



Logan-Union-Champaign regional planning commission

Director: Jenny R. Snapp

Executive Committee Meeting Agenda Thursday, April 11, 2013 - 1:15 p.m.

Call to Order – Brad Bodenmiller, President

Roll Call

Action on Minutes of March 14, 2013 – Executive Committee

Financial Report March – Andy Yoder, Treasurer

ODOT Reports

New Business:

1. Review of Jerome Village GPN-1 Preliminary Plat (Union County) - Staff Report by Jenny Snapp
2. Review of Reserve at New California Preliminary Plat (Union County) – Staff Report by Jenny Snapp
3. Review of Parcel Amendment , Jerome Township (Union County) - Rezoning of 10.7 Acres located at 8376 Mitchell Dewitt Road from U-1 Rural Undeveloped to PUD Planned Unit Development – Staff Report by Wes Dodds
4. Review of Text Amendment, Millcreek Township (Union County) - Review of Article XI Signs– Staff Report by Wes Dodds
5. Review of Text Amendment, Salem Township (Champaign County) – Review of Official Schedule of District Regulations – Staff Report by Wes Dodds

Director's Report

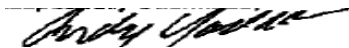
Comments from Individuals

Adjourn

**LUC Regional Planning Commission
Treasurer's Report**

BEGINNING BALANCE ON March 1, 2013			\$	440,256.25
RECEIPTS				
Village of Woodstock (Champaign Co.)	2013 Membership Assessment	\$	487.50	
Jefferson Township (Logan Co.)	2013 Membership Assessment	\$	1,327.30	
Nationwide Realty	Jerome Village GPN-1 Preliminary Plat	\$	1,100.00	
Homewood Corporation	Reserve at New California Preliminary Plat	\$	8,650.00	
Union County Auditor	February 2013 Interest	\$	496.41	
Champaign County	CDBG Final Admin FY11	\$	7,387.31	
TOTAL RECEIPTS			\$	19,448.52
TOTAL CASH ON HAND			\$	459,704.77
EXPENDITURES				
Employee Salaries	3 Pay Periods	\$	16,320.00	
Medicare	3 Pay Periods	\$	233.16	
OPERS	Feb-13	\$	1,523.20	
Dental Insurance	Dental Insurance	\$	73.25	
CEBCO/Anthem Life	Health/Life Insurance	\$	426.96	
Time Warner Cable	Telephone/Internet	\$	287.96	
Dayton Power & Light	Electric	\$	371.00	
Verizon Wireless	Cell Phone	\$	140.01	
Hubbard Publishing/Bellefontaine Examiner	Annual Financial Report Ad	\$	15.15	
Marysville Journal-Tribune	Annual Financial Report Ad	\$	12.00	
OSU Extension	Land Use Conference - Jenny	\$	65.00	
Jenny Snapp	Mileage - February 2013	\$	130.00	
Weston Dodds	Mileage - February 2013	\$	270.00	
CRI Digital	Staple Refills	\$	181.00	
Staples	Office Supplies	\$	29.56	
			\$	20,078.25
Bldg.				
Lowe's	Building Supplies	\$	1.03	
			\$	1.03
TOTAL EXPENDITURES			\$	20,079.28
BALANCE ON HAND AS OF March 31, 2013			\$	439,625.49

Respectfully Submitted,



Andy Yoder, Treasurer

2013 Budget Summary

As of 4/4/2013

990	REVENUES:	Estimated	To Date	CashBalance
990-2-1	Membership Contributions	\$ 173,578.00	\$ 186,331.20	\$ (12,753.20)
990-2-2	Service & Projects	\$ -	\$ -	\$ -
990-2-3	Subdivision Plats	\$ 7,600.00	\$ 19,950.00	\$ (12,350.00)
990-2-4	Annual Dinner	\$ 2,550.00	\$ -	\$ 2,550.00
990-2-5	Comprehensive Plans	\$ 5,000.00	\$ -	\$ 5,000.00
990-2-6	Mapping	\$ 500.00	\$ -	\$ 500.00
990-5	Grants	\$ 34,700.00	\$ 19,387.31	\$ 15,312.69
990-7	Interest	\$ 3,000.00	\$ 1,239.68	\$ 1,760.32
990-8-1	Other Revenue	\$ -	\$ -	\$ -
990-8-2	Rebates	\$ -	\$ 38.00	\$ (38.00)
Estimated Total Revenue		\$ 226,928.00	\$ 226,946.19	\$ (18.19)

990	EXPENDITURES:	Estimated	To Date	%
990-1	Salaries & Wages	\$ 145,000.00	\$ 37,867.52	\$ 107,132.48 26%
990-2	Supplies	\$ 5,000.00	\$ 399.79	\$ 4,600.21 8%
990-3-1	Utilities	\$ 13,000.00	\$ 2,385.45	\$ 10,614.55 18%
990-3-2	Professional Development	\$ 2,554.00	\$ 617.15	\$ 1,936.85 24%
990-3-4	Building Fund	\$ 4,000.00	\$ 436.46	\$ 3,563.54 11%
990-3-6	Annual Meeting	\$ 3,000.00	\$ -	\$ 3,000.00 0%
990-4	Equipment	\$ 1,620.00	\$ -	\$ 1,620.00 0%
990-5-1	Other Expenses	\$ 5,000.00	\$ 43.95	\$ 4,956.05 1%
990-5-2	Travel	\$ 7,500.00	\$ 1,221.50	\$ 6,278.50 16%
990-10-1	PERS	\$ 20,300.00	\$ 4,521.27	\$ 15,778.73 22%
990-10-2	Workers Compensation	\$ 2,643.00	\$ -	\$ 2,643.00 0%
990-10-3	Medicare	\$ 2,103.00	\$ 538.66	\$ 1,564.34 26%
990-10-4	Hospital / Life Insurance	\$ 7,000.00	\$ 1,271.10	\$ 5,728.90 18%
990-10-5	Contingencies	\$ 5,800.00	\$ -	\$ 5,800.00 0%
990-10-6	Dental Insurance	\$ 879.00	\$ 219.75	\$ 659.25 25%
990-10-7	Life Insurance	\$ 40.00	\$ 9.78	\$ 30.22 24%
Estimated Total Expenditures		\$ 225,439.00	\$ 49,532.38	\$ 175,906.62 22%

STATEMENT:	
Cash Balance January 1, 2013	\$ 262,211.68
Estimated Cash Balance December 31, 2013	\$ 252,999.00
Actual Cash On Hand December 31, 2013	
Estimated Total Revenue	\$ 226,928.00
Actual 2013 Revenue	\$ 226,946.19
Difference (+/Under)	\$ 18.19
Estimated Total Expenditures	\$ 224,346.00
Actual 2013 Expenditures	\$ 49,532.38
Difference (+/Under)	\$174,813.62

LUC MEETING

April 11, 2013

☐Active Construction Projects

ODOT Project 120263

UNI-SR4-13.18, PID Number 83972

Description: Structure rehabilitation.

Location: Marysville. SR4 over US33/36.

Maintenance of Traffic: Part width construction. Traffic maintained.

Completion Date: 06/15/2013

Contractor: Shelly and Sands, Inc.

Amount: \$1,828,582.92

Project Status: On schedule.

ODOT Project 130017

UNI-US33-8.74, PID Number 76466

Description: Resurfacing and pavement repair. Reconstruct both exit ramps at east US33/36 interchange.

Location: Marysville. US33: SR245/US33 to US36; US36: Collins Avenue to US33EB Ramp.

Maintenance of Traffic: Traffic maintained with short term closures.

