

**CITY OF DELAWARE  
CITY COUNCIL  
MEETING TO BE HELD VIRTUALLY VIA CISCO Webex \*\*  
7:00 P.M. MEETING**

**AGENDA**

**7:00 P.M.**

**July 13, 2020**

1. ROLL CALL
2. INVOCATION by Nicol Ghazi, Islamic Center of Delaware County
3. APPROVAL of the Motion Summary of the special meeting of Council held on June 22, 2020, as recorded and transcribed.
4. CONSENT AGENDA
  - A. Acceptance of the Motion Summary of the Planning Commission meeting held on June 3, 2020, as recorded and transcribed.
  - B. Acceptance of the Motion Summary of the Civil Service Commission meeting held on February 5, 2020, as recorded and transcribed.
  - C. Acceptance of the Motion Summary of the Shade Tree Commission meeting held on February 25, 2020, as recorded and transcribed.
  - D. Resolution No. 20-38, a resolution authorizing the City Manager to submit an application for Ohio Public Works Commission Emergency Program Grant Funding and to enter into grant agreements as required for the reconstruction of the John Street Bridge.
  - E. Resolution No. 20-39, a resolution authorizing the City Manager to submit grant application updates to the Mid-Ohio Regional Planning Commission for the Point Improvement and Citywide Signals Phase I projects.
  - F. Resolution No. 20-40, a resolution authorizing the City Manager to submit applications for State and Federal Grant Funding and to enter into grant agreements as required for the planning, design and construction of the East Central Avenue Improvement Project.
  - G. Establish July 27, 2020 at 7:20 p.m. as a date and time for a public hearing and second reading for Ordinance No. 20-40, an ordinance amending Section 913.23 – Charges established for sewage auxiliary meters within the Code of Ordinances for the City of Delaware and declaring an emergency.
  - H. Establish July 27, 2020 at 7:30 p.m. as a date and time for a public hearing and second reading for Ordinance No. 20-41, an ordinance approving a Rezoning Amendment for Dylan J. Menges Trustee for 748 Cheshire Road from A-1 (Agricultural District) to R-

3 (One-Family Residential District) on 1.853 acres.

5. LETTERS, PETITIONS, AND PUBLIC COMMENTS

Due to the meeting being held virtually, written public comment is requested to be received either before or during the meeting through email at [emccloskey@delawareohio.net](mailto:emccloskey@delawareohio.net). To provide live public comment please email [emccloskey@delawareohio.net](mailto:emccloskey@delawareohio.net) to sign up by 5 p.m. the date of the meeting. Comments received on Facebook may have to be addressed by staff subsequent to the meeting.

6. COMMITTEE REPORTS

7. PRESENTATION AND DISCUSSION

A. COVID-19 Update - Health Commissioner Shelia Hiddleson, Delaware General Health District

B. Discussion of Face Covering Requirements

8. CONSIDERATION of Resolution No. 20-41, a resolution directing the City Manager to evaluate City policies and procedures with respect to diversity, inclusion and equity.

9. CONSIDERATION of Resolution No. 20-42, a resolution amending previously adopted policy concerning the establishment of honorary street names.

10. CONSIDERATION of Resolution No. 20-43, a resolution establishing the honorary street designation of Little Brown Jug Way in the City of Delaware for commemorative purposes.

11. CONSIDERATION of Ordinance No. 20-40, an ordinance amending Section 913.23 – Charges established for sewage auxiliary meters within the Code of Ordinances for the City of Delaware and declaring an emergency.

12. CONSIDERATION of Ordinance No. 20-41, an ordinance approving a Rezoning Amendment for Dylan J. Menges Trustee for 748 Cheshire Road from A-1 (Agricultural District) to R-3 (One-Family Residential District) on 1.853 acres.

13. CONSIDERATION of Ordinance No. 20-42, an ordinance approving a Final Subdivision Plat request by T&R Properties Inc., for the Ravines at Olentangy Section 2, Phase A containing 49 single-family lots on 23.966 acres on property zoned R-3 PMU (One-Family Residential District with a Planned Mixed-Use Overlay District) and located on Rochdale Run just north of Randall Road.

14. CONSIDERATION of Ordinance No. 20-43, an ordinance approving a Final Subdivision Plat request by T&R Properties Inc., for the Ravines at Olentangy Section 2, Phase B containing 34 single-family lots on 9.412 acres on property zoned R-3 PMU (One-Family Residential District with a Planned Mixed-Use Overlay District) and located on Rochdale Run just north of Randall Road.
15. CONSIDERATION of Ordinance No. 20-44, an ordinance authorizing the City Manager to enter into a lease agreement with Main Street Delaware and declaring an emergency.
16. CONSIDERATION of Ordinance No. 20-45, an ordinance authorizing the creation of the Local Coronavirus Relief Fund as well as supplemental appropriations and declaring an emergency.
17. CONSIDERATION of Ordinance No. 20-46, an ordinance supplementing the 2020 Appropriations and declaring an emergency.
18. CITY MANAGER'S REPORT & COVID-19 UPDATE:
19. COUNCIL COMMENTS
20. ADJOURNMENT

\*\* This meeting will be a virtual meeting. Residents are encouraged to view online through the City of Delaware Facebook page. To comply with the CDC recommendation prohibiting group meetings, no in person attendance by Council, staff, or the public will be available.

# RECORD OF PROCEEDINGS

Minutes of Delaware City Council

Meeting

GOVERNMENT FORMS & SUPPLIES 844-224-3338 FORM NO. 10148

Held June 22, 2020

The regular meeting of Council held on June 22, 2020 and was called to order at 7:00 p.m. and was held remotely through Cisco Webex and streamed Live through Facebook due to the State of Emergency – Executive Order 2020-01D. The following members of Council were remotely present: Second Ward Lisa Keller, Third Ward Cory Hoffman, Fourth Ward Drew Farrell, At-Large George Hellinger, Vice-Mayor Kent Shafer and Mayor Riggie who presided. Absent from the meeting was First Ward Chris Jones. The invocation was delivered by Pastor Kale Booher, Life Point Church.

Staff Present Remotely: Dave Efland, Planning and Community Development Director, Justin Nahvi, Finance Director, Darren Shulman, City Attorney, Kyle Kridler, Assistant City Manager, and Tom Homan, City Manager

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

### **ITEM 3: APPROVAL OF MINUTES**

APPROVAL of the Motion Summary of the regular meeting of Council held on June 8, 2020, as recorded and transcribed.

**Motion:** Mrs. Keller motioned to approve the Motion Summary of the regular meeting of Council held on June 8, 2020, as recorded and transcribed, seconded by Mr. Farrell. Motion approved by a 6-0 vote.

### **ITEM 4: CONSENT AGENDA**

- A. Acceptance of the Motion Summary of the Board of Zoning Appeals meeting held on November 11, 2019, as recorded and transcribed.
- B. Acceptance of the Motion Summary of the Finance Committee meeting held on May 13, 2020, as recorded and transcribed.
- C. Acceptance of the Motion Summary of the Records Commission meeting held on December 16, 2019, as recorded and transcribed.
- D. Resolution No. 20-36, a resolution extending boards and commission appointments set to expire on June 30, 2020 until December 1, 2020.

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

### **ITEM 5: LETTERS, PETITIONS, AND PUBLIC COMMENTS**

#### **PUBLIC COMMENT:**

Tamika Vinson-Reid  
Via Cisco Webex  
African American Heritage Council, Co-Chair

Ms. Reid provided a written statement regarding need for diversity, inclusion and equity in the City of Delaware. She discussed the request to establish a Chief Diversity Officer to lead diversity and inclusion management for the City, create a inclusion, diversity and equity advisory board, develop incentives and programs to attract certified minority-owned businesses, change Civil Service rules to ensure candidates that pass the test be considered for employment, commit to

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diversifying City offices and departments and anti-racist training for staff.

Mr. Farrell discussed his preference to have a diversity board or working group that would work with other organizations to discuss where improvements can be made. Mrs. Keller discussed meeting with members of the community and with Mr. Farrell on the idea of having a working group to make recommendations that can be brought before Council. Mr. Homan discussed providing some research on diversity and how other communities are addressing the issues and provide a report to Council.

**ITEM 6: ORDINANCE NO. 20-33** [Public Hearing and Second Reading]

AN ORDINANCE APPROVING A REZONING AMENDMENT FOR THE DELAWARE COUNTY COMMISSIONERS FOR THE DELAWARE COUNTY FAIRGROUNDS FROM R-3 (ONE FAMILY RESIDENTIAL DISTRICT) AND B-3 (COMMUNITY BUSINESS DISTRICT) TO R-3 AND B-3 PMU (PLANNED MIXED-USE OVERLAY DISTRICT) ON APPROXIMATELY 101 ACRES AND LOCATED AT 236 PENNSYLVANIA AVENUE.

The Clerk read the ordinance for the second time.

There was no public participation. Mr. Hoffman voiced he would abstain from the vote due to conflict of interest.

APPLICANT:

Tony Eyerman  
Via Cisco Webex  
Eyerman Planning Associates  
50 North Sandusky Street  
Delaware, Ohio

**Motion:** Vice-Mayor Shafer motioned to suspend the rules for Ordinance No. 20-33, seconded by Mrs. Keller. Motion approved by a 5-0-1 vote.

**Motion:** Vice-Mayor Shafer motioned to adopt for Ordinance No. 20-33, seconded by Mrs. Keller. Motion approved by a 5-0-1 vote.

**ITEM 7: ORDINANCE NO. 20-34** [Public Hearing and Second Reading]

AN ORDINANCE APPROVING A CONDITIONAL USE PERMIT FOR THE DELAWARE COUNTY COMMISSIONERS ALLOWING THE PLACEMENT OF A PLANNED MIXED-USE OVERLAY DISTRICT (PMU) ON THE DELAWARE COUNTY FAIRGROUNDS ON APPROXIMATELY 101 ACRES ZONED R-3 AND B-3 PMU AND LOCATED AT 236 PENNSYLVANIA AVENUE.

The Clerk read the ordinance for the second time.

**Motion:** Vice-Mayor Shafer motioned to suspend the rules for Ordinance No. 20-34, seconded by Mrs. Keller. Motion approved by a 5-0-1 vote.

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Held June 22 20 20

**Motion:** Vice-Mayor Shafer motioned to adopt for Ordinance No. 20-34, seconded by Mrs. Keller. Motion approved by a 5-0-1 vote.

**ITEM 8: ORDINANCE NO. 20-35** [Second Reading]  
AN ORDINANCE APPROVING A PRELIMINARY DEVELOPMENT PLAN FOR THE DELAWARE COUNTY COMMISSIONERS FOR THE DELAWARE COUNTY FAIRGROUNDS ON PROPERTY ZONED R-3 AND B-3 PMU ON APPROXIMATELY 101 ACRES AND LOCATED AT 236 PENNSYLVANIA AVENUE.

The Clerk read the ordinance for the second time.

**Motion:** Vice-Mayor Shafer motioned to suspend the rules for Ordinance No. 20-35, seconded by Mrs. Keller. Motion approved by a 5-0-1 vote.

**Motion:** Vice-Mayor Shafer motioned to adopt for Ordinance No. 20-35, seconded by Mrs. Keller. Motion approved by a 5-0-1 vote.

**ITEM 9: ORDINANCE NO. 20-36** [Public Hearing and Second Reading]  
AN ORDINANCE APPROVING TWO ALLEY VACATIONS FOR THE DELAWARE COUNTY COMMISSIONERS FOR THE DELAWARE COUNTY FAIRGROUNDS ON PROPERTY ZONED R-3 AND B-3 PMU ON APPROXIMATELY 101 ACRES AND LOCATED AT 236 PENNSYLVANIA AVENUE.

The Clerk read the ordinance for the second time.

**Motion:** Vice-Mayor Shafer motioned to suspend the rules for Ordinance No. 20-36, seconded by Mrs. Keller. Motion approved by a 5-0-1 vote.

**Motion:** Vice-Mayor Shafer motioned to adopt for Ordinance No. 20-36, seconded by Mrs. Keller. Motion approved by a 5-0-1 vote.

**ITEM 10: ORDINANCE NO. 20-37** [Second Reading]  
AN ORDINANCE APPROVING A COMBINED PRELIMINARY AND FINAL DEVELOPMENT PLAN FOR SKILKEN GOLD REAL ESTATE DEVELOPMENT FOR SHEETZ LOCATED ON LOT 12722 OF COUGHLIN'S CROSSING (WITHIN SUB-AREA 6) ON APPROXIMATELY 1.88 ACRES LOCATED EAST OF US 23 JUST SOUTH OF PENNY WAY AND ZONED A-1 PMU.

The Clerk read the ordinance for the second time.

**APPLICANT:**  
Frank Petruziello  
Via Cisco Webex  
Skilken Gold Real Estate Development  
President of Development  
4270 Morse Road  
Columbus, Ohio

Connie Klema  
Via Cisco Webex

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Delaware City Council

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GOVERNMENT FORMS & SUPPLIES 844-224-3338 FORM NO. 10148

Held June 22, 2020

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

**PUBLIC COMMENT:**

Stephen Evanko, Jr.  
Via Email  
175 South Sandusky Street, Suite 101  
Delaware, Ohio

Mr. Evanko requested that Council not approve the request for the gas station and that the original plan was to a big box retail, grocery store, small shops and upscale senior housing.

**Motion:** Vice-Mayor Shafer motioned to suspend the rules for Ordinance No. 20-37, seconded by Mr. Hoffman. Motion approved by a 6-0 vote.

**Motion:** Vice-Mayor Shafer motioned to adopt for Ordinance No. 20-37, seconded by Mr. Hoffman. Motion approved by a 6-0 vote.

**ITEM 11: ORDINANCE NO. 20-38** [Public Hearing and Second Reading]

AN ORDINANCE APPROVING A CONDITIONAL USE PERMIT FOR SKILKEN GOLD REAL ESTATE DEVELOPMENT FOR SHEETZ LOCATED ON LOT 12722 OF COUGHLIN'S CROSSING (WITHIN SUB-AREA 6) ON APPROXIMATELY 1.88 ACRES LOCATED EAST OF US 23 JUST SOUTH OF PENNY WAY AND ZONED A-1 PMU.

The Clerk read the ordinance for the second time.

**Motion:** Vice-Mayor Shafer motioned to suspend the rules for Ordinance No. 20-38, seconded by Mr. Hoffman. Motion approved by a 6-0 vote.

**Motion:** Vice-Mayor Shafer motioned to adopt for Ordinance No. 20-38, seconded by Mr. Hoffman. Motion approved by a 6-0 vote.

**ITEM 12: RESOLUTION NO. 20-37** [First Reading]

A RESOLUTION AUTHORIZING THE CITY OF DELAWARE TO REQUEST A SHARE OF FUNDS FROM THE COUNTY CORONAVIRUS RELIEF DISTRIBUTION FUND.

The Clerk read the resolution for the first time.

**Motion:** Mrs. Keller motioned adopt Resolution No. 20-37, seconded by Vice-Mayor Shafer. Motion approved by a 6-0 vote.

**ITEM 13: CITY MANAGER'S REPORT & COVID-19 UPDATE**

A. Memo from Council Clerk on surrounding communities meeting plans

Mr. Homan discussed the options of continuing to meet virtually or in-person. He discussed the issue of being limited to meet in Chambers with space and also when City Hall undergoes planned

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GOVERNMENT FORMS & SUPPLIES 844-224-3338 FORM NO. 10148

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renovations. Mr. Homan discussed potential meeting venues options. Vice-Mayor Shafer voiced his support in returning to open meetings once the Governor’s gathering restrictions is eased or released. Mr. Hellinger voiced his preference to continue virtually and voiced concerns regarding the COVID-19 virus. Mrs. Keller voiced concerns on returning to open meetings if the public is not able to attend and how would we allow for public comment if there are space and gathering restrictions. Council awaiting a decision on meeting location based on the expected Governor’s update. Mr. Shulman reviewed the current guidelines to allow for Council to meet virtually related only to COVID-19.

B. Main Street Delaware Request

Council voiced their support in proceeding with legislation to enter into a lease agreement with Main Street Delaware for the creation of a Welcome Center.

**ITEM 14: COUNCIL COMMENTS**

Vice-Mayor Shafer discussed having more conversation about a SID for the downtown area.

**ITEM 15: ADJOURNMENT**

**Motion:** Vice-Mayor Shafer motioned to adjourn the meeting. The meeting adjourned at 8:50 p.m.

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

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

**PLANNING COMMISSION  
JUNE 3, 2020  
MOTION SUMMARY**

ITEM 1. Roll Call

Chairman Simpson called the meeting to order at 6:34 p.m.

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

Staff Present Virtually: Carrie Fortman, Project Engineer, Jordan Selmek, Zoning Officer, Lance Schultz, Zoning Administrator and Dave Efland, Planning and Community Development Director

ITEM 2. APPROVAL of the Motion Summary of the Planning Commission meeting held on March 4, 2020, as recorded and transcribed.

**Motion:** Mr. Prall motioned to approve the Motion Summary for the Planning Commission meeting held on March 4, 2020, as recorded and transcribed, seconded by Mr. Badger. Motion approved with a 6-0-1 (Mantzoros) vote.

ITEM 3. REGULAR BUSINESS

A. Delaware County Fairgrounds

- (1) 2020-0400: A request by the Delaware County Commissioners for approval of a Rezoning Amendment for the Delaware County Fairgrounds from R-3 (One-Family Residential District) and B-3 (Community Business District) to R-3 and B-3 PMU on approximately 101 acres and located at 236 Pennsylvania Avenue.
- (2) 2020-0401: A request by the Delaware County Commissioners for approval of a Conditional Use Permit allowing the Placement of a Mixed-Use Planned Overlay District (PMU) on the Delaware County Fairgrounds on approximately 101 acres zoned R-3 and B-3 PMU and located at 236 Pennsylvania Avenue.
- (3) 2020-0402: A request by the Delaware County Commissioners for approval of a Preliminary Development Plan for the Delaware County Fairgrounds on property zoned R-3 and B-3 PMU on approximately 101 acres and located at 236 Pennsylvania Avenue.
- (4) 2020-0403: A request by the Delaware County Commissioners for approval of two alley vacations for the Delaware County Fairgrounds on property zoned R-3 and B-3 PMU on approximately 101 acres and located at 236 Pennsylvania Avenue.

## **Anticipated Process**

### a. Staff Presentation

Mr. Schultz reviewed the location map and the area of the fairgrounds located in the City vs. the County. The majority of zoning in the City is R-3. The entire site is designated as institutional on the City land use plan. He discussed the planned pedestrian path location and requirements and sidewalk requirements along Pennsylvania Avenue from Euclid Avenue to the USA Reserve Training Center's east property line. He discussed the requirement of the alley vacations relating to the construction of the 4H building. He reviewed the recommended conditions for approval.

Mr. Halter voiced his concern over the motorplex area (Sub-Area 6) and that it does not discuss what it can be used for and when. The location of the surrounding neighbors should be considered when the fair is not operating.

### b. Applicant Presentation

#### APPLICANT:

Tony Eyerman  
Eyerman Planning Associates  
50 North Sandusky Street  
Delaware, Ohio

Mr. Eyerman discussed concerns over the pedestrian path. The multi-use path will be generally on the west side of the property and the original agreement was signed in 2008 and would like to get that done as quickly as possible, with security issues related to the fairgrounds both off season and during the fair. The multi-use trail will have a fence to limit access to the fairgrounds to address security concerns. The Fair Board is requesting that there be a condition for the sidewalk along Pennsylvania Avenue to be installed by 2025 due to the decrease in bed tax and economy concerns. He also discussed that they would prepare a tree survey for the entire fairground property and present to the City Arborist for his approval. He discussed that the motor cross area is usually only used during the fair time, but he can discuss with the Fair Board on limiting the times of use in this area.

Mr. Volenik discussed the need to have active transportation options and that would feel that the additional sidewalks would be used and provide a good safety feature and recommend that the sidewalk be tied to the project. Mr. Halter discussed that past developers have had to put the sidewalks in at the same time

of the development and feels that five years is a long time to hold off on the project. Mr. Eyerman discussed that the Fair Board agrees the value of the sidewalk to the community. Mr. Prall discussed his preference to not have a date and can be added during the Preliminary Plan. The Commission agreed they were not in favor of an amendment to condition 10.

- c. Public comment (public hearing)  
There was no public comment submitted via email.
- d. Commission Action

**Motion:** Mr. Prall motioned to approve 2020-0400, along with all staff recommendations and conditions, seconded by Mr. Halter. Motion approved by a 7-0 vote.

**Motion:** Mr. Prall motioned to approve 2020-0401, seconded by Mr. Halter. Motion approved by a 7-0 vote.

**Motion:** Mr. Prall motioned to approve 2020-0402, along with all staff recommendations and conditions, seconded by Mr. Halter. Motion approved by a 7-0 vote.

**Motion:** Mr. Prall motioned to approve 2020-0404, along with all staff recommendations and conditions, seconded by Mr. Halter. Motion approved by a 7-0 vote.

B. Sheetz

- (1) 2020-0417: A request by Skilken Gold Real Estate Development for approval of a Combined Preliminary and Final Development Plan for Sheetz located on Lot 12722 (within Sub-Area 6) of Coughlin’s Crossing on approximately 1.88 acres located east of US 23 just south of Penny Way and zoned A-1 PMU.
- (2) 2020-0418: A request by Skilken Gold Real Estate Development for approval of a Conditional Use Permit for Sheetz located on Lot 12722 (within Sub-Area 6) of Coughlin’s Crossing on approximately 1.88 acres located east of US 23 just south of Penny Way and zoned A-1 PMU.

**Anticipated Process**

a. Staff Presentation

Mr. Schultz provided the staff report to the Commission and discussed the subject site location. The applicant is proposing to construct a approximate 6,070 square foot gas station and

restaurant on the 1.88 acre site. There will not be a drive thru and will be the only gas station which is allowed in the Coughlin Crossing Development if approved. He discussed the access to the property and will be a right-in only curb cut on Penny Way and a full movement curb cut on Coughlin Lane which will be shared with Blue Sky Carwash. He discussed the location of the dumpster on the site and ice box. He discussed the landscaping and screening requirements including mounding along US 23. Building elevations and materials were reviewed along with the proposed signage.

Mr. Prall voiced concerns over the colors and the architect style.

b. Applicant Presentation

Frank Petruziello  
President of Development  
Skilken Gold Real Estate Development  
4270 Morse Road  
Columbus, Ohio

Sarah Gold  
Project Manager  
Skilken Gold Real Estate Development  
4270 Morse Road  
Columbus, Ohio

Mr. Petruziello discussed that they had no concerns on the staff conditions and recommendations. He discussed that the landscaping plan will be done by the developer but will occur during the construction. He discussed the design of the building and to make it more monochromatic.

