/or hazardous street trees were removed. STC also reviewed, commented on, and approved 26 development and building landscape planting plans. In several cases, the City Arborist and the STC recommended replacement of listed species with more resilient and less problematic tree species or cultivars.

Budget

Taxpayers do not pay for Delaware's street trees. The acquisition, planting, and maintenance of street trees is largely funded by developers who have the option of replacing and replanting lost trees or by paying a replacement fee into a tree-bank fund. At times, significant amounts accumulate that are then used to purchase and plant new trees so that Delaware's tree canopy can be maintained. The STC continued to provide City Council feedback when that body discussed Ordinance 1128, which relates to tree replacement and the tree bank. The commission decided that a tree replacement cost of \$100.00 / caliper inch was satisfactory. That equation was adopted and placed into the updated 2018 City's Fee Schedule. The commission also continues to agree that it makes sense to set aside a rainy-day fund for those lean years when new tree-bank revenue is low or non-existent.

Public Outreach

The Commission continued public-outreach efforts in 2017 by participating in the "Healthy Kids Day" event at the YMCA in April and the annual Northern Olentangy Watershed (NOW) Festival at Mingo Park in June. At "Healthy Kids Day," members of the STC gave away about 300 white pine seedlings that were provided by the Delaware Soil and Water Conservation District

(SWCD). The practice has been going on for many years, and there are now white pines on private property all around Delaware and beyond. At both events, members of the STC fielded questions about tree species and tree health and handed out informational flyers that were produced with the help of Lee Yoakum, Community Affairs Coordinator of the City of Delaware. In addition, several STC documents are available for public inspection on the website of the City of Delaware (www.delawareohio.net) under Recreation, Parks & Natural Resources: tree-care instructions, lists of permitted and restricted trees, and information about the cost-share program.

Arbor Day

For the 37th consecutive year, in 2017 the City of Delaware was awarded the recognition of Tree City USA. Arbor Day was celebrated on the last Saturday, April 29th 2017, with the planting of a Shumard Oak (*Quercus shumardii*) on the grounds of the YMCA at 1121 S. Houk Road. The Arbor Day tree was provided by the City of Delaware.

Respectfully submitted,

Shade Tree Commission
April 2018

The 2017 members are listed below. Due to term overlaps, there are more than 9 names. The STC meets on the fourth Tuesday of each month (except December) at 7 p.m. in City Hall. The meetings are open to the public and can be viewed live or at a later time.

Shannon Brewster
Jim Buck
Dave Carey
Tom Glissman
Paul Olen – Chair
Marisa Sulek (Hayes High School)
Gracie Shafer (Hayes High School)
Tom Wolber
Becki Wood-Meek
Susan Wright (Vice Chair)

Our thanks to City Staff & Clerical Support

Linda Mathews
Elaine McCloskey
Ted Miller (Director of Parks and Natural Resources)
Doug Richmond (City Arborist)

[rev. 4/16/18]

fly on the Ford

EXPERIENCE THE GOLDEN AGE OF AVIATION

FORD TRI-MOTOR PROPERTY OF



**Delaware Municipal Airport
August 9-12, 2018
Hosted by EAA Chapter 1600**

ADVANCE ONLINE PRICING: ADULT: \$70 • CHILD (17 & UNDER): \$50
WALK UP PRICING: \$75 • **RIDES:** THURS 2-5PM • FRI-SUN 9AM-5PM

FOR MORE INFO: FLYTHEFORD.ORG



OR CALL: 1-877-952-5395

The City of Delaware

Let's
Talk.....



PARKING

The City of Delaware

DOWNTOWN
DELAWARE
PARKING



The City of Delaware

JK. It's going well



The City of Delaware



DOWNTOWN DELAWARE

PARKING STUDY

Delaware City Council | February 6, 2017



Who are we?

We are Delaware's Downtown Parking Advocacy Committee

- Pedestrian Experience -

Our mission is to find ways to make walking
in Downtown Delaware even more enjoyable



Walking Audit

Why are people not parking in underutilized spots?

Perceived Walkability (at night):

- Visually attractive for walking
- Feels safe for walking
- Obvious strong odors
- How walkable is street segment
- Notes & questions



Walking Audit Findings

Overall Themes:

- Well lit and brick lined areas were more inviting-felt connected to downtown
- Lighting (or lack thereof) was a common theme
- Some vacant buildings
- Some uneven sidewalks



Walk [Your City]



**IT IS A
2 MINUTE
WALK TO
FRESHLY
BREWED
COFFEE**



WYC-0000011955

walkyourcity.org © 2018



Branded City Lot Project

What's the proposition?

Brand City parking lots to make them easier to identify for downtown patrons

- Have Delaware City logo at entrances & exits of public lots
- Have markers at entrances/exits of public lots
- Paint lines to signify what is private parking within the public lots
- Have a label on every meter to list enforcement times



Why did we do it?

Branded Lot Event



Branded Lot Findings

What did we learn?

The better majority of people surveyed online and in-person agreed that having city logos on pavement markers at entrances of public parking lots would be helpful, **but they would rather have clearer signage.**

Branded Lot Event

“Incentivize private lot holders to allow public parking during evening and weekend hours”

“Signs along the road would be helpful”

“More signs at the entrance and exits of public parking lots. Clearly mark where people can and cannot park within these lots.”

“Better signage explaining hours for free parking vs. paid”

“Not red balls. It's a historic downtown district...not a Target store.”

“I don't think the problem is identification. I mean more visible signs always help. But our issue is lack of parking.”

Proposal for Private Lot Owners

Shared Use Agreement

There are 41 private lots in the downtown core. What if the public could access them after business hours...?

Staff will have an agreement to bring to these lot owners! Here are some basic terms:

- Uses
- Times and Days
- Utilities
- Signage
- Enforcement
- Liability
- Supplemental Covenants



More on the Meter Front...

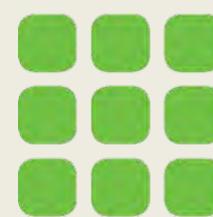
Let's give patrons more options to pay meters.

Selection Timetable

- April 17, 2018 Distribution of Requests for Proposals
- May 8, 2018 Deadline for Receipt of Proposals
- May 9, 2018, 5 p.m. Review Proposals
- Week of May 14, 2018 Recommend Selection



PARKING MANAGEMENT SOFTWARE
by EDC Corporation



payby
phone



Passport



Final Recommendations

What did we learn?

- Continue the brickscape and lighting designs that are
 - ◆ Spring St.
 - ◆ N. Franklin
 - ◆ Between Spring and William
 - ◆ William St.; East of Union
- Overgrown vegetation and uneven pavements on sidewalks and parking lots on the outskirts of the downtown core
- Introduce more wayfinding from the main streets to parking options
- Focus on clearer signage, not more identification of private lots
 - ◆ With this initiative, we recommend signage around what is public parking and what is private parking

The City of Delaware



Kelsey Scott

kscott@delawareohio.net



Abbey Trimble

atrimble@delawarehealth.org



FACT SHEET

AGENDA ITEM NO: 9

DATE: 04/23/2018

ORDINANCE NO: 18-32

RESOLUTION NO:

READING: SECOND

PUBLIC HEARING: YES
APRIL 23, 2018 at 7:30 P.M.

TO: Mayor and Members of City Council

FROM: R. Thomas Homan, City Manager

VIA: David Efland, Planning and Community Development Director

TITLE OF PROPOSED ORDINANCE/RESOLUTION:

AN ORDINANCE FOR ZAREMBA GROUP LLC FOR APPROVAL OF A REZONING AMENDMENT FROM B-3 (COMMUNITY BUSINESS DISTRICT) TO B-3 PMU (COMMUNITY BUSINESS DISTRICT WITH A PLANNED MIXED USE OVERLAY DISTRICT) TO ALLOW A 9.7 ACRE LAND ADDITION (PARCELS 11, 12 AND A PORTION OF PARCEL 5) TO THE GLENWOOD COMMONS SHOPPING CENTER LOCATED ON THE SOUTH SIDE OF US 36/37 BETWEEN MILL RUN CROSSING AND GLENN ROAD.

BACKGROUND:

See attached staff report.

REASON WHY LEGISLATION IS NEEDED:

To achieve compliance with Chapter 1130 Amendments of the Codified Ordinances.

COMMITTEE RECOMMENDATION:

Planning Commission approved this case 6-0 on April 4, 2018

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. 18-32

AN ORDINANCE FOR ZAREMBA GROUP LLC FOR APPROVAL OF A REZONING AMEMDMENT FROM B-3 (COMMUNITY BUSINESS DISTRICT) TO B-3 PMU (COMMUNITY BUSINESS DISTRICT WITH A PLANNED MIXED USE OVERLAY DISTRICT) TO ALLOW A 9.7 ACRE LAND ADDITION (PARCELS 11, 12 AND A PORTION OF PARCEL 5) TO THE GLENWOOD COMMONS SHOPPING CENTER LOCATED ON THE SOUTH SIDE OF US 36/37 BETWEEN MILL RUN CROSSING AND GLENN ROAD.

WHEREAS, the Planning Commission at its meeting of April 4, 2018 recommended approval of a Rezoning Amendment from B-3 (Community Business District) to B-3 PMU (Community Business District with a Planned Mixed Use Overlay District) to allow a 9.7 acre land addition (parcels 11, 12 and a portion of parcel 5) to the Glenwood Commons Shopping Center located on the south side of US 36/37 between Mill Run Crossing and Glenn Road (PC Case 2018-0442).

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

SECTION 1. That the Rezoning Amendment from B-3 (Community Business District) to B-3 PMU (Community Business District with a Planned Mixed Use Overlay District) to allow a 9.7 acre land addition (parcels 11, 12 and a portion of parcel 5) to the Glenwood Commons Shopping Center located on the south side of US 36/37 between Mill Run Crossing and Glenn Road, is hereby confirmed, approved, and accepted with the following condition that:

1. Any change or revisions to the lot layout and/or, road alignment(s) shall require conformance to all provisions of the Development Text.
2. The development shall participate in the Delaware North New Community Authority and Mill Run Commercial TIF District and shall execute the required documents prior to the issuance of any building permits

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: _____, 2018

YEAS ___ NAYS ___
ABSTAIN ___

ATTEST: _____
CITY CLERK

MAYOR

CASE NUMBER: 2018-0442-0445

REQUEST: Multiple Requests

PROJECT: Glenwood Commons Shopping Center

MEETING DATE: April 4, 2018

APPLICANT/OWNER

Zaremba Group LLC
14600 Detroit Street, Suite 1500
Lakewood, Ohio 44107

REQUEST

2018-0442: A request by Zaremba Group LLC for approval of a Rezoning Amendment from B-3 (Community Business District) to B-3 PMU (Community Business District with a Planned Mixed Use Overlay District) to allow a 9.7 acre land addition (parcels 11, 12 and a portion of parcel 5) to the Glenwood Commons Shopping Center located on the south side of US 36/37 between Mill Run Crossing and Glenn Road.

2018-0443: A request by Zaremba Group LLC for approval of a Conditional Use Permit allowing the placement of PMU (Planned Mixed Use Overlay District) to be established on a 9.7 acre land addition (parcels 11, 12 and a portion of parcel 5) to the Glenwood Commons Shopping Center located on the south side of US 36/37 between Mill Run Crossing and Glenn Road on property zoned B-3 (Community Business District).

2018-0444: A request by Zaremba Group LLC for approval of an Amended Preliminary Development Plan for Glenwood Commons Shopping Center on approximately 82.9 acres located on the south side of US 36/37 between Mill Run Crossing and Glenn Road on property zoned B-3 PMU.

2018-0445: A request by Zaremba Group LLC for approval of a Comprehensive Plan Amendment on the Future Land Use Map from Commercial to Mixed Use on a 9.7 acre land addition (parcels 11, 12 and a portion of parcel 5) to the Glenwood Commons Shopping Center located on the south side of US 36/36 between Mill Run Crossing and Glenn Road on property zoned B-3 PMU.

PROPERTY LOCATION & DESCRIPTION

The Glenwood Commons Shopping Center is located on the south side of US 36/37 between Mill Run Crossing and Glenn Road while the Reserve at Quail Pass apartment development and the City Wetland Park are located on the south side of Mill Run Crossing and extend south to the railroad track and west to Glenn Road. The proposed land addition to the Glenwood Commons Shopping Center encompasses 9.7 acres (parcels 11, 12 and a portion of parcel 5) that are located at the southeastern corner of US 36/37 and Glenn Road. The Glenwood Commons Shopping Center and the Wetland Park are zoned B-3 PMU (Community Business District with a Planned Mixed Use Overlay District) while The Reserve at Quail Pass is zoned M-1PMU (Light Manufacturing with a Planned Mixed Use Overlay District). The properties to the north, east and west are zoned B-3 while the properties across the rail road tracks are located in the township.

BACKGROUND/PROPOSAL

In January 2006 City Council approved a mixed use commercial, office and residential rezoning for approximately 150 acres which included Glenwood Commons Shopping Center and what is today The Reserve at Quail Pass. Now the developer is proposing a 9.7 acre land addition (parcels 11, 12 and a portion of parcel 5) located east of the existing shopping center and bordering Glenn Rd. With the land addition, the Glenwood Commons Shopping Center, the Preserve at Quail Pass and the City Wetland Park would encompass approximately 183 acres including right-of-way.

STAFF ANALYSIS

- **COMPREHENSIVE PLAN:** The Comprehensive Plan Future Land Use Map recommends a future land use of Commercial for the subject three parcels (parcels 11, 12 and a portion of parcel 5) in the Delaware East Sub-Area while the applicant is proposing a Mixed Use designation to be consistent with the remainder of the Glenwood Commons Shopping Center.
- **ZONING:** As previously mentioned, the zoning for the subject site is B-3 while the developer is proposing a rezoning to B-3 PMU to be consistent with remainder of the Glenwood Common Shopping Center and for the developer to market the type of uses permitted in the most recent approved revised development text while cleaning up the subject corner properties from a planning, zoning and land use plan perspective. Along with the zoning amendment to a PMU, the zoning process would also require Conditional Use Permit, Amended

Preliminary Development Plan and Comprehensive Plan Amendment approval by the Planning Commission and City Council.

- **GENERAL ENGINEERING:** Because this is an Amended Preliminary Development Plan and the main infrastructure has been constructed for the Glenwood Commons Shopping Center, final engineering plans would be required when each out lot is developed per the Final Development Plan approval process.
- **ROADS AND ACCESS:** The internal and external road network would remain the same with the proposed 9.7 acre land addition (parcels 11, 12 and a portion of parcel 5) in the Amendment Preliminary Development Plan with the infrastructure already constructed in the Glenwood Commons Shopping Center. An existing private drive accesses Glenn Road from the Meijer Grocery Store between parcels 11 and 12 of the land addition while parcel 5 (including the portion in the land addition) is accessed from a private access drive from US 36/37 just west of the Meijer gas station.
- **PEDESTRIAN CONNECTIVITY:** The future expansion of Glenn Road would have a bike path and sidewalk respectively along the widened road. Any other internal connectivity would be vetted during the Final Development Plan process for each out lot.
- **SITE CONFIGURATION:** The land addition includes parcels 11, 12 and a portion of 5 that would be consolidated with existing parcel 5. The development of any of these out lots would require Final Development Plan approval that achieves compliance with the adopted development text for the Glenwood Commons Shopping Center, the minimum current zoning code requirements and all other City development requirements.
- **LANDSCAPING & SCREENING:** When Glenwood Commons Shopping Center was constructed, the typical landscaping requirements which included street trees, front yard trees and other landscaping were installed. Therefore, the out lots would now only require parking lot and foundation landscaping when they come in for Final Development Plan approval except for the frontage of Glenn Road and the northeast corner of US 36/37 which would require the appropriate mounding and landscaping to be consistent with the existing mounding and landscaping along US 36/37 since this area has not been constructed yet because it was not part of Glenwood Commons Shopping Center until this application. Any landscaping plans shall be reviewed and approved by the Shade Tree Commission during the Final Development Plan approval process.
- **TREE REMOVAL & REPLACEMENT:** Any qualifying trees on the subject out lots would have to be identified and documented to achieve compliance with Chapter 1168 Tree Preservation Requirements during the Final Development Plan approval process, though the Applicant planted approximately 10,000 plants and trees initially which included the wetland park site and which satisfied replanting requirements for the initial development.
- **SIGNAGE/GATEWAYS & CORRIDORS PLAN:** Any proposed ground and building signage would need to achieve compliance with the approved development text and approved comprehensive sign plan for subject development and be approved during the Final Development Plan process.
- **LIGHTING:** Any lighting for the out lots would need to be reviewed and approved during the Final Development Plan process. All lighting plans would need to be submitted, reviewed and approved by the Chief Building Official and achieve compliance with the minimum zoning requirements and requirements for the shopping center per the approved text and plans and in keeping with the existing lighting.
- **CONDITIONAL USE PERMIT:** The proposed development achieves compliance with Conditional Use Permit requirements to establish a PMU over the subject three parcels per the zoning code and approved development text.

STAFF RECOMMENDATION (2018-0442 – REZONING AMENDMENT)

Staff recommends approval of a request by Zaremba Group LLC of a Rezoning Amendment from B-3 (Community Business District) to B-3 PMU (Community Business District with a Planned Mixed Use Overlay District) to allow a 9.7 acre land addition (parcels 11, 12 and a portion of parcel 5) to the Glenwood Commons Shopping Center located on the south side of US 36/37 between Mill Run Crossing and Glenn Road, with the following conditions that:

1. Any change or revisions to the lot layout and/or, road alignment(s) shall require conformance to all provisions

of the Development Text.

2. The development shall participate in the Delaware North New Community Authority and Mill Run Commercial TIF District and shall execute the required documents prior to the issuance of any building permits.

STAFF RECOMMENDATION (2018-0443 – CONDITIONAL USE PERMIT)

Staff recommends approval of a request by Zaremba Group LLC of a Conditional Use Permit allowing the placement of PMU (Planned Mixed Use Overlay District) to be established on a 9.7 acre land addition (parcels 11, 12 and a portion of parcel 5) to the Glenwood Commons Shopping Center located on the south side of US 36/37 between Mill Run Crossing and Glenn Road on property zoned B-3 (Community Business District).

STAFF RECOMMENDATION (2017-0444 – AMENDED PRELIMINARY DEVELOPMENT PLAN)

Staff recommends approval of a request by Zaremba Group LLC of an Amended Preliminary Development Plan for Glenwood Commons Shopping Center on approximately 82.9 acres located on the south side of US 36/37 between Mill Run Crossing and Glenn Road on property zoned B-3 PMU, with the following conditions that:

1. Final Engineering Plans shall be required when each out lot is developed per the Final Development Plan process.
2. All out lots shall require Final Development Plan approval and achieve compliance with the Glenwood Commons Shopping Center development text, the current zoning code and all other City development requirements.
3. A mound with landscaping, consistent with the existing mound and landscaping along US 36/37 along the frontage of the Glenwood Commons Shopping Center, shall be installed along the frontage of Glenn Road (parcels 11 and 12) and the northeast corner of US 36/37 and Glenn Road (parcel 5) during the development of the first subject out lot.
4. The development shall participate in the Delaware North New Community Authority and Mill Run Commercial TIF District and shall execute the required documents prior to the issuance of any building permits.

STAFF RECOMMENDATION (2017-0445 – COMPREHENSIVE PLAN AMENDMENT)

Staff recommends approval of a request by Zaremba Group LLC of a Comprehensive Plan Amendment on the Future Land Use Map from Commercial to Mixed Use on a 9.7 acre land addition (parcels 11, 12 and a portion of parcel 5) to the Glenwood Commons Shopping Center located on the south side of US 36/36 between Mill Run Crossing and Glenn Road on property zoned B-3 PMU.

ORDINANCE 18-32
GLENNWOOD COMMONS & THE RESERVE AT QUAIL PASS
PLANNED MIXED USE DEVELOPMENT TEXT
DELAWARE, OHIO

1. DESCRIPTION OF DEVELOPMENT

Zaremba Group, LLC and Zaremba Inc. are proposing to construct a commercial development while Redwood ~~Acquisition~~ Acquisition LLC, are proposing single story luxury apartments in the City of Delaware. The 159 449 +/- gross acre project site (145 +/- net acres less right-of-way) is located on the east side of the City, on the south side of US 36/SR 37 and west of Glenn Road. The ~~Penn-Central~~ railroad track borders the site to the south and west. The site is easily accessed from I-71, US 36/SR 37, and Glenn Road.



2. GENERAL DEVELOPMENT STANDARDS

- a. **Purpose and Intent.** It is the intent of this development to provide a mixed use development with compatible and common architectural design, streetscape, signage, lighting, and pedestrian amenities to be compatible throughout the entire development. Prototypical design that is not consistent with this purpose and intent will not be accepted. This Development Text represents the zoning requirements for this area unless otherwise noted.
- 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 increase in the number of or change in the type and/or mix of dwelling units or any major increase in the non-residential building area.
 - (2) Major change in the approved location of land uses or land use sub-areas.
 - (3) Substantial alteration of the basic geometry, including right-of-way width, and/or operation characteristics of any element of the approved public and private street pattern, access points, parking facilities, service access, trash storage facilities, and system of pedestrian paths that results 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 increase in the number of or change in the type and/or mix of dwelling units less than 5% in the total number of dwelling units or any increase less than 10% in the non-residential building area.

- (3) Minor change in the approved location of land uses or land use sub-areas.
 - (4) Minor alteration of the basic geometry, including right-of-way width, and/or operation characteristics of any element of the approved public and private street pattern, access points, parking facilities, service access, trash storage facilities, and system of pedestrian paths that results in a change in operating characteristics or character.
 - (5) Minor structural alterations that do not alter the overall design intent of the building.
- f. **Tree Removal and Replacement.** Tree removal and replacement shall meet all requirements of Chapter 1168 with the following replacement schedule:
- (1) Trees in poor condition shall not be replaced.
 - (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) As determined at the time of approval of the Final Development Plan, up to 100% replacement credit may be given towards the provision of parkland tree plantings (including any wetland plant species), pedestrian pathways throughout the parkland, and any other structural amenities.
 - (6) Once the Final Development Plan is approved and trees/landscaping is installed per plan, all trees/landscaping shall be required to be maintained and replaced as needed in perpetuity.
- g. **Wetland Park.** The developer had initially contributed a portion of the land toward the city owned wetland park. The developer had initially constructed the improvements in the wetland park, a portion of which were for a portion of the required storm water management of the Planned Mixed Use Overlay area. ~~The developer shall maintain the storm water components of the park as previously required.~~

3. SUB-AREAS A & B

The project is separated into two main sub-areas to represent the distinct areas of development. Sub-Area A (**89.2 net acres**), known as Glenwood Commons (to the centerline of Mill Run Crossing), is to be developed generally with a mix of commercial and retail uses. Sub-Area B (**55.826 net acres**), known as The Reserve at Quail Pass (to the centerline of Mill Run Crossing), is to be developed with single story luxury apartment units with attached garages.

4. SUB-AREA A – GLENNWOOD COMMONS DEVELOPMENT STANDARDS

- a. **Uses.** The following uses shall be considered permitted, conditionally permitted, or limited uses in Sub-Area A 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	Glennwood Commons Uses
(a) Office and Professional Services	
(1) Offices – administrative, business and professional	P
(2) Financial institutions, banks	P
(3) Medical and dental offices, health and allied services	P
(b) Retail and Services	
(1) Retail and service establishments with a minimum gross floor area of 100,000 square feet or greater (ORD 04-42 Passed 03/22/04)	L
(2) Retail and service establishments in completely enclosed buildings with a minimum gross floor area of less than 100,000 square feet.	P
(3) Restaurant – table service	P
(4) Restaurant – counter service	P
(5) Veterinary office (no outside run or outside kennel)	L
(6) Veterinary hospital (no outside run or outside kennel)	L
(c) Automotive and Transportation	
(1) Gasoline station with or without convenience store	L

Land Use Category	Glennwood Commons Uses
(2) Automotive service station	L
(3) Stand-Alone ATM Facility	L
(4) Drive-thru facility associated with any principal permitted, limited, or conditionally permitted use	L
(5) Car wash (accessory to principal use)	L
(d) Outdoor Display/Storage	
(1) Outdoor display	L
(2) Outdoor storage	L
(3) Garden Center	L
(e) Community Facilities	
(1) Schools, trade, business or cultural arts	C
(1) Public cultural institutions and art galleries	P
(2) Day care center, child/adult	P
(3) Public safety & service facility	P
(4) Public Parks & Playgrounds	P
(5) Public utility substation or distribution facility	L
(b) Recreation and Entertainment	
(1) Indoor recreation and amusement (such as indoor theater, bowling alley, arcade, billboard parlor, assembly hall and party center)	C
(2) Public parks and playgrounds	P
(3) Health club	P
(c) Lodging	
(1) Hotel/motel	P

(5) **Specific Standards for Limited Uses.** Any use listed as a limited use shall meet all requirements of the Zoning Code, unless otherwise exempted or modified in this Section which shall take precedence in all cases, as determined through the Final Development Plan approval process. If any of the requirements set forth in this text or the then current Zoning Code are not met, the use shall be considered a Conditional Use and a Conditional Use Permit must be approved as set forth in the Zoning Code.

- A. **Retail or Service Establishment with a Minimum Gross Floor Area of 100,000 Square Feet or Greater.** Unless modified within this text all requirements of Chapter 1148, as attached to this text, shall be met.
1. Sections 1148.05(bb)(2). Only if all requirements of the Landscaping and Screening Section of this text are fulfilled as they relate to the mounding and landscaping along Mill Run Crossing, these provisions shall not apply.
 2. Sections 1148.05(b)(3) and 1148.05(bb)(5). Only if all requirements of the Landscaping and Screening Section of this text are fulfilled as they relate to the mounding and landscaping along Mill Run Crossing, these provisions shall not apply to the rear elevation facing Mill Run Crossing except that visual interest and undulating roof heights shall be incorporated for any portions of the rear elevation not screened from view at the time of the landscaping installation.
 3. Section 1148.05(bb)(12). Only if all requirements of the Stream Relocation Section of this text are fulfilled, this provision shall not apply.
 4. Section 1148.05(bb)(17). This Section shall be fulfilled by the development of outlots along US 36/SR 37 as depicted on the Preliminary Development Plan and Preliminary Subdivision Plat and through the provision of landscaping and other elements described in the Gateways & Corridors Plan and as approved with any Final Development Plan.
- B. **Veterinary Office (with no outside run or outside kennel) and Veterinary Hospital (with no outside run or outside kennel).** Such uses shall meet all requirements of the then current Zoning Code and be limited to household pets prohibiting on-site services to livestock, goats, equine, and other non-domesticated animals.
- C. **Gasoline Station (with or without convenience store).** Such use shall meet all requirements of the then current Zoning Code and be designed in a manner that substantially limits the view of fueling pumps from the public right-of-way. Any canopy or weather cover associated with this use shall be designed in manner that is substantially similar with the overall development of Glennwood Commons, the principal building, and shall not include exposed metal support columns.
- D. **Automotive Service Station.** Such use shall meet all requirements of the then current Zoning Code and be located to the side or rear (opposite the public right-of-way) of the principal building if accessory to a principal use or building. The building whether detached or attached to the building containing the principal use shall be designed in a manner that is substantially similar with the overall development of Glennwood Commons and the provision of 100% transparent vehicular doors.
- E. **Stand-Alone ATM Facility.** Such use shall not be located along any public right-of-way and limited to areas interior to the overall development. The use shall be located in a manner that does not unreasonably disrupt traffic or pedestrian circulation. The building housing the ATM shall be designed and

landscaped in a manner consistent with overall design and to minimize its presence.

- F. **Drive-Thru Facility Associated with any Principal Permitted, Limited, or Conditionally Permitted Use.** Such use shall meet all requirements of the then current Zoning Code and be located to the side or rear (opposite the public right-of-way) of the principal building. A covered pick-up area may be permitted in the front of the principal building. Any canopy or weather cover associated with this use shall be designed in manner that is substantially similar with the overall development of Glennwood Commons, the principal building, and shall not include exposed metal support columns.
- G. **Car Wash (accessory to principal use).** Such use shall meet all requirements of the then current Zoning Code and be located in the side or rear (opposite the public right-of-way) of the principal building (Gasoline Station). The building whether detached or attached to the building containing the principal use shall be designed in a manner that is substantially similar with the overall development of Glennwood Commons including the provision of 100% transparent vehicular doors.
- H. **Outdoor Storage & Outdoor Display.** The following standards shall apply for outdoor storage and outdoor display.
1. Permanent outdoor storage and outdoor display in any parking area in front of the building is prohibited.
 2. For businesses larger than 100,000 square feet in gross floor area, seasonal outdoor display is permitted in parking areas to the front of the building for live vegetation only (mulch, soil, seeds, or other items may be permitted in the parking area on the side of the building with Final Development Plan approval) and all areas limited to the time period between March 1 and July 31. Such area shall be limited to area determined with the Final Development and in no case exceed 15,000 square feet in aggregate area per business, not unreasonably disrupt traffic or parking, be generally located in front of the Garden Center, or on the side of the Garden Center, be enclosed by decorative fencing to be approved with the Final Development Plan, bound on both ends by landscaped parking islands, and all pricing signs oriented towards the interior of the area.
 3. Outdoor display of seasonal merchandise is permitted in the walkway area in front of and to the side of the building in limited areas defined on the Final Development Plan provided a minimum pedestrian walkway of 5 feet in width is maintained between the front of the building and parking spaces or drive aisle. Such areas shall be limited to such seasonal for sale merchandise such as lawnmowers, grills, sheds, snowblowers, and other items defined on the Final Development Plan. In no case shall any vending machines, ice boxes, palletized items, bulk material, or other similar items be permitted in such outdoor display areas. Additionally, no items may be mounted to the side of the building and display heights shall not exceed 6 feet in height.

4. Outdoor storage of palettes, appliances to be recycled, or other items that are not for sale is permitted only at the rear of the building provided the outdoor storage area is limited to an area defined on the Final Development Plan, is demarcated in a manner that adequately contains the item(s) to be stored, and is screened from view of any public right-of-way or private access drive with mounding and landscaping providing year round 100% opacity.

I. **Garden Center.** Garden Centers are considered structures, which are attached to the principal building and enclosed on four sides for the purposes of displaying garden related items, vegetation, bulk materials, or other items. Such structures shall be substantially similar in design with the overall development of Glennwood Commons including being fully integrated into the principal building design. The enclosures shall be designed in a manner that substantially limits the view of any item within the Garden Center. In no case shall any item contained with the Garden Center extend above the height of the enclosure.

J. **Public Utility Substation or Distribution Facility.** Such use shall meet all requirements of the then current Zoning Code and shall be landscaped to block all public views.

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

Lot Standards	Glennwood Commons
(a) Minimum lot area	1 acre
(b) Minimum lot width and frontage*	120 ft.
(c) Maximum building coverage	40%
(d) Maximum lot coverage**	70%

*Lot frontage requirement may be met by providing the minimum frontage along cross access easements connecting to public streets.

**Lot coverage shall be determined by calculating the total area of any impervious surface divided by the area of Sub-Area A and converted to a percentage. Collectively, lot coverage on all parcels in the Sub-Area shall average 70%.

c. **Building Setback Standards.** The following standards shall apply for minimum building setbacks. Decorative architectural elements such as canopies and overhangs shall be permitted to encroach into any setback provided that no encroachment shall exceed 5 feet.

Minimum Building Setbacks	Glennwood Commons
(a) Setback from US36/SR 37	40 ft.

(b) Setback from Mill Run Crossing	20 ft.
(c) Side setback for lots along US 36/SR 37	20 ft.
(d) Rear setback	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.

Minimum Parking Setbacks	Glennwood Commons
(1) Setback from US 36/SR 37.	15 ft.
(2) Setback from Mill Run Crossing.	15 ft.
(3) Setback from any private access drive or street.	10 ft.
(4) Setback from interior property lines	As approved on the Final Development Plan

- e. **Maximum Building Height.** The maximum height of any building or structure shall be 55 feet as measured from finished floor elevation to the highest point of the roof.
- f. **Building Design.** All buildings regardless of use shall meet the building design requirements of Section 1143.11 and consist of brick and stone or similar approved products as the exterior material. Stucco and EIFS may be used as accent material only. To create a cohesive and unified design throughout the entire development, each building shall be consistent in overall design, color, material, and architectural pattern and include similar and/or repeating a pattern of design elements such as cupolas, wind vanes, dormers, detailed and well defined cornices on flat roof structures, columns, awnings, or other elements as determined through the Final Development Plan review process.
- (1) Any building 100,000 square feet or greater in gross floor area shall meet the following design requirements of Chapter 1143.
- A. When the wall of a building faces a public right-of-way, or the main parking area, or is within 45 degrees of facing a public right-of-way, a minimum of forty percent (40%) of such wall area, on the ground floor, shall have the appearance of display-type windows. The bottom edge of such windows shall not be higher than three (3) feet above grade. All such windows may be opaque.
 - B. Walls shall have no more than twenty (20) feet of continuous wall length devoid of windows, on any ground floor, unless the wall includes architectural features such as piers, columns, defined bays or an undulation of the building, so that a pedestrian scale, rhythm, and visual interest is created.

- C. Walls that meet the following criteria shall be exempt from the requirements of A and B above:
 - 1. Two walls of adjacent business uses face one another and are separated by not more than 40 feet, or, two walls face one another, are separated by not more than 40 feet and the space between the two walls is used for servicing the buildings.
 - 2. The wall faces an area devoted solely to loading and delivery and the wall is screened from view from all public rights-of-way, parking areas, and abutting residential areas.
- (2) Accessory structures such as enclosures for dumpsters, refrigeration and freezing units, and other similar structures shall consist of brick and 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.
- (3) Rooftop Mechanical Equipment shall be screened from public view from all sides of the building through the use of parapets, equipment screens, or other screening measures as deemed appropriate.
- g. **Parking.** The amount of parking provided shall not be more than that shown on the approved Preliminary Development Plan. Parcels 1, 2, 3, 4, 5, and 6 shall meet the minimum parking requirements of the current Zoning Code, however the Planning Commission encourages the reduction of the required amount of parking by up to 30% and encourages shared parking opportunities where the locations and uses make sense in order to minimize the overall amount of parking on-site. Where necessary for connectivity and access management throughout the development and to adjacent properties, cross access easements shall be provided. No overnight parking (10:00pm to 7:00am), except employees and trucks docked in the loading facility, which shall not have their engines or cooling units running, shall be allowed. This includes, but is not limited to, RVs and thru-trucks. Overnight parking is defined as any qualifying vehicle parked on-site longer than 4 hours.
- h. **Landscaping and Screening.** All landscaping shall meet the requirements of the Zoning Code and the Gateways & Corridors Plan unless modified herein.
 - (1) Low, undulating earth mounds measuring 2 to 3 feet in height shall be provided along the US 36/SR 37 frontage.
 - (2) Along Mill Run Crossing beginning at the end of the undisturbed Mill Run stream extending east to the eastern property line, including to the north along the eastern property line to block views of the loading and service facilities, an undulating earth mound no less than 12 feet in height as measured from the proposed Mill Run Crossing road elevation with a mix of deciduous and coniferous plantings providing, at the time of installation, a minimum 60% year round opacity at a combined mound and landscaping height of no less than 18 feet shall be provided.
 - (3) Street trees placed every 40 feet on center shall be provided along all private access drives and wherever such drives are adjacent to parking spaces landscaping in conformance with Section 1166.09(b) shall be provided. Street trees shall also be provided in any median and placed every 40 feet on center.

- (4) Parking lots will be landscaped in a manner that minimizes the direct views of expanses of parking spaces and encourages safe vehicular movement, at a minimum, as depicted on the approved Preliminary Development Plan. Each landscaped island within the parking lot shall be planted with two trees.
 - (5) Wherever possible along building frontages with a pedestrian walkway a mix of year-round and seasonal foundation plantings shall be provided as well as tree wells or planters of other similar plantings included in the pedestrian walkway.
 - (6) Ground mounted equipment shall be screened from view using plant materials, opaque decorative fencing, or mounding providing 100% year round opacity.
- i. **Stream Relocation.** Upon authorization by the applicable State and Federal agencies, Mill Run stream shall be relocated with the minimum necessary conservation and/or preservation easements placed over the relocated and remaining stream corridor. Additionally, to offset the local impact of the stream relocation, the applicant shall complete the development of a passive park on City owned land adjacent to this development including the construction and expansion of ponds and opportunities for the development of wetland areas, provision of multi-use paths and/or boardwalks, and other amenities as agreed to and approved through the Final Development Plan review process and dedicate any conservation and/or preservation easement placed over the remaining Mill Run stream to the City.
 - j. **Pedestrian Connectivity.** Pedestrian connectivity will be provided throughout the sub-area with stub connections to other sub-areas and future development. Sidewalks and bikepaths shall be provided as shown on the Preliminary Development Plan. Sidewalks, a minimum 8 feet in width, will also be provided along all storefronts and leading to any side and rear customer entrances. Different materials, colors, pavers, patterns, and other techniques shall be used in front of principal uses at major pedestrian crossings leading to the parking areas.
 - k. **Lighting.** Building, site, and accent lighting shall be provided in accordance with the current Zoning Code. All lighting fixtures, except those located in loading or service areas and not visible by the general public, shall be decorative fixtures that are appropriate and consistent with the overall design of the development. Standard shoe-box type fixtures and standard wall packs may only be used in loading or service areas that are not visible by the general public. No lighting fixture shall be mounted higher than 28 feet in height. All ground mounted accent lighting shall be hidden in landscaping and directed in a manner that does not affect visibility. All non-security site and building lighting will be turned off one hour following close of business in accordance with tenant's operational requirements. Any use with a 24 operation shall provide a lighting plan that minimizes site and building lighting during non-peak nighttime hours.
 - l. **Signs.** A comprehensive sign plan shall be provided and approved in conformance Section 1165.16(c) and the Final Development Plan. All signs in the sub-area shall be in conformance with the approved comprehensive sign plan. The comprehensive sign plan shall meet the following requirements. Unless noted below, all signs shall meet the current Zoning Code.

- (1) **All Signs.** All signs shall be designed and located in a manner that is appropriate and consistent with the overall design of the sub-area and the Gateways & Corridors Plan. Unless noted otherwise, externally illuminated and reverse channel letter signs are preferred. For the purposes of this text, a reverse channel letter sign is generally a type of sign that utilizes an opaque aluminum letter which is stud mounted away from the wall or mounting surface. The illumination creates a soft glow or "halo" behind the letter. Changeable copy and changeable face signs are prohibited except for gas pricing signs as approved with a Final Development Plan. Businesses located within a business shall not be permitted any free-standing signs, be limited to one non-illuminated wall sign not exceeding 2 square feet in area located in a sign band, and no building shall have more than 2 such signs.
- (2) **Free-Standing Signs.** Except for development identification and directional signs, free standing signs are prohibited.
 - A. Development identification signs shall be of the highest quality and design and serve as part of overall entry features to the development. Development identification signs may be provided at areas depicted on the comprehensive sign plan. One development identification sign may be permitted to include up to 3 accessory tenant panel signs as approved on the comprehensive sign plan.
- (3) **Wall Signs.** As a result of the limitations placed on free-standing signs, flexibility shall be allowed for wall sign area. Wall signs shall be integrated into the overall design of the building on which the sign is attached in an area established as part of the building design approval for the purpose of mounting a wall sign. Only one wall sign is permitted per primary tenant per frontage of a public or private street except that there shall be no more than 2 such signs per primary tenant per building. In addition, one ancillary or directional sign may be granted at the discretion of Planning Staff. Except along US 36/SR 37 no signs shall be permitted facing a residential district or use.
 - A. Retail buildings J and K and Outparcels 1, 2, 3, 4, 5, and 6. Reverse channel letters (halo glow) signs, as previously defined, and gooseneck down lighting are preferred.
- (4) **Other Signs.** A temporary marketing/for sale or lease sign plan shall be provided as part of the comprehensive sign plan for the development. All other signs shall meet the current Zoning Code. Except for 7 days and only for a grand opening (initial opening of the business), no streamers, balloons, spinners, other air activated devices, billboards, search lights, or other temporary or permanent signs or attraction devices shall be permitted.