Completion Date: 09/15/2013

Contractor: Shelly Company

Amount: \$3,300,000.52

Project Status: On schedule.

ODOT Project 130112

UNI-SR245-0.40, PID Number 87257

Description: Structure replacement.

Location: Allen Township. East of CHA/UNI County line. SR245 over Big Darby Creek.

Maintenance of Traffic: Part width construction. Traffic maintained.

Completion Date: 10/31/2013

Contractor: Shelly and Sands, Inc.

Amount: \$1,206,926.42

Project Status: On schedule.

☐Projects Awarded During Month of March

ODOT Project 130168

UNI-US33-10.35 (Ramp E), PID Number 89221

Description: Adjust ramp superelevation; widen paved shoulders; adjust guardrail.

Location: Marysville. Ramp E on US33 westbound to SR31 northbound.

Maintenance of Traffic: Traffic detoured. Maximum 30 day closure.

Completion Date: 07/31/2013

Contractor: Shelly Company

Amount: \$249,868.75

Project Status: Project awarded.

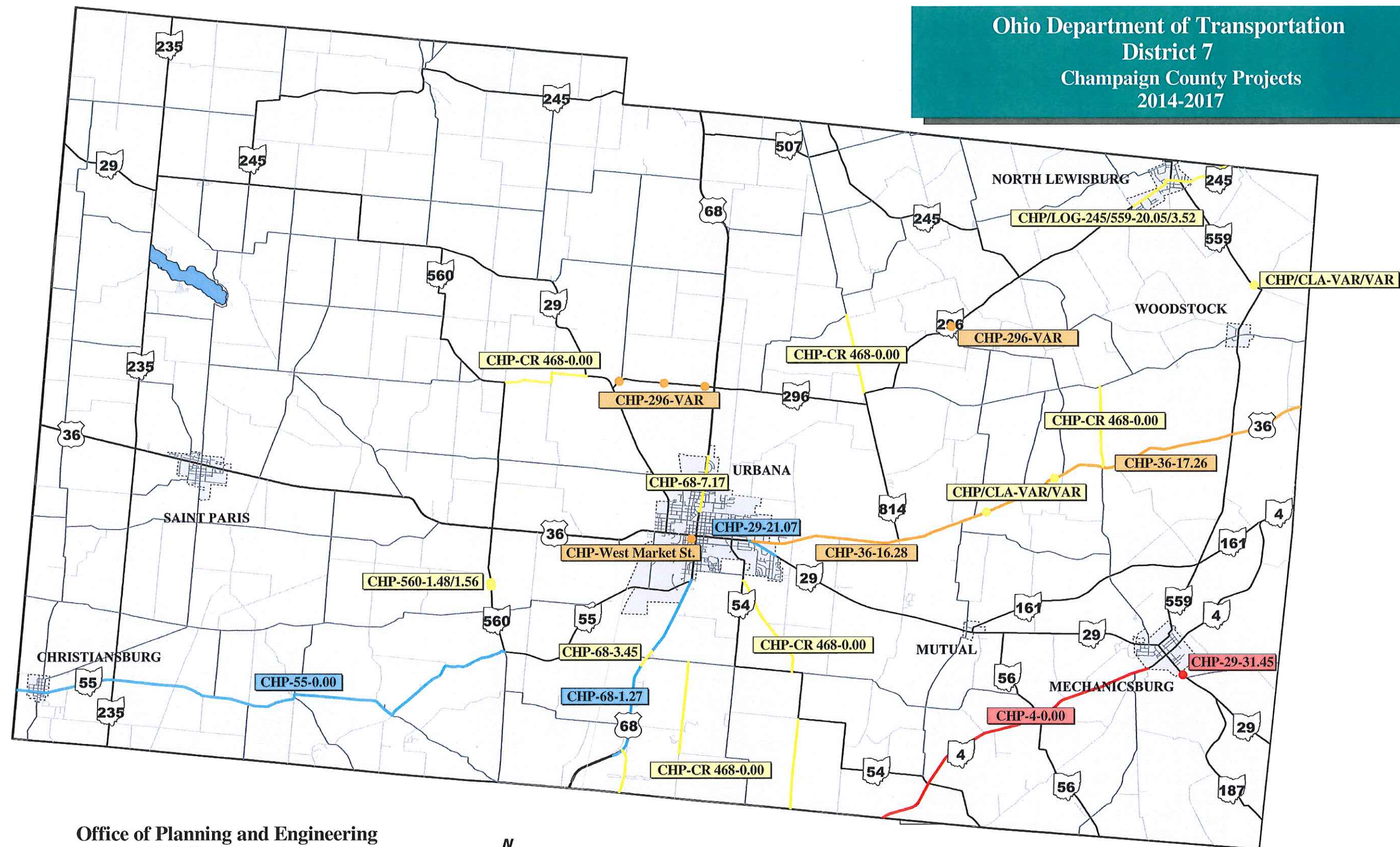
☐Upcoming Projects Scheduled for Sale Through April

No projects scheduled for sale through April.

☐ALL PROJECT INFORMATION CURRENT AS OF April 11, 2013.

