

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

AGENDA

REGULAR MEETING

FEBRUARY 27, 2017

1. ROLL CALL
2. INVOCATION - Pastor Michael Curtis, Second Baptist Church
3. PLEDGE OF ALLEGIANCE
4. APPROVAL of the Motion Summary of the Council Work Session held February 6, 2017, as recorded and transcribed.
APPROVAL of the Motion Summary of the regular meeting of Council held February 13, 2017, as recorded and transcribed.
APPROVAL of the Motion Summary of the joint meeting between City Council and the Delaware City School Board held February 13, 2017, as recorded and transcribed.
5. CONSENT AGENDA
 - A. Acceptance of the motion summaries for the Finance Committee meetings held on August 29, 2016 and September 19, 2016.
 - B. Acceptance of the Motion Summary of the Airport Commission Meeting held on August 25, 2016.
 - C. Acceptance of the Motion Summary for the Parking and Safety Meeting held on November 21, 2016.
 - D. Acceptance of the Parks and Recreation Advisory Board Meeting held on January 17, 2017.
 - E. Resolution No. 17-07, a resolution appointing/reappointing members to various Boards, Commissions, and/or Committees, and specifying the term of the appointments.
 - F. Resolution No. 17-08, a resolution appointing a member to the Main Street Delaware Board, and specifying the term of the appointment.
 - G. Resolution No. 17-09, a resolution amending Resolution No. 15-57, appointing Council Members to various Committees, Commissions, and/or Boards.
 - H. Resolution No. 17-10, a resolution determining the video service provider fee to be paid by a video service provider offering video

service in the City pursuant to a state authorization, and giving notice to the provider (Frontier Communications) of the provider fee.

- I. Resolution No. 17-11, a resolution authorizing the City Manager to sign an agreement regarding the Police Department to use County vehicles for purposes of conducting drug investigations.
- J. Resolution No. 17-12, a resolution authorizing the City Manager to sign an agreement regarding transfer of ownership of early warning system controller, base radio, and radio frequency.
- K. Resolution No. 17-13, a resolution repealing Resolution No. 12-42 authorizing the establishment of a handicapped parking space located in front of 216 North Union Street.
- L. Establish March 13, 2017 at 7:15 p.m. as a date and time for public comment and second reading of Resolution No. 17-14, a resolution authorizing the installation of certain traffic control signage to establish a No Parking Anytime Zone on the south side of Lexington Boulevard and Buehler Drive from 105 feet west of Thistle Drive to 95 feet southeast of the Lexington Boulevard and Buehler Drive intersection and the extension of the No Parking Here to Corner Zone on the north side of Lexington Boulevard and Buehler Drive to 40 feet west of Thistle Drive and 25 feet southeast of the Lexington Boulevard and Buehler Drive intersection.
- M. Establish March 13, 2017 at 7:30 p.m. as a date and time for a public hearing and second reading of Ordinance No. 17-11, an ordinance amending sections 913.03(a) and 913.14 of Chapter 913 of the Codified Ordinances of the City of Delaware, Ohio establishing Tap Fees and Water Rates and Repealing existing Sections 913(a) and 913.14 and Ordinance No. 17-12, an ordinance amending the Refuse Collection and Utility Services portions of the Schedule of Fees and Services Charges.

6. LETTERS, PETITIONS, AND PUBLIC COMMENTS

7. COMMITTEE REPORTS

8. CONSIDERATION OF NEW LIQUOR PERMITS

- A. ISSA Full Up LLC, DBA Clark Station, 612 Sandusky Street, Delaware, OH 43015. Permit Class: C1 and C2

9. PRESENTATIONS

- A. Proclamation presentation to The Conference Champion Dempsey Middle School Girls Basketball Team
- B. 2017 Solid Waste Management Program Update – Bill Ferrigno, Public Works Director/City Engineer

10. FIFTH READING of Ordinance No. 16-110, an ordinance amending Section 737.01 of the City of Delaware's Codified Ordinances, Relating to Circuses (Council Permission, License, Bond and Insurance Required).
11. 7:30 P.M. PUBLIC HEARING AND THIRD READING of Ordinance No. 17-02, an ordinance amending Section 505.23 of the City of Delaware's Codified Ordinances, relating to wild and exotic animals.
12. THIRD READING of Ordinance No. 17-04, an ordinance approving the naming of the access road extending from Crystal Petal Drive to Cheshire Road and aligned parallel to Columbus Pike to Kingman Hill Drive.
13. 7:45 p.m. PUBLIC COMMENT AND SECOND READING of Resolution No. 17-06, a resolution accepting the Downtown Parking Study, Dated February 6, 2017 submitted by MKSK Consultants.
14. SECOND READING of Ordinance No. 17-05, an ordinance approving a Combined Preliminary and Final development plan for Ohio Wesleyan University for an Honors House on approximately 0.78 acres located at 81 Oak Hill Avenue zoned PO/I (Planned Office/Institutional District) and R-6 (Multi-Family Residential District).
15. SECOND READING of Ordinance No. 17-06, an ordinance approving a Final Development Plan for Ohio Wesleyan University for a Phase 3 Small Living Unit (SLU) on approximately 1.373 acres located on the north side of Rowland Avenue between South Washington Street and South Liberty Street on property zoned PO/I PMU (Planned Office/Institutional District with a Planned Mixed Use Overlay District).
16. SECOND READING of Ordinance No. 17-07, an ordinance approving a Final Subdivision Plat for Homerock, LLC for Braumiller Woods Section 3 consisting of 38 single family lots on approximately 13.408 acres zoned R-2 (One Family Residential District) and located on Colony Ridge Drive and Buena Park Drive.
17. CONSIDERATION of Resolution No. 17-14, a resolution authorizing the installation of certain traffic control signage to establish a No Parking Anytime Zone on the south side of Lexington Boulevard and Buehler Drive from 105 feet west of Thistle Drive to 95 feet southeast of the Lexington Boulevard and Buehler Drive intersection and the extension of the No Parking Here to Corner Zone on the north side of Lexington Boulevard and Buehler Drive to 40 feet west of Thistle Drive and 25 feet southeast of the Lexington Boulevard and Buehler Drive intersection.

18. CONSIDERATION of Resolution No. 17-15, a resolution adopting the proposed changes to the user fees for Hidden Valley Golf Course.
19. CONSIDERATION of Ordinance No. 17-08, an ordinance accepting the annexation of 20.445 acres of land, more or less, description and map are attached hereto as exhibits "A" and "B" for the annexation known as the Delaware Development Plan (Coughlin's Crossing) annexation by Michael R. Shade, Agent for the Petitioners.
20. CONSIDERATION of Ordinance No. 17-09, an ordinance accepting the annexation of 1.7023 acres of land, more or less, description and map are attached hereto as exhibits "A" and "B" for the annexation known as the Delaware Development Plan (Coughlin's Crossing Right-of-Way) annexation by Michael R. Shade, Agent for the Petitioners.
21. CONSIDERATION of Ordinance No. 17-10, an ordinance providing for the issuance and sale of notes in the maximum aggregate principal amount of \$11,015,000 in anticipation of the issuance of bonds, for the purpose of paying the costs of various public infrastructure improvements, together with all related appurtenances thereto, and declaring an emergency.
22. CONSIDERATION of Ordinance No. 17-11, an ordinance amending sections 913.03(a) and 913.14 of Chapter 913 of the Codified Ordinances of the City of Delaware, Ohio establishing Tap Fees and Water Rates and Repealing existing Sections 913(a) and 913.14.
23. CONSIDERATION of Ordinance No. 17-12, an ordinance amending the Refuse Collection and Utility Services portions of the Schedule of Fees and Services Charges.
24. **EXECUTIVE SESSION:** pursuant to Ohio Revised Code Section 121.22 (G) (3) pending or imminent court action, Section 121.22 (G) (1) personnel, Section 121.22 (G) (5) matters required to be kept confidential by State statute, Section 121.22 (G) (2) acquisition of property for public purpose and 121.22(G) (8) consideration of confidential information related to a request for economic development assistance.
25. CITY MANAGER'S REPORT
26. COUNCIL COMMENTS
27. ADJOURNMENT

RECORD OF PROCEEDINGS

Minutes of Delaware City Council

Meeting

BEAR GRAPHICS 800-325-8094 FORM NO. 10148

Held February 6 20 17

The Work Session meeting of Council held February 6, 2017 was called to order at 6:30 p.m., in the City Council Chambers. The following members of Council were present: First Ward Chris Jones, Second Ward Lisa Keller, Third Ward Joe DiGenova, Fourth Ward Kyle Rohrer, At Large George Hellinger, Vice-Mayor Kent Shafer, and Mayor Carolyn Kay Riggle who presided. Absent from the meeting was First Ward Chris Jones.

Staff Present: Dean Stelzer, Finance Director, Dave Efland, Planning and Community Development Director, Sean Hughes, Economic Development Director, Kelsey Scott, Economic Development Specialist, Bruce Pijanowski, Police Chief, Bill Ferrigno, Public Works Director/City Engineer, Jackie Walker, Assistant City Manager, and Tom Homan, City Manager

Motion: Vice-Mayor Shafer moved to excuse Mr. Jones, seconded by Mr. DiGenova. Motion approved by a 6-0 vote.

ITEM 2: ORDINANCE NO. 17-03 [Second Reading]
AN ORDINANCE APPROVING A COMBINED PRELIMINARY AND FINAL DEVELOPMENT PLAN FOR MIDWAY STRUCTURAL PIPE AND SUPPLY INC. FOR A NEW OFFICE/WAREHOUSE BUILDING ON 11.0 ACRES ZONED M-2 (GENERAL MANUFACTURING DISTRICT) AND LOCATED ON THE SOUTH SIDE OF PITTSBURGH DRIVE AND JUST EAST OF SECTION LINE ROAD.

The Clerk read the ordinance for the second time.

Motion: Mr. DiGenova moved to suspend the rules for Ordinance No. 17-03, seconded by Vice-Mayor Shafer. Motion approved by a 6-0 vote.

Motion: Mr. DiGenova moved to adopt Ordinance No. 17-03, seconded by Vice-Mayor Shafer. Motion approved by a 6-0 vote.

ITEM 3: OPENING COMMENTS, VICE-MAYOR KENT SHAFER
Vice-Mayor Shafer discussed the need to improve existing parking availability and how to increase capacity.

ITEM 4: PARKING ANALYSIS OVERVIEW - JUSTIN GOODWIN, MKSK CONSULTANTS

PRESENTOR:
Justin Goodwin
MKSK Consultants
462 South Ludlow Alley
Columbus, Ohio 43215

Mr. Goodwin reviewed the participants on the Steering Committee and reviewed the 2006 Downtown Parking Study and the 2008 Comprehensive Plan. Mr. Goodwin reviewed public input, as well as, field observations. A discussion was held on the existing parking capacity. Mr. Goodwin presented a Turnover and Occupancy Analysis, and key findings on parking spaces and lots that are underutilized.

ITEM 5: PROPOSED PARKING IMPLEMENTATION/MATRIX PLAN - VICE-MAYOR KENT SHAFER AND ASSISTANT CITY MANAGER JACKIE WALKER

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BEAR GRAPHICS 800-325-8994 FORM NO. 10148

Held February 6 20 17

Mrs. Walker discussed the need for an advocacy group. Mrs. Walker discussed the plan for short term goals to be accomplished in a one year time frame, mid-term goals in a three year time frame, and long term goals to be longer than three years.

Ms. Scott discussed the future of the website regarding parking information. Ms. Scott discussed the impact to economic development regarding parking capacity. A discussion was held on providing information on the monthly water bills. Ms. Scott discussed working with business owners to help educate consumers on parking locations and availability.

ITEM 6: DISCUSSION

A discussion was held on the new parking meters, kiosks, and changes to language in tow a way zones.

PUBLIC COMMENT:

Denny Schooley
Executive Director, DATA
119 Henderson Court
Delaware, Ohio 43015

Mr. Schooley voiced the support of DATA to assist the city in parking efforts. A discussion was held on extending hours of operation and park and rides.

Genti Koci
Opa Grill and Tavern
18 South Sandusky Street
Delaware, Ohio 43015

Mr. Koci discussed the use of parking meters with an increase for longer time periods needed. Mr. Koci recommended a focus to make the downtown area more bike friendly.

Susie Bibler
Executive Director, Main Street Delaware
20 East Winter Street
Delaware, Ohio 43015

Ms. Bibler voiced support in Main Street Delaware working with business owners to help educate consumers on parking availability and to encourage positive communication. Ms. Bibler recommended increase pedestrian signage to direct consumers to the different stores.

ITEM 7: COUNCIL ACTION

Mr. Homan recommended that a formal resolution be drafted for Council approval. Council was in agreement to have a resolution drafted.

ITEM 8: ADJOURNMENT

Motion: Mr. DiGenova moved to adjourn the meeting. The meeting adjourned at 9:33 p.m.

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Mayor Carolyn Kay Riggle

Elaine McCloskey, Council Clerk

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Meeting

BEAR GRAPHICS 800-325-6094 FORM NO. 10148

Held February 13 20 17

The regular meeting of Council held February 13, 2017 was called to order at 6:30 p.m., in the City Council Chambers. The following members of Council were present: First Ward Chris Jones, Second Ward Lisa Keller, Fourth Ward Kyle Rohrer, At Large George Hellinger, Vice-Mayor Kent Shafer, and Mayor Carolyn Kay Riggle who presided. Absent from the meeting was Third Ward Joe DiGenova. The invocation was given by Reverend Deb Patterson, followed by the Pledge of Allegiance.

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

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

ITEM 2: APPROVAL OF MINUTES

APPROVAL of the Motion Summary of the regular meeting of Council held January 23, 2017, as recorded and transcribed.

Motion: Vice-Mayor Shafer moved to approve the Motion Summary for the regular meeting of Council held January 23, 2017, as recorded and transcribed, seconded by Mr. Rohrer. Motion approved by a 5-0-1 (Jones) vote.

ITEM 5: CONSENT AGENDA

- A. Establish February 27, 2017 at 7:45 p.m. as the date and time for public comment and second reading of Resolution No. 17-06, a resolution accepting the Downtown Parking Study, dated February 6, 2017, submitted by MKSK Consultants.
- B. Acceptance of the Motion Summary of the Shade Tree Commission meeting held on October 25, 2016.
- C. Acceptance of the Motion Summary of the Planning Commission meeting held on November 2, 2016 and January 18, 2017.
- D. Resolution No. 17-04, a resolution accepting improvements for Glenross North, Section 1, Part 1.

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

ITEM 6: LETTERS, PETITIONS, AND PUBLIC COMMENTS

ITEM 7: RESOLUTION NO. 17-05 [First Reading]

A RESOLUTION AUTHORIZING A MEMORANDUM OF UNDERSTANDING TO EXTEND VISION COVERAGE TO THE AFSCME CLERICAL GROUP, EFFECTIVE FEBRUARY 1, 2017.

The Clerk read the resolution for the first time.

Motion: Vice-Mayor Shafer moved to adopt Resolution No. 17-05, seconded by Mr. Hellinger. Motion approved by a 6-0 vote.

ITEM 8: RESOLUTION NO. 17-06 [First Reading]

A RESOLUTION ACCEPTING THE DOWNTOWN PARKING STUDY, DATED

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BEAR GRAPHICS 800-325-8094 FORM NO. 10148

Held February 13 20 17

FEBRUARY 6, 2017, SUBMITTED BY MKSK CONSULTANTS.

The Clerk read the resolution for the first time.

A time for public comment and a second reading of Resolution No. 17-06 has been scheduled for February 27, 2017 at 7:45 p.m.

ITEM 9: ORDINANCE NO. 16-110 [Fourth Reading] AN ORDINANCE AMENDING SECTION 737.01 OF THE CITY OF DELAWARE'S CODIFIED ORDINANCES, RELATING TO CIRCUSES (COUNCIL PERMISSION, LICENSE, BOND AND INSURANCE REQUIRED).

The Clerk read the ordinance for the fourth time.

ITEM 10: ORDINANCE NO. 17-02 [Second Reading] AN ORDINANCE AMENDING SECTION 505.23 OF THE CITY OF DELAWARE'S CODIFIED ORDINANCES, RELATING TO WILD AND EXOTIC ANIMALS.

The Clerk read the ordinance for the second time.

A public hearing will be held for Ordinance No. 17-02 on February 27, 2017 at 7:30 p.m.

ITEM 11: ORDINANCE NO. 17-04 [Second Reading] AN ORDINANCE APPROVING THE NAMING OF THE ACCESS ROAD EXTENDING FROM CRYSTAL PETAL DRIVE TO CHESHIRE ROAD AND ALIGNED PARALLEL TO COLUMBUS PIKE TO KINGMAN HILL DRIVE.

The Clerk read the ordinance for the second time.

ITEM 12: ORDINANCE NO. 17-05 [First Reading] AN ORDINANCE APPROVING A COMBINED PRELIMINARY AND FINAL DEVELOPMENT PLAN FOR OHIO WESLEYAN UNIVERSITY FOR AN HONORS HOUSE ON APPROXIMATELY 0.78 ACRES LOCATED AT 81 OAK HILL AVENUE ZONED PO/I (PLANNED OFFICE/INSTITUTIONAL DISTRICT) AND R-6 (MULTI-FAMILY RESIDENTIAL DISTRICT).

The Clerk read the ordinance for the first time.

ITEM 13: ORDINANCE NO. 17-06 [First Reading] AN ORDINANCE APPROVING A FINAL DEVELOPMENT PLAN FOR OHIO WESLEYAN UNIVERSITY FOR A PHASE 3 SMALL LIVING UNIT (SLU) ON APPROXIMATELY 1.373 ACRES LOCATED ON THE NORTH SIDE OF ROWLAND AVENUE BETWEEN SOUTH WASHINGTON STREET AND SOUTH LIBERTY STREET ON PROPERTY ZONED PO/I PMU (PLANNED OFFICE/INSTITUTIONAL DISTRICT WITH A PLANNED MIXED USE OVERLAY DISTRICT).

The Clerk read the ordinance for the first time.

ITEM 14: ORDINANCE NO. 17-07 [First Reading] AN ORDINANCE APPROVING A FINAL SUBDIVISION PLAT FOR HOMEROCK, LLC FOR BRAUMILLER WOODS SECTION 3 CONSISTING OF 38 SINGLE FAMILY LOTS ON APPROXIMATELY 13.408 ACRES ZONED R-2 (ONE FAMILY RESIDENTIAL DISTRICT) AND LOCATED ON

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COLONY RIDGE DRIVE AND BUENA PARK DRIVE.

The Clerk read the ordinance for the first time.

ITEM 15: ADJOURNMENT

Motion: Vice-Mayor Shafer moved to adjourn the meeting. The meeting adjourned at 6:40 p.m.

Mayor Carolyn Kay Riggle

Elaine McCloskey, Council Clerk

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BEAR GRAPHICS 800-325-6094 FORM NO. 10148

Held

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The joint meeting with Delaware City School Board and Delaware City Council on February 13, 2017 was called to order at 7:00 p.m. at Willis Education Center, located at 74 West William Street, Delaware Ohio. The following members of Council were present: First Ward Chris Jones, Second Ward Lisa Keller, Fourth Ward Kyle Rohrer, At Large George Hellinger, Vice-Mayor Kent Shafer and Mayor Carolyn Kay Riggle who presided. Absent from the meeting was Third Ward Joe DiGenova.

Delaware City School Board Members Present: President Deborah Rafeld, Vice-President Matt Weller, Ted Backus, Frances O'Flarety, and Jayna McDaniel-Browning

Staff Present: Darren Shulman, City Attorney, Dean Stelzer, Finance Director, David Efland, Planning and Community Development Director, Sean Hughes, Economic Developer Director, Bill Ferrigno, Public Works Director/City Engineer, Bruce Pijanowski, Police Chief, Jackie Walker, Assistant City Manager, and Tom Homan, City Manager

School Staff Present: Paul Craft, Delaware City School Superintendent

ITEM 2: 2016 DEVELOPMENT UPDATE-DAVE EFLAND, PLANNING DIRECTOR

Mr. Efland provided an overview of the 2016 permit activity for the City of Delaware. Included in the update was a breakdown of residential and commercial permit activity for 2016. Mr. Efland reviewed the proposed site plan for Coughlin's Crossing.

ITEM 3: SCHOOL DISTRICT UPDATE - PAUL CRAFT, SUPERINTENDENT

Mr. Craft reviewed current statistics regarding the enrollment and demographics of Delaware City Schools. Mr. Craft reviewed the current Mission Statement for Delaware City Schools and provided information on projected growth and status of construction. Mr. Craft discussed the potential need for an upcoming school levy.

ITEM 4: DISCUSSION OF ITEMS OF MUTUAL INTEREST, BUT NOT LIMITED TO:

- 1. Boardman Field

PRESENTOR:

Roxanne Amidon
Northwest Neighborhood Association, President
161 W. Winter Street
Delaware, Ohio 43015

Mrs. Amidon presented to City Council and the School Board the proposal to have a passive park at the Boardman Field location. Mrs. Amidon discussed potential costs for the project and different potential funding sources.

A discussion was held on potential options for the School Board to dispose of the property through auction or exchange of property with the City of Delaware.

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2. Delaware Coalition-Request for Community Basketball Courts

PRESENTOR:

Vance Herrell
Second Baptist Church
55 Ross Street
Delaware, Ohio 43015

Mr. Herrell and Chief Pijanowski discussed the request for community basketball courts. Mr. Herrell discussed possible location for the outside courts to be located at Willis Education Center or Blue Limestone Park. Mr. Herrell discussed potential programs that can be utilized at the courts.

3. Safe Routes to School

Mr. Ferrigno and Chief Pijanowski discussed the need for continued school education on crosswalk safety. Information was provided regarding a review of current crosswalk conditions.

4. Entrepreneur Center

Mr. Hughes provided an updated regarding the progress to establish an Entrepreneur Center in the City of Delaware.

ITEM 5: TOUR OF WILLIS

ITEM 6: ADJOURNMENT

Motion: Vice-Mayor Shafer moved to adjourn the meeting, seconded by Mr. Rohrer. The meeting was adjourned at 8:36 p.m.

Mayor Carolyn Kay Riggle

Elaine McCloskey, Council Clerk

**FINANCE COMMITTEE
MOTION SUMMARY
August 29, 2016**

ITEM 1. Roll Call

Chairman DiGenova called the meeting to order at 4:00 p.m.

Members Present: Vice-Chairman Chris Jones, Vice-Mayor Shafer, and Chairman DiGenova

Staff Present: Dean Stelzer, Finance Director, and Tom Homan, City Manager

ITEM 2. Approval of the Motion Summaries for March 7 and May 23, 2016 as recorded and transcribed.

Motion: Vice-Chairman Jones moved to approve the Motion Summary for March 7 and May 23, 2016, as recorded and transcribed, seconded by Vice-Mayor Shafer. Motion approved by a 3-0 vote.

ITEM 3. Review of the 2015 Audit

PRESENTOR:

Jason Carr
Wilson, Shannon & Snow, Inc.
10 West Locust Street
Newark, Ohio 43055

Mr. Carr reviewed the purpose and requirement of the audit and the findings of the audit. Mr. Carr reviewed the Management Letter and the recommendations provided.

ITEM 4. Upcoming Supplemental Appropriations

a. Impact Fee Update

Mr. Homan discussed the last time the fees were updated was in 2006. Mr. Homan reviewed what the fees can be used for. Mr. Homan recommends that all department heads review their capital needs for upcoming years. Chairman DiGenova recommended that the impact fees of other communities be researched.

Discussion held on the refuse fund and the concern discussed at a Council meeting on having refuse collection completed by private company for multi-family properties. Mr. Homan recommended that the discussion be continued at a future work session.

b. Glenn Road Construction

Mr. Homan informed the Committee that the project needs supplemental appropriated from the Glenn Road TIF Funds to move ahead with the design component and work component to extend to Berlin Station Road.

c. RB Hayes Memorial (Concept Design)

Mr. Homan discussed the recent donations received for the concept design and the \$500 contribution by the City of Delaware from the Community Promotions Fund. Discussion held on the need for fundraising for future funding of the project.

ITEM 5. CIP

Mr. Homan discussed the upcoming CIP meeting to be held October 3, 2016. Mr. DiGenova requested an update on all facilities and cost to operate.

ITEM 7. Other

Mr. DiGenova discussed the recent concerns of whether the street trees will be maintained by the city or by homeowners. Mr. Homan discussed the recommendation by staff for the city to continue to maintain street trees.

Mr. Homan informed the Committee of plans to hold a Recreation Levy Subcommittee meeting to provide an update on completed projects and projects that are currently being done.

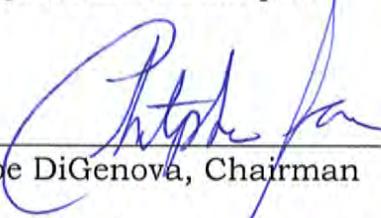
Mr. Stelzer discussed plans to recommend rental increase for T-Hangars at the airport in 2017.

ITEM 8. Member Comments

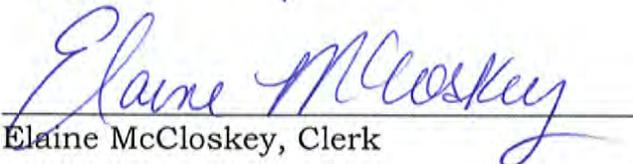
ITEM 9. Next Meeting Date

ITEM 10. Adjournment

Motion: Vice-Chairman Jones moved to adjourn the Finance Committee meeting, seconded by Vice-Mayor Shafer. The Finance Committee meeting adjourned at 5:33 p.m.



Joe DiGenova, Chairman



Elaine McCloskey, Clerk

**FINANCE COMMITTEE
MOTION SUMMARY
September 19, 2016**

ITEM 1. Roll Call

Chairman DiGenova called the Finance Committee Work Session meeting to order at 6:05 p.m.

Members Present: Vice-Chairman Chris Jones, Vice-Mayor Shafer, and Chairman DiGenova

Staff Present: Ted Miller, Parks and Natural Resource Director, Bill Ferrigno, Public Works Director/City Engineer, Carolyn Ringley, Financial Specialist I, Dean Stelzer, Finance Director, and Tom Homan, City Manager

ITEM 2. Review of Request from Olentangy View Condominiums, pursuant to Section 929.04 of the City's Codified Ordinances.

Mr. Homan reviewed Section 929.04 of the City's Codified Ordinances.

Mr. Ferrigno reviewed the original request of Mr. Price regarding the option for multi-family housing to opt out of refuse services provided by the city. Mr. Ferrigno discussed the current policy which does not allow the option to opt out. A discussion was held on changes to EPA regulations and how to potentially regulate refuse service delivered by independent contractors.

The Finance Committee members agreed that further discussion should be held beginning in 2017. Staff plans to investigate potential impact to refuse operations and current refuse policies.

ITEM 3. Discussion of Proposed Cemetery Ordinance Chapter 146 Changes

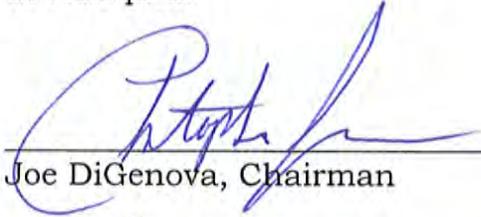
Mr. Stelzer read into the record an email received from City Attorney, Darren Shulman regarding cemetery regulations. Mr. Stelzer discussed the need to determine how to regulate Oak Grove Cemetery.

Ms. Ringley discussed the need to have set rules and regulations that will provide the community with an opportunity to make formal appeals. Ms. Ringley also discussed the increase preference to inter cremated remains. A discussion was held on the cost of plots.

Mr. Miller discussed the consideration of creating a citizen committee to assist with the regulations of Oak Grove Cemetery. The Finance Committee members voiced their support for a Committee.

ITEM 4. Adjournment

Motion: Vice-Mayor Shafer moved to adjourn the Finance Committee meeting, seconded by Vice-Chairman Jones. The Finance Committee meeting adjourned at 7:26 p.m.



Joe DiGenova, Chairman



Elaine McCloskey, Clerk

**AIRPORT COMMISSION
MOTION SUMMARY
August 25, 2016**

ITEM 1. Roll Call

Vice-Chairwoman McIntire called the Airport Commission meeting to order at 7:00 p.m.

Members Present: Charlton Amidon, John Lewis, Greg Mellon (exited at 7:48 p.m.), Jan Simonis (exited at 8:37 p.m.), Councilmember Kyle Rohrer and Chairwoman Janie McIntire

Members Absent: Walt Gaub

Staff Present: Joe Bullis, Public Works Superintendent, Kevin Piatt, Airport Operations Supervisor, Linda Mathews, Customer Service Liaison, Dean Stelzer, Finance Director, Tom Homan, City Manager

Motion to Excuse: Mr. Lewis moved to excuse Mr. Gaub, seconded by Ms. Simonis. Motion approved by a 6-0 vote.

ITEM 2. APPROVAL of the Motion Summary of the meeting of the AIRPORT COMMISSION held April 21, 2016, as recorded and transcribed.

Motion: Ms. Simonis moved to approve the Motion Summary of the meeting of the Airport Commission held April 21, 2016, as recorded and transcribed, seconded by Mr. Lewis. Motion approved by a 6-0 vote.

ITEM 3. PUBLIC COMMENTS

ITEM 4. DISCUSSION of Strategic Business Plan for Delaware Municipal Airport (R Thomas Homan, City Manager)

Mr. Homan discussed the need for the community to be aware of the planning process of the airport and to promote it for economic development. Mr. Homan discussed the need to market the airport with the new runway and services that it can provide.

Discussion was held on the current waiting list for availability in a T-Hangar. Staff discussed their follow-up procedures to those that have expressed an interest in space.

Mr. Homan discussed and reviewed the Airport Layout Plan. Discussion was held on potential development for additional T-Hangars.

PUBLIC PARTICIPATION:

John Schoettmer
691 Old Pond Lane
Powell, Ohio

Mr. Schoettmer discussed with the Commission the rental space to be expected to be available in T-Hangar Number 3.

Mr. Homan discussed the possibility of using an Airport Marketing Specialist to help promote the amenities of the airport. Mr. Stelzer discussed the existing debt service and expected date for bonds to be paid off. Discussion held on refinancing the debt and T-Hangar rental rates. Mr. Bullis provided a comparison of rates from surrounding airports

Motion: Mr. Mellon moved that the Commission recommends that the City Manager provide an outline and formulate a strategic plan, seconded by Councilman Rohrer. Motion approved by a 6-0 vote.

Mr. Mellon exited the meeting at 7:48 p.m.

ITEM 5. DISCUSSION T-Hangar Rental Rates

Mr. Stelzer reviewed the 2015 Year End Report for the Airport Fund. Mr. Stelzer provided potential financial scenario for a 5% rental increase and projected ending balance.

Vice-Chairwoman McIntire recommended that current renters are provided information on the necessary rental increase. Discussion held on the need to provide at least 60 days notice to renters on changes.

Motion: Ms. Simonis moved to recommend to Council a 5% T-Hangar rent increase, seconded for further discussion by Mr. Lewis.

Discussion held on proposing new increasing at the beginning of next year and potential two step rate increase.

Motion: Ms. Simonis moved to recommend to Council a 5% T-Hangar rent increase with a study to determine a time frame and amount for future increases, seconded by Councilman Rohrer. Motion approved by a 5-0 vote.

Ms. Simonis exited the meeting at 8:37 p.m.

ITEM 6. MEMBER COMMENTS

Mr. Bullis provided an update on ODOT and FAA projects.

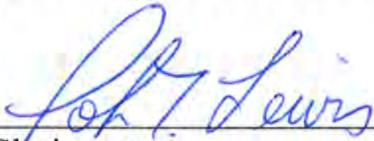
Mr. Piatt provided information on the recent purchase of a refurbished fuel truck.

Vice-Chairwoman McIntire questioned if there were any upcoming plans for a future open house. Staff informed the Commission that there were no current plans.

Councilman Rohrer provided an update on the recent tour he completed at the airport.

ITEM 7. ADJOURNMENT

Motion: Councilman Rohrer moved to adjourn the meeting, seconded by Mr. Lewis. The Airport Commission Meeting adjourned at 8:45 p.m.



Chairperson



Elaine McCloskey, Clerk

**PARKING AND SAFETY
MOTION SUMMARY
November 21, 2016**

ITEM 1. ROLL CALL

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

Members Present: Councilman George Hellinger, and Chairman Kent Shafer

Members Absent: Councilman Chris Jones

Staff Present: Bruce Pijanowski, Police Chief, John Donahue, Fire Chief, Jessica Ormeroid, Project Manager, and Matt Weber, Deputy City Engineer

Motion to Excuse: Vice-Chairman Hellinger moved to excuse Mr. Jones, seconded by Chairman Shafer. Motion approved by a 2-0 vote.

ITEM 2. APPROVAL of the Motion Summary of the Parking and Safety Committee meeting held August 16, 2016, as recorded and transcribed.

Motion: Vice-Chairman Hellinger moved approve the Motion Summary of the Parking and Safety Committee meeting held August 16, 2016, seconded by Chairman Shafer. Motion approved by a 2-0 vote.

ITEM 3. PUBLIC COMMENT

PUBLIC COMMENT:

Mark Johnson
228 S. Franklin St.
Delaware, Ohio

Mr. Johnson voiced a concern over vehicles parking on the sidewalk on Washington and Harrison Streets.

Chief Pijanowski discussed potential areas to be marked as No Parking and that he expects improvements when the construction at Woodward Elementary is completed.

ITEM 4. DISCUSSION

A. The removal of 15 minute and 2 hour parking restriction signage at the southeast corner of East Lincoln Avenue and North Sandusky Street.

Chief Pijanowski requested the removal of the sign to enable street parking.

Motion: Vice-Chairman Hellinger moved to approve to remove the 15 minute

and 2 hour parking restriction signage at the southeast corner of East Lincoln Avenue and North Sandusky Street, seconded Chairman Shafer. Motion approved by a 2-0 vote.

- B. The relocation of "No Parking from Here to Corner" signage located on the west side of North Liberty Street, north of West William Street.

Ms. Ormeroid reviewed past accident history in the area and observations that were made during peak traffic times.

Motion: Vice-Chairman Hellinger moved to accept staff recommendation of the relocation of "No Parking from Here to Corner" signage located on the west side of North Liberty Street, north of West William Street, seconded by Chairman Shafer. Motion approved by a 2-0 vote.

ITEM 5. NEW BUSINESS

- A. Status report update on Traffic Calming Measures and Crosswalk Installation and Enhancement Guide.

Mr. Weber provided an update on the progress of the guide and that staff is working on a draft before proceeding with public input.

Mr. Weber requested that staff present information regarding an all-way stop at Curve Road and Armstrong road. The Committee was in agreement to further discussion.

Mr. Weber discussed the addition to the agenda regarding the recommendation of the installation of additional stop signs on North Street and Curve road at the intersection of Armstrong Road in order to establish an all-way stop condition.

Motion: Vice-Chairman Hellinger moved to recommend to Council to approve staff recommendation for an all-way stop at Curve Road and Armstrong Road, seconded by Chairman Shafer. Motion approved by a 2-0 vote.

ITEM 6. OLD BUSINESS

- A. The installation of parking signage restriction on Firestone Drive.

Ms. Ormeroid discussed recommendations for parking restrictions on the north side of Firestone Drive.

PUBLIC COMMENT:

William Brown
200 Firestone Drive
Delaware, Ohio

Mr. Brown voiced his support over recommend parking restrictions.

Motion: Vice-Chairman Hellinger moved to approve restriction of parking on the north side from Delaware Drive to west property line of 182 Firestone Drive, seconded by Chairman Shafer. Motion approved by a 2-0 vote.

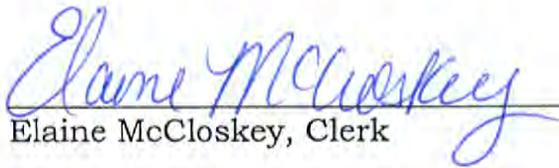
ITEM 7. COMMITTEE COMMENTS

ITEM 8. ADJOURNMENT

Motion: Chairman Shafer moved to adjourn the meeting. The Parking and Safety Committee Meeting adjourned at 7:33 p.m.



Kent Shafer, Chairman



Elaine McCloskey, Clerk

**PARKS AND RECREATION ADVISORY BOARD
MOTION SUMMARY
January 17, 2017**

ITEM 1. Roll Call

Vice-Chairwoman Hibinger called the meeting to order at 7:00 p.m.

Members Present: Joshua Bricker, Wayne Brookover, Cassie Cunningham, Bob Dalton, Matt Polites, and Vice-Chairwoman Dianna Hibinger

Members Absent: Angela MacWhinney, Councilmember Kyle Rohrer, and Chairwoman Allyson Lash

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

YMCA Staff Present: Jeremy Byers, Associate Executive Director

Motion to Excuse: Mr. Polites moved to excuse Ms. MacWhinney, Councilmember Kyle Rohrer, and Chairwoman Allyson Lash

ITEM 2. ELECTION of Chair and Vice-Chair

Motion: Mr. Dalton moved to nominate Allyson Lash as Chairperson, seconded by Mr. Polites. There were no other nominations. Motion approved by a 6-0 vote.

Motion: Mr. Dalton moved to nominate Dianna Hibinger as Vice-Chairperson, seconded by Mr. Brookover. There were no other nominations. Motion approved by a 6- vote.

ITEM 3. APPROVAL of the Motion Summary for the meeting held November 15, 2016 as recorded and transcribed.

Motion: Mr. Bricker moved to approve the Motion Summary for the meeting held November 15, 2016 as recorded and transcribed, seconded by Mr. Polites. Motion approved by a 6-0 vote.

ITEM 4. PUBLIC COMMENTS

ITEM 5. UPDATE of YMCA Recreation Services

The board had no questions or concerns regarding YMCA Recreation Services.

ITEM 6. DISCUSSION OF Upcoming Programs and Events

Discussion was held on the change of venue to Ohio Wesleyan University for the Daddy Daughter Dance. Mr. Byers informed the Board that there were over 400 participants for the event.

Mr. Byers requested volunteers for the upcoming Mother Son Superhero Party.

ITEM 7. RECOMMENDATION of Bike Plan

Mr. Miller provided a background history on the development of the Bike Plan. Mr. Miller informed the Board that the Planning Commission will also be reviewing the plan for additional recommendations.

The Board requested an updated list of priority projects for the proposed Bike Plan. The Board discussed the focus to be on connectivity and maintenance.

ITEM 8. RECOMMENDATION Rate Changes and Hours of Operation for Hidden Valley Golf Course

Mr. Miller discussed the recommendations and proposed changes recommended by the Hidden Valley Golf Course Working Group. Mr. Miller discussed proposed rate changes and set a season for membership cards. Mr. Miller informed the Board of the current progress of a Management Plan.

Motion: Mr. Bricker moved to accept the proposed changes, seconded by Mr. Dalton. Motion approved by a 6-0 vote.

ITEM 9. UPDATE of Parks Activities

Mr. Miller provided the Board with a working draft for the Park Index 2016. Mr. Miller requested that the members review the draft and provided recommendations and opinions.

Mr. Miller provided an update on the non-motorized boat ramps.

ITEM 10. STAFF COMMENTS

Ms. Mathews provided an update on the Cricket Club and their request for field usage with a permanent pitch.

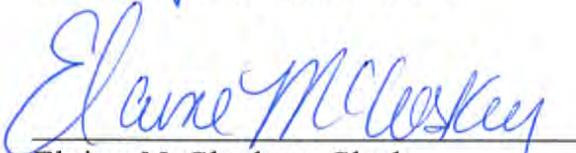
ITEM 11. MEMBERS COMMENTS

ITEM 12. ADJOURNMENT

Motion: Vice-Chairwoman Hibinger moved to adjourn the Parks and Recreation meeting. The meeting adjourned at 7:40 p.m.



Allyson Lash, Chairwoman



Elaine McCloskey, Clerk



FACT SHEET

AGENDA ITEM NO: CONSENT ITEM E DATE: 2/27/17
ORDINANCE NO: RESOLUTION NO: 17-07
READING: FIRST PUBLIC HEARING: NO

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

TITLE OF PROPOSED ORDINANCE/RESOLUTION:

A RESOLUTION APPOINTING/REAPPOINTING MEMBERS TO VARIOUS BOARDS, COMMISSIONS, AND/OR COMMITTEES, AND SPECIFYING THE TERM OF THE APPOINTMENTS/REAPPOINTMENTS.

BACKGROUND:

REASON WHY LEGISLATION IS NEEDED:

COMMITTEE RECOMMENDATION:

FISCAL IMPACT(S):

POLICY CHANGES:

PRESENTER(S):

Carolyn Kay Riggle, Mayor

RECOMMENDATION:

ATTACHMENT(S)

RESOLUTION NO. 17-07

A RESOLUTION APPOINTING/REAPPOINTING MEMBERS TO VARIOUS BOARDS, COMMISSIONS, AND/OR COMMITTEES, AND SPECIFYING THE TERM OF THE APPOINTMENTS.

WHEREAS, Members are to be appointed to serve on various Committees, Commissions and Boards by the Mayor of the City of Delaware and confirmed by Council; and

WHEREAS, the Mayor has appointed and Council has confirmed the following appointments.

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

SECTION 1. The following appointments are hereby made:

1. Planning Commission – Jim Halter-Reappointment (Term December 31, 2016 – December 31, 2019)
2. Planning Commission - Dean Prall - Reappointment (Term December 31, 2016 – December 31, 2019)
3. Historic Preservation Commission – Mark Hatten – Reappointment (Term December 31, 2016 – December 31, 2019)
4. Historic Preservation Commission - Erinn Nicley- Reappointment (Term December 31, 2016 – December 31, 2019)
5. Shade Tree Commission – Paul Olen - Reappointment (Term January 31, 2017 – January 31, 2020)
6. Shade Tree Commission - Rebecca Wood-Meek - Reappointment (Term January 31, 2017 – January 31, 2020)
7. Shade Tree Commission - Thomas Wolber - Reappointment (Term January 31, 2017 – January 31, 2020)
8. Airport Commission – Walt Gaub - Reappointment (Term December 31, 2016 – December 31, 2019)
9. Sister City Advisory Board – Rand Guebert – Reappointment (Term January 1, 2017 – January 1, 2020)
10. Sister City Advisory Board - Rita Selle Grider - Reappointment (Term January 1, 2017 – January 1, 2020)
11. Records Commission – Michele Kohler - Appointment

SECTION 2. This resolution shall be effective immediately upon its passage.

PASSED: _____, 2017

YEAS ____ NAYS ____
ABSTAIN ____

ATTEST: _____
CITY CLERK

MAYOR



FACT SHEET

AGENDA ITEM NO: CONSENT ITEM F DATE: 2/27/17
ORDINANCE NO: RESOLUTION NO: 17-08
READING: FIRST PUBLIC HEARING: NO

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

TITLE OF PROPOSED ORDINANCE/RESOLUTION:

A RESOLUTION APPOINTING A MEMBER TO THE MAIN STREET DELAWARE BOARD, AND SPECIFYING THE TERM OF THE APPOINTMENT.

BACKGROUND:

REASON WHY LEGISLATION IS NEEDED:

COMMITTEE RECOMMENDATION:

FISCAL IMPACT(S):

POLICY CHANGES:

PRESENTER(S):

Carolyn Kay Riggle, Mayor

RECOMMENDATION:

ATTACHMENT(S)



FACT SHEET

AGENDA ITEM NO: CONSENT ITEM G

DATE: 2/27/207

ORDINANCE NO:

RESOLUTION NO: 17-09

READING: FIRST

PUBLIC HEARING: NO

TO: Mayor and Members of City Council

FROM: R. Thomas Homan, City Manager

VIA: Carolyn Kay Riggle, Mayor

TITLE OF PROPOSED ORDINANCE/RESOLUTION:

A RESOLUTION AMENDING RESOLUTION 15-57, APPOINTING COUNCIL MEMBERS TO VARIOUS COMMITTEES, COMMISSIONS, AND/OR BOARDS.

BACKGROUND:

N/A

REASON WHY LEGISLATION IS NEEDED:

Mayoral appointments are required to be confirmed by City Council

COMMITTEE RECOMMENDATION:

N/A

FISCAL IMPACT(S):

N/A

POLICY CHANGES:

N/A

PRESENTER(S):

Carolyn Kay Riggle, Mayor

RECOMMENDATION:

ATTACHMENT(S)



FACT SHEET

AGENDA ITEM NO: CONSENT ITEM H DATE: 2/27/2017
ORDINANCE NO: RESOLUTION NO: 17-10
READING: FIRST PUBLIC HEARING: NO

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

TITLE OF PROPOSED ORDINANCE/RESOLUTION:

A RESOLUTION DETERMINING THE VIDEO SERVICE PROVIDER FEE TO BE PAID BY A VIDEO SERVICE PROVIDER OFFERING VIDEO SERVICE IN THE CITY PURSUANT TO A STATE AUTHORIZATION, AND GIVING NOTICE TO THE PROVIDER (FRONTIER COMMUNICATIONS) OF THE PROVIDER FEE.

BACKGROUND:

Pursuant to Ohio Revised Code Section 1332.32, a video service provider that is providing service in the City pursuant to a State issued video service authorization can be required to pay the City a video service provider fee, based on a percentage of the provider's gross revenues derived from service in the City, not to exceed 5%; and

All video service providers providing service within the City of Delaware, in accordance with the requirements of Ohio Revised Code Section 1332.32, shall pay Video Service Provider Fees in the amount of 5% of gross revenues received from providing video service in the City, which shall include advertising revenues. The fee shall be paid quarterly, no later than sixty days after the end of each calendar quarter.

REASON WHY LEGISLATION IS NEEDED:

In order to provide timely notice to a video service provider of the fee, it is necessary now for City Council to determine that the percentage of gross revenues on which the fee will be paid is five percent (5%) and that advertising

revenues shall be included in the base of gross revenues on which the fee is paid, and hereby authorizes notice of the fee to a video service provider, Frontier Communications upon passage of this resolution.

COMMITTEE RECOMMENDATION:

N/A

FISCAL IMPACT(S):

5% fee collection

POLICY CHANGES:

No change, this is the rate currently charged to Time Warner Cable and WOW, Inc.

PRESENTER(S):

Darren Shulman, City Attorney

RECOMMENDATION:

Approval

ATTACHMENT(S)

Letter from Frontier Communications

RESOLUTION NO. 17-10

A RESOLUTION DETERMINING THE VIDEO SERVICE PROVIDER FEE TO BE PAID BY A VIDEO SERVICE PROVIDER OFFERING VIDEO SERVICE IN THE CITY PURSUANT TO A STATE AUTHORIZATION, AND GIVING NOTICE TO THE PROVIDER (FRONTIER COMMUNICATIONS) OF THE PROVIDER FEE.

WHEREAS, pursuant to Ohio Revised Code Section 1332.32, a video service provider that is providing service in the City pursuant to a State issued video service authorization can be required to pay the City a video service provider fee, based on a percentage of the provider's gross revenues derived from service in the City, not to exceed 5%; and

WHEREAS, the City's existing non-exclusive Franchise Agreement with Time Warner Cable and WOW, Inc. includes a 5% fee; and

WHEREAS, applying the same fee to all providers is equitable and will minimize the negative financial impact on the City; and

WHEREAS, in order to provide timely notice to a video service provider of the fee, it is necessary now for City Council to determine that the percentage of gross revenues on which the fee will be paid is five percent (5%) and that advertising revenues shall be included in the base of gross revenues on which the fee is paid, and hereby authorizes notice of the fee to a video service provider, Frontier Communications upon passage of this ordinance.

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

SECTION 1. All video service providers providing service within the City of Delaware, in accordance with the requirements of Ohio Revised Code Section 1332.32, shall pay Video Service Provider Fees in the amount of 5% of gross revenues received from providing video service in the City, which shall include advertising revenues. The fee shall be paid quarterly, no later than sixty days after the end of each calendar quarter.

SECTION 2. The City will provide notice to video service providers of this fee.

SECTION 3. The City Manager is hereby authorized to enter into any required franchise agreements necessary to effectuate the 5% fee.

PASSED: _____, 2017

YEAS___ NAYS___
ABSTAIN ___

ATTEST: _____
CITY CLERK

MAYOR

RECEIVED

FEB 7 2017



February 6, 2017

City Manager Thomas Homan
Delaware City Hall
1 S. Sandusky St.
Delaware, OH 43015

Dear Mr. Homan:

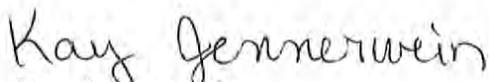
Frontier North, Inc. dba Vantage TV (Frontier) is providing this notification of intent to provide video service per Section 1332.27(A) of the Ohio Revised Code ("ORC") and Ohio Department of Commerce Video Authorization number 2016-VSA-0085. Frontier will begin offering video service in all or part of your jurisdiction on or after February 17, 2017.

You are encouraged to review ORC Sections 1332.21 – 1332.34 to determine your rights and responsibilities under the law. Please note that if you wish to receive a Video Service Provider Fee (aka Franchise Fee) from Frontier, you are responsible for providing written notice to Frontier within 10-days of receipt of this notice. To assist you with providing the needed information, attached is a brief video implementation survey. Please return the completed survey to kay.jennerwein@ftr.com.

If your constituents require assistance with their Frontier services, residential customers can contact us at 1-800-921-8101, business customers can reach us at 1-800-921-8102, or customers can visit the Help Center on the Frontier website (<https://frontier.com/helpcenter>). You may post this information to your website for customer convenience.

If you have questions please contact me at 805-376-2182 or by email at kay.jennerwein@ftr.com.

Sincerely,


Kay Jennerwein
Manager, Video Compliance
Frontier Communications

Attachment: Video Implementation Survey

Frontier Video Implementation Survey
 (please return this completed form to kay.jennerwein@ftr.com)

Section One – General Information

Survey completion date	2/14/17
Name of city/town/county answering this survey.	City of Delaware Ohio
Name, address, telephone number and email of contact for questions regarding answers to this survey.	1. S. Sandusky St Delaware, OH 43015 740-203-1010

*rthoman@delawareohio.net
 (City Manager R. Thomas Haman)*

Section Two – Notices

Name, address, telephone and email of contact for video related notices required per State/Federal regulation.	same as above in Section One
--	------------------------------

Section Three – Franchise Fee and PEG Support

Name, address, telephone number and email of contact for questions regarding franchise fee.	<i>Darren Shulman, 155 Sandusky St Delaware, OH 740-203-1010</i>
Name, address, telephone number and email of contact to which the franchise fee should be remitted , if different than above.	<i>same</i> <i>dshulman@delawareohio.net</i>
What percentage is applied to gross revenue to determine the franchise fee paid by video or cable service in your jurisdiction? 1. Please provide related documentation, ie, active incumbent franchise agreement, executed ordinance, etc.	<i>5%</i> <i>resolution to proceed to council is attached.</i>
Name, address, telephone number and email of contact for questions regarding PEG support fee, if different than above.	
Name, address, telephone number and email of contact to which the PEG fee should be remitted , if different than above.	
What PEG support fee is paid by video or cable providers in your jurisdiction? 1. Please provide related documentation, ie, active franchise agreement, executed ordinance, etc.	

Section Four – PEG Programming

Do you have a PEG channel(s)?	
Name, address, telephone number and email of contact for questions regarding PEG programming. (This person will be contacted regarding additional information needed to launch your PEG channel(s).)	



February 16, 2017

RECEIVED

FEB 21 2017

City Manager Thomas Homan
Delaware City Hall
1 S. Sandusky St.
Delaware, OH 43015

Dear Mr. Homan:

On February 6, 2017, Frontier North, Inc. dba Vantage TV (Frontier) provided notice that we would begin offering video service in all or part of your jurisdiction on or after February 17, 2017.

Please be advised that the Frontier Vantage video launch has been delayed. At such time that a new date has been established, a new notice will be sent.

If you have any questions, please contact me at cassandra.cole@ftr.com.

Sincerely,

Cassandra Cole

Cassandra Cole
Regulatory Manager
Frontier Communications



FACT SHEET

AGENDA ITEM NO: CONSENT ITEM I DATE: 2/27/2017
ORDINANCE NO: RESOLUTION NO: 17-11
READING: FIRST PUBLIC HEARING: NO

TO: Mayor and Members of City Council
FROM: R. Thomas Homan, City Manager
VIA: Bruce Pijanowski, Police Chief

TITLE OF PROPOSED ORDINANCE/RESOLUTION:

A RESOLUTION AUTHORIZING THE CITY MANAGER TO SIGN AN AGREEMENT REGARDING THE POLICE DEPARTMENT TO USE COUNTY VEHICLES FOR PURPOSES OF CONDUCTING DRUG INVESTIGATIONS.

BACKGROUND:

The City of Delaware Police Department has been a member of the Delaware County Drug Task force since its inception. As such, Delaware Police Department members assigned to the task force have regularly driven Delaware County owned vehicles in pursuit of the mission of the drug task force. The Delaware County Sheriff's Office, the coordinating agency of the drug task force, has also regularly allowed Delaware Police Department officers not assigned to the drug task force to use task force vehicles for the purposes of investigating cases. This has been an informal arrangement, and this agreement serves to formalize and define the responsibilities of the cooperative effort.

REASON WHY LEGISLATION IS NEEDED:

This resolution is necessary to allow for the continued use of drug task force vehicles by Delaware Police Department officers.

COMMITTEE RECOMMENDATION:

N/A

FISCAL IMPACT(S):

No cost to the city, although certain liabilities are assumed.

POLICY CHANGES:

N/A

PRESENTER(S):

Bruce Pijanowski, Chief of Police

RECOMMENDATION:

Approval

ATTACHMENT(S)

Copy of Agreement

**Intergovernmental Agreement:
Use of Vehicles**

Section 1: Parties to the Agreement

This Agreement is made and entered into this _____ day of _____, 2015 by and between the Delaware County Sheriff, 149 North Sandusky Street, Delaware, Ohio 43015 and the Delaware County Board of Commissioners, 101 North Sandusky Street, Delaware, Ohio 43015 (collectively, the “County”), and the City of Delaware, 1 South Sandusky Street, Delaware, Ohio 43015 (the “City”), (hereinafter referred to individually as “Party” or collectively as the “Parties”).

Section 2: Purpose

This Agreement is authorized by sections 9.482, 307.846, and 307.15, et seq., of the Revised Code. The City desires to enter into an agreement with the County that allows Delaware County Sheriff to lend vehicles to the City, for the purpose of conducting drug investigations, and the County is willing and able to provide such services.

Section 3: Division of Responsibilities

The County will allow City to use vehicles assigned to the Sheriff’s Office. City is solely responsible for insurance, repairs, and any and all non-routine costs that are either related or incidental to its use of the vehicles provided to it by County. In the event the City uses the same vehicle for 30 or more consecutive days, then it shall also be responsible for the routine maintenance of the vehicle.

Section 4: Compensation

The County and City acknowledge and agree that the service being provided is a proactive cooperative law enforcement inoperative venture. As such Parties agree that in the spirit of mutual aid and furtherance of justice no fees shall be incurred.

Section 5: Records

The Parties agree that each shall maintain their respective public records concerning the services provided under this Agreement, pursuant to the laws of the State of Ohio pertaining to public records.

Section 6: Term

This Agreement shall take immediate effect upon approval by all Parties hereto and shall continue in full force and effect for one (1) year, whereupon the Parties mutually agree to review this Agreement for consideration of renewal. This Agreement may only be amended in writing with the mutual consent and agreement of the Parties. Either party may terminate this Contract at any time and for any reason by giving at least thirty (30) days advance notice, in writing, to the other.

**Intergovernmental Agreement:
Use of Vehicles**

Section 7: Legal Contingencies

In the event a change in law, whether by statute, judicial determination, or administrative action, affects this Agreement or the ability of the Parties to enter into, or continue to operate pursuant to, this Agreement, the Parties mutually agree to immediately institute a review of this Agreement. The Parties agree to negotiate in good faith to address any necessary modifications to this Agreement, to the extent permitted by applicable law.

Section 8: Personnel

The Parties each agree to maintain control over their respective personnel, and this Agreement shall not be construed to alter the employment relationship each Party has with its respective personnel. Each Party shall be responsible for the compensation, benefits, and liabilities of its respective personnel and hereby agrees to release the other Party from any responsibility therefor. In no event shall County's employees be considered employees of the City within the meaning or application of any federal, state or local laws or regulations and vice versa.

Section 9: Equipment and Facilities

Each Party to this Agreement shall be responsible for providing any additional equipment and facilities required as a result of this agreement. In no way shall this Agreement be construed to require the sale or donation of equipment under the ownership and control of either Party of this Agreement.

Section 10: Insurance and Liability

Each Party shall, for the life of this Agreement, maintain comprehensive general liability insurance coverage, with minimum limits in the amount of \$1,000,000.00 each occurrence or equivalent and \$2,000,000.00 in the aggregate, and shall cause the other Party to be named as an additional insured on any applicable insurance policies.

Auto/Vehicle Liability Insurance covering all owned, leased, non-owned, and/or hired vehicles used in providing the Services, used in connection with the Services, and/or otherwise for the County with coverage in an amount equal to that required by law and covering all sums which the City may or shall become legally obligated to pay as damages, but in an amount providing for minimum coverage of at least three hundred thousand dollars (\$300,000.00) (Combined Single Limit) or, one hundred thousand dollars (\$100,000.00) per person and three hundred thousand dollars (\$300,000.00) per accident for bodily injury and one hundred thousand dollars (\$100,000.00) per accident for property damage or more as may be required for particular vehicles or particular uses of vehicles as required by applicable law.

The City acknowledges that the availability of vehicles will be based on the needs of the Sheriff's Office. As a condition of this Agreement, the City agrees to release the County from any liability or costs due to vehicles being unavailable to the City.

**Intergovernmental Agreement:
Use of Vehicles**

The City and County further agree, unless prohibited by the applicable insurance contracts, that whenever the vehicle is being used by City employees while engaged in activities directly related to the Drug Task Force, the County's insurance policy shall be primary. In all other cases where a City employee operates a County vehicle, City agrees that its insurance policy shall be primary.

Section 11: Miscellaneous Terms & Conditions

- 11.1. **Entire Agreement:** This Agreement shall constitute the entire understanding and agreement between the Parties and shall supersede all prior understandings and agreements relating to the subject matter hereof. This Agreement shall not be assigned.
- 11.2. **Governing Law and Disputes:** This Agreement shall be governed by and interpreted in accordance with the laws of the State of Ohio. The Parties shall make good faith efforts to directly negotiate any disputes arising from this Agreement. If direct negotiations shall fail, the Parties agree to mediate the dispute with a mediator chosen by agreement between the Parties. If mediation shall fail, any and all legal disputes arising from this Agreement may only be filed in and heard before the courts of Delaware County, Ohio.
- 11.3. **Headings:** The subject headings of the Sections and Subsections in this Agreement are included for purposes of convenience only and shall not affect the construction or interpretation of any of its provisions. This Agreement shall be deemed to have been drafted by both Parties and no purposes of interpretation shall be made to the contrary.
- 11.4. **Waivers:** No waiver of breach of any provision of this Agreement shall in any way constitute a waiver of any prior, concurrent, subsequent, or future breach of this Agreement or any other provision hereof. No term or provision of this Agreement shall be deemed waived, and no breach excused, unless such a waiver or consent is expressly made in writing and signed by the party claimed to have waived or consented. Such waiver shall not constitute and shall not in any way be interpreted as a waiver of any other term or provision or future breach unless said waiver expressly states an intention to waive another specific term or provision or future breach.
- 11.5. **Severability:** If any item, condition, portion, or section of this Agreement or the application thereof to any person, premises, or circumstance shall to any extent, be held to be invalid or unenforceable, the remainder hereof and the application of such term, condition, provision, or section to persons, premises, or circumstances other than those as to whom it shall be held invalid or unenforceable shall not be affected thereby, and this Agreement and all the terms, conditions, provisions, or sections hereof shall, in all other respects, continue in full force and effect.

**Intergovernmental Agreement:
Use of Vehicles**

IN WITNESS WHEREOF, the Parties hereto have executed this Agreement.

Delaware County Sheriff's Office

Russell Martin, Sheriff

Date

**Delaware County Board of
Commissioners**

By:

Gary Merrell, President

Date

Barb Lewis, Commissioner

Jeff Benton, Commissioner

City of Delaware, Ohio

Tom Homan
City Manager

Date

Approved as to form:

Carol O'Brien

Date

**Delaware County Prosecuting
Attorney**

NO FISCAL OFFICER'S CERTIFICATION REQUIRED (RC 5705.41(D)):

No actual funds are to be exchanged between the Parties in connection with this Agreement. No Fiscal Officer's Certification is required.

**Intergovernmental Agreement:
Use of Vehicles**



FACT SHEET

AGENDA ITEM NO: CONSENT ITEM J DATE: 2/27/2017
ORDINANCE NO: RESOLUTION NO: 17-12
READING: FIRST PUBLIC HEARING: NO

TO: Mayor and Members of City Council
FROM: R. Thomas Homan, City Manager
VIA: Bruce Pijanowski, Police Chief

TITLE OF PROPOSED ORDINANCE/RESOLUTION:

A RESOLUTION AUTHORIZING THE CITY MANAGER TO SIGN AN AGREEMENT REGARDING TRANSFER OF OWNERSHIP OF EARLY WARNING SYSTEM CONTROLLER, BASE RADIO AND RADIO FREQUENCY.

BACKGROUND:

The City of Delaware has owned and operated an early warning system for many years. When consolidation of dispatching services occurred, the City maintained ownership of the early warning system, but the physical location and activation of the system moved to 10 Court St., the Delaware County Emergency Communication Center. Over the years, other jurisdictions have asked to use the activation signal of the City's early warning system to activate their own siren. As the activation network spread, the Delaware County Office of Homeland Security and Emergency Management began to take a coordinating role in managing the agreements needed to share the activation signal, as well as assisting the Delaware County Emergency Communication center with the operational policy of the system.

Due to this expansion, all parties involved agree that transferring ownership of the activation portion of the City's system would be in the best interest of all users and potential users of the system. The transfer would place ownership and control under the EMA, which would streamline the approval process for jurisdictions that want to come onto the system.

The City will still own and maintain our seven siren sites, and be responsible for any maintenance and upkeep of those sites. This agreement only involves the activation portion of the system.

REASON WHY LEGISLATION IS NEEDED:

This resolution is necessary to allow for the transfer of the early warning system activation system to EMA.

COMMITTEE RECOMMENDATION:

N/A

FISCAL IMPACT(S):

No cost to the city. EMA will take over operation and maintenance of the activation portion of the system. The city will continue to own and maintain our siren sites.

POLICY CHANGES:

N/A

PRESENTER(S):

Bruce Pijanowski, Chief of Police

RECOMMENDATION:

Approval

ATTACHMENT(S)

Copy of Agreement

AGREEMENT REGARDING TRANSFER OF OWNERSHIP OF EARLY WARNING SYSTEM CONTROLLER, BASE RADIO AND RADIO FREQUENCY

This Agreement by and among the City of Delaware, Ohio (City), Delaware County Office of Homeland Security and Emergency Management (EMA), and Delaware County Ohio (County) together "The Parties", witnesseth:

By mutual agreement of the Parties and for good and valuable consideration, receipt of which is hereby acknowledged by all Parties, it is hereby agreed that:

1) EMA desires to take over ownership of the controller, base radio (Motorola model: AAM25KKD9AA2AN, Ser #: I09IAAD052) and all radio frequencies associated with call sign KSU507 of the City's Early Warning System to activate early warning systems throughout Delaware County Ohio.

2) The City agrees to transfer ownership of the controller, base radio and frequency to EMA upon the terms set forth herein.

3) EMA agrees to assume full ownership of the controller, base radio, and frequency; and agrees to maintain said items until such time as it is no longer practicable to continue to do so.

4.) The County agrees to provide early warning system activation at no cost to the City or EMA for however long an early warning system is in place. In the event that the EMA determines to discontinue use of the early warning system and the above listed components, the City will have the first option to transfer those components back to the City for continued use at no cost to the city.

5.) The City agrees to forever release and absolve EMA and the County from any and all liability resulting from the operation or non-operation of the Early Warning System for whatever reason and for whatever cause.

In witness hereof the Parties have executed this agreement this ____ of _____, 2016 at Delaware, Ohio.

Approved as to form:

City of Delaware, Ohio by:

Darren Shulman,
City Attorney

R. Thomas Homan, City Manager

Approved as to form:

Delaware County, OH by

Aric Hochstettler,
Assistant Prosecuting Attorney

Barb Lewis, President of the Board of Commissioners
Pursuant to Resolution Nos.

Delaware County Office of Homeland Security
And Emergency Management

<name and title – EMA Executive Committee>



FACT SHEET

AGENDA ITEM NO: CONSENT ITEM K DATE: 02/27/2017
ORDINANCE NO: RESOLUTION NO: 17-13
READING: FIRST PUBLIC HEARING: NO

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

TITLE OF PROPOSED ORDINANCE/RESOLUTION:

A RESOLUTION REPEALING RESOLUTION NO. 12-42 AUTHORIZING THE ESTABLISHMENT OF A HANDICAPPED PARKING SPACE LOCATED IN FRONT OF 216 NORTH UNION STREET.

BACKGROUND:

In 2012, the resident at 216 N. Union St. requested that the City install a handicap parking space in front of his residence due to his medical condition, and the fact that he had no suitable off street parking. The space was authorized by resolution 12-42. Since that time, the original requester has moved and the current resident has requested that the handicap designation be eliminated.

REASON WHY LEGISLATION IS NEEDED:

Legislation is needed to repeal the resolution establishing the handicap space.

COMMITTEE RECOMMENDATION:

Parking and Safety; approval by 3-0 vote.

FISCAL IMPACT(S):

None

POLICY CHANGES:

None

PRESENTER(S):

Chief Bruce Pijanowski

RECOMMENDATION:

Approval

ATTACHMENT(S)

Resolution 12-42

Email Request

RESOLUTION NO. 17-13

A RESOLUTION REPEALING RESOLUTION NO. 12-42
AUTHORIZING THE ESTABLISHMENT OF A
HANDICAPPED PARKING SPACE LOCATED IN FRONT
OF 216 NORTH UNION STREET.

WHEREAS, the Parking and Safety Committee previously approved the establishment of a handicapped parking space in front of 216 North Union Street to assist the resident of the home who needed handicapped parking; and

WHEREAS, that resident no longer needs handicapped parking at that address because the resident has moved.

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

SECTION 1: The previously established handicapped parking space in front of 216 North Union Street shall be removed.

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

PASSED: _____, 2017

YEAS ____ NAYS ____
ABSTAIN ____

ATTEST: _____
CITY CLERK

MAYOR

RESOLUTION NO. 12-42

A RESOLUTION AUTHORIZING THE ESTABLISHMENT
OF A HANDICAPPED PARKING SPACE LOCATED IN
FRONT OF 216 NORTH UNION STREET.

WHEREAS, the Parking and Safety Committee has approved the establishment of a handicapped parking space in front of 216 North Union Street.

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

SECTION 1: a handicapped parking space shall be established in front of 216 North Union Street.

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

PASSED: 10/8, 2012

YEAS 1 NAYS 0
ABSTAIN 0

ATTEST: Christine Shaw
CITY CLERK

[Signature]
MAYOR

20

Julie Elke

From: Linda Mathews
Sent: Friday, December 16, 2016 7:16 AM
To: Jessica Ormeroid; Julie Elke; Bruce Pijanowski
Subject: Handicapped Parking Space Removal
Attachments: 20161216070614798.pdf

Recently (12/09/16) Dale Filby called and indicated that he'd been stopped by the current resident of 216 N Union St requesting that the space be removed as the individual that had originally requested it (Resolution 12-42) was no longer living here. I researched this spot and have attached the resolution and determined that the request came from a Jerry Hunter. From utility records the account was previously in the name of "Hunter", but is no longer, which would support that Jerry Hunter is no longer residing here.

The "automatic removal clause" was not included in this Resolution, so I believe that this will need to be "repealed" to properly remove the space. Not sure if you want to put this on the next agenda or send an email to the P & S members for the OK to include it on a council consent agenda.

Just wanted to get this to you so it can be moved forward. Thanks.

*Linda Mathews
Customer Service Liaison
Public Works Department
440 E. William St.
Delaware, OH 43015
740-203-1810
740-203-1899 Fax*



This message may contain confidential and/or proprietary information and is intended for the person/entity to whom it was originally addressed. Any use by others is strictly prohibited.

**NOTICE TO LEGISLATIVE
AUTHORITY**

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

TO

4156480		NEW		ISSA FULL UP LLC DBA CLARK STATION 612 SANDUSKY ST DELAWARE OH 43015
PERMIT NUMBER		TYPE		
01 18 2017				
ISSUE DATE		FILING DATE		
C1 C2		PERMIT CLASSES		
21	022	B	B49452	
TAX DISTRICT		RECEIPT NO.		

FROM 02/06/2017

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



MAILED 02/06/2017

RESPONSES MUST BE POSTMARKED NO LATER THAN. 03/09/2017

IMPORTANT NOTICE

PLEASE COMPLETE AND RETURN THIS FORM TO THE DIVISION OF LIQUOR CONTROL
WHETHER OR NOT THERE IS A REQUEST FOR A HEARING.
REFER TO THIS NUMBER IN ALL INQUIRIES **B NEW 4156480**

(TRANSACTION & NUMBER)

(MUST MARK ONE OF THE FOLLOWING)

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

WE DO NOT REQUEST A HEARING.