Mr. Prall questioned the hours of operation. Mr. Petruziello informed the Commission that the store will be open 24 hours and they would like to start construction late this year or early next year.

Mr. Efland addressed Facebook concerns that this development is mixed use and this particular site was not proposed to be housing.

c. Public comment (public hearing)

No public comment was received via email.

d. Commission Action

**Motion:** Mr. Halter motioned to approve 2020-0417, along with all staff recommendations and conditions, seconded by Mr. Volenik. Motion approved by a 7-0 vote.

**Motion:** Mr. Halter motioned to approve 2020-0418, along with all staff recommendations and conditions, seconded by Mr. Volenik. Motion approved by a 7-0 vote.

- C. 2020-0626: A request by Glenn Road Capital LLC for approval of a Final Subdivision Plat for Belmont Place Section 8 containing five commercial out lots on approximately 12.88 acres zoned B-3 PMU (Community Business District with a Planned Mixed Use Overlay District) and located on Glenn Parkway and Peachblow Road.

**Anticipated Process**

a. Staff Presentation

Mr. Schultz reviewed the proposal to have a Final Subdivision Plat for five commercial out lots in Section 8. When these out lots are developed in the future a Final Development Plan will be required for each lot. The proposed commercial development would have full movement curb cut from Glenn Parkway at Crownover Way as the primary access point to the development. Out lot 4, located south of Peachblow Road and fronting US 23, would have a full movement curb cut on Peachblow Road located just east of the retention pond and potentially a right-in/right-out curb cut located just west of the retention pond depending on the type of development on lot 5.

Mr. Prall questioned when will a traffic signal would be warranted in the area. Ms. Fortman to provide this information at a later date after doing some research. Mr. Prall discussed the signage location for 20 mph zones.

b. Applicant Presentation

Kevin McCauley  
Glenn Road Capital, LLC  
6689 Dublin Center Drive  
Dublin, Ohio 43017

Mr. Prall questioned the type of businesses expected in the out lots. Mr. McCauley discussed initial discussions with realtor

offices, medical offices or day care.

- c. Public comment (not a public hearing)

There was no public comments received via email.

- d. Commission Action

**Motion:** Mr. Badger motioned to approve 2020-0626, along with all staff recommendations and conditions, seconded by Mr. Volenik. Motion approved by a 7-0 vote.

ITEM 4. PLANNING DIRECTOR REPORT

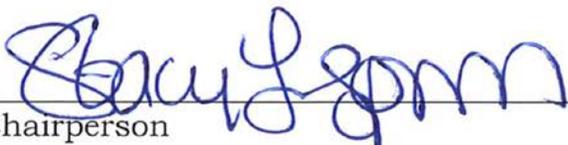
ITEM 5. COMMISSION MEMBER COMMENTS AND DISCUSSION

Mr. Badger informed the Commission that he will be resigning from the board. The Commission each individually thanked Mr. Badger for his service to the Commission and the City of Delaware.

ITEM 7. NEXT REGULAR MEETING: July 1, 2020

ITEM 8. ADJOURNMENT:

**Motion:** Chairman Simpson moved for the Planning Commission meeting to adjourn. The meeting adjourned at 8:28 p.m.

  
Chairperson

  
Elaine McCloskey, Clerk

**CIVIL SERVICE COMMISSION  
Motion Summary  
February 5, 2020**

ITEM 1. ROLL CALL

Chairman Rybka called the meeting to order at 2:59 p.m.

Members Present: Kent Shafer, City Council Liaison, Mary Jane Santos and Chairman John Rybka

Members Absent: Vice-Chairman Eric Coss

Staff Present: Jessica Feller, Human Resource Manager, John Donahue, Fire Chief and Bruce Pijanowski, Police Chief

**Motion to Excuse:** Chairman Rybka motioned to excuse Vice-Chairman Coss, seconded by Ms. Santos. Motion approved by a 2-0 vote.

ITEM 2. PLEDGE OF ALLEGIANCE

ITEM 3. INTRODUCTION of Mary Jane Santos, newly appointed Civil Service Commission Member and Vice-Mayor Kent Shafer, City Council Liaison

Chairman Rybka welcomed the new members and thanked Former Commissioner Hickman and Former Councilman Browning for their time on the Commission.

ITEM 3. APPROVAL of the Motion Summary for the Civil Service Commission meeting held November 6, 2019, a recorded and transcribed.

**Motion:** Chairman Rybka moved to approve the Motion Summary for the November 6, 2019 Civil Service Commission meeting. This motion was not seconded. Chairman Rybka moved to defer the Motion Summary for the November 6, 2019 Civil Service Commission meeting to the next scheduled meeting, seconded by Ms. Santos. Motion approved by a 2-0 vote.

ITEM 4. UPDATE of the Firefighter Certified List

Chairman Rybka discussed the new list and the successful implementation of part time staff. Chief Donahue discussed the benefits and success of starting with part time staff and discussed the recent modifications to the the hiring process.

**Motion:** Chairman Rybka moved to accept the Firefighter Certified List as presented, seconded by Ms. Santos. Motion approved by a 2-0 vote.

ITEM 5. UPDATE of Fire Lieutenant Promotional List

**Motion:** Chairman Rybka moved to accept the Fire Lieutenant Promotional List as presented, seconded by Ms. Santos. Motion approved by a 2-0 vote.

Chairman Rybka discussed the approved City 2020 Budget and the approval of 6 new staff members. Chief Donahue discussed that the 6 staff members will be Community Paramedics, who will focus on high risk and special needs patients. These positions will work with service coordinators to create a risk reduction.

Chairman Rybka questioned if the City provided EMS Billing. Chief Donahue discussed the current City policy to not bill for EMS services.

ITEM 6. PUBLIC COMMENTS

There was no public comment.

ITEM 7. COMMITTEE COMMENTS

Chairman Rybka praised the staff at Fire Station 304 for their holiday decorations. He questioned the use of new equipment to reduce the risk of contaminants to the firefighters. Chief Donahue discussed the use of equipment to reduce this risk and how hazardous materials are looked at. He discussed that often times products are not considered hazardous until years later when it is seen the negative reactions.

Chief Pijanowski discussed budget approvals and position changes for the police department. Information was provided on the upcoming Police Banquet.

Chairman Rybka discussed an article he read regarding the findings from research over narcotics/pain pill data base tracking system.

ITEM 8. ADJOURNMENT

**Motion:** Chairman Rybka moved to adjourn the Civil Service Commission meeting. The Civil Service Commission meeting was adjourned at 3:32 p.m.

DocuSigned by:  
*John Rybka*

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John M. Rybka, Chairman

DocuSigned by:  
*Elaine McCloskey*  
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Elaine McCloskey, Clerk

**SHADE TREE COMMISSION**  
**February 25, 2020**  
**MOTION SUMMARY**

ITEM 1. Roll Call

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

Members Present: Melissa Bargar, Grace Martin, Dave Carey, Tom Wolber, Becki Wood-Meek, Vice-Chairwoman Susan Wright. and Chairwoman Shannon Brewster

Members Absent: Tom Glissman and Stan Eddy

Staff Present: Doug Richmond, Arborist

**Motion to Excuse:** Vice-Chairwoman Wright moved to excuse Mr. Glissman and Mr. Eddy seconded by Mr. Carey. Motion approved with an 7-0 vote.

ITEM 2. WELCOME Shade Tree Commission Liaison, Councilman Drew Farrell

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

**Motion:** Vice-Chairwoman Wright moved to approve the Motion Summary for the October 23, 2019 meeting, seconded by Ms. Wood-Meek. Motion approved with an 7-0 vote.

ITEM 4. PUBLIC COMMENTS

There was no public comment.

ITEM 5. ARBORIST REPORT

Mr. Richmond reviewed the 2019 year end summary. There were 105 trees planted with 70 trees planted by the contractor and 35 by the City. 67 trees were removed and 1219 trees were trimmed. There was 255 service requests and two trees dedicated in parks. The Commission reviewed a total of 10 plan reviews in 2019.

Mr. Richmond reviewed the Arborist Report for January 2020 in which there was 68 trees trimmed, and four service requests.

Mr. Wolber questioned the removal of 2 large trees on West William Street. Mr. Richmond explained that one tree was dead and the other tree was partially

dead and growing into the utility lines.

Mr. Wolber voiced concerns over the repairs of the tree wells and if the roots were exposed and possibly damaged. Mr. Richmond discussed that the repairs were for the electrical boxes in the tree wells and that the roots are deeper than the work completed and should not have a negative effect on the tree.

Vice-Chairwoman Wright discussed that it was discussed by Main Street Delaware President about sidewalk repairs in the downtown and questioned if this will affect the downtown trees. Mr. Richmond replied that he did not think there would be any negative impact.

Mr. Carey requested an update on the tree fund.

ITEM 6. DISCUSSION of Community Outreach Activities

A. Arbor Day

Mr. Richmond informed the Commission that he reached out to Mr. Bakunas with Hayes High School regarding the Arbor Day activities. Ms. Martin discussed that the AP Environmental Class will be participating again in the activities with a proclamation by the Mayor. This event will take place at the high school on April 24 at 10:00 a.m.

B. First Friday

The Commission plans to volunteer at the May 1 First Friday. They would like 3 volunteers for two shifts and will be handing out saplings. Mr. Carey has ordered 300 saplings. City Council Clerk to schedule a table with Main Street Delaware.

C. NOW Festival

The Commission plans to volunteer at this event. Sign ups for the event to occur after the May First Friday is complete.

Chairwoman Brewster informed Council that there was an event for Earth Day Tree Planting. This event will take place on April 22 from 4:30 to 5:30 p.m. The City Council Clerk to forward to the Commission information on the sign up. Mr. Richmond discussed that this event is being hosted by the City of Delaware Watershed Coordinator, Caroline Cicerchi. He discussed the type of trees that will be planted by volunteers.

ITEM 7. DISCUSSION of the City Council Annual Report

Chairman Brewster requested that members provide feedback to the Commission through email. There are tentative plans for her to provide this report to Council at the April 27 meeting.

ITEM 8. STAFF COMMENTS

Mr. Richmond informed the Commission of the Tree City USA ceremony will be April 16 at the Mt. Vernon Nazarene College. The City will be recognized for the 39<sup>th</sup> year as a Tree City USA.

ITEM 9. MEMBER COMMENTS

A. Volcano Mulching

The Commission reviewed the submitted flyer. Staff to provide the proof to Lee Yoakum for review and edits if needed.

Mr. Carey discussed the idea of displaying benefits of individual trees around the city. He discussed seeing a mockup of one on the walking trail at the YMCA. The Committee discussed the thought of having the trees as part of a geocaching and search for trees through GPS coordinates.

Mr. Wolber provided feedback and concerns received from a downtown building owner, Steve Hartman after a January HPC meeting. He discussed that Mr. Hartman voiced a concern over the trees blocking signage to the building. The Commission discussed that in the past they did not see a reason to remove healthy trees. Mr. Carey discussed research that he read that trees near businesses inspire people to stay longer.

Mr. Wolber provided an article regarding the lanternfly.

ITEM 10. PLAN REVIEWS

- A. Willowbrook Section 3 – approved as proposed
- B. VFW Post #3297 – approved as submitted
- C. Terra Alta/Stockdale Farms – approved as submitted
- D. Sheetz – approved as submitted
- E. Delaware City Schools- Schultz Elementary – approved as submitted
- F. Merchants Retail - informational
- G. K2 Development - approved
- H. Enclaves at Ravines at Olentangy – approved with recommended changes
- I. Communities at Glen Ross – Section 16 – approved as submitted
- J. Charter Nex - approved

ITEM 9. ADJOURNMENT

**Motion:** Mr. Wolber moved to adjourn the meeting, seconded by Ms. Wood-Meek. The Shade Tree Commission meeting adjourned at 8:07 p.m.

DocuSigned by:  
*Shannon Brewster*  
9500234285124AE

---

Chairperson

DocuSigned by:  
*Elaine Mellosky*  
24C5E222F6604F7...

---

Clerk



## FACT SHEET

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AGENDA ITEM NO: CONSENT ITEM D      DATE: 07/13/2020  
ORDINANCE NO:                                      RESOLUTION NO: 20-38  
READING: FIRST                                      PUBLIC HEARING:

---

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 SUBMIT AN APPLICATION FOR OHIO PUBLIC WORKS COMMISSION EMERGENCY PROGRAM GRANT FUNDING AND TO ENTER INTO GRANT AGREEMENTS AS REQUIRED FOR THE RECONSTRUCTION OF THE JOHN STREET BRIDGE.

**BACKGROUND:**

The John Street bridge is a 21'-0 long single lane concrete beam structure serving vehicular traffic and pedestrians heading to Blue Limestone Park from Catherine Street. It serves as the only exit from the park area as King Avenue off William Street is a signed one-way street heading into the park. On May 19th, the City experienced a substantial rainfall event of approximately 6" over a 12-hour period resulting in flooding of the Delaware Run beyond its bank. As a result, the John Street bridge was overtopped by flood waters resulting in damage to the pavement and underlying structure. Upon subsequent inspection after removal of damaged pavement, it was discovered that more substantial deterioration has occurred of the main deck members prompting a closure of the structure pending additional evaluation. It was the recommendation of the engineer that the bridge deck must be replaced.

Plans are now under design for replacement of the bridge superstructure with the goal of bidding and constructing improvements in the first half of 2021.

**REASON WHY LEGISLATION IS NEEDED:**

The City will be applying for Ohio Public Works Commission Emergency Program grant funding that could if approved, provide up to 50% of the replacement cost. The program application requires consent legislation from the local governing body. The City is positioning itself to submit an early application as the funding is first-come-first-served and limited to \$3 million total during the upcoming funding cycle.

**COMMITTEE RECOMMENDATION:**

N/A

**FISCAL IMPACT(S):**

The preliminary estimate to complete the design and needed repairs to the bridge is \$300-\$400K. The OPWC program could provide 50% of the funding with the remainder to be identified as part of the 5-year CIP currently under review. The City contribution could be an estimated \$200,000.

**POLICY CHANGES:**

N/A

**PRESENTER(S):**

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

**RECOMMENDATION:**

Approval

**ATTACHMENT(S):**

Images

RESOLUTION NO. 20-38

A RESOLUTION AUTHORIZING THE CITY MANAGER TO SUBMIT AN APPLICATION FOR OHIO PUBLIC WORKS COMMISSION EMERGENCY PROGRAM GRANT FUNDING AND TO ENTER INTO GRANT AGREEMENTS AS REQUIRED FOR THE RECONSTRUCTION OF THE JOHN STREET BRIDGE.

WHEREAS, the John Street bridge was recently damaged during the June 10, 2020 flooding of the Delaware Run; and

WHEREAS, subsequent inspection of the bridge deck following the flood revealed substantial deterioration of the bridge deck concrete beams; and

WHEREAS, the John Street bridge was subsequently closed to traffic until repairs could be made; and

WHEREAS, grant funding is available through the Ohio Public Works Commission Emergency program on a first come basis for eligible projects; and

WHEREAS, an application for OPWC Emergency Program funding is being prepared to submit.

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

SECTION 1. That the City Manager is hereby authorized to submit an application for OPWC Emergency Program grant funds, and to enter into agreements as required for the planning, design and construction of bridge improvements to the John Street bridge.

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

PASSED: \_\_\_\_\_, 2020

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

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

\_\_\_\_\_  
MAYOR





## FACT SHEET

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AGENDA ITEM NO: CONSENT ITEM E      DATE: 07/13/2020  
ORDINANCE NO:                                      RESOLUTION NO: 20-39  
READING: FIRST                                      PUBLIC HEARING:

---

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 SUBMIT GRANT APPLICATION UPDATES TO THE MID-OHIO REGIONAL PLANNING COMMISSION FOR THE POINT IMPROVEMENT AND CITYWIDE SIGNALS PHASE I PROJECTS.

**BACKGROUND:**

The City continues to advance both The Point Improvements and Signals Phase I projects according to schedule. Both projects have been previously awarded Mid-Ohio Regional Planning Commission grant funding in the 2016 and 2018 Attributable Funding cycles. The Point project has \$14 million in grant funding while the Signals Phase I initiative has \$2.5 million in funding. The Signals Phase I project is scheduled for 2021 construction.

**REASON WHY LEGISLATION IS NEEDED:**

As part of the 2020 funding cycle, the City is required to provide application updates to MORPC regarding the project status, schedule and current budget estimate. These application updates are due on July 10<sup>th</sup> and will revise terms of the grant funding based on the details provided by the City. The City will be requesting that the funding awarded for The Point project be moved up in the Transportation Improvement Program schedule to be available to the City for potential SFY 23 construction.

**COMMITTEE RECOMMENDATION:**

N/A

**FISCAL IMPACT(S):**

No Change in project estimate.

**POLICY CHANGES:**

N/A

**PRESENTER(S):**

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

**RECOMMENDATION:**

Approval

**ATTACHMENT(S):**

Updated applications

RESOLUTION NO. 20-39

A RESOLUTION AUTHORIZING THE CITY MANAGER TO SUBMIT GRANT APPLICATION UPDATES TO THE MID-OHIO REGIONAL PLANNING COMMISSION FOR THE POINT IMPROVEMENT AND CITYWIDE SIGNALS PHASE I PROJECTS.

WHEREAS, the City of Delaware has been awarded grant funding through the Mid-Ohio Regional Planning Commission for The Point Improvement and Citywide Signals Phase I projects; and

WHEREAS, the City is required to submit project application updates with each new round of grant funding identifying current project budgets and schedules; and

WHEREAS, application updates are to be submitted due to the Mid-Ohio Regional Planning Commission by July 10, 2020.

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

SECTION 1. That the City Manager is hereby authorized to sign and submit required application updates to MORPC.

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

PASSED: \_\_\_\_\_, 2020

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

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

\_\_\_\_\_  
MAYOR



# Mid-Ohio Regional Planning Commission 2020 Attributable Funding Application

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## Delaware Signal System Upgrade, , Signalization

Delaware

*This document generated at: Thursday, June 25, 2020 7:34 AM*

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## Overview

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Phase

Project Update

Due date

July 10, 2020

Status



# Applicant info

## 1. Sponsoring local public agency

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## 2. Sponsor project manager

### First name

### Last name

### Suffix

### Title

### Email

### Phone

### Address 1

### Address 2

### City

### State

### Zip

**3. Project legislation effective date**

# Reference info

1. **Project name**

Delaware Signal System Upgrade, , Signalization

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2. **ODOT PID (if assigned)**

105799

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3. **MTP ID(s)**

334

---

4. **Activity category**

Minor widening/Intersections/Signals

---

5. **Primary project type**

Signalization

---



# Cost estimates

Preliminary Engineering (PE) Costs			
Detailed Design			<b>Total</b>
Method for entering amounts: Dollars			\$230,272.00
		<input type="text" value="Dollar amounts"/> <input type="text" value="Percents"/>	
			New
<input type="text" value="0"/>	<input type="text" value="%"/>	MORPC Federal	\$0.00
		<input type="text" value="0"/> <input type="text" value="%"/>	
Local match to MORPC Federal			\$0.00
		<input type="text" value="0"/> <input type="text" value="%"/>	
<input type="text" value="0"/>	<input type="text" value="%"/>	Other Federal	\$0.00
		<input type="text" value="100"/> <input type="text" value="%"/>	
Non-Federal			\$230,272.00
Environmental / Preliminary Development			<b>Total</b>
Method for entering amounts: Dollars			\$100,000.00
		<input type="text" value="Dollar amounts"/> <input type="text" value="Percents"/>	
			New
<input type="text" value="0"/>	<input type="text" value="%"/>	MORPC Federal	\$0.00
		<input type="text" value="0"/> <input type="text" value="%"/>	
Local match to MORPC Federal			\$0.00
		<input type="text" value="0"/> <input type="text" value="%"/>	
<input type="text" value="0"/>	<input type="text" value="%"/>	Other Federal	\$0.00
		<input type="text" value="100"/> <input type="text" value="%"/>	
Non-Federal			\$100,000.00
<b>TOTAL Preliminary Engineering (PE) Costs: \$330,272.00</b>			

### Right-Of-Way (ROW) Costs

Right-of-way Acquisition **Total**

Method for entering amounts: Dollars Dollar amounts Percents \$35,500.00

New

0	%	MORPC Federal	0	%	\$0.00
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0	%	Local match to MORPC Federal	0	%	\$0.00
---	---	------------------------------	---	---	--------

0	%	Other Federal			\$0.00
---	---	---------------	--	--	--------

100	%	Non-Federal			\$35,500.00
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Utility Relocation **Total**

Method for entering amounts: Dollars Dollar amounts Percents \$0.00

New

0	%	MORPC Federal	0	%	\$0.00
---	---	---------------	---	---	--------

0	%	Local match to MORPC Federal	0	%	\$0.00
---	---	------------------------------	---	---	--------

0	%	Other Federal			\$0.00
---	---	---------------	--	--	--------

0	%	Non-Federal			\$0.00
---	---	-------------	--	--	--------

**TOTAL Right-Of-Way (ROW) Costs: \$35,500.00**

### Construction Costs

#### Construction Contract

Method for entering amounts: Dollars

	<b>Total</b>	<i>Inflated</i>
	\$2,560,220.00	\$2,677,990.12

94.	%
-----	---

MORPC Federal

100	%
-----	---

	<i>New</i>	<i>Inflated</i>
	\$2,417,546.00	\$2,528,753.12

Local match to MORPC  
Federal

0	%
---	---

	\$0.00	\$0.00
--	--------	--------

0	%
---	---

Other Federal

	\$0.00
--	--------

5.5	%
-----	---

Non-Federal

	\$142,674.00
--	--------------

#### Construction Engineering

Method for entering amounts: Dollars

	<b>Total</b>	<i>Inflated</i>
	\$150,000.00	\$156,900.00

0	%
---	---

MORPC Federal

0	%
---	---

	<i>New</i>	<i>Inflated</i>
	\$0.00	\$0.00

Local match to MORPC  
Federal

0	%
---	---

	\$0.00	\$0.00
--	--------	--------

0	%
---	---

Other Federal

	\$0.00
--	--------

100	%
-----	---

Non-Federal

	\$150,000.00
--	--------------

**TOTAL Construction Costs: \$2,710,220.00**

### OTHER

Method for entering amounts: Dollars

**Total**

\$0.00

New

0	%
---	---

MORPC Federal

0	%
---	---

\$0.00

Local match to MORPC Federal

0	%
---	---

\$0.00

0	%
---	---

Other Federal

\$0.00

0	%
---	---

Non-Federal

\$0.00

**TOTAL OTHER: \$0.00**

**1. Date of cost estimate****2. Briefly summarize the cost estimate methodology for any phases for which funds are requested (e.g., based on a similar project and adjusted for site conditions).**

*This is the response from the previous update, two years ago. Please revise as necessary.*

The City and Consultant have completed a thorough inventory of all existing signal equipment and have completed Stage 3 detailed design plans for the project. Also, City engineering staff has performed a tremendous amount of research into new signal technologies to determine what will (and what will not) work for this project.

