



Executive Committee Meeting Agenda
Thursday, February 14, 2013 - 1:15 p.m.

Call to Order – Brad Bodenmiller, President

Roll Call

Action on Minutes of January 10, 2013 – Executive Committee

Financial Report January – Andy Yoder, Treasurer

ODOT Reports

New Business:

1. Review of Jerome Village GPN-2 Preliminary Plat in Jerome Township, Union County - Staff Report by Wes Dodds
2. Review of Jackson Township (Champaign County) Zoning Parcel Amendment of Parcel # E11-05-10-36-00-006-01 of 8 Acres owned by the Village of Christiansburg from R-1 Low Density Residential to U1 Rural Undeveloped. The proposed use is for the Village of Christiansburg's new Wastewater Treatment Plant - Staff Report by Jenny Snapp
3. Informal Review of Memorandum of Understanding between the Champaign County Soil & Water Conservation District and Jackson Township (Champaign County) for drainage inspections - Staff Report by Jenny Snapp
4. Appointment of LUC Building Committee - Brad Bodenmiller, President
5. 2013 Membership Assessments - Jenny Snapp
6. Future Grant Application for ODOT Rural Planning Organizations - Jenny Snapp

Director's Report

Comments from Individuals

Adjourn

**LUC REGIONAL PLANNING COMMISSION TREASURER'S REPORT
2013**

BEGINNING BALANCE ON January 1, 2013 \$ 262,211.68

RECEIPTS

Adams Twp., Champaign Co.	2013 Membership Assessment	\$ 716.30
Allen Twp., Union Co.	2013 Membership Assessment	\$ 1,483.30
Bokascreek Twp., Logan Co.	2013 Membership Assessment	\$ 487.50
Champaign County Commissioners	2013 Membership Assessment	\$ 15,918.00
City of Bellefontaine (Logan Co.)	2013 Membership Assessment	\$ 5,994.90
City of Dublin	2013 Membership Assessment	\$ 5,000.00
City of Marysville (Union Co.)	2013 Membership Assessment	\$ 10,029.60
Claibourne Twp., Union Co.	2013 Membership Assessment	\$ 845.65
Darby Twp., Union Co.	2013 Membership Assessment	\$ 1,188.20
Dover Twp., Union Co.	2013 Membership Assessment	\$ 1,415.70
Goshen Twp., Champaign Co.	2013 Membership Assessment	\$ 1,324.05
Harrison Twp., Logan Co.	2013 Membership Assessment	\$ 1,056.90
Harrison Twp., Champaign Co.	2013 Membership Assessment	\$ 601.25
Jackson Twp., Champaign Co.	2013 Membership Assessment	\$ 1,228.50
Jerome Twp., Union Co.	2013 Membership Assessment	\$ 2,850.25
Johnson Twp., Champaign Co.	2013 Membership Assessment	\$ 1,051.70
Lake Twp., Logan Co.	2013 Membership Assessment	\$ 487.50
Leesburg Twp., Union Co.	2013 Membership Assessment	\$ 750.10
Liberty Twp., Logan Co.	2013 Membership Assessment	\$ 803.40
Liberty Twp., Union Co.	2013 Membership Assessment	\$ 1,277.90
Logan County Commissioners	2013 Membership Assessment	\$ 36,550.40
Mad River Twp., Champaign Co.	2013 Membership Assessment	\$ 1,820.00
Miami Twp., Logan Co.	2013 Membership Assessment	\$ 487.50
Millcreek Twp., Union Co.	2013 Membership Assessment	\$ 851.50
Monroe Twp., Logan Co.	2013 Membership Assessment	\$ 1,013.35
Paris Twp., Union Co.	2013 Membership Assessment	\$ 1,029.60
Perry Twp., Logan Co.	2013 Membership Assessment	\$ 624.65
Pleasant Twp., Logan Co.	2013 Membership Assessment	\$ 595.40
Rush Twp., Champaign Co.	2013 Membership Assessment	\$ 527.80
Salem Twp., Champaign Co.	2013 Membership Assessment	\$ 1,535.30
Taylor Twp., Union Co.	2013 Membership Assessment	\$ 1,023.10
Union County Engineer	2013 Membership Assessment	\$ 21,105.60
Union County Commissioners	2013 Membership Assessment	\$ 21,105.60
Union Twp., Logan Co.	2013 Membership Assessment	\$ 530.40
Union Twp., Union Co.	2013 Membership Assessment	\$ 636.35
Urbana Twp., Champaign Co.	2013 Membership Assessment	\$ 2,037.75
Village of DeGraff (Logan Co.)	2013 Membership Assessment	\$ 832.65
Village of Huntsville (Logan Co.)	2013 Membership Assessment	\$ 487.50
Village of Lakeview (Logan Co.)	2013 Membership Assessment	\$ 693.55
Village of Millford Center (Union Co.)	2013 Membership Assessment	\$ 520.00
Village of North Lewisburg (Champ. Co.)	2013 Membership Assessment	\$ 960.70
Village of Quincy (Logan Co.)	2013 Membership Assessment	\$ 487.50
Village of Russells Point (Logan Co.)	2013 Membership Assessment	\$ 900.90
Village of St. Paris (Champaign Co.)	2013 Membership Assessment	\$ 1,348.10
Village of Valley HI (Logan Co.)	2013 Membership Assessment	\$ 137.15
Village of West Liberty (Logan Co.)	2013 Membership Assessment	\$ 1,168.70
Village of West Mansfield (Logan Co.)	2013 Membership Assessment	\$ 487.50
Wayne Twp., Champaign Co.	2013 Membership Assessment	\$ 1,166.75
Washington Twp., Union Co.	2013 Membership Assessment	\$ 540.80
York Twp., Union Co.	2013 Membership Assessment	\$ 874.25
Washington Twp., Logan Co.	2013 Membership Assessment	\$ 1,435.20
WC Jerome, LLC	Woodbine II Preliminary Plat	\$ 3,250.00
Terrain Evolution	GPN-2 Preliminary Plat	\$ 6,950.00
Union County	Interest for 12/12	\$ 341.63
Staples	Rebate for Paper purchase	\$ 38.00
TOTAL RECEIPTS		\$ 168,605.88