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

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

(Signature)

(Title)- Clerk of County Commissioner

(Date)

Clerk of City Council

Township Fiscal Officer

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

4156480 PERMIT NBR
ISSA FULL UP LLC
DBA CLARK STATION
612 SANDUSKY ST
DELAWARE OH 43015

BELAL ODAT

02/02/2017 ACTIVE

MNMB5%V5%M

PA2-KEY = END SESSION, CLEAR-KEY = END OPTION, ENTER-KEY = TO CONTINUE



Delaware Police Department Liquor Permit Report

DPD Report Number L-17-01		Investigating Officer DET Daniel Madden #56	
Applicant (Primary Shareholder) Belal Odat		Company Name (LLC) Issa Full Up LLC	
Common Name Clark Station aka Full Up		Address 612 South Sandusky Street Delaware, OH 43015	
Applicant Phone Number 216-640-6999		Applicant E-Mail Address:	
<input checked="" type="checkbox"/> Existing Business	Type of Business Gas Station	Notification Type:	Date of Report
<input type="checkbox"/> New Business (Supplement Attached)			
Permit Type			
<input checked="" type="checkbox"/> C1/C2X Beer only in original sealed container for carry out only. <input checked="" type="checkbox"/> C2 Wine and mixed beverages in sealed containers for carry out. <input type="checkbox"/> D1/D2X Beer only for on premises consumption or in sealed containers for carry out. <input type="checkbox"/> D2 Wine and mixed beverages for on premises consumption or in sealed containers for carryout. <input type="checkbox"/> D4 Beer and any intoxicating liquor to members only, for on premises consumption only until 1:00am. <input type="checkbox"/> D5 Spirituous liquor for on premises consumption only, beer, wine and mixed beverages for on premises, or off premises in original sealed containers, until 2:30am. <input type="checkbox"/> Other			

Location Information	
Churches, Libraries and or schools within 500 feet <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	School, church or library objection <input checked="" type="checkbox"/> Yes (Supplement Attached) <input type="checkbox"/> No Note: Objections are only permitted for <i>new permits</i> .
Police Calls for Service in past 12 months: 8	Number of Police Reports in past 12 months: None
Calls for Service excluding calls not related to the business in past 12 months: 7	Location is excessive drain on Police Resources: <input checked="" type="checkbox"/> Yes (Supplement Attached) <input type="checkbox"/> No
Nuisance Abatement Pending <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Accessible by Law Enforcement <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Site compliance checked by Dept. of Commerce <input type="checkbox"/> Yes <input type="checkbox"/> No <i>Unknown- cannot get a direct answer from them. Would believe that it does since there has been a liquor permit at this location in the past.</i>	Private Club (Restricted Access Door) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

Applicant Information	
Records Checked <input checked="" type="checkbox"/> Ohio Law Enforcement Gateway <input checked="" type="checkbox"/> Delaware Police Department Database	
Applicant has an active warrant <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Record located for Liquor Law Violation <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Local Record on file <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Criminal History Checked by Dept. of Commerce <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Problem History with DPD <input checked="" type="checkbox"/> Yes (Supplement Attached) <input type="checkbox"/> No	Contact made with Applicant <input type="checkbox"/> Yes <input type="checkbox"/> No <i>Have tried with no success</i>

Determination on Objection
<input type="checkbox"/> The Delaware Police Department does not find a legislative basis for requesting a hearing to object to the issuance of a liquor permit for this business.

<input checked="" type="checkbox"/> The Delaware Police Department recommends requesting a hearing into the issuance of a liquor permit for this business, due to one or more of the following criteria for objection as set forth by the Ohio Revised Code. <ul style="list-style-type: none"> <input type="checkbox"/> Site does not conform to local building, safety and health codes (excluding zoning). <input type="checkbox"/> Law enforcement or state agents do not have ready access to the premises where alcoholic beverages are being served. <input type="checkbox"/> Physical location causes a public nuisance. <input type="checkbox"/> Site has been officially classified as a nuisance according to State Law. <input type="checkbox"/> Conviction of a crime by the applicant that relates to operating a liquor establishment. <input checked="" type="checkbox"/> Past improper operation of a location with a liquor permit. <input checked="" type="checkbox"/> Misrepresentation of material fact on the application. <input type="checkbox"/> Addiction of the applicant to alcohol or narcotics. <input type="checkbox"/> Formal objection by specific types of other locations to which the site is in certain proximity.
--



**Delaware Police Department
Liquor Permit Report**

Conviction of the applicant of food stamp or WIC fraud.
(Supplement Attached)

Supplement

- Supplement Type**
- New Business Description
 - Police Department Objection
 - Community Objection
 - Other :

- This location has had several incidents involving selling liquor to underage people.
- This location was also connected to trafficking in controlled substances in 2014.
- This location has also been involved in the improper transportation of gasoline, on more than one occasion.
- I have tried to make contact with Belal on several occasions, concerning this liquor permit, with no success.
- The Delaware Bible Church has also filed an objection and requested a hearing.

DET. D. M. W. #54 2/22/2017
Investigating Officer Signature Date

Chief [Signature] 2/22/17
Supervisor Signature Date

2017 Solid Waste Management Program Update

February 9, 2017



Executive Summary

The City of Delaware has provided its residents with a publically managed solid waste collection service since first being introduced in 1951. During the 65 years of operations, many aspects of solid waste management have changed including the closure of two locally owned landfills, modernization of equipment to semi-automated tip cart collection, and expansion of refuse operations to include both curbside yard waste and recycling collection. State and federal regulations now mandate strict and costly requirements in the management of solid waste disposal, as well as the perpetual monitoring of closed landfills for water quality degradation and explosive gas migration. Though landfills are no longer operated within the city, the nearby availability of the county owned waste transfer facility allows for the continued provision of economical collection services.

Today, the city continues to provide high quality and efficient solid waste collection with a fleet of eleven collection vehicles and fourteen staff members. Curbside residential refuse, yard waste and recycling collection are provided on weekdays to nearly 39,000 residents at a monthly rate that has not been adjusted since 2011. While many area communities subscribe to private refuse collection services at rates varying from \$12 to \$26 per month, the city is able to provide the community with high quality services for a proposed monthly rate of \$20.60, a cost just slightly above the average for the region. Additionally, there are many ancillary benefits to maintaining the local refuse collection operation that also deserve consideration, most importantly public access to and interaction with city officials to voice questions and concerns, with the expectation of receiving favorable and timely response. Other significant benefits include the availability of trained drivers to assist the Street Division with winter snow and ice operations; the ability to service the seventeen city parks and facilities; and the provision of refuse collection service for the many local events, street fairs and public gatherings held throughout the year. With public approval overwhelmingly in support of the current refuse operation, it is recommended that the city continue to provide residential curbside collection to its existing and future residents.

Commercial collection operations serve a very small percentage of the communities over 2,500 businesses, with the current 134 customers made up of 37 businesses, 80 multi-family developments and 17 city parks and facilities. Recently, representatives from several multifamily developments have questioned why they are not allowed to seek lower cost refuse service alternatives as is permitted for other commercial business customers. Even when considering a proposed decrease in the city's commercial collection rates, the savings may not be sufficient to satisfy the representatives citing significant savings if they are permitted to entertain private collection services. Though a reasonable position to adopt may be to allow all customers subscribing to city dumpster collection service to consider private collection, it is generally anticipated that the loss of a significant portion of the multi-family customers would leave a customer base too small to justify the continuation of any public commercial refuse collection operations. Suspending commercial operations would result in an estimated \$1.33 per month increase in residential rates to cover certain legacy costs associated with landfill management and general refuse overhead.

As Delaware continues to grow and change, solid waste management policy and regulations requires periodic review and adjustment to remain both competitive, and to provide an appropriate level of service to the community. Items such as bulk item and winter yard waste collections, downtown residential collection, publically accessible dumpsters, and the proposed expansion of refuse and recycling facilities are all additional areas currently under consideration and discussed in more detail within this report.

City of Delaware 2017 Solid Waste Management Program Update

Revised February 7, 2017

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2017 Solid Waste Management Program Update

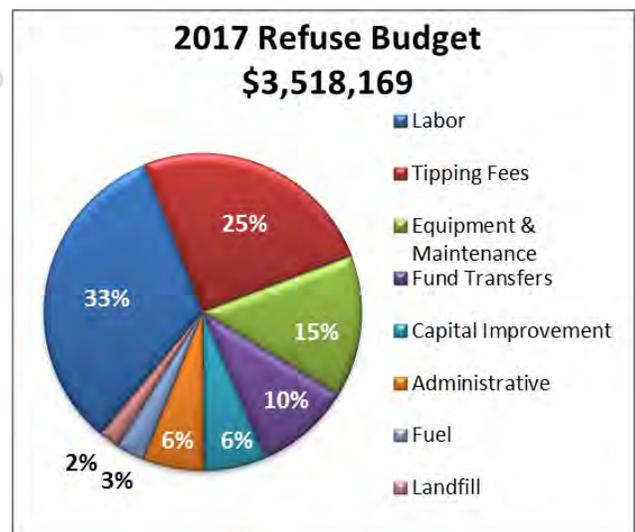
Background & History

The City of Delaware formally established a Division of Sanitation within the Public Service Department by council ordinance No. 2199 approved on February 5th, 1951. The ordinance established the rules, means, methods and costs associated with the collection and disposal of garbage from all properties within the city. The action was performed “in the interest of the public health and general welfare of the City of Delaware to provide a uniform system for the collection and disposal of garbage and trash, and that said garbage systems to be operated exclusively by the City of Delaware.” The operation formerly began on July 1st, 1951 serving Delaware’s 12,000 residents with four rear load refuse collection vehicles and a crew of twelve men.



Refuse was initially collected and taken to the Cherry Street landfill for disposal up until 1973 when that landfill was closed due to lack of space for continued operation and expansion. In advance of the closure, the City purchased property to open and operate the Curve Road landfill east of the Norfolk Southern Rail Line and north of Curve Road. After seventeen years of operation, the city closed the Curve Road landfill in 1990 opting instead to utilize the County’s refuse transfer station on US 42 north of the city. The transfer station remains in use today and is managed by a private contractor for daily solid waste disposal operations. All city residential and commercial waste is taken to the county transfer station. The current cost of disposal for refuse at the transfer station is \$56.56 per ton. This rate is subject to periodic adjustment based on operating expenses and is referred to locally as the “tipping fee”. Tipping fees in the city account for an estimated \$900,000 in annual refuse operation costs, making up just over 25% of the total cost of providing refuse service within the city.

The City of Delaware is included in the Delaware, Know, Marion and Morrow Joint Solid Waste District (DKMM), the governing body established by State regulation in 1989 to develop and oversee the district’s Solid Waste Management Plan. Among other things, the District places emphasis on reducing solid waste through the implementation and support of recycling operations, and makes funding available through grants to assist in supporting recycling opportunities. The district receives financial support via fees originally established in 1994. The current fee charged by DKMM is \$6.00 per ton and is collected as part of the tipping fees charged at the transfer station.



Residential & Commercial Operations

Both residential and commercial refuse collection is currently provided through weekly service. Residential service includes waste, recycling and yard waste collection, while commercial is primarily dumpster collection, though a few businesses are serviced via tip carts. The combined residential and commercial refuse collection operation accounts for

2017 Solid Waste Management Program Update

66% of the cost of refuse collection or \$2,306,000 annually. City residents are required to subscribe to city refuse service while commercial service is optional to businesses. The city currently has over 12,000 customers serviced using the tip-cart system. Tip carts were introduced in 2001 as a means to be able to continue to provide cost effective service at competitive rates for all customers. The tip-cart system requires specialized semi-automated side load vehicles that can be operated by a single man. The tip cart collection system allows for expanding collection coverage as the city grows, with considerably less staff than the three man crew per vehicle required of rear load service operations. The city is able to provide efficient service to its just under 38,000 residents today with only 14 employees, in contrast to the twelve initially required to serve the city in 1951. Many communities across the country have switched to semi or fully-automated tip cart collection as a means to control costs and provide improved, more efficient collection service. A 96 gallon tip cart, provided by the city, is the primary refuse container utilized for service, though 32 gallon containers are available for residents not requiring the larger unit. Residential service is provided by a fleet of four, semi-automated side load tip cart collection vehicles, each with a single operator capable of servicing 600 to 700 stops per day.



The city serves just 37 of the over 2,500 businesses with commercial dumpster collection, representing less than 2% of the total business customers within the city. Also served are 17 city parks and public facilities through its commercial collection operation. By far the largest demand for dumpster service is from the 80 multi-family stops. Though technically classified as residential customers, multi-family locations served by dumpsters make up 74 percent of the dumpster operation and as such, a majority of the estimated \$630,000 annual cost associated with providing commercial dumpster collection. In the past year, several owners of local multi-family properties have requested permission to utilize private collection citing significant cost savings over city service costs. Additional discussion regarding the viability of continuing commercial collection is held below. Commercial customers are serviced by a single rear load packer throughout the week, and with an additional truck assigned on Mondays and Fridays.



Recycling Operations

In 1992, the city began a curbside recycling collections program that currently produces an average of 1,400 tons annually of combined fiber and mixed plastic and metal materials. The program was initiated in part, to meet State mandated refuse reduction standards requiring a 25% diversion of solid waste away from landfills within the DKMM Solid Waste District. Approximately 43% of city residents participate in the curbside recycling program. The materials are collected by the city and transferred to containers for transport by the current recycling contractor, Sims Brothers Inc., to their Marion, Ohio facility. Following additional sorting, recyclables are sold to businesses that are able to

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process them into usable material for manufacture of new products. Fluctuations in the market demand for recycled materials remain volatile. The market demand is currently so low that the value to the recyclables collected locally is offset by the cost of shipping and processing them by the contractor. The estimated \$743,000 cost of managing the recycling program represents 21% of the total refuse operation in 2017. This cost is offset slightly by \$80,000 in annual tipping fees saved by diverting recyclables away from landfills. The recycling program is managed year round with the use of three, split body, side-load recycling vehicles, each manned by a single operator. Recycling collection containers are provided to residents at no cost.

The current recycling transfer building located at Cherry Street is no longer of adequate size for the daily operation, and is in need of significant and costly repair. As part of the ongoing consolidation of city services, the proposed construction of a new 27,000 SF refuse equipment storage and recycling transfer building remains a high priority. The new facility with an estimated construction cost of \$1.8 million would be located on the east side of the Public Works Facility at 440 E William Street. The original recycling building on Cherry Street would be demolished, making way for expanded open space and passive park development along the river.



Yard Waste Operations

Yard waste collection remains an integral part of the overall refuse operation, and a widely used service by the majority of local residents. The estimated \$488,000 cost in 2017 represents 14% of the overall annual refuse operation cost. Though the yard waste program has been subject to several cost cutting measures over the last fifteen years including the elimination of the curbside leaf vacuum collection service and subsequent elimination of city leaf bag distribution, the program itself remains widely popular, generating over 1,800 tons of yard waste annually. Yard waste materials, which include leaves, cut and bundles branches, tree limbs and Christmas trees, are collected and delivered to one of two privately operated organics composting facilities in Delaware, Price Farms Organics and Ohio Mulch. Approximately 90% of yard waste collected is disposed of through Ohio Mulch at a rate of \$6.88 per ton, accounting for the estimated \$9,000 in tipping costs per year. The yard waste collected during fall leaf collection is accepted by both facilities at no cost. Yard waste service is managed through the use of two, rear load packer vehicles, each with a two or three-man crew operating from April through the beginning of December. Consideration to provide increased scheduled collection during winter months is being discussed.



EPA Regulations

The Solid Waste Disposal Act of 1965 (SWDA) regulated the monitoring requirements at the Cherry Street landfill, closed in 1973. Since that time, additional regulation including the Resource Conservation and Recovery Act (RCRA) of 1976, and numerous other federal and state regulations have had far reaching impacts on many aspects of municipal solid waste management and operations. By the time the Curve Road landfill was closed in 1990, strict regulations had been established to control landfill operations and closures, in order to better protect both surface and ground water supplies. Regulations have impacted both of the city's closed landfills in different ways. At Cherry Street, the city is

2017 Solid Waste Management Program Update

mandated to monitor for both the presence and migration of explosive gases, primarily methane, generated through the decomposition of landfilled materials. Due to the presence of several occupied structures within 1000 feet of the edge of the Cherry Street landfill, the city maintains 18 gas monitoring wells to monitor gas migration. Methane readings are collected monthly, recorded, and reported to the OEPA. Recent samples indicate an increased presence of gas along the west side of the landfill, and as such will potentially require the installation of three additional monitoring wells along the west side to monitor gas migration.

The Curve Road landfill, closed seventeen years after its initial opening, is subject to even more restrictive monitoring including both explosive gas and ground water contamination. There are currently 6 gas monitoring wells and 12 groundwater monitoring points at the Curve Road landfill. Following closure, a groundwater leachate collection system was required to be installed and operated, which was subsequently constructed in 2006 at a cost of \$600,000. The system collects an average of 2.6 million gallons per year that must be transported to the Waste Water Treatment facility for proper treatment before being released into the Olentangy River. Refuse staff has spent an average of 900 hours annually, for the pumping and transport of leachate from the Curve Road landfill to the Cherry Street Water Reclamation facility. In 2016, a leachate transfer line was completed from the landfill to the South-Central Sanitary sewer line just north of the landfill. The \$620,000 transfer line provides for the direct conveyance of leachate to the sanitary collection system, eliminating time consuming and costly pumping and trucking costs. The installation of 3 additional gas monitoring wells will be required along the west perimeter of the Curve Road landfill pending construction of a planned housing development just west of the landfill on the opposite side of the Norfolk Southern railway line. All present and future monitoring, maintenance and capital improvement costs associated with both landfills are, and will remain the responsibility of the city. The city spends on average, \$75,000 annually for environmental consulting services for assistance with groundwater sampling, lab analysis and mandated OEPA reporting. Landfill monitoring and capital improvements costs are funded by revenues generated through refuse rates.

Proposed Refuse Program Improvements and Changes

Bulk item collection: Bulk item collection is provided by the majority of refuse service providers, both publically and privately operated. In the past the city has held annual or semi-annual spring/fall clean-up events where residents could bring large quantities of residential waste, including bulky items and materials for disposal. The events were



initially well attended though popularity declined in later years resulting in the cost of providing the service exceeding revenues being collected. Today, public requests for bulk item collection continue however for the more practical and customer friendly curbside collection service, similar to how other communities manage bulk item disposal. Curbside service is popular among many residents without the means to transport large items to a collection point or disposal facility. Bulk items can include appliances, furniture or other items too large to be disposed on in a tip cart. The city does offer a move-in/move-out collection service to residents, and will also take

2017 Solid Waste Management Program Update

carpeting that has been appropriately cut, bundled and tagged. An outline of the proposed pilot bulk item collection program was prepared in early 2016 and is included at the back of this report. The policy would provide for pre-arranged collection of bulk items on a designated day, typical to how similar programs are managed in other communities.

Downtown Residential Collection: As residential occupancy of downtown buildings continues to increase, the need to make adjustments to current collection policy and practices in order to better regulate residential refuse collection should be considered. Though for the most part, the majority of residential waste collection occurs on the scheduled Monday collection day, there are incidents where trash bags are randomly deposited on the sidewalk at other times during the week. Trash has also appeared on weekends during the heaviest downtown patronage, leading to both customer and business owner complaints, and subsequent costly response by the city to remove the bags. Enforcing a uniform downtown residential collection policy could help curb the proliferation of residential waste in the downtown area. One proposal suggests limiting downtown residential collection to a single day in the middle of the week, and would mandate trash only be set at the curb between 8PM the previous night and 8AM on collection day. Additional regulations such as bag color and placement near street cans could help minimize visibility, identify violations, and serve to expedite collection operations. Finally, consideration should be given to requiring property owners with residential units to pay the city directly for refuse collection services, similar to how multi-family developments are managed. This would significantly reduce the difficulty in tracking the high turnover of individual residential accounts in the downtown district. All such policy should be discussed publically with property owners and tenants to determine overall viability.

Downtown Business Collection: Businesses located in the downtown district may subscribe to the city's commercial refuse collection service, or subscribe to private collection if preferred. The vast majority of downtown businesses utilize private collection service. There are however several properties with particular needs that continue to subscribe to city service as alternative options are limited. Because not all properties have available space at the rear of the building for the placement of refuse containers, they are forced to either place bagged trash or tip carts along the sidewalk for curbside collection, or to enter into a private agreement with another property owner for access to their dumpster. Most recently, the city began piloting an alternative approach whereby a property owner is paid an annual fee by the city for allowing placement of a publically accessible dumpster on their property for access by adjacent businesses or residential units. While these arrangements can work, changes in business occupancy and property ownership requires a substantial amount of staff time to address new concerns, and to make adjustments to agreements, rates, and collection schedules. As with residential collections, any policy changes to commercial operations should be discussed publically with property owners and tenants to determine overall viability.

Downtown Recycling Containers: In 2015 the City installed twenty recycling containers as a means to increase recycling opportunities for patrons of the downtown area. After two seasons, results regarding the utility of recycling containers remain below expectation. While some individuals take time to properly dispose of recyclable materials in the containers, others continue to utilize the containers for general waste disposal including non-marketable plastic, foam and paper food and beverage containers, food waste, and food soiled paper waste. Public understanding of accepted recyclable materials remains low, leading to improper use and contamination of the desired recyclable materials. Contaminated materials



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are not usable and end up in the main refuse stream to be disposed of in landfill operations. The contamination rate is as high as 50% of all material collected downtown. To underscore the issue, the total amount of usable recyclables collected from the downtown recycling containers over the two-day heavily patronized arts festival would fit within a single tip cart container. Though recycling cans are clearly marked as to what should be placed within them, they continue to be utilized for general waste disposal. Additional labeling may help improve the proper utility of the recycling containers.

Big Belly Container: The Big Belly solar powered refuse collection container was purchased and installed as a pilot project to determine both functionality and utility in the downtown municipal setting. Though the device operated as designed, there has been no notable savings to the community in reduced refuse collection operation cost in the downtown area, as normal collections had to continue to service the many street containers throughout the downtown area. The unit was subsequently relocated to Mingo Park to test its performance in a setting with concentrated crowds. Similar results were found that the unit was utilized, however did not reduce the need to provide routine service to the many other refuse receptacles available throughout the park. Improved utility may be achieved by eliminating all refuse collection containers within the park and replacing with just a few Big Belly units. However, at an estimated cost of \$4,000 per unit, and considering public demand for closely spaced refuse receptacles, the Big Belly unit is just not a good fit for the park or downtown settings, and the installation of additional units is not recommended.



Food Waste Recycling: The city was recently approached by a new food waste composting business, Innovative Organics, to gauge the city's interest in establishing a food product recycling service within the city. Plant based food products would be voluntarily placed in enclosed containers by residents participating in such a program, and collected on regularly scheduled refuse collection days. Both collection containers and service would be privately funded and operated. The food products would be transferred to a larger processing facility outside Delaware where they are used in an organic composting facility. Though the current proposal was not supportable, staff will continue to work with future entities to better understand how such proposals could benefit the community.

Commercial Service: As stated previously, the city provides commercial dumpster collection service to a limited number of properties in town. Included are 80 multi-family developments containing 225 commercial dumpsters to be services weekly. Though ordinance language designates these developments as residential, the type of service provided via large 2, 3, 4, 6 and 8 CY dumpster units is more commonly classified within the refuse industry as commercial collection. Over the past few years the city has received requests from several multi-family property owners, each requesting permission to be able to utilize private dumpster collection services, claiming substantial savings over the city's dumpster collection rates. Private commercial refuse haulers can generally provide similar service at reduced cost for several reasons including reduced labor rates, lower overhead, and more efficient front load collection equipment. It should be mentioned that at current rates, the average multi-family per unit cost for refuse collection service by the city is \$11.55 per month.



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Under consideration is a proposal that would allow for multi-family properties served via dumpster service, to be permitted to consider private collection service just as other local dumpster customers are able to. If such a proposal is implemented, then there is a strong possibility that a majority of the city’s multi-family dumpster customers would eventually opt for the lower cost private contract refuse service. As a result, the commercial customer base would be limited and lead to subsequent increases in commercial collection rates for the remaining customers. Eventually, the customer base would be too small to justify maintaining commercial collection operations by the city, at which point remaining commercial collection operations should be suspended. Some operations costs currently included as part of commercial collections rates would then be shifted to the residential collection program costs. It is estimated that suspending commercial operations would lead to an increase in the residential collection rate of \$1.33 per month.

Refuse Collection Rates

Refuse collection rates have been adjusted eleven times over the past twenty-five years leading to a calculated average annual rate increase of 3.89% for residential service in the City of Delaware. Required adjustments can be attributed to several factors including increases in labor, fuel and equipment costs, as well as mandated OEPA regulations expanding recycling operations and landfill management. A detailed review of the refuse rates based on current operation and associated costs has recently been completed. An increase in the residential collection rate is proposed. The increase, however, is below the historical calculated average annual increase for the time period since the last increase in 2011. As stated above, changes to commercial operations will impact the final residential collection rates as well.

Residential Collection Rates (Monthly)												
Year	1992	1994	2002	2004	2005	2006	2007	2008	2009	2010	2011	2017
Rate	\$10.00	\$12.00	\$14.00	\$14.50	\$15.00	\$15.35	\$15.66	\$16.91	\$18.60	\$19.16	\$19.73	TBD

Residential Rates:

The city’s residential rates remain very competitive with the other public sector rates as well as private collection rates for similar collection operations. The local monthly residential rate is comprised of four separate costs; waste collection, recycling collection, yard waste collection, and tipping fees. Staff has reviewed the rates of over thirty local and regional jurisdictions providing residential collection service and found rates ranging from \$12 to \$26 per month for curbside service, with the average rate at \$18.93/month. It should be noted though that there is wide variability in factors impacting collection rates including range of services provided, frequency of collection, proximity to landfills, inclusion of legacy costs such as landfill management and operations, and solid waste district fees to name a few. It is very difficult to provide true apples to apples comparison with so many factors involved in determining monthly refuse rates. However, a summary has been provided at the back of this report listing the individual rates and services provided by each jurisdiction included. The information was collected through both work performed by the Delaware County Health Department for jurisdictions within Delaware County, and research by Public Works staff for other Ohio communities. Four of the communities, including Delaware, operate their own public municipal solid waste collection program. The majority of communities offer solid waste collection through publically contracted services that are bid out every few years. The table below shows proposed residential refuse collection rates. An alternative table is also included that indicates the residential collection rates that would be proposed assuming commercial collection operations are suspended.

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Proposed 2017 Monthly Residential Rate					
	Refuse	Recycling	Yard Waste	Tipping Fee	Total
32 Gallon w/ 50% Discount	\$3.80	\$2.63	\$1.70	\$2.17	\$10.30
96 Gallon	\$7.59	\$5.26	\$3.39	\$4.35	\$20.60

Proposed Monthly Residential Rate (Commercial Operations Suspended)					
	Refuse	Recycling	Yard Waste	Tipping Fee	Total
32 Gallon w/ 50% Discount	\$4.13	\$2.82	\$1.84	\$2.17	\$10.97
96 Gallon	\$8.27	\$5.64	\$3.68	\$4.34	\$21.93

Commercial Rates:

Commercial or “Dumpster” rates are comprised of two component factors: the cost to service an individual dumpster unit and the cost to dispose of the waste from each unit. The first remains equivalent for all dumpsters while the second varies depending on dumpster capacity. Because the city offers a wide variety of dumpster unit sizes and service schedules, the table provides the calculated monthly cost per individual dumpster unit as a function of size and service frequency. Shown below are current commercial rates followed by proposed rates. Based on the most recent analysis, the proposed commercial rates reflect a moderate decrease in monthly commercial rates as indicated. The difference in the newly calculated rates over current rates can be attributed to adjustments in the methodology assigning an equitable distribution and allocation of refuse service costs among the four principal components making up the refuse operation. The proposed reductions will result in savings to commercial customers of a few hundred dollars per year, up to a few thousand dollars per year for the larger multifamily complexes.

Existing Monthly Dumpster Collections Fees					
Dumpster	1 Dump/week	2 Dump/week	3 Dump/week	4 Dump/week	5 Dump/week
2 CY Dumpster	\$100.27	\$200.44	\$298.06	\$395.63	\$493.26
3 CY Dumpster	\$106.97	\$213.28	\$319.89	\$426.51	\$533.15
4 CY Dumpster	\$123.35	\$239.00	\$354.66	\$470.31	\$585.97
6 CY Dumpster	\$143.98	\$277.72	\$411.43	\$545.14	\$678.84
8 CY Dumpster	\$182.74	\$343.06	\$507.55	\$672.04	\$836.54

Proposed Monthly Dumpster Collection Fees					
Weekly Service Frequency (Dumps per week)					
Dumpster Size CY	1	2	3	4	5
2	\$85.37	\$170.74	\$256.10	\$341.47	\$426.84
3	\$94.48	\$188.95	\$283.43	\$377.91	\$472.38
4	\$103.58	\$207.17	\$310.75	\$414.34	\$517.92
6	\$121.80	\$243.60	\$365.41	\$487.21	\$609.01
8	\$140.02	\$280.04	\$420.06	\$560.08	\$700.09

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Outlook for Maintaining the City Refuse Collection Program

In 1951, City Council recognized the value of establishing a well-organized and managed solid waste collection service for the city. Sixty-five years later, the same holds true with refuse collection remaining a critical service for public health, safety and well-being. Unlike the 1950's however, many additional regulations are now in place that have been established to protect the environment and public infrastructure, thus necessitating greater city involvement in all solid waste collection programs. Some communities have moved away from providing a municipally managed solid waste collection service, allowing for the privatization of solid waste collection without local regulation. This has contributed to under regulated and intrusive operations involving multiple contractors working on independent schedules and pricing structures. As a result, not all residents are treated equally and have little or no representation or say regarding their associated refuse collection service and costs. Recognizing this, many public agencies have since joined together to form large public consortiums able to receive publically bid refuse services resulting in price stabilization, controlled collection scheduling and improved access to public officials regarding service concerns. One such collective contract includes Orange, Genoa and Liberty Townships, and serves over 68,000 county residents. In this case, residents benefit from fixed costs, though individuals are still required to establish service directly with the private refuse hauler under the terms of the agreement. In other communities like Marysville, the city continues to provide refuse collection service, however with collection activity performed by a private contractor through a publically bid contract. The later example provides a higher level of service and advocacy on behalf of the residents by the city.

In Delaware, residents are serviced by a publically operated refuse collection program. Some would argue that the highest level of customer care and service is best provided through a well-managed and efficiently run publically operated division, as is the case in Delaware. Residents in the city enjoy the highest level of access to program administrators, and are able to contact the city directly with service questions, complaints and suggestions. Residents also have access to their local council representation to discuss policy and concerns. Others however, may submit that lowest cost should be the predominant consideration when evaluating whether or not a service should be publically or privately managed. To help in contrasting the differences between the current refuse services versus private service, a brief summary of the pros and cons of privatizing refuse collection in Delaware has been included. A similar summary regarding the privatization of commercial collection services in the city are included as well.

Privatizing all Refuse Collection Service - Pros

- Reduced labor force and associated administrative and management operations
- Reduced injuries, workers comp claims, and insurance costs
- Reduced employee work force, absentee and disciplinary issues
- Reduced concern regarding the viability of the future of County Transfer station
- Reduced concern over viability of local private recycling and composting operations
- Eliminates issues having to work in inclement conditions or hazardous driving conditions
- Reduced winter maintenance costs of treating refuse routes in advance of collection service
- Eliminates concerns over equipment breakdowns
- Frees up fleet mechanic's time to work on other priority vehicle repairs
- Eliminates need for construction of new refuse facility
- Allows for competitively bid refuse collection rates and 3-year fixed contract costs.
- Opens building and storage space at Public Works for other activities and future projects

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Privatizing all Refuse Collection Service - Cons

- Loss of direct public input into rates, collection schedules and level of service
- Loss in direct access to refuse operation administration
- Eliminates funding transfers to SMR and general funds
- Reduced CDL driver workforce to assist in winter snow and ice management and plowing
- Reduced response to assist in refuse collection for numerous special events, parades, first Fridays etc.
- Reduced response to assist in weather related cleanups from high winds, ice, flooding etc.
- Loss in immediate response for illegal dumping (downtown area)
- Loss in local assistance for problematic downtown collection needs
- Loss of assistance to local police and health department initiatives
- Decreases opportunities to promote recycling opportunities with the city
- Increased demand in understaffed Street Division to address potential refuse issues
- Loss in residence move-in and move-out service
- Loss in access to DKMM funding for recycling program improvements
- Potential for increased impact to local roadways by private refuse haulers
- Requires City to use private refuse hauler to service 17 city facilities and parks
- No control in residential call-back requests for missed collections
- Could increase number of unresolved complaints that will be redirected to private contractor
- Requires layoff of 14 existing city employees, with associated unemployment cost impacts
- Liquidation of significant equipment assets with an estimated \$3.5 million replacement value.

Elimination of Commercial “Dumpster” Collection Service – Pros

- Allow customers to contract with less costly service options
- Reduces number of problematic downtown customer issues for city to manage
- Reduce equipment inventory and associated insurance, maintenance and replacement costs
- Reduced opportunity for staff injury and equipment failure during commercial operations
- Opens storage space at Public Works for other activities and future projects

Elimination of Commercial “Dumpster” Collection Service – Cons

- Legacy costs in landfill management remain and must be covered via residential collection rates
- Residents in multifamily developments don’t contribute to refuse operational costs
- Reduced availability of equipment for special events, weather emergencies and cleanups.
- May require city to contract for private service collection of 17 public facilities.
- Requires code change to address downtown residential collection
- Require code change to allow for placement of “publically accessible” dumpsters
- Could increase number of unresolved complaints that will be redirected to private contractor
- Will result in need for increased code enforcement regarding waste disposal in downtown business district

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The long term viability of maintaining a publically managed residential waste collection program deserves periodic examination. Research indicates that the city continues to be able to offer the community a full range of residential collection services at rates that are generally competitive with private sector operations. While several components contribute to the total cost of providing residential service, a significant factor in maintaining competitive rates is attributable to the proximity of the Delaware County Solid Waste Transfer Station. Without the transfer station, refuse disposal would have to be redirected to the next closest facility in Marion which would add an additional 47 mile round trip to each load being disposed of. Prior analysis indicates utilization of the Marion facility would add an estimated \$340,000 annually to the cost of providing residential refuse service based on increased labor, fuel and vehicle mileage. This would be reflected in an estimated \$2.50 increase in the monthly collection rates. Longer term changes would also be required including an increase in crew size to offset higher travel times, and the replacement of refuse service vehicles with equipment designed for increased highway travel. Both would add to further increases in the monthly residential service costs. Staff works closely with county officials to express the continued benefits to not only the city, but the region in maintaining the current solid waste transfer station.

Public sentiment would seemingly indicate a preference to maintain residential refuse operations as part of city services. According to the recent community attitudes survey, 96% of residents surveyed are “very satisfied” with the city’s refuse collection service. The current crew takes pride in their respective performance and continues to provide a high level of customer satisfaction as echoed in public comment from local residents. Nevertheless, government accountability remains an important issue in the fair evaluation of how public services are provided. For this reason, the city continues to evaluate many of its service operations including solid waste management, to be sure the needs of the community are being met, and associated costs remain acceptable.

It is high time that we recognize the men who faithfully collect our trash, yard waste and recyclables every week in all sorts of weather. They are courteous, helpful, thorough and efficient. I am sure that I am not the only one who truly appreciates their dedicated service. - Robert Caulkins

A second issue questions the future viability of maintaining commercial refuse collection service within the city. Amending city code to allow for any property utilizing dumpster collection service to seek more cost effective private service could essentially reduce the city’s commercial refuse collection operation to a point it may no longer be practical to continue. A resultant suspension in commercial collection would require an increase in the residential collection rate by an estimated \$1.33/month. If suspended, commercial operations could be phased out over a several month period allowing sufficient time for remaining customers to seek alternative service through private contract. If practical, the city could maintain its ability to continue refuse collection for special events, public parks and facilities, move-in/move-out service, bulk collection, and during weather related clean-ups as required. Policy discussion would have to be considered regarding the continuation of service to those businesses and multi-family developments able to be served by tip cart collections as a means to maintain these properties within the city system. Policy regarding the continued establishment of publically accessible dumpsters should also be addressed, specifically in regards to the downtown business district.

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Recommendations

1. Residential Refuse Collection & Rates: Maintain City residential collection service. The many ancillary benefits of maintaining a strong municipal refuse collection program, as outlined in the pros & cons discussion, also weigh strongly into the overall value of maintaining the service locally. As long as the community remains satisfied with the level of service and value being provided, and that collection rates remain within the range of rates offered through private sector, the city should continue to operate its residential refuse collection program including waste, curbside recycling and yard waste collection.

Based on recent detailed analysis, the new residential rates should be established as follows:

96 Gallon Tip Cart	\$20.60/month or \$21.93/month without commercial
32 Gallon Tip Cart (Senior Discount)	\$10.30/month or \$10.97/month without commercial

2. Bulk Item Collection: Recent survey work clearly identifies that bulk item collection is a part of the majority of residential collection programs across the state, and should be included as part of the city's operation. A draft pilot program was prepared in early 2016 outlining the terms of operating a bulk item collection program. This information has been included at the back of this document. It is proposed to pilot a bulk item collection program for several months to better understand both customer utility and program efficacy in addressing the need. Rates, frequency of service, as well as other regulations would be initially established in accordance with the program outline, and could be adjusted pending the results of the pilot period.
3. Commercial "Dumpster" Collection: Consideration should be given to provide all customers requiring dumpster service to do so under the same regulations and opportunities. This would include allowing larger multi-family developments utilizing dumpsters to have the option to contract with private refuse collection contractors. Understanding the potential loss of 74% of current commercial accounts, the city would have to consider moving toward suspending commercial collections all together. Public hearings and discussion should be held to gain additional insight as to the impacts of ending commercial collection by the city.

The proposed new collection rates assuming commercial collection operations are maintained are:

Proposed Monthly Dumpster Collection Fees					
Dumpster Size	Weekly Service Frequency (Dumps per week)				
CY	1	2	3	4	5
2	\$85.56	\$171.11	\$256.67	\$342.23	\$427.78
3	\$95.12	\$190.24	\$285.36	\$380.48	\$475.60
4	\$104.68	\$209.37	\$314.05	\$418.74	\$523.42
6	\$123.81	\$247.62	\$371.44	\$495.25	\$619.06
8	\$142.94	\$285.88	\$428.82	\$571.76	\$714.70

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4. Downtown Refuse Collection: Recommended adjustments to residential collection operations in the downtown business district should be publically reviewed and discussed, including;
 - a. Establishing a new residential collection day in the middle of the week
 - b. Considering specified trash bag drop off locations and bag colors
 - c. Establish permissible trash drop off hours
 - d. Requiring property owners of residential units to be the point of contact for refuse billings
 - e. Requiring property owners with rear access to maintain containers on their respective properties for collection of all of their respective business and residential tenants
 - f. Establish code and user rates for the placement of publically accessible dumpsters
 - g. Consider adjustments to penalties for violations to refuse regulations
5. Refuse Code Changes: As part of this update, several proposed adjustments have been discussed to accommodate changes in policy or program initiatives. Such changes should be considered through public discussion, finalized, and presented through subsequent council meetings as code adjustments.
6. Facility Improvements: Advance the design/build process of the proposed 27,000 SF refuse/recycling building, with a goal of being under construction by 3rd quarter of this year.

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Bulk Item Collection Pilot Program

This program is intended to provide a convenient and affordable means for city residents to periodically dispose of large bulky items that do not fit within weekly collection tipcart containers, and who are unable to transport the items to the Delaware County Solid Waste Transfer Station. The program is not intended to be used for the removal of an entire household of furniture/appliances generated from i.e. property evictions and abandonments or otherwise generated from fire, flood or other event.

Cost per resident

- \$25.00 for up to first three (3) bulk items per stop.
- Additional items are \$10.00 each. Maximum six (6) total items per stop.
- Exact change or check required. No credit card payments will be accepted.
- Fees must be pre-paid at 440 E. William St. weekdays between 8 a.m. and 4:00 p.m.

Collection Date/Time:

- Collection of bulk items will be scheduled to occur on the second Tuesday of each month.
- Items must be placed at the end of driveway or within the adjacent tree lawn area by 7AM on the scheduled day of collection.

Permitted items to include: Items that will be collected through the Bulk item Collection Program include:

- Appliances (non-refrigerant) including water heaters, washer, dryers, stoves, dishwashers, microwave oven, and flat panel TV's.
- Appliances (containing refrigerant) including refrigerators, freezers, dehumidifiers, air conditioners. Note that collection of appliances containing refrigerant require completion by applicant of a "Verification of Refrigerant Disposal Form" at the time of application.
- Household furniture, including lawn and patio furniture sets
- Carpeting/padding (must be cut up and rolled into bundles not to exceed 4 feet in length and 16 inches in diameter. Bundles must be tied with rope or tape heavy enough to support the weight of the bundle.
- Mattresses/box springs (MUST be wrapped in heavy plastic & securely taped). Unwrapped mattresses/box springs will not be taken.
- Bathtubs/toilets/sinks/doors
- Exercise equipment (treadmills, exercise bikes, etc.)
- Glass must be removed from bulk items, placed in a box, taped shut and marked glass
- Basketball poles (remove backboard from pole). The pole should be cut into 4 foot sections and all weight removed from base.

Excluded Items: Items that will NOT be collected through the Bulk item Collection Program include:

- Construction materials, Concrete/Asphalt/Dirt/Stone of any type
- Auto parts; Tires of any type/Batteries
- Hazardous waste/Oil/Paint/Flammable or explosive materials
- Yard Waste/Brush/Rocks/Dirt/Railroad Ties/Logs
- Bagged Trash/Trash Cans/Cardboard
- Pianos, Spas, Hot Tubs, Pool Tables, etc.
- Computer monitors, Fluorescent Bulbs

For additional information or questions please contact the Public Works Department at 740-203-1810

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Residential Refuse Collection Survey '16/'17								
Jurisdiction	Population	Residential Collection Fee	Containers Fees	Total Monthly Fee	Senior Rate or Discount	Curbside Recycling	Yard Waste Collection	Bulk Item Collection
City of Delaware ⁽¹⁾	37,316	\$20.60	No	\$20.60	50%	Yes	Yes	Pending
City of Powell ⁽⁵⁾	12,975	\$16.95	Not Provided	\$16.95	10%	Yes	Yes	Yes
Marysville ⁽⁴⁾	22,817	\$21.00	No	\$21.00	30%	Yes	No	Yes
Springfield	59,680	\$18.79	No	\$18.79	10%	Yes	Yes	Yes
Lebanon	20,623	\$18.29	No	\$18.29	10%	Yes	Yes	Yes
Beaver Creek	46,277	\$19.98	No	\$19.98	10%	Yes	Yes	Yes
Grove City	39,388	\$15.00	\$1.00	\$16.00	10%	Yes	Yes	Yes
Hilliard	33,649	\$16.43	No	\$16.43	10%	Yes	Yes	Yes
Westerville	38,384	\$18.00	\$3.50	\$21.50	10%	Yes	Yes	Yes
Pickerington	19,745	\$9.52	\$3.50	\$17.02	10%	\$4.00	Yes	Yes
Marion ⁽¹⁾	36,363	\$22.00	Not Provided	\$22.00	50%	Yes	Yes	Yes
Genoa Township	25,272	\$12.95	\$3.00	\$15.95	10%	Yes	Yes	Yes
Orange Township	27,104	\$12.95	\$3.00	\$15.95	10%	Yes	Yes	Yes
Liberty Township	16,308	\$12.95	\$3.00	\$15.95	10%	Yes	Yes	Yes
Upper Sandusky ⁽¹⁾	6,527	\$12.00	Not Provided	\$12.00	No	Yes	No	Yes
Newark	47,986	\$18.79	\$3.50	\$22.29	10%	No	Yes	Yes
Lancaster ⁽¹⁾	39,766	\$13.50	Not Provided	\$13.50	33%	No	Yes	Yes
Xenia	25,498	\$21.99	No	\$25.49	10%	\$3.50	No	Yes
Mansfield	46,830	\$18.14	\$3.50	\$21.64	10%	No	Yes	No
Village of Prospect ⁽¹⁾	1,100	\$18.50	No	\$18.50	No	No	Once/Month	No
Village of Sunbury	5,057	\$11.25	\$2.50	\$16.70	10%	\$2.95	No	Yes
Village of Galena ⁽²⁾	768	\$16.43	\$3.00	\$19.43	6%	Yes	No	No
Village of Ashley	1,347	\$14.75	Not Provided	\$14.75	No	Yes	No	No
Kingston Township	2,225	\$12.88	Not Provided	\$17.28	No	\$4.40	No	No
Concord Township	10,527	\$16.95	No	\$16.95	10%	Yes	No	Yes
Shawnee Hills	770	\$26.00	Not Provided	\$30.00	No	\$4.00	No	No
Porter Township	2,052	\$17.84	\$2.50	\$24.34	10%	\$4.00	No	No
Marlboro Township	293	\$16.33	Not Provided	\$16.33	No	No	No	No
Oxford Township ⁽³⁾	1,008	\$15.06	Not Provided	\$15.06	No	No	No	No
Berlin Township	7,175	\$14.98	No	\$14.98	10%	Yes	No	Yes
Berkshire Township	2,853	\$14.98	No	\$14.98	10%	Yes	No	Yes
Delaware Township	2,064	\$14.98	No	\$14.98	10%	Yes	No	Yes

(1) Public operated refuse service

(2) Chipping Service provided by Township May-October

(3) 46% Paid by Township

(4) Yard Waste Collection is provided through the Sanitation Division

(5) Recycling Container provided by city

Average Monthly Rate \$18.93

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Special Waste Handling Options

Gently used clothing, bedding, furniture, appliances and household items

- People in Need, Inc. - 138 Johnson Drive, Delaware, OH 43015 Phone: 740.363.6284
- Good Will - 1135 B Columbus Pike (Rt.23) Delaware, Ohio 43015 Phone: (740) 362-5541
- Salvation Army - 8659 Columbus Pike Lewis Center, OH, 43035

Surplus & Used Building Materials

- Habitat for Humanity ReStore 305 Curtis Street, Delaware, OH 43015 (740) 363-9950

Cell Phones - may be taken to the Delaware County Victims Services or Sheriff's Office, Columbus Zoo (also accepts cell phone peripherals), and Sims Recycling.

Automobiles - May be accepted by local charities, including the Kidney Foundation, Goodwill, Salvation Army, and Wheels for Wishes.

Bulk Waste Disposal

- Delaware County Transfer Station, 888 US42 North (740-369-7700) (Fees)
- College Hunks Hauling Junk - 652 W Central Ave., Delaware Phone: (740) 362-4244

Bulk Residential Yard Waste

- Price Barns Organics 4838 Warrensburg Rd. Delaware, OH 43015 (740-369-1000)
Ohio Mulch 883 US Highway 42 N (740-363-8496)

Tires - Tires may be taken to the Delaware County Solid Waste Transfer Station (Fee) 740-369-7700. The DKMM Solid Waste District holds special Household Hazardous Waste (HHW) Days (<http://dkmm.org>). Tires are accepted for a fee of \$1 for passenger tires (17" or less), \$4 for truck tires and \$25 each for Semi/Farm/Tractor tires at the HHW Days only.

Automobile Batteries - Car or truck batteries can be dropped off at Monro Muffler (1105 Columbus Pike), Tractor Supply Company (2621 US23 N), or Sims Recycling Center (65 London Rd)

Rechargeable Batteries - Radio Shack North Point Plaza Lewis Center, 43035 740-657-1140; Home Depot 8704 Owenfield Dr., Lewis Center, 43035 740-548-9961; Batteries Plus 8593 Columbus Pike, 614-396-5490

Appliances - Appliances can be taken to Sims Recycling (fee for Freon and non Freon), the Delaware County Solid Waste Transfer Station will accept non Freon appliances at no charge. Freon must be removed by a certified technician.

Electronics - are accepted at Sims Recycling, Best Buy and Ohio Drop Off at Ohio Mulch (www.ohiodropoff.com). For television and computer monitors, Sims charges \$.40 a pound for televisions and \$.25 a pound for CRT style monitors. Sims does not accept any flat panel, rear projection screens or laptops. Best Buy accepts 32" or less screen size tube televisions and 60" or less flat-screen televisions free of charge. Ohio Drop Off at Ohio Mulch locations (NO CRT Monitors or Tube Televisions) only LCD tvs and LCD computer monitors.

Household Hazardous Waste Drop Offs - One drop off is held annually in each of the District's four counties. Two events are held each spring and two events are held each fall. Residents of Delaware County are welcome to attend events in Delaware Knox, Marion, or Morrow Counties (<http://dkmm.org>).

2017 Solid Waste Management Program Update

Light Bulbs - CFLs and fluorescent tubes (small quantities) from residences can be taken to Lowes. Home Depot accepts CFL's (compact Fluorescent) only. Menard's will accept tubes only if replacement tubes are purchased from them. Fluorescent lamps can be brought to the DKMM Household Hazardous Waste Drop offs (<http://dkmm.org>)

Motor Oil - can be taken to TSC, Walmart in Lewis Center or Delaware, or Auto Zone stores, or check with a service center near you.

Polystyrene (#6) plastic peanuts - The UPS Store 175 S Sandusky St., Delaware, 43015 740-363-7653; Pak Mail 825 Houk Rd., Delaware 43015 740-363-5530; Pak Mail Centers of America 8595 Columbus Pike, Lewis Center, 43035 740-657-3600

Vegetable Oils - can be recycled. For more information, call MB Katter at 740-362-3000.

Prescription Drug Drop Boxes -

- Delaware County Jail - 844 US 42 N., Delaware
- Delaware City Police Dept. - 70 N. Union St., Delaware



FACT SHEET

AGENDA ITEM NO: 10

DATE: 02/27/17

ORDINANCE NO: 16-110

RESOLUTION NO:

READING: FIFTH

PUBLIC HEARING: YES
January 9, 2017 at 7:30 p.m.

TO: Mayor and Members of City Council

FROM: R. Thomas Homan, City Manager

VIA: Darren Shulman, City Attorney

TITLE OF PROPOSED ORDINANCE/RESOLUTION:

AN ORDINANCE AMENDING SECTION 737.01 OF THE CITY OF DELAWARE'S CODIFIED ORDINANCES, RELATING TO CIRCUSES (COUNCIL PERMISSION, LICENSE, BOND AND INSURANCE REQUIRED).

BACKGROUND:

Last March, in conjunction with consideration of a circus permit, Council indicated it would like staff to propose an update to the Code. The proposed changes update the requirements for getting a permit as these requirements have not been updated since 1976. In addition, the revision allows rejection of the permit if the Council finds that the circus mistreats animals.

Circus Pages has started the process for a permit for their tentative circus date of March 24, 2017. The resolution will come before Council sometime in 2017.

Prior to placing this item on the agenda a draft of this ordinance was provided to Circus Pages and the individuals who came to speak at the hearing last March.

Update: The attached draft includes two changes adopted by council at the 1/9/17 meeting. One prohibits exotic animals and the other defines mistreatment based on APHIS citations, with an additional clause for the city's animal control citations.

The attached draft adds an explicit exception for accredited zoos. This is not a policy change, as the section has not been applied to zoos in the past. However, this clarification addresses testimony we received and makes the exception clearer.

After researching the definition of ‘menagerie’ staff has added a new section (e) to clarify that this section is not intended to apply to accredited zoos.

REASON WHY LEGISLATION IS NEEDED:

The Code has not been updated since 1976.

COMMITTEE RECOMMENDATION:

N/A

FISCAL IMPACT(S):

N/A

POLICY CHANGES:

Allows Council to decline to issue a permit, if Council finds that the circus has mistreated animals.

PRESENTER(S):

Darren Shulman, City Attorney

RECOMMENDATION:

ATTACHMENT(S)

N/A

ORDINANCE NO. 16-110

AN ORDINANCE AMENDING SECTION 737.01 OF THE CITY OF DELAWARE'S CODIFIED ORDINANCES, RELATING TO CIRCUSES (COUNCIL PERMISSION, LICENSE, BOND AND INSURANCE REQUIRED).

WHEREAS, Section 737.01 has not been amended since 1976; and

WHEREAS, Council has determined that the criteria for issuing a circus permit must be updated; and

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

SECTION 1. 737.01 of the City of Delaware Codified Ordinances shall be amended as follows:

737.01. - Council permission, license, bond and insurance required.

(a) No person, firm or corporation, except a licensee under this chapter, shall operate, manage, exhibit or produce any circus, carnival or menagerie within the City. **A LICENSE SHALL NOT BE ISSUED FOR A CIRCUS, CARNIVAL, OR MENAGERIE THAT INCLUDES WILD OR EXOTIC ANIMALS, AS DEFINED BY 505.23 OF THE DELAWARE CODIFIED ORDINANCES.**

(b) Every person, firm or corporation desiring to engage in such business shall secure the permission of Council therefor, and shall obtain from the City Manager a license therefor, for which ~~a fee of ten dollars (\$10.00) per day~~ **THE FEE SET FORTH IN THE FEE SCHEDULE** of presence and/or operation in the City shall be **PAID** ~~charged~~. **A LICENSE APPLICATION MUST BE SUBMITTED AT LEAST 30 DAYS PRIOR TO THE EVENT. IF TIMELY FILED**, the permission of Council shall be granted unless it ~~affirmatively appears~~ **DETERMINES** that ~~any such~~ **THE** proposed circus, carnival or menagerie shall in any way endanger or threaten the public peace, property, health, safety or welfare of the City **OR THAT THE CIRCUS HAS RECEIVED MORE THAN FIVE NON-CRITICAL OR TWO CRITICAL NON-COMPLIANCE CITATIONS BASED ON INSPECTIONS BY THE UNITED STATES DEPARTMENT OF AGRICULTURE'S ANIMAL AND PLANT HEALTH INSPECTION SERVICE (APHIS) OR HAS RECEIVED AN ANIMAL CONTROL CITATION BY THE CITY, WITHIN THE PAST THREE YEARS.**

(c) If the issuance of a license under this section is authorized by Council, the same shall not be issued until the applicant files with the City Manager a bond executed by the licensee as principal and by a good and sufficient corporate surety company licensed to do business in Ohio as surety, and whose name appears on the current list published by the United States Treasury Department of accepted sureties on Federal bonds, conditioned that the principal obligor will operate any

such circus, carnival or menagerie in strict accordance with the terms of this chapter and other applicable provisions of these Codified Ordinances; that the principal will remedy any and all damages to and shall clean up any refuse, litter, debris or dirt deposited on any streets, curbs, gutters, water lines, fire hydrants and other public property, occasioned in any manner by his operation of such circus, carnival or menagerie. Such bond shall inure to the benefit of the City, shall be in a form to comply herewith, shall be in the amount of **ONE HUNDRED THOUSAND DOLLARS (\$100,000)** ~~twenty thousand dollars (\$20,000.00)~~ and shall be approved by the City Attorney.

(d) In addition to the aforesaid bond, the applicant shall furnish to the City Manager a certified copy of a certificate of general liability and property damage insurance, **NAMING THE CITY AS AN ADDITIONAL INSURED** in the amounts as follows:

(1) Public liability insurance in an amount of not less than **ONE MILLION** ~~one hundred thousand~~ dollars (**\$1,000,000.00**) for injuries, including accidental death, to any one person; subject to the same limit for each person, in an amount not less than three hundred thousand dollars (\$300,000.00) on account of each accident;

(2) Property damage insurance in the amount of not less than **ONE MILLION** ~~fifty thousand~~ dollars (~~\$50,000.00~~)(**\$1,000,000.00**) on account of any one accident which insurance shall protect the general public, and shall save, indemnify and keep harmless, within such limits, the City against all liability, judgments, damages, costs and expenses which may in any way accrue against the City in consequence of the granting of such license and will in all things strictly comply with the conditions of such license.

(e) THIS SECTION DOES NOT APPLY TO ASSOCIATION OF ZOOS AND AQUARIUMS (AZA) OR ZOOLOGICAL ASSOCIATION OF AMERICA (ZAA) ACCREDITED ZOOS.

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.

PASSED: _____, 2017

YEAS___ NAYS___
ABSTAIN ___

ATTEST: _____
CITY CLERK

MAYOR



FACT SHEET

AGENDA ITEM NO: 11

DATE: 02/27/2017

ORDINANCE NO: 17-02

RESOLUTION NO:

READING: THIRD

PUBLIC HEARING: YES
February 27, 2017 at 7:30 p.m.

TO: Mayor and Members of City Council

FROM: R. Thomas Homan, City Manager

VIA: Darren Shulman, City Attorney

TITLE OF PROPOSED ORDINANCE/RESOLUTION:

AN ORDINANCE AMENDING SECTION 505.23 OF THE CITY OF DELAWARE'S CODIFIED ORDINANCES, RELATING TO WILD AND EXOTIC ANIMALS.

BACKGROUND:

At its last meeting, City Council incorporated an amendment to its pending circus legislation which would prohibit circuses using wild and exotic animals from performing in the City. In order to effectuate the intent of that amendment, a corresponding change is needed to the City's existing exotic and wild animal ordinance. This legislation makes that change, while attempting to ensure that accredited Zoos are permitted to bring demonstration animals to the City. A draft of this legislation was provided to the Columbus zoo for comment, and this draft incorporates their recommendations and comments.

REASON WHY LEGISLATION IS NEEDED:

This legislation will be needed to implement changes that were incorporated into a proposed ordinance amending the circus permit process.

COMMITTEE RECOMMENDATION:

N/A

FISCAL IMPACT(S):

N/A

POLICY CHANGES:

This would remove the exception for circuses and add an explicit exception for accredited zoos.

PRESENTER(S):

Darren Shulman, City Attorney

RECOMMENDATION:

ATTACHMENT(S)

N/A

ORDINANCE NO. 17-02

AN ORDINANCE AMENDING SECTION 505.23 OF THE CITY OF DELAWARE'S CODIFIED ORDINANCES, RELATING TO WILD AND EXOTIC ANIMALS.

WHEREAS, Section 737.01 has not been amended since 1976; and

WHEREAS, Council has adopted a change to 737.01 which requires a corresponding amendment to make effective; and

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

SECTION 1. 505.23 of the City of Delaware Codified Ordinances shall be amended as follows:

505.23. - Wild or exotic animals.

(a) No person shall market in any form wholesale or retail, any wild or exotic animal and any animal otherwise prohibited by any other section of these Codified Ordinances. Exceptions to this prohibition include:

~~those animals native to the farm and sold at auction or by private sale, such as horses, cattle, swine and poultry and those animals sold by pet dealers or by private sale, such as domestic cats, domestic dogs, domestic rabbits, guinea pigs, chinchilla, mice, hamsters, gerbils, psittacine birds and nonpoisonous, nonmaneating fish.~~

- (1) **FARM ANIMALS SUCH AS HORSES, CATTLE, SWINE AND POULTRY**
- (2) **AS WELL AS DOMESTIC CATS, DOMESTIC DOGS, DOMESTIC RABBITS**
- (3) **GUINEA PIGS, CHINCHILLA, MICE, RATS, HAMSTERS, GERBILS**
- (4) **PSITTACINE BIRDS, FINCHES, CANARIES, DOVES**
- (5) **AMPHIBIANS**
- (6) **NON-VENEMOUS, NON-CRODODILIAN REPTILES UNDER SIX FEET IN LENGTH**
- (7) **NON POINSONOUS, NONMANEATING FISH**

(b) No person shall own or harbor any wild or exotic animal. Exceptions to this prohibition are ~~circuses~~, veterinarians (for the purpose of medical treatment), **ANIMAL CARE PROFESSIONALS EMPLOYED BY ASSOCIATION OF ZOOS AND AQUARIUMS (AZA) AND ZOOLOGICAL ASSOCIATION OF AMERICA (ZAA) ACCREDITED ZOOS**, and educational research facilities.



FACT SHEET

AGENDA ITEM NO: 12

DATE: 02/27/17

ORDINANCE NO: 17-04

RESOLUTION NO:

READING: THIRD

PUBLIC HEARING: NO

TO: Mayor and Members of City Council

FROM: R. Thomas Homan, City Manager

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

TITLE OF PROPOSED ORDINANCE/RESOLUTION:

AN ORDINANCE APPROVING THE NAMING OF THE ACCESS ROAD EXTENDING FROM CRYSTAL PETAL DRIVE TO CHESHIRE ROAD AND ALIGNED PARALLEL TO COLUMBUS PIKE TO KINGMAN HILL DRIVE.

BACKGROUND:

This access road extends from Crystal Petal Drive to Cheshire Road and is aligned parallel to Columbus Pike (US23). The access road is unnamed and currently serves as an access road for five (5) properties which are addressed off Columbus Pike. Residents along this access road have petitioned the City of Delaware to name the roadway "Kingman Hill Drive". This change is also recommended by City Staff to deter confusion for emergency response to these properties and any incident that occurs along this roadway. If the naming of the access road is approved, this change will be forwarded to the County Recorder's office as well as the Delaware Post Office notifying both entities of the new street name. Each of the five (5) properties will maintain the same house number, and for a period of two (2) years be able to receive mail addressed to both Kingman Hill Drive and Columbus Pike. After two (2) years, only the Kingman Hill Drive address will be recognized. The CMPM property (former Floyd Brown building) located at the NE corner of Cheshire and proposed Kingman Hill Drive is unaffected by this legislation as its access is off of Cheshire Road and will continue to maintain its address off Columbus Pike.

REASON WHY LEGISLATION IS NEEDED:

Per ORC 723.04: The legislative authority of a municipal corporation, upon being satisfied that there is good cause for such change of name, should be ordinance, declare the name thereof changed. The original ordinance or a certified copy thereof shall be recorded in the official records of the county recorder.

COMMITTEE RECOMMENDATION:

The action is being taken as a result of the Parking and Safety Committee recommendation at the August 15, 2016 meeting.

FISCAL IMPACT(S):

The cost of materials to install the signage is estimated at \$100.00 to come out of the Public Works Traffic Division annual operating budget.

POLICY CHANGES:

None

PRESENTER(S):

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

RECOMMENDATION:

Approval

ATTACHMENT(S)

Letters to Property Owners
Petition from Residents



MEMORANDUM

TO: Delaware City Council

FROM: William L. Ferrigno, P.E., Public Works Director

DATE: February 6, 2017

RE: Naming of Kingman Hill Drive

- Existing roadway is included in a public highway easement and right of way purchased by the State of Ohio from the property owners in 1952 in advance of the US23 widening project, for the purpose of constructing the public access road that serves the properties and adjacent areas today.
- Properties are within the City corporate limits since being annexed in 2005
- It is the protocol within the City of Delaware to have all public streets named
- Emergency service responders fully support the naming of the street as it will improve response time, accuracy, and reduce potential confusion.
- Naming of public streets aids both public and private services in establishing routes, deliveries and accurate infrastructure location and mapping. Updates to Google Maps are initiated by Google via updated County GIS records.
- Applications such as MapQuest and Google Maps fail to accurately direct vehicles to properties located on the unnamed section of roadway
- The USPS will allow two years for residents to modify their respective addresses
- Liberty township and ODOT support naming of the road as proposed
- Property owners submitted a (majority) petition requesting the name change
- Deed restrictions require only a majority of property owners to be in agreement for changes to their deed restrictions.



Chad R. Stevens
3731 Columbus Pike
Delaware, Ohio 43015

Dear Property Owner

The City has received a petition from property owners to name the section of roadway fronting your property to "Kingman Hill Drive". A copy of this petition has been included with this letter for your reference. This particular section of roadway is unnamed and all properties are currently addressed off Columbus Pike. This proposal will be discussed during the City Council meeting held on January 23, 2017 at 7:00 PM located at City Hall, 1 S. Sandusky Street, Delaware. You are invited to attend the meeting and speak in favor of, or against the proposal, directly to the City Council which will be considering the request. If you are unable to attend, you may also submit your written comments regarding the proposed naming of the street by letter or email. City Council will consider a final decision regarding the proposal at the close of discussion for approval by Ordinance. If approval of this request is recommended by City Council, two (2) additional readings of the Ordinance will take place at the City Council meetings scheduled for February 13, 2017 and February 27, 2017 at 7:00PM.

If approved, the street name will be established as "Kingman Hill Drive". This change will be forwarded to the County Recorder's office as well as the Delaware Post Office notifying both entities of the new street name. Your property will maintain the same house number, and for a period of two years be able to receive mail addressed to both Kingman Hill Drive and Columbus Pike. After two years, only the Kingman Hill Drive address will be recognized.

Please feel free to contact me with any questions you may have regarding this matter. I can be reached by telephone at (740)203-1702 or by email at bferrigno@delawareohio.net. You may also submit formal comments to my email address.

Sincerely,

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

City of Delaware



Valerie Row, Trustee
2591 Cheshire Road
Delaware, Ohio 43015

Dear Property Owner

The City has received a petition from property owners to name the section of roadway fronting your property at 3711 Columbus Pike to "Kingman Hill Drive". A copy of this petition has been included with this letter for your reference. This particular section of roadway is unnamed and all properties are currently addressed off Columbus Pike. This proposal will be discussed during the City Council meeting held on January 23, 2017 at 7:00 PM located at City Hall, 1 S. Sandusky Street, Delaware. You are invited to attend the meeting and speak in favor of, or against the proposal, directly to the City Council which will be considering the request. If you are unable to attend, you may also submit your written comments regarding the proposed naming of the street by letter or email. City Council will consider a final decision regarding the proposal at the close of discussion for approval by Ordinance. If approval of this request is recommended by City Council, two (2) additional readings of the Ordinance will take place at the City Council meetings scheduled for February 13, 2017 and February 27, 2017 at 7:00PM.

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Sincerely,

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

City of Delaware



Paul R. & Kathleen A. Spiers
3693 Columbus Pike
Delaware, Ohio 43015

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Sincerely,

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

City of Delaware



Paul R. & Kathleen A. Spiers
3681 Columbus Pike
Delaware, Ohio 43015

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Please feel free to contact me with any questions you may have regarding this matter. I can be reached by telephone at (740)203-1702 or by email at bferrigno@delawareohio.net. You may also submit formal comments to my email address.

Sincerely,

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

City of Delaware



Connie K. & Gary L. Redman
3669 Columbus Pike
Delaware, Ohio 43015

Dear Property Owner

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Please feel free to contact me with any questions you may have regarding this matter. I can be reached by telephone at (740)203-1702 or by email at bferrigno@delawareohio.net. You may also submit formal comments to my email address.

Sincerely,

A handwritten signature in black ink that reads "Wm Ferrigno".

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

City of Delaware



Toni Stiver
3669 Columbus Pike
Delaware, Ohio 43015

Dear Property Owner

The City has received a petition from property owners to name the section of roadway fronting your property to "Kingman Hill Drive". A copy of this petition has been included with this letter for your reference. This particular section of roadway is unnamed and all properties are currently addressed off Columbus Pike. This proposal will be discussed during the City Council meeting held on January 23, 2017 at 7:00 PM located at City Hall, 1 S. Sandusky Street, Delaware. You are invited to attend the meeting and speak in favor of, or against the proposal, directly to the City Council which will be considering the request. If you are unable to attend, you may also submit your written comments regarding the proposed naming of the street by letter or email. City Council will consider a final decision regarding the proposal at the close of discussion for approval by Ordinance. If approval of this request is recommended by City Council, two (2) additional readings of the Ordinance will take place at the City Council meetings scheduled for February 13, 2017 and February 27, 2017 at 7:00PM.

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Sincerely,

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

City of Delaware



Ashley Ellison
3711 Columbus Pike
Delaware, Ohio 43015

Dear Property Owner

The City has received a petition from property owners to name the section of roadway fronting your property at 3711 Columbus Pike to "Kingman Hill Drive". A copy of this petition has been included with this letter for your reference. This particular section of roadway is unnamed and all properties are currently addressed off Columbus Pike. This proposal will be discussed during the City Council meeting held on January 23, 2017 at 7:00 PM located at City Hall, 1 S. Sandusky Street, Delaware. You are invited to attend the meeting and speak in favor of, or against the proposal, directly to the City Council which will be considering the request. If you are unable to attend, you may also submit your written comments regarding the proposed naming of the street by letter or email. City Council will consider a final decision regarding the proposal at the close of discussion for approval by Ordinance. If approval of this request is recommended by City Council, two (2) additional readings of the Ordinance will take place at the City Council meetings scheduled for February 13, 2017 and February 27, 2017 at 7:00PM.

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Please feel free to contact me with any questions you may have regarding this matter. I can be reached by telephone at (740)203-1702 or by email at bferrigno@delawareohio.net. You may also submit formal comments to my email address.

Sincerely,

A handwritten signature in black ink that reads "William Ferrigno". The signature is written in a cursive, flowing style.

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

City of Delaware

Street Name Request

I, the undersigned, petition Delaware City Council pursuant to Ohio Revised Code Section 723.04 to change the name of the street that runs parallel to US 23 between Cheshire Road and Crystal Petal Drive to "Kingman Hill Drive." It is currently unnamed.

Date: 5/11/15

Property Owners (Print)

~~Joni Russell Stiver~~

Granny Redman
Connie Redman

Street Address:

3669 Columbus Pike

City:

Delaware 43015

Signatures:

Joni Stiver

Granny Redman Gary Redman

Street Name Request

I, the undersigned, petition Delaware City Council pursuant to Ohio Revised Code Section 723.04 to change the name of the street that runs parallel to US 23 between Cheshire Road and Crystal Petal Drive to "Kingman Hill Drive." It is currently unnamed.

Date: May 12 2015

Property Owners (Print)

PAUL R SPIERS

KATHLEEN A SPIERS

Street Address:

3681 Columbus Pike

City:

DELAWARE

Signatures:

Paul R Spier

Kathleen A. Spier

Street Name Request

I, the undersigned, petition Delaware City Council pursuant to Ohio Revised Code Section 723.04 to change the name of the street that runs parallel to US 23 between Cheshire Road and Crystal Petal Drive to "Kingman Hill Drive." It is currently unnamed.

Date: 5/13/15

Property Owners (Print)

GOLDEN SAMMONS.

Street Address:

3711 Columbus Pike

City:

DELAWARE OHIO.

Signatures:



Street Name Request

I, the undersigned, petition Delaware City Council pursuant to Ohio Revised Code Section 723.04 to change the name of the street that runs parallel to US 23 between Cheshire Road and Crystal Petal Drive to "Kingman Hill Drive." It is currently unnamed.

Date: May 12 2015

Property Owners (Print)

PAUL R SPIERS

KATHLEEN A SPIERS

Street Address:

3493 Columbus Pike

City:

DELAWARE

Signatures:

Paul R Spier

Kathleen A. Spier



Kingman Hill



Delaware County Auditor
George Kaltsa

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FACT SHEET

AGENDA ITEM NO: 13

DATE: 02/27/17

ORDINANCE NO:

RESOLUTION NO: 17-06

READING: SECOND

PUBLIC HEARING: NO

Public Comment to be held

February 27, 2017 at 7:45 p.m.

TO: Mayor and Members of City Council

FROM: R. Thomas Homan, City Manager

VIA: Jackie Walker, Assistant City Manager

TITLE OF PROPOSED ORDINANCE/RESOLUTION:

A RESOLUTION ACCEPTING THE DOWNTOWN PARKING STUDY, DATED FEBRUARY 6, 2017 SUBMITTED BY MKSK CONSULTANTS

BACKGROUND: The City of Delaware entered into a contract in March of 2016 with MKSK to perform a parking study for the downtown area. The study and the recommendations were presented to City Council at their February 6, 2017 Work Session, at which time Council agreed to formally consider adopting the plan and invite public comment on it. Council consideration and action for the resolution is scheduled, along with a time for public comment, on February 27, 2017.

