

**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.

7:00 P.M. REGULAR MEETING

September 9, 2019

1. ROLL CALL
2. INVOCATION – Chaplain Dan Mauer, Delaware City Police Chaplain
3. PLEDGE OF ALLEGIANCE
4. APPROVAL of the Motion Summary of the regular meeting of Council held on August 26, 2019, as recorded and transcribed.
5. CONSENT AGENDA
 - A. Acceptance of the Motion Summary of the Historic Preservation Commission meeting held on May 22, 2019, as recorded and transcribed.
 - B. Acceptance of the Motion Summary of the Shade Tree Commission meeting held on June 25, 2019, as recorded and transcribed.
 - C. Acceptance of the Motion Summary of the Planning Commission meeting held on August 7, 2019, as recorded and transcribed.
 - D. Resolution No. 19-41, a resolution authorizing the City Manager to enter into a Cooperative Agreement with Delaware Township, Liberty Township, and Delaware County to submit an application to the Ohio Public Works Commission (OPWC) for the project known as Braumiller Road Improvements Project (OPWC Round 34 Application).
 - E. Resolution No. 19-42, a resolution authorizing the City Manager to enter into a Cooperative Agreement with Delaware County for an application to the Ohio Public Works Commission (OPWC) for the pavement resurfacing and rehabilitation of Belle Avenue and West

William Street (Round 34 Application).

- F. Resolution No. 19-43, a resolution approving the sale of a sewer department 2002 Ford e-350 van equipped with televising equipment that have outgrown their useful serviceable life.

6. LETTERS, PETITIONS, AND PUBLIC COMMENTS

7. COMMITTEE REPORTS

8. PRESENTATION

- A. Proclamation for National Preparedness Month presented to the Chief Donahue and Chief Pijanowski
- B. Proclamation recognizing Patriot Day
- C. Presentation from Delaware County Board of Elections regarding new voting equipment for November election.

9. STAFF INTRODUCTION

- A. Cole Grimm, Golf Course Supervisor

10. SECOND READING of Resolution No. 19-40, a resolution adopting the 2020-2024 Five-Year Capital Improvement Plan (CIP).

11. CONSIDERATION of Ordinance No. 19-53, an ordinance approving a Final Subdivision Plat request by Westport Homes for Springer Woods, Section 2, Phase 2, containing 21 single family lots on approximately 5.471 acres zoned R-3 (One-Family Residential District) and located on Scarlett Drive and Aaron Drive.

12. CONSIDERATION of Ordinance No. 19-54, an ordinance approving a Final Subdivision Plat request by Westport Homes for Springer Woods, Section 2, Phase 3, containing 22 single family lots on approximately 5.65 acres zoned R-3 (One-Family Residential District) and located on Bevan Way and Aaron Drive.

13. CONSIDERATION of Ordinance No. 19-55, an ordinance supplementing the 2019 Appropriations Ordinance in the amount of \$75,000 and authorizing the City Manager to enter into an agreement with PROS Consulting for a Parks and Recreation Master Plan.

14. DISCUSSION and UPDATE ITEM:

- A. Discussion of Rule Suspension Guidelines (time permitting)

15. CITY MANAGER'S REPORT

16. COUNCIL COMMENTS

17. ADJOURNMENT

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BEAR GRAPHICS 800-325-8094 FORM NO. 10148

Held August 26 20 19

6:30 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.

Executive Session was deemed not necessary.

The regular meeting of Council held August 26, 2019 was called to order at 7:00 p.m., in the City Council Chambers. The following members of Council were present: First Ward Chris Jones, Second Ward Lisa Keller, Third Ward Jim Browning, At-Large George Hellinger, and Vice-Mayor Shafer who presided. Absent from the meeting was Fourth Ward Kyle Rohrer and Mayor Carolyn Kay Riggle. The invocation was given by Pastor Al Perry of the Compassion Church, followed by the Pledge of Allegiance.

Staff Present: Darren Shulman, City Attorney, Bill Ferrigno, Public Works Director/City Engineer, Sean Hughes, Economic Development Director, Dean Stelzer, Finance Director, Dave Efland, Planning and Community Development Director, Kyle Kridler, Assistant City Manager, and Tom Homan, City Manager.

Motion to Excuse: Mrs. Keller motioned to excuse Mayor Riggle and Councilman Rohrer, seconded by Mr. Browning. Motion approved by a 5-0 vote.

ITEM 4: APPROVAL OF MINUTES

APPROVAL of the Motion Summary of the regular meeting of Council held on August 12, 2019, as recorded and transcribed.

Motion: Mr. Browning motioned to approve the Motion Summary of the regular meeting of Council held August 12, 2019, seconded by Mrs. Keller. Motion approved by a 4-0-1 (Shafer) vote.

ITEM 5: CONSENT AGENDA

- A. Acceptance of the Motion Summary of the Civil Service Commission meeting held on June 5, 2019, as recorded and transcribed.
- B. Acceptance of the Motion Summary of the Finance Committee meeting held on June 17, 2019, as recorded and transcribed.
- C. Resolution No. 19-38, a resolution giving consent to the Director of the Ohio Department of Transportation for the completion of bridge inspection services within the City of Delaware as part of the State Bridge Inspection Program.
- D. Resolution No. 19-39, a resolution accepting the amounts and rates as determined by the Budget Commission and authorizing the necessary tax levies and certifying them to the County Auditor for Tax Year 2019/Budget Year 2020.

Motion: Mr. Browning motioned to approve the Consent Agenda, seconded by Mrs. Keller. Motion approved by a 5-0 vote.

ITEM 6: LETTERS, PETITIONS, AND PUBLIC COMMENTS

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PUBLIC COMMENT:

Lori Houck
222 Knight Dream Street
Delaware, Ohio

Ms. Houk requested an update regarding pool space for Force Aquatics.
Travis Irvan
Delaware General Health District
1 West Winter Street
Delaware, Ohio

Mr. Irvan provided a handout on a community profile that was completed by the Delaware General Health District for Delaware City and Delaware County.

Tracey Sumner Sr.
624 Governor Street
Delaware, Ohio

Mr. Sumner voiced his appreciation over the recent hiring of Natalia Harris, City Prosecutor.

Francine Butler
407 Western Dreamer Drive
Delaware, Ohio

Ms. Butler voiced her appreciation over the recent hiring of Natalia Harris, City Prosecutor.

ITEM 7: COMMITTEE REPORT

Mr. Hellinger provided information to Council that the Finance Committee met.

ITEM 8: PRESENTATION

- A. Proclamation for Childhood Cancer Awareness Month presented to the Leach Family
- B. Presentation by PROS Consulting Inc. to explore a City of Delaware Parks and Recreation Master Plan – Austin Hochstetler, Senior Project Manager

PRESENTOR:

Austin Hochstetler
PROS Consulting
201 S. Capitol Ave
Indianapolis, Indiana

Mr. Hochstetler discussed how they can provide a city needs assessment survey and reviewed what information would be recommended to be collected. He discussed using a random selected group for the survey and then opening up the same survey to anyone to participate and compare the results.

Mr. Kridler provided an update on topics of discussion for the YMCA and the City. He discussed that the two partners will discuss rates and pricing, staffing, and the YMCA rental policy. Mr. Kridler discussed the current agreement with the YMCA and

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that explained that they do not have to allow outside agencies to utilize space and facilities per the agreement.

Mr. Browning requested information on the ratio of swimmers that are now part of Force Aquatics that previously belonged to the Riptide.

PUBLIC PARTICIPATION:

Tony Collins
Central Ohio YMCA, CEO
1907 Leonard Avenue
Columbus, Ohio

Mr. Collins discussed the goal to improve the partnership and the timeline to work on the topics of discussion.

Christie Vaulx
3616 Byers Road
Delaware, Ohio

Ms. Vaulx discussed that Force Aquatics is primarily formed of former Riptide swimmers. She voiced her concern that the YMCA is not offering a swim program currently as there is no coach hired and practice was to start soon.

Lori Houck
222 Knight Dream Street
Delaware, Ohio

Ms. Houck informed Council that she received many calls from the community to Force Aquatics to find out information if the YMCA will have a swim program.

ITEM 9: STAFF INTRODUCTION

A. Natalia Harris, Chief Prosecutor

ITEM 10: DIRECTOR UPDATE

A. Dean Stelzer, Finance Director

ITEM 11: RESOLUTION NO. 19-34 [Third Reading]

A RESOLUTION ACCEPTING NEGOTIATED CHANGES TO THE FRATERNAL ORDER OF POLICE (FOP) PATROL AND SUPERVISORS AGREEMENTS WITH THE CITY OF DELAWARE.

The Clerk read the resolution for the third time.

Motion: Mrs. Keller motioned to adopt Resolution No. 19-34, seconded by Mr. Browning. Motion approved by a 5-0 vote.

ITEM 12: RESOLUTION NO. 19-35 [Second Reading]

A RESOLUTION ADOPTING POLICY CONCERNING THE ESTABLISHMENT OF HONORARY STREET NAMES.

The Clerk read the resolution for the second time. Mr. Kridler informed Council that a suggestion received from a citizen to change the use of the

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word notoriety to recognition. Council was in agreement to make the change.

Motion: Mrs. Keller motioned to amend Resolution No. 19-35 to change the word notoriety to recognition, seconded by Mr. Jones. Motion approved by a 5-0 vote.

Motion: Mrs. Keller motioned to adopt Resolution No. 19-35, as amended, seconded by Mr. Jones. Motion approved by a 5-0 vote.

ITEM 13: ORDINANCE NO. 19-46 [Second Reading]
AN ORDINANCE APPROVING A COMMUNITY REINVESTMENT AREA AGREEMENT AND SCHOOL COMPENSATION AGREEMENT WITH THE KROGER CO., DELAWARE CITY SCHOOLS AND DELAWARE AREA CAREER CENTER FOR INVESTMENT IN REAL PROPERTY IMPROVEMENTS ON THEIR BUILDING AND PARCEL AT 2000 NUTTER FARMS LANE, DELAWARE, OHIO AND DECLARING AN EMERGENCY.

The Clerk read the ordinance for the second time.

Motion: Mr. Jones motioned to suspend the rules for Ordinance No. 19-46, seconded by Mr. Browning. Motion approved by a 5-0 vote.

Motion: Mr. Jones motioned to enact the emergency clause for Ordinance No. 19-46, seconded by Mr. Browning. Motion approved by a 5-0 vote.

Motion: Mr. Jones motioned to adopt Ordinance No. 19-46, seconded by Mr. Browning. Motion approved by a 5-0 vote.

ITEM 14: ORDINANCE NO. 19-47 [Public Hearing and Second Reading]
AN ORDINANCE APPROVING A REZONING AMENDMENT FOR J. JILL PROPERTIES LLC., FOR THE RICE BUILDING FROM B-3 (COMMUNITY BUSINESS DISTRICT) TO B-2 (CENTRAL BUSINESS DISTRICT) AT 50 WEST WILLIAM STREET ON APPROXIMATELY 0.119 ACRES.

The Clerk read the ordinance for the second time.

There was no public participation.

APPLICANT:
Jeff & Jill Rice
6 Darlington Rd.
Delaware, Ohio

Motion: Mrs. Keller motioned to suspend the rules for Ordinance No. 19-47, seconded by Mr. Jones. Motion approved by a 5-0 vote.

Motion: Mrs. Keller motioned adopt Ordinance No. 19-47, seconded by Mr. Jones. Motion approved by a 5-0 vote.

ITEM 15: ORDINANCE NO. 19-48 [Second Reading]
AN ORDINANCE APPROVING A COMBINED PRELIMINARY AND FINAL DEVELOPMENT PLAN FOR J. JILL PROPERTIES LLC., FOR THE RICE

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BUILDING AT 50 WEST WILLIAM STREET ON APPROXIMATELY 0.119 ACRES AND ZONED B-2 (CENTRAL BUSINESS DISTRICT).

The Clerk read the ordinance for the second time.

Motion: Mrs. Keller motioned to suspend the rules for Ordinance No. 19-48, seconded by Mr. Jones. Motion approved by a 5-0 vote.

Motion: Mrs. Keller motioned adopt Ordinance No. 19-48, seconded by Mr. Jones. Motion approved by a 5-0 vote.

ITEM 16: ORDINANCE NO. 19-49 [Public Hearing and Second Reading]

AN ORDINANCE APPROVING A REZONING AMENDMENT FOR MAKAPA LLC., FOR BELLE COMMON BUSINESS PARK FROM R-3 (ONE-RESIDENTIAL DISTRICT) TO R-3 PMU (ONE-FAMILY RESIDENTIAL DISTRICT WITH A PLANNED MIXED USED OVERLAY DISTRICT) ON APPROXIMATELY 11.128 ACRES (PARCELS 419-122-01-027-000 & 419-122-01-029-000) AND LOCATED ON THE NORTH SIDE OF BELLE AVENUE AND ON THE EAST SIDE OF LIBERTY ROAD.

The Clerk read the ordinance for the second time.

There was no public participation.

APPLICANT:

Jim Ullman
1520 Hyatts Road
Delaware, Ohio

Motion: Mrs. Keller motioned to suspend the rules for Ordinance No. 19-49, seconded by Mr. Jones. Motion approved by a 5-0 vote.

Motion: Mrs. Keller motioned adopt Ordinance No. 19-49, seconded by Mr. Jones. Motion approved by a 5-0 vote.

ITEM 17: ORDINANCE NO. 19-50 [Public Hearing and Second Reading]

AN ORDINANCE APPROVING A CONDITIONAL USE PERMIT ALLOWING THE PLACEMENT OF A PMU (PLANNED MIXED USE OVERLAY DISTRICT) TO BE ESTABLISHED FOR BELLE COMMONS BUSINESS PARK ON APPROXIMATELY 11.128 ACRES (PARCELS 419-122-01-027-000 & 419-122-01-029-000) AND LOCATED ON THE NORTH SIDE OF BELLE AVENUE AND ON THE EAST SIDE OF LIBERTY ROAD.

The Clerk read the ordinance for the second time.

There was no public participation.

APPLICANT:

Jim Ullman
1520 Hyatts Road
Delaware, Ohio

Motion: Mrs. Keller motioned to suspend the rules for Ordinance No. 19-50, seconded by Mr. Jones. Motion approved by a 5-0 vote.

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Motion: Mrs. Keller motioned adopt Ordinance No. 19-50, seconded by Mr. Jones. Motion approved by a 5-0 vote.

ITEM 18: ORDINANCE NO. 19-51 [Second Reading]
AN ORDINANCE APPROVING A PRELIMINARY DEVELOPMENT PLAN FOR MAKAPA LLC., FOR BELLE COMMONS BUSINESS PARK ON APPROXIMATELY 11.128 ACRES ON PROPERTY ZONED R-3 PMU (ONE-FAMILY RESIDENTIAL DISTRICT WITH A PLANNED MIXED USE OVERLAY DISTRICT) AND LOCATED ON THE NORTH SIDE OF BELLE AVENUE AND ON THE EAST SIDE OF LIBERTY ROAD.

The Clerk read the ordinance for the second time.

Motion: Mrs. Keller motioned to suspend the rules for Ordinance No. 19-51, seconded by Mr. Jones. Motion approved by a 5-0 vote.

Motion: Mrs. Keller motioned adopt Ordinance No. 19-51, seconded by Mr. Jones. Motion approved by a 5-0 vote.

ITEM 19: ORDINANCE NO. 19-52 [Second Reading]
AN ORDINANCE APPROVING A PRELIMINARY SUBDIVISION PLAT FOR MAKAPA, LLC., FOR BELLE COMMONS BUSINESS PARK ON APPROXIMATELY 11.128 ACRES ON PROPERTY ZONED R-3 (ONE-FAMILY RESIDENTIAL DISTRICT WITH A PLANNED MIXED USE OVERLAY DISTRICT) AND LOCATED ON THE NORTH SIDE OF BELLE AVENUE AND ON THE EAST SIDE OF LIBERTY ROAD.

The Clerk read the ordinance for the second time.

Motion: Mrs. Keller motioned to suspend the rules for Ordinance No. 19-52, seconded by Mr. Jones. Motion approved by a 5-0 vote.

Motion: Mrs. Keller motioned adopt Ordinance No. 19-52, seconded by Mr. Jones. Motion approved by a 5-0 vote.

ITEM 20: RESOLUTION NO. 19-40 [First Reading]
A RESOLUTION ADOPTING THE 2020-2024 FIVE-YEAR CAPITAL IMPROVEMENT PLAN (CIP).

The Clerk read the resolution for the first time. Council to take Resolution No. 19-40 to a second reading. A Work Session is scheduled for September 12, 2019 to discuss the CIP.

ITEM 21: DISCUSSION and UPDATE ITEMS:

A. Discussion of Rule Suspension Guidelines

Council in agreement to have the discussion at a later meeting.

ITEM 22: FINANCE DIRECTOR'S REPORT

ITEM 23: CITY MANAGER'S REPORT

Mr. Homan informed Council of the request by Main Street Delaware to have three blocks closed during the October First Friday event. Chief Donahue discussed his recommendation for the closure and provided information on events that will be occurring.

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ITEM 24: COUNCIL COMMENTS

Mrs. Keller informed Council that she had received complaints of speeding on Carson Farms Blvd. and Cobblestone. To address these complaints she is having a neighborhood meeting to review the Traffic Calming Policy. Mrs. Keller is also having a Park Open House to review proposed plans for the Willowbrook Park. She informed Council that Mr. Miller, Director of Parks and Natural Resources is to be present to address questions.

Mrs. Keller voiced her concerns over the continued concerns voiced regarding the YMCA partnership.

Mr. Browning praised the police for their involvement in the August First Friday. He discussed the recent striping along Hull Drive and the partnership of Sustainable Delaware and Liberty Casting to do a cleanup in the area.

ITEM 25: ADJOURNMENT

Motion: Mrs. Keller motioned to adjourn the meeting. The meeting adjourned at 9:04 p.m.

Mayor Carolyn Kay Riggle

Elaine McCloskey, Council Clerk

**HISTORIC PRESERVATION COMMISSION
MOTION SUMMARY
May 22, 2019**

ITEM 1. Roll Call

Chairman Hatten called the Historic Preservation Commission meeting to order at 6:30 p.m.

Members Present: Cara Hering, Sherry Riviera, Erinn Nicley, Vice-Chairman Joe Coleman, Councilman Kyle Rohrer, and Chairman Mark Hatten.

Members Absent: Stephanie Van Gundy

Staff Present: Lance Schultz; AICP, Planning and Zoning Administrator

Motion to Excuse: Mr. Nicley motioned to excuse Stephanie Van Gundy, seconded by Ms. Riviera. Motion approved by a 6-0 vote.

ITEM 2. APPROVAL OF MOTION SUMMARY of the Historic Preservation Commission meeting held on January 23, 2019 as recorded and transcribed.

Motion: Ms. Riviera motioned to approve the Motion Summary of the Historic Preservation Commission meeting held on January 23, 2019, as recorded and transcribed, seconded by Mr. Nicley. Motion approved by a 5-0-1 vote (Nicley).

ITEM 3. APPROVAL OF MOTION SUMMARY of the Historic Preservation Commission meeting held on February 27, 2019 as recorded and transcribed.

Motion: Mr. Nicley motioned to approve the Motion Summary of the Historic Preservation Commission meeting held on February 27, 2019, as recorded and transcribed, seconded by Ms. Riviera. Motion approved by a 6-0 vote.

ITEM 3. REGULAR BUSINESS

- A. 2019-1019: A request by Jill Rice for an Informal Review for the proposed demolition and reconstruction of 50 West William Street, which is zoned B-3 (Community Business District) and located in the Transitional Sub-District of the Downtown Historic District Overlay.