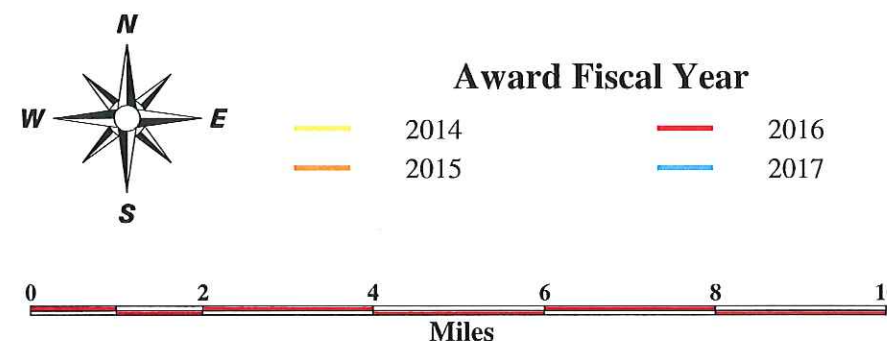
CHP/LOG County Projects						
07/01/12 thru 01/01/14						
4/11/2013						
PID	COUNTY ROUTE SECTION	PRIMARY WORK CATEGORY	DESCRIPTION	PROJECT TERMINI	AWARD DATE CURRENT	AWARD DATE ACTUAL
86684	CHP CR 468 0.00	Resurfacing, Undivided System	OVERLAY ASPHALTIC CONCRETE ON 17.55 MILES OF COUNTY ROADS. (ROADS ARE RURAL MINOR COLLECTORS. FUNDING IS CONTINGENT ON INCLUDING RURAL MINOR COLLECTORS FOR FEDERAL FUNDS IN THE NEXT TRANSPORTATION BILL).	Various locations in Champaign County	07/29/13	
83942	CHP SR 245 0.00	Minor Rehabilitation - Pavement Gnrl Sys	Resurface the existing roadway, along with other roadway related items. Bridge: 1102419 Remove wearing course surface and waterproof bridge deck with overlay asphalt. Replace polymer joints. Bridge: 1102435 Patch deck and approach joint. Bridge: 1102486 r	SR 245 from the JCT. of SR29, SLM 0.00 to Chp/LOG County Line, SLM 6.17. Including work on bridges SFN 1102419 - CHP 245 0138 over Lee Creek, SFN 1102435 - CHP 245 0403 over Branch of Graves Creek and SFN 1102486 - CHP 245 0569 over Grave Creek.	03/18/13	
88768	CHP SR560 1.48/1.56	Bridge Repair	Replace deteriorating wearing surface (2 bridges) with no approach work except approach slabs. Asphalt overlay precluded by legal load rating.	Bridges - CHP 560 0148 SFN 1103121 over Owens Creek and CHP 560 0156 SFN 1103156 over Nettle Creek.	07/29/13	
91168	CHP US 68 5.65	Minor Rehabilitation - Pavement Gnrl Sys	Pavement planing and resurfacing with asphalt concrete. Urban Paving Program.	Urbana US 68 from SR 55 (SLM 5.65) to Reynolds Street (SLM 6.38).	04/22/13	
83909	CHP/CLA SR 4 6.93/17.98	Minor Rehabilitation - Pavement Gnrl Sys	Champaign SR 4-Resurface the existing roadway, along with other roadway related items. Clark SR 4 resurface existing park and ride parking lot.	SR4 from Mechanicsburg SW Corp Limit SLM 6.93 to the CHP/UNI County Line, SLM 12.22; Park & Ride Lot CLA SR 4 @ SLM 17.98 intersection with Middle Urbana Rd.	08/02/12	08/02/12
93461	D07 BRDG Deck Sealing Part 2	Bridge Repair	Districtwide bridge deck sealer treatments. Part 2	District wide various locations (44 structures)	10/21/13	
94076	LOG CTY Garage Equipment Shed	Buildings - Mix Shed, etc.	Construct a new 40 X 80 equipment storage building at the Logan County Garage Complex.	Logan County Garage Complex	02/25/13	
86944	LOG SR 235 16.05	Section Improvement	Improve horizontal alignment of curve at TR 240 and regrade ditch.	Approximately 0.15 mil. South of TR 240 to approximately 0.10 North of TR 240 on SR 235	12/06/12	12/06/12
83760	LOG SR 47/292 15.33/0.24	Minor Rehabilitation - Pavement Gnrl Sys	SR 47 and SR 292 Resurface the existing roadway with Asphalt Concrete. SR 638 - Berm stabilization with item 301 asphalt concrete base.	SR 47 from SLM 15.33 to SR 5 SLM 20.12. SR 292 from US 33 SLM 0.24 to SR 47 SLM 10.81. SR 638 from US 68 SLM 0.00 to CR 106 SLM 2.35	07/03/12	07/03/12
83947	LOG SR 47/706 0.00/0.00	Minor Rehabilitation - Pavement Gnrl Sys	Resurface the existing roadway, along with other roadway related items.	SR 47 LOG/SHE County Line (SLM 0.00) to the JCT of SR 235 (SLM 5.23, SR 706 LOG/SHE County Line (SLM 0.00 to Jct of SR 235 (SLM 2.29)	12/06/12	12/06/12
19741	LOG SR 708 2.08	Bridge Replacement	REPLACE 88FT STRUCTURE OVER BOAT CHANNEL WITH MINIMAL APPROACH WORK. 3 SPANS.	(Russells Point) at 0.39 MI N of the Jct. SR 366. SFN 4604148 LOG-708-0708 over Channel to Indian Lake.	07/19/12	07/19/12
89213	LOG TRANSPORTATION MUSEUM	Other Modes Related	CONSTRUCT AN ADDITION TO THE EXISTING LOGAN COUNTY MUSEUM, TO BE BUILT SIMILAR TO THE BIG FOUR ROADHOUSE. VARIOUS (EXISTING) TRANSPORTATION EXHIBITS WILL BE DISPLAYED.	At the Logan County Museum in Bellefontaine	10/18/12	10/18/12
90807	LOG US 68/SR 235 8.10/8.68/8.18	Minor Rehabilitation - Pavement Gnrl Sys	Pavement planing and resurfacing with asphalt concrete. Urban Paving Program.	US 68 from SLM 8.10 to SLM 8.49 and Brown St. US 68 from SLM 8.68 to SLM 10.09. SR 235 from SR 47 (SLM 8.18) to SR 720 (SLM 17.46)	07/08/13	
93471	LOG VAR VAR	Bridge Repair	Rebuild deck edges, patch pier encasements, reface abutments, and seal deck edges. SFN 4603125 LOG 292 0879 Tributary Mill CreekSFN 4603907 LOG 559 0170 Tributary Big Darby CreekSFN 4603966 LOG 559 0245 Tributary Big Darby CreekSFN 4604121 LOG 708 0069 Great Miami River	SFN 4603125 LOG 292 0879 over Tributary Mill Creek, 4603907 LOG 559 0170 over Tributary Big Darby Creek; 4603966 LOG 559 0245 over Tributary Big Darby Creek; 4604121 LOG 708 0069 over Great Miami River	07/08/13	

Ohio Department of Transportation
District 7
Champaign County Projects
2014-2017



Office of Planning and Engineering
1001 St. Marys Ave.
Sidney, Ohio 45365
Ph.: (937) 492-1141
Fax: (937) 497-6937