REASON WHY LEGISLATION IS NEEDED:

COMMITTEE RECOMMENDATION:

FISCAL IMPACT(S): Various

POLICY CHANGES: Various

PRESENTER(S):

Jackie Walker, Assistant City Manager

RECOMMENDATION:

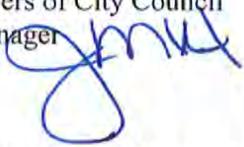
Approval After Public Comment

ATTACHMENT(S)

City of Delaware Implementation Matrix Plan and Parking Study



MEMORANDUM

To: Mayor Carolyn Riggle and Members of City Council
From: Jackie Walker, Assistant City Manager 
Date: February 2, 2017
Subject: Parking Study Information

The Council work session scheduled for February 6, 2017 will be primarily focused on the parking study results and how to implement them appropriately.

Council first received a summary memorandum from Vice Mayor Shafer, the draft parking study report and the preliminary implementation matrix on October 21, 2016. Since that time, the committee and consultants have refined these documents, all of which you received via email on January 20, 2017, in preparation for the February 6th work session.

Included in the information that you are now receiving is the summary memorandum from Vice Mayor Shafer, the Parking Analysis Executive Summary, the final Parking Study and the final proposed Parking Implementation Matrix.

I look forward to presenting these documents to you in person along with Vice Mayor Shafer and our consultants from MKSK on Monday. If you are so inclined, we would ask that Council take action on the Implementation Matrix so that we can begin taking actionable steps to addressing the community's parking needs.



October 21, 2016

Colleagues,

Attached you will find the recommendations matrix for downtown parking improvements based upon the findings of our parking consultants. They have conducted a considerable amount of research regarding the specifics of parking in downtown Delaware, and that, combined with their extensive experience in other jurisdictions, has led to these recommendations. You will get a review of their findings when we meet to discuss this. In addition to the research, the recommendations of MKSK have been reviewed and refined by both an internal work group, and a citizen work group made up of property owners, business owners, government officials and others.

Getting the matrix ready for release has taken some time as we felt it important to present these recommendations in a manner that makes them easy to understand and evaluate. I think the appropriateness of these recommendations will become more evident once the research behind them is presented. It is my hope that our discussions will result in decisions and a clear action plan for moving forward with improvements and enhancements for our downtown parking. At this point, we still need staff to determine cost estimates for many of these mid-term and long-term recommendations so that we can add that information to the matrix.

Whatever decisions are made regarding these recommendations, we feel strongly that we will need a comprehensive and effective public information program to keep people informed of what we are doing, why we are doing it, and how it will benefit them and our downtown.

I look forward to hearing your comments and recommendations when we meet. In the meantime, please contact me with questions or concerns.

Best regards,

Kent



DOWNTOWN DELAWARE

PARKING STUDY | February 6, 2017



MKSK

Executive Summary

The City of Delaware's historic downtown serves as the heart of a growing community. The numerous shops, restaurants, community festivals and events continually draw residents and visitors to the area. This success and popularity has created a vibrant city core, but has also created challenging parking conditions, with many residents, business owners and visitors perceiving that there is currently a parking shortage.

To address these concerns, and to plan for the provision of adequate parking as Downtown Delaware continues to thrive, the City initiated the Downtown Delaware Parking Study. This planning effort evaluated the existing parking within Downtown Delaware, and identifies:

- > how the existing parking supply is being used, and ways it can be improved,
- > ways the parking experience can be enhanced for visitors,
- > and evaluates where there may be parking shortages and how these may be addressed.

PLANNING PROCESS

The planning process for the Downtown Delaware Parking Study focused around an evaluation of the existing parking supply, development of recommendations tailoring this supply to address the needs of the growing downtown, and examination of additional parking improvements.

To begin, the planning team documented the use of the existing parking supply. This was done through several means:

- > Aerial drone photography was used to document when and where cars were parked downtown on representative days, including a typical weekday, typical Friday, and a First Friday event.
- > Field observations were conducted on multiple days, during which planning team members traversed the study area, observing and documenting parking conditions, trends, and occupancy.
- > Public input was gathered to help identify perceptions of downtown parking among Delaware community members and downtown visitors.



Downtown Delaware

Methods of public engagement included:

- > Interviews conducted with seven different stakeholder groups, including downtown business owners, civic organizations, Ohio Wesleyan University administration and students, downtown property owners, and residents of the Northwest Neighborhood Association.
- > A ten question community survey that asked residents and downtown visitors about their experience parking downtown. 301 surveys were completed online; 249 were completed by engaging people on the street downtown.
- > An 18 member Steering Committee, which reviewed information throughout the planning process, providing insight and guidance in development of the final plan.

KEY FINDINGS

- > Parking capacity in Delaware's downtown core reaches saturation during peak hours on peak days (lunch and dinner hours on Fridays and Saturdays). These peak times are driving a public perception that this is a parking shortage in downtown.
- > However, there are areas within walking distance of the downtown core that are consistently underutilized. Some of these areas are used during peak times, but not necessarily to the point of saturation.
- > These underutilized parking areas generally correlate with areas of low activity,

underdeveloped blocks, and less convenient pedestrian connections.

- > Downtown's three primary public lots are "prime" spaces for business patron parking (typically 1 to 3 hours), but also contain numerous 10-hour spaces available for long term use by employees and downtown residents.
- > While the majority of 10-hour spaces are being used for shorter periods of time, those that are occupied for longer than four hours contribute to lower turnover rates than desired for downtown's prime parking areas.
- > Current parking enforcement hours allow people to park in time-restricted space for longer than is technically permitted, without fear of being penalized.
- > There are opportunities to create stronger connections between the primary parking lots and downtown storefronts.
- > There is a desire in the community to update existing parking meters to modern standards, improving their convenience for the public. At the same time, downtown's most prime spaces - the on-street parking along Sandusky street is free of charge, which is inconsistent with typical pricing strategies in high-demand parking areas.
- > There is a level of community knowledge about which private parking lots are safe to park in without fear of penalty, even if those lots are signed to prohibit public parking.

RECOMMENDATIONS & IMPLEMENTATION

The findings above serve as the foundation for a series of recommendations aimed at improving the function and efficiency of the existing parking system, and to increase parking supply as opportunities arise. Key recommendations include:

- > Promoting turnover of prime parking spaces through the use of demand-based parking pricing, relocation of employee parking, and conversion of 10-hour spaces to 3 hours or less.
- > Working with the Delaware Area Transit Authority to establish a transit circuit to serve downtown.
- > Designating downtown as a parking benefit district to reinvest fines and fees back into the parking system.
- > Implementing a public information and education campaign to improve the public's understanding of how the parking system works.
- > Establishing a graduated fine structure that increases fines for repeat offenders.
- > Formalizing public-private agreements to increase the effective supply of publicly available spaces.
- > Implementing consistent pedestrian crossing facilities and review pedestrian signal timing at intersections within the downtown core.
- > Creating consistent and understandable signage that coordinates with the City's new wayfinding system to eliminate confusion about where and when public spaces are available.

- > Improving the pedestrian experience by enhancing pedestrian alleys, creating more direct connections from rear parking to storefronts, and enhancing streetscapes and street crossings.
- > Upgrading parking meters to modern standards and installing meters or pay station kiosks on Sandusky Street.
- > Improving vehicular connections and physical conditions in the core downtown public lots.
- > Periodically evaluating the need for additional parking supply as redevelopment or building rehabilitation occurs, and planning for a potential parking structure if needed in the future.

Recommendations are noted by short-term (1-2 years), mid-term (3-5 years), and long-term (5+ years) timeframes. For specific capital investments, such the introduction of meters or kiosks on Sandusky Street, or construction of a parking structure, costs and benefits are provided to aid in the City's decision-making process, along with preliminary order-of-magnitude cost considerations.

These recommendations provide a framework of action for Delaware to continually improve upon and expand its downtown parking system for the benefit of businesses, residents, and visitors to the community.



DOWNTOWN DELAWARE

PARKING STUDY | February 6, 2017



MKSK

DOWNTOWN DELAWARE

PARKING STUDY

Acknowledgements

STEERING COMMITTEE

Kent Shafer, Vice Mayor, Council
Susie Stromberg, Toujours
Bruce Pijanowski, Chief of Police
John Donahue, Fire Chief
Bill Ferrigno, PW Director
Joe Diamond, Property Owner
Don Rankey, Homelife Company
Jim Halter, Planning Commission, Clancey's Bar
Brian Harpster, Barley Hopster
Don Temple, Solar Salon
Barb Lewis, County Commissioner
Dave Efland, Planning Director

Sean Hughs, Economic Development Director
Jackie Walker, Assistant City Manager
Thomas Homan, City Manager
Ed Paxton, Woodland Cigars
Michelle Runyon, Chelly Belly
Roger Koch, Historic Preservation Commission

CITY OF DELAWARE

Thomas Homan, City Manager
Jackie Walker, Assistant City Manager
Dave Efland, Planning Director
Sean Hughs, Economic Development Director

MKSK

Chris Hermann, Principal
Justin Goodwin, Associate
Aron Fraizer, Associate
Caitlin Malloy-Marcon, Associate
Danielle Myers, Planner
Luis Huber-Calvo, Planner
Lindsey Elam, Planning Intern
Sean Hare, Planning Intern

TRANSASSOCIATES

Mark Mann, Traffic Engineer

INFINITE IMPACT

Aerial Drone Photography

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RECOMMENDATIONS	25

Executive Summary

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Parking Analysis

STUDY AREA

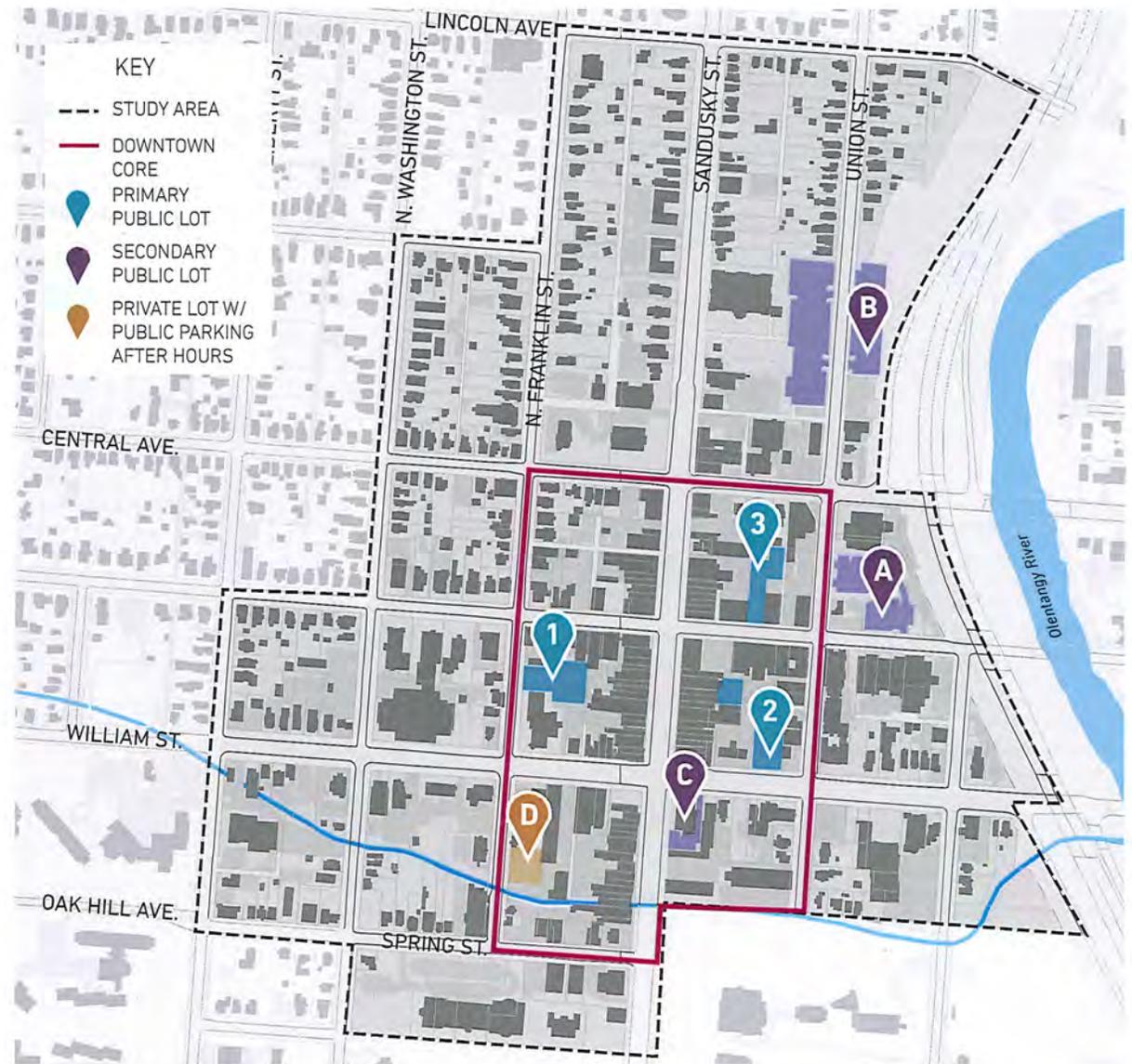
The study area for this effort, illustrated to the right, includes all of Downtown Delaware, adjacent residential blocks, small portions of the Ohio Wesleyan University campus, and portions of the Northwest Neighborhood. Within this area, six blocks along Sandusky Street have been identified as the core of downtown. These blocks, originally identified in the 2006 Downtown Parking Study, include the majority of shops and restaurants and are the primary areas of business activity in downtown.

This study focuses on several key parking areas including three primary city public lots, a number of secondary, publicly available lots, and on-street parking. The three city-owned primary public surface lots are:

1. The Franklin Street lot
2. The William Street lot
3. The Winter Street lot

There are also a number of secondary public parking lots. These are generally publicly owned (by the City or the County), and designated for employee and visitor use during regular work hours, but also available for general public use during evenings and weekends:

- A. The Justice Center lot
- B. The County Courthouse/Hayes lot
- C. The City Hall Parking lot
- D. The Maloney & Novotny lot (privately owned, public parking permitted after hours)





Winter Street - Friday Evening, First Friday

Parking Analysis

EXISTING PARKING SUPPLY

The map to the left graphically documents the existing parking spaces within downtown and highlights relevant parking restrictions including:

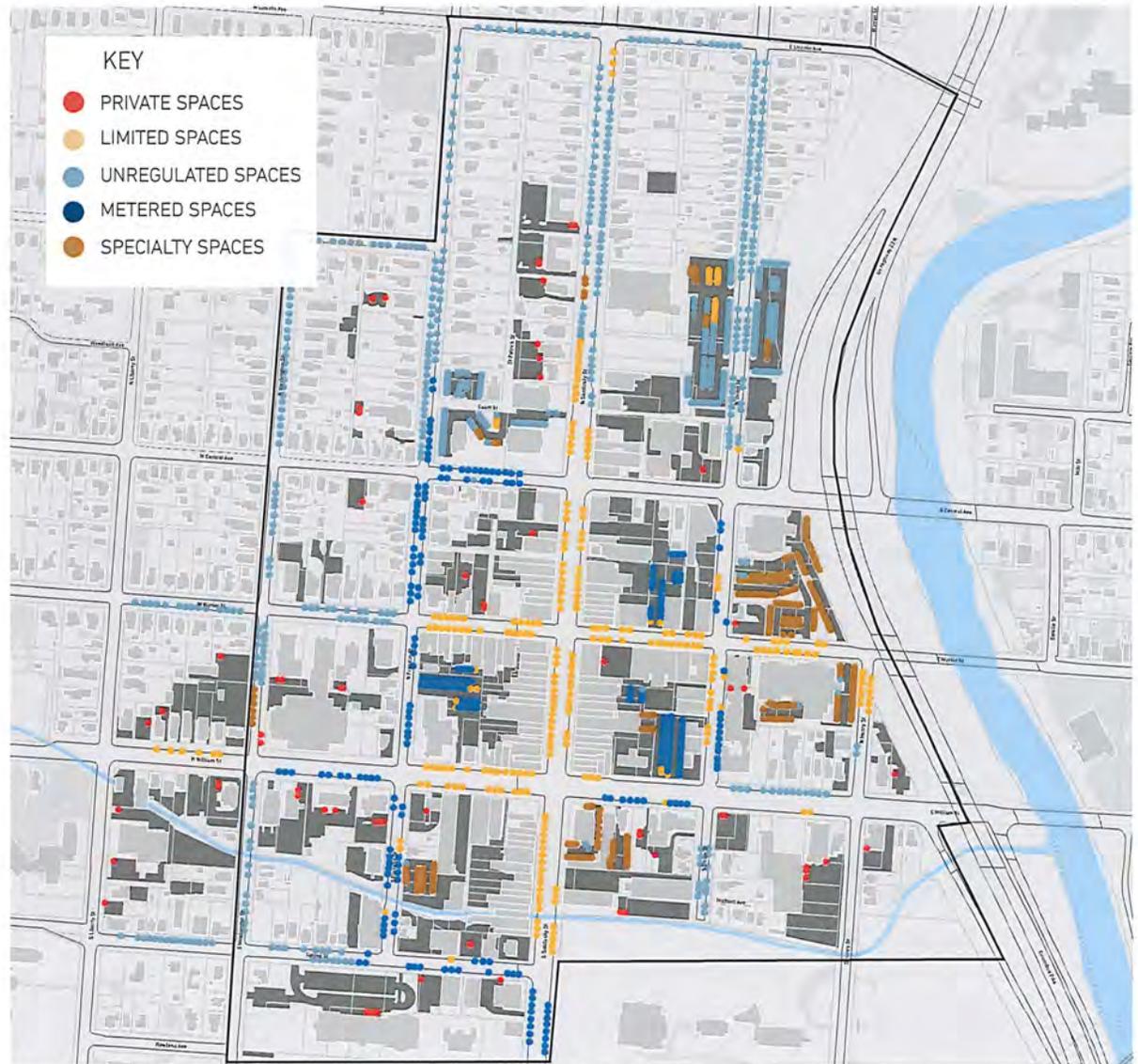
- > If the space is public or private
- > What the time restrictions are
- > Whether it is metered, sign-restricted, or unrestricted
- > If the space is reserved for a specific purpose

Currently there are over 3,300 parking spaces within the downtown study area. Of these, approximately 46% are public and 54% are private. The private spaces are located almost entirely within surface lots.

Of the public spaces, 48% are in surface lots and 52% are on-street. Additionally, 63% of the public spaces have no time restrictions associated with them. The remaining 37% have either ¼ hour, ½ hour, 2 hour, 3 hour, or 10 hour restrictions that are implemented either through a meter or through signage. Most of these time-restricted spaces are located within the downtown core.

BUILDING USE AND PARKING DEMANDS

The six block downtown core currently contains approximately 570,000 square feet of building stock. Over 307,000 square feet is ground floor space, comprised of retail, restaurant, entertainment, office, and institutional uses. Upper floors are primarily used for office and residential space.



TOTAL SPACES		
Type	# of Spaces	Percentage
Public	1,531	46%
Private	1,773	54%

PUBLIC SPACES		
Type	# of Spaces	Percentage
Surface	735	48%
On-Street	796	52%

PUBLIC SPACES - TIME RESTRICTIONS		
Type	# of Spaces	Percentage
1/4 Hour	9	0.6%
1/2 Hour	44	3%
2 Hours	165	11%
3 Hours	169	11%
10 Hours	177	12%
Unrestricted	967	63%

At the time of this study, overall occupancy in downtown is high, particularly in ground floor space. Data made available by the City of Delaware indicates an overall vacancy rate of approximately 10%, with opportunities for additional office and residential rehabilitation of unused upper stories.

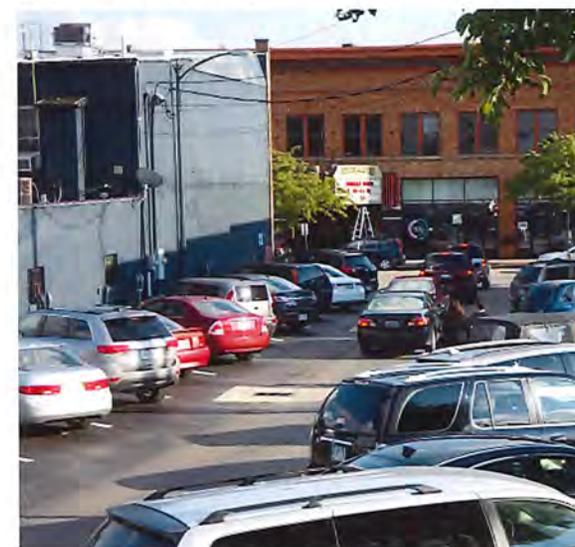
Of the 3,300 parking downtown parking spaces, 1,060 (public and private) are located immediately within the downtown core. Based on typical parking ratios, the approximately 508,000 square feet of existing occupied space would require just

over 1,635 parking spaces. While these numbers suggest a shortage of 575 spaces, there are an additional 532 publicly available parking spaces located within one block of the core, bringing the effective supply close to equilibrium with typical demand assumptions. When considering the time of use differences among the various downtown land uses, the downtown supply can be considered sufficient today - at least in quantitative terms. Looking to the future, with the buildout of the upper levels of the buildings along Sandusky, there will likely be the need to provide more parking spaces to serve the downtown core.

To summarize, the buildout analysis identified that there are a sufficient number of parking spaces to serve Downtown Delaware today. However, a variety of other factors affect the efficiency and useability of parking systems. In the future, as downtown continues to redevelop, there will be a need to add more parking spaces, which may include constructing a parking structure. It is important to identify this long-term strategy, in order to plan accordingly.



Brooklyn Heights Building



Winter Street Lot - Thursday Evening

Parking Analysis

ANALYSIS PROCESS

This study began with an analysis of the existing parking conditions in Downtown Delaware and current public perceptions of the parking system. Specifically, the analysis included:

- > Interviews and surveys with stakeholders, business owners/employees, downtown patrons, visitors, and Delaware residents.
- > Observations of how the parking system functions on typical week days and nights, typical weekends, and during special events such as First Fridays and the Arts Festival.
- > Review of the existing parking supply in terms of public and private ownership, geographic distribution, metering, time restrictions and physical conditions.
- > An evaluation of the parking demand based on existing land uses, as well as future build-out scenarios.
- > An occupancy analysis to determine areas and times of peak parking demand.
- > A turnover analysis to determine the relative length of occupancy by individual vehicles in prime parking locations throughout the course of a day.

The data collection in this section directly informed the study's key findings. Additional information on the findings can be found in Appendix X.

PUBLIC INPUT & FIELD OBSERVATIONS

As part of this study, a parking user survey was conducted. Participants were asked ten questions about what it was like to park in Downtown Delaware. Responses were collected through on-street and online engagement. Over **550 surveys** were completed, providing invaluable insight into the downtown parking experience and perception. Major findings from the survey include:

- > The majority of people (61%) said they **come downtown more than once a week**.
- > 52% said finding parking was difficult, and 35% said it **takes five to ten minutes to find a parking space**.
- > The majority of participants (53%) said they **spend one to two hours downtown**, while 33% said they spend more than two hours downtown.



Study Team members Engaged People Downtown to Complete the Parking Survey.

- > Most people (41%) said that **two blocks was the farthest acceptable distance to walk** between their parking spot and their destination.
- > When asked what could be done to improve parking in Downtown Delaware, many suggested **more centralized parking** and/or a parking garage.

These results show that while finding parking can be challenging, it is generally not deterring people from coming downtown. People also want to park as close to their destination as possible and are willing to spend the time and search until they find a close spot.

Additionally, Study Team members conducted extensive field observations of downtown parking on multiple days, photo-documenting key findings. This occurred on:

- > Friday Evening, April 29th
- > Throughout the week of May 2nd to May 7th (including First Friday)
- > Friday Evening, May 13th
- > Sunday, May 15th (Delaware Arts Festival)

These observations supported much of what stakeholders, steering committee members, and community members said about how parking was being used. Specifically, this demonstrated the need to:

- > Improve conflicting/confusing parking lot signs.

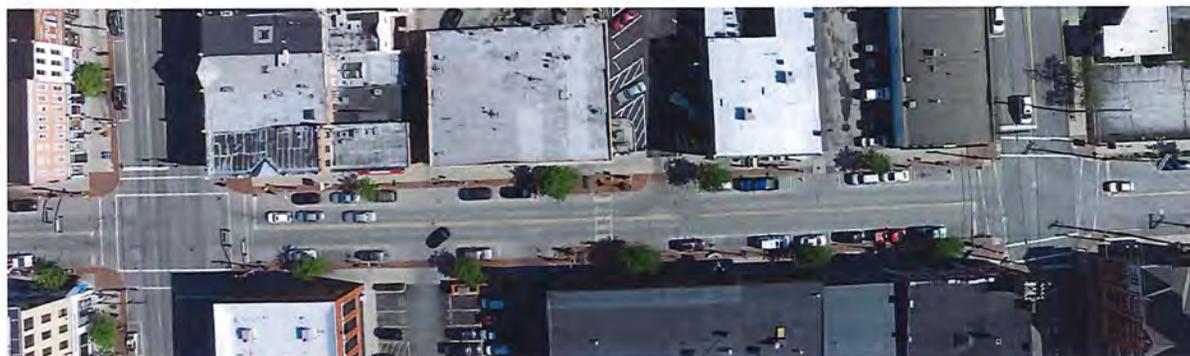
- > Address employee parking.
- > Understand if there is a shortage in the number of parking spaces downtown and to develop solutions accordingly.
- > Evaluate parking turn-over rates and parking space usage.
- > Examine the opportunity for improved parking tools, such as kiosks, meters, apps, etc.
- > Plan for the parking experience - from finding parking, to parking, to walking to your destination.
- > Continue to prioritize the historic and urban character of Downtown.
- > Identity special event or peak parking strategies.

DRONE PHOTOGRAPHY DOCUMENTATION

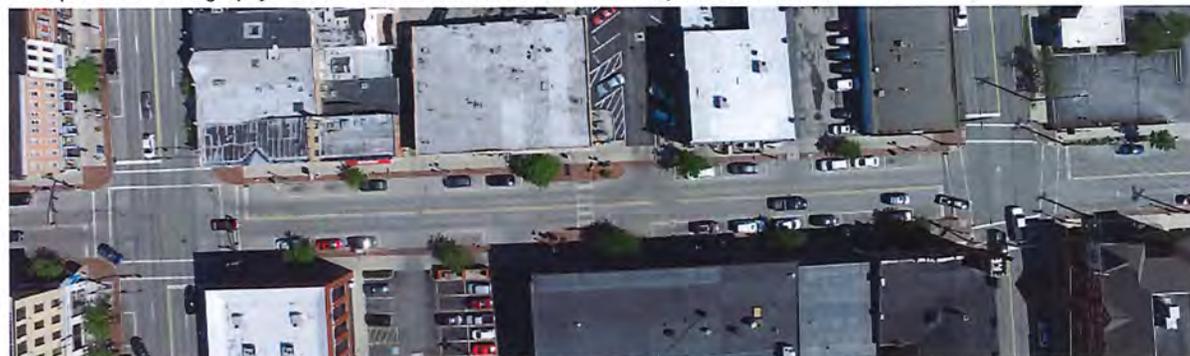
Aerial drone photography was also used as a second means of observation. Aerial surveys of the study area were conducted on three separate occasions:

- > Every hour, 8am - 8pm, Tuesday, May 3rd
- > Every Hour, 8am - 8pm, Friday, May 6th
- > 6:45 pm (evening peak), Friday, May 13th

Images were taken throughout the study area, documenting cars in both the on-street parking spaces and the off-street lots. Images for each street and lot were then compared to understand occupancy and turn-over rates.



Example Drone Photography - 10:00 am Winter Street between Sandusky Street and Union Street



Example Drone Photography - 11:00 am Winter Street between Sandusky Street and Union Street



Example Drone Photography - 12:00 pm Winter Street between Sandusky Street and Union Street

Parking Analysis

OCCUPANCY ANALYSIS

A typical day in Downtown Delaware is characterized by two peak parking periods: the lunch hour (between 12:00 pm and 1:00 pm), and dinner hour (generally between 6:00 pm and 7:00 pm). Friday and Saturday evenings are typical peak periods for the week, with special events such as First Friday serving as a “peak of the peak” time, when the downtown core reaches saturation (over 90% occupancy, when most drivers perceive an area as full), and parking demand spills into periphery streets and lots. The following highlight the findings of the occupancy analysis. Additional documentation can be found in the Appendix.

Public Lot Occupancy

To understand the occupancy of public lots on a typical weekday during the lunch peak, occupancy counts of the Franklin Street, William Street, and Winter Street lots were conducted on a Tuesday at 12:00 pm. During the observed hour none of these lots reached saturation, with numerous parking spaces remaining available.

Evening peak occupancy on the same day was greater. The Winter Street and Franklin Street lots both reached saturation during the 7:00 hour, but the William Street lot remained below capacity. During this period, the Planning Team also engaged downtown visitors with on-street surveys. Observations and input received suggested that parking is not considered problematic on a typical weekday, with most people noting they did not have trouble finding parking on that day. This was likely due to available on-street spaces.

Additionally, observations of peripheral public lots, including the Justice Center lot, showed low utilization at this time.

MID-DAY WEEKDAY PEAK: 12:00 PM	
Lot	% Full
Franklin Street Lot	77%
William Street Lot	51%
Winter Street Lot	67%

EVENING WEEKDAY PEAK: 7:00 PM	
Lot	% Full
Franklin Street Lot	94%
William Street Lot	64%
Winter Street Lot	100%

Weekend evenings have been identified by stakeholders and visitors as one of the most challenging times to find parking downtown. Occupancy rates for the public lots on a typical Friday evening indicate that the three primary public lots were indeed saturated during this peak time/peak day period. For example, both observations and the occupancy analysis showed that the Winter Street lot is oftentimes over capacity, with patrons parking in undesignated areas. However, there was very low utilization of the other publicly available parking lots located generally within a block of the downtown core. In fact, the Library lots showed the highest capacity, at 38%.

TYPICAL EVENING WEEKEND PEAK: 7:00 PM	
Lot	% Full
Franklin Street Lot	90%
William Street Lot	100%
Winter Street Lot	124%
Justice Center Lot	21%
Hayes Lot	13%
Courthouse	10%
County Courthouse Complex	15%
Library Lots	38%
City Hall Lots	33%
Maloney & Novotny	28%



Winter Street Lot - First Friday 7:00 pm

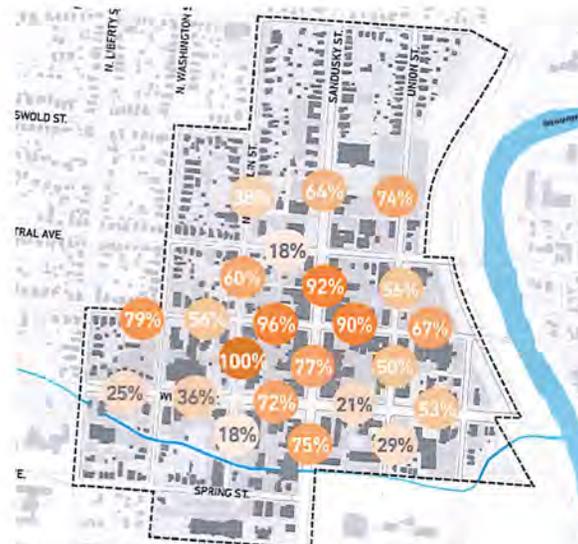
On First Friday evenings, the parking demand is at its highest peak. This event transforms downtown into a regional destination, attracting more visitors than a typical weekend evening. During this time the three primary public lots are saturated, as are the downtown core blocks with on-street parking.

Because of the lack of parking within the core, occupancy rates for the secondary parking lots also increase significantly. This was particularly true with the Maloney & Novotny lot, which had an occupancy rate of 28% during a typical Friday at peak time, but reached saturation at over 100% occupancy on First Friday. While their occupancy rates were up, both the Hayes and Courthouse lots remained underutilized. This may be due to how far removed these feel from the downtown core.

FIRST FRIDAY EVENING PEAK: 7:00 PM	
Lot	% Full
Franklin Street Lot	96%
William Street Lot	100%
Winter Street Lot	100%
Justice Center Lot	90%
Hayes Lot	43%
Courthouse	33%
County Courthouse Complex	78%
Library Lots	64%
City Hall Lots	83%
Maloney & Novotny	119%

On-Street Parking Occupancy

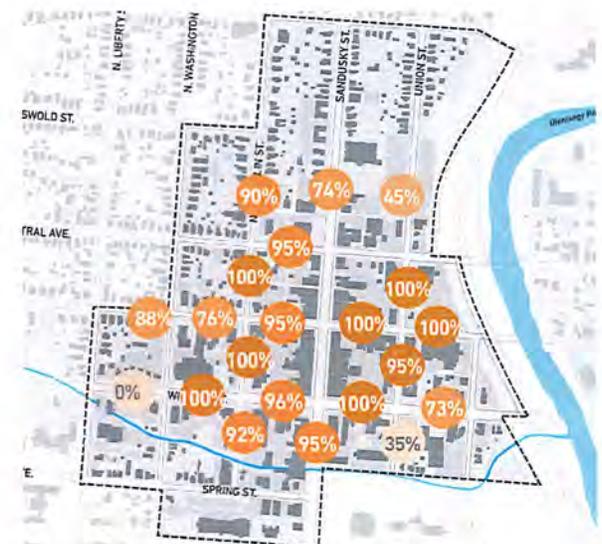
Occupancy rates were also calculated for on-street parking spaces on a block-by-block basis. Mid-day peak observations for a First Friday indicated that while there were some blocks that reached saturation. Specifically, the blocks of Winter Street to the east and west of Sandusky Street, and Franklin Street between William Street and Winter Street reached saturation. These blocks provide direct connections to the downtown core and are located within an intuitive circulation route for visitors circling downtown for parking. This likely contributes to their high occupancy. Meanwhile, the majority of the blocks with on-street parking were underutilized during this time, indicating there were a significant number of available on-street spaces.



Occupancy Rate Summary - First Friday 12:00 pm

On-street occupancy rates during the First Friday evening peak indicate high levels of occupancy throughout downtown. This is to be expected, as one of Delaware's most popular monthly events.

Throughout the downtown core, on-street parking reached saturation (with the exception of the two central blocks of Sandusky Street, closed for the event). Saturation generally extended at least one block from the core, although some periphery blocks remained below capacity. These include Sandusky Street north of Central Avenue and Union Street north of Central Avenue. When speaking to downtown visitors, it was apparent that many visitors expected to park farther due to the event, or planned ahead and arrived early to find parking.



Occupancy Rate Summary - First Friday 7:00 pm

Parking Analysis

Occupancy & Observation Summary

Field observations were conducted to photo-document trends identified in the occupancy analysis. These observations supported the occupancy analysis findings, which identified the underutilization of on-street and lot spaces along the periphery of Downtown during peak times.

For example, while the block of Franklin Street north of Spring Street was saturated during First Friday, it remained underutilized on a typical Friday, as well as on a Saturday. Within this same area, the Maloney & Novotny lot will reach saturation at over 100% occupancy during First Friday, but is generally underutilized during typical weekends. Periphery lots within downtown that are open to the public after business hours were consistently observed as being underutilized, supporting the occupancy analysis calculations. The Hayes lot, for example had an occupancy rate of 43% during First Friday.



Maloney & Novotny Lot - Typical Friday 7:00 pm



Hayes Lot - First Friday 7:00 pm



Maloney & Novotny Lot - First Friday 7:00 pm



South Franklin Street - Saturday around 7:00 pm

Parking Analysis

The turnover analysis was also conducted for the public spaces in the Winter Street lot, the William Street lot, and the Franklin Street lot. The image to the right depicts the analysis conducted in the Franklin Street lot at 8:00 pm. The parking lot turnover analysis showed that while the majority of these off-street spaces are used for around three hours, people are using some of the ten hour spaces for more than four hours. This is currently permitted, and is encouraged for downtown employee parking.

Within each lot there were also several spaces where cars were parked for over ten hours. Because of the hours of enforcement, it is likely that these cars were not penalized, which enabled their extended parking time.



Franklin Street Lot - First Friday 8:00 pm



William Street Lot - First Friday 12:00 pm

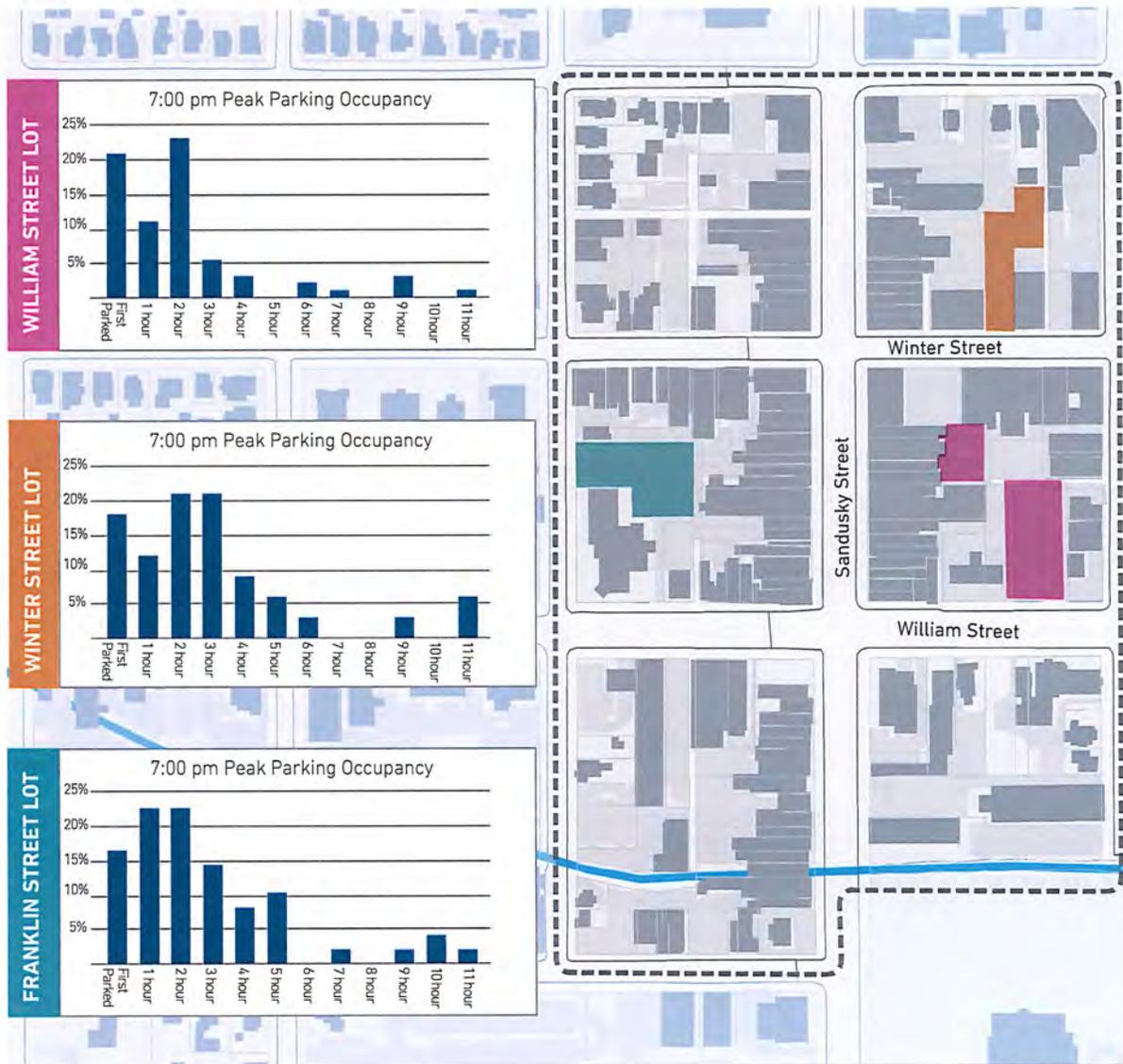


William Street Lot - First Friday 7:00 pm

General Observations

Key findings from the turnover analysis include:

- > Numerous vehicles were parked in time-restricted spaces for longer than the allotted period of time. Some of these may have received parking violations, but others were likely able to park without a violation due to the limited enforcement hours.
- > The majority of the spaces within the three prime public lots are used for three hours or less.
- > However, there are still a significant number of spaces within these lots that are used for six hours or more, most likely by downtown employees.
- > Some vehicles were observed “rolling forward” - moving to the next adjacent space along Sandusky Street, likely avoid being ticketed for violating the two-hour restriction.
- > Sandusky Street south of Spring Street consistently experiences low occupancy rates.
- > Overall, relatively few people use the ten hour on-street meter spaces for the entire ten hours.
- > Sandusky Street north of Central Avenue experiences lower turnover (six to eight hours). This is assumed to indicate daytime use by County employees, and may change following completion of the new courthouse parking structure. After 5:00 pm these space turned over or were vacant.



Key Findings

The information identified through the existing conditions analysis is synthesized into ten key findings, which highlight the challenges and opportunities of parking in Downtown Delaware. Described in detail below, these findings establish a framework for recommendations in the next section.

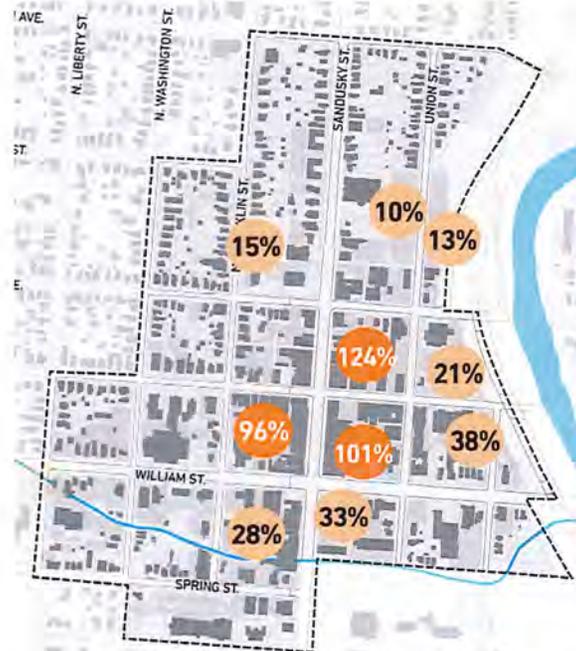
PEAK DAY/PEAK HOUR PARKING DOES REACH SATURATION IN THE DOWNTOWN CORE. PRIMARY PUBLIC LOTS AND CORE STREET PARKING THAT EXCEEDS 90% OCCUPANCY AT PEAK TIMES ARE DRIVING THE PERCEPTION THAT THERE IS A PARKING SHORTAGE.

The occupancy analysis indicates that the peak times for parking in Downtown Delaware are typically between 12:00 pm and 1:00 pm, and between 6:00 pm and 7:00 pm. Peak days are Friday and Saturday. During peak times on peak days, the downtown core is consistently saturated, with 95%-100% occupancy rates. This is particularly true when there is a community event, such as First Fridays.

Within the downtown core there are 1,060 parking spaces, 616 private and 444 public. Of the public spaces, 293 are on-street and 151 are within the three primary public lots. Because the core includes the majority of the restaurants, shops, and businesses within downtown, most downtown visitors are coming to this same six-block area. With a tendency to search for a parking space as possible to their destination, public and private spaces are consistently occupied at peak times. This leads to a perception that there are not enough parking spaces within downtown.

THERE ARE AREAS WITHIN WALKING DISTANCE OF THE CORE THAT ARE CONSISTENTLY UNDERUTILIZED, OR ARE BEING USED DURING PEAK TIMES, BUT NOT TO THE POINT OF SATURATION.

While parking within the core is saturated during peak times, the occupancy analysis reveals that there are in fact areas that are underutilized during these periods. For example, on a typical Friday evening at 7:00 pm, parking in the three primary public lots is saturated. In fact, the Winter Street lot is often over capacity, with people parking in non-designated areas. In this scenario,



Surface Lot Occupancy Analysis - Typical Friday, 7:00 pm

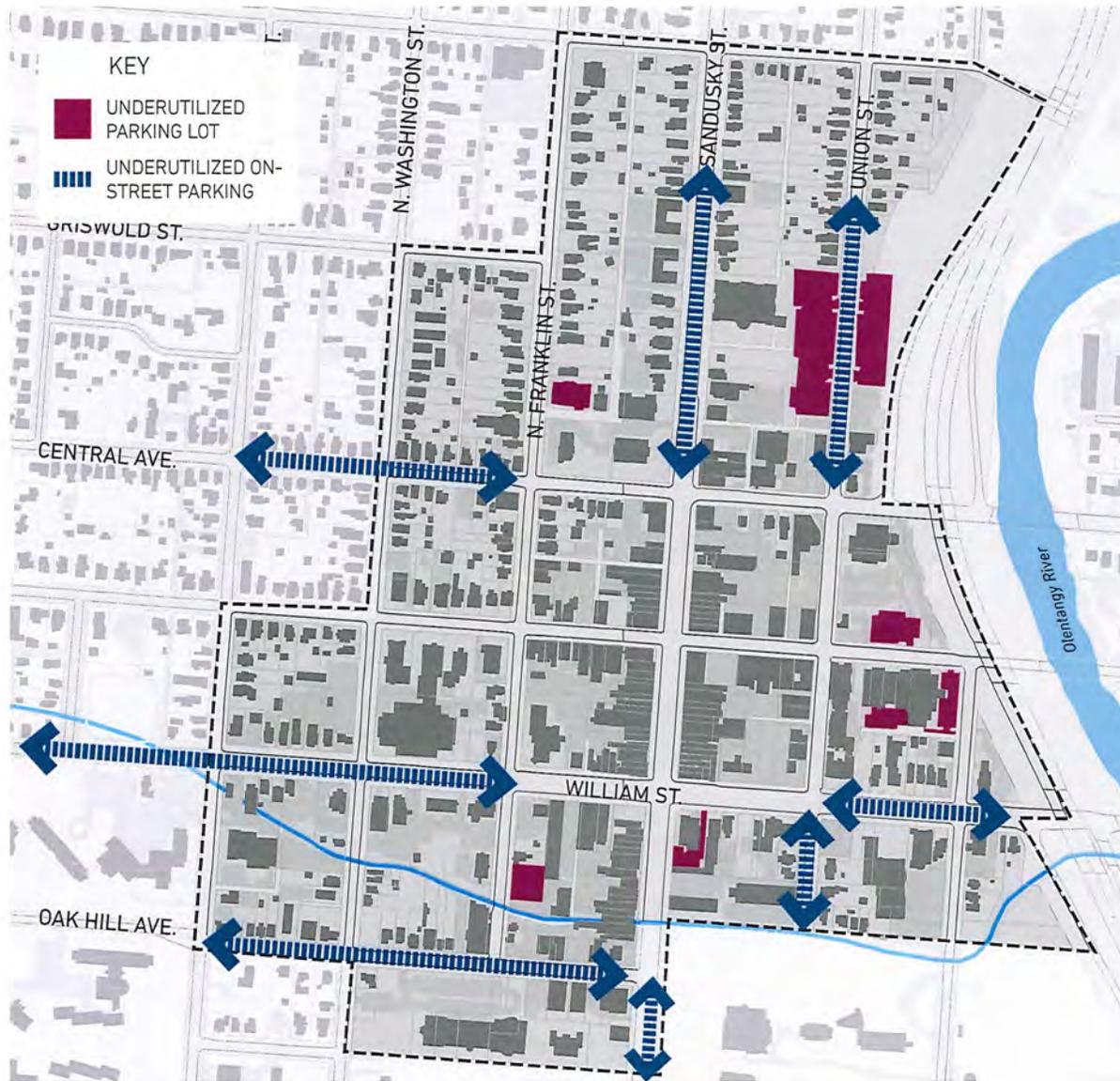
if a visitor were to try to park downtown within one of the three primary public lots, they perceive that there is not enough parking because of the lack of available spaces and the number of cars parked illegally.

Meanwhile, there are in fact a significant number of available spaces. One block beyond the downtown core, seven periphery public parking lots are available. While some vehicles are parked within these lots, they are typically underutilized. Instead of parking in an available space within a short walking distance, many drivers choose to circle for a more convenient space within the downtown core, and some park illegally.

The underutilization of these seven periphery lots was consistently observed during peak day/peak hour times. For example, the Justice Center lot, on the diagram to the right had an occupancy of 21% on a typical Friday at 7:00 pm. The image below shows the same lot at 6:40 pm on a typical Saturday. Again there are some cars, however there are a significant amount of available spaces.



Justice Center Parking Lot - 6:40, Saturday



During community events, when downtown experiences its greatest parking demand, the spaces within these lots are more utilized, and some reach saturation. For example, the image below shows the occupancy of the Justice Center Lot at 7:00 pm during First Friday.



However, there remain underutilized areas during these peak of peak times as well. The diagram on page X showed occupancy rates for on-street parking at 7:00 pm on First Friday. While parking in the downtown core and much of the adjacent blocks was saturated, there were still areas that had low occupancy rates. The diagram to the right identifies underutilized parking lots and areas of on-street parking.

Key Findings

THE UNDERUTILIZED PARKING AREAS WITHIN DOWNTOWN GENERALLY CORRELATE WITH LOW ACTIVITY BLOCKS AND LESS CONVENIENT PEDESTRIAN CONNECTIONS.

Why are there underutilized spaces within such close proximity to the downtown core? One factor that contributes to this is that these areas can feel fairly removed from the core, from a pedestrian perspective. This can be due to a lack of activity on the block, an uninviting streetscape, or having to deal with an uncomfortable street crossing condition in order to access the downtown core.

For example, Union Street south of William Street had a low occupancy of 33% at 7:00 pm on First Friday. This street is one block away from the downtown core. However to reach this area, one would have to cross William Street or Sandusky Street, both of which are busy, wide streets with a longer wait time at the pedestrian crossing signal. These conditions can create a mental barrier, deterring people from wanting to park where they will have to walk through these conditions to reach their destination.

Both Union Street and Sandusky Street north of Central Avenue also have lower occupancy rates during peak time/peak day periods. The distances between these areas and the core (2-3 blocks) are physically comparable to several of the streets with higher occupancy rates. However these two areas have less public activity and less engaging streetscapes, which can cause them to feel much more removed from downtown.

Alternatively, Winter Street serves as an example of how an inviting streetscape can encourage people to walk farther from their parking space to their destination. West of Sandusky Street, this corridor is lined with historic homes, street trees, and sidewalks which feel safely separated from moving traffic. It has higher occupancy, likely because people feel comfortable walking along this corridor. It also has the benefit of not requiring crossing a street to reach the downtown core.



Winter Street - Saturday Evening

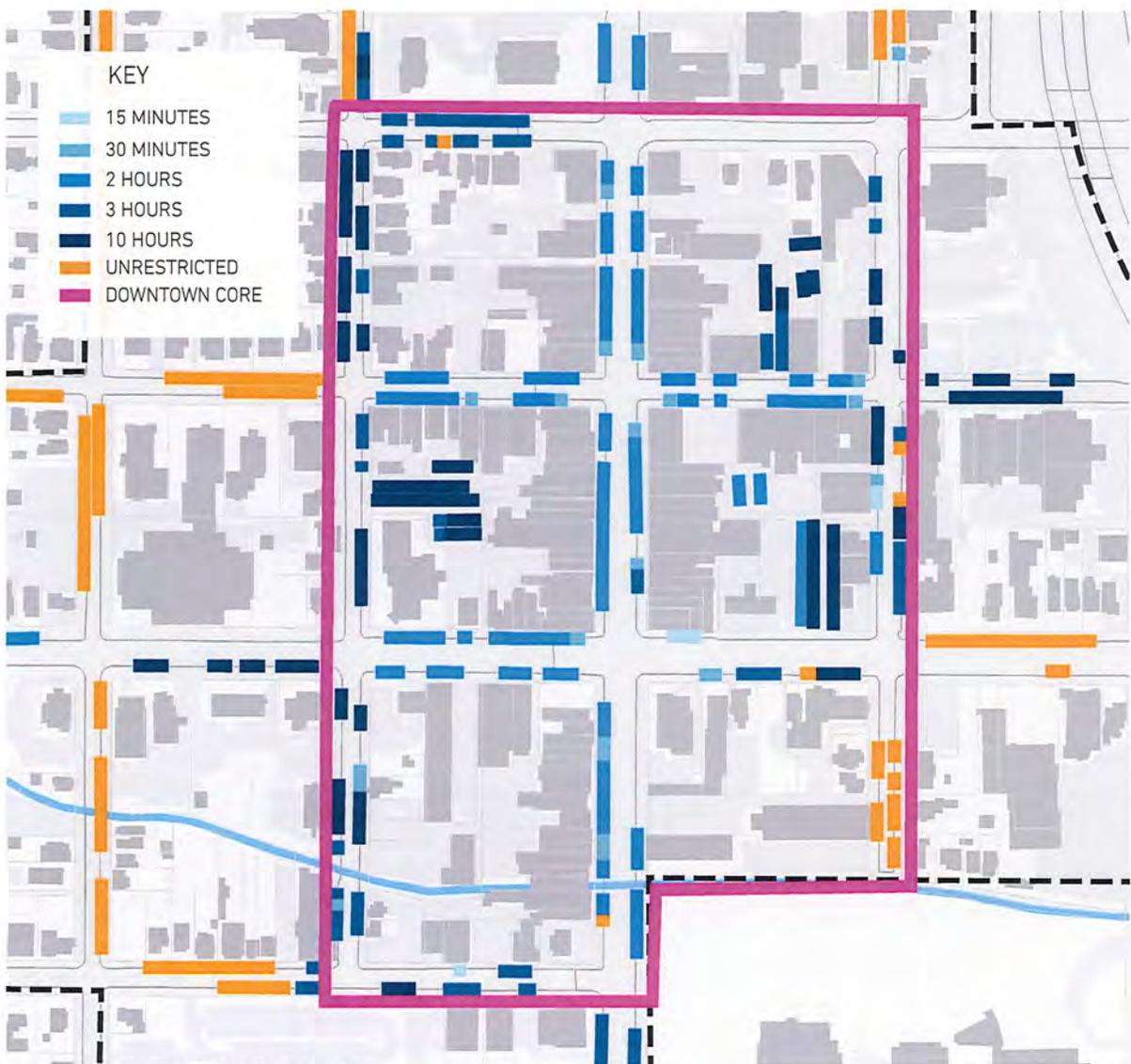
THE THREE PRIMARY PUBLIC LOTS ARE “PRIME” SPACES FOR BUSINESS PATRON PARKING (TYPICALLY 1-3 HOURS), BUT ALSO CONTAIN NUMEROUS 10 HOUR SPACES AVAILABLE FOR EMPLOYEE AND RESIDENT PARKING.

The three primary surface lots, the Franklin Street lot, the William Street lot, and the Winter Street lot, have the highest demand surface parking spaces in downtown. Their location within the core, close to numerous shops and restaurants ensures that

they are consistently saturated during peak times/days. In areas such as this, turnover is important to support the local businesses. This is why there are time restrictions on Sandusky Street and meters within the lots. Having ten hour meters does not encourage the parking turnover rate desired for the downtown core. Instead it enables prime spaces to be occupied by employees or downtown residents who park for longer periods of time. The chart below outlines the number of spaces within each of the three primary lots that are 10 hour metered spaces.

10 HOUR SPACES IN PRIME LOTS		
Lot	# of spaces	% of lot
Franklin Street Lot	18	33%
William Street Lot	36	55%
Winter Street Lot	21	64%

It is important to note that when the hour meters were originally installed in these lots, it solved an important problem for Downtown Delaware. Employees and business owners regularly parked on Sandusky Street for extended periods, occupying spaces meant for patrons (In fact, this still occurs, but to a lesser degree). At that time, the downtown had not reached its current level of success, and there was less demand for the spaces located behind the shops. Providing ten hour meters for downtown employees off of the main commercial corridor was an effective solution at that time. Since then however, Downtown's continued growth and popularity has created a new demand for these spaces.



KEY

- 15 MINUTES
- 30 MINUTES
- 2 HOURS
- 3 HOURS
- 10 HOURS
- UNRESTRICTED
- DOWNTOWN CORE

Time Restrictions within the Downtown Core

THE MAJORITY OF THE TEN HOUR SPACES ARE BEING USED FOR SHORTER PERIODS OF TIME, AND THOSE THAT AREN'T ALLOW PRIME SPACES TO BE OCCUPIED FOR LONGER THAN IS DESIRED IN THE DOWNTOWN CORE.

As the turnover analysis highlighted, the majority of the ten hour spaces are not necessarily used for ten hour parking. Most people park within the three prime lots for three hours or less, whether they park at a three hour meter or a ten hour meter. This suggests that there is less of a demand for parking that accommodates ten hours.

There were still a number of cars parked in the three primary lots for four hours or longer. Looking specifically at the 7:00 pm peak for each:

- > 20% of the cars in the Franklin Street lot were parked for over 4 hours
- > 12% of the cars in the William Street lot were parked for over 4 hours
- > 30% of the cars in the Winter Street lot were parked for over 4 hours

This means these spaces were occupied by the same vehicle from at least 3:00 pm. Being parked for this length of time, during this time of day, suggests the person is likely a downtown employee or a resident. Providing spaces for these users is important. However providing them in three of the most popular parking lots sacrifices parking for potential patrons. As downtown continues to prosper, it raises the question of if whether ten hour parking spaces should take up prime parking spaces?

Key Findings

THE CURRENT PARKING ENFORCEMENT HOURS ALLOW PEOPLE TO PARK IN TIME-RESTRICTED SPACES FOR LONGER THAN IS PERMITTED, WITHOUT FEAR OF BEING PENALIZED.

The City of Delaware efficiently promotes parking turnover through the enforcement of time restricting spaces. These spaces are enforced between 9:00 am and 5:00 pm. However parking enforcement officials do not patrol the parking spaces until 10:00 am. This limited timeframe allows downtown employees and residents to leave their car parked for longer than the permitted time.

Taking Sandusky Street as example, the occupancy analysis showed that vehicles were able to park in a space for longer than the permitted two hours if they timed their parking with the ending or the beginning of the parking enforcement time. If a car parked at 3:00 pm, they could remain in that space for the rest of the evening, because the space is no longer enforced after 5:00 pm. The image to the right is a shot of South Sandusky Street at 8:00 pm on First Friday. These spaces are all time-restricted, with most being two hours. At 8:00 pm, 23% of the spaces in this block were parked over the restricted amount of time.

Similar observations were also made along Sandusky Street in the morning, before the parking enforcement officers came on duty, as well as in the three primary public lots. Within the lots, this was particularly evident in the ten hour parking spaces. While it is legal for people to park for longer times when restrictions are not being enforced, as demand for these prime spaces has increased the practice contributes to an inefficient use of current supply.

NEW SIGNAGE AND WAYFINDING HAVE HELPED IMPROVE THE ABILITY OF DOWNTOWN VISITORS TO KNOW WHERE THEY CAN PARK. HOWEVER THERE IS AN OPPORTUNITY TO CONTINUE TO BUILD UPON THIS NEW SYSTEM.

Downtown visitors and Delaware residents repeatedly stated that the City's new public parking and wayfinding signs have made it easier to find parking. This creates the opportunity to continue to build upon a successful improvement to create a more comprehensive and intuitive parking experience for downtown visitors.

While the new signs help to easily navigate visitors to the parking lots, the existing signs within the lots can cause confusion. Oftentimes there are multiple signs giving differing time restrictions for when the parking spaces are available for public parking. For example, the image below shows one of the signs inside the Justice Center parking lot. While there is a large public parking sign at the

entrance of the lot, there are also signs with small text describing time restrictions for public parking. The design of these signs naturally indicates restrictions, and may cause people to assume they cannot park in this area, particularly if they do not stop to read the small print.

Additionally, while the new public parking signs have a uniform appearance, the design of signs within each lot vary greatly. Signs have different restrictions, different phrasing and different appearances. This can be confusing for someone who is not familiar with the area, and may not know where they can park, or at what times.

Finally, while there are new signs directed toward drivers, there are no pedestrian-scale signs providing directions to visitors once they transition from motorist to pedestrian. When people park in the periphery parking lots, or on blocks just off the downtown core, there are no signs to direct them toward their destination.



South Sandusky Street Turnover Analysis - 8:00 pm First Friday

THERE ARE OPPORTUNITIES TO CREATE STRONGER CONNECTIONS BETWEEN THE THREE MAIN PARKING LOTS AND DOWNTOWN STOREFRONTS.

Planning for the parking experience includes planning for finding parking, to moving visitors



Existing Signage in the Justice Center Lot

from their parked car to their destination as pedestrians. Creating direct connections between parking areas and the downtown core is an important component of this latter part of the parking experience.

This is particularly important for the three primary public lots in the downtown core. Because of the authentic, historic character of Downtown Delaware, these lots are located behind the buildings. This is the appropriate location for parking, however it is important to create convenient, intuitive routes

for visitors to move from their parking space to the street, particularly along Sandusky Street, the primary corridor within the core.

Currently, there are several connections and narrow alleys that lead from these lots to the east-west streets within the downtown core. For example, the alley sometimes referred to as Shortcut Alley leads from the Franklin Street lot to Winter Street. However there are limited direct access paths to Sandusky Street. In stakeholder interviews, many business owners noted that businesses with a back door often have people walking through to access the parking lot or the street. While some do not mind this activity, others see it as an inconvenience to their business. It also provides an awkward experience for visitors.

Additionally, there are opportunities to improve connections within the three primary public lots. Each of these are adjacent to individual private parking lots. It can be difficult to discern where the public lot ends and the private lot begins. And in



Shortcut Alley Leading from Franklin Street Lot to Winter Street

several cases, visitors may have to drive through a private lot to reach a public lot or to exit to the street. If there are opportunities for partnerships, these parking areas can be improved to create more direct, intuitive connections for both vehicles and pedestrians.

An example of this condition can be see along Winter Street, next to the Strand Theatre. There is a private lot located just off the street, and while there is a recent pedestrian connection from Winter Street to the William Street lot, there is no vehicular connection. Recently the City created a pedestrian connection from the William Street lot to the private lot in order to allow people to walk from their cars to Winter Street.



Looking at the William Street Lot from Winter Street

Key Findings

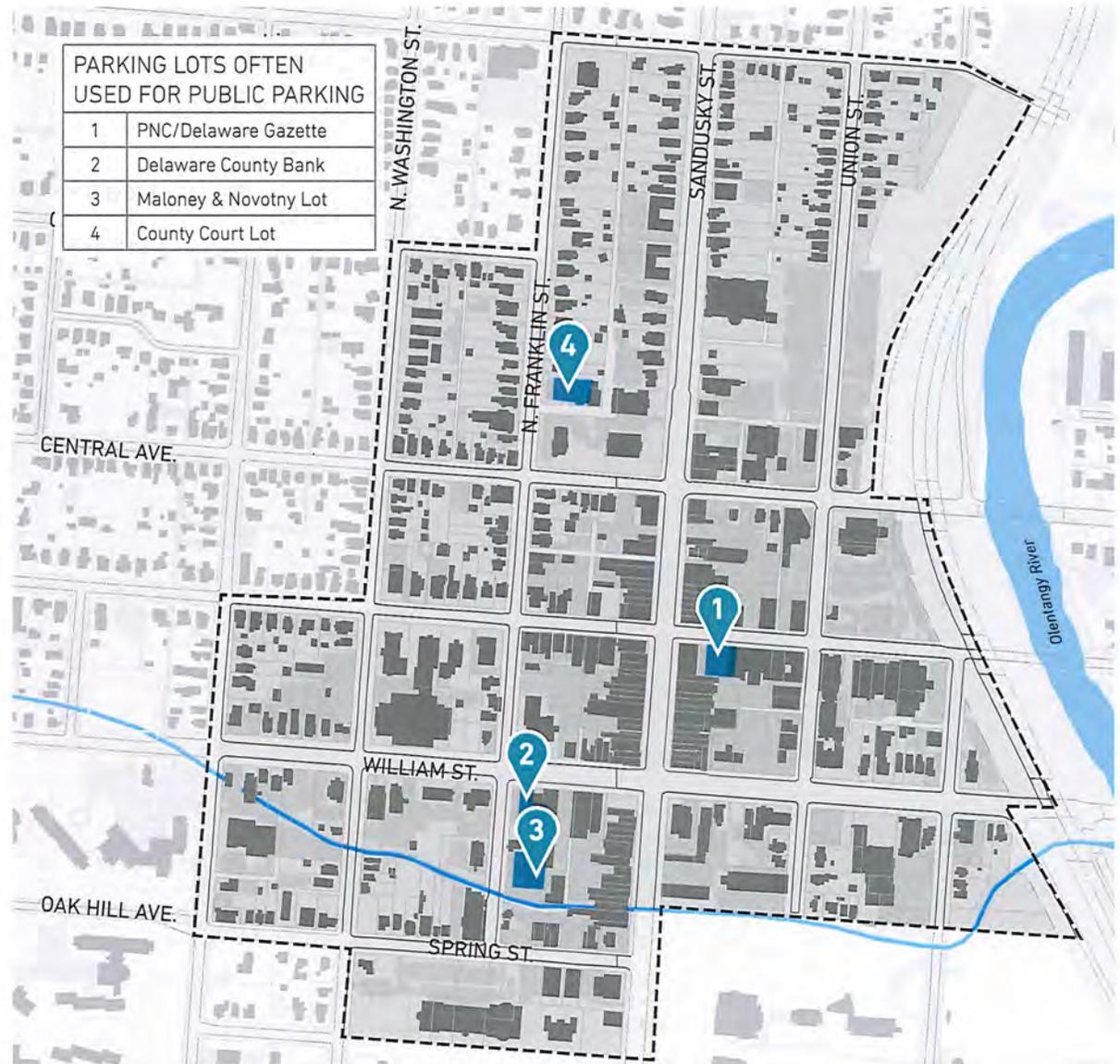
THERE IS A GENERAL DESIRE TO UPDATE THE EXISTING PARKING METERS, TO ALLOW THEM TO BE MORE CONVENIENT TO USE.

Having parking meters is an important component of ensuring turnover in downtown parking spaces. Currently however, there is some frustration with the dated style of the existing meters. Many visitors find it inconvenient that they only take change, and would prefer to have an updated system that allowed them to pay with cash, credit cards, or through cell phone apps.

In addition to updating the type of meter, some stakeholders proposed the idea of re-introducing meters back along Sandusky Street. These had originally been removed to encourage people to shop downtown. With downtown again thriving, many felt they would be useful to help encourage consistent turnover.

THERE IS A LEVEL OF COMMUNITY KNOWLEDGE ABOUT WHAT PRIVATE LOTS ARE SAFE TO PARK IN WITHOUT FEAR OF PENALTY.

Public input indicated that many Delaware residents know which private parking lots are safe to park in without fear of being towed or fined. Many of these lots have signs indicating that they are private parking, however they are often full with downtown visitors after 5:00 pm or on First Friday. The Maloney and Novotny lot for example has signs inside that allow for public parking, but visitors must know to go to the lot in order to know its open to the public. The diagram to the right shows which lots have been identified, through observation and community input, as private lots which are often used for public parking.



Recommendations & Implementation

Introduction

The key findings highlighted in the previous section serve as the foundation for the development of the recommendations. Specifically, these identified that despite the public perception, there is not currently a parking shortage within downtown. While the parking within the core quickly becomes saturated during peak times/peak days, there are available spaces along the downtown periphery streets and lots. However because visitors are resistant to walking farther than two blocks from their parking space to their destination, they often perceive there is no parking available because they are only looking within the core. Additionally, while there is not currently a parking shortage, it is important to plan for the continued growth, infill development, and use

of building stock in Downtown Delaware, and the parking implications this will have. Ensuring adequate parking for downtown will allow it to continue to flourish.

The following outlines recommendations to improve the existing parking system and experience, as well as strategies to plan for the long-term parking needs within Downtown Delaware. The recommendations are categorized by topic:

- > Parking System
- > Parking Policy
- > Signage and Wayfinding

- > Pedestrian Experience
- > Meter Strategies
- > Core Parking Lots
- > Parking Structure

Within each of these sections, applicable case studies are included that show how these types of recommendations have been implemented in other communities similar to Delaware. An implementation chart is also included that outlines the specific recommendations and identifies whether their implementation is a short-term, mid-term or long-term objective with a colored key. Generally, it is assumed that short-term recommendations would take one to two years, mid-term would take three to five years, and long-term would take five or more years. This timeframe will depend on a variety of factors.



Sandusky Street - Typical Friday, 7:00 pm

RECOMMENDATIONS	
TIMEFRAME	
●	Short-Term Recommendations
●	Mid-Term Recommendations
●	Long-Term Recommendations

Parking System

The following recommendations outline a parking strategy that proposes a more efficient use of the existing parking supply, identifies opportunities to introduce additional parking spaces, and plans for the long-term parking needs of Downtown Delaware.

PROMOTE TURNOVER OF PRIME SPACES

Ensuring parking turnover is integral to the success and vitality of downtown. This is particularly true of prime parking spaces, or spaces that have a higher demand. In Downtown Delaware, all public parking spaces within the downtown core are should be considered prime spaces because of their close proximity to the majority of the shops and restaurants.

The occupancy analysis and key findings identified that generally there is adequate parking turnover of the downtown core on-street and off-street spaces during the hours parking is being enforced. However the limited hours of enforcement allow some downtown residents and employees to take advantage of the system, whether knowingly or not. This ties up spaces that could be used by prospective patrons. To address this, the hours in which time restrictions and parking meters are enforced should be extended to encourage turnover during both the afternoon peak time and the evening peak time.

Planning for and integrating motorcycle parking into downtown can improve how efficiently prime spaces are used, improving turnover and occupancy. Because of their size, more than one motorcycle can occupy the equivalent of

one parking space. However since there is not currently any motorcycle-designated spaces in downtown, one motorcycle can occupy an entire parking space. Strategically locating motorcycle-designated parking spaces within the downtown core can provide a place for motorcyclists to park, freeing up other parking spaces for cars and other vehicles.

Paid parking spaces should also be reintroduced along Sandusky Street. This is the primary commercial corridor within downtown, and its on-street parking can be considered some of the highest-demand spaces. Installing smart meters or parking kiosks with extended hours of enforcement will help continue to promote a consistent turnover. It will also allow the City to Additional information is available in the Meter Strategy section on the pro's and con's of parking meters and kiosks.