**3. What private financial support has been or will be provided to this transportation project? Specify the amounts and entities providing the support, their relationship to the project, and the timeline for this support. This may be support within the past three years or commitments into the future.****4. What public financial support has been or will be provided to this transportation project, such as grants, loans, bonds, tax incentives (e.g., SIB, TID, CRA, TIF, JEDD, JEDZ, CEDA) or other programs? Specify the entities providing the support, their relationship to the project, the sources of the public funding (e.g., capital program from general revenue, the name of the TIF, etc.) and the timeline for this support.****5. Does the sponsor intend to use MORPC-attributable funds for preliminary engineering under the incentive provisions of Section 4.4.3 of the Policies?**

Yes

No

**6. If the cost estimate has changed by greater than 10 percent since the previous application or update, explain why.**

*The "New" MORPC amount entered in the table above, \$2,390,057, represents the status quo, which is \$2,500,000 in SFY 22. If requesting a change, please explain below.*

No change in the amount of MORPC's commitment, which was \$2,500,000 and no local match was required.



# Schedule

## 1. Does this project have a construction phase?

Yes

No

2. Milestones	Date (MM/DD/YYYY)	Check if completed
a. <b>Consultant authorization</b>	05/03/2018	<input checked="" type="checkbox"/>
b. <b>Purpose and need submittal</b>	07/31/2018	<input checked="" type="checkbox"/>
c. <b>Submittal of feasibility study or Alternative Evaluation Report:</b> The date when the Alternative Evaluation Report of feasibility study is received for review by the District from a consultant or local public agency.	01/01/2001	<input checked="" type="checkbox"/>
d. <b>Preferred alternative approval</b>	01/01/2001	<input checked="" type="checkbox"/>
e. <b>Stage 1 submittal</b>	04/25/2019	<input type="checkbox"/>
f. <b>Preliminary ROW submittal</b>	04/25/2019	<input type="checkbox"/>
g. <b>Final ROW submittal</b>	01/03/2020	<input type="checkbox"/>
h. <b>Stage 2 submittal</b>	10/09/2019	<input type="checkbox"/>
i. <b>Environmental document approval</b>	10/09/2019	<input checked="" type="checkbox"/>
j. <b>ROW authorization</b>	02/18/2020	<input checked="" type="checkbox"/>
k. <b>Stage 3 submittal</b>	04/27/2020	<input type="checkbox"/>
l. <b>ROW acquisition complete</b>	04/15/2021	<input type="checkbox"/>
m. <b>Final plans and bid package submittal to ODOT</b>	04/01/2021	<input type="checkbox"/>
n. <b>Award contract</b>	07/01/2021	<input type="checkbox"/>

3. **Which PDP process is the project currently following? More information about ODOT's Project Development Process (PDP) can be found on the web at:**  
<http://www.dot.state.oh.us/projects/pdp/Pages/default.aspx>  
(<http://www.dot.state.oh.us/projects/pdp/Pages/default.aspx>)

1

4. **What level of environmental documentation is the project expected to require? Descriptions of these Categorical Exclusion (CE) levels can be found in the CE Programmatic Agreement.**

C2

**Can you provide documentation that ODOT agrees with this determination? Documentation can be any communication with ODOT indicating the level of environmental documentation.**

Yes

No

5. **If any milestones changed by more than 6 months since the previous application/update, explain why.**

# Uploads

File name	Uploaded on	By	Question id
20200424_DEL-US36-7.87_Stage3_Plans.pdf	2020-06-04T21:30:49.310Z	nvogt@morpc.org	general
DEL-US36-7.87_Schematic Plan.pdf	2020-06-18T15:27:12.550Z		plan_view
DEL-US36-7.87_Stage3_Plans_SidewalkSheets.pdf	2020-06-22T15:28:00.706Z		typical_section



# Mid-Ohio Regional Planning Commission

## 2020 Attributable Funding Application

---

US-36 & SR-37 from W of Foley St & E of East St to SR-521,  
Major widening (adding through lanes), from 2 lanes to 5 lanes,  
Bridge Replacement

Delaware

*This document generated at: Wednesday, June 24, 2020 12:16 PM*

---

## Overview

---

Phase	Project Update
Due date	July 10, 2020
Status	

# Applicant info

## 1. Sponsoring local public agency

---

## 2. Sponsor project manager

### First name

### Last name

### Suffix

### Title

### Email

### Phone

### Address 1

### Address 2

### City

### State

### Zip

43015

---

3. **Project legislation effective date**

mm/dd/yyyy

---

## Reference info

1. **Project name**

US-36 & SR-37 from W of Foley St & E of East St to SR-521, Major widening (adding through lanes)

---

2. **ODOT PID (if assigned)**

103626

---

3. **MTP ID(s)**

1347

---

4. **Activity category**

Major widening/New roadway

---

5. **Primary project type**

Major widening (adding through lanes)

---

# Cost estimates

Preliminary Engineering (PE) Costs			
Detailed Design			<b>Total</b>
Method for entering amounts: Dollars			\$415,866.00
		<input type="button" value="Dollar amounts"/> <input type="button" value="Percents"/>	
			New
<input type="text" value="0"/>	<input type="text" value="%"/>	MORPC Federal	\$0.00
		Local match to MORPC Federal	\$0.00
		<input type="text" value="0"/> <input type="text" value="0"/> <input type="text" value="0"/> <input type="text" value="0"/>	
<input type="text" value="89.99"/>	<input type="text" value="%"/>	Other Federal	\$374,279.00
<input type="text" value="10.00"/>	<input type="text" value="%"/>	Non-Federal	\$41,587.00
Environmental / Preliminary Development			<b>Total</b>
Method for entering amounts: Dollars			\$2,917,467.00
		<input type="button" value="Dollar amounts"/> <input type="button" value="Percents"/>	
			New
<input type="text" value="0"/>	<input type="text" value="%"/>	MORPC Federal	\$0.00
		Local match to MORPC Federal	\$0.00
		<input type="text" value="0"/> <input type="text" value="0"/> <input type="text" value="0"/> <input type="text" value="0"/>	
<input type="text" value="90.00"/>	<input type="text" value="%"/>	Other Federal	\$2,625,721.00
<input type="text" value="9.99"/>	<input type="text" value="%"/>	Non-Federal	\$291,746.00
<b>TOTAL Preliminary Engineering (PE) Costs: \$3,333,333.00</b>			

### Right-Of-Way (ROW) Costs

#### Right-of-way Acquisition

**Total**

Method for entering amounts: Dollars

Dollar amounts

Percents

\$2,000,000.00

**New**

0	%
---	---

MORPC Federal

0	%
---	---

\$0.00

Local match to MORPC  
Federal

0	%
---	---

\$0.00

75	%
----	---

Other Federal

\$1,500,000.00

25	%
----	---

Non-Federal

\$500,000.00

#### Utility Relocation

**Total**

Method for entering amounts: Dollars

Dollar amounts

Percents

\$50,000.00

**New**

100	%
-----	---

MORPC Federal

0	%
---	---

\$0.00

Local match to MORPC Federal

100	%
-----	---

\$50,000.00

0	%
---	---

Other Federal

\$0.00

0	%
---	---

Non-Federal

\$0.00

**TOTAL Right-Of-Way (ROW) Costs: \$2,050,000.00**

### Construction Costs

#### Construction Contract

**Total** *Inflated*

Method for entering amounts: Dollars

Dollar amounts

Percents

\$22,725,000.00 \$24,454,372.50

*New* *Inflated*

63.0	%
------	---

MORPC Federal

71.0	%
------	---

\$10,260,000.00 \$11,040,786.00

Local match to MORPC Federal

28.0	%
------	---

\$4,110,808.00 \$4,423,640.49

28.0	%
------	---

Other Federal

\$6,400,000.00

8.5	%
-----	---

Non-Federal

\$1,954,192.00

#### Construction Engineering

**Total** *Inflated*

Method for entering amounts: Dollars

Dollar amounts

Percents

\$1,750,000.00 \$1,883,175.00

*New* *Inflated*

98.0	%
------	---

MORPC Federal

81.0	%
------	---

\$1,400,000.00 \$1,506,540.00

Local match to MORPC Federal

18.0	%
------	---

\$325,207.00 \$349,955.25

0	%
---	---

Other Federal

\$0.00

1.4	%
-----	---

Non-Federal

\$24,793.00

**TOTAL Construction Costs: \$24,475,000.00**

**OTHER**

Railroad Force Account

**Total**

Method for entering amounts: Dollars

Dollar amounts

Percents

\$2,925,000.00

**New**

100	%
-----	---

MORPC Federal

80	%
----	---

\$2,340,000.00

Local match to MORPC  
Federal

20	%
----	---

\$585,000.00

0	%
---	---

Other Federal

\$0.00

0	%
---	---

Non-Federal

\$0.00

**TOTAL OTHER: \$2,925,000.00**

**1. Date of cost estimate****2. Briefly summarize the cost estimate methodology for any phases for which funds are requested (e.g., based on a similar project and adjusted for site conditions).**

Costs are based on the Stage 1 Estimate provided by Gannett Fleming. The amount of contingency added to the estimate was adjusted to 12.5% by city engineering staff based on engineering judgement. The construction estimates are for all improvements originally scoped in the project area including SR 521 Improvements.

**3. What private financial support has been or will be provided to this transportation project? Specify the amounts and entities providing the support, their relationship to the project, and the timeline for this support. This may be support within the past three years or commitments into the future.****4. What public financial support has been or will be provided to this transportation project, such as grants, loans, bonds, tax incentives (e.g., SIB, TID, CRA, TIF, JEDD, JEDZ, CEDA) or other programs? Specify the entities providing the support, their relationship to the project, the sources of the public funding (e.g., capital program from general revenue, the name of the TIF, etc.) and the timeline for this support.**

The TRAC approved \$9.5 million and Tier I status for the project in its November 2019 listing. TRAC committed \$1.5m for RW in FY20 and \$8m for construction in FY22. MORPC's commitment is currently in FY25. We are asking MORPC to advance its commitment to FY23 per the current schedule.

**5. Does the sponsor intend to use MORPC-attributable funds for preliminary engineering under the incentive provisions of Section 4.4.3 of the Policies?**

- Yes  
 No

**6. If the cost estimate has changed by greater than 10 percent since the previous application or update, explain why.**

No change in the amount of MORPC's commitment, \$14,000,000, is requested.

The TRAC approved \$9.5 million and Tier I status for the project in its November 2019 listing. TRAC committed \$1.5m for RW in FY20 and \$8m for construction in FY22. MORPC's commitment is currently in FY25. We are asking MORPC to advance its commitment to FY23 per the current schedule.

# Schedule

## 1. Does this project have a construction phase?

Yes

No

2. Milestones	Date (MM/DD /YYYY)	Check if completed
a. <b>Consultant authorization</b>	12/06/2017	<input checked="" type="checkbox"/>
b. <b>Purpose and need submittal</b>	06/04/2018	<input checked="" type="checkbox"/>
c. <b>Submittal of feasibility study or Alternative Evaluation Report:</b> The date when the Alternative Evaluation Report of feasibility study is received for review by the District from a consultant or local public agency.	11/23/2018	<input checked="" type="checkbox"/>
d. <b>Preferred alternative approval</b>	01/18/2019	<input checked="" type="checkbox"/>
e. <b>Stage 1 submittal</b>	02/10/2020	<input type="checkbox"/>
f. <b>Preliminary ROW submittal</b>	02/10/2020	<input type="checkbox"/>
g. <b>Final ROW submittal</b>	07/31/2020	<input type="checkbox"/>
h. <b>Stage 2 submittal</b>	07/31/2020	<input type="checkbox"/>
i. <b>Environmental document approval</b>	11/06/2019	<input checked="" type="checkbox"/>
j. <b>ROW authorization</b>	10/09/2020	<input type="checkbox"/>
k. <b>Stage 3 submittal</b>	03/18/2021	<input type="checkbox"/>
l. <b>ROW acquisition complete</b>	04/08/2022	<input type="checkbox"/>
m. <b>Final plans and bid package submittal to ODOT</b>	07/29/2022	<input type="checkbox"/>
n. <b>Award contract</b>	01/06/2023	<input type="checkbox"/>

3. **Which PDP process is the project currently following? More information about ODOT's Project Development Process (PDP) can be found on the web at: <http://www.dot.state.oh.us/projects/pdp/Pages/default.aspx> (<http://www.dot.state.oh.us/projects/pdp/Pages/default.aspx>)**

2

4. **What level of environmental documentation is the project expected to require? Descriptions of these Categorical Exclusion (CE) levels can be found in the CE Programmatic Agreement.**

D2

**Can you provide documentation that ODOT agrees with this determination? Documentation can be any communication with ODOT indicating the level of environmental documentation.**

Yes

No

5. **If any milestones changed by more than 6 months since the previous application/update, explain why.**

More time was provided for ODOT to acquire right-of-way for the project, so the end of the schedule was relaxed knowing that MORPC funds will not be available as early as originally anticipated. Final tracings are scheduled to be complete in September of 2021 but cannot be submitted as a final package to ODOT too far in advance of the sale date. A detailed schedule is attached to this application.

## Uploads

File name	Uploaded on	By	Question id
IMG_20190821_183154.jpg	2020-06-04T20:46:06.576Z		typical_section
IMG_20190821_183200.jpg	2020-06-04T20:46:20.716Z		typical_section
IMG_20190821_183205.jpg	2020-06-04T20:46:27.430Z		typical_section
IMG_20190821_183212.jpg	2020-06-04T20:46:34.006Z		typical_section
IMG_20190821_183216.jpg	2020-06-04T20:46:45.206Z		typical_section
IMG_20190821_183220.jpg	2020-06-04T20:46:51.030Z		typical_section
IMG_20190821_183305.jpg	2020-06-04T20:47:04.050Z		plan_view
103626 DEL-36-1103 STAGE 1 PLANS.pdf	2020-06-04T21:10:21.520Z	nvogt@morpc.org	general
Point Schedule_Updated 2020-06-15.pdf	2020-06-24T14:58:08.900Z	mweber@delawareohio.net	general
The Point Prelim Est 062020.pdf	2020-06-24T14:58:57.883Z	mweber@delawareohio.net	general



## FACT SHEET

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AGENDA ITEM NO: CONSENT ITEM F      DATE: 07/13/2020  
ORDINANCE NO:                                      RESOLUTION NO: 20-40  
READING: FIRST                                      PUBLIC HEARING:

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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 SUBMIT APPLICATIONS FOR STATE AND FEDERAL GRANT FUNDING AND TO ENTER INTO GRANT AGREEMENTS AS REQUIRED FOR THE PLANNING, DESIGN AND CONSTRUCTION OF THE EAST CENTRAL AVENUE IMPROVEMENT PROJECT.

**BACKGROUND:**

The City is preparing an application for Federal Attributable funding provided through MORPC, and State Safety Funding provided through ODOT for improvements to East Central Avenue from the Olentangy River to Moore Street. If awarded, funding should be available for the preliminary engineering, environmental review, property acquisition, utility relocation and construction phases. The preliminary engineering process will include opportunity for public involvement in review of feasible design alternatives. Additional funding applications are anticipated through other State and Federal grant programs. The project purpose is to improve safety along this heavily travelled corridor through a combination of improvements that reduce congestion and delay and improve pavement quality. It is anticipated that Central Avenue could likely be widened with an accompanying expansion of the Central/Lake intersection and realignment of the Channing St intersection. A project the size of the proposed improvements would take five or six years from commencement to completion and cost an estimated \$12 to \$15 million in total project funding.

**REASON WHY LEGISLATION IS NEEDED:**

As part of the 2020 Attributable Funding cycle application process, the City is required to provide consent legislation demonstrating the commitment and support of the project by local governing body. This legislation provides consent to submit applications to any federal and State grant program and to enter into agreements as required. Screening applications are submitted to MORPC in August with final application due in October. The State Safety Funding program application is due by September 1<sup>st</sup> to ODOT district. The MORPC screening application is due on Friday, July 17<sup>th</sup> with the final application due on October 8<sup>th</sup>.

**COMMITTEE RECOMMENDATION:**

N/A

**FISCAL IMPACT(S):**

The City will have local matching shares to any State and Federal funding sources requiring 10% to 20% and could total to as much as \$3M to \$5M in total contribution. Identifying the funding required for an initiative this size must be completed in phases through multiple requests over several year, similar in manner as to how the Point project is being funded. Each successful project step strengthens future funding requests.

**POLICY CHANGES:**

N/A

**PRESENTER(S):**

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

**RECOMMENDATION:**

Approval

**ATTACHMENT(S):**

Concept Improvement Exhibit

RESOLUTION NO. 20-40

A RESOLUTION AUTHORIZING THE CITY MANAGER TO SUBMIT APPLICATIONS FOR STATE AND FEDERAL GRANT FUNDING AND TO ENTER INTO GRANT AGREEMENTS AS REQUIRED FOR THE PLANNING, DESIGN AND CONSTRUCTION OF THE EAST CENTRAL AVENUE IMPROVEMENT PROJECT.

WHEREAS, the City has successfully advanced improvements TO the East William Street corridor and is in final design for improvements to The Point intersection; and

WHEREAS, the City of Delaware has been studying traffic and safety concerns on the east side of the City to determine potential improvements to the East Central Avenue corridor from the Olentangy River to The Point intersection; and

WHEREAS, the East Central Corridor represents the final component of major east side roadway improvement initiatives to address traffic delay and safety; and

WHEREAS, for a project with a scope the size of the East Central project to advance, substantial State and Federal funding is required; and

WHEREAS, State and Federal Grant funding is available through the State Highway Safety Program, MORPC Attributable Funding Grant application process, and the Transportation Advisory Council (TRAC).

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

SECTION 1. That the City Manager is hereby authorized to sign and submit applications for State and Federal grant funding and to enter into agreements as required for the planning, design and construction of the proposed East Central Avenue Improvements.

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

PASSED: \_\_\_\_\_, 2020

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

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

\_\_\_\_\_  
MAYOR

Full Project Length of Central:  
Full-depth reconstruction  
Upgraded sidewalks & lighting  
Fiber/lighting conduit banks

Extend project lighting  
west to Olentangy  
River bridge.  
No widening needed  
west of Estelle, but  
pavement to be  
reconstructed btw  
Estelle & bridge

Project limits/3-lane  
widening will extend  
eastward to "The Point"  
construction limits (approx.  
Foley Street)

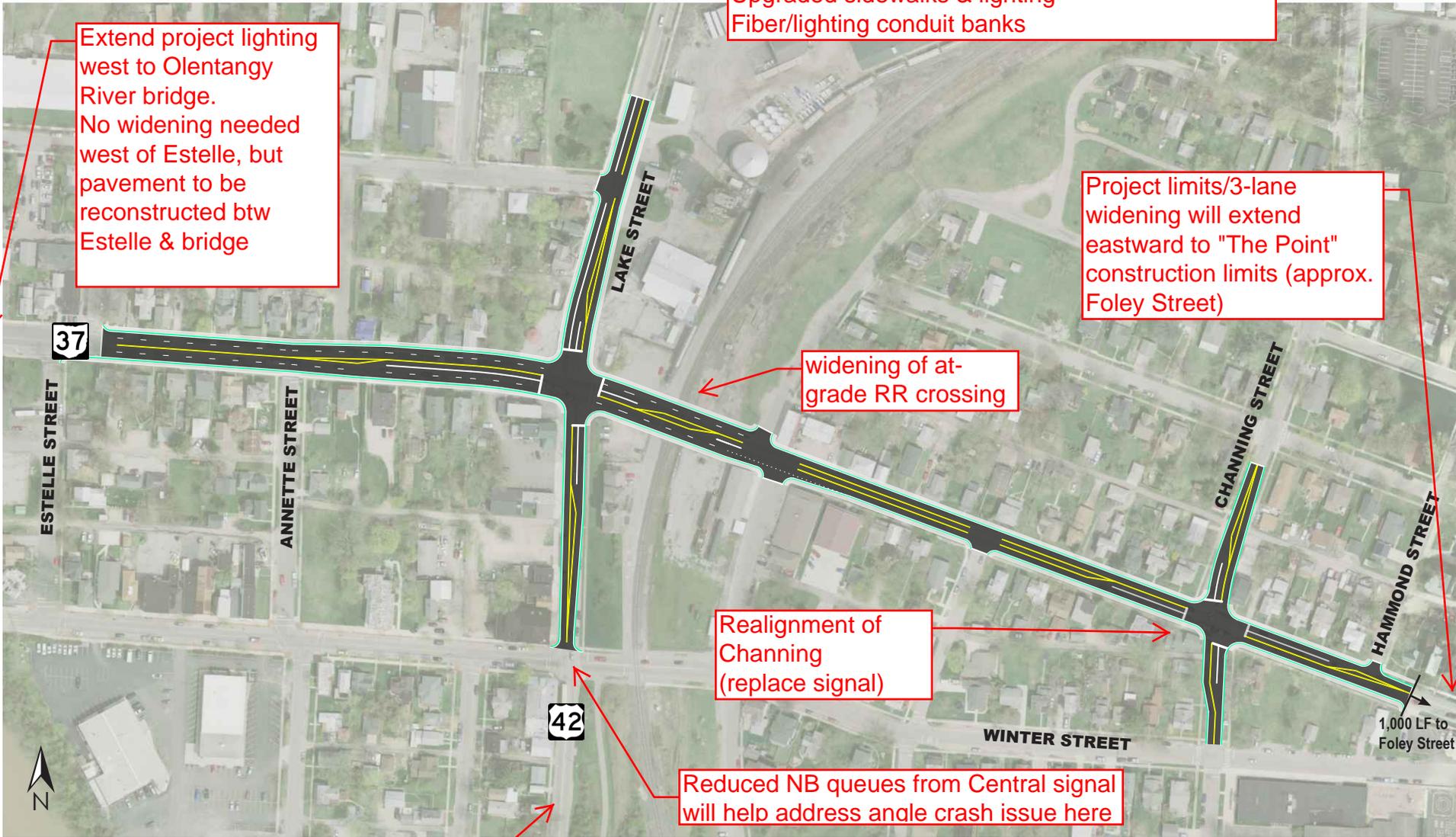
widening of at-  
grade RR crossing

Realignment of  
Channing  
(replace signal)

Reduced NB queues from Central signal  
will help address angle crash issue here

Pedestrian improvements  
to extend to William Street,  
creating full ped  
connectivity btw William &  
Central

City of Delaware  
East Central Avenue Project  
Funding Application



1,000 LF to  
Foley Street



## FACT SHEET

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AGENDA ITEM NO: 8

DATE: 07/13/2020

ORDINANCE NO:

RESOLUTION NO: 20-41

READING: FIRST

PUBLIC HEARING: NO

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TO: Mayor and Members of City Council

FROM: R. Thomas Homan, City Manager

VIA: Darren Shulman, City Attorney

---

**TITLE OF PROPOSED ORDINANCE/RESOLUTION:**

A resolution directing the City Manager to evaluate City policies and procedures with respect to diversity, inclusion and equity.