County Manager: Randy Ison
Ph.: (937)-653-4614



Champaign County Project Information 2014-2017

Fiscal Year 2014

**CHP/LOG-245/559-20.05/3.52
PID 83910**

Award Date : 5/7/2014

Estimated Cost : \$471,076

Work : Resurface the existing roadway

**CHP-68-7.17
PID 91177**

Award Date : 5/5/2014

Estimated Cost : \$369,384

Work : Resurface existing roadway

**CHP-CR 468-0.00
PID 86684**

Award Date : 7/29/2013

Estimated Cost : \$1,340,900

Work : Overlay asphaltic concrete on
17.55 miles of county roads

**CHP-36/559-VAR
PID 93398**

Award Date : 5/5/2014

Estimated Cost : \$101,554

Work : Field pave inverts of steel culverts

**CHP-560-1.48/1.56
PID 88768**

Award Date : 7/29/2013

Estimated Cost : \$219,450

Work : Replace deteriorating wearing
surface

**CHP-68-3.45
PID 94564**

Award Date : 6/16/2014

Estimated Cost : \$403,240

Work : Add turn lanes on U.S. 68 at the
intersection of Hickory Grove

Fiscal Year 2015

**CHP-36-17.26
PID 83931**

Award Date : 10/1/2014

Estimated Cost : \$1,620,341

Work : Resurface the existing roadway

**CHP-West Market Street
PID 92385**

Award Date : 1/29/2015

Estimated Cost : \$165,000

Work : Replace jack-arch bridge with box
culvert

**CHP-36-16.28
PID 84428**

Award Date : 4/1/2015

Estimated Cost : \$459,631

Work : Resurface existing roadway

**CHP-245/VAR-20.05/VAR
PID 92545**

Award Date : 7/1/2014

Estimated Cost : \$155,947

Work : Repair curb & gutter, sidewalk, tree
lawn & other related items

**CHP-296-VAR
PID 93470**

Award Date : 10/13/2014

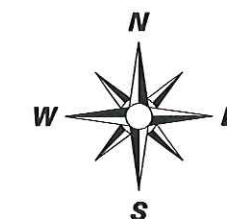
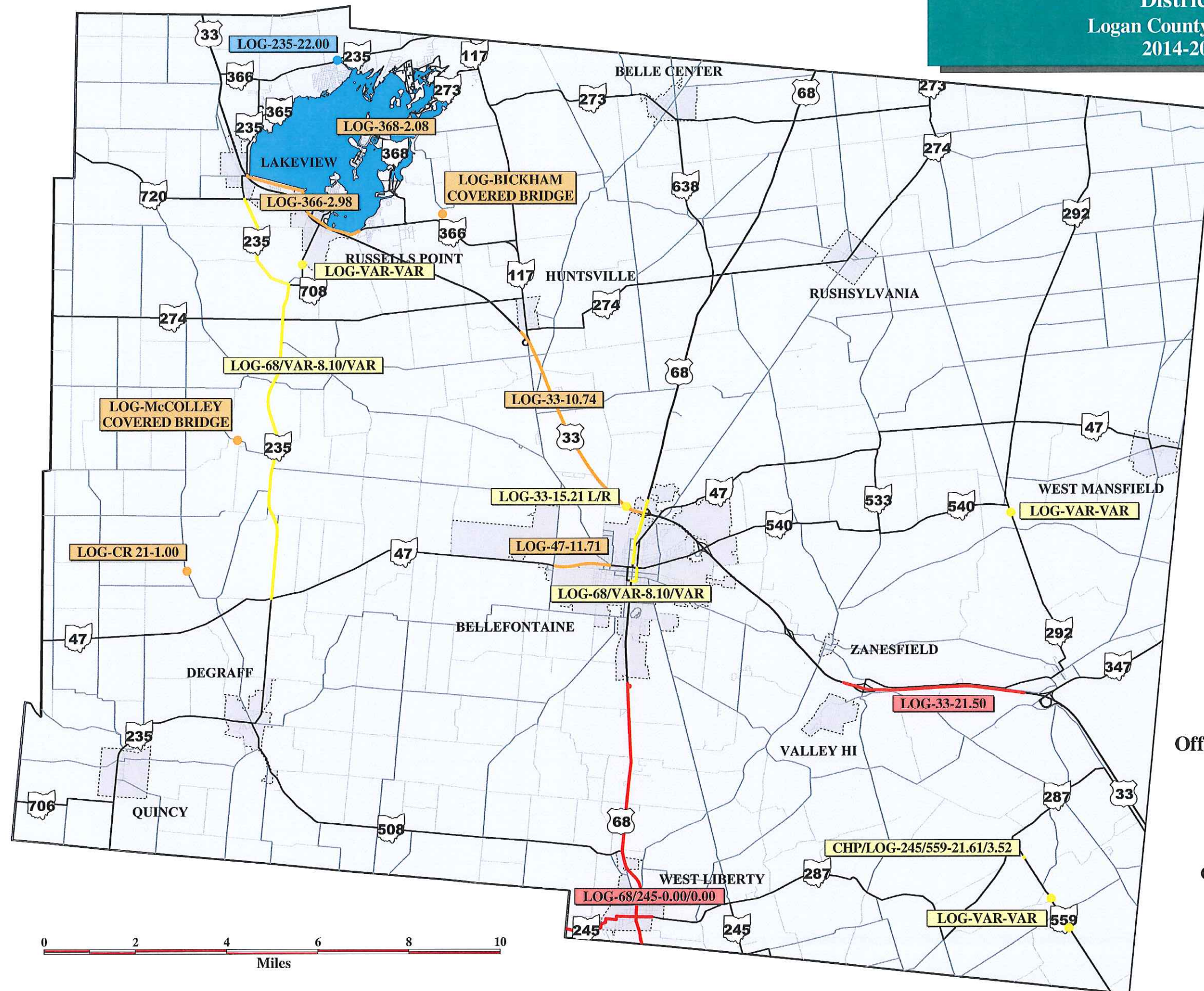
Estimated Cost : \$447,145

Work : Repair deck edge, reface
abutments, & encase piers

Champaign County Project Information 2014-2017

Fiscal Year 2016		Fiscal Year 2017	
CHP-29-31.45 PID 87378 <i>Award Date</i> : 4/1/2016 <i>Estimated Cost</i> : \$609,745 <i>Work</i> : Bridge deck replacement		CHP-29-21.07 PID 92625 <i>Award Date</i> : 4/1/2017 <i>Estimated Cost</i> : \$223,249 <i>Work</i> : Resrufacing existing pavement	
CHP-4-0.00 PID 88618 <i>Award Date</i> : 7/1/2015 <i>Estimated Cost</i> : \$1,175,409 <i>Work</i> : Resurface existing roadway & replace non-composite deck overlay		CHP-55-0.00 PID 88683 <i>Award Date</i> : 10/13/2016 <i>Estimated Cost</i> : \$1,819,748 <i>Work</i> : Resrufacing existing pavement	

Ohio Department of Transportation
District 7
Logan County Projects
2014-2017



Office of Planning and Engineering
1001 St. Marys Ave.
Sidney, Ohio 45365
Ph.: (937) 492-1141
Fax: (937) 497-6937

County Manager: Ted Hemleben
Ph.: (937)-592-6911

Logan County Project Information 2014-2017

Fiscal Year 2014

LOG-68/VAR-8.10/VAR PID 90807

Award Date : 7/8/2013

Estimated Cost : \$2,415,408

Work: Resurface the existing roadway
(U.S. 68 & S.R. 235)

LOG-33-15.21 L/R PID 93766

Award Date : 1/20/2014

Estimated Cost : \$212,929

Work : Reface abutments, and patching

LOG-VAR-VAR PID 93471

Award Date : 7/8/2013

Estimated Cost : \$108,535

Work : Rebuild deck edges, pier
encasements, and reface abutments

CHP/LOG-245/559-20.05/3.52 PID 83910

Award Date : 5/5/2014

Estimated Cost : \$191,257

Work : Resurface the existing roadway &
repair subgrade on SR 559

Fiscal Year 2015

LOG-33-10.74 PID 25012

Award Date : 7/7/2014

Estimated Cost : \$4,921,138

Work : Resurface the existing roadway

LOG-368-2.08 PID 94584

Award Date : 7/29/2014

Estimated Cost : \$17,000

Work : Installation of guardrail along the
south side of SR 368

LOG-366-2.98 PID 83936

Award Date : 7/7/2014

Estimated Cost : \$755,768

Work : Resurface the existing roadway

LOG-Bickham Covered Bridge PID 92388

Award Date : 5/20/2015

Estimated Cost : \$166,530

Work : Preservation project

LOG-CR VAR-GR FY15 PID 89125

Award Date : 5/29/2015

Estimated Cost : \$272,700

Work : Install new guardrail, upgrade
existing guardrail & end treatments

LOG-McColley Covered Bridge PID 92389

Award Date : 5/20/2015

Estimated Cost : \$128,191

Work : Preservation project

LOG-47-11.71 PID 90808

Award Date : 7/7/2014

Estimated Cost : \$271,377

Work : Resurface existing roadway

LOG-CR 21-1.00 PID 87081

Award Date : 3/1/2015

Estimated Cost : \$2,173,600

Work : Repair substructure and
superstructure and replace floor

Logan County Project Information 2014-2017

Fiscal Year 2016

**LOG-68/245-0.00/0.00
PID 88571**

Award Date : 7/1/2015
Estimated Cost : \$2,147,975
Work : Resurface the existing roadway

**LOG-CR VAR PM-FY16
PID 89485**

Award Date : 7/1/2015
Estimated Cost : \$136,400
Work : Add new pavement markings and upgrade existing

**LOG-33-21.50
PID 75946**

Award Date : 1/1/2016
Estimated Cost : \$2,286,727
Work : Joint repair and diamond grinding

Fiscal Year 2017

**LOG-235-22.00
PID 94673**

Award Date : 1/1/2017
Estimated Cost : \$363,275
Work : Replace concrete beam bridge



STAFF REPORT

FOR CONSIDERATION BY LUC REGIONAL PLANNING COMMISSION EXECUTIVE
COMMITTEE
April 11, 2013

JEROME VILLAGE GPN - 1 (GLACIER PARK NEIGHBORHOOD SECTION 1) PRELIMINARY PLAT

APPLICANT: Jerome Village Company LLC
ATTN: Gary Nuss
375 North Front Street, Suite 200
Columbus, OH 43215
Phone 614-857-2334
nussg@nationwide.com

Other Contacts:
Terrain Evolution
ATTN: Thom Ries & Justin Wollenberg
720 East Broad Street, Suite 203
Columbus, OH 43215
Phone 614-385-1085
tries@terrainevolution.com & jwollenberg@terrainevolution.com

REQUEST: Approval of the Jerome Village Glacier Park Neighborhood Section 1 Preliminary Plat in Jerome Township, Union County

LOCATION: Located on Wells Road, east of Bell Road and west of Jerome Road, in Jerome Township, Union County.