5. SUB-AREA B – THE PRESERVE AT QUAIL PASS DEVELOPMENT STANDARDS

- a. **Uses.** The following uses shall be considered to be permitted, conditionally permitted, or limited uses in Sub-Area B as represented in the chart below by P, C, or L, respectively. 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 Zoning Code standards for approval of a conditional use permit current at the time of application for a conditional use permit as well as any other regulations contained within the Zoning Code.
 - (3) **Accessory Uses.** Although not specified in the chart below, accessory uses, which are considered permitted uses, include those items that are accessory and necessary to the principal use of the land. Such items include but are not limited to fences, trash receptacles and enclosures, patios, decks, swimming pools, and off-street parking areas.

Land Use Category	Quail Pass Uses
(a) Residential	
(1) Single Story Apartments as approved on PDP & subsequent FDP's (minimum 3 unit buildings and maximum 6 unit buildings)	P
(2) Minor home occupation	P
(b) Recreational/Open Space	
(1) Park, playground	P
(2) Non-commercial recreation facility (including homeowner association controlled facilities)	P

- b. **Density & Mix of Dwelling Unit Type.** The overall Sub-Area B density and mix of dwelling unit types shall not exceed that approved on the Preliminary Development Plan which is 340 apartment units at 6.1 units per acre.
- c. **Building Setback Standards.** The following standards shall apply for minimum principal building setbacks (including accessory structures attached to the principal structure) based on the type of dwelling unit.

(1) Single Story Apartments (Perimeter Setbacks)

Minimum Building Setbacks	Single Story Apartments
(a) North property line	50 ft.
(b) South property line	40 ft.
(c) East property line	50 ft.
(d) West property line	25 ft.

(2) Single Story Apartments (Internal Setbacks)

Minimum Building Setbacks	Single Story Apartments
(a) Front setback from the private street	20 ft.
(b) Minimum Building Separation	10 ft.
(c) Side setback for end unit adjacent to street	15 ft.
(d) Rear patio or porch encroachment into required perimeter building setback	9 ft.

- d. **Floor Area Requirements.** Each dwelling unit shall provide for the following minimum floor area, exclusive of basements unless walk-out units, unfinished attic spaces, garages, and any attached or detached accessory buildings.
- (1) Single Story Apartment: 1,250 square feet
 - (2) Leasing office: 300 square feet
- e. **Maximum Building Height.** The maximum height of any building or structure shall be 35 feet as measured from the average elevation of the finished grade at the front of the building to the highest point of the roof.
- f. **Building Design.** Unless otherwise modified within this text, all dwellings shall meet the building design requirements of Chapter 1171 R-5 and R-6 District multi-family standards for apartments or per the final development plan: .
- (1) To create a cohesive and unified design throughout the entire development with each building being consistent in overall design, color, material, and architectural pattern and include similar and/or repeating a pattern of design elements such as architectural styles, roof and building massing, window proportion, or other elements as determined through the Final Development Plan review process.
 - (2) All apartment building elevations (all sides) shall be reviewed and approved by the Planning Commission as part of the Final Development Plan.

(3) The proposed building mix shall consist of two types: 1). 3, 4 and 6 unit buildings that are 28 feet wide units with all front loaded garages. 2). 4 and 5 unit buildings that have 42 feet wide middle units (front loaded garages) and 28 feet wide ends that have side loaded garages.

(4) Exterior Material and Trim Standards.

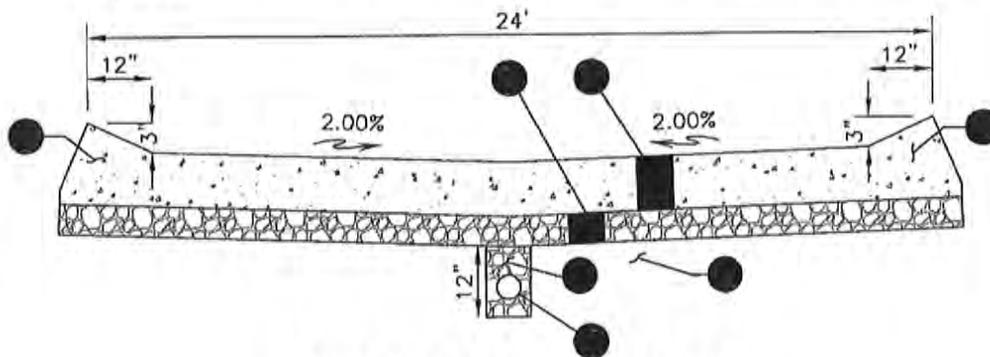
- A. All multi-family buildings shall be permitted to utilize Vinyl Siding – Higher End, as defined in Chapter 1171.08 (c) (19) on all elevations.
- B. The front elevations shall have limestone veneer wainscoting.
- C. The side elevations that face a street, open space or other prominent locations at staff's and/or Planning Commission's discretion shall have limestone veneer wainscoting and vinyl shake siding on the gables per the approved Preliminary Develop Plan architectural details plan exhibit.
- D. All front elevations shall include a variety of styles, colors, and/or materials types of materials including, but not limited to, dormers, vinyl shake siding, etc.
- E. Trim board around all corners, windows, and doors shall be a minimum of 4 inches all around.
- F. All building overhangs/soffits shall be a minimum 8 inches.
- G. EIFS, stucco, or similar products are prohibited as an exterior material.
- H. All apartment building elevations shall be reviewed and approved by the Director of Planning & Community Development.

(5) Design Standards

- A. Primary roofs shall have a minimum pitch of 5:12.
- B. Lintels and sills in masonry walls shall be brick soldier course, limestone, or sandstone, along with other manufactured stone products.
- C. Windows shall be of vertical or square proportion. Accent windows may be circular, half-round, or octagonal and limited to one per elevation unless used in a pair. Rear elevations shall have a minimum of one window.
- D. Treated lumber shall be painted or stained.
- E. All apartments shall provide an identifiable entry with entry coverings and stoops being a minimum of 3 feet deep or the minimum necessary for building code regulations, which ever is greater.
- F. All garages shall be attached. Front elevations shall be designed to de-emphasize the visual impact of the garage. . All Garage doors facing a street shall be architecturally upgraded to include design elements consistent with the design of the apartment buildings.. Garages of front loaded apartments shall be permitted to extend closer to the street than the primary wall facing the street as shown in architectural plans.
- G. Side elevations shall include multiple windows and design elements that provide visual interest.

- g. **Landscaping and Screening.** All landscaping shall meet the requirements of the then current Zoning Code and the Gateways & Corridors Plan unless modified herein.
- (1) All street and shade tree plantings shall meet the requirements and approval process of the Zoning Code unless modified in this text.
 - (2) Street trees shall be a minimum of 1.75 caliper inches as measured at breast height at the time of installation.
 - (3) Along Mill Run Crossing, the revised buffer shall consist of an earth mound between 4 to 6 feet high as measured from the finish floor elevation of the adjacent buildings with a mix of deciduous and coniferous plants providing, at the time of installation, a minimum 60% year round opacity and landscaping height of no less than 10 feet shall be provided. Such landscaping plan shall provide an aesthetic and safety buffer for the yard area of the adjacent apartment buildings while maintaining an aesthetic and consistent buffer along Mill Run Crossing.
 - (4) Along the railroad tracks, an earth mound, no less than 4 feet in height as measured from the proposed finish grade elevations of the adjacent dwelling with a mix of deciduous and coniferous plantings providing, at the time of installation, a minimum 60% year round opacity at a combined mound and landscaping height of no less than 10 feet shall be provided.
 - (5) Along Glenn Road an earth mound no less than 6 feet in height as measured from the proposed finish floor elevation of the adjacent dwelling with a mix of deciduous and coniferous plantings providing, at the time of installation, a minimum 60% year round opacity at a combined mound and landscaping height of no less than 12 feet shall be provided as approved on the Final Development Plan.
 - (6) Along the property known as the Nutter property an undulating earth mound no less than 6 feet in height as measured from the proposed finish floor elevation of the adjacent dwelling with a mix of deciduous and coniferous plantings providing, at the time of installation, a minimum 60% year round opacity at a combined mound and landscaping height of no less than 12 feet shall be provided as approved on the Final Development Plan.
 - (7) A typical landscaping plan for each apartment building and/or street shall be submitted and approved with the Final Development Plan. This typical landscaping shall set forth the minimum amount of required landscaping for each apartment building and/or street at the time of building of each structure prior to the issuance of a Certificate of Occupancy.
 - (8) Ground mounted equipment shall be screened from view using plant materials providing 100% year round opacity. Air conditioning units shall be located in manner that minimizes the view from the private streets and the public right-of-way.
 - (9) The landscape plans shall be reviewed and approved by the City Shade Tree Commission.
 - (10) All landscaping shall be maintained and/or reinstalled as required by the City in perpetuity by the developer.
- h. **Pedestrian Connectivity.** Pedestrian connectivity will be provided throughout the sub-area with stub connections to other sub-areas and future development. Concrete

concrete typical street section is illustrated below but subject to final approval by the City Engineer:

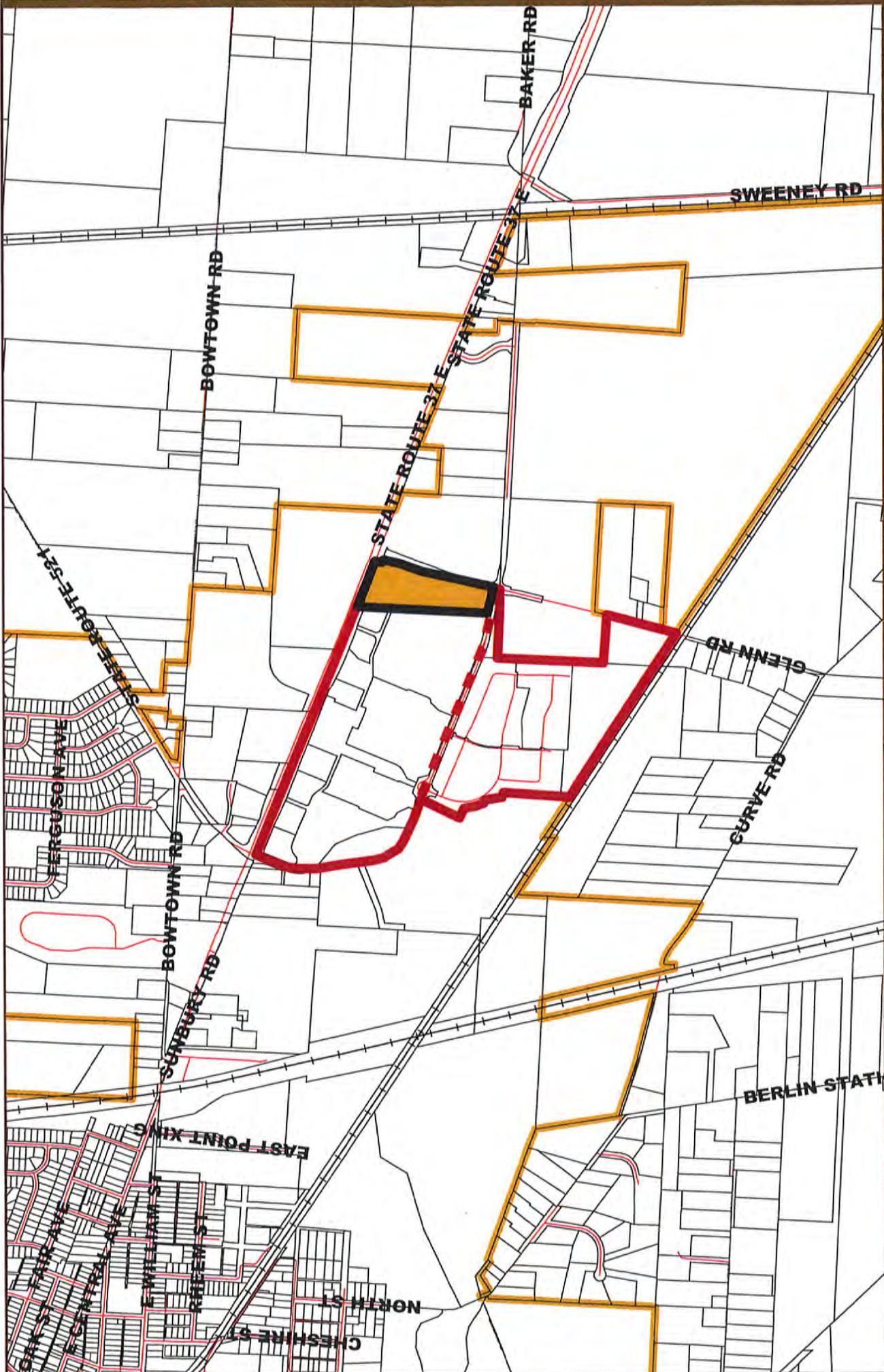


CONCRETE TYPICAL SECTION

NOT TO SCALE

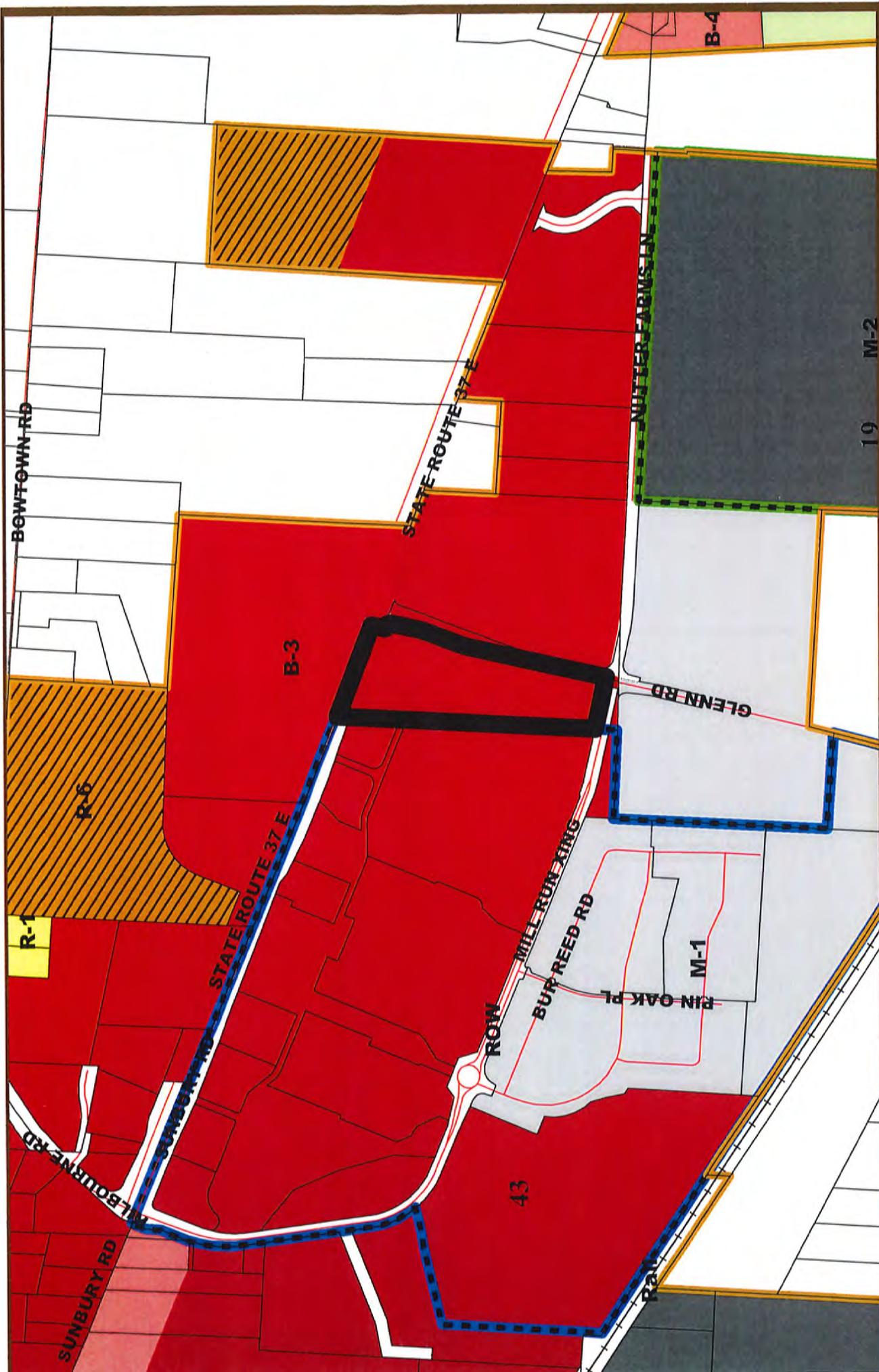
- NO. 8 OR NO. 57 AGGREGATE
- ITEM 605 - 4" UNDERDRAIN
- ITEM 204 - SUBGRADE COMPACTION
- SEE CONCRETE WEDGE CURB DETAIL (THIS SHEET)
- ITEM 452 - 7" PORTLAND CEMENT CONCRETE PAVEMENT
- ITEM 304 - 3" AGGREGATE BASE

- o. **Utilities.** The water and sewer lines within the development are to be private but would have to be approved by the City Engineer pertaining to locations, details and specifications.
- p. **Construction Phases.** The development is to be divided into three phases with construction proposed upon market conditions. Phase I would be located in the northwest quadrant of the site with two access points from Mill Run Crossing and would consist of 94 apartment units in 19 buildings. Phase II would be located in the northeast quadrant of the site utilizing the existing access points from Mill Run Crossing and would consist of 137 apartment units in 27 buildings. Phase III would be located south of the farm ditch with a new access point from Glenn Road and would consist of 109 apartment units in 22 buildings.
- q. **School Districts.** The developer shall attempt to conform the two school district boundary's the subject development is located within into one school district for the entire development.



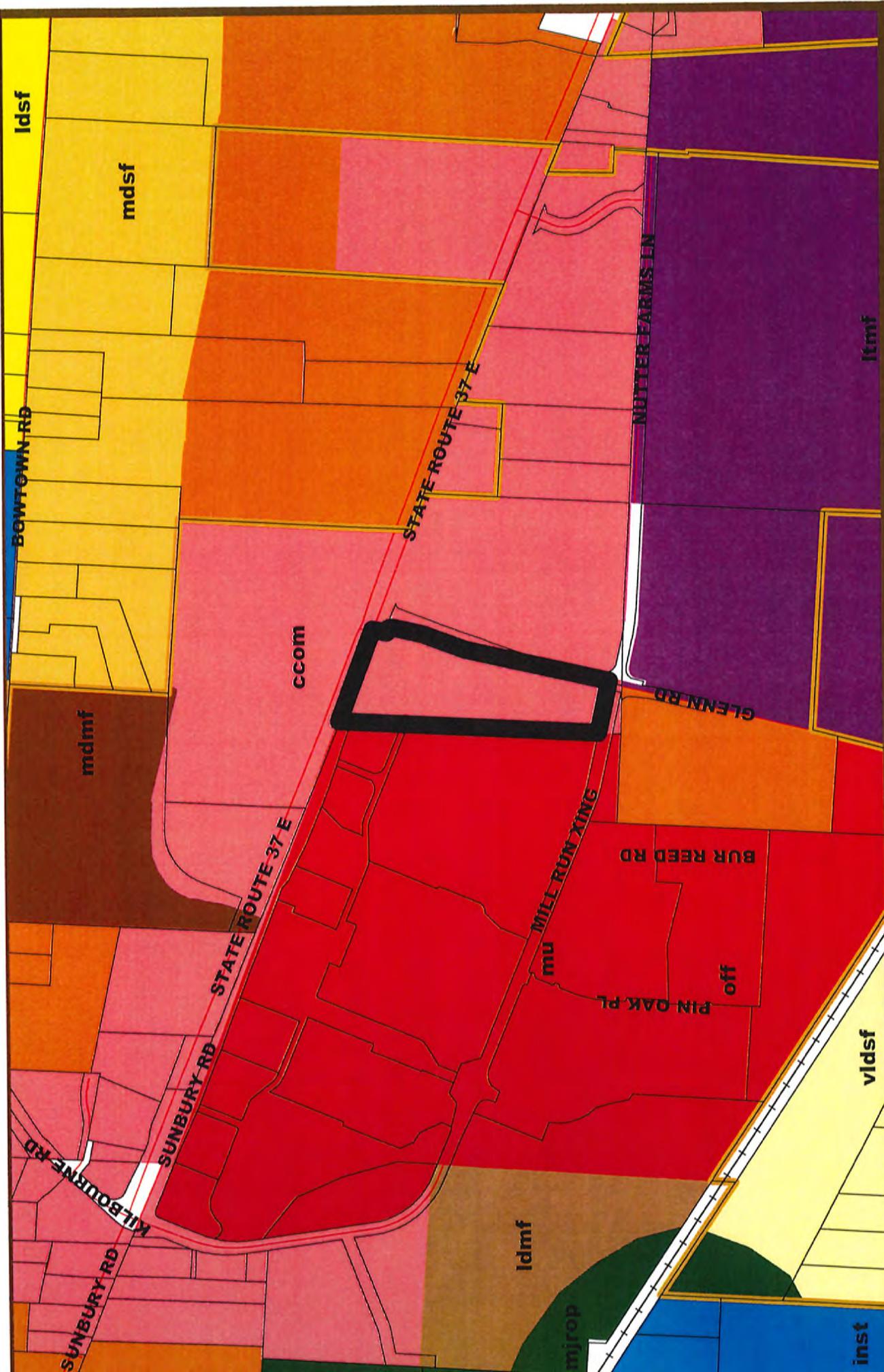
2018-0442-0445
 Rezoning Amendment, Conditional Use Permit, Amended
 Preliminary Development Plan, and Comprehensive Plan Amendment
 Greenwood Commons Shopping Center - Parcels 11, 12, and 5
 Location Map





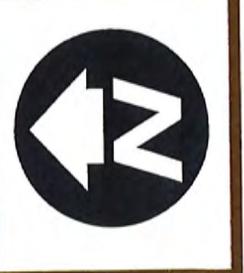
2018-0442-0445
 Rezoning Amendment, Conditional Use Permit, Amended
 Preliminary Development Plan, and Comprehensive Plan Amendment
 Glenwood Commons Shopping Center - Parcels 11, 12, and 5
 Zoning Map





2018-0442-0445
 Rezoning Amendment, Conditional Use Permit, Amended
 Preliminary Development Plan, and Comprehensive Plan Amendment
 Glennwood Commons Shopping Center - Parcels 11, 12, and 5
 Comprehensive Plan Map



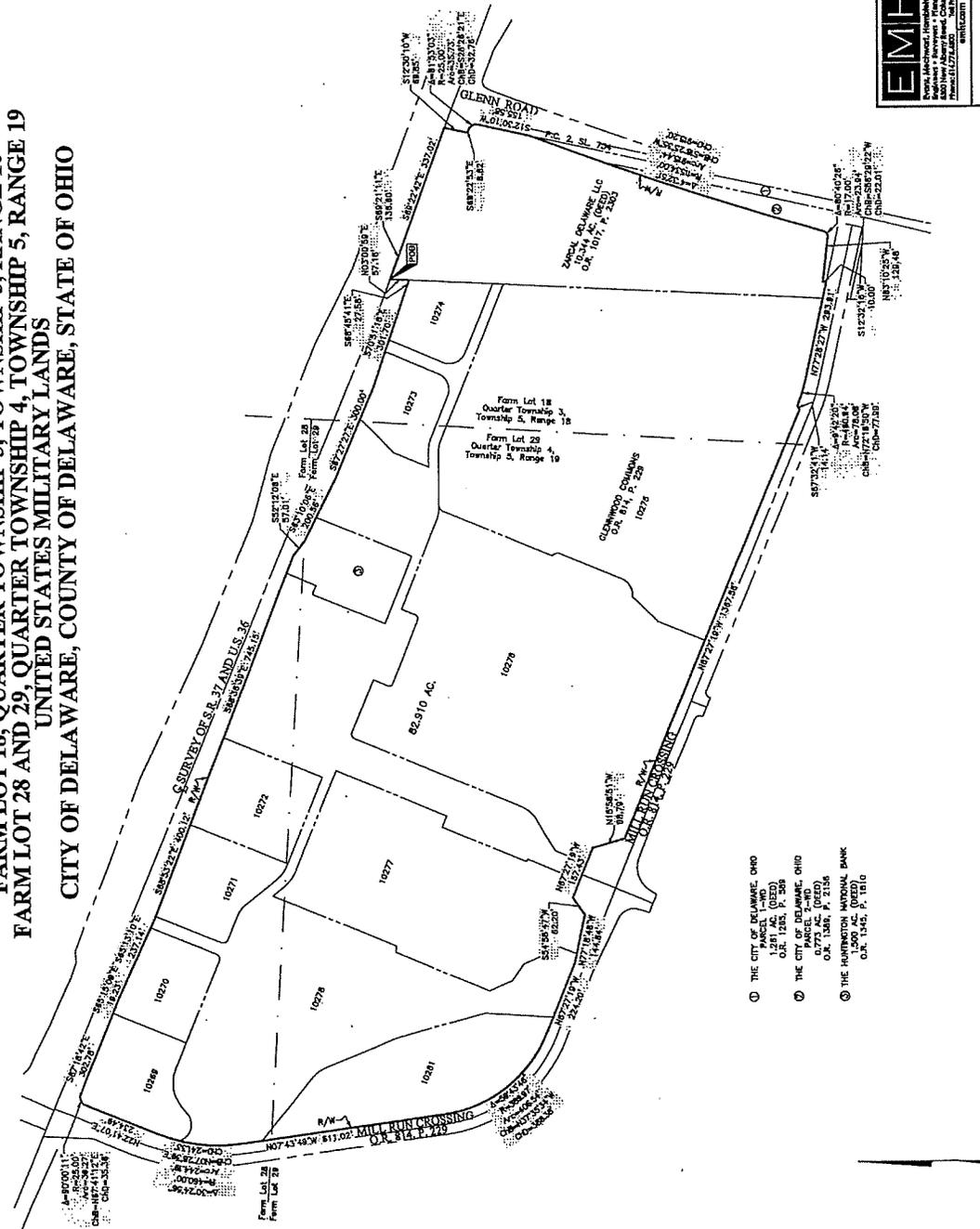


2018-0442-0445
 Rezoning Amendment, Conditional Use Permit, Amended
 Preliminary Development Plan, and Comprehensive Plan Amendment
 Glennwood Commons Shopping Center - Parcels 11, 12, and 5
 Aerial (2016) Map

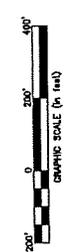


ZONING EXHIBIT

FARM LOT 18, QUARTER TOWNSHIP 3, TOWNSHIP 5, RANGE 18
 FARM LOT 28 AND 29, QUARTER TOWNSHIP 4, TOWNSHIP 5, RANGE 19
 UNITED STATES MILITARY LANDS
 CITY OF DELAWARE, COUNTY OF DELAWARE, STATE OF OHIO



- ① THE CITY OF DELAWARE, OHIO
1.281 AC. (OEED)
O.R. 1283, P. 388
- ② THE CITY OF DELAWARE, OHIO
0.773 AC. (OEED)
O.R. 1385, P. 2156
- ③ THE HUNTERTON NATIONAL BANK
0.031 AC. (OEED)
O.R. 1452, P. 1816



EMHT		
Engineering & Surveying 10000 W. Main St., Suite 100 Cincinnati, OH 45240 Phone: (513) 271-1413 Fax: (513) 271-1414 www.emht.com		
Date:	January 3, 2018	
Scale:	1" = 200'	
Job No.:	2017-1413	
Sheet:	1 of 1	
REVISIONS		
NO.	DATE	DESCRIPTION



Evans, Mechwart, Hambleton & Wilson, Inc.
 Engineers • Surveyors • Planners • Scientists
 5500 New Albany Road, Columbus, OH 43054
 Phone: 614.775.4500 Toll Free: 888.775.3448
 emht.com

ZONING EXHIBIT

FARM LOT 18, QUARTER TOWNSHIP 3, TOWNSHIP 5, RANGE 18
 UNITED STATES MILITARY LANDS
 CITY OF DELAWARE, COUNTY OF DELAWARE, STATE OF OHIO

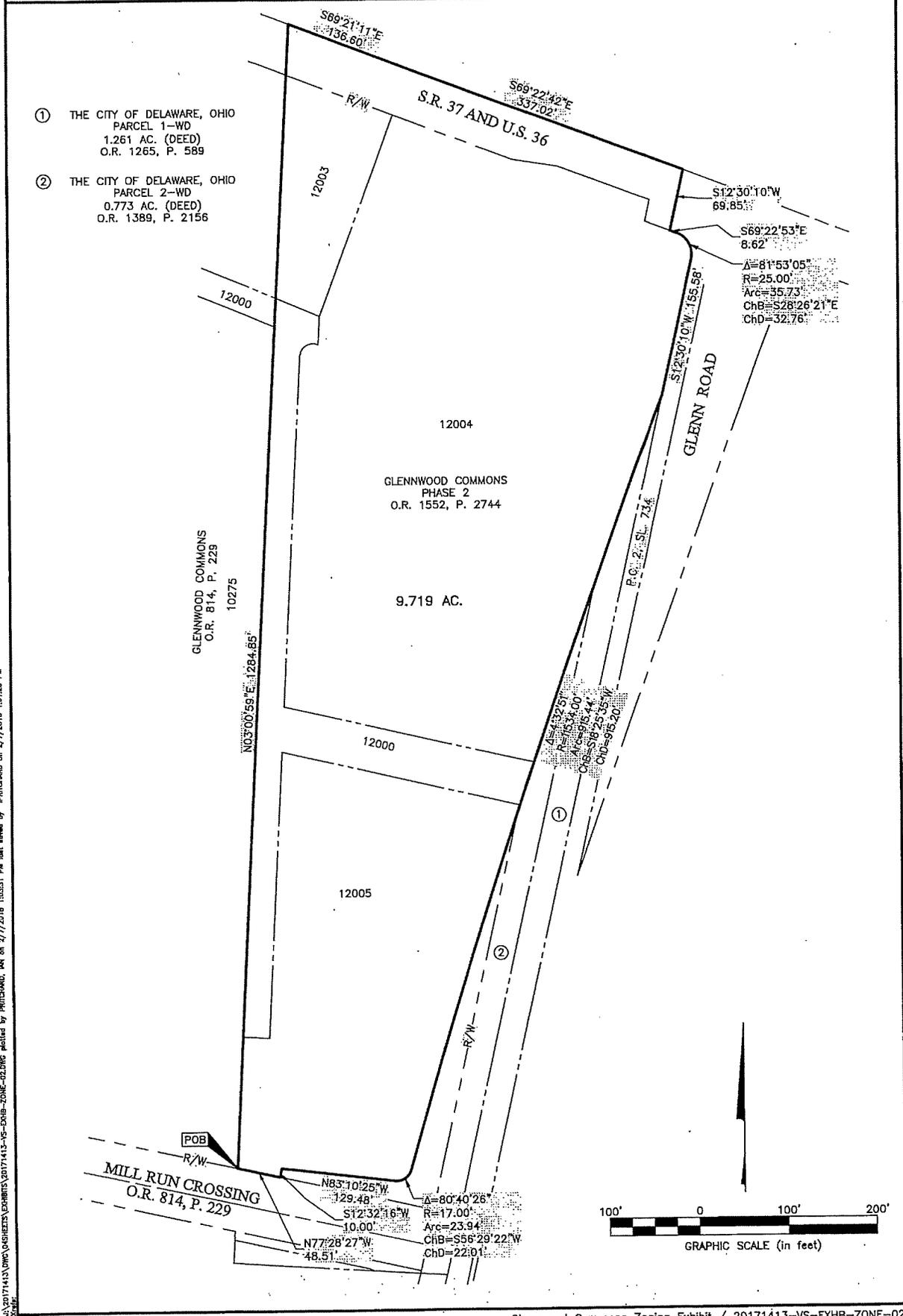
Date: February 7, 2018

Job No: 2017-1413

Scale: 1" = 100'

- ① THE CITY OF DELAWARE, OHIO
 PARCEL 1-WD
 1.261 AC. (DEED)
 O.R. 1265, P. 589
- ② THE CITY OF DELAWARE, OHIO
 PARCEL 2-WD
 0.773 AC. (DEED)
 O.R. 1389, P. 2156

J:\20171413\DWG\EXHIBITS\20171413-VS-EXHB-ZONE-02.DWG plotted by PRITCHARD, JN on 2/7/2018 10:53:31 PM last saved by PRITCHARD on 2/7/2018 10:12:23 PM

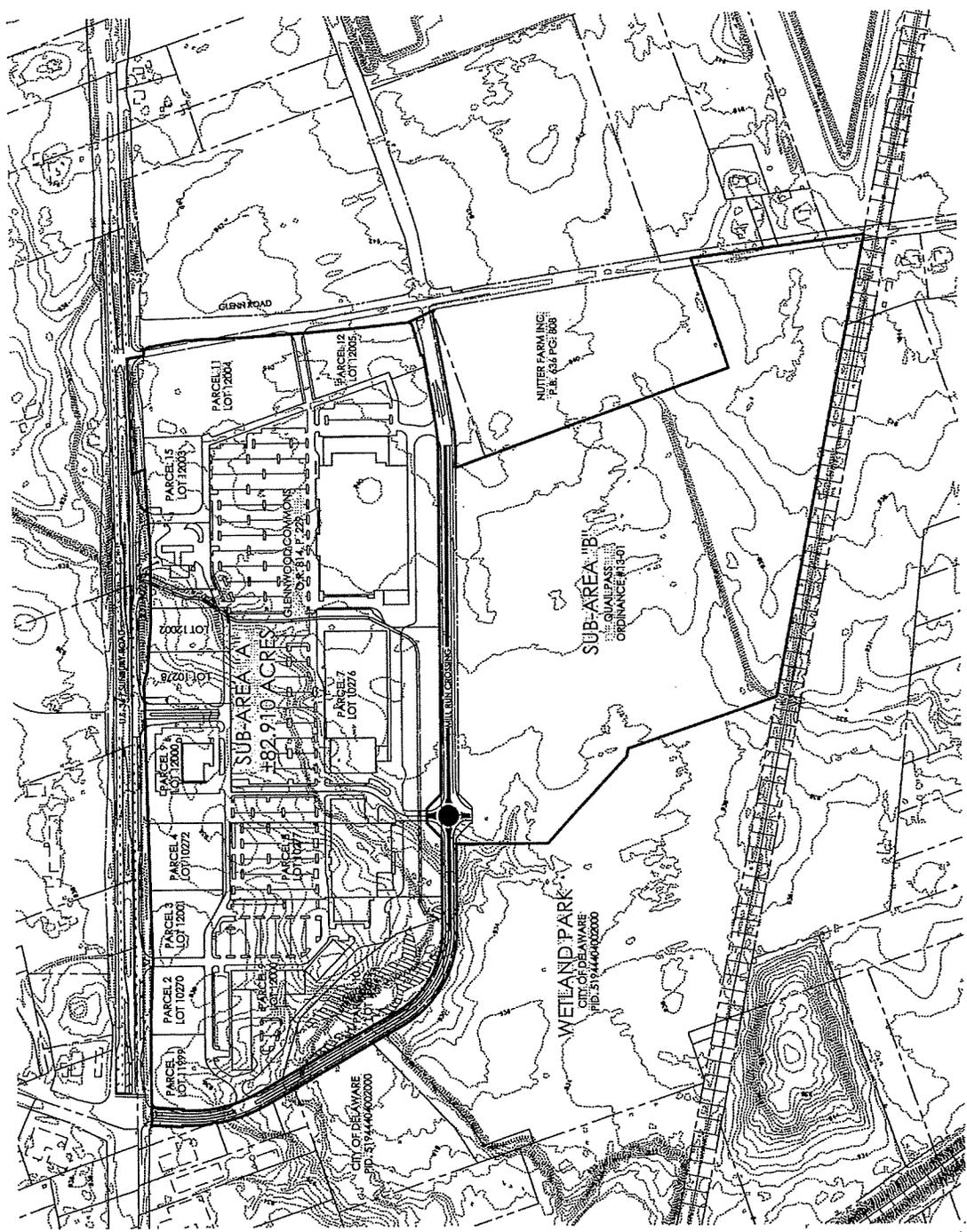
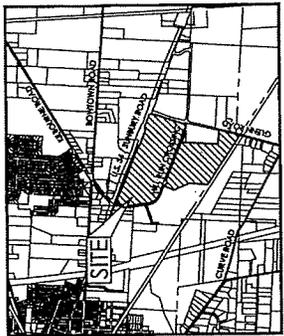


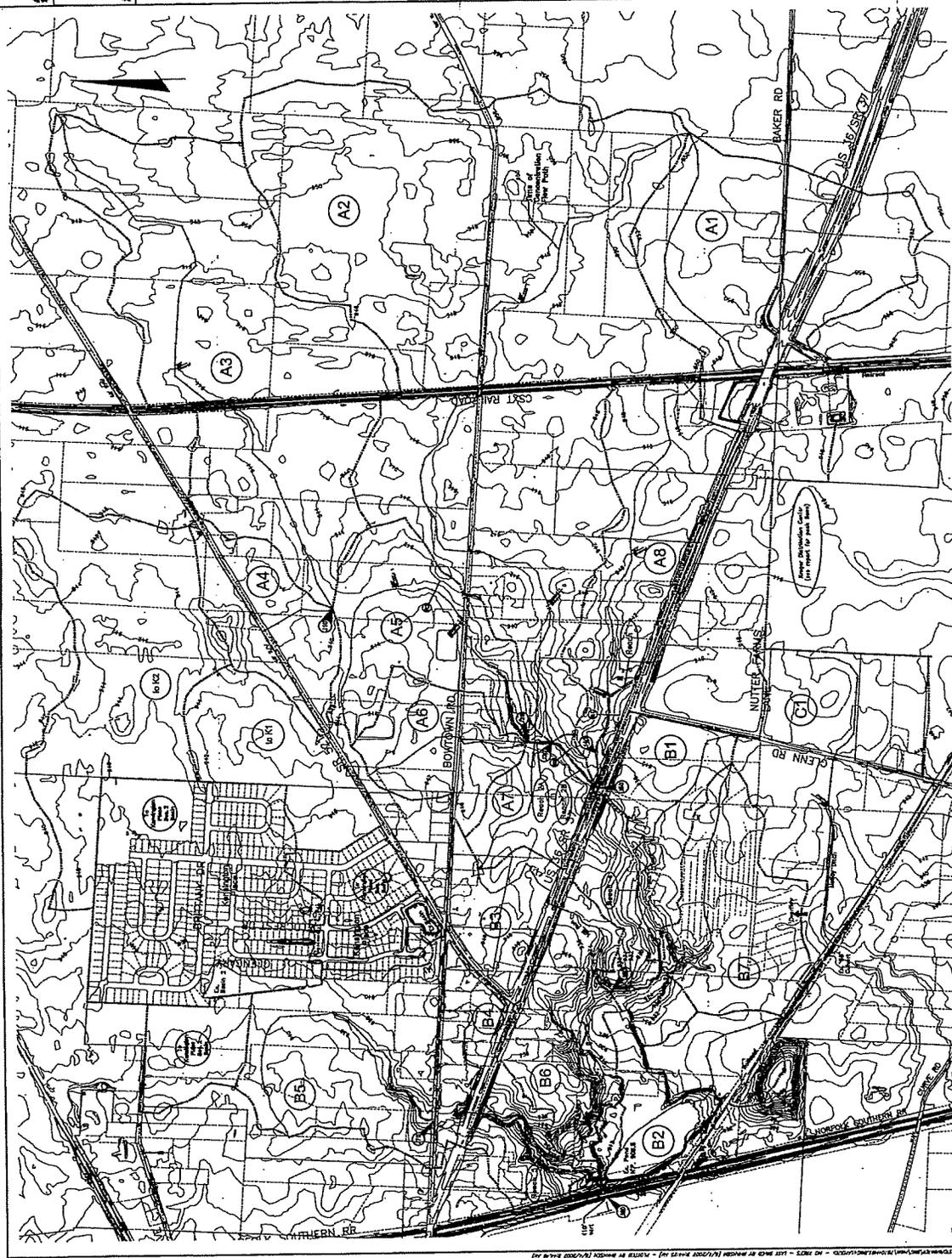


CITY OF DEVAIRE, DEVAIRE COUNTY, OHIO
AMENDED PRELIMINARY DEVELOPMENT PLAN
FOR
GLENWOOD COMMONS
SITE PLAN

ZARUBA GROUP LLC
14600 Devalle Avenue,
Cleveland, Ohio 44107
(216) 221-6900

ATTENTIONS





TOTAL SITE DRAINAGE ... 100 Year Storm (0.1") - 3,648,000 Gallons (13,648,000 Liters)

Subarea	Area (sq ft)						
A1	1,100	1,100	1,100	1,100	1,100	1,100	1,100
A2	1,100	1,100	1,100	1,100	1,100	1,100	1,100
A3	1,100	1,100	1,100	1,100	1,100	1,100	1,100
A4	1,100	1,100	1,100	1,100	1,100	1,100	1,100
A5	1,100	1,100	1,100	1,100	1,100	1,100	1,100
A6	1,100	1,100	1,100	1,100	1,100	1,100	1,100
B1	1,100	1,100	1,100	1,100	1,100	1,100	1,100
B2	1,100	1,100	1,100	1,100	1,100	1,100	1,100
B3	1,100	1,100	1,100	1,100	1,100	1,100	1,100
B4	1,100	1,100	1,100	1,100	1,100	1,100	1,100
B5	1,100	1,100	1,100	1,100	1,100	1,100	1,100
B6	1,100	1,100	1,100	1,100	1,100	1,100	1,100

Total Area = 8,880 sq ft

CITY OF DELAWARE, DELAWARE COUNTY AND
STORMWATER MANAGEMENT BOARD
FOR
GLENWOOD COMMONS
Post-developed Tributary Area Map



1400 DETROIT AVENUE
CLEVELAND, OHIO 44115
419.221.4000

REV	DATE	DESCRIPTION



- Subarea P1-A Area = 47.85 Acres RCH = 35 TC = 0.20 In.
 - Subarea P1-B Area = 24.27 Acres RCH = 35 TC = 0.20 In.
 - Subarea P1-C Area = 5.62 Acres RCH = 35 TC = 0.20 In.
 - Subarea P1-D Area = 1.87 Acres RCH = 35 TC = 0.20 In.
 - Subarea P1-E Area = 12.26 Acres RCH = 35 TC = 0.20 In.
 - Subarea P1-F Area = 7.90 Acres RCH = 35 TC = 0.20 In.
 - Subarea P1-G Area = 5.97 Acres RCH = 35 TC = 0.20 In.
 - Subarea P1-H Area = 16.44 Acres RCH = 35 TC = 0.20 In.
 - Subarea P1-I Area = 24.27 Acres RCH = 35 TC = 0.20 In.
- Note: See Sheet 2 for Pond Details.