**BACKGROUND:**

At a prior City Council meeting, Council gave direction to the City Manager to examine City policies and procedures as it relates to diversion, equity and inclusion.

**REASON WHY LEGISLATION IS NEEDED:**

This resolution follows and formalizes the instruction by Council.

**COMMITTEE RECOMMENDATION:**

N/A

**FISCAL IMPACT(S):**

N/A

**POLICY CHANGES:**

**PRESENTER(S):**

Tom Homan, City Manager

**RECOMMENDATION:**

Approval

RESOLUTION NO. 20-41

A RESOLUTION DIRECTING THE CITY MANAGER TO  
EVALUATE CITY POLICIES AND PROCEDURES WITH  
RESPECT TO DIVERSITY, INCLUSION AND EQUITY.

WHEREAS, The City of Delaware strives to be a welcoming, inclusive city that values and embraces the differences that make us unique; and

WHEREAS, the City of Delaware is committed to maintaining the confidence of all residents that they will be treated fairly by their government.

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

SECTION 1. Council reaffirms its commitment to the principles of diversity, equity and equal opportunity for all.

SECTION 2. The City Manager is directed to provide Council with an initial report by July 27, 2020, to include the following:

1. A recommendation for a process for the City to engage the community in its efforts to promote equity, diversity, and inclusion
2. A summary of the steps the City has taken to promote diversity, equity, and inclusion
3. An initial review of areas in which the City can improve its efforts
4. A recommended schedule and process for completing a thorough review of the City's practices, procedures, and policies as they pertain to diversity, equity, and inclusion.

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

PASSED: \_\_\_\_\_, 2020

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

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

\_\_\_\_\_  
MAYOR



## FACT SHEET

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AGENDA ITEM NO: 9

DATE: 07/13/2020

ORDINANCE NO:

RESOLUTION NO: 20-42

READING: FIRST

PUBLIC HEARING: NO

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TO: Mayor and Members of City Council

FROM: R. Thomas Homan, City Manager

VIA: Darren Shulman, City Attorney

---

**TITLE OF PROPOSED ORDINANCE/RESOLUTION:**

A RESOLUTION AMENDING PREVIOUSLY ADOPTED POLICY CONCERNING THE ESTABLISHMENT OF HONORARY STREET NAMES.

**BACKGROUND:**

The naming of streets in honor of past individuals is a common practice in many communities, including Delaware. In the past, the City has permitted the honorary naming of Henry Street as Branch Rickey Way and Euclid Avenue as Pacer Way. Currently we have received a request to rename Pennsylvania Avenue in honor of the Little Brown Jug which will celebrate this year its 75th anniversary.

**REASON WHY LEGISLATION IS NEEDED:**

This amendment clarifies to the previously adopted policy to include events of significance, such as the Little Brown Jug.

**COMMITTEE RECOMMENDATION:**

N/A

**FISCAL IMPACT(S):**

The City is able to produce the recommended honorary street name signs in house and at minimal cost.

**POLICY CHANGES:**

This is an amended policy.

**PRESENTER(S):**

Bill Ferrigno, Public Works Director

**RECOMMENDATION:**

Approval

**ATTACHMENT(S)**

Amended Honorary Street Naming Policy





## Honorary Street Naming Policy (Rev. March 6, 2020)

**Definition:** Honorary street names allow citizens the opportunity to honor people who have made significant contributions to the community and are intended to recognize and honor individuals or groups for a period of time without changing the official name of the street.

**Description:** The honorary sign is of a similar size and shape as a standard street name sign. The honorary signs shall conform to the current federal street sign regulations governing lettering size, legend, and background colors as shown in examples. Honorary street names shall include the suffix 'Way'. Only one honorary sign shall be allowed at an intersection and shall be posted adjacent to the designated street name sign.

**Qualifications for Honorary Recognition:** This method of honoring individuals, groups, entities or events is reserved for those having local ties to the community, and whose body of lifetime achievement has received local, state or national recognition for contribution to the cultural arts, music, education, government leadership, athletics, or sciences. Individual honorees will only be considered posthumously. Individual family tribute or commercial and corporate related recognition does not qualify.

**Requests for Honorary Signs:** Requests for new honorary signs shall be made in writing to the City Manager's Office describing the justification for the honorary designation, requested location(s) and timeframe for the sign is to be posted, and include details of requested text and graphic appearance.

**Approvals:** Each request for honorary street name shall be considered by City Council and approved by council resolution.

**Cost:** Honorary street signs shall conform in appearance to the example shown and shall be provided and installed by the City at no cost. Text shall be formatted to fit on a maximum 36-inch sign blank for purposes of safety and stability.

**Public vs Private Streets:** This policy applies to all public streets in the City of Delaware. It does not attempt to regulate honorary street names on private streets and driveways.

Example Honorary Street Sign Format:





## FACT SHEET

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AGENDA ITEM NO: 10

DATE: 07/13/2020

ORDINANCE NO:

RESOLUTION NO: 20-43

READING: FIRST

PUBLIC HEARING: NO

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TO: Mayor and Members of City Council

FROM: R. Thomas Homan, City Manager

VIA:

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**TITLE OF PROPOSED ORDINANCE/RESOLUTION:**

A RESOLUTION ESTABLISHING THE HONORARY STREET DESIGNATION OF LITTLE BROWN JUG WAY IN THE CITY OF DELAWARE FOR COMMEMORATIVE PURPOSES.

**BACKGROUND:**

The City has received a recent request to establish the honorary street name for the Little Brown Jug on Pennsylvania Avenue between Troy Road and North Sandusky Street.

**REASON WHY LEGISLATION IS NEEDED:**

The City has adopted policy in regards to the establishment of honorary street names, by which City Council will consider in an open public process such requests.

**COMMITTEE RECOMMENDATION:**

N/A

**FISCAL IMPACT(S):**

The City is able to produce the recommended honorary street name signs in house and at minimal cost.

**POLICY CHANGES:**

**PRESENTER(S):**

**RECOMMENDATION:**

Approval

**ATTACHMENT(S)**

Letter of request from Councilman Jones





June 25, 2020

Mr. Thomas Homan, City Manager  
City of Delaware  
1 S. Sandusky Street  
Delaware, Ohio 43015

Re: Little Brown Jug Way

Dear Tom,

This year the Little Brown Jug will celebrate its 75<sup>th</sup> anniversary at the Delaware County Fair. Since the inaugural race in 1946 the Little Brown Jug has brought the best of the harness racing sport to America's heartland at the Delaware County Fair. It is one jewel in the triple crown of harness racing and is the only race that is held at a county fair. This prestigious event draws one of the largest crowds from all over the world to harness racing.

To celebrate the 75<sup>th</sup> anniversary of the Little Brown Jug I would like for the City to consider the honorary renaming of Pennsylvania Avenue from Troy Road to Sandusky Street to "Little Brown Jug Way". Since 1946 this event has been a significant part of our history that has been enjoyed by many and will continue to be a part of the lives for generations to come.

Best Regards,

  
Chris Jones (June 25, 2020 11:21 EDT)

Councilman Chris Jones  
First Ward  
City of Delaware



## FACT SHEET

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AGENDA ITEM NO: 11

DATE: 07/13/2020

ORDINANCE NO: 20-40

RESOLUTION NO:

READING: FIRST

PUBLIC HEARING: NO  
July 27, 2020 @ 7:20 p.m.

---

TO: Mayor and Members of City Council

FROM: R. Thomas Homan, City Manager

VIA: Justin Nahvi, Finance Director

---

**TITLE OF PROPOSED ORDINANCE/RESOLUTION:**

AN ORDINANCE AMENDING SECTION 913.23 - CHARGES ESTABLISHED FOR SEWAGE AUXILIARY METERS WITHIN THE CODE OF ORDINANCES FOR THE CITY OF DELAWARE AND DECLARING AN EMERGENCY.

**BACKGROUND:**

Section 913.23 of the Code of Ordinances for the City of Delaware authorizes a \$8.35 per month fee for utility customer accounts that have a deduct meter installed for billing purposes. This fee was previously established to offset the administrative cost for manually reading a deduct meter on a utility customer's account.

**REASON WHY LEGISLATION IS NEEDED:**

The City of Delaware currently utilizes an automated meter reading system that collects consumption data from customer accounts electronically thereby negating the need for this \$8.35 meter reading fee.

**COMMITTEE RECOMMENDATION:**

This amendment to the Code of Ordinances was discussed with the Finance Committee at the June 17<sup>th</sup> committee meeting and was recommended for placement on the next City Council agenda.

**FISCAL IMPACT(S):**

There are 205 utility accounts that have a deduct meter currently installed at the service address on the account. The \$8.35 per month fee is deposited into the Water Fund (Fund 530). Based on this information, the estimated annual revenue decline attributed through the amendment to Section 913.23 of the Code of Ordinances would be \$20,541 which would not have a material impact on the cash flows for the Water Fund.

**POLICY CHANGES:**

N/A

**PRESENTER(S):**

Justin Nahvi, Finance Director

**RECOMMENDATION:**

Approval after second reading

**ATTACHMENT(S)**

Exhibit

ORDINANCE 20-40

AN ORDINANCE AMENDING SECTION 913.23 -  
CHARGES ESTABLISHED FOR SEWAGE  
AUXILIARY METERS WITHIN THE CODE OF  
ORDINANCES FOR THE CITY OF DELAWARE  
AND DECLARING AN EMERGENCY.

WHEREAS, Section 913.23 of the Code of Ordinances for the City of Delaware authorizes a \$8.35 per month fee for utility customer accounts that have a deduct meter installed for billing purposes; and

WHEREAS, the City has implemented an automated meter reading system that gathers consumption data from water meters electronically thereby eliminating the need for this additional charge for utility customers; and

WHEREAS, Exhibit A as enclosed with this ordinance outlines the amendment to section 913.23 of the Code of Ordinances for the City of Delaware.

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

SECTION 1: That Section 913.23 of the Code of Ordinances for the City of Delaware be amended as outlined in Exhibit A.

SECTION 2. This Council finds and determines that all formal actions of this Council and any of its committees concerning and relating to the passage of this Ordinance were taken in an open meeting of this Council, and that all deliberations of this Council and any of its committees that resulted in those formal actions were in meetings open to the public, all in compliance with the law including Section 121.22 of the Revised Code.

SECTION 3. EMERGENCY CLAUSE. That this ordinance is hereby declared to be an emergency measure necessary to provide for the public peace, safety, health and welfare of the City in an effort to remove a utility fee that is no longer applicable in support of the City's utility enterprise operations and as such will be in full force and effect immediately upon its passage.

VOTE ON RULE SUSPENSION:

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

ABSTAIN \_\_\_

VOTE ON EMERGENCY CLAUSE

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

ABSTAIN \_\_\_

PASSED: \_\_\_\_\_, 2020

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

ABSTAIN \_\_\_

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

CITY CLERK

\_\_\_\_\_

MAYOR

## Exhibit A

### Existing Language

913.23 - Charges established for sewage auxiliary meters.

There shall be a one-time inspection fee of twenty-five dollars (\$25.00) to be paid prior to installation of the system. In addition, there shall be established a monthly service fee of eight dollars and thirty-five cents (\$8.35) per month per meter to be applied to all property owners who request or have in service at the present time an additional meter or meters to be installed for deductions to be made to sewage charges levied where water used does not enter the sewage system.

### Proposed Amendment

913.23 - Charges established for sewage auxiliary meters.

There shall be a one-time inspection fee of twenty-five dollars (\$25.00) to be paid prior to installation of the system.



## FACT SHEET

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AGENDA ITEM NO: 12

DATE: 7/13/2020

ORDINANCE NO: 20-41

RESOLUTION NO:

READING: FIRST

PUBLIC HEARING: YES  
July 27, 2020 @ 7:30 p.m.

---

TO: Mayor and Members of City Council

FROM: R. Thomas Homan, City Manager

VIA: David Efland, Planning and Community Development Director

---

**TITLE OF PROPOSED ORDINANCE/RESOLUTION:**

AN ORDINANCE APPROVING A REZONING AMENDMENT FOR DYLAN J. MENGES TRUSTEE FOR 748 CHESHIRE ROAD FROM A-1 (AGRICULTURAL DISTRICT) TO R-3 (ONE-FAMILY RESIDENTIAL DISTRICT) ON 1.853 ACRES.

**BACKGROUND:**

See attached staff report.

**REASON WHY LEGISLATION IS NEEDED:**

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

**COMMITTEE RECOMMENDATION:**

Planning Commission recommended approval by a vote of 6-0 on July 1, 2020.

**FISCAL IMPACT(S):**

N/A

**POLICY CHANGES:**

N/A

**PRESENTER(S):**

David Efland, Planning and Community Development Director

**RECOMMENDATION:**

Staff recommends approval

**ATTACHMENT(S)**

See attached

ORDINANCE NO. 20-41

AN ORDINANCE APPROVING A REZONING AMENDMENT FOR DYLAN J. MENGES TRUSTEE FOR 748 CHESHIRE ROAD FROM A-1 (AGRICULTURAL DISTRICT) TO R-3 (ONE-FAMILY RESIDENTIAL DISTRICT) ON 1.853 ACRES.

WHEREAS, the Planning Commission at its meeting of July 1, 2020 recommended approval of a Rezoning Amendment for Dylan J. Menges Trustee for 748 Cheshire Road from A-1 (Agricultural District) to R-3 (One-Family Residential District) on 1.853 acres (PC Case 2020-1037).

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

SECTION 1. That the Rezoning Amendment for Dylan J. Menges Trustee for 748 Cheshire Road from A-1 (Agricultural District) to R-3 (One-Family Residential District) on 1.853 acres, is hereby confirmed, approved, and accepted with the following conditions that:

1. The owner shall be required to obtain and pay for all normal and customary necessary easements, permits, and construction activities that may be required for any City utility connections. In addition to normal and customary charges, if connection to the City sanitary sewer occurs in the future, the property shall pay the required additional connection fee of \$15,713.03 for this property to connect to the Cheshire Rd Phase 2 Sub Trunk sewer line per the pre-existing agreement.
2. The owner shall dedicate right-of-way along Cheshire Road per the City Engineer.
3. The lots shall be consolidated into a single lot.

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: \_\_\_\_\_, 2020

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

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

\_\_\_\_\_  
MAYOR

**CASE NUMBER:** 2020-1037  
**REQUEST:** Rezoning Amendment  
**PROJECT:** Menges Property  
**MEETING DATE:** July 1, 2020

---

**APPLICANT/OWNER**

Shade & Shade LLC  
236 West Central Avenue  
Delaware, Ohio 43015

**REQUEST**

2020-1037: A request by Dylan J. Menges Trustee for approval of a Rezoning Amendment from A-1 (Agricultural District) to R-3 (One-Family Residential District) on 1.853 acres at 748 Cheshire Road.

**PROPERTY LOCATION & DESCRIPTION**

The subject site is located in the County but is currently in the process of being annexed into the City and would be zoned within six months automatically to A-1 (Agricultural District) upon annexation per the City zoning code if not zoned concurrently with the annexation. Currently the subject site is zoned FR-1 (Farm Residential) in the County. The properties to the north is zoned FR-1 in the Township, the properties to the south and west are zoned R-3 in the City and the property to the east is zoned PO/I (Planned Office/Intuition District) in the City.

**BACKGROUND/PROPOSAL**

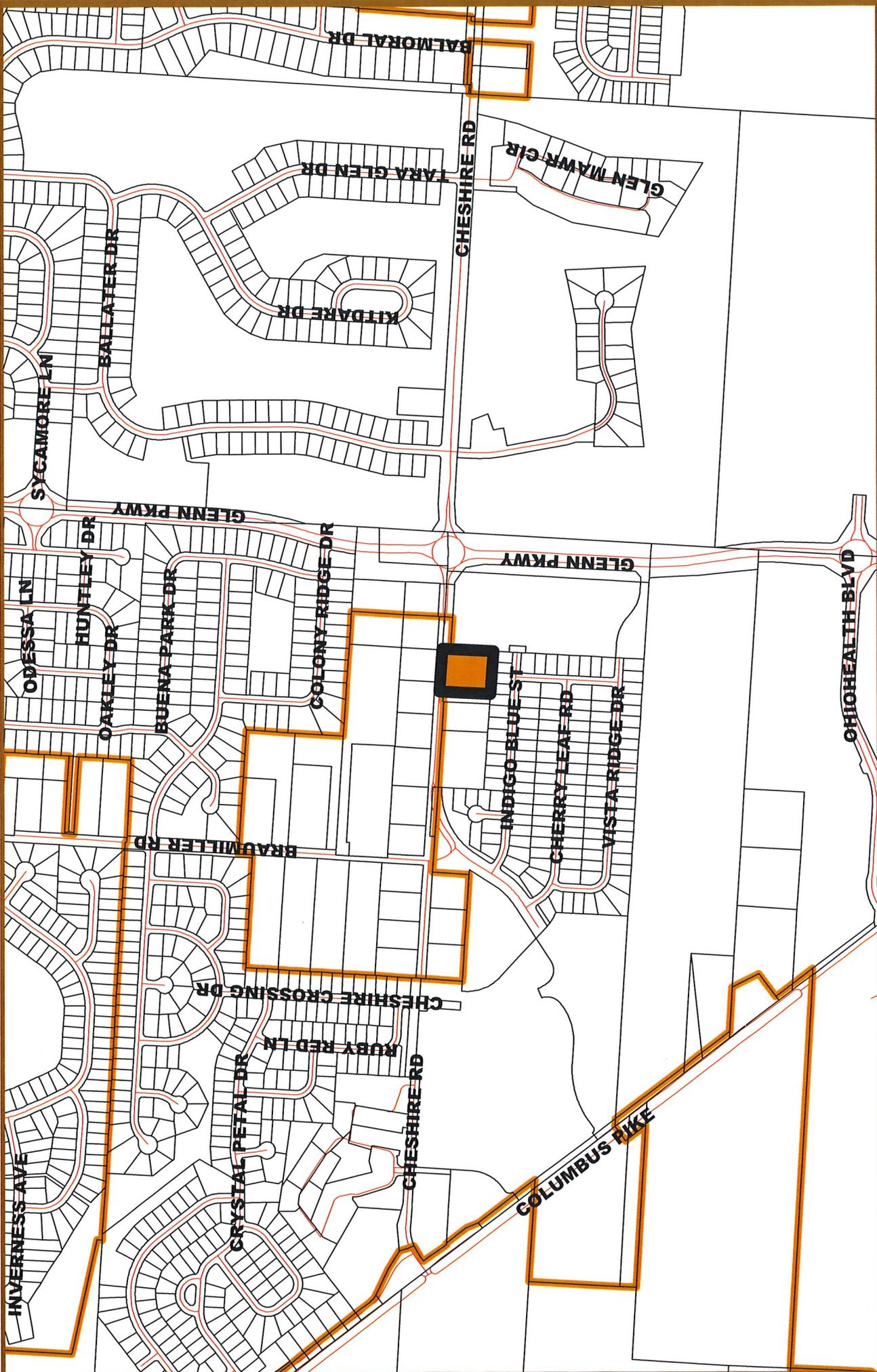
As mentioned above, the property owner is currently in the process of annexing the subject property into the City with the intent of synchronizing the annexation and zoning approval to R-3 at the same time. The subject 1.853 acres (the property encompasses three parcels currently which will be consolidated) is currently a single-family house with a detached garage and would remain the same with the intent of the owner to access City utilities (water and sanitary sewer) if needed in the future.

---

**STAFF ANALYSIS**

- **COMPREHENSIVE PLAN:** The Comprehensive Plan Future Land Use Map recommends a future land use of Very Low-Density Single Family in the Cheshire Sub-Area which is consistent with the existing single-family house.
- **ZONING:** As previously mentioned, the applicant is proposing a rezoning to R-3 to be consistent with the surrounding properties.
- **GENERAL ENGINEERING:** Because this is a Zoning Amendment with no development proposed, engineering plans would not be required for this case.
- **UTILITIES:** The subject house would have access to the City utilities once annexed into the City. The owner would be required to obtain and pay for all necessary easements, permits, and construction activities that may be required for any City utility connections. If connection to the City sanitary sewer occurs in the future, the property shall pay the required additional connection fee of \$15,713.03 for this property to connect to the Cheshire Rd Phase 2 Sub Trunk sewer line per the pre-existing agreement. Additionally, all normal and customary fees for utility connections would apply.
- **ROADS AND ACCESS:** The current curb cut on Cheshire Road would continue to access the single-family house. The owner shall dedicate right-of-way along Cheshire Road per the City Engineer.
- **PEDESTRIAN CONNECTIVITY:** There is a bike path located along the frontage of the property on Cheshire Road per the adopted Bicycle and Pedestrian Master Plan 2027.
- **SITE CONFIGURATION:** The subject site currently has a single-family house with a detached garage. Any future site improvements would have to achieve compliance with the zoning code.