STAFF ANALYSIS: This Preliminary Plat is for the Jerome Village Glacier Park Neighborhood Section 1 (GPN 1). Jerome Village GPN 1 is proposed to have a total of 12.815 Acres with 14 lots. This section will contain 4.356 Acres of open space. The proposed method of supplying water is through the City of Marysville Public Water System and sanitary sewer service is through Jerome Village Collection and Marysville Treatment.



Logan-Union-Champaign regional planning commission

Director: Jenny R. Snapp

- **Union County Engineer's Office**
 - Per the attached review letter dated April 4, 2013, the Union County Engineer's Office recommends that the Preliminary Plat be approved with the condition that all comments outlined in the attached review are incorporated into the Construction Drawings and Final Plat. Specific comments for incorporation are below:
 - A number of technical items are outlined in the attached review for incorporation.
 - All comments regarding the Master Deed Declarations and Restrictions were commented on in previous Jerome Village pod submittals. The Master Deed Declaration and Restrictions will be required to match the previously approved pod language unless otherwise requested.
- **Union County Commissioners Office**
 - No comments from the Union County Commissioners as of April 5, 2013.
- **Union County Soil & Water Conservation District**
 - Comments incorporated with Union County Engineer comments above.
- **Union County Health Department**
 - No comments as of April 5, 2013. However, the Health Department has consistently provided the following comments:
 1. The Health Department recommends that all efforts be made to provide a point of connection (easements and/or service lines) to both water and sewer to any adjacent home, business, or other facility being serviced by private systems.
 2. Further, any home or business that is currently being serviced by a private sewage treatment system and ends up being within 200 feet of a sanitary sewer easement should be brought to the Health Department's attention.
- **City of Marysville**
 - Per the email attached dated April 4, 2013, the City of Marysville's only comment is for the developer to ensure that the proposed waterline located within GPN - 1 matches the previous conversations regarding the overall City Master Plan for this area.
- **Jerome Township**
 - No comments as of April 5, 2013.

9676 E. Foundry St, PO Box 219
East Liberty, Ohio 43319

• Phone: 937-666-3431 • Fax: 937-666-6203
• Email: luc-rpc@lucplanning.com • Web: www.lucplanning.com



Logan-Union-Champaign regional planning commission

Director: Jenny R. Snapp

- **ODOT District 6**
 - As of April 5, 2013, no comments from ODOT District 6.
- **Union Rural Electric/URE**
 - No comments as of April 5, 2013.
- **LUC Regional Planning Commission**
 - Confirmation of approval of conformance to Township zoning needs to be forwarded to LUC prior to Final Plat Approval. A letter from Jerome Township confirming that the subdivision conforms to Township zoning shall be submitted.
 - In accordance with the Union County Engineer's comments, a ditch petition will be required to be prepared and executed between the Developer and County prior to submittal of the final plat.
 - All bonds and/or letters of credit shall be submitted and approved prior to submittal of the final plat.

STAFF RECOMMENDATIONS:

- Staff recommends **APPROVAL** of the Jerome Village Glacier Park Neighborhood Section 1 Preliminary Plat with the condition that all comments from LUC and reviewing agencies must be incorporated into Construction Drawings and the Final Plat. The developer shall ensure that prior to Final Plat submittal, all requirements and items outlined in the Union County Subdivision Regulations are incorporated in the Final Plat *prior* to submittal.

ZONING & SUBDIVISION COMMITTEE RECOMMENDATIONS:

- The Zoning & Subdivision Committee recommended **APPROVAL** of the Jerome Village GPN - 1 Preliminary Plat with the condition that all comments from LUC and reviewing agencies must be incorporated into Construction Drawings and the Final Plat. The developer shall ensure that prior to Final Plat submittal, all requirements and items outlined in the Union County Subdivision Regulations are incorporated in the Final Plat *prior* to submittal.

9676 E. Foundry St, PO Box 219
East Liberty, Ohio 43319

• Phone: 937-666-3431 • Fax: 937-666-6203
• Email: luc-rpc@lucplanning.com • Web: www.lucplanning.com



Logan-Union-Champaign regional planning commission

Director: Jenny R. Snapp

STAFF REPORT

FOR CONSIDERATION BY LUC REGIONAL PLANNING COMMISSION EXECUTIVE
COMMITTEE
April 11, 2013

RESERVE AT NEW CALIFORNIA PRELIMINARY PLAT

APPLICANT: Homewood Corporation
ATTN: Jim Lipnos
2700 E. Dublin Granville Road
Columbus, OH 43054
Phone 614-898-7200
jlipnos@homewoodcorp.com

Other Contacts:
Civil & Environmental Consultants, Inc.
ATTN: Chris Lescody
8740 Orion Place, Suite 100
Columbus, OH 43240
Phone 614-540-6633
clescody@cecinc.com

REQUEST: Approval of the Reserve at New California Preliminary Plat in Jerome Township, Union County

LOCATION: Located on Industrial Parkway, west of Taylor Road, in Jerome Township, Union County.

STAFF ANALYSIS: This Preliminary Plat is for the Reserve at New California. The Reserve at New California is proposed to have a total of 108.315 Acres with 165 Single Family Residential Lots. The Reserve will contain 23.90 Acres (22%) of open space. The proposed method of supplying water and sewer services is through the City of Marysville Public Water & Treatment Systems. The Reserve at New California (Reserve at New California Woods) Preliminary Plat was originally approved in January of 2005.



Logan-Union-Champaign regional planning commission

Director: Jenny R. Snapp

However, the Preliminary Plat expired necessitating a re-submittal.

- **Union County Engineer's Office**
 - Per the attached review letter dated April 4, 2013, the Union County Engineer's Office recommends that the Preliminary Plat be approved with the condition that all comments outlined in the attached review are incorporated into the Construction Drawings and Final Plat. Specific comments for incorporation are below:
 - A number of technical items are outlined in the attached review for incorporation.
 - The design review process will be required as the Plat expired in 2007.
- **Union County Commissioners Office**
 - No comments from the Union County Commissioners as of April 5, 2013.
- **Union County Soil & Water Conservation District**
 - Comments incorporated with Union County Engineer comments above.
- **Union County Health Department**
 - No comments as of April 5, 2013. However, the Health Department has consistently provided the following comments:
 1. The Health Department recommends that all efforts be made to provide a point of connection (easements and/or service lines) to both water and sewer to any adjacent home, business, or other facility being serviced by private systems.
 2. Further, any home or business that is currently being serviced by a private sewage treatment system and ends up being within 200 feet of a sanitary sewer easement should be brought to the Health Department's attention.
- **City of Marysville**
 - Per the email attached dated April 4, 2013, the City of Marysville has a number of technical comments for incorporation. In addition, access to sanitary sewer must be provided to all adjacent properties.
- **Jerome Township**
 - No comments as of April 5, 2013.
- **ODOT District 6**
 - As of April 5, 2013, no comments from ODOT District 6.
- **Union Rural Electric/URE**
 - No comments as of April 5, 2013.