10/16/2017 10:29:21 AM PROJECT: 2017-014 (2017-014) - 317 EMHT



Engineers, Surveyors, Planners, Scientists

MEMO

Date: January 26, 2018
To: Dave Efland, AICP - City of Delaware
From: Doug Turney, PE, CFM, LEED AP
Subject: Glennwood Commons – Nutter Parcel
Copies: Patricia Brown, PE

The following narrative has been provided to explain the stormwater management associated with the Glennwood Commons - Nutter Parcel in the City of Delaware, Ohio. The site is located south of US36/SR37 and west of Glenn Road.

The site currently discharges to existing storm sewer and an existing detention basin (002) designed for the storm plan for the Glennwood Commons Development. Runoff from the proposed site will be conveyed through onsite storm sewer before discharging to the aforementioned basin. The Stormwater Management Plan for Glennwood Commons, prepared and revised by EMHT in 2007, took into account the proposed Nutter Parcel project area into the detention and water quality calculations therefore no additional water quality or quantity treatment will be required. A copy of the Pre and Post-Developed Tributary Area Maps respective to the above referenced stormwater management plan can be found within Attachment A.

As can be seen on the Pre and Post-Development Tributary Area Maps, composite Runoff Curve Numbers of 80 and 94 were used for the pre-developed and post-developed condition, respectively. The proposed Nutter Parcel site is proposed as a Planned Mixed Use development which is constant with the post development Runoff Curve Number of 94 in the referenced exhibits.

The water quality calculations and drawdown within the above referenced report also took into the account the proposed Nutter Parcel site and water quality for the entire tributary area to the basin is achieved by the outlet structure within Basin 001.

The revised stormwater management plan for the Glennwood Commons Development took into account the proposed Nutter Parcel development. The stormwater management detention and water quality for the Nutter Parcel should be re-verified during final engineering to ensure the site meets all the requirements for detention and water quality as set forth by the City of Delaware and the Ohio EPA.

ATTACHMENTS

A- Pre-Developed Tributary Area Map and Post-Developed Tributary Area Map

9.719 ACRES

Situated in the State of Ohio, County of Delaware, City of Delaware; in Farm Lot 18, Quarter Township 3, Township 5, Range 18, United States Military Lands, being comprised of part of Lots 12000 and 12003, all of Lots 12004 and 12005, and part of the right of way of State Route 37/U.S. Route 36, all being part of the subdivision entitled "Glenwood Commons Phase 2", of record in Official Record 1552, Page 2744 (all references are to the records of the Recorder's Office, Delaware County, Ohio) and more particularly bounded and described as follows:

BEGINNING at the southwesterly corner of said Lot 12005, in the northerly right of way line of Mill Run Crossing, the southeasterly corner of Lot 10275 of the subdivision entitled "Glennwood Commons", of record in Official Record 814, Page 229;

Thence North $03^{\circ} 00' 59''$ East, partly with the easterly line of said Lot 10275, partly crossing said Lots 12000 and 12003, and partly crossing said S.R. 37/U.S. 36, a distance of 1284.85 feet to a point in the centerline of said S.R. 37/U.S. 36;

Thence South $69^{\circ} 21' 11''$ East, with said centerline, a distance of 136.60 feet to a point;

Thence South $69^{\circ} 22' 42''$ East, with said centerline, a distance of 337.02 feet to a point in the westerly right of way line of Glenn Road;

Thence with said westerly right of way line the following courses and distances:

South $12^{\circ} 30' 10''$ West, a distance of 69.85 feet to a point;

South $69^{\circ} 22' 53''$ East, a distance of 8.62 feet to a point of curvature to the right;

With the arc of said curve, having a central angle of $81^{\circ} 53' 03''$, a radius of 25.00 feet, an arc length of 35.73 feet, a chord bearing of South $28^{\circ} 26' 21''$ East and chord distance of 32.76 feet to a point;

South $12^{\circ} 30' 10''$ West, a distance of 155.58 feet to a point of curvature to the left;

With the arc of said curve, having a central angle of $04^{\circ} 32' 51''$, a radius of 11534.00 feet, an arc length of 915.44 feet, a chord bearing of South $18^{\circ} 25' 35''$ West and chord distance of 915.20 feet to a point of reverse curvature; and

With the arc of said curve, having a central angle of $80^{\circ} 40' 26''$, a radius of 17.00 feet, an arc length of 23.94 feet, a chord bearing of South $56^{\circ} 29' 22''$ West and chord distance of 22.01 feet to a point in the northerly right of way line of said Mill Run Crossing;

Thence with said northerly right of way line the following courses and distances:

North $83^{\circ} 10' 25''$ West, a distance of 129.48 feet to a point;

South $12^{\circ} 32' 16''$ West, a distance of 10.00 feet to a point; and

North $77^{\circ} 28' 27''$ West, a distance of 48.51 feet to the POINT OF BEGINNING, containing 9.719 acres of land, more or less.

This description is to be used for zoning purposes only, not for transfer.

82.910 ACRES

Situated in the State of Ohio, County of Delaware, City of Delaware, in Farm Lot 18, Quarter Township 3, Township 5, Range 18, and Farm Lots 28 and 29, Quarter Township 4, Township 5, Range 19, United States Military Lands, being comprised of Lots 10269 through 10279 and 10281 of the subdivision entitled "Glenwood Commons", of record in Official Record 814, Page 229, that 10.344 acre tract conveyed to Zarcal Delaware LLC by deed of record in Official Record 1017, Page 2303, that 1.500 acre tract conveyed to The Huntington National Bank by deed of record in Official Record 1345, Page 1810 (all references are to the records of the Recorder's Office, Delaware County, Ohio) and more particularly bounded and described as follows:

BEGINNING at the northwesterly corner of said 10.344 acre tract in the centerline of State Route 37 and U.S. 36;

Thence South $69^{\circ} 21' 11''$ East, with said centerline, a distance of 136.60 feet to a point;

Thence South $69^{\circ} 22' 42''$ East, with said centerline, a distance of 337.02 feet to a point in the westerly right of way line of Glenn Road;

Thence with said westerly right of way line the following courses and distances:

South $12^{\circ} 30' 10''$ West, a distance of 69.85 feet to a point;

South $69^{\circ} 22' 53''$ East, a distance of 8.62 feet to a point of curvature to the right;

With the arc of said curve, having a central angle of $81^{\circ} 53' 03''$, a radius of 25.00 feet, an arc length of 35.73 feet, a chord bearing of South $28^{\circ} 26' 21''$ East and chord distance of 32.76 feet to a point;

South $12^{\circ} 30' 10''$ West, a distance of 155.58 feet to a point of curvature to the left;

With the arc of said curve, having a central angle of $04^{\circ} 32' 51''$, a radius of 11534.00 feet, an arc length of 915.44 feet, a chord bearing of South $18^{\circ} 25' 35''$ West and chord distance of 915.20 feet to a point of reverse curvature; and

With the arc of said curve, having a central angle of $80^{\circ} 40' 26''$, a radius of 17.00 feet, an arc length of 23.94 feet, a chord bearing of South $56^{\circ} 29' 22''$ West and chord distance of 22.01 feet to a point in the northerly right of way line of Mill Run Crossing;

Thence with said northerly right of way line the following courses and distances:

North $83^{\circ} 10' 25''$ West, a distance of 129.48 feet to a point;

South $12^{\circ} 32' 16''$ West, a distance of 10.00 feet to a point;

North $77^{\circ} 28' 27''$ West, a distance of 293.91 feet to a point of curvature to the right;

With the arc of said curve, having a central angle of $09^{\circ} 42' 20''$, a radius of 460.94 feet, an arc length of 78.08 feet, a chord bearing of North $72^{\circ} 18' 50''$ West and chord distance of 77.99 feet to a point;

South $67^{\circ} 32' 41''$ West, a distance of 14.14 feet to a point;

North $67^{\circ} 27' 19''$ West, a distance of 1367.56 feet to a point;

North $15^{\circ} 58' 51''$ West, a distance of 98.79 feet to a point;

North $67^{\circ} 27' 19''$ West, a distance of 157.43 feet to a point;

South $54^{\circ} 58' 47''$ West, a distance of 62.20 feet to a point;

North $77^{\circ} 18' 48''$ West, a distance of 144.84 feet to a point;

North $67^{\circ} 27' 19''$ West, a distance of 224.20 feet to a point of curvature to the right;



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



Project # _____ Case # _____

Planning Commission

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

Subdivision/Project Name Glennwood Commons Address State Route 37 E Delaware Ohio

Acreage 9.7 Square Footage _____ Number of Lots 3 Number of Units Commercial/Retail

Zoning District/Land Use B-3 Proposed Zoning/Land Use B-3 PMU Parcel # 51830001105001

Applicant Name Zaremba Group, LLC Contact Person Christopher Herzner

Applicant Address 14600 Detroit Avenue, Suite 1500 Lakewood, Ohio 44107

Phone (216) 221-6170 Fax (216) 221-1031 E-mail CHerzner@zarembagroup.com

Owner Name Zarcal Delaware, LLC Contact Person Christopher Herzner

Owner Address 14600 Detroit Avenue, Suite 1500 Lakewood, Ohio 44107

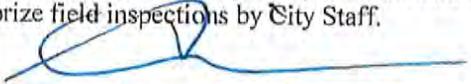
Phone (216) 221-6170 Fax (216) 221-1031 E-mail CHerzner@zarembagroup.com

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

Address 5400 New Albany Road, Columbus, Ohio 43051

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

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



Owner Signature

Al Solina

Owner Printed Name



Agent Signature

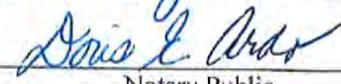
Jeffrey A. Strung

Agent Printed Name

Sworn to before me and subscribed in my presence this 24th day of February, 2018.



**DORIS E. ARDO
NOTARY PUBLIC
STATE OF OHIO
Comm. Expires
October 31, 2018
Recorded in
Medina County**



Notary Public



FACT SHEET

AGENDA ITEM NO: 10

DATE: 04/23/2018

ORDINANCE NO: 18-33

RESOLUTION NO:

READING: SECOND

PUBLIC HEARING: YES
April 23, 2018 at 7:30 P.M.

TO: Mayor and Members of City Council

FROM: R. Thomas Homan, City Manager

VIA: David Efland, Planning and Community Development Director

TITLE OF PROPOSED ORDINANCE/RESOLUTION:

AN ORDINANCE FOR ZAREMBA GROUP LLC FOR APPROVAL OF A CONDITIONAL USE PERMIT REQUEST ALLOWING THE PLACEMENT OF PMU (PLANNED MIXED USE OVERLAY DISTRICT) TO BE ESTABLISHED ON A 9.7 ACRE LAND ADDITION (PARCELS 11, 12 AND A PORTION OF PARCEL 5) TO THE GLENWOOD COMMONS SHOPPING CENTER LOCATED ON THE SOUTH SIDE OF US 36/37 BETWEEN MILL RUN CROSSING AND GLENN ROAD ON PROPERTY ZONED B-3 (COMMUNITY BUSINESS DISTRICT).

BACKGROUND:

See attached staff report.

REASON WHY LEGISLATION IS NEEDED:

To achieve compliance with Section 1148 Conditional Use Regulations of the zoning code.

COMMITTEE RECOMMENDATION:

Planning Commission approved this case 6-0 on April 4, 2018

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. 18-33

AN ORDINANCE FOR ZAREMBA GROUP LLC FOR APPROVAL OF A CONDITIONAL USE PERMIT REQUEST ALLOWING THE PLACEMENT OF PMU (PLANNED MIXED USE OVERLAY DISTRICT) TO BE ESTABLISHED ON A 9.7 ACRE LAND ADDITION (PARCELS 11, 12 AND A PORTION OF PARCEL 5) TO THE GLENWOOD COMMONS SHOPPING CENTER LOCATED ON THE SOUTH SIDE OF US 36/37 BETWEEN MILL RUN CROSSING AND GLENN ROAD ON PROPERTY ZONED B-3 (COMMUNITY BUSINESS DISTRICT).

WHEREAS, the Planning Commission at its meeting of April 4, 2018 recommended approval of a Conditional Use Permit request allowing the placement of a PMU (Planned Mixed Use Overlay District) to be established on a 9.7 acre land addition (parcels 11, 12 and a portion of parcel 5) to the Glenwood Commons Shopping Center located on the south side of US 36/37 between Mill Run Crossing and Glenn Road on property zoned B-3 (Community Business District) (PC Case 2018-0443).

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

SECTION 1. That the Conditional Use Permit request allowing the placement of a PMU (Planned Mixed Use Overlay District) to be established on a 9.7 acre land addition (parcels 11, 12 and a portion of parcel 5) to the Glenwood Commons Shopping Center located on the south side of US 36/37 between Mill Run Crossing and Glenn Road on property zoned B-3 (Community Business District), is hereby confirmed, approved, and accepted.

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: _____, 2018

YEAS ___ NAYS ___
ABSTAIN ___

ATTEST: _____
CITY CLERK

MAYOR



FACT SHEET

AGENDA ITEM NO: 11

DATE: 04/23/2018

ORDINANCE NO: 18-34

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 ZAREMBA GROUP LLC FOR APPROVAL OF AN AMENDED PRELIMINARY DEVELOPMENT PLAN FOR GLENWOOD COMMONS SHOPPING CENTER ON APPROXIMATELY 82.9 ACRES LOCATED ON THE SOUTH SIDE OF US 36/37 BETWEEN MILL RUN CROSSING AND GLENN ROAD ON PROPERTY ZONED B-3 PMU (COMMUNITY BUSINESS DISTRICT WITH A PLANNED MIXED USE OVERLAY DISTRICT).

BACKGROUND:

See attached staff report.

REASON WHY LEGISLATION IS NEEDED:

To achieve compliance with Section 1129.06 Development Plan Review Procedures of the zoning code.

COMMITTEE RECOMMENDATION:

Planning Commission approved this case 6-0 on April 4, 2018

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. 18-34

AN ORDINANCE FOR ZAREMBA GROUP LLC FOR APPROVAL OF AN AMENDED PRELIMINARY DEVELOPMENT PLAN FOR GLENWOOD COMMONS SHOPPING CENTER ON APPROXIMATELY 82.9 ACRES LOCATED ON THE SOUTH SIDE OF US 36/37 BETWEEN MILL RUN CROSSING AND GLENN ROAD ON PROPERTY ZONED B-3 PMU (COMMUNITY BUSINESS DISTRICT WITH A PLANNED MIXED USE OVERLAY DISTRICT).

WHEREAS, the Planning Commission at its meeting of April 4, 2018 recommended approval of an Amended Preliminary Development Plan for Glenwood Commons Shopping Center on approximately 82.9 acre located on the south side of US 36/37 between Mill Run Crossing and Glenn Road on property zoned B-3 PMU (Community Business District with a Planned Mixed Use Overlay District) (PC Case 2018-0444).

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

SECTION 1. That the Amended Preliminary Development Plan for Glenwood Commons Shopping Center on approximately 82.9 acre located on the south side of US 36/37 between Mill Run Crossing and Glenn Road on property zoned B-3 PMU (Community Business District with a Planned Mixed Use Overlay District), is hereby confirmed, approved, and accepted with the following conditions that:

1. Final Engineering Plans shall be required when each out lot is developed per the Final Development Plan process.
2. All out lots shall require Final Development Plan approval and achieve compliance with the Glenwood Commons Shopping Center development text, the current zoning code and all other City development requirements.
3. A mound with landscaping, consistent with the existing mound and landscaping along US 36/37 along the frontage of the Glenwood Commons Shopping Center, shall be installed along the frontage of Glenn Road (parcels 11 and 12) and the northeast corner of US 36/37 and Glenn Road (parcel 5) during the development of the first subject out lot.
4. The development shall participate in the Delaware North New Community Authority and Mill Run Commercial TIF District and shall

execute the required documents prior to the issuance of any building permits.

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: _____, 2018

YEAS___NAYS___
ABSTAIN ___

ATTEST:

CITY CLERK

MAYOR



FACT SHEET

AGENDA ITEM NO: 12

DATE: 04/23/2018

ORDINANCE NO: 18-35

RESOLUTION NO:

READING: SECOND

PUBLIC HEARING: YES
April 23, 2018 at 7:30 P.M.

TO: Mayor and Members of City Council

FROM: R. Thomas Homan, City Manager

VIA: David Efland, Planning and Community Development Director

TITLE OF PROPOSED ORDINANCE/RESOLUTION:

AN ORDINANCE FOR ZAREMBA GROUP LLC FOR APPROVAL OF A COMPREHENSIVE PLAN AMENDMENT ON THE FUTURE LAND USE PLAN MAP FROM COMMERCIAL TO MIXED USE ON A 9.7 ACRE LAND ADDITION (PARCELS 11, 12 AND A PORTION OF PARCEL 5) TO THE GLENWOOD COMMONS SHOPPING CENTER LOCATED ON THE SOUTH SIDE OF US 36/37 BETWEEN MILL RUN CROSSING AND GLENN ROAD ON PROPERTY ZONED B-3 PMU (COMMUNITY BUSINESS DISTRICT WITH A PLANNED MIXED USE OVERLAY DISTRICT).

BACKGROUND:

See attached staff report.

REASON WHY LEGISLATION IS NEEDED:

To achieve compliance with Section 1130 Amendments of the zoning code.

COMMITTEE RECOMMENDATION:

Planning Commission approved this case 6-0 on April 4, 2018

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. 18-35

AN ORDINANCE FOR ZAREMBA GROUP LLC FOR APPROVAL OF A COMPREHENSIVE PLAN AMENDMENT ON THE FUTURE LAND USE PLAN MAP FROM COMMERCIAL TO MIXED USE ON A 9.7 ACRE LAND ADDITION (PARCELS 11, 12 AND A PORTION OF PARCEL 5) TO THE GLENWOOD COMMONS SHOPPING CENTER LOCATED ON THE SOUTH SIDE OF US 36/37 BETWEEN MILL RUN CROSSING AND GLENN ROAD ON PROPERTY ZONED B-3 PMU (COMMUNITY BUSINESS DISTRICT WITH A PLANNED MIXED USE OVERLAY DISTRICT).

WHEREAS, the Planning Commission at its meeting of April 4, 2018 recommended approval of a Comprehensive Plan Amendment on the future land use plan map from commercial to mixed use on a 9.7 acre land addition (parcels 11, 12 and a portion of parcel 5) to the Glenwood Commons Shopping Center located on the south side of US 36/37 between Mill Run Crossing and Glenn Road on property zoned B-3 PMU (Community Business District with a Planned Mixed Use Overlay District) (PC Case 2018-0445).

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

SECTION 1. That the Comprehensive Plan Amendment on the future land use plan map from commercial to mixed use on a 9.7 acre land addition (parcels 11, 12 and a portion of parcel 5) to the Glenwood Commons Shopping Center located on the south side of US 36/37 between Mill Run Crossing and Glenn Road on property zoned B-3 PMU (Community Business District with a Planned Mixed Use Overlay District), is hereby confirmed, approved, and accepted.

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: _____, 2018

YEAS ___ NAYS ___
ABSTAIN ___

ATTEST: _____
CITY CLERK

MAYOR



FACT SHEET

AGENDA ITEM NO: 13

DATE: 04/23/2018

ORDINANCE NO: 18-30

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 PULTE HOMES APPROVING A FINAL DEVELOPMENT PLAN FOR THE COMMUNITIES AT GLENROSS SECTION 15 FOR 52 SINGLE FAMILY LOTS ON 23.835 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 EAST OF WINTERBOURNE DRIVE ON MARBLE SLAB ROAD, WINTER SHADOW LOOP AND BALD EAGLE DRIVE.

BACKGROUND:

See attached report

REASON WHY LEGISLATION IS NEEDED:

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

COMMITTEE RECOMMENDATION:

Planning Commission approved this case 6-0 on April 4, 2018.

FISCAL IMPACT(S):

N/A

POLICY CHANGES:

N/A

PRESENTER(S):

David Efland, Planning and Community Development Director

RECOMMENDATION:

Staff recommends approval as submitted with the documented conditions.

ATTACHMENT(S)

See attached

ORDINANCE NO. 18-30

AN ORDINANCE FOR PULTE HOMES APPROVING A FINAL DEVELOPMENT PLAN FOR THE COMMUNITIES AT GLENROSS SECTION 15 FOR 52 SINGLE FAMILY LOTS ON 23.835 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 EAST OF WINTERBOURNE DRIVE ON MARBLE SLAB ROAD, WINTER SHADOW LOOP AND BALD EAGLE DRIVE.

WHEREAS, the Planning Commission at its meeting of April 4, 2018 recommended approval of a Final Development Plan for Pulte Homes for the Communities at Glenross Section 15 for 52 single family lots on 23.835 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 east of Winterbourne Drive on Marble Slab Road, Winter Shadow Loop and Bald Eagle Drive (PC 2018-0447).

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

SECTION 1. That the Final Development Plan for Pulte Homes for the Communities at Glenross Section 15 for 52 single family lots on 23.835 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 east of Winterbourne Drive on Marble Slab Road, Winter Shadow Loop and Bald Eagle Drive is hereby confirmed, approved, and accepted with the following conditions that:

1. The Applicant needs to obtain final engineering approvals, including any storm water and utility issues that need to be worked out through the Engineering and Utilities Departments. All comments regarding the layout and details of the project are preliminary and subject to modification or change based on the final technical review by the Engineering Department.
2. A safety barrier adjacent to the retention pond along Winterbourne Drive, Marble Slab Road and Winter Shadow Loop shall be installed per the City Engineer.
3. A sanitary easement shall be provided for a potential sanitary service connection to the current county residential lot along Cheshire Road (currently Vance property) located just northeast of Section 15.

4. An emergency access point from Cheshire Road to Winter Shadow Loop shall be constructed just east of the retention pond in Section 15. As approved by the City Engineer, the emergency drive shall be a minimum of 12 feet wide with a concrete apron approach at Cheshire Road and which may be constructed out of gravel given its temporary nature and use by emergency vehicles only. It shall be removed and the area landscaped in accordance with the approved plans in the future when adequate alternative secondary emergency access is provided with future development sections as approved by the city.
5. The lots and houses shall comply with the minimum bulk and setback requirements in the approved development text.
6. The single family houses shall comply with the minimum architectural standards and house size in the approved development text and per applicable sections of the current zoning code.
7. The Cheshire Road and Winterbourne Drive buffering shall match the existing buffering in the The Glenross Golf Club and Communities at Glenross east of this development. The maintenance of the mound and associated landscaping shall be the responsibility of the Homeowner's Association. The subject plan shall be reviewed and approved by the Shade Tree Commission.
8. The mounding and buffering required adjacent to the railroad tracks and adjacent to this section shall be installed concurrent with the site improvements for this section. Future development sections shall continue this required mounding and buffering along the railroad tracks when brought forward for development. The maintenance of the mound and associated landscaping shall be the responsibility of the Homeowner's Association. The subject plan shall be reviewed and approved by the Shade Tree Commission.
9. A street tree plan shall be submitted and approved by the Shade Tree Commission.
10. The bike path along Winterbourne Drive shall be installed by the developer and located within an easement dedicated to the City and shall be maintained by the Homeowner's Association.
11. This section of the Communities at Glenross Subdivision is in the Delaware South New Community Authority, subject to a per dwelling unit additional transportation fee of \$1,000 per unit due at the time of building permit issuance, and is subject to the South East Highland Sanitary Sewer additional capacity charge of \$3,200 per dwelling unit.
12. All signage shall achieve compliance with the graphics and signage requirements in the development text and the previously approved wayfinding system and plan for the community.

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: _____, 2018

YEAS___NAYS___
ABSTAIN ___

ATTEST: _____
CITY CLERK

MAYOR

CASE NUMBERS: 2018-0447-0448

REQUEST: Multiple Requests

PROJECT: Communities at Glenross – Section 15

MEETING DATE: April 4, 2018

APPLICANT/OWNER

Pulte Homes
4900 Tuttle Crossing Boulevard
Dublin, Ohio 43016

REQUEST

2018-0447 A request by Pulte Homes for approval of a Final Development Plan for the Communities at Glenross Section 15 for 52 single family lots on 23.835 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 east of Winterbourne Drive on Marble Slab Road, Winter Shadow Loop and Bald Eagle Drive.

2018-0448 A request by Pulte Homes for approval of a Final Subdivision Plat for the Communities at Glenross Section 15 for 52 single family lots on 23.835 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 east of Winterbourne Drive on Marble Slab Road, Winter Shadow Loop and Bald Eagle Drive.

PROPERTY LOCATION & DESCRIPTION

The subject property is located on the south side of Cheshire Road east of Winterbourne Drive and just west of the railroad tracks. The subject site is zoned R-2 PMU (One-Family Residential District with a Planned Mixed Use Overlay District). The properties to the north, south and west are zoned R-2 PMU while the property to the east across the railroad tracks is the township.

BACKGROUND

This project has an extensive zoning history that dates back to 2006 but the most recent significant action that pertains to the development south of Cheshire Road occurred in August 2016. At that time, City Council approved an amendment to the Zoning and Development Text, an amendment to the Preliminary Development Plan and an amendment to the Preliminary Subdivision Plat for the Communities at Glenross. The Final Development Plan and Plat for Sections 11 and 12 were approved in 2017.

Now the developer is requesting a Final Development Plan and Final Subdivision Plat for Section 15 which consists of 52 single family lots on 23.835 acres.

STAFF ANALYSIS

- **ZONING:** As mentioned above, the zoning for the subject site is R-2 PMU which has a specific development plan and text for the subject development. From a procedural perspective, Final Development Plans and Final Subdivision Plats would need to be reviewed and approved by the Planning Commission and City Council for each section.
- **DEVELOPMENT TEXT:** The development text sets forth development standards for the residential development which has specific development text for the entire development pertaining to permitted uses, density, lot size, minimum dwelling size, building setbacks, landscaping, lighting, architectural elevations, etc. Section 15 is in Sub-Area IB of the approved Preliminary Development Plan and Preliminary Subdivision Plat. The development plan and text is sensitive to the existing residential surroundings while providing an appropriate transition to a very active pair of railroad tracks.
- **GENERAL ENGINEERING:** The Applicant needs to obtain engineering approvals, including any storm water and utility issues that need to be worked out through the Engineering and Utilities Departments. All comments regarding the layout and details of the project are preliminary and subject to modification or change based on the final technical review by the Engineering Department once a complete plan set is submitted for review.
- **UTILITIES:** The site would be serviced by City sanitary sewer (SE Highland trunk sewer) and water that would have to be extended by the developer from the existing development. An overall storm water master plan for the remainder of the development is required per the City Engineer. In addition, all retention ponds should be setback a minimum of 80 feet from the edge of pavement for roads per the City Engineer. Because the retention pond is less than 80 feet from Winterborne Drive, Marble Slab Road and Winter Shadow Loop,

a safety barrier adjacent to the retention pond on these streets shall be installed per the City Engineer. Also, a sanitary easement shall be provided for a future sanitary service to the current county residential lot along Cheshire Road (currently Vance property) located off the northeast corner of the site.

- **ROADS AND ACCESS:** Section 15 is located south of Cheshire Road and would be accessed from Winterbourne Drive which is the main north/south spine road for Sections 11-22 located south of Cheshire Road. Marble Slab Road extends east into the subject section while connecting with Winter Shadow Loop, Bald Eagle Drive and Cardinal Point Drive composing the roadway network in Section 15. An emergency access point from Cheshire Road to Winter Shadow Loop is proposed just east of the retention pond. This drive is intended to be removed with development of subsequent sections of Communities at Glenross that shall provide, at the time of those future section improvements and as approved by the city, alternative secondary means of emergency access to this section. The emergency drive, which may be constructed out of gravel as approved by the city given its temporary nature and restricted use for emergency vehicles only, shall be a minimum of 12 feet wide with a concrete apron approach at Cheshire Road. All the streets are public and would have sidewalks on both sides of the street.
- **PEDESTRIAN CONNECTIVITY:** The pedestrian connectivity plan identifies a bike path along Winterbourne Drive through the subject section that would connect into the City network per the approved Preliminary Development Plan. Also sidewalks would be required on both sides of the public streets.
- **LOT LAYOUT & SIZE:** As mentioned above, the main entrance into Section 15 is located just south of Cheshire Road on the east side of Winterbourne Drive. The looped double loaded streets in Section 15 with lots in a typical subdivision design extends south into Sections 16 and 19 then connects back into Winterbourne Drive in Section 18. Per the approved development text, the subject lots in Sections 15 would be a minimum lot area of 8,450 square feet with minimum 65 feet lot widths and 130 feet lot depths. The front yard setback would be 25 feet, the rear yard setback would be 30 feet and the side yard setback would be 20% of the lot width (not less than 6 feet) with a minimum house size of 1,600 square feet for a single story dwelling and 1,800 square feet for a multi-story dwelling. Also, all the corner lots achieve compliance with the oversized corner lot requirements in the zoning code. An approximate 6.9 acre reserve area buffers the subject section from Cheshire Road and Winterborne Drive that contains mounding, landscaping, a retention pond, a bike path and the aforementioned emergency access drive .
- **BUILDING DESIGN:** The design requirements for The Communities at Glenross south of Cheshire Road are based on the housing options in each Section and Sub-Area per the approved development text. The single family lots in Sections 15 would include (see enclosed development text for Sub-Area IB): 1.) At least 40% of the front façade elevation of each building (excluding garage doors, entrance doors, gutters, shutters, downspouts and windows) shall consist of natural materials, such as brick or stone. 2.) All vinyl siding shall have a minimum thickness of 0.044 inches; 3.) Gutters (and the material by which they are attached to the home), downspouts, soffits, shutters, garage and entrance doors may be of man-made materials such as metal, vinyl, aluminum or glass; 4.) No concrete or split face block shall be permitted, except for basement or foundation walls; 5.) The roofs of all homes shall have dimensional shingles. In addition, the homes shall achieve compliance with Residential Development Design Criteria and Performance Standards in Chapter 1171.08.
- **LANDSCAPING & SCREENING:** A comprehensive landscape plan has been submitted which includes street trees, mounding and landscaping along Cheshire Road and Winterbourne Drive. The Cheshire Road and Winterborne Drive buffering shall match the existing mounding and landscaping along these two respective roads. Per the approved Preliminary Development Plan and Preliminary Subdivision Plat, the reserve area just east of Section 15 (Section 21) requires mounding and landscaping adjacent to the railroad to buffer the adjacent subdivision sections. Staff recommends the installation of the required mounding and landscaping adjacent to Section 15 to buffer the houses that back up against the railroad tracks. The required mounding is to be 10-12 feet high mound with landscaping shall be installed with the site improvements for this section adjacent to the railroad tracks to be consistent with the mounding north of Cheshire Road per the approved Preliminary Development Plan. The landscape plans shall be reviewed and approved by the Shade Tree Commission.
- **OPEN SPACE/PARKLAND:** The Communities at Glenross Sections 11-22 has approximately 61.5 acres of open space (approximately 29.2%) in several reserve areas south of Cheshire Road. The single family

development in Section 15 has approximately 6.935 acres of passive open space/reserve area. The reserve area located along Cheshire Road and Winterborne Drive contains a retention pond, a bike path, an emergency access drive and mounding and landscaping.

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

- **TREE PRESERVATION:** There do not appear to be any qualifying trees (6 inches in caliper or larger) that would be removed in Section 15 but if any are removed during the construction, the developer would have to achieve compliance with Chapter 1168 Tree Preservation Regulations.
- **LIGHTING PLAN:** A lighting plan would have to be submitted, reviewed and approved by the Chief Building Official and achieve compliance with the zoning code.
- **SIGNAGE:** The subdivision entrance sign on a stone column, a dry stack stone wall and a decorative three board fence with landscaping comprise the entrance features into this section located north and south Marble Slab Road at the Winterbourne Drive intersection. Also smaller directional subdivision wayfinding signage is located in this area, per the approved development wayfinding signage plan.
- **PHASING:** Per the approved Preliminary Subdivision Plat, Section 13 would be the next section to be developed within the subdivision. To ensure compliance with City emergency service requirements and because the sections south of Cheshire Road are being constructed out of the phase order proposed during the Preliminary Subdivision Plat approval, staff is recommending a temporary emergency access drive from Cheshire Road to Winter Shadow Loop in Section 15. This drive is intended to be removed with development of subsequent sections of Communities at Glenross that shall provide, at the time of those future section improvements and as approved by the city, alternative secondary means of emergency access to this section. Also with multiple Sub-Areas and many more development sections in the Communities at Glenross, it is important for reference and tracking purposes that the plans and plats for each section have appropriate nomenclature that correlates the sections to the applicable Zoning Sub-Areas. Therefore all plans and plats that reference a section or phase must include the Zoning Sub-Area name either in the title or some form approved by City Staff.

STAFF RECOMMENDATION – (2018-0447 FINAL DEVELOPMENT PLAN)

Staff recommends approval of a request by Pulte Homes for a Final Development Plan for the Communities at Glenross Section 15 for 52 single family lots on 23.835 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 east of Winterbourne Drive on Marble Slab Road, Winter Shadow Loop and Bald Eagle Drive, with the following conditions that:

1. The Applicant needs to obtain final engineering approvals, including any storm water and utility issues that need to be worked out through the Engineering and Utilities Departments. All comments regarding the layout and details of the project are preliminary and subject to modification or change based on the final technical review by the Engineering Department.
2. A safety barrier adjacent to the retention pond along Winterbourne Drive, Marble Slab Road and Winter Shadow Loop shall be installed per the City Engineer.
3. A sanitary easement shall be provided for a potential sanitary service connection to the current county residential lot along Cheshire Road (currently Vance property) located just northeast of Section 15.
4. An emergency access point from Cheshire Road to Winter Shadow Loop shall be constructed just east of the retention pond in Section 15. As approved by the City Engineer, the emergency drive shall be a minimum of 12 feet wide with a concrete apron approach at Cheshire Road and which may be constructed out of gravel given its temporary nature and use by emergency vehicles only. It shall be removed and the area landscaped in accordance with the approved plans in the future when adequate alternative secondary emergency access is provided with future development sections as approved by the city.