Mr. Schultz discussed the location of the property and current zoning. He provided pictures throughout the building's history, which was a church in the 1800's, a Sohio Gas Station, a printing company in the 1990's and vacant in the 2000's. Pulp Smoothie was approved to renovate the lot but was never completed. The proposed plan is to demolish the existing

building and rebuild. Mr. Schultz shared elevations of the building. Staff approves and supports the use at the location.

APPLICANT:

Jill Rice
6 Darlington
Delaware, OH 43015

Jeff Rice
6 Darlington
Delaware, OH 43015

Karen Beasley
Beasley Architecture & Design
109 W. Columbus Ave.
Bellefontaine, OH 43311

Ms. Rice informed the Commission the plan is to have a boutique fitness studio. Ms. Rice has owned fitness studios previously. Also planned is a second story condominium for a residence. She shared that there will be a garage facing Franklin St. Ms. Beasley shared the proposed building materials of clapboard, board and batten, and brick.

Committee concerns/suggestions:

- Street facing garage door is against standards. Group discussed a way to have the garage door on the north side of the building.
- Deck/stairs on public façade for fire egress. The deck/stairs should be in the back like a normal fire escape.
- Suggested ingress to second floor from inside the garage and egress in the back of the building.
- Roofing – asphalt shingles are against the standards. Suggested a true standing seam metal roof.
- Canopies are not allowed – they would have to modify it to an awning.
- The west and east elevations should be brick and not block. Need to break up the mass on the west side of the building with ghost windows.

There was extensive discussion regarding the garage, roofing materials and siding. The committee stated they are happy to do another information review with the applicant.

B. DISCUSSIONS/PRESENTATIONS

(1) Fiberglass-Clad Windows –

Discussion carried to next agenda due to absence of a committee member.

ITEM 4. STAFF COMMENTS

None.

ITEM 5. COMMISSION MEMBER COMMENTS AND DISCUSSION

Vice-Chairman Coleman stated that the committee needs to look at potentially expanding the boundaries in the historic district to the east along Lake St. There are many historic buildings there, such as the train depot. The committee needs to determine next steps towards assessing that area. Mr. Schultz stated that a consensus of the commission is needed and then staff will look into next steps on their end. This topic will be added to the next agenda for discussion among the commission.

ITEM 6. NEXT REGULAR MEETING: June 26, 2019

Kyle Rohrer and Cara Hering will not be in attendance.

ITEM 7. ADJOURNMENT

Motion: Mr. Nicley moved to adjourn the meeting, seconded by Ms. Riveria. The Historic Preservation Commission meeting adjourned at 8:22 p.m.



Chairperson



Elaine McCloskey, Clerk

SHADE TREE COMMISSION
June 25, 2019
MOTION SUMMARY

ITEM 1. Roll Call

Chairwoman Wright called the meeting to order at 6:30 p.m.

Members Present: Tom Glissman, Dave Carey, Stan Eddy, Tom Wolber, Becki Wood-Meek, and Chairwoman Wright

Members Absent: Melissa Bargar and Vice-Chairwoman Shannon Brewster

Staff Present: Doug Richmond, Arborist

Motion to Excuse: Mr. Wolber moved to excuse Ms. Bargar and Vice-Chairwoman Brewster, seconded by Ms. Wood-Meek. Motion approved with a 6-0 vote.

ITEM 2. APPROVAL OF MOTION SUMMARY of Shade Tree Commission meeting of February 26, 2019 as recorded and transcribed.

Motion: Mr. Wolber moved to approve the Motion Summary for the February 26, 2019 meeting, seconded by Ms. Wood-Meek. Motion approved with a 6-0 vote.

ITEM 3. APPROVAL OF MOTION SUMMARY of Shade Tree Commission meeting of April 23, 2019 as recorded and transcribed.

Motion: Mr. Wolber moved to approve the Motion Summary for the April 23, 2019 meeting, seconded by Ms. Wood-Meek. Motion approved with a 6-0 vote.

ITEM 4. PUBLIC COMMENTS

Nancy Flory
223 Troy Road
Delaware, Ohio

Ms. Flory voiced a concern over the practice of volcano mulching and how it can harm trees. She discussed the need for the Shade Tree Commission to educate the public on the proper mulching techniques. The Commission discussed different education opportunities, such as, water bill and videos on social media.

ITEM 5. ARBORIST REPORT

Mr. Richmond reviewed the report and discussed that there were only five trees planted, but that more trees are expected to be planted in the fall. Pruning of trees is occurring on schedule and by request. Mr. Richmond explained that the primary service request from citizens is pruning.

Mr. Wolber requested information on trees in the Sunny View Farms neighborhood that were removed. Mr. Richmond explained that there were 5 Bradford pear trees that had cracks and rot near the stems. These trees were removed for safety as they break very easy.

Chairwoman Wright requested information on street trees on Grandview Avenue. Mr. Richmond explained that trees are not able to be planted in this location due to drainage swell.

ITEM 6. STAFF COMMENTS

ITEM 7. MEMBER COMMENTS

Chairwoman Wright provided an update on recent activities that the Shade Tree Commission participated in. The Commission discussed continuing to provide community outreach for Arbor Day, NOW Festival, and First Fridays.

Mr. Wolber provided an article relating to the Arbor Day planting at Hayes High School

Mr. Glissman questioned staff regarding the lack of trees at the Food Truck Depot. Mr. Richmond explained that there were no trees on the site prior to construction.

ITEM 8. PLAN REVIEWS

- A. Ohio Wesleyan University Village – Informational
- B. The Preserve at Quail Pass – Phase 3 – approved with recommended changes
- C. Springer Woods Section 3 – approved
- D. Stronghold Construction 0 approved with recommendations

ITEM 9. ADJOURNMENT

Motion: Mr. Carey moved to adjourn the meeting, seconded by Ms. Wood-Meek. The Shade Tree Commission meeting adjourned at 7:31 p.m.


Chairperson


Clerk

PLANNING COMMISSION
August 7, 2019
MOTION SUMMARY

ITEM 1. Roll Call

Chairman Simpson called the meeting to order at 6:30 p.m.

Members Present: Robert Badger, Jim Halter, Dean Prall, Andy Volenik, Mayor Carolyn Kay Riggle, Vice-Chairman George Mantzoros, and Chairman Stacy Simpson

Staff Present: Jonathan Owen, Project Engineer, Lance Schultz, Zoning Administrator, Dave Efland, Planning and Community Development Director

ITEM 2. APPROVAL of the Motion Summary of the Planning Commission meeting held on July 17, 2019, as recorded and transcribed.

Motion: Vice-Chairman Mantzoros motioned to approve the Motion Summary for the Planning Commission meeting held on July 17, 2019, as recorded and transcribed, seconded by Mr. Volenik. Motion approved with a 6-0-1 (Prall) vote.

ITEM 3. REGULAR BUSINESS

A. The Rice Building

- (1) 2019-1727: A request by J. Jill Properties LLC., for a Rezoning at 50 West William Street from B-3 (Community Business District) to B-2 (Central Business District) on approximately 0.119 acres.
- (2) 2019-1728: A request by J. Jill Properties LLC., for a Combined Preliminary and Final Development Plan for The Rice Building at 50 West William Street on approximately 0.119 acres zoned B-2.

Anticipated Process

a. Staff Presentation

Mr. Schultz discussed the location of the building and current zoning. The property is located in the Transitional Sub-District of the Downtown Historic District Overlay. The applicant purchased the property in 2019 and completed an Environmental Assessment due to the property formally being a gas station. The Applicant recently received approval through the Historic Preservation Commission for demolition of the building and the design for the proposed building. Mr. Schultz reviewed the plan to construct a two-story building and maintain the nine parking spots fronting North Franklin Street.

Mr. Halter voiced a concern over the one way out access on the

second floor and the safety issue if there was a fire. Staff reviewed that the fire staff had reviewed the plan with no concerns voiced.

b. Applicant Presentation

APPLICANT:

Jeff and Jill Rice
6 Darlington Road
Delaware, Ohio

Ms. Rice discussed her plans to have the first story of the building be a boutique-style fitness center, while the second floor would be an apartment with a private elevator and a garage. The current plan is for the Applicant's mother to reside in the apartment.

Mr. Halter also voiced a concern over the parking situation and if there is enough parking available to sustain the business. Ms. Rice discussed that they were aware that currently the property was being utilized for parking by the Helpline staff or others, but that they would have signage once they occupied the building and that they felt that once construction begins individuals will need to find other parking spaces that are available.

c. Public comment (public hearing)

There was no public participation.

d. Commission Action

Motion: Mr. Prall motioned to approve 2019-1727, along with all staff recommendations and conditions, seconded by Mr. Badger. Motion approved with a 7-0 vote. Mr. Halter recommended that the applicant consider an additional exit from the second floor.

Motion: Mr. Prall motioned to approve 2019-1728, along with all staff recommendations and conditions, seconded by Mr. Badger. Motion approved with a 7-0 vote. Mr. Halter again recommended that the applicant consider an additional exit from the second floor.

B. Coughlin's Crossing

- (1) 2019-1578: A request by Delaware Development Plan LTD., for a development text amendment to Sub-Areas 2, 5 and 6 of Coughlin's Crossing on approximately 80 acres located east of US 23, west of Stratford Road, north of Meeker Way and south of Elliot Estates Subdivision and zoned A-1 PMU.
- (2) 2019-1579: A request by Delaware Development Plan LTD., for

approval of an Amended Preliminary Development Plan to Sub-Areas 2, 5 and 6 of Coughlin Crossing on approximately 80 acres located east of US 23, west of Stratford Road, north of Meeker Way and south of Elliot Estates Subdivision and zoned A-1 PMU.

Anticipated Process

a. Staff Presentation

Mr. Schultz discussed the request by Delaware Development Plan LTD., for a development text amendment to Sub-Areas 2, 5 and 6 of Coughlin's Crossing and the request for approval of an Amended Preliminary Development Plan to Sub-Areas 2 and 6. He discussed that the proposed development text revision includes consolidating Sub-Areas 2a and 2b. The applicant is also requesting to allow 194 multi-family dwelling units with no commercial and office units fronting Stratford Road instead of the approved 24 single-family dwelling units. The applicant also requests a change to the square footage requirements of the one and two bedroom apartments. Mr. Schultz reviewed the tree replacement plan and the landscaping and screening. Also reviewed were the proposed elevations. He informed the Commission that the Applicant has continued to meet privately with residents for feedback and input.

Mr. Halter voiced a concern over the density difference. Mr. Prall voiced a concern over the expected increase of traffic with the new proposal and questioned if the access point from Stratford could be relocated to allow traffic to flow to Meeker and U.S. 23.

b. Applicant Presentation

APPLICANT:

Connie Klema
Delaware Development Plan LTD
P.O. Box 991
Pataskala, Ohio 43062

John Oney
Architectual Alliance
49 East 3rd Street
Columbus, Ohio

Jim Ohlin
Romanelli & Hughes
148 West Schrock Road
Westerville, Ohio

Ms. Klema discussed the need to change the single-family dwellings to multi-family dwelling units. She discussed that she had difficulty finding a builder for the project, but that she was able to retain Romanelli and Hughes.

c. Public comment (public hearing)

PUBLIC PARTICIPATION:

Jeannie Ball
1989 Stratford Road
Delaware, Ohio

Ms. Ball voiced a concern over the increase in density and the effects on traffic on Stratford Road.

Mary Gnade
170 Hull Drive
Delaware, Ohio

Ms. Gnade requested that the Commission make a limit of how many residents in the development. She is concerned over the multiple projects in the area and how the City can handle the growth.

John Main
100 Wagner Way
Delaware, Ohio

Mr. Main voiced a concern over traffic and the lack of traffic signal at Hull Drive.

Ms. Klema was agreeable to have staff look at the current access to the development and if can be altered. She discussed using the Stratford Road access as an emergency access only. Mr. Owen discussed the benefit to the proposed Stratford Road improvements and recommended that staff review the traffic study for recommendations. Mr. Volenik voiced his support for the access to remain on Stratford Road, but questioned the density request and if the dwelling units could be two story. Mr. Efland recommended that the Commission consider tabling the cases to allow staff and the applicant to look at the concerns voiced.

d. Commission Action

Motion: Mr. Badger motioned to approve 2019-1578, along with all staff conditions and recommendations, seconded Mr. Volenik. Motion failed with a 3 (Badger, Riggle, Simpson) – 4 (Halter, Prall,

Volenik, Mantzoros) vote.

Motion: Mr. Halter motioned to reconsider the vote to 2019-1578 and to table 2019-1578 and 2019-1579 for 30 days, seconded by Mr. Prall. Motion approved by a 7-0 vote.

C. Belle Commons Business Park

- (1) 2018-1965: A request by Makapa LLC., for approval of a Rezoning Amendment for Belle Commons Business Park on approximately 11.128 acres (parcels 419-122-01-027-000 & 419-122-01-029-000) from R-3 (One-Family Residential District) to R-3 PMU (One-Family Residential District with a Planned Mixed Use Overlay District) and located on the north side of Belle Avenue and the east side of Liberty Road.
- (2) 2018-1966: A request by Makapa LLC., for approval of a Conditional Use Permit allowing the placement of PMU (Planned Mixed Use Overlay District) to be established for Belle Commons Business Park on approximately 11.128 acres (parcels 419-122-01-027-000 & 419-122-01-029-000) and located on the north side of Belle Avenue and the east side of Liberty Road
- (3) 2018-1967: A request by Makapa LLC., for approval of a Preliminary Development Plan for Belle Commons Business Park on approximately 11.128 acres on property zoned R-3 PMU (One-Family Residential District with a Planned Mixed Use Overlay District) and located on the north side of Belle Avenue and the east side of Liberty Road.
- (4) 2018-1968: A request by Makapa LLC., for approval of a Preliminary Subdivision Plat for Belle Commons Business Park on approximately 11.128 acres on property zoned R-3 PMU (One-Family Residential District with a Planned Mixed Use Overlay District) and located on the north side of Belle Avenue and the east side of Liberty Road.

Anticipated Process

a. Staff Presentation

Mr. Schultz reviewed the proposal to rezone the property site to allow light manufacturing/offices. The property is located at the northeast corner of Liberty Road and Belle Avenue intersection. He reviewed current zoning and that a tree preservation area will be established just northeast of the Liberty Road and Belle Avenue intersection and along the eastern portion of the site.

Mr. Badger voiced a concern regarding the location of street trees along Liberty Road and possible site distance concerns. Mr. Efland discussed the requirement for street trees to be in the right-a-way,

unless the applicant is agreeable to the trees on the east side of the sidewalk.

b. Applicant Presentation

APPLICANT:

Jim Ullman
1520 Hyatts Road
Delaware, Ohio

Mr. Ullman discussed the location of the trees on the east side of the property to provide a buffer. He was in agreement to the street trees on the east side of the sidewalk along Liberty Street.

c. Public comment (public hearing)

There was no public participation.

d. Commission Action

Motion: Mr. Halter motioned to approved 2018-1965, along with all staff conditions and recommendations, seconded by Mr. Volenik. Motion approved by a 7-0 vote.

Motion: Mr. Halter motioned to approved 2018-1966, along with all staff conditions and recommendations, seconded by Mr. Volenik. Motion approved by a 7-0 vote.

Motion: Mr. Halter motioned to approved 2018-1967, along with all staff conditions and recommendations, seconded by Mr. Volenik. Motion approved by a 7-0 vote.

Motion: Mr. Halter motioned to approved 2018-1968, along with all staff conditions and recommendations, seconded by Mr. Volenik. Motion approved by a 7-0 vote.

ITEM 4. PLANNING DIRECTOR'S REPORT

Mr. Efland discussed the new requirement by the U.S.P.S. for cluster mailboxes in new single-family dwelling developments. He provided an update on the Comprehensive Plan Steering Committee.

ITEM 5. COMMISSION MEMBER COMMENTS AND DISCUSSION

ITEM 6. NEXT REGULAR MEETING: September 4, 2019

ITEM 7. ADJOURNMENT:

Motion: Chairman Simpson moved for the Planning Commission meeting to adjourn. The meeting adjourned at 9:26 p.m.



Chairperson



Elaine McCloskey, Clerk



FACT SHEET

AGENDA ITEM NO: CONSENT ITEM D DATE: 09/09/2019
ORDINANCE NO: RESOLUTION NO: 19-41
READING: FIRST PUBLIC HEARING: NO

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

TITLE OF PROPOSED ORDINANCE/RESOLUTION:

A RESOLUTION AUTHORIZING THE CITY MANAGER TO ENTER INTO A COOPERATIVE AGREEMENT WITH DELAWARE TOWNSHIP, LIBERTY TOWNSHIP, AND DELAWARE COUNTY TO SUBMIT AN APPLICATION TO THE OHIO PUBLIC WORKS COMMISSION (OPWC) FOR THE PROJECT KNOWN AS BRAUMILLER ROAD IMPROVEMENTS PROJECT (OPWC ROUND 34 APPLICATION).

BACKGROUND:

Braumiller Road is a collector street that runs from Pollock Road east to Berlin Station Road and south from Berlin Station Road to Cheshire Road. The proposed project will involve resurfacing the roadway from Berlin Station Road to Cheshire Road. This section of roadway includes portions in Delaware Township, Liberty Township, and City of Delaware right-of-way. Due to multiple jurisdictions having control of the right-of-way, an intergovernmental cooperative agreement is needed to apply for OPWC grant funding for the project. Delaware County will also be a co-applicant on the OPWC application and will provide funding through its Roadway Grant Assistance Program (RGAP) equal to \$3 for every \$1 of funds provided by Delaware Township, Liberty Township, and the City of Delaware up to a maximum \$150,000.

The total length of roadway to be resurfaced is approximately 6,250 feet. The portion within city right-of-way is approximately 690 feet, or 11%. The City's

portion of the funding is at 1.2%, due to a large portion of the funding anticipated to come from the OPWC grant.

REASON WHY LEGISLATION IS NEEDED:

This Resolution is required in order for the City Manager to sign an intergovernmental cooperative agreement.

COMMITTEE RECOMMENDATION:

The Public Works Committee will have the opportunity to discuss the details of this project in its next regularly scheduled meeting.

FISCAL IMPACT(S):

The total project cost to all four jurisdictions is currently estimated at \$350,000. The City of Delaware's share of the project is 1.2% of the total project cost, with a not to exceed amount of \$4,200.

POLICY CHANGES:

None

PRESENTER(S):

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

RECOMMENDATION:

Approval is recommended. The City's participation will enable the entire segment of Braumiller Road from Berlin Station Road to Cheshire Road to be resurfaced.

ATTACHMENT(S)

Braumiller Road Improvements Project – Exhibit 1
Cooperative Project Agreement (unexecuted)

RESOLUTION NO. 19-41

A RESOLUTION AUTHORIZING THE CITY MANAGER TO ENTER INTO A COOPERATIVE AGREEMENT WITH DELAWARE TOWNSHIP, LIBERTY TOWNSHIP, AND DELAWARE COUNTY TO SUBMIT AN APPLICATION TO THE OHIO PUBLIC WORKS COMMISSION (OPWC) FOR THE PROJECT KNOWN AS BRAUMILLER ROAD IMPROVEMENTS PROJECT (OPWC ROUND 34 APPLICATION).