9676 E. Foundry St, PO Box 219
East Liberty, Ohio 43319

• Phone: 937-666-3431 • Fax: 937-666-6203
• Email: luc-rpc@lucplanning.com • Web: www.lucplanning.com



Logan-Union-Champaign regional planning commission

Director: Jenny R. Snapp

- **LUC Regional Planning Commission**

- Confirmation of approval of conformance to Township zoning needs to be forwarded to LUC prior to Final Plat Approval. A letter from Jerome Township confirming that the subdivision conforms to Township zoning shall be submitted.
- All bonds and/or letters of credit shall be submitted and approved prior to submittal of the final plat. In addition, a ditch petition shall be executed prior to submittal of the final plat.

STAFF RECOMMENDATIONS:

- Staff recommends **APPROVAL** of the Reserve at New California Preliminary Plat with the condition that all comments from LUC and reviewing agencies must be incorporated into Construction Drawings and the Final Plat. The developer shall ensure that prior to Final Plat submittal, all requirements and items outlined in the Union County Subdivision Regulations are incorporated in the Final Plat *prior* to submittal.

ZONING & SUBDIVISION COMMITTEE RECOMMENDATIONS:

- The Zoning & Subdivision Committee recommended **APPROVAL** of the Reserve at New California Preliminary Plat with the condition that all comments from LUC and reviewing agencies must be incorporated into Construction Drawings and the Final Plat. The developer shall ensure that prior to the Final Plat submittal, all requirements and items outlined in the Union County Subdivision Regulations are incorporated in the Final Plat *prior* to submittal.

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STAFF REPORT

FOR CONSIDERATION BY LUC REGIONAL PLANNING COMMISSION EXECUTIVE
COMMITTEE
April 11, 2013

WATERFORD ESTATES – 10.761 ACRES – ZONING AMENDMENT

- APPLICANT:** Mr. Richard Clemens
6710 Little Sugarcreek Rd.
Dayton, Ohio 45440
937-545-3232
- REQUEST:** Request to re-zone parcel 1700260190000 from U-1 Rural Undeveloped District to PUD Planned Unit Development District.
Total Acreage – 10.761 Acres
Acreage to be Re-Zoned – 10.761 Acres
Currently Zoned: U-1 Rural Undeveloped District
Current Use: Single Family Home (remainder agriculture/undeveloped)
Proposed Zoning: PUD Planned Unit Development District
Proposed Use: Waterford Estates Subdivision, with a proposed maximum of 10 single family lots, with a minimum lot size of 0.60 acres. The proposed development would also contain 2.15 acres of open space. The maximum density is proposed to be 0.93 dwelling units per acre.
- LOCATION:** 8376 Mitchell Dewitt Road
Plain City, Ohio 43067
- STAFF ANALYSIS:** The applicant is applying to re-zone parcel 1700260190000 from U-1 Rural Undeveloped District to PUD Planned Unit Development for the purposes of subdividing the parcel in a project to be called Waterford Estates. The parcel is adjacent to the Woods of Labrador Subdivision to the North and West. The proposed Waterford Estates Subdivision will contain a maximum of 10 single family lots with a minimum size of 0.60 acres. The subdivision will also contain 2.15 acres of common open space. The open space will include a water quality feature, entry feature, as well as an extension of 8 foot wide recreation trail along Mitchell Dewitt Road. The majority of the



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common open space (1.7 acres) includes existing wooded areas on the west side of the parcel.

The proposed PUD development standards and text appear to meet the requirements as outlined in Article VI-A of the Jerome Township Zoning Resolution. Staff feels that the PUD classification would be an appropriate designation on this piece of land, as it abuts another residential planned unit development. The development plan and text provided appear to be well within the guidelines established by the Jerome Township Zoning Resolution Section 602 (1)(a.). The proposed density of 0.93 dwelling units per acre is well below 1.75 dwelling units per gross acre set forth as a standard. Further, the proposed density is lower than that of the adjacent Woods of Labrador subdivision. The proposed Waterford Estates will generally have larger lot sizes than the Woods of Labrador. The development plan meets the requirement of a minimum of 20% open space (Jerome Township Zoning Resolution Section 604 (3)(g)). The open space will protect existing wooded areas on the west side of the property. Additional open space will include an asphalt recreation trail near the front of the property that runs along Mitchell Dewitt Road, and would be envisioned to extend west to connect to the Woods of Labrador, provided the necessary easements can be obtained.

Jerome Township has raised some concerns that the proposed development plan may not fit with the vision of their adopted comprehensive plan. The Jerome Township Comprehensive Plan calls for this area along Mitchell Dewitt Road to be developed as a Residential Conservation District. The comprehensive plan states that development in this area should have a density of between 1 and 2 dwelling units per gross acre. Further it states that the amount of open space in a conservation development should not be less than 40% of the gross acreage of the property being developed.

Staff feels that it is important to remember that the comprehensive plan should serve as a GUIDELINE for future development. In this instance the proposal for the property to be re-zoned may not meet the exact standards for development as set forth in the comprehensive plan, but staff feels that the development proposal does capture the intent of comprehensive plan. The applicant has shown in their development plan that they will be protecting existing natural features through their use of open space on the site (pg. 6-8 Jerome Township Comprehensive Plan). The proposed density of dwelling units per acre in the proposed development (0.93) is very near the recommended densities in the Residential Conservation

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Director: Jenny R. Snapp

District as recommended by the Jerome Township Comprehensive Plan.

Further, the Jerome Township Comprehensive Plan states that the area's best suited for conservation development are large parcels of land with significant natural features and/or environmental constraints. The Comprehensive Plan goes on to state that conservation developments are to help preserve characteristics that are important to maintaining the rural character of the area. While this site clearly is not large tract of land with a large number of natural features or constraints, staff feels that applicant has kept within the spirit of the comprehensive plan by incorporating existing natural features on the site into their open space requirement, and using slightly larger lot sizes. Staff feels given the site location in relationship to other development, this is an appropriate use of the land.

STAFF RECOMMENDATIONS:

Staff recommends **APPROVAL** of the re-zoning of parcel 1700260190000 from U-1 Rural Undeveloped to PUD Planned Unit Development in accordance with the staff review above.

ZONING & SUBDIVISION COMMITTEE RECOMMENDATIONS:

The LUC Zoning & Subdivision Committee recommended **APPROVAL** of the re-zoning of parcel 1700260190000 from U-1 Rural Undeveloped to PUD Planned Unit Development with the recommendation that the developer address the following issues in the design and platting process of the development:

- While the proposed location of the drive on the current design appears it will meet Union County Access Management Standards, there is potential for future access problems along Mitchell Dewitt should the parcel adjacent to the east ever develop. The developer should consider alternative locations for the entrance and/or potential for stub streets or other options to allow access to the adjacent parcel to the east in the future.
- The developer should consider adding a "no disturb" clause to the deeds and covenants for the development to ensure that the existing trees are preserved after the sale of lots to owners.

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- The developer should review their proposed Design Standards and Additional Restrictions and Covenants to ensure that what they are requiring is consistent with their proposed construction methods and materials.



STAFF REPORT

FOR CONSIDERATION BY LUC REGIONAL PLANNING COMMISSION EXECUTIVE
COMMITTEE
April 11, 2013

MILLCREEK TOWNSHIP (UNION CO.) ZONING AMENDMENT – ZONING TEXT AMENDMENTS ARTICLE XI – SIGNS AND ADVERTISING

APPLICANT: Millcreek Township Zoning Commission

REQUEST: Review of proposed zoning text amendments to Article XI Signs and Advertising. The Zoning Commission has also asked LUC staff to provide some samples of zoning language for billboards and digital signs for future consideration.