5. The lots and houses shall comply with the minimum bulk and setback requirements in the approved development text.
6. The single family houses shall comply with the minimum architectural standards and house size in the approved development text and per applicable sections of the current zoning code.
7. The Cheshire Road and Winterbourne Drive buffering shall match the existing buffering in the The Glenross Golf Club and Communities at Glenross east of this development. The maintenance of the mound and associated landscaping shall be the responsibility of the Homeowner's Association. The subject plan shall be reviewed and approved by the Shade Tree Commission.
8. The mounding and buffering required adjacent to the railroad tracks and adjacent to this section shall be installed concurrent with the site improvements for this section. Future development sections shall continue this required mounding and buffering along the railroad tracks when brought forward for development. The maintenance of the mound and associated landscaping shall be the responsibility of the Homeowner's Association. The subject plan shall be reviewed and approved by the Shade Tree Commission.
9. A street tree plan shall be submitted and approved by the Shade Tree Commission.
10. The bike path along Winterbourne Drive shall be installed by the developer and located within an easement dedicated to the City and shall be maintained by the Homeowner's Association.
11. This section of the Communities at Glenross Subdivision is in the Delaware South New Community Authority, subject to a per dwelling unit additional transportation fee of \$1,000 per unit due at the time of building permit issuance, and is subject to the South East Highland Sanitary Sewer additional capacity charge of \$3,200 per dwelling unit.
12. All signage shall achieve compliance with the graphics and signage requirements in the development text and the previously approved wayfinding system and plan for the community.

STAFF RECOMMENDATION – (2018-0448 FINAL SUBDIVISION PLAT)

Staff recommends approval of a request by Pulte Homes for a Final Subdivision Plat for the Communities at Glenross Section 15 for 52 single family lots on 23.835 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 east of Winterbourne Drive on Marble Slab Road, Winter Shadow Loop and Bald Eagle Drive, with the following conditions that:

1. The Applicant needs to obtain final engineering approvals, including any storm water and utility issues that need to be worked out through the Engineering and Utilities Departments. All comments regarding the layout and details of the project are preliminary and subject to modification or change based on the final technical review by the Engineering Department.
2. A safety barrier adjacent to the retention pond along Winterbourne Drive, Marble Slab Road and Winter Shadow Loop shall be installed per the City Engineer.
3. A sanitary easement shall be provided for a potential sanitary service connection to the current county residential lot along Cheshire Road (currently Vance property) located just northeast of Section 15.
4. An emergency access point from Cheshire Road to Winter Shadow Loop shall be constructed just east of the retention pond in Section 15. As approved by the City Engineer, the emergency drive shall be a minimum of 12 feet wide with a concrete apron approach at Cheshire Road and which may be constructed out of gravel given its temporary nature and use by emergency vehicles only. It shall be removed and the area landscaped in accordance with the approved plans in the future when adequate alternative secondary emergency access is provided with future development sections as approved by the city.
5. The lots and houses shall comply with the minimum bulk and setback requirements in the approved development text.
6. The single family houses shall comply with the minimum architectural standards and house size in the approved development text and per applicable sections of the current zoning code.
7. The Cheshire Road and Winterbourne Drive buffering shall match the existing buffering in the The Glenross Golf Club and Communities at Glenross east of this development. The maintenance of the

mound and associated landscaping shall be the responsibility of the Homeowner's Association. The subject plan shall be reviewed and approved by the Shade Tree Commission.

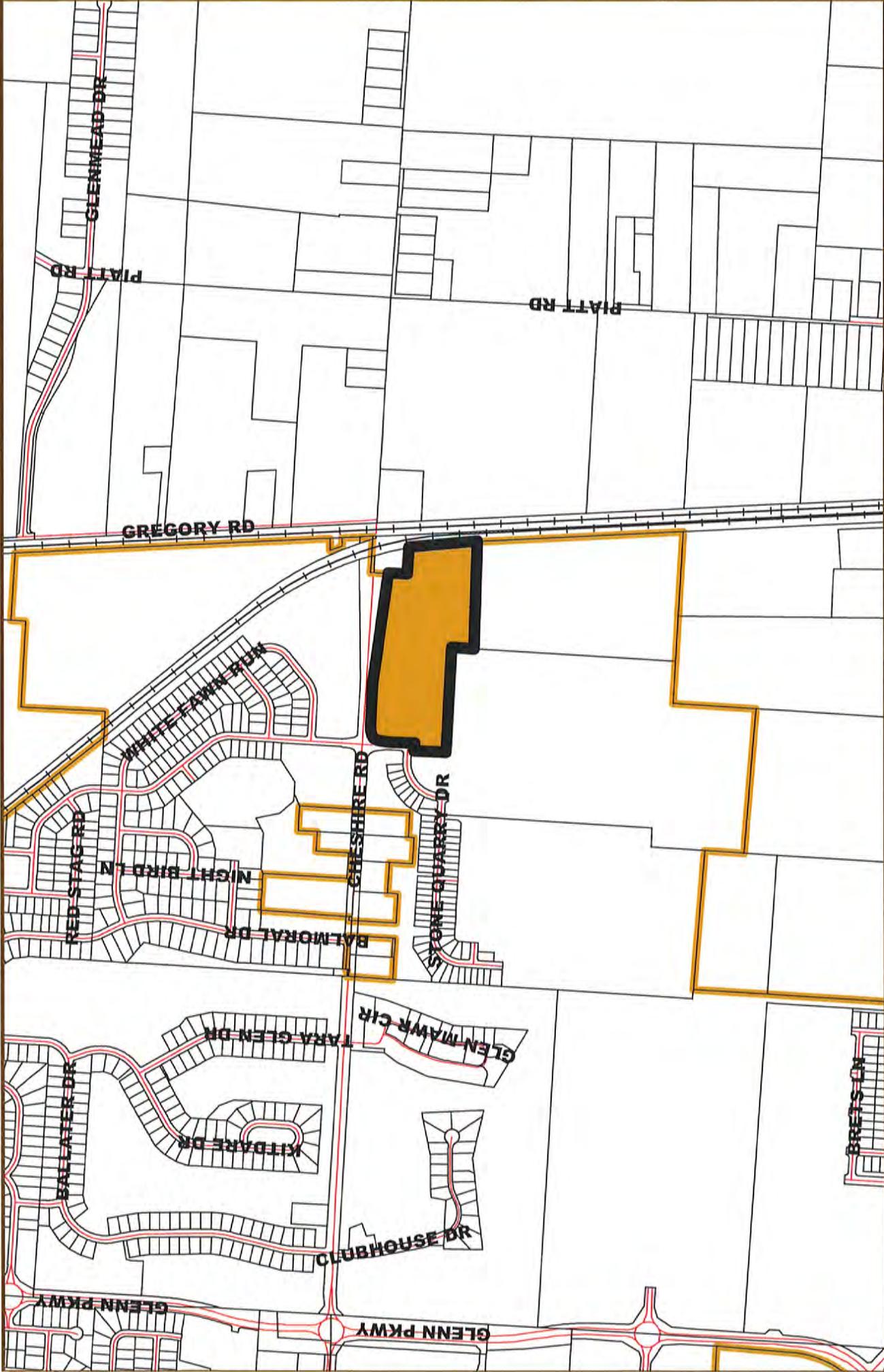
- 8. The mounding and buffering required adjacent to the railroad tracks and adjacent to this section shall be installed concurrent with the site improvements for this section. Future development sections shall continue this required mounding and buffering along the railroad tracks when brought forward for development. The maintenance of the mound and associated landscaping shall be the responsibility of the Homeowner's Association. The subject plan shall be reviewed and approved by the Shade Tree Commission.
- 9. A street tree plan shall be submitted and approved by the Shade Tree Commission.
- 10. The bike path along Winterbourne Drive shall be installed by the developer and located within an easement dedicated to the City and shall be maintained by the Homeowner's Association.
- 11. This section of the Communities at Glenross Subdivision is in the Delaware South New Community Authority, subject to a per dwelling unit additional transportation fee of \$1,000 per unit due at the time of building permit issuance, and is subject to the South East Highland Sanitary Sewer additional capacity charge of \$3,200 per dwelling unit.
- 12. All signage shall achieve compliance with the graphics and signage requirements in the development text and the previously approved wayfinding system and plan for the community.

COMMISSION NOTES:

MOTION: _____ *1st* _____ *2nd* *approved* *denied* *tabled* _____

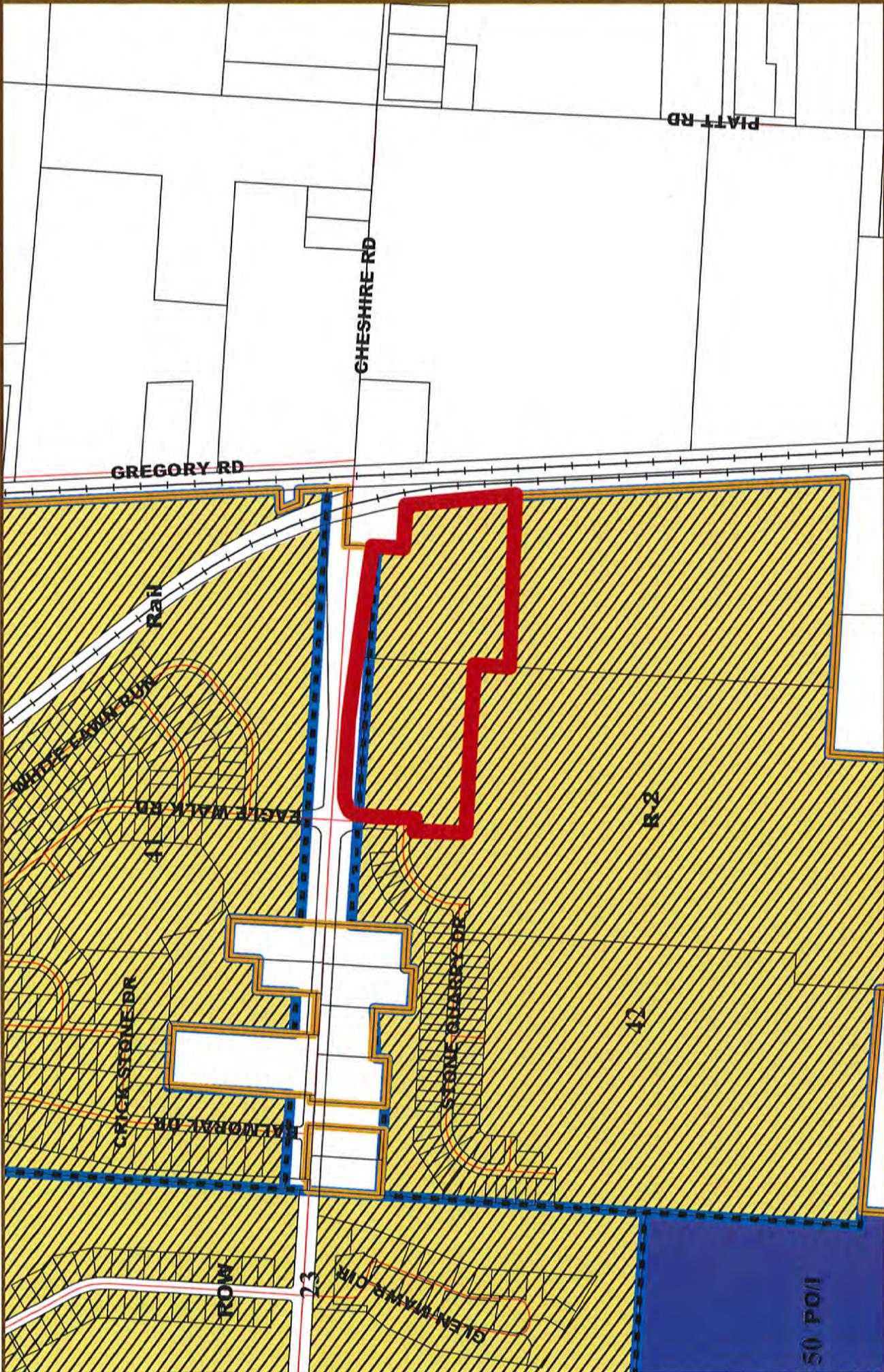
CONDITIONS/MISCELLANEOUS:

FILE:
ORIGINAL: 03/22/17
REVISED:

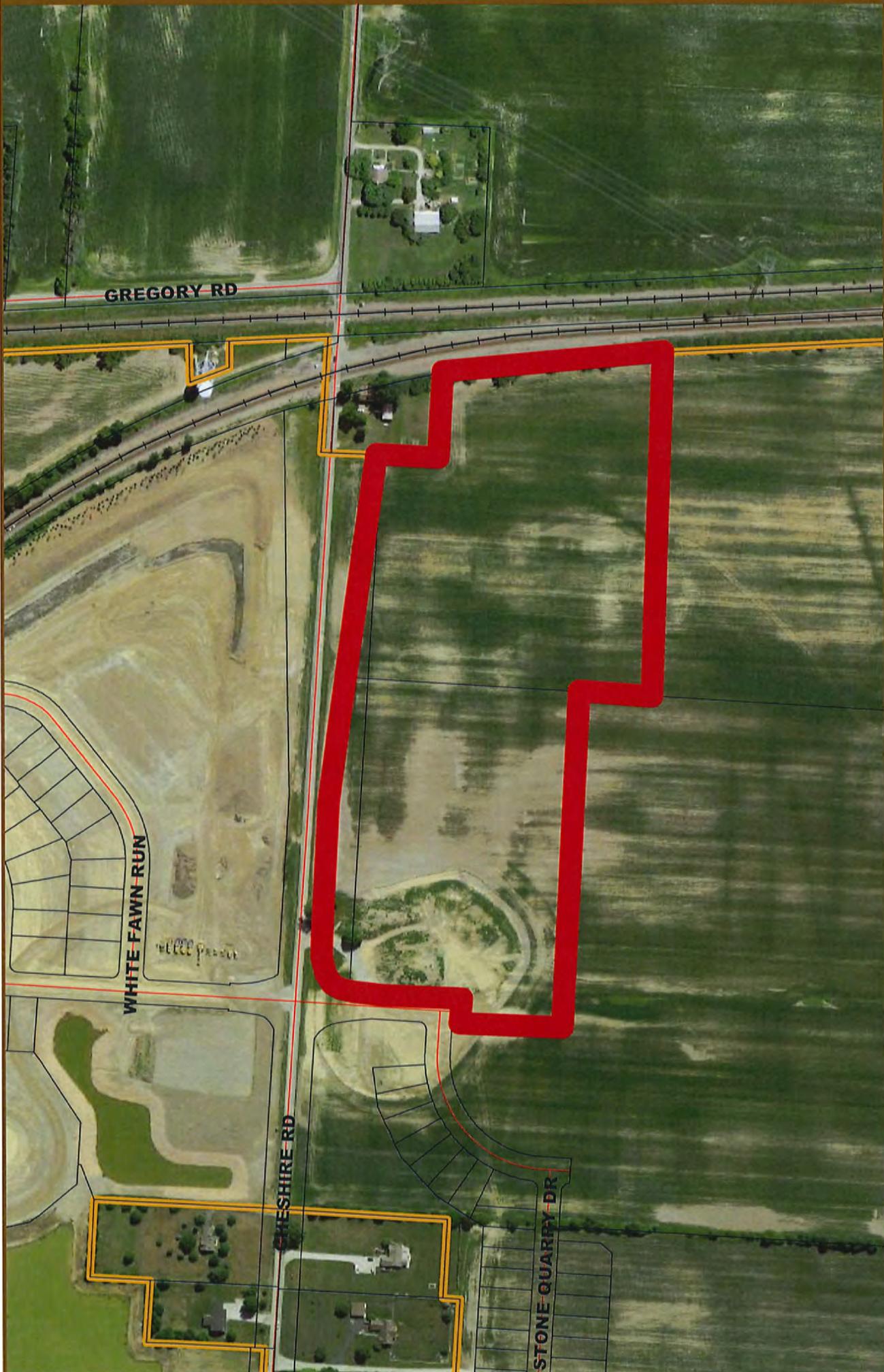


2018-0447-0448
 Final Development Plan and Final Subdivision Plat
 Communities at Glenross - Section 15
 Location Map





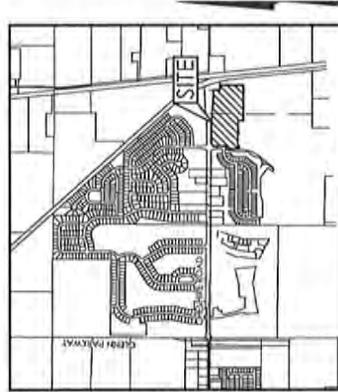
2018-0447-0448
 Final Development Plan and Final Subdivision Plat
 Communities at Glenross - Section 15
 Zoning Map



2018-0447-0448
Final Development Plan and Final Subdivision Plat
Communities at Glenross - Section 15
Aerial (2016) Map



COMMUNITIES AT GLENROSS SECTION 15



LOCATION MAP

1/2" = 1' AS SHOWN

PREPARED FOR:



475 METRO PLACE SOUTH, SUITE 200
DUBLIN, OHIO 43017
PH. 614-356-5833

SUBMITTAL: MARCH 7, 2018

CIVIL ENGINEER &
LANDSCAPE ARCHITECT



EMHT
ENGINEERS ARCHITECTS & LANDSCAPE ARCHITECTS, INC.
COLUMBUS • JERSEY CITY • PITTSBURGH • WASHINGTON, DC
5800 New Albany Road, Columbus, OH 43204
Phone: 614-775-1000 Fax: 614-775-1340
emht.com

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STREET LIGHTING PLAN	SHEET 4
LANDSCAPE PLAN	SHEET 5
LANDSCAPE PLAN	SHEET 6-1 & 6-2
STREET TREE PLAN	
LANDSCAPE ENLARGEMENTS AND DETAILS	

E. Sub-Areas IA, IB, IIA, IIB and IIC Development Standards

1. Timing of Development

Prior to development of Sub-Areas IA, IB, IIA, IIC and III, the Developer and the City shall confirm that such development will not be inconsistent with any applicable requirements of the City of Delaware General Permit Authorization for Storm Water Discharges Associated with Construction Activity Located within Portions of the Olentangy River Watershed Under the National Pollutant Discharge Elimination System. In the event the Developer and City are not able to so confirm, the development plans and plats as currently depicted would need to be revised and additional development approvals obtained from the City of Delaware.

2. Lot Size

- a) A mixture of lot sizes is proposed, ranging from 8450 square feet to over 24,000 square feet.
- b) The minimum lot depth will be 125 feet for Sub-Area IIA. The minimum lot depth shall be 130 feet for Sub-Areas IA, IB, IIB, and IIC
- c) In Sub-Areas IA and IIA: The minimum lot size in Sub-Area IA shall be no less than 10,400 SF and for Sub-Area IIA shall be no less than 10,000 SF. The minimum lot width shall be 80 feet with several of the lots having 90 feet or greater widths. (measurements taken at the building line). The number of dwellings in Sub-Areas IA and IIA shall not exceed 200 units total.
- d) In Sub-Area IB, IIB and IIC, the minimum lot size shall be no less than 8,450 SF. The minimum lot width at the building line shall be 65 feet. The number of dwellings in Sub-Areas IB, IIB, IIC shall not exceed 466 units total.

3. Setbacks, Building Sizes, and Height

- a) Setbacks: For Sub-Areas IA, IB, IIA, IIB, and IIC minimum building setbacks from property lines shall be established as follows:
 - i) Cheshire Road & Winterbourne Drive: Setbacks shall be that as identified on the Preliminary Development Plan.
 - ii) All other proposed public streets, which shall be measured from existing and planned road rights-of-way:
 - 25 feet building setback for all streets

- iii) Side and rear yards:
 - side yards shall be 10 feet per side (20 feet minimum between homes), except in Sub-Areas IB, IIB and IIC, where side yards shall be a total of 20 percent of lot width and no less than 6 feet on either side
 - rear yards shall be 30 feet minimum (decks and patios may encroach into the setback, but not closer than 15' from the lot line)
 - the projection of fireplaces, chimneys, bay windows, egress windows and/or other architectural projections of not more than 3 feet shall be allowed

- b) Building Height: Buildings shall be a maximum of 40 feet (measured from the average elevation of the finished grade at the front of the building to the highest point of the roof) in height in Sub-Areas IA, IB, IIA, IIB, and IIC.

- c) Home Sizes:
 - i) In Sub-Area IB, IIB, and IIC no building shall be constructed unless the finished living space (exclusive of porches, garages, and basements) has no less than 1800 square feet for multi-story dwellings and 1600 square feet for single-story dwellings.

 - ii) In Sub-Area IA and IIA, no building shall be constructed unless the finished living space (exclusive of porches, garages, and basements) has no less than 2000 square feet.

4. Architectural & Other Standards

a) Sub-Area IB, IIB, & IIC

At least 40% of the front facade elevation of each building (excluding garage doors, entrance doors, gutters, downspouts and windows) shall consist of brick, stone, or cultured stone. All vinyl siding shall have a minimum thickness of .044 mils. Gutters (and the material by which they are attached to the home), downspouts, soffits, shutters, garage and entrance doors may be of man-made materials such as metal, vinyl, aluminum or glass. No concrete or split face block shall be permitted, except for the basement or foundation walls. The roofs of all homes shall have dimensional shingles.

Notwithstanding the above, Lots Numbers 10569-10577 as shown on the Final Subdivision Plats for Section 2 Part A and Section 2 Part B shall

meet the architectural requirements of the Glenross Planned Residential Development (PRD) Zoning Text.

b) Sub-Area IA and IIA

100% of all elevations of each building (excluding garage doors, entrance doors, gutters, shutters, downspouts and windows) shall consist of natural materials such as brick, stone, cultured stone, wood, stucco, and engineered siding products (including cementitious fiberboard and other engineered siding products approved by the City of Delaware, e.g. HardiPlank™) (collectively "Natural Materials"). Not less than 50% of the front elevation (excluding doors, windows shutters, gutters and downspouts) shall consist of a natural material other than stucco. Gutters (and the material by which they are attached to the home), downspouts, soffits, shutters, garage and entrance doors may be of man-made materials such as metal, vinyl, aluminum or glass. No concrete or split face block shall be permitted, except for the basement or foundation walls. The roofs of all homes shall have dimensional shingles.

c) Color Palette

For Sub-Areas IA, IB, IIA, IIB, and IIC, the color palette shall consist of earth tones including white. Additional colors may be used as accents but may not be high gloss or high-chroma colors.

d) Lighting

Street lights shall achieve compliance with the then current Chapter 1158 Lighting Plan requirements.

e) Parking

Parking will be provided at a minimum of 2 spaces per dwelling unit in an attached garage.

f) Roof Pitches

All primary roof pitches on front and rear facing gabled elevations shall be a minimum of 5:12. All primary roof pitches on side facing gabled elevations shall be a minimum of 6:12. All other accessory elevations shall be a minimum roof pitch of 3-1/2:12.

g) Other Standards

Except as specifically set forth in this PMU Development Text or as set forth on the accompanying Development Plan, R-2 Residential District regulations together with standards set forth in Chapter 1171 of the Delaware Zoning Code, as if attached and as made a part of this Development Text by reference, shall apply in Sub-Areas IA, IB, IIA, IIB, and IIC.

F. Sub-Area III Development Standards

1. Density & Type

In Sub-Area III, no more than 106 detached single family condominium dwelling units shall be built. Although not legally restricted, Sub-Area III is intended to provide an area of single-family detached condominiums that is targeted to independent seniors and “empty nesters” seeking low exterior maintenance and a community association lifestyle with high end units which have high quality details, fit, finish, and materials not inconsistent with Pulte Homes Age Targeted Single Family Residential series product line up as attached. Sub-Area III is also intended to provide for the same minimum house sizes and quality of single family homes required in Sub-Areas IB, IIB, and IIC on smaller lots with more lot coverage and smaller yards that will have a common maintenance plan for lawn, landscaping and snow removal on each owner’s lot.

2. Lot Size

- a. The minimum size shall be 6,500 square feet with a minimum lot width of 50 feet at building line and minimum lot depth of 130 feet.

3. Setbacks & Building Separation

- a) Streets: A minimum building and accessory use setback of 50 feet shall be provided along Winterbourne Drive. The minimum setback from all other streets shall be 25 feet from right-of-way or roadway easement line.
- b) Side: The minimum side setback shall be 5 feet per side and 10 feet combined.
- c) Rear: The minimum rear setback shall be 15 feet.
- d) The minimum setbacks described above shall not cause any off-street parking area to impede a sidewalk or multi-use path.
- e) Setbacks from streets shall be from the right-of-way.



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



Project # _____ Case # _____

Planning Commission

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

Subdivision/Project Name Communities at Glenross Section 15 Address South of Cheshire Road & East of Glenn Parkway
 Acreage 22.835 Square Footage _____ Number of Lots 52 Number of Units N/A
 Zoning District/Land Use PMU/R-2 Proposed Zoning/Land Use N/A Parcel # 41832001042000/41832001040000
41832001040001

Applicant Name Pulte Group Contact Person Joel West

Applicant Address 475 Metro Place South, Suite 200 Dublin, Ohio 43017

Phone (614) 376-1122 Fax _____ E-mail Joel.West@PulteGroup.com

Owner Name Pulte Homes of Ohio, LLC Contact Person Matthew Callahan

Owner Address 475 Metro Place South, Suite 200 Dublin, Ohio 43017

Phone (614) 376-1018 Fax _____ E-mail Matthew.Callahan@Pulte.com

Engineer/Architect/Attorney EMH&T Contact Person Jeffrey Strung

Address 5500 New Albany Road Columbus, Ohio 43054

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

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

Owner Signature

Owner Printed Name

Agent Signature

Agent Printed Name

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

Notary Stamp

Notary Public



FACT SHEET

AGENDA ITEM NO: 14

DATE: 04/23/2018

ORDINANCE NO: 18-31

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 PULTE HOMES APPROVING A FINAL SUBDIVISION PLAT FOR THE COMMUNITIES AT GLENROSS SECTION 15 FOR 52 SINGLE FAMILY LOTS ON 23.835 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 EAST OF WINTERBOURNE DRIVE ON MARBLE SLAB ROAD, WINTER SHADOW LOOP AND BALD EAGLE DRIVE.

BACKGROUND:

See attached report

REASON WHY LEGISLATION IS NEEDED:

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

COMMITTEE RECOMMENDATION:

Planning Commission approved this case 6-0 on April 4, 2018.

FISCAL IMPACT(S):

N/A

POLICY CHANGES:

N/A

PRESENTER(S):

David Efland, Planning and Community Development Director

RECOMMENDATION:

Staff recommends approval as submitted with the documented conditions.

ATTACHMENT(S)

See attached

ORDINANCE NO. 18-31

AN ORDINANCE FOR PULTE HOMES APPROVING A FINAL SUBDIVISION PLAT FOR THE COMMUNITIES AT GLENROSS SECTION 15 FOR 52 SINGLE FAMILY LOTS ON 23.835 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 EAST OF WINTERBOURNE DRIVE ON MARBLE SLAB ROAD, WINTER SHADOW LOOP AND BALD EAGLE DRIVE.

WHEREAS, the Planning Commission at its meeting of April 4, 2018 recommended approval of a Final Subdivision Plat for Pulte Homes for the Communities at Glenross Section 15 for 52 single family lots on 23.835 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 east of Winterbourne Drive on Marble Slab Road, Winter Shadow Loop and Bald Eagle Drive (PC 2018-0447).

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

SECTION 1. That the Final Subdivision Plat for Pulte Homes for the Communities at Glenross Section 15 for 52 single family lots on 23.835 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 east of Winterbourne Drive on Marble Slab Road, Winter Shadow Loop and Bald Eagle Drive is hereby confirmed, approved, and accepted with the following conditions that:

1. The Applicant needs to obtain final engineering approvals, including any storm water and utility issues that need to be worked out through the Engineering and Utilities Departments. All comments regarding the layout and details of the project are preliminary and subject to modification or change based on the final technical review by the Engineering Department.
2. A safety barrier adjacent to the retention pond along Winterbourne Drive, Marble Slab Road and Winter Shadow Loop shall be installed per the City Engineer.
3. A sanitary easement shall be provided for a potential sanitary service connection to the current county residential lot along Cheshire Road (currently Vance property) located just northeast of Section 15.

4. An emergency access point from Cheshire Road to Winter Shadow Loop shall be constructed just east of the retention pond in Section 15. As approved by the City Engineer, the emergency drive shall be a minimum of 12 feet wide with a concrete apron approach at Cheshire Road and which may be constructed out of gravel given its temporary nature and use by emergency vehicles only. It shall be removed and the area landscaped in accordance with the approved plans in the future when adequate alternative secondary emergency access is provided with future development sections as approved by the city.
5. The lots and houses shall comply with the minimum bulk and setback requirements in the approved development text.
6. The single family houses shall comply with the minimum architectural standards and house size in the approved development text and per applicable sections of the current zoning code.
7. The Cheshire Road and Winterbourne Drive buffering shall match the existing buffering in the The Glenross Golf Club and Communities at Glenross east of this development. The maintenance of the mound and associated landscaping shall be the responsibility of the Homeowner's Association. The subject plan shall be reviewed and approved by the Shade Tree Commission.
8. The mounding and buffering required adjacent to the railroad tracks and adjacent to this section shall be installed concurrent with the site improvements for this section. Future development sections shall continue this required mounding and buffering along the railroad tracks when brought forward for development. The maintenance of the mound and associated landscaping shall be the responsibility of the Homeowner's Association. The subject plan shall be reviewed and approved by the Shade Tree Commission.
9. A street tree plan shall be submitted and approved by the Shade Tree Commission.
10. The bike path along Winterbourne Drive shall be installed by the developer and located within an easement dedicated to the City and shall be maintained by the Homeowner's Association.
11. This section of the Communities at Glenross Subdivision is in the Delaware South New Community Authority, subject to a per dwelling unit additional transportation fee of \$1,000 per unit due at the time of building permit issuance, and is subject to the South East Highland Sanitary Sewer additional capacity charge of \$3,200 per dwelling unit.
12. All signage shall achieve compliance with the graphics and signage requirements in the development text and the previously approved wayfinding system and plan for the community.

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: _____, 2018

YEAS ___ NAYS ___
ABSTAIN ___

ATTEST: _____
CITY CLERK

MAYOR



FACT SHEET

AGENDA ITEM NO: 15

DATE: 04/23/2018

ORDINANCE NO: 18-25

RESOLUTION NO:

READING: SECOND

PUBLIC HEARING: NO

TO: Mayor and Members of City Council

FROM: R. Thomas Homan, City Manager

VIA: William L. Ferrigno, P.E.

TITLE OF PROPOSED ORDINANCE/RESOLUTION:

AN ORDINANCE SUPPLEMENTING THE 2018 APPROPRIATIONS ORDINANCE TO PROVIDE ADDITIONAL FUNDING FOR THE AIRPORT STRATEGIC BUSINESS PLAN.

BACKGROUND:

The City's airport has undergone significant change and expansion over the past two decades including the addition of multiple public and private hangers, the relocation and extension of runway 10-28, addition of jet aircraft fueling operations, and the presence of several flight based organizations including general aviation maintenance and repair services, avionics maintenance, and flight school operations. The privately owned and operated businesses operate within city owned facilities, or within privately constructed facilities on city property. Additional private businesses continue to submit inquiries regarding additional services within the airport property to support the airfield operation.

In order to understand the current market demand and costs associated with attracting and maintaining quality airfield support services, the city circulated a RFP (Request for Proposals) for Airfield Strategic Business Planning Services. The work by the consultant will provide guidelines and strategies involving land and facility leasing rates and structure, fuel pricing strategies, and the identification in current trends in the provision of specific airfield support services.

REASON WHY LEGISLATION IS NEEDED:

A supplemental appropriation is necessary to fully fund the proposed \$45,000 strategic business planning contract with Crawford, Murphy, & Tilly airport consultants.

COMMITTEE RECOMMENDATION:

Prior support by the Airport Committee regarding strategic planning work

FISCAL IMPACT(S):

Requires supplemental appropriation for additional funding in the amount of \$25,000 from the Airport Operations fund balance; funding in the amount of \$20,000 is included in the 2018 budget.

POLICY CHANGES:

N/A

PRESENTER(S):

William L. Ferrigno, P.E., Director of Public Works/City Engineer

RECOMMENDATION:

Consider approval at 2nd reading

ATTACHMENT(S)

Proposal

ORDINANCE NO. 18-25

AN ORDINANCE SUPPLEMENTING THE 2018 APPROPRIATIONS ORDINANCE TO PROVIDE ADDITIONAL FUNDING FOR THE AIRPORT STRATEGIC BUSINESS PLAN.

WHEREAS, the City owns and operates the Delaware Municipal Airport (Jim Moore Field); and

WHEREAS, the Airport provides various services for nearly one-hundred based general aviation and jet aircraft including ramp tie-down, hanger rental, fueling, aircraft, and airfield maintenance services; and

WHEREAS, the airfield also supports several privately owned and operated flight based organizations including hanger facilities, aircraft maintenance, avionics repair, and flight schools; and

WHEREAS, it is in the best interest of the City to periodically review and assess the facilities and services available at the Airport to make adjustments in accordance with current trends and demands of the airfield industry; and

WHEREAS, the City has received a proposal from a qualified airfield consultant to provided direction and guidance in the development of business strategies applicable to the airport; and

WHEREAS, a supplemental appropriation will be necessary to award the strategic business plan work to the consultant.

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

SECTION 1. That there is hereby appropriated from the unencumbered balance of the Airport Operations Fund \$25,000 increasing the following account:

Airport Professional Services (222-0222-5230)	\$ 25,000
---	-----------

SECTION 4. 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: _____, 2018

YEAS___ NAYS___
ABSTAIN ___

ATTEST: _____
CITY CLERK

MAYOR

VALUE

Helping airports achieve their greatest potential

Statement of Qualifications for
Strategic Business Plan Preparation for

DELAWARE MUNICIPAL AIRPORT

CITY OF DELAWARE, OHIO



February 14, 2018





February 14, 2018

Ms. Jackie Walker
Assistant City Manager
jwalker@delawareohio.net

RE: STATEMENT OF QUALIFICATION FOR AIRPORT CONSULTING SERVICES FOR THE
CITY OF DELAWARE MUNICIPAL AIRPORT

Dear Ms. Walker:

RE: STATEMENT OF QUALIFICATION FOR DELAWARE AIRPORT STRATEGIC BUSINESS PLAN SERVICES

Dear Ms. Walker:

Crawford, Murphy & Tilly, Inc. (CMT) along with team member Airport Management Consulting Group (AMCG) represents the Best Value Team partner for the City of Delaware and the Delaware Municipal Airport in its analysis and development of a Strategic Business Plan.

CMT is a premier Ohio aviation consulting firm providing comprehensive airport facility and management knowledge. Our staff, made up of former airports staff, airport management professionals, planners, engineers, pilots, former FAA, and state aviation officials, offers the most comprehensive expertise to Delaware. This same staff and its leadership have demonstrated this expertise with many other successful airports in the state and have demonstrated it in the success for the overall Ohio aviation industry to restore robust state funding to airports and influence business legislation for airports' benefit.

AMCG is a national leader in development of airport strategic business plans. As such, they have led the recent development of the Airport Cooperative Research Program document, No. 77, "Guidebook for Developing General Aviation Airport Business Plans," bringing industry wide lessons learned together as a single point of key information. Their personal experience with numerous clients as well as the benefits of these broad research efforts will allow the development of a strategic business plan by the CMT/AMCG team to draw from unlimited resources for future planning designed to maximize the economic impact of the Delaware Municipal Airport for the City and the surrounding region.

Delaware will have a great demonstrated leader for this effort. Mr. Ben Cooley, will serve as your team's project manager. Ben is currently in his 16th year of dedicated aviation experience, serving numerous general aviation airports, just like Delaware. As your project manager, Ben's CMT office is located right here in central OH just 20 minutes down the street. DLZ can be assured of responsive, available, committed leadership as a result.





In addition to our Project Manager, this proposal identifies other key staff that will be involved heavily with your strategic business plan. These key individuals represent over 150 years of dedicated aviation experience. The CMT team along with AMCG are an A+ team of professionals demonstrated qualifications and successful project experience. When combined with local presence, deep OH experience, knowledge of your facility and an awareness of the challenges you face in today's changing times, I can think of no better team to come alongside the City and the Airport to develop a strategic business plan that will increase the value of your investment. Our goal is to be a valued and long-term partner by serving as an extension of your staff to provide sound solutions that are effective, efficient and value-driven.

Our team experience is unequalled for our breadth and depth of experience providing guidance to airports like DLZ in matters of Strategic business planning. From complete stand-alone business plans to ongoing, "sitting at the Board table" participation, setting rates or developing lease provisions, CMT/AMCG have done it all. Our long-term perspective and relationship with clients means we are there to see it through. You may have areas where new inventive processes want/need to be employed., i.e., should an alternative form of governance be employed, like we are exploring with Cincinnati West Airport, or you may more simply need leasing documents reviewed, revised to reflect latest business opportunities or changing industry behaviors. But the bottom line is that we "get it." And you want to run your airport in the most business-like fashion, striving to always maintain self-sustainability and maximize the economic impact, through both service to the customer and through sound financial policy.

Our team has provided a fee proposal based on your RFP, discussions at the pre-proposal meeting and our knowledge of the industry. However, there are many detailed discussions that we could have to more fully prescribed effort where it best serves the City and the Airport. We encourage you to select our team to work with you and talk with our team to employ the dollars you commit to the airport in its best valued areas for maximum benefit. We are happy to be that type of resource for you. We love airports as well and are fully committed to their success.

We look forward to a successful relationship with you and request your favorable consideration.

Sincerely,

A handwritten signature in black ink, appearing to read "Greg E. Heaton".

Greg E. Heaton, PE, AICP
Vice President and Ohio Aviation Manager



Executive Summary

The CMT Team provides the best value in assisting the Delaware Municipal Airport in the preparation of a strategic Business Plan. A well-prepared Business Plan for the airport is key to achieving its maximum benefit for the City, its citizens, and its surrounding neighbors.



The Right Leadership and Team for your Strategic Business Plan

This proposal identifies our key staff members who collectively have over 150 years of aviation expertise, specifically in general aviation airports business planning and airport development. They will bring their experiences, lessons learned, and insights from hundreds of airports, along with extensive research efforts and training courses, as they review your policies and regulations, lease agreements, pricing structures and action plan moving forward. This team of expertise will be led by Ben Cooley, who is located just 15 minutes down the street.

This proposal identifies several recent project experiences, along with client references. Contact them, find out how we helped others accomplish their goals. Our team is Ohio experienced like no other team you will hear from.

The Right Project Approach

The DLZ Airport has a rich and successful past. The airport has done well in serving the general aviation community, growing and developing to meet the needs of area flyers. Our team's approach will be to work alongside you in developing the Strategic Business Plan that will address the challenges in the future and continue to achieve your overall objectives.

EXPLORATION WITH STAKEHOLDERS

Our approach includes review, discussion, and exploration with key stakeholders. You've identified many of these in your preliminary scope of work. These folks represent the community that governs the airport, manages the airport, and most importantly, uses the airport. This stakeholder outreach sets the stage for identifying current strengths, weaknesses, opportunities for growth and improvement, and challenges that will need to be addressed while pursuing your objectives.

ENHANCEMENT OF POLICIES, REGULATIONS AND LEASES

Our team will review and evaluate current policies, regulations, procedures, leasing agreements, acquisition guidelines/practices, and financial plans using industry best practices to inform recommendations. In addition, our team will streamline everything into a single point document, and provide clear and understandable references that will make the document a more valuable asset to airport tenants and a more enforceable tool for the airport.