WHEREAS, the State Capital Improvement Program and the Local Transportation Improvement Program both provide financial assistance to political subdivisions for Capital Improvements to public infrastructure; and

WHEREAS, the City of Delaware in cooperation with Delaware Township, Liberty Township, and Delaware County seeks to improve highway safety by rehabilitating deteriorated and damaged pavement along Braumiller Road (TR 92); and

WHEREAS, the infrastructure improvement herein above described is considered to be a priority need for the community and is a qualified project under the OPWC Program; and

WHEREAS, a portion of the Braumiller Road dedicated right-of-way is within the corporate limits of the City; and

WHEREAS, the city contribution toward the project is 1.2% of the total project cost with a not to exceed amount of \$4,200 (Four Thousand Two Hundred Dollars).

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

SECTION 1. The City Manager is hereby authorized to enter in to a Cooperative Agreement with Delaware Township, Liberty Township, and Delaware County for a grant application for the Braumiller Road Improvements Project.

SECTION 2. The City of Delaware will provide funding in an amount equal to 1.2% of the project cost, not to exceed \$4,200, as reimbursement to the project sponsor.

**COOPERATIVE PROJECT AGREEMENT
BY AND BETWEEN
DELAWARE TOWNSHIP,
LIBERTY TOWNSHIP,
CITY OF DELAWARE
AND DELAWARE COUNTY**

DELAWARE TOWNSHIP, the Project Sponsor, LIBERTY TOWNSHIP, CITY OF DELAWARE and the Delaware County Board of Commissioners hereby enter into a cooperative agreement to submit an application to the Ohio Public Works Commission (OPWC) for the Project known as BRAUMILLER ROAD IMPROVEMENTS PROJECT, for Round 34 of the OPWC programs.

DELAWARE TOWNSHIP will provide the Local Share as described in the OPWC Application for Funding Assistance from the _____ fund not to exceed \$ _____, and will pay its Local Share as invoices are due.

LIBERTY TOWNSHIP will provide its portion of the Local Share from the _____ fund in an amount equal to _____ percent (____ %) of the Total Project Cost, not to exceed \$ _____, as reimbursement to the Sponsoring Agency within 30 days of receipt of invoice, or, if requested by the Project Sponsor, shall pay directly to the awarded contractor.

CITY OF DELAWARE will provide its portion of the Local Share from the _____ fund in an amount equal to _____ percent (____ %) of the Total Project Cost, not to exceed \$ _____, as reimbursement to the Sponsoring Agency within 30 days of receipt of invoice, or, if requested by the Project Sponsor, shall pay directly to the awarded contractor.

Delaware County, through the *Roadway Grant Assistance Program (RGAP)*, will provide matching funds equal to three (\$3) Dollars for every (\$1) Dollar Local Share provided by DELAWARE TOWNSHIP, LIBERTY TOWNSHIP AND THE CITY OF DELAWARE, not to exceed the amount of grant funds provided by OPWC or One Hundred Fifty Thousand Dollars (\$150,000), whichever is less, from the Road and Bridge Projects fund, subject to the approved RGAP Grant Guidelines.

Delaware County agrees to pay its share of costs as construction invoices are due, or, if requested by the Project Sponsor, shall pay directly to the awarded contractor.

Delaware County, LIBERTY TOWNSHIP and CITY OF DELAWARE authorize the Project Sponsor to be the lead applicant and to sign all necessary applications, agreements and certifications relating to the OPWC programs

This Agreement shall become effective the date last signed by the parties below. This Agreement shall become null and void if the Project does not receive a grant award by the OPWC in the funding round stated above, or if the required OPWC Grant Agreement is not properly executed by the Project Sponsor or if funding is revoked for any reason by the OPWC.

DELAWARE TOWNSHIP


Authorized Township Representative

Aug 27, 2019
Date

LIBERTY TOWNSHIP

Authorized Township Representative

Date

CITY OF DELAWARE

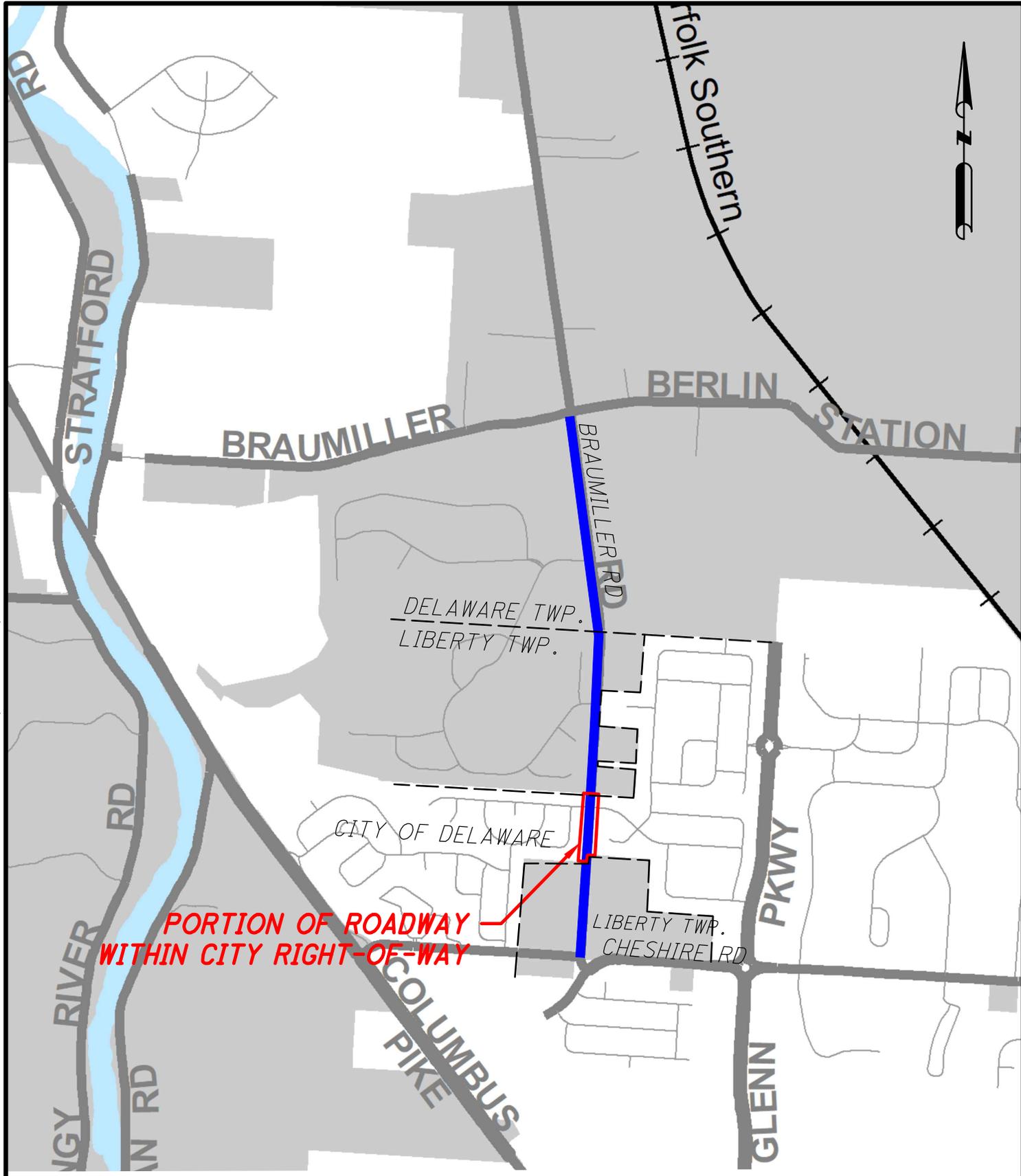
City Manager

Date

DELAWARE COUNTY

Barb Lewis
President, Board of County Commissioners
Pursuant to Resolutions 11-137 & _____

Date



BRAUMILLER ROAD RESURFACING

EST 1808
 CITY OF
DELAWARE
 OHIO

BRAUMILLER ROAD
 IMPROVEMENT PROJECT

SCALE: 1"=1,500'
 EXHIBIT 1
 AUG. 2019



FACT SHEET

AGENDA ITEM NO: CONSENT ITEM E DATE: 09/09/2019
ORDINANCE NO: RESOLUTION NO: 19-42
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/City Engineer

TITLE OF PROPOSED ORDINANCE/RESOLUTION:

A RESOLUTION AUTHORIZING THE CITY MANAGER TO ENTER INTO A COOPERATIVE AGREEMENT WITH DELAWARE COUNTY FOR AN APPLICATION TO THE OHIO PUBLIC WORKS COMMISSION (OPWC) FOR THE PAVEMENT RESURFACING AND REHABILITATION OF BELLE AVENUE AND WEST WILLIAM STREET (ROUND 34 APPLICATION).

BACKGROUND:

Resolution 19-33 previously passed on July 22, 2019. That resolution authorized the City Manager to enter into a cooperative agreement with Delaware County for matching funds up to \$75,000 toward the City's OPWC grant application. The County is now considering a new program, referred to as the Roadway Grant Assistance Program (RGAP), that would provide up to \$150,000 in funding. The RGAP would provide matching funds of \$3 for every \$1 of local City funding, up to a maximum of the grant funding from OPWC or \$150,000, whichever is less.

Approval of the RGAP is scheduled to be considered by the Delaware County Board of Commissioners at its regularly scheduled September 9, 2019 meeting. If the RGAP is approved, the City would be able to pursue this increased funding amount. Because Resolution 19-33 only authorized pursuing a not to exceed amount of \$75,000 from Delaware County, it is necessary to increase the not to exceed amount to \$150,000. In the event that the RGAP is approved, the City would pursue the full amount. If the RGAP is not approved,

the City would pursue the maximum \$75,000 available under the current County Cooperative Agreement Program.

REASON WHY LEGISLATION IS NEEDED:

This Resolution is required in order for the City Manager apply for funding from the County and to sign an intergovernmental agreement.

COMMITTEE RECOMMENDATION:

The Public Works Committee will have the opportunity to discuss the details of this project in its next regularly scheduled meeting.

FISCAL IMPACT(S):

The total project cost is currently estimated at \$702,835. Delaware County will be contributing up to \$150,000 to the project. The OPWC grant request will be \$495,000. Submitting a complete application requires budgeting sufficient funding to cover the City's contribution to the project, currently estimated at \$57,835 assuming the City receives the full \$150,000 from the County.

POLICY CHANGES:

Delaware County is considering increasing their standard grant match from \$75,000 to \$150,000 starting with this application. With an increase in County matching funds, the City's local contribution would be reduced by the same amount.

PRESENTER(S):

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

RECOMMENDATION:

Approval

ATTACHMENT(S)

Approved Resolution 19-33
Resolution 19-33 Fact Sheet

RESOLUTION NO. 19-42

A RESOLUTION AUTHORIZING THE CITY MANAGER TO ENTER INTO A COOPERATIVE AGREEMENT WITH DELAWARE COUNTY FOR AN APPLICATION TO THE OHIO PUBLIC WORKS COMMISSION (OPWC) FOR THE PAVEMENT RESURFACING AND REHABILITATION OF BELLE AVENUE AND WEST WILLIAM STREET (ROUND 34 APPLICATION).

WHEREAS, the County of Delaware provides financial assistance to political subdivisions applying for OPWC Grant funds for Capital Improvements to public infrastructure; and

WHEREAS, the City of Delaware seeks to improve highway safety for both vehicle and pedestrian traffic by replacing damaged, deteriorated and rutted pavement; and

WHEREAS, Resolution No. 19-33 was passed July 22, 2019 by City Council authorizing the City Manager to enter into a Cooperative Agreement with Delaware County for a grant application not to exceed \$75,000; and

WHEREAS, Delaware County has increased the grant available to the City of Delaware to One Hundred Fifty Thousand Dollars (\$150,000), through the Roadway Grant Assistance Program (RGAP); and

WHEREAS, upon approval of the RGAP by the Delaware County Board of Commissioners, the matching funds can be pursued by the City for the OPWC Round 34 application; and

WHEREAS, the infrastructure improvement herein above described is considered to be a priority need for the community and is a qualified project under the current County Cooperation Agreement Program and the proposed RGAP.

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

SECTION 1. That Resolution 19-33 is hereby rescinded and replaced by this Resolution.

SECTION 2. The City Manager is hereby authorized to submit an application to Delaware County for matching funds through the County's

RESOLUTION NO. 19-33

A RESOLUTION AUTHORIZING THE CITY MANAGER TO ENTER INTO A COOPERATION AGREEMENT WITH DELAWARE COUNTY FOR AN APPLICATION TO THE OHIO PUBLIC WORKS COMMISSION (OPWC) FOR THE PAVEMENT RESURFACING AND REHABILITATION OF BELLE AVENUE AND WEST WILLIAM STREET (ROUND 34 APPLICATION).

WHEREAS, the County of Delaware provides financial assistance to political subdivisions applying for OPWC Grant funds for Capital Improvements to public infrastructure; and

WHEREAS, the City of Delaware seeks to improve highway safety for both vehicle and pedestrian traffic by replacing damaged, deteriorated and rutted pavement; and

WHEREAS, the infrastructure improvement herein above described is considered to be a priority need for the community and is a qualified project under the County Cooperation Agreement Program.

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

SECTION 1. The City Manager is hereby authorized to enter in to a Cooperative Agreement with Delaware County for a grant application not to exceed \$75,000.00 for the City of Delaware for the pavement resurfacing and rehabilitation of Belle Avenue and West William Street.

SECTION 2. That the City of Delaware agrees to be the designated lead agency, signing all required applications, agreements and correspondence.

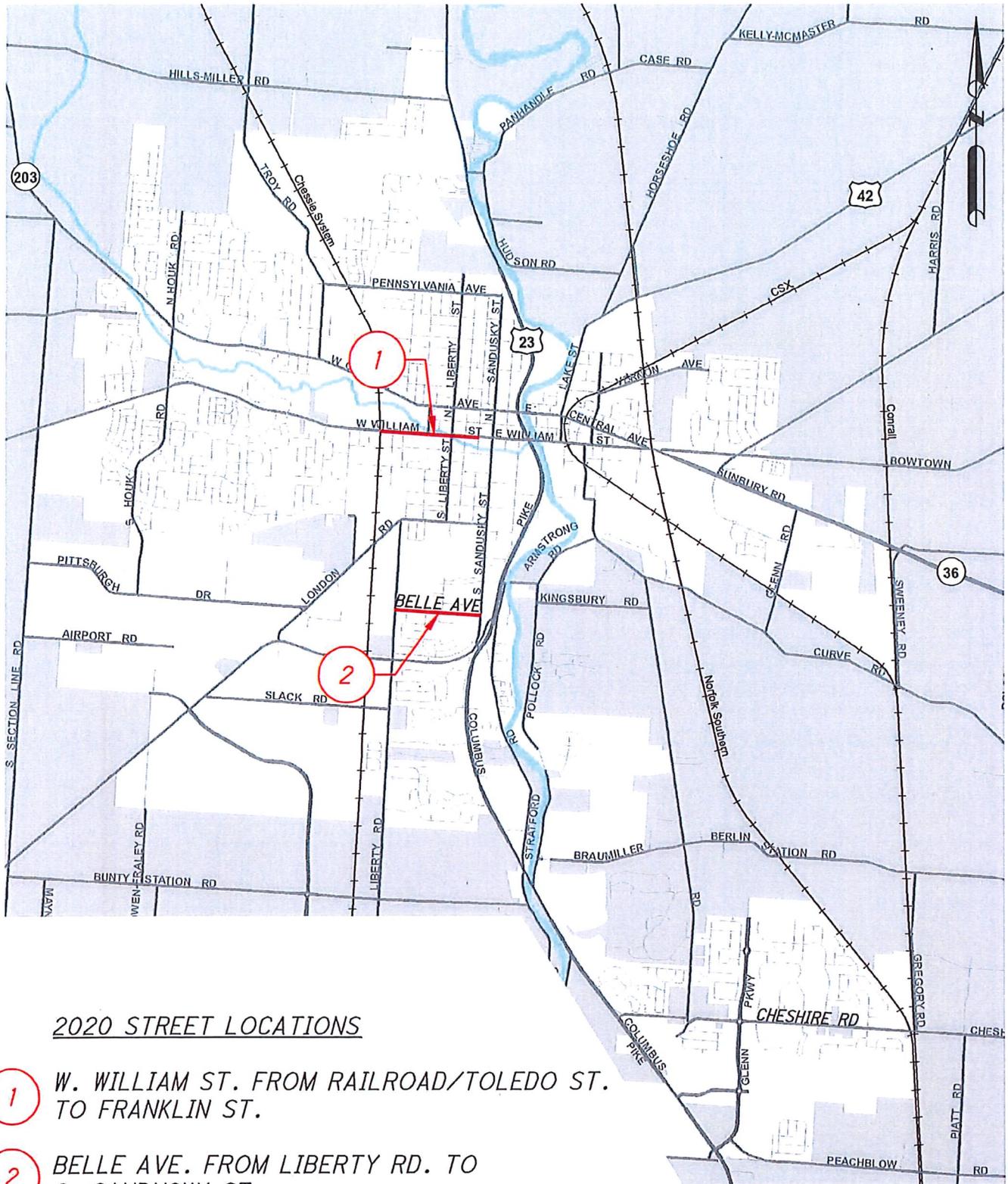
SECTION 3. That this resolution shall be in force and effect immediately upon its passage.

PASSED: July 22, 2019

YEAS 7 NAYS 0
ABSTAIN 0

ATTEST: Elaine McCroskey
CITY CLERK

Candy Kaye
MAYOR



2020 STREET LOCATIONS

- 1 W. WILLIAM ST. FROM RAILROAD/TOLEDO ST. TO FRANKLIN ST.
- 2 BELLE AVE. FROM LIBERTY RD. TO S. SANDUSKY ST.

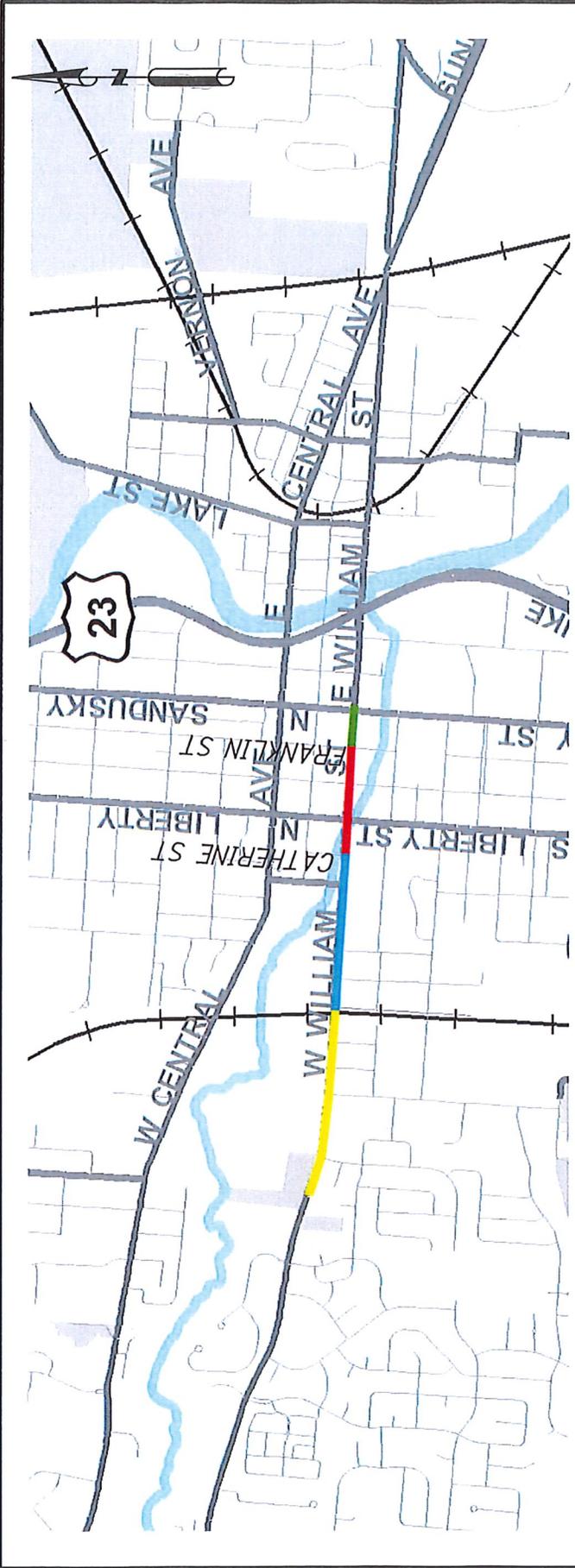


ROUND 34 OPWC APPLICATION
PROJECT LOCATION MAP

SCALE: 1"=5,000'

SHEET 1 OF 1

7/5/2019



PREVIOUS AND PROPOSED PAVEMENT REPAIRS LEGEND

2011 PAVEMENT REPAIRS	PROPOSED 2020 PAVEMENT REPAIRS
TIER 2 BASE REPAIRS, NO PREVIOUS RAIL	NONE
TIER 1 BASE REPAIRS, RAILS REMOVED	TIER 2 BASE REPAIRS
TIER 1 BASE REPAIRS, EXISTING RAIL LEFT IN PLACE	TIER 2 BASE REPAIRS
NO BASE REPAIRS, STATUS OF RAIL UNKNOWN	BASE REPAIRS NOT NECESSARY

NOTES:

1. TIER 1 BASE REPAIRS - BASE REPAIRS MADE TO APPROXIMATELY 5% OF THE ROADWAY SURFACE.
2. TIER 2 BASE REPAIRS - BASE REPAIRS MADE TO APPROXIMATELY 20% TO 25% OF THE ROADWAY SURFACE.