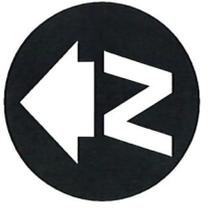
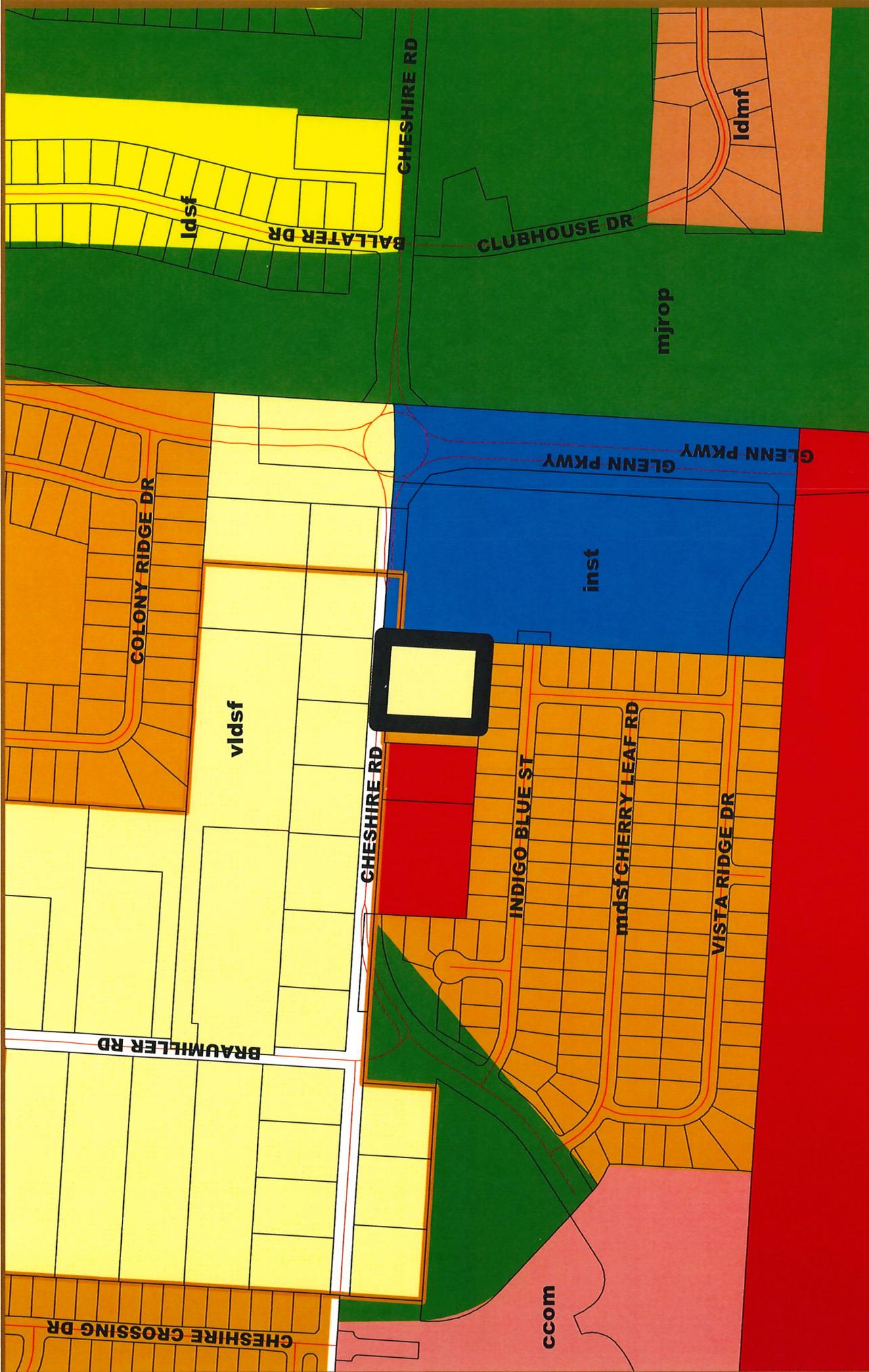


2020-1037  
 Rezoning Amendment  
 748 Cheshire Road  
 Location Map





2020-1037  
 Rezoning Amendment  
 748 Cheshire Road  
 Zoning Map

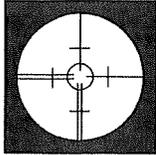


2020-1037  
 Rezoning Amendment  
 748 Cheshire Road  
 Comprehensive Plan Map



2020-1037  
Rezoning Amendment  
748 Cheshire Road  
Aerial (2016) Map





# SCIOTO LAND SURVEYING SERVICE, INC.

173 North Sandusky Street

Delaware, Ohio 43015

740.369.7577

karen@sciotolandsurveying.com

### LEGEND

- Iron Pipe Found
- MAG Nail Set
- 5/8" Iron Bar Set with a plastic cap marked "SLSS PS 7845"

### RECORDS USED

Deeds as shown.

### BASIS OF BEARINGS

Centerline of Cheshire Road per O.R.V. 1555, PG. 629 (S 83° 46' 00" E)

TIPPECANOE  
LOT 238

SUBDIVISION

PLAT BOOK 6, PAGE 85  
LOT 239

LOT 240

## PLAT OF SURVEY FOR

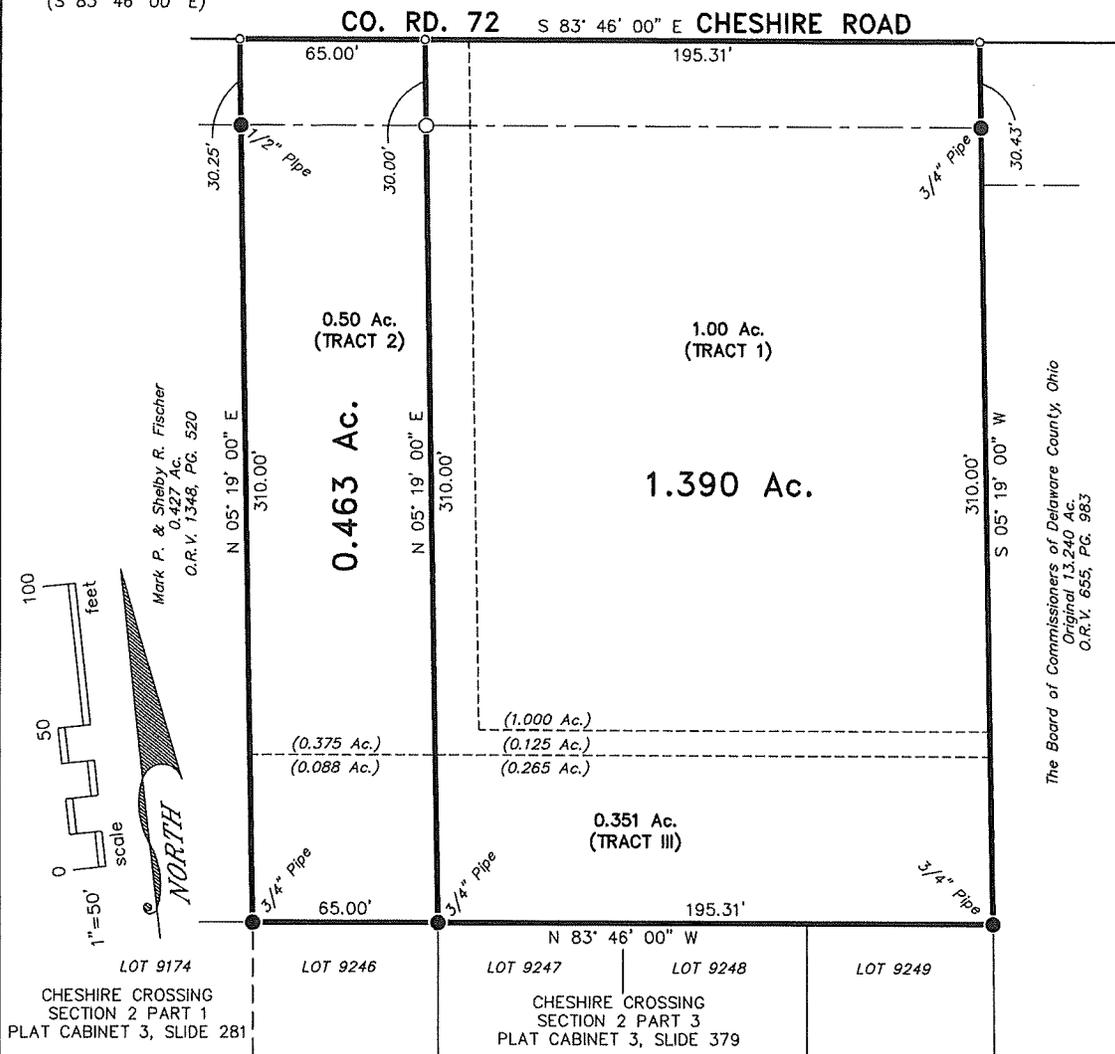
**DYLAN J. MENGES, TRUSTEE**

PART OF FARM LOT 20, QUARTER-TOWNSHIP 4,

TOWNSHIP 4, RANGE 19, U.S.M.L.

CITY OF DELAWARE, DELAWARE COUNTY, OHIO

**ORIG. 1.00 Ac. (TRACT 1), ORIG. 0.50 Ac. (TRACT 2), &  
ORIG. 0.351 Ac. (TRACT III), O.R.V. 1555, PG. 629**



I HEREBY CERTIFY THAT I HAVE SURVEYED THE PROPERTY DESCRIBED IN THE FOREGOING TITLE CAPTION AND THAT SAID SURVEY AND SKETCH ARE ACCURATE AND CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF. ROAD RIGHT-OF-WAY IS ASSUMED AND SHOWN FOR ILLUSTRATIVE PURPOSES ONLY UNLESS OTHERWISE NOTED. EASEMENTS, RESTRICTIONS AND RIGHT-OF-WAY, IF ANY, NOT LOCATED UNLESS NOTED.

KAREN S. COFFMAN, SURVEYOR  
Registration No. 7845

JUNE 18, 2020  
DATE OF SURVEY



## FACT SHEET

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AGENDA ITEM NO: 13

DATE: 07/13/2020

ORDINANCE NO: 20-42

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 T&R PROPERTIES INC., FOR THE RAVINES AT OLENTANGY SECTION 2 PHASE A CONTAINING 49 SINGLE-FAMILY LOTS ON 23.966 ACRES ON PROPERTY ZONED R-3 PMU (ONE-FAMILY RESIDENTIAL DISTRICT WITH A PLANNED MIXED-USE OVERLAY DISTRICT) AND LOCATED ON ROCHDALE RUN JUST NORTH OF RANDALL ROAD.

**BACKGROUND:**

See attached report

**REASON WHY LEGISLATION IS NEEDED:**

To achieve compliance with Chapter 1111 Platting of the zoning code.

**COMMITTEE RECOMMENDATION:**

Planning Commission approved this case 6-0 on July 1, 2020.

**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. 20-42

AN ORDINANCE APPROVING A FINAL SUBDIVISION PLAT REQUEST BY T&R PROPERTIES INC., FOR THE RAVINES AT OLENTANGY SECTION 2 PHASE A CONTAINING 49 SINGLE-FAMILY LOTS ON 23.966 ACRES ON PROPERTY ZONED R-3 PMU (ONE-FAMILY RESIDENTIAL DISTRICT WITH A PLANNED MIXED-USE OVERLAY DISTRICT) AND LOCATED ON ROCHDALE RUN JUST NORTH OF RANDALL ROAD.

WHEREAS, the Planning Commission at its meeting on July 1, 2020 recommended approval of a Final Subdivision Plat request by T&R Properties Inc., for the Ravines at Olentangy Section 2 Phase A containing 49 single-family lots on 23.966 acres on property zoned R-3 PMU (One-Family Residential District with a Planned Mixed-Use Overlay District) and located on Rochdale Run just north of Randell Road (PC 2020-1165).

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 T&R Properties Inc., for the Ravines at Olentangy Section 2 Phase A containing 49 single-family lots on 23.966 acres on property zoned R-3 PMU (One-Family Residential District with a Planned Mixed-Use Overlay District) and located on Rochdale Run just north of Randell Road, is hereby confirmed, approved, and accepted with the following conditions that:

1. The Applicant needs to obtain final engineering approvals, including any storm water and utility issues that need to be worked out through the Engineering and Utilities Departments. All comments regarding the layout and details of the project are preliminary and subject to modification or change based on the final technical review by the Engineering Department.
2. The lots and houses shall comply with the minimum bulk and setback requirements in the approved development text.
3. The single-family houses shall comply with the minimum architectural standards of Chapter 1171.
4. The house sizes shall be a minimum 1,400 square feet for a one story and 1,800 square feet for a two-story house per the approved development text.
5. A street tree plan shall be reviewed and approved by the Shade Tree Commission.
6. This section shall be subject to two per lot additional transportation fees of \$1,000 each for a total fee of \$2,000 per single family lot due at the time of building permit issuance.
7. The owner shall deed the 13.044-acre parcel east of Rochdale Run to the City for a park.

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: \_\_\_\_\_, 2020

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

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

\_\_\_\_\_  
MAYOR



## FACT SHEET

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AGENDA ITEM NO: 14

DATE: 07/13/2020

ORDINANCE NO: 20-43

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

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**TITLE OF PROPOSED ORDINANCE/RESOLUTION:**

AN ORDINANCE APPROVING A FINAL SUBDIVISION PLAT REQUEST BY T&R PROPERTIES INC., FOR THE RAVINES AT OLENTANGY SECTION 2 PHASE B CONTAINING 34 SINGLE-FAMILY LOTS ON 9.412 ACRES ON PROPERTY ZONED R-3 PMU (ONE-FAMILY RESIDENTIAL DISTRICT WITH A PLANNED MIXED-USE OVERLAY DISTRICT) AND LOCATED ON ROCHDALE RUN JUST NORTH OF RANDALL ROAD.

**BACKGROUND:**

See attached report

**REASON WHY LEGISLATION IS NEEDED:**

To achieve compliance with Chapter 1111 Platting of the zoning code.

**COMMITTEE RECOMMENDATION:**

Planning Commission approved this case 6-0 on July 1, 2020.

**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. 20-43

AN ORDINANCE APPROVING A FINAL SUBDIVISION PLAT REQUEST BY T&R PROPERTIES INC., FOR THE RAVINES AT OLENTANGY SECTION 2 PHASE B CONTAINING 34 SINGLE-FAMILY LOTS ON 9.412 ACRES ON PROPERTY ZONED R-3 PMU (ONE-FAMILY RESIDENTIAL DISTRICT WITH A PLANNED MIXED-USE OVERLAY DISTRICT) AND LOCATED ON ROCHDALE RUN JUST NORTH OF RANDALL ROAD.

WHEREAS, the Planning Commission at its meeting on July 1, 2020 recommended approval of a Final Subdivision Plat request by T&R Properties Inc., for the Ravines at Olentangy Section 2 Phase B containing 34 single-family lots on 9.412 acres on property zoned R-3 PMU (One-Family Residential District with a Planned Mixed-Use Overlay District) and located on Rochdale Run just north of Randell Road (PC 2020-1166).

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 T&R Properties Inc., for the Ravines at Olentangy Section 2 Phase B containing 34 single-family lots on 9.412 acres on property zoned R-3 PMU (One-Family Residential District with a Planned Mixed-Use Overlay District) and located on Rochdale Run just north of Randell Road, is hereby confirmed, approved, and accepted with the following conditions that:

1. The Applicant needs to obtain final engineering approvals, including any storm water and utility issues that need to be worked out through the Engineering and Utilities Departments. All comments regarding the layout and details of the project are preliminary and subject to modification or change based on the final technical review by the Engineering Department.
2. The lots and houses shall comply with the minimum bulk and setback requirements in the approved development text.
3. The single-family houses shall comply with the minimum architectural standards of Chapter 1171.
4. The house sizes shall be a minimum 1,400 square feet for a one story and 1,800 square feet for a two-story house per the approved development text.
5. A street tree plan shall be reviewed and approved by the Shade Tree Commission.
6. This section shall be subject to two per lot additional transportation fees of \$1,000 each for a total fee of \$2,000 per single family lot due at the time of building permit issuance.
7. The owner shall deed the 13.044-acre parcel east of Rochdale Run to the City for a park.

8. The owner shall dedicate a 20-foot-wide bike path easement along the northern portion of Section 2 Phase B adjacent to the railroad tracks to 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: \_\_\_\_\_, 2020

YEAS\_\_\_NAYS\_\_\_  
ABSTAIN \_\_\_

ATTEST:

\_\_\_\_\_  
CITY CLERK

\_\_\_\_\_  
MAYOR

CASE NUMBERS: 2020-1165-1166

REQUEST: Multiple Requests

PROJECT: Ravines at Olentangy – Section 2

MEETING DATE: July 1, 2020

**APPLICANT/OWNER**

T&R Properties Inc.  
3895 Stonehenge Court  
Dublin, Ohio 43017

**REQUEST**

2020-1165: A request by T&R Properties Inc. for approval of a Final Subdivision Plat for the Ravines at Olentangy Section 2 Phase A for 49 single-family lots on 23.966 acres on property zoned R-3 PMU (One-Family Residential District with a Planned Mixed Use Overlay District) and located on Rochdale Run just north of Randall Road.

2020-1166: A request by T&R Properties Inc. for approval of a Final Subdivision Plat for the Ravines at Olentangy Section 2 Phase B for 34 single-family lots on 9.412 acres on property zoned R-3 PMU (One-Family Residential District) with a Planned Mixed Use Overlay District and located on Rochdale Run just north of Randall Road.

**PROPERTY LOCATION & DESCRIPTION**

The subject development is located on the north side of Curve Road and south of the railroad tracks with Section 2 being located north of Randell Road within the subdivision. The subject site is zoned R-3 PMU. The properties to the north across the railroad tracks are zoned M-2 (General Manufacturing District), the properties to the south are zoned R-3 PMU, the properties to the east are zoned R-6 PMU (Multifamily Residential District with a Planned Mixed-Use Overlay District) and the property to the west is zoned M-1 PMU (Light Manufacturing with a Planned Mixed Use Overlay District).

**BACKGROUND**

In 2004 (Ordinance 04-202) City Council approved a Rezoning to R-3, R-4, R-6, PO/I and M-1 PMU with development text for a mixed-use development on approximately 121 acres located on the north side of Curve Road just west and south of the existing railroad tracks. The development consists of the following Sub-Areas:

- Sub-Area 1 was approved for 130 single family homes on approximately 46.241 acres (Section 1 which consists of 47 single family lots has been platted and houses are being constructed). Section 2 is the last single-family lot area left in the development.
- Sub-Area 2 was approved for 36 two-family dwelling units (18 lots) on approximately 9.842 acres. These lots have been platted but no units have been constructed.
- Sub-Area 3 was approved for 90 condominium units on approximately 28.810 gross acres (approx. 14 acres net). City Council approved the Final Development Plan and Final Subdivision Plat for this site in March 2020.
- Sub-Area 4 was approved for an 80 assisted living facility on approximately 3.964 acres. This Sub-Area has been converted to a reserve area in 2018 and has been combined with Sub-Area 1.
- Sub-Area 5 was approved for office/flex office and light manufacturing uses on approximately 30.303 acres. This area remains vacant.

In 2006 the Delaware County Court of Common Pleas issued a Consent Decree and Entry pertaining to the subject development with several requirements which shall be adhered to by the City of Delaware. Section 2 Phase A and B would be the last single-family lot section of the development that would need Planning Commission and City Council approval. The M-1 PMU Sub-Area located in the northwestern portion of the development would require Final Development Plan approval for any future development. In March 2020 Planning Commission and City Council approved a Preliminary Development Plan and Preliminary Subdivision Plat for the Enclaves at the Ravines at Olentangy (Sub-Area 3).

Now the developer is proposing a Final Subdivision Plat for the Ravines at Olentangy Section 2 to construct 83 single family lots on approximately on 33.378 acres. Rochdale Run would loop thru this section north of Randall Road. In Phase A there would be 49 single family lots on 23.966 and in Phase B there would be 34 single family lots on 9.412 acres. A 10.943 acre open space is located on the northwestern portion of the section and would also contain a detention basin.

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#### STAFF ANALYSIS

- **ZONING:** As mentioned above, the zoning for the subject section is R-3 PMU with approved development text which allows the proposed single-family lots. The development text has specific requirements pertaining to permitted uses, density, lot size, minimum dwelling size, building setbacks, landscaping, lighting, etc. As mentioned above, the Consent Decree and Entry lists several specific development requirements for the site that the City shall adhere to. From a procedural perspective, a Final Subdivision Plat would need to be reviewed and approved by the Planning Commission and City Council for Section 2 Phases A and B.
- **GENERAL ENGINEERING:** The applicant needs to obtain engineering approvals, including any storm water and utility issues that need to be worked out through the Engineering and Utilities Departments. All comments regarding the layout and details of the project are preliminary and subject to modification or change based on the final technical review by the Engineering Department once a complete plan set is submitted for review.
- **ROADS AND ACCESS:** Section 2 Phases A and B are accessed through Rochdale Run which loops northward through these two phases north of Randall Road. Per the Consent Decree and Entry, two \$1,000 per lot transportation fees are required at building permit approval per lot (ie. \$2,000 total transportation fee per each single-family lot).
- **PEDESTRIAN CONNECTIVITY:** The owner is dedicating a 20-foot-wide easement along the northern portion of Section 2 Phase B adjacent to the railroad tracks which the City plans to construct a bike path within in the future per the adopted Bicycle and Pedestrians Master Plan 2027. Also, staff would recommend the owner allow the HOA (if they choose to) to construct a bike path through the 10.943-acre open space to connect to the City bike path network. In addition, there would be sidewalks on both sides of the public streets.
- **LOT LAYOUT & SIZE:** Phase A would have 49 single family lots on the western portion of the Rochdale Run loop street and Phase B would have 34 lots on the eastern portion of the loop street. For all the lots, the front yard setback would be 25 feet, the rear yard setback would be 25 feet, and the side yard setback would be a total of 15 feet with a minimum of 6 feet. The minimum house size would be 1,400 square feet for a one-story and 1,800 square feet for a two-story house. Also, all the corner lots achieve compliance with the oversized corner lot requirements in the zoning code.
- **BUILDING DESIGN:** Per the approved development text, all the houses shall achieve compliance with Residential Development Design Criteria and Performance Standards in Chapter 1171.08.
- **LANDSCAPING & SCREENING:** The subject development would require street trees along Rochdale Run that would require Shade Tree Commission approval.
- **OPEN SPACE/PARKLAND:** The subject section has a 10.943-acre open space located on the northwestern portion of the site which would be maintained by the Homeowners Association. The intent is to only allow landscaping, plantings, pathways, signage and necessary public utilities in this open space. With the approval of the original rezoning, the owner was to provide the City with the 13.044-acre parcel east of Rochdale Run for a future City Park (this achieved compliance with the open space requirements of the approved PMU). This was platted with Phase 1. However, the owner needs to deed the 13.044-acre parcel to the City prior to any building permit approvals to complete the process.
- **TREE PRESERVATION:** Per the Consent Decree and Entry, the tree preservation requirements were addressed in the settlement agreement.
- **LIGHTING PLAN:** A lighting plan for each phase shall be submitted, reviewed and approved by the City that achieves compliance with the zoning code.
- **PHASING:** Per the applicant, Phase A would be constructed before Phase B.

**STAFF RECOMMENDATION – (2020-1165 FINAL SUBDIVISION PLAT)**

Staff recommends approval of a request by T&R Properties Inc. for a Final Subdivision Plat for the Ravines at Olentangy Section 2 Phase A for 49 single-family lots on 23.966 acres on property zoned R-3 PMU (One-Family Residential District with a Planned Mixed Use Overlay District) and located on Rochdale Run just north of Randall Road, with the following conditions that:

1. The Applicant needs to obtain final engineering approvals, including any storm water and utility issues that need to be worked out through the Engineering and Utilities Departments. All comments regarding the layout and details of the project are preliminary and subject to modification or change based on the final technical review by the Engineering Department.
2. The lots and houses shall comply with the minimum bulk and setback requirements in the approved development text.
3. The single-family houses shall comply with the minimum architectural standards of Chapter 1171.
4. The house sizes shall be a minimum 1,400 square feet for a one story and 1,800 square feet for a two-story house per the approved development text.
5. A street tree plan shall be reviewed and approved by the Shade Tree Commission.
6. This section shall be subject to two per lot additional transportation fees of \$1,000 each for a total fee of \$2,000 per single family lot due at the time of building permit issuance.
7. The owner shall deed the 13.044-acre parcel east of Rochdale Run to the City for a park.