BACKGROUND: The Millcreek Zoning Commission has made few changes to Article XI Signs and Advertising to clarify purpose and intent, and make the regulations more enforceable for the zoning inspector

STAFF ANALYSIS:

- **Section 11001 Signs and Advertising – Purpose**
 - ❖ A. Encourage creative and well-designed signs that contribute in a positive way to the Township's visual environment, express local character, and help develop a distinctive image for the Township. ~~Predictable and mediocre signs are discouraged.~~ **Quality and well-maintained signs are encouraged.**
 - Staff has no issues with this change.
- **Section 11020 – Signs and Advertising – Sign Permits**
 - ❖ A. Sign permits required. To ensure compliance with the regulations of this Article, a Sign Permit shall be required in order to apply, erect, move, alter, reconstruct, or repair any permanent or temporary sign, except signs that are exempt from permits in compliance with ~~section 8016~~ this article.



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Additional permits may be required through the Building Department.

- Staff has no issues with this change

❖ D. Criteria for approval. The Zoning Administrator may approve a sign permit, if the proposed sign meets the requirements of this Chapter. **If and when a Township Architectural Review Board is established, the board shall ensure the sign is compliant with the following criteria:**

1. Is in compliance with the Sign Design Guidelines;
2. Would not interfere with pedestrian or vehicular safety;
3. Would not detract from the character of a historic or architecturally significant structure;
4. Would not be located so as to have a negative impact on adjacent property;
5. Would not detract from the pedestrian quality of street or area; and
6. Would not add to an over proliferation of signs on a particular property or area.

~~Modification of Standards. Modifications to the requirements of this section may be requested in compliance with Article IV.~~

- Staff has no issues with this change. This change is being made to take qualitative “judgment” calls out of the zoning administrator’s hands.

○ Section 11030 Sign Standards for Residential Districts

- Staff has no issues with the changes to the sign standards for residential districts.

○ Section 11040 General Requirements

❖ C. Illumination of Signs #1. External light sources shall be **dark sky compliant, including** directed downward ~~and~~ or shielded to limit direct illumination of any object other than the sign;

- Staff suggests adding a definition of “Dark Sky Compliant” to definitions section of the Millcreek Township Zoning Resolution. Staff has found that that there is no standard definition of dark sky compliant, so the

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East Liberty, Ohio 43319

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township may wish specify what they mean by this in a definition.

- ❖ D. Colors – Simple combinations of no more than three (3) colors may be used on the sign face, and must be harmonious with each other and the surroundings. ~~Black and White shall be considered colors.~~
 - Staff has no issues with this change.
- Section 11050 – Standards for Specific Types of Signs
 - ❖ G. Cantilever Signs # 1 Location – The sign may be located along any site frontage adjoining a public street, **at least five (5) feet outside of any public road right-of-way.**
 - Staff has no concerns regarding this change.
- Section 11200 – Prohibited Signs
 - ❖ A. No display signs except those exempted ~~in Section 11016~~ **herein**, park/recreation sign, church sign, public/private school sign, comprehensive subdivision type signage, and temporary signs shall be permitted in any residential district, excluding parcels occupied by commercial uses in Planned or conditional uses permitted in a residential district.
 - ❖ G. Portable changeable copy signs except as noted ~~in Section 10005 (a) (4) (c)~~ **herein.**
 - ❖ I. Billboards and all off-premises signs except for church, institutional, directional signs and event signs provided for ~~in Sections 10014 of 10016~~ **herein.**
 - ❖ J. **Any sign blocking visual sight distance from any vehicular intersection, whether public or privately maintained.** Any sign not included under the types of signs permitted in any district regulations or in this section.
 - Staff has no issues with the changes to Section 11200

STAFF RECOMMENDATIONS:

- Staff recommends **APPROVAL** of the proposed zoning text amendments to Article XI Signs & Advertising of the Millcreek Township Zoning Resolution based on the above analysis. Staff will

9676 E. Foundry St, PO Box 219
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provided examples of language regarding Billboards and digital signs in the correspondence to Millcreek Township.

ZONING & SUBDIVISION COMMITTEE RECOMMENDATIONS:

The LUC Zoning & Subdivision Committee recommended **APPROVAL** of the proposed zoning text amendments to the Millcreek Township Zoning Resolution in accordance with the staff review above and the following additional comments:

- **Section 11020, D.** – The committee recommends removing the words “*if and when*” from this section. The committee felt that this was inappropriate, as there either is such a board, or there is not.
- **Section 11200, J.** – The committee recommends that township clarify what the “*visual sight distance*” is that that they are referencing in this section. If the township wishes to use the county standard, that should be referenced here.



STAFF REPORT

FOR CONSIDERATION BY LUC REGIONAL PLANNING COMMISSION EXECUTIVE
COMMITTEE
April 11th, 2013

SALEM TOWNSHIP TEXT AMENDMENT – CHANGES TO OFFICIAL SCHEDULE OF DISTRICT REGULATIONS

- APPLICANT:** Salem Township Zoning Board
- REQUEST:** Review of various Zoning Text Amendments the *Salem Township Zoning Resolution* including the addition of language for group care facilities and associated definitions.
- STAFF ANALYSIS:** LUC Staff attended a meeting of the Salem Township Zoning Commission meeting in March. The Zoning Inspector spoke to the Zoning Commission regarding some current issues he is experiencing, as well as some areas he felt might cause problems in the future. As a result of the meeting, the Zoning Commission proposed several changes to their Official Schedule of District Regulations and voted to send them to the LUC Executive Committee for a formal recommendation.
- **Official Schedule of District Regulations**
 - Animal Husbandry added as conditional use in all zoning districts (only applies in platted subdivisions or in areas of 15 or more contiguous lots approved under subdivision law in accordance with ORC 519.21 (B)(1-3))
 - Salem Township already has this in their R-2 district. However, many of their subdivisions are in R-1 and other districts, and they are seeing an increase in animal husbandry activities in these areas, which causes concern for potential projects. The township wishes to add this clause to all districts to clarify the authority over animal husbandry where allowed by Ohio Revised Code.



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- Staff has no concerns regarding this addition.
- Removal of Heavy Manufacturing and Junk Storage/Sales as conditional use in the U-1 Rural Undeveloped District for compatibility purposes.
 - Staff sees no issue with this.
- Addition of Light Manufacturing & related offices, Junk Yard, and Junk Storage/Sales as permitted uses in the M-2 Heavy Manufacturing District for compatibility purposes.
 - Staff has no concerns regarding this.

The amendments proposed above have also been sent to the Champaign County Prosecutor's Office for review and comment.

STAFF RECOMMENDATIONS:

- ✓ Given that LUC Staff attended the Zoning Commission meeting and discussed these proposed changes with the township in advance of their submittal, staff recommends that the Salem Township Zoning Text Amendments be **approved** with the following recommendations for consideration:
 - The Township should consider any recommendations made by the Champaign County Prosecutor's Office regarding the proposed zoning text amendments.

ZONING & SUBDIVISION COMMITTEE RECOMMENDATIONS:

The LUC Zoning & Subdivision Committee recommended **APPROVAL** of the proposed changes to the Salem Township Official Schedule of District Regulations in accordance with the staff review and comments above.