Currently, the majority of parking along Sandusky Street is two hours, with the exception of some 15 minute and 30 minute spaces. In order to better accommodate visitors and the activities they may be participating in while downtown, consideration should be given to converting the two-hour spaces to three hours. A potential scenario could be to charge a slightly higher rate for the third hour in these spaces. This would allow downtown visitors to spend more time in the shops and restaurants, and potentially see a show at the Strand Theater, without worrying about receiving a ticket, while still promoting turnover.

To help promote turnover of prime spaces, ten-hour parking should be eliminated from the

downtown core. While providing spaces with these extended time restrictions was once needed, the continued success of downtown shifted the demand of these spaces from employees to patrons. Permitting visitors to park for ten hours in a prime space encourages employee parking, and ties up the space for longer than desired without turnover. Instead, public parking spaces should have a maximum parking period of three hours. This ensures the turnover needed to support the continued vibrancy of local businesses.

DEMAND BASED PARKING PRICING

Building upon the need to ensure consistent turnover of prime parking spaces, the City should evaluate the opportunity of implementing demand based parking pricing. This system allows the demand for parking within a block or lot to drive the cost of a space, specifically the hourly rate of the meter. Prime parking spaces close to the downtown core would have a higher hourly meter rate than parking spaces farther away. If a downtown visitor would like to park close to their destination, they must be willing to pay a slightly higher fee. If they do not wish to do so, they can park a few blocks away for a lower fee, or for free. This system has been found to increase the availability of spaces and decrease the amount of time it takes a driver to find a parking spot in high demand areas.

Additional study will be needed to determine the appropriate rates for demand based parking. Meters would also need to be updated to smart meters that could respond to rate changes, or kiosks could be installed that were equipped with this ability.

PROMOTE ALTERNATIVE MODES OF TRANSPORTATION

As Downtown Delaware continues to redevelop, and the parking demand increases, the City should work with the Delaware Area Transit Authority (DATA) to understand the feasibility of developing a downtown circulating bus route. Having a circulator bus would provide public transportation to different destinations within downtown, and could also provide a shuttle system, allowing employees and visitors to park outside downtown and take the circulator to shops and restaurants.

A Downtown Delaware circulator bus should use identifiable branding and should run on regular, dependable timeframes. The CBUS in Downtown Columbus is an example of a successful downtown circulator. The bus is free to ride, easily identifiable, and runs every 15 minutes. It connects different parts of downtown including the Brewery District, the Central Business District, and the Short North.

There are several potential locations outside of downtown that could serve as places where visitors and employees could park and catch the circulator. For example, the Delaware Shopping Center on South Sandusky has a significant amount of existing parking, and would be a short ride away from downtown. Another potential site is the area east of the Olentangy River. Providing transit would strengthen the connection between this area and downtown, and may encourage economic development opportunities.

To determine whether this service would be

utilized by downtown visitors and employees, the City will need to work with DATA to implement test-runs during events such as First Friday. Once it is determined that people would use the circulator, the services provided can be expanded.

Public input received through the parking survey revealed that nearby residents already walk to downtown, particularly when the weather is nice. Building on this, measures should be taken to encourage people to bicycle to downtown as well. Creating a comfortable and convenient cycling condition can encourage more Delaware residents to reach downtown without their car.

Providing end-of-ride facilities, such as strategically located bike parking, can encourage higher cyclist traffic. Although the City does currently have some bike parking, there are opportunities to increase this in the public lots. This effort could be combined with DATA to encourage employees and visitors to bike to a destination where they could park their bikes and take the circulator to downtown.



THE CBUS DOWNTOWN CIRCULATOR

CASE STUDY: OXFORD, MISS.



In 2014, the city of Oxford, Mississippi installed parking meters in 286 of their premium parking spaces. This was to promote turnover and improve enforcement of time restrictions. The program was highly successful, earning praise from downtown businesses and shops. Within the first year, the meters earned \$624,053, and moved employees from these spaces and opened them up to patrons. A new fine structure was implemented, with offenders being fined \$10 for the first two times they park in an expired meter, \$25 for the third time, and \$50 for each time after that within a year's time. The revenue earned from the parking meters go into the City's general fund as a line item to be used for downtown improvements, and eventually a parking garage.

Parking System

RELOCATING EMPLOYEE PARKING

To provide prime spaces for patrons, employee parking should be located along the periphery streets of downtown, outside the core. Both the demand based parking pricing and the extended enforcement of meters and time restricted spaces will help address the issue of employees parking in prime spaces, however additional measures can also be taken.

The City should contact property owners with parking lots on the periphery of downtown to determine if an agreement can be reached that would allow the spaces to be used for employee parking for agreed-upon times. Within downtown there are a number of public-underutilized lots, and private lots that are only used during certain days/times of the week. These types of parking areas could potentially accommodate employee parking on a regular basis. This recommendation is expanded upon on page 30.

Underutilized on-street parking areas should also be promoted for employee parking. Certain streets or blocks that are infrequently used by downtown visitors could be designated as acceptable locations for employee permit parking, regardless of the presence of ten hour meters. For instance, on-street parking along Spring Street and the portion of Sandusky Street south of Spring Street, are consistently underutilized. These areas also afford an opportunity for partnership with Ohio Wesleyan University to accommodate faculty/staff or student parking during peak periods of campus activity, with minimal impact on parking availability in the downtown core.

Relocating employee parking should be done in correlation with the reassignment of ten hour parking spaces to three hours or less. This is necessary to ensure that employee parking has been identified and planned for before the existing spaces commonly used by employees are re-assigned to encourage patron use.

This will also require a new employee permit system. Currently, employees are able to purchase a permit that allows them to park in a metered ten hour space for a discounted price. It will be necessary to secure adequate parking for the number of employees that currently have permits, as well as for the employees that do not have permits. Ideally, new employee parking should be distributed throughout the periphery of the downtown core in order to provide convenient walkable options for employees working in different quadrants of downtown.

In combination with this, the City should initiate an education and outreach campaign to share where and when public parking is available. This can be done through emails or creating a page for the City's website that keeps updated information on employee parking. Additional information on this can be found in the Parking Policy section.

VALET PARKING

Another strategy for addressing the parking demand at peak times is to create a joint or communal valet parking system to serve downtown. With this program, interested businesses would contract with a third party valet company to operate the service. Patrons

would then have the option to pay to have their car valeted, which would allow the vehicles to be parked in a lot on the periphery of downtown, decreasing the demand on the parking supply within the core.

A valet station should be located in an area that has a high demand for parking. It should serve multiple downtown businesses, and be easily accessible for patrons. If on a street, a station is likely to require the use of two or three on-street parking spaces.

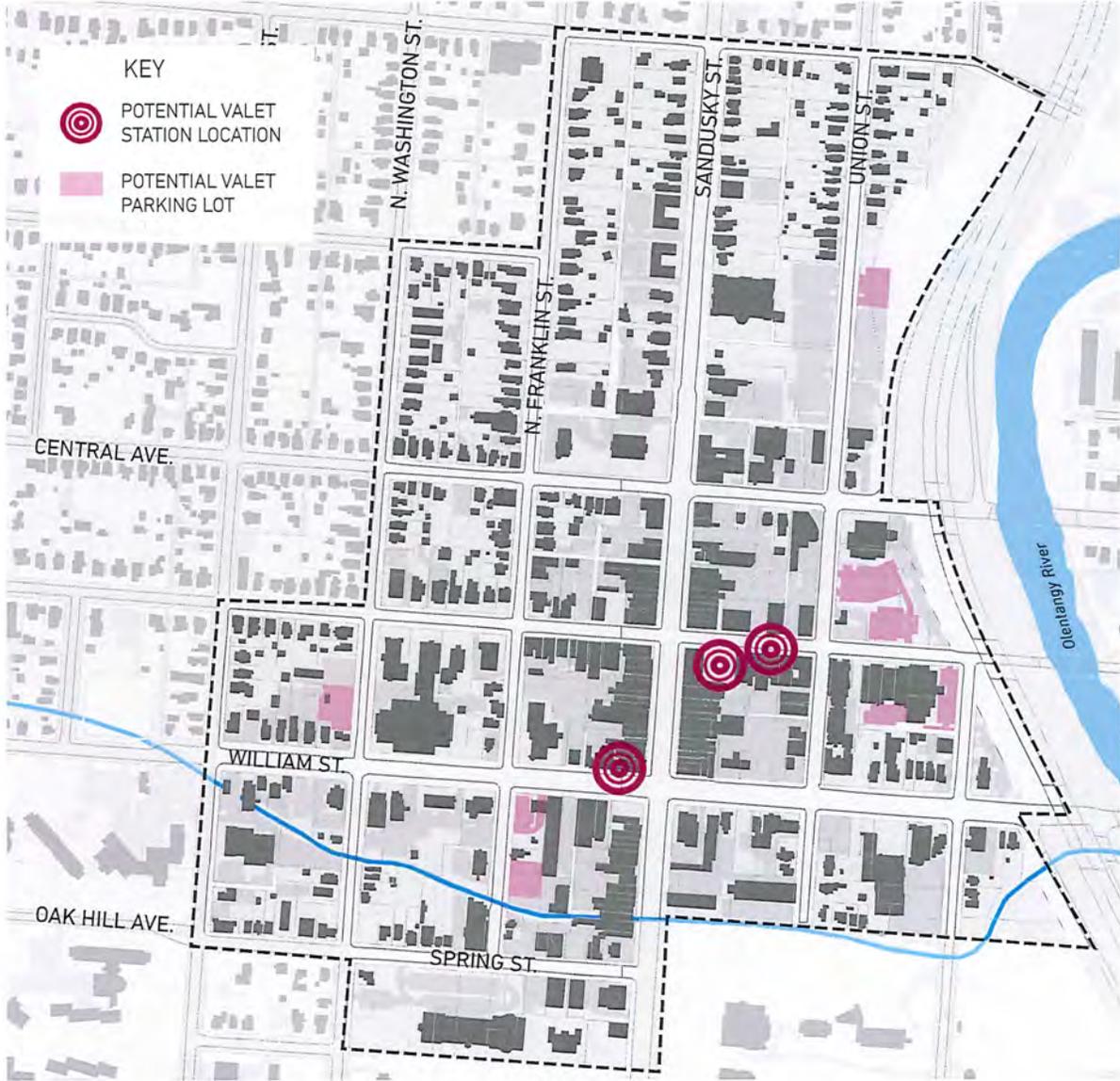
A valet storage area should be within three or four blocks of the valet station, in an off-street lot. Many of the existing surface lots within this diameter are privately owned. This would require a formalized agreements with the property owners to allow valet parking when the lot is not in use.

Three potential sites for a valet station, as well as their potential parking locations are illustrated on the diagram to the right. One option is along the north side of William Street at its intersection with Sandusky Street. This is centrally located within the downtown core, has on-street parking, which could be used for staging, and it would provide easy access to several potential parking lots where the cars could be parked, including the Delaware County Bank site, the Maloney & Novotny lot, or the Willis Intermediate School lot.

Another potential valet site could be located on the south side of Winter Street, in front of the Strand Theatre. The occupancy analysis identified that the Winter Street lot was one of the most used parking areas within the downtown core.

often having over 100% occupancy. Providing a valet service would help alleviate the parking demand in this area. It could service the theatre as well nearby restaurants, and is within a short walk from the businesses along Sandusky Street. From this location, cars could be valeted to the Justice Center lot, which is often underutilized for downtown parking, or to the Hayes lot on North Union Street, or the library lots.

A third option is to locate a valet station in the PNC/Delaware Gazette lot, near the intersection of Winter and Sandusky Street. This lot is privately owned and not used by the business after 5:00 pm. This location would allow for a significant staging area, enabling patrons to pull into the lot, out of the flow of traffic, and leave their cars for the valet to park. The site is also easily accessible and centrally located. Cars could be parked in either the Justice Center lot, the library lots, or the Hayes lot.



Parking System



FORMALIZE AGREEMENTS FOR DOWNTOWN PARKING ON PRIVATE LOTS

Because of the historic fabric of Downtown Delaware, it is more difficult to create new parking spaces. Therefore the City should identify and pursue partnerships with property owners to allow for downtown parking on lots that are not being used during peak days and times. This could address the need for employee parking, additional downtown public parking, and valet parking. The diagram to the left identifies secondary public lots and private potential lots that could be used for these purposes.

Many people that visit Downtown Delaware regularly have learned there are certain private lots that can be parked in without fear of being towed or fined. Some of these, such as the PNC/Delaware Gazette lot, are used on a regular basis. Others are used during community events such as First Fridays, when the parking demand is at its greatest peak. Private lots which are used for public parking either on a regular basis or during events include:

- > PNC/Delaware Gazette Lot
- > The County Court lot along North Franklin Street
- > The Hayes Lot
- > The Maloney and Novotny lot, which is open to public parking after 5:00 pm, but is not formally designated as a public lot
- > The Delaware County Bank

The City should evaluate if there are opportunities to formalize agreements with the property owners of these lots to establish designated public parking times.

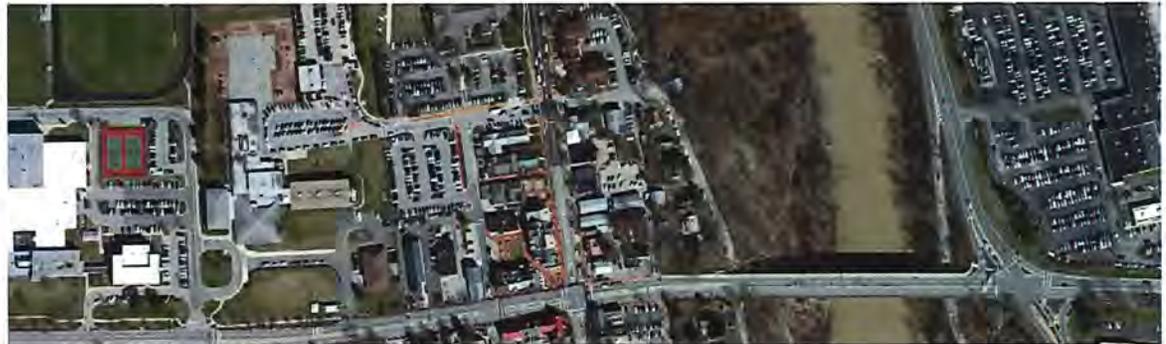
There are also several businesses and institutions which have off-street parking areas that are used during certain times, but may not be during evenings, weekends, or other times during the week. These sites and owners include:

- > The Willis Intermediate Lot
- > The First Presbyterian Lot
- > The County Court Complex
- > The St. Mark's Evangelical Lutheran Church lot at the corner of Union and William Streets
- > The Masonic Hall Lot
- > The Zion United Lot
- > The Library Lot

Additionally, the City already owns a parcel on the south side of William Street, one building down from City Hall. This lot is currently used for overflow fleet parking, but could be used as a potential location for employee, valet special event parking, or public parking on evenings and weekends. Efforts should be made to work with adjacent property owners to establish cross-access connections or expanded parking areas.

Developing a partnership to allow for downtown parking uses on these lots would provide additional parking during community events, and help relocate employee and some patron parking outside the core, freeing up spaces in the regularly saturated areas.

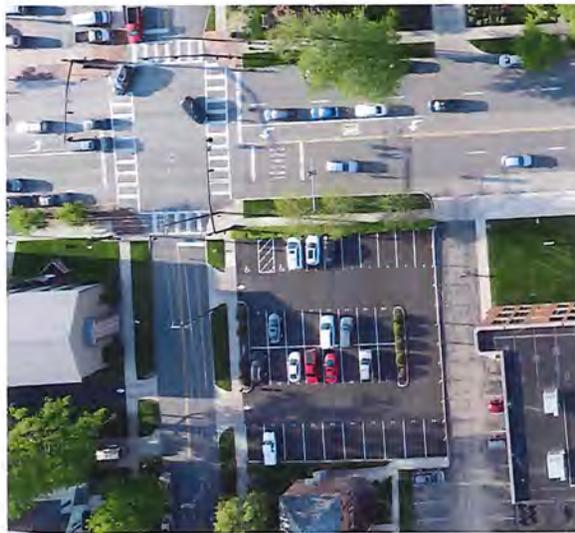
CASE STUDY: HISTORIC DUBLIN PARKING AGREEMENTS



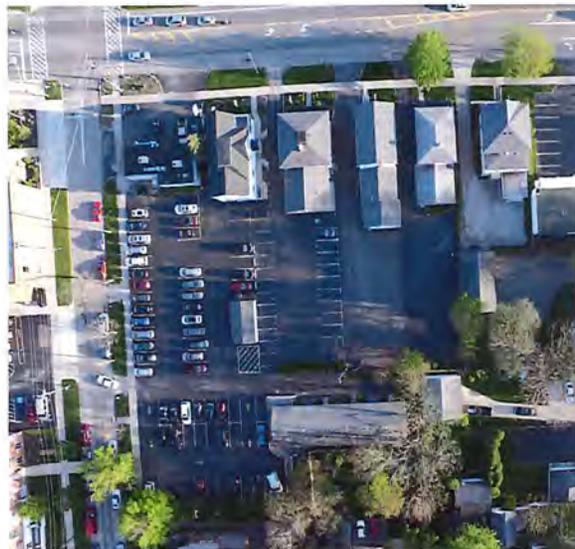
Dublin, Ohio has implemented a series of strategic investments to improve the supply and utilization of parking in its successful historic downtown. These include strategic partnerships with downtown institutions located on the edges of the core to secure additional parking for various users. The City has established parking agreements with the Dublin Branch of the Columbus Metropolitan Library, the Indian Run Elementary School, and the Dublin Community Church. Each of the agreements was structured to meet specific parking needs in downtown. The library agreement secured 15 employee spaces for downtown business members in the Historic Dublin Business Association. This relieved pressure on the City's most popular public parking lot. The City improved the edge of the library lot with a sidewalk and pedestrian

connection as part of this initiative and was permitted to post signs in the lot reserving their use. The agreement with the Dublin Community Church secured 30 spaces for exclusive use by employees of a downtown business who expanded operations but did not have sufficient parking. The City acts as a broker between the business and the church and pays an annual per space fee. Spaces are signed and reserved for employee use during business hours. The City also provides financial contributions to maintenance and snow removal of the church lot. The agreement with the elementary school secured the use of the school parking lot for after-hours valet parking, used by a third party valet operator serving nearby restaurants. The school reserves the right to use the lot after hours when necessary, at which time the valet uses a nearby public lot as a secondary location.

Parking System



St. Mark's Lot First Friday - 7:00 pm



Delaware School/First Presbyterian Lot - First Friday, 7:00 pm

RECOMMENDATIONS	
TIMEFRAME	PARKING SYSTEM
●	Re-introduce paid parking along Sandusky Street.
●	Implement a demand-based pricing program. "Prime" spaces with the highest demand should have the highest fees to encourage turnover. This includes the currently time limited but unmetered on-street spaces on Sandusky, Winter, and William Streets within the Downtown Core.
●	Within the downtown core, re-assign ten hour public lot and on-street meters to three hours or less. This should be coordinated with the strategic relocation of employee parking.
●	Extend the hours time-restricted parking and parking meters are enforced in order to assist in the management of parking demand during peak evening times.
●	Relocate employee parking to the periphery of downtown, outside the core, by establishing agreements with property owners whose lots may be regularly available. This effort should be done in correlation with the reassignment of the ten-hour parking spaces to ensure employee parking is properly planned for, and an adequate amount of parking should be identified before relocation begins.
●	Implement an updated employee permit parking that correlates with the relocation of employee parking
●	Encourage visitors to take alternative modes of transportation to reach downtown, such as a DATA circulator, walking, or cycling.
●	Establish a joint or communal valet parking system to serve downtown/restaurants and take advantage of underutilized parking areas on the Downtown periphery. A prime location would be E. Winter Street at 1808/Strand, using the Justice Center or Library lots for storage.
●	Formalize agreements between private property owners of lots which have been identified as often being used by the general public.
●	Work with the Delaware Area Transit Authority (DATA) to understand the feasibility of developing a downtown circulating route that runs on regular, dependable timeframes. Implement test-runs during events such as First Friday.
●	Study the opportunity to implement three hour parking along Sandusky Street, however the third hour should have a higher rate to encourage turnover.

Parking Policy

Policy decisions and actions will be part of continuing to plan for parking within Downtown Delaware. The following recommendations outline key policies that should be pursued in order to support the recommendations in this document and to continue to improve the parking experience for downtown visitors.

ESTABLISH A PARKING BENEFIT DISTRICT IN DOWNTOWN DELAWARE

The City of Delaware should evaluate the potential to establish a parking benefit district within downtown. A parking benefit district is a designated area that receives a portion of the revenues generated from parking, specifically meters and parking fines. This money is then reinvested into projects within the district.

Cities take different approaches to creating a parking benefit district. Neighborhoods in Portland, Oregon for example have the option to opt into a parking permit system. A portion of the revenue from the sales of permits are then reinvested into the neighborhood. In Austin, Texas, a portion of the funds generated in the City's parking benefit district goes toward promoting cycling, walkability and public transit within the district.

The continued success of Downtown Delaware necessitates the need to re-evaluate existing parking fees. The Parking Strategy section of this document recommended basing the cost of parking on the level of demand. Spaces that have higher demand cost more. Combining these recommendations with the creation of a parking

benefit district would allow a portion of this revenue to be reinvested in Downtown Delaware.

The implementation of a parking benefit district should be coupled with an education campaign aimed at informing the community about how this district will benefit downtown. For example, the campaign could describe how the funds will be used to finance short-term and long-term parking projects, as well as other public improvement projects that contribute to the continued growth and vitality of downtown. Knowing their money is being reinvested in the downtown can also help patrons accept paying for parking.

REVIEW THE EXISTING FINE STRUCTURE

To ensure turnover, it is necessary to enforce a penalty for motorists who park in a space for longer than is permitted. However, consideration



Parking Meter in Old Pasadena Parking Benefit District

CASE STUDY: PARKING BENEFIT DISTRICT OLD PASADENA



The parking benefit district in Old Pasadena, referred to as the Parking Meter Zone, ensures that the parking revenue is spent within the district. This tool has been integral in the revitalization of Old Pasadena since it was initiated in 1993. As part of an effort to win public support for installing meters, a committee of business owners was appointed to allocate how the funds would be spent. The money went toward paying off the Old Pasadena Streetscape and Alleyway Project, which included the installation of street furniture, trees and tree grates, decorative lighting and alley restoration. Within five years after the Parking Meter Zone was established, property tax revenue tripled and sales tax revenue quadrupled.

Parking Policy

should be given to re-evaluating the existing fine structure. The 2006 Downtown Parking Study identified that the then fine of \$10 was too low to incentivize turnover. As a result, this was increased to \$40 for overparking in a two hour space and \$7 for overparking in a metered space. This increased fine structure has helped with turnover, particularly along Sandusky Street which is two hour parking.

However, business owners have expressed concern that \$40 is too high of a fine for first-time offenders. Many say customers have threatened to not return because of receiving a ticket, and the business owner sometimes ends up paying the ticket. There is also concern that ticketing first-time downtown visitors with a fine this high will deter them from to Downtown Delaware at all.

Consideration should be given to updating the fine structure to a system that increases the fine amount with the number of offenses in a given period of time. For example, a first offense may be fined \$20; a second offense may be \$30; and the third at \$40. After this point, each ticket received within the one year period would be \$40.

A graduated fine system would not penalize first-time downtown visitors as severely, reducing the chance that they may not want to return to downtown. This system would also still address the issue of repeat offenders, often downtown residents and employees, by continuing to fine them steeply once they have been previously fined.

IMPLEMENT A PUBLIC INFORMATION AND EDUCATION CAMPAIGN

Where people can park, as well as educational information about parking fines, employee parking, meter usage, etc. should be communicated clearly. One way to disperse this information is to initiate an education campaign that explains how the City is approaching parking, and describes the benefits this will have for downtown.

As part of this campaign, the parking page on the City's website should be updated. Currently, there are two conflicting parking maps on the website. One shows only four of the eight lots that allow public parking:

- > The Winter Street lot
- > The William Street lot
- > The Franklin Street lot
- > The Maloney & Novotny lot, which is open to the public after hours

The second map is more detailed, and effectively communicates information about where and when people can park. It shows the six lots that are also identified with the new public parking signage and wayfinding signs:

- > The Winter Street lot
- > The William Street lot
- > The Franklin Street lot
- > The Justice Center lot
- > The County Courthouse/Hayes lot
- > City Hall Parking Lot

It also identifies where on-street public parking is available, as well as parking on the Ohio Wesleyan campus. Information on the number of spaces and any time restrictions is also included.

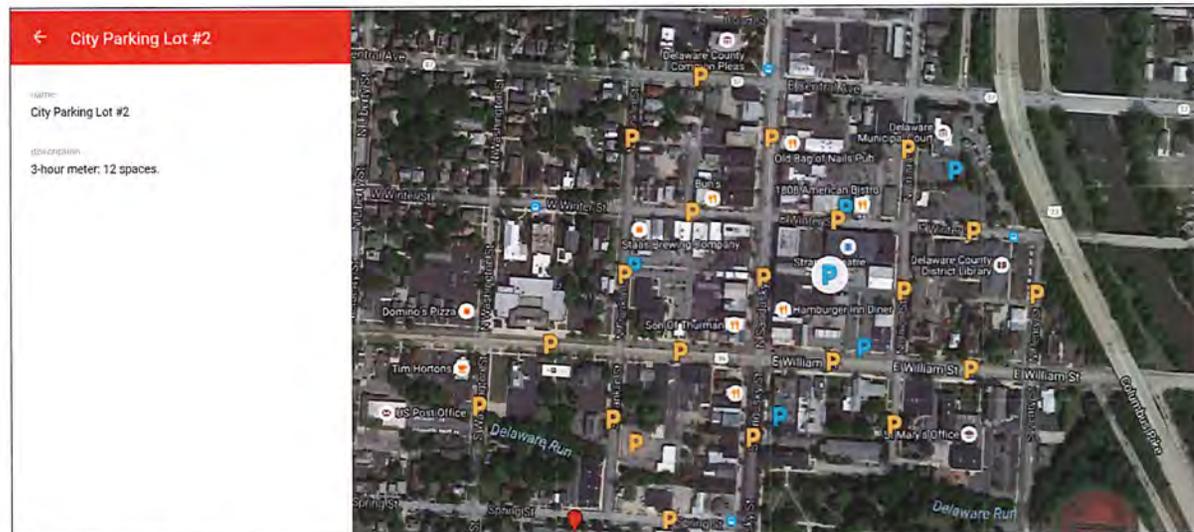
To improve the parking page on the City's website, the first parking map should be removed. The information on the more detailed map should be updated to reflect the most recent parking supply inventory completed for this study. Additional parking information that could be provided on the parking page includes:

- > Information about ongoing parking projects
- > Information about employee parking locations
- > Explanation of how the revenue generated from parking fines is being reinvested into downtown
- > Updated information about parking rates, and if these are subject to change depending on demand
- > Any valet opportunities within the core.
- > Information on how to use updated meters/ parking kiosks
- > DATA pick-up locations during special events or for employee parking

The updated website can also be used as a tool to educate downtown stakeholders and the Delaware community about parking policy. Specifically, why parking restrictions are in place, and why it is important for employees and business owners to not occupy spaces that could be used by patrons.

Finally, the education campaign can include efforts

to encourage people to be willing to park farther away from their destination. This can be done, for example, by focusing on the health benefits of walking an extra block, or sharing how many minutes it will take to walk to a destination. These efforts should be promoted online, as well as within downtown in conjunction with recommendations in the Signage and Wayfinding recommendations in order to communicate the information throughout downtown.



The City's Website Should Serve as a Control Point of Information for all Downtown Parking Initiatives.



City Hall Lot - Thursday Evening

RECOMMENDATIONS	
TIMEFRAME	PARKING POLICY
●	Investigate a program similar to Walk[Your City] to promote the walkability of downtown and encourage people be willing to park farther away from their destination.
●	Evaluate the potential to establish a parking benefit district within Downtown Delaware. Publicize how revenue from parking will be reinvested within the downtown parking system.
●	Review the existing fine structure and explore the potential of implementing lower first-time fines, and increasing with the number of offenses.
●	Update the City's parking page to remove the outdated parking map, and to include parking-related information.
●	Implement a public information and education campaign to publicize parking improvement efforts, inform people of where and when they can park in certain areas, and encourage people to think about parking differently in Downtown.

Signage & Wayfinding

The confusing and conflicting signage in downtown lots is currently a significant deterrent to full utilization of lots. Recently, the City invested in new public parking and wayfinding signs. Both stakeholders and survey participants recognized they have helping to improve visitors' ability to find public parking lots. Building on this momentum by simplifying the existing signage within the lots can improve their use, providing a great benefit at a small cost.

PARKING SIGNS

Simplifying signs within the lots will provide a clear understanding of when and where public parking is available. The City and property owners should remove signs with conflicting information



Parking Restriction Signs in the Delaware County Bank Lot



Example of Well-Designed and Clear Restriction Signage

and reduce the number of restriction signs, replacing them with fewer, but strategically located signs. Whenever possible parking restrictions should be consistent throughout the lot.

The design of the parking restriction signs should be improved to make them easier to read for motorists trying to find a parking space. The style of the signs could complement the style established with the City's new signage and wayfinding system. This would help make them recognizable throughout downtown as

components of the existing wayfinding system. It would also encourage visitors to read the restrictions and not assume the sign means they can't park in the lot.

In areas where parking spaces have time restrictions, the City should consider implementing signs that describe how funds collected from parking fines are reinvested within the downtown. This will help visitors understand that if they are fined, their money will at least be invested back into the parking system.

PEDESTRIAN SIGNS

In addition to signs aimed toward motorists looking for parking, pedestrian signage should be developed and strategically located throughout



Example of Pedestrian Directional Signage.

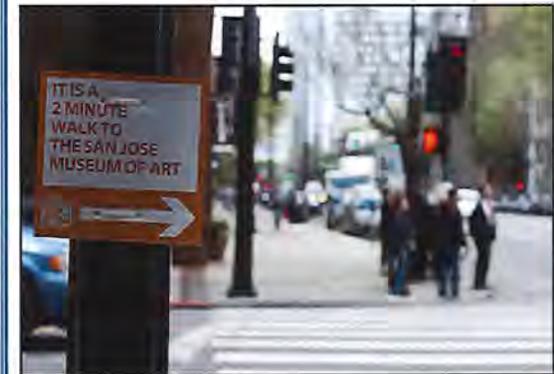
downtown. These signs will help direct people from the parking lots to the storefronts, and will also help visitors navigate downtown. The pedestrian signs should be smaller in scale and should provide simple, directional information. The design of these signs should complement the existing style of the public parking and wayfinding package.

Within downtown there are also opportunities to create fun, engaging signs that promote the walkable character of the area and encourages people to walk farther from their parking space to

their destination. This type of pedestrian signage could be coordinated with the existing signage and wayfinding branding. Signs could include information such as how many calories are burned by walking one block, or how many minutes it will take to walk to a destination. This type of campaign can help decrease walking distances in people's minds, showing them their destination isn't as far as they thought.

RECOMMENDATIONS	
TIMEFRAME	SIGNAGE & WAYFINDING
●	Eliminate vague, confusing, conflicting and unnecessary signs within publicly available lots.
●	Streamline and strategically locate necessary signs within public lots.
●	Standardize and clarify time restrictions and other regulatory messages within lots.
●	Introduce simple, clear signs within parking lots that identify where and when parking spaces are available. These should work in conjunction with the existing new wayfinding system.
●	With the implementation of the parking benefit district, include signs informing visitors that if they are fined, their funds will be reinvested in the downtown.
●	Investigate a program similar to Walk[Your City] to promote the walkability of downtown and encourage people be willing to park farther away from their destination.
●	Develop simple, clear pedestrian-scale signs to direct people from within public parking lots to key destinations and streets.
●	Develop consistent standards for private parking lot signs.

CASE STUDY: WALK[YOUR CITY]



Often times a downtown destination is a shorter walk than people perceive. One way to bridge mental barriers that deter people from walking is through signage and wayfinding. Walk[Your City] takes a unique approach to wayfinding. The company produces signs that direct people toward popular destinations, while promoting walkability and exercise. Conversational written messages identify how many minutes it will take to walk or bike from where the sign is, to the destination. A QR code can be scanned with a smart phone, and walking or biking directions will appear. Cities work with Walk[Your City] to design their own sign, which they can strategically hang around town to encourage people to walk or bike.

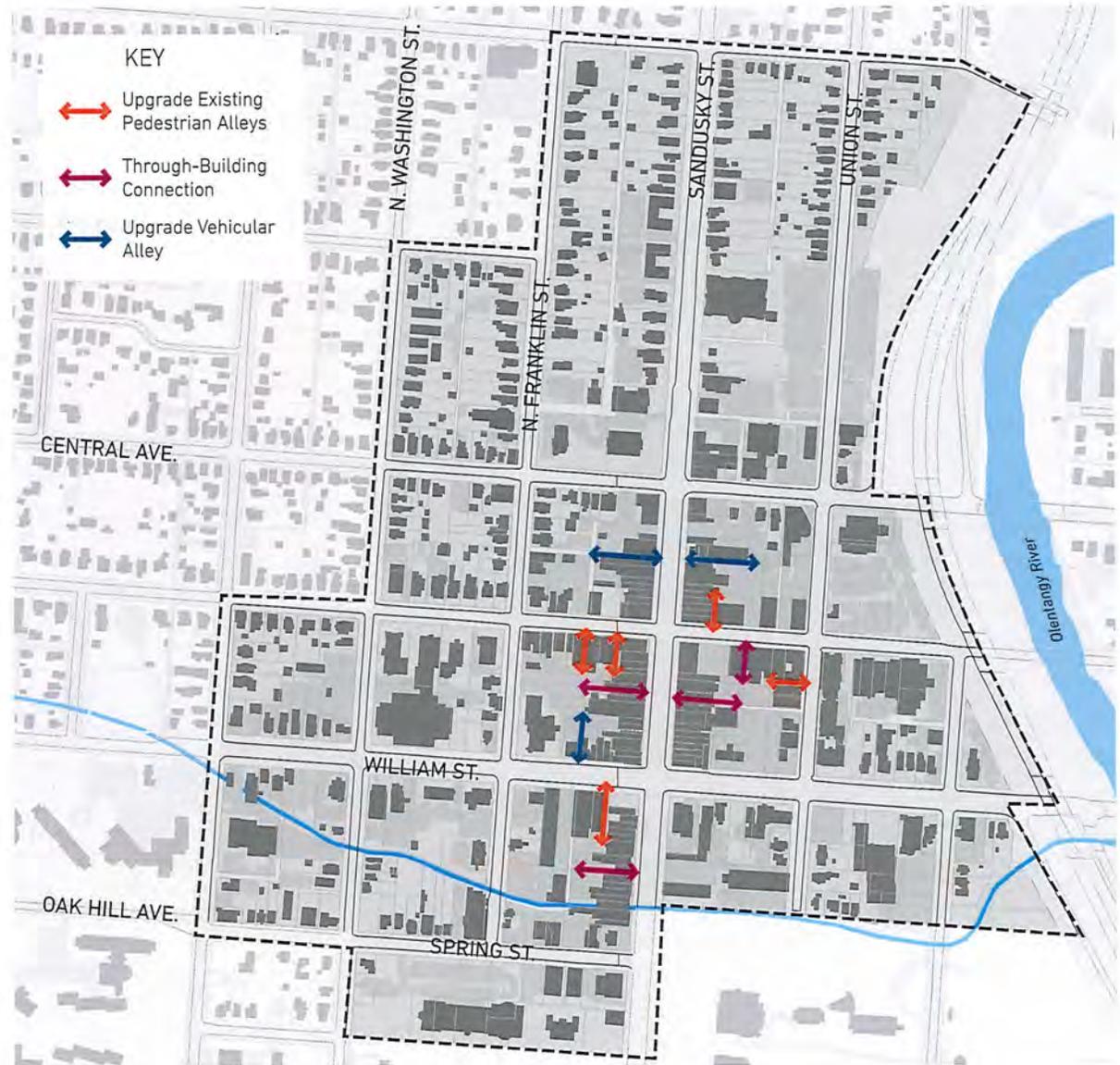
Pedestrian Experience

Planning for parking in Downtown Delaware includes planning for visitors once they park and become a pedestrian. It is important to provide an engaging experience and an intuitive path from the parking space to the destination. This will enhance a visitor's experience of visiting Downtown Delaware, and it will encourage people to walk farther from to their destination.

CREATING DIRECT CONNECTIONS BETWEEN PARKING AREAS AND STOREFRONTS

Connections between off-street parking areas and the storefronts should be strengthened. This is particularly true of the three primary public lots within the downtown core. This can be done in two ways, by creating new connections and by enhancing existing connections to become more inviting and pedestrian-friendly. The diagram to the right illustrates locations where these opportunities currently exist or could exist in the future.

The strong, historic character of Downtown Delaware means, particularly along Sandusky Street, that there are limited gaps or alley connections between the street and the parking behind the buildings. Some of the alleys are crowded with air conditioning units or other utilities. To create a direct connection between the parking areas and the storefronts, it may be necessary to go through an existing building. This could be done by creating an arcade-style open connection. Visitors would be able to walk through the building to get between the parking lot and the street. This would create an easily identifiable public connection in Downtown, while still preserving the urban fabric.



The implementation of this type of connection is a long-term objective. It would require the strategic acquisition of property and the renovation of a building to create an open walk-through. With this concept, it is important that the building's facades remain intact in order to preserve the character of the block. Potential locations for this type of connections include storefront spaces with awkward or difficult to lease configurations.

Within the existing alleyways that connect the parking areas to the streets, there is an opportunity to enhance the corridor and help draw people through to the street. Introducing planters, landscaping, lighting, outdoor dining, unique pavement material, and other design elements will transform the existing alleys, making them unique and inviting spaces.

Already efforts similar to this are underway. Main Street Delaware has plans to improve Shortcut Alley, which connects the Franklin Street lot and Winter Street, with similar design elements.

Finally, there are several existing vehicular connections that exist between parking areas behind buildings and storefronts on Sandusky Street. Improvements should be made to these corridors to create more pedestrian-friendly conditions. This will allow the connection to serve both motorists and pedestrians. Improvements could include public art such as murals, adequate sidewalks, lighting, landscaping, etc.



Aesthetic Improvements Can Create an Inviting Connection

CREATING ENGAGING STREETSCAPES TO STRENGTHEN CONNECTIONS

Providing an engaging streetscape enhances the pedestrian experience and encourages visitors to walk farther from their parking space to the downtown core. Encouraging this behavior is one of the most effective ways to address the perceived parking shortage in Downtown Delaware.

The occupancy analysis identified that streets with an inviting and engaging streetscape, such as Winter Street, have higher occupancy rates farther from the downtown core. Streets with less engaging and active streetscapes had lower occupancy rates closer to the downtown core.

CASE STUDY: NORTHVILLE, MI



As part of its strategic plan, the City of Northville, Michigan identified the need to create a direct pedestrian connection between its parking and its downtown storefronts. Working with Comerica Bank, the City identified a location for a pass-through within an existing building. Through a Steering Committee-led design process, a concept was created for a two-story, arcade-style connection with a plaza located between the rear parking lot and the back of the entrance. The connection cost the City \$750,000. \$125,000 of which was pledged by the Northville Area Development Corporation. The remaining costs were funded through the Downtown Development Authority.

Recommendations

The images below provide an example of this. Both images were taken on a Saturday evening around the same time, and both locations are approximately a block away from the two busiest blocks within the downtown core - Sandusky Street between Winter and William streets. The streetscape in the top image, Winter Street, includes street trees, tree lawns, and historic homes. The streetscape in the lower image, Spring Street, is less activated, has no street trees, and a small tree lawn, if any.



Winter Street - Saturday Evening



Spring Street - Saturday Evening

In general, the Spring Street corridor is underutilized. While the streetscape was one component of this, another is the low-activity of the area, which has few businesses, less urban fabric, less nighttime activity, etc. Revitalization of this area, along with an improved streetscape as part of a redevelopment project, will help activate this area.

Implementing streetscape improvements along underutilized corridors may encourage people to park in these areas. Introducing tree lawns, street trees, lighting, signage, and adequate sidewalks will make downtown visitors feel more comfortable parking in these locations, and will create a stronger connection between the bustling activity of Sandusky Street within the core and these periphery areas. Specifically, streetscape improvements should be considered for:



Sandusky Street, North of Central Avenue - Saturday Evening

- > Union Street north of Central Avenue
- > Sandusky Street north of Central Avenue
- > Spring Street west of Sandusky Street
- > William Street west of Franklin Street and east of Union Street

IMPROVING CROSSING CONDITIONS WITHIN THE DOWNTOWN CORE

Intersection crossings at streets with heavy traffic or long delays can serve as a mental barrier to downtown visitors. The key findings identified that areas where parking is underutilized after correlate to intersections with inconvenient pedestrian crossings. Making these crossings as easy as possible is important to the pedestrian circulation in Downtown Delaware.

The two main intersections within the downtown core are Sandusky Street at William Street, and Sandusky Street at Winter Street. These see high levels of vehicular and pedestrian traffic, and are located within the two busiest blocks of downtown. Currently, to cross at the Winter and Sandusky intersection, a pedestrian must push a button to activate the pedestrian crossing signal. At Winter and Sandusky, no button is needed to activate the signal, but there is a longer delay before the signal is activated. Improving crossings by implementing consistent pedestrian crossing facilities and reviewing pedestrian signal timing can improve pedestrian circulation within the core, and minimize the extent to which these intersections act as barriers.

Another potential intersection improvement would be the implementation of bumpouts at identified intersections. These curb extensions decrease the crossing distance for pedestrians, expand the pedestrian zone within the streetscape, and help buffer on-street parking spaces. Potential intersections that would benefit from bumpouts include:

- > William Street and Union Street
- > William Street and Sandusky Street
- > Winter Street and Union Street

Additional engineering studies will be needed to determine the feasibility and appropriate design of these improvements.

Identifying opportunities for mid-block crossings along Sandusky Street will also improve pedestrian connections within downtown. This could be accomplished by introducing a median along the corridor. The current width of Sandusky street accommodates five lanes of traffic at the intersections. Between the intersections, portions of the street are stripped off, where its not needed for turnlanes. Additional study should be conducted to understand if a narrow, landscaped median could be introduced in these mid-block areas. This would have several benefits, including:

- > Providing opportunities for mid-block crossings
- > Providing traffic calming effects
- > Enhancing the character of the corridor



Bumpouts also Provide Buffers for On-Street Parking



Bumpouts can Make Intersections Less of a Mental Barrier

RECOMMENDATIONS	
TIMEFRAME	PEDESTRIAN EXPERIENCE
●	Improve pedestrian connections from public parking lots to destinations. This includes physical improvements and beautification of existing pedestrian-ways and alleys.
●	Explore and identify opportunities to create more direct connections from rear parking lots to Sandusky Street.
●	Conduct a street lighting audit to identify needs for potential improvements to eliminate safety concerns with walking to more remote parking areas at night.
●	Enhance the streetscapes of streets on the periphery of the Downtown Core to create inviting pedestrian connections and encourage people to be willing to park a few blocks away from the core and walk.
●	Develop a community campaign to encourage downtown visitors to be willing to park farther.
●	Improve pedestrian experience and expectations at signalized intersections to minimize street crossing as a deterrent to park-once / park further behavior. This can be done through (1) implementing consistent pedestrian crossing facilities, (2) reviewing signal timing for pedestrian crossings, and (3) identifying opportunities for bumpouts.
●	As key tenant spaces become available on the market, the City should acquire secure a space to create a publicly accessible pedestrian pass-through.
●	Study the potential for a median and mid-block crossing along Sandusky Street, between turn lanes.

Meter Strategies

Parking meters are an essential tool to ensure turn-over within downtown areas. As technology continues to advance, so do the options for parking payment infrastructure such as meters. While the existing meters within the downtown core are functional, there is some community frustration that they only take coins. Moving forward, there are several opportunities to improve upon the existing meters, making them more user-friendly and beneficial to the downtown parking system.

UPGRADING EXISTING METERS

A short-term solution is to implement a program that allows existing meters to be paid for either with change or through a smartphone app. These types of programs do not require the replacement of the meters, but instead involve placing a sticker on the existing meter identifying the option to use the app as a payment method. Change can still be used at these meters.



Pay-by-Phone Options for Existing Meters

PARKING METERS VS PARKING KIOSKS

Eventually, the existing meters should be upgraded with either smart meters or parking kiosks. Smart meters are upgraded parking meters that take change as well as credit/debit cards, and may also provide the option to pay through a smart phone app. These generally cost between \$200-\$500 per meter.

The second potential option are parking kiosks, or pay stations. These machines replace the need for

individual meters by covering a designated area, generally six to twelve parking spaces. Users pay the kiosk by reporting either their license plate number or their parking space number, and then using cash or a credit/debit card. Depending on the model, the kiosk either prints a receipt that the customer will then place on their dash, or it will store the space number for parking enforcement. Kiosks range in level of sophistication and price, but generally these cost approximately \$10,000-\$12,000 per machine.

	SMART METERS	PARKING KIOSKS
COST*	Approximately \$200 - \$500 per meter	Approximately \$10-12,000 per kiosk
PAYMENT METHODS:	Change, Credit Cards, App	Change, Cash, Credit Cards, App
AREA COVERED:	1 Parking Space	Generally 6-12 Parking Spaces
REAL-TIME	Yes, with embedded roadway sensors.	Yes, kiosks provide detailed records that can be used to adjust pricing.
VARIABLE PRICING		Cities that installed parking kiosks saw an increase in parking revenue over conventional parking meters.
OPERATION / MAINTENANCE COSTS		Cities have found parking kiosks cost less to maintain because there are fewer devices per parking space.
USER-FRIENDLY	People are more familiar with parking meters.	
ORDER OF MAGNITUDE FOR SANDUSKY STREET (SPRING ST TO CENTRAL AVE)	\$16,000 - \$39,000	\$110,000 - \$132,000
ORDER OF MAGNITUDE FOR PRIME METERED ON-STREET SPACES AND KIOSKED OFF-STREET LOTS**	\$59,000 - \$147,000	\$30,000 - \$36,000

*SOURCE: Information from Technical Memorandum #5: Technology, for the Town of Concord - Nelson Nygaard

**Assumes conversion of existing on-street meters to smart meters, and installation of new smart meters on Sandusky, Winter, William, Union, and Franklin streets.

Both tools encourage turnover, however there are pros and cons to each. The smart meters require a smaller investment upfront for installation, however many cities found that the kiosks cost less over time to maintain. Both are capable of taking multiple methods of payment, making them more convenient than conventional meters. If the City were interested in adjusting pricing based on real time demand, it would be easier to adjust the price on the parking kiosks. Smart meters would require roadway sensors to be installed in the parking spaces to allow for this type of price-adjustment. The demand-based pricing can be accommodated by both smart meters and kiosks. Finally, most people are more familiar with traditional meters, making the smart meters generally more user-friendly.

Whether smart meters or kiosks are appropriate to install will depend on the location. In the public parking lots kiosks should be used to replace the existing meters. This would allow generally one to two kiosks per lot.

Along Sandusky Street, within the downtown core, smart meters or parking kiosks should be installed. Because there are pros and cons with each, a cost-benefit analysis should be conducted to determine which is appropriate for this corridor.

In terms of cost, installing parking kiosks would have a higher upfront cost. If kiosks are installed, there will need to be two per block (with the exception of the block on the southwest corner of William Street and Sandusky Street, which would only require one kiosk), in order to provide a customer-friendly experience, and

not require users walk half a block out of their way to pay for parking. This would cost between approximately \$110,000 - \$132,000. To install smart meters along the 78 on-street spaces in this section of Sandusky Street would cost between approximately \$16,000 - \$39,000.

Both options also require the addition of elements to the streetscape, which can impact the character of the corridor. If parking meters are used, it means one will have to be installed at each parking space. If parking kiosks are used, each parking space will need to be assigned a number, which will require a sign at each space. Two kiosk machines, one at either end of the block will also be needed, and kiosk sizes and space needs vary depending on the type used. It will be necessary to strategically locate this parking equipment in order to prevent cluttering of the streetscape.

Smart meters or kiosks should be implemented along the remaining streets within the downtown core as well. With the exception of Sandusky Street and Winter Street between Sandusky and Union streets, smart meters should be installed. This block of Winter Street however could support either smart meters or a kiosk on either side of the street.

Regardless of location, it is important that any kiosk that is installed allows the user to pay by entering the number assigned to their parking space. This is the most user-friendly model of kiosk, and does not require the person to walk back to their car after they pay. This model does require that each space be numbered, either by painting a number along the curb or installing signage with each parking space.

CASE STUDY: PARKMOBILE



The Parkmobile service provides one option for converting existing parking meters to smart meters. A parking sticker is placed on the meter indicating the zone in which a car is parked. Drivers can then pay the meter with change or with a credit card by downloading the Parkmobile app on their smart phone or by calling the number on the sticker. They will enter the zone they are parked in, along with their license plate number. Meter enforcement officials then check the license plate number of the car in the space in order to enforce who has paid and who has not. The app will notify drivers when they have 15 minutes left on their meter and, in permitted areas, drivers can add time through the app.

Meter Strategies

This plan recommends reassigning ten hour parking meters to three hours within the downtown core. When this occurs, the color of the meters should be changed from blue. Currently, the City has three colors of meters:

- > Red meters for fifteen minute parking spaces
- > Grey meters for three hour parking spaces
- > Blue meters for ten hour parking spaces

While this color-coded system helps to easily identify the time restriction for each spot, the use of blue meters could be confused for handicapped meters. The images to the right show an existing ten hour meter in Delaware and a typical ADA handicapped meter used in other communities. Visitors who are not familiar with Downtown Delaware may see the blue ten hour meters and assume they cannot park in that space because it is reserved as a handicapped space. The City should also implement ADA-height handicapped parking meters.

Finally, the existing parking meter rate of \$0.25 per hour should be re-evaluated. With the success of Downtown, and the fact that most of the metered spaces are located in prime, high-demand parking areas, this rate is lower than typical for vibrant urban areas. For example, Columbus, Toledo and Akron have a rate of \$1.00/hour. Cincinnati's rates vary, but range from \$0.75 per hour to \$2.00/hour. Athens has a rate of \$0.50 an hour.



Handicapped Meter - Columbus, Ohio



Ten Hour Meter - Delaware, Ohio

RECOMMENDATIONS	
TIMEFRAME	METER STRATEGIES
●	Phase in new parking meters that take credit cards as well as change, and allow users to pay by phone. These should be installed in spaces that are receiving new meters, and should also be phased in to replace existing older meters.
●	Install parking kiosks or smart meters throughout downtown, using a cost-benefit analysis to identify which option is appropriate along Sandusky Street, and Winter Street between Union and Sandusky Streets. Throughout the remainder of downtown, smart meters should be installed.
●	When parking meters are reassigned to three hours, change the color to prevent confusion with handicapped meters.
●	Implement a pay-by-phone program for existing and future parking meters. This program should allow existing meters to be paid for either with change or through the use of a smart phone app, and should be able to be applied to future meters or kiosks that may be installed.
●	Adjust pricing to more appropriate hourly rates for an active downtown.
●	Replace parking meters at handicapped spaces with ADA-height meters.

Core Parking Lots

The three primary public parking lots within the downtown core are surrounded by individual private lots, which can make it unclear where the public spaces end and the private ones begin. Therefore it will be important to work with these property owners to improve downtown parking.

Where possible, the City should work with property owners to negotiate shared public/private parking agreements. This should provide for consolidated maintenance and improvements in exchange for public use of private spaces. The particular details of which spaces and at what times private spaces could be used by the public will need to be negotiated on a case by case basis, but there would likely be a need to reserve some spaces for private use during business hours, or at all times. Consistent and coordinated signage will be necessary to avoid confusion and set expectations.

There are significant site complexities associated with each of the three public lots and adjacent private lots that will need to be considered when discussing consolidated maintenance and improvements. These include existing utilities and drainage issues, among others. Improvements to these lots will take significant coordination between public and private partners, however the completed improvements will improve the parking experience and efficiency of the system.

As opportunities arise, the City should strategically acquire privately owned surface parking lots for permanent public use. Where outright purchase by the City can be negotiated, these opportunities should be capitalized upon to ensure public control of prime parking areas.

Within the short-term, improvements can be made to strengthen the vehicular connections between lots by eliminating physical and visual barriers and securing cross-access easements. This will enhance the ability of visitors to find parking within the downtown.

A vehicular connection from the rear portion of the William Street lot through the PNC/Gazette building lot to Winter Street (in the location of the recent pedestrian connection improvement) would significantly improve circulation within this block. This portion of the William Street lot is currently difficult to access and physically removed from the larger public parking area accessed from William and Union Streets. This connection would also allow for more direct circulation between the Winter and William Street public lots.

Improvements to parking lots within the downtown core should include the incorporation of charging stations for electric cars, which are increasing in popularity. Currently, the City is investigating the potential of installing electric car chargers in the William Street lot.

Given the limited dimensions and elevation changes in the Winter Street lot, opportunities for improved circulation are limited. However, there is an opportunity to modestly increase capacity by restriping portions of the lot to create a small number of additional spaces in location where drivers already park illegally on a regular basis. A more significant opportunity to upgrade this lot would involve consolidation of the adjacent private parking areas and relocation of dumpsters (through negotiations with private



New Pedestrian Connection from Winter Street to William Street Lot

Core Parking Lots

property owners) to create a more cohesive parking lot, and thereby increasing available parking capacity. Similar opportunities exist in the William and Franklin Street lots. Aesthetic improvements in each of these lots, while not affecting parking supply, would contribute to the quality of the parking experience in these prime parking locations. Currently, pavement conditions are either of poor quality, or of inconsistent quality between public areas and adjacent private parking lots. The entry points to these lots are generally uninviting, and where pedestrian facilities exist within the lots, these are sometimes obstructed with utility infrastructure and do not provide consistent or accessible connections to surrounding streets.

Circulation in the Franklin Street lot is generally adequate, with direct connections to both William Street and Franklin Street. However, there may be a larger opportunity to improve overall circulation between Sandusky and the Franklin Street lot by converting the one-way portion of Franklin Street (north of Winter Street) to two-way travel. A traffic study would be necessary to determine the feasibility of a directional conversion, and the potential impact on existing on-street parking spaces along Franklin Street.

RECOMMENDATIONS	
TIMEFRAME	CORE PARKING LOTS
	Improve vehicular connections between lots by eliminating physical and visual barriers and securing cross-access easements.
	Create a vehicular connection from the William Street lot, through the PNC/Delaware Gazette lot, to Winter Street.
	Increase capacity of the Winter Street lot by restriping portions of the lot to create a small number of additional spaces in location where drivers already park illegally on a regular basis.
	Work with adjacent property owners to address pavement condition within the public lots and the adjacent private lots.
	Improve the entrance points to the lots, providing aesthetic improvements to make them more inviting to pedestrians and motorists.
	Improve pedestrian facilities in the lots, and in the entrances to the lots.
	Building on the City's initiative, install additional charging stations for electric cars in the downtown core parking lots.
	Upgrade the Winter Street, William Street, and Franklin Street lots by consolidating the adjacent private parking areas and relocating dumpsters (through negotiations with private property owners) to create a more cohesive parking lot, and thereby increasing available parking capacity.
	Negotiate shared public/private parking agreements with property owners who control lots immediately adjacent to public lots.
	Strategically acquire privately owned surface parking lots for permanent public use as opportunities arise. Where outright purchase by the City can be negotiated, these opportunities should be seized to ensure public control of prime parking areas.
	Conduct a traffic study to understand the feasibility of improving overall circulation between Sandusky and the Franklin Street lot by converting the one-way portion of Franklin Street (north of Winter Street) to two-way travel.

Parking Structure

PARKING STRUCTURE

When asked in the parking survey how downtown parking could be improved, most people commented that more centralized parking, or more specifically a parking garage or deck, was needed. While it has been identified that there is not currently a shortage of parking spaces within downtown, redevelopment/reuse of the upper stories of businesses along Sandusky and the growing appeal of Downtown Delaware as a destination may necessitate the need for a parking structure in the future.

Because of downtown's historic character and urban fabric, the construction of a parking structure should be carefully studied and designed to fit it into available spaces. It should blend seamlessly into the streetscape, maintaining consistent front setbacks with adjacent buildings, providing an engaging facade, potentially with businesses located along the street frontage and parking behind. It should be of similar height to surrounding buildings. Its location should allow it to service multiple users within the downtown, as well as provide easy vehicular and pedestrian access into and out of the structure.

Additionally, there are several other significant considerations for a parking structure. First, depending on the location, it will need to be determined if a parking deck or a parking garage is appropriate. A deck is generally one story, with parking on the ground level and one additional level either above or below this. A parking garage is categorized as multiple levels of parking.

The cost to construct a structure also depends on whether it is a deck or a garage. Generally, as a rule-of-thumb, a conservative estimate for a parking garage is approximately \$20,000 per space in our region. Parking decks can cost between \$15,000 and \$18,000 per space. Specific costs will vary depending on the site and the efficiency of the structure size and layout.

A preliminary study identified several potential locations that could support a parking structure. Careful priority consideration was given to the existing parking lots to determine if a structure could fit where parking already exists within the downtown. With the exception of the William Street lot, which is discussed below, the dimensions of these lots would efficiently accommodate a



Example of a Parking Deck - Northville, MI

parking structure without removal of or significant impacts to existing adjacent buildings. With some exceptions, much of the building stock in Downtown Delaware has historic significance or desirable economic value that should be preserved. However, where existing buildings lack historic character and opportunities for acquisition and redevelopment arise, some locations afford an opportunity to develop structured parking in the future.

A prime, relatively centralized location for a parking structure is the Justice Center parking lot accessed from Winter and Union Streets. This location could support either a deck or a garage in a variety of sizes and configurations. Ideally, a structure at this location would incorporate the corner parcel at Winter and Union, requiring acquisition of the PNC Bank drive-through facility. However, an ATM could potentially be integrated into the ground level of the structure, while alternative sites exist in or near downtown for a relocated drive-through.

A modestly-sized structure oriented primarily along Winter Street, across from the library, could support 80 spaces per level. Assuming \$15,000 per space, a magnitude of cost for a parking deck on this site would be \$2.4 million and provide 160 parking spaces. A parking garage could also be supported on this site. Assuming a four story height, this would provide 320 parking spaces, and cost approximately \$6.4 million to construct. A larger footprint, incorporating the bulk of the Justice Center lot along Union Street as well, could yield approximately 125 spaces per level.

Parking Structure

At four stories in height, a 500 space garage could cost up to \$10 million to construct. Variations in structure size, construction methods, and level of architectural finish offer multiple options and a wide range of potential construction costs.

Second, the William Street lot combined with the BP site could support a parking deck or garage. This site is centrally located, within the downtown core, and a portion of it is already used for public parking. More detailed study would be needed to determine the best layout and circulation of the site and structure, but an initial analysis found that for a deck, this site could support approximately 150 spaces (75 spaces per level), with an order of magnitude cost of approximately \$2.25 million. A garage could also potentially fit on this site. Assuming the structure were four stories, it could supply approximately 300 spaces, and have an order of magnitude cost of approximately \$6 million.

The Winter Street lot is physically constrained in its current form and could not accommodate a parking structure on the existing footprint. However, grade changes on surrounding properties from Union Street, Sandusky Street and Central Avenue provide an opportunity to construct a parking deck. This would likely require acquisition and removal of single family structures along Central Avenue, and potential redevelopment at the corner of Sandusky and Union Streets. A multi-level deck could provide access to separated parking levels, accessed from each of the surrounding streets. Because of the character of the site, additional study will be

needed to determine the appropriate layout and configuration. However, an initial study found that a deck system on this site could potentially yield 150 spaces. The complexities of this site however, make it difficult to predict construction costs.

The potential for the largest structure could be in the Hayes lot. This site already includes parking, and the grade of the site could lend itself to a structure. With the new parking garage being constructed by the County, the Hayes lot may also have lower occupancy on a daily basis. Because the site is more removed from the downtown core than desired for a central garage, it may be more practical to construct a deck. Based on an initial analysis, a deck could essentially double the amount of parking currently available in the lot, and provide approximately 325 spaces. The order of magnitude cost for this would be approximately \$4.9 million. There is also the opportunity to combine a structure on this site with the implementation of the DATA downtown circulator concept described earlier in this report to better connect the site to the downtown core.

Finally, the South Sandusky block offers an opportunity for redevelopment, which could include a parking structure. Currently, the southern portion of the block, which fronts Spring Street, is underutilized, and there are significant portions of paved and unpaved parking within the block. Redevelopment of this portion of the block would allow parking in this location to better to serve the larger Downtown. If this area is redeveloped, a parking structure should be included if economically feasible. The size of the

structure would depend on the development and the uses being introduced. This could provide parking for not only the new development, but for the other blocks within the downtown core.

Another potential future redevelopment site could be the southeast corner of the Sandusky Street and Central Avenue intersection. Currently, this site is utilized by the Delaware Moose Lodge. However, while the majority of buildings along Sandusky street are historically and architecturally significant, this corner consists of mid-20th Century construction that does not significantly contribute to the urban fabric. Should this site be redeveloped in the future, a parking structure could be considered as part of the redevelopment effort.

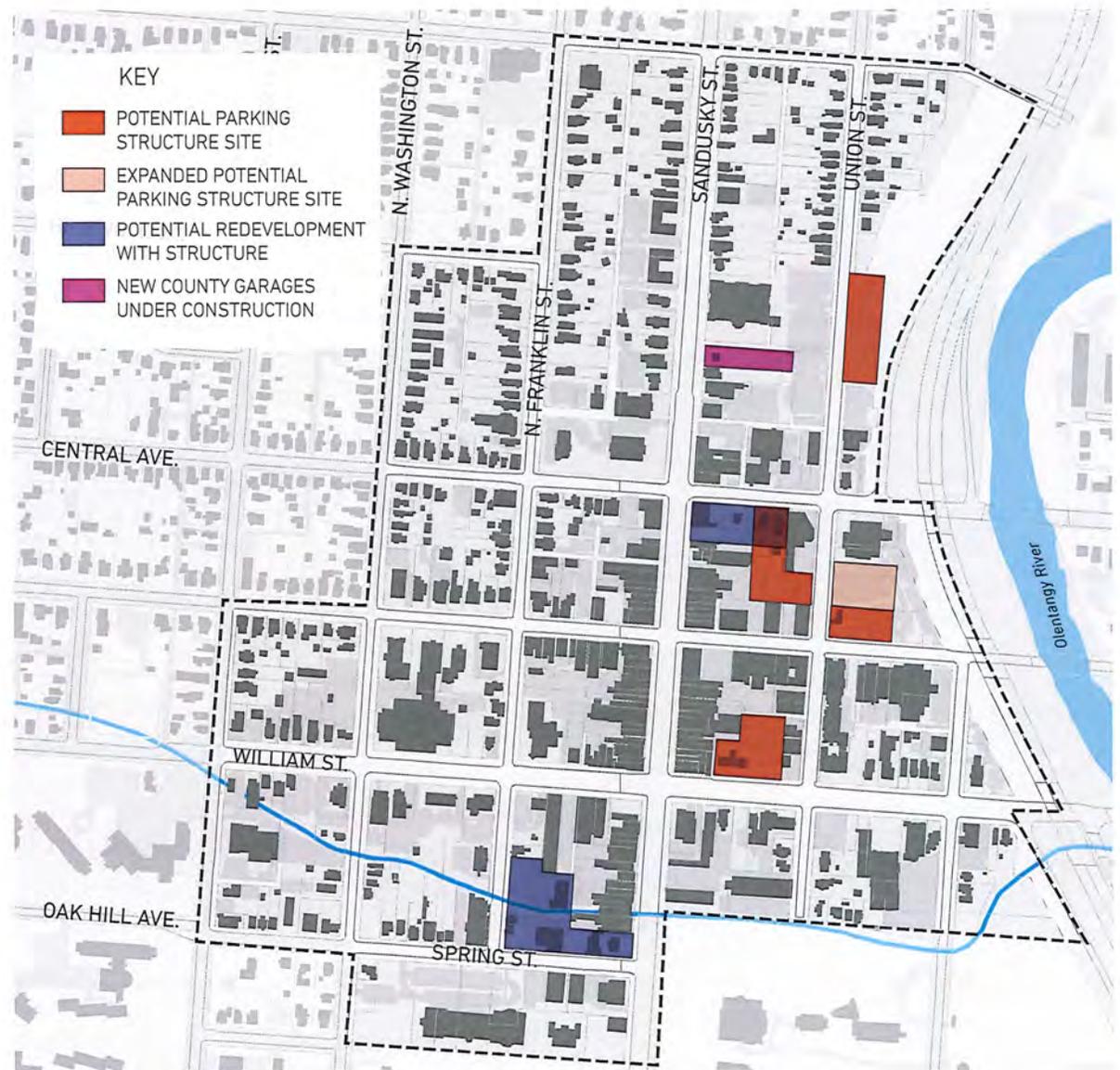
This study finds that there are broad set of initiatives that the City can undertake to improve the efficient use of the existing parking supply, and that development of a public parking structure should not be considered a near-term priority. However, the City should continually monitor the demand for parking downtown relative to additional redevelopment and reuse of existing buildings to understand the need for additional supply. As the City implements near-term recommendations, it can also advance discussions with property owners, the County, and potential development partners to secure a preferred site for a future structure and begin plans for implementation when the need arises.

Regardless of the location of the parking structure, opportunities for partnerships with the County should be pursued. Currently Delaware County is

constructing a new parking garage adjacent to its offices along North Sandusky Street. This will create approximately 155 new parking spaces. However for security reasons, these will only be accessible to County employees. Even with the new parking structure, the County could also benefit from additional parking for its visitors, jurors, and employees. Therefore there may be an opportunity to work with the County. This partnership would create new opportunities for locations, provide a partner to make the construction of the structure more financially feasible, and ensure the structure meets the needs of downtown visitors associated with the County. Development of a joint parking authority between the City and the County should be considered as part of a formal partnership.



BP Adjacent to William Street Lot - Friday Afternoon



Conclusions

NEXT STEPS

This Study addresses parking within Downtown Delaware in a comprehensive manner, proposing improvements to the system to make the parking experience as intuitive and easy as possible for visitors. This strategy will improve the efficiency of the existing parking supply, allowing it to better meet the needs of Downtown Delaware. Recognizing that downtown is continuing to grow in popularity, the plan also outlines long-term strategies to ensure sufficient supply as demand for parking increases.

Downtown Master Planning

Adequate and convenient parking is a critical factor to the vitality of any downtown. However, there are many other factors that are just as important to a downtown's success, such as historic preservation, economic development and business mix, housing options, architectural design, public art, parks and streetscapes, and myriad other considerations. This parking study provides a first step in considering how parking interacts with these factors in Downtown Delaware, primarily as it exists today. However, the study also recognizes that there are broader opportunities for growth and redevelopment in strategic locations. As noted in the previous section, the degree of potential growth will likely have a significant impact on parking demand, and could trigger the need for the development of structured parking. The amount, type, and likely timing of new development should be explored as part of comprehensive master planning effort for Downtown Delaware and its immediate

surrounding districts and neighborhoods. This effort should include an analysis of real estate market opportunities. This effort will shed additional light on near- and long-term parking needs and strategies to increase supply with new development and by forging economic development partnerships between the City, County, property owners and potential developers. A downtown master planning effort will also provide a coordinated vision for the City and property owners to guide the quality and design of public infrastructure improvements, private property investments, and new development opportunities.

Additional Financial Study

For some recommendations in this study, a detailed financial analysis will be needed to determine the most effective method of implementation. In particular, a cost-benefit analysis should be conducted to fully understand the cost of upgrading and installing new smart meters or kiosks in downtown, including the associated operational and enforcement personnel costs. It will be necessary for the City to directly engage prospective vendors of specific parking technology systems in order to arrive at a complete picture of implementation costs for decision-making purposes. Using the order of magnitude cost estimates provided in this report as a starting point, the City should issue an RFP for parking system vendors to provide detailed installation options and cost proposals.

Future Trends

As the role of automobiles in society continues to change, the City should continue to monitor the parking system to ensure it is meeting the needs of downtown visitors, residents, and employees. The impending emergence of autonomous and connected cars, for example, has the potential to greatly change how people travel to Downtown Delaware, and what the parking needs will be for cars once they have dropped someone off at their destination. Additionally, continued trends toward alternative and active transportation modes create opportunities for ride-sharing, walking, and bicycling to Downtown Delaware, helping to mitigate parking demands. Accommodating these changes within the parking system will continue to promote the vitality of downtown.

IMPLEMENTATION MATRIX

The recommendations from the Downtown Parking Study are consolidated into the following Implementation Matrix. The Matrix is organized chronologically, by the target timeframe for the implementation of each recommendation. The recommendations are also organized by topic within each timeframe. Leading entities are listed, indicating public agencies, non-profit organizations, and private sector actors that should advance the initiative. In order to effectively implement the recommendations, the City will need to prioritize next steps, and dedicate appropriate staff to these efforts.