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**STAFF RECOMMENDATION – (2020-1166 FINAL SUBDIVISION PLAT)**

Staff recommends approval of a request by T&R Properties Inc. for a Final Subdivision Plat for the Ravines at Olentangy Section 2 Phase B for 34 single-family lots on 9.412 acres on property zoned R-3 PMU (One-Family Residential District with a Planned Mixed Use Overlay District) and located on Rochdale Run just north of Randall Road, with the following conditions that:

1. The Applicant needs to obtain final engineering approvals, including any storm water and utility issues that need to be worked out through the Engineering and Utilities Departments. All comments regarding the layout and details of the project are preliminary and subject to modification or change based on the final technical review by the Engineering Department.
2. The lots and houses shall comply with the minimum bulk and setback requirements in the approved development text.
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5. A street tree plan shall be reviewed and approved by the Shade Tree Commission.
6. This section shall be subject to two per lot additional transportation fees of \$1,000 each for a total fee of \$2,000 per single family lot due at the time of building permit issuance.
7. The owner shall deed the 13.044-acre parcel east of Rochdale Run to the City for a park.
8. The owner shall dedicate a 20-foot-wide bike path easement along the northern portion of Section 2 Phase B adjacent to the railroad tracks to the City.

**COMMISSION NOTES:**

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

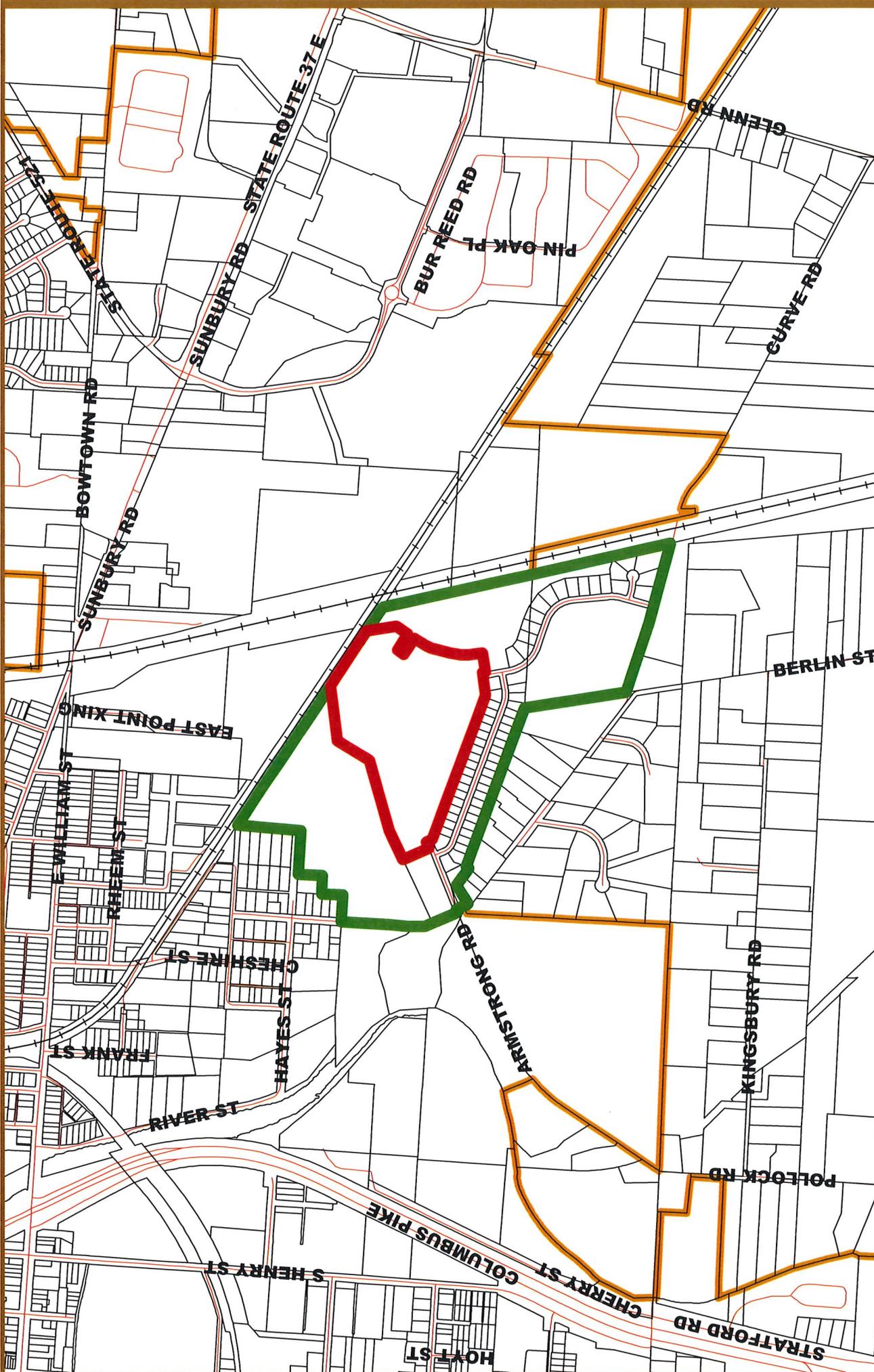
*CONDITIONS/MISCELLANEOUS:*

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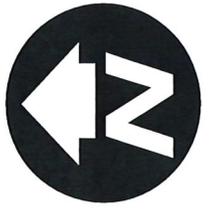
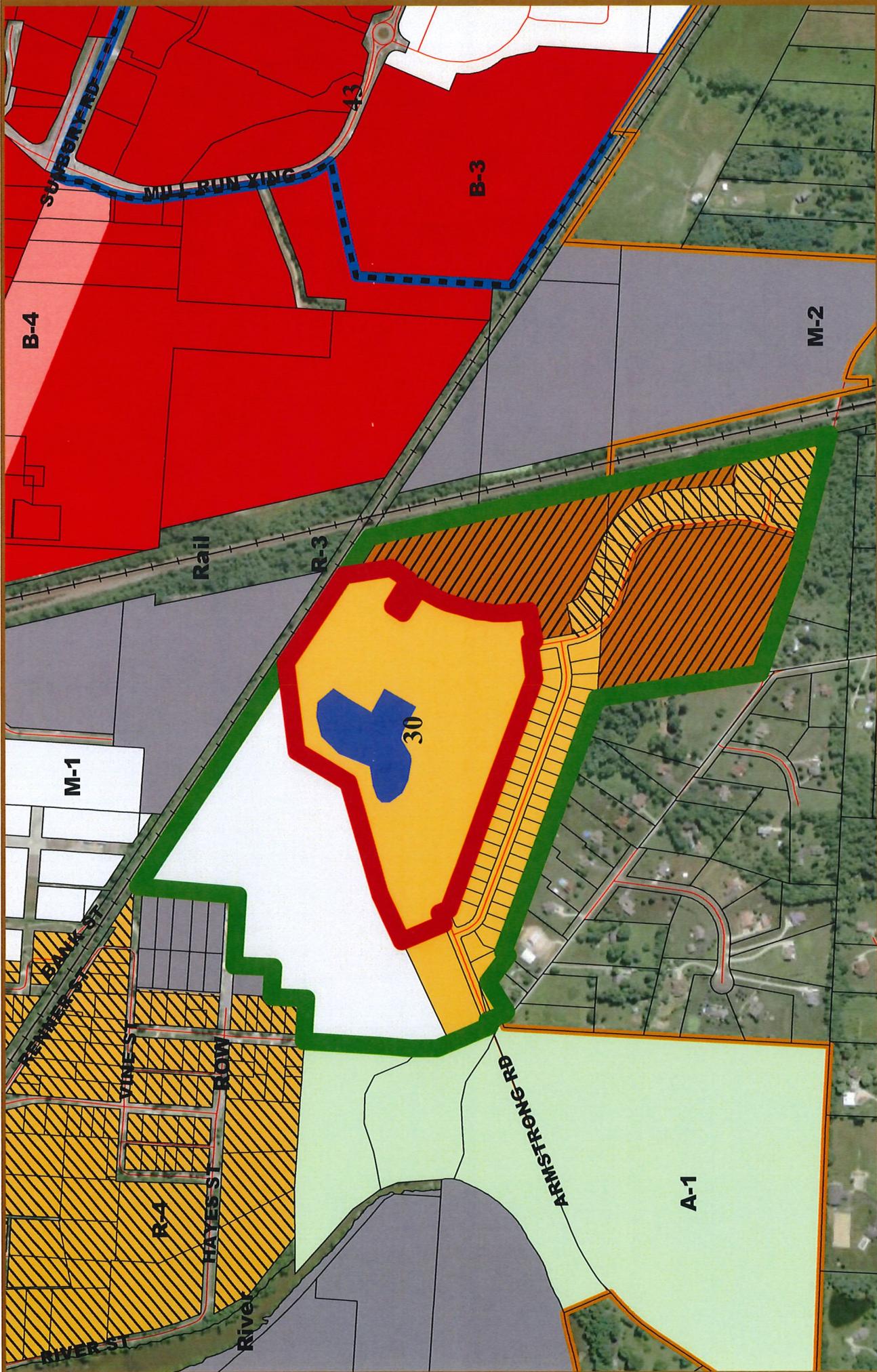
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**FILE:**  
**ORIGINAL:**    06/23/20  
**REVISED:**



2020-1165-1166  
 Final Subdivision Plat  
 Ravines at Olentangy - Section 2 Phase A and Phase B  
 Location Map





2020-1165-1166  
 Final Subdivision Plat  
 Ravines at Olentangy - Section 2 Phase A and Phase B  
 Zoning Map



2020-1165-1166  
Final Subdivision Plat  
Ravines at Olentangy - Section 2 Phase A and Phase B  
Aerial (2016) Map























**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                         | <b>Board of Zoning Appeals</b>  |
| <input type="checkbox"/> Combined Preliminary & Final Development Plan | <input type="checkbox"/> Pre-annexation Agreement          | <input type="checkbox"/> Appeal Administrative Decision or Interpretation |
| <input type="checkbox"/> Comprehensive Plan Amendment                  | <input type="checkbox"/> Preliminary Development Plan      | <input type="checkbox"/> Conditional Use Permit                           |
| <input type="checkbox"/> Concept Plan                                  | <input type="checkbox"/> Preliminary Dev Plan Extension    | <input type="checkbox"/> Substitution of Equal or Less Non-Conforming Use |
| <input type="checkbox"/> Conditional Use Permit                        | <input type="checkbox"/> Preliminary Sub Plat              | <input type="checkbox"/> Variance   |
| <input type="checkbox"/> Determination of Similar Use                  | <input type="checkbox"/> Preliminary Sub Plat Extension    |   |
| <input type="checkbox"/> Development Plan Exemption                    | <input type="checkbox"/> Rezoning                          |   |
| <input type="checkbox"/> Final Development Plan                        | <input type="checkbox"/> Subdivision Variance              |   |

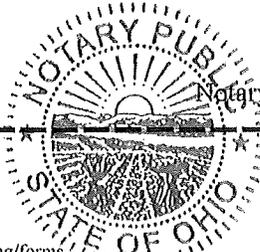
Subdivision/Project Name Ravines of the Olentangy, Section 2, Phase A Address North of Rochdale Run, City of Delaware, 43015  
 Acreage 23.966 Square Footage ~123,000 Number of Lots 49 Number of Units 49  
 Zoning District/Land Use PMU/R4 Proposed Zoning/Land Use PMU/R4 Parcel # 51944310025000

Applicant Name T&R Properties, Inc. Contact Person Ron Sabatino  
 Applicant Address 3895 Stoneridge Ct., Dublin, OH 43017  
 Phone 614-923-4000 Fax \_\_\_\_\_ E-mail RSABATINO@TRPROP.COM  
 Owner Name SAME AS APPLICANT Contact Person \_\_\_\_\_  
 Owner Address \_\_\_\_\_  
 Phone \_\_\_\_\_ Fax \_\_\_\_\_ E-mail \_\_\_\_\_  
 Engineer/Architect/Attorney CT Consultants, Inc. Contact Person Brett Blevins, PE  
 Address 7965 N. High St., Ste 340, Columbus, OH 43235  
 Phone 614-779-0012 Fax \_\_\_\_\_ E-mail BBLEVINS@CTCONSULTANTS.COM

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

*P. Ronald Sabatino* \_\_\_\_\_  
 Owner Signature Owner Printed Name P. Ronald Sabatino  
*Brett Blevins* \_\_\_\_\_  
 Agent Signature Agent Printed Name BRETT BLEVINS

Sworn to before me and subscribed in my presence this 11<sup>th</sup> day of June, 2020

  
 Notary Stamp TAMRA L. POTTS  
 Notary Public, State of Ohio  
 My Commission Expires 10/11/21

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

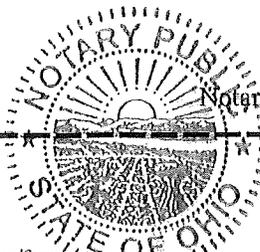
Subdivision/Project Name Ravines of the Olentangy, Section 2, Phase B Address North of Rochdale Run, City of Delaware, 43015  
 Acreage 9.412 Square Footage ~85,000 Number of Lots 34 Number of Units 34  
 Zoning District/Land Use PMU/R4 Proposed Zoning/Land Use PMU/R4 Parcel # 51944310025000

Applicant Name T&R Properties, Inc. Contact Person Ron Sabatino  
 Applicant Address 3895 Stoneridge Ct., Dublin, OH 43017  
 Phone 614-923-4000 Fax \_\_\_\_\_ E-mail RSABATINO@TRPROP.COM  
 Owner Name SAME AS APPLICANT Contact Person \_\_\_\_\_  
 Owner Address \_\_\_\_\_  
 Phone \_\_\_\_\_ Fax \_\_\_\_\_ E-mail \_\_\_\_\_  
 Engineer/Architect/Attorney CT Consultants, Inc. Contact Person Brett Blevins, PE  
 Address 7965 N. High St., Ste 340, Columbus, OH 43235  
 Phone 614-779-0012 Fax \_\_\_\_\_ E-mail BBLEVINS@CTCONSULTANTS.COM

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

P. Ronald Sabatino Owner Signature      P. Ronald Sabatino Owner Printed Name  
Brett Blevins Agent Signature      BRETT BLEVINS Agent Printed Name

Sworn to before me and subscribed in my presence this 11<sup>th</sup> day of June, 2020

  
 Notary TAMRA L. POTTS  
 Notary Public, State of Ohio  
 My Commission Expires 10/11/21

Jamie Pett  
 Notary Public



## FACT SHEET

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AGENDA ITEM NO: 15

DATE: 07/13/2020

ORDINANCE NO: 20-44

RESOLUTION NO:

READING: FIRST

PUBLIC HEARING: NO

---

TO: Mayor and Members of City Council

FROM: R. Thomas Homan, City Manager

VIA: Kyle Kridler, Assistant City Attorney

---

**TITLE OF PROPOSED ORDINANCE/RESOLUTION:**

AN ORDINANCE AUTHORIZING THE CITY MANAGER TO ENTER INTO A LEASE AGREEMENT WITH MAIN STREET DELAWARE AND DECLARING AN EMERGENCY.

**BACKGROUND:**

In October of 2019, the City issued an RFP for interested parties to renovate the city property located at 20 East William Street and operate a welcome center. Main Street Delaware's proposal was selected. Under the terms of the lease, Main Street Delaware's 'rent' would come in the form of its investment in the property and the operation of the Welcome Center.

**REASON WHY LEGISLATION IS NEEDED:**

Pursuant to Delaware Codified Ordinance Section 107.06, an ordinance is necessary for Council to authorize the City Manager to enter into a lease. The ordinance serves as Council's determination that it is desirable to lease land owned by the City.

**COMMITTEE RECOMMENDATION:**

N/A

**FISCAL IMPACT(S):**

Main Street Delaware is responsible for all improvements, utilities and ongoing maintenance costs. The City may partner with Main Street Delaware on funding the ADA accessible ramp which is estimated between \$20,000 - \$40,000.

**POLICY CHANGES:**

N/A

**PRESENTER(S):**

Kyle Kridler

**RECOMMENDATION:**

Approval after second reading

**ATTACHMENT(S)**

Memo

Lease

Welcome Center Proposal

ORDINANCE NO. 20-44

AN ORDINANCE AUTHORIZING THE CITY MANAGER  
TO ENTER INTO A LEASE AGREEMENT WITH MAIN  
STREET DELAWARE AND DECLARING AN  
EMERGENCY.

WHEREAS, the property located at 20 East William Street, Delaware, Ohio 43015 has been vacant since the city's Engineering Department moved to a new location; and

WHEREAS, Council has determined that it is desirable to lease this land for the purpose of creating a downtown welcome center; and

WHEREAS, on October 25, 2019, the City issued a Request for Proposals (RFP) soliciting proposals to renovate and occupy the property and operate a downtown welcome center; and

WHEREAS, Main Street Delaware submitted a proposal that was selected by City staff.

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

SECTION 1. That the City Manager is hereby authorized to enter into a lease agreement (attached) with Main Street Delaware for the property located at 20 East William Street, Delaware, Ohio 43015.

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 Ohio Revised Code

SECTION 3. EMERGENCY CLAUSE: This ordinance is hereby declared to be an emergency measure necessary to provide for the public peace, safety, health, and welfare of the City by providing downtown visitors with restroom facilities for downtown events, and as such will be in full force and effect immediately upon its passage to allow renovations to begin.

VOTE ON RULE SUSPENSION:

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

VOTE ON EMERGENCY CLAUSE:

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

PASSED: \_\_\_\_\_, 2020

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

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

\_\_\_\_\_  
MAYOR



## MEMORANDUM

TO: Mayor and Members of City Council  
FROM: R. Thomas Homan, City Manager  
VIA: Kyle Kridler, Assistant City Manager  
DATE: July 7, 2020  
RE: Delaware Welcome Center Lease Update

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### Background

As Council is aware, the City put out a Request for Qualifications (RFQ) for the Delaware Welcome Center at 20 E William Street (Sheets Building/former Engineering Building) back in late October of 2019. The sole proposal that the City received as a response from the RFQ was from Main Street Delaware and Triad Architects (see first attachment). Staff believes the proposal from Main Street Delaware to be in alignment with the vision for a Delaware Welcome Center and a natural partner to meet these needs.

Staff and Main Street Delaware were prepared to present the proposed lease to City Council at the March 23, 2020 Council Meeting, but due to the events of COVID-19, both parties decided to postpone the lease agreement as immediate priorities had shifted. Over the past two months, Main Street Delaware's Board has continued to meet virtually as they create and execute on strategies to assist their membership through the COVID-19 recovery phases. Per the request of Main Street Delaware, they would like to proceed with the lease agreement for the Delaware Welcome Center and staff is supportive in continuing this partnership. Their Board believes that the facility will be a great resource to their membership in this rebuilding phase along with in promoting Downtown Delaware for the years to come. They have also identified potential grants and funding opportunities to assist in the needed renovations for the Welcome Center.

Staff has drafting the lease in collaboration with Main Street Delaware as a part of the Welcome Center Project (see second attachment). As a part of their reinvestment into the building, they plan to put well over six figures into the remodeling of the facility. As outlined in the proposed lease, the City is recommending an initial 10-year lease at \$1/per year, with two-

five year renewal options. Staff believes this to be a fair partnership for the level of investment Main Street will make into the City's asset and the mutual benefit it will bring to the community. Main Street has also approached Delaware City and County Convention and Visitors Bureau who may also have an interest in locating within this space. We've spoken with Tim Wilson, Delaware Visitors Bureau Director who is interested in partnering and is currently located within Delaware's COhatch.

As a part of this agreement, the lease calls for the following activities to be housed within this building:

- a. Welcome Center
- b. Main Street Delaware Offices
- c. Retail Space
- d. Community Meetings/Gatherings/Event Space
- e. A public restroom shall be provided during [standard business hours/when Main Street's office is open] and during Main Street Delaware Events held outside of business hours
- f. Subtenant Space with agreement from the City in alignment with the mission/intent of the Delaware Community Center
- g. Space for City of Delaware Literature in Welcome Center

Staff believes Main Street to be the logical partner for a Welcome Center in Delaware as they operate as a further extension to the City's Economic Development Team in promoting the downtown. To ensure the needed investments are completed in a timely manner to the property, the lease states under Article 4 that the "Tenant shall make required improvements to the property as described below. This includes, but is not limited to:

- a. Renovation/improvements to the first level exterior porch within eighteen (18) months of the Commencement Date.
- b. Interior remodel work (flooring, fresh paint, general interior improvements) within sixty (60) months of the Commencement Date."

From a financial sustainability standpoint, the lease holds Main Street Delaware (the Tenant) responsible for all utility payments in a timely manner, with lease termination as the penalty should the Tenant fail to make these obligations. Main Street Delaware will also be responsible for maintenance and repairs to the property as outlined in Article 9 of the lease.

Should Council approve this lease agreement, Main Street Delaware will work with the City as they intend to create an ADA accessible ramp to this property to make the Welcome Center accessible to all. Main Street has designed and estimated the cost of providing an ADA accessible ramp with the required ancillary items such as a new door, hardware, and adjacent exterior surfaces, in excess of \$40,000. This would be a focus for fundraising efforts by Main Street and may require additional partnership with the City to expedite the process.

### **Recommendation & Next Steps**

Staff recommends approval by Council of the Delaware Welcome Center Lease with Main Street Delaware with the first reading to occur at the July 13, 2020 City Council Meeting. If approved by Council, staff will coordinate with Main Street on removing the remaining City files from the property along with planning the timeline for renovations to the facility. Should Council have any questions, please contact Kyle Kridler who is the internal Project Manager.

## **LEASE AGREEMENT**

THIS LEASE AGREEMENT (hereinafter referred to as the "Agreement") made and entered into this \_\_\_ day of \_\_\_\_\_, between The City of Delaware, Ohio (hereinafter referred to as "Landlord") and Main Street Delaware. (hereinafter referred to as "Tenant").

WITNESSETH:

WHEREAS, Landlord is the fee owner of certain real property being, lying and situated in Delaware County, Ohio, such real property having a street address of 20 East William Street, Delaware, OH 43015 (hereinafter referred to as the "Premises").

WHEREAS, Landlord seeks to lease the Premises to Tenant under the terms and conditions contained in this lease; and

WHEREAS, Tenant seeks to lease the Premises from Landlord under the terms and conditions contained in this lease;

NOW, THEREFORE, for and in consideration of the sum of One Dollar (\$1.00), the covenants and obligations contained herein and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the parties hereto hereby agree as follows:

1. **TERM.** Landlord leases to Tenant and Tenant leases from Landlord the above described Premises together with any and all appurtenances thereto, for a term of ten (10) years, with the option of two-five year renewals provided the Tenant is not in default of any provisions hereof. and the term shall begin on (a) \_\_\_\_\_ day of \_\_\_\_\_ month, 2020 (Commencement Date). For purposes of this lease, the term, "Lease Year" shall mean a period of 12 consecutive calendar months following the Commencement Date. Each succeeding Lease Year shall commence upon the anniversary date of the Commencement Date.