Director's Report – April 11, 2013

Jenny's Activities:

Meetings, Miscellaneous & Projects

March 14	Darby Township Zoning Commission Meeting re: Zoning Amendments
March 15	ODOT Rural Planning Grant Due
April 1	Met with Joe Clase re: Zoning Amendments
April 4	Jerome Village GPN - 3 Sketch Review
April 4	Darby Township Zoning Commission Meeting
April 9	LUC Zoning & Subdivision Committee
April 11	LUC Executive Committee Meeting

Ongoing Projects

Subdivision Regulations Update
Upper Scioto Watershed Balanced Growth Plan Steering Committee - DRAFT Plan Available!
Logan County Ag. Council Committee
Logan County/Ohio Hi-Point JVS Local Foods/Farm to School Plan through OSU Center for Farmland Policy Innovation
LUC Goal Development w/ LUC President Brad Bodenmiller
LUC Building Planning
Rural Planning Grant with ODOT - Were AWARDED this grant
Darby Township (Union County) Zoning Amendments
Jackson Township (Champaign County) Zoning
Logan County EMA Natural Hazard Mitigation Plan Committee
Central Ohio Planning & Zoning Workshop
March 15 - Sinus Surgery at OSU

Heather's Activities:

Meetings, Miscellaneous & Projects

April 9	LUC Zoning & Sub Meeting
April 11	LUC Executive Committee Meeting
Ongoing	Placed Executive Committee meeting documents on the web for past meetings, 2008 - present
Ongoing	Scanning documents to store on-line



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Wes' Activities:

Miscellaneous

Mar. 15	Attended Union County Chamber Ag Economic Development Meeting
Mar. 18	Attended meeting at Union County Engineer's Office regarding The Reserve at New California Subdivision Attended Jackson Township (Champaign County) Trustees Meeting
	Champaign County FY2013 1 st Public Hearing
Mar. 21	Held Union County FY2013 CDBG 1 st Public Hearing
Mar. 27	Attended Salem Township Zoning Commission Meeting
Apr. 1	Attended Jackson Township (Champaign County) Trustees Meeting
Apr. 9	LUC Zoning & Subdivision Committee
Apr. 11	Attended mandatory CDBG Training from the Ohio Developmental Services Agency

Ongoing Projects

CDBG	Champaign County Allocation - \$100,000. Must include at least one project from the City of Urbana this year. Union County Allocation - \$75,000
GIS	Exploration of ArcGIS Online Services for online mapping on LUC Planning Website; Utility Maps for Village of North Lewisburg
Comp Plans	Union County Update –Approved By the Union County Commissioners. Available on LUC Website.
Zoning Updates	Salem Township
Other	Logan County Ag. Council Committee Union County Local Foods Union County Trail Planning Committee Union County GIS Task Force ODOT Rural Planning Grant RFP – LUC Accepted to participate

9676 E. Foundry St, PO Box 219
East Liberty, Ohio 43319

• Phone: 937-666-3431 • Fax: 937-666-6203

• Email: luc-rpc@lucplanning.com • Web: www.lucplanning.com



Executive Committee Meeting Minutes
Thursday, April 11, 2013

LUC President Brad Bodenmiller called the meeting to order at 1:22 pm.

Roll Call – Jenny Snapp

Members present: John Bayliss, Brad Bodenmiller, Kevin Bruce, Robb Cummins, Jeremy Hoyt for Greg DeLong, Ves DuPree, David Faulkner, Kevin Gregory, Charles Hall, Paul Hammersmith, Steve McCall, Doug Miller, Lonnie Cain for Matt Parrill, Jenny Snapp, Jeff Stauch, Ben Vollrath, and Andy Yoder.

Members absent: Tracy Allen, Tim Cassady, Scott Coleman, Bill Edwards, Jim Holycross, Valerie Klingman, Barry Moffett, Jeremy Nash, Tim Notestine, Ryan Shoffstall, and George Showalter.

Guests present: Rick Clemens, Clemens Developing; Judy Christian, York Township; Bill Narducci, Union County Engineer's Office; Thom Ries, Terrain Evolution; Heather Martin of LUC Regional Planning Commission.

Minutes – John Bayliss made the first motion to approve the minutes from the March 14, 2013 meeting as written. Steve McCall made the second motion to approve the minutes from the March 14, 2013 meeting as written. All in favor.

Financial Report – Andy Yoder presented the Financial Report for March. Paul Hammersmith made the first motion to accept the Financial Report. Doug Miller made the second motion to accept the Financial Report. All in favor.

ODOT Reports – ODOT6 and ODOT7 reports were placed on the web. Lonnie reported on District 7 activities.

New Business:

1. Review of Jerome Village GPN-1 Preliminary Plat (Union County) - Staff Report by Jenny Snapp
 - o Steve McCall made the first motion to accept the recommendation of approval with comments from reviewing agencies for the Jerome Village GPN-1 Preliminary Plat and Jeff Stauch made the second motion to accept the recommendation of approval with comments from reviewing agencies for the Jerome Village GPN-1 Preliminary Plat. All in favor.
2. Review of Reserve at New California Preliminary Plat (Union County) – Staff Report by Jenny Snapp
 - o Doug Miller made the first motion to accept the recommendation of approval for the Reserve at New California Preliminary Plat with



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comments from reviewing agencies and John Bayliss made the second motion to accept the recommendation of approval with comments from reviewing agencies for the Reserve at New California Preliminary Plat. All in favor.

3. Review of Parcel Amendment , Jerome Township (Union County) - Rezoning of 10.7 Acres located at 8376 Mitchell Dewitt Road from U-1 Rural Undeveloped to PUD Planned Unit Development – Staff Report by Wes Dodds
 - o Kevin Gregory made the first motion to accept the recommendation of approval for the Jerome Township Rezoning of 10.7 Acres located at 8376 Mitchell Dewitt Road from U-1 Rural Undeveloped to PUD Planned Unit Development and Jeff Stauch made the second motion to accept the recommendation of approval for the Jerome Township Rezoning of 10.7 Acres located at 8376 Mitchell Dewitt Road from U-1 Rural Undeveloped to PUD Planned Unit Development. All in favor with Paul Hammersmith voting No.
4. Review of Text Amendment, Millcreek Township (Union County) - Review of Article XI Signs– Staff Report by Wes Dodds
 - o Paul Hammersmith made the first motion to accept the recommendation of approval for the Millcreek Township Review of Article XI Signs and Charles Hall made the second motion to accept the recommendation of approval for the Millcreek Township Review of Article XI Signs. All in favor.
5. Review of Text Amendment, Salem Township (Champaign County) – Review of Official Schedule of District Regulations – Staff Report by Wes Dodds
 - o Steve McCall made the first motion to accept the recommendation of approval for the Salem Township Review of Official Schedule of District Regulations and Dave Faulkner made the second motion to accept the recommendation of approval for the Salem Township Review of Official Schedule of District Regulations. All in favor.

Director's Report

Comments from Individuals

- o Brad reported that there would be a Building Committee Recommendation in May or June.
- o Jenny reported that Jason Dagger of EverPower would be speaking at the June meeting.

Adjourn – Steve McCall made the first motion to adjourn the LUC Executive Committee Meeting at 1:45 pm, and David Faulkner seconded the motion. All in favor.

9676 E. Foundry St, PO Box 219
East Liberty, Ohio 43319

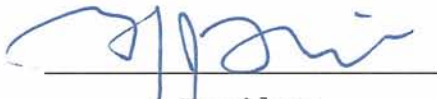
• Phone: 937-666-3431 • Fax: 937-666-6203
• Email: luc-rpc@lucplanning.com • Web: www.lucplanning.com



Logan-Union-Champaign regional planning commission

Director: Jenny R. Snapp

Next Scheduled Meeting: Thursday, May 9, 2013, 1:15 pm at the LUC Office in East Liberty.



President
Bradley J. Bodemiller



Secretary