ROUND 34 OPWC APPLICATION
 W. WILLIAM ST. BASE REPAIRS EXHIBIT

SCALE: 1"=2,000'

SHEET 1 OF 1

7/5/2019

PRELIMINARY ENGINEER'S ESTIMATE
 OPWC Round 34 Application
 CITY OF DELAWARE, OHIO
 Belle Avenue and West William (US 36) Improvements

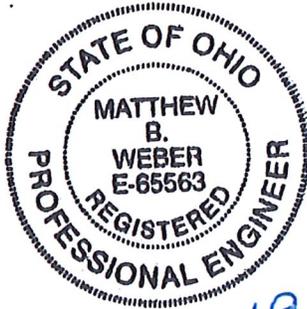
MBW (7/8/19)

Belle Avenue					
DESCRIPTION	QTY	UNIT	UNIT PRICE	AMOUNT	
Mobilization	1	LS	\$ 2,000.00	\$ 2,000.00	
Pavement Repair	500	SY	\$ 50.00	\$ 25,000.00	
Non-Tracking Tack Coat (.08 gal/SY)	4,444	Gal	\$ 4.50	\$ 19,998.00	
Pavement Planing, Asphalt Concrete (1.5" depth full width)	9,250	SY	\$ 2.75	\$ 25,437.50	
Asphalt Concrete Surface Course, Type 1, PG 64-22 (1.5" depth)	390	CY	\$ 195.00	\$ 76,050.00	
Striping	1	EA	\$ 7,500.00	\$ 7,500.00	
Signs	1	EA	\$ 3,500.00	\$ 3,500.00	
Signal Rehab (upgrade detection)	1	EA	\$ 7,500.00	\$ 7,500.00	
MOT	1	LS	\$ 5,000.00	\$ 5,000.00	
Contingency (5%)	1	LS	\$ 8,599.28	\$ 8,599.28	
			Subtotal	\$ 180,584.78	

West William (US 36)					
DESCRIPTION	QTY	UNIT	UNIT PRICE	AMOUNT	
Mobilization	1	LS	\$ 10,000.00	\$ 10,000.00	
Pavement Repair (12"D and variable W)	3,000	SY	\$ 115.00	\$ 345,000.00	
Pavement Repair (4"D and variable W)	1,000	SY	\$ 55.00	\$ 55,000.00	
Striping	1	EA	\$ 15,000.00	\$ 15,000.00	
Signal Detection Repair	1	LS	\$ 25,000.00	\$ 25,000.00	
MOT	1	LS	\$ 50,000.00	\$ 50,000.00	
Contingency (5%)	1	LS	\$ 22,250.00	\$ 22,250.00	
			Subtotal	\$ 522,250.00	

Total	\$ 702,834.78
--------------	----------------------

Matthew B. Weber, P.E. Ohio Registered Profession Engineer No. 65563



7-8-19

The proposed base repairs are generally located where semi-truck wheel paths have caused the existing pavement base to fail.

The project limits along West William are to the CSX rail tracks to the west and Franklin Street to the east. ODOT does not currently have a year designated to resurface this section of roadway. The scope of this project is to concentrate base repair efforts (no rail removal) starting at the CSX rail line and ending at Franklin Street. During design of the improvements, Public Works may try to make room in the project budget to apply a thin asphalt overlay over the limits of the base repair to delay water infiltrating around the edges of the new repairs. A treatment of this type would allow for thermoplastic paving markings to be re-applied if we are certain Urban Resurfacing will not be performed within 5 years.

In 2011, the city undertook a major base repair and rail removal project in this same vicinity at a cost approaching \$600,000. During this project, a high concentration of base repairs were done from the Hidden Valley Golf Course to the CSX rail tracks. These repairs are holding up well. Also in 2011, old trolley tracks were removed from under West William from the CSX rail line to Catherine Street, along with some spot base repair. These repairs have also held up well.

Lastly, Public Works is submitting a CIP request this year for a total re-build of William Street (Sandusky to Penick). The proposed year for construction is 2028, with a total price for the project approaching \$9M (2019 dollars).

REASON WHY LEGISLATION IS NEEDED:

This Resolution is required in order for the City Manager to sign an intergovernmental agreement.

COMMITTEE RECOMMENDATION:

The Public Works Committee will have the opportunity to discuss the details of this project in its next regularly scheduled meeting.

FISCAL IMPACT(S):

The total project cost is currently estimated at \$702,835. Delaware County will be contributing \$75,000 to the project. The grant request will be \$495,000. Submitting a complete application requires budgeting sufficient funding to cover the City's contribution to the project, currently estimated at \$207,835. The current CIP shows the total allocation for this project as \$700,000.

POLICY CHANGES:

Delaware County has increased their standard grant match from \$50,000 to \$75,000 starting with this application.

PRESENTER(S):

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

RECOMMENDATION:

Approval

ATTACHMENT(S)

OPWC Round 34 Exhibit

West William Base Repair Exhibit

Engineer's Estimate



FACT SHEET

AGENDA ITEM NO: CONSENT ITEM F DATE: 09/09/2019
ORDINANCE NO: RESOLUTION NO: 19-43
READING: FIRST PUBLIC HEARING: NO

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

TITLE OF PROPOSED ORDINANCE/RESOLUTION:

A RESOLUTION APPROVING THE SALE OF A SEWER DEPARTMENT 2002 FORD E-350 VAN EQUIPPED WITH TELEVISIONING EQUIPMENT THAT HAVE OUTGROWN THEIR USEFUL SERVICEABLE LIFE.

BACKGROUND:

This vehicle has been deemed beyond their serviceable life to the City of Delaware. The E-350 van and televising equipment would require extensive investment to bring it to a safe and useful state, and have been replaced with a newer model. Based on the condition, it is anticipated to possibly be sold in excess of the \$15,000.00 threshold when authorized for sale on the electronic GovDeals site. When advertised the expected received bids will be in excess of the threshold limit, possibly due to the additional televising equipment permanently installed

REASON WHY LEGISLATION IS NEEDED:

Council approval for the sales is necessary based on Delaware City Code Section 108.

COMMITTEE RECOMMENDATION:

N/A

FISCAL IMPACT(S):

2002 Ford E-350 van and televising equipment possibly to exceed - \$15,000

POLICY CHANGES: N/A

PRESENTER(S):

Bill Ferrigno, Public Works Director/City Engineer

RECOMMENDATION:

Approval

ATTACHMENT(S)

N/A

EST 1808
 CITY OF
DELAWARE
 OHIO

TO: R. Thomas Homan, Dean Stelzer
 FROM: Joe Bullis
 DATE: 08/16/19
 RE: Disposal of City Assets Online

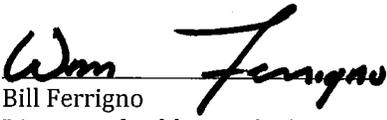
In accordance with the provision contained in City Codified Ordinance 108.04, we hereby request permission to offer for sale online at GovDeals the following items which are no longer needed for municipal purposes.

Item Description	VIN or Serial Number	Condition/Reason	Fund For Sale of Item
2000 Chevy 2500 4x4 (#0316)	1GCGK24J1YR193256	Replaced with a newer model and no longer of value to the City. Estimated Value \$3,000.00	Initially SMR then Switched to WD
2008 Chevy Colorado (#0541)	1GCCS19E988204238	Replaced with a newer model and no longer of value to the City. Estimated Value \$2,500.00	Enterprise (WD)
Auto Crane		Non usable (broken) Estimated Value \$500.00	Original Purchase by SC; Currently with CG
PTO Pump		Replaced with newer unit Estimated Value \$100.00	Enterprise (ST)
Portable fan		Inoperable Estimated Value \$100.00	General (CG)
Dual Hose Reel		Replaced with newer unit Estimated Value \$150.00	General (TR)
Air Compressor		Replaced with a new model. Estimated Value \$500.00 Enterprise (FD)	Enterprise (FD)
Misc. Light Bars		Obsolete No longer used. Estimated Value \$250.00	Enterprise (FD)

EST 1808
 CITY OF
DELAWARE
 OHIO

Pick up tool box		Obsolete No longer used Estimated Value \$50.00	Enterprise (FD)
Generator (#0582)	ECB1020131	Replaced with newer unit Estimated Value \$50.00	Enterprise (SC)
2002 Ford Cut Away Van with attached televising equipment (#0389)	1FDWE35L52HA21670	Replaced with a newer unit and had authorization on auctioning the van portion then was notified all equipment will be sold also. Estimated Value (\$14,000)	Enterprise (SC)

The signatures affixed below hereby authorize the online sales of the listed items.


 Bill Ferrigno
 Director of Public Works/City Engineer

8-30-19
 Date

 R. Thomas Homan
 City Manager

 Date

 Dean P. Stelzer
 Finance Director

 Date



FACT SHEET

AGENDA ITEM NO: 10

DATE: 09/09/2019

ORDINANCE NO:

RESOLUTION NO: 19-40

READING: SECOND

PUBLIC HEARING: NO

TO: Mayor and Members of City Council

FROM: R. Thomas Homan, City Manager

VIA:

TITLE OF PROPOSED ORDINANCE/RESOLUTION:

A RESOLUTION ADOPTING THE 2020-2024 FIVE-YEAR CAPITAL IMPROVEMENT PLAN (CIP).

BACKGROUND:

A work session to discuss the CIP has been scheduled for Thursday, September 12 and Monday, September 30 (if needed).

REASON WHY LEGISLATION IS NEEDED:

Pursuant to Section 79 of the Charter, the CIP is to be submitted to City Council by August 15 and adopted no later than October 15. Adoption is scheduled for Council's October 14 meeting.

COMMITTEE RECOMMENDATION:

N/A

FISCAL IMPACT(S):

POLICY CHANGES:

N/A

PRESENTER(S):

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

RECOMMENDATION:

ATTACHMENT(S)

CIP

RESOLUTION 19-40

A RESOLUTION ADOPTING THE 2020-2024 FIVE-YEAR CAPITAL IMPROVEMENT PLAN (CIP).

WHEREAS, a revised Five-Year Capital Improvements Plan was prepared and submitted to City Council in accordance with Article XVII, Section 79 of the City Charter; and

WHEREAS, City Council has considered the proposed plan and has determined that it shall be the future public improvement plan for the City of Delaware; and

WHEREAS, Article XVII, Section 80 of the City Charter requires that City Council adopt, by resolution, the Five-Year Capital Improvements Program on or before October 15; and

WHEREAS, City Council will review the 2020-2024 CIP at Work Sessions before October 14.

WHEREAS, Council discussed possible amendments to the plan which may be considered as part of the adopted 2020 budget.

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

SECTION 1. That the 2020-2024 Five-Year Capital Improvements Program for the General Fund, Airport, Fire, Police, Public Works, Parks, Equipment Replacement, Technology, Building Maintenance, Water, Sewer, Storm Sewer, Refuse, Parks Impact, Police Impact, and Fire Impact attached hereto as Exhibit A, is hereby adopted as the official plan for future public improvements.

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

PASSED: _____, 2019

YEAS ____ NAYS ____
ABSTAIN ____

ATTEST: _____
CITY CLERK

MAYOR



FACT SHEET

AGENDA ITEM NO: 11

DATE: 09/09/2019

ORDINANCE NO: 19-53

RESOLUTION NO:

READING: FIRST

PUBLIC HEARING: NO

TO: Mayor and Members of City Council

FROM: R. Thomas Homan, City Manager

VIA: David Efland, Planning and Community Development Director

TITLE OF PROPOSED ORDINANCE/RESOLUTION:

AN ORDINANCE APPROVING A FINAL SUBDIVISION PLAT REQUEST BY WESTPORT HOMES FOR SPRINGER WOODS SECTION 2 PHASE 2 CONTAINING 21 SINGLE FAMILY LOTS ON APPROXIMATELY 5.471 ACRES ZONED R-3 (ONE-FAMILY RESIDENTIAL DISTRICT) AND LOCATED ON SCARLETT DRIVE AND AARON DRIVE.

BACKGROUND:

See attached report

REASON WHY LEGISLATION IS NEEDED:

To achieve compliance with Chapter 1129 Procedures of the zoning code.

COMMITTEE RECOMMENDATION:

Planning Commission approved this case 6-0 on September 4, 2019.

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. 19-53

AN ORDINANCE APPROVING A FINAL SUBDIVISION PLAT REQUEST BY WESTPORT HOMES FOR SPRINGER WOODS, SECTION 2, PHASE 2, CONTAINING 21 SINGLE FAMILY LOTS ON APPROXIMATELY 5.471 ACRES ZONED R-3 (ONE-FAMILY RESIDENTIAL DISTRICT) AND LOCATED ON SCARLETT DRIVE AND AARON DRIVE.

WHEREAS, the Planning Commission at its meeting of September 4, 2019 recommended approval of a Final Subdivision Plat request by Westport Homes for Springer Woods Section 2 Phase 2 containing 21 single-family lots on approximately 5.471 acres zoned R-3 (One-Family Residential District) and located on Scarlett Drive and Aaron Drive (PC Case 2019-1864).

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

SECTION 1. That the Final Subdivision Plat request by Westport Homes for Springer Woods Section 2 Phase 2 containing 21 single-family lots on approximately 5.471 acres zoned R-3 (One-Family Residential District) and located on Scarlett Drive and Aaron 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. The right-of-way and street pavement width shall be 56 feet and 32 feet respectively.
3. The minimum lot size and width and building setbacks shall be per the approved final plat.
4. The lots and houses shall comply with the minimum bulk and setback requirements per the approved final plat.
5. The single-family houses shall comply with the minimum architectural standards per applicable sections of the current zoning code.
6. Any landscape plans shall be submitted and approved by the Shade Tree Commission.
7. The Applicant shall replace 881 caliper inches of trees or make a payment of \$88,100 in lieu of tree planting or a combination of both prior to construction drawings approval.

8. The lighting plan shall achieve compliance with the approved development text and current zoning code and shall be approved by the City.

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: _____, 2019

YEAS___ NAYS___
ABSTAIN ___

ATTEST: _____
CITY CLERK

MAYOR



FACT SHEET

AGENDA ITEM NO: 12

DATE: 09/09/2019

ORDINANCE NO: 19-54

RESOLUTION NO:

READING: FIRST

PUBLIC HEARING: NO

TO: Mayor and Members of City Council

FROM: R. Thomas Homan, City Manager

VIA: David Efland, Planning and Community Development Director

TITLE OF PROPOSED ORDINANCE/RESOLUTION:

AN ORDINANCE APPROVING A FINAL SUBDIVISION PLAT REQUEST BY WESTPORT HOMES FOR SPRINGER WOODS, SECTION 2, PHASE 3, CONTAINING 22 SINGLE FAMILY LOTS ON APPROXIMATELY 5.65 ACRES ZONED R-3 (ONE-FAMILY RESIDENTIAL DISTRICT) AND LOCATED ON BEVAN WAY AND AARON DRIVE.

BACKGROUND:

See attached report

REASON WHY LEGISLATION IS NEEDED:

To achieve compliance with Chapter 1129 Procedures of the zoning code.

COMMITTEE RECOMMENDATION:

Planning Commission approved this case 6-0 on September 4, 2019.

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. 19-54

AN ORDINANCE APPROVING A FINAL SUBDIVISION PLAT REQUEST BY WESTPORT HOMES FOR SPRINGER WOODS, SECTION 2, PHASE 3 CONTAINING 22 SINGLE FAMILY LOTS ON APPROXIMATELY 5.65 ACRES ZONED R-3 (ONE-FAMILY RESIDENTIAL DISTRICT) AND LOCATED ON BEVAN WAY AND AARON DRIVE.

WHEREAS, the Planning Commission at its meeting of September 4, 2019 recommended approval of a Final Subdivision Plat request by Westport Homes for Springer Woods Section 2 Phase 3 containing 22 single-family lots on approximately 5.65 acres zoned R-3 (One-Family Residential District) and located on Bevan Way and Aaron Drive (PC Case 2019-1865).

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

SECTION 1. That the Final Subdivision Plat request by Westport Homes for Springer Woods Section 2 Phase 3 containing 22 single-family lots on approximately 5.65 acres zoned R-3 (One-Family Residential District) and located on Bevan Way and Aaron 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. The right-of-way and street pavement width shall be 56 feet and 32 feet respectively.
3. The minimum lot size and width and building setbacks shall be per the approved final plat.
4. The lots and houses shall comply with the minimum bulk and setback requirements per the approved final plat.
5. The single-family houses shall comply with the minimum architectural standards per applicable sections of the current zoning code.
6. Any landscape plans shall be submitted and approved by the Shade Tree Commission.
7. The Applicant shall replace 211 caliper inches of trees or make a payment of \$21,100 in lieu of tree planting or a combination of both prior to construction drawing approval.

8. The lighting plan shall achieve compliance with the approved development text and current zoning code and shall be approved by the City.

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: _____, 2019

YEAS___ NAYS___
ABSTAIN ___

ATTEST: _____
CITY CLERK

MAYOR



PLANNING COMMISSION / STAFF REPORT

CASE NUMBER: 2019-1864-1865

REQUEST: Multiple Requests

PROJECT: Springer Woods

MEETING DATE: September 4, 2019

APPLICANT/OWNER

Westport Homes
507 Executive Campus Drive, Suite 100
Westerville, Ohio 43082

REQUEST

2019-1864: A request by Westport Homes for approval of a Final Subdivision Plat for Springer Woods Section 2 Phase 2 on approximately 5.471 acres containing 21 single family lots on property zoned R-3 (One-Family Residential District) and located on Scarlett Drive and Arron Drive.