Sandusky Street

Implementation Matrix

SHORT-TERM RECOMMENDATIONS		
PARKING SYSTEM		LEADING ENTITIES
●	Re-introduce paid parking along Sandusky Street.	> City of Delaware
●	Implement a demand-based pricing program. "Prime" spaces with the highest demand should have the highest fees to encourage turnover. This includes the currently time limited but unmetered on-street spaces on Sandusky, Winter, and William Streets within the Downtown Core.	> City of Delaware
●	Within the downtown core, re-assign ten hour public lot and on-street meters to three hours or less.	> City of Delaware
●	Extend the hours time-restricted parking and parking meters are enforced in order to assist in the management of parking demand during peak evening times.	> City of Delaware
●	Relocate employee parking to the periphery of downtown, outside the core, by establishing agreements with property owners whose lots may be regularly available. This effort should be done in correlation with the reassignment of the ten-hour parking spaces to ensure employee parking is properly planned for. Additionally a public outreach effort should also be initiated to keep employees informed of where they can park.	> City of Delaware > Downtown Merchants and Business Owners > Private Lot Owners > Delaware County
●	Implement an updated employee permit parking that correlates with the relocation of employee parking.	> City of Delaware
●	Establish a joint or communal valet parking system to serve downtown/restaurants and take advantage of underutilized parking areas on the Downtown periphery. A prime location would be E. Winter Street at 1808/ Strand, using the Justice Center or Library lots for storage.	> City of Delaware > Downtown Merchants and Business Owners > Private Lot Owners > Delaware County
●	Formalize agreements between private property owners of lots which have been identified as often being used by the general public.	> City of Delaware > Private Lot Owners > Delaware County
●	Encourage visitors to take alternative modes of transportation to reach downtown, such as a DATA circulator, walking, or cycling.	> City of Delaware > Main Street Delaware
●	Study the opportunity to implement three hour parking along Sandusky Street, however the third hour should have a higher rate to encourage turnover.	> City of Delaware

●	Work with the Delaware Area Transit Authority (DATA) to understand the feasibility of developing a downtown circulating route that runs on regular, dependable timeframes. Implement test-runs during events such as First Friday.	> City of Delaware > DATA
PARKING POLICY		LEADING ENTITIES
●	Investigate a program similar to Walk[Your City] to promote the walkability of downtown and encourage people be willing to park farther away from their destination.	> City of Delaware
●	Evaluate the potential to establish a parking benefit district within Downtown Delaware. Publicize how revenue from parking will be reinvested within the downtown parking system.	> City of Delaware
●	Review the existing fine structure and explore the potential of implementing lower first-time fines, and increasing with the number of offenses.	> City of Delaware
●	Update the City's parking page to remove the outdated parking map, and to include parking-related information.	> City of Delaware
●	Implement a public information and education campaign to publicize parking improvement efforts, inform people of where and when they can park in certain areas, and encourage people to think about parking differently in Downtown.	> City of Delaware > Main Street Delaware
SIGNAGE & WAYFINDING		LEADING ENTITIES
●	Eliminate vague, confusing, conflicting and unnecessary signs within publicly available lots.	> City of Delaware > Private Lot Owners
●	Streamline and strategically locate necessary signs within public lots.	> City of Delaware > Private Lot Owners
●	Standardize and clarify time restrictions and other regulatory messages within lots.	> City of Delaware > Private Lot Owners
●	Introduce simple, clear signs within parking lots that identify where and when parking spaces are available. These should work in conjunction with the existing new wayfinding system.	> City of Delaware > Private Lot Owners
●	With the implementation of the parking benefit district, include signs informing visitors that if they are fined, their funds will be reinvested in the downtown.	> City of Delaware > Main Street Delaware

Implementation Matrix

PEDESTRIAN EXPERIENCE		LEADING ENTITIES
	Improve pedestrian connections from public parking lots to destinations. This includes physical improvements and beautification of existing pedestrian-ways and alleys.	<ul style="list-style-type: none"> > City of Delaware > Main Street Delaware > Private Property Owners
	Explore and identify opportunities to create more direct connections from rear parking lots to Sandusky Street.	<ul style="list-style-type: none"> > City of Delaware > Main Street Delaware
	Conduct a street lighting audit to identify needs for potential improvements to eliminate safety concerns with walking to more remote parking areas at night.	<ul style="list-style-type: none"> > City of Delaware
	Enhance the streetscapes of streets on the periphery of the Downtown Core to create inviting pedestrian connections and encourage people to be willing to park a few blocks away from the core and walk.	<ul style="list-style-type: none"> > City of Delaware
	Develop a community campaign to encourage downtown visitors to be willing to park farther.	<ul style="list-style-type: none"> > City of Delaware > Main Street Delaware
CORE PARKING LOTS		LEADING ENTITIES
	Improve vehicular connections between lots by eliminating physical and visual barriers and securing cross-access easements.	<ul style="list-style-type: none"> > City of Delaware > Private Lot Owners
	Create a vehicular connection from the William Street lot, through the PNC/Delaware Gazette lot, to Winter Street.	<ul style="list-style-type: none"> > City of Delaware > Private Lot Owners
	Increase capacity of the Winter Street lot by restriping portions of the lot to create a small number of additional spaces in location where drivers already park illegally on a regular basis.	<ul style="list-style-type: none"> > City of Delaware
	Work with adjacent property owners to address pavement condition within the public lots and the adjacent private lots.	<ul style="list-style-type: none"> > City of Delaware > Private Lot Owners
	Improve the entrance points to the lots, providing aesthetic improvements to make them more inviting to pedestrians and motorists.	<ul style="list-style-type: none"> > City of Delaware > Private Lot Owners
	Building on the City's initiative, install additional charging stations for electric cars in the downtown core parking lots.	<ul style="list-style-type: none"> > City of Delaware
TIMEFRAME	METER STRATEGIES	LEADING ENTITIES

	Phase in new parking meters that take credit cards as well as change, and allow users to pay by phone. These should be installed in spaces that are receiving new meters, and should also be phased in to replace existing older meters.	> City of Delaware
	Install parking kiosks or smart meters throughout downtown, using a cost-benefit analysis to identify which option is appropriate along Sandusky Street, and Winter Street between Union and Sandusky Streets. Throughout the remainder of downtown, smart meters should be installed.	> City of Delaware
	When parking meters are reassigned to three hours, change the color to prevent confusion with handicapped meters.	> City of Delaware
	Implement a pay-by-phone program for existing and future parking meters. This program should allow existing meters to be paid for either with change or through the use of a smart phone app, and should be able to be applied to future meters or kiosks that may be installed.	> City of Delaware
	Adjust pricing to more appropriate hourly rates for an active downtown.	> City of Delaware
	Replace parking meters at handicapped spaces with ADA-height meters.	> City of Delaware
MID-TERM RECOMMENDATIONS		
SIGNAGE & WAYFINDING		LEADING ENTITIES
	Develop simple, clear pedestrian-scale signs to direct people from within public parking lots to key destinations and streets.	> City of Delaware
	Develop consistent standards for private parking lot signs.	> City of Delaware
PEDESTRIAN EXPERIENCE		LEADING ENTITIES
	Improve pedestrian experience and expectations at signalized intersections to minimize street crossing as a deterrent to park-once / park further behavior. This can be done through (1) implementing consistent pedestrian crossing facilities, (2) reviewing signal timing for pedestrian crossings, and (3) identifying opportunities for bumpouts.	> City of Delaware
CORE PARKING LOTS		LEADING ENTITIES
	Upgrade the Winter Street, William Street, and Franklin Street lots by consolidating the adjacent private parking areas and relocating dumpsters (through negotiations with private property owners) to create a more cohesive parking lot, and thereby increasing available parking capacity.	> City of Delaware > Private Lot Owners

Implementation Matrix

	Negotiate shared public/private parking agreements with property owners who control lots immediately adjacent to public lots.	> City of Delaware > Private Lot Owners
LONG-TERM RECOMMENDATIONS		
PEDESTRIAN EXPERIENCE		LEADING ENTITIES
	As key tenant spaces become available on the market, the City should acquire secure a space to create a publicly accessible pedestrian pass-through.	> City of Delaware
	Study the potential for a median and mid-block crossing along Sandusky Street, between turn lanes.	> City of Delaware
CORE PARKING LOTS		LEADING ENTITIES
	Strategically acquire privately owned surface parking lots for permanent public use as opportunities arise. Where outright purchase by the City can be negotiated, these opportunities should be seized to ensure public control of prime parking areas.	> City of Delaware
	Conduct a traffic study to understand the feasibility of improving overall circulation between Sandusky and the Franklin Street lot by converting the one-way portion of Franklin Street (north of Winter Street) to two-way travel.	> City of Delaware
GENERAL RECOMMENDATIONS		LEADING ENTITIES
	Initiate a downtown master planning effort to continue to guide the growth and redevelopment of Downtown Delaware, and to identify new economic development opportunities.	> City of Delaware
	Conduct the necessary financial studies to understand the cost of installing and maintaining new and upgraded smart meters and kiosks. This includes the costs of installation and maintenance for equipment, as well as personnel costs for extended enforcement hours.	> City of Delaware
	The City should continue to monitor the parking system to ensure it is meeting the needs of downtown visitors, employees, and residents, and to allow it to adapt to the changing role of automobiles in society.	> City of Delaware
	Continue to monitor the downtown parking demand and assess needs for a parking structure. Secure properties and form financial partnerships in preparation for future needs.	> City of Delaware > Delaware County > Private Property Owners



Downtown Delaware Parking Study

Short Term = Within one year
 Mid Term = Within three years
 Long Term = More than three years

The highlighted proposed enhancements will require a substantial amount of input from the downtown business and property owners as well as downtown customers and residents.

Implementation Matrix

SHORT TERM PARKING SYSTEM		
1	Develop timelines for the Mid and Long Term goals	Jackie Walker
2	Extend the hours of time-restricted parking (8am-8pm) and parking meters are enforced in order to assist in the management of parking demand during peak evening times. Update the Parking Enforcement Policy. Requires Additional Staff	Bruce Pijanowski
3	Implement a demand-based pricing program. "Prime" spaces with the highest demand should have the highest fees to encourage turnover.	Bruce Pijanowski MKSK
4	Within the downtown core, re-assign ten-hour public lot and on-street meters to three hours or less. No 10 hr. meters in Winter and Franklin St. lots; 10 hr. meters possibly on the outlying streets	Advocacy Group
5	Encourage visitors to take alternative modes of transportation to reach downtown, such as a DATA circulator, walking, or cycling.	Kelsey Scott

	SHORT TERM PARKING POLICY	
1	Implement a public information and education campaign to publicize parking improvement efforts, inform people of where and when they can park in certain areas, and encourage people to think about parking differently in Downtown.	Kelsey Scott
2	Review the existing fine structure and explore the potential of implementing lower first-time fines, and increasing with the number of offenses. Increase meter rates, increase overtime meter fines, decrease first time overtime free space fines.	Bruce Pijanowski
3	Update the City's parking page to remove the outdated parking map, and to include parking-related information.	Kelsey Scott
	SHORT TERM SIGNAGE & WAYFINDING	
1	Eliminate vague, confusing, conflicting and unnecessary signs within publicly available lots.	Dave Efland
2	Introduce simple, clear signs within parking lots that identify where and when parking spaces are available. These should work in conjunction with the existing new wayfinding system.	Dave Efland
3	Streamline and strategically locate necessary signs within public lots	Kelsey Scott Sean Hughes

SHORT TERM PEDESTRIAN EXPERIENCE		
1	Conduct a street lighting audit to identify needs for potential improvements to eliminate safety concerns with walking to more remote parking areas at night.	Bill Ferrigno Bruce Pijanowski
2	Develop a community campaign to encourage downtown visitors to be willing to park farther.	Kelsey Scott
SHORT TERM METER STRATEGIES		
1	When parking meters are reassigned to ten hours, change the color to prevent confusion with handicapped meters.	Bruce Pijanowski
2	Adjust pricing to more appropriate hourly rates for an active downtown.	Bruce Pijanowski
SHORT TERM GENERAL RECOMMENDATIONS		
1	Conduct the necessary financial studies to understand the cost of installing and maintaining new and upgraded smart meters and kiosks. This includes the costs of installation and maintenance for equipment, as well as personnel costs for extended enforcement hours.	Jackie Walker MKSK
MID TERM PARKING SYSTEM		
1	Relocate employee parking to the periphery of downtown, outside the core, by establishing agreements with property owners whose lots may be regularly available. This effort should be done in correlation with the reassignment of the ten-hour parking spaces to ensure employee parking is properly planned for. Additionally, a public outreach effort should also be initiated to keep employees informed of where they can park.	Advocacy Group

2	Implement an updated employee permit parking that correlates with the relocation of employee parking.	Advocacy Group
3	Consider establishing a joint or communal valet parking system to serve downtown/restaurants and take advantage of underutilized parking areas on the Downtown periphery. A prime location would be E. Winter Street at 1808/Strand, using the Justice Center or Library lots for storage.	Sean Hughes Main Street
4	Formalize agreements between private property owners of lots which have been identified as often being used by the general public.	Jackie Walker
5	Study the opportunity to implement three-hour parking along Sandusky Street, however the third hour should have a higher rate to encourage turnover.	Advocacy Group
6	Work with the Delaware Area Transit Authority (DATA) to understand the feasibility of developing a downtown circulating route that runs on regular, dependable timeframes. Implement test-runs during events such as First Friday.	DATA
MID TERM PARKING POLICY		
1	Investigate a program similar to Walk Delaware to promote the walkability of downtown and encourage people be willing to park farther away from their destination.	Kelsey Scott
MID TERM SIGNAGE & WAYFINDING		
1	Standardize and clarify time restrictions and other regulatory messages within private lots. Legislate required language for private lot signs	Dave Efland
2	Develop simple, clear pedestrian-scale signs to direct people from within public parking lots to key destinations and streets.	Dave Efland
3	Develop consistent standards for private parking lot signs.	Dave Efland

4	With the implementation of the parking benefit district, include signs informing visitors that if they are fined, their funds will be reinvested in the downtown.	Dave Efland
MID TERM CORE PARKING LOTS		
1	Increase capacity of the Winter Street lot by restriping portions of the lot to create a small number of additional spaces in location where drivers already park illegally on a regular basis.	Bill Ferrigno Jackie Walker
2	Work with adjacent property owners to address pavement condition within the public lots and the adjacent private lots.	Jackie Walker
3	Building on the City's initiative, install additional charging stations for electric cars in the downtown core parking lots.	Jackie Walker
MID TERM METER STRATEGIES		
1	Phase in new parking meters that take credit cards as well as change, and allow users to pay by phone.	Jackie Walker MKSK
MID TERM PEDESTRIAN EXPERIENCE		
1	Improve pedestrian experience and expectations at signalized intersections to minimize street crossing as a deterrent to park-once / park further behavior. This can be done through (1) implementing consistent pedestrian crossing facilities, (2) reviewing signal timing for pedestrian crossings, and (3) identifying opportunities for bump-outs	Bill Ferrigno
MID TERM CORE PARKING LOTS		
1	Upgrade the Winter Street, William Street, and Franklin Street lots by consolidating the adjacent private parking areas and relocating dumpsters (through negotiations with private property owners) to create a more cohesive parking lot, and thereby increasing available parking capacity.	Bill Ferrigno
2	Negotiate shared public/private parking agreements with property owners who control lots immediately adjacent to public lots.	Jackie Walker Advocacy Group

MID TERM GENERAL RECOMMENDATIONS		
1	Continue to monitor the downtown parking demand and assess needs for a parking structure. Secure properties and form financial partnerships in preparation for future needs.	Jackie Walker MKSK Sean Hughes
LONG TERM PEDESTRIAN EXPERIENCE		
1	Improve pedestrian connections from public parking lots to destinations. This includes physical improvements and beautification of existing pedestrian-ways and alleys.	
2	Explore and identify opportunities to create more direct connections from rear parking lots to Sandusky Street.	
3	Enhance the streetscapes of streets on the periphery of the Downtown Core to create inviting pedestrian connections and encourage people to be willing to park a few blocks away from the core and walk.	
4	As key tenant spaces become available on the market, the City should acquire secure a space to create a publicly accessible pedestrian pass-through.	
5	Study the potential for a median and mid-block crossing along Sandusky Street, between turn lanes.	
LONG TERM CORE PARKING LOTS		
1	Improve vehicular connections between lots by eliminating physical and visual barriers and securing cross-access easements.	
2	Create a vehicular connection from the William Street lot, through the PNC/Delaware Gazette lot, to Winter Street.	
3	Improve the entrance points to the lots, providing aesthetic improvements to make them more inviting to pedestrians and motorists.	

LONG TERM METER STRATEGIES	
1	Install parking kiosks or smart meters throughout downtown, using a cost-benefit analysis to identify which option is appropriate along Sandusky Street, and Winter Street between Union and Sandusky Streets. Throughout the remainder of downtown, smart meters should be installed.
2	Implement a pay-by-phone program for existing and future parking meters. This program should allow existing meters to be paid for either with change or through the use of a smart phone app, and should be able to be applied to future meters or kiosks that may be installed.
LONG TERM CORE PARKING LOTS	
1	Strategically acquire privately owned surface parking lots for permanent public use as opportunities arise. Where outright purchase by the City can be negotiated, these opportunities should be seized to ensure public control of prime parking areas
2	Conduct a traffic study to understand the feasibility of improving overall circulation between Sandusky and the Franklin Street lot by converting the one-way portion of Franklin Street (north of Winter Street) to two-way travel.
LONG TERM GENERAL RECOMMENDATIONS	
1	Initiate a downtown master planning effort to continue to guide the growth and redevelopment of Downtown Delaware, and to identify new economic development opportunities.
2	The City should continue to monitor the parking system to ensure it is meeting the needs of downtown visitors, employees, and residents, and to allow it to adapt to the changing role of automobiles in society.
3	Study the concept of paid parking on Sandusky Street. Including three hour parking with the third hour being a higher rate .



FACT SHEET

AGENDA ITEM NO: 14

DATE: 02/27/17

ORDINANCE NO: 17-05

RESOLUTION NO:

READING: SECOND

PUBLIC HEARING: NO

TO: Mayor and Members of City Council

FROM: R. Thomas Homan, City Manager

VIA: David Efland, Planning and Community Development Director

TITLE OF PROPOSED ORDINANCE/RESOLUTION:

AN ORDINANCE APPROVING A COMBINED PRELIMINARY AND FINAL DEVELOPMENT PLAN FOR OHIO WESLEYAN UNIVERSITY FOR AN HONORS HOUSE ON APPROXIMATELY 0.78 ACRES LOCATED AT 81 OAK HILL AVENUE ZONED PO/I (PLANNED OFFICE/INSTITUTIONAL DISTRICT) AND R-6 (MULTI-FAMILY RESIDENTIAL DISTRICT)

BACKGROUND:

Ohio Wesleyan University received a generous donation to replace the existing Honors House structure and build a new larger building. The existing Honors House at 81 Oak Hill Avenue, driveway and appurtenances would be razed and a new building constructed that would encompass the existing lot and the area just east of the lot. The new building would accommodate 27 students in the OWU Honors Program while 11 students are accommodated in the existing structure which is dated and in need of major repairs.

The new 7,123 square foot Honors House would have access from Oak Hill Avenue from an existing curb cut just east of the proposed building that accesses campus facilities. It would be setback approximately 38 feet from Oak Hill Avenue which is about the same distance as the razed Honors House while the new building would be setback approximately 23 feet from the western property line while the razed house was only setback 2 to 3 feet (the current zoning

required side yard setback is 9 feet). An 8 foot wide access walk with two sets of steps would access the new building from the existing sidewalk along Oak Hill Avenue. In the rear of the building would be a patio with access to the existing access drive just east of the building. The design character of the Honors House would mimic the existing single family housing stock in this area with two story elevations, front porches, gabled pitch roofs, etc., and would have to achieve compliance with Chapter 1171.08 Residential Design Criteria. The building would have a stone veneer wainscoting with fiber cement siding comprising the remainder of the elevation. The color scheme of the Honors House would be blue and yellow.

REASON WHY LEGISLATION IS NEEDED:

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

COMMITTEE RECOMMENDATION:

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

FISCAL IMPACT(S):

N/A

POLICY CHANGES:

N/A

PRESENTER(S):

David Efland, Planning and Community Development Director

RECOMMENDATION:

Staff recommends approval with the documented conditions after second reading.

ATTACHMENT(S)

See attached

ORDINANCE NO. 17-05

AN ORDINANCE APPROVING A COMBINED PRELIMINARY AND FINAL DEVELOPMENT PLAN FOR OHIO WESLEYAN UNIVERSITY FOR AN HONORS HOUSE ON APPROXIMATELY 0.78 ACRES LOCATED AT 81 OAK HILL AVENUE ZONED PO/I (PLANNED OFFICE/INSTITUTIONAL DISTRICT) AND R-6 (MULTI-FAMILY RESIDENTIAL DISTRICT).

WHEREAS, the Planning Commission at its meeting of February 1, 2017, recommended approval of a Combined Preliminary and Final Development Plan for Ohio Wesleyan University for an Honors House on approximately 0.78 acres located at 81 Oak Hill Avenue zoned PO/I (Planned Office/Institutional District) and R-6 (Multi-Family Residential District) (PC 2017-0016); and

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

SECTION 1. That the Combined Preliminary and Final Development Plan for Ohio Wesleyan University for an Honors House on approximately 0.78 acres located at 81 Oak Hill Avenue zoned PO/I (Planned Office/Institutional District) and R-6 (Multi-Family Residential District), is hereby confirmed, approved, and accepted, with the following conditions that:

1. The applicant needs to obtain engineering approvals, including any storm water and utility issues that need to be worked out through the Engineering and Utilities Departments. All comments regarding the layout and details of the project are preliminary and subject to modification or change based on the final technical review by the Engineering Department once a complete plan set is submitted for review.
2. Seven parking spaces at 15 Williams Drive shall be allocated for the Honors House prior to final occupancy approval.
3. The new Honors House shall achieve compliance with the submitted building elevations and Chapter 1171.08 Residential Design Standards.
4. 6 caliper inches of trees shall be replaced for the Honors House to achieve compliance with Chapter 1168 Tree Preservation Regulations and are allowed to be planted elsewhere on the campus per the previously approved OWU planting methodology.
5. The landscape plan shall be submitted, reviewed and approved by the Shade Tree Commission.

6. The lighting plan shall be submitted, reviewed and approved by the Chief Building Official.
7. The two parcels shall be consolidated into a single lot or re-platted into two lots prior to the occupancy permit of the Honors House.

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

VOTE ON RULE SUSPENSION:

YEAS ___ NAYS ___
 ABSTAIN ___

PASSED: _____, 2017

YEAS ___ NAYS ___
 ABSTAIN ___

ATTEST: _____
 CITY CLERK

 MAYOR



PLANNING COMMISSION / STAFF REPORT

CASE NUMBERS: 2017-0016

REQUEST: Combined Preliminary & Final Development Plan

PROJECT: Ohio Wesleyan University Student Housing

MEETING DATE: February 1, 2017

APPLICANT/OWNER

BSHM Architects
1020 Goodale Boulevard
Columbus, Ohio 43212

Ohio Wesleyan University
61 South Sandusky Street
Delaware, Ohio 43015

REQUEST

2017-0016: A request by Ohio Wesleyan University for approval of a Combined Preliminary and Final Development Plan for an Honors House on approximately 0.78 acres located at 81 Oak Hill Avenue zoned PO/I (Planned Office/Institutional District) and R-6 (Multi-Family Residential District).

PROPERTY LOCATION & DESCRIPTION

The subject area encompasses 81 Oak Street and the property just east of the subject house which are both owned by Ohio Wesleyan University. The existing house property is zoned R-6 (Multi-Family Residential District) and the property to the east is zoned PO/I (Planned Office/Intuition Use). The property to the east and south is zoned PO/I, the property to the north is zoned R-6 and PO/I and the property to the west is zoned R-6. The property is surrounded by the Ohio Wesleyan University except for the house directly west of the subject property.

BACKGROUND/PROPOSAL

Ohio Wesleyan University received a generous donation to replace the existing Honors House structure and build a new larger building. The existing Honors House at 81 Oak Hill Avenue, driveway and appurtenances would be razed and a new building constructed that would encompass the existing lot and the area just east of the lot. The new building would accommodate 27 students in the OWU Honors Program while 11 students are accommodated in the existing structure which is dated and in need of major repairs.

STAFF ANALYSIS

- **ZONING:** As mentioned above, the subject zoning for the site is R-6 and PO/I which permits the proposed use with Combined Preliminary and Final Development Plan approval by the Planning Commission and City Council.
- **LAND USE:** The subject properties are located in the "OWU Subarea" and designated as Institutional Uses that is consistent with the Comprehensive Land Use Plan.
- **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 a technical review by the Engineering Department once a complete plan set is submitted for review.
- **ROADS AND TRAFFIC:** The new Honors House would have access from Oak Hill Avenue from an existing curb cut just east of the proposed building that accesses campus facilities. Section 1161.05 Specific Parking Standards for College/University Uses of the zoning code specifically calls for a parking study to be prepared in cases such as this to determine overall campus parking demand, use and relocation. The University prepared the West Campus Parking Study a few years ago that documented the number of beds and parking spaces for the dormitories and fraternities in this area. Recently, a Rowland Avenue Student Housing Parking Study in July 2015 concluded 43% of the students have purchased parking permits in 2015 and that percentage would be used to determine parking demand for student housing. Staff has accepted these study results and has determined there is sufficient parking in the proximity of the Honors House for the additional 16 students (27 proposed students – 11 existing students) which would yield 7 more required spaces needed based on 43% of students who purchase parking permits based on the 2015 study. The fraternity at 15 Williams Drive (located just south of the Honors House) is currently vacant with the adjacent parking lot able to accommodate the 7 additional parking spaces as a result of the new Honors House.
- **SITE LAYOUT:** As mentioned above the existing Honor's House and associated driveway would be razed and replaced with a new building with a footprint that is about twice as large as the razed building. The new Honors House would be setback approximately 38 feet from Oak Hill Avenue which is about the same

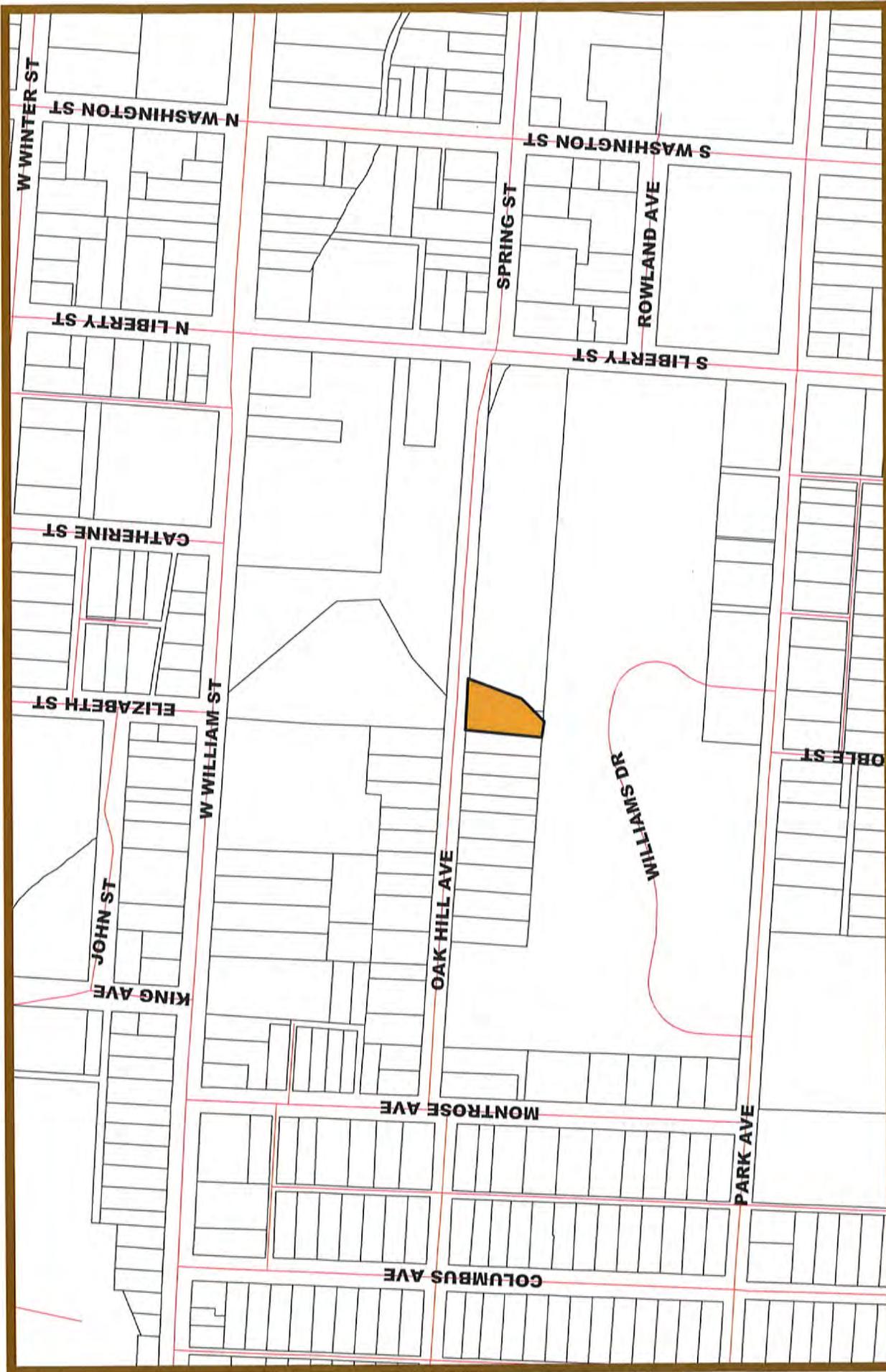
distance as the razed Honors House while the new building would be setback approximately 23 feet from the western property line while the razed house was only setback 2 to 3 feet (the current zoning required side yard setback is 9 feet). An 8 foot wide access walk with two sets of steps would access the new building from the existing sidewalk along Oak Hill Avenue. In the rear of the building would be a patio with access to the existing access drive just east of the building. The 7,123square feet two story structure would accommodate 27 students. The design character of the Honors House would mimic the existing single family housing stock in this area with two story elevations, front porches, gabled pitch roofs, etc., per the attached building elevations and would have to achieve compliance with Chapter 1171.08 Residential Design Criteria. The building would have a stone veneer wainscoting with fiber cement siding comprising the remainder of the elevation. The color scheme of the Honors House would be blue and yellow.

- **PARKLAND AND OPEN SPACE:** There is no parkland or open space associated with this proposal but the new building is adjacent to the University which already has more parkland and open space than any other single land use (except for the City).
- **BIKE PATHS AND PEDESTRIAN ROUTES:** There are not any proposed bike paths or pedestrian routes in this area per the City of Delaware Bikeway Plan approved in 2010. The existing sidewalk on the north side of Oak Hill Avenue would remain with a few sections that would have to be replaced.
- **LANDSCAPING:** Along with preserving six existing trees, the applicant is proposing to plant one boxwood tree and 14 shrubs around the house which appear to be appropriate. All landscape plans would need to be submitted, reviewed and approved by the Shade Tree Commission.
- **TREE PRESERVATION:** The site plan identifies one 12 foot high pine tree that yields 6 caliper inches per the City conversion ratio. A 32 inch silver maple is located in the back of the existing house will be removed and has been confirmed as dead, damaged, or diseased by the City Arborist so it is not counted by code for replacement Also, the plan identifies six trees being persevered and for some reason during construction if they are removed they would have to be replaced per Chapter 1168 Tree Preservation Regulations. Ohio Wesleyan University established a "tree bank" to accommodate the replacement of any trees removed in any University related projects. The University plants trees on a yearly schedule within their campus which would have to be approved by the City to ensure it meets any replacement requirements (6 caliper inches for the Honors House) and minimum planting requirements to achieve compliance with Chapter 1168 Tree Preservation Requirements, while satisfying replacement for removal requirements
- **UTILITIES:** The site would be serviced by City sanitary sewer and water utilities.
- **LIGHTING PLAN:** The proposed plan does not show any proposed lights on the Honors House which are required per the zoning code. All lighting plans would need to be submitted, reviewed and approved by the Chief Building Official that achieves compliance with the zoning code.

STAFF RECOMMENDATION (2017-0016 –COMBINED PRELIMINARY AND FINAL DEVELOPMENT PLAN)

Staff recommends approval of a request by Ohio Wesleyan University for a Combined Preliminary and Final Development Plan for an Honors House on approximately 0.78 acres located at 81 Oak Hill Avenue zoned PO/I (Planned Office/Institutional District) and R-6 (Multi-Family Residential District), with the following conditions that:

1. The applicant needs to obtain engineering approvals, including any storm water and utility issues that need to be worked out through the Engineering and Utilities Departments. All comments regarding the layout and details of the project are preliminary and subject to modification or change based on the final technical review by the Engineering Department once a complete plan set is submitted for review.
2. Seven parking spaces at 15 Williams Drive shall be allocated for the Honors House prior to final occupancy approval.
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5. The landscape plan shall be submitted, reviewed and approved by the Shade Tree Commission.



2017-0016
 Combined Preliminary & Final Development Plan
 OWU - Honors House
 Location Map





2017-0016
 Combined Preliminary & Final Development Plan
 OWU - Honors House
 Zoning Map





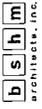
OAK HILL AVE

WILLIAMS DR



2017-0016
Combined Preliminary & Final Development Plan
OWU - Honors House
Aerial 2016





bs h m
 1200 PARKWAY EAST
 SUITE 100
 DELAWARE, OH 43015
 (614) 271-7500



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Ohio Wesleyan University
 OWU HONORS HOUSING
 81 OAK HILL AVENUE
 DELAWARE, OH 43015



Per Fleming Group

12/27/2018

DATE

NUMBER

PROJECT

Shannon Riggall
 Adam C. Cullum

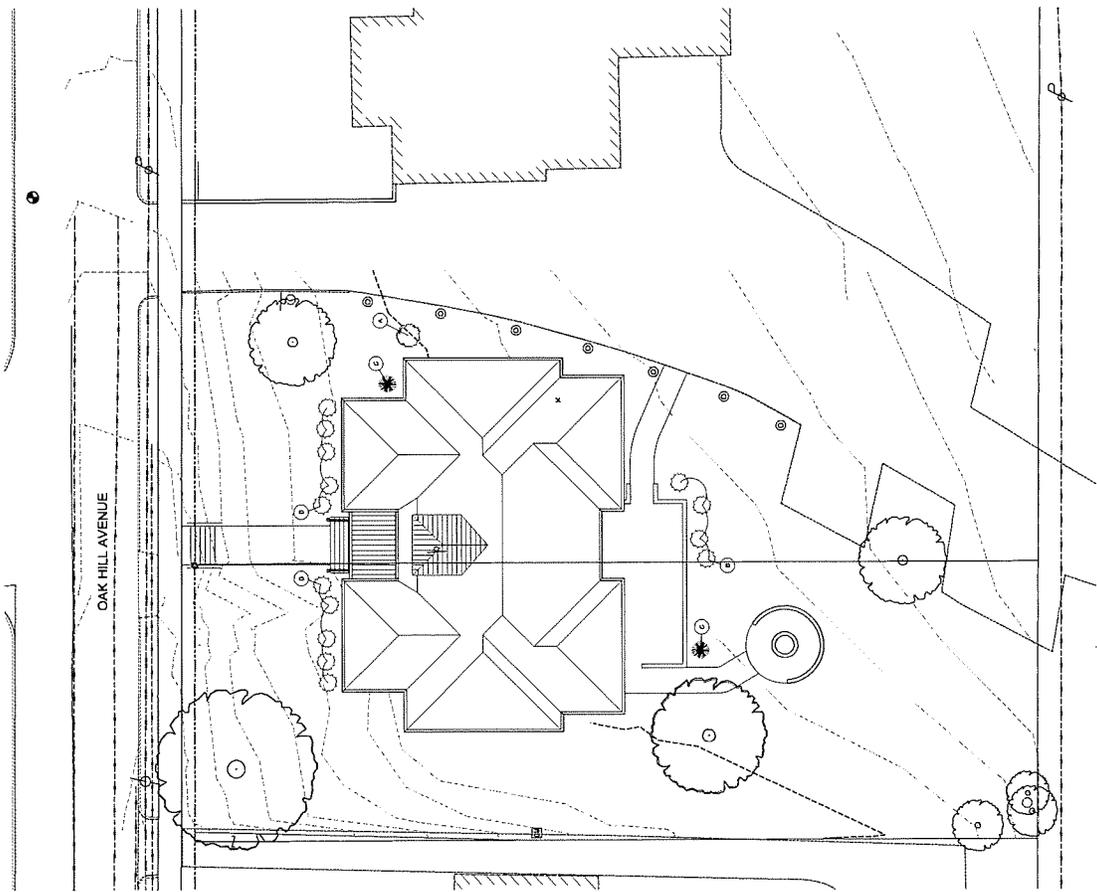
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OWU HONORS HOUSING

113,5766.00

LANDSCAPING PLAN

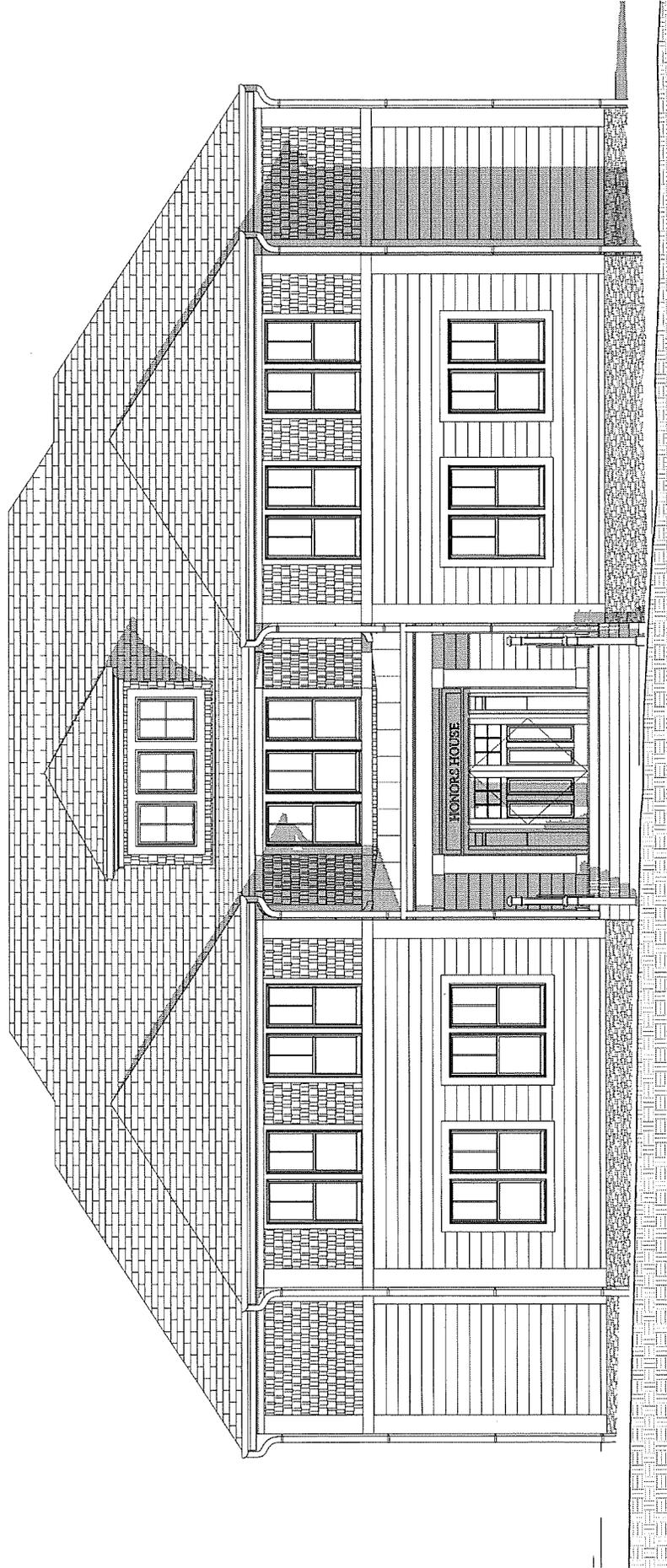
AS101



SYMBOL	PLANTING SCHEDULE	SIZE	QUANTITY
A	BONIFACE WAX	2' X 2' POTTED	1
B	BONIFACE WAX	2' X 2' POTTED	2
C	SPYRAL JAPANESE	2' X 2' POTTED	2

LANDSCAPING PLAN
 SCALE: 1" = 60'-0"

1 2 3 4 5 6 7

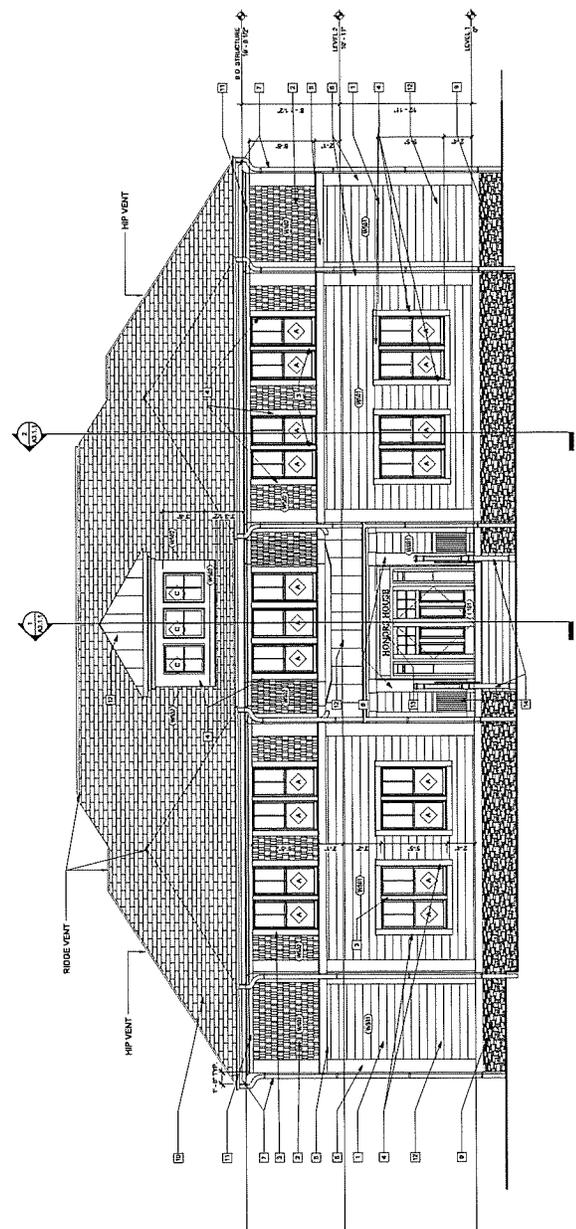


1 ELEVATION - OAK HILL AVENUE
R

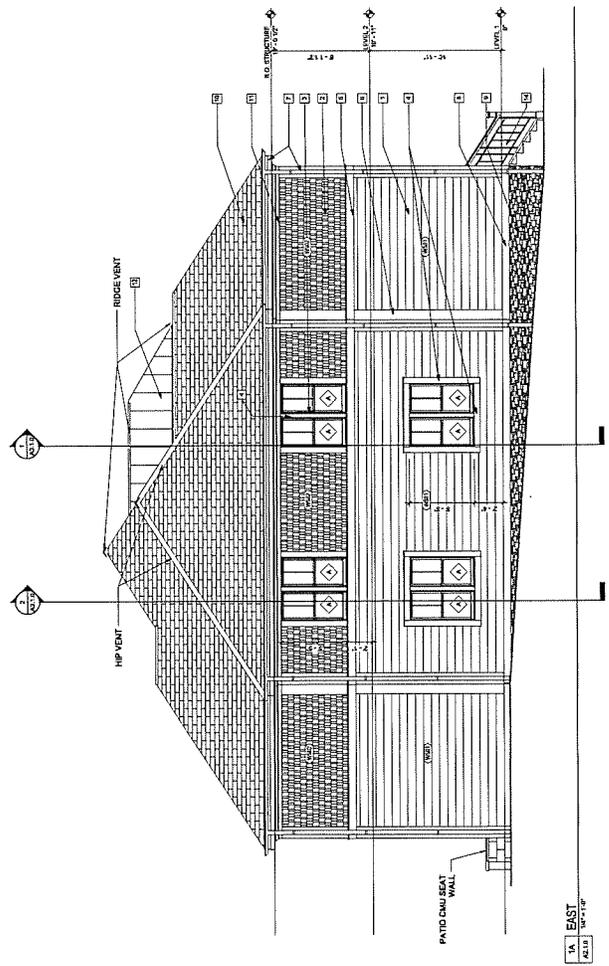


GENERAL ELEVATION NOTES
 1. ALL EXTERIOR MATERIALS AND FINISHES TO BE INDICATED ON THIS SHEET.
 2. ALL EXTERIOR MATERIALS AND FINISHES TO BE INDICATED ON THIS SHEET.
 3. PAINT: UNLESS NOTED OTHERWISE, ALL EXTERIOR SURFACES TO BE PAINTED WITH A HIGH QUALITY EXTERIOR PAINT.
 4. UNLESS NOTED OTHERWISE, ALL EXTERIOR SURFACES TO BE PAINTED WITH A HIGH QUALITY EXTERIOR PAINT.

- ELEVATION KEY NOTES**
- 1 FINE CLAYNT LAY BRICK, 4" COURSE, PAINT #1
 - 2 FINE CLAYNT LAY BRICK, 4" COURSE, PAINT #1
 - 3 FINE CLAYNT LAY BRICK, 4" COURSE, PAINT #1
 - 4 FINE CLAYNT LAY BRICK, 4" COURSE, PAINT #1
 - 5 FINE CLAYNT LAY BRICK, 4" COURSE, PAINT #1
 - 6 METAL SHUTTERS AND DOWNSPOUT - ROUND PROFILE
 - 7 CELLULAR PVC COLUMN COVERS
 - 8 ALUMINUM TUBULAR VENT SYSTEM
 - 9 ARCHITECTURAL ASPHALT FINISH
 - 10 FINE CLAYNT LAY BRICK, 4" COURSE, PAINT #1
 - 11 FINE CLAYNT LAY BRICK, 4" COURSE, PAINT #1
 - 12 HORIZONTAL ALUMINUM FINISH
 - 13 VENEER CLAYNT LAY BRICK, 4" COURSE, PAINT #1



1 NORTH
 A2.1.1
 1/4" = 1'-0"



1A EAST
 A2.1.2
 1/4" = 1'-0"

GENERAL ELEVATION NOTES

1. REFER TO ALL NOTES ON THE ARCHITECTURAL AND MECHANICAL DRAWINGS FOR SPECIFICATIONS AND MATERIALS.

2. ALL DIMENSIONS ARE UNLESS OTHERWISE NOTED AND SHALL BE TO FACE UNLESS OTHERWISE NOTED.

3. FINISHES ARE TO BE AS SHOWN ON THE FINISH SCHEDULE.

4. FINISHES ARE TO BE APPLIED TO THE EXTERIOR SURFACES UNLESS OTHERWISE NOTED.

5. FINISHES ARE TO BE APPLIED TO THE INTERIOR SURFACES UNLESS OTHERWISE NOTED.

6. FINISHES ARE TO BE APPLIED TO THE ROOF SURFACES UNLESS OTHERWISE NOTED.

7. FINISHES ARE TO BE APPLIED TO THE FOUNDATION SURFACES UNLESS OTHERWISE NOTED.

8. FINISHES ARE TO BE APPLIED TO THE CURB SURFACES UNLESS OTHERWISE NOTED.

9. FINISHES ARE TO BE APPLIED TO THE WALKWAYS UNLESS OTHERWISE NOTED.

10. FINISHES ARE TO BE APPLIED TO THE TERRACES UNLESS OTHERWISE NOTED.

11. FINISHES ARE TO BE APPLIED TO THE PATIOS UNLESS OTHERWISE NOTED.

12. FINISHES ARE TO BE APPLIED TO THE PORCHES UNLESS OTHERWISE NOTED.

13. FINISHES ARE TO BE APPLIED TO THE BALCONIES UNLESS OTHERWISE NOTED.

14. FINISHES ARE TO BE APPLIED TO THE STAIRS UNLESS OTHERWISE NOTED.

15. FINISHES ARE TO BE APPLIED TO THE RAMPWAYS UNLESS OTHERWISE NOTED.

16. FINISHES ARE TO BE APPLIED TO THE ELEVATORS UNLESS OTHERWISE NOTED.

17. FINISHES ARE TO BE APPLIED TO THE LIFTWAYS UNLESS OTHERWISE NOTED.

18. FINISHES ARE TO BE APPLIED TO THE MECHANICAL ROOMS UNLESS OTHERWISE NOTED.

19. FINISHES ARE TO BE APPLIED TO THE ELECTRICAL ROOMS UNLESS OTHERWISE NOTED.

20. FINISHES ARE TO BE APPLIED TO THE PLUMBING ROOMS UNLESS OTHERWISE NOTED.

21. FINISHES ARE TO BE APPLIED TO THE HVAC ROOMS UNLESS OTHERWISE NOTED.

22. FINISHES ARE TO BE APPLIED TO THE STORAGE ROOMS UNLESS OTHERWISE NOTED.

23. FINISHES ARE TO BE APPLIED TO THE OFFICES UNLESS OTHERWISE NOTED.

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30. FINISHES ARE TO BE APPLIED TO THE MUSEUM UNLESS OTHERWISE NOTED.

31. FINISHES ARE TO BE APPLIED TO THE LIBRARY UNLESS OTHERWISE NOTED.

32. FINISHES ARE TO BE APPLIED TO THE STUDENT UNION UNLESS OTHERWISE NOTED.

33. FINISHES ARE TO BE APPLIED TO THE RECREATION CENTER UNLESS OTHERWISE NOTED.

34. FINISHES ARE TO BE APPLIED TO THE ATHLETIC CENTER UNLESS OTHERWISE NOTED.

35. FINISHES ARE TO BE APPLIED TO THE CAMPUS CENTER UNLESS OTHERWISE NOTED.

36. FINISHES ARE TO BE APPLIED TO THE UNIVERSITY CENTER UNLESS OTHERWISE NOTED.

37. FINISHES ARE TO BE APPLIED TO THE COLLEGE CENTER UNLESS OTHERWISE NOTED.

38. FINISHES ARE TO BE APPLIED TO THE HIGH SCHOOL CENTER UNLESS OTHERWISE NOTED.

39. FINISHES ARE TO BE APPLIED TO THE MIDDLE SCHOOL CENTER UNLESS OTHERWISE NOTED.

40. FINISHES ARE TO BE APPLIED TO THE ELEMENTARY SCHOOL CENTER UNLESS OTHERWISE NOTED.

41. FINISHES ARE TO BE APPLIED TO THE PRESCHOOL CENTER UNLESS OTHERWISE NOTED.

42. FINISHES ARE TO BE APPLIED TO THE DAYCARE CENTER UNLESS OTHERWISE NOTED.

43. FINISHES ARE TO BE APPLIED TO THE SENIORS CENTER UNLESS OTHERWISE NOTED.

44. FINISHES ARE TO BE APPLIED TO THE NURSING HOME UNLESS OTHERWISE NOTED.

45. FINISHES ARE TO BE APPLIED TO THE HOSPITAL UNLESS OTHERWISE NOTED.

46. FINISHES ARE TO BE APPLIED TO THE CLINIC UNLESS OTHERWISE NOTED.

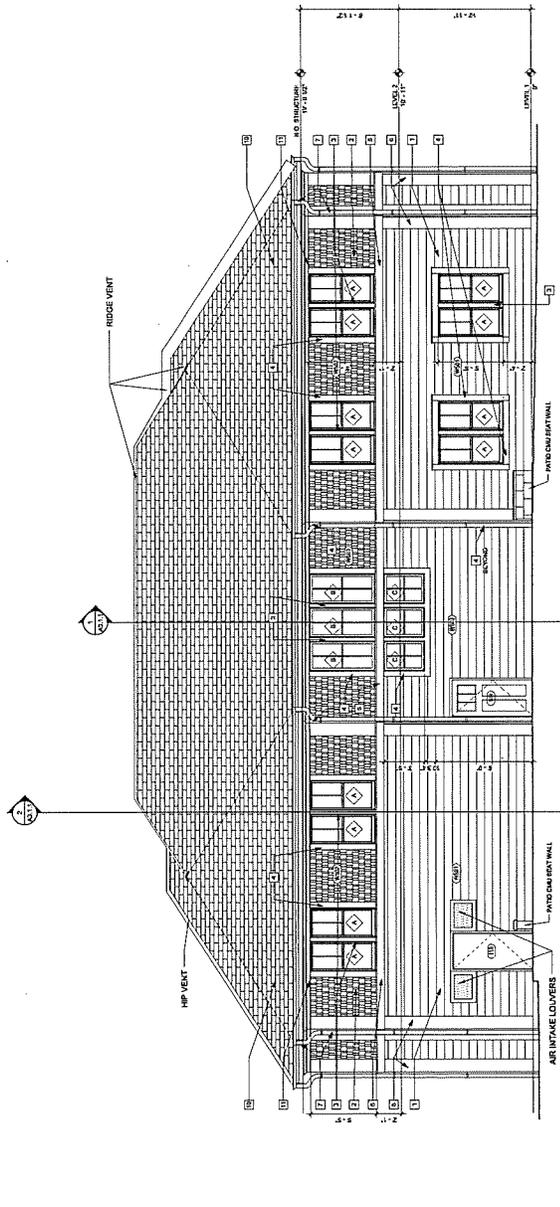
47. FINISHES ARE TO BE APPLIED TO THE PHARMACY UNLESS OTHERWISE NOTED.

48. FINISHES ARE TO BE APPLIED TO THE OPTICAL CENTER UNLESS OTHERWISE NOTED.

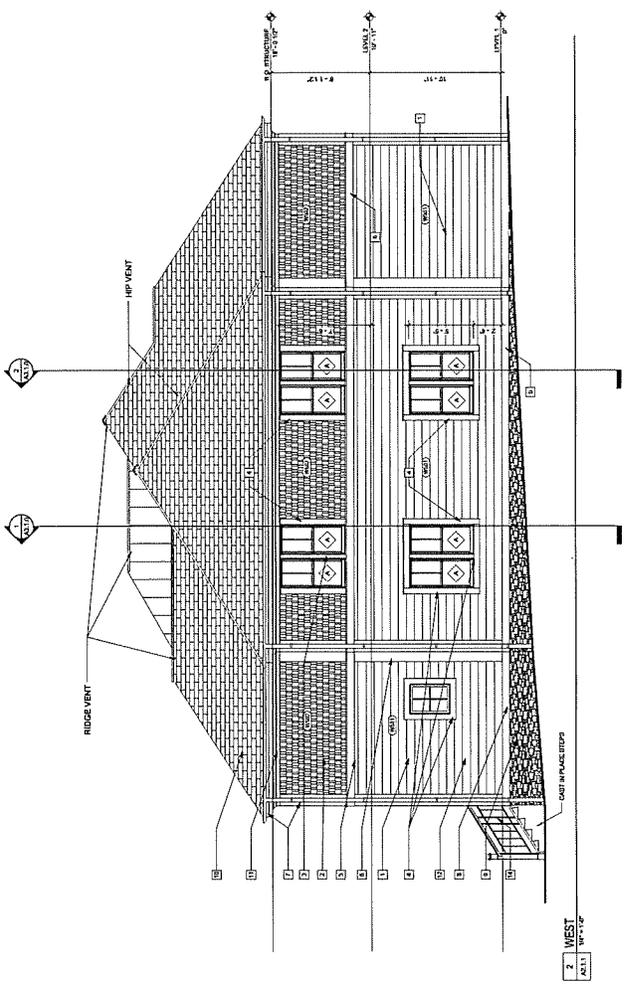
49. FINISHES ARE TO BE APPLIED TO THE DENTIST OFFICE UNLESS OTHERWISE NOTED.

50. FINISHES ARE TO BE APPLIED TO THE VETERINARY CLINIC UNLESS OTHERWISE NOTED.

- ELEVATION KEY NOTES**
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 - 31. FINISHES TO BE APPLIED TO THE ATHLETIC CENTER UNLESS OTHERWISE NOTED.
 - 32. FINISHES TO BE APPLIED TO THE CAMPUS CENTER UNLESS OTHERWISE NOTED.
 - 33. FINISHES TO BE APPLIED TO THE UNIVERSITY CENTER UNLESS OTHERWISE NOTED.
 - 34. FINISHES TO BE APPLIED TO THE COLLEGE CENTER UNLESS OTHERWISE NOTED.
 - 35. FINISHES TO BE APPLIED TO THE HIGH SCHOOL CENTER UNLESS OTHERWISE NOTED.
 - 36. FINISHES TO BE APPLIED TO THE MIDDLE SCHOOL CENTER UNLESS OTHERWISE NOTED.
 - 37. FINISHES TO BE APPLIED TO THE ELEMENTARY SCHOOL CENTER UNLESS OTHERWISE NOTED.
 - 38. FINISHES TO BE APPLIED TO THE PRESCHOOL CENTER UNLESS OTHERWISE NOTED.
 - 39. FINISHES TO BE APPLIED TO THE DAYCARE CENTER UNLESS OTHERWISE NOTED.
 - 40. FINISHES TO BE APPLIED TO THE SENIORS CENTER UNLESS OTHERWISE NOTED.
 - 41. FINISHES TO BE APPLIED TO THE NURSING HOME UNLESS OTHERWISE NOTED.
 - 42. FINISHES TO BE APPLIED TO THE HOSPITAL UNLESS OTHERWISE NOTED.
 - 43. FINISHES TO BE APPLIED TO THE CLINIC UNLESS OTHERWISE NOTED.
 - 44. FINISHES TO BE APPLIED TO THE PHARMACY UNLESS OTHERWISE NOTED.
 - 45. FINISHES TO BE APPLIED TO THE OPTICAL CENTER UNLESS OTHERWISE NOTED.
 - 46. FINISHES TO BE APPLIED TO THE DENTIST OFFICE UNLESS OTHERWISE NOTED.
 - 47. FINISHES TO BE APPLIED TO THE VETERINARY CLINIC UNLESS OTHERWISE NOTED.



1 SOUTH
 1/4" = 1'-0"



2 WEST
 1/4" = 1'-0"





Ohio Wesleyan University – Honors House, 81 Oak Hill Ave.

Ohio Wesleyan plans to replace the existing Honors House structure with a new building. A generous donation allows the university to build a larger structure thus allowing for 27 students who are members of the OWU Honors Program (as opposed to only 11 presently accommodated) the opportunity to reside together in a new, more energy efficient, fire sprinklered building.

The site presently has a dated residential structure in need of major repairs which will be torn down to make way for this new building. The site is zoned residential R6 and the new structure will meet this requirement. Discussions with the engineering staff have indicated that no specific storm water requirements are needed and the structure will have roof downspouts draining to the street.

Ohio Wesleyan University

Rowland Avenue Student
Housing Parking Study

Parking Management- Campus Wide:

Total Spaces Available	<u>1,605</u>
Reserved for ADA	(54)
Reserved for Residential Life Staff	(8)
Reserved for Admissions visitors	(8)
Reserved for Short term/deliveries	(25)
Reserved for public safety	(7)
Reserved for faculty and staff	(500)
Reserved for Aramark/Chartwells employees	<u>(120)</u>
Net Student Parking Spaces	<u>882</u>

AY15 Student Parking Demand

Fall enrollment	1,716
Students studying abroad	<u>(50)</u>
Delaware based students	<u>1,666</u>
Student parking permits sold	<u>721</u>
% of students with cars	43%

Parking Supply vs. Demand

Student Parking Supply	882
Student Parking Demand	<u>721</u>
Surplus/(Deficit)	<u>161</u>

OWU has a *surplus* of student parking

**Options for Meeting Higher Concentrations of student parking
Along Rowland Avenue**

1. Allocate HWCC west lot to student parking- 24 spaces
2. Build spaces at Bashford Hall

Phase 1: Corner of Rowland & Liberty

Raze 118 Rowland Avenue	-12
Construct Building	+24
Net new students at 118 Rowland Avenue	12
Net Parking Spaces Required (@ 43% headcount)	6

**ACTION PLAN: CONVERT 6 SPACES AT HWCC TO STUDENT
PARKING**

Phase 2: Corner of Rowland & Washington

Raze 21 and 86 Rowland Avenue -24
Construct 2nd Building +24

Net new students 0

Net new cars (@ 43% headcount) 0

ACTION PLAN: NO ACTION REQUIRED

Phase 3: Rowland Avenue

Construct 3 rd Building	+24
Net new students	24
Net new cars (@ 43% headcount)	11

**ACTION PLAN: CONVERT 11 SPACES AT HWCC TO STUDENT
PARKING**

Phase 4: Rowland Avenue

Construct 4 th Building	+24
Net new students	24
Net new cars (@ 43% headcount)	11

ACTION PLAN: ADD 11 SPACES AT HWCC TO STUDENT PARKING

Phase 5: Close Rowland Avenue

Street Parking reduced by 20 Spaces

**ACTION PLAN: BUILD 20 NEW SPACES AT BASHFORD LOT TO
SUPPORT THE PARK**

Rowland Avenue Parking Summary

	Number of New Spaces Needed
Phase 1: Rowland & Liberty	6
Phase 2: Rowland & Washington	0
Phase 3: Rowland Avenue	11
Phase 4: Rowland Avenue	11
Phase 5: Close Rowland Avenue	20
TOTAL	48



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



Project # _____

Case # 2017-0016

Planning Commission

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

Subdivision/Project Name OWU HONORS HOUSE Address 81 OAK HILL AVE.

Acreage 0.28 Square Footage 3645 Number of Lots _____ Number of Units _____

Zoning District/Land Use R6 Proposed Zoning/Land Use R6 Parcel # _____

Applicant Name BSHM ARCHITECTS, INC. Contact Person RANDY REGER

Applicant Address 1020 GOODALE BLVD., COLUMBUS, OH 43212

Phone 614.447.9770 Fax _____ E-mail RHR@BSHM-ARCHITECTS.COM

Owner Name OHIO WESLEYAN UNIVERSITY Contact Person PETER SCHANTZ

Owner Address 61 S. SANDUSKY ST.

Phone 740.368.3404 Fax _____ E-mail PKSCHANT@OWU.EDU

Engineer/Architect/Attorney SEE ABOVE Contact Person _____

Address _____

Phone _____ Fax _____ E-mail _____

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

Owner Signature

Owner Printed Name

Randall H. Reger
Agent Signature

RANDALL H. REGER
Agent Printed Name

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

Notary Stamp

Notary Public



FACT SHEET

AGENDA ITEM NO: 15

DATE: 02/27/17

ORDINANCE NO: 17-06

RESOLUTION NO:

READING: SECOND

PUBLIC HEARING: NO

TO: Mayor and Members of City Council

FROM: R. Thomas Homan, City Manager

VIA: David Efland, Planning and Community Development Director

TITLE OF PROPOSED ORDINANCE/RESOLUTION:

AN ORDINANCE APPROVING A FINAL DEVELOPMENT PLAN FOR OHIO WESLEYAN UNIVERSITY FOR A PHASE 3 SMALL LIVING UNIT (SLU) ON APPROXIMATELY 1.373 ACRES LOCATED ON THE NORTH SIDE OF ROWLAND AVENUE BETWEEN SOUTH WASHINGTON STREET AND SOUTH LIBERTY STREET ON PROPERTY ZONED PO/I PMU (PLANNED OFFICE/INSTITUTIONAL DISTRICT WITH A PLANNED MIXED USE OVERLAY DISTRICT).

BACKGROUND:

In August 2015, Ohio Wesleyan University received a Rezoning Amendment, Conditional Use Permit, and Preliminary Development Plan for Phases 1-5 and Phase 1 Final Development Plan approval by the Planning Commission and City Council. Then in June 2016 the Phase 2 SLU received Final Development Plan approval by the Planning Commission and City Council. The Phase 1 SLU is constructed and occupied while the Phase 2 SLU is constructed but not occupied. Now Ohio Wesleyan University is proposing the Phase 3 SLU which is located between the two aforementioned SLU's. From a staff's perspective, a minor change to the Preliminary Development Plan is proposed by moving the Phase 4 SLU from Rowland Avenue to along South Liberty Street just north of the Phase 1 SLU (this is where the proposed detention basin was in the previous plan) because of a private access easement along Rowland Avenue makes it prohibitive to construct four SLU's along the frontage of Rowland Avenue as well as having more detailed storm water information indicating that a pond is not needed as originally contemplated.

The new SLU would have access from Rowland Avenue and would be two stories in height and have 24 units that encompass 5,763 square feet with a maroon and grey color scheme. In addition, there would be private sidewalks on each side and behind the Phase 3 SLU that would connect to the adjacent SLU's and to the public sidewalk along Rowland Avenue. The design character of the Phase 3 SLU would mimic the other two constructed SLU's and the existing single family housing stock in the area with two story elevations, front porches, gabled pitch roofs, etc., per the attached building elevations and would have to achieve compliance with Chapter 1171.08 Residential Design Criteria.

The general shared long term desire is to vacate Rowland Avenue for vehicular travel and extend the "jaywalk" concept in this area. The logistics of vacating (abandoning) the public street would have to be vetted with all City departments and the University to determine the feasibility of such request as the University and the City are the only two adjacent property owners at this time. The City and Ohio Wesleyan University have had more internal detailed discussions about the vacation of the street since June 2016 (the application date of the Phase 2 SLU) and which are leading to a formal proposal for the City to review in the near future.

REASON WHY LEGISLATION IS NEEDED:

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

COMMITTEE RECOMMENDATION:

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

FISCAL IMPACT(S):

N/A

POLICY CHANGES:

N/A

PRESENTER(S):

David Efland, Planning and Community Development Director

RECOMMENDATION:

Staff recommends approval with the documented conditions after second reading.

ATTACHMENT(S)

See attached

ORDINANCE NO. 17-06

AN ORDINANCE APPROVING A FINAL DEVELOPMENT PLAN FOR OHIO WESLEYAN UNIVERSITY FOR A PHASE 3 SMALL LIVING UNIT (SLU) ON APPROXIMATELY 1.373 ACRES LOCATED ON THE NORTH SIDE OF ROWLAND AVENUE BETWEEN SOUTH WASHINGTON STREET AND SOUTH LIBERTY STREET ON PROPERTY ZONED PO/I PMU (PLANNED OFFICE/INSTITUTIONAL DISTRICT WITH A PLANNED MIXED USE OVERLAY DISTRICT).

WHEREAS, the Planning Commission at its meeting of February 1, 2017, recommended approval of a Final Development Plan for Ohio Wesleyan University for a Phase 3 Small Living Unit (SLU) on approximately 1.373 acres located on the north side of Rowland Avenue between South Washington Street and South Liberty Street on property zoned PO/I PMU (Planned Office/Institutional District with a Planned Mixed Use Overlay District) (PC 2017-0088); and

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

SECTION 1. That the Final Development Plan for Ohio Wesleyan University for a Phase 3 Small Living Unit (SLU) on approximately 1.373 acres located on the north side of Rowland Avenue between South Washington Street and South Liberty Street on property zoned PO/I PMU (Planned Office/Institutional District with a Planned Mixed Use Overlay District), is hereby confirmed, approved, and accepted, with the following conditions that:

1. The applicant needs to obtain engineering approvals, including any storm water and utility issues that need to be worked out through the Engineering and Utilities Departments. All comments regarding the layout and details of the project are preliminary and subject to modification or change based on the final technical review by the Engineering Department once a complete plan set is submitted for review.
2. Eleven parking spaces at the Hamilton Williams Campus Center shall be allocated for the Phase 3 SLU prior to final occupancy approval.
3. The new SLU shall achieve compliance with the design standards of the approved development text per the submitted building elevation.
4. 196 caliper inches of trees shall be replaced for the Phase 3 SLU to achieve compliance with Chapter 1168 Tree Preservation Regulations and are

allowed to be planted elsewhere on the campus per the previously approved OWU planting methodology.

5. OWU shall plant street trees on Rowland Avenue concurrent with construction of this final SLU on Rowland Avenue.
6. The landscape plan shall be submitted, reviewed and approved by the Shade Tree Commission.
7. The lighting plan shall be submitted, reviewed and approved by the Chief Building Official.
8. The seven parcels shall be consolidated prior to the occupancy permit of the Phase 3 SLU.

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

VOTE ON RULE SUSPENSION:

YEAS___NAYS___
ABSTAIN ___

PASSED: _____, 2017

YEAS___ NAYS___
ABSTAIN ___

ATTEST: _____
CITY CLERK

MAYOR



PLANNING COMMISSION / STAFF REPORT

CASE NUMBERS: 2017-0088

REQUEST: Final Development Plan

PROJECT: Ohio Wesleyan University Student Housing

MEETING DATE: February 1, 2017

APPLICANT/OWNER

BSHM Architects
1020 Goodale Boulevard
Columbus, Ohio 43212

Ohio Wesleyan University
61 South Sandusky Street
Delaware, Ohio 43015

REQUESTS

2017-0088: A request by Ohio Wesleyan University for approval of a Final Development Plan for a Phase 3 Small Living Unit (SLU) on approximately 1.373 acres located on the north side of Rowland Avenue between South Washington Street and South Liberty Street on property zoned to PO/I PMU (Planned Office/Institutional District with a Planned Mixed Use Overlay District)

PROPERTY LOCATION & DESCRIPTION

The Phase 3 Small Living Unit (SLU) is located between the Phase 1 and 2 SLU's on the north side of Rowland Avenue between South Washington Street and South Liberty Street. The subject properties are zoned PO/I PMU (Planned Office/Institutional District with a Planned Mixed Use Overlay District). The properties to the north are zoned R-6 while the properties to the east, west and south are zoned PO/I (Planned Office/Institutional District). To the north are single family homes that have been converted to private rental units, to the south is the City Fire Department and a City Park and to the east and west are University uses.

BACKGROUND/PROPOSAL

In August 2015, Ohio Wesleyan University received a Rezoning Amendment, Conditional Use Permit, and Preliminary Development Plan for Phases 1-5 and Phase 1 Final Development Plan approval by the Planning Commission and City Council. Then in June 2016 the Phase 2 SLU received Final Development Plan approval by the Planning Commission and City Council. The Phase 1 SLU is constructed and occupied while the Phase 2 SLU is constructed but not occupied. Now Ohio Wesleyan University is proposing the Phase 3 SLU which is located between the two aforementioned SLU's. From a staff's perspective, a minor change to the Preliminary Development Plan is proposed by moving the Phase 4 SLU from Rowland Avenue to along South Liberty Street just north of the Phase 1 SLU (this is was where the proposed detention basin was in the previous plan) because of a private access easement along Rowland Avenue makes it prohibitive to construct four SLU's along the frontage of Rowland Avenue as well as having more detailed storm water information indicating that a pond is not needed as originally contemplated.

STAFF ANALYSIS

- **ZONING:** As mentioned above, the subject zoning for the site is PO/I PMU which permits the proposed use with Final Development Plan approval by the Planning Commission and City Council.
- **LAND USE:** The proposed student housing is consistent with the Comprehensive Plan of the "OWU Subarea" of the plan which identifies these properties for Institutional uses.
- **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 a technical review by the Engineering Department once a complete plan set is submitted for review.
- **ROADS AND TRAFFIC:** The new SLU would have access from Rowland Avenue which is a public street. However, the generally shared long term desire is to vacate Rowland Avenue for vehicular travel and extend the "jaywalk" concept in this area. The logistics of vacating (abandoning) the public street would have to be vetted with all City departments and the University to determine the feasibility of such request as the University and the City are the only two adjacent property owners at this time. The City and Ohio Wesleyan University have had more internal detailed discussions about the vacation of the street since June 2016 (the application date of the Phase 2 SLU) and which are leading to a formal proposal for the City to review in the near future.