TOTAL CASH ON HAND \$ 430,817.56

EXPENDITURES

Employee Salaries	2 Pay Periods	\$ 10,667.52
Medicare	2 Pay Periods	\$ 151.22
Dental Insurance	Dental Insurance	\$ 73.25
CEBCO/Anthem Life	Life Insurance	\$ 3.26
PERS	Dec '12	\$ 1,486.02
Time Warner	Internet/Phone Service	\$ 277.47
Verizon	Cell Phone (2 Months)	\$ 280.20
Dayton Power & Light	Electric	\$ 371.00
Staples	Office Supplies	\$ 83.23
The Ohio State University	Farmland Preservation Summit - W. Dodds	\$ 50.00
CCAO	Co. Planning Director's Assoc. Annual Dues	\$ 85.00
Jenny Snapp	Mileage - December 2012	\$ 91.00
Weston Dodds	Mileage - December 2012	\$ 216.00
Heather Martin	Mileage - December 2012	\$ 29.00
		\$ 13,864.17

Bldg.

Lowe's	Statement 1/2/13	\$ 128.64
Tiffany R. Epps	Office Cleaning	\$ 60.00
		\$ 188.64

TOTAL EXPENDITURES \$ 14,052.81

BALANCE ON HAND AS OF January 31, 2013 \$ 416,764.75

Respectfully Submitted,



2013 Budget Summary

As of 2/4/2013

990	REVENUES:	Estimated	To Date	CashBalance
990-2-1	Membership Contributions	\$ 173,578.00	\$ 158,026.25	\$ 15,551.75
990-2-2	Service & Projects	\$ -	\$ -	\$ -
990-2-3	Subdivision Plats	\$ 7,600.00	\$ 10,200.00	\$ (2,600.00)
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	\$ -	\$ 34,700.00
990-7	Interest	\$ 3,000.00	\$ 341.63	\$ 2,658.37
990-8-1	Other Revenue	\$ -	\$ -	\$ -
990-8-2	Rebates	\$ -	\$ 38.00	\$ (38.00)
Estimated Total Revenue		\$ 226,928.00	\$ 168,605.88	\$ 58,322.12

990	EXPENDITURES:	Estimated	To Date	%
990-1	Salaries & Wages	\$ 145,000.00	\$ 10,667.52	7%
990-2	Supplies	\$ 5,000.00	\$ 83.23	2%
990-3-1	Utilities	\$ 13,000.00	\$ 928.67	7%
990-3-2	Professional Development	\$ 2,554.00	\$ 135.00	5%
990-3-4	Building Fund	\$ 4,000.00	\$ 188.64	5%
990-3-6	Annual Meeting	\$ 3,000.00	\$ -	0%
990-4	Equipment	\$ 1,620.00	\$ -	0%
990-5-1	Other Expenses	\$ 5,000.00	\$ -	0%
990-5-2	Travel	\$ 7,500.00	\$ 336.00	4%
990-10-1	PERS	\$ 20,300.00	\$ 1,486.02	7%
990-10-2	Workers Compensation	\$ 2,643.00	\$ -	0%
990-10-3	Medicare	\$ 2,103.00	\$ 151.22	7%
990-10-4	Hospital / Life Insurance	\$ 7,000.00	\$ -	0%
990-10-5	Contingencies	\$ 5,800.00	\$ -	0%
990-10-6	Dental Insurance	\$ 879.00	\$ 73.25	8%
990-10-7	Life Insurance	\$ 40.00	\$ 3.26	8%
Estimated Total Expenditures		\$ 225,439.00	\$ 14,052.81	6%

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	\$ 168,605.88
Difference (+/Under)	\$ (58,322.12)
Estimated Total Expenditures	\$ 224,346.00
Actual 2013 Expenditures	\$ 14,052.81
Difference (+/Under)	\$210,293.19

LUC MEETING
February 14, 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.