2019-1865: A request by Westport Homes for approval of a Final Subdivision Plat for Springer Woods Section 2 Phase 3 on approximately 5.65 acres containing 22 single family lots on property zoned R-3 (One-Family Residential District) and located on Bevan Way and Arron Drive.

PROPERTY LOCATION & DESCRIPTION

The 87 acre site is located between West Central Avenue (Warrensburg Road, SR 37) and West William Street (Marysville Road, US 36) and is relatively flat with portions of the site being heavily wooded. Section 2 consists of 16.237 acres located on the southern portion of the site just north of the East William Street and west of Springer Woods Boulevard (Section 1). The subject site is zoned R-3 (One Family Residential) District while the property to the east is R-3 (One Family Residential) District with a PUD Planned Unit Development Overlay District and the property to the south is zoned R-3 (One Family Residential) with a PRD Planned Residential District and A-1 (Agricultural) District. The properties to the north and west are in the Township.

BACKGROUND/PROPOSAL

On January 26, 2000 by the Planning Commission (PC-99-57) approved a Preliminary Subdivision Plat for Springer Woods which contained 278 single family lots on 87 acres for a density of 3.13 units per acre. City Council (01-104) approved Final Subdivision Plats for Section 1 Phases 1-3 on October 22, 2001, which contained 62 lots on 20.93 acres. The subdivision was a victim of the housing downturn in the mid 2000's and has been sold to a new developer who wants to the advance the build out of the subdivision in a timely manner. All of Section 1 has been constructed or currently is under construction.

Since 2000 when the Preliminary Subdivision Plat was approved, engineering and zoning standards have been revised and the developer agreed with staff to upgrade the site plan to the extent possible to achieve compliance with the current standards. In February 2013 Planning Commission and City Council approved a Preliminary Subdivision Plat for Springer Woods Section 2 which consisted of 58 single family lots on approximately 16.237 acres (Ordinance 13-06). Also on the same date, Planning Commission and City Council approved a Final Subdivision Plat for Section 2 Phase 1 consisting of 15 single family lots on approximately 5.109 acres. This phase has been constructed and the houses are being sold. Now the developer is proposing to advance Section 2 Phases 2 and 3 through the Final Subdivision Plat approval process. Phase 2 would contain 21 single family lots on approximately 5.471 acres and Phase 3 would contain 22 single family lots on approximately 5.65 acres. Furthermore, the developer is likely to request an Amended Preliminary Development Plan for Section 3 in the near future.

STAFF ANALYSIS

- **ZONING:** The subject site is zoned R-3 (One Family Residential District) and the typical bulk requirements (setbacks, minimum lot width and size) have changed since original approval in 2000. Therefore, staff and the developer have negotiated fair zoning bulk requirements based on the previous and existing requirements coupled with the engineering requirements of wider streets and right-of-way which inherently reduced the length of the lots. The proposed typical lots would be a minimum 8,190 square with 70 feet lot widths that are 117 feet deep. The yard setbacks would be: 25-foot front, 30-foot rear and 8 foot side. The corner lots would be oversized (minimum 82 feet wide) to comply with current zoning standards. The current zoning requirements are: 8,775 square foot minimum lots, 65 foot wide lots, 30 foot front yard setback, 40 foot rear yard setback and 8 foot side yard setbacks while the previous zoning in 2000 permitted 7,200 square foot minimum lots, minimum 60 foot lot width, 25 foot front yard setback, 30 foot rear yard setback and 15 foot

side yard setbacks (minimum 6 feet). All the houses would have to comply with the minimum residential design standards and minimum dwelling unit sizes.

- **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. Also, the development would have to comply with the current storm water requirements. All comments regarding the layout and details of the project are preliminary and subject to modification or change based on a technical review by the Engineering Department once a complete plan set is submitted for review.
- **ROADS AND ACCESS:** As mentioned earlier, the street standards have been revised since the preliminary development plat was approved in 2000. The development would have public streets with a right-of-way width of 56 feet and pavement width of 32 feet. The previously approved plan had streets with a right-of-way width of 52 feet and a pavement width of 26 feet. The current engineering standards require 60 feet of right of way and 32-foot-wide streets. Therefore, a 4-foot right-of-way concession would be given for this development while ensuring conforming pavement width to today's standards.

Section 2 Phase 2 is accessed from Brevan Way in Section 2 Phase 1 along Scarlett Drive which is extended north to Arron Drive while in Section 2 Phase 3 Brevan Way is extended north to Arron Drive. All the streets would be public and would have to comply with the minimum engineering standards per the City Engineer.

- **SITE LAYOUT:** As mentioned above Phases 2 and 3 are located along Scarlett Drive and Bevan Way respectively and are located parallel to each other in a north/south orientation. Phase 2 would have 21 single family lots and Phase 3 would have 22 single family lots within these two non-descript phases. The detention for these two phases would be located in other phases of the development. In addition, there would not be any reserve or open space in these two phases as they are too located in other phases of the development.
- **TREE REMOVAL & REPLACEMENT:** The applicant submitted a tree survey for proposed Section 2 of the development in 2013. In Section 2 Phase 1 of the Final Subdivision Plat, there were 21 trees that yielded 277 caliper inches and developer paid the City \$27,700 in 2014. In Section 2 Phase 2, there are 106 trees that yield 881 caliper inches that would need to be replaced for a total of \$88,100 (881 x \$100 per caliper inch). In Section 2 Phase 3, there are 27 trees that yields 211 caliper inches that would need to be replaced for a total of \$21,100 (211 x \$100 per caliper inch). Furthermore, required street trees and landscape buffering cannot be counted towards the tree replacement calculations. However, if any trees are preserved or not removed in the construction (per the approved construction drawings and field inspections) they would be reduced from the above amounts in each Phase. Staff highly recommends preserving trees within a tree preservation easement if feasible and if utilities can be accommodated reasonably.
- **OPEN SPACE & PARKLAND:** The approved Preliminary Subdivision Plat for the entire development indicates there are 12.34 acres of open space (14.18%). There is not any open space and/or parkland proposed in Section 2 Phases 2 & 3. Open space and parkland are provided in the approved Preliminary Subdivision Plat in Section 3.
- **LANDSCAPING PLAN:** The proposed two phases would only require street trees planted per the zoning code. It is imperative that the Applicant coordinate the street tree plan with the engineering site development plan so that the landscaping does not impeded visibility at intersection or of any traffic control signs. The Shade Tree Commission approved the street tree plan on August 27, 2019.
- **PEDESTRIAN CONNECTIVITY:** Per the approved Bicycle and Pedestrians Master Plan 2027 there are no any bike paths located in these two subject phases. Sidewalks would be required on all public streets within these phases. A bike bath is installed along West William Street (US 36) per the approved Bicycle and Pedestrian Master Plan 2027 in Section 2 Phase 1 and other bike paths are required and proposed in Section 3.
- **LIGHTING PLAN.** A lighting plan needs to be submitted that achieves compliance with zoning code requirements for Section 2 Phase 2 and 3.

STAFF RECOMMENDATION – (2019-1864 FINAL DEVELOPMENT PLAN)

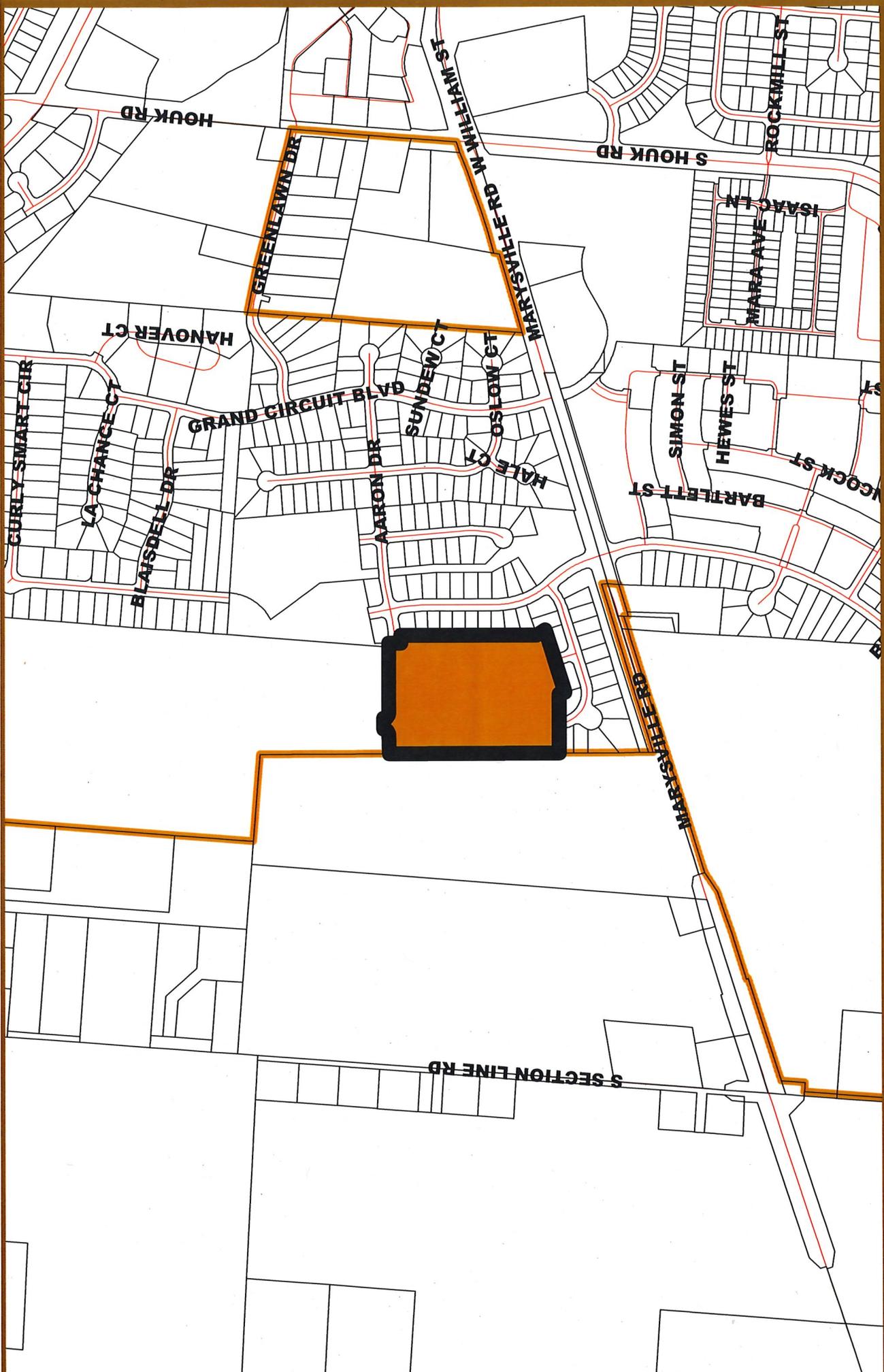
Staff recommends approval of request by Westport Homes for approval of a Final Subdivision Plat for Springer Woods Section 2 Phase 2 on approximately 5.471 acres containing 21 single family lots on property zoned R-3 (One-Family Residential District) and located on Scarlett Drive and Arron Drive, with 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. The right-of-way and street pavement width shall be 56 feet and 32 feet respectively.
3. The minimum lot size and width and building setbacks shall be per the approved final plat.
4. The lots and houses shall comply with the minimum bulk and setback requirements per the approved final plat.
5. The single-family houses shall comply with the minimum architectural standards per applicable sections of the current zoning code.
6. Any landscape plans shall be submitted and approved by the Shade Tree Commission.
7. The applicant shall replace 881 caliper inches of trees or make a payment of \$88,100 in lieu of tree planting or a combination of both prior to construction drawings approval.
8. The lighting plan shall achieve compliance with the approved development text and current zoning code and shall be approved by the City.

STAFF RECOMMENDATION – (2019-1865 FINAL DEVELOPMENT PLAN)

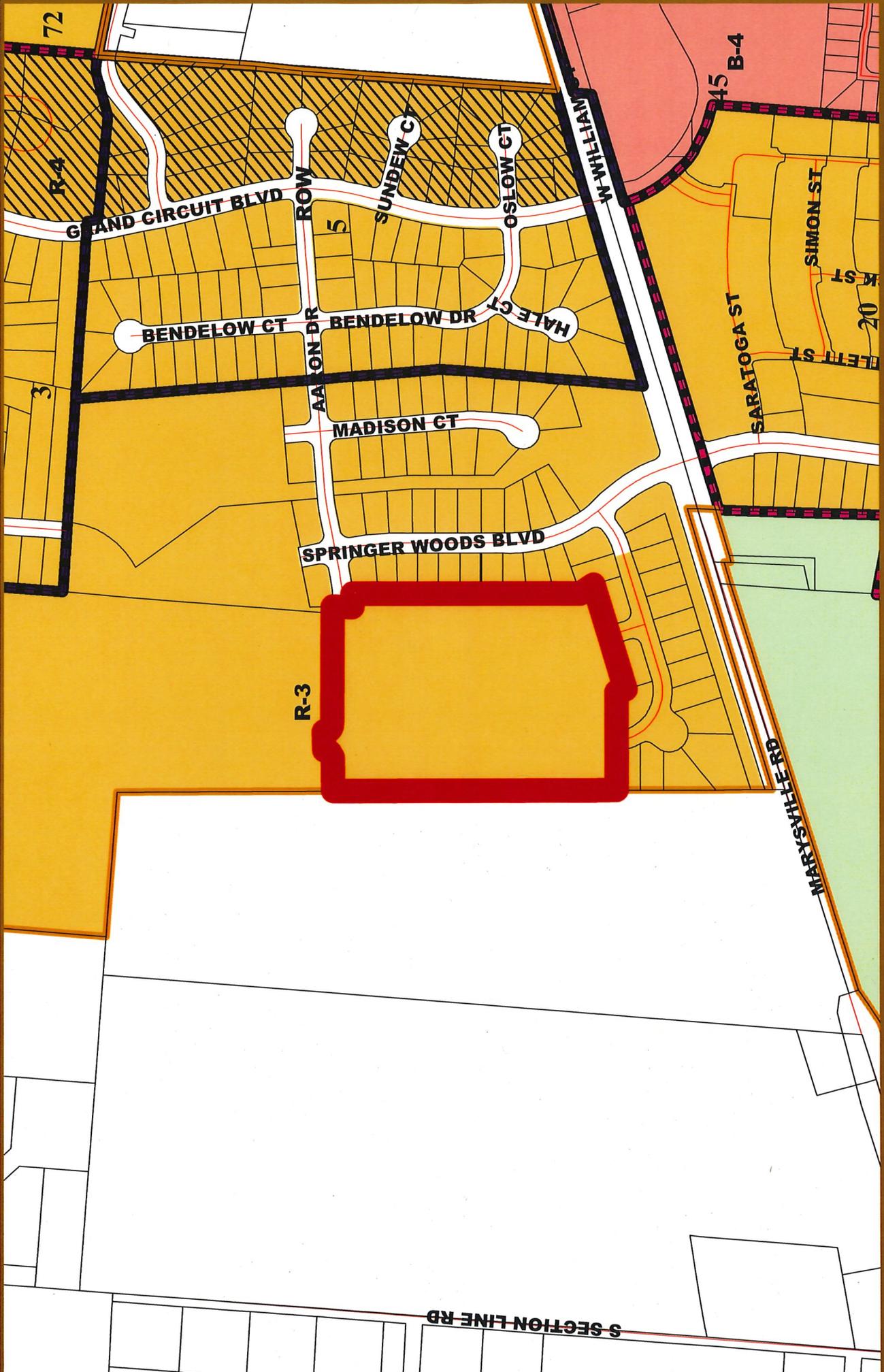
Staff recommends approval of request by Westport Homes for approval of a Final Subdivision Plat for Springer Woods Section 2 Phase 3 on approximately 5.65 acres containing 22 single family lots on property zoned R-3 (One-Family Residential District) and located on Bevan Way and Arron Drive, with the 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.
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8. The lighting plan shall achieve compliance with the approved development text and current zoning code and shall be approved by the City.



2019-1864-1865
 Final Subdivision Plat
 Springer Woods - Section 2 Phase 2 and 3
 Location Map





2019-1864-1865
 Final Subdivision Plat
 Springer Woods - Section 2 Phase 2 and 3
 Zoning Map





2019-1864-1865
 Final Subdivision Plat
 Springer Woods - Section 2 Phase 2 and 3
 Aerial (2016) Map

(43) PREFERRED

(43) PREFERRED

(43) PREFERRED

(43) PREFERRED
6" TREE LAWN

NO. 8 STONE
4" PIPES
UNDERDRAIN
ITEM 605

CONCRETE COMBINED CURB &
SEWER ITEM 608

CONCRETE COMBINED CURB &
SEWER ITEM 608

NO. 8 STONE
4" PIPES
UNDERDRAIN
ITEM 605

CONCRETE COMBINED CURB &
SEWER ITEM 608

CONCRETE COMBINED CURB &
SEWER ITEM 608

NO. 8 STONE
4" PIPES
UNDERDRAIN
ITEM 605

CONCRETE COMBINED CURB &
SEWER ITEM 608

CONCRETE COMBINED CURB &
SEWER ITEM 608

TYPICAL 24' SECTION
(28' BACK TO BACK OF CURB)
NOT TO SCALE

TYPICAL 28' SECTION
(32' BACK TO BACK OF CURB)
NOT TO SCALE

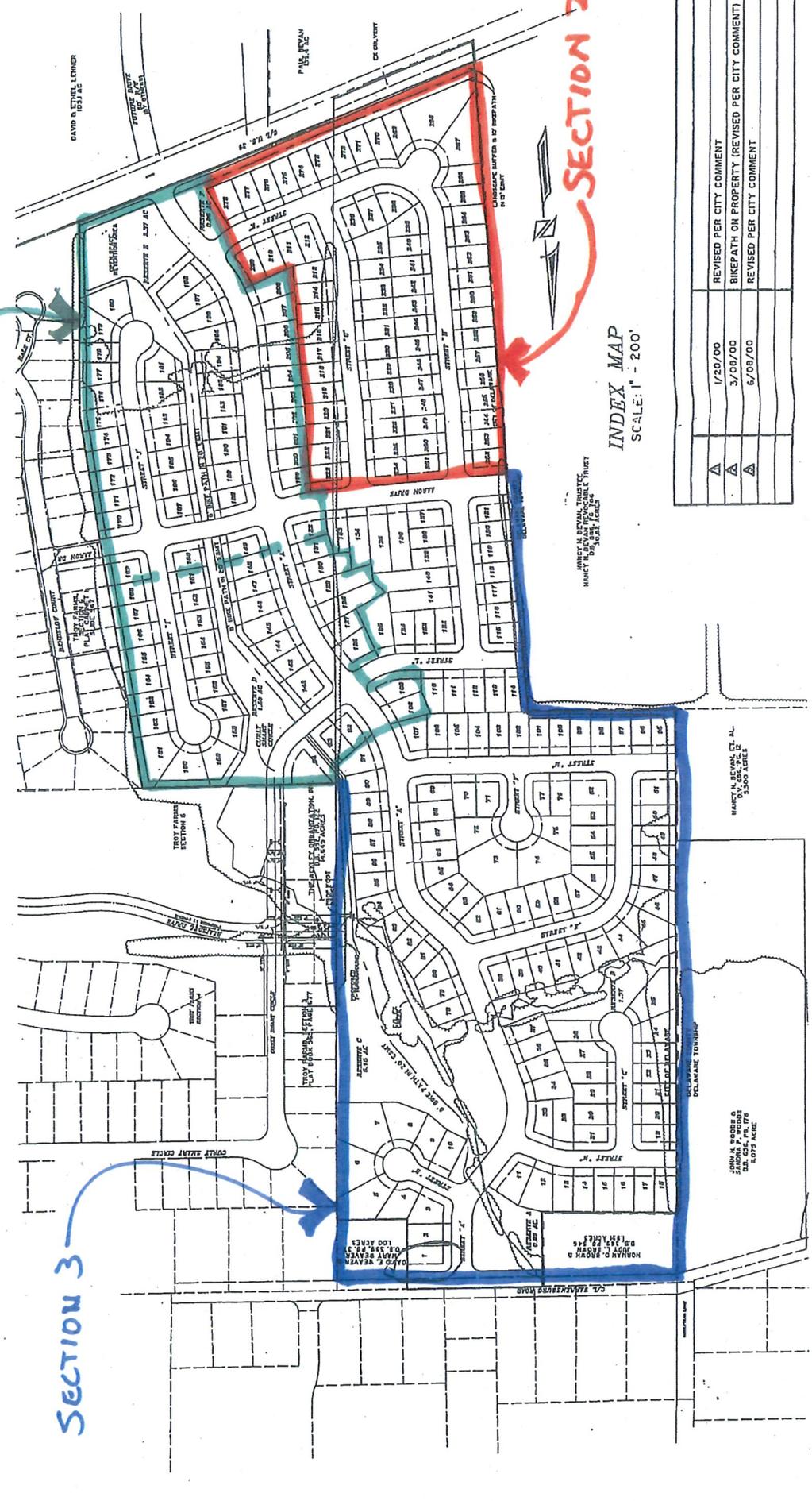
ALL STREETS UNLESS
NOTED OTHERWISE

AARON DRIVE
WEST OF STREET A

SECTION 1

SECTION 3

SECTION 2



INDEX MAP
SCALE: 1" = 200'