- **PARKING:** Section 1161.05 Specific Parking Standards for College/University Uses of the zoning code specifically calls for a parking study to be prepared in cases such as this to determine overall campus parking demand, use and relocation. As a result OWU prepared a Rowland Avenue Student Housing Parking Study in July 2015 (see attached) which indicates there is a 161 parking space surplus of student parking throughout the campus (882 parking space supply – 721 parking space demand). The study concluded 43% of the students have purchased parking permits in 2015 and that percentage would be used to determine parking demand for each SLU. The study was accepted by the City to determine the number of parking spaces required for each phase as it is constructed. Per the parking study, eleven parking spaces at the Hamilton Williams Campus Center would be allocated for the Phase 3 SLU.
- **SITE LAYOUT:** The proposed development would be developed in five phases and consist of four individual SLU's that front Rowland Avenue and South Liberty Street. As mentioned above, the Phase 3 SLU would be constructed and centered between the existing Phase 1 and 2 SLU's on Rowland Avenue. The Phase 3 SLU would be two stories in height and have 24 units that encompass 5,763 square feet with a maroon and grey color scheme. In addition, there would be private sidewalks on each side and behind the Phase 3 SLU that would connect to the adjacent SLU's and to the public sidewalk along Rowland Avenue. Also, a 10 foot private alley easement for the houses north of the SLU fronting Spring Street is located just east of the Phase 3 SLU and remains active for the private apartment houses to the north. The design character of the Phase 3 SLU would mimic the other two constructed SLU's and the existing single family housing stock in the area with two story elevations, front porches, gabled pitch roofs, etc., per the attached building elevations and would have to achieve compliance with Chapter 1171.08 Residential Design Criteria.

As mentioned earlier, staff considers the relocation of the Phase 4 SLU from Rowland Avenue to South Liberty Street just north of the Phase 1 SLU to be minor in nature per the approved development text. The proposed detention basin along South Liberty Street on the approved Preliminary Development Plan in 2015 would be not be needed according to new storm water information and this area would accommodate the relocation of the Phase 4 SLU and rounding out the block in this area. The 4th SLU is under consideration at this time and would be brought forward at a later time. Ohio Wesleyan and the City are reviewing different options to accommodate storm water requirements and would be addressed at the application for the Phase 4 SLU.

- **PARKLAND AND OPEN SPACE:** There is no parkland or open space associated with this proposal but the potential vacation of Rowland Avenue would yield additional active open space for the University which already has more parkland and open space than any other single land use (except for the City).
- **BIKE PATHS AND PEDESTRIAN ROUTES:** There are not any proposed bike paths or pedestrian routes in this area per the City of Delaware Bikeway Plan approved in 2010. The existing sidewalk on the north side of Rowland Avenue would remain.
- **LANDSCAPING:** The applicant has not submitted a landscape plan for the Phase 3 SLU but the plans should be consistent with the two previous SLU's. In addition, OWU has secured a donor to plant street trees along Rowland Avenue. All landscape plans would need to be submitted, reviewed and approved by the Shade Tree Commission.
- **TREE PRESERVATION:** A site inspection by the City Arborist indicates 9 trees that totals 196 caliper inches would be removed as a result of the development (2 of the trees are dead and are not counted towards the total). Ohio Wesleyan University established a "tree bank" to accommodate the replacement of any trees removed in any University related projects. The University plants trees on a yearly schedule within their campus which would have to be approved by the City to ensure it meets any replacement requirements (196 caliper inches for Phase 3 SLU) and minimum planting requirements to achieve compliance with Chapter 1168 Tree Preservation Requirements, while satisfying replacement for removal requirements.
- **UTILITIES:** The site would be serviced by City sanitary sewer and water that would have to be extended by the developer where necessary.
- **LIGHTING PLAN:** The proposed plan does not show any proposed lights on the SLU are which are required for each house per the zoning code. All lighting plans would need to be submitted, reviewed and approved by the Chief Building Official that achieves compliance with the zoning code.

CASE NUMBER: 2017- 0088
MEETING DATE: February 1, 2017
PAGE: Page 4 of 4

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

CONDITIONS/MISCELLANEOUS:

FILE:
ORIGINAL:
REVISED: 01/26/17



2017-0088
Final Development Plan
OWU - Phase 3 SLU
Location Map





2017-0088
 Final Development Plan
 OWU - Phase 3 SLU
 Zoning Map





2017-0088
Final Development Plan
OWU - Phase 3 SLU
Aerial (2016)



Ohio Wesleyan University – Small Living Units, Rowland Avenue

Ohio Wesleyan has started the process of constructing Small Living Unit (SLUs) student housing along Rowland Avenue. These new buildings are replacing older, hard to maintain buildings and will locate all of the SLUs along the pedestrian corridor linking the student residential area with the academic . The ultimate goal in the future is to abandon Rowland Avenue for vehicular travel and to extend the Jaywalk concept.

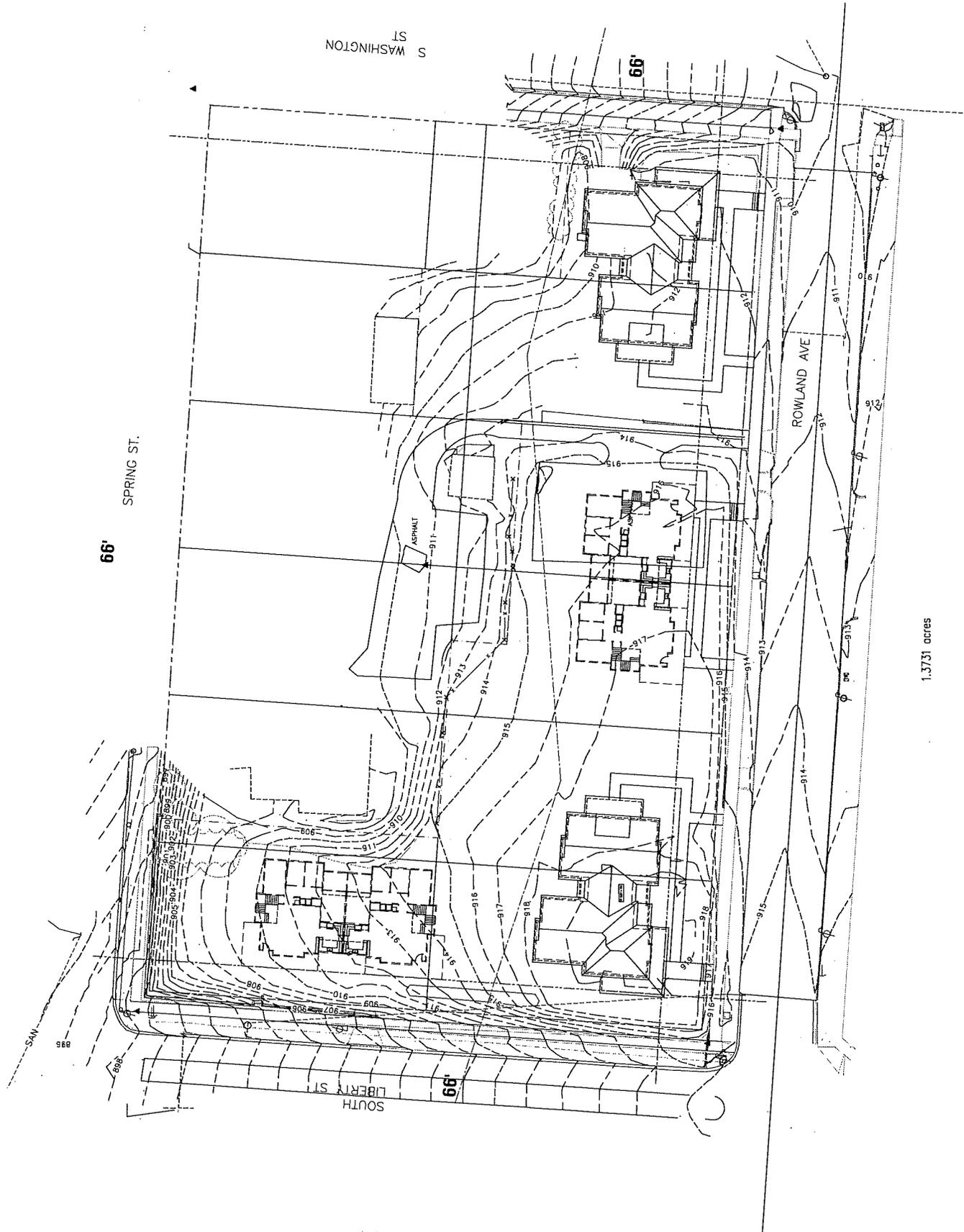
Two of the first SLU's have been constructed already. One at the corner of Rowland and Liberty and one at the corner of Rowland and Washington. Now OWU has funding to allow the construction of the third SLU which is planned to be constructed between the first two SLU's.

The original plan was to abandon the alley adjacent to the second SLU. It has been discovered that legally this can not happen. Because of this there is not enough room to place all 4 of the proposed SLU's on Rowland. OWU now proposes to place three SLU's on Rowland and the fourth future SLU on the corner of Liberty and Spring.



SMALL LIVING UNIT 3

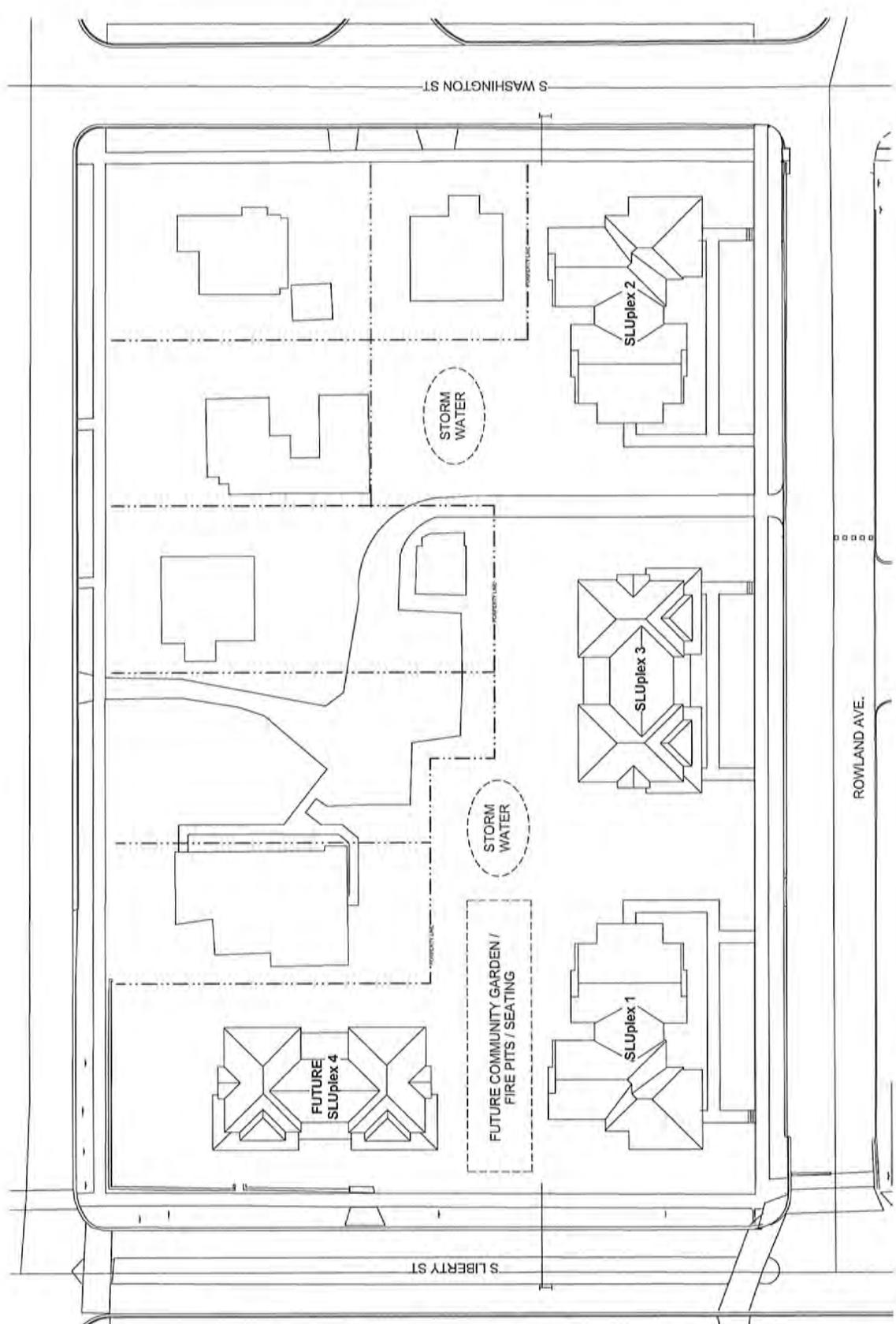
DESIGN PACKAGE
1/17/2017



1.3731 acres

ARCHITECTURAL SITE PLAN
 SCALE: 1" = 30'-0"

NOT FOR CONSTRUCTION

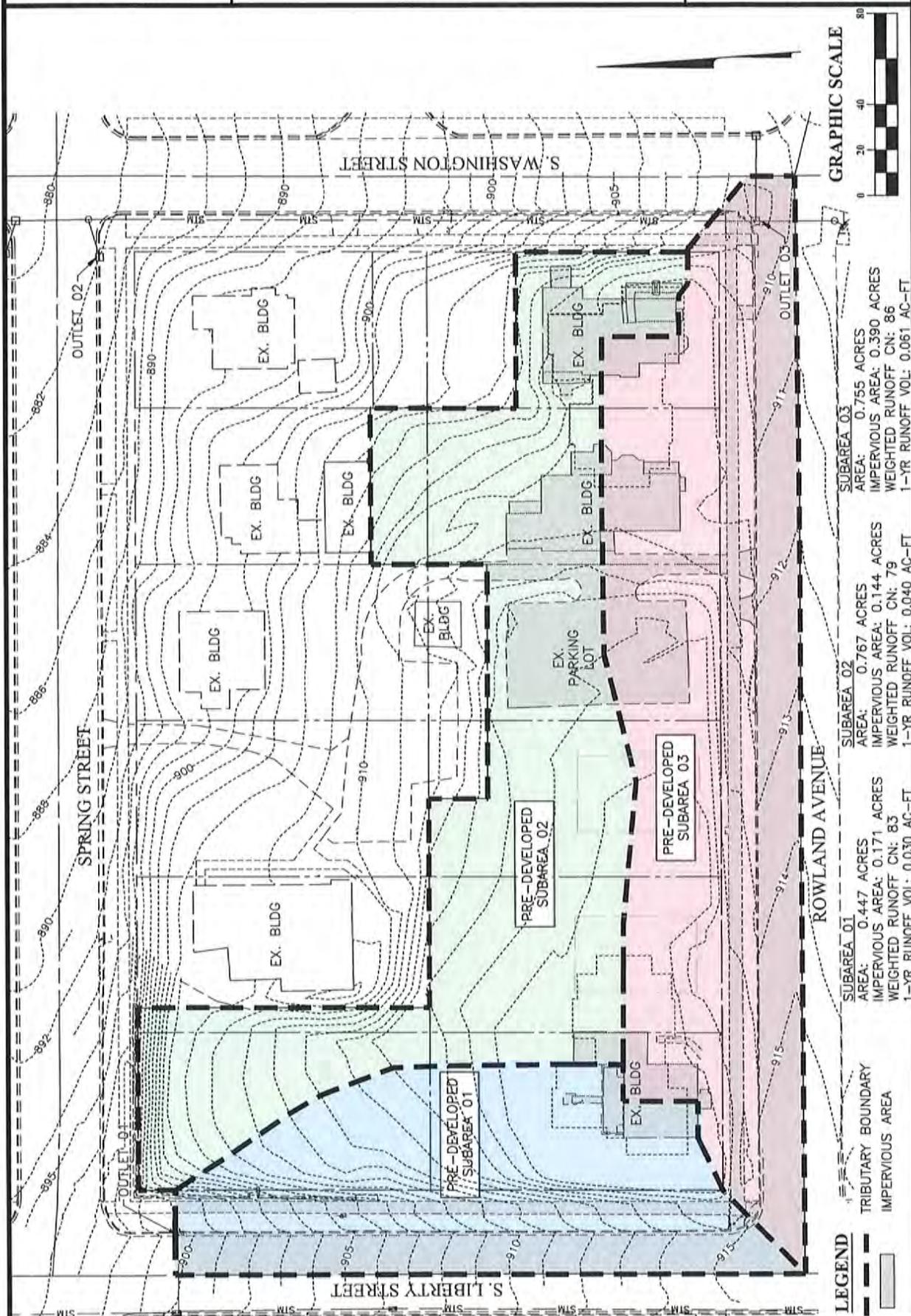


1. SITE PLAN
 115.8898.00

NOT FOR CONSTRUCTION P1.0.1

CITY OF DELAWARE EXHIBIT FOR OHIO WESLEYAN UNIVERSITY SLUPEX EXISTING TRIBUTARY AREA

EMHT
Evans, Mechwart, Hambleton & Tilton, Inc.
Engineers • Planners • Scientists
5900 New Albany Road, Columbus, OH 43254
Phone: 614.775.4500
Toll Free: 888.775.5458
emht.com

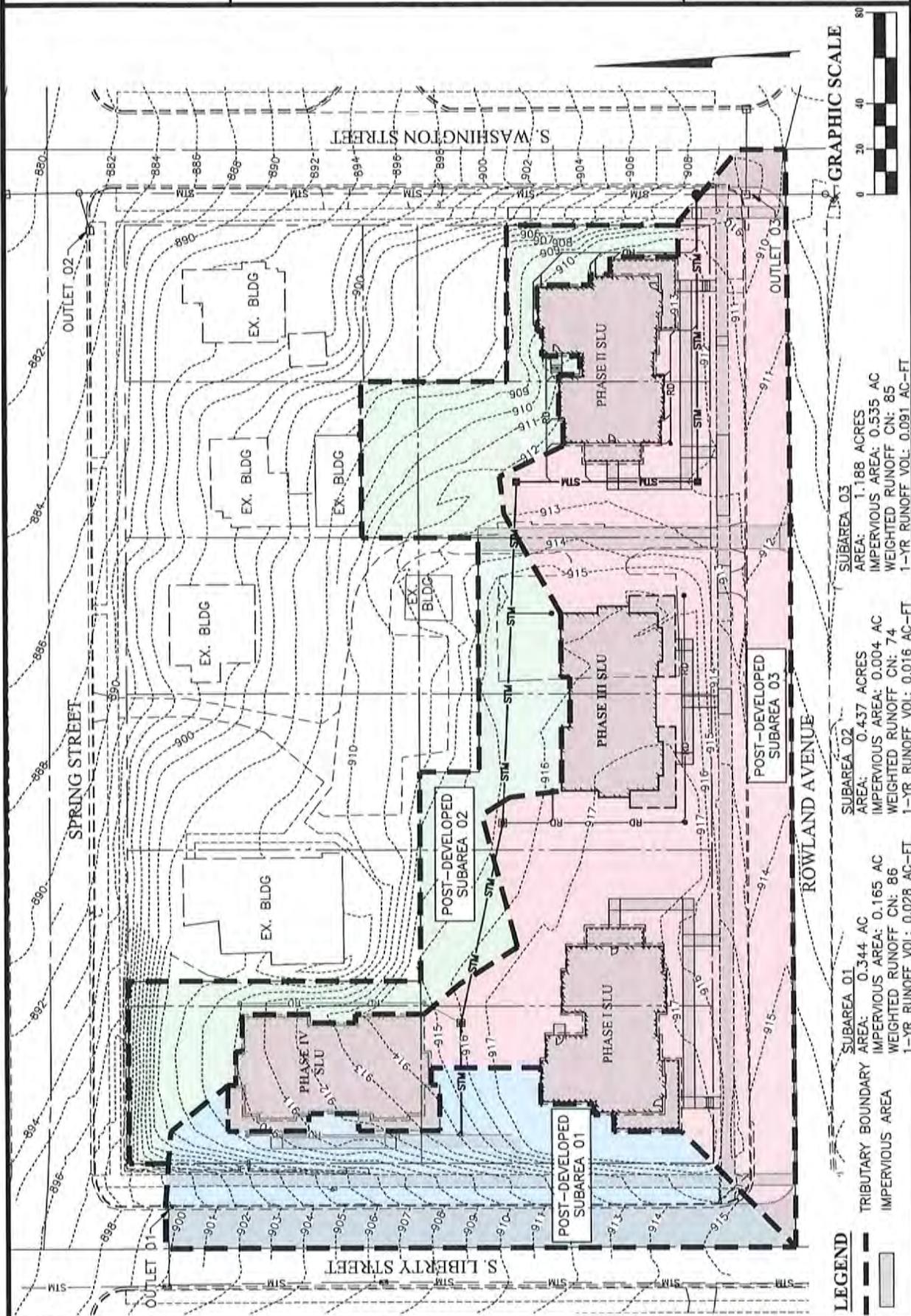


LEGEND	DESCRIPTION
	TRIBUTARY BOUNDARY
	IMPERVIOUS AREA

SUBAREA	AREA	IMPERVIOUS AREA	WEIGHTED RUNOFF CN	1-YR RUNOFF VOL
SUBAREA 01	0.447 ACRES	0.171 ACRES	83	0.030 AC-FT
SUBAREA 02	0.767 ACRES	0.144 ACRES	79	0.040 AC-FT
SUBAREA 03	0.755 ACRES	0.390 ACRES	86	0.061 AC-FT

CITY OF DELAWARE
EXHIBIT
FOR
OHIO WESTLEYN UNIVERSITY
SLUPLX
POST TRIBUTARY AREA

EMHT
 Engineers • Surveyors • Planners • Scientists
 Evans, Mechwart, Hambleton & Tilton, Inc.
 5500 New Albany Road, Columbus, OH 43054
 Phone: 614.776.4500
 Toll Free: 888.776.3649
 emht.com



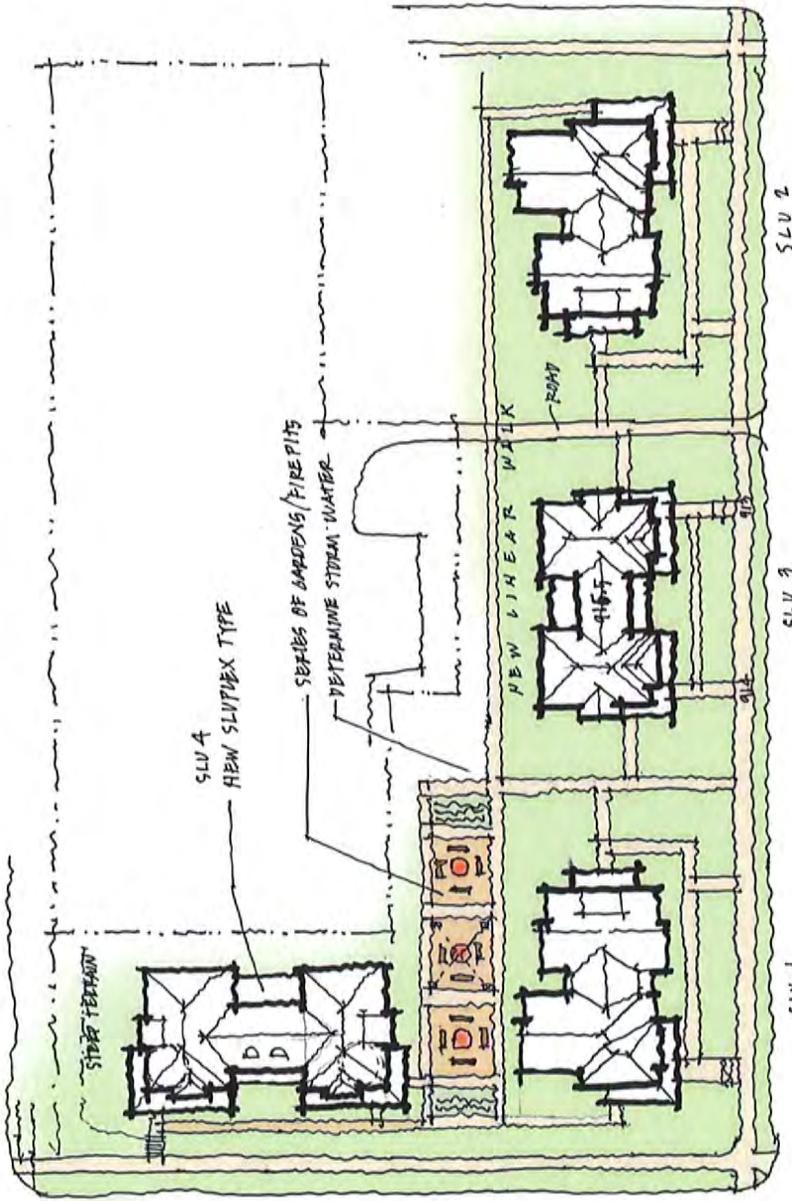
LEGEND

- TRIBUTARY BOUNDARY
- IMPERVIOUS AREA

SUBAREA 01
 AREA: 0.344 AC
 IMPERVIOUS AREA: 0.165 AC
 WEIGHTED RUNOFF CN: 86
 1-YR RUNOFF VOL: 0.028 AC-FT

SUBAREA 02
 AREA: 0.437 ACRES
 IMPERVIOUS AREA: 0.004 AC
 WEIGHTED RUNOFF CN: 74
 1-YR RUNOFF VOL: 0.016 AC-FT

SUBAREA 03
 AREA: 1.188 ACRES
 IMPERVIOUS AREA: 0.535 AC
 WEIGHTED RUNOFF CN: 85
 1-YR RUNOFF VOL: 0.091 AC-FT



1:40 LITTLE

SLV MASTER PLAN 0100

NOT FOR CONSTRUCTION



Little
11111 W. Littleton Ave.
Littleton, CO 80120
303.751.1111
www.little.com

Ohio Wesleyan University
118 EDWARD AVENUE
DELAWARE, OH 43015



CONSTRUCTION DOCUMENTS
NOV 2016
NOV 2016
NOV 2016

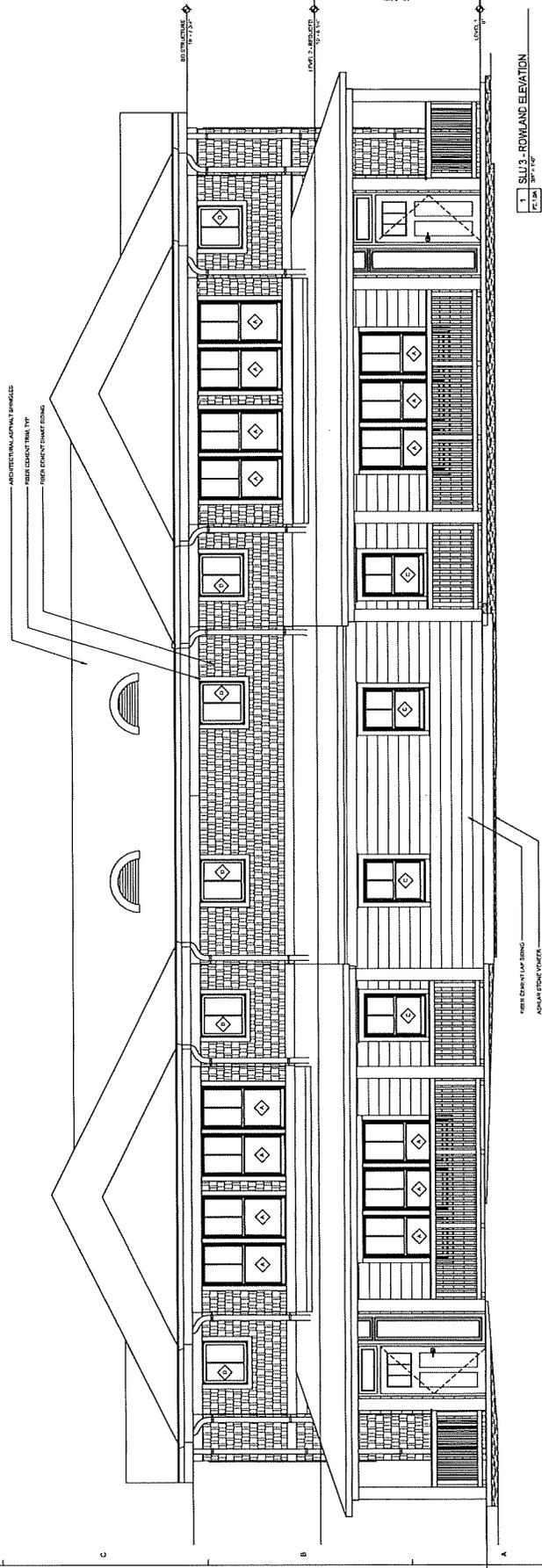
113.6939.00
EXTERIOR ELEVATIONS
Sheet 3

113.6939.00
EXTERIOR ELEVATIONS
P2.1.0A



2 SUI.3 - WASHINGTON ELEVATION
PT. 1.0A 3/8" = 1'-0"

ARCHITECTURAL SYMBOLS
— ARCHITECTURAL SYMBOLS
— THIS SYMBOL TYP
— THIS SYMBOL TYP



1 SUI.3 - ROWLAND ELEVATION
PT. 1.0A 3/8" = 1'-0"

THIS SYMBOL TYP
ARCHITECTURAL SYMBOLS

NOT FOR CONSTRUCTION

NOT FOR CONSTRUCTION



Bobby Johnson Architects & Interiors, Inc.
1025 Geneva Ave.
Cincinnati, OH 45202
616.493.7870 (ext. 400)

LITTLE
ARCHITECTS

1111 Littleton Ave.
Cincinnati, OH 45219
www.littlearchitects.com

Ohio Wesleyan University

118 ROWLAND AVENUE
DELAWARE, OH 43015



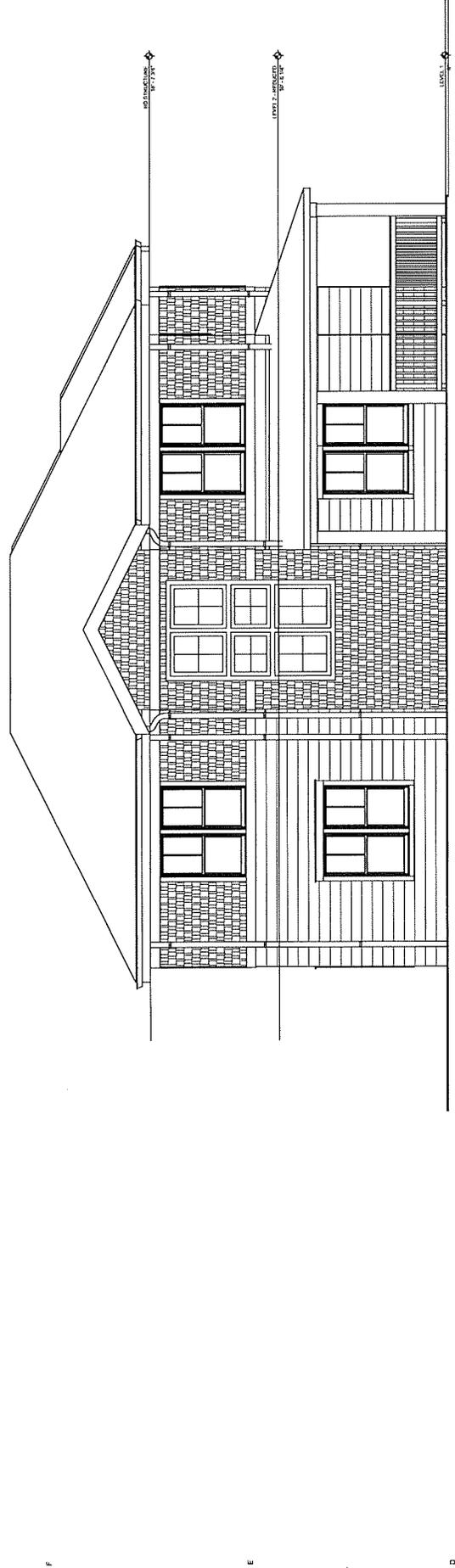
PRELIMINARY
NOT FOR
CONSTRUCTION

CONSTRUCTION DOCUMENTS
NOV 11/17
SHEET NO. 222-01-02
DATE

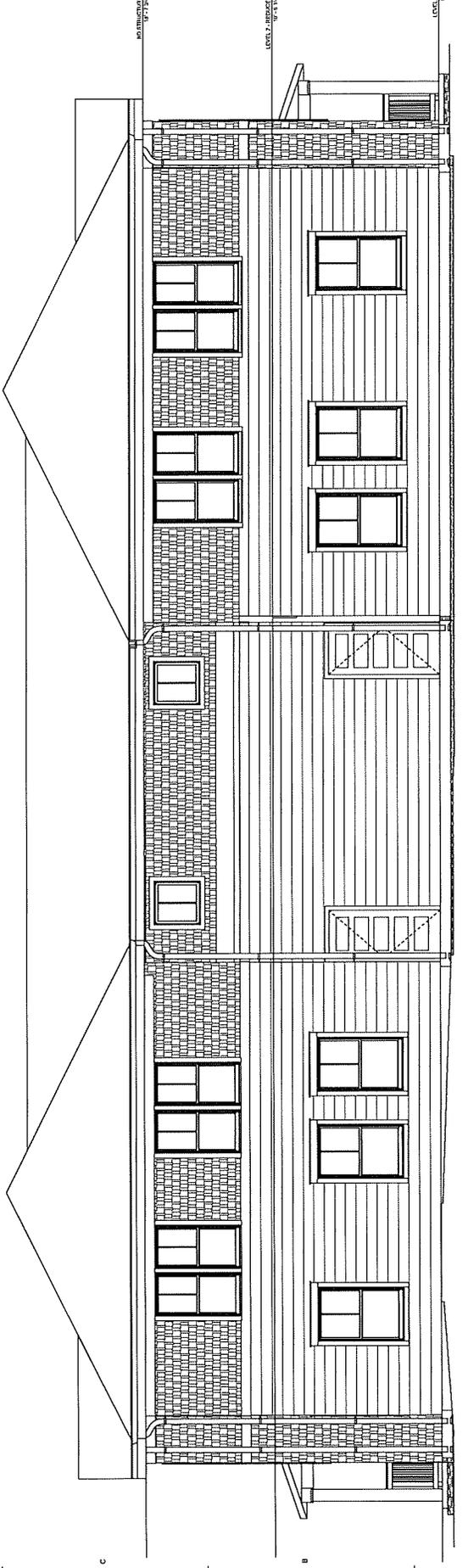
PROJECT NO. 17-001
SHEET NO. 222-01-02
DATE

113.65989.00
EXTERIOR ELEVATIONS

P2.1.1A



2 SUJ.3 - LIBERTY ELEVATION
P2.1.A 3/4" = 1'-0"



1 SUJ.3 - NORTH ELEVATION
P2.1.A 3/4" = 1'-0"

NOT FOR CONSTRUCTION

5

4

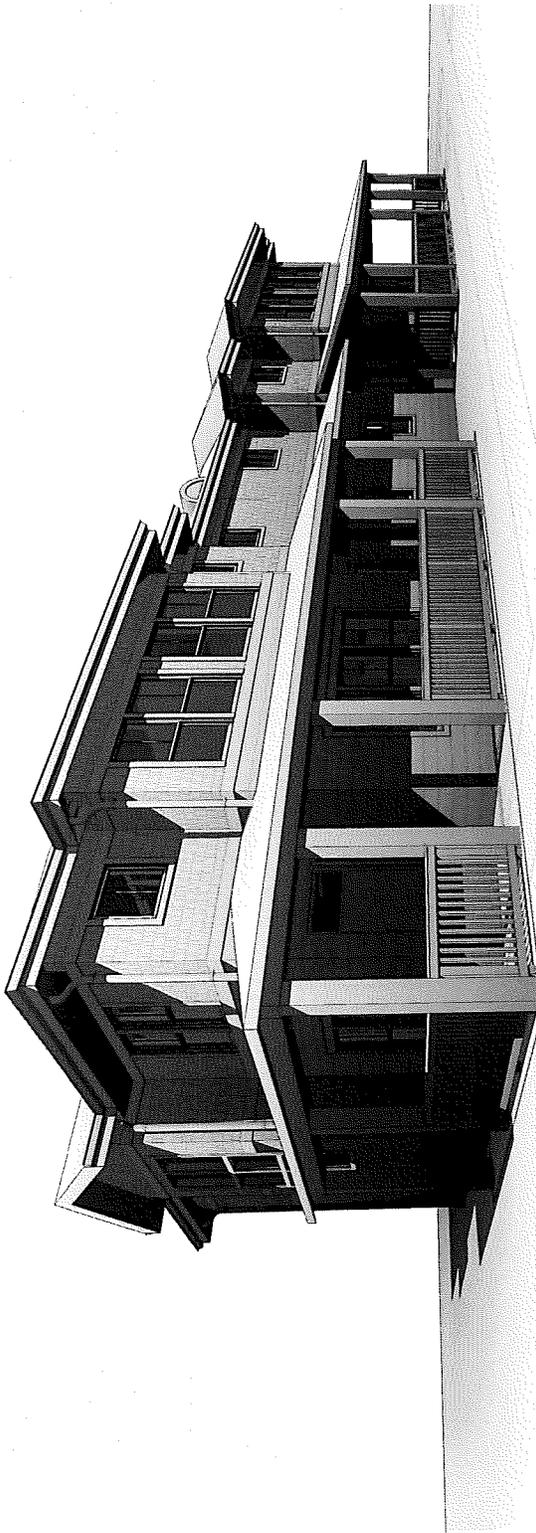
3

2

1



NOT FOR CONSTRUCTION



1 3D
P2.12

NOT FOR CONSTRUCTION

P2.12

b s h m
Building Systems & Mechanical Contractors, Inc.
1025 Governor Pike
Cincinnati, OH 45219
616.463.1000
www.bshtm.com

LITTLE
ARCHITECTURAL CONSULTANTS
5155 Springdale Ave.
Cincinnati, OH 45241
www.littlearch.com

Ohio Wesleyan University
18 ROWLAND AVENUE
DELAWARE, OH 43005



CONSTRUCTION DOCUMENTS
NO. 111317
DATE: 02/25/10

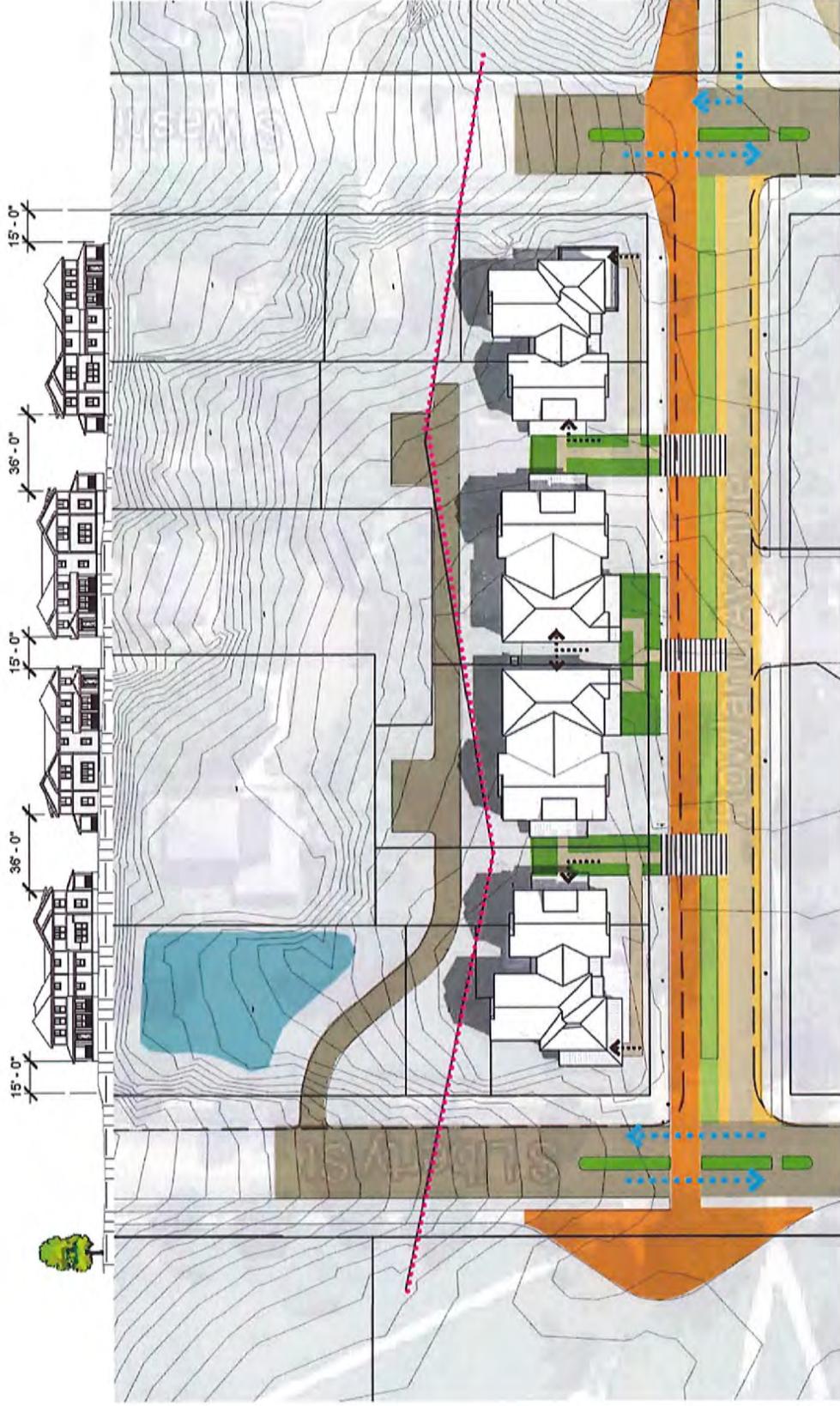
PROJECT	111317
DATE	02/25/10
SCALE	AS SHOWN

111317-0000
SCHEDULE
SCHEDULE 3

1113 65989.00
30 VIEW

MASTERPLAN

FUTURE DEVELOPMENT W/ROWLAND CLOSING



Design Development Meeting
06.8.2015



FACT SHEET

AGENDA ITEM NO: 16

DATE: 02/27/17

ORDINANCE NO: 17-07

RESOLUTION NO:

READING: SECOND

PUBLIC HEARING: NO

TO: Mayor and Members of City Council

FROM: R. Thomas Homan, City Manager

VIA: David Efland, Planning and Community Development Director

TITLE OF PROPOSED ORDINANCE/RESOLUTION:

AN ORDINANCE APPROVING A FINAL SUBDIVISION PLAT FOR HOMEROCK LLC FOR BRAUMILLER WOODS SECTION 3 CONSISTING OF 38 SINGLE FAMILY LOTS ON APPROXIMATELY 13.408 ACRES ZONED R-2 (ONE FAMILY RESIDENTIAL DISTRICT) AND LOCATED ON COLONY RIDGE DRIVE AND BUENA PARK DRIVE.

BACKGROUND:

The entire Braumiller Woods Subdivision consists of 123 single-family lots on 49.7 acres with a gross density of 2.47 dwelling units per acre. City Council approved the Preliminary Subdivision Plat on January 12, 2004 (Ord. 04-12) and Final Subdivision Plat for Section 1 on December 20, 2004 (Ord. 04-215) which consists of 35 single-family lots. The Final Subdivision Plat for Section 2 was approved by City Council on March 12, 2012 (Ord 12-19) which consisted of 23 lots while Section 2A was approved by City Council on March 10, 2014 (Ord 14-15) which also contained 23 lots. Section 3 is the final section and would contain 38 single family lots instead of the originally 42 lots in this section. Therefore the overall number of lots in the subdivision has been reduced from 123 to 119 single family lots.

Section 3 is located south of Section 2A with Colony Ridge Drive extending in a southerly and then easterly direction from Section 2A to Glenn Parkway and with Buena Park Drive extending in a southerly direction to connect to Colony Ridge Drive. The lots range in size from 0.233 to 0.588 acres with a minimum

lot width of 70 feet and depth of 145 feet (10,150 square feet – 0.233 acre). The front yard setbacks are 35 feet, side yard setbacks are 10 feet and the rear yard setbacks are 45 feet. All the houses have to achieve compliance with the City adopted Residential Design Criteria and Performance Standards in Section 1171.08 of the Planning & Zoning Code which includes at least 35% of the front elevation of all homes shall be finished with natural materials including brick, natural or cultured stone, cedar siding or cement fiber siding (i.e. Hardiplank). The developer would be required to contribute \$26,808.18 to achieve compliance with the parkland dedication requirements and \$43,451.21 to achieve compliance with tree replacement requirements which were both agreed to during the approval of the Preliminary Subdivision Plat in 2004. Also, the plan identifies a landscape buffer along Glenn Parkway which shall be maintained by the Homeowners Association. In addition, the landscape and lighting plans have been approved by the Shade Tree Commission and Chief Building Official respectively.

REASON WHY LEGISLATION IS NEEDED:

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

COMMITTEE RECOMMENDATION:

Planning Commission approved this case 6-1 on February 1, 2017.

FISCAL IMPACT(S):

N/A

POLICY CHANGES:

N/A

PRESENTER(S):

David Efland, Planning and Community Development Director

RECOMMENDATION:

Staff recommends approval as submitted with the documented conditions at second reading.

ATTACHMENT(S)

See attached

ORDINANCE NO. 17-07

AN ORDINANCE APPROVING A FINAL SUBDIVISION PLAT FOR HOMEROCK LLC FOR BRAUMILLER WOODS SECTION 3 CONSISTING OF 38 SINGLE FAMILY LOTS ON APPROXIMATELY 13.408 ACRES ZONED R-2 (ONE FAMILY RESIDENTIAL DISTRICT) AND LOCATED ON COLONY RIDGE DRIVE AND BUENA PARK DRIVE.

WHEREAS, the Planning Commission at its meeting of February 1, 2017 recommended approval of a Final Subdivision Plat for Homerock LLC for Braumiller Woods Section 3 consisting of 38 single family lots on approximately 13.408 acres zoned R-2 (One Family Residential District) and located on Colony Ridge Drive and Buena Park Drive (PC 2017-0017); and

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

SECTION 1. That the Final Subdivision Plat for Homerock LLC for Braumiller Woods Section 3 consisting of 38 single family lots on approximately 13.408 acres zoned R-2 (One Family Residential District) and located on Colony Ridge Drive and Buena Park Drive, is hereby confirmed, approved, and accepted with the following conditions that:

1. The Applicant needs to obtain final engineering approvals, including any stormwater 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 Transportation Contribution shall be due and payable at the time of issuance of the building permits, at a cost of \$1,000 per lot
3. The house construction shall comply with Chapter 1171.08 Residential Development Design Criteria and Performances Standards and the rezoning architectural design standards approved in the rezoning of the property.
4. The developer shall pay \$26,808.18 to satisfy the parkland dedication requirement in Section 3 prior to the first building permit approval.
5. The developer shall pay \$43,451.21 to satisfy the tree replacement requirement in Section 3 prior to the first building permit approval.
6. A lighting plan shall be submitted, reviewed and approved by the Chief Building Official.

7. The landscaping shall be installed per Overall Landscaping/Tree Replacement Plan that was approved by the Shade Tree Commission on February 28, 2006.
8. If an entrance sign is proposed at the intersection of Colony Ridge Drive and Glenn Parkway, it shall be review and approved by staff along with being maintained by the Homeowners Association.
9. The landscaping along Glenn Parkway shall be maintained by the Homeowners Association.
10. A condition on the plat shall identify this section as being located in the Delaware South New Community Authority and within the Braumiller Tax Increment Finance (TIF) District.
11. The City right-of-way easement along Glenn Parkway (rear of lots 11772-1177) shall be included on the final subdivision plat.

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

VOTE ON RULE SUSPENSION:

YEAS___NAYS___
 ABSTAIN ___

PASSED: _____, 2017

YEAS___ NAYS___
 ABSTAIN ___

ATTEST: _____
 CITY CLERK

 MAYOR

APPLICANT & OWNER

EMH&T

5550 New Albany Road
Columbus, OH 43059

Homerock, LLC

2700 East Dublin Road, Suite 300
Columbus, Ohio 43231

REQUEST

2017-0017: A request by Homerock LLC for approval of Final Subdivision Plat for Braumiller Woods Section 3 consisting of 38 single family lots on approximately 13.408 acres zoned R-2 (Single Family Residential District) and located on Colony Ridge Drive and Buena Park Drive.

PROPERTY LOCATION & DESCRIPTION

The Braumiller Woods development is located on the east side of Braumiller Road and west of Glenn Parkway, about 1,200 feet north of Cheshire Road. Section 3 is the southern and final section of the development. The zoning for the subject site is R-2 (Single-family Residential District) with the surrounding zoning being R-2 with a Planned Residential District (PRD) Overlay to the east (Glenross Golf Club), R-2 to the north (Braumiller Estates Subdivision), a mix of R-3 (Single-family Residential District) and township zoning to the west, and township zoning to the south.

HISTORY/BACKGROUND

The entire Braumiller Woods Subdivision consists of 123 single-family lots on 49.7 acres with a gross density of 2.47 dwelling units per acre. City Council approved the Preliminary Subdivision Plat on January 12, 2004 (Ord. 04-12) and Final Subdivision Plat for Section 1 on December 20, 2004 (Ord. 04-215) which consists of 35 single-family lots. The Final Subdivision Plat for Section 2 was approved by City Council on March 12, 2012 (Ord 12-19) which consisted of 23 lots while Section 2A was approved by City Council on March 10, 2014 (Ord 14-15) which also contained 23 lots. Section 3 is the final section and would contain 38 single family lots instead of the originally 42 lots in this section. Therefore the overall number of lots in the subdivision has been reduced from 123 to 119 single family lots.

STAFF ANALYSIS

- **LAND USE:** The proposed development is located in a neighborhood that is predominantly residential in character but is an emerging suburban growth area. The Comprehensive Plan recommends Moderate-Density Single-Family land use (3.25-4.75 du/ac and R-3/R-4 zoning) for the subject site, which is 30-90% higher than the density that is proposed and the R-2 zoning that is in place.
- **ENGINEERING:** The developer 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. In addition, the approval of the Preliminary Plat included subdivision variances to place the rear lot utilities in the street right-of-way and side yards for those lots with a rear yard Tree Preservation Area or Landscape Buffer Easement.
- **ROADS, TRAFFIC & ACCESS:** Section 3 is located south of Section 2A with Colony Ridge Drive extending in a southerly and then easterly direction from Section 2A to Glenn Parkway and with Buena Park Drive extending in a southerly direction to connect to Colony Ridge Drive. The developer has agreed to a Transportation Contribution to provide funds for the Glenn Parkway extension, any required widening of Braumiller Road (excluding a right turn lane into Braumiller Woods), and other off-site road or highway improvements that are required as a result of or have a direct impact upon the Braumiller Woods Development and are mandated by the City of Delaware or Delaware County Thoroughfare Master Plans. The Transportation Contribution will be due and payable at the time of issuance of the building permits, at a cost of \$1,000 per lot.
- **LOT SIZE:** The lots range in size from 0.233 to 0.588 acres with a minimum lot width of 70 feet and depth of 145 feet. (10,150 square feet – 0.233 acre). The front yard setbacks are 35 feet, side yard setbacks are 10 feet and the rear yard setbacks are 45 feet. Apparently because of updated development regulations since 2004

(storm water etc.) the number of lots in this Section has been reduced from 42 to 38 per the approved Preliminary Subdivision Plat. All lots meet or exceed minimum requirements and are in conformance with the approved Preliminary Subdivision Plat

- **DESIGN:** Since 2004, the City adopted Residential Design Criteria and Performance Standards in Section 1171.08 of the Planning & Zoning Code that shall be required for each house in this and subsequent sections. Furthermore, the developer has agreed to certain architectural standards listed in the Design Criteria that were approved as a part of the rezoning for this property. The architectural standards require that, throughout the development, the same model with the same front elevation shall not be located with frontage immediately adjacent to one another nor directly across from each other. At least 35% of the front elevation of all homes shall be finished with natural materials including brick, natural or cultured stone, cedar siding or cement fiber siding (i.e. Hardi-plank). Therefore, between the City design standards and the rezoning architectural standards, the houses would be constructed to high quality equal to or above design standards for a R-2 district.
- **PARKLAND AND OPEN SPACE:** According to the Preliminary Subdivision Plat, the parkland dedication will be satisfied by the payment of cash in the amount of \$99,400 (10% of 49.7 acres = 4.97 acres x \$20,000). A letter dated March 30, 2004, indicates the City's agreement to allow the parkland in-lieu fee to be prorated by the number of acres in each phase so that the entire amount of parkland cash does not have to be paid up front with the first phase of development. The developer will be required to contribute \$26,808.18 for Section 3 (13.408 divided by 49.7 = 26.97% x \$99,400). The developer has already paid the parkland dedication fees for Sections 1, 2 and 2A. In addition there is a drainage easement reserve area encompassing lot 11795 along the southwestern portion of this section, which will provide open space not previously contemplated. Furthermore, a new retention pond is located behind lots 11758-11765 (which are in Section 2) because the EPA storm water regulations have changed since the inception of this subdivision in 2004 and required addition detention to be inserted on an already approved and half built subdivision.
- **TREE PRESERVATION:** An Overall Landscape/Tree Replacement Plan was approved by the Shade Tree Commission on February 28, 2006. The developer decided on the Tree Bank Fund Option for replacement of removed trees which totals \$127,250 for the entire development. The developer paid \$36,209.25 for tree replacement in Section 1, \$23,794.65 in Section 2 and \$23,794.65 in Section 2A. Because this is the last section of the development, the remaining fee of \$43,451.21 is required prior to building permit approval. In addition, there are several tree preservation zones within the site. A 45 foot tree preservation zone is located in the rear of lots 11757, 11766-11771 along Colony Ridge Drive and Buena Vista Drive, a 40 foot tree preservation zone is located in the rear of lots 11772-11776 along Buena Vista Drive, a 45 foot tree preservation along the rear of lots 11777-11788 along Colony Ridge Drive and a minimum 60 foot tree preservation zone along the rear of lots 11789-11794 along Colony Ridge Drive.
- **LIGHTING:** A Lighting Plan needs to be submitted, reviewed and approved by the Chief Building Official.
- **SIDEWALKS AND BIKE PATHS:** Sidewalks will be provided on both sides of Colony Ridge Drive and Buena Park Drive in this section of the subdivision.
- **LANDSCAPING:** An Overall Landscape/Tree Replacement Plan was approved by the Shade Tree Commission on February 28, 2006. The plan identifies landscaping that is required to be installed in Section 3 along Glenn Parkway to be maintained by the Homeowners Association. If an entrance sign is proposed at the intersection of Colony Ridge Drive and Glenn Parkway it shall be review and approved by staff along with being maintained by the Homeowners Association. In addition, the street tree plan was approved by the Shade Tree Commission January 24, 2017.
- **MISC:** The developer agreed to include all sections of this subdivision in the Delaware South New Community Authority. The community authority requires an additional millage charge to each property to pay for infrastructure improvements in the area. Also, the subdivision is located within the Braumiller Tax Increment Finance (TIF) District.

STAFF RECOMMENDATION – FINAL SUBDIVISION PLAT (2017-0017)

Staff recommends a request for approval by Homerock LLC for a Final Subdivision Plat for Braumiller Woods Section 3 consisting of 38 single family lots on approximately 13.408 acres zoned R-2 (Single Family Residential District) and located on Colony Ridge Drive and Buena Park Drive, with the following conditions that:

1. The Applicant needs to obtain final engineering approvals, including any stormwater and utility issues that need to be worked out through the Engineering and Utilities Departments. All comments regarding the layout

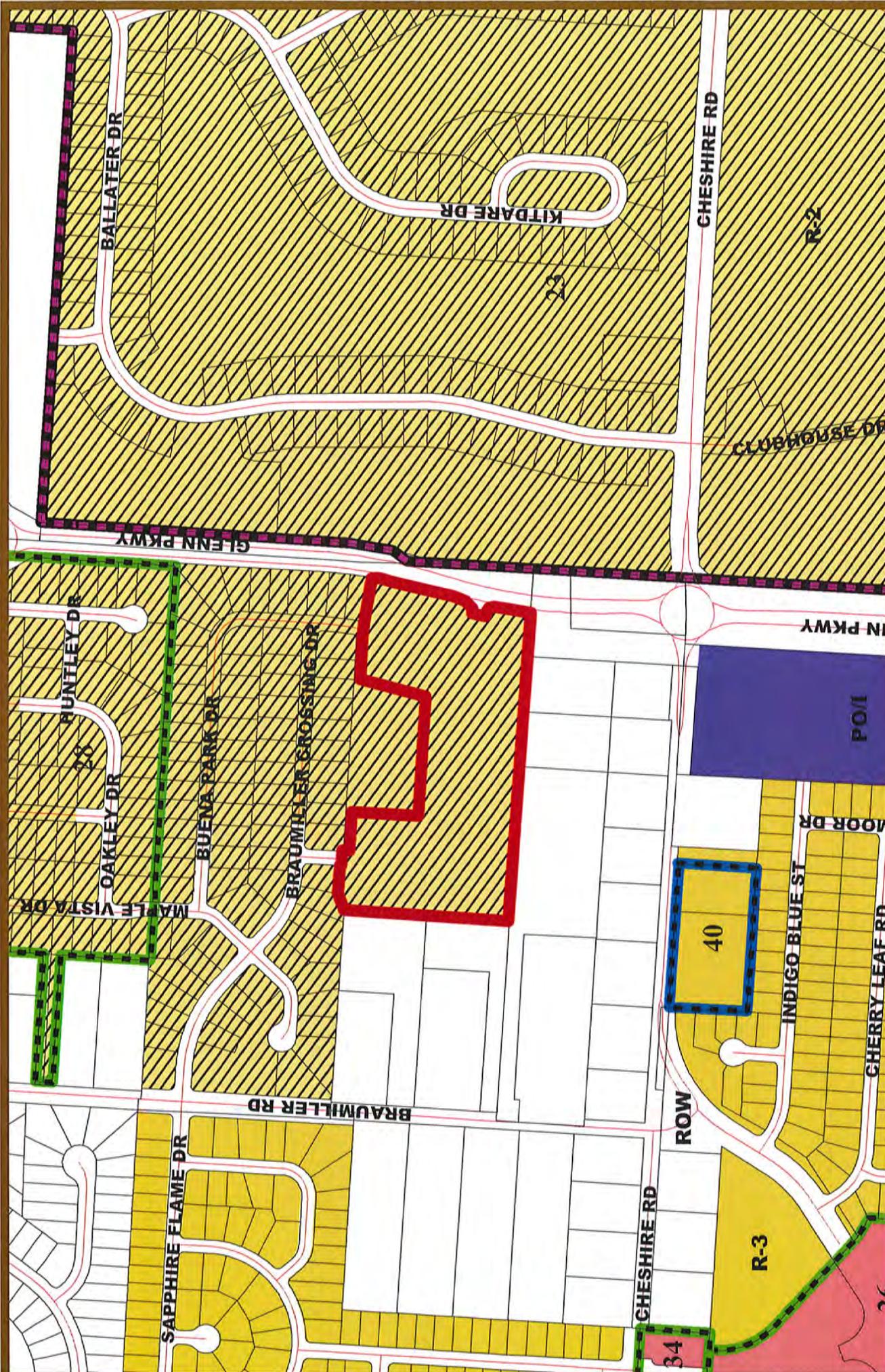
and details of the project are preliminary and subject to modification or change based on the final technical review by the Engineering Department.

2. The Transportation Contribution shall be due and payable at the time of issuance of the building permits, at a cost of \$1,000 per lot
 3. The house construction shall comply with Chapter 1171.08 Residential Development Design Criteria and Performances Standards and the rezoning architectural design standards approved in the rezoning of the property.
 4. The developer shall pay \$26,808.18 to satisfy the parkland dedication requirement in Section 3 prior to the first building permit approval.
 5. The developer shall pay \$43,451.21 to satisfy the tree replacement requirement in Section 3 prior to the first building permit approval.
 6. A lighting plan shall be submitted, reviewed and approved by the Chief Building Official.
 7. The landscaping shall be installed per Overall Landscaping/Tree Replacement Plan that was approved by the Shade Tree Commission on February 28, 2006.
 8. If an entrance sign is proposed at the intersection of Colony Ridge Drive and Glenn Parkway, it shall be review and approved by staff along with being maintained by the Homeowners Association.
 9. The landscaping along Glenn Parkway shall be maintained by the Homeowners Association.
 10. A condition on the plat shall identify this section as being located in the Delaware South New Community Authority and within the Braumiller Tax Increment Finance (TIF) District.
 11. The City right-of-way easement along Glenn Parkway (rear of lots 11772-1177) shall be included on the final subdivision plat.
-

FILE:
ORIGINAL:
REVISED: 1/25/17



2017-0017
 Final Subdivision Plat
 Braumiller Woods - Section 3
 Location Map



2017-0017
 Final Subdivision Plat
 Braumiller Woods - Section 3
 Zoning Map



2017-0017
Final Subdivision Plat
Braumiller Woods - Section 3
Aerial 2016



BRAUMILLER WOODS SECTION 3

BRAUMILLER WOODS SECTION 1 C. 3 S.L. 642

9873 9874 COLONY RIDGE DRIVE

9875 COLONY RIDGE DRIVE

11794 11793 11792 11791

11758 11759

11761 11762 11763 11764 11765 11766 11767 11768 11769

11770 11771

11772 11773 11774 11775 11776 11777 11778 11779 11780 11781 11782 11783 11784 11785 11786 11787 11788 11789 11790

10613 10614 10615

BRAUMILLER WOODS SECTION 2 O.R. 1188, P. 2849

BRAUMILLER WOODS SECTION 2 O.R. 1188, P. 2849

- ① A=7823.00' R=20.00' Arc=27.07' Ch=26.54'
- ② A=6433.33' R=20.00' Arc=27.07' Ch=26.54'
- ③ A=5107.18' R=20.00' Arc=27.07' Ch=26.54'
- ④ A=3843.33' R=20.00' Arc=27.07' Ch=26.54'
- ⑤ A=2545.00' R=20.00' Arc=27.07' Ch=26.54'
- ⑥ A=1246.67' R=20.00' Arc=27.07' Ch=26.54'



BRAUMILLER WOODS SECTION 2 O.R. 1188, P. 2849

BRAUMILLER WOODS SECTION 2 O.R. 1188, P. 2849

BRAUMILLER WOODS SECTION 2 O.R. 1188, P. 2849

BRANT SUBDIVISION P.B. 22, P. 4

LOT 1111

LOT 1112

LOT 1113

LOT 1114

LOT 1115

LOT 1116

LOT 1117

LOT 1118

LOT 1119

LOT 1120

DENNIS SUBDIVISION P.B. 21, P. 101

LOT 1121

LOT 1122

LOT 1123

LOT 1124

LOT 1125

LOT 1126

LOT 1127

LOT 1128

LOT 1129

LOT 1130

JOHN M. AND TRACY L. SABO TRACT ONE 1.464 AC. (DEED) D.B. 655, P. 711

LOT 1131

LOT 1132

LOT 1133

LOT 1134

LOT 1135

LOT 1136

LOT 1137

LOT 1138

LOT 1139

LOT 1140

CITY OF DELAWARE, OHIO 2.487 AC. (DEED) O.R. 1009, P. 2118

LOT 1141

LOT 1142

LOT 1143

LOT 1144

LOT 1145

LOT 1146

LOT 1147

LOT 1148

LOT 1149

LOT 1150

CITY OF DELAWARE, OHIO 2.428 AC. (DEED) O.R. 890, P. 1084

LOT 1151

LOT 1152

LOT 1153

LOT 1154

LOT 1155

LOT 1156

LOT 1157

LOT 1158

LOT 1159

LOT 1160

CITY OF DELAWARE, OHIO 4.008 AC. (DEED) O.R. 622, P. 1841

LOT 1161

LOT 1162

LOT 1163

LOT 1164

LOT 1165

LOT 1166

LOT 1167

LOT 1168

LOT 1169

LOT 1170

CITY OF DELAWARE, OHIO 2.428 AC. (DEED) O.R. 890, P. 1084

LOT 1171

LOT 1172

LOT 1173

LOT 1174

LOT 1175

LOT 1176

LOT 1177

LOT 1178

LOT 1179

LOT 1180

CITY OF DELAWARE, OHIO 4.008 AC. (DEED) O.R. 622, P. 1841

LOT 1181

LOT 1182

LOT 1183

LOT 1184

LOT 1185

LOT 1186

LOT 1187

LOT 1188

LOT 1189

LOT 1190

CITY OF DELAWARE, OHIO 2.428 AC. (DEED) O.R. 890, P. 1084

LOT 1191

LOT 1192

LOT 1193

LOT 1194

LOT 1195

LOT 1196

LOT 1197

LOT 1198

LOT 1199

LOT 1200

CITY OF DELAWARE, OHIO 2.428 AC. (DEED) O.R. 890, P. 1084

LOT 1201

LOT 1202

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LOT 1208

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LOT 1210

CITY OF DELAWARE, OHIO 2.428 AC. (DEED) O.R. 890, P. 1084

LOT 1211

LOT 1212

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LOT 1220

CITY OF DELAWARE, OHIO 2.428 AC. (DEED) O.R. 890, P. 1084

LOT 1221

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LOT 1229

LOT 1230

CITY OF DELAWARE, OHIO 2.428 AC. (DEED) O.R. 890, P. 1084

LOT 1231

LOT 1232

LOT 1233

LOT 1234

LOT 1235

LOT 1236

LOT 1237

LOT 1238

LOT 1239

LOT 1240

CITY OF DELAWARE, OHIO 2.428 AC. (DEED) O.R. 890, P. 1084

LOT 1241

LOT 1242

LOT 1243

LOT 1244

LOT 1245

LOT 1246

LOT 1247

LOT 1248

LOT 1249

LOT 1250

CITY OF DELAWARE, OHIO 2.428 AC. (DEED) O.R. 890, P. 1084

LOT 1251

LOT 1252

LOT 1253

LOT 1254

LOT 1255

LOT 1256

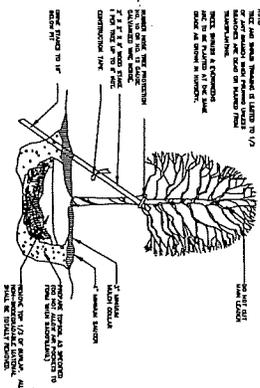
LOT 1257

LOT 1258

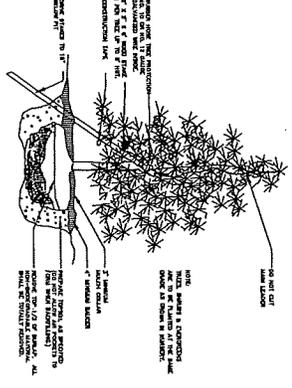
LOT 1259

LOT 1260

1 DECIDUOUS TREE UNDER 3" CALIPER
N.T.S.



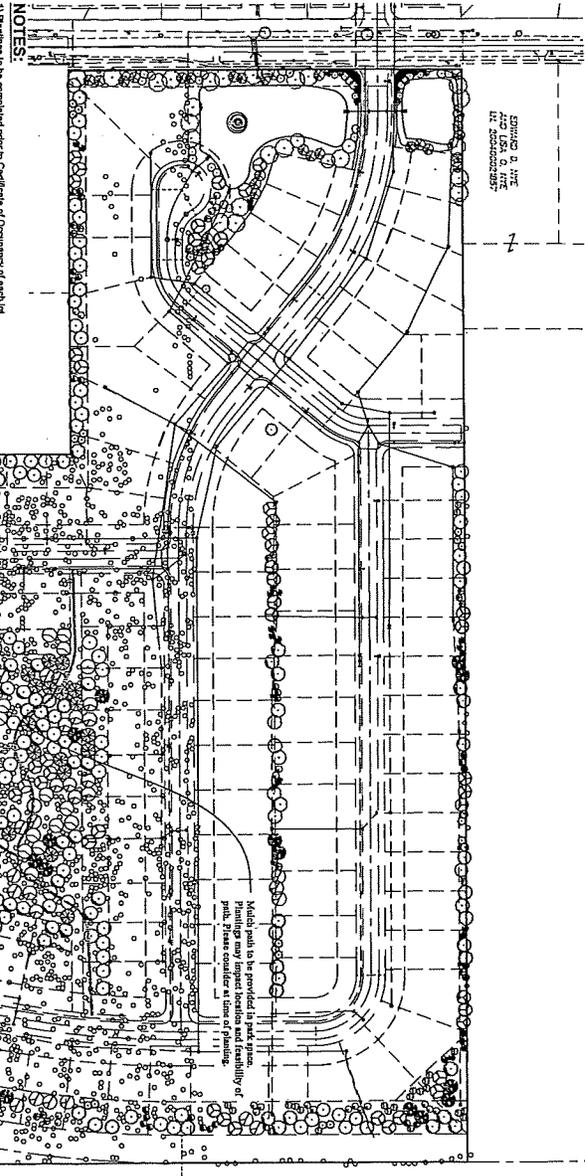
2 EVERGREEN TREE
N.T.S.



APPROVED
OCT 23 2015

02/01/06
2/24/06

Shawn Seward - Director, Grounds and Facilities Dept.
Dona



NOTES:
1) Plantings to be completed prior to Certificate of Occupancy of each lot.
2) Plantings to be completed prior to approval of final plan for each section or acceptance of park property, whichever comes first.
3) As per section 1184.04, REQUIRED PRESERVATION AND REPLACEMENT OF MAJOR TREES.
(a) Each major tree removed during the course of the development of a lot shall be replaced by the owner of that lot with two (2) trees, each having a minimum caliper of 3.0 inches over a minimum height of 12 feet. (b) The trees to be planted may be specified by the City.
(c) The Director of Grounds and Facilities (or designee) shall approve the species and location of all proposed replacement trees.
(d) Failure to replace a major tree within two (2) years of the approval of the application referred to in subsection (a) shall be a misdemeanor for each separate failure to replace a tree.
4) Trees within the road right-of-way are not subject to the tree replacement ordinance.
5) As per SECTION 1184.07 REPLACEMENT OF REMOVED TREES.
A developer or property owner shall replace all trees removed pursuant to Chapter 1184 as required by this ordinance. The replacement trees shall be of a species and size acceptable to the Director of Grounds and Facilities. Replacement trees cannot be recommended on site.
(a) On-site Replacement: A minimum of fifty percent (50%) of the required replacement trees shall be replaced in similar locations on the site from which the original trees were removed to maintain the remaining natural distribution of tree cover in the city.
(b) Tree Bank Option: Although 100% on-site tree replacement is preferred, it may be deemed to be inapplicable or impractical, the remaining balance of required replacement trees shall be planted on a designated Tree Bank site.
(c) Tree Bank Option: If a Tree Bank site cannot accommodate the required replacement trees, the replacement fee for each tree shall be allocated to the Tree Bank Fund according to the schedule of fees established by Council.
6) Trees required to be replaced according to the Tree Bank Fund Option:
300 (remaining trees) x \$250 (per tree) = \$157,250.00
(amount to be divided equally among all 6 phases of the development) = \$26,208.33 per phase

TOTAL TREES REMOVED: 212
- WITHIN R.O.W.: 86 (212-86)
- TREES SUBJECT TO REPLACEMENT: 126 (212-86)

SECTION 4 (MAX TREE REMOVAL): 259
TOTAL TREES REMOVED: 259
- WITHIN R.O.W.: 55
- TREES SUBJECT TO REPLACEMENT: 204 (259-55)

REMAINING SECTIONS: 1280
- WITHIN R.O.W.: 418
- TREES SUBJECT TO REPLACEMENT: 862 (1280-418)

TOTAL TREES REQUIRED TO BE REPLACED: 1132
- WITHIN R.O.W.: 446
- TREES PLANTED ON REMAINING SITE: 686
- REMAINING TREES: (1132-446-686) = 0

PLANT LIST
Contractor responsible for all plant quantities shown on plan.