These documents include:

- Airport Operations Manual
- Policies and Procedures
- Minimum Standards
- Ground Leases
- T-hangar leases
- FBO/business building Leases
- Fuel Acquisition and resale guidelines and practices

These, along with others, will provide a framework for airport management and operations, and allow you to accomplish your overall objectives.



RECOMMENDED AIRPORT SERVICES

Airports are more than pavements and buildings. In addition to our extensive project experience, many of our staff members are pilots and have a first-hand understanding of what makes the airport experience successful. Customer service, field maintenance, food services, flight training, simulator access, and charter services combine to provide the user experience. Each will be studied so that we can recommend the optimal mix that will maximize the benefit of the airport.

CAPITAL IMPROVEMENT PLAN

Our team will review your current airport facilities and capital improvement plan. We will consider the latest regional plan objectives and Aviation State System Plan recommendations. For example, the State System Plan includes recommendations for High Intensity Runway lighting and MALSR approach lighting system to support corporate flight activity. Connecting these facility objectives with funding opportunities will be critical to the airport's success. Our team has extensive experience with facility development and have been instrumental in the securing Ohio State Aviation funding for our clients in recent years.

AIRPORT GOVERNANCE

We've worked at airports with many different models of governance, and can use that experience to explore the advantages and disadvantages of alternative airport management structures, including the port authority. Our team member Dr. Russ Mills is especially knowledgeable on the operational aspects of a port authority and the Ohio Revised Code that regulates them. We will work with you to identify the benefits that this form of governance can provide to the airport and its related interests.

SCHEDULE AND FEE

The CMT team is prepared to begin on your Strategic Business Plan right away. The schedule you have requested is both agreeable and very achievable. We anticipate no difficulties in accomplishing the tasks in your requested Scope, with the caveat that we will be able to schedule interviews with airport management, city leadership and key stakeholders in good fashion. However, we rarely experience difficulty in this area.

We propose to complete the task items for a lump sum fee of \$45,000, including expenses. This fee is based upon the stated Scope of Services included in the RFP and our discussions with you at the pre-proposal meeting. Additional discussions following selection could add depth to our understanding of your objectives and allow us to tailor efforts more closely to your priorities. We would welcome that conversation.





**MIDWEST DESIGN
FIRM OF THE YEAR**

Engineering News Record | 2014



Crawford, Murphy & Tilly

Founded in 1946, CMT is a Midwest-based and nationally-ranked professional company providing planning, engineering and construction services to both the public and private sector. CMT and its 270 employees provides leadership in civil infrastructure by leveraging shared knowledge, staff longevity, and unique insights. For 70 years, the employee-owned corporation has sustained a trademark level of service and commitment to clients that translate into long-term relationships and enhanced value to our client’s projects.

Business Organization

Established:
1946

Staff Size:
270

- Key Business Units:**
Aviation
Highways and Bridges
Civil & Site Services
Water Resources

Offices:

- Columbus, OH
- Cleveland, OH
- Dayton, OH
- Springfield, IL
- Chicago, IL
- Aurora, IL
- Rockford, IL
- Moline, IL
- Peoria, IL
- Edwardsville, IL
- St. Louis, MO
- Kansas City, MO
- Springfield, MO
- Indianapolis, IN
- Labelle, FL

Web

www.cmtengr.com

**Business Expertise -
Services & Clients**

Business Units:

- Aviation
- Highways & Bridges
- Water Resources
- Civil & Site Services

Client Types:

- Airports
- Municipalities
- DOTs and State Agencies
- Sanitary Districts
- Utilities
- Private Developers
- Retailers
- Institutional
- Health Care
- Energy
- Military
- Federal

Services:

- Civil Engineering
- Planning
- Value Engineering
- Architecture
- Roads and Bridges
- Traffic Analysis
- Utilities
- Water and Wastewater Systems
- Stormwater Systems
- Permitting
- Surveys
- Drainage and Floodplain Studies
- Electrical
- Streetscapes/Placemaking
- Bikeways/Paths
- Trails
- Landscape Architecture
- Environmental
- Public Engagement
- Sustainability



Aviation Planning

CMT offers its airport clients a dedicated Aviation Planning Group. Our group consists of professionals from varied backgrounds including airport management, engineering, planning, environmental and technology that work exclusively on airport planning related initiatives. With CMT, you have the resources to help navigate your airport leadership through strategic decisions and vision. In addition, our staff brings the technical skills to execute efficient and thorough planning documents that meet FAA and state requirements. Because CMT is a full service firm, our Aviation Planning team understands the implementation part of your plan and helps to build the bridge from concept to funding and then to design execution.

Aviation Planning Services

- Master Plans
- Airport Layout Plans
- Environmental Assessments/EISs
- Grant applications
- PFC applications and assistance
- Development programs
- Benefit/cost analysis
- LOI applications
- Financial plans
- Justification documentation
- Property line maps
- Land and easement acquisition
- Project eligibility
- Aviation activity forecasts
- Site selection
- Alternatives analysis
- Airspace analysis
- Commercial terminal area planning
- General aviation terminal planning
- Airport business park planning
- Part 150 noise studies
- Land use zoning regulations
- GIS
- Security/blast assessments
- Cargo planning
- Airport economic development
- Facility requirements

Airport Facilities and Master Planning

Our aviation planners work closely with clients and their communities to develop plans that go beyond standard guidelines and requirements to capture the unique vision for each airport. A decision-making framework is provided to facilitate long-term development and short-term implementation. The result is a plan that embodies the strategic goals of the airport while providing the necessary flexibility to respond to changing market conditions.

Environmental Planning

CMT's multi-disciplined staff use a combination of extensive environmental knowledge and sound engineering to shape plans that accommodate for increasing aviation demands while maintaining the integrity of the surrounding environment. We use this approach to successfully guide airports through the FAA environmental approval processes in an efficient and coordinated manner.

Land-Related Services

CMT provides a wide range of services to assist airports through federally funded land acquisition programs including professional staff representation to land-owners, document processing, property map creation, and land surveys. We have an extensive working knowledge of FAA land-related procedures and are skilled at using the latest technology to assist in the management of airport land assets.

Funding and Programming

CMT aviation staff are recognized for their ability to assist clients in successfully navigating the competitive funding environment. Through innovative programming, justification documentation, and funding approaches, we create increased awareness of their projects as they progress from concept to reality.

Information Technology Services

CMT uses the latest innovations and methodologies to offer information technology solutions that allow airports to maximize their resources. This includes the development of Geographic Information Systems (GIS) applications that assist in managing assets and evaluating the effects of proposed development on airport airspace and control tower line of sight.

Funding and Programming

Helping You Achieve Results

The FAA development process provides distinct work items that are necessary to take a project from concept to construction. Included in this process are planning, environmental, programming/justification, design and construction. Project justification is typically the least defined element in the process and thus many clients are not successful in achieving their development goals due to lack of guidance.

CMT offers extensive experience in project justification to assist clients in successfully competing for AIP discretionary monies. The project justification exercise requires a variety of different tools, including:

- Independent project narratives
- Funding booklets for elected officials
- Benefit-Cost Analyses (BCA)
- Coordination meetings with elected officials and various levels of the FAA including headquarters.

Listed below is a summary of various projects on which CMT played a significant role in the FAA justification process, resulting in increased funding levels for project construction.

“...invaluable to us during the funding process.”

Chicago Executive Airport

Funding Projects in Which CMT Played an Instrumental Role

Airport	Project	CMT Actions	AIP Funding
Fairfield County Airport Lancaster, OH	Road Relocation	Funding booklet and numerous FAA meetings	\$960K in 1 year
Fostoria Metropolitan Airport Fostoria, OH	Runway Extension	Funding booklet and numerous FAA meetings	\$800K in 2 years
Sidney Municipal Airport Sidney, OH	Runway Shift: Extension	Financial plan and numerous FAA meetings	\$3M in 2 years
Cape Girardeau Regional Airport, Cape Girardeau, MO	Pavement Rehabilitation and Maintenance	Additional Stimulus funding documentation, expedited timeline	\$1.5M in 1 year
Washington Regional Airport, Washington, MO	T-Hangar Taxilane and Apron Reconstruction	Additional Stimulus funding documentation, expedited timeline	\$1M in 1 year
Dubuque Regional Airport, Dubuque, IA	Conversion of Runway 18/36 to Primary Runway	Funding booklet and FAA funding meetings	\$13M in 3 years
Fairfield Municipal Airport, Fairfield, IA	New Corporate Runway 18/36	Project narrative, funding booklet, BCA and FAA meetings	\$8M in 3 years
Clinton Municipal Airport, Clinton, IA	Runway Extension and RSA Improvements	Project narrative as part of Master Plan	\$3M in 1 year



Aviation Management Consulting Group

Aviation Management Consulting Group (AMCG) has been promoting general aviation management excellence through the provision of trusted aviation management consulting services, support, and resources for the last 20 years. AMCG's clients have consisted of airports, aviation businesses, agencies, associations, and other industry stakeholders (e.g., aircraft owners and/or operators; airport property lessees and/or developers; industry vendors; financial institutions; law firms; architectural, engineering, and planning firms; etc.)

AMCG is composed of a unique blend of talented and respected aviation industry professionals who have strong credentials, proven track records, and over 125 years of combined aviation industry experience. Together, these individuals have first-hand aviation, aviation business, and airport planning, development, operations, management, leadership, and consulting experience and each of the firm's principals, consultants, and project analysts are pilots. As a result, AMCG has the unique ability to view any project and any issue that may arise from a multi-dimensional (airport, aviation business, and aircraft operator) perspective. This team of highly qualified, knowledgeable, and results-oriented professionals work in concert to maintain a company culture focused on meeting the needs and exceeding the expectations of the client.

WITH AMCG, YOU CAN BE ASSURED THAT YOU WILL GET STRAIGHT ANSWERS, OBJECTIVE ADVICE, ACCURATE AND TIMELY INFORMATION, AND ONLY THE HIGHEST QUALITY SERVICES, SUPPORT, AND RESOURCES - RESULTS YOU CAN COUNT ON!



Education:
BSCE, 1985
MBA, 1999

Years Experience: 32

Years with CMT: 25

Greg Heaton, PE, AICP, CM, MBA (CMT)

Project Principal

Mr. Heaton brings 32 years of aviation experience in the planning, environmental analysis and design of airport facilities, including management of programs ranging from general aviation to large hub airports. Greg is a respected leader that is passionate about helping airports succeed and accomplish their goals. He provides full service aviation capabilities in all facets of aviation development projects including planning, environmental, financial, engineering design and program management. Mr. Heaton has a reputation for excellent client service, consensus building and community outreach and a history of successful strategic planning for airport clients.

CINCINNATI WEST AIRPORT, HARRISON, OHIO

Project Manager responsible for overseeing the following services: Master Plan and Airport Layout Plan updates, financial planning, Pro Forma, lease development and review of ground and hangar facilities, and fuel positioning.

FAIRFIELD COUNTY AIRPORT, LANCASTER, OHIO

Project Manager for the following consultant services: Master Plan and Airport Layout Plan updates, financial planning, Pro Forma, lease development and review of ground, hangar, and FBO facilities, fuel positioning, non-aeronautical revenue development, and land development.

WOOD COUNTY REGIONAL AIRPORT, BOWLING GREEN, OHIO

Project Manager overseeing Master Plan and Airport Layout Plan updates, financial planning, Pro Forma, lease development and review of ground and hangar facilities, fuel positioning, non-aeronautical revenue development, and land development.

DOZENS OF ADDITIONAL MASTER PLAN PROJECTS OVER THE COURSE OF CAREER



Education:
BSCE, 2001

Years Experience: 15

Years with CMT: 10

Benjamin Cooley, PE (CMT)

Project Manager/Airfield Design

Ben Cooley offers 15 years of experience in professional aviation services. Ben has managed projects in planning, environmental and design of airport facilities. Mr. Cooley has exhibited managing skills for projects located at general aviation, reliever and primary airports. His experience combined with his leadership abilities has allowed him to successfully manage airport projects of all types.

Project manager for planning, environmental and design projects at the following airports:

CINCINNATI WEST AIRPORT, HARRISON, OHIO

FAIRFIELD COUNTY AIRPORT, LANCASTER, OHIO

FOSTORIA METROPOLITAN AIRPORT, FOSTORIA, OHIO

PORT BUCYRUS-CRAWFORD COUNTY AIRPORT, BUCYRUS, OHIO

PUTNAM COUNTY AIRPORT, OTTAWA, OHIO

SIDNEY CITY AIRPORT, SIDNEY, OH

WOOD COUNTY REGIONAL AIRPORT, BOWLING GREEN, OHIO

ZANESVILLE MUNICIPAL AIRPORT, ZANESVILLE, OHIO



Russ Mills, PhD (CMT)

Planning Services

Dr. Russell W. Mills specializes in air service development and economic analysis. He is also an Associate Professor of Aviation and Political Science and a Research Fellow at the Center for Regional Development at Bowling Green State University (BGSU), where he works with local communities to enhance their air service and economic development efforts by providing cutting-edge research and economic analysis. His research focuses on improving the effectiveness of aviation policy in the United States and the economic impacts of air service in small communities.

Education:

BA, Political Science, 2005
 MA, Public Administration, 2007
 PhD, Political Science, 2011

Years Experience: 13

TOLEDO EXPRESS AIRPORT, TOLEDO, OHIO

Conducted an economic analysis of a newly secured flight from Toledo Express Airport (TOL) to Charlotte- Douglas International Airport (CLT) on American Airlines. The team estimated visitor-spending data for northwest Ohio and new employment to calculate on-airport and off-airport direct economic impacts, as well as indirect and induced impacts.



Craig Louden, PE (CMT)

Senior Airport Planner

Craig has been with CMT since 2002 and is experienced in master planning, ALP development and comprehensive AGIS/eALP projects at general aviation, reliever and primary airports. As part of his many planning efforts, Craig focuses on facility requirements and development that support the missions and strategic plans of the airports.

Education:

BSCE, 2000
 MSCE, 2002

Years Experience: 15

Years with CMT: 15

AURORA MUNICIPAL AIRPORT, SUGAR GROVE, ILLINOIS

- Project Manager for Master Plan and Airport Layout Plan Update.

CHICAGO EXECUTIVE AIRPORT, WHEELING, ILLINOIS

- Project Manager for Master Plan Update. This multiple phase project will be the first comprehensive master plan update at PWK in nearly 30 years.

DUPAGE AIRPORT, CHICAGO, ILLINOIS

- Project Manager for Master Plan and Airport Layout Plan Update.



Kooper Dessecker, EI (CMT)

Aviation Planner

Kooper Dessecker has been with CMT since 2016 and has experience in master planning, ALP development, financial planning, environmental analysis, and airport design. Kooper has provided in-depth planning services for general aviation, reliever and primary airports.

Education:

BSCE, 2016

Years Experience: 1

Years with CMT: 1

WOOD COUNTY REGIONAL AIRPORT, BOWLING GREEN, OHIO

- Planner involved in the Master Plan and Airport Layout Plan Update, financial planning, lease development and review of ground and hangar facilities, non-aeronautical revenue development, and land development for 1G0.

BLUE GRASS AIRPORT, LEXINGTON, KENTUCKY

- Planner for the analysis of airfield improvement alternatives.



Education:
BS, Aviation Business
Administration

Jeff Kohlman (AMCG)

Planning Services

Jeff, a founding principal of AMCG, has over 30 years of aviation planning, development, operations, management, and consulting experience including FBO operations, facility management, flight department operations, financial management, and aviation management consulting.

For the last 20 years, AMCG has sponsored and Jeff has been a lead instructor for the AAAE Airport Sponsor Assurances, Leasing Policies, and Minimum Standards Workshop. This workshop takes an industry best practices approach to the development and implementation of critical airport management and compliance documents, including airport property development, leasing, rent, and fee policies.



Education:
BS, Aviation Management
MA, Public Administration

Bryan Johnson, AAE (AMCG)

Planning Services

Bryan Johnson has approximately 30 years of aviation planning, operations, executive management, business and property development experience at a mix of general aviation and commercial air carrier service airports including aeronautical and non-aeronautical development, master planning, , financial/budget implementation and analysis, marketing/community programs, and airport sustainability programs (environmental, financial, operational, social).

During Bryan's tenure in airport management, he was actively involved in developing and implementing strategic airport business plans, primary management and compliance documents, managing airport property development projects, and negotiating associated development and lease agreements.



Education:
BS, Business Administration

David Benner, CM (AMCG)

Planning Services

David has approximately 15 years of aviation planning, operations, management, and consulting experience. For the last 10 years, David has managed AMCG's proprietary aviation industry database

that includes industry data, information, and documentation pertaining to airports and aviation businesses published by federal and state aviation agencies and collected through the research efforts of AMCG (including survey and project related data collection). David has served as a key research team leader on 5 ACRP projects including ACRP Report 156 (Complying with Federal Regulations: An Integrated Approach) and ACRP Report 77 (Guidebook for Developing General Aviation Airport Business Plans).

Business Plan On-Call Services since 2005

“Greg Heaton and his team have been responsive to our needs with a level of foresight that normally would not be expected. Mr. Heaton’s ability to communicate both past history and view our airport’s future has been instrumental in keeping institutional leadership on task as decisions were needed. He has also assisted with communicating airport opportunities to local and surrounding government bodies allowing us to forge new partnerships with these entities.”

*Frances Cottle
Airport Administrator
Cincinnati State Technical &
Community College*

Reference

Will Berninger, Airport Manager
Cincinnati West Airport
10004 West Road
Harrison, Ohio 45030
will.berninger@cincinnati.state.edu



Master Planning and ALP

Cincinnati West Airport, Cincinnati, Ohio

CMT has been providing multi-year consulting services to the Cincinnati West Airport since 2005. The airport is owned and operated by Cincinnati State Technical and Community College. The college operates an aviation maintenance technology program at the airport that allows students to earn an associate degree in conjunction with federal Airframe & Powerplant licensing. The program utilizes a fleet of aircraft owned by Cincinnati State and based at the college airport. While working with the college and airport, CMT has completed acquisition of several parcels necessary for operation of the airport.

AIRPORT MASTER PLAN AND ALP UPDATES

CMT facilitated an updated master plan which was approved in 2006. Cincinnati West Airport had experienced years of neglect by previous owners. They sought to plan for future needs with the ultimate desire of a longer runway, while addressing immediate FAA safety compliance requirements. The ALP detailed the potential growth opportunities available by extending the runway into the nearby quarry and realigning the future runway to remove adjacent residential homes from their close proximity to the airport safety critical areas.

BUSINESS PLAN SERVICES

CMT has provided ongoing airport business planning services to the Cincinnati State Technical and Community College for the Cincinnati West Airport since 2005. Based on CMT staff experience across the Midwest and nationally, CMT’s staff have provided regular insight on T-hangar rate structures, rate setting policy, lease development and review, Fixed Base Operator Request for Proposal and review. In addition, CMT has provided counsel for fuel acquisition procedures, fuel rate setting policy and fuel system improvements and management considerations. Pro forma financial documents have been prepared and analyzed for making capital improvement determinations on revenue generating improvements like community and T-hangar facilities. As a state Community College owned facility, CMT has assisted the CSTCC explore and evaluate alternate sponsorship and governance options for the future.

OTHER CONSULTING SERVICES INITIATIVES COMPLETED:

- Rehabilitation of hangar taxilanes
- Expansion of terminal apron to increase itinerant corporate aircraft parking
- Environmental Assessments
- Runway rehabilitation design and construction
- Obstruction clearing
- AWOS III installation
- PAPI installation
- Land Acquisition
- Construction of t-hangars

Business Plan On-Call Services since 2004



Multi-Year Consulting Services Wood County Regional Airport, OH

CMT has been assisting the Wood County Regional Airport (WCRA) and Bowling Green State University (BGSU) with consulting services since 2004. The WCRA operates on land owned by BGSU, and the University is the largest tenant and fuel buyer for the Airport as part of its Aviation Program. Projects have included:

AIRPORT MASTER PLAN AND ALP UPDATES

CMT created an updated Master Plan in 2018 that had last been updated in 2005. The new Master Plan and Airport Layout Plan Update addresses the anticipated growth of the Airport over the planning period. Through on-going coordination, CMT developed a plan that accommodates the University’s flight training growth and needs of the community. As part of the Master Plan efforts, CMT provided WCRA with strategic planning that reflected the Airport’s mission, values, and mission.

BUSINESS PLAN SERVICES

CMT has provided ongoing airport business planning services to the Wood County Regional Airport Authority since 2005. Based on CMT staff experience across the Midwest and nationally, CMT’s staff have provided regular insight on T-hangar rate structures, rate setting policy, lease development and review, Fixed Base Operator Request for Proposal and review. In addition, CMT has provided counsel for fuel acquisition procedures, fuel rate setting policy and fuel system improvements and management considerations. Pro forma financial documents have been prepared and analyzed for making capital improvement determinations on revenue generating improvements like community and T-hangar facilities. In addition, CMT assisted the Wood County Airport Authority explore its sponsorship/ownership and evaluate its standing with respect to the ORC, FAA and State of Ohio and consider necessary changes in support of its long- term objectives.

CAPITAL IMPROVEMENT INITIATIVES COMPLETED:

- New Flight Center and hangar (civil design and project management)
- Perimeter and security fencing – phased installation
- Hangar development
- Construction of Snow Removal Equipment Building
- Multipurpose/corporate hangar development
- Establishment of WAAS-based approaches
- Rehabilitation of airfield lighting

Reference
 Mark Black
 Airport Manager
 Wood County Regional Airport
 1261 E Poe Road
 Bowling Green, OH 43402
 419.354.2908
 email: mgr@dacor.net

Business Plan On-Call Services since 2005



“The firm, with main representation by Greg Heaton, has been diligent in completing all projects, responsive to requests and communications, knowledgeable with regard to airports and general aviation developments, and progressive in thought and outlook. Greg and staff have been proactive in dealings on our behalf with the FAA and the Ohio Department of Transportation, and have applied for and received additional grant funding for our projects.”

*David L. Scheffler, Former Board President,
Fairfield County Airport*

Reference

Glen Burns, Board President
Fairfield County Airport
Authority Board
3430 Old Columbus Road
Carroll, OH 43211
Burns: 740.503.7241

Dave Scheffler,
Former Board President
Scheffler: 614.395.9574

Multi-Year Consulting Services Fairfield County Airport, Lancaster, Ohio

CMT has been providing services under a multi-year contract with Fairfield County Airport since 2005. Sample projects include the following:

MASTER PLAN/BUSINESS PLAN

CMT prepared a Master Plan to address growing demand at the airport reflective of dynamic economic expansion and population growth. Currently housing 105 based aircraft, Fairfield County Airport has seen a 50 percent increase in based aircraft since the year 1999. The need to accommodate larger corporate aircraft and to address Runway Safety Area issues on the existing constrained runway, resulted in the recommendation for a new runway. In addition to the technical services provided, a significant role of CMT has been to prepare the necessary documentation and communications with both agency and elected officials as necessary to aid in the justification of the project.

BUSINESS PLAN SERVICES

CMT has provided ongoing airport business planning services to the Fairfield County Airport since 2005. CMT's staff has provided regular insight on T-Hangar rate structures, rate setting policy, lease development and review, Fixed Base Operator Request for Proposal and review. In addition, CMT has provided counsel for fuel acquisition procedures, fuel rate setting policy and fuel system improvements and management considerations. CMT assisted the airport in developing a business/financial plan that would enhance revenues and help support the proposed development plan. Specifically, CMT team members facilitated a workshop that helped to build consensus among airport and City staff. The City was very pleased with the outcome of this exercise.

CAPITAL IMPROVEMENT INITIATIVES COMPLETED:

- Road relocation and obstruction removal
- Airfield pavement design and construction
- Airfield lighting design and construction
- Terminal building improvements
- Approach development
- Security improvements



STATEMENT OF QUALIFICATIONS

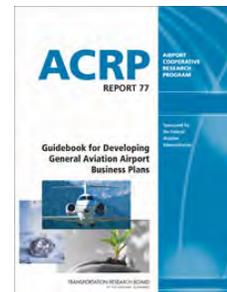
AMCG has conducted multiple research driven projects for the Airport Cooperative Research Program (ACRP). ACRP is an industry-driven, applied research program that develops near-term, practical solutions to problems faced by airport operators. ACRP is managed by the Transportation Research Board (TRB) of the National Academies, sponsored by the FAA, and selected on the basis of competitive proposals.

Table 2. ACRP Publications	Airports	Aviation Businesses	Agencies	Associations	Industry Stakeholders
Guidebook for Developing General Aviation Airport Business Plans <i>(Report 77)</i>	→	→	→	→	→
Guidebook for Through-the-Fence Operations* <i>(Report 114)</i>	→	→	→	→	→
Guidebook for Managing Compliance with Federal Regulations: An Integrated Approach <i>(Report 156)</i>	→	→	→	→	→
Survey of Minimum Standards: Commercial Aeronautical Activities at Airports <i>(Legal Research Digest 11)</i>	→	→	→	→	→
A Guide for Compliance with Grant Agreement Obligations to Provide Reasonable Access to an AIP-Funded Public Use General Aviation Airport <i>(Legal Research Digest 23)</i>	→	→	→	→	→
Operational and Legal Issues with Fuel Farms <i>(Legal Research Digest 28)</i>	→	→	→	→	→

* AMCG and Mead & Hunt teamed as Principal Investigators

Report 77 – Guidebook for Developing General Aviation Airport Business Plans

AMCG lead the effort to conduct research for and develop the *Guidebook for Developing General Aviation Airport Business Plans*. This ACRP publication provides airport policymakers and managers with the practical guidance needed to develop and implement an airport business plan at a general aviation airport. This includes the development and implementation of an airport’s mission, vision, goals, objectives, and action plans.





AMCG Project Experience

W.K. Kellogg Airport – Airport Strategic Business Plan

AMCG assisted with the development of a Strategic Airport Business Plan for W.K. Kellogg Airport, which was completed in June 2017. The scope of work included development of the mission, vision, goals, objectives, action plans, and budgets for the airport. AMCG also conducted a market assessment and SWOT analysis as part of the project.

City of Battle Creek
Battle Creek, Michigan
Larry Bowron
Transportation Director
269.966.3470
lcbowron@battlecreekmi.gov

Rifle Garfield County Airport – Airport Strategic Business Plan

AMCG assisted with the development of a Strategic Airport Business Plan for Rifle Garfield County Airport, which was completed in June 2014. The scope of work included development of the mission, vision, goals, objectives, action plans, and budgets for the airport. AMCG also conducted a market assessment and SWOT analysis as part of the project.

Garfield County
Rifle, Colorado
Brian Condie
Airport Director
970.625.1091 ext. 4118
bcondie@garfield-county.com

Airport Cooperative Research Program – Guidebook for Airport Business Plans

AMCG developed ACRP Report 77 – Guidebook for Developing General Aviation Airport Business Plans for the ACRP which was completed in May 2012. The research team developed a guidebook and DVD that provides airport managers and policymakers with the practical guidance to develop and implement a business plan for a general aviation airport.

National Academy of Science
Washington, D.C.
Marci Greenberger
Senior Program Officer
202.334.1371
mgreenberger@nas.edu

St. Louis Downtown Airport – Airport Assessment

AMCG conducted an Airport Assessment for St. Louis Downtown Airport which was completed in September 2016. The project included a SWOT analysis of the planning, development, operations, management, and financial performance of the airport. The client utilized the recommendations identified in the assessment to support new initiatives at the airport.

Bi-State Development Agency
Cahokie, Illinois
Erick Dahl
Airport Director
618.337.6060
edahl@metrostlouis.org



EQUAL EMPLOYMENT OPPORTUNITY
AFFIRMATIVE ACTION
STATEMENT OF POLICY

It is the policy of Crawford, Murphy & Tilly, Inc. not to discriminate, and to take affirmative action to employ, and to treat in employment, all persons, regardless of race, color, sex, age, religion, national origin, ancestry, disability or any other protected status under applicable Federal or State law, rule or regulation. This policy shall apply to all employment actions, including but not limited to recruitment, hiring, upgrading, promotion, transfer, demotion, layoff, recall, termination, rates of pay or other forms of compensation, and selection for training including apprenticeship.

As Chairman and CEO of Crawford, Murphy & Tilly, Inc., I am committed to the principles of Affirmative Action and Equal Employment Opportunity. In order to ensure its dissemination and implementation throughout all levels of the company, I have selected Bernard D. Held, Senior Vice-President, as EEO Officer for Crawford, Murphy & Tilly, Inc.

In furtherance of its policy of Affirmative Action and Equal Employment Opportunity, Crawford, Murphy & Tilly, Inc. has developed a written Executive Order Affirmative Action Program, which contains specific and results-oriented procedures to which Crawford, Murphy & Tilly, Inc. is committed to apply every good faith effort. Procedures without effort to make them work are meaningless, and effort, undirected by specific and meaningful procedures is inadequate. Such elements of Crawford, Murphy & Tilly, Inc.'s Affirmative Action Programs which will enable applicants and employees to know of and avail themselves of its benefits will be available for review, upon request, during normal business hours (8:00 am - 5:00 pm) from the EEO Officer. I invite all applicants for employment and all employees to review these programs, and to become aware of the benefits they provide.

A handwritten signature in cursive script that reads 'Daniel R. Meckes'.

Daniel R. Meckes
Chairman, CEO and President
Crawford, Murphy & Tilly, Inc.
Springfield, Illinois

Recent Comments on CMT's Performance

“Greg Heaton and his team have been responsive to our needs with a level of foresight that normally would not be expected.”

Frances Cottle, Airport Administrator, Cincinnati State Technical & Community College

“CMT's staff has demonstrated professionalism and clearly is experienced and knowledgeable of airports in the region. Mr. Heaton has been an excellent ambassador with our FAA ADO project manager.”

Michael T. Hodges, Airport Manager, Wood County Regional Airport, Bowling Green, OH

“The level of communication was outstanding; I was always able to reach someone when I needed to.”

Ken Smith, City Administrator, Branson West Municipal Airport

“CMT's response time to emails/phone calls is the best I've had from any consultant company.”

Cliff Skees, GIS Specialist,

Lexington Bluegrass Airport, KY

Demonstrated Ability to Meet Schedules & Respond Quickly

CMT's ability to deliver quality projects for our airport clients in a timely manner over the past 70+ years is the result of several things:

- Our ability to adequately staff our team and effectively manage peak workloads.
- Our deep bench of resources (70 aviation professionals) and our ability to coordinate across offices allow us to quickly mobilize
- The unique level of staff stability and continuity promotes seamless productivity
- Very flexible internal systems and processes that facilitate project production among multiple offices.

FAA Coordination

Much of CMT's success can be traced to the proactive approach we take to coordinating clients' plans and projects with the FAA. We maintain excellent working relationships with the Detroit ADO staff and invite them to the table early on in the planning process. This minimizes risk of schedule slippage when documents are submitted for review.

Staff Availability

The CMT team has a strong group of individuals ready to engage on this project with a broad distribution of responsibilities. The CMT team led by Greg Heaton and Ben Cooley will be readily available and will provide confidence that your project will be in good hands.

Workload & Responsiveness

CMT is consistently ranked as one of the top 25 aviation firms in the U.S. Our Aviation Business Group is made up of over 70 full time aviation professionals assigned to our offices. We have the flexibility and resources to add any work to our corporate backlog without in any way compromising your needs or the needs of our current client base.

Our entire approach is based upon responsiveness. CMT has a host of professionals and technical specialists who will support this initiative. When needs arise, people across the entire organization will assist in streamlining the communication and the work.

What you do today impacts your community, county, and the surrounding area for decades to come.

Let's work together to get it done right.

Full-Service Consulting Firm built on a Multi-Year Model

CMT's interest in and understanding of this proposed multi-year contract is based in part on our distinctive and extensive experience with multi-year contracts at airports like yours. Our history of success at these airports is evidence of a certain level of service distinctive in the marketplace.



That is the number of airport clients who consider CMT an extension of their staff because we serve them on a multi-year or retainer basis.

This currently includes 19 commercial service airports, 7 relievers and 46 general aviation airports, all served from the Midwest. This represents nearly 70% of our airport clients, which signifies a strong business model oriented to responsive service. It's a model we've been practicing for a long time, as most of the clients who choose us tend to select us again – many of them for multiple decades.

As a full service aviation consulting firm, CMT is unique in its ability to provide to strategic business planning services. For over 70 years, we have been helping our clients achieve and exceed their long-term goals.

Clients Attest to Project Quality

The following projects highlight our recent performance and the quality of projects we have completed. The information requested is provided along with summarized results from the "Client Project Evaluations" we pursued at the end of each project. The CMT evaluations, all recently completed, contain 15 statements related to such things as responsiveness, innovation, accuracy, communication, schedule, budgets, invoicing, construction, etc. Clients rate CMT on each question on a 1 to 10 scale. In addition to high ratings received on each individual question, it is the consistent answer on the final question that underscores CMT's performance.

CMT Client Satisfaction Scores (on 10-point scale)

Responsiveness: 9.5

Follow Through: 9.4

Timely Completion: 9.4

Communication: 9.5

Budget Sensitivity: 9.0

Fairfield County Airport

Client Project Evaluation:

#10 Ratings on all 15 questions

Putnam County Airport

Client Project Evaluation:

#10 Ratings on all 15 questions

Kansas City Downtown Airport

Client Project Evaluation:

#10 Ratings on 14 questions

#8 Rating on 1 question

Sidney Municipal Runway

Client Project Evaluation:

#10 Ratings on 14 questions

Proximity to Project Site

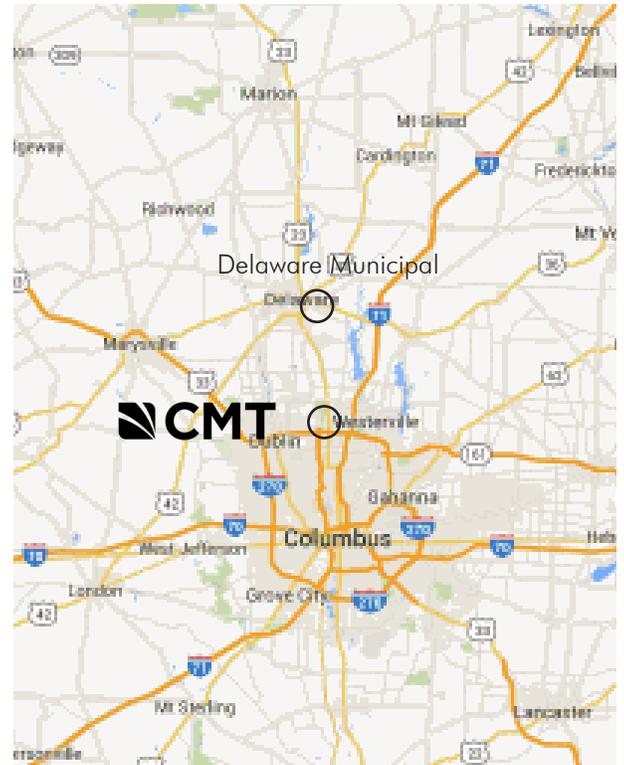
CMT will manage the work for the proposed project from our Columbus office. Our team of aviation professionals working out of the Columbus office offers the added benefits of:

- Ability to provide comprehensive strategic business planning services locally.
- A local project staff of dedicated aviation professionals available for immediate assignment.
- Experience working with the staff of ODOT Aviation, FAA Great Lakes Region and at the FAA national level in Washington, D.C.



Office Location
8101 N High Street
Suite 150
Columbus, OH 43235
614-468-1200

Greg Heaton, PE, AICP, CM, MBA
Point of Contact
gheaton@cmtengr.com



References

Cincinnati West Airport

Will Berninger
Airport Manager
513-367-5070
will.berninger@cincinnati-state.edu

Wood County Airport

Rob Ridday
Authority President
419-807-8836

Fairfield County Airport Authority

Jon Kochis, Board Member
Chairman Airport Improvement Committee
740-652-7961
jon.kochis@fairfieldcountyohio.gov

Associations & Organizations



AMERICAN ASSOCIATION OF AIRPORT EXECUTIVES

Professional associations and organizations are important in our industry. From networking to industry knowledge, the benefits of these associations are priceless. Within Ohio, CMT has been a member of the Ohio Aviation Association for over 14 years and actively serving on the Board of Directors for over six years. For the past two years, Greg Heaton has served as the President of the organization and led efforts to establish significant state funding for airport improvements, over a 9850% increase in 2016. The OAA is an organization solely devoted to the advancement and protection of Ohio aviation. Through our work with this organization we have been successful in achieving increased funding through the ODOT Grant program, which has brought back the FAA grant matching program at 5% helping general aviation airports realize projects they otherwise may not have been able to fund at the full 10% level. The association also worked to obtain the Teleconferencing ability through House Bill 455. This organization is working to improve the aviation community in the State of Ohio every day and our team is truly connected to OAA like no other.



We also maintain and improve our aviation industry knowledge by taking an active role in other aviation industry organizations. This helps ensure that our clients will benefit from the latest technological and policy changes in the field. CMT is a member of the Airports Council International (ACI), the American Association of Airport Executives (AAAE), the Airport Consultants Council (ACC), and various smaller aviation organizations. Additionally, to be aware of and remain familiar with changes to standards and policies, CMT personnel consistently attend industry organization, FAA regional and state aviation conferences.



County Engineers Association of Ohio



Relevant Associations/Organizations CMT is Affiliated With	
Acronym	Association/Organization
AAAE	American Association of Airport Executives
ACC	Airport Consultants Council
ACI	Airports Council International
AAI	Aviation Association of Indiana
AIA	American Institute of Architects
APA	American Planning Association
ASCE	American Society of Civil Engineers
CCAO	County Commissioners Association of Ohio
CEAO	County Engineers Association of Ohio
NAEP	National Association of Environmental Professionals
ORBAA	Ohio Regional Business Aviation Association
TRB	Transportation Research Board



Fee Proposal

We propose to complete the task items for a lump sum fee of **\$45,000**, including expenses. This fee is based upon the stated Scope of Services included in the RFP and our discussions with you at the pre-proposal meeting. Additional discussions following selection could add depth to our understanding of your objectives and allow us to tailor efforts more closely to your priorities. We would welcome that conversation.



FACT SHEET

AGENDA ITEM NO: 16

DATE: 04/23/2018

ORDINANCE NO: 18-26

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 SUPPLEMENTING THE 2018 APPROPRIATIONS ORDINANCE TO PROVIDE FUNDING FOR THE RENOVATION OF THE CITY HALL ANNEX, AND DECLARING AN EMERGENCY.

BACKGROUND:

The City wants to attract new businesses to the City. Cohatch Inc. dba Delaware Community Space expressed interest in locating near downtown Delaware. The City has determined that the basement and the first floor of the City Hall Annex (formerly the Gazette Building) is not needed at this time for City use and feels that the redevelopment of the building will place the City in an excellent position to redevelop the second floor for City offices.