	REVISED PER CITY COMMENT
▲	1/20/00
▲	3/08/00
▲	6/08/00
	BIKEPATH ON PROPERTY (REVISED PER CITY COMMENT)
	REVISED PER CITY COMMENT

MANLY & SEVALL CT. AL.
3.500 ACRES

JOHN A. WOODS &
DAUGHTERS
DB. 054, P. 178
8.075 ACRES

HONAN & REARNS
DB. 054, P. 178
100 ACRES

DELAWARE TOWNSHIP

MANLY & SEVALL CT. AL.
3.500 ACRES



**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 checked="" type="checkbox"/> Final Subdivision Plat | <input type="checkbox"/> Vacation-Alley |
| <input type="checkbox"/> Amended Preliminary Development Plan | <input type="checkbox"/> Final Subdivision Plat Extension | <input type="checkbox"/> Vacation-Easement |
| <input type="checkbox"/> Amended Preliminary Subdivision Plat | <input type="checkbox"/> Floodplain Permit | <input type="checkbox"/> Vacation-Street |
| <input type="checkbox"/> Annexation Review | <input type="checkbox"/> Lot Split | <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 type="checkbox"/> Final Development Plan | <input type="checkbox"/> Subdivision Variance | |

Subdivision/Project Name SPRINGER WOODS SECTION 2 PHASE 2 Address SCARLETT DRIVE
 Acreage 5.471 Square Footage _____ Number of Lots 21 Number of Units _____
 Zoning District/Land Use R-3 Proposed Zoning/Land Use R-3 Parcel # 51933201012002

Applicant Name WESTPORT HOMES Contact Person TERRY ANDREWS
 Applicant Address 507 EXECUTIVE CAMPUS DRIVE, SUITE 100, WESTERVILLE, OHIO, 43082
 Phone 614-891-8545 Fax _____ E-mail TERRY.A@WESTPORT-HOME.COM
 Owner Name D.R. HORTON-INDIANA, LLC Contact Person TERRY ANDREWS
 Owner Address 507 EXECUTIVE CAMPUS DRIVE, SUITE 100, WESTERVILLE, OHIO, 43082
 Phone 614-891-8545 Fax _____ E-mail TERRY.A@WESTPORT-HOME.COM
 Engineer/Architect/Attorney EMHT Contact Person KYLE SHREVES
 Address 5500 NEW ALBANY ROAD, COLUMBUS, OHIO, 43054
 Phone 614-775-4443 Fax _____ E-mail KSHREVES@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.

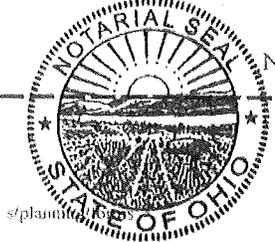
[Signature]
Owner Signature

TERRANCE ALDRIDGE
Owner Printed Name

Agent Signature

Agent Printed Name

Sworn to before me and subscribed in my presence this 29 day of July, 2019



Notary Stamp
Kimberly Byers
Notary Public, State of Ohio
My Commission Expires 04-19-20

[Signature]
Notary Public



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 checked="" type="checkbox"/> Final Subdivision Plat | <input type="checkbox"/> Vacation-Alley |
| <input type="checkbox"/> Amended Preliminary Development Plan | <input type="checkbox"/> Final Subdivision Plat Extension | <input type="checkbox"/> Vacation-Easement |
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| <input type="checkbox"/> Comprehensive Plan Amendment | <input type="checkbox"/> Preliminary Development Plan | <input type="checkbox"/> Conditional Use Permit |
| <input type="checkbox"/> Concept Plan | <input type="checkbox"/> Preliminary Dev Plan Extension | <input type="checkbox"/> Substitution of Equal or Less Non-Conforming Use |
| <input type="checkbox"/> Conditional Use Permit | <input type="checkbox"/> Preliminary Sub Plat | <input type="checkbox"/> Variance |
| <input type="checkbox"/> Determination of Similar Use | <input type="checkbox"/> Preliminary Sub Plat Extension | |
| <input type="checkbox"/> Development Plan Exemption | <input type="checkbox"/> Rezoning | |
| <input type="checkbox"/> Final Development Plan | <input type="checkbox"/> Subdivision Variance | |

Subdivision/Project Name SPRUELL WOODS SECTION 2 PHASE 3 Address BEVIN WAY
 Acreage 5.650 Square Footage _____ Number of Lots 22 Number of Units _____
 Zoning District/Land Use R-3 Proposed Zoning/Land Use R-3 Parcel # 51933201012002

Applicant Name WESTPORT HOMES Contact Person TERRY ANDREWS
 Applicant Address 507 EXECUTIVE CAMPUS DRIVE, SUITE 100, WESTERVILLE, OHIO, 43082
 Phone 614-991-8545 Fax _____ E-mail TERRY.A@WESTPORT-HOME.COM
 Owner Name D.R. HORTON-INDIANA, LLC Contact Person TERRY ANDREWS
 Owner Address 507 EXECUTIVE CAMPUS DRIVE, SUITE 100, WESTERVILLE, OHIO, 43082
 Phone 614-995-8545 Fax _____ E-mail TERRY.A@WESTPORT-HOME.COM
 Engineer/Architect/Attorney EMHAT Contact Person KYLE SHREVE'S
 Address 5500 NEW ALBANY ROAD, COLUMBUS, OHIO, 43054
 Phone 614-715-4443 Fax _____ E-mail KSHREVS@EMHAT.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.

[Signature]
 Owner Signature

TERRENCE ANDREWS
 Owner Printed Name

 Agent Signature

 Agent Printed Name

Subscribed to before me and subscribed in my presence this 29 day of July, 2009.

Kimberly Byers
 Notary Public, State of Ohio
 My Commission Expires 04-19-20
 Notary Stamp

[Signature]
 Notary Public



FACT SHEET

AGENDA ITEM NO: 13

DATE: 09/09/2019

ORDINANCE NO: 19-55

RESOLUTION NO:

READING: FIRST

PUBLIC HEARING: NO

TO: Mayor and Members of City Council

FROM: R. Thomas Homan, City Manager

TITLE OF PROPOSED ORDINANCE/RESOLUTION:

AN ORDINANCE SUPPLEMENTING THE 2019 APPROPRIATIONS ORDINANCE IN THE AMOUNT OF \$75,000 AND AUTHORIZING THE CITY MANAGER TO ENTER INTO AN AGREEMENT WITH PROS CONSULTING FOR A PARKS AND RECREATION MASTER PLAN.

BACKGROUND:

This ordinance, which would authorize a supplemental appropriation in the amount of \$75,000 for a Parks and Recreation Master Plan, follows the presentation and discussion at Council's August 26 meeting concerning the City's Parks and Recreation needs. The enclosed scope of services with PROS Consulting, would be split into two phases: Parks and Recreation Needs Assessment; Phase II Action Plan. Phase I would include, among other things, a thorough public engagement process, including a statistically valid community survey.

A Parks and Recreation Master Plan was contemplated as part of the 2020-2024 CIP, but given the consideration of the city possibly re-establishing a Parks and Recreation Department, the recommendation is to begin the work now. Funding of the plan will be split between the Parks Impact Fee Fund in the amount of \$35,000 and the Park Exaction Fund in the amount of \$40,000.

While staff initially thought the community survey alone made sense as a first step, undertaking the full scope of services will allow the planning team to articulate how the identified community needs align with existing capacity. At

the end of Phase I, we will have the opportunity to reflect on the needs assessment and determine if we want to move forward with Phase II, which adds funding and revenue strategies a CIP, Operation and Maintenance Review, and a detailed action plan that lays out how to address the identified needs in Phase I.

Lastly, it is recommended that the Parks and Recreation Advisory Board will play an active role in this critical planning process. They will be briefed on this proposed plan at their September 17 meeting.

REASON WHY LEGISLATION IS NEEDED:

COMMITTEE RECOMMENDATION:

N/A

FISCAL IMPACT(S):

\$75,000 Appropriation/ no impact on General Fund

POLICY CHANGES:

PRESENTER(S):

R. Thomas Homan, City Manager
Ted Miller, Parks and Natural Resource Director

RECOMMENDATION:

Approval after first or second reading

ATTACHMENT(S)

Memo
PROS Consulting Project Understanding and Approach

ORDINANCE NO. 19-55

AN ORDINANCE SUPPLEMENTING THE 2019 APPROPRIATIONS ORDINANCE IN THE AMOUNT OF \$75,000 AND AUTHORIZING THE CITY MANAGER TO ENTER INTO AN AGREEMENT WITH PROS CONSULTING FOR A PARKS AND RECREATION MASTER PLAN.

WHEREAS, the last time the city undertook a comprehensive review of it Parks and Recreation needs was 2009; and

WHEREAS, the Parks and Recreation Master Plan will be included as a chapter in the Comprehensive Plan Update, currently underway.

WHEREAS, a key component of the Plan will be Focus Group Interviews, Public Forum/Workshops and a Statistically-Valid Needs Analysis Group; and

WHEREAS, the city has determined the need for a comprehensive updated Parks and Recreation Master Plan; and

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

SECTION 1. That there is hereby appropriated from the unencumbered balance of the Parks Impact Fee Fund, \$35,000 increasing the following account:

Professional Services:
(491-4910-5230) \$35,000

SECTION 2. That there is hereby appropriated from the unencumbered balance of the Park Exaction Fee Fund \$40,000, increasing the following account:

Professional Services:
(255-2550-5230) \$40,000

SECTION 3. That the city manager is hereby authorized to enter into an agreement with PROS Consulting for a Parks and Recreation Master Plan.

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 Ohio Revised Code.

VOTE ON RULE SUSPENSION:

YEAS ___ NAYS ___
ABSTAIN ___

PASSED: _____, 2019

YEAS ___ NAYS ___
ABSTAIN ___

ATTEST: _____
CITY CLERK

MAYOR



MEMORANDUM

TO: R. Thomas Homan, City Manager
CC: Kyle Kridler, Asst. City Manager
FROM: Ted Miller, Parks and Natural Resources Director
DATE: 9.5.19
RE: Parks and Recreation Needs Assessment

The City of Delaware Parks and Natural Resources recommends moving forward with *Parks and Recreation Master Plan*. The initial phase of the plan will be the *Parks and Recreation Needs Assessment*. The *Parks and Recreation Needs Assessment* will provide community feedback that will update and focus the changing recreation and parks needs of the city.

Completed in 2002, the previous Parks and Recreation Master Plan is ready for an update. The *2020 CIP* plan proposed the master plan update in 2020, however with recent community recreation programming activity we feel an accelerated schedule would better meet the expectations of the residents. The initial *Needs Assessment* would begin this year with the *Master Plan* completed in 2020. We anticipate the Parks Advisory Board would provide an active role in working with the community for feedback and recommendations.

On August 21, 2019, PROS Consulting presented the scope for a partial *Needs Assessment* that focused on a survey component. Upon further discussion, we feel the addition of the vision plan will outline recreation programming improvements that meet the needs of the community. The *Needs Assessment* will provide the groundwork and directly tie into the final *Master Plan*.

In addition to updating the Parks Master Plan, the consultant will be able to offer guidance for the future park planning, particularly in the southeast portion of the city and other undeveloped areas around the city. Our recommendation is to move forward with both phases of the PROS Consulting proposal, Phase I in 2019 and Phase II in 2020.

Project Understanding and Approach

Project Understanding

The City of Delaware has a strong commitment to deliver quality, easily accessible, and amenity-rich park and recreation spaces that will serve today's citizens and visitors. As such, the City is seeking professional services to complete a *Parks and Recreation Master Plan* to provide a 5-year vision for parks and recreation. The outcome of the planning process will be a long-range plan for park improvements that will enable multi-year planning for capital investments to occur. Also, the plan will guide development of shared programming and educational opportunities and identify new and expanded locations for providing services in partnership with the educational community, the arts community, and the recreational sports community.

The City desires a *Parks and Recreation Master Plan* that will align new investments with a strong community-driven mission and vision that integrates Delaware's strong pursuit of parks, recreation, and the arts. The outcome will be a *Parks and Recreation Master Plan* that will be heavily used as a resource for future development and redevelopment of the City's parks, recreation programs and facilities, over the next five to ten years. The *Parks and Recreation Master Plan* will:

- Engage the community, leadership and stakeholders through innovative public input means to build a shared vision for parks, recreation programs and facilities in the City of Delaware for the next five to ten years.
- Utilize a wide variety of data sources and best practices, including a statistically-valid survey to predict trends and patterns of use and how to address unmet needs in the City of Delaware.
- Determine unique Level of Service Standards to develop appropriate actions regarding parks, recreation programs and facilities that reflects the City's strong commitment in providing high quality recreational activities for the community.
- Shape financial and operational preparedness through innovative and "next" practices to achieve the strategic objectives and recommended actions.
- Develop a dynamic and realistic strategic action plan that creates a road map to ensure long-term success and financial sustainability for the City's parks, recreation programs and facilities, as well as action steps to support the family-oriented community and businesses that call Delaware home.

The foundation of the Consulting Team's approach is a creative and comprehensive public participation process. It is very important to not only to engage those who typically participate in the planning process, but also those who do not. We will identify opportunities that engage people through a variety of community input processes. The information derived by the public's participation in key leadership meetings, focus group meetings, public forums, and surveys is important. However, it is equally important that the information received is applied to the overall planning process to accurately articulate the true unmet needs, address key issues and provide the greatest recommendations and strategies to move the City's parks and recreation services forward for optimum results.

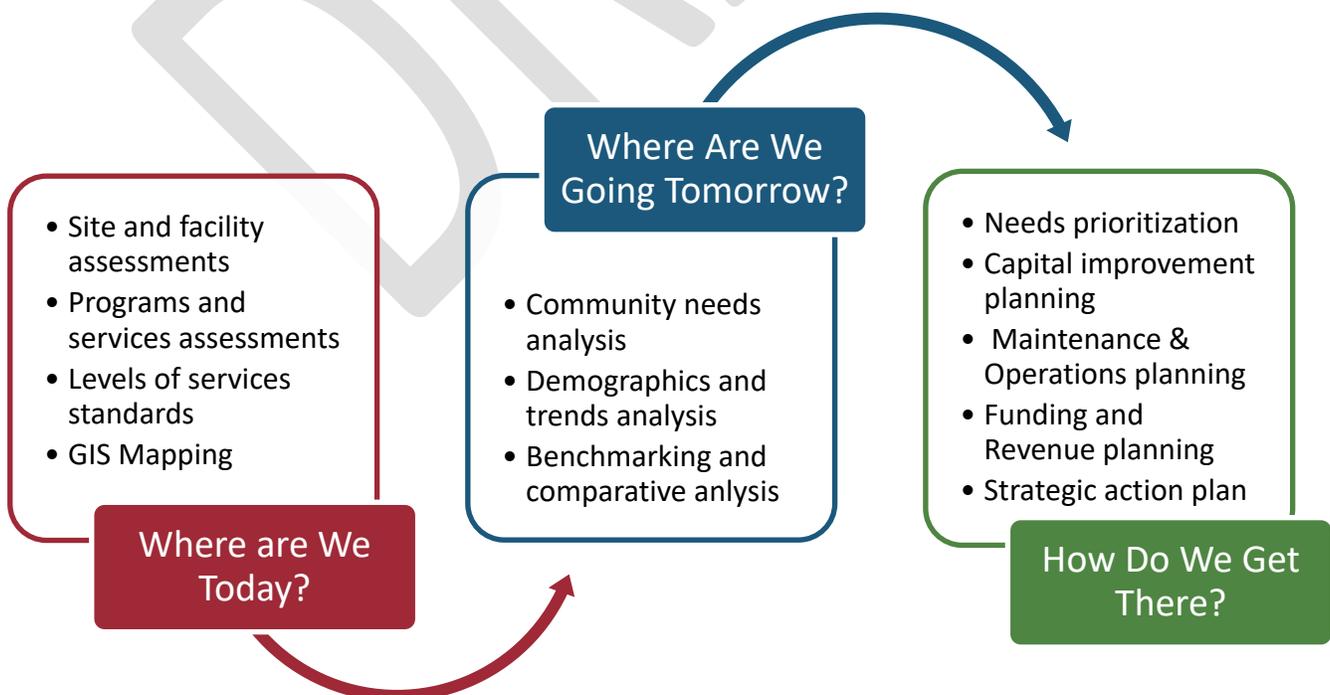
The PROS Consulting Team proposes to utilize its Community Values Model™ as the foundation of the *Parks and Recreation Master Plan*. The Community Values Model™ is an innovative

process to utilize comprehensive public input and insight in a meaningful way. Input, guidance and values from key community leaders, stakeholders, and the general public are used to create overall guiding principles and values of the community related to the delivery of parks and recreation services. The Community Values Model™ is then used as the basis for developing or reaffirming the vision, mission and strategic objectives for the *Parks and Recreation Master Plan*. The strategic objectives address six unique areas of master planning including:

Community / Mandates / Priorities	Standards	Levels of Services	Financial / Revenue	Partnerships	Governance / Organization
<ul style="list-style-type: none"> • Health & Wellness • Principles of Community • Mandatory Elements for Facilities, Programs & Services 	<ul style="list-style-type: none"> • Land and Open Space • Facilities • Programs • Maintenance 	<ul style="list-style-type: none"> • Levels of Service Delivery • Core Services • Role in Delivery vs. Other Service Providers 	<ul style="list-style-type: none"> • Funding Mechanisms to Support Operations & Capital 	<ul style="list-style-type: none"> • Public/Public • Public/Not-for-Profit • Public/Private 	<ul style="list-style-type: none"> • Design/Align Organization to Support Vision and Values to Community

Key Steps in the Process

The *Parks and Recreation Master Plan* will create a clear set of objectives that will provide direction to the City staff and the City Council for a short-term, mid-term and long-term range. There are numerous steps in the project, with the following key areas of focus being foundation components.