SYMBOL	COMMON NAME	SIZE	COND.	REMARKS
○	Small Tree	2" Cal.	18-24"	Plant
○	Medium Tree	3" Cal.	24-36"	Plant
○	Large Tree	4" Cal.	36-48"	Plant
○	Very Large Tree	6" Cal.	48-72"	Plant
○	Small Tree	2" Cal.	18-24"	Plant
○	Medium Tree	3" Cal.	24-36"	Plant
○	Large Tree	4" Cal.	36-48"	Plant
○	Very Large Tree	6" Cal.	48-72"	Plant
○	Small Tree	2" Cal.	18-24"	Plant
○	Medium Tree	3" Cal.	24-36"	Plant
○	Large Tree	4" Cal.	36-48"	Plant
○	Very Large Tree	6" Cal.	48-72"	Plant
○	Small Tree	2" Cal.	18-24"	Plant
○	Medium Tree	3" Cal.	24-36"	Plant
○	Large Tree	4" Cal.	36-48"	Plant
○	Very Large Tree	6" Cal.	48-72"	Plant
○	Small Tree	2" Cal.	18-24"	Plant
○	Medium Tree	3" Cal.	24-36"	Plant
○	Large Tree	4" Cal.	36-48"	Plant
○	Very Large Tree	6" Cal.	48-72"	Plant
○	Small Tree	2" Cal.	18-24"	Plant
○	Medium Tree	3" Cal.	24-36"	Plant
○	Large Tree	4" Cal.	36-48"	Plant
○	Very Large Tree	6" Cal.	48-72"	Plant
○	Small Tree	2" Cal.	18-24"	Plant
○	Medium Tree	3" Cal.	24-36"	Plant
○	Large Tree	4" Cal.	36-48"	Plant
○	Very Large Tree	6" Cal.	48-72"	Plant
○	Small Tree	2" Cal.	18-24"	Plant
○	Medium Tree	3" Cal.	24-36"	Plant
○	Large Tree	4" Cal.	36-48"	Plant
○	Very Large Tree	6" Cal.	48-72"	Plant
○	Small Tree	2" Cal.	18-24"	Plant
○	Medium Tree	3" Cal.	24-36"	Plant
○	Large Tree	4" Cal.	36-48"	Plant
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**CITY OF DELAWARE, OHIO
PLANNING & COMMUNITY DEVELOPMENT
MASTER APPLICATION FORM**



Project # _____ Case # _____

Planning Commission

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

Subdivision/Project Name BRAUNELLER WOODS SECTION 3 Address BRAUNELLER ROAD
 Acreage 13.408 Square Footage _____ Number of Lots 39 Number of Units _____
 Zoning District/Land Use R2 Proposed Zoning/Land Use R2 Parcel # 41941001014000

Applicant Name HOMEWOOD, LLC Contact Person JIM LIPOS
 Applicant Address 2700 EAST DUBUEN - GRANVILLE ROAD, COLUMBUS, OHIO, 43231
 Phone 614-898-7200 Fax 614-451-1197 E-mail JLIPNOS@HOMELWOODCORP.COM

Owner Name SAME AS APPLICANT Contact Person _____
 Owner Address _____
 Phone _____ Fax _____ E-mail _____

Engineer/Architect/Attorney EMHAT Contact Person MATT KERK
 Address 5500 NEW ALBANY ROAD, COLUMBUS, OHIO, 43054
 Phone 614-775-4131 Fax _____ E-mail MKERK@EMHAT.COM

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

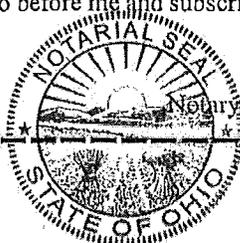
[Signature]
Owner Signature

JAMES L. LIPOS
Owner Printed Name

Agent Signature

Agent Printed Name

Sworn to before me and subscribed in my presence this 30 day of December, 2016



Notary Stamp Sally Jo Baxter Falk
Notary Public, State of Ohio
My Commission Expires 06-20-2018

Sally Jo Baxter Falk
Notary Public



FACT SHEET

AGENDA ITEM NO: 17

DATE: 02/27/17

ORDINANCE NO:

RESOLUTION NO: 17-14

READING: FIRST

PUBLIC HEARING: NO
**Public Comment to be held
March 13, 2017 at 7:15 p.m.**

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 INSTALLATION OF CERTAIN TRAFFIC CONTROL SIGNAGE TO ESTABLISH A NO PARKING ANYTIME ZONE ON THE SOUTH SIDE OF LEXINGTON BOULEVARD AND BUEHLER DRIVE FROM 105 FEET WEST OF THISTLE DRIVE TO 95 FEET SOUTHEAST OF THE LEXINGTON BOULEVARD AND BUEHLER DRIVE INTERSECTION AND THE EXTENSION OF THE NO PARKING HERE TO CORNER ZONE ON THE NORTH SIDE OF LEXINGTON BOULEVARD AND BUEHLER DRIVE TO 40 FEET WEST OF THISTLE DRIVE AND 25 FEET SOUTHEAST OF THE LEXINGTON BOULEVARD AND BUEHLER DRIVE INTERSECTION.

BACKGROUND:

A resident requested the City to evaluate the curved roadway section of Lexington Boulevard and Buehler Drive from Thistle Drive to just south of the Lexington Boulevard and Buehler Drive intersection in regards to speeding and accident history. Staff reviewed the accident history and noted there have been five (5) accidents in the past five (5) years along this section of roadway. Staff also collected speed data at 684 Buehler Drive and 200 Lexington Boulevard and found the 85th percentile speed to be 32 mph and 31 mph respectively. Due to the accident history and high speeds along this section of Lexington Boulevard and Buehler Drive, staff recommended that traffic calming measures be implemented to improve the safety and reduce vehicular speeds along the curve.

The traffic calming measures recommended include the installation of a No Parking Anytime Zone on the south side of Lexington Boulevard and Buehler Drive from 105 feet west of Thistle Drive to 95 feet southeast of the Lexington Boulevard and Buehler Drive intersection and an extension of the No Parking Here to Corner Zone on the north side of Lexington Boulevard and Buehler Drive to 40 feet west of Thistle Drive and 25 feet southeast of the Lexington Boulevard and Buehler Drive intersection. Additional no parking here to corner signage will be installed per codified ordinance 351.03 on the north side of Lexington Boulevard and Buehler Drive at the two intersections along the curve. Pavement markings will also be installed to effectively narrow the travel lanes to encourage lower speeds.

REASON WHY LEGISLATION IS NEEDED:

The placement of regulatory signage requires City Council authorization for permanent enforcement.

COMMITTEE RECOMMENDATION:

The action is being taken as a result of the Parking and Safety Committee recommendation at the February 20, 2017 meeting.

FISCAL IMPACT(S):

The cost to install the signage and pavement markings is estimated at \$2,500.00 to come out of the Public Works Traffic Division annual operating and professional services budget.

POLICY CHANGES:

None

PRESENTER(S):

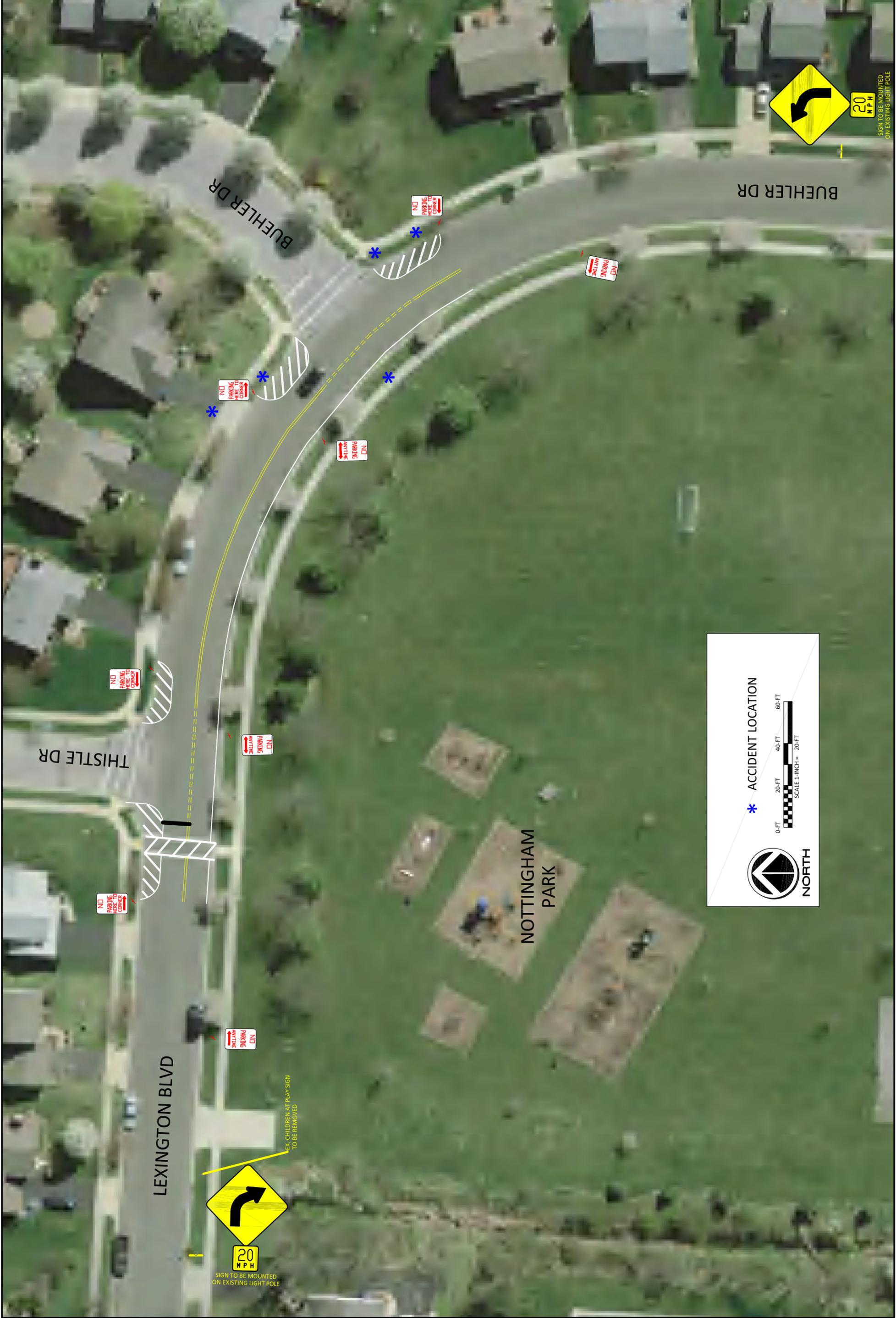
William L. Ferrigno, P.E., Public Works Director/City Engineer

RECOMMENDATION:

Approval

ATTACHMENT(S)

Exhibit A



ACCIDENT LOCATION

* 0-FT 20-FT 40-FT 60-FT

SCALE 1-INCH = 20-FT

NORTH



* EX. CHILDREN AT PLAY SIGN TO BE REMOVED

NO.	DATE	REVISIONS	APPROVED

LEXINGTON BOULEVARD & BUEHLER DRIVE EXHIBIT A

PROPOSED TRAFFIC CALMING MEASURES



DATE ISSUED: 02/23/2017
Sheet 01/01



FACT SHEET

AGENDA ITEM NO: 18

DATE: 02/27/17

ORDINANCE NO:

RESOLUTION NO: 17-15

READING: FIRST

PUBLIC HEARING: NO

TO: Mayor and Members of City Council

FROM: R. Thomas Homan, City Manager

VIA: Ted Miller, Parks and Natural Resources Director

TITLE OF PROPOSED ORDINANCE/RESOLUTION:

A RESOLUTION ADOPTING THE PROPOSED CHANGES TO THE USER FEES FOR HIDDEN VALLEY GOLF COURSE.

BACKGROUND:

Following discussion regarding revenue and expenditures at the Hidden Valley Golf Course, the Hidden Valley Working Group reviewed current the current users rate structure and suggested that some be altered for the 2017 season. The proposed changes were forwarded to the Parks and Recreation Advisory Board for their consideration. The Parks and Recreation Advisory Board endorsed the proposed changes for the 2017 season and requested City Council's adoption.

REASON WHY LEGISLATION IS NEEDED:

To increase revenues at Hidden Valley Golf Course and to align prices to be competitive with regional averages.

COMMITTEE RECOMMENDATION:

The Hidden Valley Working Group proposed the changes at their November 29, 2016, meeting and the Parks and Recreation Advisory Board endorsed the changes at their January 17, 2017, meeting.

FISCAL IMPACT(S):

The changes should increase the total revenue generated at the Hidden Valley Golf Course during the 2017 season as a means of reducing the amount of the general fund transfer to offset the expenditures.

POLICY CHANGES:

N/A

PRESENTER(S):

Ted Miller, Parks and Natural Resources Director

RECOMMENDATION:

Approval

ATTACHMENT(S)

Hidden Valley Working Group Notes of November 29, 2016

Parks and Recreation Advisory Board Motion Summary of January 17, 2017

2016 Regional Golf Course Rate Comparison

Hidden Valley Working Group

MEETING DATE 11/29/16

NAME	PRESENT	ABSENT
Josh Bricker	X	
Brain Canavan	X	
Scott Fanok		X
Khris Kohler	X	
Linda Mathews	X	
Ted Miller	X	
Lucas Ratliff	X	
Ed Schlote	X	
Cindy Sheets	X	
Jeff Taylor		X
Scott Zagorski	X	

Also in attendance were:

Brandon Klein from The Delaware Gazette
Tom Wolber

Meeting held at Hidden Valley Golf Course Clubhouse
Meeting began at 7:06 p.m.

DISCUSSION:

Members were introduced.

Ted Miller provided an overview of the responsibilities for group, with the focus of tonight's meeting being items #1 (Hours of Operation) and # 2 (Pricing) from the Discussion Topics listing. He noted that the list of Discussion Topics contained those the City identified, but that there may be more that the group identifies. He also reviewed the budget information contained in the packet of information distributed to members prior to the meeting.

Hours of Operation

Discussed historical data on when the course has been open previously.

Method of notifying the public when the course is open/closed; use of voicemail for calling inquiries and social media (Twitter, Facebook, etc.). Possible establishment of Parks Twitter account for this method and also links with City's Facebook account.

Daily hours of operation suggested to be 7 am during peak season, 9-10 am when frost on course/colder temperatures. Last tee time for day has typically been 1 hr before sunset and 1.5 hr before sunset for driving range. This may be adjusted if a cover is acquired so range balls can be collected when range is being utilized. City will look at the cost of fabricating protective cover.

Memberships will be listed as being active for the time period April 1-October 31, and if weather allows for course to be open at times in excess of these dates, that is a "bonus" for the members and the memberships will be honored for the extra time.

Marketing options were also discussed and will be looked at in more depth at future meetings.

Pricing for individual rounds, memberships, punch cards, and other amenities were discussed. The proposal that will be forwarded to the Parks and Recreation Board for review and then council approval included:

- Memberships and Punch Card Rates will remain the same for 2017
- Riding Carts will be \$6.00/9 holes and \$9.00 for 18 holes
- Single and Senior rates will be elevated by \$0.50 for the first 9 holes for all time periods with the second 9 holes being an extra \$4.50
- A new "Junior Student" category will be created; this will be for up to 12 years old and rates for 9 holes will be \$5.00 M-F and \$6.00 Sat, Sun & Holidays
- The "Student" category will be for ages 13-22 years old and the rates will be \$7.00 M-F and \$8.00 Sat, Sun & Holidays

Comparison of current and proposed fees:

CURRENT

Classification	9 Holes M-F	18 Holes M-F	9 Holes Sat/Sun/Hol	18 Holes Sat/Sun/Hol
Single	\$8.50	\$13.00	\$9.50	\$13.50
Senior/Veteran	\$8.00	\$12.50	\$9.00	\$13.00
Student	\$8.00	\$12.50	\$9.00	\$13.00

PROPOSED

Classification	9 Holes M-F	18 Holes M-F	9 Holes Sat/Sun/Hol	18 Holes Sat/Sun/Hol
Single	\$9.00	\$13.50	\$10.00	\$14.00
Senior/Veteran	\$8.50	\$13.00	\$9.50	\$13.50
Junior Student	\$5.00	\$9.50	\$6.00	\$10.50
Student	\$7.00	\$11.50	\$8.00	\$12.50

Question raised as to whether there are any liability issues from the city's perspective if fees are required for play on the course during off season/winter time periods or should they be considered "donations".

The next meeting will be held at Hidden Valley Clubhouse on Wednesday, December 14th at 7:00 pm.

Discussion was held on the change of venue to Ohio Wesleyan University for the Daddy Daughter Dance. Mr. Byers informed the Board that there were over 400 participants for the event.

Mr. Byers requested volunteers for the upcoming Mother Son Superhero Party.

ITEM 7. RECOMMENDATION of Bike Plan

Mr. Miller provided a background history on the development of the Bike Plan. Mr. Miller informed the Board that the Planning Commission will also be reviewing the plan for additional recommendations.

The Board requested an updated list of priority projects for the proposed Bike Plan. The Board discussed the focus to be on connectivity and maintenance.

ITEM 8. RECOMMENDATION Rate Changes and Hours of Operation for Hidden Valley Golf Course

Mr. Miller discussed the recommendations and proposed changes recommended by the Hidden Valley Golf Course Working Group. Mr. Miller discussed proposed rate changes and set a season for membership cards. Mr. Miller informed the Board of the current progress of a Management Plan.

Motion: Mr. Bricker moved to accept the proposed changes, seconded by Mr. Dalton. Motion approved by a 6-0 vote.

ITEM 9. UPDATE of Parks Activities

Mr. Miller provided the Board with a working draft for the Park Index 2016. Mr. Miller requested that the members review the draft and provided recommendations and opinions.

Mr. Miller provided an update on the non-motorized boat ramps.

ITEM 10. STAFF COMMENTS

Ms. Mathews provided an update on the Cricket Club and their request for field usage with a permanent pitch.

ITEM 11. MEMBERS COMMENTS

ITEM 12. ADJOURNMENT

Motion: Vice-Chairwoman Hibinger moved to adjourn the Parks and Recreation meeting. The meeting adjourned at 7:40 p.m.

CENTRAL OHIO GOLF COURSE RATE COMPARISON

Course	Average (not including HVG)										Local Comparison			
	Hidden Valley Golf Course (HVG)	Broadview Golf Course	Big Walnut Sunbury	The Golf Depot at Central Park	Indian Hills Granville	Forest Hills Springfield	Pleasant Valley Lancaster*	Little Bear Lewis Center	Greenacres Marion	Gahanna Municipal Golf Course	Blacklick Woods #	Oakhaven	Glenross	Millcreek
Type	9 hole course- par 27	9 hole course- par 35	9 hole course- par 32	9 hole course- par 27	9 hole course- par 36	9 hole course- par 27	9 hole course- par 30	18 hole course- par 60	9 hole course- par 36	9 hole course- par 35	9 hole course- par 27	18 hole	18 hole	18 hole
Owned	Public	Private	Private	Private	Private	Private	Private	Private	Private	Public	Public	Private	Private	Private
RATES														
Monday - Friday														
Single - 9 Holes	\$8.50	\$11.00	\$10.00	\$15.00	\$10.00	\$6.00	\$7.00	\$12.00	\$8.00	\$11.00	\$7.00	\$16.00	\$28.00	\$14.00
Senior - 9 Holes	\$8.00	\$11.00	\$9.00	\$12.00	\$9.00	\$6.00	\$7.00	\$12.00	\$8.00	\$9.00	\$7.00	\$13.00	\$25.00	\$13.00
Student - 9 Holes	\$8.00	\$11.00	\$5.00	\$12.00	\$10.00	\$6.00	\$7.00	\$12.00	\$8.00	\$9.00	\$6.00	\$16.00	\$28.00	\$13.00
Additional 9 Holes	\$4.50	\$3.50	\$5.00	\$15.00	\$4.00	\$6.00	\$7.00	\$12.00	\$6.00	\$4.00	\$7.00	\$6.95	\$2.45	
Weekends & Holidays														
Single - 9 Holes	\$9.50	\$12.00	\$10.00	\$15.00	\$11.00	\$9.00	\$7.00	\$14.00	\$8.00	\$11.00	\$8.00	\$25.00	N/A	\$20.00
Senior - 9 Holes	\$9.00	\$12.00	\$9.00	\$12.00	\$11.00	\$9.00	\$7.00	\$12.00	\$8.00	\$11.00	\$8.00	\$25.00	N/A	\$20.00
Student - 9 Holes	\$9.00	\$12.00	\$5.00	\$12.00	\$11.00	\$9.00	\$7.00	\$12.00	\$8.00	\$11.00	\$8.00	\$25.00	N/A	\$20.00
Additional 9 Holes	\$4.50	\$3.50	\$5.00	\$15.00	\$4.00	\$9.00	\$7.00	\$14.00	\$7.00	\$4.00	\$8.00	\$7.65	\$3.15	
Driving Range														
Small Bucket	\$3.00	N/A	\$3.00	\$5.00	N/A	N/A	N/A	N/A	N/A	N/A	N/A	\$6.00	N/A	N/A
Medium Bucket	\$4.00		\$4.00	\$8.00								N/A	N/A	N/A
Large Bucket	\$6.00		\$6.00	\$10.00								\$10.00	N/A	N/A
Jumbo Bucket	\$10.00			\$15.00								\$17.00	N/A	N/A
Carts / Clubs														
Pull Cart - 9 Holes	\$2.00	N/A	N/A	\$2.50	N/A	N/A	N/A	\$3.00	N/A	\$2.00	\$3.00	N/A	N/A	N/A
Pull Cart - 18 Holes	\$3.00			\$5.00				\$6.00		\$4.00	\$6.00	N/A	N/A	N/A
Riding Cart - 9 Holes	\$6.00	\$5.50	\$2.50	PP	\$6.00	N/A	N/A	\$12.00	\$2.00	\$6.00	\$6.00	\$6.00	N/A	\$7.00
Riding Cart - 18 Holes	\$7.50	\$8.50	\$2.50	PP	\$6.00	\$5.00		\$12.00	\$5.00	\$10.00	\$11.00	\$5.00	N/A	\$5.00
Rental Clubs - 9 Holes	\$2.00	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	\$5.00	\$5.00	N/A	N/A	N/A
Rental Clubs - 18 Holes	\$4.00									\$10.00	\$10.00	N/A	N/A	N/A

* - course has an 18 hole course, prices reflect 9 hole course only
 #- course has a resident and non-resident fee which adds \$2.00 to the greens fees only
 PP - Per Person



FACT SHEET

AGENDA ITEM NO: 19

DATE: 2/27/17

ORDINANCE NO: 17-08

RESOLUTION NO:

READING: FIRST

PUBLIC HEARING: NO

TO: Mayor and Members of City Council

FROM: R. Thomas Homan, City Manager

VIA: Dave Efland, Planning and Community Development Director

TITLE OF PROPOSED ORDINANCE/RESOLUTION:

AN ORDINANCE ACCEPTING THE ANNEXATION OF 20.445 ACRES OF LAND MORE OR LESS, DESCRIPTION AND MAP ARE ATTACHED HERETO AS EXHIBITS "A" AND "B" FOR THE ANNEXATION KNOWN AS THE DELAWARE DEVELOPMENT PLAN (COUGHLIN'S CROSSING) ANNEXATION BY MICHAEL R. SHADE, AGENT FOR THE PETITIONERS.

BACKGROUND:

REASON WHY LEGISLATION IS NEEDED:

COMMITTEE RECOMMENDATION:

FISCAL IMPACT(S):

POLICY CHANGES:

PRESENTER(S):

Dave Efland, Planning and Community Development Director

RECOMMENDATION:

Approval

ATTACHMENT(S)

County Resolution 16-1220

Petition

Map

City Resolution 16-48

ORDINANCE NO. 17-08

AN ORDINANCE ACCEPTING THE ANNEXATION OF 20.445 ACRES OF LAND MORE OR LESS, DESCRIPTION AND MAP ARE ATTACHED HERETO AS EXHIBITS "A" AND "B" FOR THE ANNEXATION KNOWN AS THE DELAWARE DEVELOPMENT PLAN (COUGHLIN'S CROSSING) ANNEXATION BY MICHAEL R. SHADE, AGENT FOR THE PETITIONERS.

WHEREAS, the proposed annexation applied for in the petition to the Delaware County Commissioners has been approved, by them for annexation to the City of Delaware on December 1, 2016 (See attached) The territory to be annexed is described in the attached Exhibits "A" and "B"; and

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

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

SECTION 1. That Council hereby accepts the annexation of 20.445 acres of land, description and plat of which are hereby attached as Exhibits "A" and "B" on the annexation known as the Delaware Development Plan (Coughlin's Crossing) Annexation Michael R. Shade, agent for the petitioners.

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

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

VOTE ON RULES SUSPENSION:

YEAS___ NAYS___
ABSTAIN ___

PASSED: _____, 2017

YEAS___ NAYS___
ABSTAIN ___

ATTEST: _____
CITY CLERK

MAYOR



Delaware County Commissioners

Jeff Benton
Barb Lewis
Gary Merrell

County Administrator
Ferzan M. Ahmed

Clerk to the Commissioners
Jennifer Walraven

RESOLUTION NO. 16-1220

IN THE MATTER OF GRANTING THE ANNEXATION PETITION OF 20.445 ACRES OF LAND IN DELAWARE TOWNSHIP TO THE CITY OF DELAWARE:

It was moved by Mr. Merrell, seconded by Mr. Benton to approve the following resolution:

Whereas, on November 3, 2016, the Clerk to the Board of the Delaware County Commissioners received an annexation petition filed by Michael R. Shade, Agent for the petitioners, of 20.445 acres, more or less, in Delaware Township to the City of Delaware; and

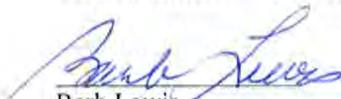
Whereas, ORC Section 709.023-Expedited Type 2 Annexation Petition; Petitions By All Property Owners With Or Without Consent of Municipality & Township(s) – If the Municipality or Township does not file an objection within 25 days after filing of annexation, the Board at its next regular session shall enter upon its journal a resolution granting the proposed annexation; and

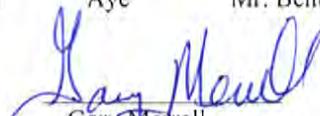
Whereas, 25 days have passed and the Clerk of the Board has not received an objection from the City of Delaware or the Township of Delaware;

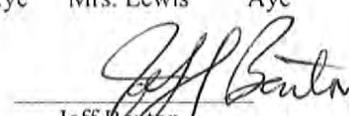
Therefore, Be It Resolved, the Delaware County Board of Commissioners grants the annexation petition request to annex 20.445 acres, more or less, in Delaware Township to the City of Delaware.

BE IT FURTHER RESOLVED that the Delaware County Board of Commissioners hereby directs the Clerk of the Board to deliver a certified copy of the entire record of the annexation proceedings, including all resolutions of the Board, signed by a majority of the members of the Board, the petition, map, and all other papers on file, and the recording of the proceedings, if a copy is available, to the auditor or clerk of the City of Powell.

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


Barb Lewis
County Commissioner


Gary Merrell
County Commissioner


Jeff Benton
County Commissioner

I, Sarah Dinovo, Assistant Clerk to the Board of County Commissioners hereby certify that the foregoing is a true and correct copy of a resolution of the Board of County Commissioners of Delaware County duly adopted on December 1, 2016, and appearing upon the official records of said Board.


Sarah Dinovo
Assistant Clerk to Commissioners

**PETITION FOR DELAWARE DEVELOPMENT PLAN, LTD ANNEXATION
TO THE CITY OF DELAWARE, OHIO FROM THE TOWNSHIP OF DELAWARE CONSISTING
OF 20.445 ACRES: EXPEDITED TYPE 2 ANNEXATION**

STATE OF OHIO
COUNTY OF DELAWARE, ss.

Pursuant to the requirements of Section 709.023(B) ORC, Michael R. Shade, being first duly sworn, deposes and says that the following statements are true:

1. Affiant is the Agent for the Petitioners in the above referenced petition;
2. Affiant is the person who delivered the required statutory notices;

3. On November 3, 2016, the affiant mailed duplicate originals of the attached letter of notice ("notice") to Elaine McCloskey, Clerk of City Council of the City of Delaware, Ohio, by certified mail, return receipt number 7014 2870 0001 0090 5950 and to Barbara J. Thomas, Fiscal Officer of Delaware Township, by certified mail, return receipt number 7014 2870 0001 0090 6117. A complete copy of the petition for annexation and all attachments accompanied each notice. The return receipts are attached.

4. On November 3, 2016, the affiant mailed a letter of notice ("notice") to each owner of a tract, parcel or lot which adjoins, abuts, or is across the road from the area of the above named annexation by regular first class United States mail. A copy of each notice is attached. No Notice as part of this Proof of Service was sent to adjoining lands owned by the Petitioner. Petitioner was notified by separate mailing. A complete copy of the Petition for Annexation and all attachments accompanied each notice

Further affiant sayeth naught.



MICHAEL R. SHADE, Agent for the
Petitioners

Sworn to and subscribed in my presence this 10th day of November, 2016.



CORDING
KELSEY J. DAMRON
NOTARY PUBLIC, STATE OF OHIO
MY COMMISSION EXPIRES AUGUST 20, *2019*

Kelsey J. Damron

NOTARY PUBLIC

RECEIVED
NOV 10 2016

RESOLUTION NO. 16-48

A RESOLUTION INDICATING WHAT SERVICES THE CITY OF DELAWARE WILL PROVIDE TO 20.445± ACRES OF LAND, MORE OR LESS, DESCRIPTION AND MAP ARE ATTACHED HERETO AS EXHIBITS "A" AND "B" FOR THE ANNEXATION KNOWN AS THE DELAWARE DEVELOPMENT PLAN, LTD (AKA COUGHLIN'S CROSSING) ANNEXATION BY MICHAEL R. SHADE, AGENT FOR THE PETITIONERS.

WHEREAS, Michael R. Shade, agent for the petitioners, has filed with the Delaware County Commissioners for annexation of 20.445 acres of land, more or less, the description and map are attached hereto as Exhibits A and B, and

WHEREAS, Michael R. Shade, as agent for the petitioners on November 3, 2016 delivered to the Acting Clerk of the Delaware City Council the notice of his filing of the annexation petition with the Board of County Commissioners of Delaware County and its clerk on November 4, 2016, and

WHEREAS, the Ohio Revised Code requires that within 20 days following the date the petition is filed, the City Council shall, by resolution, adopt a statement as to what services, if any, the City will provide and an approximate date by which it will provide them to the territory proposed for annexation, upon annexation.

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

SECTION 1. That upon annexation to the City of Delaware of 20.445± acres more or less as delineated on the attached Exhibits A and B, the City will provide the following services by the approximate date indicated as to each, provided all necessary lines, hydrants, and other apparatus are installed by the property owner as required by the City and said services shall be provided under the same conditions and same costs as they are provided to other residents in the City of Delaware:

- (a) Water - upon acceptance of annexation
- (b) Sanitary Sewer - upon acceptance of annexation
- (c) Refuse - upon acceptance of annexation
- (d) Fire - upon acceptance of annexation
- (e) Police - upon acceptance of annexation
- (f) Road maintenance-upon acceptance of annexation

SECTION 2. That the Council of the City of Delaware, pursuant to Ohio Revised Code Section 709.023(D), hereby consents to the annexation.

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

SECTION 4. That the Clerk of Council shall prepare and furnish to the agent for the petitioners a certified copy of this resolution and file with the Delaware County Board of County Commissioners on or before 20 days from the filing of the annexation petition.

SECTION 5. That if the territory is annexed and becomes subject to zoning by the City of Delaware and the City permits uses in the annexed territory that the City determines are clearly incompatible with the uses permitted under the current county or township zoning regulations in the adjacent land remaining within the township from which the territory was annexed, the Council of the City of Delaware will require, in the zoning ordinance permitting the incompatible uses, the owner of the annexed territory to provide a buffer separating the use of the annexed and the adjacent land remaining within the township for purposes of this ordinance, buffer includes open space, landscaping, fences, walls, and other structured elements; streets and street rights of way; and bicycle and pedestrian paths and sidewalks.

SECTION 6. That this resolution shall take effect and be in force immediately after this passage.

PASSED: November 14, 2016

YEAS 7 NAYS 0
ABSTAIN 0

ATTEST:

Glenn McCaskey
CITY CLERK

Andy Kay Rigg
MAYOR

PROPOSED ANNEXATION
OF 20.445 ± ACRES
FROM DELAWARE TOWNSHIP
TO THE CITY OF DELAWARE

Situate in the State of Ohio, County of Delaware Township of Delaware, being part of Farm Lot 14, Section 1, Township 4, Range 19 United States Military lands, and being Lot 590 (A.P.N. 41913004018000) of Stratford View as shown and delineated in Plat Book 7, Page 257 of which being conveyed to Delaware Development Plan, Ltd., by deed of record in Deed Book 1367, Page 1261, Lot 591 (A.P.N. 41913004017000) of said Stratford View of which being conveyed to Delaware Development Plan, Ltd., by deed of record in Deed Book 1358, Page 1317, Lot 592 (A.P.N. 41913004016000) of said Stratford View of which being conveyed to Delaware Development Plan, Ltd., by deed of record in Deed Book 1360, Page 281, Lot 593 (A.P.N. 41913004015000) of said Stratford View of which being conveyed to Delaware Development Plan, Ltd., by deed of record in Deed Book 1353, Page 753, Lot 594 (A.P.N. 41913004014000) of said Stratford View of which being conveyed to Delaware Development Plan, Ltd., by deed of record in Deed Book 1372, Page 1542, Lot 595 (A.P.N. 41913004013000) of said Stratford View of which being conveyed to Delaware Development Plan, Ltd., by deed of record in Deed Book 1354, Page 1330, Lot 596 (A.P.N. 41913004012000) of said Stratford View of which being conveyed to Delaware Development Plan, Ltd., by deed of record in Deed Book 1352, Page 1528, Lot 597 (A.P.N. 41913004011000) of said Stratford View of which being conveyed to Delaware Development Plan, Ltd., by deed of record in Deed Book 1337, Page 2887, a 4.675 acre tract (A.P.N. 41913004010000) conveyed to Delaware Development Plan, Ltd., by deed of record in Deed Book 1370, Page 1550, part of a 7.896 acre tract (A.P.N. 41913004023000) conveyed to Delaware Development Plan, Ltd., by deed of record in Deed Book 1392, Page 784, a 1.00 acre tract (Parcel 2, A.P.N. 41913004029000) conveyed to Delaware Development Plan, Ltd., by deed of record in Deed Book 1419, Page 2142 and all of dedicated Stratford Drive (Plat Book 7, Page 257), being bounded and more particularly described as follows:

Beginning, at the southwesterly common corner of said Lot 592 and Lot 593, the an interior corner of the existing City of Delaware Corporation line, as established by Ordinance No. 97-13 dated March 10, 1997, on the northerly line of a 32.1655 acre tract conveyed to Delaware Development Plan, Ltd., by deed of record in Deed Book 1381, Page 1250 and on the westerly right-of-way line of Columbus Pike (U.S. 23, r/w varies) as shown on the O.D.O.T. 1950 right-of-way plan No. DEL-23-8.77;

Thence with the arc of a curve to the right, along the easterly line of said City of Delaware and along the easterly line of said Columbus Pike, the westerly lines of said Lot 593, Lot 592, Lot 591 and Lot 590, and crossing over the right of way of said Stratford Road, having a radius of 7564.43 feet, an arc length of 526.17, a central angle of 03°59'07", a chord which bears North 19°59'52" West and a chord distance of 526.06 feet, to a point on the southerly City of Delaware Corporation line established by Ordinance No. 95-69 dated November 27, 1995, at the southwesterly corner of a 2.430 acre tract conveyed to Delaware Development Plan, Ltd., by deed of record in Deed Book 1386, Page 2358 at the northeasterly intersection of said Columbus Pike and said Stratford Drive;

Thence South 86°50'18" East, a distance of 193.82 feet, along the City of Delaware Corporation line (Ordinance No. 95-69), along the southerly line of said 2.430 acre tract and the northerly line of said Stratford Drive, to a point at the southerly common corner of said 2.430 acre tract and said 4.675 acre tract;

Thence North 03°09'42" East, a distance of 394.26 feet, continuing along the City of Delaware Corporation line (Ordinance No. 95-69) and along the line common to said 2.430 acre and 4.675 acre tracts, to a point on the southerly line of Elliot Estates Subdivision, as shown and delineated in Plat Book 7, Page 247;

Thence South 86°59'03" East, a distance of 1238.33 feet, along the line common to said 4.675 acre tract, said Elliot Estates, said 1.00 acre tract, said 7.896 acre tract and a 1.00 acre tract (A.P.N. 4191300402400), unknown ownership and information on record in the Delaware County Recorder's Office, to a point on the westerly line of Stratford Road (C.R. 4, 70 feet wide);

Thence South 27°04'31" East, a distance of 498.96 feet, along the westerly line of said Stratford Road and across said 7.896 acre tract to a point on the line common to said 7.896 acre tract and a 10.960 acre tract conveyed to Delaware Development Plan, Ltd., by deed of record in Deed Book 1369, Page 2538, also being the northeasterly corner of the City of Delaware Corporation line established by said Ordinance No. 97-13;

Thence with the following three (3) courses and distances, along the said City of Delaware Corporation line and the lines common to said 7.896 acre and 10.960 acre tracts;

- 1) North 88°59'30" West, a distance of 436.17 feet, to a point;
- 2) North 01°52'56" East, a distance of 52.58 feet, to a point;
- 3) North 86°44'59" West, a distance of 329.41 feet, to a point at the common corner of said 7.896 acre tract, said 10.960 and said 4.675 acre tract;

Thence with the following two (2) courses and distances continuing along the said City of Delaware Corporation line and along the lines common to said 4.675 acre and 10.960 acre tracts;

- 1) South 14°40'42" West, a distance of 18.25 feet, to a point;
- 2) North 84°35'18" West, a distance of 129.62 feet, to a point;

Thence South 00°19'42" West, a distance of 472.37 feet, continuing along the said City of Delaware Corporation line and along the line common to said 4.675 acre tract, said 10.960 acre tract and along said Lots 596, 595 and 594, to a point at the southerly common corner of said 10.960 acre tract, and said Lot 594 and being on the northerly line of said 32.1655 acre tract;

Thence North 86°59'32" West, a distance of 600.29 feet, continuing along the said City of Delaware Corporation line and along the line common to said 32.1655 acre tract, said Lots 594 and 593, to the Point of Beginning, containing 20.445 acres more or less.

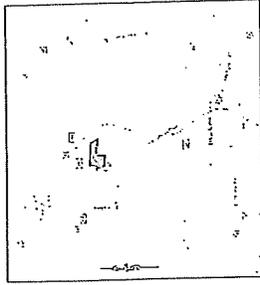
The above description was prepared in the office of Landmark Survey Group Inc., located at 2099 West Fifth Avenue, Columbus, Ohio by Scott D. Grunde in April of 2016, from the best available County Records. This information was not derived from an actual field survey. The above description is not valid for the transfer of real property, and is not to be utilized in place of a Boundary Survey as defined by the Ohio Administrative Code in Chapter 4733-37.



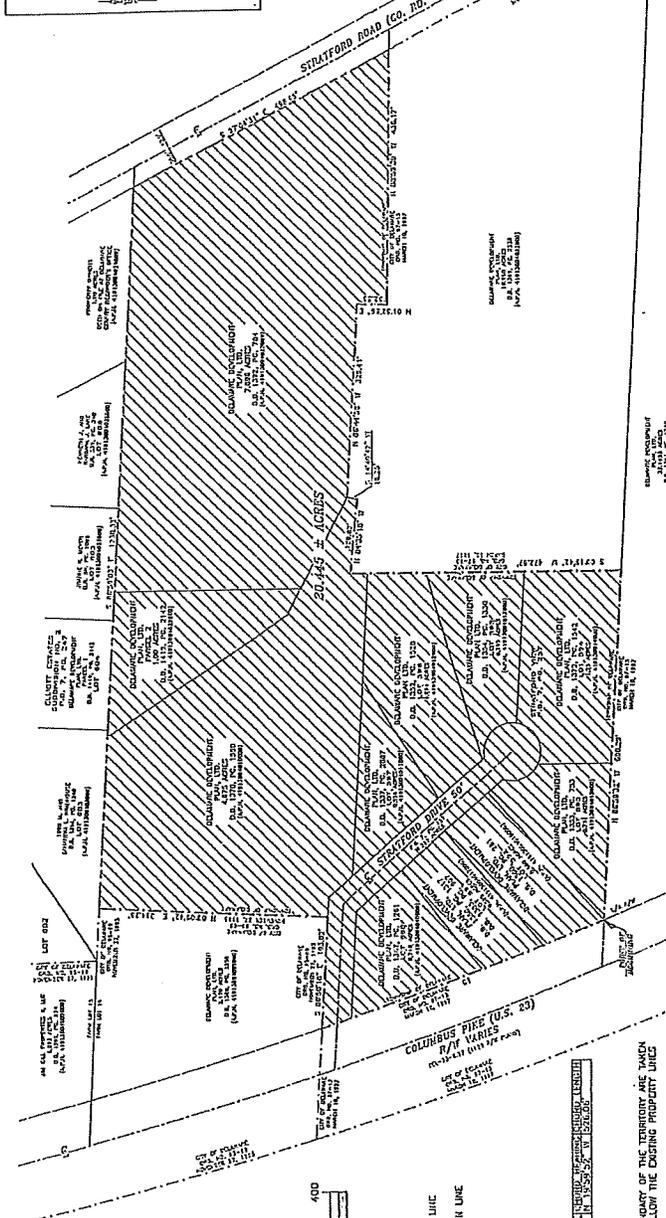
LANDMARK SURVEY GROUP, INC.

Scott D. Grunde 8/8/16
Scott D. Grunde, P.S. Date
Registered Surveyor No. 8047

DELAWARE COUNTY ENGINEER MAP DEPARTMENT	
I HEREBY CERTIFY THE WITHIN TO BE A TRUE COPY OF THE ORIGINAL ON FILE IN THE MAP DEPARTMENT	
CHRIS E. BAUSERMAN, P.E., P.S. COUNTY ENGINEER	8/11/16
<i>[Signature]</i> SUPERVISOR	DATE



INSET MAP NOT TO SCALE



**MAP OF TERRITORY
TO BE ANNEXED TO
CITY OF DELAWARE**
EXPEDITED TYPE II (O.S.C. 709.023)
SITUATED IN THE STATE OF OHIO, COUNTY OF
DELAWARE, TOWNSHIP OF DELAWARE, FARM LOT 14,
SECTION 1, TOWNSHIP 4, RANGE 19 UNITED STATE
MILITARY LANDS.

LANDMARK SURVEY
CELS GROUP, INCORPORATED
229 WEST 17TH AVENUE, COVINGTON, OHIO 43021
PHONE (614) 496-3000 FAX (614) 496-3003
DATE 3/7/74 FILE NO. 710240

REV. DATE	DESCRIPTION	AMOUNT	NO.	DATE
07/11/76	ADD JAMES TRACT			
7/29/76	REVEAL PER COMMENTS			
7/29/76	REVEAL PER COMMENTS			
7/29/76	REVEAL PER COMMENTS			

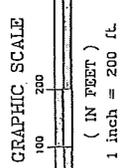
DELAWARE COUNTY ENGINEER
MAP DEPARTMENT
I HEREBY CERTIFY THE WITHIN TO BE A TRUE
COPY OF THE ORIGINAL ON FILE IN THE
MAP DEPARTMENT OF THE P.S.
CELS GROUP, INCORPORATED
DATE 3/7/74

OWNERS IN TERRITORY TO BE ANNEXED & ANNEXED PARCEL ACREAGE BREAKDOWN

PARCEL NO.	OWNER	CURRENT DEED	GROSS ACREAGE	R/W III	R/W II	R/W I	NET ACREAGE
41913004010000	DELAWARE DEVELOPMENT PLAN, LTD.	D.D. 1347, PG. 1201	0.760	0.000	0.000	0.000	0.760
41913004017000	DELAWARE DEVELOPMENT PLAN, LTD.	D.D. 1350, PG. 1317	0.500	0.000	0.000	0.000	0.500
41913004016000	DELAWARE DEVELOPMENT PLAN, LTD.	D.D. 1350, PG. 281	0.600	0.000	0.000	0.000	0.600
41913004012000	DELAWARE DEVELOPMENT PLAN, LTD.	D.D. 1353, PG. 753	0.761	0.000	0.000	0.000	0.761
41913004014000	DELAWARE DEVELOPMENT PLAN, LTD.	D.D. 1372, PG. 1542	1.25	0.000	0.000	0.000	1.25
41913004013000	DELAWARE DEVELOPMENT PLAN, LTD.	D.D. 1354, PG. 1351	0.765	0.000	0.000	0.000	0.765
41913004012000	DELAWARE DEVELOPMENT PLAN, LTD.	D.D. 1352, PG. 1526	1.094	0.000	0.000	0.000	1.094
41913004011000	DELAWARE DEVELOPMENT PLAN, LTD.	D.D. 1357, PG. 2307	0.556	0.000	0.000	0.000	0.556
41913004010000	DELAWARE DEVELOPMENT PLAN, LTD.	D.D. 1370, PG. 1550	4.075	0.000	0.000	0.000	4.075
41913004023000	DELAWARE DEVELOPMENT PLAN, LTD.	D.D. 1392, PG. 784	7.096	0.000	0.000	0.000	7.096
41913004026000	JOHN MICHAEL AND GAIL E. JAMES	D.D. 060, PG. 190	1.00	0.000	0.000	0.000	1.00
N/A	STAFFORD DRIVE	P.D. 7, PG. 2307	0.752	0.000	0.000	0.000	0.752



ANNEXATION NOTES/DETAILS:
ALL LENGTHS AND BEARINGS OF THE BOUNDARY OF THE TERRITORY ARE TAKEN FROM COUNTY RECORDS AND FOLLOW THE EXISTING PROPERTY LINES OR RIGHT-OF-WAY LINES.
NUMBER OF OWNERS OF REAL ESTATE IN THE TERRITORY SOUGHT TO BE ANNEXED = 2 OWNERS
NO PARCELS OF UNINCORPORATED AREAS ARE BEING CHANGED.
LENGTH OF ROADWAY AFFECTED BY ANNEXATION:
0 FT. OF STAFFORD DRIVE
0 FT. OF COLONIOUS FIRE (U.S. 23)
LENGTH OF COUNTY ROADS IN TERRITORY TO BE ANNEXED = 0 FT
LENGTH OF TOWNSHIP ROADS IN TERRITORY TO BE ANNEXED = 0 FT
PROPOSED ANNEXATION ACREAGE
+/- 20.445 ACRES
PROPOSED ANNEXATION PERIMETERS
+/- 4096.73 FT
LENGTH COMPARED WITH THE CITY OF DELAWARE
+/- 2,163.44 FT
CONTINGENCIES 3,153.44/4096.73 * 100 = 64.48 %
NO AUDITOR PARCEL NUMBER - TRACTS PURCHASED BY WARRANTY DEED FOR THE PURPOSE OF SETTING STRIPS BY THE OHIO DEPARTMENT OF HIGHWAYS IN 1950.
DRAWING PREPARED BY:
THE ABOVE MAP OF TERRITORY WAS PREPARED BY SCOTT D. GRIDEL IN APRIL OF 2018, FROM THE BEST AVAILABLE COUNTY RECORDS. THIS INFORMATION WAS NOT OBTAINED FROM AN ACTUAL FIELD SURVEY.
Scott D. Grindel
REGISTERED SURVEYOR - NO. 0117



LEGEND
DOTTED LINE - BOUNDARY OF DELAWARE CORPORATION LINE
DASHED LINE - PROPOSED CITY OF DELAWARE CORPORATION LINE
HATCHED AREA - TERRITORY TO BE ANNEXED

CURVE TABLE:
CURVE NO. 1
RADIUS 100.00 FT
CHORD 100.00 FT
ANGLE 90.00 DEG
ARC LENGTH 157.08 FT



FACT SHEET

AGENDA ITEM NO: 20

DATE: 2/27/17

ORDINANCE NO: 17-09

RESOLUTION NO:

READING: FIRST

PUBLIC HEARING: NO

TO: Mayor and Members of City Council

FROM: R. Thomas Homan, City Manager

VIA: Dave Efland, Planning and Community Development Director

TITLE OF PROPOSED ORDINANCE/RESOLUTION:

AN ORDINANCE ACCEPTING THE ANNEXATION OF 1.7023 ACRES OF LAND MORE OR LESS, DESCRIPTION AND MAP ARE ATTACHED HERETO AS EXHIBITS "A" AND "B" FOR THE ANNEXATION KNOWN AS THE DELAWARE DEVELOPMENT PLAN (COUGHLIN'S CROSSING RIGHT-OF-WAY) ANNEXATION BY MICHAEL R. SHADE, AGENT FOR THE PETITIONERS.

BACKGROUND:

REASON WHY LEGISLATION IS NEEDED:

COMMITTEE RECOMMENDATION:

FISCAL IMPACT(S):

POLICY CHANGES:

PRESENTER(S):

Dave Efland, Planning and Community Development Director

RECOMMENDATION:

Approval

ATTACHMENT(S)

County Resolution 16-1255

Petition

Map

City Resolution 16-50

ORDINANCE NO. 17-09

AN ORDINANCE ACCEPTING THE ANNEXATION OF 1.7023 ACRES OF LAND MORE OR LESS, DESCRIPTION AND MAP ARE ATTACHED HERETO AS EXHIBITS "A" AND "B" FOR THE ANNEXATION KNOWN AS THE DELAWARE DEVELOPMENT PLAN (COUGHLIN'S CROSSING RIGHT-OF-WAY) ANNEXATION BY MICHAEL R. SHADE, AGENT FOR THE PETITIONERS.

WHEREAS, the proposed annexation applied for in the petition to the Delaware County Commissioners has been approved, by them for annexation to the City of Delaware on December 12, 2016 (See attached) The territory to be annexed is described in the attached Exhibits "A" and "B"; and

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

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

SECTION 1. That Council hereby accepts the annexation of 1.7023 acres of land, description and plat of which are hereby attached as Exhibits "A" and "B" on the annexation known as the Delaware Development Plan (Coughlin's Crossing Right-of-Way) Annexation Michael R. Shade, agent for the petitioners.

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

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

including Section 121.22 of the Revised Code.

VOTE ON RULES SUSPENSION:

YEAS ___ NAYS ___
ABSTAIN ___

PASSED: _____, 2017

YEAS ___ NAYS ___
ABSTAIN ___

ATTEST: _____
CITY CLERK

MAYOR



Delaware County Commissioners

Jeff Benton
Barb Lewis
Gary Merrell

County Administrator
Ferzan M. Ahmed

Clerk to the Commissioners
Jennifer Walraven

RESOLUTION NO. 16-1255

IN THE MATTER OF GRANTING THE ANNEXATION PETITION OF 1.7023 ACRES OF LAND IN DELAWARE TOWNSHIP TO THE CITY OF DELAWARE:

It was moved by Mr. Benton, seconded by Mr. Merrell to approve the following resolution:

Whereas, on November 14, 2016, the Clerk to the Board of the Delaware County Commissioners received an annexation petition filed by Michael R. Shade, Agent for the petitioners, of 1.7023 acres, more or less, in Delaware Township to the City of Delaware; and

Whereas, ORC Section 709.023-Expedited Type 2 Annexation Petition; Petitions By All Property Owners With Or Without Consent of Municipality & Township(s) – If the Municipality or Township does not file an objection within 25 days after filing of annexation, the Board at its next regular session shall enter upon its journal a resolution granting the proposed annexation; and

Whereas, 25 days have passed and the Clerk of the Board has not received an objection from the City of Delaware or the Township of Delaware;

Therefore, Be It Resolved, the Delaware County Board of Commissioners grants the annexation petition request to annex 1.7023 acres, more or less, in Delaware Township to the City of Delaware.

Vote on Motion

Mr. Merrell

Aye

Mr. Benton

Aye

Mrs. Lewis

Aye

Barb Lewis
County Commissioner

Gary Merrell
County Commissioner

Jeff Benton
County Commissioner

I, Jennifer Walraven, Clerk to the Board of County Commissioners hereby certify that the foregoing is a true and correct copy of a resolution of the Board of County Commissioners of Delaware County duly adopted on December 12, 2016, and appearing upon the official records of said Board.

Jennifer Walraven
Clerk to Commissioners

RESOLUTION NO. 16-50

A RESOLUTION INDICATING WHAT SERVICES THE CITY OF DELAWARE WILL PROVIDE TO 1.7023 ± ACRES OF LAND, MORE OR LESS, DESCRIPTION AND MAP ARE ATTACHED HERETO AS EXHIBITS "A" AND "B" FOR THE ANNEXATION KNOWN AS THE DELAWARE DEVELOPMENT PLAN, LTD (AKA COUGHLIN'S CROSSING RIGHT OF WAY) ANNEXATION BY MICHAEL R. SHADE, AGENT FOR THE PETITIONERS.

WHEREAS, Michael R. Shade, agent for the petitioners, has filed with the Delaware County Commissioners for annexation of 1.7023 acres of land, more or less, the description and map are attached hereto as Exhibits A and B, and

WHEREAS, Michael R. Shade, as agent for the petitioners on November 14, 2016 delivered to the Acting Clerk of the Delaware City Council the notice of his filing of the annexation petition with the Board of County Commissioners of Delaware County and its clerk on November 18, 2016, and

WHEREAS, the Ohio Revised Code requires that within 20 days following the date the petition is filed, the City Council shall, by resolution, adopt a statement as to what services, if any, the City will provide and an approximate date by which it will provide them to the territory proposed for annexation, upon annexation.

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

SECTION 1. That upon annexation to the City of Delaware of 1.7023± acres more or less as delineated on the attached Exhibits A and B, the City will provide the following services by the approximate date indicated as to each, provided all necessary lines, hydrants, and other apparatus are installed by the property owner as required by the City and said services shall be provided under the same conditions and same costs as they are provided to other residents in the City of Delaware:

- (a) Water - upon acceptance of annexation
- (b) Sanitary Sewer - upon acceptance of annexation
- (c) Refuse – upon acceptance of annexation
- (d) Fire – upon acceptance of annexation
- (e) Police – upon acceptance of annexation

(f) Road maintenance-upon acceptance of annexation

SECTION 2. That the Council of the City of Delaware, pursuant to Ohio Revised Code Section 709.023(D), hereby consents to the annexation.

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

SECTION 4. That the Clerk of Council shall prepare and furnish to the agent for the petitioners a certified copy of this resolution and file with the Delaware County Board of County Commissioners on or before 20 days from the filing of the annexation petition.

SECTION 5. That if the territory is annexed and becomes subject to zoning by the City of Delaware and the City permits uses in the annexed territory that the City determines are clearly incompatible with the uses permitted under the current county or township zoning regulations in the adjacent land remaining within the township from which the territory was annexed, the Council of the City of Delaware will require, in the zoning ordinance permitting the incompatible uses, the owner of the annexed territory to provide a buffer separating the use of the annexed and the adjacent land remaining within the township for purposes of this ordinance, buffer includes open space, landscaping, fences, walls, and other structured elements; streets and street rights of way; and bicycle and pedestrian paths and sidewalks.

SECTION 6. That this resolution shall take effect and be in force immediately after this passage.

PASSED: November 28, 2016

YEAS 5 NAYS 0
ABSTAIN 0

ATTEST:

Elaine McCloskey
CITY CLERK

Carolyn Keefe
MAYOR

BOARD OF COUNTY COMMISSIONERS OF
DELAWARE COUNTY, OHIO

PETITION FOR
DELAWARE DEVELOPMENT PLAN, LTD, THE
CITY OF DELAWARE, OHIO AND THE BOARD OF
COMMISSIONERS, DELAWARE COUNTY, OHIO
ANNEXATION
TO THE
CITY OF DELAWARE, OHIO
FROM THE
TOWNSHIP OF DELAWARE
CONSISTING OF
1.7023 ACRES:
EXPEDITED TYPE 2 ANNEXATION

Petitioner

Delaware Development Plan, LLC
PO Box 991
Pataskala, OH 43062

City of Delaware, Ohio
1 South Sandusky Street
Delaware, OH 43015

Board of Commissioners,
Delaware County, Ohio
101 N. Sandusky Street
Delaware, OH 43015

Agent for Petitioners

Michael R. Shade
Attorney at Law
1 West Winter Street, Suite 410
Delaware, Ohio 43015
Phone: 740-363-9232
Fax: (740)363-0146
Email : mrs@ss-dta.com

NOV 17 2015

PETITION BY OWNERS OF REAL ESTATE FOR ANNEXATION
TO THE CITY OF DELAWARE, OHIO OF 1.7023 ACRES
IN THE TOWNSHIP OF DELAWARE

To: The Board of County Commissioners of Delaware County, Ohio

1. The undersigned petitioner ("the Petitioner" herein), being all of the owners of real estate in the following described territory consisting of 1.7023 acres situated in the Township of Delaware, County of Delaware, which area is contiguous with, adjacent to, and/or surrounded by the City of Delaware in part, to wit: see the legal description attached hereto as Exhibit A and the attached map, both of which are incorporated by reference herein ("described territory"), respectfully petition that the described territory be annexed to the City of Delaware, Ohio.

The description of the described territory ("the description" herein) and map were prepared by Chad S. Snow, Registered Professional Surveyor No. 8559, m/s Consultants, Inc., for annexation purposes, from information of record in the Delaware County Courthouse. All record references, unless otherwise noted, are to public records on file at the Delaware County Recorder's Office; all statutory references, unless otherwise noted, are to the Ohio Revised Code.

2. In support of this Petition, the petitioners state that there are within the described territory sought to be annexed three (3) owner of the real estate. The real estate within area to be annexed and included in the description is owned as indicated on the following table:

Name of Petitioner	Address	Acreage Information	Deed Reference	Parcel ID No.
Delaware Development Plan, LTD	PO Box 991 Pataskala, OH 43062	<p>Land Owned .5293 ac.</p> <p>Land Owned 32.166 Acres Land in the ROW .239 acres. Land Outside of ROW 2.279 acres. Total Land of this Petitioner To be Annexed is .7683 Acres</p>	<p>Official Record Vol. 1392, Pages 788-789; Official Record Vol. 1392, Pages 790-791; Official Record Vol. 1392, Pages 792-794; Official Record Vol. 1392, Pages 795-797; Official Record Vol. 1392, Pages 798-800; Official Record Vol. 1392, Pages 801-803; and, Official Record Vol. 1392, Pages 1870-1872 Official Record Vol. 1381, Pages 1250-1251</p>	<p>419-130-04-020-001</p> <p>419-130-04-021-000</p>
City of Delaware, Ohio	1 N. Sandusky Street Delaware, OH 43015	<p>Land Owned .1948 ac. Total Lands of this Petitioner to be Annexed is .1948 Acres</p>	Plat Book Vol. 1370, Pages 1550-1552	999-999-12-000-000

Board of Delaware County Commissioners	101 N. Sandusky Street Delaware, OH 43015	Land Owned .7390 ac. Total Lands of this Petitioner to be Annexed is .7390 Acres	At Time of Stratford Village Plat Recording	999-999-12-000-000
	Total Lands to be Annexed	1.7023 Acres		

All public road rights of way abutting any part of the described territory are not being annexed into and will not be located in the City of Delaware, Ohio except where the annexation is over lands on both sides of any roadway.

3. Michael R. Shade is hereby appointed Agent for the undersigned Petitioner ("the Agent" herein), as required by § 709.02 and the Agent's address is 1 West Winter Street, Suite 410, P.O. Box 438, Delaware, Ohio 43015. The agent is hereby authorized to make any amendment and/or decision which in his absolute and complete discretion is necessary or proper under the circumstances then existing and is specifically authorized to make any such amendment in order to correct any discrepancy or mistake noted by the Delaware County Engineer in his examination of the Petition and Plat. Any such amendment shall be made by the presentation of an amended description and map to the Board of County Commissioners on, before, or after the date set for hearing on this Petition.

4. An accurate map marked "Map of Territory to be Annexed to the City of Delaware" is attached hereto and made part of this petition.

5. A list containing the required information concerning all tracts, lots and parcels adjacent to or across the road from the area sought to be annexed is being filed by the Agent at the time of the filing of this Petition.

6. No island of unincorporated area is being created by this annexation.

7. This petition is filed as an Expedited II annexation proceeding under the Guidelines and Procedures adopted by Resolution of the Board of Delaware County Commissioners for the processing of annexation proceedings and is being submitted pursuant the provisions of § 709.021 when owners unanimously request annexation and § 709.023 when the area being annexed is not to be excluded from the township. The area sought to be annexed shall not upon the annexation be excluded from Delaware Township, Delaware County, Ohio in conformity with the provisions of § 709.023.

8. The City of Delaware, Ohio will pass and submit to the Board of County Commissioners of Delaware County, Ohio a resolution of services within twenty (20) days of the date of the filing of this petition and file same with the Clerk of the Board of County Commissioners of Delaware County, Ohio.

9. The current zoning for land to the east in the Township of Delaware, Delaware County, Ohio is presently Farm Residential District (FR-1). The current zoning for land to the west and the north in the City of Delaware, Ohio are presently Agricultural District (A-1). The comprehensive plan duly adopted by the City of Delaware, Ohio anticipates that any future use would be for Mixed Use and Low and medium Residential

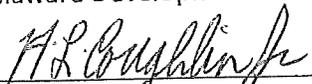
Uses. This proposed use may somewhat be an incompatible land use to the Farm Residential District in the Township of Delaware, Delaware County, Ohio but may not be incompatible to the long term use plan for the area. The City of Delaware, Ohio will pass a resolution requiring that any buffering necessary as provided in Section 702.023 of the Ohio Revised Code shall be complied with and will follow the buffering requirements of the City of Delaware, Ohio Zoning Ordinances. Said resolution of services and buffering will be passed and submitted to the Board of County Commissioners of Delaware County, Ohio by the City of Delaware, Ohio within twenty (20) day of the date of the filing of this petition and file same with the Clerk of the Board of County Commissioners of Delaware County, Ohio.

WHOEVER SIGNS THIS PETITION EXPRESSLY WAIVES THEIR RIGHT TO APPEAL IN LAW OR EQUITY FROM THE BOARD OF COUNTY COMMISSIONERS' ENTRY OF ANY RESOLUTION PERTAINING TO THIS SPECIAL ANNEXATION PROCEDURE, ALTHOUGH A WRIT OF MANDAMUS MAY BE SOUGHT TO COMPEL THE BOARD TO PERFORM ITS DUTIES REQUIRED BY LAW FOR THIS SPECIAL ANNEXATION PROCEDURE.

WHOEVER SIGNS THIS PETITION EXPRESSLY WAIVES THEIR RIGHT TO APPEAL IN LAW OR EQUITY FROM THE BOARD OF COUNTY COMMISSIONERS' ENTRY OF ANY RESOLUTION PERTAINING TO THIS SPECIAL ANNEXATION PROCEDURE, ALTHOUGH A WRIT OF MANDAMUS MAY BE SOUGHT TO COMPEL THE BOARD TO PERFORM ITS DUTIES REQUIRED BY LAW FOR THIS SPECIAL ANNEXATION PROCEDURE.

Signatures of Petitioner :

Delaware Development Plan, LTD



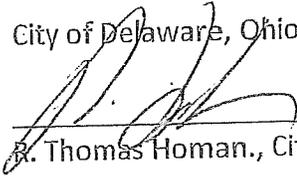
Albert L. Coughlin, Jr., President

Dated: November 1, 2016

WHOEVER SIGNS THIS PETITION EXPRESSLY WAIVES THEIR RIGHT TO APPEAL IN LAW OR EQUITY FROM THE BOARD OF COUNTY COMMISSIONERS' ENTRY OF ANY RESOLUTION PERTAINING TO THIS SPECIAL ANNEXATION PROCEDURE, ALTHOUGH A WRIT OF MANDAMUS MAY BE SOUGHT TO COMPEL THE BOARD TO PERFORM ITS DUTIES REQUIRED BY LAW FOR THIS SPECIAL ANNEXATION PROCEDURE.

Signatures of Petitioner :

City of Delaware, Ohio



R. Thomas Homan., City Manager

Dated: October 31, 2016

WHOEVER SIGNS THIS PETITION EXPRESSLY WAIVES THEIR RIGHT TO APPEAL IN LAW OR EQUITY FROM THE BOARD OF COUNTY COMMISSIONERS' ENTRY OF ANY RESOLUTION PERTAINING TO THIS SPECIAL ANNEXATION PROCEDURE, ALTHOUGH A WRIT OF MANDAMUS MAY BE SOUGHT TO COMPEL THE BOARD TO PERFORM ITS DUTIES REQUIRED BY LAW FOR THIS SPECIAL ANNEXATION PROCEDURE.

Signatures of Petitioner :

Board of Delaware County Commissioners

* No Signature Required (See Below)
Ferzan M. Ahmed, County Administrator

Dated: November 14, 2016

*- Per ORC Section 709.02 (E) and at the direction and opinion of legal counsel for the Delaware County Commissioner, no signature is required on behalf of the Board of Delaware County Commissioners.

FROM: DELAWARE TOWNSHIP

TO: CITY OF DELAWARE

Situated in the State of Ohio, County of Delaware, Township of Delaware, part of Farm Lot 14, Quarter Township 1, Township 4, Range 19 of the United States Military District, and being all of a 0.5293 acre tract, calculated, (Auditor's Tax Parcel 4191300402001) and described in deeds to Delaware Development Plan, Ltd. in Book 1392, Page 788, 790, 792, 795, 798 and 801, part of a 32.166 acre tract (Auditor's Tax Parcel 41913004021000) as described in a deed to Delaware Development Plan, Ltd. in Book 1381 page 1250, part of Meeker Way, Parcel 19-WDV, as described in a Judgment Entry to the City of Delaware, Ohio in Book 1406 page 438-448 and part of the right of way of Stratford Road, County Road 4, as shown in Plat of the Town of Stratford in Plat Book 1 page 58, all records on file in the Recorder's Office, Delaware County, Ohio, and being further described as follows:

Beginning at the northwesterly corner of Lot 17 of said Plat of the Town of Stratford and being on the easterly right of way of Stratford Road;

Thence South $07^{\circ} 32' 33''$ West, following the easterly right of way of Stratford Road and the westerly lines of Lot 17 through Lot 6, for a distance of 974.01 feet to a point at the intersection of the easterly right of Stratford Road and the extension of the southerly line of said Parcel 19-WDV;

Thence North $86^{\circ} 40' 26''$ West, following the extension of the southerly line of said Parcel 19-WDV, crossing the right of way of Stratford Road and then following the northerly of a 5.31 acre tract as described in a deed to The Delaware County Historical Society in Instrument Number 20110001284, for a distance of 83.18 feet to a point on the northerly line of said Historical Society tract and being a corner common with said Parcel 19-WDV and also on the Delaware Corporation line as established by Ordinance No. 00-41 dated the 13th day of November, 2000;

Thence North $07^{\circ} 32' 33''$ East, following along the City of Delaware Corporation line, following the westerly line of said Parcel 19-WDV, passing through said Meeker Way and then along the westerly line of said 0.5293 acre Delaware Development Plan tract, for a distance of 631.11 feet to the northeasterly corner of said 0.5293 acre Delaware Development Plan tract, on the southerly line of said 32.166 acre Delaware Development Plan tract and also being on the southerly line of the City of Delaware Corporation line as established by Ordinance No. 97-13;

Thence South $86^{\circ} 46' 53''$ East, continuing along the City of Delaware Corporation line, the northerly line of said 0.5293 acre Delaware Development Plan tract and the southerly line of said 32.166 acre Delaware Development Plan tract, for a distance of 20.06 feet to the westerly right of way of Stratford Road;

Thence North 07° 32' 33" East, continuing along the City of Delaware Corporation line, the westerly right of way of Stratford Road and passing through said 32.1666 acre Delaware Development Plan tract, for a distance of 348.33 feet to a point;

Thence South 81° 42' 26" East, continuing through said 32.166 acre Delaware Development Plan tract and crossing the right of way of Stratford Road, for a distance of 63.01 feet to the Beginning of this description, and containing 1.7023 acres of land, more or less.

The above description was prepared in the office of ms consultants, inc. located at 2221 Schrock Road, Columbus, Ohio by Chad S. Snow in May 2016, from the best available County Records and this information was derived from an actual field survey performed in March 2014. The above description is not valid for the transfer of real property, and is not to be utilized in place of a Boundary Survey as defined by the Ohio Administrative Code in Chapter 4733-37.

Chad S. Snow 5/21/16



DELAWARE COUNTY ENGINEER

MAP DEPARTMENT

I HEREBY CERTIFY THE WITHIN TO BE A TRUE
COPY OF THE ORIGINAL ON FILE IN THE
MAP DEPARTMENT.