This supplemental appropriation would authorize \$1,185,686 in funding for the renovation of the basement and first floor, in accordance with the City's agreement with Delaware Community Space. The remaining funding of \$615,000 from the City's municipal improvement fee fund, would pay for improvements to prepare the second floor for eventual use as city hall office space. These improvements include:

Second Floor Windows	\$ 25,000
Second Floor mechanical, HVAC and electrical	\$ 130,000
Cleaning and Joint Repair Exterior Brick	\$ 10,000
Design and Construction of the Connector Bridge	\$ 285,000
Contingency	\$ 50,000

Roof

\$ 115,000

TOTAL

\$ 615,000

Phase II improvements, which would finish the second floor for occupancy will be presented to the Finance Committee at its April 25, 2018 meeting.

REASON WHY LEGISLATION IS NEEDED:

No appropriation is included in the 2018 budget.

COMMITTEE RECOMMENDATION:

N/A

FISCAL IMPACT(S):

The City has agreed to invest \$1,185,686 in the redevelopment of the basement and first floors of the City Hall Annex as part of its agreement with Delaware Community Space (Co-Hatch) The additional \$615,000 will be used to pay for improvements to prepare the second floor for eventual use as city hall offices.

POLICY CHANGES:

N/A

PRESENTER(S):

Jackie Walker, Assistant City Manager

RECOMMENDATION:

Approval

ATTACHMENT(S)

None

ORDINANCE NO. 18-26

AN ORDINANCE SUPPLEMENTING THE 2018 APPROPRIATIONS ORDINANCE TO PROVIDE FUNDING FOR THE RENOVATION OF THE CITY HALL ANNEX, AND DECLARING AN EMERGENCY.

WHEREAS, on February 12, 2018 City Council authorized the City Manager to enter into a lease agreement with the Delaware Community Space, LLC for the co-working space in the City Hall Annex (former Gazette Building); and

WHEREAS, the City of Delaware appropriates funding for all projects; and

WHEREAS, a supplemental appropriation in the amount of \$1,736,286 is necessary to renovate the City Hall Annex in order to make the building usable; and

WHEREAS, \$1,185,686 of this total is necessary to make the building usable for Delaware Community Space (formerly referred to as CoHatch) and \$615,000 of this total is needed to update the second floor in order to take advantage of efficiencies during the renovation gained by avoiding a second contractor mobilization associated with completing the renovation of the second floor; and

WHEREAS, the second floor updates include updating the windows, mechanicals, electric of the second floor, building a connector bridge from City Hall to the Annex and cleaning the exterior of the building which are needed to make the second floor of the Annex a usable space for city hall offices.

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

SECTION 1. That there is hereby appropriated from the unencumbered balance of the Capital Improvement Fund \$1,185,686 increasing the following account:

City Hall Annex DCSPACE Renovation	\$1,185,686
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SECTION 2. That there is hereby appropriated from the unencumbered balance of the Municipal Impact Fee Fund \$615,000 increasing the following account:

City Hall Annex City Space Renovation	\$615,000
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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. 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 to permit the design build team for the City Hall Annex to begin their construction operations at the earliest opportunity, and as such will be in full force and effect immediately upon its passage.

VOTE ON RULE SUSPENSION:

YEAS___NAYS___
ABSTAIN ___

PASSED: _____, 2018

YEAS___NAYS___
ABSTAIN ___

ATTEST: _____
CITY CLERK

MAYOR



FACT SHEET

AGENDA ITEM NO: 17

DATE: 04/23/2018

ORDINANCE NO: 18-36

RESOLUTION NO:

READING: FIRST

PUBLIC HEARING: NO

TO: Mayor and Members of City Council

FROM: R. Thomas Homan, City Manager

VIA: Sean Hughes, Economic Development Director

TITLE OF PROPOSED ORDINANCE/RESOLUTION:

AN ORDINANCE APPROVING A COMMUNITY REINVESTMENT AREA AGREEMENT AND SCHOOL COMPENSATION AGREEMENT WITH DELAWARE COMMUNITY SPACES, LLC, DBA COHATCH, DELAWARE CITY SCHOOLS, DELAWARE AREA CAREER CENTER AND THE CITY OF DELAWARE. FOR INVESTMENT IN REAL PROPERTY IMPROVEMENTS ON A BUILDING AT 18 E. WILLIAM ST, AND DECLARING AN EMERGENCY.

BACKGROUND:

COhatch is a company that provides co-working and permanent office spaces in a creative and cooperative environment. In 2018, we signed a lease with COhatch for them to lease the first floor and lower level of the City Hall Annex building at 18 E. William St. As part of the lease, the city will renovate the first floor and lower level into a vanilla box state. COhatch will then finish renovations to meet his branding and functional needs. This CRA will impact the increase value after renovations for JUST the first floor and lower level. These parts of the building will become taxable due to the usage becoming non-governmental. COhatch would continue to pay baseline taxes on these portions of the building.

Due to the timing of the project and their desire to begin construction on the building, we are seeking that this incentive is passed as an emergency.

**Project COhatch 2018
Renovations**

11/13/2017

**Address/Parcel
Numbers**
18 E. William St. First
Floor and Lower Level

**Project
Acres**
Existing

Projections

Employees (New)	24	Per CRA application	
Employees (Retained)	0	Per CRA application	
Payroll (New)	\$960,000	Per CRA application	
Payroll (Retained)	\$0	Per CRA application	
1.85% Muni Taxes (new)	\$27,760	per year	
1.85% Muni Taxes (retained)	\$0	per year	
50% of Muni Taxes (over \$1 million new taxes)	\$0	per year	DOES NOT APPLY
Real Property Investment	\$1,185,000	Per CRA application	
Building Addition	\$0		
Renovation Investment	\$1,185,000		
Land (not abateable)	\$0		
Personal Property Investment	\$100,000	Per CRA application	
F&F	\$20,000	Personal Property	
M&E	\$80,000	Personal Property	
Inventory	\$0	Personal Property	

Proposed Incentives:

- 100%/15 year CRA with
- 30% School Pilot Payments to Schools

Project Annual Value of 100% Abatement	\$26,896.25
Project 15-Year Value of Abatement	\$403,443.75
30% School Pilot Per Year	\$6,682.32
30% School Pilot After 15 years	\$100,234.80
Net Abatement Value	\$303,208.95

Economic Development Incentive Policy Analysis:

These cells will be colored GREEN if the criteria is met or RED if the criteria is not met:

Project is for a target industry	Yes	Office and Technology
Project Hires at Greater than LMI average wage	Yes	\$40,000
Project has a 25% or Greater ROI for City	Yes	
City ROI	27.92%	
Project has a 30% or Greater ROI for School	Yes	
School ROI	30.00%	

*LMI (Low to Moderate Income) = \$39,000/year per single person household

COMMITTEE RECOMMENDATION:

Tax Incentive Review Council, 11/16/17

VOTE: Approval

FISCAL IMPACT(S):

COST: N/A

FUND SOURCES: N/A

BUDGETED: NO

DEPARTMENTS IMPACTED: Economic Development

POLICY CHANGES:

N/A

PRESENTER(S):

Sean Hughes, Economic Development Director

RECOMMENDATION:

Approval

ATTACHMENT(S)

CRA School Notification Letters

Incentives Application

CRA Agreement

School Compensation Agreement

Map Exhibit of Building Location

ORDINANCE NO. 18-36

AN ORDINANCE APPROVING A COMMUNITY REINVESTMENT AREA AGREEMENT AND SCHOOL COMPENSATION AGREEMENT WITH DELAWARE COMMUNITY SPACES, LLC, DBA COHATCH, DELAWARE CITY SCHOOLS, DELAWARE AREA CAREER CENTER AND THE CITY OF DELAWARE FOR INVESTMENT IN REAL PROPERTY IMPROVEMENTS ON A BUILDING AT 18 EAST WILLIAM STREET, AND DECLARING AN EMERGENCY.

WHEREAS, the City of Delaware has encouraged development of and investment in real property in the area designated as Community Reinvestment Area 141-1135-1 pursuant to ORC 3735; and

WHEREAS, the City of Delaware by Resolution Number 01-52, resolved to review and approve all Community Reinvestment Area Agreements which meet the statutory guidelines; and

WHEREAS, the City of Delaware partners with impacted school districts to ensure mutual benefit from economic development projects; and

WHEREAS, the Council of the City of Delaware established an economic development fund to attract, incentive and assist high return on investment projects in the City of Delaware.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY OF DELAWARE, DELAWARE COUNTY, OHIO, that:

SECTION 1. The Community Reinvestment Area Agreement by and between the City of Delaware and DELAWARE COMMUNITY SPACES, LLC, DBA COHATCH meets all of the guidelines established by the State of Ohio and the City of Delaware, and the same is hereby approved.

SECTION 2. The School Compensation Agreement by and between the City of Delaware, Delaware City School District, Delaware Area Career Center and DELAWARE COMMUNITY SPACES, LLC, DBA COHATCH meets all of the school compensation guidelines established by the State of Ohio and the City of Delaware, and the same is hereby approved.

SECTION 3. That the City Council of the City of Delaware hereby authorizes the execution of said agreements by the City Manager to implement the Community Reinvestment Area Program and School Compensation Agreement for this project.

SECTION 4. 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 5. 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 is necessary to finalize negotiations so that construction may begin without the applicant risking the loss of the incentive, and as such will be in full force and effect immediately upon its passage.

VOTE ON RULE SUSPENSION:

YEAS___NAYS___
ABSTAIN ___

VOTE ON EMERGENCY CLAUSE:

YEAS___NAYS___
ABSTAIN ___

PASSED: _____, 2018

YEAS___NAYS___
ABSTAIN ___

ATTEST: _____
CITY CLERK

MAYOR



January 29, 2018

Mary Beth Freeman
Superintendent
Delaware Area Career Center
4565 Columbus Pike
Delaware, OH 43015

Paul Craft
Superintendent
Delaware City Schools
74 W. William St.
Delaware, OH 43015

RE: DELAWARE COMMUNITY SPACES, LLC, DBA COHATCH Community Reinvestment Area Request for Tax Incentives and School Compensation Agreement

Dear Superintendents Craft and Freeman:

In an effort to attract COhatch to the City of Delaware, the City of Delaware's Incentive Negotiation Committee, that includes the superintendents and treasurers from the impacted school districts, negotiated a 100% for 15 year CRA tax abatement for their potential building renovation at 18 E. Willaim St. on Parcel # 51943409027000. As part of the CRA abatement, the companies have agreed to a School Compensation Agreement with an annual payments to the school districts equaling 30% of what the school districts would have seen without the abatement on building improvements. The total of payments to both Delaware City Schools and Delaware Area Career Center would be \$ 7,155.67 /year for a total of \$107,335.06 after fifteen years.

All incentives are based on Kirby Ventures, LLC and/or Oak & Brazen, LLC commitments to the creation of 6 new full-time equivalent jobs to the City of Delaware with a payroll minimum of \$165,000 within 3 years of the completion of your project. A copy of their application for tax incentives is attached.

Due to COhatch being a tenant of the City of Delaware's building's first floor and lower level, the actual CRA agreement will be with both the City of Delaware AND COhatch.

CRA (ORC 3735.65-70) guidelines require that Boards of Education be informed of amendments, notice requirements, review rights, meeting requests, revenue sharing requirements, and/or program participation. Since the CRA legislation and company agreements contain many legal requirements, you may want to review Ohio Revised Code references (please see: <http://onlinedocs.andersonpublishing.com/>).

The City of Delaware is requesting a waiver of the required 45 business day notice period so that Delaware City Council will be able to consider these requests at our regularly scheduled Council meeting on Feb. 12, 2018, held at Delaware City Hall, 1 South Sandusky Street, Delaware, at 7:00 P.M. A second reading and public hearing may be scheduled for Feb. 26, 2018, but may not be needed if Council chooses to take action on the first reading for

economic development purposes. School Board Members, staff and the public are welcome to attend these meetings. Please let me know if you require any further assistance. I can be reached at 740.203.1016 or shughes@delawareohio.net. Please email me with confirmation of receipt of this notification so that I can send it with our petition to the Ohio Development Services Agency.

Yours Sincerely,
Sean Hughes
Economic Development Director

xc: Honorable George Kaitsa, Auditor
 R. Thomas Homan, City Manager
 Dean Stelzer Finance Director
 Melissa Lee , Treasurer, Delaware City School District
 Chris Bell, Treasurer, Delaware Area Career Center
 Bob Lamb, Delaware County Economic Development Director

Attached:

1. ORC 3735.671
2. COhatch's application for tax incentives

3735.671 Written agreement where commercial or industrial property is to be exempted.

(A) If construction or remodeling of commercial or industrial property is to be exempted from taxation pursuant to section [3735.67](#) of the Revised Code, the legislative authority and the owner of the property, prior to the commencement of construction or remodeling, shall enter into a written agreement, binding on both parties for a period of time that does not end prior to the end of the period of the exemption, that includes all of the information and statements prescribed by this section. Agreements may include terms not prescribed by this section, but such terms shall in no way derogate from the information and statements prescribed by this section.

(1) Except as otherwise provided in division (A)(2) or (3) of this section, an agreement entered into under this section shall not be approved by the legislative authority unless the board of education of the city, local, or exempted village school district within the territory of which the property is or will be located approves the agreement. For the purpose of obtaining such approval, the legislative authority shall certify a copy of the agreement to the board of education not later than forty-five days prior to approving the agreement, excluding Saturday, Sunday, and a legal holiday as defined in section [1.14](#) of the Revised Code. The board of education, by resolution adopted by a majority of the board, shall approve or disapprove the agreement and certify a copy of the resolution to the legislative authority not later than fourteen days prior to the date stipulated by the legislative authority as the date upon which approval of the agreement is to be formally considered by the legislative authority. The board of education may include in the resolution conditions under which the board would approve the agreement. The legislative authority may approve an agreement at any time after the board of education certifies its resolution approving the agreement to the legislative authority, or, if the board approves the agreement conditionally, at any time after the conditions are agreed to by the board and the legislative authority.

(2) Approval of an agreement by the board of education is not required under division (A)(1) of this section if, for each tax year the real property is exempted from taxation, the sum of the following quantities, as estimated at or prior to the time the agreement is formally approved by the legislative authority, equals or exceeds fifty per cent of the amount of taxes, as estimated at or prior to that time, that would have been charged and payable that year upon the real property had that property not been exempted from taxation:

(a) The amount of taxes charged and payable on any portion of the assessed valuation of the new structure or remodeling that will not be exempted from taxation under the agreement;

(b) The amount of taxes charged and payable on tangible personal property located on the premises of the new structure or of the structure to be remodeled under the agreement, whether payable by the owner of the structure or by a related member, as defined in section [5733.042](#) of the Revised Code without regard to division (B) of that section.

(c) The amount of any cash payment by the owner of the new structure or structure to be remodeled to the school district, the dollar value, as mutually agreed to by the owner and the board of education, of any property or services provided by the owner of the property to the school district, whether by gift, loan, or otherwise, and any payment by the legislative authority to the school district pursuant to section [5709.82](#) of the Revised Code.

The estimates of quantities used for purposes of division (A)(2) of this section shall be estimated by the legislative authority. The legislative authority shall certify to the board of education that the estimates have been made in good faith. Departures of the actual quantities from the estimates subsequent to approval of the agreement by the board of education do not invalidate the agreement.

(3) If a board of education has adopted a resolution waiving its right to approve agreements and the resolution remains in effect, approval of an agreement by the board is not required under this division. If a board of education has adopted a resolution allowing a legislative authority to deliver the notice required under this division fewer than forty-five business days prior to the legislative authority's execution of the agreement, the legislative authority shall deliver the notice to the board not later than the number of days prior to such execution as prescribed by the board in its resolution. If a board of education adopts a resolution waiving its right to approve agreements or shortening the notification period, the board shall certify a copy of the resolution to the legislative authority. If the board of education rescinds such a resolution, it shall certify notice of the rescission to the legislative authority.

(B) Each agreement shall include the following information:

(1) The names of all parties to the agreement;

(2) A description of the remodeling or construction, whether or not to be exempted from taxation, including existing or new structure size and cost thereof; the value of machinery, equipment, furniture, and fixtures, including an itemization of the value of machinery, equipment, furniture, and fixtures used at another location in this state prior to the agreement and relocated or to be relocated from that location to the property, and the value of machinery, equipment, furniture, and fixtures at the facility prior to the execution of the agreement; the value of inventory at the property, including an itemization of the value of inventory held at another location in this state prior to the agreement and relocated or to be relocated from that location to the property, and the value of inventory held at the property prior to the execution of the agreement;

(3) The scheduled starting and completion dates of remodeling or construction of real property or of investments made in machinery, equipment, furniture, fixtures, and inventory;

(4) Estimates of the number of employee positions to be created each year of the agreement and of the number of employee positions retained by the owner due to the remodeling or construction, itemized as to the number of full-time, part-time, permanent, and temporary positions;

(5) Estimates of the dollar amount of payroll attributable to the positions set forth in division (B)(4) of this section, similarly itemized;

(6) The number of employee positions, if any, at the property and at any other location in this state at the time the agreement is executed, itemized as to the number of full-time, part-time, permanent, and temporary positions.

(C) Each agreement shall set forth the following information and incorporate the following statements:

(1) A description of real property to be exempted from taxation under the agreement, the percentage of the assessed valuation of the real property exempted from taxation, and the period for which the exemption is granted,

accompanied by the statement: "The exemption commences the first year for which the real property would first be taxable were that property not exempted from taxation. No exemption shall commence after (insert date) nor extend beyond (insert date)."

(2) "..... (insert name of owner) shall pay such real property taxes as are not exempted under this agreement and are charged against such property and shall file all tax reports and returns as required by law. If (insert name of owner) fails to pay such taxes or file such returns and reports, exemptions from taxation granted under this agreement are rescinded beginning with the year for which such taxes are charged or such reports or returns are required to be filed and thereafter."

(3) "..... (insert name of owner) hereby certifies that at the time this agreement is executed, (insert name of owner) does not owe any delinquent real or tangible personal property taxes to any taxing authority of the State of Ohio, and does not owe delinquent taxes for which (insert name of owner) is liable under Chapter 5733., 5735., 5739., 5741., 5743., 5747., or 5753. of the Ohio Revised Code, or, if such delinquent taxes are owed, (insert name of owner) currently is paying the delinquent taxes pursuant to an undertaking enforceable by the State of Ohio or an agent or instrumentality thereof, has filed a petition in bankruptcy under 11 U.S.C.A. 101 , et seq., or such a petition has been filed against (insert name of owner). For the purposes of this certification, delinquent taxes are taxes that remain unpaid on the latest day prescribed for payment without penalty under the chapter of the Revised Code governing payment of those taxes."

(4) "..... (insert name of municipal corporation or county) shall perform such acts as are reasonably necessary or appropriate to effect, claim, reserve, and maintain exemptions from taxation granted under this agreement including, without limitation, joining in the execution of all documentation and providing any necessary certificates required in connection with such exemptions."

(5) "If for any reason (insert name of municipal corporation or county) revokes the designation of the area, entitlements granted under this agreement shall continue for the number of years specified under this agreement, unless (insert name of owner) materially fails to fulfill its obligations under this agreement and (insert name of municipal corporation or county) terminates or modifies the exemptions from taxation pursuant to this agreement."

(6) "If (insert name of owner) materially fails to fulfill its obligations under this agreement, or if (insert name of municipal corporation or county) determines that the certification as to delinquent taxes required by this agreement is fraudulent, (insert name of municipal corporation or county) may terminate or modify the exemptions from taxation granted under this agreement."

(7) "..... (insert name of owner) shall provide to the proper tax incentive review council any information reasonably required by the council to evaluate the applicant's compliance with the agreement, including returns filed pursuant to section [5711.02](#) of the Ohio Revised Code if requested by the council."

(8) "This agreement is not transferable or assignable without the express, written approval of (insert name of municipal corporation or county)."

(9) "Exemptions from taxation granted under this agreement shall be revoked if it is determined that (insert name of owner), any successor to that person, or any related member (as those terms are defined in division (E) of section 3735.671 of the Ohio Revised Code) has violated the prohibition against entering into this agreement under division (E) of section 3735.671 or section [5709.62](#) or [5709.63](#) of the Ohio Revised Code prior to the time prescribed by that division or either of those sections."

(10) "..... (insert name of owner) and (insert name of municipal corporation or county) acknowledge that this agreement must be approved by formal action of the legislative authority of (insert name of municipal corporation or county) as a condition for the agreement to take effect. This agreement takes effect upon such approval."

The statement described in division (C)(6) of this section may include the following statement, appended at the end of the statement: ", and may require the repayment of the amount of taxes that would have been payable had the property not been exempted from taxation under this agreement." If the agreement includes a statement requiring repayment of exempted taxes, it also may authorize the legislative authority to secure repayment of such taxes by a lien on the exempted property in the amount required to be repaid. Such a lien shall attach, and may be perfected, collected, and enforced, in the same manner as a mortgage lien on real property, and shall otherwise have the same force and effect as a mortgage lien on real property.

(D) Except as otherwise provided in this division, an agreement entered into under this section shall require that the owner pay an annual fee equal to the greater of one per cent of the amount of taxes exempted under the agreement or five hundred dollars; provided, however, that if the value of the incentives exceeds two hundred fifty thousand dollars, the fee shall not exceed two thousand five hundred dollars. The fee shall be payable to the legislative authority once per year for each year the agreement is effective on the days and in the form specified in the agreement. Fees paid shall be deposited in a special fund created for such purpose by the legislative authority and shall be used by the legislative authority exclusively for the purpose of complying with section [3735.672](#) of the Revised Code and by the tax incentive review council created under section [5709.85](#) of the Revised Code exclusively for the purposes of performing the duties prescribed under that section. The legislative authority may waive or reduce the amount of the fee, but such waiver or reduction does not affect the obligations of the legislative authority or the tax incentive review council to comply with section [3735.672](#) or [5709.85](#) of the Revised Code.

(E) If any person that is party to an agreement granting an exemption from taxation discontinues operations at the structure to which that exemption applies prior to the expiration of the term of the agreement, that person, any successor to that person, and any related member shall not enter into an agreement under this section or section [5709.62](#), [5709.63](#), or [5709.632](#) of the Revised Code, and no legislative authority shall enter into such an agreement with such a person, successor, or related member, prior to the expiration of five years after the discontinuation of operations. As used in this division, "successor" means a person to which the assets or equity of another person has been transferred, which transfer resulted in the full or partial nonrecognition of gain or loss, or resulted in a carryover basis, both as determined by rule adopted by the tax commissioner. "Related member" has the same meaning as defined in section [5733.042](#) of the Revised Code without regard to division (B) of that section.

The director of development shall review all agreements submitted to the director under division (F) of this section for the purpose of enforcing this division. If the director determines there has been a violation of this division, the

director shall notify the legislative authority of such violation, and the legislative authority immediately shall revoke the exemption granted under the agreement.

(F) When an agreement is entered into under this section, the legislative authority authorizing the agreement shall forward a copy of the agreement to the director of development within fifteen days after the agreement is entered into.

Effective Date: 09-26-2003; 03-23-2005



INCENTIVES APPLICATION

1. a. Name of property owner, home or main office address, contact person, and telephone number (attach additional pages if multiple enterprise participants).

Enterprise Name: COhatch

Contact Person: Matt Davis

Address: 659 High St, Worthington, OH 43085

Telephone Number: 614-738-3250

b. Project site: 13 W. William St.

Contact Person: Matt Davis

Address: Same

Telephone Number: Same

Date: 5/22/17

2. a. Nature of commercial/industrial activity (manufacturing, warehousing, wholesale or retail stores, or other) to be conducted at the site. Shared office (business services, creative services, technology, engineering, architecture, etc.), flexible meeting spaces, community social club, special events, charitable events serving local charities.

b. List primary 6 digit North American Industry Classification System (NAICS) #
Business may list other relevant SIC numbers. N/A

c. If a consolidation, what are the components of the consolidation? (must itemize the location, assets, and employment positions to be transferred: N/A

d. Form of business of enterprise (corporation, partnership, proprietorship, or other). LLC

3. Name of principal owner(s) or officers of the business. Matt Davis

4. a. State the enterprise's current employment level at the proposed project site: 0

b. Will the project involve the relocation of employment positions or assets from one Ohio location to another? No

c. If yes, state the locations from which employment positions or assets will be relocated and the location to where the employment positions or assets will be located:

d. State the enterprise's current employment level in Ohio (itemized for full and part-time and permanent and temporary employees): 125

e. State the enterprise's current employment level for each facility to be affected by the relocation of employment positions or assets: N/A

f. What is the projected impact of the relocation, detailing the number and type of employees and/or assets to be relocated? N/A

5. Does the Property Owner owe:

a. Any delinquent taxes to the State of Ohio or a political subdivision of the state?
Yes__ No X

b. Any monies to the State or a state agency for the administration or enforcement of any environmental laws of the State? Yes__ No X

c. Any other moneys to the State, a state agency or a political subdivision of the State that are past due, whether the amounts owed are being contested in a court of law or not?
Yes__ No X

d. If yes to any of the above, please provide details of each instance including but not limited to the location, amounts and/or case identification numbers (add additional sheets). N/A

6. Project Description: \$800,000 renovation of 13 W. William to serve as high-end co-working offices for multiple businesses.

7. Project will begin August ,2017 and be completed May ,2018 provided a tax exemption is provided.

8. a. Estimate the number of new employees the property owner will cause to be created at the facility that is the project site (job creation projection must be itemized by the name of the employer, full and part-time and permanent and temporary): 30

b. State the time frame of this projected hiring: 3 yrs.

c. State proposed schedule for hiring (itemize by full and part-time and permanent and temporary employees): Year 1 - 10; Year 2 - 10; Year 3 - 10

9. a. Estimate the amount of annual payroll such new employees will add: \$1.2 million (new annual payroll must be itemized by full- and part-time and permanent and temporary new employees).

b. Indicate separately the amount of existing annual payroll relating to any job retention claim resulting from the project: \$0

10. An estimate of the amount to be invested by the enterprise to establish, expand, renovate or occupy a facility:

A. Acquisition of Buildings:	\$ Future (\$650,000)
B. Additions/New Construction:	\$
C. Improvements to existing buildings:	\$ 795,000
D. Machinery & Equipment:	\$ 20,000
E. Furniture & Fixtures:	\$ 80,000
F. Inventory:	\$ 0

Total New Project Investment: \$ 895,000

11. a. Business requests the following incentives: 100%/15 Year CRA on Renovations; \$150,000 grant; parking assistance; façade grants when available and needed

b. Business's reasons for requesting incentives (be quantitatively specific as possible): The cost of renovating the building exceeds a reasonable equivalent square foot rent for the market and to make the business plan work.

Submission of this application expressly authorizes (name of local jurisdiction) to contact the Ohio Environmental Protection Agency to confirm statements contained within this application including item# 5 and to review applicable confidential records. As part of this application, the property owner may also be required to directly request from the Ohio Department of Taxation, or complete a waiver form allowing the Department of Taxation to release specific tax records to the local jurisdiction considering the request. (The Applicant agrees to supply additional information upon request.)

The Applicant affirmatively covenants that the information contained in and submitted with this application is complete and correct and is aware of the ORC Sections 9.66(C)(1) and 2921.13(D)(1) penalties for falsification which could result in the forfeiture of all current and future economic development assistance benefits as well as a fine of not more than \$1,000 and/or a term of imprisonment of not more than six months.

Name of Property Owner: Matt Davis

Date: 5/22/17

Signature:



Typed Title: Founder

* A copy of this proposal must be forwarded by the local governments to the affected Board of Education along with notice of the meeting date on which the local government will

review the proposal. Notice must be given a minimum of fourteen (14) days prior to the scheduled meeting to permit the Board of Education to appear and/or comment before the legislative authorities considering the request.

** Attach to Final Incentives Agreements as Exhibit A

COMMUNITY REINVESTMENT AREA AGREEMENT

CITY OF DELAWARE and DELAWARE COMMUNITY SPACE, LLC, DBA COHATCH

This agreement made and entered into by and between the City of Delaware, Ohio, a municipal government, with its main offices located at 1 South Sandusky Street, Delaware, Ohio 43015 and DELAWARE COMMUNITY SPACE, LLC , DBA COHATCH, 659 High St., Worthington, OH 43085, WITNESSETH;

WHEREAS, the City of Delaware has encouraged the development of real property and the acquisition of personal property located in the area designated as Community Reinvestment Area 141-1135-01; and

WHEREAS, the CITY OF DELAWARE (building owner) desires to renovate an historic building for office use by DELAWARE COMMUNITY SPACE, LLC, DBA COHATCH (tenant and job creator) within the boundaries of the aforementioned Community Reinvestment Area, provided that the appropriate development incentives are available to support the economic viability of said PROJECT; and

WHEREAS, the Council of the City of Delaware, Ohio, by Resolution No. 17-52 adopted July 23, 2001, designated the area as a “Community Reinvestment Area” pursuant to Chapter 3735 of the Ohio Revised Code; and

WHEREAS, effective September 4, 2001, the Director of Development of the State of Ohio determined that the aforementioned area designated in said Resolution No. 01-52 contains the characteristics set forth in Section 3735.66 of the Ohio Revised Code and confirmed said area as Community Reinvestment Area #141-1135-01 under said Chapter 3735; and

WHEREAS, the City of Delaware, having the appropriate authority for the stated type of project desires to provide the CITY OF DELAWARE and DELAWARE COMMUNITY SPACE, LLC, DBA COHATCH with incentives available for the development of the PROJECT in said Community Reinvestment Area under Chapter 3735 of the Ohio Revised Code; and

WHEREAS, DELAWARE COMMUNITY SPACE, LLC, DBA COHATCH has submitted a proposed agreement application (herein attached as Exhibit A) to the City of Delaware (hereinafter referred to as “APPLICATION”); and

WHEREAS, DELAWARE COMMUNITY SPACE, LLC, DBA COHATCH has remitted the required state application fee of \$750.00 made payable to the Ohio Department of Development with the APPLICATION to be forwarded to said department with a copy of the final agreement; and

WHEREAS, the Tax Incentive Negotiating Committee of the City of Delaware investigated the APPLICATION of DELAWARE COMMUNITY SPACE, LLC, DBA COHATCH on November 16, 2017, and recommended approval to the Council of the City of Delaware on the basis that the CITY OF DELAWARE and DELAWARE COMMUNITY SPACE, LLC, DBA COHATCH are qualified by financial responsibility and business experience to create and preserve employment opportunities in said Community Reinvestment Area and improve the economic climate of the City of Delaware; and

WHEREAS, the project site as proposed by the CITY OF DELAWARE and DELAWARE COMMUNITY SPACE, LLC, DBA COHATCH is located in the Delaware City School District and

the Delaware Area Career Center. Per the attached resolutions authorizing the superintendents to act on behalf of their boards and noted in the minutes of the November 16, 2017, meeting of the Tax Incentive Negotiating Committee meeting, the boards of education have been notified in accordance with Section 5709.83 and been given a copy of the APPLICATION; and

WHEREAS, pursuant to Section 3735.67(A) and in conformance with the format required under Section 3735.671(B) of the Ohio Revised Code, the parties hereto desire to set forth their agreement with respect to matters hereinafter contained;

NOW, THEREFORE, in consideration of the mutual covenants hereinafter contained and the benefit to be derived by the parties from the execution hereof, the parties herein agree as follows:

1. The CITY OF DELAWARE shall renovate the first floor and lower level of an historic downtown building located at 18 East William Street on Parcel 51943409027000, as the same is known and designated on the Auditor’s revised list of lots in Delaware, Ohio.

The PROJECT will involve a total on-site infrastructure investment by the CITY OF DELAWARE and DELAWARE COMMUNITY SPACE, LLC, DBA COHATCH of ONE MILLION ONE HUNDRED AND EIGHTY-FIVE THOUSAND DOLLARS (\$1,185,000), plus or minus 10%, at the PROJECT site according to the following:

Real Property	
New Building Construction	\$
On-Site Infrastructure	<u>\$1,185,000</u>
Sub Total Real Property	\$1,185,000
Building Acquisition	\$0
Total Real Property	\$1,185,000
Personal Property	
Equipment	\$0
F&F	\$0
Inventory	<u>\$0</u>
Total Investment	\$1,185,000

No tax incentives are available for the Personal Property.

The PROJECT will begin by April 1, 2018 and all acquisition, construction and construction will be completed by December 31, 2018.

2. DELAWARE COMMUNITY SPACE, LLC, DBA COHATCH shall create or cause to be hired within a time period not exceeding 36 months after the completion of construction and subsequent occupancy of the aforesaid facility, the equivalent of 24 new full-time equivalent permanent job opportunities at the PROJECT site.

The job creation period begins September 1, 2018 and all jobs will be in place by September 30, 2021 (3 years or 36 months after the completion of the PROJECT per ORC3735).

DELAWARE COMMUNITY SPACE, LLC, DBA COHATCH currently have 0 full-time temporary employees, and 0 part-time temporary employees at the project site.

DELAWARE COMMUNITY SPACE, LLC, DBA COHATCH has 125 employees at other sites in Ohio or the US.

This increase in the number of employees shall result in at least NINE HUNDRED AND SIXTY THOUSAND DOLLARS (\$960,000) in total annual payroll generated at the PROJECT site by September 30, 2021.

Based on new job and payroll creation levels, the City of Delaware estimates an annual new employee income tax revenue amount of \$17,760 (\$960,000 payroll times the current income tax rate of 1.85%) for the PROJECT. If in any year of this Agreement the level of new and retained payroll does not reach or falls below levels established by this Agreement, DELAWARE COMMUNITY SPACE, LLC, DBA COHATCH agree to reimburse the City of Delaware for lost employee income taxes. The City of Delaware and DELAWARE COMMUNITY SPACE, LLC, DBA COHATCH agree to add a 2% inflation factor per year. Should the City's income tax rates change, these figures are adjusted accordingly.

3. DELAWARE COMMUNITY SPACE, LLC, DBA COHATCH shall provide to the proper Tax Incentive Review Council any information reasonably required by the council to evaluate the property owner's compliance with the agreement, including returns filed pursuant to section 5711.02 of the Ohio Revised Code if requested by the council (ORC3735.671C7).

ADDITIONAL REQUIREMENTS:

- a. DELAWARE COMMUNITY SPACE, LLC, DBA COHATCH shall make the following payments totaling \$107,335.06 to Delaware City School District and Delaware Area Career Center (Split between districts based on current tax rate percentage split.) to benefit the districts' educational initiatives. This payment shall be subject to the terms and conditions of a separate School Compensation Agreement between DELAWARE COMMUNITY SPACE, LLC, DBA COHATCH, DELAWARE CITY SCHOOLS, DELAWARE AREA CAREER CENTER and the CITY OF DELAWARE. The company will make these payments directly to the school districts upon receipt of invoices from the Delaware City Schools and Delaware Area Career Center for the amounts established in the School Compensation Agreement issued at the following times.

<u>School Compensation Payment #</u>	<u>Payment Due Date</u>	<u>Amount</u>
Payment #1	9/30/20	\$7,155.67
Payment #2	9/30/21	\$7,155.67
Payment #3	9/30/22	\$7,155.67
Payment #4	9/30/23	\$7,155.67
Payment #5	9/30/24	\$7,155.67
Payment #6	9/30/25	\$7,155.67
Payment #7	9/30/26	\$7,155.67
Payment #8	9/30/27	\$7,155.67

Payment #9	9/30/28	\$7,155.67
Payment #10	9/30/29	\$7,155.67
Payment #11	9/30/30	\$7,155.67
Payment #12	9/30/31	\$7,155.67
Payment #13	9/30/32	\$7,155.67
Payment #14	9/30/33	\$7,155.67
Payment #15	9/30/34	\$7,155.67

- b. DELAWARE COMMUNITY SPACE, LLC, DBA COHATCH shall maintain a membership in the MAINSTREET DELAWARE, INC.
- c. DELAWARE COMMUNITY SPACE, LLC, DBA COHATCH shall contact the Superintendent, Delaware Area Career Center for information on adult education and training services.

4. City of Delaware hereby grants the CITY OF DELAWARE and DELAWARE COMMUNITY SPACE, LLC, DBA COHATCH a tax exemption for real property improvements made to the PROJECT site pursuant to Section 3735.67 of the Ohio Revised Code and shall be for fifteen (15) years in the following amounts:

<u>Year of Tax Exemption</u>	<u>Tax Exemption Amount</u>
Year 1	100%
Year 2	100%
Year 3	100%
Year 4	100%
Year 5	100%
Year 6	100%
Year 7	100%
Year 8	100%
Year 9	100%
Year 10	100%
Year 11	100%
Year 12	100%
Year 13	100%
Year 14	100%
Year 15	100%

The exemption commences the first full taxable year the facility is 100% complete. No exemption shall commence before December 31, 2018, nor extend beyond December 31, 2033. Said exemption shall be based on the increase on the assessed value of real property attributed to the real property improvements at the PROJECT site. DELAWARE COMMUNITY SPACE, LLC, DBA COHATCH must file the appropriate tax forms (DTE 23) with the County Auditor to effect and maintain the exemptions covered in the agreement.

5. The City of Delaware **waives** the annual fee equal to the greater of one percent of the dollar value of incentives offered under the agreement or five hundred dollars (ORC3735.671D).

6. DELAWARE COMMUNITY SPACE, LLC, DBA COHATCH shall pay such real and tangible personal property taxes as are not exempted under this agreement and are charged against such property and shall file all tax reports and returns as required by law. If DELAWARE COMMUNITY SPACE, LLC, DBA COHATCH fails to pay such taxes or file such returns and reports after written notification, all incentives granted under this agreement are rescinded beginning with the year for which such taxes are charged or such reports or returns are required to be filed and thereafter (ORC3735.671C2).
7. City of Delaware shall perform such acts as are reasonably necessary or appropriate to effect, claim, reserve, and maintain exemptions from taxation granted under this agreement including, without limitation, joining in the execution of all documentation and providing any necessary certificates required in connection with such exemptions (ORC3735.671C4).
8. If for any reason the Community Reinvestment Area designation expires, the Director of the Ohio Department of Development revokes certification of the area, or the City of Delaware revokes the designation of the area, entitlements granted under this agreement shall continue for the number of years specified under this agreement, unless DELAWARE COMMUNITY SPACE, LLC, DBA COHATCH materially fails to fulfill its obligations under this agreement and the City of Delaware terminates or modifies the exemptions from taxation granted under this agreement (ORC3735.671C5).
9. If DELAWARE COMMUNITY SPACE, LLC, DBA COHATCH materially fails to fulfill its obligations under this agreement, or if the City of Delaware determines that the certification as to delinquent taxes required by this agreement is fraudulent, the City of Delaware may terminate or modify the exemptions from taxation granted under this agreement and may require the repayment of the amount of taxes that would have been payable had the property not been exempted from taxation under this agreement (ORC3735.671C6).
10. DELAWARE COMMUNITY SPACE, LLC, DBA COHATCH hereby certifies that at the time this agreement is executed, DELAWARE COMMUNITY SPACE, LLC, DBA COHATCH do not owe any delinquent real or tangible personal property taxes to any taxing authority of the State of Ohio, and does not owe delinquent taxes for which DELAWARE COMMUNITY SPACE, LLC, DBA COHATCH are liable under Chapter 5733., 5735., 5739., 5741., 5743., 5747., or 5753. of the Ohio Revised Code, or, if such delinquent taxes are owed, DELAWARE COMMUNITY SPACE, LLC, DBA COHATCH, currently is paying the delinquent taxes pursuant to an undertaking enforceable by the State of Ohio or an agent or instrumentality thereof, has filed a petition in bankruptcy under 11 U.S.C.A. 101, et seq., or such a petition has been filed against DELAWARE COMMUNITY SPACE, LLC, DBA COHATCH. For the purposes of the certification, delinquent taxes are taxes that remain unpaid on the latest day prescribed for payment without penalty under the chapter of the Revised Code governing payment of those taxes (ORC3735.671C3).
11. DELAWARE COMMUNITY SPACE, LLC, DBA COHATCH affirmatively covenants that DELAWARE COMMUNITY SPACE, LLC, DBA COHATCH do not owe: (1) any delinquent taxes to the State of Ohio or a political subdivision of the State; (2) any moneys to the State or a state agency for the administration or enforcement of any environmental laws of the State; and (3) any other moneys to the State, a state agency

or a political subdivision of the State that are past due, whether the amounts owed are being contested in a court of law or not.