Project Scope of Work

The PROS Consulting Team proposes a comprehensive planning approach to address the requirements of the *Parks and Recreation Master Plan* and will deliver a living and working document that provides guidance for both short-term and long-term goals in a financially sustainable and achievable manner. **The following is a detailed and phased approach to develop the master plan related to implementing specific action items. There are two phases suggested: Phase 1 (Needs Assessment) and Phase 2 (Master Plan Development).**

PHASE I - NEEDS ASSESSMENT

Task 1 -Project Management, Progress Reporting & Data Review

A. Kick-off Meeting, Data Collection & Project Management – A kick-off meeting should be attended by the key City staff and Consulting Team members to confirm project goals, objectives, and expectations that will help guide actions and decisions of the Consulting Team. Detailed steps of this task include:

- Confirmation – The project goals, objectives, scope, and schedule will be confirmed.
- Outcome Expectations – Discuss expectations of the completed project.
- Communications – Confirmation on lines of communication, points of contact, level of involvement by City staff and local leaders, and other related project management details. Also, protocols and procedures for scheduling meetings should be agreed to.
- Data Collection – The Consulting Team will collect, log, and review key data and information to facilitate a thorough understanding of the project background.
- Progress Reporting – The Consulting Team will develop status reports to the City on a monthly basis. More importantly, we will be in close and constant contact with your designated project coordinator throughout the performance of the project.
- Prepare database of stakeholders – The Consulting Team will work with the City who will gather contact information from a variety of sources. This information will be used in the key leadership/focus group interview portion of the *Parks and Recreation Master Plan*.

Meetings: City staff review meeting of scope and schedule. The Consulting Team and the City's project manager will hold progress meetings via conference call as often as necessary, but no less than once per month until the final plan is approved by the elected officials for the purpose of progress reporting. Lastly, the Consulting Team will complete a progress review of previous planning efforts and will meet with the City's project manager at important milestone dates during the planning process, which will be finalized at the kick-off meeting with specific dates outlined.

Deliverables: Finalized scope of work, work schedule with target completion dates, and identification of relevant stakeholders and focus groups. City staff input of existing planning documents based on the data collection.

Task 2 - Mission, Culture and Community Alignment

The Consulting Team will utilize a **robust** public input process to solicit community input on how the City of Delaware park system and programs meet the needs of residents into the future. This task is an integral part of the planning process. A wide range of community/participation methods may be utilized with traditional public meetings. The Consulting Team will prepare a community outreach agenda to include the number and types of meetings which will be held.

Also, a statistically-valid City-wide needs assessment survey can be conducted to identify community needs and issues related to recreation/park programs and facilities. Specific tasks include:

A. Demographic & Recreation Trends Analysis – The Consulting Team will utilize the City’s projections and supplement with census tract demographic data obtained from Environmental Systems Research Institute, Inc. (ESRI), the largest research and development organization dedicated to Geographical Information Systems (GIS) and specializing in population projections and market trends; for comparison purposes data will also obtained from the U.S. Census Bureau. This analysis will provide an understanding of the demographic environment for the following reasons:

- To understand the market areas served by the park and recreation system and distinguish customer groups.
- To determine changes occurring in the City and the region, and assist in making proactive decisions to accommodate those shifts.
- Provide the basis for Equity Mapping and Service Area Analysis

The City’s demographic analysis will be based on US 2010 Census information, 2019 updated projections, and 5 (2024) and 10 (2029) year projections. The following demographic characteristics will be included:

- Population density; Age Distribution ; Households; Gender; Ethnicity; Household Income

From the demographic base data, sports, recreation, and outdoor trends are applied to the local populace to assist in determining the potential participation base within the community. For the sports and recreation trends, the Consulting Team utilizes the Sports & Fitness Industry Association’s (SFIA) 2018 Study of Sports, Fitness and Leisure Participation, ESRI local market potential, as well as participation trends from the Outdoor Foundation on outdoor recreation trends.

B. Benchmark Analysis (OPTIONAL)– A benchmark analysis could be completed to compare the City of Delaware to five (5) other relevant peer agencies. If desired, the Consulting Team can work with the City to identify the 15 key metrics to be surveyed and analyzed, as well as the benchmarked communities.

Agency	Population	Total Acres Owned or Managed	Total Developed Acres	Percentage of Developed Acres	Total Acres per 1,000 Residents
Bloomington	84,067	2,343	2,052	88%	27.88
Valparaiso	32,626	709	556	78%	21.72
Westerville	38,384	596	390	65%	15.53
Columbus	46,690	559	478	86%	11.96
Franklin	72,639	707	704	100%	9.73
Carmel Clay	88,713	553	178	32%	6.23
<i>PRORAGIS Median - Agencies Serving 20,000-49,999 Residents</i>					9.67

C. Key Leadership/Focus Group Interviews – The

Consulting Team will perform focus groups and key leadership interviews the community to evaluate their vision for parks and recreation in the City of Delaware community. Up to Eight (8) focus group meetings and key leadership interviews and other key leaders (up to 12) will be held over a two-day period. Also, during these interviews/focus groups, the Consulting Team will gain an understanding of the community values, as well as determine the priority for recreation facilities and programming, parks, trails and open space development needs of the City. The following list of potential interviewees will be used to select the final list in conjunction with the City:



- Elected Officials
- Key Business Leaders
- City Administration
- Parks and Recreation Board
- Key Partners/Philanthropic Organizations (e.g. YMCA, etc.)
- School officials
- Users and non-users of the parks and recreation system
- Parks Staff
- Athletic leagues and associations (all applicable sports)

D. Public Forums/Workshops – Public forums will

serve to present information and gather feedback from citizens at large. It is important to have initial meetings early in the process and follow-up meetings during the final plan development process. It will be important to get maximum media exposure to inform citizens of the purpose and importance of the meetings and clearly note time and locations. We propose to conduct a total of two (2) public forums: one (1) initial public forum at the project midpoint to introduce the project and project goals, preliminary findings, gain input for the community's vision and core values for the City's parks and recreation system, and one (1) as a final briefing and input opportunity on the draft plan. These meetings would be informal in nature offering the public an opportunity to participate in the planning process and to provide feedback on the proposed options. The purpose for these meetings will be to ensure opportunities for the general public to discuss their priorities and perceptions surrounding the parks and recreation system. The forums will also afford the opportunity to subtly educate the public on the opportunities, benefits, and constraints of the City's parks and recreation system.

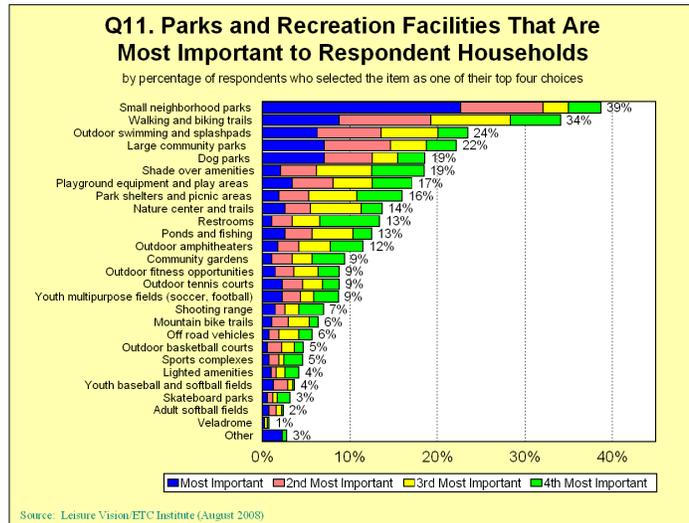


E. Electronic Survey – Also, the Consulting Team can create an online survey administered through www.surveymonkey.com. This survey will be promoted through the City's website and promotional mediums to maximize outreach and response rates. These surveys would

provide quantitative data and guidance in addition to the stakeholder and focus groups in regards to the recommendations for park amenities, specific programs, facility components, usage, and pricing strategies.

- F. Statistically-Valid Needs Analysis Survey** – The Consulting Team can perform a random, scientifically valid community-wide household survey to quantify knowledge, need, unmet need, priorities and support for system improvements that include facility, programming, and the park needs of the City.

The survey will be administered by phone or by a combination of a mail/phone survey and will have a minimum sample size of 380 completed surveys at a 95% level of confidence and a confidence interval of +/- 5%. Prior to the survey being administered, it will be reviewed by the City staff.



- G. Crowd-Sourcing Project Website (OPTIONAL)** - The Consultant Team can develop a customized project website, if desired by the City of Delaware that will provide on-going project updates and will serve as the avenue to crowd-source information throughout the project for the entire community. This could be combined with input through Social Media and could also host videos through a dedicated YouTube Channel and utilize the City's website. E.g. www.planindyparks.com. It has proven to be a very effective tool in engaging the community on an on-going basis as well as maximize outreach to an audience that may not traditionally show up at public meetings or choose to respond to a survey.

Meetings: Staff review of community meetings agenda. Eight focus group meetings, up to twelve community stakeholder meetings, one meeting with the Parks and Recreation Board, one meeting with City Council, and two Community Public Forum Meetings to gather public input. If desired, City staff review and finalization of statistically-valid needs analysis survey and a benchmark comparison report.

Deliverables: A Demographic & Recreational Trends Analysis and an optional Benchmark Report. The Consulting Team will act as professional facilitators to gather information about services, use, preferences and any agency strengths, weaknesses, opportunities and threats. Well organized and directed activities, techniques, and formats will be provided to ensure that a positive, open and proactive public participation process is achieved. Written community meeting report for each meeting will be provided, along with a technical report on the electronic survey findings. Community survey draft for review and survey results and analysis report, as well as optional crowd-sourcing website if desired by the City.

Task 3 - Inventory, Analysis and Vision Plan

- A. Parks and Facilities Inventory and Assessment** – The Consulting Team will provide an electronic form to complete the facility/amenity inventory and assessment. A park and

facility tour will be performed with City staff, Operations and Maintenance staff, and Programming staff. The findings from this review will be documented in a prepared data collection form. During this tour, general observation of park and recreation facilities will include:

- Photographs along with text to illustrate key environmental features in the City
- General state and condition
- Compatibility with neighborhoods
- Compatibility of amenities offered through the City
- Aesthetics/Design
- Safety/security
- Public Access Connectivity to the surrounding neighborhoods through non-motorized travel
- Program capacity and compatibility with users
- Partnership opportunities
- Revenue generation opportunities

Analysis will be performed from this review, and incorporated into an *Assessment Summary Report*.

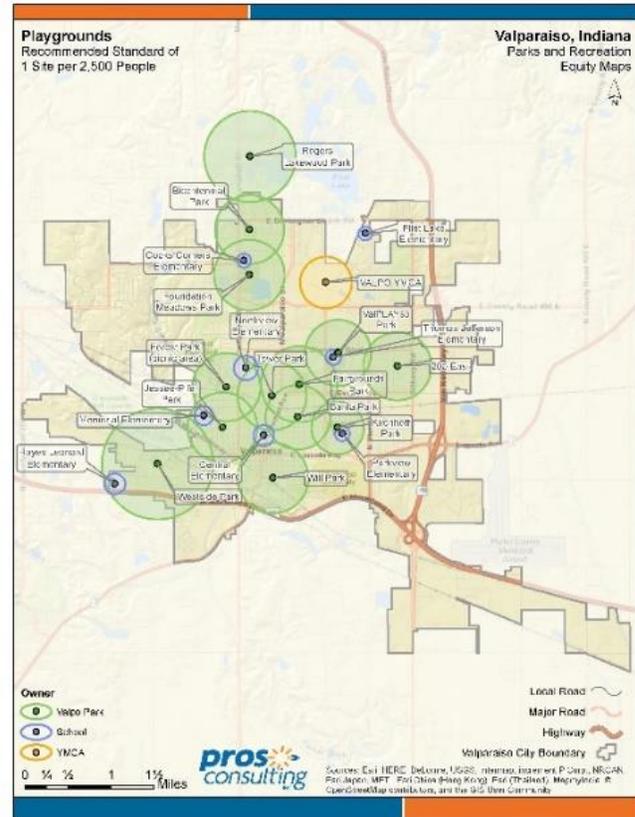
B. Park Classifications and Level of Service Standards – The Consulting Team will work with the City to review and confirm, modify or add to existing park classifications, and preferred facility standards for all park sites, trails, open space amenities including common areas and indoor and outdoor facilities. These classifications will consider size, population served, length of stay, and amenity types/services. Facility standards include level of service standards and the population served per recreational facilities and park amenities. Any new or modified classification or standard will be approved as required. These are based on regional, statewide or nationally accepted parks and recreation standards, as well as the Consulting Team’s national experience and comparison with peer/survey agencies. These standards will be adapted based on the needs and expectations of the City.

PARKS:		2015 Inventory - Developed Facilities							2015 Facility Standards		2020 Facility Standards			
Park Type	Valpo Parks	Schools	Valpo YMCA	Total Inventory	Current Service Level based upon population		Recommended Service Levels; Revised for Local Service Area		Meet Standard/ Need Exists	Additional Facilities/ Amenities Needed	Meet Standard/ Need Exists	Additional Facilities/ Amenities Needed		
Neighborhood Parks	15.50			15.50	0.48	acres per	1,000	2.00	acres per	1,000	Need Exists	49 Acre(s)	Need Exists	51 Acre(s)
Community Parks	147.50			147.50	4.55	acres per	1,000	5.00	acres per	1,000	Need Exists	15 Acre(s)	Need Exists	18 Acre(s)
Regional Parks	122.50			122.50	3.78	acres per	1,000	5.50	acres per	1,000	Need Exists	56 Acre(s)	Need Exists	60 Acre(s)
Special Use Park	270.10			270.10	8.33	acres per	1,000	8.00	acres per	1,000	Meets Standard	- Acre(s)	Meets Standard	- Acre(s)
Undeveloped Acres	153.00			153.00	4.72	acres per	1,000	0.00	acres per	1,000	Meets Standard	- Acre(s)	Meets Standard	- Acre(s)
Total Park Acres	708.60	-	-	708.60	21.84	acres per	1,000	20.50	acres per	1,000	Meets Standard	- Acre(s)	Meets Standard	- Acre(s)
OUTDOOR AMENITIES:														
Picnic Shelters	23.00	-	1.00	24.00	1.00	site per	1,352	1.00	site per	2,500	Meets Standard	- Site(s)	Meets Standard	- Site(s)
Soccer Fields	9.00	0.30	-	9.30	1.00	field per	3,488	1.00	field per	4,000	Meets Standard	- Field(s)	Meets Standard	- Field(s)
Multi-Purpose Fields (Football, Cricket, Lacrosse, Rugby)	-	4.00	-	4.00	1.00	field per	8,111	1.00	field per	6,000	Need Exists	1 Field(s)	Need Exists	2 Field(s)
Adult Baseball Fields	2.00	-	-	2.00	1.00	field per	16,222	1.00	field per	6,000	Need Exists	3 Field(s)	Need Exists	4 Field(s)
Youth Baseball Fields	4.00	-	-	4.00	1.00	field per	8,111	1.00	field per	5,000	Need Exists	2 Field(s)	Need Exists	3 Field(s)
Softball Fields	6.00	-	-	6.00	1.00	field per	5,407	1.00	field per	6,000	Meets Standard	- Field(s)	Meets Standard	- Field(s)
Basketball Courts	5.00	-	-	5.00	1.00	court per	6,489	1.00	court per	4,000	Need Exists	3 Court(s)	Need Exists	3 Court(s)
Tennis Courts	1.00	7.00	-	8.00	1.00	court per	4,055	1.00	court per	5,000	Meets Standard	- Court(s)	Meets Standard	- Court(s)
Playgrounds	13.00	1.60	1.00	15.60	1.00	site per	2,080	1.00	site per	2,500	Meets Standard	- Site(s)	Meets Standard	- Site(s)
Dog Parks	-	-	-	-	1.00	site per	#DIV/0!	1.00	site per	40,000	Need Exists	1 Site(s)	Meets Standard	- Site(s)
Skate Park	1.00	-	-	1.00	1.00	site per	32,443	1.00	site per	40,000	Meets Standard	- Site(s)	Meets Standard	- Site(s)
Sand Volleyball	-	-	-	-	1.00	site per	#DIV/0!	1.00	site per	15,000	Need Exists	2 Site(s)	Need Exists	2 Site(s)
Paved Multi-Use Trails	18.75	-	-	18.75	0.58	miles per	1,000	0.40	miles per	1,000	Meets Standard	- Mile(s)	Meets Standard	- Mile(s)
Unpaved Trails/ Hiking Trails	1.00	-	-	1.00	0.03	miles per	1,000	0.10	miles per	1,000	Need Exists	2 Mile(s)	Need Exists	2 Mile(s)
Spraygrounds	1.00	-	-	1.00	1.00	site per	32,443	1.00	site per	50,000	Meets Standard	- Site(s)	Meets Standard	- Site(s)
Indoor Pools	-	-	-	-	1.00	site per	#DIV/0!	1.00	site per	50,000	Need Exists	1 Site(s)	Need Exists	1 Site(s)
INDOOR AMENITIES:														
Recreation/Gymnasium (Square Feet)	-	12,000.00	7,800.00	19,800.00	0.61	SF per	person	2.00	SF per	person	Need Exists	45,086 Square Feet	Need Exists	46,532 Square Feet
2015 Estimated Population	32,443													
2020 Estimated Population	33,166													

Notes:
School Inventory is reduced due to public access availability for several amenities.
Central Park Plaza acres is included under Special Use acres.

C. Geographical Analysis through Mapping –

The Consulting Team can work with the City to determine appropriate GIS mapping. The Consulting Team would utilize GIS to perform geographical mapping to identify service area analysis for specific facilities and programs. This includes mapping by classification and major amenities by facility standards as applied to population density and geographic areas. A service area is defined as a circular area around a park or amenity whose radius encompasses the population associated with the appropriate facility standard for each park classification and amenity. Using the facility standards and service areas provided by the Consulting Team for each park and major facility type (amenity), a series of maps by each park classification and major amenities will be prepared. This mapping identifies gaps and overlaps in service area. It is assumed that the City will provide base GIS information including inventory and general location of park sites and amenities. The Consulting Team will provide maps in digital format (ARCGIS and Adobe Acrobat PDF format) and hard copy.



D. Recreation Program Assessment – Recreation programs and special events are the backbone of park and recreation agencies. This assessment will review how well the City of Delaware aligns itself with community needs. The goal of this process is to provide recreation program enhancements that result in successful and innovative recreation program offerings. The Consulting Team will provide insight into recreation program trends from agencies all around the country. The process includes analysis of:

- Age segment distribution
- Lifecycle analysis
- Core program analysis and development
- Similar provider analysis/duplication of service
- Market position and marketing analysis
- User fee analysis for facilities and programs/services
- Review of program development process
- Backstage support, or service systems and agency support needed to deliver excellent service

Ultimately, the outcome of the process will be the creation of a dynamic recreation program plan that results in increased registration, drives customer retention and loyalty, improves customer satisfaction, and increases revenues. Additionally, it will help focus staff efforts in

core program areas and create excellence in those programs deemed most important by program participants.

E. Prioritized Facility and Program Priority Rankings–

The Consulting Team will synthesize the findings from the community input, survey results, standards, demographics and trends analysis, park and facility assessment, recreation services assessment and the service area mapping into a quantified facility and program priority ranking. This priority listing will be compared against gaps or surplus in recreation services, parks, facilities and amenities. This will list and prioritize facility, infrastructure, amenities, and program needs for the parks and recreation system and **provide guidance** for the Capital Improvement Plan. The analysis will include probable future parks, recreation facilities, open spaces and trail needs based on community input, as well as state and national user figures and trends. Also, a set of prioritized recommendations for maintenance and renovation of parks, trails and recreation facilities will be developed. The Team will conduct a work session with staff to review the findings and make revisions as necessary.