CHRIS E. BAUSERMAN, P.E., P.S.,
COUNTY ENGINEER

[Signature]

SUPERVISOR

8/5/16

DATE



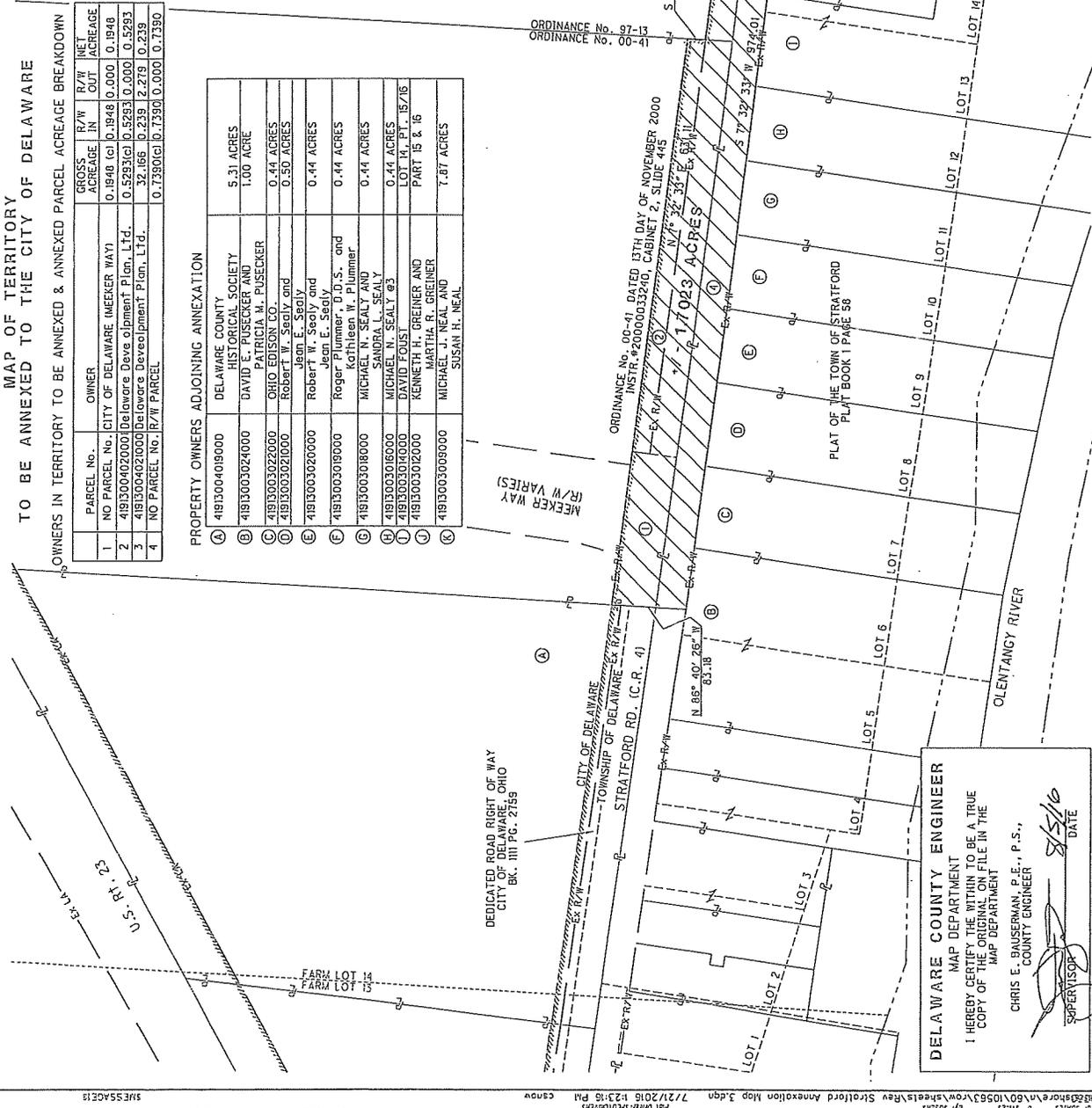
**MAP OF TERRITORY
TO BE ANNEXED TO THE CITY OF DELAWARE**

OWNERS IN TERRITORY TO BE ANNEXED & ANNEXED PARCEL ACREAGE BREAKDOWN

PARCEL NO.	OWNER	GROSS ACREAGE	R/W IN	R/W OUT	NET ACREAGE
1	NO PARCEL NO. CITY OF DELAWARE (MEEKER WAY)	0.1948 (c)	0.1948	0.000	0.1948
2	4191300020000 Delaware Development Plan, Ltd.	0.5293 (c)	0.5293	0.000	0.5293
3	4191300020000 Delaware Development Plan, Ltd.	32.166	0.219	2.719	0.219
4	NO PARCEL NO. R/W PARCEL	0.7590 (c)	0.1390	0.000	0.7190

PROPERTY OWNERS ADJOINING ANNEXATION

(A)	41913004019000	DELAWARE COUNTY HISTORICAL SOCIETY	5.31 ACRES
(B)	41913003024000	DAVID E. PUSECKER AND PATRICIA M. PUSECKER	1.00 ACRE
(C)	41913003022000	OHIO EDISON CO.	0.44 ACRES
(D)	41913003020000	Robert W. Seely and Jean E. Seely	0.50 ACRES
(E)	41913003020000	Robert W. Seely and Jean E. Seely	0.44 ACRES
(F)	41913003019000	Roger E. D'S... and Kathleen W. Plummer	0.44 ACRES
(G)	41913003018000	MICHAEL N. SEALY AND SANDRA L. SEALY	0.44 ACRES
(H)	41913003016000	MICHAEL N. SEALY #3	0.44 ACRES
(I)	41913003014000	DAVID FOUST	LOT 14, PT. B/16
(J)	41913003012000	KENNETH H. GREINER AND MARTHA R. GREINER	PART 15 & 16
(K)	41913003009000	MICHAEL J. NEAL AND SUSAN H. NEAL	7.87 ACRES



SITUATED IN THE STATE OF OHIO
COUNTY OF DELAWARE
DELAWARE TOWNSHIP
FARM LOT 14, QTR. TWP. 1, TWP. 4, R. 19

ANNEXATION
EXPEDITED TYPE II (O.R.C. 709.023)
ANNEXATION NOTES /DETAILS
ALL LENGTHS AND BEARINGS OF THE BOUNDARY OF THE TERRITORY ARE
DETERMINED BY SURVEY PERFORMED IN MARCH 2014 AND FOLLOW
EXISTING PROPERTY LINES, CORPORATION LINES OR RIGHT OF WAY LINES.
NUMBER OF OWNERS OF REAL ESTATE IN THE TERRITORY SOUGHT TO BE
ANNEXED = 2 OWNERS
NO ISLAND OF UNINCORPORATED AREA IS BEING CREATED.
LENGTH OF ROADWAY AFFECTED BY ANNEXATION:
87' LF OF COUNTY ROAD 4 (STRATFORD RD.)
0 LF OF U.S. RT. 23

PROPOSED ANNEXATION ACREAGE:
47- 1,102.3 ACRES
PROPOSED ANNEXATION PERIMETER:
47- 2,119.70 FEET
LENGTH CONTIGUOUS WITH THE CITY OF DELAWARE:
47- 999.50' FEET
% CONTIGUOUS: 999.50'/2,119.70' * 100% = 47.22

LEGEND
EXISTING CITY OF DELAWARE CORP. LINE
PROPOSED CITY OF DELAWARE CORP. LINE

AREA OF TERRITORY TO BE ANNEXED

DRAWING PREPARED BY:
CHAD STEWART SNOW
REGISTERED PROFESSIONAL SURVEYOR NO. 8559

THIS MAP OF TERRITORY WAS PREPARED BY CHAD S. SNOW IN SEPTEMBER 2015 FROM THE BEST AVAILABLE COUNTY RECORDS. THIS INFORMATION IS DERIVED FROM AN ACTUAL FIELD SURVEY PERFORMED IN MARCH 2014.

ORDINANCE NO. 97-13 DATED 21st DAY OF APRIL 1997
ORDINANCE NO. 00-00 DATED 11th DAY OF APRIL 2000
ORDINANCE NO. 00-00 DATED 11th DAY OF APRIL 2000
ORDINANCE NO. 00-00 DATED 11th DAY OF APRIL 2000

ANNEX. NO. ODR. NO. 1
PROPOSED ANNEXATION OF 1,702.3 ACRES
CITY OF DELAWARE
DELAWARE TOWNSHIP, DELAWARE COUNTY, OHIO
DATE: 8/5/16
SCALE: 1" = 60'

DELAWARE COUNTY ENGINEER
MAP DEPARTMENT
I HEREBY CERTIFY THE WITHIN MAP TO BE A TRUE COPY OF THE ORIGINAL FILE IN THE MAP DEPARTMENT
CHRIS E. BAUSERMAN, P.E., P.S.,
COUNTY ENGINEER
SUPERVISOR
DATE: 8/5/16

DELAWARE COUNTY ENGINEER
MAP DEPARTMENT
I HEREBY CERTIFY THE WITHIN MAP TO BE A TRUE COPY OF THE ORIGINAL FILE IN THE MAP DEPARTMENT
CHRIS E. BAUSERMAN, P.E., P.S.,
COUNTY ENGINEER
SUPERVISOR
DATE: 8/5/16



FACT SHEET

AGENDA ITEM NO: 21

DATE: 2/27/2017

ORDINANCE NO: 17-10

RESOLUTION NO:

READING: FIRST

PUBLIC HEARING: NO

TO: Mayor and Members of City Council

FROM: R. Thomas Homan, City Manager

VIA: Dean Stelzer, Finance Director

TITLE OF PROPOSED ORDINANCE/RESOLUTION:

AN ORDINANCE PROVIDING FOR THE ISSUANCE AND SALE OF NOTES IN THE MAXIMUM AGGREGATE PRINCIPAL AMOUNT OF \$11,015,000 IN ANTICIPATION OF THE ISSUANCE OF BONDS, FOR THE PURPOSE OF PAYING THE COSTS OF VARIOUS PUBLIC INFRASTRUCTURE IMPROVEMENTS, TOGETHER WITH ALL RELATED APPURTENANCES THERETO, AND DECLARING AN EMERGENCY.

BACKGROUND:

This ordinance authorizes the re-issuance of one-year bond anticipation notes related to the Glenn Road New Community Authority (NCA) financing (\$10,565,000) and the City's sidewalk maintenance program (\$450,000). The Glenn Road notes have been re-issued each year since the original borrowing in 2005. The 2017 amount represents a reduction in the outstanding principal of \$650,000. The sidewalk notes are being re-issued to facilitate spreading the city cost of the sidewalk improvement program over several years. When the project is complete this year it is estimated that we will continue to allocate \$125,000 per year through 2021 in our CIP to pay off the outstanding notes.

REASON WHY LEGISLATION IS NEEDED:

The current outstanding bond anticipation notes issued last year mature on April 13, 2017. This legislation is needed to generate the funds to pay off the maturing principal amount of \$11,665,000. The City's financing strategy relative

to the Glenn Road NCA debt is to continue the practice of issuing one year notes with gradual pay down of principal.

COMMITTEE RECOMMENDATION:

FISCAL IMPACT(S):

Included in 2017 Budget.

POLICY CHANGES:

None

PRESENTER(S):

Dean Stelzer

RECOMMENDATION:

Go to second reading

ATTACHMENT(S)

Memo from Finance Director
Fiscal Officer's Certificate

ORDINANCE NO. 17-10

AN ORDINANCE PROVIDING FOR THE ISSUANCE AND SALE OF NOTES IN THE MAXIMUM AGGREGATE PRINCIPAL AMOUNT OF \$11,015,000 IN ANTICIPATION OF THE ISSUANCE OF BONDS, FOR THE PURPOSE OF PAYING THE COSTS OF VARIOUS PUBLIC INFRASTRUCTURE IMPROVEMENTS, TOGETHER WITH ALL RELATED APPURTENANCES THERETO, AND DECLARING AN EMERGENCY.

WHEREAS, pursuant to Ordinance No. 16-13 passed March 14, 2016, notes in anticipation of bonds in the aggregate amount of \$11,665,000, dated April 14, 2016 (the "*Outstanding Notes*"), were issued for the component purposes stated in Section 1, to mature on April 13, 2017; and

WHEREAS, this Council finds and determines that the City should retire the Outstanding Notes with the proceeds of the Notes described in Section 3 and other funds available to the City; and

WHEREAS, the Director of Finance, as fiscal officer of this City, has certified to this Council that the estimated life or period of usefulness of each component of the Improvement described in Section 1 is at least five years, and (i) the estimated maximum maturity of the \$2,135,000 portion of the Bonds described in clause (a) of Section 1 is thirteen (13) years, and the maximum maturity of the portion of the Notes described in Section 3, to be issued in anticipation of that portion of the Bonds, is July 28, 2025, (ii) the estimated maximum maturity of the \$4,250,000 portion of the Bonds described in clause (a) of Section 1 is fourteen (14) years, and the maximum maturity of the portion of the Notes described in Section 3, to be issued in anticipation of that portion of the Bonds, is May 11, 2026, (iii) the estimated maximum maturity of the \$4,180,000 portion of the Bonds described in clause (b) of Section 1 is seventeen (17) years, and the maximum maturity of the portion of the Notes described in Section 3, to be issued in anticipation of that portion of the Bonds, is December 22, 2029 and (iv) the estimated maximum maturity of the \$450,000 portion of the Bonds described in clause (c) of Section 1 is twenty (20) years, and the maximum maturity of the portion of the Notes described in Section 3, to be issued in anticipation of that portion of the Bonds, is April 22, 2034;

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

Section 1. It is necessary to issue bonds of this City in the maximum aggregate principal amount of \$11,015,000 (the "*Bonds*") for the purpose of paying the costs of (a) constructing Glenn Road between certain termini by

constructing, excavating, grading and paving, installing drainage, sanitary sewer laterals, street lighting, conduit, curbs and gutters, signage, traffic pavement markings, street signs, landscaping, and acquiring interests in real estate, together with all necessary appurtenances thereto, (b) improving the intersection of U.S. Route 23 and Peachblow Road by constructing, excavating, grading and paving, installing drainage, street lighting, conduit, signalization, curbs and gutters, signage, traffic pavement markings, landscaping, and acquiring interests in real estate, together with all necessary appurtenances thereto and (c) the construction, renovation and improvement of pedestrian sidewalks throughout the City, together with all necessary appurtenances thereto (collectively, the "*Improvement*").

Section 2. The Bonds shall be dated approximately April 1, 2018, shall bear interest at the now estimated rate of 6.00% per year, payable semiannually until the principal amount is paid, and are estimated to mature in (i) thirteen (13) annual principal installments with respect to the \$2,135,000 portion of the Bonds allocated to the component purpose described in clause (a) of Section 1, (ii) fourteen (14) annual principal installments with respect to the \$4,250,000 portion of the Bonds allocated to the component purpose described in clause (a) of Section 1, (iii) seventeen (17) annual principal installments with respect to the \$4,180,000 portion of the Bonds allocated to the component purpose described in clause (b) of Section 1 and (iv) twenty (20) annual principal installments with respect to the \$450,000 portion of the Bonds allocated to the component purpose described in clause (c) of Section 1, and in each case on December 1 of each year. The portion of the Bonds issued for the component purposes described in clauses (a) and (b) of Section 1 shall mature in such amounts that the total principal and interest payments on that portion of the Bonds in any fiscal year in which principal is payable is not more than three times the amount of those payments in any other fiscal year. The portion of the Bonds issued for the component purpose described in clause (c) of Section 1 shall mature in such amounts that the total principal and interest payments on that portion of the Bonds in any fiscal year in which principal is payable shall be substantially equal. The first principal payment of the Bonds is estimated to be December 1, 2018.

Section 3. It is necessary to issue and this Council determines that notes in the maximum aggregate principal amount of \$11,015,000 (the "*Notes*") shall be issued in anticipation of the issuance of the Bonds for the purpose described in Section 1 and to retire, together with other funds available to the City, the Outstanding Notes and to pay any financing costs. The aggregate principal amount of Notes to be issued (not to exceed the stated maximum amount) shall be determined by the Director of Finance in the certificate awarding the Notes in accordance with Section 6 of this Ordinance (the "*Certificate of Award*") as the amount which, along with other available funds of the City, is necessary to provide for the retirement of the Outstanding Notes and to pay any financing costs. The Notes shall be dated the date of issuance

and shall mature not more than one year following the date of issuance, *provided* that the Director of Finance shall establish the maturity date in the Certificate of Award. The Notes shall bear interest at a rate or rates not to exceed 6.00% per year (computed on the basis of a 360-day year consisting of twelve 30-day months), payable at maturity and until the principal amount is paid or payment is provided for. The rate or rates of interest on the Notes shall be determined by the Director of Finance in the Certificate of Award in accordance with Section 6 of this Ordinance.

Section 4. The debt charges on the Notes shall be payable in lawful money of the United States of America, or in Federal Reserve funds of the United States of America as determined by the Director of Finance in the Certificate of Award, and shall be payable, without deduction for services of the City's paying agent, at the office of a bank or trust company designated by the Director of Finance in the Certificate of Award after determining that the payment at that bank or trust company will not endanger the funds or securities of the City and that proper procedures and safeguards are available for that purpose or at the office of the Director of Finance if agreed to by the Director of Finance and the original purchaser (the "*Paying Agent*"). The Director of Finance is authorized, to the extent necessary or appropriate, to enter into an agreement with the Paying Agent in connection with the services to be provided by the Paying Agent after determining that the signing thereof will not endanger the funds or securities of the City.

Section 5. The Notes shall be signed by the City Manager and Director of Finance, in the name of the City and in their official capacities, *provided* that one of those signatures may be a facsimile. The Notes shall be issued in minimum denominations of \$100,000 (and may be issued in denominations in such amounts in excess thereof as requested by the original purchaser and approved by the Director of Finance) and with numbers as requested by the original purchaser and approved by the Director of Finance. The entire principal amount may be represented by a single note and may be issued as fully registered securities (for which the Director of Finance will serve as note registrar) and in book entry or other uncertificated form in accordance with Section 9.96 and Chapter 133 of the Ohio Revised Code if it is determined by the Director of Finance that issuance of fully registered securities in that form will facilitate the sale and delivery of the Notes. The Notes shall not have coupons attached, shall be numbered as determined by the Director of Finance and shall express upon their faces the purpose, in summary terms, for which they are issued and that they are issued pursuant to this Ordinance. As used in this Section and this Ordinance:

"*Book entry form*" or "*book entry system*" means a form or system under which (a) the ownership of beneficial interests in the Notes and the principal of and interest on the Notes may be transferred only through a book entry, and (b) a single physical Note certificate in fully registered form is issued by the City

and payable only to a Depository or its nominee as registered owner, with the certificate deposited with and “immobilized” in the custody of the Depository or its designated agent for that purpose. The book entry maintained by others than the City is the record that identifies the owners of beneficial interests in the Notes and that principal and interest.

“*Depository*” means any securities depository that is a clearing agency registered pursuant to the provisions of Section 17A of the Securities Exchange Act of 1934, operating and maintaining, with its Participants or otherwise, a book entry system to record ownership of beneficial interests in the Notes or the principal of and interest on the Notes, and to effect transfers of the Notes, in book entry form, and includes and means initially The Depository Trust Company (a limited purpose trust company), New York, New York.

“*Participant*” means any participant contracting with a Depository under a book entry system and includes securities brokers and dealers, banks and trust companies, and clearing corporations.

The Notes may be issued to a Depository for use in a book entry system and, if and as long as a book entry system is utilized, (a) the Notes may be issued in the form of a single Note made payable to the Depository or its nominee and immobilized in the custody of the Depository or its agent for that purpose; (b) the beneficial owners in book entry form shall have no right to receive the Notes in the form of physical securities or certificates; (c) ownership of beneficial interests in book entry form shall be shown by book entry on the system maintained and operated by the Depository and its Participants, and transfers of the ownership of beneficial interests shall be made only by book entry by the Depository and its Participants; and (d) the Notes as such shall not be transferable or exchangeable, except for transfer to another Depository or to another nominee of a Depository, without further action by the City.

If any Depository determines not to continue to act as a Depository for the Notes for use in a book entry system, the Director of Finance may attempt to establish a securities depository/book entry relationship with another qualified Depository. If the Director of Finance does not or is unable to do so, the Director of Finance, after making provision for notification of the beneficial owners by the then Depository and any other arrangements deemed necessary, shall permit withdrawal of the Notes from the Depository, and shall cause the Notes in bearer or payable form to be signed by the officers authorized to sign the Notes and delivered to the assigns of the Depository or its nominee, all at the cost and expense (including any costs of printing), if the event is not the result of City action or inaction, of those persons requesting such issuance.

The Director of Finance is also hereby authorized and directed, to the extent necessary or required, to enter into any agreements determined necessary in connection with the book entry system for the Notes, after

determining that the signing thereof will not endanger the funds or securities of the City.

Section 6. The Notes shall be sold at not less than par plus accrued interest (if any) at private sale by the Director of Finance in accordance with law and the provisions of this Ordinance. The Director of Finance shall sign the Certificate of Award referred to in Section 3 fixing the interest rate or rates which the Notes shall bear and evidencing that sale to the original purchaser, cause the Notes to be prepared, and have the Notes signed and delivered, together with a true transcript of proceedings with reference to the issuance of the Notes if requested by the original purchaser, to the original purchaser upon payment of the purchase price. The City Manager, the Director of Finance, the City Attorney, the City Clerk and other City officials, as appropriate, are each authorized and directed to sign any transcript certificates, financial statements and other documents and instruments and to take such actions as are necessary or appropriate to consummate the transactions contemplated by this Ordinance. The Director of Finance is authorized, if it is determined to be in the best interest of the City, to combine the issue of Notes with one or more other note issues of the City into a consolidated note issue pursuant to Section 133.30(B) of the Ohio Revised Code.

Section 7. The proceeds from the sale of the Notes received by the City (or withheld by the original purchaser on behalf of the City) shall be paid into the proper fund or funds, and those proceeds are appropriated and shall be used for the purpose for which the Notes are being issued. The Certificate of Award may authorize the original purchaser to withhold certain proceeds from the sale of the Notes to provide for the payment of certain financing costs on behalf of the City. Any portion of those proceeds received by the City (after payment of those financing costs) representing premium or accrued interest shall be paid into the Bond Retirement Fund.

Section 8. The par value to be received from the sale of the Bonds or of any renewal notes and any excess funds resulting from the issuance of the Notes shall, to the extent necessary, be used to pay the debt charges on the Notes at maturity and are pledged for that purpose.

Section 9. During the year or years in which the Notes are outstanding, there shall be levied on all the taxable property in the City, in addition to all other taxes, the same tax that would have been levied if the Bonds had been issued without the prior issuance of the Notes. The tax shall be within the ten-mill limitation imposed by law, shall be and is ordered computed, certified, levied and extended upon the tax duplicate and collected by the same officers, in the same manner, and at the same time that taxes for general purposes for each of those years are certified, levied, extended and collected, and shall be placed before and in preference to all other items and for the full amount thereof. The proceeds of the tax levy shall be placed in the Bond Retirement

Fund, which is irrevocably pledged for the payment of the debt charges on the Notes or the Bonds when and as the same fall due.

In each year to the extent receipts from the municipal income tax are available for the payment of the debt charges on the Notes or the Bonds and are appropriated for that purpose, the amount of the tax shall be reduced by the amount of such receipts so available and appropriated in compliance with the following covenant. To the extent necessary, the debt charges on the Notes or the Bonds shall be paid from municipal income taxes lawfully available therefor under the Constitution and the laws of the State of Ohio and the Charter of the City; and the City hereby covenants, subject and pursuant to such authority, including particularly Section 133.05(B)(7) of the Ohio Revised Code, to appropriate annually from such municipal income taxes such amount as is necessary to meet such annual debt charges.

Nothing in the preceding paragraph in any way diminishes the irrevocable pledge of the full faith and credit and general property taxing power of the City to the prompt payment of the debt charges on the Notes or the Bonds.

Section 10. The City covenants that it will use, and will restrict the use and investment of, the proceeds of the Notes in such manner and to such extent as may be necessary so that (a) the Notes will not (i) constitute private activity bonds or arbitrage bonds under Sections 141 or 148 of the Internal Revenue Code of 1986, as amended (the “Code”) or (ii) be treated other than as bonds the interest on which is excluded from gross income under Section 103 of the Code, and (b) the interest on the Notes will not be an item of tax preference under Section 57 of the Code.

The City further covenants that (a) it will take or cause to be taken such actions that may be required of it for the interest on the Notes to be and remain excluded from gross income for federal income tax purposes, (b) it will not take or authorize to be taken any actions that would adversely affect that exclusion, and (c) it, or persons acting for it, will, among other acts of compliance, (i) apply the proceeds of the Notes to the governmental purpose of the borrowing, (ii) restrict the yield on investment property, (iii) make timely and adequate payments to the federal government, (iv) maintain books and records and make calculations and reports and (v) refrain from certain uses of those proceeds, and, as applicable, of property financed with such proceeds, all in such manner and to the extent necessary to assure such exclusion of that interest under the Code.

The Director of Finance or any other officer of the City having responsibility for issuance of the Notes is hereby authorized (a) to make or effect any election, selection, designation, choice, consent, approval, or waiver on behalf of the City with respect to the Notes as the City is permitted to or

required to make or give under the federal income tax laws, including, without limitation thereto, any of the elections available under Section 148 of the Code, for the purpose of assuring, enhancing or protecting favorable tax treatment or status of the Notes or interest thereon or assisting compliance with requirements for that purpose, reducing the burden or expense of such compliance, reducing the rebate amount or payments or penalties with respect to the Notes, or making payments of special amounts in lieu of making computations to determine, or paying, excess earnings as rebate, or obviating those amounts or payments with respect to the Notes, which action shall be in writing and signed by the officer, (b) to take any and all other actions, make or obtain calculations, make payments, and make or give reports, covenants and certifications of and on behalf of the City, as may be appropriate to assure the exclusion of interest from gross income and the intended tax status of the Notes, and (c) to give one or more appropriate certificates of the City, for inclusion in the transcript of proceedings for the Notes, setting forth the reasonable expectations of the City regarding the amount and use of all the proceeds of the Notes, the facts, circumstances and estimates on which they are based, and other facts and circumstances relevant to the tax treatment of the interest on and the tax status of the Notes. The Director of Finance or any other officer of the City having responsibility for issuance of the Notes is specifically authorized to designate the Notes as “qualified tax-exempt obligations” if such designation is applicable and desirable, and to make any related necessary representations and covenants.

Each covenant made in this Section with respect to the Notes is also made with respect to all issues any portion of the debt service on which is paid from proceeds of the Notes (and, if different, the original issue and any refunding issues in a series of refundings), to the extent such compliance is necessary to assure the exclusion of interest on the Notes from gross income for federal income tax purposes, and the officers identified above are authorized to take actions with respect to those issues as they are authorized in this Section to take with respect to the Notes.

Section 11. The Director of Finance is directed to promptly deliver a certified copy of this Ordinance to the County Auditor of Delaware County, Ohio.

Section 12. The Director of Finance is authorized to request a rating for the Notes from Moody’s Investors Service, Inc. or Standard & Poor’s Ratings Services, or both, as the Director of Finance determines is in the best interest of the City. The expenditure of the amounts necessary to secure any such ratings as well as to pay the other financing costs (as defined in Section 133.01 of the Ohio Revised Code) in connection with the Notes is hereby authorized and approved and the amounts necessary to pay those costs are hereby appropriated from the proceeds of the Notes, if available, and otherwise from available moneys in the General Fund.

Section 13. The legal services of the law firm of Squire Patton Boggs (US) LLP are hereby retained. Those legal services shall be in the nature of legal advice and recommendations as to the documents and the proceedings in connection with the authorization, sale and issuance of the Notes and securities issued in renewal of the Notes and rendering at delivery related legal opinions, all as set forth in the form of engagement letter from that firm which is now on file in the office of the City Clerk. In providing those legal services, as an independent contractor and in an attorney-client relationship, that firm shall not exercise any administrative discretion on behalf of this City in the formulation of public policy, expenditure of public funds, enforcement of laws, rules and regulations of the State, any county or municipal corporation or of this City, or the execution of public trusts. For those legal services that firm shall be paid just and reasonable compensation and shall be reimbursed for actual out-of-pocket expenses incurred in providing those legal services. The Director of Finance is authorized and directed to make appropriate certification as to the availability of funds for those fees and any reimbursement and to issue an appropriate order for their timely payment as written statements are submitted by that firm. The amounts necessary to pay those fees and any reimbursement are hereby appropriated from the proceeds of the Notes, if available, and otherwise from available moneys in the General Fund.

Section 14. This Council determines that all acts and conditions necessary to be done or performed by the City or to have been met precedent to and in the issuing of the Notes in order to make them legal, valid and binding general obligations of the City have been performed and have been met, or will at the time of delivery of the Notes have been performed and have been met, in regular and due form as required by law; that the full faith and credit and general property taxing power (as described in Section 9) of the City are pledged for the timely payment of the debt charges on the Notes; and that no statutory or constitutional limitation of indebtedness or taxation will have been exceeded in the issuance of the Notes.

Section 15. 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 or any of its committees, and that all deliberations of this Council and of 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 16. This Ordinance is declared to be an emergency measure necessary for the immediate preservation of the public peace, property, health, safety and welfare of the City, and for the further reason that this Ordinance is required to be immediately effective in order to issue and sell the Notes, which is necessary to enable the City to timely retire the Outstanding Notes and

thereby preserve its credit; wherefore, this Ordinance shall be in full force and effect immediately upon its passage.

VOTE ON RULE SUSPENSION:

YEAS _____ NAYS _____
ABSTAIN _____

EMERGENCY CLAUSE:

YEAS _____ NAYS _____
ABSTAIN _____

PASSED: _____, 2017

YEAS _____ NAYS _____
ABSTAIN _____

ATTEST:

CITY CLERK

MAYOR



MEMORANDUM

TO: City Council
FROM: Dean Stelzer, Finance Director 
DATE: February 23, 2017
RE: Bond Anticipation Note Legislation

The February 27th Council Agenda includes an ordinance authorizing the issuance of \$11,015,000 of short term (1 year) bond anticipation notes. The new borrowing will be a re-issuance of the maturing notes issued last year. The following is a summary of the outstanding amounts:

<u>Purpose</u>	<u>2016 Issue Amount</u>	<u>2017 Pay Down</u>	<u>2017 Issue Amount</u>
Glenn Rd. South – Phase 1	\$ 2,335,000	\$ 200,000	\$ 2,135,000
Glenn Rd. South – Phase 2	4,500,000	250,000	4,250,000
Glenn Rd. South – 23 Intersection	4,380,000	200,000	4,180,000
Sidewalk Repairs	<u>450,000</u>	<u>0</u>	<u>450,000</u>
	\$11,665,000	\$ 650,000	\$11,015,000

The Glenn Rd. South debt was originally issued in 2005 to pay for constructing the new southern portion of Glenn Road. The City undertook, and paid for, construction of the road on behalf of the Delaware South New Community Authority (NCA). The NCA is reimbursing the City for the road construction cost and any carrying costs such as bond/note interest as NCA charge receipts are received. Our strategy has been to continue issuing one year notes as opposed to issuing long term bonds to finance this improvement. This strategy has enabled interest expense on the outstanding debt to the NCA to be much lower than what it would have been had bonds been issued. The strategy has also enabled the City to avoid having to cover fixed debt service payments not reimbursed by NCA receipts. Since 2010 note interest and issuance costs have totaled \$605,188. The average short term interest rate has been 0.46%. Had we issued long term bonds in 2010 interest costs would have been approximately \$3,160,000 over the same period at an average rate of 4.37%. As a result of the recent increase in new home construction in the NCA district we are getting closer to a point where the annual NCA revenue will be sufficient to cover future debt payments. We will continue to monitor our “rolling” notes strategy vs. issuing and locking in a long term rate.

The \$450,000 portion attributable to the sidewalk project continues our approach of spreading the City's sidewalk costs over several years as included in our Capital Improvement Plan. Per the Plan we will continue to allocate \$125,000 per year for sidewalks through 2021 to pay off the notes and final sidewalk costs from this year.

**SUPPLEMENTAL
FISCAL OFFICER'S CERTIFICATE**

To the City Council of the City of Delaware, Ohio:

As fiscal officer of the City of Delaware, Ohio, and supplementing the certificates of June 13, 2005, March 27, 2006, October 26, 2009 and February 10, 2014, I certify in connection with your proposed issuance of notes in the maximum aggregate principal amount of \$11,015,000 (the "Notes"), to be issued in anticipation of the issuance of bonds (the "Bonds") for the purpose of paying the costs of (a) constructing Glenn Road between certain termini by constructing, excavating, grading and paving, installing drainage, sanitary sewer laterals, street lighting, conduit, curbs and gutters, signage, traffic pavement markings, street signs, landscaping, and acquiring interests in real estate, together with all necessary appurtenances thereto, (b) improving the intersection of U.S. Route 23 and Peachblow Road by constructing, excavating, grading and paving, installing drainage, street lighting, conduit, signalization, curbs and gutters, signage, traffic pavement markings, landscaping, and acquiring interests in real estate, together with all necessary appurtenances thereto and (c) the construction, renovation and improvement of pedestrian sidewalks throughout the City, together with all necessary appurtenances thereto (collectively, the "Improvement").

1. The estimated life or period of usefulness of each component of the Improvement is at least five years.

2. The estimated maximum maturity of the Bonds, calculated in accordance with Section 133.20 of the Revised Code, is as follows:

- The maximum maturity of the \$2,135,000 portion of the Bonds to be used for the component purpose described in clause (a) above is twenty (20) years; *provided, however*, since notes in anticipation of Bonds have been outstanding for a period beyond December 31, 2010, that period beyond December 31, 2010 shall be deducted from the maximum maturity of the Bonds and therefore, the maximum maturity of \$2,135,000 of the Bonds to be issued for the component purpose described in clause (a) is thirteen (13) years.
- The maximum maturity of the \$4,250,000 portion of the Bonds to be used for the component purpose described in clause (a) above is twenty (20) years; *provided, however*, since notes in anticipation of Bonds have been outstanding for a period beyond December 31, 2011, that period beyond December 31, 2011 shall be deducted from the maximum maturity of the Bonds and therefore, the maximum maturity of \$4,250,000 of the Bonds to be issued for the component purpose described in clause (a) is fourteen (14) years.
- The maximum maturity of the \$4,180,000 portion of the Bonds to be used for the component purpose described in clause (b) above is twenty (20) years.

years; *provided, however*, since notes in anticipation of Bonds have been outstanding for a period beyond December 31, 2014, that period beyond December 31, 2014 shall be deducted from the maximum maturity of the Bonds and therefore, the maximum maturity of \$4,180,000 of the Bonds to be issued for the component purpose described in clause (b) is seventeen (17) years.

- The maximum maturity of the \$450,000 portion of the Bonds to be used for the component purpose described in clause (c) above is twenty (20) years.

If notes in anticipation of the Bonds are outstanding later than the last day of December of the fifth year following the year of issuance of the original issue of notes, the period in excess of those five years shall be deducted from that maximum maturity of the Bonds.

3. The maximum maturity of the Notes to be issued for the component purposes described above in (i) clause (a) is July 28, 2025 for the \$2,135,000 portion of the Notes and May 11, 2026 for the \$4,250,000 portion of the Notes, (ii) clause (b) is December 22, 2029 for the \$4,180,000 portion of the Notes and (iii) clause (c) is April 22, 2034 for the \$450,000 portion of the Notes.

Dated: February 28, 2017



Director of Finance
City of Delaware, Ohio



FACT SHEET

AGENDA ITEM NO: 22

DATE: 2/27/17

ORDINANCE NO: 17-11

RESOLUTION NO:

READING: FIRST

PUBLIC HEARING: YES
March 13, 2017 at 7:30 p.m.

TO: Mayor and Members of City Council

FROM: R. Thomas Homan, City Manager

VIA: Dean Stelzer

TITLE OF PROPOSED ORDINANCE/RESOLUTION:

AN ORDINANCE AMENDING SECTIONS 913.03(a) AND 913.14 OF CHAPTER 913 OF THE CODIFIED ORDINANCES OF THE CITY OF DELAWARE, OHIO ESTABLISHING TAP FEES AND WATER RATES AND REPEALING EXISTING SECTIONS 913.03(a) AND 913.14.

BACKGROUND:

This ordinance increases the City's water utility rates by 6%. Water rates were last increased in 2012. Operating costs have seen typical inflationary increases with the exception of electric costs at the water plant. As the new membrane filtration system came online a few years ago electric costs at the plant have more than doubled adding an additional \$200,000 to annual operating costs. The ordinance also increases tap fees for installation of water meters on new construction.

REASON WHY LEGISLATION IS NEEDED:

To adjust water rates to the current level of expenditures.

COMMITTEE RECOMMENDATION:

Finance Committee – Recommended bringing rate change ordinance to City Council.

FISCAL IMPACT(S):

2017 Budget included a small water rate increase.

POLICY CHANGES:

None

PRESENTER(S):

Dean Stelzer

Brad Stanton

RECOMMENDATION:

Go to second reading

ATTACHMENT(S)

Memo from Finance Director

Historical Utility Rate summary

Utility Funds financial reports

ORDINANCE NO. 17-11

AN ORDINANCE AMENDING SECTIONS 913.03(a) AND 913.14 OF CHAPTER 913 OF THE CODIFIED ORDINANCES OF THE CITY OF DELAWARE, OHIO ESTABLISHING TAP FEES AND WATER RATES AND REPEALING EXISTING SECTIONS 913.03(a) AND 913.14.

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

SECTION 1. That Section 913.03(a) of Chapter 913 of the Codified Ordinances of the City of Delaware is hereby amended and replaced in its entirety by the following new section:

913.03. – Furnishing service where facilities do not exist.

(a) At the time of application for new service, the applicant shall pay a tap fee as follows:

Size of Tap (inches)	City Makes Tap	Owner/Contractor Makes Tap
3/4 or 5/8	\$350 \$700 + meter cost	Meter + inspection fee
1	\$400 \$800 + meter cost	Meter + inspection fee
Over 1	Total Cost	Meter + inspection fee

On all services larger than one inch installed by the City, the applicant shall pay ~~the tap fee as follows:~~ two hundred dollars (\$200) at the time of application **of the tap** and the balance **of the tap fee** within thirty days of billing.

SECTION 2. That Section 913.14 of Chapter 913 of the Codified Ordinances of the City of Delaware is hereby amended and replaced in its entirety by the following new section:

913.14 – Rates for water service inside City.

The following rates shall be charged for water furnished by the City to users inside the corporate limits of the City. The minimum charge for the first 200 cubic feet per month shall be:

Meter Size (inches)	<i>As of May 1, 2010</i>	<i>As of May 1, 2011</i>	<i>As of May 1, 2012</i>	<i>As of May 1, 2017</i>
5/8	\$7.97	\$9.16	\$10.36	\$10.98
3/4	\$11.97	\$13.77	\$15.56	\$16.49
1	\$17.71	\$20.37	\$23.01	\$24.39



MEMORANDUM

TO: City Council
FROM: Dean Stelzer, Finance Director
DATE: February 22, 2017
RE: **Utility Rate Changes**

City staff is recommending adoption of legislation increasing the City's water and refuse rates effective May 1, 2017. The City reviews utility rates on an annual basis and amends the rates up or down based on the cost to operate the utilities. It is anticipated that we will have three readings of the rate change ordinances on February 27th, March 13th, and a third reading with adoption on March 27th. The rate changes would be effective 30 days later and be included with the May 1, 2017 monthly billing.

The proposed water and refuse rate changes increase an average resident's monthly utility bill by \$2.96 or 2.86% higher than current rates. This is consistent with information presented to City Council in the past and is also in line with the adopted 2017 Budget. Attached is listing of historical utility rates and associated increases since 2003. Also included are copies of the Water, Sewer, Storm Sewer, and Refuse five year financial results from my 2016 Finance Director's Report.

The rate changes were discussed with the Finance Committee on February 16th. The Committee recommended sending the rate increases to city council. There was additional discussion about refuse dumpster service policies which were also referred to city council for further discussion. The refuse rate change is included in a separate ordinance amending the City's Fee Schedule.

City of Delaware
 Utility Rate History
 February 10, 2017

Year	Water	% Increase	Sewer	% Increase	Refuse	% Increase	Storm	% Increase	Total	% Increase
2003	\$ 20.22		\$ 25.85		\$ 14.00		\$ 2.50		\$ 62.57	
2004	\$ 20.83	3.02%	\$ 26.63	3.02%	\$ 14.50	3.57%	\$ 2.50	0.00%	\$ 64.46	3.02%
2005	\$ 21.49	3.17%	\$ 27.56	3.49%	\$ 15.00	3.45%	\$ 2.50	0.00%	\$ 66.55	3.24%
2006	\$ 22.01	2.42%	\$ 28.24	2.47%	\$ 15.35	2.33%	\$ 2.50	0.00%	\$ 68.10	2.33%
2007	\$ 22.45	2.00%	\$ 33.04	17.00%	\$ 15.66	2.02%	\$ 2.50	0.00%	\$ 73.65	8.15%
2008	\$ 22.87	1.87%	\$ 38.48	16.46%	\$ 16.91	7.98%	\$ 2.50	0.00%	\$ 80.76	9.65%
2009	\$ 23.31	1.92%	\$ 43.83	13.90%	\$ 18.60	9.99%	\$ 2.50	0.00%	\$ 88.24	9.26%
2010	\$ 26.81	15.02%	\$ 45.22	3.17%	\$ 19.16	3.01%	\$ 2.50	0.00%	\$ 93.69	6.18%
2011	\$ 30.82	14.96%	\$ 46.56	2.96%	\$ 19.73	2.97%	\$ 2.50	0.00%	\$ 99.61	6.32%
2012	\$ 34.84	13.04%	\$ 46.56	0.00%	\$ 19.73	0.00%	\$ 2.50	0.00%	\$ 103.63	4.04%
2013	\$ 34.84	0.00%	\$ 46.56	0.00%	\$ 19.73	0.00%	\$ 2.50	0.00%	\$ 103.63	0.00%
2014	\$ 34.84	0.00%	\$ 46.56	0.00%	\$ 19.73	0.00%	\$ 2.50	0.00%	\$ 103.63	0.00%
2015	\$ 34.84	0.00%	\$ 46.56	0.00%	\$ 19.73	0.00%	\$ 2.50	0.00%	\$ 103.63	0.00%
2016	\$ 34.84	0.00%	\$ 46.56	0.00%	\$ 19.73	0.00%	\$ 2.50	0.00%	\$ 103.63	0.00%
Proposed										
2017	\$ 36.93	6.00%	\$ 46.56	0.00%	\$ 20.60	4.41%	\$ 2.50	0.00%	\$ 106.59	2.86%
Projected										
2018	\$ 38.04	3.00%	\$ 46.56	0.00%	\$ 20.60	0.00%	\$ 2.50	0.00%	\$ 107.70	1.04%
2019	\$ 39.18	3.00%	\$ 46.56	0.00%	\$ 21.22	3.01%	\$ 2.50	0.00%	\$ 109.46	1.64%
2020	\$ 40.36	3.00%	\$ 46.56	0.00%	\$ 21.22	0.00%	\$ 2.50	0.00%	\$ 110.64	1.07%
2021	\$ 41.57	3.01%	\$ 46.56	0.00%	\$ 21.85	2.97%	\$ 2.50	0.00%	\$ 112.48	1.67%

FINANCE DIRECTOR'S REPORT
Year-end Report 2016
Water Fund Operations



OPERATIONS	2012	2013	2014	2015	2016
Revenues					
Meter Charges	4,940,991	4,989,295	5,054,526	5,108,989	5,314,306
Investment Income	3,988	4,632	8,885	15,880	46,397
Surcharges/Other Misc.	108,656	527,054	192,750	211,566	212,368
Total Revenue	\$ 5,053,635	\$ 5,520,981	\$ 5,256,161	\$ 5,336,435	\$ 5,573,071
Operating Expenses					
Treatment	1,255,685	1,366,848	1,382,315	1,770,657	1,780,002
Distribution	802,133	728,014	795,073	789,461	829,353
Administration	956,545	994,973	1,019,663	1,104,456	1,179,416
Total Operation	\$ 3,014,363	\$ 3,089,835	\$ 3,197,051	\$ 3,664,574	\$ 3,788,771
Revenues less Expenses	\$ 2,039,272	\$ 2,431,146	\$ 2,059,110	\$ 1,671,861	\$ 1,784,300
Debt Service - Maintenance	-	41,023	94,065	1,320,281	1,320,281
Capacity Debt Service Allocation	-	-	-	-	-
Available for Maintenance	\$ 2,039,272	\$ 2,390,123	\$ 1,965,045	\$ 351,580	\$ 464,019
Capital Improvements					
Repairs and Replacement					
Meters/Vaults	3,786	40,106	40,829	2,688	-
Existing Line Repairs	202,527	234,548	1,106,726	566,322	327,341
Equipment/Prof Services	-	-	32,617	10,690	974,725
Plant Repairs	285,768	-	87,846	157,451	90,858
Sludge Lagoon Cleaning	-	-	-	59,083	289,428
Total Repair	492,081	274,654	1,268,018	796,234	1,682,352
Cash Flow Operations	\$ 1,547,191	\$ 2,115,469	\$ 697,027	\$ (444,654)	\$ (1,218,333)
Water Rates					
0 to 3,000 cu. ft.	\$ 4.08	\$ 4.08	\$ 4.08	\$ 4.08	\$ 4.08
3,001 to 47,000 cu. ft.	\$ 2.86	\$ 2.86	\$ 2.86	\$ 2.86	\$ 2.86
Over 47,000 cu. ft.	\$ 1.98	\$ 1.98	\$ 1.98	\$ 1.98	\$ 1.98
Minimum Charge (Residential)	\$ 10.36	\$ 10.36	\$ 10.36	\$ 10.36	\$ 10.36
Avg. Charge (800 cu. ft.)	\$ 34.84	\$ 34.84	\$ 34.84	\$ 34.84	\$ 34.84
% Increase	13.0%	0.0%	0.0%	13.0%	0.0%
All Water Fund Balances					
Water Fund Operation Reserve	1,661,517	2,051,241	2,035,191	1,784,670	1,421,338
Water Maintenance CIP Reserve	2,066,794	3,331,420	3,156,187	3,163,217	1,904,487
Water Capacity Fee Fund Reserve	2,571,370	3,683,712	4,827,274	4,933,458	5,790,941
Water Utility Reserve Fund	1,870,439	1,870,439	1,870,439	1,870,439	2,000,000
Total Water Fund Reserves	\$ 8,170,120	\$ 10,936,812	\$ 11,889,091	\$ 11,751,784	\$ 11,116,766
Outstanding Encumbrances					\$ 452,149
Net Water Fund Reserves 12/31/16					\$ 10,664,617
Total Outstanding Debt 12/31/16					\$ 34,938,902

FINANCE DIRECTOR'S REPORT
Year-end Report 2016
Sewer Fund Operations



OPERATIONS	2012	2013	2014	2015	2016
Revenues					
Meter Charges	6,319,698	6,150,647	6,180,020	6,254,470	6,567,638
Investment Income	3,862	3,978	5,947	11,971	38,721
Septic Receiving Fees	142,769	126,526	152,850	148,234	158,962
Surcharges	239,075	130,772	247,372	165,534	121,438
Misc./Other	51,568	51,556	122,903	12,968	11,799
Total Revenue	\$ 6,756,972	\$ 6,463,479	\$ 6,709,092	\$ 6,593,177	\$ 6,898,558
Operating Expenses					
Treatment	1,718,332	1,762,814	1,727,853	1,669,450	1,738,990
Collection	517,220	511,562	541,875	566,204	544,014
Administration/Transfers	964,375	1,035,726	1,063,427	1,135,519	1,151,364
Total Operation	\$ 3,199,927	\$ 3,310,102	\$ 3,333,155	\$ 3,371,173	\$ 3,434,368
Revenues less Expenses	\$ 3,557,045	\$ 3,153,377	\$ 3,375,937	\$ 3,222,004	\$ 3,464,190
Debt Service - Maintenance	517,793	158,992	158,992	158,993	150,687
Capacity Debt Service Allocation	\$ 1,795,585	\$ 1,698,985	\$ 1,433,999	1,799,350	1,100,650
Available for Maintenance	\$ 1,243,667	\$ 1,295,400	\$ 1,782,946	\$ 1,263,661	\$ 2,212,853
Capital Improvements					
Repairs and Replacement					
Inflow/Infiltration	117,094	142,194	125,905	56,781	-
Meters/Manholes/Laterals	4,479	26,105	26,000	-	-
Existing Line Repairs	-	-	-	-	-
Equipment/Prof Services	1,867	349,311	32,617	-	640,223
Plant Repairs	211,868	163,870	175,455	176,044	768,930
Total Repair	335,308	681,480	359,977	232,825	1,409,153
Cash Flow Operations	\$ 908,359	\$ 613,920	\$ 1,422,969	\$ 1,030,836	\$ 803,700
Sewer Rates					
1st 200 cu. ft.	\$ 6.72	\$ 6.72	\$ 6.72	\$ 6.72	\$ 6.72
Over 200 cu. ft.	\$ 5.52	\$ 5.52	\$ 5.52	\$ 5.52	\$ 5.52
Minimum Charge	\$ 13.44	\$ 13.44	\$ 13.44	\$ 13.44	\$ 13.44
Avg. Monthly Charge (800 cu. ft.)	\$ 46.56				
% Increase	0.0%	0.0%	0.0%	0.0%	0.0%
All Sewer Fund Balances					
Sewer Fund Operation Reserve	2,701,726	2,604,051	2,651,185	2,561,917	2,661,859
Sewer Maintenance CIP Reserve	2,031,198	2,113,806	2,759,772	3,679,226	3,483,634
Sewer Capacity Fee Fund Reserve	1,380,895	1,782,704	2,641,456	2,518,370	1,755,328
Sewer Utility Reserve Fund	181,130	181,130	181,130	181,130	1,500,000
SE Highland Sewer Fund	148,397	243,226	178,594	27,976	96,980
Total Sewer Fund Reserves	\$ 6,443,346	\$ 6,924,917	\$ 8,412,137	\$ 8,968,619	\$ 9,497,801
Outstanding Encumbrances					\$ 1,229,277
Net Sewer Fund Reserves 12/31/16					\$ 8,268,524
Total Outstanding Debt 12/31/16					\$ 31,192,358

FINANCE DIRECTOR'S REPORT

Year-end Report 2016

Refuse Fund

	2012	2013	2014	2015	2016
Revenues					
Collection Charges	3,159,334	3,221,719	3,309,877	3,372,646	3,430,310
Grant Income	-	-	-	18,000	22,000
Bag Tags/Cleanup Income	19,990	6,993	5,327	5,194	5,929
Toter Fees	8,507	11,670	10,257	11,065	13,588
Investment Income	553	943	1,301	2,901	9,283
Other Income	7,272	7,049	104,834	5,606	2,058
TOTAL REVENUE	\$ 3,195,656	\$ 3,248,374	\$ 3,431,596	\$ 3,415,412	\$ 3,483,168
Operating Expenses					
Refuse Collection	833,726	830,494	840,612	803,259	833,835
Tipping Fees	750,634	804,079	853,679	836,398	883,645
Recycling Collection	450,377	454,771	493,050	532,619	536,999
Vehicle Purchase/Lease	-	60,989	292,395	82,367	392,651
Tip-Cart/Dumpster Purchases	19,515	29,276	77,967	82,221	77,214
Closed Landfill Costs	69,248	221,226	141,007	456,951	245,108
Debt Service	60,838	58,838	56,775	59,675	57,338
Building Improvements	-	-	-	7,029	7,250
Other Indirect Costs	307,042	317,266	323,757	327,391	332,758
TOTAL EXPENDITURES	\$ 2,491,380	\$ 2,776,939	\$ 3,079,242	\$ 3,187,910	\$ 3,366,798
Cash Flow Operations	\$ 704,276	\$ 471,435	\$ 352,354	\$ 227,502	\$ 116,370
Cash Reserve	\$ 1,018,059	\$ 1,489,494	\$ 1,841,848	\$ 2,069,350	\$ 2,185,720
Outstanding Encumbrances					\$ 140,671
Net Reserve December 31, 2016					\$ 2,045,049
Refuse Rates					
Residential	\$ 19.73	\$ 19.73	\$ 19.73	\$ 19.73	\$ 19.73
Discounted Residential	\$ 9.87	\$ 9.87	\$ 9.87	\$ 9.87	\$ 9.87
Commercial 2 cu. yds.	\$ 100.27	\$ 100.27	\$ 100.27	\$ 100.27	\$ 100.27
Commercial 4 cu. yds.	\$ 123.35	\$ 123.35	\$ 123.35	\$ 123.35	\$ 123.35
Commercial 6 cu. yds.	\$ 143.98	\$ 143.98	\$ 143.98	\$ 143.98	\$ 143.98
% Increase	0.0%	0.0%	0.0%	0.0%	0.0%



FINANCE DIRECTOR'S REPORT
Year-end Report 2016
Storm Sewer Fund



	2012	2013	2014	2015	2016
<i>Revenues</i>					
Storm Sewer Fees	789,536	802,764	804,371	821,561	834,161
Grant Revenue	313,577	-	-	98,876	-
Miscellaneous	-	2,286	13,397	2,123	916
Total Revenue	\$ 1,103,113	\$ 805,050	\$ 817,768	\$ 922,560	\$ 835,077
<i>Operating Expenses</i>					
Wages and Benefits	142,007	162,204	201,922	215,272	226,360
Professional Services	83,669	100,752	145,998	101,222	92,958
Materials and Supplies	29,871	44,415	57,718	41,261	61,734
Capital Outlay	6,904	3,710	7,323	4,109	16,230
Total Operation	\$ 262,451	\$ 311,081	\$ 412,961	\$ 361,864	\$ 397,282
Revenues less Expenses	\$ 840,662	\$ 493,969	\$ 404,807	\$ 560,696	\$ 437,795
Debt Service	\$ -				
<i>Available for Maintenance</i>					
Capital Improvements	\$ 840,662	\$ 493,969	\$ 404,807	\$ 560,696	\$ 437,795
<i>Repairs and Replacement</i>					
Inflow/Infiltration	-	-	56,770	27,230	-
Catch Basins/Manholes/Laterals	-	351	-	-	59,545
Existing Line Repairs	160,608	176,656	770,186	478,947	621,055
Equipment/Prof Services	51,066	82	32,617	-	64,799
Total Repair	211,674	177,089	859,573	506,177	745,399
Cash Flow Operations	\$ 628,988	\$ 316,880	\$ (454,766)	\$ 54,519	\$ (307,604)
Cash Reserve	\$ 2,312,668	\$ 2,629,548	\$ 2,174,782	\$ 2,229,301	\$ 1,921,697
Outstanding Encumbrances					170,127
Net Reserve December 31, 2016					\$ 1,751,570
Storm Sewer Rates					
Residential per month	\$ 2.50	\$ 2.50	\$ 2.50	\$ 2.50	\$ 2.50
Non-Residential per ERU	\$ 2.50	\$ 2.50	\$ 2.50	\$ 2.50	\$ 2.50



FACT SHEET

AGENDA ITEM NO: 23

DATE: 2/27/2017

ORDINANCE NO: 17-12

RESOLUTION NO:

READING: FIRST

PUBLIC HEARING: NO

TO: Mayor and Members of City Council

FROM: R. Thomas Homan, City Manager

VIA: Dean Stelzer

TITLE OF PROPOSED ORDINANCE/RESOLUTION:

AN ORDINANCE AMENDING THE REFUSE COLLECTION AND UTILITY SERVICES PORTIONS OF THE SCHEDULE OF FEES AND SERVICE CHARGES.

BACKGROUND:

Annually the City reviews various fees and service charges to determine whether the amounts charged are appropriate. For 2017 staff is recommending changes to our refuse rates and to the fee charged for water meters.

REASON WHY LEGISLATION IS NEEDED:

To update service fees.

COMMITTEE RECOMMENDATION:

Finance Committee – Recommended bringing the refuse rate change ordinance to City Council.

FISCAL IMPACT(S):

Proposed increase in residential refuse rates and reductions in the dumpster rates. The rate changes will somewhat offset each other although a slight increase in total revenue is projected.

POLICY CHANGES:

Potential policy changes in the City's refuse service will be discussed.

PRESENTER(S):

Bill Ferrigno
Dean Stelzer
Brad Stanton

RECOMMENDATION:

Go to a second reading

ATTACHMENT(S)

ORDINANCE NO. 17-12

AN ORDINANCE AMENDING THE REFUSE
COLLECTION AND UTILITY SERVICES PORTIONS OF
THE SCHEDULE OF FEES AND SERVICE CHARGES.

WHEREAS, as part of the yearly review of the fees established in Delaware Codified Ordinance Section 197.01 it has been determined that the refuse collection rates should be amended; and

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

SECTION 1. The Refuse Collection and Utility Services portions of 197.02 are amended as follows:

197.02 FEE SCHEDULE

REFUSE COLLECTION		
SOURCE OF FEE	FEE TITLE	AMOUNT
929.08	Domestic Refuse Collection	\$19.73 \$20.60 per month Senior citizen discount rate: \$9.87 \$10.30 per month
929.08	Commercial Refuse Collection	\$19.73 \$20.60 per month for basic service consisting of two 32 gallon or one 96 gallon tipcart –or- 10 bag tags
929.08	Additional 96 Gallon Tipcarts	2 total tipcarts \$39.47 41.20 3 total tipcarts \$59.20 61.80 4 total tipcarts \$78.94 82.40 5 total tipcarts \$98.67 103.00
929.08	Commercial Refuse – Containerized Collection – Once Per Week	2 cu. Yds \$100.27 85.37 3 cu. Yds \$106.65 94.48 4 cu. Yds \$123.35 103.58 6 cu. Yds \$143.98 121.80 8 cu. Yds \$182.74 140.02
929.08	Commercial Refuse – Containerized Collection – Twice Per Week	2 cu. Yds \$200.44 170.74 3 cu. Yds \$213.28 188.95 4 cu. Yds \$239.00 207.17 6 cu. Yds \$277.72 243.60 8 cu. Yds \$343.06 280.04

929.08	Commercial Refuse – Containerized Collection – Three Per Week	2 cu. Yds \$298.06 256.10 3 cu. Yds \$319.89 283.43 4 cu. Yds \$354.66 310.75 6 cu. Yds \$411.43 365.41 8 cu. Yds \$507.55 420.06
929.08	Commercial Refuse – Containerized Collection – Four Per Week	2 cu. Yds \$395.63 341.47 3 cu. Yds \$426.51 377.91 4 cu. Yds \$470.31 414.34 6 cu. Yds \$545.14 487.21 8 cu. Yds \$672.04 560.08
929.08	Commercial Refuse – Containerized Collection – Five Per Week	2 cu. Yds \$493.26 426.84 3 cu. Yds \$533.15 472.38 4 cu. Yds \$585.97 517.92 6 cu. Yds \$678.84 609.01 8 cu. Yds \$836.54 700.09
929.08	Additional pickup – Commercial Refuse Customers	2 cu. yds: \$23.13 85.37 3 cu. Yds \$24.62 94.48 4 cu. Yds \$28.46 103.58 6 cu. Yds \$33.23 121.80 8 cu. Yds \$42.17 140.02
929.08	Bag tags (used for trash in excess of tipcart)	1.50 per tag
929.08	Discontinuation/reactiva tion/change in service level of refuse services	\$12.50

UTILITY SERVICES		
SOURCE OF FEE	FEE TITLE	AMOUNT
911.01	Utility Turn On Charge	\$12.50
911.04	Penalty for Nonpayment	5% of bill + \$15.00 + [\$25.00 for returned checks]
911.05	Delinquent water reconnection fee	\$25.00
913.04	Temporary Water Service	\$75.00 for outlet one-inch or less \$150.00 for outlet greater than one inch
913.05	Temporary water turn off/on	\$25.00
913.03	Tap Fees	See Section 913.03

913.13	Meter Rules and Regulations	Certain water meters shall be provided by the Utility Department, Water Division at the cost of the meter to the City. This is currently \$90.00 \$160 for a 5/8 — 3/4 meter.
913.14	Rates for water service inside city	See Section 913.14
913.15	Rates for water service outside city	50% surcharge to schedule of fees for water rates.
913.25	Sale of water for resale	\$2.73 per 100 cubic foot
913.23	Sewer auxiliary meter	\$25.00 inspection plus \$8.35 monthly service fee
917.21	Sewer Capacity Fee	See Section 917.21
917.14	Sewer Service Charges	See Section 917.14

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

VOTE ON RULE SUSPENSION:

YEAS___NAYS___
ABSTAIN ___

PASSED: _____, 2017

YEAS___NAYS___
ABSTAIN ___

ATTEST: _____
CITY CLERK

MAYOR

TO: Mayor Riggle and Members of Council

FROM: R. Thomas Homan, City Manager

SUBJECT: Miscellaneous Matters

DATE: February 27, 2017

1. **Calendar**

See Attached

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

See attached

3. **Bi-Weekly Meetings**

January 20

- * Delaware City Schools/Delaware County-North Star Green Fleet Analysis

January 23

- * Rotary Meeting
- * City Council Meeting

January 27

- * Delaware Partnership
- * Sean Kay Book Signing – Ross Art Museum

January 30

- * Rotary Meeting

January 31

- * Nationwide Children’s Hospital/OhioHealth Reception

February 2

- * 2017 Annual Chamber of Commerce Dinner

February 6

- * Council Work Session

February 9

- * Citizen Academy

February 13

- * City Council Meeting
- * Joint Meeting with Delaware City School Board and Council

February 15

- * Jega Meeting

February 16

* Finance Committee Meeting

February 21

* 2017 Tax Incentive Review Meeting

* Delaware Police Department Annual Awards Banquet

4. **Required Reading**

A. Fire Department December Monthly Report

February

<i>Sun</i>	<i>Mon</i>	<i>Tue</i>	<i>Wed</i>	<i>Thu</i>	<i>Fri</i>	<i>Sat</i>
			1	2	3	4
			Planning Commission 7			
5	6	7	8	9	10	11
Council Work Session 6:30			BZA 7			
12	13	14	15	16	17	18
Council-regular 6:30-7 Council – joint mtg with schools 7				Finance Committee 4:30- 6:30		
19	20	21	22	23	24	25
Parking and Safety 7		Parks & Rec 7	HPC 7			
26	27	28				
Recreation Levy Sub-Committee 6 Council 7		Shade Tree 7				

2017

March

2017

<i>Sun</i>	<i>Mon</i>	<i>Tue</i>	<i>Wed</i>	<i>Thu</i>	<i>Fri</i>	<i>Sat</i>
			1	2	3	4

Planning
Commission-7 pm

5	6	7	8	9	10	11
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BZA-7 pm

Citizen's
Academy-6 pm

12	13	14	15	16	17	18
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City Council-7 pm

19	20	21	22	23	24	25
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Parks and
Recreation
Advisory-7 pm

HPC-7 pm
Citizen's
Academy-6 pm

26	27	28	29	30	31	
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City Council-7 pm
Shade Tree
Commission-7 pm

CONTRACT APPROVAL – FEBRUARY 27, 2017

VENDOR	EXPLANATION OF AGREEMENT	2017 AMOUNT	DEPARTMENT
Robert A. Schuerger Co., LPA	Collection Efforts	Varies	Finance
Burgess & Niple	Curve Rd. Landfill Leachate Collection Equipment	\$8,390	Public Utilities
Burgess & Niple	Curve Rd. Groundwater, Leachate and Explosive Gas Monitoring	\$57,480	Public Utilities
Burgess & Niple	Cherry St. Groundwater, Leachate and Explosive Gas Monitoring	\$57,480	Public Utilities
Contract Sweepers and Equipment	2017 Street Sweeping	\$42,870	Public Works
Burgess & Niple	Design of Dogwood Dr. Stormwater Culvert	\$42,000	Public Utilities
MOU- Bilbaran Farms	Public Dumpster Placement	\$1,500	Public Works
MOU-Genti Koci	Public Dumpster Placement	\$1,500	Public Works
Francis and Mary Lou Wilgus	Maintenance Agreement	\$1.00	Public Works
H.J. Umbaugh & Associates	Stormwater Rate Study	\$15,000	Public Utilities
Burgess & Niple	Development of mapping of lead water service line for OEPA	\$8,600	Public Utilities
Burgess & Niple	Design of Stratford Rd Culvert Energy Dissipation Structure	\$37,500	Public Utilities
SourcePoint	Renew agreement to provide service coordination to older adults in Del County	\$46,800	Fire Depart
Wayne Fischer	Maintenance Agreement	\$1.00	Public Works
Hamburg Fireworks Display, Inc.	July 4 th Fireworks	\$35,000	Fire Depart
Sims Bros. Inc	Recyclables Services	N/A	Public Works



Delaware Fire Department

December 2016 Monthly Report



PERFORMANCE REVIEW	2013	2014	2015	2016	December	Year-to-Date	% Year to Date	% of Budget	(+ / -)
	Actual	Actual	Actual	Budget	Actual	Actual	Budget	Completed	Projected for Year
Total number of incidents	4,831	5,173	5,380	5,402	551	5,891	109.05%	92.00%	17.05%
Fire	104	101	126	130	11	107	82.31%	92.00%	-9.69%
Rupture/Explosion	3	3	1	3	1	5	166.67%	92.00%	74.67%
EMS	3,883	4,047	4,254	4,256	417	4,658	109.45%	92.00%	17.45%
Hazardous Conditions	131	124	135	133	18	150	112.78%	92.00%	20.78%
Service Calls	94	141	155	154	11	128	83.12%	92.00%	-8.88%
Good Intent	165	162	155	166	34	213	128.31%	92.00%	36.31%
False Calls	440	589	541	547	59	621	113.53%	92.00%	21.53%
Severe Weather	3	0	1	1	0	3	300.00%	92.00%	208.00%
Other	8	6	12	12	0	6	50.00%	92.00%	-42.00%
Number of medical transports	2,576	2,586	4,024	3,968	395	4,524	114.01%	92.00%	22.01%
Percent of priority calls w/ response within 6 min	56%	68%	74%	70%	71%	71%	101.43%	92.00%	-30.43%
Percent working structure fires ERF of 15 FF within 12 minutes	70%	78%	85%	70%	100%	100%	100.00%	92.00%	70.00%
# Structure Fires		9	13	10	3	18	180.00%	92.00%	88.00%
# Structure with personnel and Times		7	11	7	3	18	257.14%	92.00%	165.14%
Number of commercial inspections conducted	1,222	1,473	1,365	1,250	69	1,345	107.60%	92.00%	15.60%
Number of plans reviewed within five days	86%	100%	100%	90%	100%	100%	100.00%	92.00%	100.00%
Number of fires greater than \$10,000	13	8	12	8	1	9	112.50%	92.00%	20.50%
Number of fires of suspicious nature	5	5	6	3	0	3	100.00%	92.00%	8.00%
Hours of Training	8,831	13,335	10,977	10,000	544	12,454	124.54%	92.00%	32.54%

Major Incidents

- December 5, TarHeel, Structure Fire
- December 6, Northwood, Structure Fire
- December 7, Concord Twp., Fatal Accident
- December 10, London Rd., Structure Fire @ Manufacturing Plant
- December 13, SR 37-Radnor Twp, Fatal Accident
- December 14, US 42 N – Brown Twp, Fatal Accident
- December 15, US 42 N - City, Fatal Accident

Other Activities

- Station Tours
- Christmas Toy Drive – Roops
- DGHD – Car Seat Inspection @ St 303

2010 Fire Levv Status

- Equipment - Continuing
 - Committee has finalized the specifications of the new Quint Fire Truck. Truck was ordered in September and delivery is expected in October 2017.
 - Three new Paramedic trucks were placed in-service and are operating at all of our Fire Station's.
 - Staff cars have been replaced in 2012, 2013, 2014 & 2015. This has included the implementation of retired police vehicles for station and inspector cars.
 - The new engine was delivered and placed in-service in April 2013.
 - The new paramedic truck was delivered and was placed in-service in January 2013.
 - The new ladder truck was delivered and was placed in-service in April 2012.



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- Personnel - Continuing
 - 40 potential new hire candidate names were pulled on October 31, to advance to the application and agility process
 - Additional Agility Testing took place in August 2016.
 - Testing and an Agility test were completed for Full and Part-time Firefighters. 4-Part-time FFs started their training on August 13.
 - Officer Development Training Continued. All new Lieutenants have completed their Instructor training, Fire Inspector and Fire Officer 1 certifications. They continue to work on their Associates Degree and other required classes.
 - The total amount of new personnel hired since the new levy is 28. Some of these positions have filled open positions.
- New Fire Station 304 - Continuing
 - October 24, took action to annex the St 304 property
 - Lot surveying took place for St 304.
 - Property was purchased in 2011 at 821 Cheshire Rd. The property was leased out and the lease moved out on November 30, 2013. In 2014, we plan to begin the analysis and plans for an anticipated groundbreaking in 2016.
 - The opening of this Station is dependent on the increased staffing. This will be accomplished through the use of Part-Time personnel to supplement the staffing. The Part-Time personnel will be backfilling the open positions caused by personnel scheduled leaves.
- Fire Station 303 - Completed
 - On September 27, 2013 we began operation 24/7. The Fire Station was dedicated on October 19, 2013.



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Council for Older Adults – Monthly Report on the Firehouse Coordinator



First In Response to Seniors

December 2016

Referrals		# new CSP-enrolled clients		Total Contacts (duplicated)		# individuals served during the month		# of new individuals served	
Month	YTD	Month	YTD	Month	YTD	Month	Average/Mo	New for Month	YTD Unduplicated
27	501	2	18	216	2208	54	63.92	33	467

Referrals

Direct Referral		Delaware City FD		Genoa Township FD		SP Staff		Orange Township FD	
Month	YTD	Month	YTD	Month	YTD	Month	YTD	Month	YTD
17	364	1	55	0	0	2	44	0	0
Liberty Township FD		Delaware Co. EMS		client self ref.		Other			
Month	YTD	Month	YTD	Month	YTD	Month	YTD		
6	32	1	2	0	2	0	2		

City of residence for those served:

Delaware		Galena		Lewis Center		Westerville		Unknown	
Month	YTD	Month	YTD	Month	YTD	Month	YTD	Month	YTD
34	378	1	5	0	3	1	10	1	13
Powell		Sunbury		Ashley		Other		Total	
Month	YTD	Month	YTD	Month	YTD	Month	YTD	Month	YTD
14	45	0	3	1	3	2	7	51	454

Additional Services

# services added		Home Delivered Meals		Shelf Stable Meals		Emergency Response Unit		Medication Dispenser	
Month	YTD	Month	YTD	Month	YTD	Month	YTD	Month	YTD
4	49	2	11	1	2	1	14	0	1
# Individuals with new services		Incontinence Products		Durable Medical Equipment		In-Home Support		*Other	
Month	YTD	Month	YTD	Month	YTD	Month	YTD	Month	YTD
2	26	0	0	0	7	0	6	0	8

*Other

None

Notes

No community events held this month



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2016 Incidents