☐Projects Awarded During Month of January

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: Project awarded.

☐Upcoming Projects Scheduled for Sale Through February/March

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: to be determined

Amount: \$1,384,000 (estimated)

Project Status: Scheduled for 02/14/2013 letting.

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: to be determined

Amount: \$279,405 (estimated)

Project Status: Scheduled for 03/14/2013 letting.

☐ALL PROJECT INFORMATION CURRENT AS OF February 13, 2013.



STAFF REPORT

FOR CONSIDERATION BY LUC REGIONAL PLANNING COMMISSION EXECUTIVE
COMMITTEE
February 14, 2013

JEROME VILLAGE GLACIER PARK NEIGHBORHOOD SECTION 2 PRELIMINARY PLAT

APPLICANT: Jerome Village Company LLC Gary Nuss
375 North Front Street 375 North Front Street
Columbus, OH 43215 Columbus, OH 43215
614-857-2334 614-857-2334

Other Contacts:
Terrain Evolution
ATTN: Justin Wollenberg
720 East Broad Street, Suite 203
Columbus, OH 43215

REQUEST: Approval of the Jerome Village Glacier Park Neighborhood Section 2
Preliminary Plat in Jerome Township, Union County

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

STAFF ANALYSIS: This Preliminary Plat is for the Jerome Village Glacier Park Neighborhood
Section 2 (GPN 2). Jerome Village GPN 2 is proposed to have a total of
77.275 Acres and 131 lots. This section will contain 22.020 acres of open
space. The proposed method of supplying water and sanitary sewer
service is through the City of Marysville.



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- **Union County Engineer's Office**
 - Per the attached review letter dated February 7, 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:
 - The Zoning Revision required for this property is not yet complete. This must be done prior to final plat submittal.
 - Variances: Both variances on the title sheet have been approved.
 - Revise the waterline location to remove it from being under the sidewalk.
 - No open cut installation will be allowed for any utility construction. All crossings shown under existing roadways will be required to be jack and bored or directional drilled.
 - Check horizontal clearance on all utilities, and maintain a minimum of 10' horizontal clearance. There appear to be several instances where this is not met.
 - Maintain all sanitary manholes a minimum of 5' from the right of way.
 - Indicate the location of all sidewalks, as well as handicap ramp crossings at intersections.
 - Label 100 year and normal water service elevations for all retention areas, and 100 year elevations for detention areas.
 - Based on the proximity of the basins to Wells Road, we will require guardrail to be installed on Wells Road over the length of these basins to prevent encroachment.
 - Indicate design and posted speeds.
 - Include signage plan for roadway network.
 - With the exception of stop condition vertical curves at intersections, the minimum length of all vertical curves shall be 50'. The vertical curve at Station 11+54 on Hawthorne Drive does not meet this requirement. Based on ODOT Standards, this

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vertical curve can be completely removed, as it does not meet the minimum grade change required.

- Update flood routing plan to show routing break points on roadways.
 - Detail all flooding swales, including 100 year water surface elevation, ensuring at least 1' of freeboard between the 100 year water surface and the limits of the drainage easement.
 - A more detailed drainage analysis will be conducted during final plan review.
 - Include finished grade (FG) elevations on all buildings, and possible walkout locations and elevations.
 - Show water and storm profiles
 - Confirm sight distance on Hyland – Croy Road and Brandywine Drive, as well as Ryan Parkway and Hawthorne Drive.
 - Ditch Petition will need to be prepared and executed between Developer and County prior to approval of Final Plat.
 - Provide detailed construction drawings to private utility providers.
- **Union County Commissioners Office**
 - Per email dated February 8, 2013, comments have been addressed by the Union County Engineer's Office and there are no objections to the Jerome Village GPN 2 Preliminary Plat.
 - **Union County Soil & Water Conservation District**
 - Comments incorporated with Union County Engineer comments above.
 - **Union County Health Department**
 - Per email dated February 7, 2013, 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.
 - The email further goes on to state that 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

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easement should be brought to the Health Department's attention.