2. **RENT.** The total rent per year for the term hereof is the sum of one dollar (\$1). Annual rent rate will be reevaluated upon the expiration of the initial 10 year lease commitment.

3. **USE OF PREMISES.** The Premises shall be used and occupied by Tenant as a Community Welcome Center and office. The following activities are permitted in the welcome center:

- a. Welcome Center
- b. Tenant Office
- c. Community Meetings/Gatherings/Event Space

- d. Subtenant Space with agreement from the City in alignment with the Mission of the Tenant
- e. Welcome Center shall be open and staffed during normal business hours along with the agreed upon events, that are open to the general public, and as outlined in Exhibit A to be reviewed on an annual basis between the Landlord and Tenant.
- f. A restroom shall be available for public use during standard business hours and during Tenant's Events held outside of business hours and as outlined in Exhibit A
- g. Tenant shall ensure that space is provided in the Welcome Center for Landlord literature approved for the venue.

Additional uses agreed upon by both parties will be included in an addendum to this lease. Tenant shall comply with any and all laws, ordinances, rules and orders of any and all governmental or quasi-governmental authorities affecting the cleanliness, use, occupancy and preservation of the Premises.

4. **CODE AND REQUIRED IMPROVEMENTS.** Prior to using the premises for activities, Tenant will make all improvements required by zoning, use, building or other code sections. Tenant must obtain all necessary permits from the Landlord for all work. Landlord agrees to waive all of its permit application fees associated with work required under this section.

Tenant shall make required improvements to the property as described below. This includes, but is not limited to:

- a. Renovation/improvements to the first level exterior porch within eighteen (18) months of the Commencement Date.
- b. Interior remodel work (flooring, fresh paint, general interior improvements) within sixty (60) months of the Commencement Date.

5. **ASSIGNMENT AND SUB-LETTING.** Tenant shall not assign this Agreement, or sub-let or grant any license to use the Premises or any part thereof without the prior written consent of Landlord. Consent by Landlord to one such assignment, sub-letting or license shall not be deemed to be a consent to any subsequent assignment, sub-letting or license. An assignment, sub-letting or license without the prior written consent of Landlord or an assignment or sub-letting by operation of law shall be absolutely null and void and shall, at Landlord's option, terminate this Agreement.

6. **ALTERATIONS AND IMPROVEMENTS.** Aside from improvements made pursuant to the CODE IMPROVEMENTS section of this lease, Tenant shall make no alterations to the buildings or improvements on the Premises or construct any building or make any other improvements on the Premises

without the prior written consent of Landlord, except as may from time to time be deemed necessary by Tenant for adapting the Premises to the requirements and uses of Tenant and for the installation of its fixtures, appliances and equipment only if such improvements are less than \$1,000. Any and all alterations, changes, and/or improvements built, constructed or placed on the Premises by Tenant shall, unless otherwise provided by written agreement between Landlord and Tenant, be and become the property of Landlord and remain on the Premises at the expiration or earlier termination of this Agreement.

7. **HAZARDOUS MATERIALS.** Tenant shall not keep on the Premises any item of a dangerous, flammable or explosive character that might unreasonably increase the danger of fire or explosion on the Premises or that might be considered hazardous or extra hazardous by any responsible insurance company.

8. **UTILITIES.** Tenant shall be responsible for arranging for and paying for all utility services required on the Premises. In the event Tenant fails to pay utility bills by the time they are due, Tenant shall have a 30-day cure period to pay the bills. Failure to cure shall result in termination of the lease.

9. **MAINTENANCE AND REPAIR; RULES.** Tenant will, at its sole expense, keep and maintain the Premises and appurtenances in good and sanitary condition and repair during the term of this Agreement and any renewal thereof. Without limiting the generality of the foregoing, Tenant shall:

- a. Not obstruct the driveways, sidewalks, courts, entry ways, stairs and/or halls, which shall be used for the purposes of ingress and egress only;
- b. Keep all windows, glass, window coverings, doors, locks and hardware in good, clean order and repair;
- c. Not obstruct or cover the windows or doors;
- d. Not leave windows or doors in an open position during any inclement weather;
- e. Not hang any laundry, clothing, sheets, etc. from any window, rail, porch or balcony nor air or dry any of same within any yard area or space, except for temporary signs as permitted by City ordinance;
- f. Not cause or permit any locks or hooks to be placed upon any door or window without the prior written consent of Landlord;
- g. Keep all air conditioning filters clean and free from dirt;
- h. Keep all lavatories, sinks, toilets, and all other water and plumbing apparatus in good order and repair and shall use same only for the purposes for which they were constructed.

Tenant shall not allow any sweepings, rubbish, sand, rags, ashes or other substances to be thrown or deposited therein. Any damage to any such apparatus and the cost of clearing stopped plumbing resulting from misuse shall be borne by Tenant;

- i. Ensure that Tenant's guests shall at all times maintain order in the Premises and at all places on the Premises, and shall not make or permit any loud or improper noises;
- j. Keep all radios, television sets, stereos, etc., turned down to a level of sound that does not annoy or interfere with other tenants;
- k. Deposit all trash, garbage, rubbish or refuse in the locations provided therefore and shall not allow any trash, garbage, rubbish or refuse to be deposited or permitted to stand on the exterior of any building or within the common elements. Tenant is responsible for trash, rubbish and recycling removal from property.

10. **DAMAGE TO PREMISES.** In the event the Premises are destroyed or rendered wholly untenable by fire, storm, earthquake, or other casualty not caused by the negligence of Tenant, this Agreement shall terminate from such time except for the purpose of enforcing rights that may have then accrued hereunder.

11. **INSPECTION OF PREMISES.** Landlord and Landlord's agents shall have the right at all reasonable times during the term of this Agreement and any renewal thereof to enter the Premises to inspect the Premises and all buildings and improvements thereon and to make any repairs, additions or alterations as may be deemed appropriate by Landlord for the preservation of the Premises or the building. The right of entry shall likewise exist for the purpose of removing placards, signs, fixtures, alterations or additions, that do not conform to this Agreement or to any restrictions, rules or regulations affecting the Premises. The landlord shall be provided a grand master key to access the building and all interior rooms.

12. **RENEWAL.** In keeping with conditions of Section 1 of this agreement, the Tenant will have option of two five-year renewals. Future renewals must be negotiated by the Landlord and Tenant.

13. **SURRENDER OF PREMISES.** Upon the expiration of the term hereof, Tenant shall surrender the Premises in as good a state and condition as they were at the commencement of this Agreement, reasonable use and wear and tear thereof and damages by the elements excepted.

14. **PARKING.** As a part of this lease, four (4) parking spaces will be available for Main Street Delaware, including any subtenant(s) to the property. These four parking spaces will be the ones located closest to the building in the south lot as outlined in Exhibit B. Tenant will be responsible for monitoring guest parking. If a car is parked illegally, it may be towed at the owner's expense.

15. **PEST CONTROL.** Tenant shall be responsible for all pest and vermin control within the Premises.

16. **SIGNAGE.** All signs posted by Tenant on the Premises must be in conformance with current city code and is subject to all planning review and approval process.

17. **NONDISCRIMINATION.** Tenant shall not discriminate against any member of the public on the basis of age, race, color, sex, religion, ancestry, political affiliation, military status, or disability.

18. **TAXES & ASSESSMENTS.** The property is currently not subject to property taxes. However, Tenant shall pay or cause to be paid any and all real estate taxes and installments or assessments on the Premises which result from any activity in the space that causes property taxes to be assessed.

19. **INSURANCE.** Tenant will maintain an insurance policy with a \$1,000,000 limit and name Landlord as an additional insured party. Contractors and vendors who use the Premises are required to name both Tenant and the City of Delaware as additional insured parties on their policies. In the event Tenant fails to maintain the required insurance policy, this lease shall terminate automatically.

20. **INDEMNIFICATION.** Landlord shall not be liable for any damage or injury of or to the Tenant, Tenant's guests, invitees, agents or employees or to any person entering the Premises or the building of which the Premises are a part or to goods or equipment, or in the structure or equipment of the structure of which the Premises are a part. Tenant hereby agrees to indemnify, defend and hold Landlord harmless from any and all claims or assertions arising out of Tenant's actions or failure to act.

21. **DEFAULT.** If Tenant fails to comply with any of the material provisions of this Agreement, other than the covenant to pay rent, or of any present rules and regulations or any that may be hereafter prescribed by Landlord, or materially fails to comply with any duties imposed on Tenant by statute, within seven (7) days after delivery of written notice by Landlord specifying the non-compliance and indicating the intention of Landlord to terminate the Lease by reason thereof, Landlord may terminate this Agreement.

Tenant shall have a 30-day cure period following written notice by Landlord. Failure to cure shall result in termination of the lease.

22. **RIGHTS AND REMEDIES.** The rights and remedies under this lease are cumulative, and either party's using any one right or remedy will not preclude or waive that party's right to use any other. These rights and remedies are in addition to any other rights the parties may have by law, statute, ordinance, or otherwise.

23. **GOVERNING LAW.** This Agreement shall be governed, construed and interpreted by, through and under the Laws of the State of Ohio.

24. **SEVERABILITY.** If any provision of this Agreement or the application thereof shall, for any reason and to any extent, be invalid or unenforceable, neither the remainder of this Agreement nor the application of the provision to other persons, entities or circumstances shall be affected thereby, but instead shall be enforced to the maximum extent permitted by law.

25. **BINDING EFFECT.** The covenants, obligations and conditions herein contained shall be binding on and inure to the benefit of the heirs, legal representatives, and assigns of the parties hereto.

26. **DESCRIPTIVE HEADINGS.** The descriptive headings used herein are for convenience of reference only and they are not intended to have any effect whatsoever in determining the rights or obligations of the Landlord or Tenant.

27. **CONSTRUCTION.** The pronouns used herein shall include, where appropriate, either gender or both, singular and plural.

28. **NON-WAIVER.** No indulgence, waiver, election or non-election by Landlord under this Agreement shall affect Tenant's duties and liabilities hereunder.

29. **MODIFICATION.** The parties hereby agree that this document contains the entire agreement between the parties and this Agreement shall not be modified, changed, altered or amended in any way except through a written amendment signed by all of the parties hereto.

30. **NOTICE.** Any notice required or permitted under this Lease or under state law shall be deemed sufficiently given or served if sent by United States certified mail, return receipt requested, addressed as follows:

To Landlord: City of Delaware, Ohio  
Attention: R. Thomas Homan City Manager

1 South Sandusky Street  
Delaware, Ohio 43015  
Phone: 740.203.1010  
Email: [cmo@delawareohio.net](mailto:cmo@delawareohio.net)

To Tenant: Main Street Delaware  
Attention: Susie Bibler Executive Director  
20 East William Street  
Delaware, OH 43015  
Phone: 740.362.6050  
Email: [director@mainstreetdelaware.com](mailto:director@mainstreetdelaware.com)

Landlord and Tenant shall each have the right from time to time to change the place notice is to be given under this paragraph by written notice thereof to the other party.

**31. ADDITIONAL PROVISIONS; DISCLOSURES.**

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[Landlord should note above any disclosures about the premises that may be required under Federal or Ohio law, such as known lead-based paint hazards in the Premises. The Landlord should also disclose any flood hazards.]

As to Landlord, this \_\_\_\_\_ day of \_\_\_\_\_, 2020.  
LANDLORD:

Sign: \_\_\_\_\_  
City of Delaware by R. Thomas Homan, City Manager Date: \_\_\_\_\_

As to Tenant, this \_\_\_\_\_ day of \_\_\_\_\_, 2020.  
TENANT ("Tenant"):

Sign: \_\_\_\_\_

Print: \_\_\_\_\_

Date: \_\_\_\_\_

TENANT:

Sign: \_\_\_\_\_

Print: \_\_\_\_\_ Date: \_\_\_\_\_

Approved as to form:

Darren Shulman,  
Delaware City Attorney

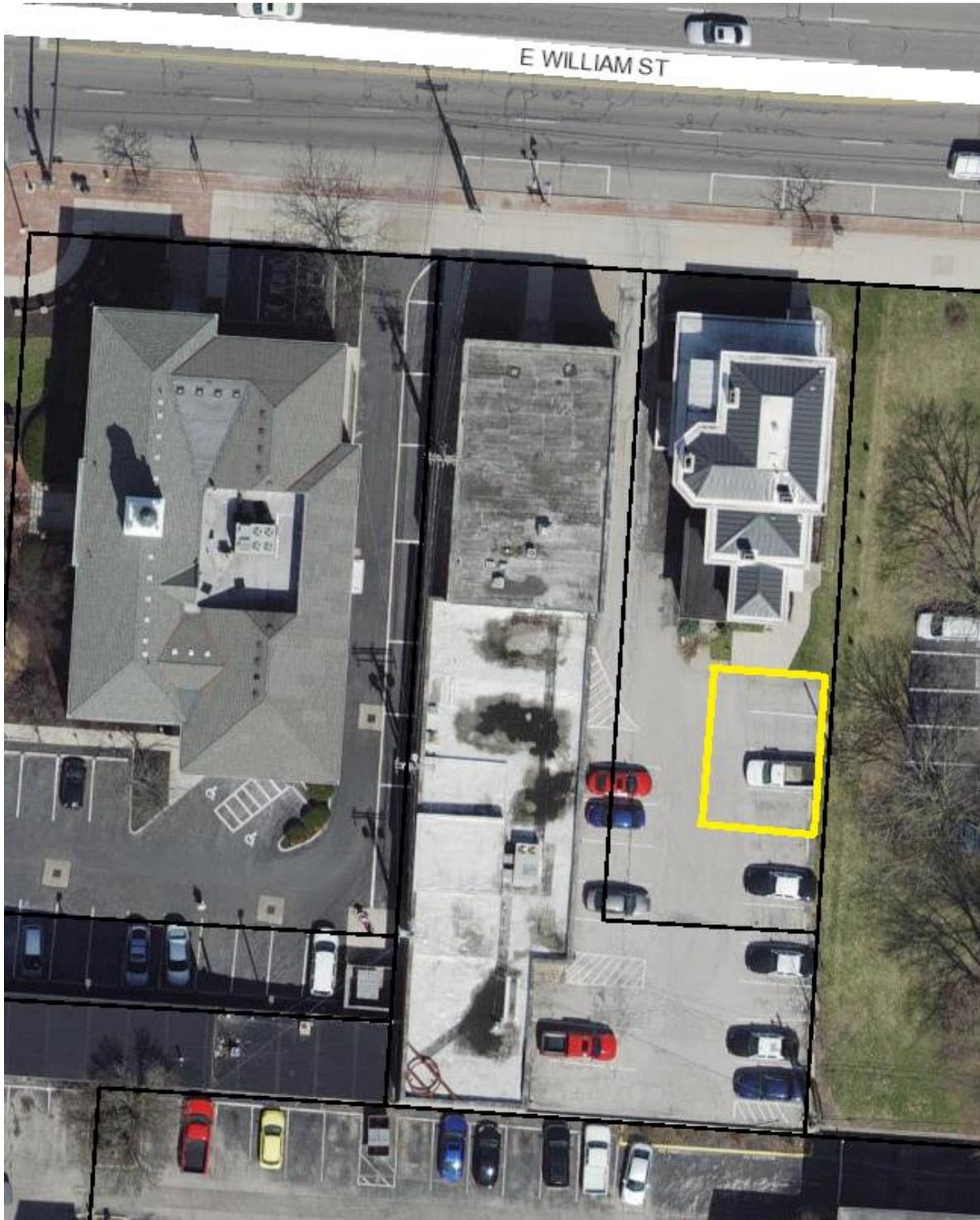
## **EXHIBIT A**

Welcome Center and public restrooms shall be open and staffed during Tenant business hours as well as during the following agreed upon events to be reviewed on an annual basis by the Landlord and Tenant:

- Delaware Main Street First Friday Events
- Saturday Farmers Markets
- Performance Auto Show
- Arts Festival
- Main Street Christmas Parade
- Home for The Holidays Weekend Events
- Chocolate Walk
- Veterans Parade

**EXHIBIT B**

Parking Spaces Available on site for 20 E William Street Tenant shall be the four (4) spaces located closest to the south of the building as outlined in yellow below.



# CITY OF DELAWARE

## Business Plan/Proposal for Delaware Welcome Center



November 15, 2019





Main Street's Award Winning Christmas Celebration

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# OUR ORGANIZATION

Main Street Delaware is a 501(c)(3), non-profit economic development organization that advocates specifically for the downtown business district. As an entirely volunteer run organization we clock over 4,750 volunteer hours per year and bring 5,000 -15,000 people downtown for shopping and entertainment every month. Additionally, Main Street themed events strengthen community ties through outreach opportunities for the schools and university, fire and police, non-profits and private businesses.

## Vision for a Welcome Center

- Expand Main Street’s services offerings: Main Street currently works one on one with business and building owners to lighten the burden of government by providing free design and development consultation, business training, and support. Current services are limited by available space for educational programming that would support further investment into downtown businesses and real estate.
- Provide a public welcome center: Downtown is the living room of our community. Main Street seeks to provide a memorable, comfortable, and welcoming place where all citizens and visitors can feel at home. To this end, Main Street can provide visitors information about local businesses, upcoming events, and opportunities. Main Street may offer restroom facilities to visitors during operating hours.
- Restore and maintain a historical building: Downtown Delaware consists of a cohesive grouping of late 19th and early 20th century buildings that create a sense of place and connection to local history. The subject property contributes to the historic downtown fabric; however, having been constructed for residential purposes, the building is not ideal for modern commercial business uses. Main Street’s occupancy can put the building to its highest and best use.
- Improve public infrastructure: Recent and ongoing Main Street projects include improvements to “shortcut alley”, sidewalk cleanup, and building graffiti removal. These projects are limited by individual project fundraising efforts and volunteer coordination and availability. Main Street would like to increase beautification and improvement efforts. Main Street is currently exploring options to provide enhanced services to property owners for improvements to the public right-of-way through a property owner supported special improvement district (SID). Services may include sidewalk repairs and litter, graffiti, and snow removal, as well as public safety and communication. Expansion of services will require additional support spaces unavailable at Main Street’s current location.



Main Street Volunteers in Action



## Commitment to Delaware

Main Street Delaware helps to preserve and promote the historic downtown, as well as educate and entertain visitors from everywhere. It is our job to showcase the historic downtown district. We do this in many ways:

- Helping new and potential businesses through our Design and Business Enhancement committees.
- Educating people about the history of the community through, for example: our “Hidden Spaces” event and special tours (given upon request), including those for prospective Ohio Wesleyan students and families.
- Creating memorable experiences for residents and visitors through our successful First Friday events, Chocolate Walk, and “Home for the Holidays” event, Summer on Winter Concerts series.
- Nourishing the community through our Farmers’ Market, which supports the availability of fresh, nutritious food May through October.
- Working with businesses on promotions, improvement plans, and marketing initiatives through successful Promotions Committee programs such as “Merchants and Muffins”, and our social media marketing campaign.



Main Street’s Summer on Winter Concert Series



## Past Performance

Over the last 20 years, Main Street Delaware has seen downtown change from a downtown with a few shops and restaurants with a high percentage of vacancy to what we know today as a vibrant destination. The vision our organization provided, paired with the city's approach to preservation, has made downtown Delaware, what we know today as the heart of the community. We believe it is because of this, Delaware is worthy of awards like, Money Magazines, "Top 100 Places to Live in America", the American Planning Association Award for "Top 13 Places in America".

## References

### Judd and Laura Scott

V & P Hydraulics  
740-203-3600

### Rock Jones

Ohio Wesleyan University  
rfjones@owu.edu

### Terri Lynn and Mark Smiles

The Greater Gouda  
614-560-5968



## KEY PERSONNEL

### Zachary Price, Board President Elect



Zach Price is an Owner of TRIAD Architects, a full-service architecture and interior design firm located in Columbus, Ohio. TRIAD was formed as a consortium of leading designers in 1997 and has grown to a firm of multi-disciplined professionals with over a quarter-billion dollars of construction projects currently in contract. TRIAD is a recognized leader in historic design and renovation and has been awarded the National Preservation Award from the National Trust for Historic Preservation.

Additionally, Zach has developed, owns, and manages approximately 50,000 square feet of historic buildings that were awarded historic preservation tax credits through the Ohio Historic Preservation Office and National Park Service. Zach currently has an additional 60,000 square feet of historic buildings in development seeking historic approvals through the State of Ohio. He has worked in all aspects of historic rehabilitation and development from financing, leasing, design and construction, operations and maintenance. Zach currently serves as the President Elect of the Main Street Delaware Board of Directors and resides in downtown with his wife Melissa and three children.

### Susie Bibler, Executive Director



Susie has had a fulfilling career working with non-profit organizations. Starting in 2005 with The Delaware County Chapter of the American Red Cross. This led to six years with The United Way of Delaware County focusing on fundraising. After United Way, she worked for two years as a Major Gifts Fundraiser for The Columbus Zoo and Aquarium.

These positions prepared her for present task as the Executive Director of Main Street Delaware, Inc. Main Street is best known for their signature events that create a sense of community in Delaware, First Fridays, and the seasonal bi-weekly Farmers' Markets. Since October 2016, Susie has enjoyed the privilege to work alongside many community volunteers, downtown business and property owners, and city leaders to help make Delaware the best place to live, work and play! Susie has called Delaware home for the last 19 years. Her and her husband Jim enjoy raising their 2 children; Mallory (19) and Colin (17).

### Caroline Pusateri, Program Coordinator



Caroline received her Associates of Applied Arts in Digital Design & Graphics from Columbus State Community College in May of 2018 and began working for Main Street Delaware, Inc. as the part-time Administrative Assistant in June of 2018. Caroline was then promoted to full-time Program Coordinator in October 2019. Prior to her time with Main Street, Caroline also worked at Coffeeology and The Bare Bowl, two downtown Delaware establishments.

Caroline grew up in Delaware and has always loved downtown and the spirit of collaboration and community it has, much of which is created by Main Street Delaware, as well as the relationship between the business owners, community members and visitors. She feels privileged to be a part of the organization that is spear-heading vibrancy in the community!