12. DELAWARE COMMUNITY SPACE, LLC, DBA COHATCH and the CITY OF DELAWARE acknowledge that this agreement must be approved by formal action of the legislative authority of the City of Delaware and approval and execution of this agreement by DELAWARE COMMUNITY SPACE, LLC, DBA COHATCH as a condition for the agreement to take effect (ORC3735.671C10).
13. The City of Delaware has developed a policy to ensure recipients of a Community Reinvestment Area tax benefits practice non-discriminating hiring in its operations. By executing this agreement, DELAWARE COMMUNITY SPACE, LLC, DBA COHATCH is committing to following non-discriminating hiring practices acknowledging that no individual may be denied employment solely on the basis of race, religion, sex, disability, color, national origin, or ancestry.
14. Exemptions from taxation granted under this agreement shall be revoked if it is determined that DELAWARE COMMUNITY SPACE, LLC, DBA COHATCH any successor property owner, or any related member (as those terms are defined in Division (E) of Section 3735.671 of the Ohio Revised Code) has violated the prohibition against entering into this agreement under Division (E) of Section 3735.671 or Section 5709.62 or 5709.63 of the Ohio Revised Code prior to the time prescribed by that division or either of those sections (ORC3735.671C9).
15. DELAWARE COMMUNITY SPACE, LLC, DBA COHATCH affirmatively covenants that it has made no false statements to the State or local political subdivisions in the process of obtaining approval of the Community Reinvestment Area incentives. If any representative of DELAWARE COMMUNITY SPACE, LLC, DBA COHATCH has knowingly made a false statement to the State or local political subdivision to obtain the Community Reinvestment Area incentives, DELAWARE COMMUNITY SPACE, LLC, DBA COHATCH shall be required to immediately return all benefits received under the Community Reinvestment Area Agreement pursuant ORC Section 9.66 (C)(2) and shall be ineligible for any future economic development assistance from the State, any state agency or a political subdivision pursuant to ORC Section 9.66(C)(1). Any person who provides a false statement to secure economic development assistance may be guilty of falsification, a misdemeanor of the first degree, pursuant to ORC Section 2921.13(A)(4), which is punishable by a fine of not more than \$100 and/or a term of imprisonment of not more than six months.
16. DELAWARE COMMUNITY SPACE, LLC, DBA COHATCH acknowledge that this agreement is not transferable or assignable without the express, written approval of the City of Delaware (ORC3735.671C8).
17. DELAWARE COMMUNITY SPACE, LLC, DBA COHATCH acknowledge that if any person that is party to an agreement granting an exemption from taxation discontinues operations at the structure to which that exemption applies prior to the expiration of the term of the agreement, that person, any successor to that person, and any related member shall not enter into an agreement under this section or sections 5709.62, 5709.63, or 5709.632 of the Ohio Revised Code, and no legislative authority shall enter into such an agreement with such a person, successor, or related member, prior to the expiration of five years after the discontinuation of operations. As used in this division,

'successor' means a person to which the assets or equity of another person has been transferred, which transfer resulted in the full or partial non-recognition of gain or loss, or resulted in a carryover basis, both as determined by rule adopted by the tax commissioner. 'Related member' has the same meaning as defined in section 5733.042 of the Ohio Revised Code without regard to Division (B) of that section (ORC3735.671E).

18. The CITY OF DELAWARE and DELAWARE COMMUNITY SPACE, LLC, DBA COHATCH hereby represent that they have full authority to act, negotiate, and execute this agreement.

IN WITNESS WHEREOF, the City of Delaware, Ohio, by R. Thomas Homan, its City Manager, and pursuant to Ordinance 18-__ adopted on _____, 2018, has caused this instrument to be executed this _____ day of _____ 2018, DELAWARE COMMUNITY SPACE, LLC, DBA COHATCH has caused this instrument to be executed on this _____ day of _____ 2017.

CITY OF DELAWARE

By: _____
R. Thomas Homan, City Manager

DELAWARE COMMUNITY SPACE, LLC, DBA COHATCH

Matt Davis, President

Approved as to form:

By: _____
Darren Shulman, Delaware City Attorney

School Compensation Agreement
DELAWARE COMMUNITY SPACE, LLC, DBA COHATCH
Community Reinvestment Area #141-1135-01

This agreement between the **City of Delaware**, a municipal corporation, with its offices at 1 South Sandusky Street, Delaware, Ohio 43015; **Delaware City School District Board of Education**, a public school district, with its principal offices at 74 West William St., Delaware, Ohio 43015; **Delaware Area Career Center Board of Education**, a public school district with its principal offices at 4565 Columbus Pike, Delaware, OH 43015, and DELAWARE COMMUNITY SPACE, LLC, DBA COHATCH, 659 High St., Worthington, OH 43085 specifies the manner in which and procedures to be used pursuant to Ohio Revised Code 3735 authorizing general compensation relating to the Community Reinvestment Area tax abatement for the renovation of a building at 38 E. Winter St. in Delaware's Community Reinvestment Area #141-1135-01.

WHEREAS, the Community Reinvestment Program, pursuant to Chapter 3735 of the Ohio Revised Code authorizes cities and counties to grant real property tax exemptions on eligible new investments; and

WHEREAS, the Council of the City Council of Delaware, Ohio, by Resolution No. 01-52, adopted July 23, 2001, designated the area as a "Community Reinvestment Area" pursuant to Chapter 3735 of the Ohio Revised Code; and

WHEREAS, effective September 4, 2001, the Director of Development of the State of Ohio determined that the aforementioned area designated in said Resolution No. 01-52 contains the characteristics set forth in Section 3735.66 of the Ohio Revised Code and confirmed said area as Community Reinvestment Area #141-1135-01 under said Chapter 3735; and

Whereas, effective November 26, 2001, a Delaware City School District Board of Education resolution authorized the Superintendent to act on its behalf to negotiate, approve, and define terms and conditions on any Tax Incentive Agreement; the minutes of the November 16, 2017 Tax Incentive Negotiating Committee document the Superintendent's approval; and

Whereas, effective April 15, 2004, a Delaware Area Career Center Board of Education resolution authorized the Superintendent to act on its behalf to negotiate, approve, and define terms and conditions on any Tax Incentive Agreement; the minutes of the November 16, 2017, Tax Incentive Negotiating Committee document the Superintendent's approval; and

Whereas, the City of Delaware within **Ordinance Number 18-__** adopted on _____, 2018, has acted pursuant to ORC 3735 to grant a tax exemption to **DELAWARE COMMUNITY SPACE, LLC, DBA COHATCH**, and entered into

a formal Community Reinvestment Area abatement agreement on _____, **2018**; and

Whereas, Item 3(a) of the Community Reinvestment Area Agreement relating to the aforementioned project requires compensation to the Delaware City School District and Delaware Area Career Center for the sole benefit of educational initiatives.

Now therefore, in consideration of the foregoing and of the mutual promises, covenants, and agreements hereinafter set forth by the City of Delaware, Delaware City School District, Delaware Area Career Center and DELAWARE COMMUNITY SPACE, LLC, DBA COHATCH, agree as follows:

Section 1. DELAWARE COMMUNITY SPACE, LLC, DBA COHATCH, shall pay SEVEN THOUSAND ONE HUNDRED FIFTY-FIVE DOLLARS AND SIXTY-FSEVEN CENTS (\$7,155.67) per year for fifteen (15) years to the Delaware City School District and Delaware Area Career Center in accordance with the terms and conditions set forth in Item 3(a) of the Community Reinvestment Area Agreement for the referenced project. This payment shall be made upon receipt of invoices per the instructions set forth in Item 3(a) of the Community Reinvestment Area Agreement relating to the aforementioned project, and the first payment shall be due September 30, 2020 and dispersed per Section 2 of this agreement.

Section 2. The cash payments made by DELAWARE COMMUNITY SPACE, LLC, DBA COHATCH, to the Delaware City School District and Delaware Area Career Center **satisfies ORC Section 5709.82C(2) (School Compensation Agreement is mutually acceptable)** and shall be used for educational initiatives for the sole benefit of the Delaware City Schools and the Delaware Area Career Center, as follows:

a.	Delaware City School District	\$6,864.51
b.	Delaware Area Career Center	\$291.16
c.	Total	\$7,155.67

Section 3. This agreement may be amended or modified by the parties, only in writing, signed by all parties to the agreement or by applicable law changes.

Note: All parties agree that if Ohio tax reform results in no net tax incentive benefits (if the sum of tax incentives offered through the Community Reinvestment Area Agreement minus the school compensation payment is negative), DELAWARE COMMUNITY SPACE, LLC, DBA COHATCH may request that the City of Delaware Tax Incentive Review Council recommend agreement modification or termination. No School Compensation payment is required if there is no net tax benefit to DELAWARE COMMUNITY SPACE, LLC, DBA COHATCH.

Section 4. This agreement sets forth the entire agreement and understanding between the parties as to the subject matter contained herein and merges and supersedes all prior discussions, agreements, and undertakings of every kind between the parties with respect to the subject matter of this agreement.

Section 5. All payments, certificates, reports, and notices which are required to or may be given pursuant to the provisions of this agreement shall be sent by regular mail, postage prepaid, and shall be deemed to have been given or delivered when so mailed to the following addresses:

R. Thomas Homan, City Manager
City of Delaware
1 South Sandusky Street
Delaware, Ohio 43015

Paul A. Craft, PhD, Superintendent
Delaware City School District
74 W. William St.
Delaware, Ohio 43015

Mary Beth Freeman, Superintendent
Delaware Area Career Center
4565 Columbus Pike
Delaware, Ohio 43015

Matthew Davis, President
DELAWARE COMMUNITY SPACE, LLC, DBA
COHATCH
659 High St.
Worthington, OH 43085

Any party may change its contact or mailing address for receiving notices and reports by giving written notice of such change to the other parties.

Section 7. The invalidity of any provision of this agreement shall not affect the other provisions of this agreement, and this agreement shall be construed in all respects as if any invalid portions were omitted.

In witness whereof, the parties have caused this Agreement to be executed as of this **day of** **2018**.

CITY OF DELAWARE

R. Thomas Homan

DELAWARE CITY SCHOOL DISTRICT

Paul A. Craft, Superintendent

DELAWARE AREA CAREER CENTER

Mary Beth Freeman, Superintendent

DELAWARE COMMUNITY SPACE, LLC, DBA COHATCH

Matt Davis, President

Approved as to form:

By: _____
Darren Shulman, Delaware City Attorney



COhatch Project Site - 18 E William

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



Delaware County Auditor
George Kaitza





FACT SHEET

AGENDA ITEM NO: 18

DATE: 04/23/2018

ORDINANCE NO: 18-37

RESOLUTION NO:

READING: FIRST

PUBLIC HEARING: NO

TO: Mayor and Members of City Council

FROM: R. Thomas Homan, City Manager

VIA: Dave Efland, Planning and Community Development Director

TITLE OF PROPOSED ORDINANCE/RESOLUTION:

AN ORDINANCE ACCEPTING THE ANNEXATION OF 89.618± ACRES OF LAND MORE OR LESS, DESCRIPTION AND MAP ARE ATTACHED HERETO AS EXHIBITS "A" AND "B" FOR THE ANNEXATION KNOWN AS THE WILGUS ANNEXATION BY ANDREW P. WECKER, AGENT FOR THE PETITIONERS.

BACKGROUND:

The property proposed to be annexed has long been contemplated to be part of the City of Delaware. The land owners and their agents have been moving forward with the Ohio Revised Code (ORC) dictated annexation process. This process involves several steps and actions by the County and City in order for an annexation to ultimately be accepted by the City. The City took the first city step in the process which required determination of services the City could provide – the Resolution of Services passed January 22, 2018 via Resolution 18-08. The legislation before City Council currently is the final acceptance of annexation which would bring the property into the City jurisdiction. City Council must decide to accept, accept with conditions, or deny the annexation. If no action is taken by the ORC dictated time frame ending on June 11, 2018 ORC dictates that the annexation will be denied. The applicant wishes to begin the rezoning process prior to final action by City Council and thus multiple readings of this legislation are anticipated with passage anticipated prior to the ORC required date of June 11, 2018.

The property is approximately 89.6 acres in size, is composed of two pre-existing lots of record, and is located south of the Delaware Municipal Airport and west of the Innovation Court Development along future Sawmill Parkway. Attached is a memo documenting the responses from various Departments in the city with respect to the Resolution of Services as well as potential items and issues to consider during the deliberations for this final acceptance of the annexation.

In accordance with this memo, Staff recommends several conditions of annexation approval which are contained within the proposed ordinance. These conditions are for the purpose of clearly articulating some of the physical and infrastructure constraints that exist for the property today, while allowing for the possibility of a future development agreement.

REASON WHY LEGISLATION IS NEEDED:

The Ohio Revised Code provides the process that annexations must follow throughout Ohio. This legislation is the final City step in the process to formally accept the annexation of the property. The City has until June 11, 2018 to pass this acceptance of annexation Ordinance or it is considered by ORC to be failed. The applicant wishes to begin the rezoning process prior to final action by City Council and thus multiple readings of this legislation are anticipated with passage anticipated prior to the ORC required date of June 11, 2018.

COMMITTEE RECOMMENDATION:

FISCAL IMPACT(S):

POLICY CHANGES:

PRESENTER(S):

Dave Efland, Planning and Community Development Director

RECOMMENDATION:

Approval on Third Reading

ATTACHMENT(S)

County Resolution 18-115

Petition

Map

City Resolution 18-08 with attachments

ORDINANCE NO. 18-37

AN ORDINANCE ACCEPTING THE ANNEXATION OF 89.618± ACRES OF LAND MORE OR LESS, DESCRIPTION AND MAP ARE ATTACHED HERETO AS EXHIBITS "A" AND "B" FOR THE ANNEXATION KNOWN AS THE WILGUS ANNEXATION BY ANDREW P. WECKER, AGENT FOR THE PETITIONERS.

WHEREAS, the proposed annexation applied for in the petition to the Delaware County Commissioners has been approved, by them for annexation to the City of Delaware on February 5, 2018 (See attached) The territory to be annexed is described in the attached Exhibits "A" and "B"; and

WHEREAS, the certified transcript of the proceedings for annexation, with an accurate map of the territory, together with the petition of annexation and other papers relating to the proceedings of the County Commissioners, are on file with the Clerk of Council, and have been for more than sixty days.

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

SECTION 1. That Council hereby accepts the annexation of 89.618 acres of land, description and plat of which are hereby attached as Exhibits "A" and "B" on the annexation known as the Wilgus Annexation by Andrew P. Wecker, agent for the petitioners with the following conditions that:

1. The Applicant will support the City should the City seek to annex City property adjacent to the Wilgus Annexation that includes approximately 9.906 acres on parcel #419-220-02-007-001.
2. Access to the Wilgus Annexation property shall be from Sawmill Parkway and at locations and access points as required by the City.
3. Access to the property shall require the extension of Sawmill Parkway by the applicant or developer of the property in the absence of a development agreement and dedication at no cost to the City of required right-of-way by the Wilgus Annexation property as may be required by the City.
4. Airport Road is anticipated to be abandoned and shall not be relied upon by the Wilgus Annexation property as public access as required by the City.
5. The Wilgus Annexation property is anticipated to require significant storm sewer, sanitary sewer, and water line improvements a portion of which may be outside of the City jurisdiction. The Applicant shall be required in the absence of a development agreement to obtain and pay

for any and all necessary easements, permits, and construction activities that may be required in this regard.

6. Notwithstanding the above conditions, the City and applicant/owner/developer now or in the future may separately agree to enter into a specific development agreement stipulating any infrastructure development items or incentives for such that may be approved by both parties.

SECTION 2. That the Clerk of Council is directed to make five copies of this ordinance, to each of which shall be attached a copy of the map accompanying the petition for annexation, a copy of the transcript of proceedings of the Board of County Commissioners relating thereto, and a certificate as to the correctness thereof. The Clerk shall then forthwith deliver one copy to the Secretary of State, and shall file notice of annexation with the Board of Elections, the County Auditor, the County Recorder, and the County Engineer within thirty days after it becomes effective, and the Clerk shall do all other things required by law.

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.

VOTE ON RULES SUSPENSION:

YEAS___ NAYS___
ABSTAIN ___

PASSED: _____, 2018

YEAS___ NAYS___
ABSTAIN ___

ATTEST: _____
CITY CLERK

MAYOR

Annexation Petition

Owner	Parcel No.	Tax Payer Address
City of Delaware	419-220-03-001-000	1 S. Sandusky St Delaware, OH 43015
City of Delaware	419-220-02-007-001	1 S. Sandusky St. Delaware, OH 13015
MPTB, LLC	419-220-02-003-004	691 Old Pond Lane Powell, Oh 43065
Sawmill-Delaware Investments, LLC	419-220-02-003-005	1036 Hills-Miller Rd. Delaware, OH 43015
Symmerty II, LLC	419-220-02-003-006	1036 Hills-Miller Rd. Delaware, OH 43015
42 Farm View, LLC	419-230-01-028-000	7017 Steitz Rd. Powell, OH 43065
Sectionline Sawmill, LLC	419-230-01-025-000	7017 Steitz Rd. Powell, OH 43065
Sectionline Sawmill, LLC	419-230-01-001-000	7017 Steitz Rd. Powell, OH 43065
TCCI, LLC	419-220-02-012-000	c/o Trucco Construction 3531 Airport Rd. Delaware, OH 43015
City of Delaware	419-220-03-001-000	1 S. Sandusky St. Delaware, OH 43015
TCCI, LLC	419-220-02-011-000	c/o Trucco Construction 3531 Airport Rd. Delaware, OH 43015

RECEIVED

2017 DEC - 6 PM 3: 58

DELAWARE COUNTY
COMMISSIONERS

**DESCRIPTION OF A PROPOSED ANNEXATION OF
A 89.618 ACRE TRACT
TO THE CITY OF DELAWARE
DELAWARE COUNTY, OHIO**

Situated in the State of Ohio, County of Delaware, Township of Delaware, located in Farm Lots 13 and 17, Section 2, Township 4, Range 19, of the United States Military Lands, and part of 54.750 acres and 50.000 acres as described in deed to Francis L. Wilgus and Mary Lou Wilgus, of record in Volume 677, Page 2363, all being of record in the Recorder's Office, Delaware County, Ohio and being more particularly described as follows:

BEGINNING, at Northwesterly corner of Lot 4 of Innovation Business Park, of record in Plat Cabinet 4, Slide 43-43B, and said corner being an angle point in the existing City of Delaware Corporation Line as established by Ordinance Number 93-284 and of record in Plat Cabinet 1, Slide 269;

Thence South 03°38'22" West, with the westerly line of said Innovation Business Park and the easterly line of said 54.750 acres, also being the existing City of Delaware Corporation Line as established by Ordinance Number 14-96 and of record in Deed Book 1315, Page 174, a distance of 1662.24 feet, to a point on the northerly line of 69.767 acre tract described in deed to 42 View Farm, LLC., of recorded in Deed Book 1136, Page 1636, also being the common line of Farm Lot 25 and Farm Lot 13, also being the common corner of said 54.750 acres and an angle point of said existing City of Delaware Corporation Line;

Thence North 85°19'23" West, with the proposed Corporation Line and the common line of said 54.750 acres and of said 69.767 acres, a distance of 1090.90 feet, to a common corner of said 69.767 acres and 50.740 acre tract described in deed to Sectionline Sawmill, LLC., as recorded in Deed Book 1136, Page 1631, also being a common corner of Farm Lot 25 and Farm Lot 40;

Thence North 85°14'38" West, with the northerly line of said 50.740 acres, also being the common line of Farm Lot 17 and Farm Lot 40, a distance of 1490.36 feet, to a common corner of said 50.740 acre tract and 10.000 acre tract described in deed to Sectionline Sawmill, LLC., of record in Deed Book 1136, Page 1631, also being a common corner of Farm Lot 40 and Farm Lot 41;

Thence North 85°55'24" West, with the northerly line of said 10.000 acres and the common line of Farm Lot 17 and Farm Lot 41, a distance of 159.16 feet, to a point at the common corner of 50.000 acre tract described in deed to Francis L. Wilgus and Mary Lou Wilgus, of record in Volume 677, Page 2363 and 47.198 acre tract described in deed to TCCI LLC., of record in Volume 835, Page 1739;

Thence North 04°04'29" East, with the common line of said 50.000 acres and of said 49.198 acres, a distance of 1085.64 feet, to a common corner of 2.640 acre tract described in deed to TCCI LLC., of recorded in Volume 835, Page 1739 and Lot 9906 of Delaware Municipal Airport Plat, of record in Plat Cabinet 3, Slide 522, also being an angle point in the existing City of Delaware Corporation Line as established by Ordinance Number 93-284 and of record in Plat Cabinet 1, Slide 269;

Thence South 86°01'51" East, with the southerly line of said Lot 9906, also being of said existing City of Delaware Corporation Line, a distance of 322.08 feet, to a corner of said Lot 9906, also being an angle point of said existing City of Delaware Corporation Line;

Thence North 03°33'18" East, with the easterly line of said Lot 9906 and the said existing City of Delaware Corporation Line, a distance of 639.88 feet, to a point of said Lot 9906 and

an angle point of said existing City of Delaware Corporation Line, also being the centerline of Airport Road;

Thence South 86°00'51" East, with the southerly line of said Lot 9906 and the said existing City of Delaware Corporation Line, also being the centerline of Airport Road, a distance of 219.00 feet, to the northwesterly corner of 9.906 acre tract described in deed to City of Delaware, of recorded in Volume 834, Page 913;

Thence South 03°59'09" West, with the westerly line of said 9.906 acres, also being the proposed Corporation Line, a distance of 435.20 feet, to the southerly line of said 9.906 acres, also being an angle point in the proposed Corporation Line;

Thence South 86°00'51" East, with the southerly line of said 9.906 acres, a distance of 991.53 feet, to a point on the easterly line of a said 9.906 acre tract;

Thence North 03°59'09" East, with the easterly line of said 9.906 acres, a distance of 434.96 feet, to a point on the southerly line of a said Lot 9906 and the said existing City of Delaware Corporation Line, also being the centerline of Airport Road.

Thence South 85°56'41" East, with the southerly line of said Lot 9906 and the northerly line of said 54.750 acres and the said existing City of Delaware Corporation Line, a distance of 468.88 feet, to a point on the southerly line of a said Lot 9906 and the northerly line of said 54.750 acres, also being an angle point of said existing City of Delaware Corporation Line;

Thence South 81°17'36" East, with the southerly line of said Lot 9906 and the said existing City of Delaware Corporation Line, a distance of 734.42 feet, to a point on the southerly line of said Lot 9906 and the said existing City of Delaware Corporation Line, containing 89.618 acres, more or less, being approximately 52.326 acres in Farm Lot 13 and approximately 37.292 acres in Farm Lot 17.

4,046 lineal feet of perimeter is contiguous with the existing corporation line of the City of Delaware.

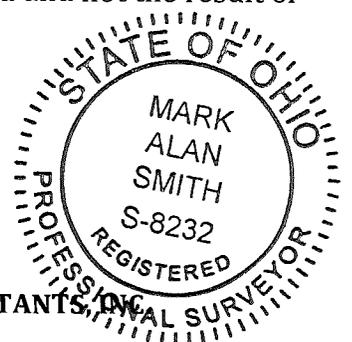
A total of 9,734 lineal feet of annexed perimeter.

41.6% of the perimeter of the annexed area is contiguous to the existing city of Delaware Corporation Line.

Being an Expedited II annexation.

No island of unincorporated area is being created with this annexation.

All bearings and distances shown on this survey are per deed of record and not the result of an actual boundary survey.



CIVIL & ENVIRONMENTAL CONSULTANTS, INC.


Mark Alan Smith, P.S.
Registered Surveyor No. 8232

12/05/2017

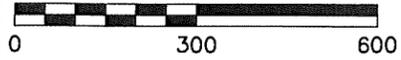
Date

<p>County Engineer Delaware County, Ohio</p> <p>I hereby certify the within to be a true copy of the document that is on file in the Map Department.</p> <p>CHRIS E. BAUSERMAN, P.E., P.S. County Engineer</p> <p>By  Date 12/05/17</p>
--



NORTH

SCALE IN FEET



MAP OF TERRITORY TO BE ANNEXED FROM DELAWARE TOWNSHIP TO CITY OF DELAWARE

SITUATED IN THE STATE OF OHIO, COUNTY OF DELAWARE, TOWNSHIP OF DELAWARE
PART OF FARM LOTS 13 & 17, TOWNSHIP 4, SECTION 2, RANGE 19 UNITED STATES MILITARY LANDS

- LEGEND**
- EXISTING CORPORATION LINE
 - PROPOSED CORPORATION LINE
 - EXISTING PROPERTY LINE
 - PROPOSED CORPORATION AREA

SURVEYOR'S NOTE:

ALL BEARINGS AND DISTANCES SHOWN ON THIS SURVEY ARE PER DEED OF RECORD AND NOT THE RESULT OF AN ACTUAL BOUNDARY SURVEY.

THE BEARINGS AND DISTANCES SHOWN HEREON ARE BASED ON THE FOLLOWING DEEDS OF RECORD ON FILE AT THE RECORDER'S OFFICE, DELAWARE COUNTY, OHIO:
P.C. 3, SL. 522, O.R. 834, PG. 713,
P.C. 4, SL. 43, O.R. 1136, PG. 1631,
AND O.R. 835, PG. 1735.

THERE IS 687.88 FEET OF AIRPORT ROAD TO BE ANNEXED TO THE CITY OF DELAWARE.

CONTIGUITY CALCULATION

4,046 LINEAL FEET OF PERIMETER IS CONTIGUOUS WITH THE EXISTING CORPORATION LINE OF THE CITY OF POWELL.

A TOTAL OF 9,734 LINEAL FEET OF ANNEXED PERIMETER.

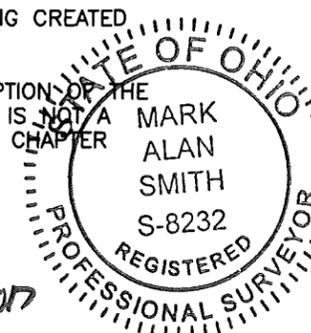
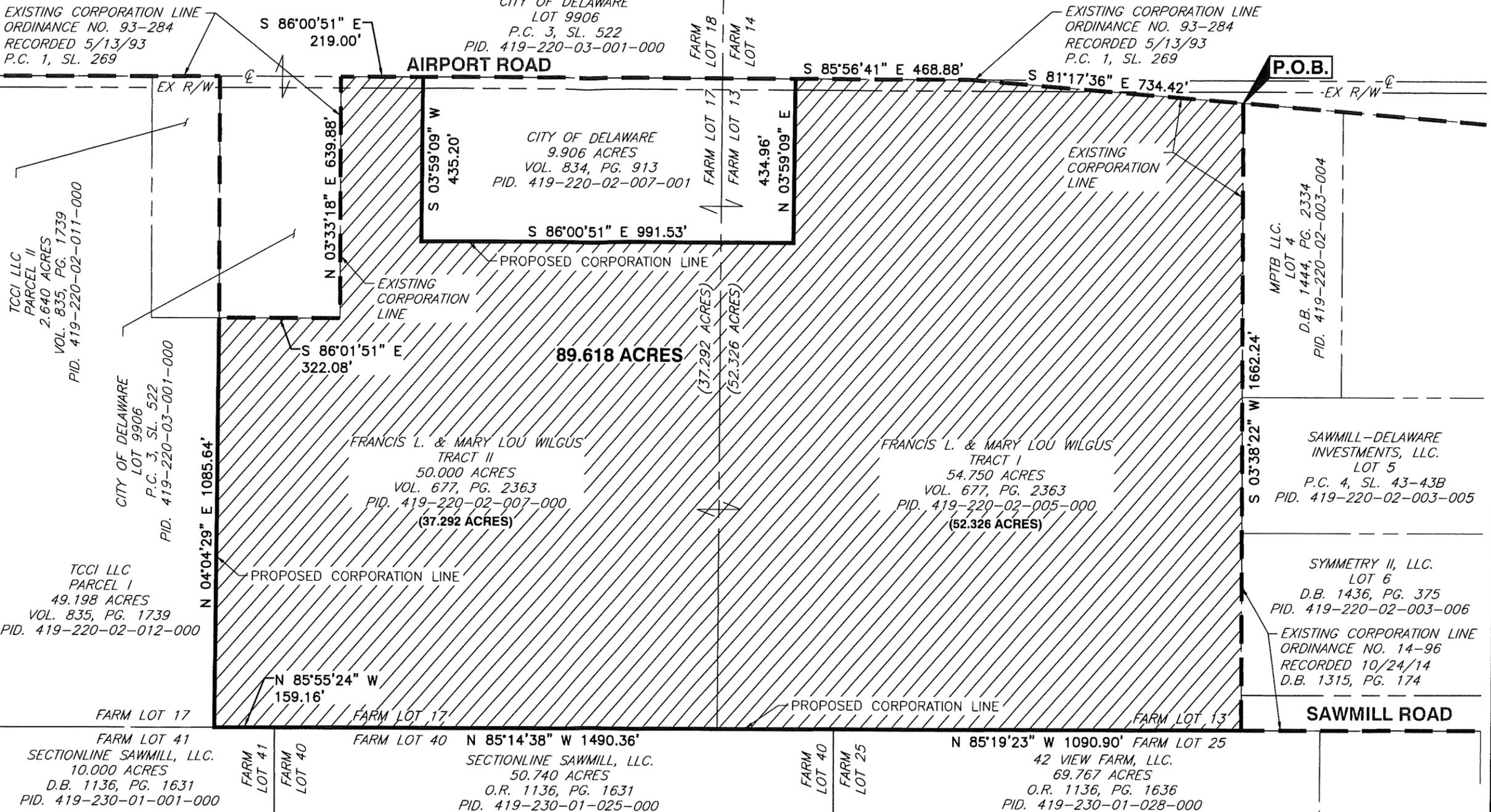
41.6% OF THE PERIMETER OF THE ANNEXED AREA IS CONTIGUOUS TO THE EXISTING CITY OF POWELL CORPORATION LINE.

NO ISLAND OF UNINCORPORATED AREA IS BEING CREATED WITH THIS ANNEXATION.

THIS ANNEXATION PLAT IS A GENERAL DESCRIPTION OF THE LOCATION OF PROPERTY TO BE ANNEXED AND IS NOT A BOUNDARY SURVEY AS DEFINED IN THE O.A.C. CHAPTER 4733-37.

Mark Alan Smith
12/05/2017

MARK ALAN SMITH, P.S.
PROFESSIONAL SURVEYOR 8232



COUNTY ENGINEER DELAWARE COUNTY

I HEREBY CERTIFY THE WITHIN TO BE A TRUE COPY OF THE DOCUMENT THAT IS ON FILE IN THE MAP DEPARTMENT.

CHRIS E. BAUSERMAN, P.E., P.S.
BY *Chris E. Bauserman* DATE 12/05/17

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

AIRPORT ROAD DELAWARE TOWNSHIP DELAWARE COUNTY, OHIO

ANNEXATION PLAT

DRAWN BY:	JEC	CHECKED BY:	MAS	APPROVED BY:	MAS	DRAWING NO.:	1 OF 1
DATE:	NOVEMBER 2017	DWG SCALE:	1"=300'	PROJECT NO.:	173-951		

P:\2017\173-951\Survey\DWG\173951-SV01-SRV-ANNEX.dwg[LAYOUT] LS:(11/17/2017 10:15 AM) LP: 11/17/2017 10:15 AM - jcoffin

PETITION FOR ANNEXATION – EXPEDITED TYPE 2

We, the undersigned, being all of the owners of 89.618 acres of real estate in the territory hereinafter described, hereby petition for the annexation of the following described territory from **Delaware Township** to the **City of Delaware**, Delaware County, Ohio, being filed under **Sections 709.021(A) & 709.023(A)** of the Revised Code of Ohio.

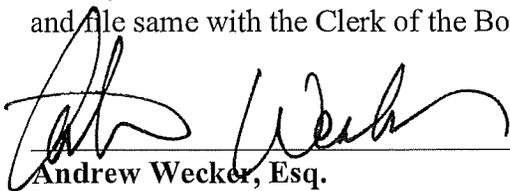
Petitioners have attached hereto and made a part of this petition a legal description of the perimeter of the territory sought to be annexed, marked as **Exhibit “A”**, as prepared by Mark Alan Smith, P.S., Registered Surveyor No. 8232, of Civil & Environmental Consultants, Inc.

Petitioners have attached hereto and made a part of this petition, an accurate map or plat of the territory sought to be annexed, marked **Exhibit “B”**, also as prepared by Mark Alan Smith, P.S., Registered Surveyor No. 8232, of Civil & Environmental Consultants, Inc.

Among other things as noted on Exhibit “A” and Exhibit “B”, the described territory is contiguous with the **City of Delaware**, Ohio.

Andrew Wecker, Esq., attorney at law, is hereby appointed agent for the undersigned Petitioners as required by Revised Code Section 709.02(C)(3), with full power and authority hereby granted to said agent to amend, alter, change, correct, withdraw, refile, substitute, compromise, increase or delete the area, to do any and all things essential thereto, and to take any action necessary for obtaining the granting of this Petition, with specific authorization to correct any discrepancy or mistake noted by the Delaware County Engineer in examination of the Petition or the Exhibits to the Petition. Any such amendment shall be made by the presentation of amended description and map to the Board of County Commissioners on, before, or after the date set for hearing on this Petition. Said amendment, alteration, change, correction, withdrawal, refiling, substitution, compromise, increase or deletion or other things or action for granting of this Petition shall be made in the Petition, description and plat by said agent without further expressed consent of the Petitioners.

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



Andrew Wecker, Esq.
Manos, Martin & Pergram Co., LPA
50 North Sandusky Street
Delaware, OH 43015

740-363-1313 phone / 740-362-3288 fax
awecker@mmpdlaw.com

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2018 JAN - 4 PM 1:54
DELAWARE COUNTY
COMMISSIONERS

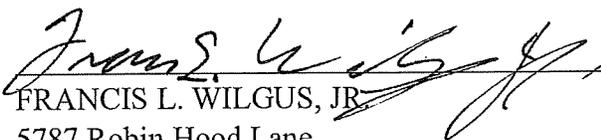
Return original to:

Clerk of the Board of the Delaware County Commissioners
101 N Sandusky St, Delaware, OH 43015

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

SIGNATURE OF PETITIONER, TYPED NAME AND ADDRESS

DATE



12-21-2017

FRANCIS L. WILGUS, JR.
5787 Robin Hood Lane
Ostrander, OH 43061



12-21-2017

MARY LOU WILGUS
5787 Robin Hood Lane
Ostrander, OH 43061



Delaware County Commissioners

Jeff Benton
Barb Lewis
Gary Merrell

County Administrator
Michael Frommer

Deputy Administrators
Dawn Huston
Seiji Kille

Clerk to the Commissioners
Jennifer Walraven

February 9, 2018

City of Delaware
Elaine McCloskey, City Clerk
1 S Sandusky Street
Delaware, OH 43015

RE: Annexation of 89.618 acres
 Delaware Township to City of Delaware

Dear Ms. McCloskey:

The Delaware County Commissioners in Regular Session on February 5, 2018 adopted a Resolution granting Prayer of Petition for 89.618 acres, more or less, from Delaware Township to City of Delaware.

I am herewith forwarding a certified copy of the Commissioners' Journal Resolution, a copy of the annexation petition and a copy of all other papers in the Commissioners' annexation folder.

If you have questions, please call me at 740-833-2105.

Sincerely,

A handwritten signature in blue ink that reads "Sarah Dinovo".

Sarah Dinovo,
Assistant Clerk to the Commissioners

RECEIVED

FEB 12 2018



Delaware County Commissioners

Jeff Benton
Barb Lewis
Gary Merrell

County Administrator
Michael Frommer

Deputy Administrators
Dawn Huston
Seiji Kille

Clerk to the Commissioners
Jennifer Walraven

RESOLUTION NO. 18-115

IN THE MATTER OF GRANTING THE ANNEXATION PETITION FROM AGENT FOR THE PETITIONER, ANDREW P. WECKER, REQUESTING ANNEXATION OF 89.618 ACRES OF LAND IN DELAWARE TOWNSHIP TO THE CITY OF DELAWARE:

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

Whereas, on January 4, 2018, the Clerk to the Board of the Delaware County Commissioners received an annexation petition filed by Andrew P. Wecker, agent for the petitioners, of 89.618 acres, more or less, in Delaware Township to the City of Delaware; and

Whereas, pursuant to section 709.023 of the Revised Code, if the Municipality or Township does not file an objection within 25 days after filing of the annexation petition, the Board at its next regular session shall enter upon its journal a resolution granting the proposed annexation; and

Whereas, 25 days have passed and the Clerk of the Board has not received an objection from the City of Delaware or the Township of Delaware;

Therefore, Be It Resolved, the Delaware County Board of Commissioners grants the annexation petition request to annex 89.618 acres, more or less, in Delaware Township to the City of Delaware.

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

BE IT FURTHER RESOLVED that the Delaware County Board of Commissioners hereby directs the Clerk of the Board to deliver a certified copy of the entire record of the annexation proceedings, including all resolutions of the Board, signed by a majority of the members of the Board, the petition, map, and all other papers on file, and the recording of the proceedings, if a copy is available, to the auditor or clerk of the City of Delaware.

Barb Lewis
County Commissioner

Gary Merrell
County Commissioner

Jeff Benton
County Commissioner

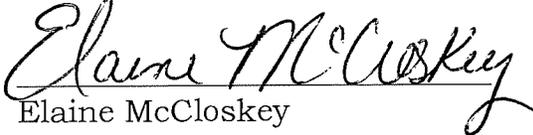
I, Sarah Dinovo, Assistant Clerk to the Board of Commissioners hereby certify that the foregoing is a true and correct copy of a resolution of the Board of Commissioners of Delaware County duly adopted February 5, 2018 and appearing upon the official records of the said Board.