- **City of Marysville**

- Per the letter attached dated February 8, 2013, the City of Marysville has the following comments regarding the Jerome Village GPN 2 Preliminary Plat:
 - ✓ Due to potential future maintenance issues, please revise the waterline location horizontally with respect to the proposed concrete sidewalk.
 - ✓ The water curb box location shall be revised to be generally located one (1) foot behind the sidewalk for all services. Please note, this will be required on all future phases of this project.
 - ✓ Please review the location of all main line valves to ensure this infrastructure is not located within the curb and gutter.
 - ✓ Due to lack of a "hot tap" connection, all notes pertaining to night-time connections are not applicable and shall be removed.
 - ✓ Detailed sanitary sewer sizing calculations will be required during the Final Engineering process.
 - ✓ To comply with City Standards, the maximum allowable sanitary manhole spacing is three hundred (300) feet.
 - ✓ Preliminary Plat (Sheet 3) – Provide a utility easement along the entirety of Jerome Road for a future City waterline extension from approximately Cottonwood Drive to Ryan Parkway.
 - ✓ Preliminary Plat (Sheet 4) – Provide labels on the existing easements along Ryan Parkway.
 - ✓ Detailed Composite Utility Plan (Sheet 7)
 - Several waterline appurtenances are "connected" to the right-of-way (near the Spruce Court Honeysuckle Way intersection and along Brandywine Drive). Please revise accordingly.
 - The northernmost valve at the Cottonwood Drive and Hawthorne Drive intersection shall be located north of Storm Structure #78 and outside the pavement.

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- ✓ Detailed Composite Utility Plan (Sheet 8)
 - The proposed easement across the Kauffman and Pharazyn properties shall be labeled and dimensioned.
 - Please provide an approximate horizontal alignment (with dimensions) for the future waterline along Wells Road and across the Kauffman and Pharazyn properties. This waterline should be labeled as "By Others".
- ✓ Detailed Composite Utility Plan (Sheet 9)
 - For isolation purposes, please add a valve just east of the Cottonwood Drive cul-de-sac. This valve should also be located east of the proposed service for the adjacent lot.
 - For access (and constructability) purposes, please add a sanitary manhole just west of Jerome Road.
- ✓ Detailed Composite Utility Plan (Sheet 10) – Please add valves on either side of the tee at Honeysuckle Way/Hawthorne Drive intersection.
- **Jerome Township**
 - No comments as of February 8, 2013.
- **ODOT District 6**
 - As of February 8, 2013, no comments from ODOT District 6.
- **Union Rural Electric/URE**
 - No comments as of February 8, 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.

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STAFF RECOMMENDATIONS:

- Staff recommends **APPROVAL** of the Jerome Village Glacier Park Neighborhood Section 2 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 should 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 LUC Zoning & Subdivision Committee recommends **APPROVAL** of the Jerome Village Glacier Park Neighborhood Section 2 Preliminary Plat with the condition that all comments from LUC and reviewing agencies must be incorporated into the Final Plat.



STAFF REPORT

FOR CONSIDERATION BY LUC REGIONAL PLANNING COMMISSION EXECUTIVE
COMMITTEE

February 14, 2013

CHRISTIANSBURG WWTP 8.0 ACRES – ZONING AMENDMENT

- APPLICANT:** Village of Christiansburg
P.O. Box 115
Christiansburg, Ohio 45389
Phone 937-857-9605
- REQUEST:** Request to re-zone 8.0 Acres, Parcel # E11-05-10-36-00-006-01 from R-1
Low Density Residential District U-1 Rural Undeveloped District
- Acreage: 8.0 Acres
Parcel #: E11-05-10-36-00-006-01
Currently Zoned: R-1 Low Density Residential
Current Use: Vacant
Proposed Zoning: U-1 Rural Undeveloped District
Proposed Use: Village of Christiansburg Wastewater Treatment Plant
- LOCATION:** Addison New Carlisle Road just west of Cow Path Road in Jackson
Township, Champaign County
- STAFF ANALYSIS:** The applicant, the Village of Christiansburg, is applying to re-zone 8 Acres,
Parcel # E11-05-10-36-00-006-01 from R-1 Low Density Residential to U-1
Rural Undeveloped for the purpose of building their new Wastewater
Treatment Plant. According to the Jackson Township Zoning Resolution,
the applicant will also have to apply for a Conditional Use Permit once the
zoning amendment is granted in order to operate a "Public Service
Facility".

At last month's January Meeting, LUC recommended denial of the Zoning
Amendment due to the intensity of the M-2 Heavy Manufacturing District



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and the concern that M-2 would leave the Township open to all other allowable high intensity manufacturing uses if the WWTP does not work out. Further, LUC recommended that the applicant work with the Township in exploring other Districts where a "Public Service Facility" is allowed (U-1 Rural Undeveloped, B-2 Local Business - Conditional Uses). In addition, the recommendation included questions that the Township should explore with the applicant:

1. What are the plans for annexation by the Village of Christiansburg? Do they plan to annex the parcel? If so, will they require annexation of properties in between the Village and the WWTP parcel? Will any new builds surrounding the Village to the WWTP be required to hook into the Village's new WWTP, and if so will they require annexation?
2. Given the intensity of the use as a WWTP, will the Village provide screening (landscaping/fencing) around the property/WWTP to shield adjoining properties from proposed plant? The Township should require this as a condition of the conditional use permit.
3. Has the applicant provided plans and drawings of the proposed WWTP to the Township or held any public meetings open to residents to share their plans? Although meeting Township requirements, the supporting materials in the zoning application seemed to be lacking.