# FINANCIAL STATEMENT

10:47 AM

## MAIN STREET DELAWARE, INC.

### Balance Sheet

As of October 31, 2019

11/14/19

Accrual Basis

	Oct 31, 19	Oct 31, 18	\$ Change	% Change
<b>ASSETS</b>				
<b>Current Assets</b>				
Checking/Savings				
MSD CHECKING - DCB	29,813.73	20,836.75	8,976.98	43.1%
MSD Reserved Operating Saving	20,014.75	15,006.49	5,008.26	33.4%
Petty Cash	15.00	15.00	0.00	0.0%
Stripe to replace PayPal	5,602.37	650.60	4,951.77	761.1%
<b>Total Checking/Savings</b>	<b>55,445.85</b>	<b>36,508.84</b>	<b>18,937.01</b>	<b>51.9%</b>
Accounts Receivable				
Accounts Receivable	2,175.00	10,900.00	-8,725.00	-80.1%
<b>Total Accounts Receivable</b>	<b>2,175.00</b>	<b>10,900.00</b>	<b>-8,725.00</b>	<b>-80.1%</b>
Other Current Assets				
Prepaid Expense/Membership	650.00	650.00	0.00	0.0%
Undeposited Funds	0.00	715.00	-715.00	-100.0%
<b>Total Other Current Assets</b>	<b>650.00</b>	<b>1,365.00</b>	<b>-715.00</b>	<b>-52.4%</b>
<b>Total Current Assets</b>	<b>58,270.85</b>	<b>48,773.84</b>	<b>9,497.01</b>	<b>19.5%</b>
<b>Fixed Assets</b>				
MainStreetDelaware.com Redesign	12,000.00	12,000.00	0.00	0.0%
LESS ACCUMULATED WEBSITE DEPR	-1,333.00	0.00	-1,333.00	-100.0%
Heater/AC	5,800.00	5,800.00	0.00	0.0%
LESS ACCUMULATED A/C DEPR	-354.00	0.00	-354.00	-100.0%
EQUIPMENT				
OFFICE EQUIPMENT	2,524.21	2,524.21	0.00	0.0%
LESS ACCUMULATED DEPRECIATION	-1,554.00	-1,503.00	-51.00	-3.4%
<b>Total EQUIPMENT</b>	<b>970.21</b>	<b>1,021.21</b>	<b>-51.00</b>	<b>-5.0%</b>
<b>Total Fixed Assets</b>	<b>17,083.21</b>	<b>18,821.21</b>	<b>-1,738.00</b>	<b>-9.2%</b>
<b>TOTAL ASSETS</b>	<b>75,354.06</b>	<b>67,595.05</b>	<b>7,759.01</b>	<b>11.5%</b>
<b>LIABILITIES &amp; EQUITY</b>				
<b>Liabilities</b>				
<b>Current Liabilities</b>				
Accounts Payable				
Accounts Payable	900.00	1,075.00	-175.00	-16.3%
<b>Total Accounts Payable</b>	<b>900.00</b>	<b>1,075.00</b>	<b>-175.00</b>	<b>-16.3%</b>
Other Current Liabilities				
ACCRUED PAYROLL TAXES				
State withholding Taxes	239.35	140.40	98.95	70.5%
City Withholding Taxes	161.69	100.33	61.36	61.2%
SS/MC Withholding Tax	1,319.14	829.76	489.38	59.0%
Federal Withholding Tax	840.00	430.00	410.00	95.4%
<b>Total ACCRUED PAYROLL TAXES</b>	<b>2,560.18</b>	<b>1,500.49</b>	<b>1,059.69</b>	<b>70.6%</b>
Accrued Retirement Payable	1,666.70	1,551.00	115.70	7.5%
<b>Total Other Current Liabilities</b>	<b>4,226.88</b>	<b>3,051.49</b>	<b>1,175.39</b>	<b>38.5%</b>
<b>Total Current Liabilities</b>	<b>5,126.88</b>	<b>4,126.49</b>	<b>1,000.39</b>	<b>24.2%</b>
<b>Total Liabilities</b>	<b>5,126.88</b>	<b>4,126.49</b>	<b>1,000.39</b>	<b>24.2%</b>
<b>Equity</b>				
Retained Earnings	47,160.44	33,687.28	13,473.16	40.0%
Net Income	23,066.74	29,781.28	-6,714.54	-22.6%
<b>Total Equity</b>	<b>70,227.18</b>	<b>63,468.56</b>	<b>6,758.62</b>	<b>10.7%</b>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>75,354.06</b>	<b>67,595.05</b>	<b>7,759.01</b>	<b>11.5%</b>



# PROPOSED FUNDING MODEL

Main Street Delaware will oversee renovation of the welcome center and provide in-kind services to operate and maintain the two-story building and surrounding property. The Delaware Convention and Visitors Bureau, or other subtenant, will contribute funding towards operating and maintaining the facility and have offices inside the building. Additional service offerings, including operation of the Welcome Center, may be provided based on subtenant contributions.

Income	Inflators	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029
Subtenant Rent	3%	21,000	21,630	22,279	22,947	23,636	24,345	25,075	25,827	26,602	27,400
Additional Rent (CAM)	2%	8,500	8,670	8,843	9,020	9,201	9,385	9,572	9,764	9,959	10,158
1st Floor Main Street Office		0	0	0	0	0	0	0	0	0	0
<b>Total Income</b>		<b>29,500</b>	<b>30,300</b>	<b>31,122</b>	<b>31,968</b>	<b>32,836</b>	<b>33,729</b>	<b>34,647</b>	<b>35,591</b>	<b>36,561</b>	<b>37,559</b>
Expense											
Replacement Reserves		4,000	4,000	4,000	4,000	4,000	4,000	4,000	4,000	4,000	4,000
Repairs & Maintenance	2%	5,000	5,100	5,202	5,306	5,412	5,520	5,631	5,743	5,858	5,975
Trash & Utilities	2%	8,400	8,568	8,739	8,914	9,092	9,274	9,460	9,649	9,842	10,039
Cleaning	2%	6,500	6,630	6,763	6,898	7,036	7,177	7,320	7,466	7,616	7,768
Insurance	2%	3,400	3,468	3,537	3,608	3,680	3,754	3,829	3,906	3,984	4,063
<b>Total Expense</b>		<b>27,300</b>	<b>27,766</b>	<b>28,241</b>	<b>28,726</b>	<b>29,221</b>	<b>29,725</b>	<b>30,240</b>	<b>30,764</b>	<b>31,300</b>	<b>31,846</b>
<b>Debt Service</b>		<b>0</b>									
<b>Net Operating Income</b>		<b>2,200</b>	<b>2,534</b>	<b>2,881</b>	<b>3,241</b>	<b>3,616</b>	<b>4,004</b>	<b>4,408</b>	<b>4,827</b>	<b>5,262</b>	<b>5,713</b>
<b>Cumulative Operating Income</b>		<b>2,200</b>	<b>4,734</b>	<b>7,615</b>	<b>10,856</b>	<b>14,472</b>	<b>18,476</b>	<b>22,884</b>	<b>27,711</b>	<b>32,973</b>	<b>38,686</b>

Source of Funds	Amount
1st Mortgage	3.95% 20 year 0
Fundraising Minimum	60,076
City Façade Grant	20,000
Foundation Grant	15,000
Heritage Ohio Grant	20,000
State Capital Budget Grant	75,000
In-kind Service Fees	20,000
<b>Total Sources of Funds</b>	<b>210,076</b>

Use of Funds	Amount
Construction	190,978
Non-Construction	19,098
<b>Total Uses of Funds</b>	<b>210,076</b>

## NON-PROFIT DOCUMENT



**Form W-9**  
(Rev. October 2018)  
Department of the Treasury  
Internal Revenue Service

**Request for Taxpayer  
Identification Number and Certification**

► Go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9) for instructions and the latest information.

Give Form to the  
requester. Do not  
send to the IRS.

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1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.  
**MAIN STREET DELAWARE, INC**

2 Business name/disregarded entity name, if different from above

3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only **one** of the following seven boxes.

Individual/sole proprietor or single-member LLC

C Corporation

S Corporation

Partnership

Trust/estate

Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ► \_\_\_\_\_

Other (see instructions) ► **NON PROFIT**

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):

Exempt payee code (if any) 501C3

Exemption from FATCA reporting code (if any) \_\_\_\_\_

(Applies to accounts maintained outside the U.S.)

5 Address (number, street, and apt. or suite no.) See instructions.  
Requester's name and address (optional)

6 City, state, and ZIP code

7 List account number(s) here (optional)

---

**Part I Taxpayer Identification Number (TIN)**

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

**Note:** If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number									
				-					
or									
Employer identification number									
3	1	-	1	6	7	9	9	1	6

# PROPOSED CONSTRUCTION BUDGET

## Funding Model

Construction and capital expenses will be paid through a combination of retained earnings, in-kind services, and a capital campaign. Main Street has submitted for grant funding in the amount of \$20,000 from Delaware County Foundation. Additionally, Main Street identified \$20,000 in grant funding available from Heritage Ohio. In-kind services include professional architecture and engineering services of approximately \$20,000. Additional funding will be secured through a capital campaign and grants.

Operation expenses will be paid from general revenue funds and subtenant contributions. A Sublease is anticipated with the Convention and Visitor Bureau (CVB). Both the CVB and MSD seek to promote economic activity within the City and County.

Other potential uses and funding sources may include services provided to a special improvement district (SID). MSD is moving forward with downtown property owners and the City on initial steps for the formation of a SID. Future SID services may include additional office space for part time employees and storage for SID equipment. SID equipment may include supplies and equipment for streetscape cleaning, snow removal, safety ambassador equipment (bicycles, helmets, vests, etc...).

<b>Construction (Hard) Costs</b>				
	Unit	Cost Per Unit	Quantity	
<b>Demolition</b>				
Selective demolition (carpet, lighting, walls)	lump sum	\$2.50	3016	\$7,540
<b>Site Work</b>				
Concrete sidewalks	sq. ft.	\$5.50	300	\$1,650
Landscaping	allowance	\$500.00	1	\$500
Replace basement railing	ln. ft.	\$43.00	20	\$860
<b>Exterior &amp; Building Envelope</b>				
Exterior painting (porch, windows, cornice)	sq. ft.	\$3.80	1500	\$5,700
Masonry restoration allowance	sq. ft.	\$5.25	1000	\$5,250
Masonry cleaning	sq. ft.	\$1.50	4000	\$6,000
Parge chimneys	allowance	\$2,000.00	1	\$2,000
Replace exterior siding	allowance	\$3,000.00	1	\$3,000
Porch restoration	allowance	\$15,000.00	1	\$15,000
Replace porch roofing	sq. ft.	\$5.00	550	\$2,750
Replace downspouts	ln. ft.	\$14.00	60	\$840
Replace select exterior doors	each	\$2,500.00	3	\$7,500
<b>Interior</b>				
Paint interior walls, ceilings, and trim	sq. ft.	\$2.80	3016	\$8,445
Replace lighting	sq. ft.	\$4.00	3016	\$12,064
Refrigerator and dishwasher	each	\$800.00	2	\$1,600
Kitchen countertop	each	\$1,000.00	1	\$1,000
Window treatments	each	\$150.00	25	\$3,750
Resilient flooring	sq. ft.	\$12.00	300	\$3,600
Flooring refinish allowance	sq. ft.	\$3.00	2700	\$8,100
Relocate basement stair and finish floor	allowance	\$8,000.00	1	\$8,000
<b>Mechanical, Electrical &amp; Plumbing</b>				
Replace furnace and air conditioner	each	\$12,000.00	2	\$24,000
Replace water heater	each	\$1,200.00	1	\$1,200
<b>Furniture, Fixtures &amp; Equipment</b>				
Design Contingency			5%	\$8,267
<b>Expected Bid Cost</b>				<b>\$173,616</b>
Construction Contingency			10%	\$17,362
<b>Construction Cost Budget</b>				<b>\$190,978</b>

<b>Non-Construction (Soft) Costs</b>				
	Unit	Cost Per Unit	Quantity	
Non-Construction (Soft) Costs			10%	\$19,098
<b>Non-Construction Cost Budget</b>				<b>\$19,098</b>

<b>Total Project Budget</b>	<b>\$210,076</b>
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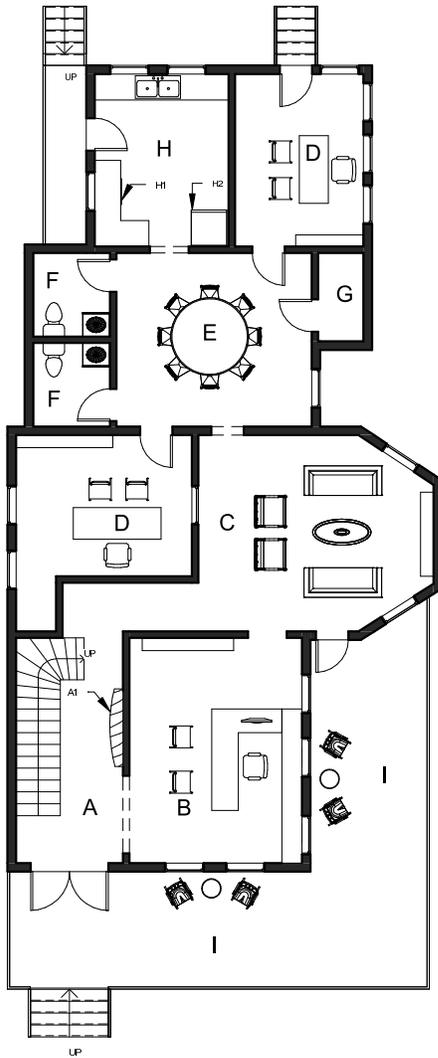


# CONCEPT DESIGN



## SHEETS BUILDING

LEVEL 1



### PROGRAM

- A Entry
- A1 Brochures & Info
- B Office / Reception
- C Living Room / Meeting & Welcome Center
- D Office
- E Dining / Mixed Use
- F Restroom
- G Storage
- H Kitchen
- H1 Dishwasher
- H2 Refrigerator
- I Porch



CONCEPT IMAGES





## FACT SHEET

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AGENDA ITEM NO: 16

DATE: 07/13/2020

ORDINANCE NO: 20-45

RESOLUTION NO:

READING: FIRST

PUBLIC HEARING: NO

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TO: Mayor and Members of City Council

FROM: R. Thomas Homan, City Manager

VIA: Justin Nahvi, Finance Director

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**TITLE OF PROPOSED ORDINANCE/RESOLUTION:**

AN ORDINANCE AUTHORIZING THE CREATION OF THE LOCAL CORONAVIRUS RELIEF FUND AS WELL AS SUPPLEMENTAL APPROPRIATIONS AND DECLARING AN EMERGENCY.

**BACKGROUND:**

Resolution 20-37 authorized City administration to request a share of grant funds from the CARES Act to assist the City in offsetting costs incurred to mitigate the spread of the Coronavirus.

**REASON WHY LEGISLATION IS NEEDED:**

The City's allocation of this grant funding equals \$750,116 and to properly account for these monies, the cash, revenues and expenditures linked to this CARES Act funding are to be maintained in a Local Coronavirus Relief Fund which does not currently exist within the City's chart of accounts.

**COMMITTEE RECOMMENDATION:**

N/A

**FISCAL IMPACT(S):**

In addition to seeking authorization to establish the Local Coronavirus Relief Fund this ordinance requests supplemental appropriations in the amount of \$750,116 of which \$741,516 will be used to reimburse the City for costs incurred

to reduce the spread of the Coronavirus throughout the community with the balance of \$8,600 being returned to Delaware County as this portion of the overall distribution reflects an overpayment that the City received from the CARES Act. Any unencumbered cash balance from the original grant allocation as of 10/15/2020 will need to be returned to the Delaware County Auditor. Any remaining cash balance in this fund as of 12/28/2020, regardless if the monies are encumbered, will also need to be returned to State of Ohio.

**POLICY CHANGES:**

N/A

**PRESENTER(S):**

Justin Nahvi, Finance Director

**RECOMMENDATION:**

Approval

**ATTACHMENT(S)**

None

ORDINANCE 20-45

AN ORDINANCE AUTHORIZING THE CREATION  
OF THE LOCAL CORONAVIRIUS RELIEF FUND  
AS WELL AS SUPPLEMENTAL APPROPRIATIONS  
AND DECLARING AN EMERGENCY.

WHEREAS, Resolution 20-37 authorized City administration to request a share of grant funds from the CARES Act to assist the City in offsetting costs incurred to mitigate the spread of the Coronavirus; and

WHEREAS, in order to properly account for the City's allocation of these grant dollars which equals \$750,116, governmental entities in the State of Ohio that receive CARES Act funding are required to account for these monies through a Local Coronavirus Relief Fund; and

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

SECTION 1: That the City Finance Director is hereby authorized to establish the Local Coronavirus Relief Fund (Fund 284).

SECTION 2: That there is hereby appropriated from the unencumbered balance of the Local Coronavirus Fund (Fund 284) \$750,116

Transfer (284.2840.5701)	\$741,516
Refund (284-2840-5601)	\$8,600

SECTION 3. This Council finds and determines that all formal actions of this Council and any of its committees concerning and relating to the passage of this Ordinance were taken in an open meeting of this Council, and that all deliberations of this Council and any of its committees that resulted in those formal actions were in meetings open to the public, all in compliance with the law including Section 121.22 of the Revised Code.

SECTION 4. EMERGENCY CLAUSE. That this ordinance is hereby declared to be an emergency measure necessary to provide for the public peace, safety, health and welfare of the City in an effort to properly account for CARES Act grant funding and as such will be in full force and effect immediately upon its passage.

VOTE ON RULE SUSPENSION:

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

ABSTAIN \_\_\_

VOTE ON EMERGENCY CLAUSE

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

ABSTAIN \_\_\_

PASSED: \_\_\_\_\_, 2020

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

ABSTAIN \_\_\_

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

CITY CLERK

\_\_\_\_\_

MAYOR



## FACT SHEET

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AGENDA ITEM NO: 17

DATE: 07/13/2020

ORDINANCE NO: 20-46

RESOLUTION NO:

READING: FIRST

PUBLIC HEARING: NO

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TO: Mayor and Members of City Council

FROM: R. Thomas Homan, City Manager

VIA: Justin Nahvi, Finance Director

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**TITLE OF PROPOSED ORDINANCE/RESOLUTION:**

AN ORDINANCE SUPPLEMENTING THE 2020 APPROPRIATION ORDINANCE AND DECLARING AN EMERGENCY.

**BACKGROUND:**

While administering the 2020 Budget, various modifications to existing appropriations have been identified that will require supplemental appropriations prior to the end of the current fiscal year. These modifications are attributed items including the refunding of debt in the 1<sup>st</sup> quarter of 2020 that was not included with the current year budget as well as capital funding estimates whereby the budgeted amounts did not include sufficient appropriations based on the final project bids.

**REASON WHY LEGISLATION IS NEEDED:**

This ordinance is needed to provide supplemental appropriations to sustain know expenditures that were not originally budgeted for in 2020 as well as maintaining budget compliance pursuant to the Ohio Revised Code.

**COMMITTEE RECOMMENDATION:**

N/A

**FISCAL IMPACT(S):**

The following table outlines the fund, expenditure account, the amount of the requested appropriations along with a justification to support the modification to the 2020 budget:

<b>Fund</b>	<b>Org</b>	<b>Amount</b>	<b>Reason</b>
Police Judgement Fund	253.5230.5710	\$ 17,044.00	Transfer to Fund 254 Not in 2020 Budget
Park Bond Fund	301.3010.5811	\$ 16,167,000.00	Debt Refunding for Rec Center Not in 2020 Budget
Park Bond Fund	301.3010.5812	\$ 67,000.00	Debt Refunding for Rec Center Not in 2020 Budget
SE Highland Bond	302.3020.5811	\$ 280,000.00	SE Highland Debt Service Not in 2020 Budget
SE Highland Bond	302.3020.5812	\$ 548,320.00	SE Highland Debt Service Not in 2020 Budget
Capital Improvement	410.4118.5520	\$ 543,000.00	Full Cost Est of Building Renovation Not in 2020 Budget
Water Construction	531.5317.5532	\$ 27,000.00	Change Order for Water Tower Painting
Water Construction	531.5330.5500	\$ 8,500.00	Overage in Water Meter Purchases
Water Capacity	536.5316.5537	\$ 959,075.00	2019 Lapsed Appropriation for Pollock Road

**POLICY CHANGES:**

N/A

**PRESENTER(S):**

Justin Nahvi, Finance Director

**RECOMMENDATION:**

Approval after second reading

**ATTACHMENT(S)**

None

ORDINANCE 20-46

AN ORDINANCE SUPPLEMENTING THE 2020  
APPROPRIATIONS AND DECLARING AN  
EMERGENCY.

WHEREAS, it is necessary to amend the 2020 Annual Appropriations Ordinance to provide for various expenditures through the end of fiscal year 2020.

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 Police Judgement Fund (Fund 253) \$17,044 to:

Transfer (253.2530.5701)	\$17,044
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SECTION 2: That there is hereby appropriated from the unencumbered balance of the Park Bond Fund (Fund 301) \$16,234,000 to:

Principal (301.3010.5801)	\$16,167,000
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Interest (301.3010.5811)	\$67,000
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SECTION 3: That there is hereby appropriated from the unencumbered balance of the SE Highland Bond Fund (Fund 302) \$828,320 to:

Principal (302.3020.5801)	\$280,000
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Interest (302.3020.5811)	\$548,320
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SECTION 4: That there is hereby appropriated from the unencumbered balance of the Capital Improvement Fund (Fund 410) \$665,953 to:

Bldg Renovations (410.4118.5520)	\$665,953
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SECTION 5: That there is hereby appropriated from the unencumbered balance of the Water Construction Fund (Fund 531) \$35,500 to:

Paint Elevated Tanks (302.3020.5801)	\$27,000
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Meter Replacements (531.5330.5500)	\$8,500
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SECTION 6: That there is hereby appropriated from the unencumbered balance of the Water Capacity Fund (Fund 536) \$959,075 to:

Olentangy Ave River Xing (536.5316.5537)	\$959,075
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SECTION 7. This Council finds and determines that all formal actions of this Council and any of its committees concerning and relating to the passage of this Ordinance were taken in an open meeting of this Council, and that all deliberations of this Council and any of its committees that resulted in those formal actions were in meetings open to the public, all in compliance with the law including Section 121.22 of the Revised Code.

SECTION 8. EMERGENCY CLAUSE. That this ordinance is hereby declared to be an emergency measure necessary to provide for the public peace, safety, health and welfare of the City, and for the further reason that such action is necessary to provide for expenditures through the end of the fiscal year being December 31, 2020, and as such will be in full force and effect immediately upon its passage.

VOTE ON RULE SUSPENSION: YEAS\_\_\_ NAYS\_\_\_

ABSTAIN \_\_\_

VOTE ON EMERGENCY CLAUSE YEAS\_\_\_ NAYS\_\_\_

ABSTAIN \_\_\_

PASSED: \_\_\_\_\_, 2020 YEAS\_\_\_ NAYS\_\_\_

ABSTAIN \_\_\_

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

CITY CLERK

\_\_\_\_\_

MAYOR