Sarah Dinovo
Assistant Clerk to the Commissioners



RESOLUTION CERTIFICATION

I, Elaine McCloskey, being the duly appointed as Clerk of City Council of Delaware, Ohio, do hereby swear and attest that the attached document is a true and correct copy of Resolution No. 18-08 as passed on January 22, 2018 by the Delaware City Council.


Elaine McCloskey
Clerk of City Council

SEAL

This Resolution Certification dated this 23 day of January in the year 2018.

RESOLUTION NO. 18-08

A RESOLUTION INDICATING WHAT SERVICES THE CITY OF DELAWARE WILL PROVIDE TO 89.618± ACRES OF LAND, MORE OR LESS, DESCRIPTION AND MAP ARE ATTACHED HERETO AS EXHIBITS "A" AND "B" FOR THE ANNEXATION KNOWN AS THE WILGUS ANNEXATION BY ANDREW P. WECKER, AGENT FOR THE PETITIONERS.

WHEREAS, Andrew P. Wecker, agent for the petitioners, has filed with the Delaware County Commissioners for annexation of 89.618 acres of land, more or less, the description and map are attached hereto as Exhibits A and B, and

WHEREAS, Andrew P. Wecker, as agent for the petitioners on January 8, 2018 delivered to the Clerk of the Delaware City Council the notice of his filing of the annexation petition with the Board of County Commissioners of Delaware County and its clerk on January 4, 2018, and

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

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

SECTION 1. That upon annexation to the City of Delaware of 89.618± acres more or less as delineated on the attached Exhibits A and B, the City will provide the following services by the approximate date indicated as to each, provided all necessary lines, hydrants, and other apparatus are installed by the property owner as required by the City and said services shall be provided under the same conditions and same costs as they are provided to other residents in the City of Delaware:

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

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

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

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

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

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

PASSED: January 22, 2018

YEAS 6 NAYS 0
ABSTAIN 0

ATTEST:

Elaine McCoskey
CITY CLERK

Carl Kasper
MAYOR



MEMORANDUM

TO: R. Thomas Homan, City Manager
FROM: David M. Efland, Planning & Community Development Director
DATE: 01/18/2018
RE: Wilgus Annexation - Resolution of Services Departmental Responses & Comments

Staff from multiple departments have had an opportunity to review and provide comment on the proposed Wilgus property annexation in the southwest quadrant of the city. There are no objections to the resolution of services component of the annexation at this time. There are some suggestions and comments to consider as the final annexation process moves forward. Staff will continue to discuss these and provide more comment based upon your direction and that of City Council in this regard.

Planning & Community Development

- Services and annexation are supported by the Comprehensive Plan, its study area, and noted as a Potential Future Annexation Area
- Uses anticipated are industrial / planned Mixed Use overlay industrial such as the adjacent Innovation Court area
- Future Land Use Map for the Comprehensive Plan indicates this area as Light Manufacturing
- Area is part of the Southwest Subarea of the Comprehensive Plan with the primary land use goal (LU26) being to expand industrial development in this area.
- Area development can be serviced with existing staffing and expertise in planning, zoning, building, inspections, and code enforcement.

Public Works

- Annexation is supportable to permit expansion to industrial park
- Annexation should include (if possible) the 9.906 acre City parcel # 419-220-02-007-001, to avoid developing an island. This parcel was acquired by the City to provide FAA mandated clear zone around the airport AWOS system.
- Access to proposed property must be via Sawmill Parkway per agreed access location (Property line between two large parcels); Airport Road is to be abandoned and should not be counted on as public access.
- Access will require Right-Of-Way for Sawmill Parkway Extension with anticipated construction partially or in total outside of the city jurisdiction which may be problematic for the future developer/land owner
- Development of property requires storm sewer improvements on properties outside city jurisdiction

Police / Fire

- No issues

Parks

- No issues

Economic Development

- Economic Development supports this annexation.

Public Utilities

- Water and sewer is available proximate to this site sufficient to the land uses contained within our comprehensive plan. Upgrades and extensions are required and will be required at the developer's expense.

Manos, Martin & Pergram Co., LPA

Attorneys at Law

50 North Sandusky Street
Delaware, Ohio 43015-1926
Fax 740-362-3288

RECEIVED

JAN 8 2018

Andrew P. Wecker
740-363-1313, ext. 217
e-mail: awecker@mmpdlaw.com

January 5, 2018

**Via Certified Mail
Return Receipt Requested**

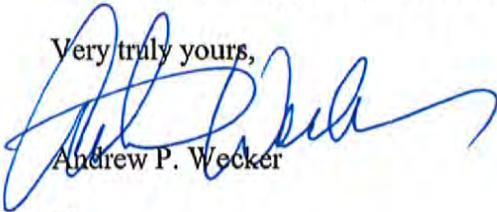
Ms. Elaine McCloskey
Council Clerk
City of Delaware
1 South Sandusky Street
Delaware, OH 43015

Dear Ms. McCloskey:

You may recall a prior notice regarding this annexation. As an accommodation to the City of Delaware's schedule at the end of 2017, we withdrew the annexation petition filed in early December 2016 and in order to put the City in a better position to meet a 20-day deadline under the Ohio Revised Code to adopt a services resolution.

On January 4, 2018 at 1:54 p.m., the undersigned, as agent for the Petitioners, Francis L. Wilgus, Jr. and Mary Lou Wilgus, refiled with the Board of County Commissioners of Delaware County, Ohio to annex 89.618 acres of land to the City of Delaware, Ohio. A copy of the refiled petition and map and supplemental filing pursuant to Ohio Rev. Code § 709.02(D) are enclosed herewith.

Very truly yours,



Andrew P. Wecker

tjh
Enclosures
T13596-100

PETITION FOR ANNEXATION – EXPEDITED TYPE 2

We, the undersigned, being all of the owners of 89.618 acres of real estate in the territory hereinafter described, hereby petition for the annexation of the following described territory from **Delaware Township** to the **City of Delaware**, Delaware County, Ohio, being filed under **Sections 709.021(A) & 709.023(A)** of the Revised Code of Ohio.

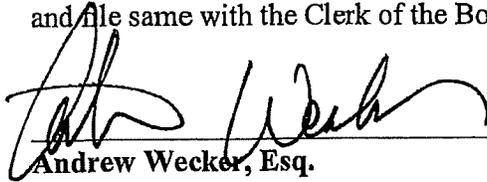
Petitioners have attached hereto and made a part of this petition a legal description of the perimeter of the territory sought to be annexed, marked as **Exhibit “A”**, as prepared by Mark Alan Smith, P.S., Registered Surveyor No. 8232, of Civil & Environmental Consultants, Inc.

Petitioners have attached hereto and made a part of this petition, an accurate map or plat of the territory sought to be annexed, marked **Exhibit “B”**, also as prepared by Mark Alan Smith, P.S., Registered Surveyor No. 8232, of Civil & Environmental Consultants, Inc.

Among other things as noted on Exhibit “A” and Exhibit “B”, the described territory is contiguous with the **City of Delaware**, Ohio.

Andrew Wecker, Esq., attorney at law, is hereby appointed agent for the undersigned Petitioners as required by Revised Code Section 709.02(C)(3), with full power and authority hereby granted to said agent to amend, alter, change, correct, withdraw, refile, substitute, compromise, increase or delete the area, to do any and all things essential thereto, and to take any action necessary for obtaining the granting of this Petition, with specific authorization to correct any discrepancy or mistake noted by the Delaware County Engineer in examination of the Petition or the Exhibits to the Petition. Any such amendment shall be made by the presentation of amended description and map to the Board of County Commissioners on, before, or after the date set for hearing on this Petition. Said amendment, alteration, change, correction, withdrawal, refile, substitution, compromise, increase or deletion or other things or action for granting of this Petition shall be made in the Petition, description and plat by said agent without further expressed consent of the Petitioners.

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



Andrew Wecker, Esq.
Manos, Martin & Pergram Co., LPA
50 North Sandusky Street
Delaware, OH 43015

740-363-1313 phone / 740-362-3288 fax
awecker@mmpdlaw.com

Annex Petition - Expedited Type 2.doc

Wilgus Annexation Petition
Page 1 of 2

RECEIVED
2018 JAN -4 PM 1:54
DELAWARE COUNTY
COMMISSIONERS

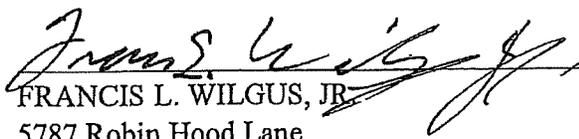
Return original to:

Clerk of the Board of the Delaware County Commissioners
101 N Sandusky St, Delaware, OH 43015

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

SIGNATURE OF PETITIONER, TYPED NAME AND ADDRESS

DATE



12-21-17

FRANCIS L. WILGUS, JR.
5787 Robin Hood Lane
Ostrander, OH 43061



12-21-2017

MARY LOU WILGUS
5787 Robin Hood Lane
Ostrander, OH 43061

Annexation Petition

Owner	Parcel No.	Tax Payer Address
City of Delaware	419-220-03-001-000	1 S. Sandusky St Delaware, OH 43015
City of Delaware	419-220-02-007-001	1 S. Sandusky St. Delaware, OH 13015
MPTB, LLC	419-220-02-003-004	691 Old Pond Lane Powell, Oh 43065
Sawmill- Delaware Investments, LLC	419-220-02-003-005	1036 Hills-Miller Rd. Delaware, OH 43015
Symmerty II, LLC	419-220-02-003-006	1036 Hills-Miller Rd. Delaware, OH 43015
42 Farm View, LLC	419-230-01-028-000	7017 Steitz Rd. Powell, OH 43065
Sectionline Sawmill, LLC	419-230-01-025-000	7017 Steitz Rd. Powell, OH 43065
Sectionline Sawmill, LLC	419-230-01-001-000	7017 Steitz Rd. Powell, OH 43065
TCCI, LLC	419-220-02-012-000	c/o Trucco Construction 3531 Airport Rd. Delaware, OH 43015
City of Delaware	419-220-03-001-000	1 S. Sandusky St. Delaware, OH 43015
TCCI, LLC	419-220-02-011-000	c/o Trucco Construction 3531 Airport Rd. Delaware, OH 43015

RECORDED

DELAWARE COUNTY
OF OHIO
2017 DEC -6 PM 3:58

**DESCRIPTION OF A PROPOSED ANNEXATION OF
A 89.618 ACRE TRACT
TO THE CITY OF DELAWARE
DELAWARE COUNTY, OHIO**

Situated in the State of Ohio, County of Delaware, Township of Delaware, located in Farm Lots 13 and 17, Section 2, Township 4, Range 19, of the United States Military Lands, and part of 54.750 acres and 50.000 acres as described in deed to Francis L. Wilgus and Mary Lou Wilgus, of record in Volume 677, Page 2363, all being of record in the Recorder's Office, Delaware County, Ohio and being more particularly described as follows:

BEGINNING, at Northwesterly corner of Lot 4 of Innovation Business Park, of record in Plat Cabinet 4, Slide 43-43B, and said corner being an angle point in the existing City of Delaware Corporation Line as established by Ordinance Number 93-284 and of record in Plat Cabinet 1, Slide 269;

Thence South $03^{\circ}38'22''$ West, with the westerly line of said Innovation Business Park and the easterly line of said 54.750 acres, also being the existing City of Delaware Corporation Line as established by Ordinance Number 14-96 and of record in Deed Book 1315, Page 174, a distance of 1662.24 feet, to a point on the northerly line of 69.767 acre tract described in deed to 42 View Farm, LLC., of recorded in Deed Book 1136, Page 1636, also being the common line of Farm Lot 25 and Farm Lot 13, also being the common corner of said 54.750 acres and an angle point of said existing City of Delaware Corporation Line;

Thence North $85^{\circ}19'23''$ West, with the proposed Corporation Line and the common line of said 54.750 acres and of said 69.767 acres, a distance of 1090.90 feet, to a common corner of said 69.767 acres and 50.740 acre tract described in deed to Sectionline Sawmill, LLC., as recorded in Deed Book 1136, Page 1631, also being a common corner of Farm Lot 25 and Farm Lot 40;

Thence North $85^{\circ}14'38''$ West, with the northerly line of said 50.740 acres, also being the common line of Farm Lot 17 and Farm Lot 40, a distance of 1490.36 feet, to a common corner of said 50.740 acre tract and 10.000 acre tract described in deed to Sectionline Sawmill, LLC., of record in Deed Book 1136, Page 1631, also being a common corner of Farm Lot 40 and Farm Lot 41;

Thence North $85^{\circ}55'24''$ West, with the northerly line of said 10.000 acres and the common line of Farm Lot 17 and Farm Lot 41, a distance of 159.16 feet, to a point at the common corner of 50.000 acre tract described in deed to Francis L. Wilgus and Mary Lou Wilgus, of record in Volume 677, Page 2363 and 47.198 acre tract described in deed to TCCI LLC., of record in Volume 835, Page 1739;

Thence North $04^{\circ}04'29''$ East, with the common line of said 50.000 acres and of said 49.198 acres, a distance of 1085.64 feet, to a common corner of 2.640 acre tract described in deed to TCCI LLC., of recorded in Volume 835, Page 1739 and Lot 9906 of Delaware Municipal Airport Plat, of record in Plat Cabinet 3, Slide 522, also being an angle point in the existing City of Delaware Corporation Line as established by Ordinance Number 93-284 and of record in Plat Cabinet 1, Slide 269;

Thence South $86^{\circ}01'51''$ East, with the southerly line of said Lot 9906, also being of said existing City of Delaware Corporation Line, a distance of 322.08 feet, to a corner of said Lot 9906, also being an angle point of said existing City of Delaware Corporation Line;

Thence North $03^{\circ}33'18''$ East, with the easterly line of said Lot 9906 and the said existing City of Delaware Corporation Line, a distance of 639.88 feet, to a point of said Lot 9906 and

an angle point of said existing City of Delaware Corporation Line, also being the centerline of Airport Road;

Thence South 86°00'51" East, with the southerly line of said Lot 9906 and the said existing City of Delaware Corporation Line, also being the centerline of Airport Road, a distance of 219.00 feet, to the northwesterly corner of 9.906 acre tract described in deed to City of Delaware, of recorded in Volume 834, Page 913;

Thence South 03°59'09" West, with the westerly line of said 9.906 acres, also being the proposed Corporation Line, a distance of 435.20 feet, to the southerly line of said 9.906 acres, also being an angle point in the proposed Corporation Line;

Thence South 86°00'51" East, with the southerly line of said 9.906 acres, a distance of 991.53 feet, to a point on the easterly line of a said 9.906 acre tract;

Thence North 03°59'09" East, with the easterly line of said 9.906 acres, a distance of 434.96 feet, to a point on the southerly line of a said Lot 9906 and the said existing City of Delaware Corporation Line, also being the centerline of Airport Road.

Thence South 85°56'41" East, with the southerly line of said Lot 9906 and the northerly line of said 54.750 acres and the said existing City of Delaware Corporation Line, a distance of 468.88 feet, to a point on the southerly line of a said Lot 9906 and the northerly line of said 54.750 acres, also being an angle point of said existing City of Delaware Corporation Line;

Thence South 81°17'36" East, with the southerly line of said Lot 9906 and the said existing City of Delaware Corporation Line, a distance of 734.42 feet, to a point on the southerly line of said Lot 9906 and the said existing City of Delaware Corporation Line, containing 89.618 acres, more or less, being approximately 52.326 acres in Farm Lot 13 and approximately 37.292 acres in Farm Lot 17.

4,046 lineal feet of perimeter is contiguous with the existing corporation line of the City of Delaware.

A total of 9,734 lineal feet of annexed perimeter.

41.6% of the perimeter of the annexed area is contiguous to the existing city of Delaware Corporation Line.

Being an Expedited II annexation.

No island of unincorporated area is being created with this annexation.

All bearings and distances shown on this survey are per deed of record and not the result of an actual boundary survey.



CIVIL & ENVIRONMENTAL CONSULTANTS, INC.

[Handwritten Signature]

Mark Alan Smith, P.S.
Registered Surveyor No. 8232

12/05/17
Date

County Engineer
Delaware County, Ohio
I hereby certify the within to be a true copy
of the document that is on file in the Map
Department.
CHRIS E. BAUSERMAN, P.E., P.S.
County Engineer
By *[Handwritten Signature]* Date 12/05/17



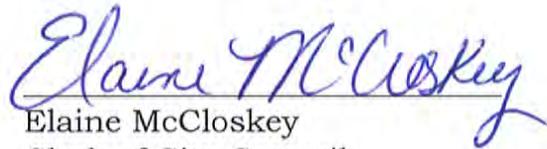
Wilgus Property
Proposed Annexation of ~89.6 Acres
Vicinity and Location Map





RESOLUTION CERTIFICATION

I, Elaine McCloskey, being the duly appointed as Clerk of City Council of Delaware, Ohio, do hereby swear and attest that the attached document is a true and correct copy of Resolution No. 18-08 as passed on January 22, 2018 by the Delaware City Council.


Elaine McCloskey
Clerk of City Council

SEAL

This Resolution Certification dated this 23 day of January in the year 2018.



MARCH FINANCE REPORT

TO: Members of City Council
FROM: Dean Stelzer, Finance Director
DATE: April 19, 2018

Reports Included

<u>Page</u>	<u>Reports</u>	<u>Purpose</u>
2	Revenues by Source	This summary compares year-to-date revenues for 2015 to 2014 by source.
3	General Fund	Summary of General Fund budgeted revenues, expenditures and fund balance.
4	Other Operating Funds	Summary of budgeted revenues, expenditures, & fund balances for non-general fund operating funds.
5	Other Funds	Other non-operating funds revenues, expenditures and fund balance.
6	Insurance	Summary of the City's self-funded health insurance costs with comparisons to last year.
7	Income Tax	Monthly income tax collections for last three years. Also includes tax collection projections for remainder of the year.
8	Recreation Levy Summary	Reflects 2017 and total Recreation Levy expenditures by Phase.

Highlights:

- * Income tax collections are up 3.50% compared to last year. The 2018 projection was for a 5.5% increase. Will further review at end of April tax filing to further assess.
- * Development related revenues are up about 95% excluding engineering fee reimbursements which are substantially below last years levels.

YTD 2016 Budget Supplementals

18-10	(\$200,000) - General Fund - Reduce Council budget
	\$91,547 - Airport Hangar Fund - Amount inadvertently left out of original appropriation
	(\$1,750,000) - Refuse Fund - Reduce budget for project started in 2017
18-19	\$10,000 - Dev Reserve Fund - Cams, Inc. economic development incentive
18-20	\$18,000 - P&R Fund - Increase appropriation for pool pump replacement

FINANCE DIRECTOR'S REPORT

REVENUES BY SOURCE

March 31, 2018

	Revenues @ 3/31/18	Revenues @ 3/31/17	% Change
TAXES			
Income Tax	\$ 6,137,976	\$ 5,928,245	3.54%
Property Tax	983,538	911,198	7.94%
Local Government Fund	150,406	151,243	-0.55%
Hotel/Motel Tax	15,944	10,951	45.59%
Gasoline Taxes	287,482	282,610	1.72%
License Plate Tax	160,352	166,441	-3.66%
FEES			
Franchise Fee (cable tv)	\$ 101,591	\$ 91,769	10.70%
Parking Meter & Lot Fees	19,732	19,911	-0.90%
Fines/Forfeitures/Court Diversion Fees	31,218	37,999	-17.85%
Impact Fees	234,709	108,766	115.79%
Airport - Fuel	106,939	85,476	25.11%
Cemetery	31,500	38,938	-19.10%
Golf Course	9,254	15,736	-41.19%
REIMBURSEMENTS			
Engineering Fees	\$ 66,961	\$ 402,282	-83.35%
Fire/EMS Reimbursement	145,000	516,322	-71.92%
Prosecutor Reimbursements	58,765	80,200	-26.73%
Building Permits and Fees	265,772	163,207	62.84%
UTILITY CHARGES			
Water - Meter Charges	\$ 1,343,297	\$ 1,293,470	3.85%
- Capacity Fees	621,500	308,038	101.76%
Sewer - Meter Charges	1,581,608	1,591,408	-0.62%
- Capacity Fees	586,965	293,590	99.93%
Refuse	878,531	878,437	0.01%
Storm Sewer	226,462	222,221	1.91%
MUNICIPAL COURT REVENUES	\$ 645,638	\$ 942,960	-31.53%

FINANCE DIRECTOR'S REPORT
GENERAL FUND REVENUES
March 31, 2018

March 25.0% of year	Revenues 3/31/2018	2018 Budget	Revenues As % of Budget	Comparative Revenues 3/31/2017	% Change YTD
GENERAL FUND					
Property Tax	754,858	1,500,000	50.32%	705,502	7.00%
City Income Tax	3,319,745	14,787,387	22.45%	3,207,933	3.49%
Other Taxes	0	0	0.00%	0	0.00%
Local Government Fund	150,406	610,000	24.66%	151,243	(0.55%)
Fines and Forfeitures	31,218	140,000	22.30%	37,999	(17.85%)
Engineering Fees	66,961	1,000,000	6.70%	402,282	(83.35%)
Prosecutor Contracts	58,765	285,000	20.62%	80,200	(26.73%)
Parking Meters	8,785	38,000	23.12%	7,730	13.65%
Other Fees and Contracts	10,755	0	0.00%	5,829	84.51%
Liquor Permits	1,691	45,000	3.76%	140	1107.86%
Franchise Fees	101,591	375,000	27.09%	91,769	10.70%
Licenses & Permits	265,772	725,000	36.66%	163,207	62.84%
Investment Income	88,933	402,000	22.12%	37,938	134.42%
Miscellaneous	20,661	100,000	20.66%	26,120	(20.90%)
Reimbursements	55,879	200,000	27.94%	48,132	16.10%
Transfers	534,365	1,920,000	27.83%	510,388	4.70%
TOTAL	5,470,385	22,127,387	24.72%	5,476,412	(0.11%)

GENERAL FUND EXPENDITURES

	Expenses 3/31/2018	2018 Budget	Expenses As % of Budget	Comparative Expenses 3/31/2017	% Change YTD
GENERAL FUND					
City Council	36,662	154,873	23.67%	31,739	15.51%
City Manager	192,020	686,556	27.97%	203,030	(5.42%)
Human Resources	73,118	327,781	22.31%	80,935	(9.66%)
Economic Development	82,066	391,299	20.97%	182,816	(55.11%)
Legal Affairs/Prosecution	219,664	793,893	27.67%	201,939	8.78%
Finance	396,784	1,521,673	26.08%	383,927	3.35%
Income Tax Refunds	175,366	400,000	43.84%	164,622	6.53%
General Administration	1,507,710	5,303,700	28.43%	1,580,033	(4.58%)
Risk Management	20,799	343,000	6.06%	978	2026.69%
Police	2,138,553	8,744,063	24.46%	2,029,620	5.37%
Planning	299,292	1,161,774	25.76%	271,434	10.26%
Engineering	365,222	1,763,921	20.71%	334,597	9.15%
City Buildings	109,238	509,690	21.43%	83,226	31.25%
TOTAL	5,616,494	22,102,223	25.41%	5,548,896	1.22%

General Fund Beginning Balance January 1, 2018	5,001,541
2018 General Fund Revenues	5,470,385
2018 General Fund Expenditures	(5,616,494)
Advances to Other Funds	-
Outstanding Encumbrances 3/31/18	(743,426)
General Fund Ending Fund Balance March 31, 2018	<u>4,112,006</u>

FINANCE DIRECTOR'S REPORT

OTHER OPERATING FUNDS

March 31, 2018

REVENUES

	Revenues 3/31/2018	2018 Budget	Revenues As % of Budget	Revenues 3/31/2017	% Change YTD
STREET MAINTENANCE & REPAIR	837,679	2,869,500	29.19%	669,012	25.21%
STORM SEWER	226,708	853,000	26.58%	226,371	0.15%
PARKS AND RECREATION	404,230	1,325,500	30.50%	281,897	43.40%
CEMETERY	55,251	251,000	22.01%	40,478	36.50%
AIRPORT OPERATIONS	149,259	705,620	21.15%	120,577	23.79%
FIRE/EMS INCOME TAX	2,580,051	11,217,625	23.00%	2,592,285	(0.47%)
MUNICIPAL COURT	434,706	2,809,500	15.47%	689,507	(36.95%)
GOLF COURSE	9,254	183,500	5.04%	15,626	(40.78%)
WATER	1,393,618	5,921,482	23.53%	1,398,609	(0.36%)
SEWER	1,679,485	7,082,000	23.71%	1,644,935	2.10%
REFUSE	898,655	3,614,500	24.86%	864,784	3.92%
GARAGE ROTARY	164,455	652,492	25.20%	150,777	9.07%
INFORMATION TECH. ROTARY	269,004	1,076,017	25.00%	234,133	14.89%
TOTAL	9,102,355	38,561,736	23.60%	8,928,991	1.94%

EXPENDITURES

	Expenditures 3/31/2018	2018 Budget	Expenses As % of Budget	Expenses 3/31/2017	% Change YTD
STREET MAINTENANCE & REPAIR	773,368	3,019,086	25.62%	565,483	36.76%
STORM SEWER	122,166	1,466,181	8.33%	143,249	(14.72%)
PARKS AND RECREATION	278,537	1,422,368	19.58%	200,821	38.70%
CEMETERY	62,723	327,957	19.13%	51,594	21.57%
AIRPORT OPERATIONS	170,763	791,739	21.57%	134,166	27.28%
FIRE/EMS INCOME TAX	2,412,914	11,999,000	20.11%	2,965,324	(18.63%)
MUNICIPAL COURT	663,646	2,791,646	23.77%	629,952	5.35%
GOLF COURSE	33,389	222,698	14.99%	35,665	(6.38%)
WATER OPERATIONS	1,142,924	6,351,400	17.99%	1,042,707	9.61%
SEWER OPERATIONS	946,298	6,998,699	13.52%	970,547	(2.50%)
REFUSE	1,531,134	5,300,142	28.89%	819,049	86.94%
GARAGE ROTARY	154,638	654,493	23.63%	166,434	(7.09%)
INFORMATION TECH. ROTARY	318,985	1,165,329	27.37%	259,102	23.11%
TOTAL	8,611,485	42,510,738	20.26%	7,984,093	7.86%

FUND BALANCES

	Balance 1/1/2018	Revenues 3/31/2018	Expenditures 3/31/2018	Outstanding Encumb.	Balance 3/31/2018
STREET MAINTENANCE & REPAIR	516,178	837,679	773,368	229,889	350,600
STORM SEWER	1,482,843	226,708	122,166	118,499	1,468,886
PARKS AND RECREATION	295,953	404,230	278,537	245,569	176,077
CEMETERY	297,627	55,251	62,723	28,860	261,295
AIRPORT OPERATIONS	271,973	149,259	170,763	38,174	212,295
FIRE/EMS INCOME TAX	10,568,832	2,580,051	2,412,914	3,747,209	6,988,760
MUNICIPAL COURT	2,441,281	434,706	663,646	13,876	2,198,465
GOLF COURSE	68,498	9,254	33,389	7,256	37,107
WATER OPERATIONS	1,230,846	1,393,618	1,142,924	101,775	1,379,765
SEWER OPERATIONS	2,657,780	1,679,485	946,298	130,336	3,260,631
REFUSE	2,391,565	898,655	1,531,134	1,269,110	489,976
GARAGE ROTARY	340,629	164,455	154,638	65,130	285,316
INFORMATION TECH. ROTARY	724,385	269,004	318,985	46,870	627,534
TOTAL	23,288,390	9,102,355	8,611,485	6,042,553	17,736,707

FINANCE DIRECTOR'S REPORT
OTHER FUND REVENUES/EXPENSES/FUND BALANCE
March 31, 2018

	Beginning Fund Balance	Revenues 3/31/2018	Expenses 3/31/2018	Outstanding Encumbrances	Ending Fund Balance
STATE HIGHWAY IMPROVEMENT	211,817	26,462	103,900	0	134,379
LICENSE FEE	222,085	99,905	2,982	0	319,008
TREE REPL FUND	216,317	7,650	0	0	223,967
HANGARS	164,197	24,602	11,468	9,876	167,454
REC CTR INCOME TAX	4,002,841	506,947	359,076	269,783	3,880,930
AIRPORT TIF FUND	82,416	13,536	0	0	95,952
GLENN RD BRIDGE TIF FUND	2,000,560	360,523	-15,000	190,739	2,185,344
SKY CLIMBER/V&P TIF	0	23,991	0	0	23,991
MILL RUN TIF	0	80,993	0	0	80,993
COURT-IDIAM	22,434	5,497	1,778	1,526	24,627
DRUG ENFORCEMENT FUND	58,801	636	0	0	59,437
COURT-ALCOHOL TREATMENT	534,109	9,319	5,027	0	538,401
OMVI ENFORCEMENT/EDUCATION	5,904	334	0	0	6,238
POLICE JUDGEMENT FUND	121,506	6,077	22,533	16,018	89,032
PARK EXACTION FEE	167,887	0	0	27,500	140,387
COMPUTER LEGAL RESEARCH-COURT	620,406	58,649	8,939	6,993	663,123
COURT-SPECIAL PROJECTS	867,015	60,824	22,419	7,811	897,609
COURT-PROBATION SERVICES	498,020	76,309	14,032	1,192	559,105
POLICE/FIRE DISABILITY PENSION	0	228,680	228,680	0	0
COMM PROMOTION FUND	62,076	15,994	8,386	95,738	-26,054
COMMUNITY DEV BLOCK GRANT	2,530	0	0	0	2,530
E.D. REVOLVING LOAN	197,662	26,658	3,044	70,766	150,509
CHIP GRANT	401	0	400	0	1
GENERAL BOND RETIREMENT	331,642	757	0	2,000	330,399
PARK IMPROV BOND FUND	109,778	326,958	0	0	436,735
SE HIGHLAND BOND FUND	83,896	249,876	0	0	333,772
CAPITAL IMPROVEMENT	1,333,336	1,067,711	542,048	482,708	1,376,292
POINT PROJECT	0	84,018	0	984,898	-900,880
FAA AIRPORT GRANT	0	-61,010	0	0	-61,010
FAA ALLOC/IMP GRANT	0	43,512	4,170	81,988	-42,646
EQUIPMENT REPLACEMENT	141,957	200,000	23,241	36,794	281,922
PARKS IMP FEE	1,120,156	134,557	2,400	34,378	1,217,935
POL IMP FEE	311,854	20,214	0	524	331,544
FIRE IMP FEE	305,460	39,929	0	529	344,860
MUNIC IMPACT FEE FUND	556,779	45,567	0	529	601,817
GLENN RD S CONSTR FUND	3,254,650	406,355	338	30,000	3,630,668
PARKING LOTS	42,271	10,947	14,406	17,672	21,140
WATER CIP	10,366,075	622,339	1,089,504	116,157	9,782,753
SEWER CIP	7,564,573	692,565	1,371,455	1,970,133	4,915,550
HEALTH INSURANCE	1,918,595	1,442,334	1,422,248	11,150	1,927,531
WORKERS COMPENSATION	2,352,622	122,676	13,368	0	2,461,931
FIRE DONATION	6,345	0	0	0	6,345
PARKS/REC DONATION	6,810	12,000	0	0	18,810
POLICE DONATION	7,796	0	428	0	7,368
MAYORS DONATION FUND	1,657	590	826	0	1,422
PROJECT TRUST FUND	546,222	18,303	0	0	564,524
UNCLAIMED FUNDS TRUST FUND	15,394	0	0	0	15,394
MUNI CT UNCLAIMED FUNDS	57,425	298	0	0	57,723
DEV RESERV FUND	924,886	0	0	0	924,886
RESERVE ACCOUNT FUND	1,047,056	0	0	0	1,047,056
BERKSHIRE JEDD FUND	203,704	102,810	205,624	70,982	29,908
CEMETERY PERPETUAL CARE FUND	34,981	80	0	280	34,781
STATE HIGHWAY PATROL FUND	0	12,854	12,862	0	-8
STATE BUILDING PERMIT FEE	371	2,478	2,053	0	796
PERFORMANCE BOND	185,077	4,148	0	0	189,226
TOTAL	42,890,355	7,236,452	5,482,634	4,538,665	40,105,507

City of Delaware
Employee Health Insurance Plan
March 31, 2018

Account	March 2018	YTD 2018	2018 Budget	% of Budget	YTD 2017	% Change 2017-18
Life Insurance	\$ 2,003	\$ (1,638)	\$ 27,000	-6.1%	\$ 6,946	-123.6%
Insurance Opt-Out	2,095	6,285	30,500	20.6%	7,485	-16.0%
Preventative Care	496	2,394	55,000	4.4%	12,456	-80.8%
Vision Coverage	2,087	13,022	25,200	51.7%	534	2338.6%
Administrative Fees						
Excise Tax	939	939	30,000	0.0%	-	0.0%
TPA Fees	7,755	23,445	90,000	26.1%	22,096	6.1%
PPO Fees	3,036	9,145	45,000	20.3%	10,920	-16.3%
Broker Fees	-	1,400	5,000	28.0%	-	0.0%
Total Admin	11,730	34,929	170,000	20.5%	33,016	5.8%
Stop Loss Insurance	61,711	185,241	712,000	26.0%	159,717	16.0%
Claims						
Medical	280,000	960,897	3,675,000	26.1%	831,543	15.6%
Dental	16,714	53,892	285,000	18.9%	70,044	-23.1%
Prescription	95,380	167,226	815,000	20.5%	181,357	-7.8%
Total Claims	392,094	1,182,015	4,775,000	24.8%	1,082,944	9.1%
Total Costs	472,216	1,422,248	5,794,700	24.5%	1,303,098	9.1%
Employee Payment	69,429	240,635	853,000	28.2%	223,576	
Reimbursements	38,914	122,448	35,000	349.9%	55,706	
NET PLAN COSTS	\$ 363,873	\$ 1,059,165	\$ 4,906,700	21.6%	\$ 1,023,816	3.5%

**MONTHLY INCOME TAX REVENUES
2016-2018**

	2016				% OF ACTUAL	2017				% OF ACTUAL	2018				% OF BUDGET
	W/H	PERSONAL	BUSINESS	TOTAL		W/H	PERSONAL	BUSINESS	TOTAL		W/H	PERSONAL	BUSINESS	TOTAL	
JANUARY	1,433,007	317,649	37,649	1,788,305		1,794,272	205,680	204,662	2,204,614		1,741,914	440,952	56,565	2,239,431	
FEBRUARY	2,161,101	396,158	52,085	2,609,344		1,304,987	327,145	95,437	1,727,569		1,389,553	337,859	56,041	1,783,453	
MARCH	1,237,708	545,907	234,748	2,018,363		1,175,241	625,299	195,522	1,996,062		1,240,476	682,589	192,027	2,115,092	
SUBTOTAL	4,831,816	1,259,714	324,482	6,416,012	25.69%	4,274,500	1,158,124	495,621	5,928,245	22.89%	4,371,943	1,461,400	304,633	6,137,976	22.45%
APRIL	1,481,257	2,185,373	575,354	4,241,984		1,786,686	2,352,889	1,092,340	5,231,915						
MAY	1,390,669	153,006	33,392	1,577,067		1,388,195	185,269	50,869	1,624,333						
JUNE	1,267,769	426,520	238,738	1,933,027		1,284,197	481,309	167,392	1,932,898						
JULY	1,426,206	146,332	33,356	1,605,894		1,680,268	158,901	62,961	1,902,130						
AUGUST	1,470,975	140,043	25,584	1,636,602		1,395,822	124,025	26,462	1,546,309						
SEPTEMBER	1,167,550	523,048	257,476	1,948,074		1,303,188	421,650	287,996	2,012,834						
OCTOBER	1,760,852	262,154	134,880	2,157,886		1,697,249	257,687	81,440	2,036,376						
NOVEMBER	1,283,667	213,128	13,244	1,510,039		1,438,751	175,718	30,847	1,645,316						
DECEMBER	1,296,162	420,091	232,478	1,948,731		1,419,960	388,069	229,805	2,037,834						
TOTALS	17,376,923	5,729,409	1,868,984	24,975,316	104.09%	17,668,816	5,703,641	2,525,732	25,898,189	97.31%	4,371,943	1,461,400	304,633	6,137,976	22.45%

BUDGETED 23,993,421 26,614,811 27,346,537

	Total Receipts	March Receipts	% of Annual Collections	Projection based on ten year trend!		
				MARCH 2018 RECEIPTS =	\$6,137,976	
2008	14,159,170	3,805,999	26.88%	HIGH =	22.89%	\$26,814,636
2009	14,719,896	3,795,614	25.79%	LOW =	26.88%	\$22,834,648
2010	15,185,348	3,623,316	23.86%			
2011	17,765,717	4,452,287	25.06%			
2012	19,658,101	5,110,981	26.00%	LAST 3 YR		
2013	20,557,766	5,020,529	24.42%	AVG =	24.15%	\$25,416,367
2014	21,537,420	5,324,992	24.72%			
2015	22,852,743	5,454,787	23.87%	*2018 BUDGETED RECEIPTS		\$27,346,537
2016	24,975,316	6,416,012	25.69%			
2017	25,898,396	5,928,245	22.89%			
		10 Year Avg.	24.92%			

TO: Mayor Riggle and Members of Council

FROM: R. Thomas Homan, City Manager

SUBJECT: Miscellaneous Matters

DATE: April 19, 2018

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**

March 20

* Stand Board Meeting

March 26

* Rotary

* City Council

March 28

* OWU Environmental Politics Course Presentation

* MORPC Video-Delaware YMCA

April 2

* Rotary

April 4

* Project Tide Tour

April 5

* COMMA

April 9

* Rotary

* City Council

April 12

* Ohio Wesleyan Innovation Center

* MORPC

* Heisler Business Ethics Reception

April 17

* Firefighter Swearing In Ceremony

* Strand Board Meeting

April 18

* Chamber of Commerce Presentation on The Point

April 19

* MORPC Award for Collaboration on the YMCA

April

2018

Meeting Schedule

Council, Boards, Commissions, & Committees

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1 Easter	2	3	4 Civil Service Commission 3 pm Planning Commission 7 pm	5	6	7
8	9 Council 7 pm	10 Sister City 6pm	11 BZA 7pm	12	13	14
15	16 Parking & Safety 6 p.m.	17 Parks & Recreation Advisory Board 7 pm	18	19 Airport Commission 7pm	20	21
22	23 Council 7 pm	24 Shade Tree Commission 7pm	25 Finance, 3pm Historic Preservation Commission 7pm- Canceled	26	27	28
29	30					

May

2018

Meeting Schedule

Council, Boards, Commissions, & Committees

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1 Public Wks/ Public Utilities 7pm	2 Civil Service 3 pm Planning 7pm	3	4	5
6	7	8	9 BZA	10	11	12
13	14 Council	15 Parks & Rec 7 pm	16	17	18	19
20	21 Council Work Session – tentative * More info to follow	22 Shade Tree Commission	23 HPC 7pm	24	25	26
27	28 Memorial Day City Offices Closed Council -canceled	29	30	31		

CONTRACT APPROVAL - April 23, 2018

VENDOR	EXPLANATION OF AGREEMENT	2018 AMOUNT	DEPARTMENT
DLZ Ohio, Inc.	East William St Improvements- Mod. 6	\$0.00	Public Works