The Jackson Township Zoning Commission held their Public Hearing on last month's zoning amendment on January 15. Several members of the public expressed their concern with the proposed WWTP. At the hearing, the applicant withdrew their application. They have subsequently resubmitted to amend the R-1 Zoning to U-1 Rural Undeveloped.

The parcel is currently zoned R-1 Low Density Residential. In addition, the land surrounding the Village of Christiansburg including this parcel are also zoned R-1. It seems appropriate that the WWTP should be located in an area near to the Village limits. In addition, according to the Champaign County Comprehensive Plan of 2004, development should occur in and around the existing growth centers. With the building of the WWTP, further development could arrive. Therefore, it's more appropriate that this development should occur in and immediately surrounding Christiansburg.

In 2007, Champaign County conducted an Engineering Study, "Champaign County Sanitary Improvements", which was written by RD Zande. This study identifies the parcel in question as an appropriate option for a future

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WWTP for Christiansburg which is under findings and orders from Ohio EPA.

Although staff feels that many of the questions that were outlined in last month's Staff Report were addressed, the Township should be aware of the following outstanding concerns:

1. Given the intensity of the use as a WWTP, will the Village provide screening (landscaping/fencing) around the property/WWTP to shield adjoining properties from proposed plant? The Township should require this as a condition of the conditional use permit.
2. Staff still feels that a public hearing by the applicant (outside of the zoning amendment process) for residents of the Township would be beneficial. From being at the Township Zoning Commission's Public Hearing, residents had a number of technical questions beyond the land use which was the purpose of the Zoning Commission's Public Hearing (land use). The Zoning Commission's Public Hearing should not substitute for an informational meeting available to all the Township's residents to discuss all facets and plans for the WWTP.

STAFF RECOMMENDATIONS:

Staff recommends **APPROVAL** of the Jackson Township Zoning Amendment to the 8 Acres (Parcel # E11-05-10-36-00-006-01) on Addison New Carlisle Road for the Village of Christiansburg WWTP. Additionally, staff recommends that the Township address the questions which have been outlined above.

ZONING & SUBDIVISION COMMITTEE RECOMMENDATIONS:

The LUC Zoning & Subdivision Committee recommended **APPROVAL** of the Jackson Township Zoning Amendment to the 8 Acres (Parcel # E11-05-10-36-00-006-01) on Addison New Carlisle Road for the Village of Christiansburg WWTP from R-1 Low Density Residential to U-1 Rural Undeveloped. Additionally, staff recommends that the Township address the questions which have been outlined as follows:

1. Given the intensity of the use as a WWTP, will the Village provide screening (landscaping/fencing) around the property/WWTP to shield adjoining properties from proposed plant? The Township should require this as a condition of the conditional use permit.

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2. Staff still feels that a public hearing by the applicant (outside of the zoning amendment process) for residents of the Township would be beneficial. From being at the Township Zoning Commission's Public Hearing, residents had a number of technical questions beyond the land use which was the purpose of the Zoning Commission's Public Hearing (land use). The Zoning Commission's Public Hearing should not substitute for an informational meeting available to all the Township's residents to discuss all facets and plans for the WWTP.

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STAFF REPORT

FOR CONSIDERATION BY LUC REGIONAL PLANNING COMMISSION EXECUTIVE
COMMITTEE
February 14, 2013

JACKSON TOWNSHIP (CHAMPAIGN COUNTY) REVIEW OF MOU WITH CHAMPAIGN COUNTY SOIL & WATER CONSERVATION DISTRICT FOR DRAINAGE INSPECTIONS

- APPLICANT:** Jackson Township Zoning Commission
- REQUEST:** Informal review of a proposed Memorandum of Understanding between Jackson Township and the Champaign County Soil and Water Conservation District for drainage inspections.
- STAFF ANALYSIS:** Jackson Township is considering entering into a Memorandum of Understanding (MOU) with the Champaign County Soil and Water Conservation District to provide technical reviews regarding drainage.
- The proposed MOU is very similar to MOU's in place in Union County for the same purpose. The draft prepared by the Champaign County SWCD for Jackson Township does contain some additional information. Staff has the following comments regarding the proposed MOU:
- In the first sentence of the second paragraph, the word "by" should be added after "into".
 - Staff questions whether the MOU is the appropriate place to have the last sentence of number two (2) under "The District Will". This sentence seems like an explanation to an applicant of why the review is being done, rather than a term or condition of the MOU.
 - Number three (3) under "The District Will"
 - This states in the first sentence the District should