Facility	Overall Rank
Outdoor swimming pool/family aquatic center	1
Connected walking & biking trails	2
Nature center & trails	3
Indoor swimming pools/leisure pool	4
Small neighborhood parks	5
Off-leash dog park	6
Indoor ice arena	7
Multi-generational community center	8
Senior center	9
Indoor running/walking track	10
Indoor fitness & exercise facilities	11
Youth soccer fields	12
Greenspace & natural areas	13
Outdoor ice arena	14
Outdoor tennis courts	15
Indoor lap lanes for exercise swimming	16
Youth baseball & softball fields	17
Skateboarding park	18
Playground equipment	19
Adult softball fields	20
Outdoor basketball courts	21
Indoor sports fields (baseball, soccer, etc.)	22
Large community parks	23
Indoor basketball/volleyball courts	24
Disc golf	25
Spraygrounds	26
Youth football fields	27

Meetings: Review of staff provided inventory and condition information. Tour of existing facilities/properties for the purposes of assessment of parks and facilities. Park classification and design standards review discussion. Also, meeting on appropriate mapping method desired. Initial meeting with staff to provide information regarding current program offerings, as well as follow up to present findings and recommendations. Rank and prioritize demand and opportunities.

Deliverables: Parks Facility Analysis / Assessment Report. Programs and Services Assessment Report. Rank and Prioritize demand and opportunities.

PHASE II - ACTION PLAN

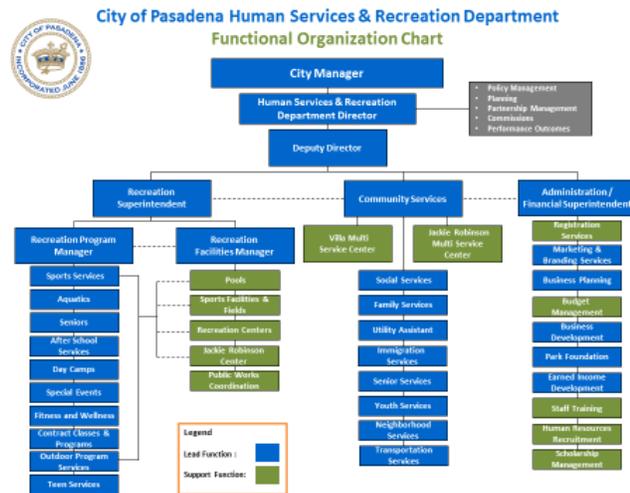
Task 1 - Operational and Fiscal Plan

A. Capital Improvement Plan – The culmination of all analysis will result in a prioritized plan providing guidelines to the City for investing and developing parks, facilities, and open space. This capital improvement plan will reflect community needs identified in the staff, Park and Recreation Board, and stakeholder meetings, the public input process, household survey, demographics, prioritized facility and program needs analysis, and physical analysis. The capital improvement plan will focus on three key areas: Existing Park System Needs; Land Acquisition; New Park, Recreation Facilities and Open Space Needs.

The plan will take into account operational and financial impacts in developing options and cost estimates. The plan will present budgetary capital costs, priorities, and funding strategies including partnership and revenue generation opportunities for capital and operational funding.

B. Operational and Maintenance Review – The Consulting Team can perform an analysis of the current practices of the City to evaluate its operational situation. This analysis will identify future City organization and staffing needs, improved operational efficiencies, policy development, process improvements, system and technology improvements, and marketing/communication opportunities. This task will include recommendations in a comprehensive manner. This will include data collection, analysis and on-site observations of key organizational components in the following areas:

- Classification of services
- Administrative delivery
- Maintenance and Operating Standards
- Organizational Design and Staffing
- Customer service
- Staffing levels
- Field equipment/resources
- Service contracts
- Workload requirements
- Procedures manuals
- Existing policy and procedures management
- Performance measures and indicators
- Information systems and technology
- Marketing and communications
- Identify and expand partnerships/volunteer support for facilities and services
- Review and suggest new rules and regulations related to parks



This review will include comparison of current policies with national standards of best practice agencies. The Consulting Team will recommend policies and adjustments to current policies where enhancements may be needed or gaps are identified.

C. Funding and Revenue Strategies – Funding strategies will be developed based in part to our review and analysis of the facilities as well as the national experience brought by the Consulting Team. The Consulting Team has identified numerous funding options that can be applied to the Park and Recreation Master Plan based on the community values. The funding strategies to be evaluated for recommendations will include at a minimum:

- Fees and charges options and recommendations
- Endowments/Non-profits opportunities for supporting operational and capital costs
- Sponsorships to support programs, events, and facilities
- Partnerships with public/public partners, public/not-for-profit partners and public/private partnerships
- Dedicated funding sources to support land acquisition and capital improvements

- Development agreements to support park acquisition, open space and park and facility development
- Earned Income options to support operational costs
- Land or facility leases to support operational and capital costs
- Identify grant opportunities and resources to construct parks and facilities identified in the Master Plan including suggested timelines

Meetings: Review of staff provided organization and staffing information, financial information and any current financial and funding opportunities. Follow up to present findings and recommendations and possible funding options.

Deliverables: Organizational Analysis Findings Report. Funding and revenue strategies outlined with recommendations.

Task 2 - Strategic Action Plan & Master Plan Development

The *Parks and Recreation Master Plan* will be framed and prepared through a series of workshops with City staff. The overall vision and mission statements will be affirmed or modified, and direction for the City will be established along with individual action strategies that were identified from all the research work completed. Specific tasks include:

- A. Develop Vision, Mission and Goals/Objectives** – The supporting vision and mission statements will be affirmed or developed with senior City staff in a work session. Following this effort, goals/objectives and policies will be established and prioritized. A status briefing will be presented to gain input and consensus on direction.
- B. Strategic Action Plan** - Upon consensus of all technical work, the remaining action plan will be completed with supporting strategies, actions, responsibilities, and priorities/timelines. These strategies will be classified as short-term, mid-term or long-term strategies and priorities. This will be reviewed with senior staff in a half-day workshop. The Consulting Team will propose a prioritization schedule and methodology used on successful master plans across the United States from their work. Action plans will be established in the following key areas:
 - **Park Land Development and Improvements** – Recommendations that provide for short- and long-term enhancement of land acquisition in the Department. This will include the following:
 - The Consulting Team will develop a well-balanced park system that offers a proper balance of well-connected, highly accessible parks and trails with a variety of recreation services that is inclusive of all types of users.
 - The Consulting Team will create a clearly articulated park classification system which covers all types of park and recreation facilities in the City. Each park or recreation facility class will include a model program of activities and/or design/construction elements and an accompanying bubble plan which illustrates spatial relationships.
 - **Programs and Services** – Recommendations that provide for short- and long-term development and maintenance of programs and services provided by the City, including opportunities to improve meeting user needs.
 - **Financial and Budgetary Capacity Development** – Recommendations that provide for short- and long-term enhancement of the financial and budgetary capacity of the City related to parks and lands.

- **Policies and Practices** – Specific policies and practices for the City that will support the desired outcomes of this Master Plan will be detailed.
- C. Draft Report Preparation and Briefings**– The Consulting Team will prepare a draft *Parks and Recreation Master Plan* with strategies taking into account all analyses performed and consider the fiscal and operational impacts to the City. The draft plan will incorporate structural elements in order for the City of Delaware to be eligible for important State of Ohio and other applicable grant funds. The recommendations and prioritization of needs will be reviewed and discussed with the Park and Recreation Board. Five paper copies of the *Draft Park Master Plan* to be used for distribution and review. One electronic copy for public information.
- D. Final Master Plan Presentations, Preparation, and Production** – Upon comment by all vested staff, City Council, and the community, the Consulting Team will revise the *Draft Master Plan* to reflect all input received. Once the draft Master Plan is approved by the Park and Recreation Board, the Consulting Team will prepare a final summary report and present to the City for final approval and adoption. The final plan will be prepared with a Summary Report delivered along with associated appendices (technical reports).

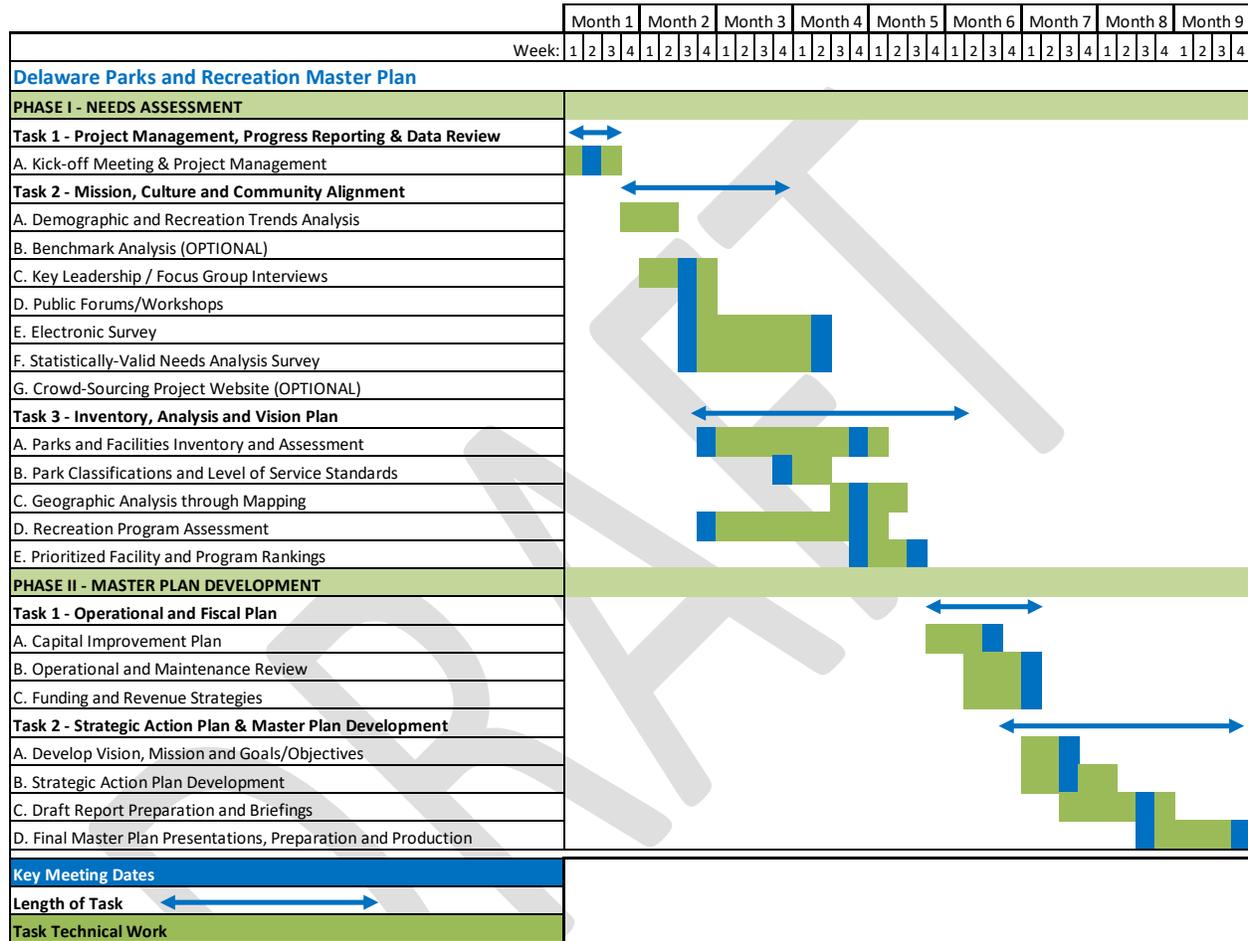
Meetings: Meetings with staff on vision/mission and workshop on strategic action plan. Presentations to the City Council (one during the draft master plan and one for the adoption of the final Master Plan). One (1) meeting with the Parks and Recreation Board at the time of the adoption of the Master Plan. The Consulting Team will meet with staff for review of changes.

Deliverables: Deliverables will be the following:

- The Master Plan must include written goals, plans, objectives, and policy statements that articulate a clear vision and “road map” and model for the parks and recreation services
- A summary of existing conditions, inventories and Level of Service analysis
- Charts, graphs, maps and other data as needed to support the plan and its presentation to the appropriate audiences
- An Action Plan
- A minimum of one (1) meetings with the City Council, one at the time of the presentation of the draft Master Plan, and one at the adoption of the final Master Plan
- A color version of the draft Master Plan document consisting of one (1) printed and bound color copy and an electronic copy in a format compatible with the City’s software
- A color version of the final Master Plan document consisting of one (1) printed and bound color copies and an electronic copy in a format compatible with the City’s software
- A color version of the final Executive Summary consisting of one (1) printed copy and an electronic version in a format compatible with the City’s software

Project Schedule

The project approach and scope of work detailed in this proposal can be completed by the PROS Team collaboratively with the City of Delaware. PROS can begin the project immediately and has the capability and availability to meet the 9-month schedule depicted below. Specific dates will be set during the kick-off meeting process and the PROS Team will consider any special requirements by the City in regards to scheduling to meet your expectations.



Fee Proposal

The following fee breakdown is based on the project approach described in the Scope of Work for the *Parks and Recreation Master*. The PROS Team has based this fee on our current understanding of the City of Delaware goal for the project. We would appreciate the opportunity to meet and discuss the project approach and fees to ensure they are consistent with the expectations of the City. This fee is a not-to-exceed amount and includes all costs, both direct and indirect, including any reimbursable expenses.

PHASE I - NEEDS ASSESSMENT	
Task 1 - Project Management, Progress Reporting & Data Review	
A. Kick-off Meeting & Project Management	\$ 2,850
Expenses	\$ 300
Subtotal Dollars	\$ 3,150
Task 2 - Mission, Culture and Community Alignment	
A. Demographic and Recreation Trends Analysis	\$ 2,000
B. Benchmark Analysis (OPTIONAL)	\$ -
C. Key Leadership / Focus Group Interviews	\$ 4,520
D. Public Forums/Workshops	\$ 4,070
E. Electronic Survey	\$ 800
F. Statistically-Valid Needs Analysis Survey	\$ 11,580
G. Crowd-Sourcing Project Website (OPTIONAL)	\$ -
Expenses	\$ 600
Subtotal Dollars	\$ 23,570
Task 3 - Inventory, Analysis and Vision Plan	
A. Parks and Facilities Inventory and Assessment	\$ 5,400
B. Park Classifications and Level of Service Standards	\$ 1,840
C. Geographic Analysis through Mapping	\$ 2,580
D. Recreation Program Assessment	\$ 4,350
E. Prioritized Facility and Program Rankings	\$ 2,670
Expenses	\$ 800
Subtotal Dollars	\$ 17,640
PHASE I TOTAL EXPENSES	\$ 1,700
PHASE I TOTAL FEES	\$ 42,660
PHASE I TOTAL DOLLARS	\$ 44,360
PHASE II - MASTER PLAN DEVELOPMENT	
Task 1 - Operational and Fiscal Plan	
A. Capital Improvement Plan	\$ 3,020
B. Operational and Maintenance Review	\$ 4,530
C. Funding and Revenue Strategies	\$ 1,800
Expenses	\$ 600
Subtotal Dollars	\$ 9,950
Task 2 - Strategic Action Plan & Master Plan Development	
A. Develop Vision, Mission and Goals/Objectives	\$ 1,280
B. Strategic Action Plan Development	\$ 7,150
C. Draft Report Preparation and Briefings	\$ 4,650
D. Final Master Plan Presentations, Preparation and Production	\$ 6,620
Expenses	\$ 950
Subtotal Dollars	\$ 20,650
PHASE II TOTAL EXPENSES	\$ 1,550
PHASE II TOTAL FEES	\$ 29,050
PHASE II TOTAL DOLLARS	\$ 30,600
TOTAL EXPENSES	\$ 3,250
TOTAL FEES	\$ 71,710
TOTAL DOLLARS	\$ 74,960
ADDITIVE / OPTIONAL SERVICES	
Benchmark Analysis	\$ 2,900
Crowd-Sourcing Project Website	\$ 9,000



DISCUSSION ITEM A:

Rule Suspension Guidelines

Guidelines for Ordinance Readings

1. As a general rule, legislation **amending the Delaware Codified Ordinances, adopting the annual budget, and adjusting City employee compensation**, will proceed to three readings.
2. ~~Except in very rare circumstances, development~~ **Development projects** will generally follow the following: go to at least two readings.
 - a. When a formal public hearing is required by code (such as but not limited to Conditional Use Permits and Zoning Amendments) a minimum of 2 readings shall be required. Applicants may reasonably expect that cases will receive the full 3 readings unless if no members of the public testify in opposition to the project at the public hearing, Council may vote on the second reading.
 - a.b. When a formal public hearing is not required by code (such as but not limited to Development Plans and Plats), City Council will consider approving cases at the first reading. Applicants may reasonably expect that Council will take additional readings in order to receive additional information, if there is public comment in opposition to the project, or other reasons as Council may see fit.
 - b. ~~Re development projects that do not require a public hearing may be approved at the first reading.~~
 - c. ~~In the event that Council has canceled a regularly scheduled meeting that would otherwise have been the second reading, it may proceed on the first reading if the aApplicants need to demonstrate shows it they will suffer substantial adverse economic impact by waiting for additional readings but Council shall take as many readings as they deem necessary to receive comment and information sufficient to make a decision in their sole judgement.~~
 - d. Applicants shall be made aware of these guidelienes but shall also be informed that Council might take the legislation-development case to three or more readings and plan accordingly when preparing their application.
3. Council might suspend the rules on the first reading in the following circumstances:
 - a. **Emergencies/ Unexpected** circumstances which prevented staff from putting the item on the agenda earlier.
 - b. **Uncontroversial** items such as legislation accepting grants, entering into intergovernmental agreements, and authorizing routine financial transactions.
 - c. **Time Sensitive** legislation which requires an effective date before another meeting can be scheduled.
 - d. **Economic Incentives Offered Pursuant Pre-Approved Economic Development Incentive Plan (EDIP).**

4. In the event a motion to suspend the rules is made during the first reading, the public will be given an opportunity to address council prior to the vote on the agenda item.
5. When staff is requesting that Council suspend the rules requiring three readings, staff will indicate why a rule suspension is necessary in its recommendation included in the council packet. When possible, staff will provide insight as to why the item was not placed on the agenda earlier.

TO: Mayor Riggle and Members of Council

FROM: R. Thomas Homan, City Manager

SUBJECT: Miscellaneous Matters

DATE: September 5, 2019

1. **Calendar**

See Attached

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

N/A

3. **Meetings**

August 26

Rotary

City Council Meeting

August 27

Delaware City Schools Pre- Meeting

Main Street

August 28

New Moon 2020 Meeting

Barb Walters Open House

September 3

YMCA Partnership Meeting

911 Administrative Board Meeting

September 5

Arts Castle 30 Year Celebration Reception

September

2019

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2 Labor Day City Offices Closed	3	4 Civil Service 3:00 pm Planning 6:30 pm	5	6	7
8	9 Council 7:00 pm	10	11 BZA 6:30 pm	12 CIP Work Session 6:00 pm	13	14
15	16	17 Parks & Rec Board 6:30 pm	18	19 Jug Day	20	21
22	23 Council 7:00 pm	24	25 HPC 6:30 pm	26	27	28
29	30 CIP Work Session 6:00 pm (Tentative)					