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- "approve/disapprove the drainage outlet."* In item number two (2) above, it says the District is *"recommending an appropriate drainage outlet"*. Staff feels that the Township needs to make these items consistent.
- Staff suggests add "...at the aforementioned rate." After "...and then compensate the CCSWCD"
 - The sentence stating that the District should provide technical services to the Township upon request is not clear to staff. Would these services come at an additional cost? Are the services only related to the review of lots? Staff feels the Township should clarify this point.
 - Number four (4) under "*The District Will*"
 - Staff questions the legality of this and how it would be enforced? This statement appears as the Township would be requiring this review to be done as part of the lot split process. The Township should consult with the County Engineer's Office and the Champaign County Prosecutor's Office regarding this point. In addition, tight time frames are being followed under the lot split process at the Champaign County Engineer's Office. It's my opinion that the time frame suggested is unreasonable and unobtainable during the lot split process. It would be better enforceable during the zoning permit process. For instance, when a resident is building a house, the Township Zoning Inspector could not approve the zoning permit until a SWCD inspection is completed and recommendations are followed.
 - Number five (5) under "*The District Will*"
 - Given the staff comments above, staff recommends changing this statement to read "*The inspection shall be done before a zoning permit is issued.*"
 - Number three (3) under "*The Township Will*"
 - It is not clear to staff what the responsibility of the Township Zoning Officer is during the review. Will the Zoning Officer have any specific responsibilities during the review, or only to be

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present?

- Number five (5) under "*The Township Will*"
 - Is there a difference between the "*Adequate Drainage Outlet Information Sheet*" and the "*Site Recommendation Sheet*"? Has the Township considered what format the recommendation of the CCSWCD should take?
- Number one (1) under "*It is Mutually Agreed*"
 - Change the word "to" to "and" after the word "request" in the first sentence.
- The Township should consider adding language regarding inspections of ponds in this same MOU (i.e. Union County Example).
- The Township should add zoning language to correspond to their intent to enter into a MOU with Champaign County SWCD. I am attaching an example of such zoning language by Darby Township in Union County.

STAFF RECOMENDATIONS:

Because this is an informal review, Staff does not recommend approval or denial, only that the Township consider the comments outlined above. Further, Staff strongly recommends that the Township meet with the Champaign County Engineer's Office to see how best the drainage inspections would fit into their current processes. In addition, Staff recommends that zoning language on drainage inspections be added to the Jackson Township Zoning Resolution.

ZONING & SUBDIVISION COMMITTEE RECOMMENDATIONS:

Darby Township, Union County

Section 1040 – Adequate Drainage Outlet, Acceptable Soils, and Existing Drainage Tile

Every lot shall have an adequate drainage outlet and acceptable soils consistent with the requirements for the proposed use. The Union Soil and Water Conservation District in writing shall recommend the drainage outlet adequacy and the Health Department shall recommend the soils acceptability on new lots. These statements along with a plot map of the drainage systems shall accompany the application for permit. Furthermore, all construction (including construction of ponds and driveways) within the Township shall be accomplished in a manner consistent with maintenance and good surface drainage. In all improvements or uses where submittal of drainage plans is not specifically required, proper drainage on subject property and adjacent or servient properties shall be maintained or restored at equal or greater capacity as determined by the Union Soil and Water Conservation District. In no event shall any person interdict or interfere with any existing tile or surface drain channel unless it is determined that such tile or channel can be removed or relocated without interfering with the drainage on adjacent properties. Pre-existing drainage tile draining adjoining property shall be restored or re-routed when cut, crushed, or otherwise affected by any construction, excavation, or utility installation on any lot.

Section 1041 – Ponds

Permits are issued using the following steps.

1. Union Soil and Water Conservation District (SWCD) shall review and approve proposed construction site with landowner. Test pits must be dug prior to design.
2. The pond shall be designed in accordance with Natural Resource Conservation Service (NRCS) Standards and specifications along with the United States Department of Agricultural Services (USDAS) Engineering Field Manual for Conservation Practices. Drainage tile found or damaged on site shall be rerouted around the proposed pond at the owner's expense. Soil shall be spread in a manner not to encroach on adjacent properties.
3. Union SWCD or Professional Engineer (P.E.) shall be responsible for designing the pond and doing site inspections with the Township Zoning Inspector during construction to assure that the pond is constructed according to the approved plan.
4. The pond outlet shall be designed not to encroach on adjacent property.
5. Every lot shall have an adequate drainage outlet and acceptable soils consistent with the requirements for the proposed use. The Union SWCD shall determine the drainage outlet adequacy and the soils acceptability for ponds.
6. Setbacks. Due to the liability a property owner may assume by constructing a pond too close to a road, the placement and maintenance of earth mounds or tree lines between the road right-of-way and the pond is recommended to serve as traffic barriers. If such earth mounds or tree lines are used, the setback shall be fifty (50) feet from the road right-of-way to the high water mark and thirty (30) feet from the high water mark to the side and rear lot lines. If such earth mounds or tree lines are NOT used, the setback shall be one hundred (100) feet from the road right-of-way to the high water mark and thirty (30) feet from the high water mark to the side and rear lot lines. Two (2) acre minimum lot size exclusive of all easements and rights-of-way.
7. All ponds shall be at least $\frac{1}{4}$ (0.25) acre in size.
8. Disturbed soil shall be seeded and such seeding shall meet Ohio EPA Regulations and NRCS Standards and Specifications.
9. Permits. The excavation of all ponds shall require a zoning permit at which work shall commence on said pond within six (6) months from the date of permit issuance from the Township Zoning Inspector. Prior to issuance of a zoning permit, every effort shall be made on the part of the landowner to locate and clearly mark all drainage tiles. The landowner shall be financially responsible for re-routing all tile. Ponds shall be completed within sixty (60) days from the date that construction on pond commences. The property owner shall notify the Zoning Inspector upon commencement of construction on the pond. Should the permit expire before work on the pond is complete, all excavated land shall be returned to its original state and seeded. The owner may apply for a maximum of one 30 day extension with the Township Zoning Inspector.
10. This applies to all zoning districts, including planned districts.



Director's Report – February 14, 2013

Jenny's Activities:	
Meetings, Miscellaneous & Projects	
January 11	Ohio Balanced Growth Conference
January 15	Jackson Township (Champaign County) Zoning Commission Public Hearing
January 19	Knox County Regional Planning Commission Annual Meeting w/ LUC President Brad Bodenmiller
January 22	Jerome Village GPN - 2 Sketch Review
January 23	Union County CIC Meeting
January 24	Met with Pat Hill & Dale Circle of Jackson Township Zoning Commission
January 25	Met with Matt Parrill (ODOT 7), Scott Coleman (Logan County Engineer) & Steve McCall (Champaign County. Engineer) re: ODOT Rural Planning Grant
January 30	Jene Gaver (Champaign County Building Regs.)/Brad Bodenmiller (LUC President) LUC Building Inspection
January 31	Logan County Sales Tax (Citizens for Better Roads) Annual Report Filing
February 4	Meeting w/ Caroline Ramsey & Wendy Pellingner, Honda of America
February 7	Sketch Review for "The Retreat" at Mitchell-DeWitt Darby Township (Union County) Zoning Meeting
February 8	Meeting at Miami Valley Regional Planning Commission (Brian Martin/Ana Ramirez) re: ODOT Rural Planning Grant
February 14	LUC Zoning & Subdivision Committee Meeting LUC Executive Committee Meeting LUC Building Committee
Ongoing Projects	Claibourne Township (Union County) Zoning Resolution Subdivision Regulations Update Upper Scioto Watershed Balanced Growth Plan Steering Committee - DRAFT Plan Available! Logan County Ag. Council Committee Union County Comprehensive Plan - Awaiting Approval of County Commissioners 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 Darby Township (Union County) Zoning Amendments Jackson Township (Champaign County) Zoning
Heather's Activities:	
Meetings, Miscellaneous & Projects	
Jan 11	Fair Housing Training for Community Action, Union County
Completed	2012 Annual Financial Audit
Ongoing	Scanning documents to store on-line



Wes' Activities:	
Miscellaneous	
Jan. 11	Ohio Balanced Growth Land Use Conference
Jan. 17	Ohio Farmland Preservation Summit
Jan. 25	ODOT Rural Planning Grant Meeting with Matt Parril and County Engineers
Jan. 28	Logan County Ag Council Breakfast
Feb. 4	Met with Caroline Ramsey and Wendy from Honda
Feb. 7	Attended Union County Sketch Plan Review
Feb. 8	Met with MVRPC RE: ODOT Rural Planning Grant RFP
Feb. 13	Dover Township Zoning Commission Meeting
Feb. 14	LUC Zoning and Subdivision Committee
Ongoing Projects	
CDBG	Pre-Applications mailed to all township and villages next month
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 – Final Draft Available on LUC website. Adoption by Union County Commissioners pending.
Zoning Updates	York Township Johnson 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



Executive Committee Meeting Minutes
Thursday, February 14, 2013

LUC President Brad Bodenmiller called the meeting to order at 1:17 pm.

Roll Call – Jenny Snapp

Members present: Brad Bodenmiller, Scott Coleman, Greg DeLong, Ves DuPree, David Faulkner, Kevin Gregory, Charles Hall, Paul Hammersmith, Valerie Klingman, Randy Kyte, Doug Miller, Matt Parrill, Jenny Snapp, Jeff Stauch, Ben Vollrath, and Andy Yoder.

Members absent: Tracy Allen, John Bayliss, , Kevin Bruce, Tim Cassady, Robb Cummins, Bill Edwards, Jim Holycross, Steve McCall, Barry Moffett, Ryan Shoffstall, and George Showalter.

Guests present: Judy Christian, York Township; Bill Narducci, Union County Engineer's Office; Randy Ventilburg, Fanning Howey Associates; Wes Dodds and Heather Martin of LUC Regional Planning Commission.

Minutes – Scott Coleman made the first motion to approve the minutes from the January 10, 2013 meeting as written. Doug Miller made the second motion to approve the minutes from the January 10, 2013 meeting as written. All in favor.

Financial Report – Andy Yoder presented the Financial Report for January. Scott Coleman made the first motion to accept the Financial Report. Charles Hall made the second motion to accept the Financial Report. All in favor.

ODOT Reports – ODOT6 report was placed on the web. Valerie reported that there is weekly contact on SR4 for and maintenance of traffic. In addition, once the weather improves they'll be back to construction and finish at the end of June. Valerie reported that the US33 resurfacing will happen this summer, approximately at 245 on the North end of town. The 31N ramp is an improvement to a ramp with safety issues. It will have a detour. Matt reported there are six projects for the 2013 season. Next month will include projects that will sell in 2014. If anyone would like the STIP/TIP maps, we can provide a copy of those next month.

New Business:

1. Review of Jerome Village GPN-2 Preliminary Plat in Jerome Township, Union County - Staff Report by Wes Dodds
 - o Doug Miller made the first motion to approve the Jerome Village GPN-2 Preliminary Plat in Jerome Township with comments from reviewing agencies and Kevin Gregory made the second motion to approve the Jerome Village



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with comments from reviewing agencies GPN-2 Preliminary Plat in Jerome Township. All in favor.

2. Review of Jackson Township (Champaign County) Zoning Parcel Amendment of Parcel # E11-05-10-36-00-006-01 of 8 Acres owned by the Village of Christiansburg from R-1 Low Density Residential to U1 Rural Undeveloped. The proposed use is for the Village of Christiansburg's new Wastewater Treatment Plant - Staff Report by Jenny Snapp
 - Dave Faulkner made the first motion to recommend approval of the Jackson Township Zoning Parcel Amendment of Parcel #E11-05-10-36-00-006-01 of eight acres owned by the Village of Christiansburg from R-1 Low Density Residential to U1 Rural Undeveloped. Paul Hammersmith made the second motion to recommend approval of Jackson Township Zoning Parcel Amendment of Parcel #E11-05-10-36-00-006-01 of eight acres owned by the Village of Christiansburg from R-1 Low Density Residential to U1 Rural Undeveloped. All in favor.
3. Informal Review of Memorandum of Understanding between the Champaign County Soil & Water Conservation District and Jackson Township (Champaign County) for drainage inspections - Staff Report by Jenny Snapp
 - Scott Coleman made the first motion to share staff and committee comments to the applicable parties. Charles Hall made the second motion to share staff and committee comments to the applicable parties. All in favor.
4. Appointment of LUC Building Committee - Brad Bodenmiller, President
 - The members of the committee are Brad, Scott and Paul. The Committee will meet monthly as there are several issues.
 - Doug Miller made the first motion to approve the Building Committee appointees and Jeff Stauch made the second motion to approve the Building Committee appointees. All in favor.
5. 2013 Membership Assessments - Jenny Snapp
 - We still expect payment from one village and one township. If both of them pay, it will be the highest amount of assessment received since Jenny has been here.
 - Brad reported that Jenny did a presentation at the Knox County Regional Planning Commissions Annual Meeting in regards to budgeting.
6. Future Grant Application for ODOT Rural Planning Organizations - Jenny Snapp
 - Hoping to submit a grant application in the next couple of weeks for a ODOT Rural Planning grant. It's a pilot program and they plan to pick two out of the six multi-county rural planning organizations. Currently we're applying for Champaign and Logan Counties, and met with the Miami Valley Regional

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Planning Commission. It's a good opportunity to network with Miami Valley Regional Planning Commission. The end result would be a transportation plan for the region. We met with Scott and Steve in regards to the proposal. Will be meeting with the City of Urbana and Bellefontaine and the Economic Development Professionals.

Director's Report

Comments from Individuals

- Greg DeLong reminded everyone that next month's meeting would be at the Decker Fire Station in Marysville and there will be a tour after.
- Brad reported that he met with Paul, Scott and Jenny in regards to the building. He also reported that the Union County Comprehensive Plan awaiting approval from the Union County Commissioners.

Adjourn – Dave Faulkner made the first motion to adjourn the LUC Executive Committee Meeting at 1:47 pm, and Ben Vollrath seconded the motion. All in favor.

Next Scheduled Meeting: Thursday, March 14, 2013, 1:15 pm at the Decker 271 Fire Station in Marysville.



President

Secretary